



Town of Amherst
Committee of the Whole

Date: **Monday, December 18, 2023**
Time: **3:00 pm**
Location: **Council Chambers, Town Hall**

		Pages
1. Call to Order		
1.1 Territorial Acknowledgement	<p>“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.”</p>	
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6.	Closed Session	
6.1	Approval of Closed Session Agenda	

6.2 Acceptance of Closed Session Minutes

6.2.1 November 20, 2023

6.2.2 December 12, 2023

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

6.4 MGA 22(2)(h) - public security

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

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

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

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

7. Adjournment



Town of Amherst
Committee of the Whole
Monday, December 18, 2023

Consent Agenda

MOTION:

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

- 1.4 Acceptance of Minutes**
- 3.7 Appointment of Development Officer**
- 4.4 Strategic Priorities Update**
- 4.5 Annual Accessibility Report**
- 4.6 Policy and Bylaw Review**
- 4.7 CAO Task Report**
- 4.8 Cumberland County Youth Development Center Quarterly 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 Solid Waste Education and Enforcement Monthly Report**

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

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

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

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

1. Call to Order

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

1.1 Territorial Acknowledgement

Mayor Kogon gave the Territorial Acknowledgement.

1.2 Approval of Agenda

Moved By Councillor Emery

Seconded By Councillor Baker

That the agenda be approved as circulated.

MOTION CARRIED

1.3 Approval of the Consent Agenda

Moved By Councillor Landry

Seconded By Councillor Chambers

That the consent agenda be approved with the removal of item 4.3 Meeting Procedures.

MOTION CARRIED

1.4 Approval of Minutes

1.4.1 October 23, 2023

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

Moved By Councillor Davidson

Seconded By Councillor Landry

That the minutes of October 23, 2023 Committee of the Whole meeting be approved as circulated.

MOTION CARRIED

2. Presentations

2.1 Cumberland Regional Library

Denise Corey presented on behalf of the Cumberland Regional Library, with a request for Council to advocate on behalf of the Library to the Province for additional funding, and further that Council consider additional Town of Amherst funding for the Library so hours of operation do not need to be decreased.

2.2 Amherst Curling Club

Paul Hawkes presented on behalf of the Amherst Curling Club, speaking to the past, current and future operations of the Club. He advised that a consultant has prepared a report indicating that up to \$800,000 in renovations will need to be completed over the next ten years and wanted Council to be aware of this for future budget and community center discussions.

3. Council Direction Requests

3.1 Amherst Youth Town Council Policy Amendments

Moved By Deputy Mayor Fawthrop

Seconded By Councillor Chambers

That Council forward the AYTC Policy amendment to appoint a member of the AYTC to each the Accessibility Advisory Committee, the Inclusion, Diversity and Equity Committee and the Poverty Reduction Advisory Committee to the November 27, 2023 meeting for approval, and further forward the Accessibility Advisory Committee and Inclusion, Diversity and Equity Committee Terms of Reference policies to the November 27, 2023 meeting for approval to reflect this amendment.

MOTION CARRIED

3.2 Inclusion, Diversity and Equity Committee Terms of Reference Amendments

Moved By Councillor Davidson

Seconded By Councillor Chambers

That Council forward the amendment to the Inclusion, Diversity and Equity Committee Terms of Reference to change how the Chair and Vice Chair are elected to the November 27, 2023 regular meeting for approval, and further forward the Accessibility Advisory Committee Terms of Reference for approval to also include this amendment.

MOTION CARRIED

- 3.3 **Community Support Grant Application**
Moved By Councillor Davidson
Seconded By Councillor Chambers
That Council forward to the November 27, 2023 regular meeting approval of funding in the amount of \$3,000.00 for the Amherst Community Christmas Dinner under the Community Support Grants Policy.

MOTION CARRIED 6-1
Baker NAY vote

- 3.4 **Capital Budget Amendments**
Moved By Councillor Emery
Seconded By Deputy Mayor Fawthrop
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.

MOTION CARRIED

- 3.5 **Extended Producer Responsibility (EPR)**
Moved By Councillor Emery
Seconded By Deputy Mayor Fawthrop
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.

MOTION CARRIED

- 3.6 **APD Armoured Vehicle**
Moved By Councillor Davidson
Seconded By Deputy Mayor Fawthrop
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.

MOTION CARRIED

- 3.7 **Request to Present - Hospice Society**
The following motion was approved as part of the consent agenda:
Moved By Councillor Davidson
Seconded By Councillor Landry
That staff contact the Hospice Society to arrange for a presentation to Council.

MOTION CARRIED

3.8 Request to Present - Cumberland Homelessness and Housing Support Association

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

Moved By Councillor Davidson

Seconded By Councillor Landry

That staff contact the Cumberland Homelessness and Housing Support Association to arrange for a presentation to Council.

MOTION CARRIED

3.9 2024 Meeting Dates

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

Moved By Councillor Davidson

Seconded By Councillor Landry

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.

MOTION CARRIED

4. Information Items

4.1 Ottawa Avenue Petition

Information item only at this time.

4.2 Recognition of Employees Procedure

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

4.3 Meeting Procedures

Moved By Councillor Davidson

Seconded By Councillor Landry

That the changes to meeting procedures as indicated in the memo included in the agenda package be formally made to the Proceedings of Council Policy and that this be forwarded to the November 27, 2023 regular meeting of Council for approval.

