



Town of Amherst
Committee of the Whole

Date: **Monday, November 20, 2023**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

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

6.1 Approval of In Camera Agenda

6.2 Approval of In Camera Minutes

6.2.1 October 23, 2023

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

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

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

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

7. Adjournment



Town of Amherst
Committee of the Whole
Monday, November 20, 2023

Consent Agenda

MOTION:

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

- 1.4 Approval of Minutes**
- 3.7 Request to Present - Hospice Society**
- 3.8 Request to Present - Cumberland Homelessness and Housing Support Association**
- 3.9 2024 Meeting Dates**
- 4.2 Recognition of Employees Procedure**
- 4.3 Meeting Procedures**
- 4.4 Policy and Bylaw Review**
- 4.5 Strategic Priorities Update**
- 4.6 Dangerous and Unsightly Premises Semi-Annual Report**
- 4.7 LED Roadway Pilot Memo**
- 4.8 CAO Task Report**
- 5.1 Business Development Monthly Report**
- 5.2 Community Living Monthly Report**
- 5.3 Corporate Communications and IT Monthly Report**
- 5.4 Cumberland Business Connector Monthly Report**
- 5.5 Financial Services Monthly Report**
- 5.6 Fire Services Monthly Report**
- 5.7 HR and Customer Service Report**
- 5.8 Operations Monthly Report**
- 5.9 Planning and Strategic Initiatives Monthly Report**
- 5.10 Police Services Monthly Report**
- 5.11 Procurement Monthly Report**
- 5.12 Solid Waste Education and Enforcement Monthly Report**

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

Date: October 23, 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
Greg Jones, Director, Fire Services
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Strategic Initiatives
Sharon Bristol, Director, Community Living
Krista Crossman, Director, HR & Customer Services
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk

Staff Absent Sarah Wilson, Director, Finance
Kim Jones, Director, Corporate Communications and IT
Cindy Brown, Administrative Assistant

1. **Call to Order**
Mayor Kogon called the meeting to order at 4:00 p.m.

1.2 **Approval of Agenda**
Moved By Councillor Baker
Seconded By Councillor Emery
That the agenda be approved as circulated.

MOTION CARRIED

1.3 **Approval of the Consent Agenda**
Moved By Councillor Davidson
Seconded By Councillor Fawthrop
**To approve the consent agenda with the removal of 1.4.2 approval of
October 11, 2023 minutes.**

MOTION CARRIED

1.4 Approval of Minutes

1.4.1 September 18, 2023

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

Moved by Councillor Davidson

Seconded by Councillor Fawthrop

To approve the minutes of the September 18, 2023 Committee of the Whole meeting as circulated.

1.4.2 October 11, 2023

Moved by Deputy Mayor Landry

Seconded by Councillor Fawthrop

To approve the minutes of the October 11, 2023 Committee of the Whole meeting as circulated.

2. Presentations

2.1 Cumberland Creative Collective

Erin Lewis presented on behalf of the Cumberland Creative Collective their request for Council to consider the inclusion of a performing arts center in the new Community Center.

2.2 Justin McKay - PTSD

Justin McKay presented on PTSD outlining measures he thought could be taken to increase awareness.

3. Council Direction Requests

3.1 Creative Pathways Society Community Support Grant Request

Moved By Councillor Fawthrop

Seconded By Councillor Emery

That Council forward approval of funding in the amount of \$4,100.00 for the Creative Pathways Society under the Community Support Grants Policy to the October 30, 2023 regular meeting.

MOTION CARRIED

3.2 Accessible Playgrounds

Moved By Deputy Mayor Landry

Seconded By Councillor Fawthrop

That Council direct staff to draft a terms of reference for an external Accessible Playground Committee which would work towards the development of a fully accessible playground including playground design and fundraising for such a facility, and to bring the draft terms of reference to the Accessibility Advisory Committee for a recommendation to Council.

MOTION CARRIED

3.3 Community Support Grants Policy Amendments

Moved By Councillor Davidson

Seconded By Councillor Baker

That Council forward the following amendments to the Community Support Grants Policy to their regular meeting October 30, 2023 for approval:

- **Eliminate section 4 as it is exclusionary of other organizations;**
- **Amend the new section 5 to include (b) Arts, and make the current sections (b), (c), (d) and (e) new sections (c), (d), (e) and (f);**
- **Amend Section 9 Payment Process to eliminate the two phased payment approach as this is administratively time consuming and places undue pressure on community organizations; and**
- **Amend Section 10 Conditions to include the reporting requirement for organizations who receive over \$1,000 who intend to reapply for future grants. This will allow for transparency on how funds are used and the impact on the community.**

MOTION CARRIED

3.4 Companion Animal Bylaw Amendments First Reading

Moved By Councillor Fawthrop

Seconded By Councillor Emery

That Council forward the By-law to Amend the Companion Animal By-law to the October 30, 2023 regular meeting for First Reading.

MOTION CARRIED

3.5 Employment Equity Policy

Moved By Councillor Emery

Seconded By Councillor Chambers

That Council refer the Employment Equity Policy to the Inclusion, Diversity and Equity Committee for a recommendation back to Committee of the Whole.

MOTION CARRIED

3.6 Solid Waste Special Collection Policy

Moved By Councillor Emery

Seconded By Councillor Fawthrop

That Council forward the Solid Waste Special Collections Policy (31800-01) to the October 30, 2023 regular meeting of Council to be repealed.

MOTION CARRIED

3.7 Cumberland Regional Library Request to Present

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

Moved By Councillor Davidson

Seconded By Councillor Fawthrop

That staff contact the Cumberland Regional Library to arrange for a presentation to Council.

MOTION CARRIED

4. Information Items

4.1 Central Calendar Procedure

Item approved as part of the consent agenda.

4.2 2nd Construction Battalion

Item approved as part of the consent agenda; information item only.

4.3 New Years Eve Celebration

Moved By Councillor Baker

Seconded By Councillor Davidson

That staff organize a celebration event during the month of December which would include portions of all three options outlined in the memo included in the agenda package, including a donation to the local food bank.

MOTION CARRIED

4.4 PRAC Interim Report

Item approved as part of the consent agenda; information item only.

4.5 In the Works Presentation

Item approved as part of the consent agenda; information item only at this time.

4.6 Marsh Trail

Moved By Councillor Davidson

Seconded By Councillor Baker

That staff be directed to include option five of the memo included in the agenda package in the upcoming budget discussions.

MOTION CARRIED

4.7 Kathy Morash Presentation

Chief Pike to communicate staff's recommendation to Kathy Morash.

4.8 Policy and Bylaw Review

Item approved as part of the consent agenda; information item only.

4.9 CAO Task Report

Item approved as part of the consent agenda; information item only.

4.10 Atlantic Mayors' Congress

Item approved as part of the consent agenda; information item only.

4.11 Policy Review – Development of Comprehensive Employee Handbook and HR Policy Manual

Item approved as part of the consent agenda; information item only at this time.

4.12 105 South Albion Street Development Agreement First Reading

Item approved as part of the consent agenda; information item only at this time.

4.13 Strategic Priorities Update

Item approved as part of the consent agenda; information item only.

4.14 EPR

Information item only at this time; staff will be looking for direction at the November meeting.

4.15 Bill 340 Correspondence

Moved By Councillor Davidson

Seconded By Councillor Baker

That the Mayor write to all members of the Nova Scotia Legislative Assembly indicating that the Town of Amherst wholeheartedly supports Bill 340.

MOTION CARRIED

5. Monthly Reports

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

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

6. In Camera

Moved By Councillor Fawthrop

Seconded By Councillor Emery

That the Committee move to an In Camera session.

MOTION CARRIED

7. Adjournment

Moved By Councillor Fawthrop

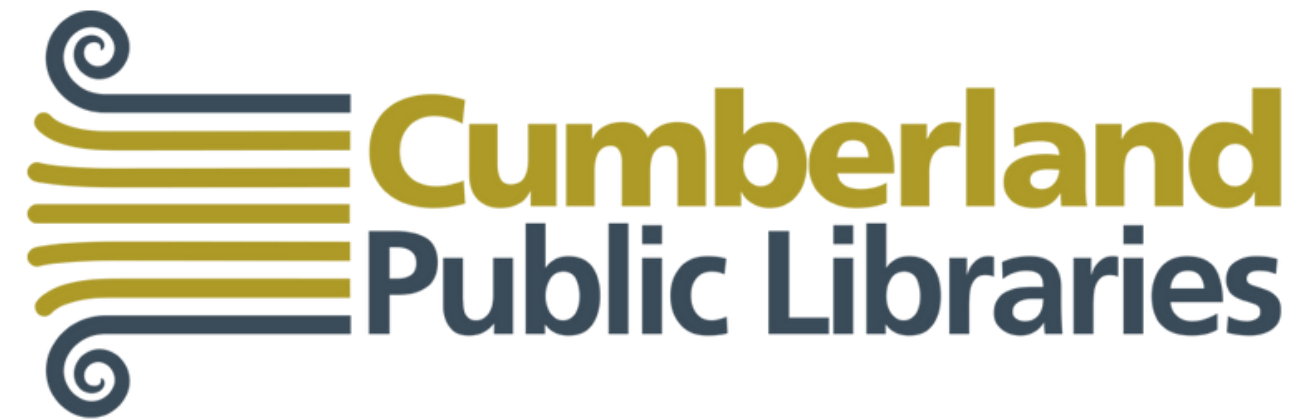
Seconded By Councillor Chambers

To adjourn the meeting.

MOTION CARRIED

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor

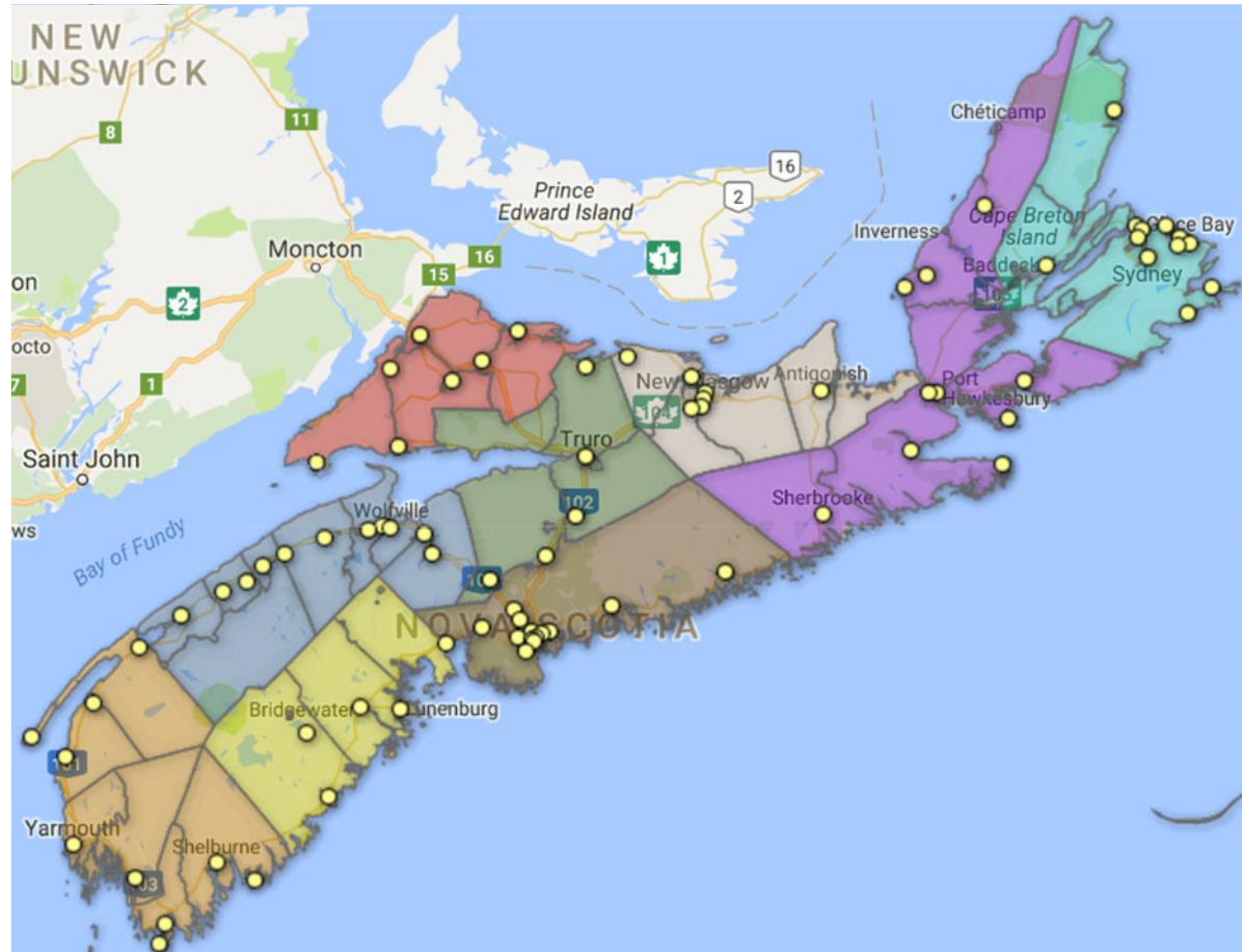


PUBLIC LIBRARY SUPPORT

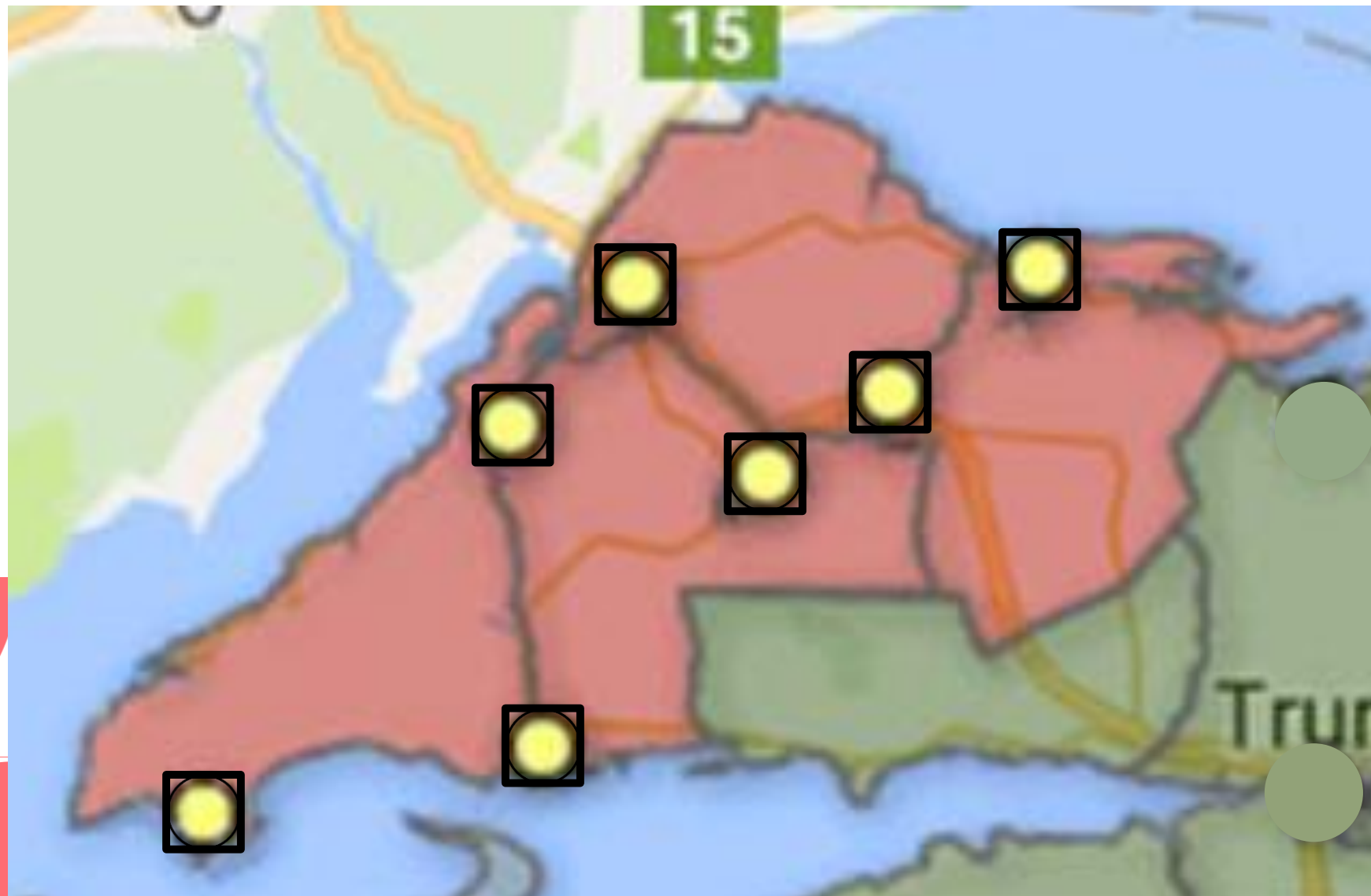
Providing Adequate Funding for
a Better Amherst

November 2023

REGIONAL LIBRARIES IN NOVA SCOTIA



CUMBERLAND PUBLIC LIBRARIES



LIBRARY LOCATIONS

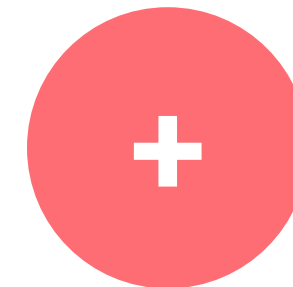
Advocate Harbour
Amherst (Four Fathers Memorial Library)
Oxford
Parrsboro
Pugwash
River Hebert
Springhill (Miners Memorial Library)



HEADQUARTERS

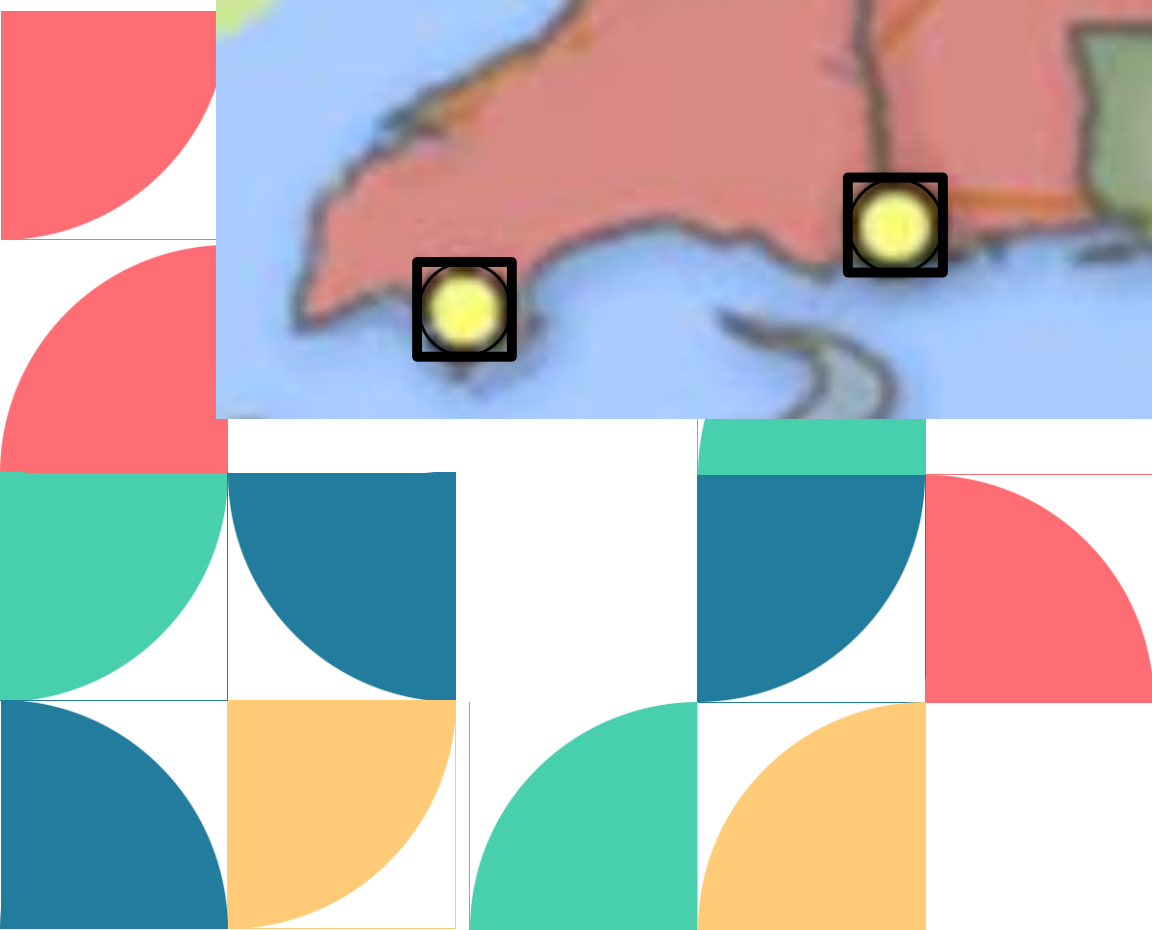
LOCATION

Located in
Amherst



OUTREACH SERVICES

Borrow By Mail
Interlibrary Loan
Digital Services



WHAT WE OFFER: COLLECTION

- Books, movies, TV shows, E-books, magazines, audiobooks, & more
- Downloadable Audiobooks & E-books
 - Two digital services: Libby & Hoopla
 - Over 24,000 items checked out last year!
- Accessible Products
 - Braille, CD Audiobooks, Large Print
 - CELA and NNELS





WHAT WE OFFER: PROGRAMS

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



HOW WE DO!

173,889 **ITEMS BORROWED LAST YEAR**
59% increase over the year before.

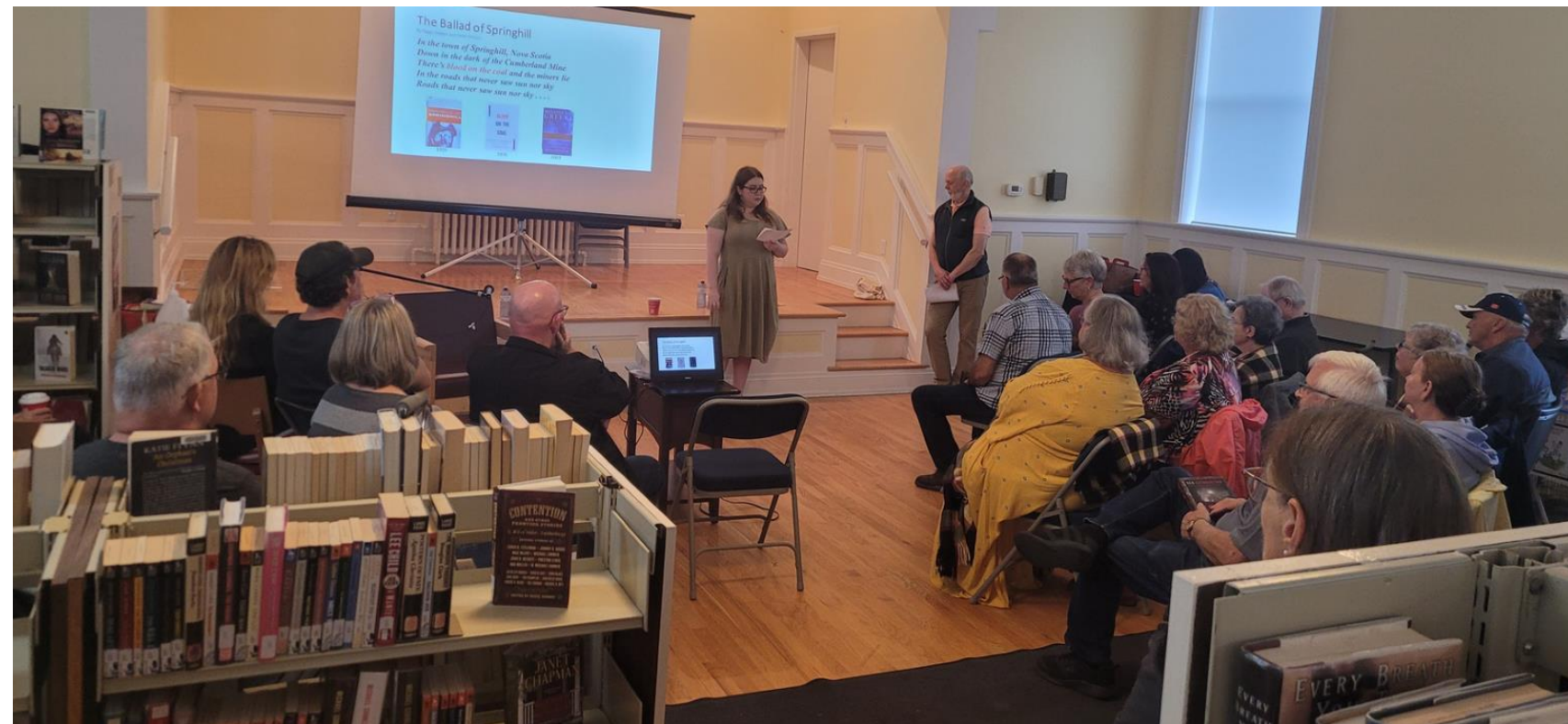
8,362 **PEOPLE ATTENDED OUR PROGRAMS**

59,521 **HOURS OF WIFI USE**
Our public access computers were in use for approximately 7,913 hours.

