



Town of Amherst
Committee of the Whole

Date: **Monday, June 19, 2023**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

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

| | | |
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| 6.1 | Approval of In Camera Agenda | |
| 6.2 | Approval of In Camera Minutes | |
| 6.2.1 | May 15, 2023 | |
| 6.2.2 | June 6, 2023 | |
| 6.3 | MGA 22(2)(c) - personnel matters | |
| 6.4 | MGA 22(2)(a) - acquisition, sale, lease and security of municipal property | |
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| 6.9 | MGA 22(2)(c) - personnel matters | |
| 6.10 | MGA 22(2)(e) - contract negotiations | |

7. Adjournment



Town of Amherst
Committee of the Whole
Monday, June 19, 2023

Consent Agenda

MOTION:

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

- 1.4 Approval of Minutes**
- 3.9 Request to Present – In the Works**
- 3.10 Christie Foundation Donation**
- 3.11 Lift Station Pumps**
- 4.2 Dangerous and Unsightly Premises Semi-Annual Report**
- 4.3 Strategic Priorities Update**
- 4.4 Policy and Bylaw Review Update**
- 4.5 CAO Task Report**
- 4.7 Bylaws Second Readings Memo**
- 4.9 Planning Applications Update Memo**
- 5.1 Business Development Report**
- 5.2 Community Living Report**
- 5.3 Corporate Communications and IT Report**
- 5.4 Cumberland Business Connector Report**
- 5.5 Financial Services Report**
- 5.6 Fire Services Report**
- 5.7 HR and Customer Service Report**
- 5.8 Operations Report**
- 5.9 Planning and Strategic Initiatives Report**
- 5.10 Police Services Report**
- 5.11 Solid Waste Education and Enforcement Report**

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

Date: May 15, 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
Andrew Fisher, Director, Planning & Strategic Initiatives
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
Kim Jones, Director, Corporate Communications & IT
Natalie LeBlanc, Municipal Clerk

Staff Absent Aaron Bourgeois, Director, Operations
Krista Crossman, Director, HR and Customer Services
Cindy Brown, Administrative Assistant

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.

1.2 Approval of Agenda
Moved By Councillor Emery
Seconded By Councillor Fawthrop
To approve the agenda as circulated.

MOTION CARRIED

1.3 Approval of the Consent Agenda
Moved By Councillor Davidson
Seconded By Deputy Mayor Landry
To approve the consent agenda with the removal of item 2.9 Request to Present -
Impact Canada Pilot Project.

MOTION CARRIED

1.4 Approval of Minutes

1.4.1 Approval of Minutes – April 17, 2023 Committee of the Whole

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

Moved By Councillor Davidson

Seconded By Deputy Mayor Landry

To approve the minutes of the April 17, 2023 Committee of the Whole meeting as included in the agenda package.

MOTION CARRIED

1.4.2 Approval of Minutes – April 24, 2023 Community Support Grants

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

Moved By Councillor Davidson

Seconded By Deputy Mayor Landry

To approve the minutes of the April 24, 2023 Community Support Grants meeting as included in the agenda package.

MOTION CARRIED

2. Council Direction Requests

2.1 Fires and Burning of Materials Bylaw

Moved By Deputy Mayor Landry

Seconded By Councillor Chambers

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.

MOTION CARRIED

2.2 Taxi Bylaw

As owner of a shuttle service, Councillor Baker declared a conflict of interest and excused himself from the discussion and the vote on this item.

Moved By Councillor Davidson

Seconded By Councillor Chambers

That Council forward to the May 23, 2023 regular meeting, first reading of the proposed amendments to the Bylaw Respecting the Regulation of the Transporting of Passengers for Hire C-09, along with the changes agreed to at the meeting to take out “where” from Section 20 (i) and move the remainder of (i) to the beginning of Section 20 to read “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, in the opinion of the Taxi Authority, the license holder may be a danger to passengers or others if they possess a license”, remove (a) through (h) from Section 20 to become part of Section 21 and make (a)(b)(c) of Section 21 (i)(j)(k), change the beginning of Section 21 to read “In making a determination under Section 20, and further remove (b) and (c) in Section 32.

MOTION CARRIED

2.3 Territorial Acknowledgement Policy

Moved By Councillor Chambers

Seconded By Councillor Baker

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

MOTION CARRIED

2.4 Expense Reimbursement Policy Amendments

Moved By Councillor Fawthrop

Seconded By Councillor Emery

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

MOTION CARRIED

2.5 Council Conference Attendance and Professional Development Policy Amendments

Moved By Councillor Emery

Seconded By Councillor Fawthrop

That Council forward to the May 23, 2023 regular meeting, approval of the proposed amendments to the Council Conference Attendance and Professional Development Policy 10530-33, along with the changes agreed to at the meeting to consolidate Section 9 and Section 11, and add Atlantic Mayors Congress to Section 1 and Section 3.

MOTION CARRIED

2.6 Ballfield User Policy Repeal

Moved By Councillor Chambers

Seconded By Deputy Mayor Landry

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

MOTION CARRIED

2.7 Afghanistan Memorial Park Land

Moved By Councillor Davidson

Seconded By Councillor Chambers

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.

MOTION CARRIED

2.8 Webcams

Moved By Councillor Davidson

Seconded By Deputy Mayor Landry

That staff communicate to the interested party that Council is not interested in installing a live webcam through Nova Scotia Webcams at this time.

MOTION CARRIED

2.9 Request to Present - Impact Canada Pilot Program

Moved By Councillor Fawthrop

Seconded By Councillor Baker

That staff contact Kassia Regnier, Municipal Program Coordinator with Food Cycle Science to advise that Council is not interested in their program at this time.

MOTION CARRIED

2.10 Request to Present - Kathy Morash

Moved By Councillor Davidson

Seconded By Councillor Chambers

That staff contact Kathy Morash to schedule a presentation before Council.

MOTION CARRIED

3. Information Items

The following information items were included as part of the consent agenda:

- 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. Monthly Reports

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

- 4.1 Financial Services Report
- 4.2 Communications and IT Report
- 4.3 HR and Customer Services Report
- 4.4 Operations Report
- 4.5 Police Services Report
- 4.6 Fire Services Report
- 4.7 Planning and Strategic Initiatives Report
- 4.8 Business Development Report
- 4.9 Community Living Report
- 4.10 Community Navigator Report
- 4.11 Solid Waste Education and Enforcement Report

5 In Camera

Moved By Councillor Emery

Seconded By Deputy Mayor Landry

That the Committee move to an in camera session.

MOTION CARRIED

6. Adjournment

Moved By Councillor Emery

Seconded By Deputy Mayor Landry

To adjourn the meeting.

MOTION CARRIED

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor

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

Date: June 6, 2023
Time: 4:00 pm
Location: Council Chambers, Town Hall

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

Staff Present Jason MacDonald, Chief Administrative Officer
Dwayne Pike, Chief, Police Services
Sarah Wilson, Director, Finance
Natalie LeBlanc, Municipal Clerk

-
1. **Call to Order**
Mayor Kogon called the meeting to order at 4:00 p.m.
 2. **In Camera**
The Committee moved to in camera session.
 3. **Adjournment**
Moved By Councillor Emery
Seconded By Councillor Chambers
To adjourn the meeting.

MOTION CARRIED

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: June 19, 2023

SUBJECT: **Inclusion, Diversity and Equity Strategic Plan**

ORIGIN: In 2021 the Amherst Town Council established an Inclusion Diversity and Equity Committee. Terms of Reference 10350-31 attached.

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

RECOMMENDATION: That Council forward to the June 26, 2023 regular meeting, approval of the Town of Amherst Inclusion Diversity and Equity Strategic Plan.

BACKGROUND: The Inclusion Diversity and Equity Committee was established in late 2021 and is comprised of members of the African Nova Scotia and Indigenous community. Each member brings a unique First voice to the table on issues related to inclusion, diversity, and equity. This knowledge in addition to research of best practises around the country has formed the basis of this strategic plan.

DISCUSSION: In April 2022 the Community Well Being Manager began researching other municipal, provincial and community initiatives around inclusivity and diversity. This, in addition, to discussions with community allies, Amherst citizens and an engagement survey provided input into the historic, systemic and complex issues marginalized individuals face here in our community. The information gathered has been incorporated into this strategic document as well as an action plan to move forward from a municipal perspective.

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

SOCIAL JUSTICE IMPLICATIONS: The Inclusion, Diversity and Equity strategy will allow all Amherst residents to have more opportunities to participate in their community, have their voices heard and sought out for future decision making. It is the first step in ensuring we become a welcoming community that works to enhance the quality of life for everyone.

ENVIRONMENTAL IMPLICATIONS: None





COMMITTEE OF THE WHOLE

CDR# 2023095

Date: June 19, 2023

COMMUNITY ENGAGEMENT: Community engagement and collaboration will be ongoing. This is a living document that will be a starting point for future efforts to garner feedback from our diverse populations and make recommendations to Council on how we can continue this work. It is not the intent of this document that work will be done in a silo but rather continue building on relationships with key stakeholders.

ALTERNATIVES:

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

ATTACHMENTS: IDE Strategic Document
IDE Terms of Reference

Report prepared by: Sharon Bristol

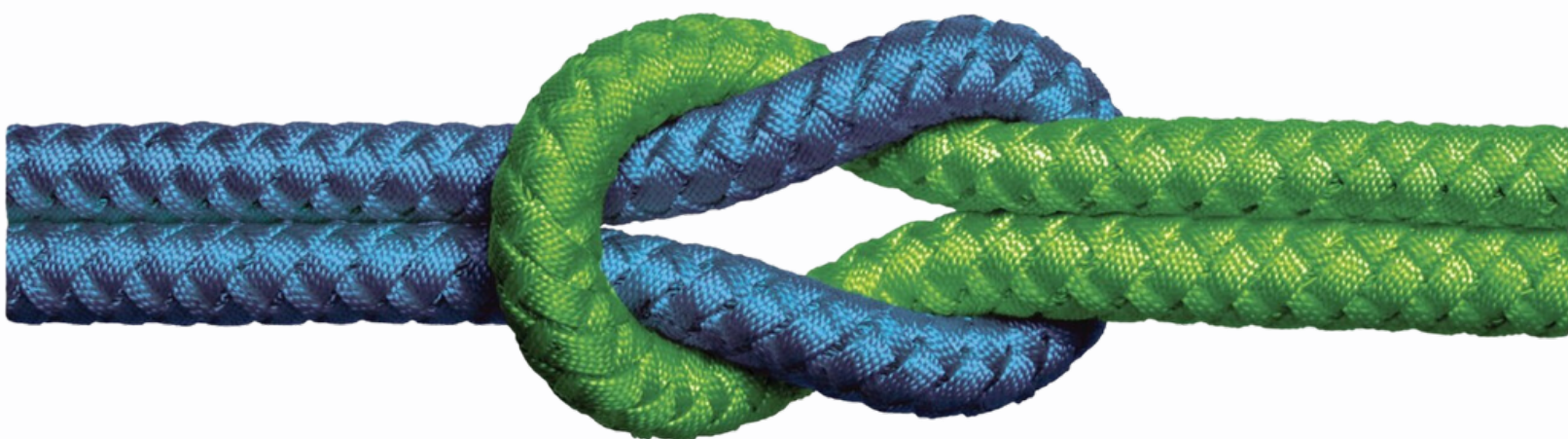
Report and Financial approved by:



Town of Amherst

Inclusion, Diversity and Equity Strategy

Uniting as One



Stronger Together

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Land Acknowledgement

It is important to acknowledge that the Town of Amherst is located on the unceded ancestral territory of the Mi'kma'ki. These territories are covered by the “Treaties of Peace and Friendship” which Mi'kmaq people first signed with the British Crown in 1726. We are all Treaty people and these treaties are still applicable today.

The Treaties did not deal with surrender of land and resources but in fact recognized Mi'kmaq title and established the rules for what was to be the ongoing relationship between nations.

The Town of Amherst recognizes and celebrates the Black African Nova Scotia Community, who have had a vibrant presence in the community. We honor these historical communities across Nova Scotia who have been here well over 400 years.

Message from the Chair

The Town of Amherst is a vibrant and dynamic region in the province of Nova Scotia developed over the span of centuries on the traditional unceded territory of Mi'kma'ki. The land is also home to an historic African Nova Scotia community whose heritage and contributions have shaped the current landscape of our region dating back over 400+ years.

Amherst is continually becoming a more diverse town with unique stories and cultures enriching the community. In August 2021 the Amherst Town Council developed a Terms of Reference to identify key steps in making our community more welcoming and inclusive. The Inclusion, Diversity and Equity Committee was formed to make recommendations to Council through the development of a strategic plan to assist in addressing the inequities of our community and builds a clear path forward. The committee was comprised of individuals from the African Nova Scotian and Indigenous community that were charged with engaging the community, encouraging feedback and researching best practices in the development of this plan.

This strategic plan is a living document, further to more community engagement, consultation and discussion. In the meantime, it addresses immediate actions that we as a municipal government can take now, including but not limited to, becoming a leader in the community for equality, equity and accessibility, respecting and promoting human rights and cultural inclusivity.

Moving forward we will continue to work collaboratively with our entire community to encourage more first voice experience and strive to create a safe space where everyone feels welcome.

Our Combined Vision

The Town of Amherst’s vision is to be a healthy, prosperous, inclusive and environmentally sustainable community in which people of all ages, abilities, genders and cultures are engaged and proud to live, work and play. We are committed to ensuring that all citizens have the equitable opportunity to contribute and be valued.

We believe in supporting diversity, inclusion and dignity for all citizens of our community.

We further seek to understand how we can be more responsive to the needs of the underrepresented groups of our community. We recognize that we need to create a space that is safe for their voices to be heard thus creating a community that is balanced, equitable and committed to ongoing review of our vision’s objectives.

With the guidance of the Town of Amherst Inclusion, Diversity and Equity committee we will commit to doing the necessary work, by fostering strong relationships with underrepresented groups, gathering feedback, researching and revising relevant policies, creating actionable, achievable goals and adequately resourcing the work.

Role of the Diversity Committee

To assist, research, promote and recommend to Council on all matters that relate to equity, diversity and inclusion.

The committee will, in the first two years, develop a working strategy by which these actions can be reviewed, discussed and implemented.

The committee will be comprised of a diverse cross section of our community and will strive to create a safe space where all voices can be heard. The committee will encourage all of our citizens to participate fully in the development of the action plan of this strategy.



Our Approach

- Development of terms of reference August 2021
- Recruitment of Inclusion, Diversity and Equity Committee August 2021-May 2022
- Develop working document based on the shared objectives May 2022-October 2022
- Community Consultation – meetings with organizations or programs that support the youth, seniors, persons with disabilities, women, immigrants, and newcomers, Mi'kmaq and the Indigenous community, Black and Historic African Nova Scotian communities, 2SLGBTQ+. October 2022-March 2023
- Development of strategy and metrics based on feedback from the community and IDE committee May 2023



Our Lense

The committee will actively seek input and include all voices and identities, actively seeking out those who are typically excluded.

Always being cognizant of the need for reconciliation and acknowledgement of the centuries long displacement and systemic radicalization impacting persons of indigenous and African NS descent.

Understanding the discrimination and bias towards individuals who belong to the 2SLGBTQ+ community, we will aim to create policy, procedures, employment opportunities and programs that ensure equitable access for everyone.

Community Consultation

The Inclusion Diversity and Equity Committee engaged community members during the months of February to April 2023 through consultation meetings and a questionnaire that was made accessible on the Town of Amherst's website, Facebook page and via e-mail. The Committee received 32 responses from individuals and diverse community groups which helped capture some of the successes and challenges the Town of Amherst has as a growing and diverse community.

Qualitative Data: Comments from the Survey



Something that I think would be helpful, is to offer the chance for everyone to experience others cultures. For example, when you have events such as Canada Day, reach out to the many different restaurants in the area and ask them to set up a booth, ask people of different backgrounds to host events around celebrations that are important to them so that we have the chance to learn



“The "inclusivity" piece is much more important in a day-to-day context here in this town - broadening Amherstonians mindset when it comes to welcoming Newcomers into our community, and including them as equals, which they are! I don't feel that it's up to the Town per se to somehow address this, as it's a cultural mindset people in this town have (i.e. "us" and "them"). "Forced inclusivity" and trying so hard to be diverse is corny and patronizing. In a perfect world, "inclusivity" would occur and unfold naturally... but, the people need to want that. So, the question therefore is, are Amherstonians able/willing/ready to welcome minority groups/peoples in a real and genuine sense”.

“I can say that when I look at the council members I see 1 female, 1 person of colour, 1 male possibly under age 45 and 5 white males over the age of 50. I get a very strong bias opinion that the town is run by the "boys club" which does not encourage many to approach the town with new ideas”.

Qualitative Data: Comments from the Survey

“There are no designated positions, how leaders speak within community demonstrates that there is a lot of learnings and attitudinal changes are required to have an organization that is a leader in inclusion. My recommendation is that leadership - manager and above participate in immersive and intentional learnings to understand their own white privilege, understand white supremacy as a structure that is maintained by the very structure of the operations of the Town. They need to learn about the history of Indigenous peoples, Black Nova Scotians and the 2SLGBTQ+ community”.

“More focus on the Acadian heritage of a significant percentage of our population”.

“Multi-generational celebrations of traditional and non-traditional/non-Christian holidays. Festivals that bring community members together to social and connect”.

“I recently was in conversation with a high level rep from the Town and their language around marginalized communities was poor. very "1970's" was one comment maybe there should be more education around cultural inclusion, racism, privilege- especially for those who think they are in the know”.

“**There has been an INCREASING improvement over the years in particular actions such as BOB's Barber Shop mirror at the CCM and Archives is a huge plus given Black men WERE NOT permitted to get their hair cut there years ago or look at the finished cut in the ornate mirror - SUBTLE CHANGES - the mirror is now on public display for all to enjoy.**”

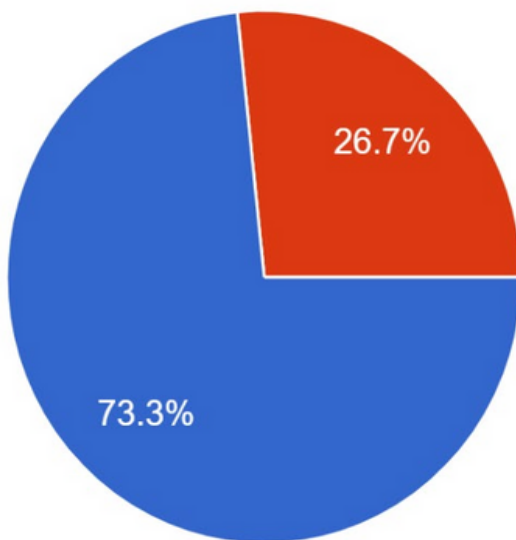
Qualitative Data: Comments from the Survey

“Hire staff that can advocate for newcomer group and support them to settle in the area. Information Hub, Welcome Network (Volunteers to greet new people), Community Night or fair kinds stuff to connect to others”.



TREAT THEM AS EQUALS. As someone who has lived abroad for more than 1/4 of my life, someone who knows what it feels like to be an "outsider," I can say that it's mildly insulting and patronizing to refer to non-Amherstonians as "diverse populations." This kind of mindset perpetuates the divide and does not help in what I think it is that you're trying to achieve.

“There is nothing in the Town Hall office that makes me think they welcome all members of town. The ongoing disputes with the Town and the downtown businesses are also another indicator. It has long been said that the Town is not open to ideas and if you have one that is new or different, to go outside of Amherst to pitch your idea and the neighboring areas will love to have you”.



● Yes
● No

The graph reflects the responses from the community when we asked if they would be willing to assist the Town of Amherst Inclusion, Diversity and Equity Committee to increase awareness and create opportunities for future inclusive priorities.

Shared Goals in line with DCCM and UNESCO

- The Municipality acts as a guardian for public interest
- The Municipality as an organization in the fulfillment of human rights
- The Municipality as a community sharing responsibility for respecting and promoting human rights and diversity





OUR PLAN

Moving Ahead Together

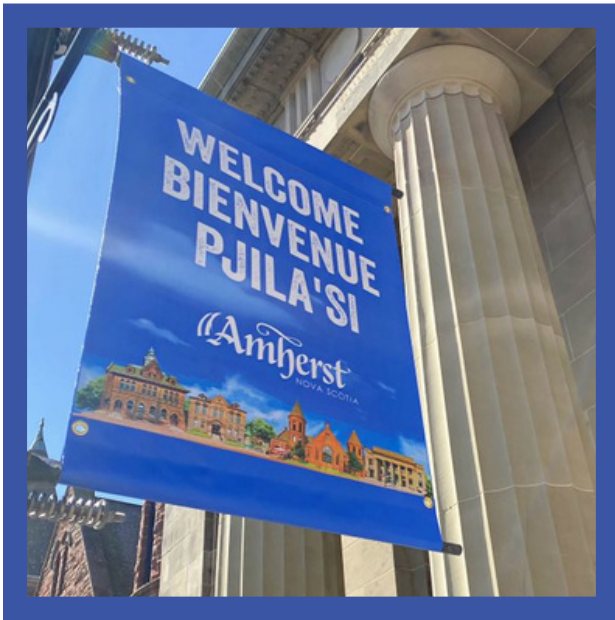
GOAL 1

Strive to be a leader in the government/business/community known for equity, inclusion and diversity

ACTION STEPS



- Evaluate and make recommendations help to create a diverse municipal workforce
- Engage the citizens of the community through public consultation on a regular basis to create awareness and gain feedback on an ongoing basis
- Recommend opportunities for training to staff in the creation of a culturally competent, safe workplace for all
- Ensure compliance with the Nova Scotia Human Rights Act
- Include marginalized groups in the recruitment of committee memberships, subcommittee participation and community engagement
- Ensure that Municipal services are equitable and accessible to all
- Commit to the ongoing promotion and celebration of cultural diversity in our community



GOAL 2

Become a Municipality that works to the fulfillment of human rights

ACTION STEPS



- Develop, implement, promote anti-racism strategies, policies and procedures, including complaints and dispute resolution mechanisms, within the municipal organization.
- Ensure ongoing equity in all aspects of the municipality's operations, including corporate planning, policy and program development, and procedures and practices with respect to employment, service delivery and contracting, as well as organizational culture; take steps to eliminate barriers; and finally, measure progress.
- Educate and sensitize elected officials and municipal employees on mutual respect, citizenship and the obligation to protect and promote human rights.
- Facilitate monitoring and removal of systemic barriers that impede fair and equitable access for full participation of Indigenous and racialized communities in the economic life of the municipality, as well as access to professions and trades for foreign trained professionals.



GOAL 3

Become a Municipality who leads the community sharing responsibility for respecting and promoting human rights and diversity.

ACTION STEPS



- Organize regular community forums in collaboration with existing organizations to offer citizens an opportunity to discuss and be heard on issues of racism and discrimination in the municipality, including effectiveness of local policies and programs.
- Empower other non government organizations to share information and take action against racism and discrimination.
- Partner with educational institutions such as the Nova Scotia Community College to encourage the development of programs specific to identifying and responding to acts of racism, establishing a curriculum to bring awareness to the systemic causes of racism and engage students to be part of the movement to end racism in the community.



GOAL 4

Embrace the promotion, respect, understanding and appreciation of cultural diversity and inclusion.

ACTION STEPS

- Provide equitable support to diverse cultural projects, programs, events and infrastructure so that the cultural diversity and heritage of the community can be preserved and enhanced.
- Support initiatives that enable more diverse members to participate fully in society.
- Promote awareness of the fact that integration of a community's cultural fabric, together with its economic, educational, social and security interests, strengthens and benefits the whole community.



Evaluation and Monitoring

Develop a communications pathway that includes a mailing list of allies who are interested in the ongoing work the committee is doing to promote the work that is being done and solicit feedback.

Host regular bi-annual information sharing sessions on the work of the committee and ensure underrepresented and/or diverse communities are invited.

Establish a process of inquiry/complaint that is reviewed by the Chief Administrative Officer and senior staff as well as the IED Advisory committee. Ensure a process is in place to review and respond to these inquiries.



Glossary of Terms

A Glossary of terms has been developed in an effort to promote understanding and clarify the terms that are contained in the strategy. It is recognized and understood that these definitions may change over time but will form a foundation for understanding in the current document.

Accessibility: Accessibility involves removing the barriers faced by individuals with a variety of disabilities (which can include but not limited to physical, sensory, cognitive, learning, mental health) and the various barriers (including attitudinal and systemic) that impede an individual's ability to participate in social, cultural, political and economic life. Disabilities can be temporary or permanent. As we age our abilities change and therefore an accessible society is one designed to include everyone and be fluid over time.

African Canadians: People of African descent in Canada, who are citizens or permanent residents (used as an umbrella term for all peoples of African descent in Canada)

African Nova Scotians: Honoring specifically African Nova Scotia Communities across the Province who have been here well over 400 years. *Distinct from African Canadians or other people of Africa who now reside in Noa Scotia. Many of these communities self-identify as Indigenous African Nova Scotian.

Ally: A person who supports an individual or group to be treated equitably and fairly. This often grows out of the self-awareness of inequities or privileges experienced. Action is taken individually or collectively to create conditions that enable everyone to have equal access to resources and benefit (city for all women initiative 2015)

Belonging: A sense of belonging is the feeling of being connected and accepted by one's family and community. It is a critical component of human and community development and lends itself to feeling like one can participate and relate to the group or community.

Glossary of Terms

Colonialism (Colonization): The practice of domination, which involves the subjugation of one people to another. Settler colonialism-such as the case in Canada- is the unique process where the colonizing population does not leave the territory, assets ongoing sovereignty to the land, actively seeks to assimilate the indigenous populations and extinguish their cultures, traditions and ties to the land (Government of Canada 2019). In Canada this means that Western European derived ways of being believing, knowing and doing are implicitly and explicitly presented as the standard or norm and other ways of being, knowing, believing and doing are implicitly or explicitly presented as “other” alternative, or less worthy.

Cultural Humility: A practice of self-reflection to understand personal and systemic biases and to develop and maintain respectful processes and relationships based on mutual trust. Cultural humility involves humbly acknowledging oneself as a learner when it comes to understanding another’s experience (Canadian Institute of Planners 2019)

Cultural Competency: A comprehensive collection of behavior, attitudes, practices and policies that creates an inclusive environment for people of diverse backgrounds. Culturally competent organizations have the awareness, knowledge base and learned skills to effectively and sensitively work and provide services to people of diverse backgrounds (Portland Metropolitan Region 2006)

Cultural Safety: An outcome based on respectful engagement that recognizes and strives to address powerful differentials that can be present in planning systems, e.g., between decision- makers or experts and marginalized people. It means all people feel respected and safe when they participate in planning processes (Canadian Institute of Planners 2019)

Glossary of Terms

Decolonization: In Canada, decolonization is usually discussed in terms of the relationship between Indigenous and Non indigenous peoples. It is related to indigenous resurgence (Indigenous people reclaiming and restoring their culture, land, language, relationships, health etc. both independent of and with the support of non- indigenous people).

Decolonization is also associated with other relationships between groups of people within Canada and in other countries and contexts around the world, and for some, is linked to broader principles of inclusion and equity. Decolonization is a process, not a product, and it involves undoing or removing of colonial elements of society.