MOTION CARRIED

4.4 Policy and Bylaw Review Update

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

4.5 Strategic Priorities Update

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

4.6 Dangerous and Unsightly Premises Semi-Annual Report

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

4.7 LED Roadway Pilot Memo

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

4.8 CAO Task Report

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

5. Monthly Reports

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

- 5.1 Business Development
- 5.2 Community Living
- 5.3 Corporate Communications
- 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 Emery
Seconded By Councillor Baker
That the Committee move to an In Camera session.**

MOTION CARRIED

7. Adjournment

**Moved By Councillor Landry
Seconded By Councillor Chambers
To adjourn the meeting.**

MOTION CARRIED

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: December 18, 2023

SUBJECT: Poverty Reduction Advisory Committee Terms of Reference

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

LEGISLATIVE AUTHORITY: MGA 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 the revised Poverty Reduction Advisory Committee Terms of Reference for the Town of Amherst be forwarded to Amherst Town Council for approval.

BACKGROUND: The Intermunicipal PRAC committee was established in 2020 and was comprised of three municipal units and community representatives from across the county. Each community member brought a unique but important voice to the table on issues of poverty. The committee was tasked with the development of a strategic plan that would address the issues of equity deserving groups across Cumberland County. After months of research, consultation with stakeholders and discussions, a strategic plan was formulated. Each respective municipality adopted the strategic plan in May/June 2023. The strategic plan document centres around the three pillars of food insecurity, housing and homelessness and youth outreach and education. The strategic plan was developed itemizing key actionable goals that the three municipalities could work on collectively or individually moving forward.

DISCUSSION: Since the adoption of this Strategy, it has become clear that the implementation of the specific actions of the plan are very localized in nature, and best achieved by each individual municipal unit and their local partners. As such, the three municipal units will be implementing the plan individually and therefore it is recommended that the Town of Amherst develop a new Terms of Reference for a committee comprised of staff, council and community stakeholders who can best support the Town of Amherst action plan on poverty reduction. This being said in areas of mutual interest, staff of the three municipal units will continue to stay in contact, share ideas and collaborate to achieve the best outcomes for our collective area.





COMMITTEE OF THE WHOLE

CDR# 2023147

Date: December 18, 2023

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

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

ENVIRONMENTAL IMPLICATIONS: None

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

ALTERNATIVES:

- 1 Decline acceptance of the terms of reference
- 2 Refer back to staff for further revisions

ATTACHMENTS: Poverty Reduction Advisory Committee Terms of Reference

Report prepared by: Sharon Bristol

Report and Financial approved by:



TITLE: Poverty Reduction Advisory Committee Terms of Reference
SECTION: Executive Office
POLICY NO: 10350-29

APPROVAL DATE:

CAO Signature: _____

POLICY STATEMENT

This policy will govern the terms of reference for the Poverty Reduction Advisory Committee for the Town of Amherst.

PURPOSE:

The purpose of the Poverty Reduction Advisory Committee (PRAC) is to advise Amherst Town Council on matters regarding poverty reduction through the application of social equity lenses within our community. The primary goals of the PRAC are:

1. Assist with increasing awareness of wellness and quality of life for all constituents living in Amherst focusing on what is needed to prevent people from experiencing poverty.
2. To support those who are equity deserving by focusing on inclusion, empowerment, capacity building, and cross-sectoral collaboration

ROLE OF COMMITTEE:

Mandate:

The mandate of the Poverty Reduction Advisory Committee is to:

- Provide advice and recommendations to Municipal Council as determined by the goals of strategic plan, or as determined by ongoing collaboration with the community
- Work collaboratively with community organizations and neighboring municipalities to carry out priorities as identified in the strategic plan
- Create awareness and education around poverty and its impact on social wellness;
- Function as a hub of community-based poverty reduction assets;
- Consider and integrate the advice and activities of other council committees with mandates aligned with poverty reduction;
- Align with strategic priorities of councils that are matters related to the committee's purpose; and
- Review these Terms of Reference every three years.

TITLE: Poverty Reduction Advisory Committee Terms of Reference
SECTION: Executive Office
POLICY NO: 10350-29

MEMBERSHIP:

Committee Composition and Term

The committee will endeavor to maintain a diverse and inclusive membership and represent all demographics and cultural groups within Amherst.

The Chair and Vice Chair will be elected by the committee at the first meeting of each calendar year.

The membership of the PRAC will be as follows:

- Two Councillors as voting members
- Up to six members of the public as voting members ideally with experience in a social equity field or lived experience. This will not be limited to those residing in the town of Amherst.
- Staff are not voting members.
- Applications for community representatives may be solicited using radio, newspaper, social media and municipal websites. Interested citizens will be invited to submit a letter of interest and experience. Staff will review the applications with the Councillor appointed to the Committee and make a recommendation to Amherst Town Council for approval of the citizen appointments.

MEETINGS:

Delegated Authority

The PRAC is established as an advisory committee to the Amherst Town Council and does not have any delegated authority. The Committee has no authority to direct staff but may request direction from the CAO as needed.

Functioning of the Committee

The Clerks Office will manage the scheduling and facilitation of Committee meetings.

A quorum consists of a majority of the members of the Committee. The Committee will attempt to make decisions by consensus, in the absence of such a vote will be held.

TITLE: Poverty Reduction Advisory Committee Terms of Reference
SECTION: Executive Office
POLICY NO: 10350-29

Budget and Resources Remuneration

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

Frequency of Meetings

It is expected the PRAC will meet quarterly or as determined by the Committee.

Absenteeism

If a committee member misses three consecutive meetings without giving notice to the Committee, the position will be considered vacated and a new representative will be appointed.