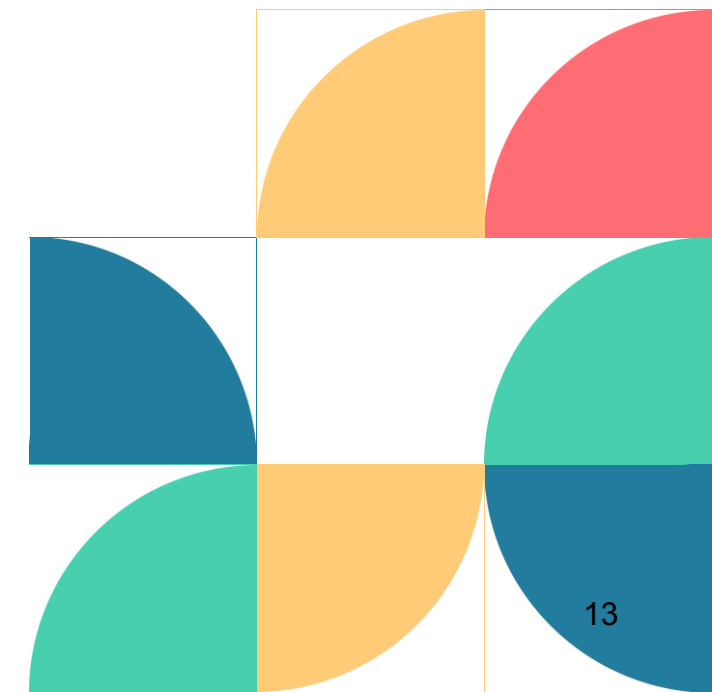
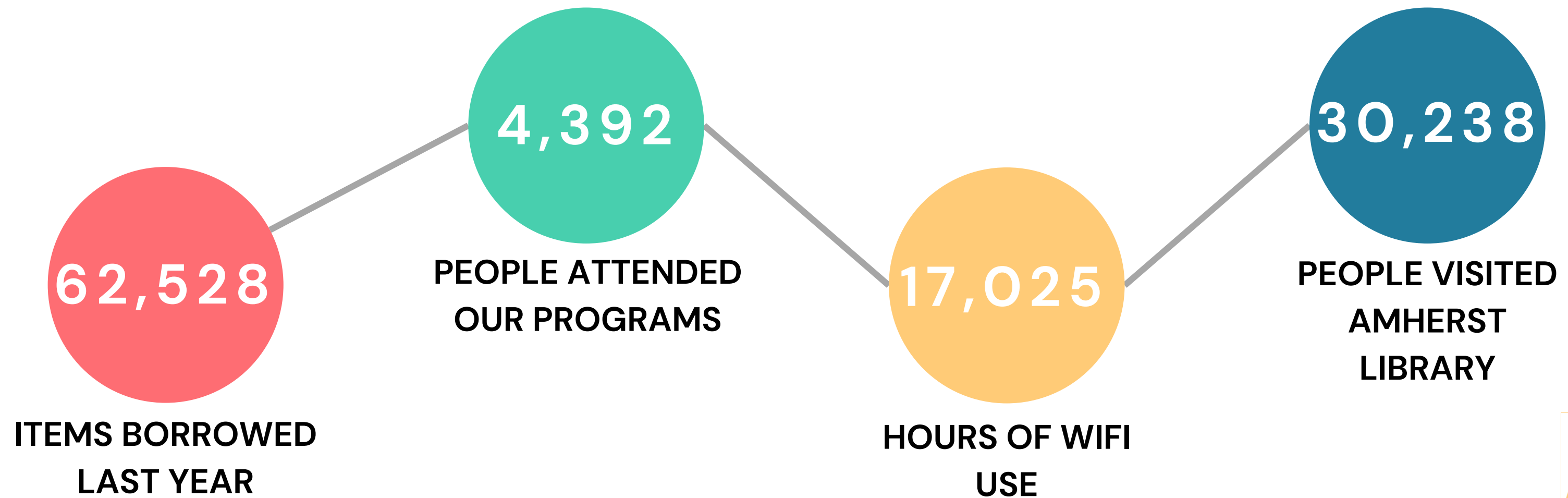
58,197 **VISITED OUR LOCATIONS**



19.75 full-time equivalent staff



HOW AMHERST STACKS UP




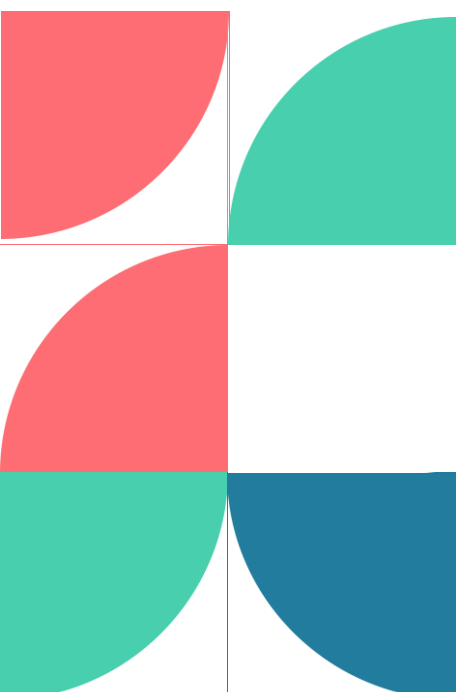


TESTIMONIALS

“The service there is wonderful.”

“You guys are awesome!
Wonderful to see such caring support here!”

“I really have no words to thank you personally for all you do for me – above and beyond; you’re the BEST.”



“Libraries are more than a place for books and to do research; they are community centres and hubs for people of all ages. Bravo, Cumberland Public Libraries!!”

PROVINCE FUNDING PER YEAR

Fiscal year	Amount given by NS Gov't	Increase/decrease	CPI increase/decrease	Notes
2010-11	\$543,000	+5.9%	2.1	
2011-12	\$541,100	-0.3%	3.4	
2012-13	\$541,100	0%	1.8	
2013-14	\$541,100	0%	1.1	Liberals elected
2014-15	\$550,000	+1.6%	2.4	
2015-16	\$550,000	0%	1.4	
2016-17	\$550,000	0%	1.8	C@P program cut so actually \$10,000
2017-18	\$550,000	0%	2	
2018-19	\$550,000	0%	3	
2019-20	\$550,000	0%	2.6	
2020-21	\$775,400	+41%	1	no increase to municipal fund ¹⁵

LIBRARY SALARIES VS. TOWN OF AMHERST SALARIES

Library Salary Scale

POSITION	Step 1	Step 2	Step 3	Step 4	Step 5
Chief Librarian	82,040	84,501	87,036	89,647	92,337
Librarian IV	70,769	72,892	75,079	77,331	79,651
Librarian III	62,877	64,764	66,707	68,708	70,769
Librarian II	55,866	57,542	59,268	61,046	62,877
Librarian I	49,636	51,125	52,659	54,239	55,866
Systems Manager	52,659	54,239	55,866	57,542	59,268
Book Keeper/ Administration Assistant	46,788	48,192	49,638	51,127	52,661
Library Assistant III	52,302	53,871	55,487	57,152	58,867
Library Assistant II	46,470	47,864	49,300	50,779	52,302
Library Assistant I	41,288	42,526	43,802	45,116	46,470
Clerk III	38,918	40,085	41,288	42,526	43,802
Clerk II	34,578	35,615	36,684	37,784	38,918
Clerk I	30,722	31,644	32,593	33,571	34,578

Library Salary Scale (Hourly Employees)

Part time Branch Assistant (> 15 hrs)	15.00	15.45	15.91	16.39	16.88
Part Time Branch Assistant (15+ hrs)	15.91	16.39	16.88	17.39	17.91

Town of Amherst Salary Scale

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
8	87,814	89,656	91,502	93,346	95,189	97,034	98,878	100,722
7	72,585	73,652	74,719	75,786	76,854	77,921	78,988	80,055
6	60,481	62,314	64,148	65,981	67,814	69,647	71,481	73,314
5	53,620	55,078	56,535	57,992	59,449	60,906	62,363	63,820
4	52,037	53,357	54,676	55,996	57,315	58,635	59,954	61,273
3	43,753	45,519	47,285	49,051	50,816	52,582	54,349	56,114
2	40,247	41,252	42,256	43,260	44,264	45,269	46,272	47,277
1	37,566	38,452	39,339	40,226	41,112	41,999	42,886	43,772

PROVINCIAL FUNDING FORMULA

	Funding Ratio	Old Model	New Model	\$ Increase	% Increase
Provincial	71%	\$550,000	\$775,400	\$225,400	41%
Municipal	26%	\$201,400	\$283,900	\$82,500	41%
Board	3%	\$23,200	\$32,800	\$9,600	41%
Total Available	100%	\$774,600	\$1,092,100	\$317,500	41%

Population:	
2017 Population	30,118
Old Model	31,995
Population Change	(1,877)

- “2017 Population” figures are from July 2017 estimates from the 2011 Census
- “Old Model” population figures were 2009 estimates from the 2006 Census

PROVINCIAL FUNDING FORMULA, CONT.

Staffing:			
	Number of positions	Salary Rate	Staffing cost
Base Staffing:			
CEO	1	\$92,500	\$92,500
Deputy CEO	1	\$82,500	\$82,500
Finance/Bookkeeper	1	\$45,000	\$45,000
Administrative Support	1	\$35,000	\$35,000
Community Engagement	1	\$62,500	\$62,500
IT Support	1	\$62,500	\$62,500
Other Staff:			
Scalable Staff	14	\$37,000	\$518,000
Staffing Total	20		\$898,000

- Total salary costs for “Base Staffing” is a set rate of \$380,000 per region
- “Scalable Staff” is calculated at 1 Staff per 2,200 (the “Average Rural Staffing Ratio Per Capita”), at an average salary of \$37,000

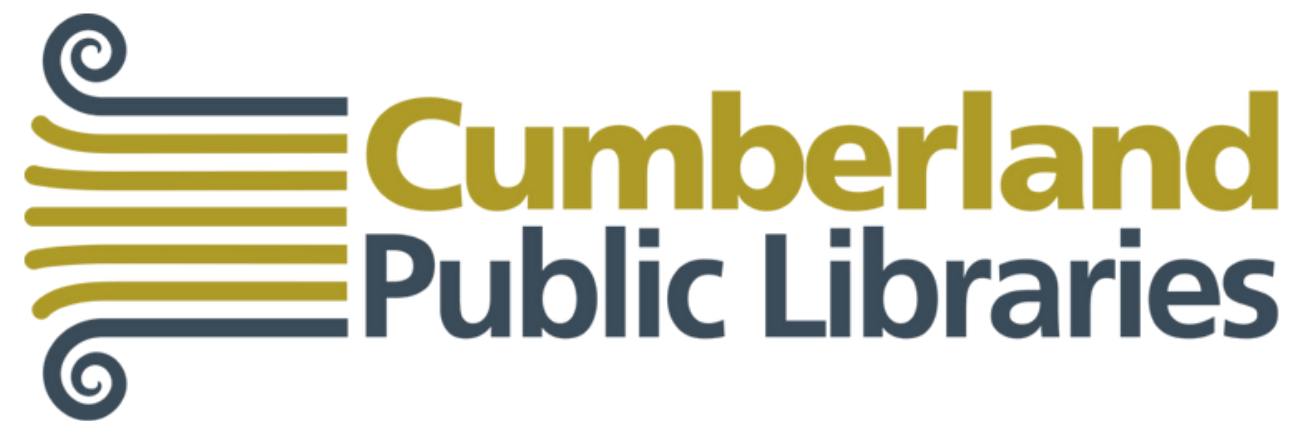
Operating Costs:	
Base Amount:	\$15,000
Per capita total:	\$45,200
Total:	\$60,200

- Operating cost per capita rate is \$1.50

Collections Costs	
Base Amount:	\$7,800
Per capita total:	\$105,400
Total:	\$113,200

- Collections costs per capita rate is \$3.50

Other Factors:	
• Staff Technology:	\$8,000
○ Calculated at \$400/staff member annually	
• Public Access Computers:	\$12,700
○ Based on a 3-year annual refresh cycle. Calculated at \$1,000/existing PAC divided by 3	
• French Language & Equity Programming:	Not Applicable



THANK YOU!

We need your help. Please help us provide equitable library service to the people of Cumberland County.

Mayor and Councillors.

Thank you for the opportunity to speak to you about the Amherst Curling Club. There are a few new councillors that may not know what we provide to the community so we hope this presentation will be helpful. The date of our last presentation was January 23, 2006, and we were looking for financial help with some major repairs that were coming. We are happy to advise that those repairs were carried out and although our finances are in a better state, it is still a struggle to do all that should be done.

The Amherst Curling Club has been in operation since 1895 and operates under our own provincial legislation as a not-for-profit organization. The club has been at the present location for over 70 years.

The sport of curling will accommodate citizens from the age of 6 years old and up of any gender or cultural background. We have had members in their nineties enjoying the game and have a number today still enjoying the game well into their eighties. We also can accommodate those with mobility issues as the main lounge and ice shed are fully accessible. At present the club has approx. 100 adult members and approx. 20 in our junior program. This number has remained very consistent over the last number of years even during our COVID years. Our curling programs allow all to participate regardless of skill level or ability. It should be noted that our facility has room to accommodate many more curlers.

The club has four sheets of minimum regulation size ice thus allowing us to hold tournaments that bring people to the area. Last year we hosted the Provincial Stick Curling Championships, Provincial Men's and Women's Masters Championships and our own Annual Grey Cup Cash spiel. All providing a boost to the local economy.

In 2015 some upgrades were identified such as new electrical entrance, replacing ice shed walkways and making the building as well as the ice surface accessible. These projects started in 2017 and were completed 2022 at a cost of over \$150,000 plus there was over 2000 volunteer hours of work provided by the curlers and friends of curling.

Our lounge areas (upstairs and main Lounge) are used by groups through out the year for meeting space, first aid courses or celebration activities such as birthdays and graduations. In the off season, our ice shed facility has a seating capacity of up to 450, which is also used by the community for special events: Border Classic Steer Auction, Fibre Arts Festival, Ducks Unlimited Fund Raiser, Wedding Receptions, Pride Festival, Beer Festival, Ball Hockey rental and Indigenous Day Ceremony to name a few. We continue to look for ways to further utilize our facility.

We appreciate the support that we have received from the Town and in fact, from all levels of government over the years. We also feel that there may be opportunities for us to work closely with the Town and collaborate on bringing more events to our building in our off season which is end of April to end of September.

As a result of conversations with the town re a possible new community center, we have undertaken an engineering review of our building to understand the short and long term needs of the building and equipment. The results of this review were received in late summer and have identified several issues that should or will need to be addressed over the next 10 years.

Some of these issues are lounge ventilation, foundation - water leakage in the basement, exterior work such as windows and siding to name a few. Also identified is our ice making equipment which has a normal life span of approximately 20 years, and we are now at the point where some of these major components could fail. In total, the study has identified over \$800,000 in upgrades that will need to be addressed over the next 10 years. Our goal is to work with the Town of Amherst to develop a long-term commitment to sustain the sport of curling in the Amherst area, whether at our existing location or in a new facility.

Thank you again for your time and should you have any questions at a later date, please reach out to myself or one of the board members via email at amherstcurlingclub@gmail.com or calling our phone 902-667-2667.

At this time, I would be happy to answer any questions that I can about curling in Amherst and surrounding area.





Committee of the Whole

CDR# 2023135

Date: November 20, 2023

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director of Community Living

DATE: November 20, 2023

SUBJECT: Amherst Youth Town Council Policy amendments

ORIGIN: Amherst Youth Town Council 2022/23

LEGISLATIVE AUTHORITY: Amherst Youth Town Council Policy, #10350-21

RECOMMENDATION: That Council forward the AYTC Policy amendments to the November 27, 2023 meeting for approval.

BACKGROUND: There are many areas of concern that face youth today. Given that the Town of Amherst has committees dedicated to working on Inclusion, Accessibility and Poverty Reduction which are all issues that our youth of today face, and that the AYTC are keen to contribute more to the community at large, staff feel that by expanding the reach of the AYTC and appointing a member to each the Inclusion, Equity and Diversity Committee, the Accessibility Advisory Committee and the Poverty Reduction Advisory Committee will bring a perspective to these committees that is much needed in decision making and will empower youth to have their voice heard.

DISCUSSION: Involving youth in the community adds value to youth development; it empowers our young people to be active participants in their community through positive engagement. The Amherst Youth Town Council also provides Council with a young perspective on issues pertaining to the youth in Amherst.

The AYTC assisted with many Town and community activities over the past year and expanding their reach into the community would have a powerful impact on both them and their community. Having a youth representative on each of these committees also provides more cohesion between the schools, the Town of Amherst and our community.

CAO Comment

Should Council forward this to the November 27 meeting for approval, staff will include amendments to the Accessibility Advisory Committee, Poverty Reduction Advisory Committee and Inclusion, Diversity and Equity Committee Terms of Reference policies that will also have to be amended to include a member of the AYTC as a non-voting member.

FINANCIAL IMPLICATIONS: The expenses associated with this committee are accounted for in the Community Living Department's operating budget for the current fiscal year.



COMMUNITY ENGAGEMENT: Changes to the policy were requested by members of the AYTC.

ENVIRONMENTAL IMPLICATIONS: Involvement of the younger generation tends to support protection and preservation of the environment.

SOCIAL JUSTICE IMPLICATIONS: When youth feel they have a voice in decision making they bring perspective in ways adults gain clarity.

ALTERNATIVES:

1) Not to accept the policy revisions

ATTACHMENTS:

10350-21 Amherst Youth Town Council Policy with amendments

Report prepared by: Sharon Bristol

TITLE: AMHERST YOUTH TOWN COUNCIL POLICY
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-21

APPROVAL DATE: September 25, 2023

CAO Signature: _____

POLICY STATEMENT

This policy will govern the rules and requirements for the operation of the Youth Town Council.

PURPOSE:

The Amherst Youth Town Council will act as an advisory body to Town Council on those matters within the influence of the Town of Amherst which have an impact on the youth of the Town, regardless of their cultural and religious identity, socio-economic background, intellectual and physical abilities, sexuality or gender. The Amherst Youth Town Council will improve the image of the Town of Amherst by raising the profile of the Town's youth. The Council will create community awareness of youth facilities, youth services, youth organizations and the opportunities and programs they provide.

ROLE OF YOUTH COUNCIL:

1. The Amherst Youth Town Council will identify and bring forward issues which have an impact on the youth of Amherst and, while *indirectly* under the control of the Town of Amherst, may be of sufficient significance to warrant the Town's consideration or support.
 2. The Amherst Youth Town Council shall encourage its members to become more familiar with the workings of local government through education, involvement and participation *in council meetings*.
 3. The Amherst Youth Town Council will, through researching issues and presenting constructive solutions, act as a realistic advocate for the youth of our community.
 4. The Amherst Youth Town Council will endeavor to participate actively in community events and activities, as well as host events they deem fit, in Amherst, and through this involvement, foster a positive image for all young people.
 5. The Amherst Youth Town Council may address, foster discussion, or make recommendations to Town Council on issues that they believe need to be addressed for the benefit of the youth.
-

TITLE: AMHERST YOUTH TOWN COUNCIL POLICY
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-21

MEMBERSHIP:

1. The Town of Amherst is an inclusive and equitable organization. We value inclusivity & diversity in all areas of the workplace, including the Amherst Youth Town Council. We encourage membership from members of groups who are typically underrepresented and with historical and/or current barriers to equity.
2. The Council shall appoint members of the Amherst Youth Town Council by resolution.
3. The maximum number of appointees on the Amherst Youth Town Council is 15.
4. Members shall be students attending Amherst schools from grade 7 to 12 with a maximum of three members being residents of the Municipality of the County of Cumberland.
5. The term for citizen youth appointees shall be two years and members may be reappointed to the committee without limitations. Members who do not complete their two-year term may be replaced, with their replacement finishing their term and eligible for reappointment without limitations. Citizen appointee terms shall commence in September of each year.
6. By April of each year, advertisement for expression of interest will be posted using appropriate media to reach youth. Council will appoint members for the new term in June of each year. Members will convene in September of each year.

MEETINGS:

1. Meetings will be scheduled by the *Junior Mayor*, in consultation with staff and fellow members. Meetings will be held at an accessible location as determined by the Junior Mayor and Staff.
2. The committee will meet bi-monthly or as required. Each month a member of the Amherst Youth Town Council will attend an Amherst Town Council regular meeting and provide a report on the activities of the month.
3. All meetings are open to the public. If local organizations wish to present to the Amherst Youth Town Council, they must previously inform the elected Junior Mayor of their presentation plans.

TITLE: AMHERST YOUTH TOWN COUNCIL POLICY
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-21

- All meetings of the Amherst Youth Town Council are mandatory. If a member is unable to attend, they are required to notify a member of the executive committee if they are to miss a meeting. If two meetings are missed without regrets sent, the committee will discuss attendance improvement for that individual. If further action is required it will be brought to the Amherst Town Council for review.

PARTICIPATION ON TOWN COMMITTEES:

- The Amherst Youth Town Council may, at their discretion, appoint one member to sit on each the Inclusion, Diversity and Equity Committee, the Poverty Reduction Advisory Committee and the Accessibility Advisory Committee as a non-voting member. Each appointment will be for 1-year terms.

Title/Role	Responsibilities
Director, Community Living	Work with the AYTC while adhering to the policy; make recommendations to Council on AYTC appointments.
Council	Consider recommendations from the AYTC, appoint members annually.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Change the number of appointments from 12 to 15, and minor housekeeping amendments.	Director, Community Living, Bristol	Council	September 25, 2023
Add section for AYTC participation on Town Committees			

Minutes reference date: 25 May, 2010 24 October, 2011 25 November, 2013 23 October, 2017
 25 June, 2018 26 April, 2021 25 September, 2023

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: November 20, 2023

SUBJECT: Inclusion, Diversity and Equity Committee Terms of Reference Amendments

ORIGIN: In 2021 Council established an Inclusion, Diversity and Equity Committee and approved a Terms of Reference.

LEGISLATIVE AUTHORITY: MGA Section 26 Citizen advisory committees - 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 the amendments to the Inclusion, Diversity and Equity Committee Terms of Reference to the November 27, 2023 regular meeting for approval.

BACKGROUND: At the request of the current Chair of Committee, amendments are being requested to change how non-voting members (staff) are appointed to the Committee, as well as how the Chair and Vice Chair are elected.

DISCUSSION: Upon review of the Terms of Reference, staff agree that non-voting members should be determined by the CAO rather than Council. Staff also agree that the Chair and Vice Chair of the Committee shall be elected by the Committee rather than appointed by Council

FINANCIAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: None

ENVIRONMENTAL IMPLICATIONS: None

COMMUNITY ENGAGEMENT: There has been no community engagement regarding these amendments. If approved a copy of the amended Terms of Reference will be posted to the Town of Amherst website.

ALTERNATIVES: 1 Decline making the amendments.
2 Refer back for further revisions.





COMMITTEE OF THE WHOLE

CDR# 2023137

Date: November 20, 2023

ATTACHMENTS: IDE Terms of Reference with amendments.

Report prepared by: Natalie LeBlanc

Report and Financial approved by:



TITLE: Inclusion, Diversity and Equity Committee Terms of Reference
SECTION: Executive Operations
POLICY NO: 10350-31

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

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

TITLE: Inclusion, Diversity and Equity Committee Terms of Reference
SECTION: Executive Operations
POLICY NO: 10350-31

- b. Non-voting Members:
 - ~~i. Two Municipal staff, appointed by Council;~~
 - ~~ii. Other Town staff as resources as needed~~
 - i. **Town staff as determined by the Chief Administrative Officer**

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~~ **elected by the Committee at the first meeting of each calendar year.**
- 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. Citizen 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.

TITLE: Inclusion, Diversity and Equity Committee Terms of Reference
SECTION: Executive Operations
POLICY NO: 10350-31

10.0 ABSENTEEISM

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

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Clerk	Schedule meetings, review Terms of Reference
Council	Appoint Council and citizen members to the Committee, consider recommendations from the Committee
CAO	Appoint non-voting staff members to the Committee
Director, Community Living	Adhere to the strategy, make recommendations to Council when required

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Change how staff are appointed to the Committee, and how the Chair and Vice Chair are elected	Clerk, LeBlanc	Council	

Minutes reference date: 2021 August 4



COMMITTEE OF THE WHOLE

CDR# 2023136

Date: November 20, 2023

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director Community Living

DATE: November 20, 2023

SUBJECT: Community Support Grants 2023

ORIGIN: 2023-24 Operating Budget

LEGISLATIVE AUTHORITY: Community Support Grants Policy 72000-08

RECOMMENDATION: That Council forward to the November 27, 2023 regular meeting approval of funding in the amount of \$2,000.00 for the Amherst Community Christmas Dinner under the Community Support Grants Policy.

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: The amount of \$2,000.00 will help cover the costs of the Christmas meals. Approximately 500 meals will be provided this year and this committee relies on donations and grants from the community. The meals will be provided free to the public.

CAO Comment: The organization is requesting an amount of \$5,000.

FINANCIAL IMPLICATIONS: An allowance of \$7,465.00 remains in the Community Support Grant budget to address this request.

COMMUNITY ENGAGEMENT: In response to a public invitation to apply, funding requests were submitted by community groups. Future community and sporting event requests are reviewed 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 request as listed
2. Do not approve the request

ATTACHMENTS:

- Community Support Grants Policy, 72000-08
- Application

Date: October 19, 2023

COMMUNITY SUPPORT GRANTS
TOWN OF AMHERST
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: Amherst Community Christmas Dinner
Full Mailing Address: 81 Victoria St, East
Amherst, NS B4H 1X7
Contact Person: Nicole Schrader
Email Address: Nicole.Schrader.nsec.ca
Telephone: 902-694-6769

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ 5,000

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

To ensure everyone has a Christmas meal to enjoy on Christmas day. Community event. Food insecurity.