Diversity: Vancouver's A Healthy City for All (2014) describes diversity as a term that is often confused for race or culture when in fact it should be used to consider the number of interlocking ways that people are disadvantaged and mistreated, and thus how people from various and marginalized groups or communities feel comfortable, safe and able to access their community spaces and institutions (City of Vancouver, 2014)

Equity: Fairness, impartiality, even-handedness. A distinct process of recognizing differences within groups of individuals and using this understanding to achieve substantive equity in all aspects of a person's life (Government of Canada, 2019)

Inclusion: Acknowledging and valuing people's differences so as to enrich social planning, decision making and quality of life for everyone. In an inclusive Municipality, we each have a sense of belonging, acceptance, and are recognized as valued, contributing members of society. Real inclusion takes places when those already included in the mainstreams learn from those who are excluded and initiate change (City for All Women Institute, 2015)

Glossary of Terms

Indigenous peoples (to be developed with consultation) Indigenous peoples' is a collective name for the original peoples of North America and their descendants. The Canadian Constitution recognizes three groups: First Nations, Inuit and Métis. These are three distinct peoples with unique histories, languages, cultural practices and spiritual beliefs. (Marie-Céline Charron 2019)

Institutional Racism: Policies, practices and procedures that work better for white people than people of color, often intentionally or inadvertently (National League of Cities, 2017)

Intersectionality: The intersection, or crossover, of our many identities affect how each of us experiences the Municipality. The intersections occur within a context of connected systems and structures of power (e.g., laws, policies, state governments, other political and economic unions, religious institutions and media (City for all Women, 2015)

LGBTQ+ or 2SLGBTQQIAA: Acronyms used to encompass most or all members of a sexually-gender-diverse communities. LGBTQ+ (Lesbian, Gay, Bisexual, Trans, Queer, +) or 2SLGBTQQIAA (Two Spirit, Lesbian, Gay, Bisexual, Trans, Queer, Questioning, Intersex, Asexual, Ally) are typically used interchangeably. Members of these community's experience overt and systemic discrimination.

Mi'kmaq: Mi'kmaq (Mi'kmaw, or L'nu, "the people" in Mi'kmaq) are indigenous peoples are among the original inhabitants of Atlantic Canada.

Glossary of Terms

Marginalization: Refers to a long-term, structural process of systemic discrimination that creates a class of disadvantaged minorities. These groups become permanently confined to the margins of society; their status is continually reproduced because of various dimensions of exclusion, particularly in the labor market, but also from full and meaningful participation in society (Province of Ontario, 2017)

Peace and Friendship treaties: On the East Coast, Peace and Friendship Treaties were signed with the Mi'kmaq, Maliseet, and Passamaquoddy prior to 1779. Treaties were solemn agreements that set out long term promises, mutual obligations and benefits to both parties. The British crown first began entering into treaties to end the hostility and encourage cooperation between British and First Nations. As the British and French competed for control of North America, treaties were also strategic alliances which could make the difference between success and failure for European powers (Government of Canada, 2021)

Privilege: The experience of freedoms, rights, benefits, advantages, access and or opportunities afforded to members of a dominant group in a society or in a given context (City of All Women Institute, 2015)

Race: A social construct that artificially divides people into distinct groups based on characteristics such as physical appearance (particularly color), ancestral heritage, ethnic classification, and the social, economic and political needs of a society at a given period of time. Racial categories subsume ethnic groups (Portland Metropolitan Region, 2017)

Racialization: A process of delineation of group boundaries and of allocation of persons within these boundaries by primary reference to (supposedly) inherent and/or biological (usually phenotypical) characteristics (Province of Ontario, 2017)

Glossary of Terms

Racial Equity: Closing the gap so that race does not predict one's success, while also improving outcomes for all (National League of Cities, 2017)

Reparations: Governments have a duty to acknowledge and address widespread or systemic human rights violations, in cases where the government caused the violations or did not seriously try to prevent them. Reparations initiatives seek to address the harms caused by these violations. They can take the form of compensating for the losses suffered, which helps overcome some of the consequences of abuse. They can also be future oriented-providing rehabilitation and a better life to victims-and to help change the underlying causes of abuse. Reparations publicly affirm that victims are rights-holders entitled to redress.
(<https://www.racialequitytool.org/glossary>)

Social participation: Involvement in meaningful activities that increase one's sense of belonging and well-being.

Structural, Institutional or systemic racism: When institutions or systems create or maintain racial inequity, often as a result of hidden institutional biases in policies, practices and procedures that privilege some groups and disadvantage others (Province of Ontario, 2017)

Systemic Barriers: Obstacles that exclude groups or communities of people from participation in and the benefits of social, economic, and political life. They may be hidden or unintentional but are built into the way society works. Existing policies, practices and procedures, as well as assumptions and stereotypes reinforce them (City for All Women Initiative, 2015)

Glossary of Terms

Truth and Reconciliation: The concept of reconciliation is about speaking the truths of the past and acknowledgement of the harm that has been inflicted on Indigenous Communities in Canada, including residential schools. It is about, atonement for the causes, and action to change behaviors that continue to marginalize indigenous people. Reconciliations about establishing and maintaining a mutually respectful relationship between Indigenous and Non-Indigenous peoples in this country (Truth and Reconciliation Commission, 2015)

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Town of Amherst Inclusion, Diversity and Equity Committee
Terms of Reference**

Minutes reference date: August 4, 2021

1.0 PURPOSE:

The Town of Amherst's Vision is to be a healthy, prosperous, inclusive and environmentally sustainable community in which people of all ages, abilities and cultures are engaged and proud to live, work and play. The purpose of the Committee is to advise the Town of Amherst Council on matters related to inclusion, diversity and equity in the organization and the community.

2.0 MANDATE

The Town of Amherst values inclusivity, diversity and equity in all areas of the workplace. Additionally, the Town values the contributions that each citizen brings, and is committed to ensuring full and equitable participation for all in our community. The mandate of the Committee is:

- i. To recommend to Council the development and/or revision of policies and practices to create a diverse municipal workforce and to ensure an inclusive workplace;
- ii. To recommend to Council training opportunities for staff and Council to assist in creating a culturally competent workplace so that all employees feel valued and safe;
- iii. To research and recommend to Council any actions needed to ensure the Town is compliant with the Nova Scotia Human Rights Act;
- iv. To include marginalized and under-served persons through Committee membership recruitment, sub-committee participation and community engagement;
- v. To make recommendations regarding equitable municipal services and programs that meet the needs of all residents
- vi. To promote and celebrate the diversity within our community

The Committee's initial mandate is for a two-year term, with the first 12-months dedicated to the creation of an internal organizational action plan. At the end of the 12 months, the Committee will evaluate the feasibility of developing an external community action plan. At the end of the two-year term, the Committee will review the terms of reference and make recommendations to Council regarding the Committee's continuing role.

3.0 MEMBERSHIP

The membership of the Committee will be as follows:

- a. Voting Members:
 - i. Two (2) Councillors;
 - ii. Up to 5 Town of Amherst residents

- b. Non-voting Members:
 - i. Two Municipal staff, appointed by Council;
 - ii. Other Town staff as resources as needed

4.0 COMMITTEE MEMBERSHIP SELECTION PROCESS

Members of the Committee will be selected as follows:

- i. Council will select their own representatives;
- ii. The Chair and Vice Chair shall be appointed by Council
- iii. Applications for other community representatives will be solicited using the Town website and usual social media outlets. A targeted approach will be used to ensure under-served and under-represented people are reached. Members will possess qualities such as progressive teamwork, cross-sectoral respect, ability to respect confidentiality, and strong communication skills. Interested citizens will be invited to submit a letter of interest and experience for consideration. Citizens members shall be appointed by Council.

5.0 DELEGATED AUTHORITY

The Committee is established as an advisory committee to the Amherst Town Council and does not have any delegated authority.

6.0 FUNCTIONING OF THE COMMITTEE

A quorum consists of a majority of the members of the Committee. Decisions of the Committee will be made by a majority vote. For the purposes of this Committee, majority means more than one half of those present.

7.0 BUDGET AND RESOURCES REMUNERATION

The Committee members serve as volunteers and shall serve without remuneration.

8.0 LOCATION OF THE MEETINGS

The Committee meetings will be held at a Town of Amherst facility, with the option of virtual attendance, as per policy.

9.0 FREQUENCY OF MEETINGS

The Committee will meet every two months. Additional meetings may be scheduled if needed, following consultation with the Chairperson and the Municipal Clerk. Meetings will normally be held during normal business hours or early evening.

10.0 ABSENTEEISM

A committee member who, without leave of the Chair, is absent from three consecutive regular meetings, ceases to be a member.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: June 19, 2023

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

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

LEGISLATIVE AUTHORITY: MGA Citizen advisory committees

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

RECOMMENDATION: That Council forward to the June 26, 2023 regular meeting, approval of the Intermunicipal Poverty Reduction Advisory Committee Strategic Plan.

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

DISCUSSION: In April 2022 the Community Well Being Manager began researching poverty as it relates to Cumberland County utilizing documents such as the 2021 Nova Scotia Child and Family poverty report card, Statistics Canada and the NS living wages report. It has become evident that over 30% of children in Cumberland County are living at or below the poverty line. Further to this it was identified early on that housing and homelessness were key issues for the area and as well many area youth are falling between the cracks of society and lacking resources to help them. The Committee focused the strategic document around three pillars of food insecurity, housing and homelessness and youth outreach and education. A strategic plan was developed itemizing key actionable goals that the three municipalities could work on collectively or individually moving forward. This plan is a living document further to ongoing consultation review, updates, and report back to the Councils and communities. The Strategic plan was presented to the three Municipal Councils (COW) in April 2023. They were to provide comments and feedback by the end of April. Feedback received has been incorporated into the document.



COMMITTEE OF THE WHOLE

CDR# 2023089

Date: June 19, 2023

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

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

ENVIRONMENTAL IMPLICATIONS: None

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

ALTERNATIVES:

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

ATTACHMENTS: Intermunicipal Poverty Reduction Advisory Committee Strategic Plan

Report prepared by: Sharon Bristol
Report and Financial approved by:



Intermunicipal Poverty Reduction Advisory Committee

Strategic Plan 2023



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Message from the Chairs

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

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

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

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

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

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



Introduction

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

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

The Municipal Government Act of Nova Scotia states:

Purposes of a municipality

9A The purposes of a municipality are to

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

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

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

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

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

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



United Nations Sustainable Development Goals 1-4

1. End poverty in all its forms everywhere

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

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



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

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

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



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

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

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



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

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

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



Guiding Principles

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

Maslow's Hierarchy of Needs

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

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

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

Deficiency Needs versus Growth Needs on Maslow's Hierarchy

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

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



Social Determinants of Health

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

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



Ethical Practices

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

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

Outlining Poverty in our Province

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

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

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



2022 Living wages in Nova Scotia

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

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

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

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

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

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

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

Strategic Pillars

Food Security



Housing and Homelessness



Youth Outreach and Education



Food Security



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

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

Strategic Goals

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

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

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Housing



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

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

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

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

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

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

Strategic Goals

4 . Education awareness campaign of energy poverty

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

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Youth Outreach and Education



Strategic Goals 1. Increase opportunities for Youth Engagement

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

Strategic Goals

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

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

A) Develop presentations

Presentations developed in partnership with AYTC and Cumberland County Youth Council

Ongoing

Committee/Staff

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

DRAFT

Community Outreach & Engagement Strategy

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

Reporting Strategy

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

DRAFT

References

United Nations Sustainable Development Goals.

<https://unstats.un.org/sdgs/report/2021/The-Sustainable-Development-Goals-Report-2021.pdf> retrieved Feb. 12, 2023.

Maslows Hierarchy of Needs.

<https://www.simplypsychology.org/maslow.html> retrieved Feb. 12, 2023.

Social Determinants of Health.

<https://www.cpha.ca/what-are-social-determinants-health> retrieved Feb. 12, 2023.

2021 Report Card on Child and Family Poverty.

<https://campaign2000.ca/wp-content/uploads/2021/11/Nova-Scotia-2021-RC-child-family-poverty-NS-Final-English.pdf> retrieved Feb. 12, 2023.

2022 Living wages in NS Final Report.

<https://policyalternatives.ca/sites/default/files/uploads/publications/Nova%20Scotia%20Office/2022/09/LivingWagesinNS2022FINAL.pdf> retrieved Feb. 12, 2023.

DRAFT



COMMITTEE OF THE WHOLE

CDR# 2023086

Date: June 19, 2023

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director Community Living

DATE: June 19, 2023

SUBJECT: Community Support Grants 2023

ORIGIN: 2023-24 Operating Budget

LEGISLATIVE AUTHORITY: MGA 65 Power to expend money: (au) a grant or contribution to (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the province; Community Support Grants Policy, 72000-08

RECOMMENDATION: That Council forward to the June 26, 2023 regular meeting approval of funding in the amount of \$73,954.69 under the Community Support Grants Policy and Social Equity fund as follows:

Bridge Adult Service Centre \$3753.14 Social Equity Fund (in addition 690.00 in kind stadium rental)

Cumberland County Museum \$9891.55 In policy (Social Equity Fund)

Amherst Horror Film Festival \$5000.00 CSG only if governed by Society or registered entity (staff will work with applicant to ensure there is a partnership developed)

Dollywood Foundation \$2310.00 (Social Equity)

Amherst Little League \$3000.00 (Amended from original as per request from Mike Leblanc)

Lilian Albion Animal Shelter Capital Campaign \$50,000 x three years

BACKGROUND: An annual budget is allocated for community support grants so that the Town can provide assistance in a fiscally responsible manner to organizations that qualify under the criteria set in the policy. In doing so, the Town encourages and promotes the success of these organizations. It should be noted that all groups fill a significant role in the community; however, to ensure the intentions of the policy are adhered to, not all can be funded.

DISCUSSION:

Amherst Little League – To establish a baseball house league for children aged 13-15

Dollywood Foundation – To mail out books to children who have registered for the program

Cumberland County Museum – To document the oral history of marginalized communities in the Amherst



Bridge Adult Service Centre – To hold a Disability Pride Day.

Lilian Albion Animal Shelter Capital Campaign – To help fund a new animal shelter. \$150,000 total commitment, paid as \$50,000 per year for three years.

FINANCIAL IMPLICATIONS:

Total Cost Social Equity \$15,954.69 (Approximately \$41,000 remaining before approval)

Total Cost CSG \$58,000 (Approximately \$74,815 remaining before approval)

COMMUNITY ENGAGEMENT: In response to a public invitation to apply, funding requests were submitted by community groups. Future community and sporting event requests will be dealt with on an individual basis.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications attached to this request.

SOCIAL JUSTICE IMPLICATIONS: Community not for profit organizations, sports teams, festivals and events help weave the fabric of our society. When a community has a strong base of supportive organizations dedicated to improving the quality of life for our residents in addition to sports, culture, arts, and events it is enriched in so many key ways. In most all cases these organizations rely heavily on outside sources of funding to stay afloat. Due to the nature of the not-for-profit world, it is our opportunity to assist those who work so tirelessly to make our community better. The Town of Amherst, as a funding contributor, helps create a community that all can be proud to live, work and play.

ALTERNATIVES:

1. Approve the funding requests as listed
2. Discontinue the practice of providing community support grants

ATTACHMENTS:

- Community Support Grants Policy, 72000-08

Date: May 1, 2023

COMMUNITY SUPPORT GRANTS
TOWN OF AMHERST
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: Bridge Adult Service Centre

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)

Please see attached.

J. Hopson

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

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

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

| NAME | FUNDING IF ANY |
|------|----------------|
| | |
| | |
| | |

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





Bridge Adult Service Centre
16 Station Street
Amherst, NS B4H 0C2
902-667-8433
b.workshop@ns.sympatico.ca

May 1, 2023

COMMUNITY SUPPORT GRANTS
TOWN OF AMHERST
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Bridge Adult Service Centre
16 Station Street
Amherst, N.S.
B4H 0C2

Joanne Hopper

b.workshop@ns.sympatico.ca

902-667-8433

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$4,443.

3. What is the purpose for funding requested?

The purpose for the funding request is to help our organization with our "Disability Pride Day "being held in July 2023. This is a very special day for our participants and many other individuals who will take part in this special event. The Bridge Adult Service Centre provides programs, services, and opportunities for adults with disabilities to support them to reach their fullest potential as members of our community.

4. Please find attached a budget for the event.
5. The expected benefits to the community are to change the way people think about and define disability, and to promote the belief that disability is a natural and beautiful part of human diversity in which people living with disabilities can take pride in.
6. List of funding sources and/or community partners for this event:
Crossroads- Donating Bounce equipment with cost of approx. \$2,800.
7. How many volunteers contribute to this event: 10

Stadium Rental 600 +tax = \$690
Food for staff and BASC Participants 48 * 5= \$240
Entertainment and equipment \$150
Cakes for cake walk \$198
Plant seeds \$18
Soil 20.99+ tax= \$24.14
Cups \$13.80
Supplies for signs \$68
Advertising \$120
Bounce equipment Rental \$2800 (Donated)
Face Painting 270
Flag 72x36 89.95 the flag shop
Underground graphics
Shirts
17.50 each = 875+ fax = 1006.25
Temporary Tattoos \$0.36 x 200 = 60
Banners for Poles 20 Banners 1495
Total
\$7243.14



Bridge Adult Service Centre
16 Station Street
Amherst, NS B4H 0C2

Attention: Honorable David Kogan
Re: Disability Pride Day -Bridge Adult Service Centre
Date: April 17, 2023

My name is Norma Jean Watts. Our paths have crossed before in the world of Art but you may not make the connection. I work at the Bridge Adult Service Centre. We are celebrating Disability Pride Day for persons with disabilities, on July 27th, 2023. The outcome of this day is to raise awareness in the community around "persons with disabilities." Disability Pride seeks to change the way people think and define disability, to end the stigma of disability and to promote the belief that disability is natural and beautiful part of human diversity in which people living with disabilities can take pride.

The town of Amherst has been very financially supportive of the Bridge Adult Service Centre. Thank you for that support.

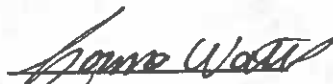
I would like our Disability Pride Day to be extra special this year. People with disabilities have struggled with many barriers throughout the past two years due to COVID-19. Isolation and disconnectedness with the community would be at the top of the list.

Flags hanging in Amherst around the time of our Disability Pride Day would help make this a very special event for people with disabilities. I visualize these flags as having the same logo as our Disability Pride Day. I would like them to resemble the style of the flags I designed for the town of Amherst a few years ago. I have attached pictures of both.

My request is that the town of Amherst consider providing these flags and hanging them around Amherst during the timeframe of our Disability Pride Day. These flags would inspire a sense of pride for everyone with disabilities in our community and remind others of the presence of people with disabilities.

Thank you very much for your time and consideration in regard my request.
I can be contacted at the address above or you could contact me at 902-667-8433.

Sincerely,


Norma Jean Watts

Date: March 9, 2023

**COMMUNITY SUPPORT GRANTS
TOWN OF AMHERST
REQUEST FOR FINANCIAL SUPPORT**

1. ORGANIZATION INFORMATION:

Name of Organization: Cumberland Museum Society
 Full Mailing Address: 150 Church Street
Amherst NS B4H 3C4
 Contact Person: Wayne Bishop
 Email Address: Cumbmuseum@gmail.com wegkbishop@auracom.com
 Telephone: 902 667 2561 or 902-667-2908

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ 9,891.55

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)

This project will select specific aspects of Amherst history and gather personal reflections on the characters, stories and responses to events for the period 1930-1970. (See detailed plan attached)

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

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

.This project will put special emphasis on African Nova Scotia & Mi'kmaq communities.

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

| NAME | FUNDING IF ANY |
|------|----------------|
| None | None |
| | |
| | |

7. How many volunteers contribute to this event or festival: 5

www.amherst.ca
 P.O. Box 516, Amherst, NS B4H 4A1
 (902)667-3352



| | | | | | |
|----------------------------------|--|-----------|---|------------------|----------------|
| | Town of Amherst | | | | |
| Project Name | Oral Histories | | | | |
| Dates | August 21 to October 27, 2023 | | | | |
| Anticipated Outcome | A rapidly depleting resource in the community is community elders who experienced life in Amherst in the period from 1930 to 1970. The purpose of this project is to select specific aspects of Amherst history and to gather personal reflections on the characters, stories and responses to events that transpired in these years. A special emphasis will be placed on individuals from the African Nova Scotian and Mi'kmaq communities, who experienced these events in far different ways to those in the dominant community culture. Topics to be explored are: Neighbourhoods, Prominent People and events, and Civil rights and the search for identity. If possible, we will work with a team of students from the local high school to develop their interviewing skills and foster relationships with elders. The files created will form the nucleus of a digital library which will be made available to the community for creative projects. | | | | |
| | | Unit Cost | # | Internal funding | Investment |
| Supervision/ Administration Cost | | 20.88 | | 150 | 3132 |
| Office space | | | | | 300 |
| Staff support | | 17 | | 350 | 5950 |
| | MERCs | | | | 0 |
| | | | | | 0 |
| | | | | | 0 |
| | | | | | 0 |
| Capital Costs (Specified) | Memory Sticks Storage box with insert tray | 9.55 | | 1 | 9.55 |
| | Digital recorder | | | | 100 |
| | Photosreproduction | 0 | | 0 | 300 |
| | TOTAL FOR PROJECT | | | | 9891.55 |



Grove Cottage 2021

Cumberland Museum Society
150 Church Street
Amherst, NS, B4H 3C4
Phone: 902-667-2561
Web: cumberlandmuseumsociety.ca
Email: cumbmuseum@gmail.com

JENNIFER

FINANCIAL STATEMENTS FOR OUR YEAR END

MARCH 2023

The information contained in this message may be confidential information, and may also be the subject of legal professional privilege. If you are not the intended recipient, any use, interference with, disclosure or copying of this material is unauthorized and prohibited. If you have received this message in error, please telephone Gordon Goodwin at the number above.

| | A | B | C | D |
|----|---------------------------------------|------------|-------------------|---|
| 1 | Cumberland Museum Society | | | |
| 2 | Balance Sheet As at 03/31/2023 | | | |
| 3 | ASSET | | | |
| 4 | | | | |
| 5 | Current Assets | | | |
| 6 | Petty Cash | 150.00 | | |
| 7 | In Trust-Stephen Leahey | 4,974.16 | | |
| 8 | Chequing Bank Account | 95,138.74 | | |
| 9 | Total Cash | | 100,262.90 | |
| 10 | TD Investment | 120,919.07 | | |
| 11 | Total Investments | | 120,919.07 | |
| 12 | 50% Recoverable HST | 3,774.69 | | |
| 13 | Total Receivable | | 3,774.69 | |
| 14 | Total Current Assets | | 224,956.66 | |
| 15 | | | | |
| 16 | Inventory Assets | | | |
| 17 | Inventory | | 7,011.43 | |
| 18 | Old Inventory | | -4,757.54 | |
| 19 | Total Inventory Assets | | 2,253.89 | |
| 20 | | | | |
| 21 | TOTAL ASSET | | 227,210.55 | |
| 22 | | | | |
| 23 | LIABILITY | | | |
| 24 | | | | |
| 25 | Current Liabilities | | | |
| 26 | Accounts Payable | | 5,606.64 | |
| 27 | Year End Accruals | | 2,500.00 | |
| 28 | EI Payable | 534.40 | | |
| 29 | CPP Payable | 1,112.12 | | |
| 30 | Federal Income Tax Payable | 1,363.38 | | |
| 31 | WCB Payable | 12.26 | | |
| 32 | Total Receiver General | | 3,022.16 | |
| 33 | Deferred Revenue- Bragg Grant | | 3,000.00 | |
| 34 | Deferred Maintenance | | 2,400.00 | |
| 35 | Digital Stargtey | | 2,275.00 | |
| 36 | Clay Oven | | 1,408.74 | |
| 37 | Deferred Revenue- Leahey | | 4,974.16 | |
| 38 | Total Deferred | | 25,186.70 | |
| 39 | | | | |
| 40 | Deferred Grants | | | |
| 41 | Deferred CMAP Grant | 30,149.00 | | |
| 42 | Total Deferred | | 30,149.00 | |
| 43 | Total Deferred Revenue | | 30,149.00 | |
| 44 | | | | |
| 45 | TOTAL LIABILITY | | 55,335.70 | |

| | A | B | C | D |
|----|---------------------------------------|---|-------------------|---|
| 46 | Cumberland Museum Society | | | |
| 47 | Balance Sheet As at 03/31/2023 | | | |
| 48 | EQUITY | | | |
| 49 | | | | |
| 50 | Owners Equity | | | |
| 51 | Retained Earnings - Previous Year | | 171,533.40 | |
| 52 | Current Earnings | | 341.44 | |
| 53 | Total Owners Equity | | 171,874.84 | |
| 54 | | | | |
| 55 | TOTAL EQUITY | | 171,874.84 | |
| 56 | | | | |
| 57 | LIABILITIES AND EQUITY | | 227,210.54 | |
| 58 | | | | |
| 59 | | | | |

| | A | B | C | E | F | G | H | I | K | L |
|----|---|------------------|-------------------|------------------|---|------------------------------------|-----------------|-------------------|------------------|---|
| 1 | Cumberland County Museum | | | | | | | | | |
| 2 | Financial Report | | | | | | | | | |
| 3 | | Mar-23 | | | | Mar-23 | | | | |
| 4 | EXPENDITURES | | | | | REVENUES | | | | |
| 7 | Interpretation and Programming | Budget | Actual YTD | Projected | | Earned Revenues | Budget | Actual YTD | Projected | |
| 8 | Exhibition costs | \$0 | \$2,966 | | | Admission Fees | \$300 | \$1,961 | | |
| 9 | Programming costs | \$500 | | | | Membership Dues | \$500 | \$285 | | |
| 10 | Other interpretation and programming | \$500 | | | | Programming fees | \$3,000 | | | |
| 11 | Horizon Senior Grant | \$11,633 | \$11,337 | | | Horizon Senior Grant | \$11,633 | \$11,333 | | |
| 12 | Leahey Expense | \$35,000 | \$93,677 | \$0 | | Leahey Project | \$35,000 | \$96,564 | | |
| 13 | Subtotal | \$47,633 | \$107,980 | \$0 | | Gift shop/retail sales | \$1,000 | \$1,237 | | |
| 14 | | | | | | Rental revenue | \$300 | \$140 | | |
| 15 | Collection & Access to Information | | | | | Fee for service revenue | \$500 | | | |
| 16 | Digital Strategy | | \$150 | | | Research | | \$225 | | |
| 17 | Preservation materials | \$2,500 | \$2,274 | | | Subtotal | \$52,233 | \$111,745 | \$0 | |
| 18 | Research | | | | | | | | | |
| 19 | Subtotal | \$2,500 | \$2,424 | \$0 | | Donations & Fundraising | | | | |
| 20 | | | | | | Donations from individuals | \$1,000 | \$690 | | |
| 21 | Marketing, Fundraising and Retail | | | | | Donations from foundations | \$26,000 | \$59,520 | | |
| 22 | Advertising & Promotion | \$500 | \$269 | | | Donations - corporate | \$3,300 | \$4,026 | | |
| 23 | Fundraising costs | \$7,500 | \$3,546 | | | Memorial donations | \$0 | \$275 | | |
| 24 | Retail Operations: | | | | | Fundraising activities | \$9,000 | \$6,806 | | |
| 25 | Purchases for resale | \$2,000 | | | | Leahey Books | \$0 | \$248 | \$0 | |
| 26 | Other retail expenses | \$500 | | | | Subtotal | \$39,300 | \$71,565 | \$0 | |
| 27 | Other marketing, fundraising or retail | \$0 | | | | | | | | |
| 28 | Subtotal | \$10,500 | \$3,815 | \$0 | | Public Funding | | | | |
| 29 | | | | | | Federal grants | \$19,866 | \$12,174 | | |
| 30 | Facility | | | | | CMAP grants | \$30,149 | | | |
| 31 | Custodial Supplies | \$200 | | | | Other NS grants | \$16,800 | \$7,500 | | |
| 32 | Grounds | \$1,500 | \$1,256 | | | Municipal grants | \$6,500 | \$18,599 | | |
| 33 | Rent/lease | \$1,200 | \$1,200 | | | Subtotal | \$73,315 | \$38,273 | \$0 | |
| 34 | Repairs & Maintenance | \$4,000 | \$4,979 | | | | | | | |
| 35 | Insurance | \$1,800 | \$1,932 | | | | | | | |
| 36 | Security | \$350 | \$933 | | | | | | | |
| 37 | Security System | | \$16,521 | | | | | | | |
| 38 | Utilities | \$12,000 | \$11,296 | | | | | | | |
| 39 | Scanner | | \$4,684 | | | | | | | |
| 40 | | | | | | | | | | |
| 41 | Subtotal | \$21,050 | \$42,801 | \$0 | | | | | | |
| 42 | | | | | | | | | | |
| 43 | Administration/Management | | | | | | | | | |
| 44 | Salaries and benefits: | | | | | | | | | |
| 45 | Full-time employees | \$50,000 | \$41,637 | | | | | | | |
| 46 | Full-time project employees | | | | | | | | | |
| 47 | Part-time employees | \$0 | \$990 | | | | | | | |
| 48 | Summer students | \$18,000 | \$7,810 | | | | | | | |
| 49 | Benefits | \$5,500 | \$4,140 | | | | | | | |
| 50 | Volunteer Recognition | \$250 | | | | | | | | |
| 51 | Office expenses: | | | | | | | | | |
| 52 | Bank charges | \$750 | \$551 | | | | | | | |
| 53 | Equipment charges | \$415 | \$374 | | | | | | | |
| 54 | Equipment services | | | | | | | | | |
| 55 | Xmas Trees | \$0 | \$258 | | | | | | | |
| 56 | Supplies | \$3,000 | \$4,238 | | | | | | | |
| 57 | Cleaning | | \$120 | | | | | | | |
| 58 | Telephone and internet | \$1,500 | \$1,951 | | | | | | | |
| 59 | Other administrative expenses: | | | | | | | | | |
| 60 | Credit Card fees | | | | | | | | | |
| 61 | Memberships | \$1,000 | \$815 | | | | | | | |
| 62 | Professional Fees | \$2,000 | \$161 | | | | | | | |
| 63 | Training | \$300 | \$753 | | | | | | | |
| 64 | Travel | \$150 | \$40 | | | | | | | |
| 65 | Meeting Expense | \$200 | \$211 | | | | | | | |
| 66 | Other- Volunteer Expense | \$100 | \$173 | | | | | | | |
| 67 | Subtotal | \$83,165 | \$64,222 | \$0 | | | | | | |
| 68 | | | | | | | | | | |
| 69 | GRAND TOTAL EXPENDITURES | \$164,848 | \$221,242 | \$0 | | | | | | |
| 70 | | | | | | | | | | |
| 71 | | | | | | | | | | |

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

Application for Funding Date: March 3rd, 2023
REQUEST FOR FINANCIAL SUPPORT **REQUEST FOR IN-KIND FACILITY RENTAL**

1. ORGANIZATION INFORMATION:

Name of Organization: Amherst Horror Film Festival
 Full Mailing Address: 168 Church Street
 Contact Person: Brian Lockyer
 Email Address: brianlockyerphoto@gmail.com
 Telephone: 226-600-6945

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ 5,000.00
 Total cost of program event or activity \$ + or - 8,000.00

3. What is the purpose for the funding requested? (Sport and Physical Activity, Festivals and events, Organizational Equipment, Community Well-Being etc.)
Amherst Horror Film Festival - A horror film festival to take place in October of 2023. Funds will help pay for the attendance of a celebrity and opening night film premiere, equipment and decoration rentals.