Title/Role	Responsibilities
Director Community Living	Ensure the Committee meets quarterly, follows the terms of reference and brings forward recommendations from the committee to Council
CAO	Ensures recommendations are reviewed by Council at Committee of the Whole meetings and communication on meetings is forward to PRAC
Council	Reviews monthly reports on progress and considers any recommendations brought forward with due diligence

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Revise the Terms of Reference to be a Town of Amherst Committee	Director of Community Living, Bristol	Council	

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Krista Crossman, Director of HR and Customer Services

DATE: December 18, 2023

SUBJECT: Substance Use Policy

ORIGIN: A complete policy and bylaw review as one of Council’s strategic priorities.

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

RECOMMENDATION: That Council refer the amended Substance Use Policy (04500-06) to the January 22, 2024 Council meeting for approval.

BACKGROUND: Staff have been engaged in a review of all human resources (HR) policies and procedures as part of Council’s strategic priorities.

DISCUSSION: This was a new policy introduced and implemented in the spring of 2019. Staff have reviewed the policy as part of the on-going review of all policies and bylaws and are recommending only small revisions to the policy at this time. All proposed changes are highlighted on the attached policy in yellow. The recommended updates to the policy include:

- Replacing all non-gender-neutral terminology (his/her) with gender-neutral terms (they/them/their);
- The addition of new positions to be defined as “safety sensitive” positions:
 - Public Works Foreman
 - Parks & Recreation Foreman
 - Engineering Technologist
 - Engineering Technician
 - Dangerous & Unsightly Premises Administrator
- Clarifying that the Town will support an employee who may be undertaking treatment for substance dependency when appropriate and operationally viable;
- Adding the roles and responsibilities for Human Resources staff as applicable to the policy.
- Minor grammar revisions.

FINANCIAL IMPLICATIONS: There are no financial implications.

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



ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: This policy and the proposed revisions provide the basis for balancing workplace safety, individual rights and equitable treatment of all employees.

ALTERNATIVES:

1. Accept recommendation
2. Direct staff to develop alternative recommendation.

ATTACHMENTS:

04500-06 Substance Use Policy

Report prepared by: Krista Crossman, Dir. HR + Customer Services

TITLE: SUBSTANCE USE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04500-06

APPROVAL DATE: _____

CAO Signature: _____

POLICY STATEMENT

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to both themselves and their fellow employees. To help ensure a safe and healthy workplace, the Town of Amherst reserves the right to prohibit certain items and substances from being brought on to or present on Town of Amherst premises.

PURPOSE

The Town of Amherst is committed to the health and safety of its employees and has adopted this Policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse.

DEFINITIONS AND TERMS

Alcohol: means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol Use: means the use of any beverage, mixture, or preparation, including any medication, containing alcohol.

Contractor: Independent entity that agrees to furnish certain number or quantity of goods, material, equipment, personnel, and/or services to the Employer and Employees.

Drug: pure substance, chemical or agent used to alter the way the body or mind functions.

Drug Identification Number (DIN): number assigned by Health Canada to a drug product prior to being marketed in Canada. Identifies all drug products sold in the dosage form and is located on the label of OTC and prescription drug products authorized for sale in Canada.

Drug Paraphernalia: equipment, product or material intended or designed to be used in manufacturing, compounding, converting, concealing, processing, preparing or introducing a substance into the human body.

Employee: a person employed by the Town of Amherst to do work. For the purpose of this policy this includes contractors, volunteers, vendors and any person authorized by the Town of Amherst to be on the workplace/worksite.

Employer: means the organization of the Town of Amherst. This term includes the agents, officers and representatives of the Town of Amherst.

Employee Assistance Program/Family Assistance Program: means a confidential corporate sponsored program offering support and counselling services to employees (and identified family members) that are experiencing personal and/or work/personal related **matters**.

TITLE: SUBSTANCE USE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04500-06

Fit for Duty: reporting to work and being able to perform assigned duties and tasks, whether on a Town of Amherst job site or another site assigned by a supervisor, and not being under the influence of any substance that causes Impairment or that adversely affects the employee's ability to perform their assigned duties and tasks in a safe and responsible manner throughout **their** entire work shift.

Group Health Plan: Health insurance program comprised of a group of members.

Impairment: state of being diminished, weakened or damaged, especially cognitively or physically.

Incident: any occurrence that caused or had the potential to cause damage to persons, property, reputation, security or the environment.

Off Duty Conduct: actions of the Employee, including verbal, non-verbal, and written acts, outside of the hours the **employer employee** is scheduled to work.

Reasonable Suspicion, also called Reasonable Grounds: The direct observations of the employee's conduct or other indicators such as physical appearance of the employee, odors associated with the use of substances and includes the presence of drug paraphernalia on the employee, **their** work area, or **their** vehicle, or observed changes in the employee's behavior such as erratic behavior, slurred speech, confusion, staggering and unsteadiness.

Safety Sensitive Position: Safety Sensitive Position is a job or position where the employee holding this position has the responsibility for **their own safety or other people's safety.** Workplace performance affected by substance use could result in a significant incident, near miss or failure to adequately respond to a significant incident and detrimentally affects the health, safety or security of the employee, others, property, the environmental or employer's reputation.

For the purposes of this policy the following positions are designated Safety Sensitive:

- Police Officers
- Firefighters and Fire Inspectors
- Dispatcher
- Building Officials
- ~~Operations Manager~~ **Public Works Foreman**
- ~~Horticulturalist~~ **Parks & Recreation Foreman**
- Facilities Manager
- **Engineering Technologist**
- **Engineering Technician**
- **Dangerous and Unightly Premises Administrator**
- Operator with Refrigeration Class II
- Parks and Stadium Supervisor
- Parks, Maintenance and Stadium Operator
- Stadium Attendant
- Parks Attendant
- Recreation Maintenance
- Sub Foreman

TITLE: SUBSTANCE USE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04500-06

- Carpenter
- Mechanic
- Welder
- Lead Hand
- Operator
- Water and/or Sewer Maintenance
- Utility
- Laborer

Substance: includes any drug, alcohol, substance, chemical or agent regardless of whether the use or possession is lawful or unlawful or requires a personal prescription or medical certificate from a licensed treating physician, Nurse Practitioner (NP), or those permitted by law, and includes any non-prescription and over the counter substances.