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)

Last year we provided 500 meals to citizens of Amherst on Christmas day. Even in the unexpected snow storm delivered a sit down. \$15,000 was raised from local businesses to help support this. This year we will need

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

NAME	FUNDING IF ANY
<u>local businesses in Amherst</u>	

7. How many volunteers contribute to this event or festival: 40+ on Christmas day
approx. 6 throughout the year



**Amherst Community Christmas Dinner
Operating Budget
For the 12 months ending December 31, 2023**

PROJECTED REVENUE
TOTAL PROJECTED REVENUE
PROJECTED EXPENSES
Donations
Interest and Bank Charges
Supplies
Catering Expense (The Warehouse Café - projecting 500 meals for 2023)
TOTAL PROJECTED EXPENSES
PROJECTED NET INCOME (LOSS)
OPENING CASH BALANCE - JANUARY 1
PROJECTED ENDING CASH BALANCE - DECEMBER 31

	Pro-forma	Actual Comparatives				
	2023	2022	2021	2020	2019	2018
TOTAL PROJECTED REVENUE	\$ 16,000	\$ 14,987	\$ 8,397	\$ -	\$ 7,506	\$ 6,231
PROJECTED EXPENSES						
Donations	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -
Interest and Bank Charges	\$ 50	\$ 46	\$ 47	\$ 46	\$ 50	\$ 75
Supplies	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 125
Catering Expense (The Warehouse Café - projecting 500 meals for 2023)	\$ 15,500	\$ 15,500	\$ 9,500	\$ -	\$ 6,500	\$ 6,250
TOTAL PROJECTED EXPENSES	\$ 15,750	\$ 15,546	\$ 9,647	\$ 46	\$ 6,550	\$ 6,450
PROJECTED NET INCOME (LOSS)	\$ 250	-\$ 559	-\$ 1,250	-\$ 46	\$ 956	-\$ 219
OPENING CASH BALANCE - JANUARY 1	\$ 1,614	\$ 2,172	\$ 3,422	\$ 3,467	\$ 2,512	\$ 2,730
PROJECTED ENDING CASH BALANCE - DECEMBER 31	\$ 1,864	\$ 1,614	\$ 2,172	\$ 3,422	\$ 3,467	\$ 2,512

KPIs
Meals Billed
Effective Cost Per Meal

	2023	2022	2021	2020	2019	2018
Meals Billed	500	500	350	-	250	250
Effective Cost Per Meal	\$ 31.50	\$ 31.09	\$ 27.56	\$ -	\$ 26.20	\$ 25.80

**Amherst Community Christmas Dinner
Financial Statements
For the year ended December 31, 2022
(Notice to Reader - Unaudited)**

**Amherst Community Christmas Dinner
Income Statement (Unaudited)
For the 12 months ending December 31, 2022**

	Actual	Budget	Actual	Actual	Actual	Actual
REVENUE	2022	2022	2021	2020	2019	2018
Revenue from Donations	\$ 2,287	\$ 500	\$ 397	\$ -	\$ 1,506	\$ 1,231
Revenue from Fund Raising	8,700	10,000	8,000	-	4,500	5,000
Revenue from Government Grants	4,000	4,000	-	-	1,500	-
TOTAL REVENUE	\$ 14,987	\$ 14,500	\$ 8,397	\$ -	\$ 7,506	\$ 6,231
EXPENSES						
Catering Expense	\$ 15,500	\$ 15,000	\$ 9,500	\$ -	\$ 6,500	\$ 6,250
Supplies	-	200	-	-	-	125
Donations	-	100	100	-	-	-
Interest and Bank Charges	46	50	47	46	50	75
TOTAL EXPENSES	\$ 15,546	\$ 15,350	\$ 9,647	\$ 46	\$ 6,550	\$ 6,450
NET REVENUE OVER EXPENSES (EXPENSES OVER REVENUE)	-\$ 559	-\$ 850	-\$ 1,250	-\$ 46	\$ 956	-\$ 219
KPIs						
	Actual	Budget	Actual	Actual	Actual	Actual
	2022	2022	2021	2020	2019	2018
Meals Billed	500	500	350	-	250	250
Effective Cost Per Meal	\$ 31.09	\$ 30.70	\$ 27.56	\$ -	\$ 26.20	\$ 25.80

Amherst Community Christmas Dinner
Balance Sheet (Unaudited)
December 31, 2022

	Actual 2022	Budget 2022	Actual 2021	Actual 2020	Actual 2019	Actual 2018
ASSETS						
Cash	\$ 2,114	\$ 1,322	\$ 2,172	\$ 3,422	\$ 3,468	\$ 2,512
Accounts Receivable	2,000	-	-	-	-	-
TOTAL ASSETS	\$ 4,114	\$ 1,322	\$ 2,172	\$ 3,422	\$ 3,468	\$ 2,512
LIABILITIES						
Accounts Payable	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -
NET ASSETS						
Opening Net Assets	\$ 2,172	\$ 2,172	\$ 3,422	\$ 3,468	\$ 2,512	\$ 2,731
Current Year Change in Net Assets	- 559	- 850	- 1,250	- 46	956	- 219
Ending Net Assets	1,614	1,322	2,172	3,422	3,468	2,512
TOTAL NET ASSETS AND LIABILITIES	\$ 4,114	\$ 1,322	\$ 2,172	\$ 3,422	\$ 3,468	\$ 2,512

Old Warehouse Cafe & Lounge
4 Havelock St. Amherst N.S.
902-667-1160

Date Sun Dec 25/22
M. Community Christmas Dinner Committee

SOLD BY	COD	CHARGE	ON ACC'T.	ACCT. PWD. REPORT
VENDU PAR	C.R.	DEBITER	ACOMPTE	

1				
2	500 turkey dinners			15000.00
3	@ 30.00 / person			
4	All included			
5				
6				
7				
8				
9				
10				
11				
12				
13				
18				

Handwritten signatures and notes:
Paid via
1/25/23

Paid via:
 CK# 777282 \$13,000⁰⁰
 E-transfer \$ 2,500⁰⁰
 \$15,500⁰⁰

Nancy,


Please find the enclosed cheque from the Amherst Community Christmas Dinner for \$13,000.00 as an advance instalment on the 2022 Christmas Dinner billing.

David Enman
Amherst Community Christmas Dinner
902-664-8104

999282

DATE 2022-12-22
Y Y Y Y M M D D

PAY to the order of Old Warehouse Cafe & Lounge \$13,000⁰⁰
Thirteen Thousand ⁰⁰/₁₀₀ DOLLARS

 ROYAL BANK OF CANADA
AMHERST BRANCH
103 VICTORIA ST
AMHERST NS B4H 1X9

RE 2022 Christmas Dinner - Instalment

PER David Enman

0000 10 100 0000 113 0000 0300 100005300800

999282

DATE December 22, 2022

TO Old Warehouse Cafe + Lounge

RE

HST S	HST #
-	-
BALANCE FORWARD	
\$13,000 ⁰⁰ THIS CHEQUE	\$13,000 ⁰⁰
Advance DEPOSIT	
Deposit OTHER	
BALANCE	

Remainder transferred (Nov 2022)



ROYAL BANK OF CANADA
 P.O. BOX 6011 STATION A
 MONTREAL QC H3C 3B8

Business Account Statement

December 2, 2022 to January 3, 2023
 Account number: 00113 100-053-8

Serial #: 999282

Amount: \$13,000.00

999282
 DATE 2022-12-22

PAY TO: Old Warehouse Cafe & Lounge \$13,000.⁰⁰
 THE ORDER OF Tina's Restaurant DOLLARS

ROYAL BANK OF CANADA
 100 KING STREET WEST
 M5X 1C5 TORONTO, ONT. M5X 1C5

RE: 2022 Christmas Dinner Incident

David Brown

⑆999282⑆ ⑆00113⑆003⑆ 100-053-8⑆

Printed on 10/21

24528108
 Endorsement - Signature or Stamp

BACKVERSO

CAPTURING BRANCH
 1202022 - 14294181
 Community Union of Cumberland Colchester
 73353 810
 Analyst - Main Branch



Interac⁺ e-Transfer Completed

Your Interac⁺ e-Transfer has been sent.

This recipient is registered for Autodeposit. The funds will be directly credited to the recipient's account without the need to answer a security question.

Confirmation Number : 1592
Date and Time : 11 Feb 2023 at 10:04:42 EST
To : **Name**
Warehouse Cafe Amherst
Registered Name
NANCY WALSH
E-Mail Address : warehousecafeamherst@gmail.com
Mobile Number : (902) 664-4425
Notify By : Email
Amount : \$2500.00
From : Chequing 00113-1000538
New Balance : 1,603.11
Message : Invoice 18 - \$2,000 Remaining Balance Due + \$500 Tip



Important Information

Once processed, your transfer will appear under Payment History. Since an Autodeposit transfer is processed immediately, it cannot be reversed.

You can check the status of your Interac e-Transfer in the Payment History Details. Notification of incomplete Interac e-Transfers will be delivered to your Message Centre.

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

APPROVAL DATE: October 30, 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. 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.

5. PROGRAMS

The following are a list of the grants available:

a. Sport, Arts, and Culture

Maximum funding considered will be \$1000 for a team and \$250 for an individual:

- i. This includes amounts for teams / groups and individuals traveling to Provincial, National and International competitions and events when the Amherst based teams or individual have been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization, or have been invited by such an organization;
- ii. The team / group is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team;

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

- iii. The individual is competing / attending 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 / event.

b. Festivals, Arts and Cultural Events Grants

Under this component will generally not exceed \$5,000

- i. Event must demonstrate broad community support;
- ii. Provides an experience not duplicated by other ongoing events, festivals or activities.
- iii. Draw spectators locally, from the Maritimes, nationally or internationally and increases the profile of our community;
- iv. Must be affiliated with a local community non-profit organization.

c. Organizational Equipment

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

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.

6. 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.

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

- 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.

7. 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.

8. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

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

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

9. PAYMENT PROCESS

For amounts over \$1,000 payment will be made at time of award 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

10. 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
 - v. Recipients from previous years who received over \$2,000 will be asked to complete a report detailing expenses and impact on the community or individual. This report will be sent prior to the call for applications each year. This report must be completed prior to the new application being considered.
- 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.

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

- 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.

11. 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, Arts/Culture Events, Festivals, Organizational Equipment, Community Well-Being etc.)

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

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

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

NAME	FUNDING IF ANY

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



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

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

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

Amendments 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
Eliminate section 4 as it is exclusionary of other organizations; amend Section 9 Payment Process to eliminate the two phased payment approach as this is administratively time consuming and places undue pressure on community organizations; and amend Section 10 Conditions to include the reporting requirement for organizations who intend to reapply for future grants. This will allow for transparency on how funds are used and the impact on the community.	Director, Community Living, Bristol	Council	October 30, 2023

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

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 24 April 2023
30 October 2023

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: November 20, 2023

SUBJECT: Capital Budget Amendment

ORIGIN:

1. Stadium lighting- Failed light fixtures over the ice surface at the stadium.
2. West Victoria Street sidewalk - Condition of the West Victoria Sidewalk from Hickman Street to Lusby Street.

LEGISLATIVE AUTHORITY: MGA section 65.

RECOMMENDATION: That Council forward to the November 27, 2023 regular meeting the following amendments to the Capital Budget: \$21,100 for the West Victoria Street sidewalk, and \$19,900 for the replacement of the lighting over the stadium ice surface for a total of \$41,000 to be funded from capital from revenue.

BACKGROUND:

1. Stadium lighting - There were several lights over the ice surface that had failed and staff were unable to source replacement fixtures as the existing lighting was obsolete. Nichent Energy had recently been awarded the lighting retrofit contract at the Amherst Fire Department and were asked if they could source replacement fixtures for the stadium. The lighting contractor suggested all of the lighting be replaced as there were significant Efficiency Nova Scotia energy rebates available. Nichent provided a proposal to complete the work that included significant rebates and ensured the work would be completed before the ice was installed. The lighting contract was awarded to Nichent and the new lights were installed.
2. West Victoria Street sidewalk - The replacement of the West Victoria Street sidewalk was included in the 2022/23 capital budget as part of a larger project to reconstruct the entire roadway. The project was contingent upon approval of an ICIP infrastructure grant however the grant application was not approved for funding. Many sections of the sidewalk were in poor condition and needed to be replaced, Public Works staff replaced all of the sidewalk sections that proposed a hazard to pedestrians.

DISCUSSION: All of the lights over the ice surface at the stadium have been replaced and the majority of the West Victoria Street sidewalk between Hickman and Lusby Street has been replaced. In both cases we have replaced aging assets in poor condition with new and the work involved was beyond the cost and scope of an operational repair. Therefore, the costs associated with these projects should be reallocated to capital.





COMMITTEE OF THE WHOLE

CDR# 2023139

Date: November 20, 2023

FINANCIAL IMPLICATIONS: The \$41,000 to fund these 2 projects will come from capital from revenue. The net cost to the Town will actually be \$25,622 as the stadium lighting replacement received a \$15,378 efficiency Nova Scotia rebate.

SOCIAL JUSTICE IMPLICATIONS: Replacing sidewalks improves safety and accessibility for users.

ENVIRONMENTAL IMPLICATIONS: The new LED lighting over the ice surface at the stadium uses 80% less energy than the metal halide lights that were replaced.

COMMUNITY ENGAGEMENT: There is no community engagement required.

ALTERNATIVES: Do not reallocate the expenses to capital and leave the expenses in the operating budget.

ATTACHMENTS: None

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



TO: Mayor Kogon and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: November 20, 2023

SUBJECT: Extended Producer Responsibility (EPR)

ORIGIN: Provincial regulations respecting extended producer responsibility for packaging, paper products, and packaging like products.

LEGISLATIVE AUTHORITY: Nova Scotia Environment Act, Chapter 1 Section 102.

RECOMMENDATION: That Council forward to the November 27, 2023 regular meeting approval to “Opt-In” to the EPR program for packaging, paper products, and packaging like products and direct staff to register for the program with Divert NS.

BACKGROUND: Municipalities have been requesting the provincial government to regulate Extended Producer Responsibility (EPR) for packaging, paper products, and packaging like products (PPP) for a number of years. A proposal for EPR was submitted to the provincial government in 2019 and on August 2, 2023, regulations for EPR for PPP were announced.

Extended Producer Responsibility (EPR) for packaging, paper products, and packaging like products (PPP), regulates industry responsibility for both the operational and financial management of select recyclable products. In Nova Scotia, EPR for PPP will include materials that are commonly found in the blue bag system.

With an EPR program the savings from new operational arrangements are estimated to be between 20-25 million annually for NS municipalities.

DISCUSSION:

All Nova Scotia municipalities must now decide to:

1. Opt-out of EPR for PPP and continue to service the blue bag program at full cost to the municipality.
2. Opt-In to EPR and cease to provide any services related to the blue bag program.





COMMITTEE OF THE WHOLE

CDR# 2023138

Date: November 20, 2023

If a municipality opts-in to an EPR Program for PPP, discussions will begin with industry representatives on the details of what the program would look like. The Producer Responsibility Organization (PRO) may wish to engage the municipality as a service provider and the municipality would enter into contract negotiations with the PRO regarding the nature of the service provided and the remuneration paid by the PRO to provide the service.

FINANCIAL IMPLICATIONS: It is unknown at this point what the financial implications are however the Town of Amherst will potentially realize significant savings.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: Potential expansion of the blue bag recycling program.

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

ALTERNATIVES: Opt-out of EPR for PPP and continue to service the blue bag program at full cost to the Town.

ATTACHMENTS: None

Report prepared by: Brenda Rioux, Solid Waste Education and Contract Coordinator
Report and Financial approved by:





COMMITTEE OF THE WHOLE

CDR# 2023141

Date: November 20, 2023

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Dwayne Pike – Chief of Police

DATE: November 20, 2023

SUBJECT: APD Purchase of Armoured Vehicle from GardaWorld

ORIGIN: APD OHS – Protective Equipment and Vehicles; Police and Public Safety

LEGISLATIVE AUTHORITY: Town of Amherst Procurement Policy; MGA, Section 65 Power to expend money

RECOMMENDATION: That Council forward to the November 27, 2023 regular meeting, approval of entering into an MOU with GardaWorld for the purchase of a decommissioned Armoured Vehicle for the price of \$2.00 + applicable taxes, and further authorize the CAO and Mayor to sign the MOU.

BACKGROUND: GardaWorld is a Canadian private security firm that offers many kinds of security services, including cash transfers. They provide support to public and police safety by often offering decommissioned armoured vehicles to police and first responder organizations at a discounted price. The vehicles are often used by police agencies in high-risk apprehensions and active shooter situations to protect first responders and the public. These vehicles are bulletproof and are able to withstand extreme degrees of heat. GardaWorld has offered a decommissioned armoured vehicle to the Amherst Police Department/Town of Amherst at the discounted price of \$2.00 + applicable taxes.

DISCUSSION: GardaWorld has offered to sell an armoured vehicle to the Amherst Police Department for the price of \$2.00 plus applicable taxes. The vehicle being offered is a 2004 International MF035 with 2 rear axles (dual-wheel) and is due to have a final Motor Vehicle Inspection completed prior to sale. The vehicle no longer suits their purpose because of the accumulated mileage. As part of the MOU surrounding the sale, the Town of Amherst is responsible to remove the current GardaWorld decals and are not permitted to sell to another buyer. When the vehicle reaches end-of-life, GardaWorld will take possession of the vehicle and dispose of it.

An armoured vehicle has fast become a staple of progressive police departments in focusing on community safety and the safety of front-line police officers attending high-risk calls. While the vast majority of police calls do not require a tactical response, the use of specialized equipment and tools has been recognized as an asset to critical incidents when they occur. This vehicle will have several uses when deployed:



1. **Safe approach to an active-attacker scene:** An armoured vehicle provides safe cover and concealment for police when approaching and engaging an active-shooter. It provides more viable and safer options for the operational or immediate action plan.
2. **A means of officer/civilian rescue during a critical incident:** Armoured vehicles have been utilized to enter high risk perimeters to save downed police officers or injured civilians. It can strategically be used to approach injured or trapped persons by providing cover for those down and those responding. For example, it can back up to a building providing safe cover for rescue efforts.
3. **A means of transporting Containment Team members and front-line officers to the scene of an incident:** An armoured vehicle of this size can transport multiple first responders and required equipment to the scene of an incident as in most cases, other police vehicles are already in use and unavailable for providing transports.
4. **A mobile Command Post for Critical incidents of all kinds:** This can include any EMO or police operations.

There are many recent examples of police use of an armoured vehicle to provide protection for front line officers or support rescue initiatives during high-risk incidents, including the recent Mass Casualty in Nova Scotia, the 2018 shootings in Fredericton which killed 3 civilians and 2 police officers, and the police shootings in 2014 in Moncton in which 5 officers were shot, 3 fatally. In the last few years, GardaWorld has provided armoured vehicles for Miramichi Police and to Charlottetown Police, both of which have been utilized in high-risk calls. Other police agencies have received similar vehicles from the Canadian Military or other private companies.

The Amherst Police Department has recognized the importance of preparing and training for critical incidents. Over the past decade, we have introduced training, techniques and equipment aimed at dealing with the possibility of an increase risk to the public, our members and our policing partners. In the past few months, we have signed MOUs with other municipal agencies in relation to Major Crime Investigations, and access to K9 and Forensic Identification. The purchase of an armoured vehicle would support and enhance this cooperation, not only among our municipal policing partners but also the RCMP and other Public Safety organizations.

Outside of initial start-up costs, annual spending is estimated to be less than \$5000 per year for fuel, regular maintenance and equipment costs. Initial start up costs (paint, and some equipment) will likely be done in-house or with the assistance of community sponsors. We will also require that several members be selected to get their airbrakes license designation. The vehicle will be stored in-doors at all times, either at the town garage storage bay or at the Amherst Police Department with regular maintenance being completed by Amherst Public Works. It will be checked over and driven for short distances weekly to ensure that it remains functional/operational, but will not be utilized as a patrol vehicle. Should the vehicle reach end of life or require repairs outside the 'normal' limits, there is no expectation that the Town will replace this vehicle, rather we would, with the approval of Council, approach GardaWorld for another decommissioned vehicle.

The armoured vehicle will be used during annual training exercises which would likely include agencies outside of our own. Such training includes scenarios around officer/civilian rescue, active attacker/shooter, threat containment, initial critical incident response and crisis negotiation. It may also be utilized during special events such as the Christmas Parade, Police Week and other functions.

FINANCIAL IMPLICATIONS: \$2.00 + applicable taxes for Purchase. \$5,000 in annual Operational Budget for fuel, maintenance and equipment and towards training initiatives.

COMMUNITY ENGAGEMENT: There should be a media release explaining the MOU and the reason for this purchase, that it is in the interest of Police and Public Safety and include details of the Police and protocol for its use. The decision to purchase and utilize this kind of vehicle is about protection and safety, and is to be used for those purposes only. GardaWorld has been involved in several media releases in regard to their support for Public Safety by offering decommissioned vehicles at a discounted price. Social media and media releases should be utilized to provide information to the public, including media releases for previous purchases by other agencies of an armoured vehicle. The purpose of obtaining this valuable tool is to enhance public safety and provide safe options for police response and rescue.

ENVIRONMENTAL IMPLICATIONS: None to my knowledge.

SOCIAL JUSTICE IMPLICATIONS: In some segments of the community there is a concern for the “militarization’ of the police and a belief that this has resulted in an increase in use of force and escalation during incidents. The basic approach to policing has not changed even though new and necessary equipment has been introduced in the last few years to uphold the law, protect people and protect front-line officers. Police need the best safety equipment possible to do this. It is true that there has been an increase in the last two decades for the need for specialized equipment and use-of-force options for police when responding to public safety and high-risk events, which has come as a result of advances in technology. Most issues faced by police are resolved through dialogue, which is why police training and development focuses on crisis intervention and de-escalation, but there will always be instances when police intervention is necessary, including the use of special tactics and equipment such as an armoured vehicle, which will be closely guided by policies and procedures surrounding use and deployment. Such equipment is utilized as a result of necessity to preserve and maintain public safety.

ALTERNATIVES: Do not approve of the purchase of the decommissioned Armoured Vehicle and MOU with GardaWorld.

ATTACHMENTS:

1. **GardaWorld – Berwyn Illinois Police Department donation** ([Retired Garda Armored Vehicles Gain Second Life | GardaWorld Blog](#))
2. **GardaWorld Supports Miramichi Police Force with Armoured Vehicle Donation** ([GardaWorld donates armored vehicle to Miramichi police force | Blog | GardaWorld](#))

3. **Police Tactical team will 'absolutely' save lives** ([Police tactical team will 'absolutely' save lives, Charlottetown police chief says | CBC News](#))
 4. **Armoured Police Vehicles: Fredericton Spends \$350K, Miramichi \$2** ([Armoured police vehicles: Fredericton spends \\$350K, Miramichi \\$2 | CBC News](#))
 5. **Photos:**
 - a. Decommissioned Armoured Truck:
 - i. Pages 1-7: 2004 International MF035 (Amherst)
 - ii. Page 8: Miramichi Police Armoured Vehicle (before)
 - iii. Pages 9-10: Miramichi Police Armoured Vehicle (after purchase)
 - iv. Page 11: Charlottetown Police Armoured Vehicle
 6. Vehicle Details and Specs
-

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



Garda's commitment to maintaining the newest fleet of armored vehicles in the industry is a boon to law enforcement agencies throughout America.

The most recent police department to benefit from Garda's vehicle donation program is the Berwyn Illinois Police Department which recently deployed four of Garda's retired armored trucks.

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from our citizens along with other police agencies complimenting us about the capabilities and use of the vehicle.”

Garda’s donation of retired armored vehicles help law enforcement agencies around the country keep citizens safe with crime suppression programs like the one Chief Ritz and his department implemented in Berwyn. They are used to perform surveillance programs in high-crime areas, to support SWAT teams and to deter crime with their mere presence in many communities.

Donating armored vehicles is just one more way Garda is working to make the world more secure.

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GardaWorld strongly believes in supporting the police and all first responders who put their lives on the line to protect the public. To facilitate the work of frontline police in New Brunswick, GardaWorld donated a retired **Cash Management armored vehicle** to the Miramichi Police Department last year, and it was recently used to protect responders in an active shooter situation.

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A former GardaWorld truck being put to good use

The donated truck is currently in the hands of the Emergency Tactical Response Unit of the Miramichi Police Department. In addition to being used for training, the armored vehicle is deployed in the field during high-risk apprehensions and active shooter situations. The Miramichi Police Department have already used the vehicle in two active shooting situations, including in the police response to a man who opened fire in a Miramichi Walmart in November.



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vehicle will soon be donated to the St. John, New Brunswick police force. GardaWorld is currently working on refurbishing a retired vehicle, bringing it up to top working condition to fulfill the needs of the Saint John police force.

Giving back in more ways than one

Donating equipment is just one of the ways GardaWorld gives back to communities. We provide training and employment initiatives, as well as in-kind and cash donations as part of our commitment to social responsibility. For example, last year, we donated \$7,500 to **Quebec's Little Brothers organization**, which provides social programming and fosters relationships between volunteers and elderly people to lift their spirits and combat isolation.

GardaWorld's commitment to corporate social responsibility

Whether we're supporting people **locally** or **abroad**, **corporate social responsibility** is part of our core mission.

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PEI

Police tactical team will 'absolutely' save lives, Charlottetown police chief says

'Your adrenaline is up because you don't know what's going to unfold'

[Wayne Thibodeau](#) · CBC News · Posted: Dec 20, 2021 6:00 AM AST | Last Updated: December 20, 2021



Charlottetown's new tactical police unit

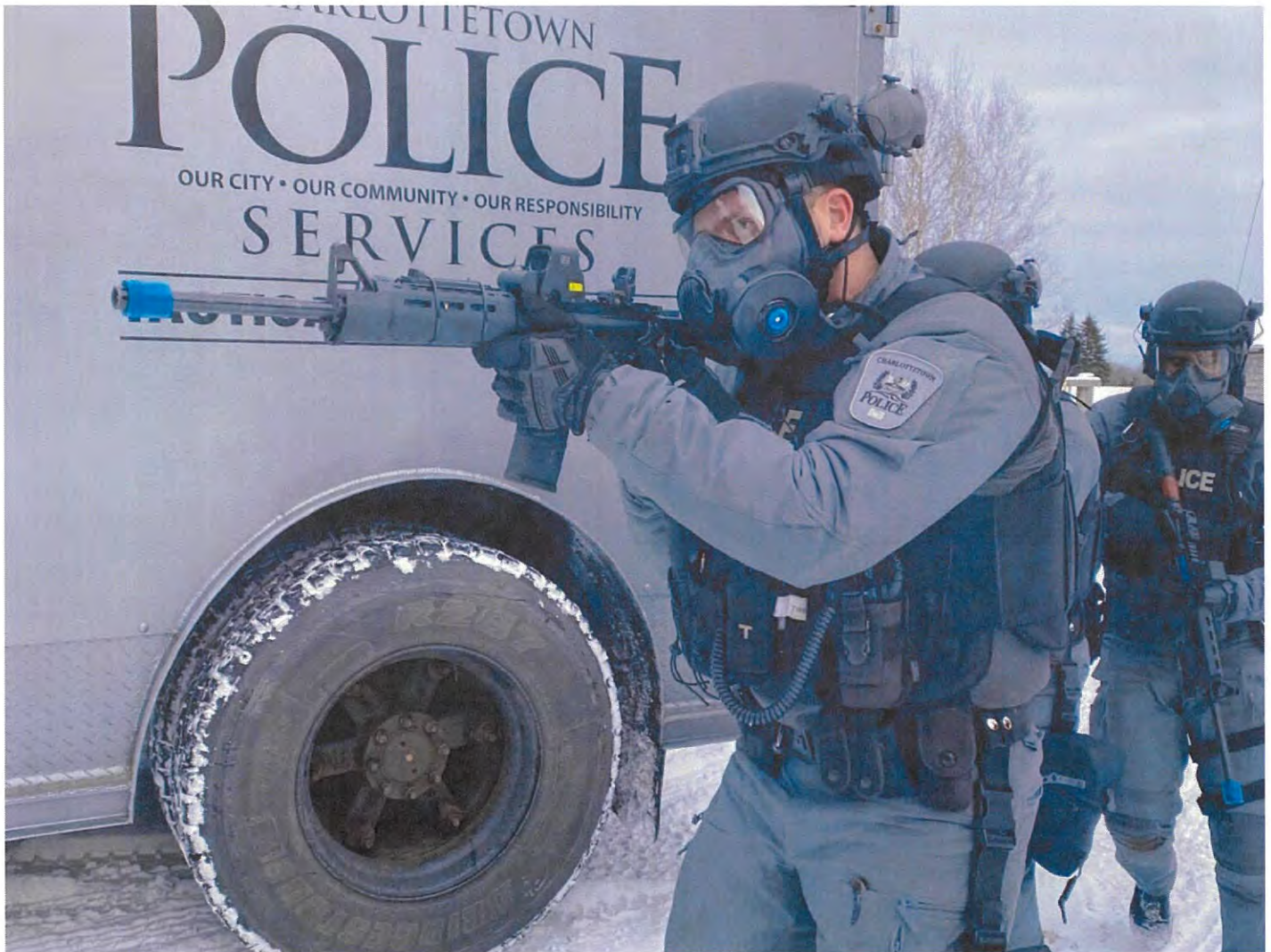
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Featured Video · The new Priority Tactical Response and Containment Team aims to use less lethal options to de-escalate serious situations.