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

5. What are the expected benefits to the community? (Event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)
We hope to get at least Provincial attention with the event, if not bigger. We want to create a film festival that Amherst, or even the larger surrounding areas has not seen. Also, it will coincide with Esther Fest and help bring the community out to a new, fresh event. Lastly, when people from outside town attend, there will be money spent on local businesses.

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

| NAME | FUNDING IF ANY |
|---|--|
| <u>Submissions from films looking to attend festival</u> | <u>1000+ (Depends on submission numbers)</u> |
| <u>We are talking to numerous local people and businesses about sponsoring the event.</u> | <u>Thousdands - Will be easier to secure once we start pushing the event to the public</u> |

7. How many volunteers contribute to this event or festival: 6-10



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

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

APPROVAL DATE: April 24, 2023

CAO Signature: _____



POLICY STATEMENT

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

POLICY OBJECTIVES

The objectives of this policy are:

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

1. SCOPE

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

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

2. EXCLUSIONS

The following are exclusions from the grant program:

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

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

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

3. ALLOCATION OF FUNDS

Council is not obligated to:

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

4. SPECIAL CONSIDERATION

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

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

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

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

5. GUIDELINES

The following guidelines apply to all grant requests except those listed in 4 above:

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

6. PROGRAMS

The following are a list of the grants available:

a. Sport and Physical Activity

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

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

b. Festivals and Events Grants

- i. Maximum funding considered under this component will generally not exceed \$5,000;
- ii. Event must demonstrate broad community support;
- iii. Provides an experience not duplicated by other ongoing events, festivals or activities.
- iv. Draw spectators locally, from the Maritimes, nationally or internationally and increases the profile of our community;
- v. Must be affiliated with a local community non-profit organization.

c. Organizational Equipment

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

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

d. Funding for Social Equity Initiatives

For the purposes of this policy, Social Equity Funding” is defined as the annual funding allotment within the Community Support Area Rate, including any reserves for this purpose, to be used for initiatives that specifically target social equity issues. All applications which Council feels meet this definition and for which Council is considering funding from the annual Social Equity Funding allotment or associated reserves set aside for this purpose will be referred to the respective committees for a recommendation.

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

e. Large Scale Projects

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

7. APPLICATION PROCESS

The following outlines the application process:

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

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

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

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

8. APPROVAL PROCESS

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

9. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

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

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

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

10. PAYMENT PROCESS

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

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

11. CONDITIONS

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

12. PUBLIC DISCLOSURE

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

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

Application for Funding

Date: _____

REQUEST FOR FINANCIAL SUPPORT

REQUEST FOR IN-KIND FACILITY RENTAL

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

Total cost of program event or activity \$ _____

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

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

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

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

| NAME | FUNDING IF ANY |
|------|----------------|
| | |
| | |
| | |

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



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

APPLICATION

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

| Amendment Description | Policy Owner | Approved By | Approval Date |
|---|------------------------------------|-------------|-------------------|
| Amendments to policy to collapse A fresh grants, streamline application process, increase CAO approval limit, inclusion of MAP requirements, rewording to ensure policy is more inclusive and promotes community well-being | Director Community Living, Bristol | Council | February 27, 2023 |
| Amendment to policy to remove Deed Transfer reference from Poverty Funding. Rename Poverty Funding to Social Equity. | Director Community Living, Bristol | Council | April 24, 2023 |

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018
 28 October 2019 27 January 2020 25 October 2021 27 February 2023

I hope that I have provided enough information for you. I did not provide as much detail concerning the program itself as this was included in our funding application last year. Please contact me directly if you have additional questions or need clarification on something.

I will share with you that the feedback that we have been getting from parents has been very positive. Their children enjoy getting these books in the mail monthly. I have spoken to other parents who live outside of Cumberland County and they are very envious of our county and the generosity of our funders to make this happen!! I encourage them to start an affiliate for their area. We are hopeful that Katie Kelly of CTV news will be featuring our program on their network in the not-too-distant future.

Thank you for your consideration.

Cathy Bates

Local champion

506-866-4084

According to the most recent 2021 StatsCan information <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=cumberland&DGUIDlist=2021A00031211&GENERlist=1,2,3&STATISTIClist=1&HEADERlist=0> there are 1125 children within Cumberland County who are eligible for this program. Based upon statistical data collection by the Dollywood Foundation of Canada, there is an approximate 67% average, participation rate. This would equate to 754 children who will probably register for the program.

Financial Statements:

The Dollywood Foundation Statement can be found at <https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyRprtngPrd?q.srchNmFltr=The+Dollywood+Foundation+of+Canada&q.stts=0007&selectedCharityBn=846742328RR0001&dsrdPg=1>

On a local level, we are responsible to raise all funds for the books and postage. 100% of the funds collected are used for this purpose. The funds are held in trust by The Dollywood Foundation and monthly monies are drawn down from what we have collected for Cumberland County based on the number of children who have registered, and books mailed. The sponsorship rate for 2023 per child is \$46.20 per year. For example, based on our registration numbers 503 children X \$46.20= \$2324 per month is deducted from our account. I am budgeting and fundraising for 650 children to be enrolled within the next 12 months and that will require \$3003 / month to operate and to not have to temporarily close registrations. We have had to do this in the past due to the available funds at our disposal. I receive a monthly statement from The Dollywood Foundation showing the funds available in our account. Presently, we have \$20,909.35 in our affiliate account as of May 1,2023. I have taken a photo of the most recent statement and will include this for your review.

We are requesting \$2310 from the Town of Amherst to help support ongoing funding that will be needed over the next 12 months to serve our present and projected registrants. I do not have any other committed monies pending but do have several funding requests outstanding. The majority of these will only provide an answer in July or August, 2023. We are constantly in the fundraising mode to meet our increasing registrations.

Town of Amherst

PO Box 516

Amherst, NS B4H 4A1

Application Date: April 24, 2023

Name of Applicant Organization: The Dollywood Foundation of Canada/
Cumberland Co. Imagination Library

Mailing Address: PO Box 24022, Guelph, ON N3R 7X3

Canada Revenue Business Number: 846742328RR0001

Contact Person: Jeannie Smitiuch, Regional Director, Canada, Dollywood
Foundation of Canada and Cathy Bates, Community Coordinator, Cumberland
Imagination Library

Email: jsmitiuch@imaginationlibrary.ca or cathybates1212@gmail.com

Telephone: 548-900-5310

506-866-4084

Vision:

To share the life and legacy of Dolly Parton as an inspiration for all children to
Dream More, Learn More, Care More and Be More.

Mission:

Instill a love of reading, promote early literacy, increase school readiness, and
increase parental engagement and bonding.

History:

The Dolly Parton Imagination Library Cumberland County, NS was given affiliate
status with the Dollywood Foundation of Canada in November, 2021. We cover
the entire county of Cumberland, NS. Since that time, we have registered 503
children within Cumberland County and we expect that growth to continue! We
have had 64 graduates (turning age 5) since starting.

Jennifer Bickerton

From: Michael J. Leblanc <LeblancM@ccrce.ca>
Sent: April 12, 2023 12:04 PM
To: Jennifer Bickerton
Subject: Re: Budget

Expenses

Umpires - 16 games @ \$100/game = \$1600
Awards \$550

Total = \$2150

Income

Town \$750
Fee per team \$200 x 7 away teams = \$1400

Total \$2150

From: Jennifer Bickerton <JBickerton@amherst.ca>
Sent: Tuesday, April 11, 2023 3:31 PM
To: Michael J. Leblanc <LeblancM@ccrce.ca>
Subject: Budget

You don't often get email from jbickerton@amherst.ca. [Learn why this is important](#)

Hi Mike,

If you could send me a budget for your David Maltby Memorial Tournament event, we can complete your application to submit to council.

Thanks so much,
Jenn



Amherst Little League Baseball Club
1293 Hastings Road
Amherst, NS
B4H 3Y3
902-664-9999
mandkleblanc@eastlink.ca

Amherst Little League Baseball Club

We are asking for your help assisting a group of parents that would like to start a baseball house league for children aged 13-15. We have had 46 players graduate from our program in the past two seasons. Currently, there is only one 15U provincial team in the town. Last season 30 children tried out for this team with only 13 making the cut. 17 children had no place to play ball. This year, we are working with a number of graduating coaches from the Amherst Little League trying to make a house league for 15-13 year old boys and girls a reality.

The Amherst Little League will pay for the insurance for these children to play house league baseball. It would be an add on to our insurance program, however we would not run this program. We would only help get it going. A handful of parents are willing to take this on. We have had one successful meeting and we look to have the support of more parents in the coming months. Registration has opened and now it is time to see if the kids want to play. If it was successful we would likely take this over, however our t-ball park and new training facility are of top priority at the moment.

There is no way the little league has the funds to pay for the many expenses to start up this program. We will need uniforms (3 -4 teams), bats (12), catchers gear (6 sets), baseballs (200) to get this program off the ground.

The community needs this program! We need to get the kids to play, like we did when we were kids.

We estimate it is going to cost \$10 - \$15,000 to get this program up and running. I am asking for a financial donation of \$7,500 to help with this program.

We are hoping that this new request has no bearing on our other request for our age level children.

Please consider this new request for this new baseball league.

Yours Truly,

Mike LeBlanc
Amherst Little League Baseball Club President

Date: March 22/23

COMMUNITY SUPPORT GRANTS
TOWN OF AMHERST
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: Amherst Little League Baseball Club
 Full Mailing Address: 1293 Hastings Rd
Amherst NS B4H 3Y3
 Contact Person: Mike LeBlanc
 Email Address: mandkleblanc@eastlink.ca
 Telephone: 902 664 9898

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ 7500⁰⁰

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)

New baseball program - see attached

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

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

Keep kids off the street Give them the ability to play baseball
like we did when we were kids

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

| NAME | FUNDING IF ANY |
|----------|-----------------------------|
| County | Requested but not confirmed |
| Christie | Requested but not confirmed |

7. How many volunteers contribute to this event or festival: 20





COMMITTEE OF THE WHOLE

CDR# 2023087

Date: June 19, 2023

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director Community Living

DATE: June 19, 2023

SUBJECT: Carly Jackson Day

ORIGIN: 2023-24 Operating Budget

LEGISLATIVE AUTHORITY: MGA 65 Power to expend money:

RECOMMENDATION: That Council forward to their June 26, 2023 regular meeting approval of funding up to the amount of \$10,500.00 from the Social Equity Fund.

BACKGROUND: Carly Jackson and her team the Toronto Six won the Isobel Cup. Carly will have possession of the cup from August 10-14, 2023.

DISCUSSION: This is a significant milestone in Women's Hockey and Carly is the only female team member from the Atlantic Provinces. Hosting a day in honor of Carly has a huge potential for economic and social spin offs for our community. This event will be focussed on Carly and women's sport, women's hockey in particular. It is a great opportunity to promote gender equity in sport and to celebrate a local resident who has won a championship at the very highest professional level of her sport, and our unofficial national pastime.

FINANCIAL IMPLICATIONS: An allowance remains in the budget to address these requests. Efforts are currently underway to secure sponsorships and donations to help offset the cost of this event. The Community Living operating budget includes promotion of events and development of event material.

COMMUNITY ENGAGEMENT: The Community Living and Recreation departments will be working with provincial sports organizations and community groups to host this event. The public will be invited to attend in addition to elected officials, national and provincial hockey players and executives, and the Premier of Nova Scotia. Various sporting outlets will be invited to cover the day.

SOCIAL JUSTICE IMPLICATIONS: This event will unite the community in celebration of Carly, and will promote women's sports, and women's hockey in particular.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications attached to this request.

ALTERNATIVES:



1. Approve the funding allocation
2. Not approve the funding allocation

ATTACHMENTS: Budget outline

| Carly Jackson Day - BUDGET | | | | |
|-----------------------------------|--------------------|--------------------|-----------------------|----------------------|
| Item | Cost | Sponsorship | Comm Living Op | Social Equity |
| Banner | \$1,000.00 | 1000 | | |
| Key To Town | \$250.00 | | 250 | |
| Hockeyfest | \$500.00 | 500 | | |
| Scholarship Bursary | \$500.00 | | | 500 |
| Sound for Event - Cooke | \$750.00 | | 750 | |
| Entertainment | \$4,000.00 | 2000 | 2000 | |
| Food for Event | \$8,000.00 | | | 8000 |
| MC / Special Guest | \$1,000.00 | | 1,000.00 | |
| Pictures of Carly for Autograph | \$1,000.00 | | | 1000 |
| Sinage for promotion | \$4,000.00 | 2000 | 2000 | |
| Apparel | \$1,000.00 | | | 1000 |
| Plaques | \$250.00 | | 250 | |
| Flowers | \$500.00 | 500 | | |
| Carly Promotional Material | \$3,000.00 | 2000 | 1000 | |
| TOTAL | \$25,750.00 | 8000 | 7250 | 10500 |

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: June 19, 2023

SUBJECT: Culvert Policy Review

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 no amendments be made to the Culvert Policy.

BACKGROUND: This policy was originally approved by Council in 1987 and last revised in 2015. The purpose of the policy is to provide direction to staff on how to manage requests for new driveway culverts, repair of existing culverts, and requests from homeowners to infill ditches along the front of their properties.

DISCUSSION: Upon review staff are not recommending any changes to the language of the policy. The existing policy is still relevant and provides staff with clear direction for dealing with driveway culvert requests.

FINANCIAL IMPLICATIONS: There are no financial implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

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

ALTERNATIVES: Direct staff to revise the policy.

ATTACHMENTS: Culvert Policy 31600-01 on the new policy template form.

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



TITLE: CULVERT POLICY
SECTION: ENGINEERING & PUBLIC WORKS
POLICY NO: 31600-01

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

PURPOSE

To manage the Town’s new and existing driveway culverts.

POLICY STATEMENT

It shall be the responsibility of the Operations Department to investigate each culvert request and determine if a new culvert is needed or if the existing culvert can be repaired. If required, the Operations Department will install a 6-meter private driveway culvert to carry surface water under driveways at no cost to the homeowner.

If a homeowner wishes to fill the ditch along the front of their property, other than under the driveway, they must have the Town Engineer or his or her designate investigate the situation to determine if culvert pipe is required. The homeowner would be responsible for hiring and paying a contractor to do this work, using a new concrete or PVC culvert pipe with the type and the size to be given Town approval before installation.

ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|------------------------|--|
| Director of Operations | Ensure the policy is reviewed on a regular basis and updated as required. |
| Public Works Foreman | Ensure policy is followed when requests for driveway culverts are received |
| | |
| | |

For Administrative Use Only:

VERSION LOG

| Amendment Description | Policy Owner | Approved By | Approval Date |
|-----------------------|--------------------------------------|-------------|---------------|
| Policy reviewed | Director of Operations, Bourgeois | Council | |
| | | | |

MINUTES REFERENCE DATE

December 14, 1987 September 18, 1989 February 23, 2015

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: June 19, 2023

SUBJECT: Street Breaking Policy Review

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 June 26, 2023 regular meeting amendments to Schedule A of the Street Breaking Policy 31600-08.

BACKGROUND: This policy was approved by Council in 2007 and requires any person or contractor who wishes to break the surface of any Town street to obtain a street breaking permit and pay a \$500 fee.

The permitting process requires prior approval from the Town before work can commence and the revenue from street breaking permits will help to offset any costs related the maintaining the cut in the street, sidewalk or boulevard until a permanent repair has been completed.

All costs of reinstating the roadway, sidewalk, curb, or boulevard are the responsibility of the person or contractor named on the Street Breaking Permit.

DISCUSSION: Upon review staff are not recommending any changes to the language of the policy. Staff are recommending some minor housekeeping changes to Schedule “A” of the Policy. The changes to Schedule “A” include the addition of a space to include an email address for the applicant and revisions to the formatting to make the form more user friendly.

FINANCIAL IMPLICATIONS: There are no financial implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

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

ALTERNATIVES: Direct staff to revise the policy.





COMMITTEE OF THE WHOLE

CDR# 2023093

Date: June 19/23

ATTACHMENTS:

Street Breaking Policy 31600-01 – EXISTING

Street Breaking Policy 31600-01 – PROPOSED

Report prepared by: Aaron Bourgeois, Director of Operations

Report and Financial approved by:



DEPARTMENT: OPERATIONAL SERVICES

TITLE: **STREET BREAKING POLICY**

Minutes reference date: 31 January 2007

Page: 355

POLICY STATEMENT

Any person or contractor who wishes to break the surface of any Town street must first obtain from the Town Engineer a street breaking permit as per attached "Schedule A" and pay a \$500 fee for each street cut required.

PURPOSE

Issuance of permits will regulate those who wish to work on Town streets while revenue from street breaking permits will help the Town maintain the cut in the street, sidewalk or boulevard.

DEFINITION

Street means the public right of way including a public street, road, sidewalk or boulevard, curbs, gutters or retaining walls.



Schedule "A"

Policy #230-10

Permit No. _____

Town of Amherst Street Breaking Permit

Permission is hereby requested to install a :

Brief Description

- Sewer line
- Storm Water Line
- Power/Communications Cable
- Gas Pipe Line
- Water Line
- Other

Location of Structure

Civic Address
(Supply sketch of location, page 3)

Instructions to Applicant:

If approved Permit Holder Shall:

1. Save and hold harmless the Town against any and all claims for personal injury and/or property damage of any nature, both during and after the execution of the work covered by this Permit, where, in the opinion of the Town Engineer, any such claim arises from the execution of the work.
2. The applicant agrees to bear **ALL** damage costs during the laying of the pipe or cable or structure to the road shoulders, ditches, culverts, pavements, sidewalks and other installations and all subsequent damage costs to the street that are, in the opinion of the Town Engineer, attributable- to the laying of the pipe or cable and bear **ALL** damage costs to private property that, in the opinion of the Town Engineer, are attributable to the work described above.
3. Bear **ALL** costs of relocation of the pipe, cable, or damage to other Town structures, whenever required by the Town.
4. Bear **ALL** costs during the work described above in connection with: a) all claims for damages due to accidents. b) direction of all traffic. c) all barricades and lights for protection of traffic according to Uniform Traffic Controls. d) maintaining road surface and ditches adjacent to project. :e) inspection charges.
5. All work is to be completed by an authorized contractor and all work shall be done according to the Nova Scotia Standard Specifications for Municipal Services, most recent edition.

6. Carry out the work without interruption of street traffic. If Street Traffic must be interrupted the applicant must provide traffic control according to the Nova Scotia Department of Transportation, Temporary Workplace Traffic Control Manual, most recent edition.

7. Carry out the work in every respect satisfactory to the Operational Services Department and the Town Engineer.

8. Repave immediately or when applicable, maintain the backfilled excavation to the satisfaction of the Town Engineer until such time as the excavated trench is repaved.

9. The Applicant will recognize the Town of Amherst's Commitment to Safety by ensuring that his/her contractor submit a letter of good standing indicating active participation towards achieving, or having achieved a certificate of recognition issued jointly by the N.S. Construction Safety Association and the N.S. Dept of Labour or other equivalent Certification.

10. The Applicant will notify the Town Engineer when work is to commence and also when work is completed.

This permit may be canceled at any time.

Dated

Applicant Information: The applicant is required to include a \$ 500.00 fee for each Street cut.

Name:.....

Address:.....

.....Phone () - Fax () -

Owner Information if differs from above.

Name:.....

Address:.....

.....Phone () - Fax () -

Approval by Town Engineer....., Dated

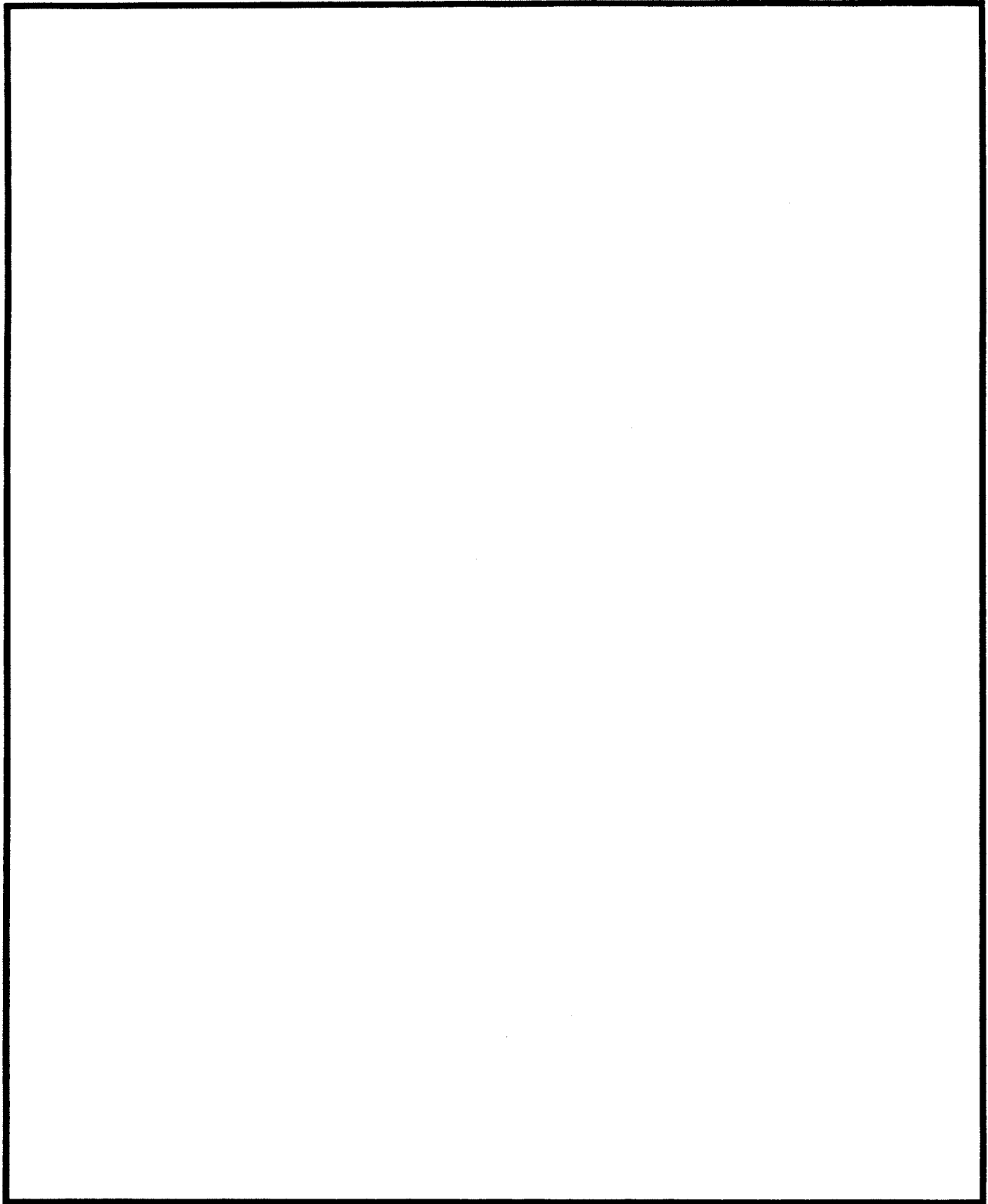
Conditions for approval.....

.....

.....

.....

SKETCH:



TITLE: STREET BREAKING POLICY
SECTION: ENGINEERING & PUBLIC WORKS
POLICY NO: 31600-08

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

POLICY STATEMENT

Any person or contractor who wishes to break the surface of any Town street must first obtain from the Town Engineer a street breaking permit as per attached “Schedule A” and pay a \$500 fee for each street cut required

PURPOSE

Issuance of permits will regulate those who wish to work on Town streets while revenue from street breaking permits will help the Town maintain the cut in the street, sidewalk or boulevard.

DEFINITION

Street - means the public right of way including a public street, road, sidewalk or boulevard, curbs, gutters or retaining walls.

ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|------------------------|---|
| Director of Operations | Ensure the policy is reviewed on a regular basis and updated as required. |
| | |
| | |
| | |

For Administrative Use Only:

VERSION LOG

| Amendment Description | Policy Owner | Approved By | Approval Date |
|-----------------------|--------------------------------------|-------------|---------------|
| Policy reviewed | Director of Operations, Bourgeois | Council | |
| | | | |

MINUTES REFERENCE DATE

January 31, 2007

Town Engineer, attributable to the laying of the pipe or cable and bear ALL damage costs to private property that, in the opinion of the Town Engineer, are attributable to the work described above.