Supervisor: A supervisor is a person who has charge of a workplace and/or authority over a worker.

Volunteer: includes anyone attending at any workplace or worksite of the employer and for the purposes of this policy a volunteer will be considered like an employee.

Workplace/Worksite: any place that physical and or mental labor occurs, whether paid or unpaid. This includes whether on a Town of Amherst job site or another site assigned by a supervisor and where an employee attends while working for the employer, during scheduled work hours, and/or is acting on behalf of the employer.

OBJECTIVES

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off Town property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
- Employees must remain fit for duty for the duration of their shift;
- Distribution or sale of drugs, alcohol or any substance that causes impairment during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Possession of non-prescribed drugs or substances that cause impairment during working hours is strictly prohibited;
- Use and possession of medically prescribed drugs is permitted during working hours, subject to the terms and conditions of Town of Amherst policies and all applicable legislation;
- Employees are prohibited from reporting to work while under the influence of non-prescribed drugs or alcohol; and
- Employees on prescription medication or medically approved substances **must** communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.

TITLE: SUBSTANCE USE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04500-06

SUSPICION OF IMPAIRMENT

The following procedure may be enacted if there is reasonable belief that an employee is impaired at work:

- If possible, the employee's manager or supervisor will first seek another manager's or supervisor's opinion to confirm the employee's status.
- Next, the manager or supervisor will consult privately with the employee to determine the cause of the observation, including whether substance ~~abuse~~ use has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behavior including, but not limited to, slurred speech, difficulty with balance, watery or red eyes, or dilated pupils, or if there is an odor of alcohol or other impairing substances, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.
- If an employee is considered impaired and deemed "unfit for work," this decision is made based on the best judgement of two members of management (when possible) and DOES NOT require a breathalyzer or blood test. The employee may be advised that the Town of Amherst has arranged a taxi or shuttle service to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a manager or supervisor or another employee if deemed necessary.
- When it is suspected that an employee is impaired, the employee will not be allowed to drive. The employee should be advised if they choose to refuse Town of Amherst organized transportation and make the decision to drive their personal vehicle, the Town is obligated to, and will contact, the police to make them aware of the situation.
- A meeting may be scheduled for the following work day to review the incident and determine a course of action which may include discipline or a monitored referral program as part of a treatment plan.

SUBSTANCE DEPENDENCY

Town of Amherst understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. Town of Amherst promotes early diagnosis. Any employee who suspects that they might have an emerging drug/substance or alcohol problem is expected to seek appropriate treatment promptly. **The Town of Amherst will support this process where appropriate and when operationally viable.**

VOLUNTARY IDENTIFICATION

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information shall be kept confidential by Town of Amherst, unless otherwise authorized by law.

TITLE: SUBSTANCE USE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04500-06

AGREEMENT FOR THE CONTINUATION OF EMPLOYMENT

Town of Amherst reserves the right to invoke an agreement for the continuation of employment in accordance with an employee’s commitment to become and remain alcohol- and drug-free. The agreement will outline the conditions governing the employee’s return to the job and the consequences for failing to meet the conditions.

An agreement for the continuation of employment may include a requirement for drug or alcohol testing.

DISCIPLINARY ACTION

Employees may be subject to disciplinary action up to and including termination of employment for failure to adhere to the provisions of this policy, including but not limited to:

- a) Failure to meet prescribed safety standards as a result of impairment from alcohol, drugs or substances that cause impairment; and
- b) Engaging in illegal activities (for example, selling drugs, alcohol or substances that cause impairment while on Town of Amherst premises).

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Directors	Directors will: <ol style="list-style-type: none"> a. Clearly communicate expectations surrounding alcohol and drug/substance use, misuse, and abuse; b. Maintain a program of employee health and awareness; c. Provide a safe work environment; and d. Review and update this policy regularly. e. Ensure, when appropriate, that accommodation as provided if warranted.
Human Resources	Human Resources will: <ol style="list-style-type: none"> a. Ensure a confidential and supportive environment for an affected employee to address the situation discreetly and compassionately to protect the employee’s privacy; b. Provide relevant resources and referrals which may include, but are not limited to, support networks, treatment options, community resources, employee assistance programs, workplace referrals, counseling and/or rehabilitation services; c. Collaborate with Directors and Managers to implement reasonable accommodations when appropriate; d. Assist in the reintegration into the workplace following accommodation and/or rehabilitation measures and; e. Maintain accurate documentation regarding the events, interventions, and/or agreements made regarding the employee.
Managers and Supervisors	Managers and Supervisors will: <ol style="list-style-type: none"> a. Identify any situations that may cause concern regarding an employee’s ability to safely perform their job functions;

TITLE: SUBSTANCE USE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04500-06

	<ul style="list-style-type: none"> b. Ensure that any employee who asks for help due to a drug/substance or alcohol dependency is provided with the appropriate support (including accommodation); and c. Maintain confidentiality and employee privacy.
Employees	<p>Employees will:</p> <ul style="list-style-type: none"> a. Abide by the provisions of this policy and be aware of their responsibilities under it; b. Arrive to work fit for duty, and remain as such for the duration of shift; c. Communicate dependency or emerging dependency to management or human resources; and d. Follow an after-care program, where established. e. Seek advice and appropriate treatment, where required; f. Perform work safely in accordance with established safe work practices; g. Avoid the consumption, possession, sale, or distribution of drugs, substances that cause impairment or alcohol on Town property and during working hours (even if off Town property); h. When off duty, refuse a request to come into work if unfit for duty; i. Report limitations and required modification as a result of prescription medication; j. Report co-workers to management who they have reason to believe are not fit for duty according to this policy; k. Any employee working in a Safety Sensitive position who has a limitation or restriction on their ability to perform their job, or if prescribed medical treatment which has or will adversely affect those abilities, must report such limitations or restrictions to their immediate supervisor, who in turn will notify Human Resources.