Charlottetown police Chief Brad MacConnell says he's convinced his department's new tactical response team will save lives.

He said the unit's goal is to use less lethal options to de-escalate serious situations to improve the outcomes for everybody involved, including the officers.

The Priority Tactical Response and Containment Team has already been deployed and it's only been in service for a little more than a year.



The Priority Tactical Response and Containment Team's goal is to use less lethal options to de-escalate serious situations to improve the outcomes for everybody involved including the officers. (Wayne Thibodeau/CBC)

Earlier this month, CBC News spent the afternoon with the tactical team as it was put through its monthly training at the Prince Edward Island Firefighting School in

Miltonvale Park, west of Charlottetown.

"If you look at the incidents, the tragic incidents that happened in Fredericton and Moncton, we've learned the lessons from that," said MacConnell. "That we need to make sure that when our officers are responding to situations that can unfold within seconds that our officers are prepared tactically and equipment-wise to deal with those."

'Less lethal options'

- **Brad MacConnell named Charlottetown police chief**
- **7 new constables sworn in to Charlottetown police services**

The eight-member, highly trained team responds to calls with elevated risks, including those involving weapons, drugs or high-risk searches.



Const. Michael Chaloner, a 15-year veteran of Charlottetown Police Services, says officers have more tools now to deal with serious situations than they did before the launch of the tactical team. (Wayne Thibodeau/CBC)

There are two members on every shift. They stand out from the other officers because their outfit more resembles a military uniform.

Const. Michael Chaloner, a 15-year veteran of Charlottetown Police Services, joined the tactical team when it was formed in the spring of 2021.

Chaloner said officers have more tools now to deal with serious situations than they did before the launch of the tactical team.

"We're able now, through the tools that we have, to use multiple, less lethal options to bring things to a conclusion safely for the person we're dealing with, for ourselves

and for the community," said Chaloner.

Chaloner said officers on his team need to always be on high alert, because incidents in nearby provinces prove serious situations can happen in small places like Charlottetown.

'Might ruin the suspect's day'

"Your adrenaline is up because you don't know what's going to unfold but you hopefully, through all the training, and everything that you put in, that you are hopefully going to be able to control the situation enough to have it come out in the way you expect it to. Of course, you always are prepared that it may not but you try to do the best that you can."



The eight-member, highly trained team responds to calls with elevated risks, including those involving weapons, drugs or high risk searches. (Wayne Thibodeau/CBC)

During one of the training scenarios earlier this month, a man was held up with weapons inside a house.

The police department used tear gas to get the man out.

But he refused to respond to officers' demands to get on the ground.

MacConnell watched as police officers used a projectile from a 40-millimetre launcher to knock the man to the ground rather than discharging a firearm or a taser.

"Basically, a projectile, that certainly might ruin the suspect's day but it's not certainly going to endanger his life," said MacConnell, adding it would leave a bad bruise on the individual.

'Take the situation under control'

"It enables the officer to take the situation under control, disarm the person and again improve the outcome so that everyone walks away."



Charlottetown police Chief Brad MacConnell says he's convinced his department's new tactical response team will save lives. (Wayne Thibodeau/CBC)

Charlottetown police have the only tactical response team based on the Island.

The RCMP's response unit is based in New Brunswick.

MacConnell said his unit is ready and can respond to situations outside the city of Charlottetown, if it's called to do so.

MacConnell said there are checks and balances in place to ensure the tactical unit is used only when necessary.

"None of this happens without certain approvals and we have policies that govern when the team is used," said MacConnell.

"There's accountability on multiple levels and I have every confidence in our team and our leadership in the police department to make sure that they are doing the right thing at the right time."



Charlottetown Const. Phil Miller, left, speaks with Dwayne Pike, Amherst police chief, during a training exercise recently near Charlottetown. Amherst police came over to the Island to watch the police force's Priority Tactical Response and Containment Team do its training. (Wayne Thibodeau/CBC)

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New Brunswick

Armoured police vehicles: Fredericton spends \$350K, Miramichi \$2

Miramichi buys 23-year-old vehicle for toonie, Fredericton leases its vehicle new

[Bridget Yard](#) · CBC News · Posted: Mar 02, 2017 6:00 AM AST | Last Updated: March 2, 2017



Fredericton police have not released a description of the armoured vehicle they're leasing, but this armoured response vehicle was used at a police scene in Winnipeg's north end. (Jeff Stapleton/CBC)

Two New Brunswick police forces have acquired armoured vehicles this year, but the cost to taxpayers in each city varies greatly.

Fredericton police Chief Leanne Fitch won city council's support for an armoured vehicle, to be leased for \$57,000 a year for six years.

In Miramichi, city council unanimously approved the purchase of a 23-year-old armoured truck from private security firm Gardaworld — for a toonie.

"The price is right for what we're getting and we'll certainly make use of the donation Gardaworld is giving us," said Deputy Chief Brian Cummings of the Miramichi police.

“We are a drive-through community and we know through this pipeline a lot of criminal activity takes place.”

- Leanne Fitch, Fredericton police chief

The deal on the vehicle came about after a Miramichi sergeant was in touch with someone from the security company, which transports cash between financial institutions.

"The topic of decommissioned armoured vehicles came up in conversation and my sergeant learned they had done this type of thing for other departments in the past," Cummings said.

"It wasn't something we knew about prior. We're thankful we did learn about it."

'What could possibly go wrong?'

The Fredericton Police Force has come up against criticism over its armoured vehicle, which it will own when the lease ends. Internally, the vehicle worth nearly \$350,000 will be known as an "armoured rescue vehicle."

"As a taxpayer I'd rather see my money going into more humane efforts," Fredericton resident Kevin Matthews said at a news conference held by Cat Rescue Maritimes — "at least something to help them with their work, rather than to be investing in armoured police vehicles, which I consider to be quite less humane."

In an interview with Terry Seguin on *Information Morning Fredericton*, Fitch defended the department's purchase.

"People look at New Brunswick in a very narrow view, like, 'What happens in New Brunswick? What could possibly go wrong?'" she said.

Fitch points to the "landscape and complexities of policing" and New Brunswick's geographical location as reason enough for the armoured vehicle.



Fredericton police Chief Leanne Fitch defends the force's need for an armoured police vehicle. (CBC)

Framed by the Atlantic Ocean, Quebec, Nova Scotia and the U.S. border, "we are a drive-through community and we know through this pipeline a lot of criminal activity takes place," said Fitch.

Fredericton's armoured vehicle will be compatible with rural and urban environments and will have all-wheel drive capabilities.

Both police forces plan to wrap the vehicles in department colours and logos.

Special use, not patrol

Both Fredericton and Miramichi police forces have said their new armoured vehicles will be used only when needed.

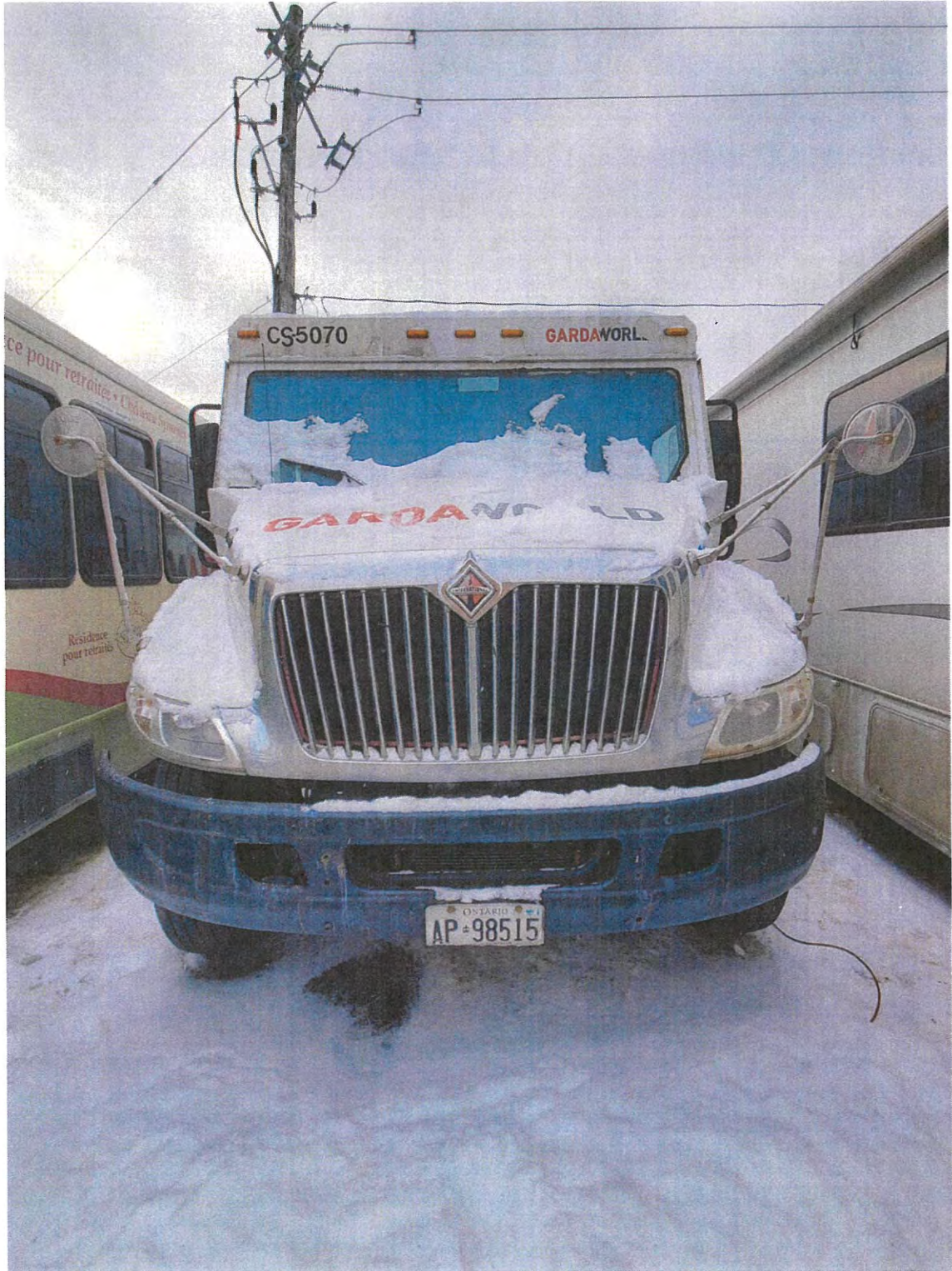
"It's certainly not something that's going to be out on random patrol," said Fitch, who specified the vehicle carries "a clear deployment strategy."

While Miramichi's new vehicle has been used regularly on city streets transporting cash for Gardaworld, it will be employed by the force only "where there's a high risk," said Cummings, citing the 2014 Moncton shooting of RCMP officers as an example of similar vehicles used previously in the province.

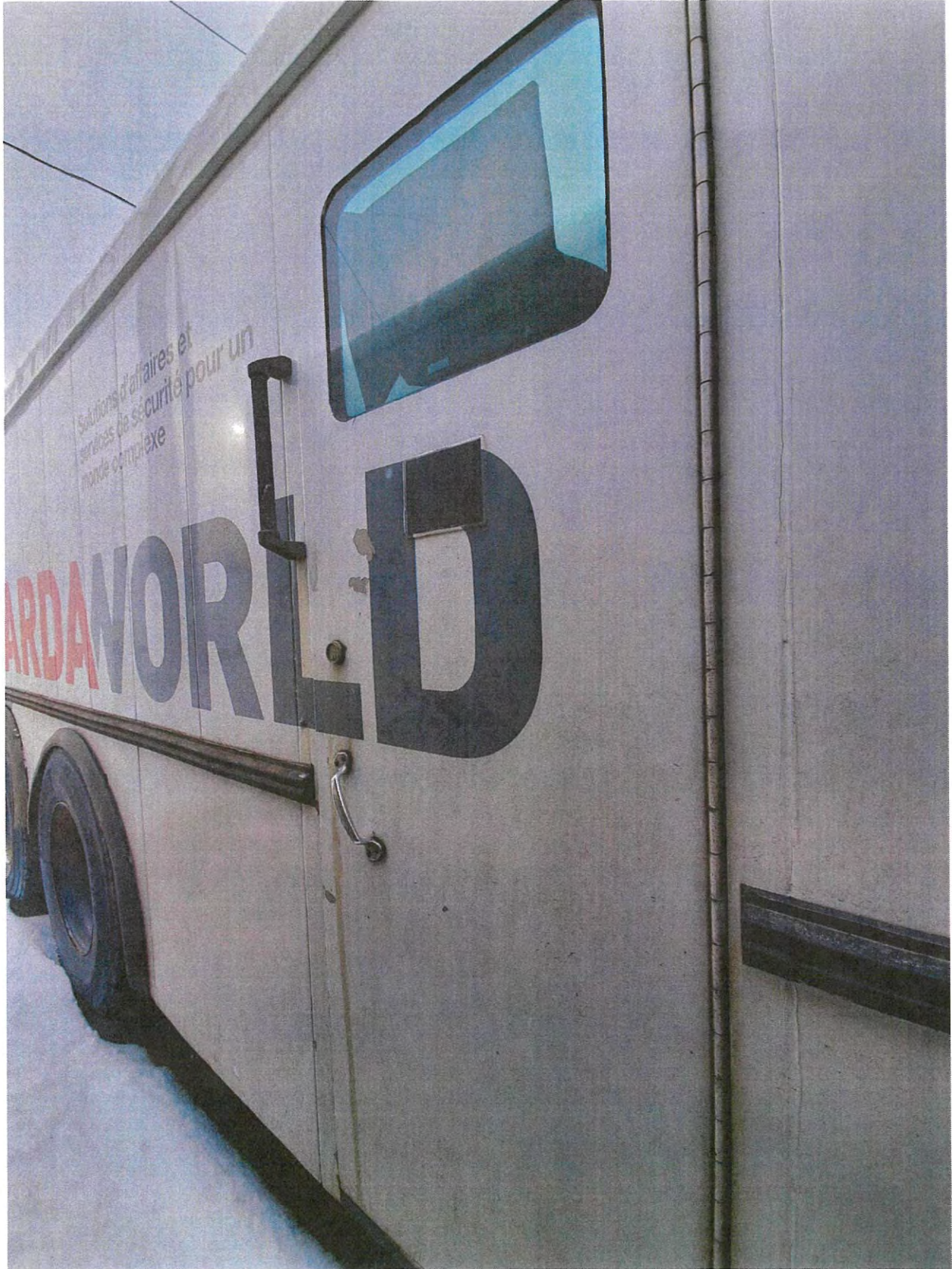
"Some of them were commandeered from financial institutions because they needed them for officer safety."

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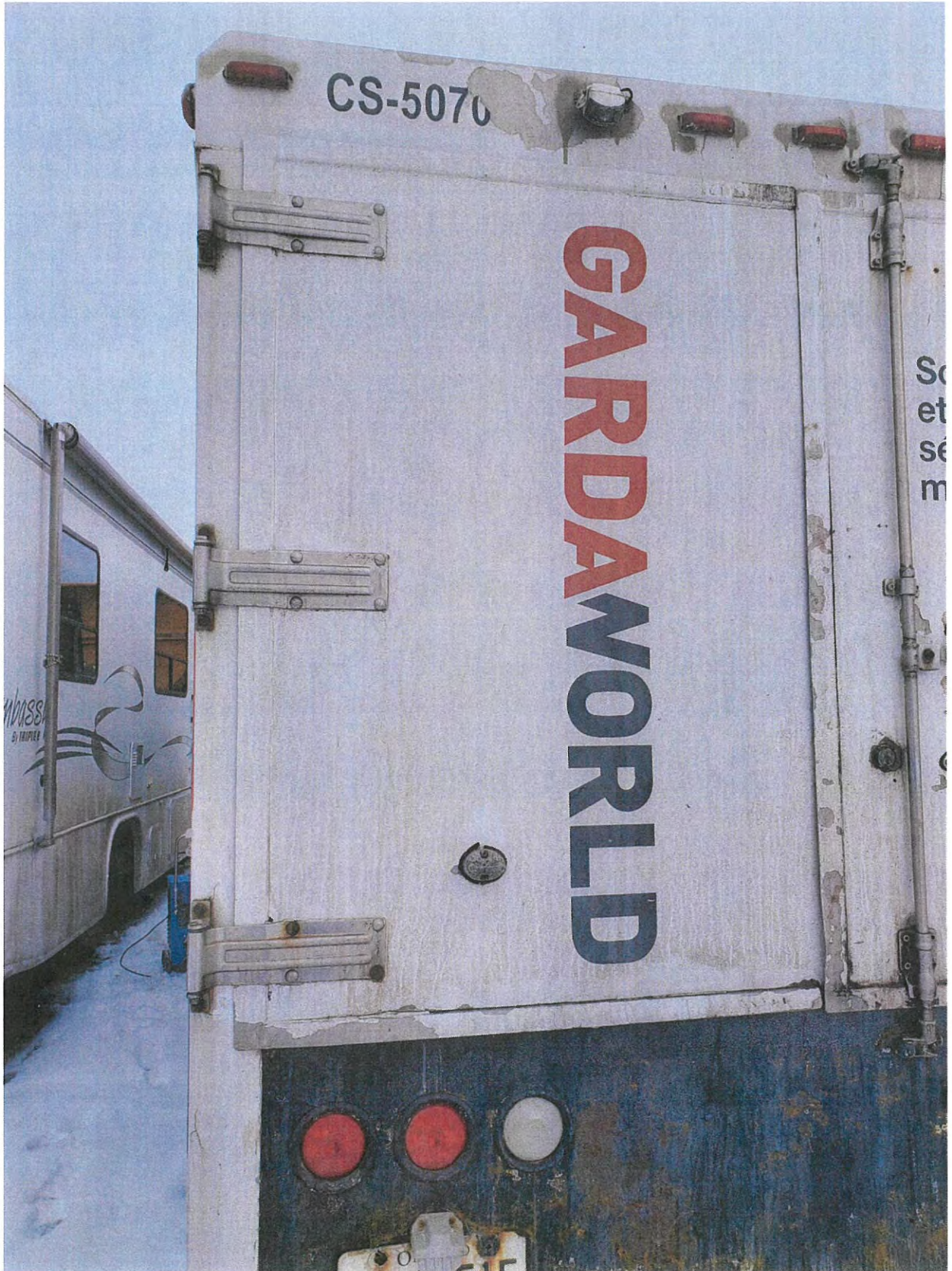














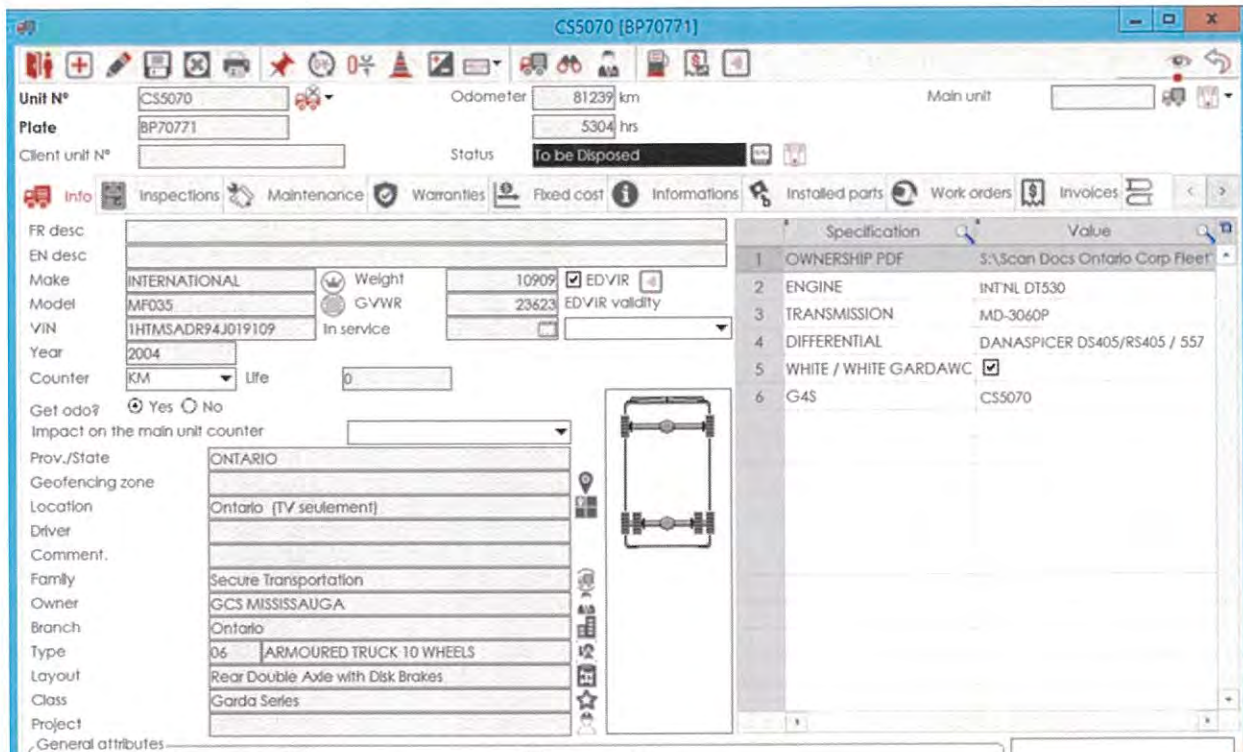








POLICECANADA.CA / © DARRELL COFFIN



Make and Model: 2004 International MF035

Actual Mileage: 616,638km (new Cluster – showing 81,239km)

Armour Level: **Level IIIA** is tested to stop .357 SIG and .44 Magnum ammunition fired from longer barrel handguns. (*The Cab and Rear Cargo of the armoured vehicle*)

Level IV offers some of the best protection, and is tested to stop .30cal steel core armor-piercing rifle ammunition. (*The windows of the Armoured Vehicle*)

Brake System Type: Air

Drive Type: 6x4

Engine Cylinders: 6

Engine Model: International DT530

Fuel Type Primary: Diesel

VIN: 1HTMSADR94J019109

MEMORANDUM

TO: Mayor Kogon and Members of Council

FROM: Natalie LeBlanc, Municipal Clerk

DATE: November 20, 2023

SUBJECT: Presentation to Council Request

Staff have been contacted by Geri Helm on behalf of the Cumberland Hospice Society who would like to make a presentation to Council.

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 arrange for a presentation.

MEMORANDUM

TO: Mayor Kogon and Members of Council

FROM: Natalie LeBlanc, Municipal Clerk

DATE: November 20, 2023

SUBJECT: Presentation to Council Request

Staff have been contacted by Ashley Legere on behalf of the Cumberland Homelessness and Housing Support Association who would like to present an update to Council, and request a soft ask for funding.

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 arrange for a presentation.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: November 20, 2023

SUBJECT: 2024 Meeting Dates

ORIGIN: 2024 Holidays

LEGISLATIVE AUTHORITY: Proceedings of Council Policy 10350-24

RECOMMENDATION: That Council forward to the November 27, 2023 regular meeting of Council approval to change the February 2024 Committee of the Whole meeting date from Monday, February 19, 2024 to Tuesday, February 20, 2024 due to the Heritage Day holiday, and further change the May 2024 Committee of the Whole meeting date from Monday, May 20, 2024 to Tuesday, May 21, 2024 due to the Victoria Day holiday.

BACKGROUND: The Town's Proceedings of Council Policy sets the third Monday of the month for Committee of the Whole. The Policy also permits the rescheduling of such meetings by resolution of Council.

DISCUSSION: In 2024, Heritage Day falls on Monday, February 19, and Victoria Day falls on Monday, May 20, our regular Committee of the Whole meeting days. Typically, Council will choose to reschedule by one day for minimal disruption. That is the recommended option, however Council may reschedule any of these meetings to other dates at their discretion.

FINANCIAL IMPLICATIONS: There are no financial implications.

COMMUNITY ENGAGEMENT: The public and media will be notified of any changes.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: No social justice implications.

ALTERNATIVES: Council may choose any other dates to reschedule the meetings.

Report prepared by: Natalie LeBlanc, Municipal Clerk

Report and Financial approved by:



MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council
From: Jason MacDonald, Chief Administrative Officer
Date: November 20, 2023
Subject: Ottawa Avenue Petition

As Council is aware, in order to purchase property on Blaine Street required to consolidate land for a future housing development, the owner of the said land required the Town to also purchase her property on Ottawa Avenue. At the time, Council decided to purchase the land on Ottawa Avenue as that too could be used for future housing.

Utilizing this property for housing will help address the very real and impactful housing shortage in the Town of Amherst.

Last July the residents of the Ottawa Avenue area submitted a petition outlining their opposition to utilizing the property for housing. The petition was circulated to Council at the time by the CAO. The CAO also acknowledged receipt of the petition via voicemail to the petition organizer.

Now that the property transaction has closed and the Town officially owns the property in question, the petition is formally being presented to Council.

As per the Proceedings of Council Policy, the petition will be placed on the agenda of the November 27 regular meeting of Council for information. The petition will also be placed on the December meeting of Council for discussion.

The following is the relevant section of the Proceedings of Council Policy:

Petitions

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

2022-07-14

TOWN OF AMHERST

Amherst Town Council
PO Box 516 98 Victoria Street East
Amherst NS B4H 4A1

RE RFD#2022046 Proposed Sale of Ottawa Avenue property resting between the end of Ottawa Avenue and the Town of Amherst access at Belliveau Avenue

Dear Council Members,

This is a letter stating our objection to planning application number RFD#2022046 with respect to any future extension of such lands to the *existing* Ottawa Avenue, on the following grounds:

1. Consultation with local residents in the neighbourhood.

- There was an online survey conducted without the knowledge of most of our neighbourhood.
- Ottawa Avenue is a low-traffic street that is enjoyed for its rural-like environment by all residents, and our neighbours on Spence Court, which would be forever changed, should it be extended to Belliveau Avenue.
- The residents of Ottawa Avenue and Spence Court were attracted to live in this quaint and unique neighbourhood, despite its proximity to the busy Albion Street; and already tolerate the existing traffic noise, which was a given when we moved here.
- If extended, the narrow street would be heavily impacted by additional traffic, deliveries, noise, dust, and potential danger to pedestrians.
- If extended, it would threaten the area as a thoroughfare off Albion Street for shortcuts to Belliveau Avenue and beyond, impacting many neighbourhoods.

2. Environmental Impact

- The existing green space between the end of Ottawa and Belliveau Avenues is a little oasis containing a good variety of tree and plant species which would be lost, along with the long-existing footpath used by children and adults alike for many years, in both directions.
- There are fewer and fewer green spaces for wildlife and residents to enjoy and co-exist in the Town of Amherst.

- As our planet is under constant threat, green spaces have a number of positive impacts on urban environments which helps human mental and physical health, reducing noise, providing shade and cooling and reducing the likelihood of flooding and air pollution.
- Green spaces play a more important role than ever and we recommend leaving this green neighbourhood space intact for all to enjoy.