3. Bear ALL costs of relocation of the pipe, cable, or damage to other Town structures, whenever required by the Town.
4. Bear ALL costs during the work described above in connection with:
 - a. all claims for damages due to accidents
 - b. traffic control
 - c. all barricades and lights for protection of traffic according to the Temporary Workplace Traffic Control Manual
 - d. maintaining road surface and ditches adjacent to project
 - e. inspection charges
5. All work is to be completed by an authorized contractor and all work shall be done according to the Nova Scotia Standard Specifications for Municipal Services, most recent edition.
6. Carry out the work without interruption of street traffic. If Street Traffic must be interrupted the applicant must provide traffic control according to the Nova Scotia Department of Transportation, Temporary Workplace Traffic Control Manual, most recent edition.
7. Carry out the work in every respect satisfactory to the Operational Services Department and the Town Engineer.
8. Repave immediately or when applicable, maintain the backfilled excavation to the satisfaction of the Town Engineer until such time as the excavated trench is repaved.
9. The Applicant will recognize the Town of Amherst's Commitment to Safety by ensuring that his/her contractor submit a letter of good standing indicating active participation towards achieving, or having achieved a certificate of recognition issued jointly by the N.S. Construction Safety Association and the N.S. Dept of Labour or other equivalent Certification,
10. The Applicant will notify the Town Engineer when work is to commence and when work is completed.
11. This permit may be canceled at any time.

The applicant is required to include a \$500.00 fee for each street cut requested.

Applicant:

Owner (if different from applicant)

Name:

Name:

Address:

Address:

Phone:

Phone:

Email:

Email:

Signature:

Date:



COMMITTEE OF THE WHOLE

CDR# 2023088

Date: June 19, 2023

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: June 19, 2023

SUBJECT: Street Banner Policy

ORIGIN: Policy and Bylaw Review

RECOMMENDATION: That Council forward to the June 26, 2023 regular meeting approval of the new Street Banner Policy.

BACKGROUND: For many years the Town of Amherst has been displaying street banners that recognize and celebrate holidays as well as support community groups such as the Royal Canadian Legion and Cumberland Pride Committee. Last year it became apparent that as more groups come forward to ask for permission to fly banners that a formal policy would be advisable to help manage the program, outline the procedure and ensure that all organizations are aware of our capabilities and limitations.

DISCUSSION: Staff felt it may be appropriate to draft a new policy that addresses the number of banners spots available and timing. A draft policy is attached.

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: The Town staff have met with key stakeholders to discuss the development of this policy and have received a favourable response.

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

ATTACHMENTS: Proposed Street Banner Policy.

Report prepared by: Sharon Bristol

Report and Financial approved by:



TITLE: STREET BANNER POLICY
SECTION: FACILITIES MANAGEMENT
POLICY NO: 2000-04

APPROVAL DATE: _____

CAO Signature: _____

POLICY STATEMENT

1. PURPOSE

The purpose of this policy is to provide guidance as to how and when street banners on Town of Amherst owned or controlled properties shall be requested and installed.

POLICY STATEMENT:

All banner themes shall have significance to, and provide benefit to the Town of Amherst and its citizens.

The banners shall not:

- Represent illegal activities
- Promote hate
- Be a political advertisement
- Cause, abet or stimulate civic disorder
- Be commercial in nature
- Be otherwise inappropriate in the opinion of the Town acting reasonably
- Represent or infer that the Town is a sponsor or proponent on the content or representation of the Banner.

CONDITIONS

1 LOCATIONS

The Town of Amherst has a maximum of 80 poles for banner décor. They include Church Street, Victoria Street, Ratchford Street, and Albion Street.

2 BANNER DIMENSION AND PRODUCTION MATERIAL

Banner Size 24" X 36"

Info – Printed double sided on 18pt Stock with welded pockets top and bottom /4 grommets.

TITLE: STREET BANNER POLICY
SECTION: FACILITIES MANAGEMENT
POLICY NO: 2000-04

3 INSTALLATION AND REMOVAL OF BANNERS

The installation and removal of banners is to be done by the Town of Amherst only. The upkeep of fixtures is also the responsibility of the Town of Amherst.

4 REQUESTS FOR ADDITIONAL BANNERS

- The placement of banners by individuals or groups is not permitted on an ad hoc basis.
- Requests from individuals or groups to place banners, or have the Town place banners, can be brought forward as a request to alter this policy.
- Such requests should be made at least 90 days prior to the desired time of placement, and include a detailed program on how the banners will be administered, if applicable.
- Where groups wish to have banners placed, an MOU will be negotiated for Council approval to clarify roles and responsibilities of group and the Town.

5 DISCLAIMERS

- The Town of Amherst will make every effort to meet the installation/removal deadlines, however circumstances beyond our control could prevent this from happening.
- Banners erected without prior approval will be removed promptly at the owner's expense.
- The Town of Amherst is not responsible for the loss or any damage caused to the banners.
- The Town reserves the right to refuse any application which it deems inappropriate.
- The Town reserves the right to use any banners as infill at their discretion.

TITLE: STREET BANNER POLICY
SECTION: FACILITIES MANAGEMENT
POLICY NO: 2000-04

APPENDIX A –Banner Schedule

- December/January - Seasonal
- February - African Heritage Month
- March/April/May - Live Work Play
- Late May – mid June - Pride
- Mid-June - Indigenous Day
- Late June - July - Canada Day
- August/September - Welcome
- October - Fibre Arts Festival
- November - Veterans (Royal Canadian Legion Branch #10)

ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|-----------------------------------|---|
| Director, Community Living | Ensure the guidelines of this policy are clear to community organizations. |
| CAO | Approve applications in a timely manner |
| Council | Continue to encourage and support the inclusive and equitable approval of this policy |
| | |

For Administrative Use Only:

VERSION LOG

| Amendment Description | Policy Owner | Approved By | Approval Date |
|-----------------------|-------------------------------------|-------------|---------------|
| New Policy | Director, Community Living, Bristol | Council | |
| | | | |



COMMITTEE OF THE WHOLE

CDR# 2023090

Date: June 19, 2023

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: June 19, 2023

SUBJECT: Street Banner Policy MOU agreement

ORIGIN: Policy and Bylaw Review. Requirements to hang street banners.

RECOMMENDATION: That Council forward to the June 26, 2023 regular meeting approval of the Royal Canadian Legion Branch 10 MOU to hang Street Banners as per the Street Banner Policy and further authorize the CAO to sign on the Towns behalf.

BACKGROUND: For many years the Town of Amherst has been displaying street banners that recognize and celebrate holidays as well as support community groups such as the Royal Canadian Legion and Cumberland Pride Committee. Last year it became apparent that as more groups come forward to ask for permission to fly banners that a formal policy would be advisable to help manage the program, outline the procedure and ensure that all organizations are aware of our capabilities and limitations.

DISCUSSION: Staff proposed a new policy that addresses when the banners are hung, the number of banner spots available and timing. An MOU would be required for community organizations when requesting the hanging of said banners.

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

SOCIAL JUSTICE IMPLICATIONS: Approving this MOU 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: Town staff have met with key stakeholders to discuss the development of this MOU and have received a favourable response.

ALTERNATIVES: 1) make amendments to the MOU

ATTACHMENTS: Proposed MOU for the Street Banner Policy.

Report prepared by: Sharon Bristol
Report and Financial approved by:



MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN **Town of Amherst**, a corporation under the laws of the Province of Nova Scotia, carrying out business at 98 Victoria Street East, Amherst, NS, B4H4A1, (the "TOA")

-AND-

The Royal Canadian Legion Branch #10, 47 LaPlanche Street Amherst, B4H3G9,
(Collectively referred to as the ("Parties"))

WHEREAS the Parties have a common interest to Honor and Support Canadian veterans;

AND WHEREAS the Parties have a common interest to support fundraising efforts of banner sales for the Royal Canadian Legion Branch #10;

AND WHEREAS the Town of Amherst would like to have a efficient operational plan to erect, display, and dismantle said banners;

AND WHEREAS the parties are desirous of providing these services in a cooperative manner;

NOW THEREFORE the Town of Amherst AND Royal Canadian Legion Branch #10 AGREE AS FOLLOWS:

GENERAL

1. The Royal Canadian Legion Branch #10 will sell a maximum of 80 banners on a yearly basis
2. The Town of Amherst public works staff will hang a maximum of 80 banners that are supplied by the Legion
3. The Town of Amherst will provide all equipment necessary to hang the banners
4. Banners will be given to the Town of Amherst no later than October 20 on any given year
5. Banner will not be removed prior to November 15 each year
6. Once dismantled the banners will be returned to the Royal Canadian Legion Branch #10

TERMINATION

1. Should either party wish to terminate the agreement they will be required to do so in writing with three months notice.

Town of Amherst:

Jason MacDonald, MCIP, LPP
Chief Administrative Officer

Royal Canadian Legion Branch #10:

Lorne Baird
Royal Canadian Legion Branch #10

Dated this ____ day of _____, 2023.

MEMORANDUM

TO: Mayor Kogon and Members of Council

FROM: Natalie LeBlanc, Municipal Clerk

DATE: June 19, 2023

SUBJECT: Presentation to Council Request

Staff have been contacted by Ericka Caissie-Stone on behalf of In the Works – A Social Enterprise Network, who would like to make a brief presentation to Council in September about their strategic plan, accompanied by a funding request.

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



COMMITTEE OF THE WHOLE

CDR# 2023090

Date: June 19, 2023

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: June 19, 2023

SUBJECT: Donation Requests for the Amherst Little League from the Dr. & Mrs. H.E. Christie Community Foundation

ORIGIN: Correspondences from the Dr. & Mrs. H.E. Christie Community Foundation that they will donate \$12,500 to the Town provided that the Town, in turn, provides two grants in the amounts of \$7,500 and \$5,000 to the Amherst Little League.

LEGISLATIVE AUTHORITY: Income Tax Act – Canada Revenue Agency Charity Guideline Registered municipalities are considered qualified donees by the Canada Revenue Agency and therefore can issue official donation receipts and are eligible to receive gifts from registered charities.

RECOMMENDATION: That Council forward to the June 26th, 2023 regular meeting, consideration of the request to receive the donation of \$12,500 from the Dr. & Mrs. H.E. Christie Community Foundation to fund two corresponding grants to the Amherst Little League in the amount of \$7,500 for a new baseball league for youth aged 13-15 and \$5,000 for a new baseball training facility to be constructed at the corner of Beacon and Croft streets.

BACKGROUND: The Town of Amherst has accepted donations of this nature in the past and provided receipts to the donor and disbursed funds to the requested recipient. The key is that the disbursement is approved by Council and is for an expenditure which the municipality has the authority to spend.

DISCUSSION: The Town received correspondence from the Dr. & Mrs. H.E. Christie Community Foundation advising that their board approved two grants for the Amherst Little League. One grant is for \$7,500 for a new baseball league for youth aged 13-15 and the second grant is for \$5,000 for a new baseball training facility to be constructed at the corner of Beacon and Croft streets. The Foundation is asking if Council will accept these donations from them in the above amounts, issue official tax receipts and provide the two grants to the Amherst Little League.

The Dr. & Mrs. H.E. Christie Community Foundation has attached a proviso to these two grants as indicated below:



Proviso: There is a proviso attached to this grant. If for any unforeseen or any reason or event the object of this grant cannot be carried out, you are required to return the money to the Foundation at the earliest opportunity. This proviso does not apply to a situation where the execution or completion of the object is delayed and extends beyond the calendar year.

To accommodate the proviso the Town will follow up with the Amherst Little League to ensure that all grant funds were spent before issuing an official tax receipt. If there are any remaining grant funds, they will be returned to the Town and then the Town will return them to the Dr. & Mrs. H.E. Christie Community Foundation.

FINANCIAL IMPLICATIONS: There would be no financial implications for the Town in this transaction as the grant would be fully offset by the donation.

COMMUNITY ENGAGEMENT: No community engagement is contemplated in carrying out this request. The community engagement occurred between the Amherst Little League and the Dr. & Mrs. H.E. Christie Community Foundation.

ENVIRONMENTAL IMPLICATIONS: No environmental implications are anticipated with this business process.

ALTERNATIVES:

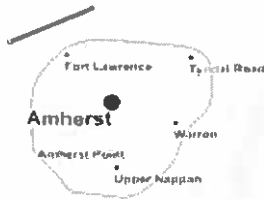
1. Refer the matter to the June 26, 2023 Regular Council meeting for Council's consideration of accepting donations from the Dr. & Mrs. H.E. Christie Community Foundation and providing two grants to the Amherst Little League;
2. Decline this request.

ATTACHMENTS:

- Letter from Dr. & Mrs. H.E. Christie Community Foundation re: Amherst Little League – funding for a new baseball training facility.
- Letter from Dr. & Mrs. H.E. Christie Community Foundation re: Amherst Little League – funding for a new baseball league for youth aged 13-15.

Report prepared by: Sarah Wilson, Director of Finance

Report and Financial approved by:



Christie - Smith Community Fund
consisting of
The Hugh E. Christie Fund and the Michael D. Smith Fund
administered by



The Dr. & Mrs. H.E. Christie Community Foundation

Christie Fund

P.O Box 986, Amherst, Nova Scotia B4H 4E1
Phone: (902) 667-3209 E-mail: TCCF@eastlink.ca

Smith Fund

Trustees:

25 May 2023

David H. Christie
Morris J. Haugg
Jennifer Brennan
Barry MacLeod
Donna Fitzpatrick
Mark Carter
Linda Macleod

Town of Amherst
attn: Jason MacDonald, CAO
P.O. Box 516
Amherst, NS
B4H 4A1

Jason,

The Dr. and Mrs. H.E. Christie Community Foundation received a request from Amherst Little League for funding for a new baseball training facility to be constructed at the corner of Beacon and Croft streets.

On May 23, 2023, the Board of Trustees approved a grant in the amount of \$5,000 for this project. A cheque in this amount to the Town of Amherst is enclosed. With reference to your letter of March 23 attached, we request a corresponding amount be forwarded to the applicant:

Amherst Little League Baseball Club
1293 Hastings Road
Amherst, NS B4H 3Y3

We require a receipt from the Town for audit and tax purposes. Please forward it to the address above.

There is a proviso attached to this grant, referenced below.

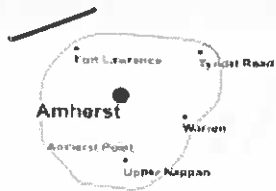
We thank you for your assistance with this and other grants to non-qualified donees.

Sincerely,

John Matthews, Administrator

JM/hs
encl.

Proviso: There is a proviso attached to this grant. If for any unforeseen or any reason or event the object of this grant cannot be carried out, you are required to return the money to the Foundation at the earliest opportunity. This proviso does not apply to a situation where the execution or completion of the object is delayed and extends beyond the calendar year.



Christie - Smith Community Fund
consisting of
The Hugh E. Christie Fund and the Michael D. Smith Fund
administered by



The Dr. & Mrs. H.E. Christie Community Foundation

Christie Fund

P.O. Box 986, Amherst, Nova Scotia B4H 4E1
Phone: (902) 667-3209 E-mail: TCCF@eastlink.ca

Smith Fund

Trustees:

25 May 2023

David H. Christie
Morris J. Haugg
Jennifer Brennan
Barry MacLeod
Donna Fitzpatrick
Mark Carter
Linda Macleod

Town of Amherst
attn: Jason MacDonald, CAO
P.O. Box 516
Amherst, NS
B4H 4A1

Jason,

The Dr. and Mrs. H.E. Christie Community Foundation received a request from Amherst Little League for funding for a new baseball league for youth aged 13-15 who have aged out of the current Little League.

On May 23, 2023, the Board of Trustees approved a grant in the amount of \$7,500 for this project. A cheque in this amount to the Town of Amherst is enclosed. With reference to your letter of March 23 attached, we request a corresponding amount be forwarded to the applicant:

Amherst Little League Baseball Club
1293 Hastings Road
Amherst, NS B4H 3Y3

We require a receipt from the Town for audit and tax purposes. Please forward it to the address above.

There is a proviso attached to this grant, referenced below.

We thank you for your assistance with this and other grants to non-qualified donees as we work together for the betterment of the community.

Sincerely,


John Matthews, Administrator

JM/hs
encl.

Proviso: There is a proviso attached to this grant. If for any unforeseen or any reason or event the object of this grant cannot be carried out, you are required to return the money to the Foundation at the earliest opportunity. This proviso does not apply to a situation where the execution or completion of the object is delayed and extends beyond the calendar year.

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: June 19, 2023

SUBJECT: **2023/24 Capital Budget Amendment**

ORIGIN: 2023/24 General Capital Budget.

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

RECOMMENDATION: That Council forward to the June 26, 2023 regular meeting approval of an amendment to the 2023/24 Town of Amherst General Capital Budget for the addition of the Terrace Street lift station pump repairs in the amount of \$41,000 to be funded from the Sewer Reserve.

BACKGROUND: During a routine daily check of the lift station staff discovered mechanical issues with two of the lift station pumps.

The pump manufacturer's service technician was contacted and a comprehensive inspection of the pumps was completed to determine the cause of the damage and to prepare an estimate to repair the pumps.

There was no obvious evidence of the cause of the damage to the pumps and the failure is most likely related to the age of the equipment. The pumps were original to the lift station and have been operating in harsh, corrosive conditions for over 25 years.

DISCUSSION: The CAO authorized an emergency procurement to;

- Repair pump #1 at a cost of \$8,612.24 plus applicable taxes.
- Replace pump #2 with a new pump at a cost of \$30,000 plus applicable taxes.

Repairing pump #1 at a third of the cost of purchasing new should see the pump operate without issue for 10-12 years. The cost to repair pump #2 was estimated at over \$28,000.

It was imperative that the pumps were repaired/replaced without delay. While TWO pumps have the capacity to handle the normal daily flow through the plant during dry weather conditions, rain events will put the plant in an overflow condition and if we were to experience an issue with one of the remaining two pumps the plant would not be able keep up. In the event we were operating on a single pump, we would have to rent a mobile pump. The cost of a rental pump typically ranges from \$2,000 to \$2,500 per week.

FINANCIAL IMPLICATIONS: The repair/replacement of the lift station pumps is \$42,000 and will be funded from the sewer reserve in the operating reserve. There is approximately \$170,000 currently in this reserve.

COMMUNITY ENGAGEMENT: No community engagement is anticipated.

ENVIRONMENTAL IMPLICATIONS: There is potential for the station to overflow during intense rainfall events if the repairs are not completed.

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

ALTERNATIVES: Defer the decision to a future meeting

ATTACHMENTS: None

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

MEMO

TO: Mayor Kogon and Members of Council

FROM: Andrew Fisher, Director of Planning & Strategic Initiatives

DATE: June 19, 2023

RE: **Policy Review: Minimum Standards for Residential Occupancies Bylaw**

Part of Council's Strategic Priority to review town bylaws for the month of June includes the above noted Bylaw. The overarching purpose of this Bylaw is to provide residential tenants with a means to rectify substandard conditions that are not being adequately dealt with by the landlord. Enforcement of the Bylaw is the responsibility of the Dangerous or Unightly Premises Administrator, but can involve referral to other departments such as Fire, Building Inspection and others, depending on the circumstances.

Attached is a working draft of the Bylaw. Many of the proposed edits could be considered 'housekeeping' changes to update definitions and references to acts and regulations. More substantial changes include the removal of provisions related to issues such as fire safety and structural soundness that may be better dealt with by subject experts (ex. Fire and Building Inspectors). However, the roles and responsibilities between departments needs to be further understood within the context of this Bylaw. As such, staff intend to make further refinements to the Bylaw and once complete, bring the Bylaw back to Council in the fall for their consideration.

TITLE: MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES BYLAW
SECTION: OPERATIONAL SERVICES or PLANNING?
BYLAW NO: P-4

APPROVAL DATE:

CAO Signature: _____

WHEREAS Section 172 and 181 of the Municipal Government Act provides that Council may make bylaws to protect the health, well-being, safety, and protection of persons and prescribing minimum standards.

BE IT ENACTED by the Council of the Town of Amherst, as follows:

1. SHORT TITLE

1.1 This Bylaw shall be known as Bylaw Number P-4 and may be cited as the “Minimum Standards for Residential Occupancies Bylaw.”

1.2 The previous, and all other, versions of the Minimum Standards for Residential Occupancies Bylaw are repealed and replaced by this version.

2. PURPOSE

2.1 This Bylaw is to establish a set of minimum standards for properties in the Town of Amherst and outline the responsibilities of property owners in this regard.

~~Pursuant to Section 181 of the Municipal Government Act, BE IT ENACTED by the Council of the Town of the Town of Amherst as follows.~~

~~1. (1) This By law shall be known as the “Minimum Standards For Residential Occupancies By law”. It shall apply to all residential buildings within the Town of Amherst.~~

~~2.2 (2) Where a provision of this By-law conflicts with the provision of another By-law in force within the Town of Amherst, the provision that establishes the higher standards to protect the health, safety, and welfare of the general public shall prevail.~~

3. DEFINITIONS

Definitions

~~2. 3.1 (1) Unless otherwise defined herein, definitions contained in the Municipal Government Act, Nova Scotia Building Code Act and Nova Scotia Fire Safety Act and the corresponding regulations that pertain to each Act, Nova Scotia Building Code Regulations, Tthe Municipal Government Act, Fire Safety Act, and the National Building Code also apply to this By-law.~~

TITLE: MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES BYLAW
SECTION: OPERATIONAL SERVICES or PLANNING?
BYLAW NO: P-4

~~3.2(2)~~ In this By-law:

- (a) "Building", for the purpose of this by-law, means any structure having a roof supported by columns or walls and intended to provide residential accommodation and which is connected, directly or indirectly, to Municipal Services;
- (b) "Council" means the Council for the Town of Amherst;
- (c) "Dwelling Unit" ~~means a room or suite of rooms occupied or capable of being occupied as an independent and separate housekeeping establishment;~~ means a room or suite of rooms operated as a housekeeping unit, used or intended to be used by one or more persons usually containing cooking, eating, living, sleeping and sanitary facilities.
- (d) "Habitable room" means a room designated for or which may be used for living, sleeping, eating or cooking;
- (e) "Inspector" means ~~the any~~ any person appointed to that position by the Council of ~~by the Town of Amherst to be the Building Inspector,~~ or their designate, who is empowered by legislation to enforce this bylaw, pursuant to the Municipal Government Act;
- (e)(f) "NBC" means National Building Code;
- (f)(g) "Town" means the Town of Amherst;
- (g)(h) "Order to Comply" means a notice to the owner of a building to correct any violations of this bylaw;
- (h)(i) "Owner" includes any one or combination of the following as defined in the Municipal Government Act:
 - i. a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or building,
 - ii. in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building, in the absence of proof to the contrary, the person assessed for the property.

TITLE: MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES BYLAW
SECTION: OPERATIONAL SERVICES or PLANNING?
BYLAW NO: P-4

~~(i)(j)~~ “Provincial Building Code” means the National Building Code as adopted pursuant to the Nova Scotia Building Code Regulations including the amendments as may be made from time to time.

4. COMPLAINTS

4.1 Prior to submitting a complaint, the occupant or tenant of the subject property shall first advise the landlord, in writing, of the concerns to allow the opportunity to address the maintenance issue(s) first. If the concerns are not addressed adequately, a complaint can then be submitted to the Town.

4.2 Complaints are to be made by the occupant or tenant of the subject property with regard to lack of maintenance of their dwelling unit/apartment building, and must be made in writing, accompanied by the complainants’ full name, address, telephone number, and a copy of the letter to the landlord indicating the method and date of service.

5. GENERAL DUTIES AND OBLIGATIONS

~~3.~~ 5.1 The owner of a building shall maintain the building to the standards as provided in this By-Bylaw.

~~— The owner of a building built subsequent to the coming into force of this By-law shall maintain the building to the standards of this Bylaw.~~

~~4.~~ 5.3 This Bylaw shall apply to the owner, tenant, or occupant of every dwelling in the Town, and the owner of the land on which any dwelling is situated.

~~5.~~ 5.4 The standards ~~of required by~~ this By-law are minimum standards and this By-law shall not be construed so as to lessen the requirements ~~s-prescribed for buildings, the constructions,~~ repair, ~~s and or alteration~~ alterations of property imposed by any other Town Bylaw or any other applicable legislation.

5. GENERAL MAINTENANCE STANDARDS IN ACCORDANCE WITH THE NATIONAL BUILDING CODE

6.1 Fire Prevention

~~6. (1)~~ 6.11 The owner of every building shall install and maintain life safety systems in accordance with the Acts and Regulation that pertain to that building. ~~smoke alarms and~~

TITLE: MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES BYLAW
SECTION: OPERATIONAL SERVICES or PLANNING?
BYLAW NO: P-4

~~carbon monoxide alarms in accordance with the NBC. Fire alarm and detection systems shall be maintained in an operational condition at all times.~~

~~(2) As required, the owner of every building shall install fire alarm system in conformance with the requirements of the Provincial Building Code.~~

~~(3) In buildings which the Provincial Building Code does not require the installation of a fire alarm system, a wired in smoke alarm system shall be installed by the owner in compliance with applicable code(s).~~

~~(4)~~ 6.12 All required fire separations shall be maintained so as to adequately prevent the spread of fire from one dwelling unit to the next in accordance with the NBC.

~~(5) All yards shall be kept clean and free of debris, tall grass and weeds for a distance of at least 2 metres from any residential building.~~

(16) Structural Soundness

~~7.~~ (5) ~~(1)~~ (a) Every part of a building shall be maintained in a structurally sound condition so as to be capable of sustaining safely its own weight and any load to which it may normally be subjected. Any materials relating to the structural soundness, which have been damaged or show evidence of rot or deterioration, shall be repaired or replaced.

~~(2) The Inspector may direct that tests of materials, equipment, devices, construction methods, structural assemblies or foundation conditions be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or foundation meets the prescribed requirements.~~

(1) Drainage and Prevention of Dampness

~~8.~~ (1) (a) Every floor, ceiling, ~~both sides of every and~~ interior wall ~~and the interior side of every~~ (6) exterior wall in the building shall be maintained free from excessive moisture and dampness.

(13) Roofs, Eave Troughs and Gutters

~~9.~~ (7) (1) (a) Roofs, including fascia, soffit, and flashing shall be kept weather tight and free from ~~leaks.~~

TITLE: MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES BYLAW
SECTION: OPERATIONAL SERVICES or PLANNING?
BYLAW NO: P-4

~~(2) — Every eaves trough, roof gutter and down pipe shall be kept:~~

- ~~(a) in good repair,~~
- ~~(b) in good working order,~~
- ~~(c) watertight and free from leaks,~~
- ~~(d) free from health and accident hazards.~~

~~(3) — (b) Every roof shall be kept free from:~~

- ~~i. any leaks;~~
- ~~(a) ii. loose or unsecured objects and materials;~~
- ~~(b)(a) iii. dangerous accumulations of snow and ice; and,~~
- ~~(c)(b) iv. all other fire and accident hazards.~~

(7) Foundations & Exterior Walls

(1) All foundation supports forming part of a building shall be maintained in good repair to prevent settlement of the building.