ACKNOWLEDGEMENT AND AGREEMENT

I, (Employee Name), acknowledge that I have read and understand the Substance Use Policy of Town of Amherst. I agree to adhere to this policy and will ensure that any employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

TITLE: SUBSTANCE USE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04500-06

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Replace all non-gender-neutral terminology (his/her) with gender-neutral terms (they/them/their); addition of new positions to be defined as "safety sensitive" positions; provide clarity that the Town will support an employee who may be undertaking treatment for substance dependency when appropriate and operationally viable; add roles and responsibilities for Human Resources staff; minor grammar revisions	Director, HR and Customer Services, Crossman	Council	

Minutes reference date: April 29, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jeff Bacon, Business Development Officer

DATE: December 18, 2023

SUBJECT: Bylaw Review – The Property Assessed Clean Energy (PACE) Program

ORIGIN: In 2018 the Town of Amherst adopted the PACE By-Law B-8. The By-Law enables the Town to finance energy efficiency upgrades to qualifying residential properties within Amherst.

LEGISLATIVE AUTHORITY: Municipal Government Act (MGA), section 81A (1) The council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for the financing and installation of any of the following on private property with the consent of the property owner: (a) equipment installed pursuant to an expenditure under clause 65 (aca): providing for, financing and installing energy-efficiency equipment on private property including, without restricting the generality of the foregoing, solar panels...

RECOMMENDATION: That status quo be maintained with the understanding that the program may not be the most attractive option for financing energy retrofits at this time.

BACKGROUND: The PACE program finances owner-occupied, home energy retrofits and renewable energy adoption through the tax bill at a fixed interest rate for up to ten years. Eligibility requirements include a home energy assessment, a credit check of the property owner, and no outstanding municipal taxes or charges. In addition, any energy retrofit must have payback period of less than 10 years. The PACE program is administered for the town by the Clean Foundation, which manages resident applications and project outcomes. The Town of Amherst is one of twelve municipalities participating in the program.

DISCUSSION: Since the implementation of the program, applications in the program have been moderate. As shown in the attached Municipality Program Participation Table, from January 2021 to October 31, 2023, of the twenty-four total Town of Amherst program applicants, two have completed the program and eight are in process. These numbers compare with four other participating municipalities. However, municipalities such as Yarmouth and Lunenburg have over 30 applications in process. Applications in Amherst that do not complete the program are typically because the upgrade does not meet the ten-year return-on-investment criteria or the applicant fails the credit check requirements.

Participation is also influenced by the Program inspiring a resident to apply. The Town and the Municipality of Cumberland have the highest interest rate using the municipalities' cost to borrow plus an additional 2%. The interest rates offered by other municipalities are as low as





COMMITTEE OF THE WHOLE

CDR# 2023152

Date: December 18, 2023

1% - 1.5% as shown in the attached Municipal Program Requirements Table. Without adjusting the interest rate other parameters such as the credit check, financing amounts, and repayment term length could be adjusted to attract participation.

FINANCIAL IMPLICATIONS: The maximum amount that could be financed each year is \$250,000. The 2% interest premium is intended to cover the town's costs and risks associated with the program.

COMMUNITY ENGAGEMENT: Clean Foundation has released a marketing campaign utilizing local radio, newspaper, and social media advertising to increase awareness of the Program. The current 8 applications in process in Amherst registered since October 1, 2023 after this campaign began.

ENVIRONMENTAL IMPLICATIONS: Residential home energy efficient upgrades are important contributors to the reduction of climate change and the consumption of energy.

SOCIAL JUSTICE IMPLICATIONS: Financial assistance for programs that ensure home owner project outcomes outweigh the costs, distributed over a manageable payback period, provides residents with a secure opportunity for home improvements without significant debt or risk.

ALTERNATIVES: 1) Direct staff to draft changes to the Bylaw for further review.

ATTACHMENTS: Property Assessed Clean Energy (PACE) Program By-Law
Property Assessed Clean Energy (PACE) Program Policy
Clean Foundation Municipality Program Participation Table
Clean Foundation Municipality Program Requirement Table

Report prepared by: Jeff Bacon, Business Development Officer

Report and Financial approved by: N/A



**THE TOWN OF AMHERST BY-LAW B8 RESPECTING
CHARGES FOR
THE PROPERTY ASSESSED CLEAN ENERGY (PACE)
PROGRAM**

TITLE

1. This Bylaw shall be known as *“The Property Assessed Clean Energy Program”* Bylaw.

PURPOSE

2. The purpose of this Bylaw is to enable financing of energy efficiency upgrades to qualifying residential properties within the Municipality.