3. Disruption to the local residents during the future construction period of the site.

- Noise impact and disruption of the neighbourhood of mostly retired people.
- Heavy equipment and machinery would need to access this proposed building site and cause a great disturbance and disruption to traffic, noise and damage to our narrow street over an extended period of time.
- The removal of the vegetation and trees on the aforementioned site would threaten an important buffer the neighbourhoods on all sides and beyond, already impacted by the noise of Albion Street.

4. Recommendations

- We suggest that council consider an option whereby any future developer interested in the purchase of the Ottawa Avenue and Blaine Street properties to gift the Ottawa Avenue property back to the care of the Town of Amherst as a green space park in perpetuity for all to enjoy.
- In the spirit of absolute transparency, we request that the potentially impacted residents be kept apprised of any developments of the aforementioned property.

Respectfully,

Residents of Ottawa Avenue and Spence Court, Amherst, NS

(Kindly see the attached list.)

Signatures of the Residents of Ottawa Avenue and Spence Court, Amherst, NS

	NAME	ADDRESS	PHONE	EMAIL	COMMENTS
1.	Janice McLeod	37 Spence Ct	—	janice5@gmail.com	new road will cause congestion
2.	Angie Dobson	39 Spence Ct		angiebob@hotmail.com	
3.	Donna Dwyer	43 Spence Ct			Cause Congestion
4.	J. DIXON	35 Spence Cr	—		CAUSE OF CONGESTION HIGH TRAFFIC
5.	02 L JONES	33 Spence Court			MALE INCREASE IN TRAFFIC NOISE. WILL BECOME A THROUGH FARE TO OTHER NEIGHBORHOODS!
7.	Carrie Boyer	47 Spence Ct			
8.	Therese Suffen	5 Spence Ct			
9.	Loraine Lead	3 Spence Ct			
10.	K Arsenault	1 Spence Ct			
11.	SPH Smit	24 Ottawa			
12.	Dylan Rushton	19 Ottawa Ave	902 397-2165		
13.	Ashley Wray	19 Ottawa Ave	902-297-4284		
14.	Mark Goodwin	18 Ottawa Ave	902 297-6260		
15.	Roy Gihroy	16 Ottawa Ave	902 667-3977		
16.	Rock Hurly	90 TOWER AVE	902 667 8446		
17.	Mandy Hertz		902-667-5792.		
18.	Carl Baxter		902-667-5792.		
19.	Jan Purdy	140 Ottawa Avenue	902-397-1531	jan.purdy1@gmail.com	
20.	Eliza Scuditt	13 Ottawa Ave	902 667 1790		
21.	Mary/Allan	45 Spence Ct	667-8470	marylporter54@gmail.com.	

22.	Bonnie MacKay - 41 Spence Crst.	902-661-4843-	
23.	Gary Jackson - 41 Spence Crst	902-661-4843	
24.	Robert Morton - 21 Ottawa Ave.	902-660-2070	Robert Morton
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MEMORANDUM

TO: Mayor Kogon and Members of Council
FROM: Krista Crossman, Director of HR & Customer Services
DATE: November 20, 2023
SUBJECT: **Recognition of Employees Procedure**

The current Recognition of Employees Procedure (04000-01-P) provides the process for formally recognizing and thanking permanent employees for their service to the Town of Amherst.

The current procedure indicates that in-service recognition to award long service awards will take place annually at a regular Town Council meeting.

We have found that attendance from employees receiving long service awards at a regular Council meeting is low. After consulting with staff, we heard that staff would prefer a less formal type of recognition, with the option of including their loved ones to share in these important milestones.

As such, the procedure is being revised to recognize employees for their tenure at our annual Christmas party. This provides a more informal, relaxed atmosphere, which typically has great employee attendance, and provides an opportunity for Council and employee's loved ones to participate in the recognition process amongst their peers as well.

The change in procedure will be effective this year, with long-service awards to be presented at our Christmas party on December 16, 2023.

MEMORANDUM

TO: Mayor Kogon and Members of Council

FROM: Natalie LeBlanc, Municipal Clerk

DATE: November 20, 2023

SUBJECT: Rules of Order and Meeting Processes

Staff recently participated in a Rules of Order and Meeting Processes workshop hosted by the Nova Scotia Association of Municipal Administrators.

During the workshop, it was realized that some of our meeting processes should be updated to reflect the current rules. Staff will be implementing some of these changes to our agendas and our current practices, specifically:

1. The Chair of the meeting will ask for errors in the minutes of the previous meeting(s). If there are none, the minutes will be accepted rather than approved. No motion is required.
2. In camera sessions will now be referred to as closed sessions.
3. If after asking for nominations for an appointment there are no further nominations, the Chair or the Clerk will declare nominations closed rather than call three times for further nominations.
4. Members are permitted to only speak twice when debating a motion.
5. When the meeting agenda is complete, the Chair will declare the meeting adjourned. No motion is required.



**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
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	amended at May 2023 Council
	72300-01	BALLFIELD USER POLICY (270-01)	OPERATIONS	repealed May 2023 Council



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
		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	memo presented to COW, bring back in Fall for revisions
	31600-01	CULVERT POLICY (230-02)	OPERATIONS	No changes recommended
	31600-08	STREET BREAKING POLICY (230-10)	OPERATIONS	Amended June 2023
		Street Banner Policy	COMMUNITY LIVING	amended June 2023
Sep-23				
	10350-21	AMHERST YOUTH TOWN COUNCIL	COMMUNITY LIVING	Amended Sept 2023
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	memo presented to COW from Andrew Fisher
	04530-01	SALARY ADMINISTRATION (211-27)	CUSTOMER SERVICE/HR	Amended Sept 2023
Oct-23				
	72000-08	COMMUNITY SUPPORT GRANTS	COMMUNITY LIVING	Amended Oct 2023
	31800-01	SOLID WASTE SPECIAL CONDITIONS	OPERATIONS	repealed October 2023
	C 04	COMPANION ANIMAL BYLAW	POLICE	received first reading in October 2023
Nov-23				
	10350-31	INCLUSION, DIVERSITY AND EQUITY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	
	10350-27	JOINT COUNCILS TERMS OF REFERENCE POLICY	OPERATIONS	
	10350-21	AMHERST YOUTH TOWN COUNCIL	COMMUNITY LIVING	
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	
	P 06	TRANSIENT AUTOMOBILE VENDORS	PLANNING	
	01700-01	REPORTING ACCIDENTS (211-03)	FIRE	



**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	
	NEW	EMPLOYMENT EQUITY POLICY	CUSTOMER SERVICE/HR	
	01000-01	MEDIA POLICY (210-19)	COMMUNICATIONS	
	P 05	VACANT BUILDING BY LAW	PLANNING	
	03800-01	TAX COLLECTION POLICY (110-01)	CUSTOMER SERVICE/HR	
	04000-07	HIRING POLICY (211-23)	CUSTOMER SERVICE/HR	Moved from Oct to Nov COW, replaced with Employment Equity Policy
	04000-03	STAFF TRAINING (211-06)	CUSTOMER SERVICE/HR	
	04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	CUSTOMER SERVICE/HR	
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	
	03000-05	AUDIT COMMITTEE TERMS OF REFERNCE POLICY	FINANCE	delay to fall 2023
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	
	04500-01	Safety Policy (211-25)	FIRE	
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	
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	FIRE	
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING	
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	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
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		
Dec-24			CUSTOMER SERVICE/HR	
	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	OPERATIONS	
	31600-12	SEWER INSTALLATION (240-02)	OPERATIONS	
	31600-24	STREET RATING SYSTEM		
Jan-25			CUSTOMER SERVICE/HR	
	04000-01	RECOGNITION OF EMPLOYEES (210-15)	CUSTOMER SERVICE/HR	
	04000-02	SUGGESTION AWARDS (211-16)	CLERK / COMMUNICATIONS	
	10350-01	RECOGNITION OF SERVICE OF BOARDS (210-01)	PLANNING	
	66400-01	HERITAGE ADVISORY COMMITTEE	FINANCE	per policy, the January following an election
	03000-07	EXPENSE REIMBURSEMENT POLICY		
Feb-25			CUSTOMER SERVICE/HR	
	02300-03	SALE/DISPOSAL OF SURPLUS EQUIPMENT (211-19)	PLANNING	
	D 06	BUILDING BY LAW	CUSTOMER SERVICE/HR	
	04000-10	VACATION/HOLIDAY - NON-UNION EMPLOYEES (211-31)	CLERK / COMMUNICATIONS	
	10350-05	INQUIRIES FROM COUNCIL (210-07)		
Mar-25			OPERATIONS	
	31600-15	SANITARY SEWER SERVICE TO COUNTY RESIDENTS (240-05)	OPERATIONS	
	31600-16	BUILDING SERVICE CONNECTIONS (240-06)	FINANCE	
	03000-03`	FUND RAISING	CLERK / COMMUNICATIONS	
	10350-10	RECOGNITION OF RETIRING MEMBERS OF COUNCIL (210-14)		
Apr-25			OPERATIONS	
	72300-08	SIGN RENTAL - STADIUM (273-07)		
			CLERK / COMMUNICATIONS	
	64000-02	GRASS MAINTENANCE POLICY (NEW)		



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
May-25			OPERATIONS	
	72300-04	DISCIPLINARY ACTION - RECREATION FACILITIES (271-06)	FIRE	
	68300-02	NEW FIRE STATION, ALBION STREET (221-02)	CLERK / COMMUNICATIONS	
	10350-20	CODE OF CONDUCT OF ELECTED MUNICIPAL OFFICIALS	CUSTOMER SERVICE/HR	
	04000-12	PERSONNEL POLICY & CODE OF ETHICS		
Jun-25			CLERK / COMMUNICATIONS	
	05000-02	INFORMATION/COMMUNICATION/TECHNOLOGY USAGE POLICY	CUSTOMER SERVICE/HR	
	04500-04	SMOKE FREE WORKPLACE POLICY	CUSTOMER SERVICE/HR	
	10350-25	ANNUAL PERFORMANCE REVIEW - CAO		
Sep-25			CLERK / COMMUNICATIONS	
	10350-16	OFFICE OF THE DEPUTY MAYOR (210-26)		
			PLANNING	
	66150-01	DANGEROUS OR UNSIGHTLY PREMISES POLICY (210-21)	CUSTOMER SERVICE/HR	
	04000-14	PERSONAL LEAVE OF ABSENCE POLICY		
Oct-25			OPERATIONS	
	31600-17	SURPLUS FILL	COMMUNITY LIVING	
	72000-04	ARTS & CULTURE POLICY (211-38)	CLERK	
	A 07	ALTERNATIVE VOTING BYLAW 2018	CUSTOMER SERVICE/HR	
	04000-08	ATTENDANCE ADMINISTRATION (211-24)		
Nov-25			OPERATIONS	
	64000-04	ADOPT-A-GARDEN	CLERK / COMMUNICATIONS	
	10350-15	WRITTEN SUBMISSION TO COUNCIL (210-25)	PLANNING	
	66580-01	NEW SUBDIVISION STREETS - FINAL SUBDIVISION APPROVAL PRIOR TO STREET PAVING		
Dec-25			FINANCE	
	03450-03	DEBT MANAGEMENT POLICY (211-37)	PLANNING	
	P 08	LEASED LAND COMMUNITY BYLAW	FINANCE	
	B 02-1	DEED TRANSFER TAX BYLAW	CUSTOMER SERVICE/HR	
	04000-06	RENUMERATION FOR ACTING POSITIONS (211-22)		
Jan-26			OPERATIONS	
	31000-01	STANDARD SPECIFICATIONS FOR MUNICIPAL SERVICES (230-01)	CLERK / COMMUNICATIONS	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	10350-17	MEMBERSHIP ON NATIONAL BOARDS AND COMMITTEES (211-32)	CLERK / COMMUNICATIONS	
	10350-18	MEMBERSHIP IN CLUBS, SOCIETIES AND ASSOCIATIONS (211-33)	PLANNING	
	P 07	SUBDIVISION BYLAW		
Feb-26			CUSTOMER SERVICE/HR	
	04000-11	MATERNITY, PATERNAL AND ADOPTION LEAVE POLICY (20071126)	PLANNING	
	P 03	CIVIC ADDRESS BY LAW	OPERATIONS	
	31600-02	STREET LIGHT POLICY (230-04)	COMMUNITY LIVING	
	72000-01	RECOGNITION OF ATHLETIC ACHIEVERS (210-22)		
Mar-26			OPERATIONS	
	72300-05	SALE OF BEER/LIQUOR - ROBB PARK (272-01)	OPERATIONS	
	72300-07	BEER GARDEN POLICY - STADIUM (273-05)	FINANCE	
		PACE BYLAW	POLICE	
	66150-02	ENFORCEMENT POLICY AND SUMMARY OFFENCE TICKETS (211-28)		
Apr-26			OPERATIONS	
	31400-01	VEHICULAR IDLING CONTROL POLICY (211-35)	CLERK / COMMUNICATIONS	
	10350-04	REPORTS TO COUNCIL (210-06)	FIRE	
	68300-03	JUNIOR FIREFIGHTER PROGRAM	PLANNING	
	A 05	HERITAGE PROPERTIES	FINANCE	
	D 19	SANITARY SEWER RATES		
			POLICE	
May-26	C 01	BY LAW RESPECTING THE AMHERST BOARD OF POLICE COMMISSIONERS	CLERK / COMMUNICATIONS	
	05000-01	RECORDS MANAGEMENT (211-26)	CLERK / COMMUNICATIONS	
	10350-19	SCHOLARSHIP AND BUSARY POLICY (NEW)	PLANNING	
	02300-01	SALE OF USABLE TOWN OWNED LAND (211-07)	PLANNING	
	02300-02	SALE OF NON-USABLE TOWN OWNED LAND (211-08)	POLICE	
	68500-01	FEMALE POLICE CONSTABLE AND EXPENSE (220-01)		
Jun-26			FIRE	
	68300-01	PERMANENT FIREFIGHTERS (221-01)	FIRE	
	68300-05	RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT	FINANCE	
	03600-01	INVESTMENT POLICY	OPERATIONS	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	31700-03	COMMERCIAL WATER SERVICE (241-05)	CLERK/COMM	
	10350-11	GIFTS, CARDS, FLOWERS		
			POLCE	Year 4
Sep-26	C 11	ALARM BYLAW INTRUSION ROBBERY AND FIRE ALARM SYSTEMS	OPERATIONS	
	31600-14	COMMERCIAL SEWER SERVICE (240-04)	CLERK / COMMUNICATIONS	
	05000-04	ROUTINE ACCESS POLICY	CUSTOMER SERVICE/HR	
	03800-03	INSTALLMENT BILLING POLICY (110-03)	COMMUNITY LIVING	
	72200-01	R. H. SMITH BEQUEST LIBRARY (274-01)		
Oct-26			OPERATIONS	
	31600-25	SNOW AND ICE MANAGEMENT	OPERATIONS	
	D 20	SOLID WASTE BYLAW	FINANCE	
	03450-01	CAPITAL BUDGETING (211-14)		
	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS		
Nov-26			OPERATIONS	
	31600-13	CATCH BASINS AND LATERALS (240-03)	FINANCE	
	03450-02	CAPITAL INVESTMENT PLAN (CIP) FRAMEWORK/BUDGET POLICY (211-	FINANCE	
	03450-04	BUDGET MANAGEMENT POLICY		
Dec-26			FIRE	
	68300-04	FIRE INSPECTION POLICY	PLANNING	
	31600-23	STREET NAMING POLICY		
			POLICE	
	68000-03	TRAFFIC AUTHORITY	PLANNING	
	31600-26	STREET RENAMING COPP LANE TO ERNIE LANE POLICY		
Remain as is			PLANNING	
	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	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	P 01	MUNICIPAL PLANNING STRATEGY CONSOLIDATED WITH AMENDMENTS TO 202003	PLANNING	
	P 02	LAND USE BYLAW CONSOLIDATION MARCH 2020 B	OPERATIONS	
	31600-19	FRANKLYN STREET EXTENSION - STREET CLOSURE POLICY	OPERATIONS	
	31600-20	GOULD STREET - STREET CLOSURE POLICY	OPERATIONS	
	31600-21	PORTION OF CORNWALL AVENUE CLOSURE	OPERATIONS	
	31600-22	BOYLSTON AVENUE EXTENSION CLOSURE	FINANCE	
	B 01	BYLAW TO REPEAL THE TOWN OF AMHERST TAX EXEMPTION BYLAW		

MEMO

TO: Mayor Kogon and Members of Council
FROM: Andrew Fisher, Director of Planning & Strategic Initiatives
DATE: November 20, 2023
RE: **Strategic Priorities Update**

The following provides an update on the 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	

2022 / 2023 Strategic Priority

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: The final report was presented to In-Camera Council in October.

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: ~~September (special meeting)~~

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.

2022 / 2023 Strategic Priority

Title: Municipal Planning Strategy (MPS) Review

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

Responsible Department: Planning and Strategic Initiatives

Current Status: Drafts of the MPS & LUB have been reviewed by the PAC. Staff are working on revisions to the drafts that will be provided to the consultant.

This process has been delayed due the volume of current planning applications and development of the Housing Accelerator Fund, which will now inform the MPS amendments.

Future Actions:

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

Due Date: September

2. Revised draft to PAC.

Due Date: November

3. Draft documents to COW for Review and Comment

Due Date: December

4. Community Consultations

Due Date: January - February

5. Final Revisions

Due Date: March

6. PAC Review

Due Date: April

7. Formal adoption process

Due Date: May-June

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: A preliminary expansion layout has been created and is being costed. Preliminary discussions with developers have been completed, with all indicating an interest in selling their properties. Staff are engaging an appraiser to gain a better understanding of both the raw land value and potential developed value that will inform further discussions with the owners. In parallel, staff are having the two remaining lots in the current Industrial Park appraised so they can be more aggressively marketed.

Discussion: The area located south of Race Track Road between Highway 102 and Ancestral Drive is approximately 150 acres in area that is vacant and zoned Industrial. The lands have approximately 1 kilometre of frontage along the highway, and excellent highway access. This area is comprised of 8 properties, 2 owned by the same owner and 2 owned by the Town of Amherst. Preliminary discussions with the subject owners indicate a willingness to sell in the right circumstances. The plan would identify options regarding how the properties could be made available for development, establish a preliminary layout for a street network, and a strategy for infrastructure expansion. There is the possibility for either the Town of Amherst to purchase these lands or utilize the recent Local Improvement 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: ~~July~~
2. Approach land owners to discuss the project and their willingness to make their land available and under what conditions.
Due Date: Ongoing
Preliminary discussions are complete – all are interested in either selling raw land or participating in the industrial park development.
3. Develop project summary and present to Council (including senior government funding and marketing)
Due Date: ~~October~~ To be discussed as the Strategic Initiative Planning Day on November 15th.
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

MEMORANDUM

TO: Mayor Kogon and Members of Amherst Town Council

FROM: Emily Wainwright, Dangerous & Unsightly Premises Administrator

DATE: November 20, 2023

RE: Dangerous & Unsightly Premises Semi-Annual Report

As per the Municipal Government Act, Section 345 (3), the administrator shall at least 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.

Attached is a report detailing all dangerous and unsightly properties between June 1, 2023, and October 31, 2023. During this period, we received 74 complaints (in some cases, multiple complaints for one property), completed 61 initial site visits, 139 follow-up inspections, and closed 65 files. There were 49 complaints that were rectified by the property owner(s), and 8 that were completed by a Town-hired contractor and posted to the property owner's tax account. There were 3 complaints received that we concluded to be invalid as a site visit showed the property did not meet the definition of dangerous or unsightly under the MGA.

The 35 Orders issued during this period included 12 to remove junk, rubbish, and garbage from properties, and 18 Orders to maintain lawns, 1 Order to vacate under the Minimum Standards for Residential Occupancies Bylaw, and 4 Orders for various repairs.

Educational material was sent out to 4 properties, which stemmed from violations under the Solid Waste Bylaw.

A Town hired contractor completed the demolition and hauling of materials of 14-16 Cornwall Street. Procurement documents have been issued for the demolition of 2 Pearl Place, while we continue to monitor the property at 1 McCully Street, which was Ordered for demolition on May 2, 2022.

As of November 1, 2023, we have 29 open files which include 16 vacant buildings and miscellaneous repairs, 5 regarding garbage/rubbish, 5 commercial waste management violations, and 3 regarding maintenance of lawns.

Bylaw Report

For Period: June 01 2023 To October 31 2023

AppType = US

Processes	Total
610110 Received Unsightly Complaint	74
610120 Site Visit	61
610220 Educational Material	4
610230 First Notice	19
610250 Followup Inspection	139
610260 Second Notice	22
610310 Issue Order	35
610340 Compliance	50
610350 Inform Finance	19
610440 Close File	65
Total	488