~~(8)~~

~~10-(9) — The components of every exterior wall of a building shall be maintained, weather tight, free from loose or unsecured objects and materials, ~~prevent the entrance of insects and animals~~ and prevent deterioration due to weather, ~~insects or animals.~~~~

~~(2) — All foundation supports forming part of a building shall be maintained in good repair so as to prevent settlement of the building.~~

~~(3) — Buildings shall be kept free of rodents, vermin and insects at all times. Methods used for exterminating such pests shall be in accordance with the provisions of the *Pest Control Products (Nova Scotia) Act.*~~

(17) Windows and Doors

~~11. (1) — (a) Windows, exterior doors, skylights, and basement or cellar hatchways shall be~~
~~(10) — maintained in good repair, weathertight and reasonably draft free.~~

~~(b2) — All windows that are required to be operable shall have suitable hardware so as to allow locking or otherwise securing from inside.~~

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- (c3) At least one window in each sleeping room shall meet egress standards as required by the ~~Provincial Building Code~~ NBC.
- (d4) All doors providing access to the dwelling unit shall have suitable hardware so as to allow locking or otherwise securing from inside.
- (e5) Doors between an attached garage and the remainder of the building shall be fitted with weather stripping and a ~~self-closing~~ self-closing device to prevent the passage of gases into the remainder of the building.

(2) Egress

- 12.(11) (a4) Every ~~dwelling building or~~ dwelling unit shall have a safe, continuous and unobstructed passage from the interior of the ~~dwelling building~~ to exterior grade level.
 (b) Buildings using a fire escape as a secondary means of egress shall ~~have the escape be~~ in good condition, free from obstructions, and easily reached through a window or door operable from inside, without requiring keys or specialized knowledge, ~~as required by the NBC.~~
- (c2) Any required egress shall not pass through a room in another dwelling unit or a service room.

(15) Stairs Decks and Balconies

- 13.(12) (a4) Interior and exterior stairs, porches, balconies, ~~and~~ landings, stair guards, and railings shall be maintained in good repair so as to be free of holes, cracks, and other defects which may constitute accident hazards.
- (b2) Every open side of a stairway or flat roof to which access may be gained through a doorway, terrace, balcony, porch, landing, ramp, or stairwell shall have a guard and handrail conforming to the requirements of the ~~Provincial Building Code~~ NBC.

(7) Interior Walls, Ceilings, and Floors

- (a) All floors shall be maintained in good condition and free from loose, broken, decayed or rotten boards.
- 14. (1) ~~Every wall and floor in a building shall be reasonably level and maintained so as to be free of all loose, warped, protruding, broken, or decayed boards or coverings.~~
- (2) ~~Walls surrounding showers or bathtubs shall be impervious to water.~~

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~~(3) Every floor in a bathroom, toilet room, kitchen, shower room, laundry room and kitchen shall be maintained so as to be impervious to water.~~

(6) Fireplaces, Fuel-burning Appliances, and Chimneys

- ~~15.(13)~~ (1) Every chimney, smoke-pipe, flue, and vent shall be installed and maintained in good repair so as to prevent smoke, fumes or gases from entering the building and ~~so as~~ to prevent the heating of adjacent combustible material or structural members to unsafe temperatures.
- (2) Every fireplace used, capable of being used, or intended to be used, shall be maintained in good repair and ~~so as~~ to prevent the heating of adjacent combustible material or structural members to unsafe temperatures.
- (3) All connections between liquid or gaseous fuel burning equipment in a dwelling building and the source of liquid or gaseous fuel, shall be maintained in good repair, and shall meet the requirements of all applicable standards.
- ~~(4) If in the opinion of the Inspector, there is doubt as to the safety of the heating system or parts thereof, the Inspector may direct that tests of materials, equipment, devices, construction and installation methods be made or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device or construction and installation meets the prescribed requirements. On the basis of the findings, the Inspector may issue an order for remedy.~~

(8) Heating

- ~~16.(14)~~ (1) Every building shall be provided with suitable heating facilities for maintaining an indoor ambient temperature ~~of 22 degree Celsius~~ throughout all occupied areas as required by the NBC.
- (2) Every dwelling unit shall have a thermostat, or other suitable means, for the purpose of controlling heat to the minimum required temperature.

(12) Plumbing Facilities and Fixtures

- ~~17.(15)~~ ~~(a4)~~ All bathroom, kitchen, and laundry plumbing fixtures shall be provided with an adequate supply of hot and cold running water. Hot water shall be capable of being supplied at a temperature of not less than 43 degrees Celsius and not greater than 60 degrees Celsius. A mixing valve shall be provided as required.

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- (b2) All plumbing, including drains, water supply pipes, toilets and other plumbing fixtures shall be maintained in good working condition free of leaks and defects and all water pipes and connections thereto shall be protected from freezing.
- (c3) All plumbing fixtures shall be connected to the sewage system through water seal traps and be appropriately vented.
- (d4) Every fixture shall be of such materials, construction and design that will ensure the exposed surface of all parts are hard, smooth, impervious to hot and cold water, readily accessible for cleansing and free from blemishes, cracks, or other imperfections that may harbor germs or impede thorough cleansing.
- (e5) All appliances intended to supply the hot water to plumbing fixtures shall be equipped with a temperature and pressure relief valve.

(1) Bathrooms

- (16) (a4) Every dwelling unit shall be provided with at least one water closet, wash basin, and a bathtub or shower connected to a piped water supply and an acceptable means of sewage disposal.
- 18. (b) Every bathroom or toilet room shall be fully enclosed and provided with a door equipped with a privacy latch. ~~Where practical, a wash basin shall be located in the same room as the toilet.~~
- (c2) Where a bathroom is shared by occupants of a residential accommodation, an appropriate entrance shall be provided from a common ~~passage way~~ passageway, hallway, ~~corridor~~ corridor, or other common space to the bathroom.
- ~~(d3)~~ Every bathroom shall be equipped with either an operable window or a mechanical exhaust fan which shall be maintained in good working order.
- (e) Walls surrounding showers or bathtubs shall be impervious to water.
- ~~(f3)~~ Every floor in a bathroom, toilet room, kitchen, shower room, laundry room and kitchen shall be maintained so as to be impervious to water.

(10) Kitchens

- ~~19.~~ (17) (1) Every dwelling unit shall contain a kitchen area shall be equipped with a sink that is served with hot and cold running

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water, suitable storage facilities and a counter-top work area. Space shall be provided for a stove and refrigerator, including appropriate electrical hookups.

(14) Sleeping Rooms

~~20.~~(18) (1) A room to be used for sleeping purposes shall:

- (a) Have a minimum floor area of 8 square meters or be shown to be capable of accommodating a bed and bureau.
- (b) Have a minimum ceiling height of 2 meters over at least 60% of the floor area;
- (c) not serve any other uses such as a lobby, hallway, closet, bathroom, laundry room, stairway, kitchen or service room.

(3) Electrical System

~~21.~~(19) (1) The electrical wiring, fixtures, switches, receptables, and appliances located or

used in buildings and dwelling units shall be installed and maintained in good working order so as to be deemed not to constitute a fire, or electrical shock hazard.

- (2) Every bathroom, toilet room, kitchen, laundry room, furnace room, basement, cellar, and non-habitable work or storage room shall be provided with a permanent light fixture and a conveniently located switch to control the fixture.
- (3) Lighting fixtures and appliances installed throughout buildings and dwelling unitss, including stairways, corridors, ~~passage ways~~passageways, garages and basements, shall provide sufficient illumination so as to avoid health or accident hazards during normal use.

~~(4) If in the opinion of the Inspector, there is doubt as to the safety of the electrical system or parts thereof, the Inspector may direct that tests of materials, equipment, devices, construction and installation methods, be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device or construction and installation meets the prescribed requirements. On the basis of the findings, the Inspector may issue an order for remedy.~~

(11) Natural Light and Ventilation

~~22.~~(20) (a4) Every habitable room except a kitchen, bathroom or toilet room shall have a window

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or windows, skylight or translucent panel opening directly to an outside space.

~~(b3) All systems of mechanical ventilation shall be maintained in good working order.~~

(c2) Where adequate ventilation is not provided by means of mechanical system, every occupied room shall have an operable window, skylight, or door capable of providing ventilation.

~~(3) All systems of mechanical ventilation shall be maintained in good working order.~~

7 InspectionsINSPECTIONS

~~23.(21)~~ (1) Where an inspection is required or conducted pursuant to this By-law:

(a) The Inspector may enter in or upon land or premises at a reasonable time without warrant;

(b) except in an emergency, the Inspector shall not enter a room or place actually being used as a dwelling unit without the consent of the owner or occupier, unless the entry is made in daylight hours and written notice of the time of the entry is given to the owner or occupier at least twenty-four hours in advance, and;

(c) where a person refuses to allow the inspector to exercise, or attempts to interfere or interferes with the Inspector in the exercise of a power granted pursuant to this By-law, the Inspector may apply to a judge of the Supreme Court of Nova Scotia for an order,

i. to allow the inspector entry to the building, and

ii. restraining a person from further interference.

~~(d) The Inspector may direct that tests of materials, equipment, devices, construction methods, structural assemblies or foundation conditions be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or foundation meets the prescribed requirements.~~

iii. to recover all costs associated with any such order.

8 OrdersORDERS by the Inspector

~~24.~~(1) If after an inspection, the Inspector is satisfied that in some respect, the building

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(22) does not conform to the standards prescribed in this By-law the Inspector shall serve or cause to be served by personal delivery or registered mail to the owner(s) of the property, an Order to Comply may at the same time provide all occupants of the building with a copy of such Order by means of posting the said order on the property.

(a) Every Order to Comply shall contain

- i. the standards with which the building does not comply;
- ii. actions to be taken in order to bring the building into compliance with the standards;
- iii. the date after which the building will be subject to a reinspection to ascertain compliance with the Order;
- iv. the action that will be taken against the owner, should the building not comply to the prescribed standards at the time of the reinspection; and
- v. Where an Order has been served upon and owner, and the owner provides the Inspector with a schedule outlining specific time frames within which the work specified in the Order will be completed, the Inspector may accept or amend the schedule at which time the schedule will become a part of the Order.

(b) Where, in the opinion of the Inspector, the building is considered unsafe, the order may require that the building be vacated within an appropriate time period.

(c) Where an owner fails to comply with the requirements of an Order within the time frame stipulated therein, the Inspector, his designate or contractors may enter upon the property without warrant or other legal process and carry out the work, specified in the Order.

(d) Where the Town carries out the work specified in the Order, the Town may charge and collect the costs thereof either from the owner or as a first lien on the property affected.

Penalty PENALTY

~~25.~~(1) Every person who violates or fails to comply with any of the provisions of this ~~By-~~
(23) law shall be liable, upon summary conviction, to a penalty not less than ~~Five-one~~
hundred ~~d~~ollars (~~\$5~~100.00) and not exceeding ~~T~~en ~~T~~housand ~~D~~ollars (\$10,000.00) and in default of payment to imprisonment for a ~~period not exceeding sixty (60) days~~ term
of not more than two months.

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- (2) In any prosecution or proceeding in respect to any contravention of, or failure to comply with any provision of this By-law, which contravention or failure of compliance continues from day to day, the Court or Judge before whom the matter of such contravention or failure of compliance is heard, may, in addition to the penalty imposed for such contravention or failure, impose a further penalty not exceeding one hundred dollar or in default of payment ten (10) days imprisonment, for each day during which such contravention or failure has been continued.
- (3) In addition to any other remedy open to law, the judge may:
- (a) make an Order restraining the continuance of repletion of any such contravention or failure;
 - (b) make an Order to vacate a portion or all of the building;
 - (c) make an Order directing the removal or destruction of any building or structure or part thereof so contravening or failing to comply, or in respect of which any such contravention or failure has taken place, and the upon failure to comply with such Order, the Inspector may remove, repair or destroy such building or part thereof at the expense of the owner;
 - (d) make such other Order as is required to enforce the provisions of this By-law, and the recovery of the expense of any such removal or destruction by the Inspector, as to the Court or Judge seems fit.

Complaints

- ~~26. (1) — All complaints made pursuant to this bylaw must be submitted to the town and be accompanied by the name and telephone number of the complainant.~~
- ~~(2) — Any tenant that wishes to register a complaint with the Town with regard to lack of maintenance of their dwelling unit/apartment building shall first advise the landlord in writing of the concerns in order to allow the landlord the opportunity to address the maintenance issue first. If these concerns are not addressed adequately, a complaint can be registered with the Town. Such a complaint shall be accompanied by a copy of the letter to the landlord indicating the method and date of service to the landlord.~~

~~IN WITNESS WHEREOF the Town of Amherst has caused the Corporate Seal of the said Town to be affixed to this by-law the __ day of ____, 2004, A.D. and signed by:~~

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BYLAW NO: P-4

 MAYOR

 CAO

For Administrative Use Only:

| xxxxx Bylaw x-x 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 |
|-------------|-----------------------|-----------------------|
| | | |
| | | |
| | | |

Minutes reference date:

MEMORANDUM

TO: Mayor Kogon and Members of Amherst Town Council

FROM: Emily Wainwright, Dangerous & Unsightly Premises Administrator

DATE: June 19, 2023

RE: Dangerous & Unsightly Premises Semi-Annual Report

As per the Municipal Government Act, Section 345 (3), the administrator shall twice per year table a public report to the council describing the status of dangerous or unsightly property orders including remedial progress made regarding properties for which orders were issued pursuant to this.

As of November 1st 2022, there were 25 open files. Attached is a report detailing all dangerous and unsightly properties between November 1, 2022, and May 31, 2023. During this period, we received 34 complaints, completed 36 initial site visits, 153 follow-up inspections, and closed 34 files. There were 26 complaints that were rectified by the property owner(s), and five that were completed by the Town through a hired contractor with the cost applied to the property owner's tax account. There were five complaints received that were determined to be invalid as a site visit showed the property did not meet the definition of dangerous or unsightly under the MGA.

The 13 orders issued during this period included 11 to remove junk, rubbish, and garbage from properties, and two orders to vacate under the Minimum Standards for Residential Occupancies Bylaw.

There were 14 Waste Management Inspections completed on commercial properties under the Solid Waste Bylaw – ICI Sector. There were also 359 residential curbside audits completed.

As directed by Council, alternative plans were created to address the demolitions of 14-16 Cornwall Street and 2 Pearl Place. Phases 1 (clean out of interior items) and 2 (hazardous materials assessment) of 14-16 Cornwall Street are to begin in June 2023.

As of May 31, 2023 there are 26 open files, which include: 11 vacant buildings, 8 junk/rubbish based, 2 minimum standards, 3 commercial waste management, 1 weathertight and 1 mowing file.

Bylaw Report

For Period: November 01 2022 To May 31 2023

AppType = US

| Processes | Total |
|-------------------------------------|------------|
| 610110 Received Unsightly Complaint | 34 |
| 610120 Site Visit | 36 |
| 610230 First Notice | 22 |
| 610250 Followup Inspection | 153 |
| 610260 Second Notice | 15 |
| 610310 Issue Order | 13 |
| 610340 Compliance | 26 |
| 610350 Inform Finance | 5 |
| 610440 Close File | 34 |
| Total | 338 |

| Bylaw Types | Total |
|---------------------|------------|
| Dangerous Unsightly | 338 |
| Total | 338 |

| File No | File Type | Process | Date Entered | Location |
|-------------------|-----------|----------------------------|--------------|------------------------|
| US2021-025 | | | | |
| US2021-025 | US | 610250 Followup Inspection | 01-Nov-2022 | 52 Hickman St, Amherst |
| US2021-025 | US | 610340 Compliance | 07-Nov-2022 | 52 Hickman St, Amherst |
| US2021-025 | US | 610250 Followup Inspection | 07-Nov-2022 | 52 Hickman St, Amherst |
| US2021-025 | US | 610440 Close File | 09-Nov-2022 | 52 Hickman St, Amherst |
| US2021-053 | | | | |
| US2021-053 | US | 610250 Followup Inspection | 01-Nov-2022 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 07-Nov-2022 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 14-Nov-2022 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 22-Nov-2022 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 28-Nov-2022 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 05-Dec-2022 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 12-Dec-2022 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 03-Jan-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 09-Jan-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 16-Jan-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 30-Jan-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 06-Feb-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 15-Feb-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 21-Feb-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 02-Mar-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 06-Mar-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 13-Mar-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 20-Mar-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 28-Mar-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 03-Apr-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 11-Apr-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 17-Apr-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 19-Apr-2023 | 1 Mccully St, Amhest |

| <i>File No</i> | <i>File Type</i> | <i>Process</i> | <i>Date Entered</i> | <i>Location</i> |
|-------------------|------------------|----------------------------|---------------------|----------------------------|
| US2021-053 | US | 610250 Followup Inspection | 20-Apr-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 24-Apr-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 01-May-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 08-May-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 16-May-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 24-May-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 26-May-2023 | 1 Mccully St, Amhest |
| US2021-053 | US | 610250 Followup Inspection | 29-May-2023 | 1 Mccully St, Amhest |
| US2021-056 | | | | |
| US2021-056 | US | 610440 Close File | 08-May-2023 | 14 Summit Ave, Amherst |
| US2021-058 | | | | |
| US2021-058 | US | 610250 Followup Inspection | 01-Nov-2022 | 16 Cornwall St, Amherst |
| US2021-058 | US | 610250 Followup Inspection | 07-Nov-2022 | 16 Cornwall St, Amherst |
| US2021-058 | US | 610250 Followup Inspection | 22-Nov-2022 | 16 Cornwall St, Amherst |
| US2021-058 | US | 610250 Followup Inspection | 23-Nov-2022 | 16 Cornwall St, Amherst |
| US2021-058 | US | 610250 Followup Inspection | 03-Jan-2023 | 16 Cornwall St, Amherst |
| US2021-058 | US | 610250 Followup Inspection | 03-Jan-2023 | 16 Cornwall St, Amherst |
| US2021-058 | US | 610250 Followup Inspection | 02-Mar-2023 | 16 Cornwall St, Amherst |
| US2021-058 | US | 610250 Followup Inspection | 06-Mar-2023 | 16 Cornwall St, Amherst |
| US2021-058 | US | 610250 Followup Inspection | 09-Mar-2023 | 16 Cornwall St, Amherst |
| US2021-058 | US | 610250 Followup Inspection | 10-Mar-2023 | 16 Cornwall St, Amherst |
| US2021-058 | US | 610250 Followup Inspection | 13-Mar-2023 | 16 Cornwall St, Amherst |
| US2021-058 | US | 610250 Followup Inspection | 13-Mar-2023 | 16 Cornwall St, Amherst |
| US2021-058 | US | 610250 Followup Inspection | 29-Mar-2023 | 16 Cornwall St, Amherst |
| US2021-059 | | | | |
| US2021-059 | US | 610250 Followup Inspection | 01-Nov-2022 | 2 Pearl Pla, Amherst |
| US2021-059 | US | 610250 Followup Inspection | 07-Nov-2022 | 2 Pearl Pla, Amherst |
| US2021-059 | US | 610250 Followup Inspection | 22-Nov-2022 | 2 Pearl Pla, Amherst |
| US2021-059 | US | 610250 Followup Inspection | 23-Nov-2022 | 2 Pearl Pla, Amherst |
| US2021-059 | US | 610250 Followup Inspection | 03-Jan-2023 | 2 Pearl Pla, Amherst |
| US2021-059 | US | 610250 Followup Inspection | 02-Mar-2023 | 2 Pearl Pla, Amherst |
| US2021-059 | US | 610250 Followup Inspection | 06-Mar-2023 | 2 Pearl Pla, Amherst |
| US2021-060 | | | | |
| US2021-060 | US | 610250 Followup Inspection | 10-May-2023 | 189 Willow St, Amherst |
| US2021-060 | US | 610230 First Notice | 10-May-2023 | 189 Willow St, Amherst |
| US2022-020 | | | | |
| US2022-020 | US | 610440 Close File | 08-May-2023 | 3 Lennox Ave, Amherst |
| US2022-027 | | | | |
| US2022-027 | US | 610260 Second Notice | 25-Nov-2022 | 6 South Albion St, Amherst |
| US2022-027 | US | 610340 Compliance | 09-Jan-2023 | 6 South Albion St, Amherst |
| US2022-027 | US | 610250 Followup Inspection | 09-Jan-2023 | 6 South Albion St, Amherst |
| US2022-027 | US | 610440 Close File | 13-Jan-2023 | 6 South Albion St, Amherst |
| US2022-030 | | | | |
| US2022-030 | US | 610250 Followup Inspection | 07-Mar-2023 | 82 Church St, Amherst |

| <i>File No</i> | <i>File Type</i> | <i>Process</i> | <i>Date Entered</i> | <i>Location</i> |
|-------------------|------------------|----------------------------|---------------------|------------------------------|
| US2022-030 | US | 610260 Second Notice | 07-Mar-2023 | 82 Church St, Amherst |
| US2022-030 | US | 610340 Compliance | 28-Mar-2023 | 82 Church St, Amherst |
| US2022-030 | US | 610440 Close File | 30-Mar-2023 | 82 Church St, Amherst |
| US2022-037 | | | | |
| US2022-037 | US | 610250 Followup Inspection | 27-Apr-2023 | 38 Cornwall St, Amherst |
| US2022-038 | | | | |
| US2022-038 | US | 610250 Followup Inspection | 03-Jan-2023 | 18 West Pleasant St, Amherst |
| US2022-038 | US | 610250 Followup Inspection | 02-Mar-2023 | 18 West Pleasant St, Amherst |
| US2022-038 | US | 610250 Followup Inspection | 03-Mar-2023 | 18 West Pleasant St, Amherst |
| US2022-038 | US | 610340 Compliance | 03-Mar-2023 | 18 West Pleasant St, Amherst |
| US2022-038 | US | 610440 Close File | 03-Mar-2023 | 18 West Pleasant St, Amherst |
| US2022-046 | | | | |
| US2022-046 | US | 610250 Followup Inspection | 01-Nov-2022 | 119 Park St, Amherst |
| US2022-046 | US | 610350 Inform Finance | 01-Nov-2022 | 119 Park St, Amherst |
| US2022-046 | US | 610440 Close File | 09-Nov-2022 | 119 Park St, Amherst |
| US2022-046 | US | 610350 Inform Finance | 15-Nov-2022 | 119 Park St, Amherst |
| US2022-051 | | | | |
| US2022-051 | US | 610250 Followup Inspection | 15-Nov-2022 | 43 Lorne Cr, Amherst |
| US2022-051 | US | 610310 Issue Order | 15-Nov-2022 | 43 Lorne Cr, Amherst |
| US2022-051 | US | 610250 Followup Inspection | 13-Dec-2022 | 43 Lorne Cr, Amherst |
| US2022-051 | US | 610250 Followup Inspection | 13-Dec-2022 | 43 Lorne Cr, Amherst |
| US2022-051 | US | 610250 Followup Inspection | 22-Dec-2022 | 43 Lorne Cr, Amherst |
| US2022-051 | US | 610250 Followup Inspection | 22-Dec-2022 | 43 Lorne Cr, Amherst |
| US2022-051 | US | 610250 Followup Inspection | 21-Apr-2023 | 43 Lorne Cr, Amherst |
| US2022-054 | | | | |
| US2022-054 | US | 610250 Followup Inspection | 04-Nov-2022 | 4 Gerard Ave, Amherst |
| US2022-054 | US | 610340 Compliance | 04-Nov-2022 | 4 Gerard Ave, Amherst |
| US2022-054 | US | 610440 Close File | 07-Nov-2022 | 4 Gerard Ave, Amherst |
| US2022-062 | | | | |
| US2022-062 | US | 610250 Followup Inspection | 21-Mar-2023 | 172 South Albion St, Amherst |
| US2022-062 | US | 610350 Inform Finance | 24-Mar-2023 | 172 South Albion St, Amherst |
| US2022-062 | US | 610440 Close File | 30-Mar-2023 | 172 South Albion St, Amherst |
| US2022-064 | | | | |
| US2022-064 | US | 610310 Issue Order | 09-May-2023 | 107 Park St, Amherst |
| US2022-064 | US | 610310 Issue Order | 19-May-2023 | 107 Park St, Amherst |
| US2022-068 | | | | |
| US2022-068 | US | 610250 Followup Inspection | 09-Nov-2022 | 1 Admore Ave, Amherst |
| US2022-068 | US | 610340 Compliance | 09-Nov-2022 | 1 Admore Ave, Amherst |
| US2022-068 | US | 610440 Close File | 09-Nov-2022 | 1 Admore Ave, Amherst |
| US2022-069 | | | | |
| US2022-069 | US | 610250 Followup Inspection | 09-Nov-2022 | 10 Spring St, Amherst |
| US2022-069 | US | 610250 Followup Inspection | 20-Mar-2023 | 10 Spring St, Amherst |

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|-------------------|------------------|------------------------------------|---------------------|-----------------------------|
| US2022-069 | US | 610230 First Notice | 21-Mar-2023 | 10 Spring St, Amherst |
| US2022-070 | | | | |
| US2022-070 | US | 610250 Followup Inspection | 09-Jan-2023 | 5 Spring St, Amherst |
| US2022-070 | US | 610260 Second Notice | 10-Jan-2023 | 5 Spring St, Amherst |
| US2022-070 | US | 610340 Compliance | 17-Jan-2023 | 5 Spring St, Amherst |
| US2022-070 | US | 610250 Followup Inspection | 17-Jan-2023 | 5 Spring St, Amherst |
| US2022-070 | US | 610440 Close File | 19-Jan-2023 | 5 Spring St, Amherst |
| US2022-073 | | | | |
| US2022-073 | US | 610250 Followup Inspection | 17-Jan-2023 | 21 Poplar St, Amherst |
| US2022-073 | US | 610250 Followup Inspection | 26-May-2023 | 21 Poplar St, Amherst |
| US2022-073 | US | 610230 First Notice | 31-May-2023 | 21 Poplar St, Amherst |
| US2022-074 | | | | |
| US2022-074 | US | 610230 First Notice | 23-Feb-2023 | 12 South Albion St, Amherst |
| US2022-075 | | | | |
| US2022-075 | US | 610110 Received Unsightly Complain | 01-Nov-2022 | 36 Laplanche St, Amherst |
| US2022-075 | US | 610120 Site Visit | 01-Nov-2022 | 36 Laplanche St, Amherst |
| US2022-075 | US | 610440 Close File | 09-Nov-2022 | 36 Laplanche St, Amherst |
| US2022-076 | | | | |
| US2022-076 | US | 610110 Received Unsightly Complain | 23-Nov-2022 | 47 Spring St, Amherst |
| US2022-076 | US | 610120 Site Visit | 23-Nov-2022 | 47 Spring St, Amherst |
| US2022-076 | US | 610340 Compliance | 25-Nov-2022 | 47 Spring St, Amherst |
| US2022-076 | US | 610250 Followup Inspection | 25-Nov-2022 | 47 Spring St, Amherst |
| US2022-076 | US | 610440 Close File | 25-Nov-2022 | 47 Spring St, Amherst |
| US2022-077 | | | | |
| US2022-077 | US | 610110 Received Unsightly Complain | 17-Nov-2022 | 60 Hickman St, Amherst |
| US2022-077 | US | 610120 Site Visit | 25-Nov-2022 | 60 Hickman St, Amherst |
| US2022-077 | US | 610230 First Notice | 25-Nov-2022 | 60 Hickman St, Amherst |
| US2022-077 | US | 610250 Followup Inspection | 05-Dec-2022 | 60 Hickman St, Amherst |
| US2022-077 | US | 610440 Close File | 05-Dec-2022 | 60 Hickman St, Amherst |
| US2022-077 | US | 610340 Compliance | 05-Dec-2022 | 60 Hickman St, Amherst |
| US2022-078 | | | | |
| US2022-078 | US | 610110 Received Unsightly Complain | 19-Dec-2022 | 47 Spring St, Amherst |
| US2022-078 | US | 610120 Site Visit | 19-Dec-2022 | 47 Spring St, Amherst |
| US2022-078 | US | 610230 First Notice | 19-Dec-2022 | 47 Spring St, Amherst |
| US2022-078 | US | 610250 Followup Inspection | 03-Jan-2023 | 47 Spring St, Amherst |
| US2022-078 | US | 610310 Issue Order | 03-Jan-2023 | 47 Spring St, Amherst |
| US2022-078 | US | 610250 Followup Inspection | 03-Jan-2023 | 47 Spring St, Amherst |
| US2022-078 | US | 610250 Followup Inspection | 10-Jan-2023 | 47 Spring St, Amherst |
| US2022-078 | US | 610250 Followup Inspection | 12-Jan-2023 | 47 Spring St, Amherst |
| US2022-078 | US | 610250 Followup Inspection | 16-Jan-2023 | 47 Spring St, Amherst |
| US2022-078 | US | 610250 Followup Inspection | 17-Jan-2023 | 47 Spring St, Amherst |
| US2022-078 | US | 610340 Compliance | 18-Jan-2023 | 47 Spring St, Amherst |
| US2022-078 | US | 610250 Followup Inspection | 18-Jan-2023 | 47 Spring St, Amherst |
| US2022-078 | US | 610440 Close File | 20-Jan-2023 | 47 Spring St, Amherst |