DEFINITIONS

3. In this Bylaw:
 - a) “Chief Administrative Officer” means the Chief Administrative Officer of the Municipality;
 - b) “Chief Financial Officer” means the Chief Financial Officer of the Municipality;
 - c) “Clean Energy Upgrade” means an installation that is permanently affixed to the qualifying property and which
 - i. will result in improved energy efficiency, the generation of renewable energy, or substantially reduced energy use;
 - ii. involves building envelope upgrades such as caulking and weather stripping, duct / air sealing, insulating, or energy efficient windows and doors, building heating, ventilation and air conditioning system upgrades such as heat pumps, wood or pellet stoves, or furnaces or boilers; renewable energy upgrades such as solar thermal panels, solar photovoltaic panels, or wind turbines; or such other clean energy upgrades as are approved and agreed to in writing by the Town; and,
 - iii. is identified as an eligible upgrade in the PACE Program Clean Energy Upgrade Standards Policy, and meets or exceeds applicable energy efficiency standards as defined in the Policy.
 - d) “Municipality” means the Town of Amherst;
 - e) “PACE Customer Agreement” means the written, signed Property Assessed Clean Energy Efficiency Program Customer Agreement between the owner of a qualifying property and the Municipality for financing of an Energy Efficiency Upgrade to the property.
 - f) “PACE Charge” means the Property Assessed Clean Energy improvement tax levied on the property pursuant to s.81A of the Nova Scotia *Municipal Government Act*.
 - g) “PACE Program” means the program established by the Municipality under which owners of Qualifying Properties may apply for and obtain financing for Clean Energy Upgrades.
 - h) “Qualifying Property” means an owner-occupied residential property located within the Municipality, but does not include multi-unit residential with more than 2 dwelling units, non-profit owned buildings and does not include business or industrial premises.

APPLICATION AND APPROVAL

4. An owner of a Qualifying Property within the Municipality who is not otherwise in default of any municipal taxes, rates or charges, may apply for Municipal financing of Clean Energy Upgrades to the property.
5. Financing shall be subject to the approval and agreement in writing of the CAO, or designate, on behalf of the Town, and the execution of a PACE Customer Agreement by the owner of the Qualifying Property. The conditions that must be met for approval include that:
 - a. the owner of the Qualifying Property is not in default of any municipal taxes, rates or chargers;
 - b. the Clean Energy Upgrade achieves an overall savings to debt ratio of the property owner equal to or greater than the ratio specified in the PACE Customer Agreement, as estimated by a qualified energy assessment generated through the PACE Program; and,
 - c. any additional conditions specified in the PACE Customer Agreement are met.

PAYMENT OF CHARGE

6. The PACE charge shall become payable in full on completion of installation of the Clean Energy Upgrade in accordance with the PACE Customer Agreement.
7. The PACE charge may consist of:
 - a. the cost of the Clean Energy Upgrade, including all labour costs, permitting fees, and applicable taxes;
 - b. applicable PACE Program service fees; and,
 - c. interest accrued on the charge including any additional interest arising due to any default of payment.
8. The Chief Financial Officer shall maintain a separate account of all monies due for PACE charges levied pursuant to this By-law, identifying:
 - a. The names of the property owners and assessment, PID and civic address information of the subject property;
 - b. The amount of the PACE charge levied on the property;
 - c. The amount paid on the PACE charge.
9. The owner of a Qualified Property may elect to pay the PACE Charge by equal installments over a period of not more than 10 years, on which interest shall be payable as set out in the PACE Customer Agreement, pursuant to the PACE Program Policy.
10. In the event of a default of any payment under the PACE Customer Agreement, the outstanding balance shall be immediately due and payable. Interest shall be accrued on the amount then due and payable at the same rate applied by the Municipality for unpaid taxes and charges in default.

LIEN

11. On completion of a Clean Energy Upgrade pursuant to a PACE Customer Agreement, the PACE Charge shall be levied against the property.
12. Where the owner of a Qualifying Property opts for installment payments:
 - a. the portion of the PACE charge payable annually shall be equal to the total PACE charge outstanding divided by the number of years remaining; and,

the amount outstanding on the PACE charge shall become due and payable in the event of default payment.
13. A PACE Charge imposed pursuant to this Bylaw constitutes a first lien on the subject property and has the same effect as rates and taxes under the *Municipal Government Act*.
14. A PACE Charge pursuant to this Bylaw is collectable in the same manner as rates and taxes under the *Municipal Government Act* and, at the option of the Chief Financial Officer, is collectable at the same time and by the same proceedings as taxes.
15. The lien provided for in this Bylaw shall become effective on the date on which the Chief Administrative Officer files with the Chief Financial Officer a certificate that the agreed improvement has been completed.
16. The lien provided for in this Bylaw shall remain in effect until the total charge, plus interest and administrative charges have been paid in full.

INTEREST

17. Interest will be payable on any balance owing on the PACE Charge at a rate specified in the Town of Amherst PACE Program Policy.
18. Interest shall accrue on any PACE Charge or portion thereof which remain outstanding from the date of billing.
19. Interest is payable annually on the entire amount outstanding and unpaid, whether or not the owner has elected to pay by installments.

EFFECTIVE DATE

This Bylaw shall come into effect from and after the date of publication.

DEPARTMENT: Planning & Strategic Initiatives

TITLE: Property Assessed Clean Energy (PACE) Program Policy

Minutes reference date: June 24, 2019

Revision date:

1. PURPOSE

- 1.1 This Policy identifies the eligible types of Clean Energy Upgrades that may be financed by the Town of Amherst through the Property Assessed Clean Energy (PACE) Program Bylaw, and establishes the program financing details in Section 2.
- 1.2 The table in Section 3 lists the eligible Clean Energy Upgrade types that may be financed. Each type of upgrade must be evaluated by a specific energy evaluation procedure and may need to conform to a particular energy standard, which is identified beside each upgrade type. The required evaluation procedure or standard ensures that the upgrade is studied from an energy science perspective, and that a definable energy benefit is determined.
- 1.3 In administering this Policy, the Town will ensure that any Clean Energy Upgrades requested by property owners to be financed through the PACE program are identified as being eligible types in the table in Section 3. Furthermore, the Town will ensure that for each requested upgrade, the required evaluation procedure or standard has been met and that a definable energy benefit has been determined or recommended by a qualified energy professional. These minimum conditions must be met before permitting a requested upgrade to be financed on the subject property.
- 1.4 The ability to approve financing for Clean Energy Upgrades on specific properties may be subject to further restrictions through the conditions set out in the PACE Bylaw and the PACE Customer Agreement.