Bylaw Types	Total
Dangerous Unsightly	488
Total	488

File No	File Type	Process	Date Entered	Location
US2021-053				
US2021-053	US	610250 Followup Inspection	06-Jun-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	21-Jun-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	23-Jun-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	29-Jun-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	04-Jul-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	18-Jul-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	24-Jul-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	31-Jul-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	08-Aug-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	29-Aug-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	21-Sep-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	03-Oct-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	10-Oct-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	16-Oct-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	26-Oct-2023	1 Mccully St, Amhest
US2021-058				
US2021-058	US	610250 Followup Inspection	26-Jun-2023	16 Cornwall St, Amherst
US2021-058	US	610350 Inform Finance	27-Jun-2023	16 Cornwall St, Amherst
US2021-058	US	610350 Inform Finance	04-Jul-2023	16 Cornwall St, Amherst
US2021-058	US	610250 Followup Inspection	04-Jul-2023	16 Cornwall St, Amherst
US2021-058	US	610250 Followup Inspection	10-Aug-2023	16 Cornwall St, Amherst
US2021-058	US	610310 Issue Order	10-Aug-2023	16 Cornwall St, Amherst
US2021-058	US	610350 Inform Finance	15-Aug-2023	16 Cornwall St, Amherst
US2021-058	US	610350 Inform Finance	15-Aug-2023	16 Cornwall St, Amherst
US2021-058	US	610250 Followup Inspection	17-Aug-2023	16 Cornwall St, Amherst
US2021-058	US	610250 Followup Inspection	24-Aug-2023	16 Cornwall St, Amherst
US2021-058	US	610250 Followup Inspection	29-Aug-2023	16 Cornwall St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2021-058	US	610350 Inform Finance	07-Sep-2023	16 Cornwall St, Amherst
US2021-058	US	610250 Followup Inspection	22-Sep-2023	16 Cornwall St, Amherst
US2021-058	US	610250 Followup Inspection	04-Oct-2023	16 Cornwall St, Amherst
US2021-058	US	610340 Compliance	06-Oct-2023	16 Cornwall St, Amherst
US2021-058	US	610350 Inform Finance	06-Oct-2023	16 Cornwall St, Amherst
US2021-058	US	610350 Inform Finance	23-Oct-2023	16 Cornwall St, Amherst
US2021-058	US	610440 Close File	23-Oct-2023	16 Cornwall St, Amherst
US2021-059				
US2021-059	US	610250 Followup Inspection	10-Jul-2023	2 Pearl Pla, Amherst
US2021-059	US	610350 Inform Finance	15-Aug-2023	2 Pearl Pla, Amherst
US2021-059	US	610250 Followup Inspection	21-Sep-2023	2 Pearl Pla, Amherst
US2021-059	US	610250 Followup Inspection	22-Sep-2023	2 Pearl Pla, Amherst
US2021-060				
US2021-060	US	610250 Followup Inspection	01-Jun-2023	189 Willow St, Amherst
US2022-064				
US2022-064	US	610250 Followup Inspection	26-Jul-2023	107 Park St, Amherst
US2022-073				
US2022-073	US	610250 Followup Inspection	26-Jul-2023	21 Poplar St, Amherst
US2022-073	US	610250 Followup Inspection	18-Sep-2023	21 Poplar St, Amherst
US2022-073	US	610340 Compliance	18-Sep-2023	21 Poplar St, Amherst
US2022-073	US	610440 Close File	18-Sep-2023	21 Poplar St, Amherst
US2022-074				
US2022-074	US	610310 Issue Order	06-Jun-2023	12 South Albion St, Amherst
US2022-074	US	610250 Followup Inspection	18-Sep-2023	12 South Albion St, Amherst
US2022-074	US	610340 Compliance	18-Sep-2023	12 South Albion St, Amherst
US2022-074	US	610440 Close File	18-Sep-2023	12 South Albion St, Amherst
US2023-003				
US2023-003	US	610250 Followup Inspection	19-Sep-2023	11 Prince Arthur St, Amherst
US2023-003	US	610340 Compliance	19-Sep-2023	11 Prince Arthur St, Amherst
US2023-003	US	610440 Close File	11-Oct-2023	11 Prince Arthur St, Amherst
US2023-006				
US2023-006	US	610250 Followup Inspection	12-Sep-2023	80 Hickman St, Amherst
US2023-006	US	610310 Issue Order	10-Oct-2023	80 Hickman St, Amherst
US2023-007				
US2023-007	US	610250 Followup Inspection	25-Jul-2023	138 South Albion St, Amherst
US2023-007	US	610250 Followup Inspection	23-Aug-2023	138 South Albion St, Amherst
US2023-008				
US2023-008	US	610250 Followup Inspection	25-Jul-2023	4 Robert Angus Dr, Amherst
US2023-009				
US2023-009	US	610250 Followup Inspection	24-Jul-2023	14 Clinton St, Amherst
US2023-009	US	610260 Second Notice	26-Jul-2023	14 Clinton St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-009	US	610250 Followup Inspection	15-Aug-2023	14 Clinton St, Amherst
US2023-009	US	610340 Compliance	15-Aug-2023	14 Clinton St, Amherst
US2023-009	US	610250 Followup Inspection	03-Oct-2023	14 Clinton St, Amherst
US2023-017				
US2023-017	US	610250 Followup Inspection	19-Jun-2023	23 Charles St, Amherst
US2023-017	US	610340 Compliance	19-Jun-2023	23 Charles St, Amherst
US2023-017	US	610440 Close File	19-Jun-2023	23 Charles St, Amherst
US2023-020				
US2023-020	US	610440 Close File	06-Jun-2023	78 Rupert St, Amherst
US2023-020	US	610250 Followup Inspection	06-Jun-2023	78 Rupert St, Amherst
US2023-020	US	610340 Compliance	06-Jun-2023	78 Rupert St, Amherst
US2023-022				
US2023-022	US	610340 Compliance	07-Sep-2023	6 Smith St, Amherst
US2023-022	US	610440 Close File	07-Sep-2023	6 Smith St, Amherst
US2023-023				
US2023-023	US	610260 Second Notice	01-Jun-2023	19 Belliveau Ave, Amherst
US2023-023	US	610250 Followup Inspection	10-Jul-2023	19 Belliveau Ave, Amherst
US2023-023	US	610340 Compliance	10-Jul-2023	19 Belliveau Ave, Amherst
US2023-023	US	610440 Close File	31-Jul-2023	19 Belliveau Ave, Amherst
US2023-025				
US2023-025	US	610250 Followup Inspection	29-Sep-2023	28 Dale St, Amherst
US2023-025	US	610340 Compliance	29-Sep-2023	28 Dale St, Amherst
US2023-025	US	610440 Close File	29-Sep-2023	28 Dale St, Amherst
US2023-026				
US2023-026	US	610310 Issue Order	01-Jun-2023	14 Acadia St, Amherst
US2023-026	US	610250 Followup Inspection	29-Jun-2023	14 Acadia St, Amherst
US2023-026	US	610310 Issue Order	29-Jun-2023	14 Acadia St, Amherst
US2023-026	US	610250 Followup Inspection	22-Aug-2023	14 Acadia St, Amherst
US2023-026	US	610250 Followup Inspection	11-Sep-2023	14 Acadia St, Amherst
US2023-029				
US2023-029	US	610250 Followup Inspection	15-Jun-2023	5 Spring St, Amherst
US2023-029	US	610250 Followup Inspection	19-Jun-2023	5 Spring St, Amherst
US2023-029	US	610250 Followup Inspection	21-Jun-2023	5 Spring St, Amherst
US2023-029	US	610310 Issue Order	21-Jun-2023	5 Spring St, Amherst
US2023-029	US	610250 Followup Inspection	23-Jun-2023	5 Spring St, Amherst
US2023-029	US	610440 Close File	23-Jun-2023	5 Spring St, Amherst
US2023-029	US	610340 Compliance	23-Jun-2023	5 Spring St, Amherst
US2023-030				
US2023-030	US	610250 Followup Inspection	02-Jun-2023	2 York St, Amherst
US2023-030	US	610440 Close File	02-Jun-2023	2 York St, Amherst
US2023-030	US	610350 Inform Finance	05-Jun-2023	2 York St, Amherst
US2023-030	US	610350 Inform Finance	05-Jun-2023	2 York St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-032				
US2023-032	US	610110 Received Unsightly Complain	01-Jun-2023	11 Erncliffe St, Amherst
US2023-032	US	610120 Site Visit	01-Jun-2023	11 Erncliffe St, Amherst
US2023-032	US	610250 Followup Inspection	02-Jun-2023	11 Erncliffe St, Amherst
US2023-032	US	610260 Second Notice	05-Jun-2023	11 Erncliffe St, Amherst
US2023-032	US	610250 Followup Inspection	22-Jun-2023	11 Erncliffe St, Amherst
US2023-032	US	610310 Issue Order	22-Jun-2023	11 Erncliffe St, Amherst
US2023-032	US	610250 Followup Inspection	05-Jul-2023	11 Erncliffe St, Amherst
US2023-032	US	610340 Compliance	05-Jul-2023	11 Erncliffe St, Amherst
US2023-032	US	610440 Close File	05-Jul-2023	11 Erncliffe St, Amherst
US2023-033				
US2023-033	US	610110 Received Unsightly Complain	01-Jun-2023	7 Erncliffe St, Amherst
US2023-033	US	610120 Site Visit	01-Jun-2023	7 Erncliffe St, Amherst
US2023-033	US	610250 Followup Inspection	02-Jun-2023	7 Erncliffe St, Amherst
US2023-033	US	610260 Second Notice	05-Jun-2023	7 Erncliffe St, Amherst
US2023-033	US	610340 Compliance	21-Jun-2023	7 Erncliffe St, Amherst
US2023-033	US	610250 Followup Inspection	21-Jun-2023	7 Erncliffe St, Amherst
US2023-033	US	610440 Close File	21-Jun-2023	7 Erncliffe St, Amherst
US2023-034				
US2023-034	US	610110 Received Unsightly Complain	13-Jun-2023	3 Dale St, Amherst
US2023-034	US	610120 Site Visit	13-Jun-2023	3 Dale St, Amherst
US2023-034	US	610310 Issue Order	15-Jun-2023	3 Dale St, Amherst
US2023-034	US	610250 Followup Inspection	19-Jun-2023	3 Dale St, Amherst
US2023-034	US	610340 Compliance	19-Jun-2023	3 Dale St, Amherst
US2023-034	US	610440 Close File	19-Jun-2023	3 Dale St, Amherst
US2023-035				
US2023-035	US	610110 Received Unsightly Complain	06-Jun-2023	106 Church St, Amherst
US2023-035	US	610120 Site Visit	12-Jun-2023	106 Church St, Amherst
US2023-035	US	610440 Close File	21-Jun-2023	106 Church St, Amherst
US2023-036				
US2023-036	US	610110 Received Unsightly Complain	06-Jun-2023	1 Belmont St, Amherst
US2023-036	US	610120 Site Visit	12-Jun-2023	1 Belmont St, Amherst
US2023-037				
US2023-037	US	610110 Received Unsightly Complain	14-Jun-2023	74 West Victoria St, Amherst
US2023-037	US	610120 Site Visit	16-Jun-2023	74 West Victoria St, Amherst
US2023-037	US	610250 Followup Inspection	20-Jun-2023	74 West Victoria St, Amherst
US2023-037	US	610230 First Notice	20-Jun-2023	74 West Victoria St, Amherst
US2023-037	US	610310 Issue Order	22-Jun-2023	74 West Victoria St, Amherst
US2023-037	US	610230 First Notice	22-Jun-2023	74 West Victoria St, Amherst
US2023-037	US	610250 Followup Inspection	19-Oct-2023	74 West Victoria St, Amherst
US2023-037	US	610310 Issue Order	19-Oct-2023	74 West Victoria St, Amherst
US2023-038				
US2023-038	US	610120 Site Visit	06-Jun-2023	103 Willow St, Amherst
US2023-038	US	610110 Received Unsightly Complain	15-Jun-2023	103 Willow St, Amherst
US2023-038	US	610260 Second Notice	20-Jun-2023	103 Willow St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-038	US	610110 Received Unsightly Complain	04-Jul-2023	103 Willow St, Amherst
US2023-038	US	610250 Followup Inspection	05-Jul-2023	103 Willow St, Amherst
US2023-038	US	610310 Issue Order	05-Jul-2023	103 Willow St, Amherst
US2023-038	US	610340 Compliance	18-Jul-2023	103 Willow St, Amherst
US2023-038	US	610440 Close File	31-Jul-2023	103 Willow St, Amherst
US2023-039				
US2023-039	US	610110 Received Unsightly Complain	15-Jun-2023	247 Willow St, Cumberland Coun
US2023-039	US	610120 Site Visit	16-Jun-2023	247 Willow St, Cumberland Coun
US2023-039	US	610440 Close File	19-Jun-2023	247 Willow St, Cumberland Coun
US2023-040				
US2023-040	US	610110 Received Unsightly Complain	12-Jun-2023	10 Newton Ave, Amherst
US2023-040	US	610120 Site Visit	15-Jun-2023	10 Newton Ave, Amherst
US2023-040	US	610310 Issue Order	16-Jun-2023	10 Newton Ave, Amherst
US2023-040	US	610250 Followup Inspection	20-Jun-2023	10 Newton Ave, Amherst
US2023-040	US	610340 Compliance	20-Jun-2023	10 Newton Ave, Amherst
US2023-040	US	610440 Close File	20-Jun-2023	10 Newton Ave, Amherst
US2023-041				
US2023-041	US	610110 Received Unsightly Complain	12-Jun-2023	12 Newton Ave, Amherst
US2023-041	US	610120 Site Visit	15-Jun-2023	12 Newton Ave, Amherst
US2023-041	US	610440 Close File	20-Jun-2023	12 Newton Ave, Amherst
US2023-041	US	610250 Followup Inspection	20-Jun-2023	12 Newton Ave, Amherst
US2023-042				
US2023-042	US	610110 Received Unsightly Complain	15-Jun-2023	17 Poplar St, Amherst
US2023-042	US	610120 Site Visit	15-Jun-2023	17 Poplar St, Amherst
US2023-042	US	610250 Followup Inspection	26-Jul-2023	17 Poplar St, Amherst
US2023-042	US	610250 Followup Inspection	18-Sep-2023	17 Poplar St, Amherst
US2023-042	US	610340 Compliance	18-Sep-2023	17 Poplar St, Amherst
US2023-042	US	610440 Close File	18-Sep-2023	17 Poplar St, Amherst
US2023-043				
US2023-043	US	610120 Site Visit	15-Jun-2023	2 York St, Amherst
US2023-043	US	610310 Issue Order	16-Jun-2023	2 York St, Amherst
US2023-043	US	610440 Close File	20-Jun-2023	2 York St, Amherst
US2023-043	US	610250 Followup Inspection	20-Jun-2023	2 York St, Amherst
US2023-043	US	610340 Compliance	20-Jun-2023	2 York St, Amherst
US2023-044				
US2023-044	US	610120 Site Visit	15-Jun-2023	11 Duke St, Amherst
US2023-044	US	610310 Issue Order	16-Jun-2023	11 Duke St, Amherst
US2023-044	US	610440 Close File	20-Jun-2023	11 Duke St, Amherst
US2023-044	US	610250 Followup Inspection	20-Jun-2023	11 Duke St, Amherst
US2023-044	US	610340 Compliance	20-Jun-2023	11 Duke St, Amherst
US2023-045				
US2023-045	US	610120 Site Visit	06-Jun-2023	52 Willow St, Amherst
US2023-045	US	610110 Received Unsightly Complain	13-Jun-2023	52 Willow St, Amherst
US2023-045	US	610310 Issue Order	16-Jun-2023	52 Willow St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-045	US	610250 Followup Inspection	05-Jul-2023	52 Willow St, Amherst
US2023-045	US	610440 Close File	20-Jul-2023	52 Willow St, Amherst
US2023-045	US	610250 Followup Inspection	20-Jul-2023	52 Willow St, Amherst
US2023-045	US	610340 Compliance	20-Jul-2023	52 Willow St, Amherst
US2023-046				
US2023-046	US	610110 Received Unsightly Complain	12-Jun-2023	144 East Victoria St, Amherst
US2023-046	US	610120 Site Visit	13-Jun-2023	144 East Victoria St, Amherst
US2023-046	US	610250 Followup Inspection	19-Jun-2023	144 East Victoria St, Amherst
US2023-046	US	610340 Compliance	19-Jun-2023	144 East Victoria St, Amherst
US2023-046	US	610440 Close File	01-Aug-2023	144 East Victoria St, Amherst
US2023-047				
US2023-047	US	610110 Received Unsightly Complain	19-Jun-2023	40 Croft St, Amherst
US2023-047	US	610120 Site Visit	19-Jun-2023	40 Croft St, Amherst
US2023-047	US	610230 First Notice	26-Jul-2023	40 Croft St, Amherst
US2023-047	US	610250 Followup Inspection	30-Oct-2023	40 Croft St, Amherst
US2023-047	US	610340 Compliance	30-Oct-2023	40 Croft St, Amherst
US2023-047	US	610440 Close File	30-Oct-2023	40 Croft St, Amherst
US2023-048				
US2023-048	US	610110 Received Unsightly Complain	20-Jun-2023	12 Melrose St, Amherst
US2023-048	US	610120 Site Visit	20-Jun-2023	12 Melrose St, Amherst
US2023-048	US	610310 Issue Order	20-Jun-2023	12 Melrose St, Amherst
US2023-048	US	610250 Followup Inspection	04-Jul-2023	12 Melrose St, Amherst
US2023-048	US	610250 Followup Inspection	10-Jul-2023	12 Melrose St, Amherst
US2023-048	US	610350 Inform Finance	11-Jul-2023	12 Melrose St, Amherst
US2023-048	US	610440 Close File	31-Jul-2023	12 Melrose St, Amherst
US2023-049				
US2023-049	US	610110 Received Unsightly Complain	22-Jun-2023	1 Central Ave, Amherst
US2023-049	US	610120 Site Visit	23-Jun-2023	1 Central Ave, Amherst
US2023-049	US	610310 Issue Order	23-Jun-2023	1 Central Ave, Amherst
US2023-049	US	610250 Followup Inspection	30-Jun-2023	1 Central Ave, Amherst
US2023-049	US	610340 Compliance	30-Jun-2023	1 Central Ave, Amherst
US2023-049	US	610440 Close File	05-Jul-2023	1 Central Ave, Amherst
US2023-050				
US2023-050	US	610110 Received Unsightly Complain	23-Jun-2023	1 Lawrence St, Amherst
US2023-050	US	610120 Site Visit	23-Jun-2023	1 Lawrence St, Amherst
US2023-050	US	610310 Issue Order	23-Jun-2023	1 Lawrence St, Amherst
US2023-050	US	610250 Followup Inspection	30-Jun-2023	1 Lawrence St, Amherst
US2023-050	US	610340 Compliance	30-Jun-2023	1 Lawrence St, Amherst
US2023-050	US	610440 Close File	05-Jul-2023	1 Lawrence St, Amherst
US2023-051				
US2023-051	US	610110 Received Unsightly Complain	27-Jun-2023	3 Russell St, Amherst
US2023-051	US	610120 Site Visit	28-Jun-2023	3 Russell St, Amherst
US2023-051	US	610250 Followup Inspection	30-Jun-2023	3 Russell St, Amherst
US2023-051	US	610310 Issue Order	30-Jun-2023	3 Russell St, Amherst
US2023-051	US	610340 Compliance	04-Jul-2023	3 Russell St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-051	US	610250 Followup Inspection	04-Jul-2023	3 Russell St, Amherst
US2023-051	US	610440 Close File	05-Jul-2023	3 Russell St, Amherst
US2023-052				
US2023-052	US	610110 Received Unsightly Complain	23-Jun-2023	192 East Victoria St, Amherst
US2023-052	US	610120 Site Visit	28-Jun-2023	192 East Victoria St, Amherst
US2023-052	US	610260 Second Notice	29-Jun-2023	192 East Victoria St, Amherst
US2023-052	US	610250 Followup Inspection	18-Jul-2023	192 East Victoria St, Amherst
US2023-052	US	610340 Compliance	18-Jul-2023	192 East Victoria St, Amherst
US2023-052	US	610440 Close File	31-Jul-2023	192 East Victoria St, Amherst
US2023-053				
US2023-053	US	610110 Received Unsightly Complain	18-Jul-2023	6 South Albion St, Amherst
US2023-053	US	610120 Site Visit	18-Jul-2023	6 South Albion St, Amherst
US2023-053	US	610310 Issue Order	19-Jul-2023	6 South Albion St, Amherst
US2023-053	US	610250 Followup Inspection	31-Jul-2023	6 South Albion St, Amherst
US2023-053	US	610340 Compliance	31-Jul-2023	6 South Albion St, Amherst
US2023-053	US	610440 Close File	08-Aug-2023	6 South Albion St, Amherst
US2023-054				
US2023-054	US	610110 Received Unsightly Complain	17-Jul-2023	12 Clarence St, Amherst
US2023-054	US	610120 Site Visit	19-Jul-2023	12 Clarence St, Amherst
US2023-054	US	610230 First Notice	20-Jul-2023	12 Clarence St, Amherst
US2023-054	US	610250 Followup Inspection	10-Oct-2023	12 Clarence St, Amherst
US2023-054	US	610260 Second Notice	25-Oct-2023	12 Clarence St, Amherst
US2023-055				
US2023-055	US	610110 Received Unsightly Complain	19-Jul-2023	63 Church St, Amherst
US2023-055	US	610120 Site Visit	19-Jul-2023	63 Church St, Amherst
US2023-055	US	610230 First Notice	19-Jul-2023	63 Church St, Amherst
US2023-055	US	610250 Followup Inspection	24-Jul-2023	63 Church St, Amherst
US2023-055	US	610340 Compliance	24-Jul-2023	63 Church St, Amherst
US2023-055	US	610440 Close File	24-Jul-2023	63 Church St, Amherst
US2023-056				
US2023-056	US	610110 Received Unsightly Complain	11-Jul-2023	182 East Victoria St, Amherst
US2023-056	US	610120 Site Visit	13-Jul-2023	182 East Victoria St, Amherst
US2023-056	US	610260 Second Notice	13-Jul-2023	182 East Victoria St, Amherst
US2023-056	US	610340 Compliance	19-Jul-2023	182 East Victoria St, Amherst
US2023-056	US	610250 Followup Inspection	19-Jul-2023	182 East Victoria St, Amherst
US2023-056	US	610440 Close File	08-Aug-2023	182 East Victoria St, Amherst
US2023-057				
US2023-057	US	610110 Received Unsightly Complain	18-Jul-2023	8 Albion St, Amherst
US2023-057	US	610120 Site Visit	18-Jul-2023	8 Albion St, Amherst
US2023-057	US	610310 Issue Order	19-Jul-2023	8 Albion St, Amherst
US2023-057	US	610250 Followup Inspection	31-Jul-2023	8 Albion St, Amherst
US2023-057	US	610250 Followup Inspection	01-Aug-2023	8 Albion St, Amherst
US2023-057	US	610440 Close File	08-Aug-2023	8 Albion St, Amherst
US2023-057	US	610350 Inform Finance	15-Aug-2023	8 Albion St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-058				
US2023-058	US	610110 Received Unsightly Complain	13-Jul-2023	Chandler Rd, Amherst
US2023-058	US	610120 Site Visit	18-Jul-2023	Chandler Rd, Amherst
US2023-058	US	610250 Followup Inspection	18-Jul-2023	Chandler Rd, Amherst
US2023-058	US	610340 Compliance	18-Jul-2023	Chandler Rd, Amherst
US2023-058	US	610440 Close File	20-Jul-2023	Chandler Rd, Amherst
US2023-059				
US2023-059	US	610110 Received Unsightly Complain	13-Jul-2023	60 Summit Ave, Amherst
US2023-059	US	610120 Site Visit	18-Jul-2023	60 Summit Ave, Amherst
US2023-059	US	610230 First Notice	18-Jul-2023	60 Summit Ave, Amherst
US2023-059	US	610110 Received Unsightly Complain	20-Jul-2023	60 Summit Ave, Amherst
US2023-059	US	610110 Received Unsightly Complain	21-Jul-2023	60 Summit Ave, Amherst
US2023-059	US	610110 Received Unsightly Complain	31-Jul-2023	60 Summit Ave, Amherst
US2023-059	US	610250 Followup Inspection	31-Jul-2023	60 Summit Ave, Amherst
US2023-059	US	610250 Followup Inspection	01-Aug-2023	60 Summit Ave, Amherst
US2023-059	US	610250 Followup Inspection	08-Aug-2023	60 Summit Ave, Amherst
US2023-059	US	610250 Followup Inspection	15-Aug-2023	60 Summit Ave, Amherst
US2023-059	US	610250 Followup Inspection	16-Aug-2023	60 Summit Ave, Amherst
US2023-059	US	610310 Issue Order	16-Aug-2023	60 Summit Ave, Amherst
US2023-059	US	610250 Followup Inspection	25-Aug-2023	60 Summit Ave, Amherst
US2023-059	US	610250 Followup Inspection	28-Aug-2023	60 Summit Ave, Amherst
US2023-059	US	610250 Followup Inspection	31-Aug-2023	60 Summit Ave, Amherst
US2023-059	US	610250 Followup Inspection	06-Sep-2023	60 Summit Ave, Amherst
US2023-059	US	610340 Compliance	06-Sep-2023	60 Summit Ave, Amherst
US2023-059	US	610440 Close File	06-Sep-2023	60 Summit Ave, Amherst
US2023-060				
US2023-060	US	610110 Received Unsightly Complain	11-Jul-2023	43 Charles St, Amherst
US2023-060	US	610120 Site Visit	13-Jul-2023	43 Charles St, Amherst
US2023-060	US	610260 Second Notice	13-Jul-2023	43 Charles St, Amherst
US2023-060	US	610340 Compliance	18-Jul-2023	43 Charles St, Amherst
US2023-060	US	610250 Followup Inspection	18-Jul-2023	43 Charles St, Amherst
US2023-060	US	610440 Close File	31-Jul-2023	43 Charles St, Amherst
US2023-061				
US2023-061	US	610110 Received Unsightly Complain	30-Jun-2023	196 East Victoria St, Amherst
US2023-061	US	610120 Site Visit	30-Jun-2023	196 East Victoria St, Amherst
US2023-061	US	610310 Issue Order	30-Jun-2023	196 East Victoria St, Amherst
US2023-061	US	610250 Followup Inspection	10-Jul-2023	196 East Victoria St, Amherst
US2023-061	US	610340 Compliance	10-Jul-2023	196 East Victoria St, Amherst
US2023-061	US	610440 Close File	31-Jul-2023	196 East Victoria St, Amherst
US2023-062				
US2023-062	US	610110 Received Unsightly Complain	23-Jul-2023	169 Willow St, Amherst
US2023-062	US	610120 Site Visit	24-Jul-2023	169 Willow St, Amherst
US2023-062	US	610260 Second Notice	24-Jul-2023	169 Willow St, Amherst
US2023-062	US	610250 Followup Inspection	15-Aug-2023	169 Willow St, Amherst
US2023-062	US	610310 Issue Order	31-Aug-2023	169 Willow St, Amherst
US2023-062	US	610250 Followup Inspection	31-Aug-2023	169 Willow St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-062	US	610250 Followup Inspection	14-Sep-2023	169 Willow St, Amherst
US2023-062	US	610440 Close File	15-Sep-2023	169 Willow St, Amherst
US2023-062	US	610250 Followup Inspection	15-Sep-2023	169 Willow St, Amherst
US2023-062	US	610350 Inform Finance	12-Oct-2023	169 Willow St, Amherst
US2023-063				
US2023-063	US	610110 Received Unsightly Complain	21-Jul-2023	52 Willow St, Amherst
US2023-063	US	610120 Site Visit	26-Jul-2023	52 Willow St, Amherst
US2023-063	US	610250 Followup Inspection	15-Aug-2023	52 Willow St, Amherst
US2023-063	US	610260 Second Notice	15-Aug-2023	52 Willow St, Amherst
US2023-064				
US2023-064	US	610220 Educational Material	26-Jul-2023	9 Spring St, Amherst
US2023-064	US	610110 Received Unsightly Complain	26-Jul-2023	9 Spring St, Amherst
US2023-064	US	610230 First Notice	26-Jul-2023	9 Spring St, Amherst
US2023-064	US	610440 Close File	31-Jul-2023	9 Spring St, Amherst
US2023-065				
US2023-065	US	610110 Received Unsightly Complain	01-Aug-2023	63 Church St, Amherst
US2023-065	US	610120 Site Visit	01-Aug-2023	63 Church St, Amherst
US2023-065	US	610230 First Notice	02-Aug-2023	63 Church St, Amherst
US2023-065	US	610250 Followup Inspection	23-Aug-2023	63 Church St, Amherst
US2023-065	US	610340 Compliance	23-Aug-2023	63 Church St, Amherst
US2023-065	US	610440 Close File	24-Aug-2023	63 Church St, Amherst
US2023-066				
US2023-066	US	610110 Received Unsightly Complain	08-Aug-2023	77 Cornwall St, Amherst
US2023-066	US	610120 Site Visit	10-Aug-2023	77 Cornwall St, Amherst
US2023-066	US	610260 Second Notice	10-Aug-2023	77 Cornwall St, Amherst
US2023-066	US	610250 Followup Inspection	17-Aug-2023	77 Cornwall St, Amherst
US2023-066	US	610250 Followup Inspection	18-Aug-2023	77 Cornwall St, Amherst
US2023-066	US	610340 Compliance	18-Aug-2023	77 Cornwall St, Amherst
US2023-066	US	610440 Close File	18-Aug-2023	77 Cornwall St, Amherst
US2023-067				
US2023-067	US	610110 Received Unsightly Complain	03-Aug-2023	127 East Victoria St, Amherst
US2023-067	US	610120 Site Visit	09-Aug-2023	127 East Victoria St, Amherst
US2023-067	US	610250 Followup Inspection	16-Aug-2023	127 East Victoria St, Amherst
US2023-067	US	610230 First Notice	16-Aug-2023	127 East Victoria St, Amherst
US2023-067	US	610250 Followup Inspection	29-Aug-2023	127 East Victoria St, Amherst
US2023-067	US	610260 Second Notice	31-Aug-2023	127 East Victoria St, Amherst
US2023-067	US	610250 Followup Inspection	31-Aug-2023	127 East Victoria St, Amherst
US2023-067	US	610250 Followup Inspection	07-Sep-2023	127 East Victoria St, Amherst
US2023-067	US	610340 Compliance	07-Sep-2023	127 East Victoria St, Amherst
US2023-067	US	610250 Followup Inspection	11-Oct-2023	127 East Victoria St, Amherst
US2023-067	US	610260 Second Notice	11-Oct-2023	127 East Victoria St, Amherst
US2023-067	US	610250 Followup Inspection	26-Oct-2023	127 East Victoria St, Amherst
US2023-067	US	610440 Close File	30-Oct-2023	127 East Victoria St, Amherst
US2023-068				
US2023-068	US	610110 Received Unsightly Complain	14-Aug-2023	29 Patterson St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-068	US	610260 Second Notice	15-Aug-2023	29 Patterson St, Amherst
US2023-068	US	610120 Site Visit	15-Aug-2023	29 Patterson St, Amherst
US2023-068	US	610250 Followup Inspection	22-Aug-2023	29 Patterson St, Amherst
US2023-068	US	610340 Compliance	22-Aug-2023	29 Patterson St, Amherst
US2023-068	US	610440 Close File	23-Aug-2023	29 Patterson St, Amherst
US2023-069				
US2023-069	US	610110 Received Unsightly Complain	14-Aug-2023	31 Patterson St, Amherst
US2023-069	US	610120 Site Visit	15-Aug-2023	31 Patterson St, Amherst
US2023-069	US	610260 Second Notice	16-Aug-2023	31 Patterson St, Amherst
US2023-069	US	610250 Followup Inspection	29-Aug-2023	31 Patterson St, Amherst
US2023-069	US	610310 Issue Order	31-Aug-2023	31 Patterson St, Amherst
US2023-069	US	610250 Followup Inspection	21-Sep-2023	31 Patterson St, Amherst
US2023-069	US	610250 Followup Inspection	22-Sep-2023	31 Patterson St, Amherst
US2023-069	US	610440 Close File	22-Sep-2023	31 Patterson St, Amherst
US2023-069	US	610350 Inform Finance	03-Oct-2023	31 Patterson St, Amherst
US2023-069	US	610350 Inform Finance	10-Oct-2023	31 Patterson St, Amherst
US2023-070				
US2023-070	US	610110 Received Unsightly Complain	16-Aug-2023	55 East Victoria St, Amherst
US2023-070	US	610120 Site Visit	16-Aug-2023	55 East Victoria St, Amherst
US2023-070	US	610230 First Notice	16-Aug-2023	55 East Victoria St, Amherst
US2023-070	US	610250 Followup Inspection	17-Aug-2023	55 East Victoria St, Amherst
US2023-070	US	610340 Compliance	17-Aug-2023	55 East Victoria St, Amherst
US2023-070	US	610440 Close File	18-Aug-2023	55 East Victoria St, Amherst
US2023-071				
US2023-071	US	610110 Received Unsightly Complain	16-Aug-2023	Palmer St, Amherst
US2023-071	US	610120 Site Visit	16-Aug-2023	Palmer St, Amherst
US2023-071	US	610230 First Notice	17-Aug-2023	Palmer St, Amherst
US2023-071	US	610250 Followup Inspection	22-Aug-2023	Palmer St, Amherst
US2023-071	US	610340 Compliance	22-Aug-2023	Palmer St, Amherst
US2023-071	US	610440 Close File	23-Aug-2023	Palmer St, Amherst
US2023-072				
US2023-072	US	610120 Site Visit	23-Aug-2023	13 West Pleasant St, Amherst
US2023-072	US	610230 First Notice	06-Sep-2023	13 West Pleasant St, Amherst
US2023-072	US	610230 First Notice	13-Sep-2023	13 West Pleasant St, Amherst
US2023-072	US	610250 Followup Inspection	28-Sep-2023	13 West Pleasant St, Amherst
US2023-073				
US2023-073	US	610110 Received Unsightly Complain	22-Aug-2023	224 East Victoria St, Amherst
US2023-073	US	610120 Site Visit	22-Aug-2023	224 East Victoria St, Amherst
US2023-073	US	610260 Second Notice	23-Aug-2023	224 East Victoria St, Amherst
US2023-073	US	610250 Followup Inspection	28-Aug-2023	224 East Victoria St, Amherst
US2023-073	US	610340 Compliance	28-Aug-2023	224 East Victoria St, Amherst
US2023-073	US	610250 Followup Inspection	18-Sep-2023	224 East Victoria St, Amherst
US2023-073	US	610440 Close File	18-Sep-2023	224 East Victoria St, Amherst
US2023-074				
US2023-074	US	610110 Received Unsightly Complain	17-Aug-2023	103 East Pleasant St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-074	US	610230 First Notice	23-Aug-2023	103 East Pleasant St, Amherst
US2023-074	US	610340 Compliance	24-Aug-2023	103 East Pleasant St, Amherst
US2023-074	US	610440 Close File	24-Aug-2023	103 East Pleasant St, Amherst
US2023-075				
US2023-075	US	610110 Received Unsightly Complain	22-Aug-2023	29 Clifford St, Amherst
US2023-075	US	610120 Site Visit	24-Aug-2023	29 Clifford St, Amherst
US2023-075	US	610230 First Notice	25-Aug-2023	29 Clifford St, Amherst
US2023-075	US	610310 Issue Order	26-Oct-2023	29 Clifford St, Amherst
US2023-076				
US2023-076	US	610110 Received Unsightly Complain	23-Aug-2023	224 East Victoria St, Amherst
US2023-077				
US2023-077	US	610110 Received Unsightly Complain	28-Aug-2023	7 Brownell Ave, Amherst
US2023-077	US	610120 Site Visit	31-Aug-2023	7 Brownell Ave, Amherst
US2023-077	US	610230 First Notice	31-Aug-2023	7 Brownell Ave, Amherst
US2023-077	US	610220 Educational Material	31-Aug-2023	7 Brownell Ave, Amherst
US2023-077	US	610440 Close File	11-Sep-2023	7 Brownell Ave, Amherst
US2023-078				
US2023-078	US	610110 Received Unsightly Complain	28-Aug-2023	13 Parkwood Dr, Amherst
US2023-078	US	610110 Received Unsightly Complain	28-Aug-2023	13 Parkwood Dr, Amherst
US2023-078	US	610110 Received Unsightly Complain	28-Aug-2023	13 Parkwood Dr, Amherst
US2023-078	US	610120 Site Visit	29-Aug-2023	13 Parkwood Dr, Amherst
US2023-078	US	610260 Second Notice	30-Aug-2023	13 Parkwood Dr, Amherst
US2023-078	US	610250 Followup Inspection	08-Sep-2023	13 Parkwood Dr, Amherst
US2023-078	US	610310 Issue Order	08-Sep-2023	13 Parkwood Dr, Amherst
US2023-078	US	610250 Followup Inspection	21-Sep-2023	13 Parkwood Dr, Amherst
US2023-078	US	610340 Compliance	21-Sep-2023	13 Parkwood Dr, Amherst
US2023-078	US	610440 Close File	22-Sep-2023	13 Parkwood Dr, Amherst
US2023-079				
US2023-079	US	610120 Site Visit	30-Aug-2023	5 Electric St, Amherst
US2023-080				
US2023-080	US	610110 Received Unsightly Complain	15-Aug-2023	12 Queen St, Amherst
US2023-080	US	610120 Site Visit	17-Aug-2023	12 Queen St, Amherst
US2023-080	US	610230 First Notice	23-Aug-2023	12 Queen St, Amherst
US2023-080	US	610250 Followup Inspection	29-Aug-2023	12 Queen St, Amherst
US2023-080	US	610340 Compliance	29-Aug-2023	12 Queen St, Amherst
US2023-080	US	610440 Close File	29-Aug-2023	12 Queen St, Amherst
US2023-081				
US2023-081	US	610110 Received Unsightly Complain	31-Aug-2023	Duke St, Amherst
US2023-081	US	610120 Site Visit	31-Aug-2023	Duke St, Amherst
US2023-081	US	610250 Followup Inspection	06-Sep-2023	Duke St, Amherst
US2023-081	US	610260 Second Notice	06-Sep-2023	Duke St, Amherst
US2023-081	US	610250 Followup Inspection	18-Sep-2023	Duke St, Amherst
US2023-081	US	610310 Issue Order	18-Sep-2023	Duke St, Amherst
US2023-081	US	610440 Close File	25-Sep-2023	Duke St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-081	US	610250 Followup Inspection	25-Sep-2023	Duke St, Amherst
US2023-081	US	610340 Compliance	25-Sep-2023	Duke St, Amherst
US2023-082				
US2023-082	US	610110 Received Unsightly Complain	31-Aug-2023	11 Duke St, Amherst
US2023-082	US	610120 Site Visit	31-Aug-2023	11 Duke St, Amherst
US2023-082	US	610250 Followup Inspection	07-Sep-2023	11 Duke St, Amherst
US2023-082	US	610310 Issue Order	07-Sep-2023	11 Duke St, Amherst
US2023-082	US	610250 Followup Inspection	12-Sep-2023	11 Duke St, Amherst
US2023-082	US	610340 Compliance	12-Sep-2023	11 Duke St, Amherst
US2023-082	US	610440 Close File	12-Sep-2023	11 Duke St, Amherst
US2023-083				
US2023-083	US	610110 Received Unsightly Complain	31-Aug-2023	2 York St, Amherst
US2023-083	US	610120 Site Visit	31-Aug-2023	2 York St, Amherst
US2023-083	US	610250 Followup Inspection	07-Sep-2023	2 York St, Amherst
US2023-083	US	610310 Issue Order	07-Sep-2023	2 York St, Amherst
US2023-083	US	610440 Close File	12-Sep-2023	2 York St, Amherst
US2023-084				
US2023-084	US	610110 Received Unsightly Complain	31-Aug-2023	71 Albion St, Amherst
US2023-084	US	610340 Compliance	07-Sep-2023	71 Albion St, Amherst
US2023-084	US	610440 Close File	07-Sep-2023	71 Albion St, Amherst
US2023-085				
US2023-085	US	610110 Received Unsightly Complain	08-Sep-2023	4 Rambler St, Amherst
US2023-085	US	610220 Educational Material	08-Sep-2023	4 Rambler St, Amherst
US2023-085	US	610440 Close File	08-Sep-2023	4 Rambler St, Amherst
US2023-086				
US2023-086	US	610110 Received Unsightly Complain	05-Sep-2023	54 Rupert St, Amherst
US2023-086	US	610120 Site Visit	06-Sep-2023	54 Rupert St, Amherst
US2023-087				
US2023-087	US	610110 Received Unsightly Complain	11-Sep-2023	6 West Victoria St, Amherst
US2023-087	US	610120 Site Visit	11-Sep-2023	6 West Victoria St, Amherst
US2023-087	US	610310 Issue Order	11-Sep-2023	6 West Victoria St, Amherst
US2023-087	US	610260 Second Notice	11-Sep-2023	6 West Victoria St, Amherst
US2023-087	US	610220 Educational Material	11-Sep-2023	6 West Victoria St, Amherst
US2023-087	US	610110 Received Unsightly Complain	11-Sep-2023	6 West Victoria St, Amherst
US2023-087	US	610110 Received Unsightly Complain	11-Sep-2023	6 West Victoria St, Amherst
US2023-087	US	610110 Received Unsightly Complain	11-Sep-2023	6 West Victoria St, Amherst
US2023-087	US	610250 Followup Inspection	27-Sep-2023	6 West Victoria St, Amherst
US2023-087	US	610250 Followup Inspection	28-Sep-2023	6 West Victoria St, Amherst
US2023-087	US	610440 Close File	29-Sep-2023	6 West Victoria St, Amherst
US2023-087	US	610350 Inform Finance	03-Oct-2023	6 West Victoria St, Amherst
US2023-087	US	610350 Inform Finance	10-Oct-2023	6 West Victoria St, Amherst
US2023-088				
US2023-088	US	610120 Site Visit	30-Aug-2023	55 East Victoria St, Amherst
US2023-088	US	610230 First Notice	06-Sep-2023	55 East Victoria St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-088	US	610230 First Notice	13-Sep-2023	55 East Victoria St, Amherst
US2023-088	US	610250 Followup Inspection	28-Sep-2023	55 East Victoria St, Amherst
US2023-089				
US2023-089	US	610110 Received Unsightly Complain	15-Sep-2023	43 Clifford St, Amherst
US2023-089	US	610120 Site Visit	19-Sep-2023	43 Clifford St, Amherst
US2023-089	US	610260 Second Notice	19-Sep-2023	43 Clifford St, Amherst
US2023-089	US	610250 Followup Inspection	27-Sep-2023	43 Clifford St, Amherst
US2023-089	US	610340 Compliance	06-Oct-2023	43 Clifford St, Amherst
US2023-089	US	610250 Followup Inspection	06-Oct-2023	43 Clifford St, Amherst
US2023-089	US	610440 Close File	06-Oct-2023	43 Clifford St, Amherst
US2023-090				
US2023-090	US	610110 Received Unsightly Complain	21-Sep-2023	14 Spring St, Amherst
US2023-090	US	610120 Site Visit	21-Sep-2023	14 Spring St, Amherst
US2023-090	US	610250 Followup Inspection	21-Sep-2023	14 Spring St, Amherst
US2023-090	US	610440 Close File	21-Sep-2023	14 Spring St, Amherst
US2023-091				
US2023-091	US	610110 Received Unsightly Complain	10-Oct-2023	24 West Pleasant St, Amherst
US2023-091	US	610120 Site Visit	10-Oct-2023	24 West Pleasant St, Amherst
US2023-091	US	610310 Issue Order	12-Oct-2023	24 West Pleasant St, Amherst
US2023-091	US	610250 Followup Inspection	24-Oct-2023	24 West Pleasant St, Amherst
US2023-091	US	610340 Compliance	24-Oct-2023	24 West Pleasant St, Amherst
US2023-091	US	610440 Close File	24-Oct-2023	24 West Pleasant St, Amherst
US2023-092				
US2023-092	US	610110 Received Unsightly Complain	10-Oct-2023	77 Cornwall St, Amherst
US2023-092	US	610120 Site Visit	10-Oct-2023	77 Cornwall St, Amherst
US2023-092	US	610310 Issue Order	10-Oct-2023	77 Cornwall St, Amherst
US2023-092	US	610250 Followup Inspection	18-Oct-2023	77 Cornwall St, Amherst
US2023-092	US	610250 Followup Inspection	19-Oct-2023	77 Cornwall St, Amherst
US2023-092	US	610340 Compliance	19-Oct-2023	77 Cornwall St, Amherst
US2023-092	US	610350 Inform Finance	23-Oct-2023	77 Cornwall St, Amherst
US2023-092	US	610350 Inform Finance	23-Oct-2023	77 Cornwall St, Amherst
US2023-092	US	610440 Close File	23-Oct-2023	77 Cornwall St, Amherst
US2023-093				
US2023-093	US	610110 Received Unsightly Complain	06-Oct-2023	40 Crescent Ave, Amherst
US2023-093	US	610120 Site Visit	10-Oct-2023	40 Crescent Ave, Amherst
US2023-094				
US2023-094	US	610110 Received Unsightly Complain	27-Sep-2023	19 Parkwood Dr, Amherst
US2023-094	US	610120 Site Visit	10-Oct-2023	19 Parkwood Dr, Amherst
US2023-095				
US2023-095	US	610110 Received Unsightly Complain	10-Oct-2023	196 East Victoria St, Amherst
US2023-095	US	610120 Site Visit	10-Oct-2023	196 East Victoria St, Amherst
US2023-095	US	610250 Followup Inspection	17-Oct-2023	196 East Victoria St, Amherst
US2023-095	US	610310 Issue Order	17-Oct-2023	196 East Victoria St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-096				
US2023-096	US	610110 Received Unsightly Complain	16-Oct-2023	7 Davison St, Amherst
US2023-096	US	610120 Site Visit	16-Oct-2023	7 Davison St, Amherst
US2023-096	US	610310 Issue Order	17-Oct-2023	7 Davison St, Amherst
US2023-096	US	610250 Followup Inspection	25-Oct-2023	7 Davison St, Amherst
US2023-096	US	610260 Second Notice	25-Oct-2023	7 Davison St, Amherst
US2023-096	US	610250 Followup Inspection	30-Oct-2023	7 Davison St, Amherst
US2023-096	US	610340 Compliance	30-Oct-2023	7 Davison St, Amherst
US2023-096	US	610440 Close File	30-Oct-2023	7 Davison St, Amherst
US2023-097				
US2023-097	US	610110 Received Unsightly Complain	16-Oct-2023	1 Penny Lan, Amherst
US2023-097	US	610120 Site Visit	16-Oct-2023	1 Penny Lan, Amherst
US2023-097	US	610440 Close File	17-Oct-2023	1 Penny Lan, Amherst
US2023-098				
US2023-098	US	610110 Received Unsightly Complain	27-Oct-2023	10 Parkwood Dr, Amherst
US2023-098	US	610440 Close File	30-Oct-2023	10 Parkwood Dr, Amherst
US2023-099				
US2023-099	US	610110 Received Unsightly Complain	25-Oct-2023	10 Lusby St, Amherst
US2023-100				
US2023-100	US	610110 Received Unsightly Complain	27-Oct-2023	15 Palmer St, Amherst
US2023-100	US	610110 Received Unsightly Complain	31-Oct-2023	15 Palmer St, Amherst