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|-------------------|------------------|------------------------------------|---------------------|------------------------------|
| US2022-079 | | | | |
| US2022-079 | US | 610110 Received Unsightly Complain | 20-Dec-2022 | 55 Rupert St, Amherst |
| US2022-079 | US | 610120 Site Visit | 21-Dec-2022 | 55 Rupert St, Amherst |
| US2022-079 | US | 610230 First Notice | 21-Dec-2022 | 55 Rupert St, Amherst |
| US2022-079 | US | 610250 Followup Inspection | 06-Jan-2023 | 55 Rupert St, Amherst |
| US2022-079 | US | 610340 Compliance | 06-Jan-2023 | 55 Rupert St, Amherst |
| US2022-079 | US | 610440 Close File | 19-Jan-2023 | 55 Rupert St, Amherst |
| US2023-001 | | | | |
| US2023-001 | US | 610110 Received Unsightly Complain | 16-Jan-2023 | 3 Fairview Ave, Amherst |
| US2023-001 | US | 610120 Site Visit | 16-Jan-2023 | 3 Fairview Ave, Amherst |
| US2023-001 | US | 610230 First Notice | 16-Jan-2023 | 3 Fairview Ave, Amherst |
| US2023-001 | US | 610250 Followup Inspection | 18-Jan-2023 | 3 Fairview Ave, Amherst |
| US2023-001 | US | 610250 Followup Inspection | 19-Jan-2023 | 3 Fairview Ave, Amherst |
| US2023-001 | US | 610440 Close File | 23-Feb-2023 | 3 Fairview Ave, Amherst |
| US2023-001 | US | 610340 Compliance | 23-Feb-2023 | 3 Fairview Ave, Amherst |
| US2023-001 | US | 610250 Followup Inspection | 23-Feb-2023 | 3 Fairview Ave, Amherst |
| US2023-002 | | | | |
| US2023-002 | US | 610110 Received Unsightly Complain | 06-Jan-2023 | 55 Rupert St, Amherst |
| US2023-002 | US | 610120 Site Visit | 06-Jan-2023 | 55 Rupert St, Amherst |
| US2023-002 | US | 610250 Followup Inspection | 17-Jan-2023 | 55 Rupert St, Amherst |
| US2023-002 | US | 610440 Close File | 09-Mar-2023 | 55 Rupert St, Amherst |
| US2023-003 | | | | |
| US2023-003 | US | 610110 Received Unsightly Complain | 15-Feb-2023 | 11 Prince Arthur St, Amherst |
| US2023-003 | US | 610120 Site Visit | 15-Feb-2023 | 11 Prince Arthur St, Amherst |
| US2023-003 | US | 610310 Issue Order | 15-Feb-2023 | 11 Prince Arthur St, Amherst |
| US2023-003 | US | 610250 Followup Inspection | 15-Feb-2023 | 11 Prince Arthur St, Amherst |
| US2023-003 | US | 610250 Followup Inspection | 16-Feb-2023 | 11 Prince Arthur St, Amherst |
| US2023-004 | | | | |
| US2023-004 | US | 610110 Received Unsightly Complain | 16-Feb-2023 | 10 Parkwood Dr, Amherst |
| US2023-004 | US | 610120 Site Visit | 16-Feb-2023 | 10 Parkwood Dr, Amherst |
| US2023-004 | US | 610230 First Notice | 03-Mar-2023 | 10 Parkwood Dr, Amherst |
| US2023-004 | US | 610260 Second Notice | 28-Mar-2023 | 10 Parkwood Dr, Amherst |
| US2023-004 | US | 610250 Followup Inspection | 28-Mar-2023 | 10 Parkwood Dr, Amherst |
| US2023-004 | US | 610250 Followup Inspection | 03-Apr-2023 | 10 Parkwood Dr, Amherst |
| US2023-004 | US | 610340 Compliance | 03-Apr-2023 | 10 Parkwood Dr, Amherst |
| US2023-004 | US | 610440 Close File | 04-Apr-2023 | 10 Parkwood Dr, Amherst |
| US2023-005 | | | | |
| US2023-005 | US | 610110 Received Unsightly Complain | 20-Feb-2023 | 18 Croft St, Amherst |
| US2023-005 | US | 610120 Site Visit | 23-Feb-2023 | 18 Croft St, Amherst |
| US2023-005 | US | 610230 First Notice | 23-Feb-2023 | 18 Croft St, Amherst |
| US2023-005 | US | 610250 Followup Inspection | 14-Mar-2023 | 18 Croft St, Amherst |
| US2023-005 | US | 610260 Second Notice | 14-Mar-2023 | 18 Croft St, Amherst |
| US2023-005 | US | 610250 Followup Inspection | 05-Apr-2023 | 18 Croft St, Amherst |
| US2023-005 | US | 610250 Followup Inspection | 13-Apr-2023 | 18 Croft St, Amherst |
| US2023-005 | US | 610250 Followup Inspection | 28-Apr-2023 | 18 Croft St, Amherst |

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| US2023-005 | US | 610250 Followup Inspection | 26-May-2023 | 18 Croft St, Amherst |
| US2023-005 | US | 610340 Compliance | 30-May-2023 | 18 Croft St, Amherst |
| US2023-005 | US | 610250 Followup Inspection | 30-May-2023 | 18 Croft St, Amherst |
| US2023-005 | US | 610440 Close File | 30-May-2023 | 18 Croft St, Amherst |
| US2023-006 | | | | |
| US2023-006 | US | 610110 Received Unsightly Complain | 22-Feb-2023 | 80 Hickman St, Amherst |
| US2023-006 | US | 610120 Site Visit | 20-Mar-2023 | 80 Hickman St, Amherst |
| US2023-006 | US | 610310 Issue Order | 21-Mar-2023 | 80 Hickman St, Amherst |
| US2023-006 | US | 610250 Followup Inspection | 28-Mar-2023 | 80 Hickman St, Amherst |
| US2023-006 | US | 610310 Issue Order | 29-Mar-2023 | 80 Hickman St, Amherst |
| US2023-006 | US | 610250 Followup Inspection | 31-May-2023 | 80 Hickman St, Amherst |
| US2023-007 | | | | |
| US2023-007 | US | 610120 Site Visit | 21-Feb-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610230 First Notice | 22-Feb-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610250 Followup Inspection | 01-Mar-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610260 Second Notice | 01-Mar-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610250 Followup Inspection | 21-Mar-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610250 Followup Inspection | 24-Mar-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610250 Followup Inspection | 27-Mar-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610260 Second Notice | 27-Mar-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610250 Followup Inspection | 04-Apr-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610250 Followup Inspection | 06-Apr-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610250 Followup Inspection | 12-Apr-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610250 Followup Inspection | 21-Apr-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610250 Followup Inspection | 05-May-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610250 Followup Inspection | 08-May-2023 | 138 South Albion St, Amherst |
| US2023-007 | US | 610250 Followup Inspection | 16-May-2023 | 138 South Albion St, Amherst |
| US2023-008 | | | | |
| US2023-008 | US | 610120 Site Visit | 21-Feb-2023 | 4 Robert Angus Dr, Amherst |
| US2023-008 | US | 610230 First Notice | 22-Feb-2023 | 4 Robert Angus Dr, Amherst |
| US2023-008 | US | 610250 Followup Inspection | 01-Mar-2023 | 4 Robert Angus Dr, Amherst |
| US2023-008 | US | 610230 First Notice | 03-Mar-2023 | 4 Robert Angus Dr, Amherst |
| US2023-008 | US | 610250 Followup Inspection | 21-Mar-2023 | 4 Robert Angus Dr, Amherst |
| US2023-008 | US | 610260 Second Notice | 27-Mar-2023 | 4 Robert Angus Dr, Amherst |
| US2023-008 | US | 610250 Followup Inspection | 11-Apr-2023 | 4 Robert Angus Dr, Amherst |
| US2023-008 | US | 610250 Followup Inspection | 11-Apr-2023 | 4 Robert Angus Dr, Amherst |
| US2023-008 | US | 610260 Second Notice | 21-Apr-2023 | 4 Robert Angus Dr, Amherst |
| US2023-008 | US | 610250 Followup Inspection | 21-Apr-2023 | 4 Robert Angus Dr, Amherst |
| US2023-008 | US | 610250 Followup Inspection | 28-Apr-2023 | 4 Robert Angus Dr, Amherst |
| US2023-008 | US | 610250 Followup Inspection | 08-May-2023 | 4 Robert Angus Dr, Amherst |
| US2023-008 | US | 610250 Followup Inspection | 16-May-2023 | 4 Robert Angus Dr, Amherst |
| US2023-009 | | | | |
| US2023-009 | US | 610110 Received Unsightly Complain | 08-Mar-2023 | 14 Clinton St, Amherst |
| US2023-009 | US | 610120 Site Visit | 20-Mar-2023 | 14 Clinton St, Amherst |
| US2023-009 | US | 610230 First Notice | 20-Mar-2023 | 14 Clinton St, Amherst |
| US2023-009 | US | 610250 Followup Inspection | 21-Apr-2023 | 14 Clinton St, Amherst |

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|-------------------|------------------|------------------------------------|---------------------|-----------------------------|
| US2023-009 | US | 610250 Followup Inspection | 27-Apr-2023 | 14 Clinton St, Amherst |
| US2023-009 | US | 610250 Followup Inspection | 17-May-2023 | 14 Clinton St, Amherst |
| US2023-009 | US | 610250 Followup Inspection | 31-May-2023 | 14 Clinton St, Amherst |
| US2023-010 | | | | |
| US2023-010 | US | 610110 Received Unsightly Complain | 11-Mar-2023 | 2 York St, Amherst |
| US2023-010 | US | 610120 Site Visit | 14-Mar-2023 | 2 York St, Amherst |
| US2023-010 | US | 610110 Received Unsightly Complain | 14-Mar-2023 | 2 York St, Amherst |
| US2023-010 | US | 610310 Issue Order | 15-Mar-2023 | 2 York St, Amherst |
| US2023-010 | US | 610250 Followup Inspection | 17-Mar-2023 | 2 York St, Amherst |
| US2023-010 | US | 610250 Followup Inspection | 17-Mar-2023 | 2 York St, Amherst |
| US2023-010 | US | 610440 Close File | 20-Mar-2023 | 2 York St, Amherst |
| US2023-010 | US | 610250 Followup Inspection | 20-Mar-2023 | 2 York St, Amherst |
| US2023-010 | US | 610250 Followup Inspection | 21-Mar-2023 | 2 York St, Amherst |
| US2023-010 | US | 610350 Inform Finance | 21-Mar-2023 | 2 York St, Amherst |
| US2023-010 | US | 610350 Inform Finance | 11-Apr-2023 | 2 York St, Amherst |
| US2023-011 | | | | |
| US2023-011 | US | 610110 Received Unsightly Complain | 20-Mar-2023 | 9 West Victoria St, Amherst |
| US2023-011 | US | 610120 Site Visit | 21-Mar-2023 | 9 West Victoria St, Amherst |
| US2023-011 | US | 610260 Second Notice | 21-Mar-2023 | 9 West Victoria St, Amherst |
| US2023-011 | US | 610250 Followup Inspection | 21-Apr-2023 | 9 West Victoria St, Amherst |
| US2023-011 | US | 610250 Followup Inspection | 27-Apr-2023 | 9 West Victoria St, Amherst |
| US2023-011 | US | 610250 Followup Inspection | 01-May-2023 | 9 West Victoria St, Amherst |
| US2023-011 | US | 610250 Followup Inspection | 08-May-2023 | 9 West Victoria St, Amherst |
| US2023-011 | US | 610310 Issue Order | 08-May-2023 | 9 West Victoria St, Amherst |
| US2023-011 | US | 610250 Followup Inspection | 12-May-2023 | 9 West Victoria St, Amherst |
| US2023-011 | US | 610440 Close File | 12-May-2023 | 9 West Victoria St, Amherst |
| US2023-011 | US | 610340 Compliance | 12-May-2023 | 9 West Victoria St, Amherst |
| US2023-012 | | | | |
| US2023-012 | US | 610120 Site Visit | 21-Mar-2023 | 87 Havelock St, Amherst |
| US2023-012 | US | 610250 Followup Inspection | 21-Mar-2023 | 87 Havelock St, Amherst |
| US2023-012 | US | 610440 Close File | 27-Apr-2023 | 87 Havelock St, Amherst |
| US2023-013 | | | | |
| US2023-013 | US | 610110 Received Unsightly Complain | 28-Mar-2023 | 158 Willow St, Amherst |
| US2023-013 | US | 610120 Site Visit | 28-Mar-2023 | 158 Willow St, Amherst |
| US2023-013 | US | 610310 Issue Order | 29-Mar-2023 | 158 Willow St, Amherst |
| US2023-013 | US | 610250 Followup Inspection | 03-Apr-2023 | 158 Willow St, Amherst |
| US2023-013 | US | 610340 Compliance | 03-Apr-2023 | 158 Willow St, Amherst |
| US2023-013 | US | 610440 Close File | 04-Apr-2023 | 158 Willow St, Amherst |
| US2023-014 | | | | |
| US2023-014 | US | 610110 Received Unsightly Complain | 17-Apr-2023 | 37 Hickman St, Amherst |
| US2023-014 | US | 610120 Site Visit | 19-Apr-2023 | 37 Hickman St, Amherst |
| US2023-014 | US | 610260 Second Notice | 26-Apr-2023 | 37 Hickman St, Amherst |
| US2023-014 | US | 610250 Followup Inspection | 27-Apr-2023 | 37 Hickman St, Amherst |
| US2023-014 | US | 610440 Close File | 27-Apr-2023 | 37 Hickman St, Amherst |
| US2023-014 | US | 610340 Compliance | 27-Apr-2023 | 37 Hickman St, Amherst |

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|-------------------|------------------|------------------------------------|---------------------|-------------------------|
| US2023-015 | | | | |
| US2023-015 | US | 610110 Received Unsightly Complain | 18-Apr-2023 | 106 Church St, Amherst |
| US2023-015 | US | 610120 Site Visit | 19-Apr-2023 | 106 Church St, Amherst |
| US2023-015 | US | 610230 First Notice | 19-Apr-2023 | 106 Church St, Amherst |
| US2023-015 | US | 610340 Compliance | 28-Apr-2023 | 106 Church St, Amherst |
| US2023-015 | US | 610250 Followup Inspection | 28-Apr-2023 | 106 Church St, Amherst |
| US2023-015 | US | 610340 Compliance | 28-Apr-2023 | 106 Church St, Amherst |
| US2023-015 | US | 610440 Close File | 02-May-2023 | 106 Church St, Amherst |
| US2023-016 | | | | |
| US2023-016 | US | 610110 Received Unsightly Complain | 19-Apr-2023 | 1 Erncliffe St, Amherst |
| US2023-016 | US | 610120 Site Visit | 20-Apr-2023 | 1 Erncliffe St, Amherst |
| US2023-016 | US | 610230 First Notice | 21-Apr-2023 | 1 Erncliffe St, Amherst |
| US2023-016 | US | 610310 Issue Order | 24-Apr-2023 | 1 Erncliffe St, Amherst |
| US2023-016 | US | 610250 Followup Inspection | 24-Apr-2023 | 1 Erncliffe St, Amherst |
| US2023-016 | US | 610250 Followup Inspection | 28-Apr-2023 | 1 Erncliffe St, Amherst |
| US2023-016 | US | 610340 Compliance | 28-Apr-2023 | 1 Erncliffe St, Amherst |
| US2023-016 | US | 610440 Close File | 02-May-2023 | 1 Erncliffe St, Amherst |
| US2023-017 | | | | |
| US2023-017 | US | 610110 Received Unsightly Complain | 19-Apr-2023 | 23 Charles St, Amherst |
| US2023-017 | US | 610120 Site Visit | 24-Apr-2023 | 23 Charles St, Amherst |
| US2023-017 | US | 610230 First Notice | 24-Apr-2023 | 23 Charles St, Amherst |
| US2023-018 | | | | |
| US2023-018 | US | 610110 Received Unsightly Complain | 24-Apr-2023 | 15 Dickey St, Amherst |
| US2023-018 | US | 610120 Site Visit | 24-Apr-2023 | 15 Dickey St, Amherst |
| US2023-018 | US | 610340 Compliance | 02-May-2023 | 15 Dickey St, Amherst |
| US2023-018 | US | 610250 Followup Inspection | 02-May-2023 | 15 Dickey St, Amherst |
| US2023-018 | US | 610340 Compliance | 02-May-2023 | 15 Dickey St, Amherst |
| US2023-018 | US | 610440 Close File | 02-May-2023 | 15 Dickey St, Amherst |
| US2023-019 | | | | |
| US2023-019 | US | 610110 Received Unsightly Complain | 24-Apr-2023 | 80 Rupert St, Amherst |
| US2023-019 | US | 610120 Site Visit | 24-Apr-2023 | 80 Rupert St, Amherst |
| US2023-019 | US | 610340 Compliance | 02-May-2023 | 80 Rupert St, Amherst |
| US2023-019 | US | 610250 Followup Inspection | 02-May-2023 | 80 Rupert St, Amherst |
| US2023-019 | US | 610340 Compliance | 02-May-2023 | 80 Rupert St, Amherst |
| US2023-019 | US | 610440 Close File | 02-May-2023 | 80 Rupert St, Amherst |
| US2023-020 | | | | |
| US2023-020 | US | 610110 Received Unsightly Complain | 24-Apr-2023 | 78 Rupert St, Amherst |
| US2023-020 | US | 610120 Site Visit | 24-Apr-2023 | 78 Rupert St, Amherst |
| US2023-020 | US | 610250 Followup Inspection | 02-May-2023 | 78 Rupert St, Amherst |
| US2023-020 | US | 610230 First Notice | 12-May-2023 | 78 Rupert St, Amherst |
| US2023-021 | | | | |
| US2023-021 | US | 610110 Received Unsightly Complain | 01-May-2023 | 16 Christie St, Amherst |
| US2023-021 | US | 610120 Site Visit | 01-May-2023 | 16 Christie St, Amherst |
| US2023-021 | US | 610260 Second Notice | 01-May-2023 | 16 Christie St, Amherst |
| US2023-021 | US | 610250 Followup Inspection | 08-May-2023 | 16 Christie St, Amherst |

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| US2023-021 | US | 610310 Issue Order | 08-May-2023 | 16 Christie St, Amherst |
| US2023-021 | US | 610250 Followup Inspection | 12-May-2023 | 16 Christie St, Amherst |
| US2023-021 | US | 610440 Close File | 12-May-2023 | 16 Christie St, Amherst |
| US2023-021 | US | 610340 Compliance | 12-May-2023 | 16 Christie St, Amherst |
| US2023-022 | | | | |
| US2023-022 | US | 610110 Received Unsightly Complain | 01-May-2023 | 6 Smith St, Amherst |
| US2023-022 | US | 610120 Site Visit | 05-May-2023 | 6 Smith St, Amherst |
| US2023-022 | US | 610230 First Notice | 09-May-2023 | 6 Smith St, Amherst |
| US2023-023 | | | | |
| US2023-023 | US | 610120 Site Visit | 19-Jan-2023 | 19 Belliveau Ave, Amherst |
| US2023-023 | US | 610250 Followup Inspection | 02-May-2023 | 19 Belliveau Ave, Amherst |
| US2023-023 | US | 610230 First Notice | 02-May-2023 | 19 Belliveau Ave, Amherst |
| US2023-023 | US | 610250 Followup Inspection | 31-May-2023 | 19 Belliveau Ave, Amherst |
| US2023-024 | | | | |
| US2023-024 | US | 610110 Received Unsightly Complain | 01-May-2023 | 11 Rupert St, Amherst |
| US2023-024 | US | 610120 Site Visit | 04-May-2023 | 11 Rupert St, Amherst |
| US2023-024 | US | 610440 Close File | 08-May-2023 | 11 Rupert St, Amherst |
| US2023-025 | | | | |
| US2023-025 | US | 610120 Site Visit | 05-May-2023 | 28 Dale St, Amherst |
| US2023-025 | US | 610230 First Notice | 09-May-2023 | 28 Dale St, Amherst |
| US2023-025 | US | 610250 Followup Inspection | 26-May-2023 | 28 Dale St, Amherst |
| US2023-026 | | | | |
| US2023-026 | US | 610110 Received Unsightly Complain | 05-May-2023 | 14 Acadia St, Amherst |
| US2023-026 | US | 610120 Site Visit | 05-May-2023 | 14 Acadia St, Amherst |
| US2023-026 | US | 610250 Followup Inspection | 11-May-2023 | 14 Acadia St, Amherst |
| US2023-026 | US | 610260 Second Notice | 16-May-2023 | 14 Acadia St, Amherst |
| US2023-026 | US | 610260 Second Notice | 16-May-2023 | 14 Acadia St, Amherst |
| US2023-026 | US | 610250 Followup Inspection | 25-May-2023 | 14 Acadia St, Amherst |
| US2023-027 | | | | |
| US2023-027 | US | 610110 Received Unsightly Complain | 03-Mar-2023 | 27 Parkwood Dr, Amherst |
| US2023-027 | US | 610120 Site Visit | 08-Mar-2023 | 27 Parkwood Dr, Amherst |
| US2023-027 | US | 610440 Close File | 08-Mar-2023 | 27 Parkwood Dr, Amherst |
| US2023-028 | | | | |
| US2023-028 | US | 610110 Received Unsightly Complain | 10-May-2023 | 7 Spring St, Amherst |
| US2023-028 | US | 610120 Site Visit | 10-May-2023 | 7 Spring St, Amherst |
| US2023-028 | US | 610230 First Notice | 10-May-2023 | 7 Spring St, Amherst |
| US2023-028 | US | 610340 Compliance | 19-May-2023 | 7 Spring St, Amherst |
| US2023-028 | US | 610250 Followup Inspection | 19-May-2023 | 7 Spring St, Amherst |
| US2023-028 | US | 610440 Close File | 24-May-2023 | 7 Spring St, Amherst |
| US2023-029 | | | | |
| US2023-029 | US | 610110 Received Unsightly Complain | 26-May-2023 | 5 Spring St, Amherst |
| US2023-029 | US | 610110 Received Unsightly Complain | 26-May-2023 | 5 Spring St, Amherst |
| US2023-029 | US | 610120 Site Visit | 29-May-2023 | 5 Spring St, Amherst |

| <i>File No</i> | <i>File Type</i> | <i>Process</i> | <i>Date Entered</i> | <i>Location</i> |
|-------------------|------------------|------------------------------------|---------------------|------------------------|
| US2023-029 | US | 610310 Issue Order | 29-May-2023 | 5 Spring St, Amherst |
| US2023-029 | US | 610250 Followup Inspection | 29-May-2023 | 5 Spring St, Amherst |
| US2023-030 | | | | |
| US2023-030 | US | 610260 Second Notice | 30-May-2023 | 2 York St, Amherst |
| US2023-030 | US | 610110 Received Unsightly Complain | 30-May-2023 | 2 York St, Amherst |
| US2023-030 | US | 610120 Site Visit | 30-May-2023 | 2 York St, Amherst |
| US2023-031 | | | | |
| US2023-031 | US | 610110 Received Unsightly Complain | 28-Mar-2023 | 122 Church St, Amherst |
| US2023-031 | US | 610110 Received Unsightly Complain | 29-Mar-2023 | 122 Church St, Amherst |
| US2023-031 | US | 610120 Site Visit | 29-Mar-2023 | 122 Church St, Amherst |
| US2023-031 | US | 610250 Followup Inspection | 30-May-2023 | 122 Church St, Amherst |
| US2023-031 | US | 610440 Close File | 30-May-2023 | 122 Church St, Amherst |

Total: 338

MEMO

TO: Mayor Kogon and Members of Council

FROM: Andrew Fisher, Director of Planning & Strategic Initiatives

DATE: June 19, 2023

RE: **Strategic Priorities Update**

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.

| | |
|---|---|
| Community Centre Feasibility Study | Municipal Planning Strategy Review |
| Policy / Bylaw Review | New Housing Development |
| 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: Delivery of the final draft of the report has been promised for June 27th. 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: ~~end of May~~ June 27