2. FINANCING DETAILS

- 2.1 Interest will be charged on PACE charges at a rate of municipal cost of borrowing plus 2%.
- 2.2 The maximum number of homes entering this program is 10 per year.
- 2.3 The Maximum Eligible Amount is \$15,000 for homes with full assessed property values of less than or equal to \$150,000. For homes with full assessed property values of more than \$150,000, the Maximum Eligible Amount is lesser of \$25,000 or 10% of the full assessed property value.

DEPARTMENT: Planning & Strategic Initiatives

TITLE: Property Assessed Clean Energy (PACE) Program Policy

Minutes reference date: June 24, 2019

Revision date:

3. PACE PROGRAM CLEAN ENERGY UPGRADE STANDARDS

Clean Energy Upgrade Type	Required Evaluation or Standard
A. Insulation for ceilings, floors, main walls, knee-walls, foundation walls, foundation headers, foundation slabs, and crawlspaces	Home Energy Assessment
B. Draft-proofing including caulking, weather stripping, and duct sealing	Home Energy Assessment
C. Exterior doors	Home Energy Assessment
D. Exterior windows	Home Energy Assessment
E. Domestic Hot Water Tanks	Home Energy Assessment
F. Drain Water Heat Recovery Systems	Home Energy Assessment
G. Heat Pumps	Home Energy Assessment
H. Wood & Pellet Heating Systems	Home Energy Assessment
I. Exhaust Ventilation	Home Energy Assessment
J. Balanced Heat Recovery Ventilation	Home Energy Assessment
K. Electric Vehicle Charging Stations	Home Energy Assessment and Time- Of-Day Savings Assessment
L. Electric Thermal Storage (ETS) Systems	Home Energy Assessment and Time- Of-Day Savings Assessment
M. Solar Hot Water Systems	Home Energy Assessment and Solar Potential Site Assessment

DEPARTMENT: Planning & Strategic Initiatives

TITLE: Property Assessed Clean Energy (PACE) Program Policy

Minutes reference date: June 24, 2019

Revision date:

N. Solar Hot Air Systems	Home Energy Assessment and Solar Potential Site Assessment
O. Solar Photovoltaic Systems	Home Energy Assessment and Solar Potential Site Assessment
P. Swimming Pool Heating & Circulation Systems	Home Energy Assessment, Existing Load Assessment, and Solar Potential Site Assessment
Q. Supplementary work required to successfully complete the above listed upgrades. This may include but is not limited to removal of existing equipment or components, repairs and maintenance required, installation of vapour barriers and other water controls and freeze protection, testing and abatement of asbestos and vermiculite, and electrical upgrades.	Home Energy Assessment

Clean Foundation Municipality Program Participation Table

Municipality	Stage				Total
	Registration or Waitlist	Files Currently In Progress	Completed	Early Exit	
Cumberland County		6	2	26	34
District of Barrington		5			5
District of Digby	2	10	5	38	55
District of Lunenburg	7	31	5	88	131
District of Yarmouth		3	2	4	9
Inverness County		16	6	16	38
Municipality of Chester		8		7	15
Municipality of East Hants	12	4	1	22	39
Town of Amherst	1	7	2	14	24
Town of Bridgewater	1	32	26	34	93
Town of New Glasgow		20	15	42	77
Victoria County		8	1	9	18
Total	23	150	65	300	538

Clean Foundation Municipality Program Requirement Table

<u>Municipality</u>	<u>Maximum Financing Amount</u>		<u>PACE interest rate</u>	<u>Default interest rate</u>	<u>Term</u>
Town of Amherst	\$15,000 – \$25,000	Up to \$15,000 for homes valued under \$150,000 and up to \$25,000 for over or 10 per cent of assessed value	Based on the municipalities cost to borrow +2%	12%	10 years
Municipality of Cumberland	\$15,000 – \$25,000	Up to \$15,000 for homes valued under \$150,000 and up to \$25,000 for over or 10 per cent of assessed value	Based on the municipalities cost to borrow +2%	15%	10 years
Municipality of Chester	Up to \$40,000	or 15 per cent of assessed value	Scotiabank Prime Rate	None	10 years
District of Yarmouth	\$15,000	No restrictions	Based on the municipalities cost to borrow +1%	18%	10 years
District of Barrington	\$10,000	No restrictions	4%	18%	10 years
Victoria County	\$20,000	No restrictions	4%	18%	10 years
District of Lunenburg	Up to \$20,000	or 15 per cent of assessed value	2%	10%	15 years
District of Digby	\$10,000 – \$25,000	Up to \$10,000 for homes valued under \$66,667 and up to \$25,000 for over or 15 per cent of assessed value	2%	15%	15 years
East Hants	\$20,000	No restrictions	1.85%	9%	10 years
Town of New Glasgow	Up to \$15,000	or 15 per cent of assessed value	1.50%	15%	10 years
Inverness County	\$15,000	No restrictions	1.50%	18%	15 years
Town of Bridgewater	\$15,000 – \$40,000	Up to \$15,000 for homes valued under \$100,000 and up to \$40,000 for over or 15 per cent of assessed value	1%	12%	Up to 15 years

TO: Mayor Kogon and Members of Council

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

DATE: December 18, 2023

SUBJECT: Transient Automobile Vendors By-law P-6 Review

ORIGIN: Schedule for By-law and Policy Review.