Total: 488

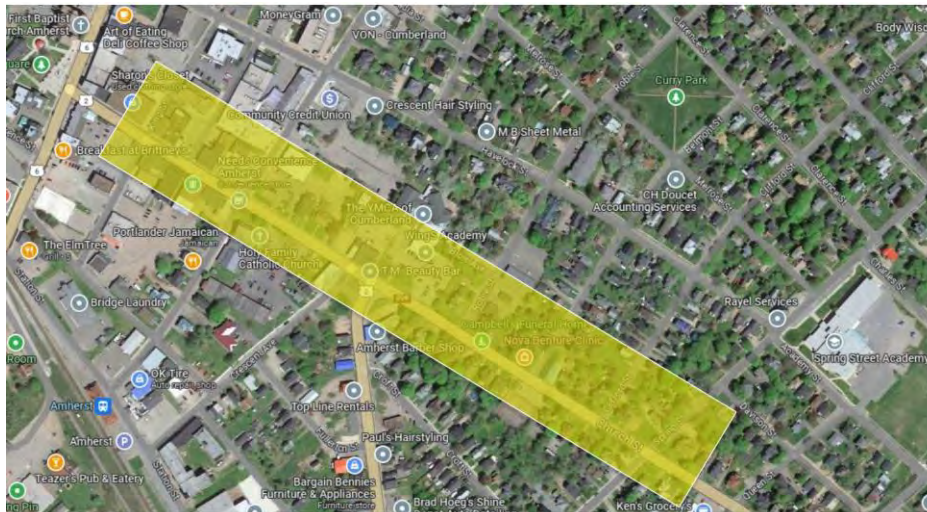
MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council
From: Jason MacDonald, Chief Administrative Officer
Date: November 20, 2023
Subject: LED Roadway Pilot Project

LED Roadway will be carrying out a pilot project that will see a number of new LED streetlights installed on Church Street and South Albion Street. These lights are both brighter and more efficient than the current lights.

During the time the lights are on, they will generally have the same lumens (brightness) as the current lights, but utilize much less energy. When traffic reaches a set amount the lights will brighten to provide a brighter and safer experience for drivers and pedestrians. The lights themselves will have the ability to monitor traffic levels and increase / decrease brightness. Residents / businesses in the areas will be notified by LED Roadway.

Given that the LED lights 'project' light down onto the street in a definable area, local residents should not experience increased light levels 'shining' into their homes. However, should this occur, LED Roadway can alter the light levels / trajectory as appropriate. The following locations will be subject to the pilot project:



CAO Task Report

November 2023

Task Updates:

Task: Northern Region Report - GFL request to present
--

This will be scheduled for a Joint Councils meeting, in the process of scheduling a meeting.
--

Status: Ongoing

Task: MAP Request to Present

This will be scheduled for a Joint Councils meeting, in the process of scheduling a meeting.
--

Status: Ongoing

Task: Municipal Buildings Lighting Retrofits

Procurement has been requested to develop a contract. The 2023/24 capital budget has been updated with the new lighting upgrade projects. Work orders have been created and staff have been notified.

Status: Ongoing

Task: Public Transportation

Director met with staff in Yarmouth, are researching Utility and Review Board requirements, and developing an estimated budget. On track to provide report to Council early in the New Year.
--

Status: Ongoing

Task: In The Works Presentation
--

Will be on the next PRAC meeting agenda.
--

Status: Ongoing

Monthly Departmental Report

Business Development

November 2023

Under their mandate for advocacy for business, the Cumberland Chamber of Commerce has submitted a letter to Nova Scotia Power Inc (NSPI) requesting a resolution to the backlog of commercial and residential developments power hookups. Contractors and developers have been experiencing significant project delays while waiting on NSPI for the connection and inspection of new entrances. The Chamber is asking for NSPI to recognize the issue and a response on what is being done to eliminate this issue.

The Chamber of Commerce has compiled the feedback from their public input gathering event around Tourism in Cumberland County and how to attract visitors. The summary explains what residents feel are needed actions to increase tourism and grow the tourism industry in Cumberland. This summary will be sent to TourismNS for future discussions.

Ron Furlong officially retired as the Executive Director for the Chamber of Commerce but remains in a supporting role until the new replacement begins in November. The selected candidate remains confidential and will be announced at that time.

From November 28th to 30th, Nova Scotia's Regional Enterprise Networks, which the Cumberland Business Connector is a part of, is holding their 2023 Partners for Progress Conference. This event is a gathering of economic development partners across the province who will collectively discuss strategies and solutions that will shape the future of rural Nova Scotia.

Planning is underway for a new series of workshops for businesses to be scheduled over Q1 of 2024. Partners of Team Cumberland are collaborating to select subjects that are having the largest impacts on businesses and are engaging businesses for ideas.

Matthew Berrigan has been hired as InvestNS's new business development advisor for the Cumberland Region. Team Cumberland is working with InvestNS to promote their programs and services to businesses pertaining to export development and innovative growth.

Staff met with the new Director of Community Economic Development from the NS Department of Economic Development. Marilyn Hay will be the direct contact with the department for Regional Enterprise Networks and Municipalities in Nova Scotia.

On November 7th, the Cumberland Business Connector hosted a student career fair at the Amherst Regional High School. The event was a great success with a large attendance from the grade 12 class and grade 11 career students. Local business owners Dwayne Ripley and Patrick Manifold shared motivational speeches on entrepreneurship and the importance of chasing your dream. Over 20 organizations attended the event and ARHS and the participants asked for the event to be held again next year. The event allowed students the chance to talk to local Amherst and area businesses, in various industries, about career opportunities.

The Clean Foundation has released a Fall 2023 marketing program promoting the Town of Amherst Clean Energy Financing Program. Participation in the program continues to be moderate and the Foundation's investment in numerous radio, print, and social media ads focused on Amherst residents is aimed to increase participation.

Dwayne Ripley has stepped down as Chairman of the Board for the Amherst Downtown Business Association. The membership has received notice and the board will be seeking nominations for a future election. The Great Amherst Halloween Ball organized by the ADBA as a part of Esther Fest was a great success and the membership agreed to continue the event as a standard part of the annual festival.

The 2022/2023 Gritty to Pretty Final report was submitted to the province to close out last year's extended program. The 2023/2024 Gritty to Pretty Program continues with four business applications to date. This year's program has \$10,000 in funding and the Chamber of Commerce continues to advertise the program on their Social Media and monthly newsletters.

Positively, there have been several new businesses that have recently opened in Amherst and staff are organizing future new business certificate presentations.

In an effort to promote land available for development in the Industrial Park, a 'For Sale' Sign has been ordered for the area adjacent to the Trans Canada Highway and additional online advertising is being organized. In preparation for the future sale of these properties, a market value appraisal is in progress for the two largest properties.

Through the Emerging Destinations Program, social media influencer, Ashley MacDonald, released her images and story on her social media page of her experience in Amherst and Area. Tourism NS boosted these posts with paid advertising on social media channels. Ms. MacDonald's posts had links to the Town of Amherst's Facebook pages where additional videos and content were posted to contribute to the viewer's experience of Amherst. The locations visited by Ms, MacDonald are now included on the TourismNS, website. The digital content gained from the visit will be used to build a story that will be shared on novascotia.com.

Staff is working with the Municipality of Cumberland on a Trunk 2 Gateway signage retrofit project. The Municipality is awaiting the approval of a new Public Highway Signage Bylaw which will allow for the removal of unauthorized signs and the standardization of new ones. Staff is collaborating on the redesign of the Gateway Area on Trunk 2 with the addition of new shared ground signs for business advertising and refreshed Gateway illustrations.

A letter of intent has been signed by the Town of Amherst and the Municipality of Cumberland that outlines their approved funding contributions and collaboration in the ACOA Destination Market Readiness Program. It was agreed the Town of Amherst would be the lead proponent of the application for the program. Staff have met with ACOA to discuss the program requirements and an application has been submitted. This application will go through ACOA's review process for approval.

Monthly Departmental Report

Community Living

November 2023

Community Well Being Manager

Webinars (Attended)

- Relationship Infrastructure for Stronger Neighborhoods: Role of Gov't and Social Leaders
Creating Cultures of Trauma Informed Care and Well-Being (first session)

Partner Meetings (Attended)

Food Security Planning Group
Volunteer Forum Planning Group
Cumberland Partners
Convenor Community of Practice
Anti-Racism Community of Support
Learn to Lead Planning Session
Accessibility Lead Meeting
United Way Connect Meeting
CANSA Partner Connect Meeting

Events:

Oxford Career Fair
Amherst Career Fair

Committee Meetings

Accessibility Committee Meeting
Amherst Youth Town Council Meeting

Volunteer Nomination Call Out

-initial call out sent to partners/service providers in Amherst
-two applications received to date

Food Summits

-Food Summits are being organized
-All sessions Friday 10-2PM
Pugwash January 12 storm date January 19th
Amherst January 26 storm date February 2
Oxford February 9 storm date February 16th
Parrsboro February 23 Storm Date March 1
Springhill March 15 storm date March 22nd.

Youth Summit Part 1

-planning is underway for the Town to host a Youth Summit on December 15th 2023.
-Day for youth and service providers to start the conversation around retention and youth resiliency.
-Lead up to part 2 where Hailie Tattrie will conduct research.

Culture Events and Marketing

- Great Amherst Street Party Cancelled due to weather
- Coordination with the Amherst Legion Branch 10 on the Remembrance Day Ceremony
- Planning for the Christmas Parade – Logistics meetings – Council Float planning and preparation
- Update and distributed Christmas Parade Application – Theme Parade – as well as graphics & marketing materials
- Order plaques & Signs – Coordinate Volunteer of the Year Float
- Planning & coordination of upcoming December to Remember Holiday Party to be held at the Amherst Stadium on Dec 10th.

Culture, Events & Marketing Coordinator

- Working on Christmas Light up and Tree for Boston send off
- Design materials for food drive
- Updating and preparing reports for the CSG grants end of year reports
- Assisting the Director with selected projects.

Community Navigator

Recruitment

Four recruitment dinners and education sessions are planned in New Brunswick during November. The first one took place on November 1 in Fredericton with 10 Dalhousie medical students and residents, two local physicians and the community navigator. Each learner took home a small bag of Cumberland swag and products. The upcoming three dinners will take place in Moncton and St. John. Each of these dinners provides valuable learning time for the students and one-on-one time to talk about opportunities in Amherst and Cumberland County. |

Site Visits

There was one, three-day site visit to the region in October. The visiting medical resident and her partner toured Amherst and golfed with members of council. The couple also spent a day in Pugwash; visited the new hospital, had a private tour of the National Thinkers Lodge, golfed and dined at Northumberland Links. The feedback from the visit was very positive and they plan on returning for another golf tour next summer. There is one site visit planned for December.

Branding and Resources

The Explore Cumberland Guide continues to be promoted throughout the Town of Amherst pages. Ongoing work around development of brochures and pamphlets for tourism. Currently working with the Cumberland EDO on developing a fold out map of Cumberland County.

The Cumberland Healthcare Recruitment website costs have gone to procurement.

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

Retention and Appreciation

The Cumberland Regional Health Care Center hosted a Halloween monster scavenger hunt for all staff with prizes purchased through the OHPR funding. The social committee also hosted a pumpkin carving contest and a Halloween all-staff mid-morning snack break.

On November 2, there was an all-staff bowling party at King Pin Bowling sponsored by the OHPR funding. Both the October events and the bowling party had positive feedback from the staff.

For November, the CRHCC social committee is planning a holiday party, skating party, and night at the Ramblers.

A multicultural event for healthcare staff and residents of Cumberland County is being planned for December 10.

Through the Bee Kind committee and OHPR funding, several units had a small upgrade to their breakroom areas with a new watercooler, chair, and coffee machine.

The increase in staff events and improvements to breakrooms has had an increased effect in morale throughout the hospital, resulting in an increase in staff events.

The community navigator held staff and resident pumpkin carving and a hot chocolate bar in both Parrsboro and Advocate. Staff enjoyed the Halloween themed beverages and took time to decorate a pumpkin. A holiday event is being planned for the Parrsboro/Advocate staff.



Welcome baskets continue to be provided to new nurses at CRHCC by the Bee Kind Committee. The Physician Retention and Appreciation Committee has continued to provide baskets for new doctors and as a pick-me-up to support other physicians.

Ongoing work with the Bee Kind Committee, Physician Recruitment Committee, Physician Retention and Appreciation Committee, and the Pugwash Physician Recruitment Committee.

Settlement Assistance

There have been 3 requests to help find housing for medical professionals in Amherst in October. One request for housing in Springhill.