3. Final draft to Steering Committee

Due Date: July

4. 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~~ September

5. Council Consideration of Various Options and feedback to consultant

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

Due Date: September/October COW

6. Determination of Public Consultation on Community Centre Concept

Due Date: November

7. Decide on moving forward or not.

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: ~~May~~ June

2. Revised draft to PAC.

Due Date: ~~June~~ August

3. Draft documents to COW for Review and Comment

Due Date: ~~June~~ September

4. Community Consultations

Due Date: ~~July—September~~ October - November

5. Final Revisions

Due Date: ~~October~~ December

6. PAC Review

Due Date: ~~November~~ January

7. Formal adoption process

Due Date: ~~December—February~~ February - April

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 the 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 By-law 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 1~~ 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 |
|----------|------------------|---|------------------------|--|
| Jan-23 | | | | |
| | 03400-01 | SIGNING AUTHORITY POLICY (210-12) | FINANCE | updated january council |
| | 03400-02 | BANKING (211-2) | FINANCE | updated january council |
| | C 02 | DISCHARGE OF FIREARMS BYLAW | POLICE | Reviewed at January COW - No changes |
| | D 01 | SNOW REMOVAL BYLAW | OPERATIONS | Reviewed at January COW - No changes |
| Feb-23 | | | | |
| | 03800-05 | COVID-19 PROPERTY TAX FINANCING PROGRAM POLICY | FINANCE | repealed Feb 2023 |
| | 10350-23 | DOWNTOWN BUSINESS ADVISORY COMMITTEE | PLANNING | repealed feb 2023 |
| | 10350-22 | COMMUNITY ARTS COUNCIL COMMITTEE | COMMUNITY LIVING | repealed Feb 2023 |
| | 72000-08 | COMMUNITY SUPPORT GRANTS | COMMUNITY LIVING | updated Feb 2023 |
| Mar-23 | | | | |
| | D 02 | LOCAL IMPROVEMENT BYLAW | OPERATIONS | Former repealed, new version given 1st reading March 2023 |
| | D 03 | WASTEWATER DISCHARGE BYLAW CONSOLIDATION | OPERATIONS | First reading March 2023 |
| | P 09 | COMMERCIAL DEVELOPMENT SUPPORT BYLAW | PLANNING | reviewed, no change recommended March COW 2023 |
| | C 10 | MOBILE VENDORS ON STREETS AND SIDEWALKS | POLICE | First reading March 2023 |
| | 04000-05 | OVERTIME - NON-UNION EMPLOYEES (211-21) | CUSTOMER SERVICE/HR | updated March 2023 |
| | 10350-14 | REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24) | CLERK / COMMUNICATIONS | updated March 2023 |
| | 10350-24 | PROCEEDINGS OF COUNCIL | CLERK / COMMUNICATIONS | referred to April 2023 |
| | 317400-05 | NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE POLICY | PLANNING | updated March 2023 |
| | 03700-01 | PROCUREMENT POLICY | CLERK / COMMUNICATIONS | updated March 2023 |
| | 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 |
| Apr-23 | | | | |
| | 01130-01 | TOWN CREST (210)02) | CLERK / COMMUNICATIONS | amended April 2023 |
| | 01130-02 | PURCHASE AND USE OF BOTTLED WATER | CLERK | amended 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 | |
| | 72300-01 | BALLFIELD USER POLICY (270-01) | OPERATIONS | deferred to May 2023 |
| | 03470-03 | USER FEES | FINANCE | updated to Finance from Customer Service/HR |
| May-23 | | | | |
| | C 09 | C TAXI BYLAW | POLICE | given 1st reading at May 2023 |
| | C07 | FIRES AND BURNING OF MATERIALS BYLAW | FIRE | given 1st reading at May 2023 |
| | 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 | amended at May 2023 Council |
| | 72300-01 | BALLFIELD USER POLICY (270-01) | OPERATIONS | repealed May 2023 Council |
| | | Territorial Acknowledgement Policy (NEW) | CLERK | approved May 2023 Council |
| | 10350-26 | COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT | CLERK | amended at May 2023 Council |
| | D 21 | Maintenance of Grass Bylaw | Operations | Given 2nd reading at May 2023 Council |
| Jun-23 | | | | |
| | P 04 | MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES | PLANNING | |
| | 31600-01 | CULVERT POLICY (230-02) | OPERATIONS | |
| | 31600-08 | STREET BREAKING POLICY (230-10) | OPERATIONS | |
| | | Street Banner Policy | COMMUNITY LIVING | |
| Sep-23 | | | | |
| | 04500-02 | VIOLENCE IN THE WORKPLACE POLICY | FIRE | |
| | 66000-02 | POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT | PLANNING | |
| | C 04 | COMPANION ANIMAL BYLAW | POLICE | |
| | 01000-01 | MEDIA POLICY (210-19) | COMMUNICATIONS | |
| Oct-23 | | | | |
| | P 06 | TRANSIENT AUTOMOBILE VENDORS | PLANNING | |
| | 04000-07 | HIRING POLICY (211-23) | CUSTOMER SERVICE/HR | |
| | 01700-01 | REPORTING ACCIDENTS (211-03) | FIRE | |
| | 31800-01 | SOLID WASTE SPECIAL CONDITIONS | OPERATIONS | |
| | 03000-05 | AUDIT COMMITTEE TERMS OF REFERNCE POLICY | FINANCE | delay to fall 2023 |
| Nov-23 | | | | |
| | P 05 | VACANT BUILDING BY LAW | PLANNING | |
| | 04500-01 | Safety Policy (211-25) | FIRE | |
| | 03800-01 | TAX COLLECTION POLICY (110-01) | CUSTOMER SERVICE/HR | |
| | 04000-03 | STAFF TRAINING (211-06) | CUSTOMER SERVICE/HR | |
| | 04000-04 | INQUIRIES REGARDING EMPLOYEES (211-16) | CUSTOMER SERVICE/HR | |
| Dec-23 | | | | |
| | 66000-04 | PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM POLICY | PLANNING | |
| | 31600-09 | PAVING NEW RESIDENTIAL SUBDIVISION STREETS (230-11) | OPERATIONS | |
| | 04500-06 | SUBSTANCE USE POLICY | CUSTOMER SERVICE/HR | |



**TOWN OF AMHERST
BYLAW LISTING**

| DEADLINE | BYLAW/POLICY NO. | BYLAW / POLICY | ASSIGNED TO | NOTES |
|----------------|------------------|---|------------------------|-------|
| Jan-24 | 10350-30 | ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY | COMMUNITY LIVING | |
| | 10350-31 | INCLUSION, DIVERSITY AND EQUITY COMMITTEE TERMS OF REFERENCE POLICY | COMMUNITY LIVING | |
| Feb-24 | 64000-03 | TREE ADVISORY COMMITTEE | OPERATIONS | |
| | 10350-08 | APPOINTMENTS OF CITIZENS TO BOARDS (210-11) | CLERK / COMMUNICATIONS | |
| | 31600-18 | SIDEWALK / CURB CONSTRUCTION POLICY | OPERATIONS | |
| | 03000-08 | HOSPITALITY EXPENSE POLICY | FINANCE | |
| Mar-24 | 64000-01 | TREE PLANTING ON TOWN OWNED LANDS (270-02) | OPERATIONS | |
| | 10350-29 | POVERTY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY | COMMUNITY LIVING | |
| | 31600-10 | STREET INSPECTION AND MAINTENANCE (230-13) | OPERATIONS | |
| | 31600-11 | SIDEWALK INSPECTION AND MAINTENANCE (230-14) | OPERATIONS | |
| Apr-24 | 72300-09 | ICE ALLOCATION POLICY | OPERATIONS | |
| | 31700-04 | NORTH TYNDAL LAND ACQUISTION (241-06) | PLANNING | |
| | 02000-01 | USE OF FACILITIES - DOMINION PUBLIC BUILDING | CLERK / COMMUNICATIONS | |
| | 10350-21 | AMHERST YOUTH TOWN COUNCIL | COMMUNITY LIVING | |
| May-24 | C 12 | SMOKE FREE RECREATIONAL PLACES BYLAW | OPERATIONS | |
| | 72300-10 | ICE HELMET POLICY | OPERATIONS | |
| | 03000-04 | ROUNDING OF CASH TRANSACTIONS | CUSTOMER SERVICE/HR | |
| | 04500-03 | SCENT REDUCTION POLICY | CUSTOMER SERVICE/HR | |
| Jun-24 | 66000-03 | POLICY FOR PUBLIC PARTICIPATION AND NOTIFICATION | PLANNING | |
| | C 03 | LOITERING BYLAW | POLICE | |
| | 02000-03 | NAMING PUBLIC LANDS AND TOWN OWNED FACILITIES | CLERK / COMMUNICATIONS | |
| Sep-24 | D 22 | ENCROACHMENT ON PUBLIC STREETS | OPERATIONS | |
| | 04530-02 | EMPLOYEE COMPUTER PURCHASED POLICY (211-29) | CUSTOMER SERVICE/HR | |
| Oct 2024 -NONE | | | | |
| Nov-24 | | new council orientation | | |



**TOWN OF AMHERST
BYLAW LISTING**

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



**TOWN OF AMHERST
BYLAW LISTING**

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



**TOWN OF AMHERST
BYLAW LISTING**

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



**TOWN OF AMHERST
BYLAW LISTING**

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



**TOWN OF AMHERST
BYLAW LISTING**

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

CAO Task Report

June 2023

Task Updates:

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| Task: Real Costs of Sewage Collection, Pumping and Treatment Study |
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| The internal study will commence in the late summer / fall and will continue into the budget preparations for the 2024/25 budgets. |
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| Status: Ongoing |
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| Task: MAP Request to Present |
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| This will be scheduled for a Joint Councils meeting. |
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| Status: Ongoing |
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| Task: Council Conference Attendance and Professional Development Policy |
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| Amended Policy approved at May Council. |
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| Status: Completed |
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| Task: LA Animal Shelter |
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| Included in June COW agenda. Both CAO's to recommend funding of \$150,000 over three years. |
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| Status: Ongoing |
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| Task: Baseball Association |
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| Corey Crocker has been assigned the task. He met with Baseball NS to understand the process. |
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| CC, Aaron and Jason met on June 13 to discuss. CC to talk to all Amherst baseball groups during July and August. |
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| Status: Ongoing. |
|------------------|

MEMORANDUM

TO: Mayor Kogon and Members of Council
From: Dwayne Pike, Chief of Police
Date: June 19, 2023
Subject: Marsh Trail Update

In the spring of 2022, a review was completed of the Marsh Trail as a result of ATV's accessing and using the trail which was designed for use by pedestrians. The trail has been used as a regular route for ATV's accessing other trails including ones off Eddy Street going across the Marsh. All-Terrain Vehicles are not permitted on Eddy Street because of its designated class. This road is maintained by the Department of Transportation and Infrastructure Renewal.

To deal with the issues surrounding the Marsh Trail, recommendations were made that included:

- Locking gates in such a way to restrict traffic to pedestrian and mobility scooters
- Installing signage providing notice that ATV/OHV use is prohibited
- Installing cameras that were motion-sensitive that could capture images of offenders or anyone damaging property

The gates and signage were installed last fall and 2 cameras were installed in specific locations to monitor some of the gates in February 2023. Any pictures were sent to a designated staff member.

Since that time, during the spring, damage was noted to all the gates and one of the cameras have been tampered with. We have had a recent technical issue with the other camera and has since been repaired. Public Works has been advised of the damage and will take steps to make repairs and staff will also look at the locations of the cameras and a system for regularly checking the gates and reporting damage to the Police Department so that it can be investigated.

Melanie Siddall, Crime Prevention Coordinator, is working on an ATV safety blitz which will include information on the Marsh Trail and concerns about ATV's/OHV's on the trail which is designed for pedestrians/mobility scooters only.

MEMORANDUM

To: Mayor Kogon and Members of Council

From: Natalie LeBlanc, Municipal Clerk

Date: June 19, 2023

Subject: Second Reading of Bylaws

This memorandum is being provided as an update to Council.

At their regular meeting on May 23, 2023, Council gave first reading to a Bylaw to Amend the Fires and Burning of Materials Bylaw, as well as a Bylaw to Amend the Taxi Bylaw.

Second Reading of these amendments will be on the June 26, 2023 regular meeting agenda.

MEMO

TO: Mayor Kogon and Members of Council
FROM: Jeff Bacon, Business Development Officer
DATE: June 19, 2023
RE: **Amherst Business Meet and Greet Event Plan**

At the March 20th, 2023 Committee of the Whole Meeting, Council directed staff to develop a detailed report on hosting a meet and greet event for Amherst businesses with Mayor and Council during small business week in October. Council also expressed an interest in sponsoring an award or awards to Amherst businesses at the Chamber of Commerce event. This memorandum is a detailed plan of the event.

Outline of action items:

Invitation

The invitations to businesses will be mailed cards. Canada Postal Service's 'Precision Targeter' can sort addresses by classifications and can develop an Amherst Business only mailing list. The invitation card will include a link to an online address to enter RSVP.

Leading up to the event conversations will be had with various owners to ensure distribution of the invitation. Periodic review of the response list will be performed to mitigate chances if a business was missed.

The Evening

Proposed Date and Time: Tuesday, October 17, 2023 from 6:00 pm to 8: 00 pm

Proposed Location: CCUBIC Conference Room*

*Based on number of replies, the Amherst Fire Dept. Banquet Room will be used as a contingency plan

Food and Refreshment

We will arrange for a variety of food from across our various restaurant businesses. Sandwiches from Art of Deli, Spring rolls from Sarsoza's, Pizza from Freddie's, sweets from Sobey's bakery are examples of the mix of choices. Coffee, Tea and other refreshments will also come from local providers.

The food and beverages will be laid out as a buffet along the side of the conference room by the kitchen so not to inhibit mingling.

Invitees

Mayor, Council, CAO and Town Staff will be asked to attend.

We will arrange to have a special invite speaker such as a motivational speaker, comedian or local business leader.

Set-Up

We will ask if businesses would like to offer their product or service as a silent auction prize, allowing them the opportunity to advertise any new product or offering they may have. All proceeds will go to the charity or charities of councils choosing. The auction item table will be placed at the front of the room by the stage.

We will have a table at the entrance door to greet people as they enter. We will have name tags and a small gift bag with Amherst logo items to welcome them.

At the entry table we will hand out a survey form (with a Town of Amherst pen) for businesses to fill in collecting ideas and feedback on how they feel their business is doing in Amherst and what the Town can do better to serve them.

We will have a local musician play background music on stage for atmosphere.

Stand up round tables will be used in the center of the room to encourage mingling. Tables and chairs will be placed along the side and rear of the room for preferred seating.

The Event Agenda

6:00 pm to 6:05 pm

CAO Jason MacDonald will act as MC and will give opening remarks, he will provide a land acknowledgement and offer comments on town staff and operations.

6:05 pm to 6:20 pm

The CAO will introduce Mayor Kogan who will give a welcoming speech. A suggestion is using the state of the town presentation annually given to the Amherst Rotary Club. The conference room projector will be set up to show any presentations.

6:20 pm to 6:40 pm

The CAO will introduce the arranged special invite speaker.

6:40 pm to 6:45 pm

The CAO will give closing remarks

6:45 pm to 8:00 pm

The background musician will play for 1 hour, beginning after the CAO closing remarks and ending at 7:45 pm

The food and beverage area will be open during the whole event.

Cost Estimates

The estimated cost for the invitation card process is \$5 each

The estimated cost for the musician is \$300

The estimated cost for the food is \$ 10 per person

The estimated cost for the swag bag is \$30 per person

The estimated cost for the surveys is \$2

Expect attendance can range from 50 – 200 persons.

Total estimated cost would range from \$4,150 - \$10,450

MEMO

TO: Mayor Kogon and Members of Council

FROM: Andrew Fisher, Director of Planning & Strategic Initiatives

DATE: June 19, 2023

RE: **Planning Advisory Committee Recommendations**

The following Planning Advisory Committee recommendations will be on the agenda of the June 26, 2023, regular meeting of Council:

- 1. 106 Church Street Development Agreement Application:** The Committee recommended that Council enter into the Development Agreement for 106 Church Street (PID: 25013871) to allow a change of non-conforming use from a dance studio to a clay studio within the existing building.
- 2. 55 Victoria Street East Land Use By-law Amendment Application:** The Committee recommended that Council not amend the Land Use By-law to permit drive-throughs in the Core Area District including on PIDs 25005166, 25013566 and 25013582.
- 3. Electric Street Development Agreement Application:** The Committee recommended that Council enter into the Development Agreement for Electric Street (PIDs: 25508698, 25005430 and 25033747). The agreement would permit the construction of a 3-story, 24-unit apartment building.
- 4. Lot 22-2 Prince Arthur Street Development Agreement Application:** The Committee recommended that Council enter into the Development Agreement for Lot 22-2 Prince Arthur Street (PID: 25514563). The agreement would permit the construction of a 3-story, 24-unit apartment building.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Andrew Fisher, Director of Planning & Strategic Initiatives

DATE: June 19, 2023

RE: **Request to restrict mobile food vendors**

Attached is correspondence from the local Pizza Delight manager requesting that the town place restrictions on mobile food vendors (ie. Food trucks) that operate on private commercial property. The request is based on the contention that the mobile vendors, particularly those from out of town and province, take business away from local food and beverage operators that pay local taxes and employ local residents. It was suggested that mobile vendors be restricted from operating within a certain distance from existing restaurants, that the number of vendors be restricted, and/or that they be prohibited outright around holidays.

In April, Council adopted amendments to the town's Mobile Vendors Bylaw. This Bylaw regulates vendors on public property and right-of-ways, but does not address mobile vendors on private property. This is in part due to the assumption that those property owners that allow the mobile vendors to operate benefit by way of rent or the increased traffic to their business. They may also allow them as a community benefit (ie. They are popular).

Should Council wish to consider further changes to the Mobile Vendors Bylaw to regulate food vendors on private property, it would be appropriate to direct staff to develop a more comprehensive report for Council's consideration that includes a scan of similar regulations in other jurisdictions.

Andrew Fisher

To: Jason MacDonald
Subject: RE: Concerned Manager

From: Pizza Delight <amherstpizzadelight@gmail.com>
Sent: May 19, 2023 3:52 PM
To: Jason MacDonald <JMacDonald@amherst.ca>
Subject: Concerned Manager

Good afternoon, My name is Kerry and I am the manager of the Pizza Delight here in Amherst. I asked Lisa Emery who I could contact about my concern with the food trucks that have been making Amherst a regular stop. I have noticed over the last several months that more and more food trucks are parking in the Kent parking lot several times a week, sometimes two or more at a time. I am all for promoting local businesses, but most of these trucks are not even from Nova Scotia. When these trucks from out of town set up in the Kent parking lot for the day It reduces the amount of business that local businesses get coming into their establishments. Which means that employees are sent home early, less money to local residents on their paychecks. There is a decline in our sales for that day, but we still pay our business taxes, rent, power, water and sewage, faithfully. I have also noticed a decline in business at other businesses around town, not just at our restaurant. I realize that these trucks are complying with the bi-laws of the Town of Amherst. There must be something that can be done to stop the out of town/ province food trucks from taking business away from businesses that have been a part of the town for many years and that employ locals. I do have a few ideas, maybe only let the food trucks park at a distance of 3- 5 kilometers from any permanent restaurant, and or only allow one food truck in town on any given day and reduce the amount of days any truck is allowed in town, and absolutely no food trucks should be permitted for the 2 days before and after and including a holiday. As most holidays are usually busy for restaurants. I know that the Town of Amherst cares about their citizens and that the Town of Amherst would do what they could to help them. We are asking for your help now. Thank you for taking the time to read this. I am looking forward to a response about this matter.

--

Kerry Nelson

Amherst Pizza Delight

Manager

1-902-667-3797

--

Kerry Nelson
Amherst Pizza Delight
Manager
1-902-667-3797

MEMO

TO: Mayor Kogon and Members of Council

FROM: Deputy Mayor Landry

DATE: June 19, 2023

RE: **Central Calendar**

I would like to discuss the use and process of the Central Calendar to ensure its most efficient use to satisfy the needs of Council and Staff.

Monthly Departmental Report

Business Development

June 2023

The application for the 2023/2024 Beautification and Streetscaping Program was submitted to the Dept. of Municipal Affairs and Housing. The application is for \$25,000 in funding for TOA decorative lighting, 4 stream waste receptacles, and the Gritty to Pretty business improvement program. There are currently 3 businesses registered to participate upon approval. The 2022/2023 BSP program remains open via approved extension with 2 businesses finalizing their projects for closure by mid-summer.

The Cumberland Business Connector will be holding its Annual General Meeting on June 22, 2023 from 6 to 8 pm at the Dr. Carson & Marion Murray Community Center in Springhill. This year's meeting will host the Minister of Municipal Affairs and Housing, the Honourable John Lohr as the keynote speaker. The meeting agenda will unveil this upcoming year's 3 key strategic priorities and will hold elections for new board members.

The Cumberland Chamber of Commerce continues building its workforce and resident recruitment campaign, "Join us in the Cumberland" by working with local radio broadcaster CFTA on a process for taking the campaign's marketing materials and advertising to the national level.

The Cumberland Chamber submitted a resolution to the Canadian Chamber of Commerce advocating for immediate action to protect the Chignecto Isthmus trade corridor. This resolution will be voted on at the National Policy Congress in October.

In June, the Chamber will launch its 2023 business awards nomination process which will see awards presented at its Fall Gala during Business Development Canada's Small Business Week from October 16th to the 21st. The TOA is considering sponsoring a new award for this event. If approved, nominations for this award would be issued at a later date.

At the May 18th Amherst Downtown Business Association's meeting, TOA staff presented the upcoming 2023 summer events calendar. Opportunities to collaborate were discussed, resulting in the inclusion of a market during the Thursday, June 15th Date Night event. A portion of Havelock Street between Victoria Street and Ratchford Street. will be closed to host over 15 tabletop vendors. Plans for downtown improvement projects such as mural upgrades and the LaPlanche St. revitalization were held.

The 2023 NS Works Job Fair at the Amherst Stadium was a success with over 400 people attending. NS Works felt this year's success grew due to last year's event and they hope that by solidifying connections with the businesses in the Amherst area, it will become a staple event in the community.

The Town of Amherst's Clean Energy Financing Program, 2023/2024 promotional campaign continues with new advertisements on local radio broadcaster CFTA. Monthly Ads continue on TOA social media sites and periodic newspaper advertisements will be issued.

Team Cumberland Partners have organized the 'Navigating Immigration: Pathways for Employers' information session to be held on Friday, June 16th from 9 am to 11 am at the Community Credit Union Business Innovation Centre Conference Room at 5 Ratchford Street. Immigration, Refugees and Citizenship Canada, and NS's Dept. of Labour, Skills, and Immigration will present to the Amherst Area business community. Information will be provided on how to maneuver and leverage the immigration system and the assistance and services these departments provide throughout this process. Businesses will have the opportunity to provide feedback on their experience with the process. This continues the work by the Cumberland Chamber and other Atlantic region partner Chambers to influence these departments to reform and streamline the immigration process.

The Earn Income: Rent Your Space event organized by Town staff, NSCC Amherst Campus, and the Cumberland Business Connector went very well with 10 supporting agencies participating. The event had over 12 property owners in attendance and another 13 requests were received for the information packages that were provided as handouts to attendees. In order to maintain this effort to encourage residents to convert space in their homes for rent, the Connector is releasing monthly ads using the developed marketing material via different media platforms, and information packages are being distributed at various events.

TOA's submission for Tourism Nova Scotia's (TNS) Emerging Destination Program awaits a decision, hopefully by the end of June. If successful, TNS will work with TOA staff to select opportunities that attract travellers during different seasons and identify short-term actions to increase the attention of the Amherst area. TNS is holding tourism sector strategy planning sessions around the province to solicit in-person regional input into their sector strategic plan. TOA staff will be attending the Truro session on Friday, June 30th to voice views and provide representation for our area.

Truckology's Show and Shine Event, held on June 10th was a great success with close to 100 vehicles on display and an estimated 500 attendees. APD reported minimal issues during the event. The event, held in downtown Amherst on Victoria Street between Havelock Street and Church Street was welcomed by the community as a great attraction to come downtown. Event organizers expressed their gratitude for the excellent support and cooperation of the Amherst Police Department and TOA Public Works staff.

Monthly Report

Community Living

June 2023

Community Living

Active Living

- Fundy 55+ regional games underway, YMCA is looking after this for us.
- Fundy Games, 55+ 2025 games submission is in progress.
- Summer students have been working on Schedule for Summer parks program, Tennis program, helping with Mayors Congress, Lions event, Pride week and many other things.
- Multisport activities are wrapped up and an awards ceremony was held.

Community Well Being

- The PRAC strategic plan is finalized and being forwarded to June COW.
- Team meetings with staff, planning for summer activities.
- The IDE Strategic plan was finalized incorporating feedback from the survey and being forwarded to June COW.
- Applications screened for AYTC. There are 4 new applicants and 7 returning.
- Attended meetings with community groups Lions, Cumberland Y, Mayors Congress etc.

Culture, Events & Marketing

- Planning and execution of the following events: Town wide yard sale, Roller skating party, Pride week, Acadian Festival, Mayors Congress, Date Night, Summer kick off party at Dickey Park, Mawio'mi, flag raisings, proclamations, Accessibility week, Carly Jackson event, Afghanistan Memorial project and D-day.

Director's Report

- All of this plus IDE, PRAC working group and Accessibility Committee meetings, reports for COW and Council, policy development, development of MOU's and finalizing the submission for the 55+ Provincial games.

Community Navigator

- Working on several potential site visits, hosting appreciation BBQs at County hospitals and working on swag and promotional development.

Task Updates:

Task: Volunteer recruitment to Committees

Update: Staff to determine best practices in recruitment of volunteers

Status: in progress

Task: Volunteer Nominations

Update: Staff to develop procedure around scoring applications for the Volunteer nomination process

Status: In progress

Task: Street Banner Policy

Update: Council requested the legion be consulted on the draft policy as it relates to their Veterans Banner program. Met with Legion on April 20 and will be collaborating moving forward.

Status: Complete

Task: Green space beside Town Hall

Update: Met with Legion to discuss overall plans and develop schedule.

Status: ongoing

Task: Community Support Grants

Update: Recommendations being forwarded to June Council for approval. Follow up on questions to be conducted.

Monthly Report

Communications and I.T.

June 2023

IT Services:

- Setup computers, tablets, cell phones and door key fobs for the summer students.
- Assisted staff in office relocations
- Setup 2 new workstations in the Major Crimes office One workstation required power and data and phone lines to be run to the new desk.
- Repaired the desktop at the reception desk at Public Works as it would not turn on. It is running again but will need to be replaced and this computer accesses the program that controls the fuel pumps at Public Works that all Town owned vehicles use.
- Setup computers, cell phones and key fobs for new Employees starting this month.
- Ordered, setup, install and tested a wireless access point at the fire department.
- Fixed issue with council chambers system.
- Worked on some server folder cleanup and maintenance.
- Multiple Purchase Orders.

Procurement:

| ID | Type | Project | Process Type | Budget Type | Released | Closed | App'd | App'd By |
|-------|------|--|--------------|-------------|----------|--------|-------|----------|
| 23-59 | RFP | Five-ton Dump Truck - Re-release | Reg | C | X | | | |
| 23-45 | RFP | Lighting Upgrades – AFD | Reg | C | X | | | |
| 23-40 | RFP | Structural Fire Fighting Bunker Gear – AFD | Reg | | | X | | |
| 23-36 | RFP | One-ton Truck | Reg | C | | X | X | CAO |
| 23-32 | RFP | Five-ton Dump Truck – Cancellation | Reg | C | | | X | CAO |
| 23-50 | RFP | Half-ton Truck | Reg | C | | | X | CAO |

Note: In March 2023 changes were made to the procurement policy allowing staff to make purchases up to \$5,000 without involving the Procurement Coordinator until the end of the process (record keeping). This change is reflected in the quantity of processes on this list as the CAO or Council no longer are required to approve before the purchase is made.

Other:

Staff were heavily involved in hosting the Spring Conference for the Atlantic Mayors Congress this month. Registration/attendance was the highest in the groups 21 year history. Over 3 days we hosted Mayors from all 4 Atlantic Provinces. One highlight was an address from our Premier Tim Houston at the banquet Friday evening.

It has been several years since we have hosted such a large, high profile event but our staff took on the challenge. I believe we put the spotlight on our Town in the most positive way. Special thanks to all staff who pitched in to ensure a successful event.

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 document is ready to go to procurement for review and release
Status: In progress

Task: Public wifi

Update: It has been a busy month, with staff changes and students arriving etc. As such staff do not have a report prepared for this month. But in general, with almost everyone having a device and the popularity of video streaming anywhere, any solution to improve access under these conditions will be very expensive
Status: In progress

Task: Capital Paving

Update: Document has been signed
Status: Complete

Task: Asphalt Patching

Update: Document has been signed
Status: Complete

Monthly Report

Cumberland Business Connector

June 2023

Support Existing Businesses

- The Cumberland Business Accelerator Program continues to support businesses with high growth potential. Recent work includes:
 - Providing advice on treating separate parts of the business as separate business entities and having a proper allocation of overhead expenses. This allows for a true picture of the profitability of each business segment, and will be a key foundation for succession plans in the next 3-5 years.
 - Our support has led to the hiring of an engineer who will help the business fast track productivity improvements to increase output while dealing with a limited labour force.
- In collaboration with the Town of Amherst and CBDC Cumberland, Mashup Lab completed their training program to two cohorts of aspiring and existing entrepreneurs in the Amherst/Cumberland Region.
- Local businesses continue to be promoted through the Business Spotlights on Social Media

New Businesses

- We have met with and advised another youth entrepreneur who is starting a small business in the Amherst area.

Workforce

- In collaboration with NSCC and the Town of Amherst, the “Earn Income, Rent Your Space” open house was held at the NSCC’s Campus in Amherst. The attendance was good. This showcased 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. Since the event, we continue to get requests for the information packages that have been prepared.
- We attended the CANSA / Nova Scotia Works Career Fair on May 17th to connect and network with the employers and potential employees who were present. We were able to direct some job seekers to potential employers that could utilize their skill set.
- The Northern NS Connector Program continues to meet with students and other professionals to help them build a local network of contacts in our region.
- We hosted the second school Career Fair in Advocate during May. We are in the planning stage with High Schools in Amherst, Oxford, and Springhill to have Career Fairs in these schools in the Fall of 2023.