Work continues settling a new family into the area with YReach coordinators.

Currently working with the Cumberland EDO and NSCC for a housing evening in Springhill during November.

Ongoing work with Internationally Educated Nurses working group about settling nurses from India in Nova Scotia.

Other

The Office of Healthcare Professional Community Funds has opened funding for 2024-2025 so proposals for both Amherst and the Municipality of Cumberland are being written.

Active Living Coordinator

- Monitoring the Multi sport program
- Senior's week activities
- Equipment Loan program inventory process revised
- Wrote and submitted application for a new Active Living Strategy
- Working with NS department of Culture, Communities to secure funding
- Completion of MPAL planning tool for 22/23

Director's Report

- Preparing application for funding for the 2nd Construction Battalion monument
- Meetings with Active Living Coordinator and NS Department of Communities, Culture, Tourism and Heritage re: grant application for funding for active living strategy
- Internal meetings re: COW in camera, team meetings, one to one check ins
- Planning meeting for OHPR application
- Meetings/activities with outside community groups (Artisans Gallery, Justin MacKay, LA Animal Shelter
- Meeting with Park Canada re: Isthmus display
- Meetings with AYTC members

Monthly Report

Communications and I.T.

November 2023

IT Services:

Replaced the audio recording system at APD.

We had a site visit for the assessment of the cell signal booster for the Stadium towards improving the cell coverage inside the Stadium.

Completed the ESET Endpoint Security updates on the ESET server and all workstations.

Installed the replacement camera in the Council Chambers and restored the camera presets.

Completed server updates for all the servers at APD and DPB.

IT staff remain very busy providing support to our employees, along with routine maintenance and upgrades to software and servers, general desktop support, and troubleshooting issues in all our facilities. Our IT dept is small with just 2 employees and they do an amazing job of keeping us all functioning.

Procurement:

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
RFP	23-42	Power Extrication Tools	Reg	C	X			
RFP	23-43	Breathing Air Refilling Stations	Reg	C	X			
RFP	24-01	Hanging Baskets	Reg	O	X	X		
RFP	23-46	Body Armour	Reg	C			X	CAO
RFP	23-77	Playground Equipment	Reg	C			X	CAO
RFQ	23-23	Salt Hauling	Reg	O		X	X	CAO
OTH	23-25	Parking Lot Snow Removal	ALTP	O		X	X	CAO
OTH	23-09	Computers Purchase	ALTP	O			X	CAO
ALT	23-06	eScribe Web, Meeting, Publishing & Storage	ALTP	O			X	CAO
ALT	23-53	Four Stream Waste Bins	ALTP	C			X	CAO

Task Updates:

Task: Town of Amherst Website

Update: Sean has been making some updates to the current site and learning the structure. We are also talking to other units with sites to gather information on what works best, back-end requirements etc to begin a redesign.

Status: In progress

Task: Customer Notification System Software

Update: The proponent has been selected and are in the process of finalizing contract. Service should be fully operational by January

Status: In progress

Task: Public wifi

Update: We have had an assessment completed for Town Hall and the Stadium for cellular service. We are awaiting a report/costing estimate for the stadium to boost cellular service but the estimate staff thought was approx. \$6,000.

WIFI - In speaking with Truro and Halifax, they have 2 service lines internally – 1 dedicated to their staff/operations network, and a 2nd line just for public wifi. Currently we have 940 MB shared between our internal network and the public. To add a dedicated line, and have all 940 MB data available for public wifi will be an additional \$485/month. Currently, to protect our network, the public wireless connection has download bandwidth limit of 100Mbps.

In theory this should improve the existing public wireless access. But to manage the expectation, it is not accurate to say that this will allow 750 users to stream videos on wifi at the same time. But adding the new line will allow us to remove the wifi bandwidth limit and improve the service.

Equipment -

The wifi equipment in the stadium is 6 years old. IT staff feel it needs a full replacement. One estimate we received for a full assessment on the existing wifi system came in over 4X the cost we were anticipating. I believe they did the Scotia Centre in Halifax. At the moment we are looking for other companies to give us an estimate. That way we will get a better idea if that is the actual market cost for the service or an outlier. Obtaining budgetary estimates is taking longer than expected as these types of companies are very busy right now. Without the assessment its difficult to budget for replacement equipment. Full equipment replacement would be a major project that could be considered in the upcoming budget process

Status: In progress

Task:

Update:

Status:

Task:

Update:

Status:

Monthly Departmental Report

Cumberland Business Connector

November 2023

Support Businesses (primarily 0-50 employees)

- The Cumberland Business Accelerator Program continues to support businesses with high growth potential.

4 Accelerator businesses that have been worked with, have been supported in the following ways:

- Continuing to work on succession planning
- Investment readiness work with a focus on maintaining timelines for expansion after business purchase
- Advising on ways to keep staff retention high as the business expands
- Marketing advice
- Developing a plan to upgrade old equipment
- The Business Spotlight program continues to highlight small businesses on Social Media. One business per week is featured.
- Business Retention and Expansion visits are going well. One area of focus is the restaurant sector. Housing remains a barrier to attracting and retaining staff.
- Some larger employers are beginning to work with partners on new housing initiatives to be able to house their workforce. There is concern about the stress that increasing rental rates is having on existing staff
- The Connector had partnered with CBDC Cumberland and BDC to host a 2-part workshop on (1) Selling a Business, and (2) Buying a Business during Small Business Week. There has been one-on-one follow up conversations with a few of these businesses.

New Businesses

- Provided advice to one person wanting to start a business. The business model is weak and needs considerable refining.

Improve Housing Inventory

- We have met with several Hardware Stores to get their perspective on the construction sector.
 - It has been a busy year for them, although it has been slowing down a bit recently. Business is still good when compared to “pre-pandemic normal.”
 - Many customers are asking staff for help to find tradespeople who are willing to take on small residential jobs.
 - Supply chain issues exist but is much better than a year or two ago

Workforce

- The fall High School Career Fairs are completed. In the last month, Career Fairs have been held in Oxford Regional Education Centre and Amherst Regional High School. They were well received by businesses, students and teaching staff
- Attended a workshop on a program to connect skilled workers (who are refugees) to employers in their field of work. Some specific opportunities include: automotive technicians, construction workers, hospitality/restaurant workers, and health care workers.

Monthly Report

Finance

November 2023

The second quarter financial review is complete, and the report will be presented to the Audit Committee on November 21st. Second quarter results are favourable for both the General and Water Operating budgets.

Staff have started preparing the capital and operating budgets for the 2024/25 fiscal year. Capital budget submissions from departments were due in mid November. The submissions are now being compiled and reviewed. The operating budgets are due from departments in mid December.

Task Updates:

No outstanding tasks.

Monthly Departmental Report

Fire Department

November 2023

RESPONSES (October)

Town of Amherst – 22 events

- 1 Smell of smoke / Air quality check
- 13 Monitored alarm activations
- 2 Motor vehicle accidents
- 1 Mutual aid request
- 1 Structure fires
- 1 Assist to police
- 1 Medical assist
- 1 Vehicle fire
- 1 Power lines on fire / Arcing

Contract area (District 2) – 7 events

- 1 Power lines on fire / Arcing
- 1 Structure fire
- 4 Motor vehicle accidents
- 1 Monitored alarm activations

As of November 1st, the fire department has responded to 274 requests for assistance this year.

PROFESSIONAL DEVELOPMENT

Weekly Fire Fighter Training

During the month of October, the fire department focused it's training on fire fighter endurance testing, held an open house, had a presentation on responding to solar power systems and prepared for the annual fire department banquet.

Recruit Fire Fighter Training

The new recruit firefighters have started their in-person training with their first session being Mental Health Resiliency training. Over the next eight months the recruit firefighters will complete their in-house practical training.

EVENTS

Emergency Services Memorial Service

On October 15th the Amherst Fire Department and the Amherst Fire Fighters Association held its annual emergency services memorial service. This is an important time each year to recognize all emergency first responders past and present for their dedicated service; including an opportunity to pause and remember those we have lost, with the utmost of gratitude and respect.

Pumpkin Patrol

Members of the Amherst Fire Department participated in the annual pumpkin patrol event. Fifteen members and five fire apparatus participated in this year's event.

Annual Firefighters' Banquet

On November 4th the fire department held its annual banquet. During this banquet the 140th Anniversary of the Amherst Fire Department was celebrated. In addition, this is an opportunity each year to look back on the past year and acknowledge the years of service and efforts that the members of the Amherst Fire Department put forth. This year thirteen members of the fire department received their service awards.

5 years of service - Alex Harrison, Nicholas Kinnear, Rodney Howse

10 years of service - Andrew Bickle

15 years of service - Kurt Fawthrop

20 years of service - Kelly Chappell, Bob Sperry, Leon Burke

25 years of service - Jody Mackenzie

30 years of service - Stephen Landry, David Black, John Matthews

45 years of service - Gary Hunter

In addition, four members of the department received best attendance awards this year: Robert Sears, Chris Hicks, James Brundage and Stephen Chapman.

RECRUITMENT

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

TASK UPDATES

Task: No open tasks at this time

Monthly Report

HR and Customer Services

November 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 Nov 1. There was a total of 98 appeals of which 78 appeals are complete, six (6) are outstanding, and 14 withdrawn. NS Assessment Appeal Tribunal status: 16 total; three (3) complete and 13 outstanding.

Tax Certificates – there were 15 tax certificates requests in October.

	# Of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Nov 1/23	Pending as of Nov 1/23	Withdrawn as of Nov 1/23	Outstanding Appeals as of Nov 1/23	Appeals Successful as of Oct 1/23	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	66	\$24,219,300	50	0	11	4	5	\$74,200	\$ 1,239	6
Commercial	32	\$29,556,800	28	0	3	2	6	(\$825,600)	(\$ 36,904)	7
TOTAL	98	\$53,776,100	78	0	14	6	11	(\$ 751,400)	(\$ 35,665)	13

Final tax sale notice – 26 notices were sent out October 19, 2023 with a response date of November 10, 2023. Tentative tax sale date is February 13, 2024.

Water/Sewer Billing:

2nd quarter bills were successfully completed and mailed out on October 31. During the month of November, we will be continuing to clean up outstanding issues on some accounts and will be sending out letters requesting appointments with homeowners for investigations and/ or meter repairs at locations that had meter read issues this round.

Customer Service Tracking – E11:

There was a total of 88 opened cases in October and 92 cases closed. The category with the most opened/closed cases in October was Compost Bin Replacement/Repairs, with a total of 23.

Human Resources

Seasonal employees will be laid off effective November 17, 2023. Thank you to all for the great work this season!

Abiola Falaye's last day with the Town of Amherst is November 17, 2023. Best of luck to you Abiola!

Jay Crossman has accepted a term position in our Operations department as Engineering Technician. Jay will begin his term in this role on November 20, 2023.

HR staff continues to work on the review of all HR policies.

Implementation of our payroll upgrade to Workforce Now (WFN), has resumed with a tentative go-live date of the second pay period in January 2024.

Monthly Report

Operations

November 2023

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

RECREATION & HORTICULTURE

- Dickey Park washroom is open daily 9:00am to 5:00pm.
- The walking track is typically open daily from 7:00am to 9:00pm.
- Site work for the Rotary Park playground equipment will be completed in late November and installation of the new equipment is currently scheduled to start on December 15th.
- The stadium hosted the “Border Battle” exhibition game between the Halifax MacDonalds and Moncton Flyers Major U18 teams. We hope to host similar events in the future.
- The accessible viewing platform for the stadium lobby is finished. The modular platform has been stored, but can be quickly installed when needed.
- Matt Selig completed an online tree risk assessment training course put on by the International Society of Arboriculture and Matt will be attending the annual Hort-East conference and trade show. The theme of the conference is urban forest management in the Maritimes’ changing climate.
- Installation of the new field lighting at the Robb Complex has been completed.

PUBLIC WORKS

- Unidirectional flushing was completed in late October, staff then began winterizing fire hydrants.
- Remembrance Day veteran’s banners were put up in late October, the banners will be removed on November 13th and stored at the Legion.
- Spreader patching and service cut repairs have been completed. Approximately 650 tonnes of asphalt was used for spreader patching and approximately 300 tonnes of asphalt was used for service cut repairs.
- Staff will be extremely busy the week of November 12-17 ensuring all of the decorative lighting is in place and operational prior to the annual light up celebration in Victoria Square.
- The last day of work for seasonal Public Works employees was November 17.
- Salt trucks and snow removal equipment are ready for service when needed and salt hauling to stockpile road salt is ongoing.

Upcoming projects:

- Operations staff have been working on their Capital and Operating budgets for 2024/25.
- The Amherst Stadium will be closed on December 22nd at noon and reopening on December 27th at 7:00am
- The frame and lighting for the outdoor rink will be installed in early December, weather permitting the rink will be ready for use over the Christmas holidays

Monthly Departmental Report

Planning & Strategic Initiatives

November 2023

The attached report shows development activity in October as well as a year-over-year comparison as of October 31st. To date dwelling units, although unchanged from September, are almost double in 2023 over 2022 at 60. Commercial construction estimates are also strong year over year even when the \$51 million permit is removed from consideration. To date 2023 commercial permit value is approximately \$14.3 million versus \$9.8 million in 2022.

In October Council gave first reading for a development agreement at 105 South Albion Street (former Blaine Street property) that would allow ten townhouse units and 176 units within two apartment buildings. A public hearing for this development is scheduled for Thursday, November 23, 2023.

The appeal of Council's refusal to enter into a development agreement for an apartment building at 155 East Victoria Street originally scheduled for September 18-20 has been rescheduled to January 10-13, 2024.

The Community Centre Feasibility Study final report was presented to Council in October at a closed-door session due to potential property acquisition implications.

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

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

Task Updates:

Task: Blaine Street and Ottawa Avenue Acquisitions
Update: A public hearing will take place Thursday, November 23, 2023
Status: Ongoing
Task: Hotel Levy Report
Update: A meeting with the County and ACOA representatives took place in October to launch a feasibility study of a potential levy and an online presence analysis.
Status: Ongoing

Permits to November 1, 2023

PERMIT APPLICATIONS								For the Month of October	
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value	
B2023-078	25026733	115 East Pleasant St	0	Renovate	Single Detached Dwelling	Porch/Patio	58.00	3,500.00	
B2023-079	25034612	220 Victoria St	0	Renovate	Single Detached Dwelling	Semi-Detached Dwelling	300.00	100,000.00	
B2023-080	25007436	50 Donald Ave	0	Construction	Garage/Carport/Shed	Deck	57.00	5,000.00	
Total	3		0				415.00	108,500.00	

2021-2022 YTD Comparison

ACTIVITY REPORT							For Month of October 2023-10-31	
Type	Oct 2022			Oct 2023				
	Permits	Units	Value of Construction	Permits	Units	Value of Construction		
Single Family	0	0	0	2	0	103,500		
Duplex/Semi	0	0	0	0	0	0		
Apartments	0	0	0	0	0	0		
Other Residential	3	0	34,500	1	0	5,000		
Commercial	3	0	47,700	0	0	0		
Industrial	0	0	0	0	0	0		
Inst & Gov	0	0	0	0	0	0		
Agriculture	0	0	0	0	0	0		
Other	0	0	0	0	0	0		
Total	6	0	82,200	3	0	108,500		
Year To Date	77	35	9,822,786	80	60	70,371,571		

Monthly Departmental Report

Police Department

November 2023

TRAINING

Collaborative Communication for Police Leaders: Chief Pike and D/Chief Hunter attended this training in Dartmouth from October 30th to November 1st, 2023. This highly regarded four-day conflict-management training course for police leadership was delivered by Conflict Management Practitioner, Tim Brodie and former RCMP Commanding Officer of "H" Division, Alfonse (Phonse) MacNeil and was secured by Nova Scotia's Department of Justice, Public Safety and Security Division (PSSD) in line with the Mass Casualty Commission Recommendation that leaders from both the RCMP and independent-municipal police services in Nova Scotia receive in-person conflict resolution training.

2023 Interoperability Forum: Monicia Ettinger, Ian Smith and Rob Kelly attended the annual Interoperability Forum held at Pier 21 in Halifax. This event is hosted by Nova Scotia Public Safety and is attended by a wide array of community and public safety partners, discussing issues relating to TMR2 systems, interoperability, communications and public safety.

African Canadian Experience (ACE) Training: D/Chief Hunter has been selected to attend ACE training from December 4th to December 8th in Halifax. This interactive training focuses on educating police officials about local Black history and the contemporary social and law enforcement concerns of the Black community. The modules are delivered, onsite, by Black community members. During the week participants also receive training from Subject Matter Experts on the topics of Black Canadian history, Anti Black Racism, Unconscious Bias, White Privilege, Scenario Based Training, the Canadian Education System, and their impacts on the African Canadian Community and provide resources to assist in eradicating race-based discrimination. In January of 2021, both Chief Pike and Sgt Aaron Graham had attended this same training.

GENERAL OPERATIONAL UPDATES:

Homelessness: Homelessness related files for October dropped to 19, down from 23 in September. There appears to be a trend downward from 26 in August and 56 in July. As usual, 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: Shoplifting complaints also dropped down to 5 in October, down from 12 complaints of shoplifting in September. In August, we logged 19 complaints. The reasons for the drop may be related to recent convictions that saw some locals incarcerated for a period of time.

Changes in Occurrences/Charges: While our occurrences and criminal charges for 2023 have been very high when compared to previous years, September and October stats indicate a change in this trend. In August, our criminal charges numbered 118, but dropped to 50 in September and 57 in October. Our occurrence numbers for October 2023 have also dropped from 556 in September to 486 in October. This again, is likely related to some of the recent arrests that have been made that resulted in offenders being incarcerated.

OPERATIONAL

Fleeing Police/Accident – October 17th, 2023: Jason Leroy Leblanc, aged 46 of Amherst has been charged in relation to an incident that occurred shortly after 1:00am on October 17th, 2023 when Amherst Police attempted to conduct a traffic stop on a vehicle in the Spring Street area. The vehicle fled from police at a high rate of speed, going through stop signs until it appeared to have stopped near the intersection of Spring Street and Willow Street. When Police caught up to the vehicle, it was discovered that the vehicle had driven off the road and struck a house at that location. The residence sustained considerable damage as a result of the impact. As a result of the incident, Leblanc and the female passenger were transported to the hospital. Leblanc faces numerous charges that include: Possession of Methamphetamine for the Purpose of Trafficking, Possession of a Weapon for Dangerous Purpose x 5, Breach of a Weapons Prohibition x 2, Possession of Property Obtained by Crime x 6, Driving while Prohibited, Criminal Negligence Causing Bodily Harm, Flight from Police and Dangerous Operation of a Motor Vehicle Causing Bodily Harm x 2. Leblanc is currently in custody and is scheduled for a bail hearing on November 21st, 2023.

Drug charges/Possession of Stolen Property Charges - October 4th, 2023: An Amherst man has been charged with 2 counts of possession for the purpose of trafficking (methamphetamine & Ketamine) as well as charges related to possession of stolen property after an anonymous call was received about a suspicious vehicle and people in a yard. When Police attended, they found a vehicle with a fictitious plate full of property that appeared to come from a nearby residence that appeared to have been breached. They also noted drugs and drug paraphernalia. The premises were secured and the vehicle was seized and towed. A warrant was approved and the vehicle was searched. As a result of the incident, investigators laid applicable charges against Jason Leroy Leblanc, aged 46, of Amherst. Leblanc was arrested on October 17th in another incident and is scheduled for a bail hearing on November 21st, 2023.

Stolen Camper/RV – Recovered October 19th, 2023: A 30-foot Camper that was reported stolen from Amherst on October 16th was located by the APD Street Crime/Major Crime Unit members in the Memramcook, NB area on October 19th, 2023. The attending members were also able to identify the prime suspect and are working with New Brunswick RCMP who will be dealing with applicable charges in the matter.

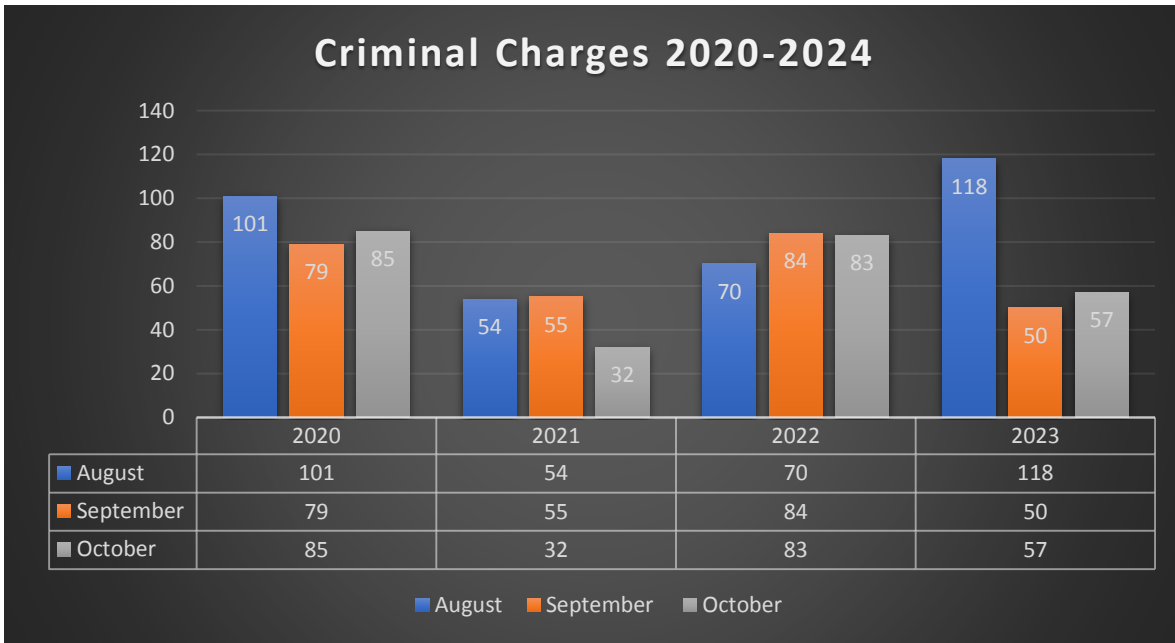
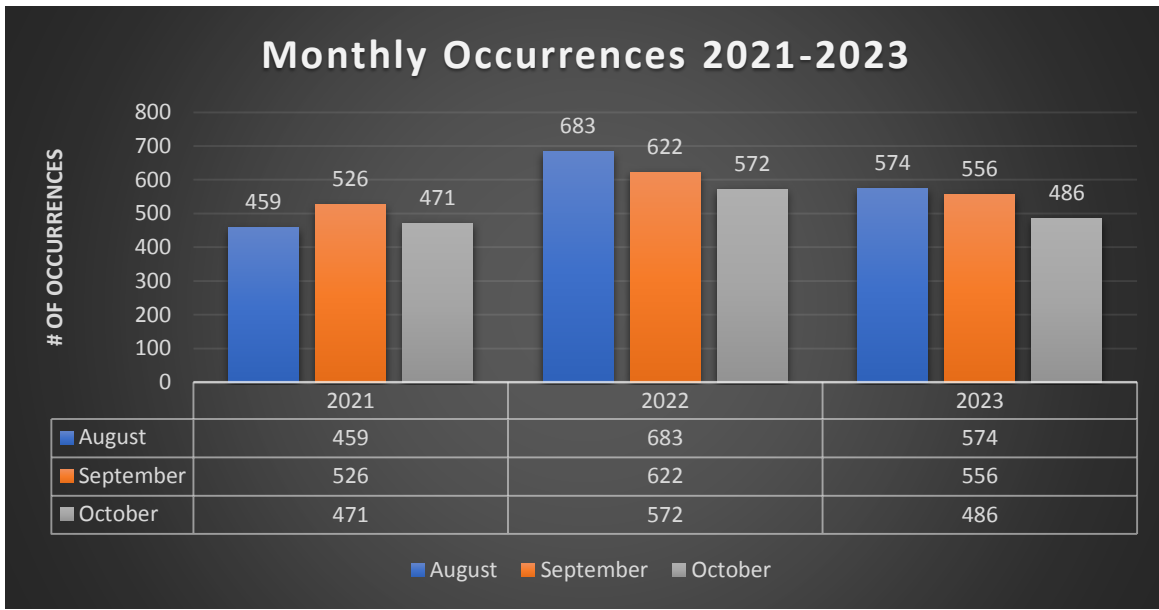
Threats/Weapons Charges: An Amherst man is in custody following an incident on October 9th in which he allegedly threatened another man with a machete. Allison White, aged 56, has been arrested and charged with uttering threats, weapons charges and breach of conditions. He was held in custody but released by courts on conditions. Since his initial release, he was charged twice for breaching his release conditions was arrested and held in custody.

TASK UPDATES

<p>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.</p>
<p>Update Status: In Progress. 2023-11-13 – To meet with Aaron Bourgeois to discuss how to approach this. SIU. DDPike</p>
<p>Task: Noise By-law changes</p>
<p>Update Status. 2023-11-13: to discuss further with CAO. DDPike</p>
<p>Task: Kathy Morash Presentation</p>
<p>Update Status 2023-11-13: I had discussed with CAO. I prepared a synopsis and provided it to the CAO and a response was sent to Ms. Morash this past week. This task concluded. DDPike</p>
<p>Task: Staff Egress</p>
<p>Update Status: 2023-11-13: To continue with plan and training for council and other committees. DDPike. SUI. DDPike</p>
<p>Task: Taxi By-Law</p>
<p>Update Status: 2023-11-13: A blitz was conducted 2 weeks ago. Most taxis had no issues, but one taxi did not pass. sui for presentation etc. DDPike</p>

OPERATIONAL STATS – October 2023

Occurrences:	486	Criminal Code Charges:	57
Impaired by Alcohol:	2	CDSA:	2
Impaired by Drug:	1	CBCA:	2
Traffic Tickets:	29	PPA:	1
Traffic Written Warnings:	10	Vehicle Checks:	158
LCA:	2	Foot Patrol Hours:	55 hrs, 37 min
Bike Patrol Hours:	0	Parking Tickets:	0
Prk Warnings:	9		



Solid Waste Education and Enforcement

Monthly Report

November 2023

Household Hazardous Waste (HHW) Events

The final round of HHW events took place on October 21st in Parrsboro, Pugwash, Oxford, and Springhill. Staff received materials from 90 residents.

Presentations

Nova Scotia Housing

Staff continue to conduct presentations to the tenants at various buildings in Cumberland County on our programs and services.

Nova Scotia Community College

Staff presented to the students of the Continuing Care Program at NSCC in Amherst on proper waste separation.

Waste Reduction Week Costume Swap

Staff held a Halloween Costume Swap at West Highlands Elementary School where residents could drop off costumes in exchange for another costume. The event went well, and we are hoping to expand it for next year.

Reporting

The midterm reports for the education and enforcement contract were submitted to Divert NS.

Social Media

Below is a sample of some of our more recent Facebook posts. Staff will be focusing on litter prevention over the next few months and reminding residents to “Put Waste In Its Place”.