Advocacy

- We met with Nova Scotia Power, local Municipal Government representatives, and local businesses to discuss Nova Scotia Power’s overall plans for the future, as well as their plans for the local region. This session provided an opportunity to raise issues and challenges that local businesses have faced. These issues included inconsistent voltage (damaging for sensitive electronic equipment), lengthy application processes for power hookup (with no guidelines on how long it should be expected to take), and very limited advanced notice of power shutdowns for maintenance, etc.

Events

We are well into the planning stage for our Annual General Meeting on the evening of June 22nd at 6 PM in Springhill. Please register on Eventbrite or contact Sylvia or Jonathan if you are able to attend. This provides the best opportunity to get up to speed on the work that the Cumberland Business Connector is doing. Copies of our Annual Report as well as the 2023-24 Strategic Plan will be available at the AGM.

Monthly Report

Finance

June 2023

Finance staff have been busy in May and June assisting the HR & Customer Services department with the extended absence of the Director of HR & Customer Services and the vacancy of the Water/Sewer Billing Clerk. Staff in both departments have excelled at working together as a team to get required tasks completed during this busy time.

Work on the year end review is underway. 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 July.

Task Updates:

Task: Policy Review - Expense Reimbursement Policy

Motion: That Council approve of the proposed amendments to the Expense Reimbursement Policy # 3000-07.

Update: Updated Expense Reimbursement Policy was sent to all staff. Staff were also sent revised Expense Reimbursement Forms and Acknowledgement Forms.

Status: Complete

Monthly Departmental Report

Fire Department

June 2023

RESPONSES (May)

Town of Amherst – 13 events

- 1 Structure fire
- 4 Monitored alarm activations
- 4 Smell of smoke / Air quality check
- 3 Wildland fire / Open land
- 1 Dumpster fire

Contract area (District 2) – 4 events

- 1 Motor vehicle accidents
- 2 Structure fire
- 1 Smell of smoke / Air quality check

As of May 31st, the Amherst Fire Department has responded to 126 requests for assistance.

PROFESSIONAL DEVELOPMENT

During the month of May, the fire department focused it's training on the use of Air Bags / Extrication tools, Wildland fire fighting refresher and stabilization practices for motor vehicle incidents.

LEVEL ONE FIRE FIGHTER CERTIFICATION

During the month of May, firefighter Richard Hubley received his level one fire fighter certification from the Nova Scotia firefighter's school. Richard became a new volunteer fire fighter with the department during the month of October 2021, since that point Richard has completed the required training to receive his level one certification.

In addition, various members of the department are in different phases of preparing to complete their level one and level two fire fighter certifications with the Nova Scotia firefighter's school; which will take place later this year.

POLICE WEEK EVENT - FIRE PREVENTION COMMITTEE

The fire prevention committee took part in the Amherst police department police week event on June 1, 2023 at Dickey Park. During this event our members provided the public fire prevention information; and had our rescue unit, utility vehicle and our wildland fire fighting on display. Also, our mascot Blaze made a special appearance!

RECRUITMENT

Over the last few months, 6 new volunteer firefighters have joined the Amherst fire department. Over the next few months, they will start the basic fire fighter training program. In addition, one former volunteer firefighter has returned and is completely being assisted to our operational standard.

Further, 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.

TASK UPDATES

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

Monthly Report

HR and Customer Service

June 2023

PAYROLL

Payroll and WCB remittances are up to date.

Payroll remittances are remitted to CRA bi-weekly by the payroll company.

WCB is remitted automatically via our payroll provider.

CUSTOMER SERVICES

Tax/Accounts Receivable/Collections:

2023 Assessment Appeals – the Town received the appeal inventory from PVSC on June 1. There was a total of 98 appeals of which forty-four (44) appeals are complete, forty seven (47) outstanding, seven (7) withdrawn.

Tax Certificates – there were 35 tax certificates requested in the month of May 2023.

| | # Of Accounts Appealing | Total Assessment Value Being Appealed | Appeal Completed as of June 1/23 | Pending as of June 1/23 | Withdrawn as of June 1/23 | Outstanding Appeals as of June 1/23 | Appeals Successful as of June 1/23 | Loss of Assessment Value | Amount of Revenue Reduction | Nova Scotia Assessment Appeal Tribunal Status |
|-----------------------|-------------------------|---------------------------------------|----------------------------------|-------------------------|---------------------------|-------------------------------------|------------------------------------|--------------------------|-----------------------------|---|
| Residential /Resource | 65 | \$22,202,700 | 25 | 0 | 4 | 36 | 5 | \$ 166,400 | \$ 2,780 | 0 |
| Commercial | 33 | \$3,087,400 | 19 | 0 | 3 | 11 | 6 | (\$ 629,200) | (\$ 28,125) | 0 |
| TOTAL | 98 | \$52,090,100 | 44 | 0 | 7 | 47 | 11 | (\$ 462,800) | (\$ 25,345) | 0 |

Water/sewer collection notices – there were 98 notices sent May 17, 2023, with a response date of June 16, 2023 to have paid in full or payment arrangements.

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 130 opened cases in May and 115 cases closed. The category with the most opened/closed cases in May was Compost Bin Replacement/Repairs at 27 cases.

HUMAN RESOURCES

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

Active Living Coordinator: this competition closed on April 28th. An offer went out to the selected candidate on Friday, June 9th.

Engineering Technician and Engineering Technologist: competitions for both vacancies closed on April 26th. An interview schedule has not yet been determined.

Monthly Report

Operations

June 2023

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

RECREATION & HORTICULTURE

- Park washrooms are open Monday to Friday 9:00am to 7:00pm and weekends 9:00am to 5:00pm
- June Events at Dickey Park Included;
 - June 1: Police Week Celebration
 - June 3: Walk Your Way for Autism
 - June 4: Crohn's and Colitis Gutsy Walk
 - June 8: Disc Golf
- Other recreation facility events in June;
 - June 1: Tree Canada Edible Tree planting at Curry Park and Northern Telecom Park
 - June 10: Relay for Life Event at the Stadium
 - June 16: Mawi'omi event, Indigenous peoples day at the Stadium
 - June 17: Pride Week Celebration at Victoria Square
 - June 18: Benjamin Circus at the Stadium
 - June 24: Lillian Allbon Animal Shelter yard sale at Curry Park
 - June 25: Cumberland Car Show at Robb Complex
- Beacon street park wood carpet surface was installed.
- A water service was installed at the small dog park.
- Woodpecker Tree Care is being contracted to prune the pin oak trees on the corner of Victoria and Lawrence, and to remove the deadwood out of the large sugar maples in Victoria Square.
- Tree Canada event went well, 22 trees planted with 2 more to be installed once stumps are removed.
- Annual hanging baskets will be delivered the week of June 12.
- The sign at the Dwight Jones field was damaged and had to be replaced.

PUBLIC WORKS & ENGINEERING

- Traffic line marking is underway and will be ongoing for the month of June.
- The contracted patching and capital paving contracts have started, work will be ongoing throughout the summer.
- Capital sidewalk replacements have started, staff are working on Prince Arthur Street as this work needs to be completed prior to street paving.
- Operational sidewalk repairs to be completed in the coming weeks include sections of West Victoria Street and West Pleasant Street.
- Water utility staff have installed 4 new water services connections in the past month.

- Street banner changes (pride, indigenous peoples and Canada day).
- The engineering summer student has been working with our paving contractor keeping track of locations and quantities of materials used.
- RV Anderson will be completing the final phase of the stormwater management study in the Dickey, Donald, and Ralston Place neighborhood the week of June 20. Activities will include the removal of flow meters from manholes and smoke testing the sanitary sewer to locate cross connections.

Upcoming / Ongoing projects:

- Contracted patching and capital paving will be ongoing.
- Logistics and traffic control for the annual downtown July 1 Canada Day celebration.
- Quarterly meter reading will start on July 4.
- Water utility staff will be completing a leak detection survey of the entire water distribution system.

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

Planning & Strategic Initiatives

June 2023

The attached report shows development activity over the month of May 2023, as well as, a year-over-year comparison for that month. As shown, Value of Construction took a significant jump with a permit issued for another major expansion at Gordon Foods. New dwelling units approved to-date are also strong with 31 units approved so far in 2023. Staff anticipate a significant jump in the number of approved dwelling units as construction planning for the first apartment building near Brown and Mosher Streets is underway.

Council approved 2nd reading April 24th for two development agreements and a zoning map amendment, including a:

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. rezoning of 36/38 Beacon Street from General Residential to Open Space.

No appeals of the above noted decisions were submitted to the NSUARB. 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 refused to give first reading to the development agreement application for an apartment building at 155 East Victoria Street. As required by the MGA, the applicant was notified in writing of the refusal and set out the right to appeal Council's decision to the UARB. The deadline to appeal was on June 14th.

The PAC met on June 5th where the following recommendations were made to:

1. enter into a development agreement to permit a 3-story, 24-unit apartment building on the corner of Electric Street and Maple Avenue;
2. enter into a development Agreement to permit a second 3-story, 24-unit apartment building off Prince Arthur Street behind the Amherst Theatre;
3. enter into a development Agreement at 106 Church Street to permit the change of use from a dance studio to a clay studio; and,
4. not 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).

Consideration of first reading of the above planning applications will be on the June 26th Council meeting agenda. Should Council give first reading to any or all of the above applications, a public hearing is scheduled for July 12th.

A Public Participation Session is scheduled for June 21th to garner public input on an application for a development agreement from Black Bay Real Estate Group for a multi-unit residential development with potentially 164 dwelling units.

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 final report is near completion. Concept plans and gross floor area requirements are now being costed. The consultant has promised the consolidated report for June 27th.

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:

| |
|--|
| <p>Task: LED Proposal for new 'Smart LED Streetlights'</p> <p>Update: The FCM program administrator advised that the project is not eligible for FCM funding. LED Roadway Lighting are currently looking at alternative sources for funding. If none are found, staff will investigate alternative options regarding maintenance for the existing lights and will report back to Council in due course.</p> |
| <p>Task: Blaine Street and Ottawa Avenue Acquisitions</p> <p>Update: The outstanding property acquisition is now complete. Black Bay Real Estate Group have applied for a development agreement in keeping with the awarded RFP. Council approved the Agreement of Purchase & Sale and is now executed.</p> <p>Status: Ongoing</p> |
| <p>Task: Hotel Levy Report</p> <p>Update: Staff have met with County staff to discuss a potential levy in the Cumberland region. 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.</p> <p>Status: Paused pending County staff resources</p> |
| <p>Task: Recognition of Local Businesses</p> <p>Update: A detailed plan for the event to take place during Small Business Week is on the June COW agenda</p> <p>Status: Ongoing.</p> |

May 2023 Permits

| PERMIT APPLICATIONS | | | | | | | For the Month of May | |
|---------------------|-----------|-----------------------|-----------|--------------|--------------------------|---------------------------|----------------------|---------------------|
| Number | PID | Civc Address | New Units | Work Type | Bldg Type | Proposed Use | Permit Fee | Value |
| B2023-023 | 25015470 | 10 Copp Ave | 0 | Renovate | Single Detached Dwelling | Deck | 51.00 | 500.00 |
| B2023-024 | 25162918 | 4 Coates St | 0 | Renovate | Single Detached Dwelling | Residential Accessory Use | 115.00 | 26,325.00 |
| C2023-025 | 25395864 | 4 Forest Glen Crt | 0 | Construction | Garage/Carport/Shed | Deck | 75.00 | 30,000.00 |
| B2023-026 | 25031642 | 22 Spring St | 2 | Renovate | Single Detached Dwelling | Converted Dwelling | 237.00 | 75,000.00 |
| B2023-027 | 25025677 | 119 Park St | 2 | Renovate | Single Detached Dwelling | Duplex | 175.00 | 50,000.00 |
| C2023-029 | 25034802 | 260 Victoria St | 0 | Construction | Single Detached Dwelling | Deck | 69.00 | 5,000.00 |
| D2023-028 | 25037102 | 213 South Albion St | 0 | Renovate | Commercial | Com - Permanent Sign | 50.00 | 20,000.00 |
| C2023-030 | 25000837 | 49 Kent Dr | 1 | Construction | Single Detached Dwelling | Moble/Mini Homes | 180.00 | 225,000.00 |
| C2023-031 | 25010562 | 38 Industrial Park Dr | 0 | Construction | Industrial | Warehousing | 2,771.00 | 2,867,940.00 |
| B2023-032 | 25021163 | 34 Harding Ave | 0 | Renovate | Single Detached Dwelling | Residential Accessory Use | 123.00 | 29,484.00 |
| B2023-033 | 25008798 | 9 North Adelaide St | 2 | Renovate | Apartments | Apartment Building | 0.00 | 280,000.00 |
| D2023-034 | 25499369 | 25 Mallard Dr | 0 | Construction | Swimming Pool | Accessory Uses - Swimming | 50.00 | 400.00 |
| C2023-035 | 25021973 | 52 Hickman St | 2 | Construction | Single Detached Dwelling | Single Detached Dwelling | 392.00 | 450,000.00 |
| C2023-036 | 25507179 | Brown St | 2 | Construction | Double Dwelling | Duplex | 268.00 | 375,000.00 |
| C2023-037 | 25017989 | 32 Donald Ave | 0 | Construction | Garage/Carport/Shed | Shed | 61.00 | 5,500.00 |
| D2023-038 | 25451212 | 34 Highway 6 | 0 | Renovate | Commercial | Permanent Sign | 50.00 | 10,000.00 |
| Total | 16 | | 11 | | | | 4,667.00 | 4,450,149.00 |

2021-2022 YTD Comparison

| ACTIVITY REPORT | | | | For Month of May 2023-05-31 | | |
|---------------------|-----------|-----------|-----------------------|-----------------------------|-----------|-----------------------|
| Type | May 2022 | | | May 2023 | | |
| | Permits | Units | Value of Construction | Permits | Units | Value of Construction |
| Single Family | 5 | 4 | 355,000 | 8 | 7 | 861,309 |
| Duplex/Semi | 0 | 0 | 0 | 1 | 2 | 375,000 |
| Apartments | 1 | 4 | 650,000 | 1 | 2 | 280,000 |
| Other Residential | 7 | 0 | 66,200 | 3 | 0 | 35,900 |
| Commercial | 1 | 0 | 1,200 | 2 | 0 | 30,000 |
| Industrial | 0 | 0 | 0 | 1 | 0 | 2,867,940 |
| Inst & Gov | 0 | 0 | 0 | 0 | 0 | 0 |
| Agriculture | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 14 | 8 | 1,072,400 | 16 | 11 | 4,450,149 |
| Year To Date | 37 | 21 | 4,535,638 | 38 | 31 | 7,987,398 |

Monthly Departmental Report

Police Department

June 2023

TRAINING

Firearms/Carbine Training: Our members have completed their annual firearms/carbine training, including 1 new classes of Carbine Trained Officers. For newly trained carbine members they are required to complete three (3) twelve-hour days of training to provide them with a thorough and complete understanding of the carbine and how to utilize it in the field. Much of the training surrounds maneuvers relating to containment and other types of high-risk scenarios. During the training members also utilize and qualify on the 9mm pistol.

CEW Training/Annual Qualifications: Members have completed their annual CEW/TASER qualifications and training for the 2023/24 year. Training on CEW includes in-class instruction as well as active scenarios used to qualify candidates in relation to their ability to de-escalate matters during a critical incident and articulate their decisions and actions when utilizing use-of-force tools. Members who carry the Taser are required to certify/qualify once a year.

PROS Training: Constable Mark Rushton, our new part-time member, attended PROS training in Charlottetown, PEI to be trained by CPS members. PROS is the file management system used by many police agencies in Canada, including the RCMP and is required so that members/staff can access and use PROS. The course was 4 days long and ran from May 29th to June 1st.

PERSONNEL

New Employee: Constable Mark Rushton was hired on a part-time basis as a police officer. Mark is an experienced police officer, spending time in the Military Police and as a municipal police officer in Alberta as a Sergeant. He brings a myriad of experience and skills to our department as a seasoned investigator and has been involved in many aspects of policing including specialized law enforcement units and police administration. As a part-time employee, Cst Rushton will be filling in for shortages and special events.

OPERATIONAL

Arrest of Male – Shoplifting/Officer Injured: An Amherst officer is injured and off work after an altercation with a 38-year-old male that was allegedly shoplifting from a local business. On June 4th, Police were notified of a shoplifting incident in which the suspect had left the scene. The complainant provided information on the suspect's description and when the attending officer located and approached the male to arrest them, a physical altercation ensued in which the officer was subsequently injured. The suspect fled the scene and hid in the area which was contained by other attending members. The suspect was seen and a foot chase ensued and he was arrested. The male was charged with 9 offenses including theft under \$5,000, resisting arrest, possession of several controlled substances, including crystal meth. He was held in custody overnight and made a brief court appearance before being released by the courts.

Armouries – Break and Enter – On June 1st, a 26-year-old male was arrested and charged with break and enter and possession of property obtained by crime in relation to a break and enter into the Armouries that was reported to Amherst Police on May 12th. Several items that had been reported as stolen were recovered and the accused was arrested and held in custody and appeared before a judge before being released on conditions. A search warrant was also executed at a local residence in relation to the arrest/incident.

Homelessness: The homelessness related files for May jumped to 51 related complaints. In April there had been a slight drop to 41, down from 47 in March. 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 a slight upward trend in the shoplifting complaints with 30 shoplifting complaints in May. In February we had 9 complaints, this increased to 18 in March and 29 complaints in April. Police have laid charges in many of these incidents while in some cases, police have issued Protection of Property Act Notices on behalf of local business against persons alleged to have been involved in theft related incidents. In general, our occurrences were very high for May 2023 with the highest ever (recorded) number of criminal charges laid (141 charges) in one month.

Amherst Police - Police Week Celebration – June 1st: The Amherst Police Department held their police week event on June 1st from 4:30pm to 7:30pm, inviting our many law enforcement partners and colleagues to attend and celebrate with us at Dickey Park. We had many municipal police departments attend as well as the RCMP. The event was very well attended and received with a BBQ and a Bouncy Castle for the kids. After the event at Dickey Park, APD and our policing partners conducted a 'Parade of Lights' through town.



Amherst Man Charged with Multiple offenses: A 33-year-old East Amherst man was arrested and his property was searched in relation to an ongoing investigation into stolen property. In February of 2022, Amherst PD charged 2 persons in relation to property that was located in Amherst that had been stolen in Moncton. Also stolen, but not located at the time, was a Kubota tractor. As a result of the continued investigation, the patrol section received information in regards to the tractor and its location. The resulting search led to the recovery of the tractor and over \$100,000 worth of property that had been reported stolen.

Police Week – Springhill Event: Constable Harrison and Crime Prevention Coordinator Melanie Siddal attended the Police Week Event hosted by the Cumberland RCMP on May 19th, 2023. Chief Pike and D/Chief Hunter also attended to celebrate with our law enforcement partners and the community of Springhill.



McHappy Day – May 10th: Constable Harrison and our Crime Prevention Coordinator both spent the day at MacDonald’s helping to raise money and awareness for McHappy Day supporting Ronald MacDonald House and other children’s charities.



Senior Safety Academy: During the month of May, Cumberland Senior Safety Academy was held. On May 9th, By-Law Officer Rob Kelly attended and did a presentation on our LiveScan fingerprinting equipment. On May 12th, Cpl Wood attended and did a presentation on the CEW – Conducted Energy Weapon (TASER).



OPERATIONAL STATS – May 2023

| | | | |
|---------------------------|-----|-----------------------------|-------------|
| Occurrences: | 641 | Criminal Code Charges: | 141 |
| Impaired by Alcohol: | 3 | CDSA: | 4 |
| Impaired by Drug: | 1 | CBCA: | 0 |
| Traffic Tickets: | 53 | Protection of Property Act: | 6 |
| Traffic Written Warnings: | 1 | Vehicle Checks: | 1 |
| Liquor Control Act: | 8 | Foot Patrol Hours: | 28hrs/58min |
| Bike Patrol Hours: | 0 | Parking Tickets: | 3 |
| Parking Warnings: | 4 | | |

TASK UPDATES

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

Update 2023-06-12hrs: Reached out to see what status was on repairs. MEMO prepped for COW June 19th. DDPike

Status: In Progress

Task: Noise By-law changes

Update. 2023-06-12: Have not spoken with CAO on this matter. We deal with such issues under other established provincial legislation such as Protection of Property Act or even Criminal Code

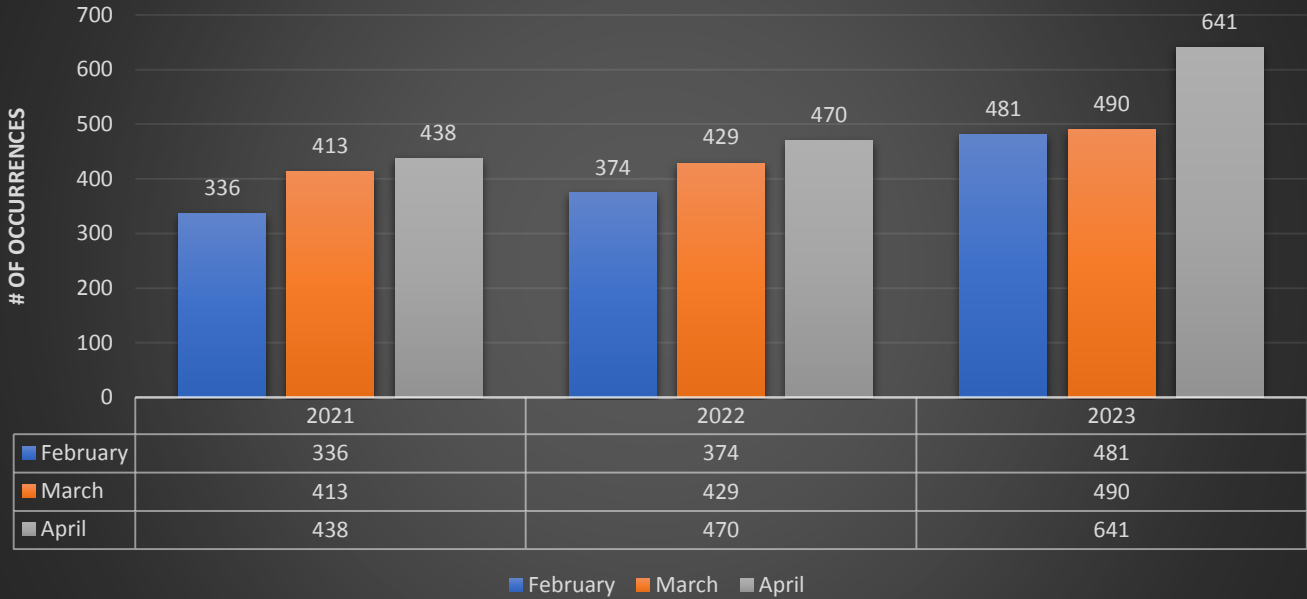
Status: In Progress

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

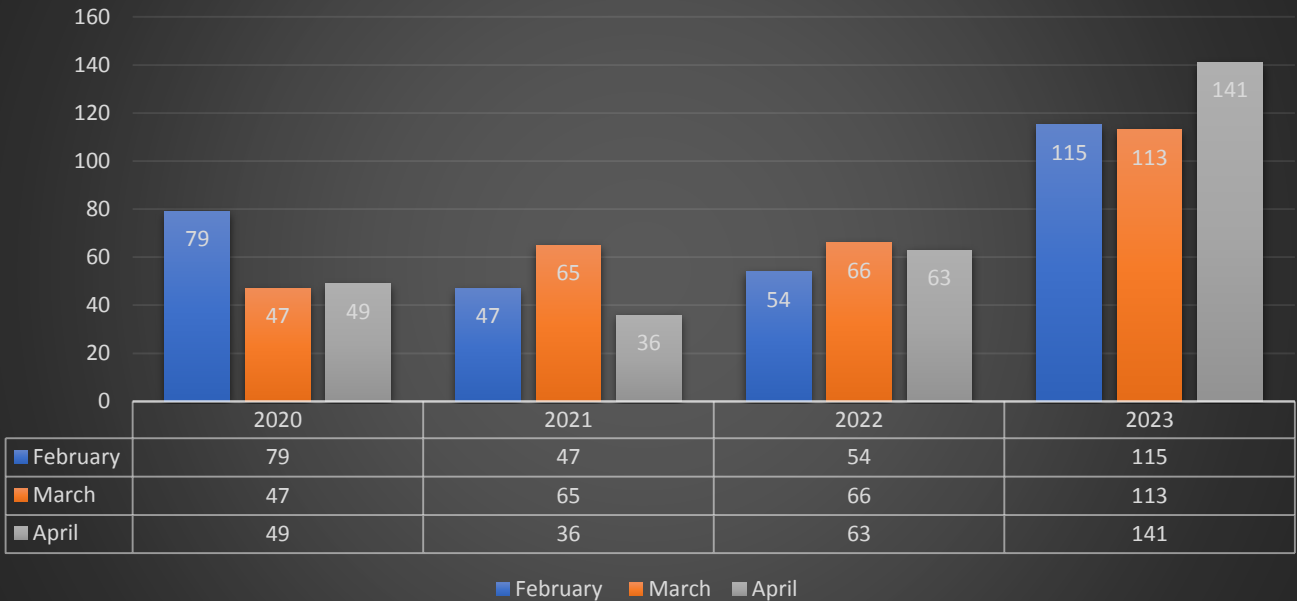
Update: 2023-06-12: Matter before council again on June 19th. DDPike

Status: In Progress

Monthly Occurrences 2021-2023



Criminal Charges 2020-2024



Solid Waste Education and Enforcement

Monthly Report

June 2023

Household Hazardous Waste Events

The following Household Hazardous Waste Events are scheduled for the month of June:

June 17th- Amherst Fire Hall from 9:00 a.m. – 12:00 p.m.

June 24th- Parrsboro Public Works Garage: 8:30 a.m. – 9:30 a.m.
Pugwash Transfer Station: 11:00 a.m. – 12:00 p.m.
Oxford Transfer Station: 1:00 p.m. – 2:00 p.m.
Springhill Community Center Overflow parking lot- 3:00 p.m. – 4:00 p.m.

Solid Waste Collection Contract

Staff met with Miller Waste to discuss the new report card system that was included in the new curbside collection contract. We will continue to meet monthly for the first few months of the contract and then meetings will move to quarterly.

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 Hazardous Waste Events, Dual Stream Recycling, and the Special Collection taking place in the Municipality of the County of Cumberland.

Solid Waste Hotline

The phone has been very busy answering questions on solid waste. The hotline received over 480 calls in the month of May.

Education & Enforcement Agreements

Staff have submitted the education and enforcement work plans for Region 3 to Divert NS. The initial payments should be received shortly.

School Presentation

Staff met with the Grade 4/5 class from West End Memorial to discuss proper sorting.

GFL Community Liaison Meeting

The committee met on May 16th, some of the highlights include:

- Don McCormick, Principal of NSCC Cumberland & Amherst was nominated as Chair of the committee.
- Chris MacDonald, Director of Landfill Operations and Environmental Compliance for Atlantic Canada informed the committee that GFL would be open to presenting to councils, on their core values, goals, short-term and long-term plans, etc. If municipalities are interested, they are encouraged to contact Stephen Rayworth.
- The new Recycling Transfer Station design is nearing completion.
- Stephen Rayworth reported that some materials from both the commercial and residential sector are not being sorted properly. Chris reported that contamination levels can be as high as 40%; this contamination may be garbage mixed in the recycling bags but may also be paper products being mixed in with the recyclable containers.
- Recyclable materials are currently being shipped to PEI and Sydney for further processing.

Enforcement

Staff are noticing an increasing number of curbside recycling rejections by our contractor, Miller Waste. Staff will continue to educate both the residential and commercial sector on proper separation.