LEGISLATIVE AUTHORITY: MGA section 172 (1) A council may make by-laws, for municipal purposes respecting (f) businesses, business activities and persons engaged in business.

RECOMMENDATION: That the Transient Automobile Vendors By-law be converted to the new format but be otherwise left unchanged.

BACKGROUND: The subject By-law was adopted in its current form in 2006 and was last amended in March 2012. It requires that automobile dealers, that do not have their “Principal Place of Business” located in Amherst, obtain a license to hold a sale within town limits. To obtain a license, the dealer must provide a site plan of the proposal sale area, proof of liability insurance, solid waste receptacles, and pay a significant fee for each day the sale takes place. The fee is \$2,000 per day and \$1,000 per day for RVs.

DISCUSSION: In addition to ensuring a basic level of control through the site plan, insurance and waste receptacle requirements, the main purpose of the By-law is to support local bricks and mortar dealerships. Unlike food vendors that largely compete on product, vehicle dealers tend to compete on price for the same or similar vehicle. A transient dealer without the overhead of a bricks and mortar dealership may in some cases have an unfair advantage. The substantial licence fee is intended to ‘level the field’ of competition to some degree.

Although online car shopping has likely decreased the viability of transient vehicle sales and therefore; the utility of this By-law, it appears to serve a purpose and does not contain any significant flaws. As such, maintaining status quo would be appropriate at this time.

FINANCIAL IMPLICATIONS: Very infrequent license fee revenue.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue.

COMMUNITY ENGAGEMENT: None recommended.





COMMITTEE OF THE WHOLE

CDR# 2023153

Date: December 18, 2023

ALTERNATIVES: Direct staff to make changes to the Bylaw for further review.

ATTACHMENTS: Transient Automobile Vendors Bylaw (P-6)

Report prepared by: A. Fisher

Report and Financial approved by:



TITLE: Transient Automobile Vendors Bylaw
SECTION: Planning Services
BYLAW NO: P-6

- g) “Motor Vehicle” means every device in, upon or by which a person or property is or may be transported or drawn upon a public highway and which is propelled or driven otherwise than by muscular power, but does not include motorized wheelchairs, or vehicles used exclusively upon stationary rails or tracks.
- h) “Operation” means the sale of Motor Vehicles to which a License pertains.
- i) “Owner” includes any one or combination of the following as defined in the *Municipal Government Act*, S.N.S. 1998, c. 18, s. 3(ay):
- i. a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or building, or
 - ii. in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building, in the absence of proof to the contrary, the person assessed for the property.
- j) “Principle Place of Business” means owned or leased premises which contains:
- i. A building or buildings with adequate facilities to service and repair a minimum of two vehicles;
 - ii. Outside parking for a minimum of ten vehicles;
 - iii. Two qualified mechanics during the Dealer’s normal business hours;
- as set out in the *Dealers’ Licenses Regulations* made under sections 32 and 60 of the *Motor Vehicle Act*, R.S.N.S. 1989, c. 293, N.S. Reg. 11/95, s. 6.
- k) “Sell” means selling, trading, or otherwise transferring for a valuable consideration, whether present or executory.
- l) “Town” means the Town of Amherst.
- m) “Transient Automobile Vendor” means a Dealer selling Motorized Vehicles within the Town of Amherst who does not have a Principle Place of Business in the Town.
- n) “Vend or Vending” means the sale, or offering for sale, of goods, food, beverages or services to the general public.

TITLE: Transient Automobile Vendors Bylaw
SECTION: Planning Services
BYLAW NO: P-6

- o) “Vendor” means a Transient Automobile Vendor.

TRANSIENT AUTOMOBILE VENDORS LICENSE REQUIRED

4. (1) All Transient Automobile Vendors shall obtain a License prior to setting up their Operation within the Town of Amherst. Any sale of a Motor Vehicle by a said Vendor without a License shall constitute a violation of this Bylaw.
- (2) Any peace officer shall have enforcement authority under this Bylaw.
- (3) A License shall not be issued unless the activity is permitted on the subject property by the Land Use Bylaw, and occurs in a manner permitted within the Land Use Bylaw. Application for a License shall also constitute an application for a Development Permit as required by the Land Use Bylaw.
- (4) An application for a License shall be made to the CAO by the Vendor, on the application form which is contained in Schedule A of this Bylaw. All information requested on Schedule A shall be required to be submitted prior to the issuance of a License.
- (5) A separate License is required for each Transient Automobile Vendor which occupies the same piece of property during any given time period.
- (6) A Transient Automobile Vendor shall make the application for the License and only he or she shall be held accountable under the provisions of this Bylaw for failure to obtain the said License.
- (7) The license shall be required for the entire duration of the operation or sale and shall include every day or portion thereof for which the vehicles are offered for sale, and/or advertised for sale, and also shall include the entire duration after the official sale during which the vendor or their agents and/or employees are present on the site for any reason related to the sale of the vehicles.

LICENSE REQUIREMENTS

5. (1) A License shall be valid for the days as specified on the said license.
- (2) A License is renewable upon application and payment of the required fee.

TITLE: Transient Automobile Vendors Bylaw
SECTION: Planning Services
BYLAW NO: P-6

- (3) An application is not considered complete until all relevant information is provided and payment is made.
- (4) The application shall include a site plan showing location of the Operation on the property, access to and egress from the site, the location of all buildings on the property and the area being utilized for the Operation.

LICENSE FEE

- 6. (1) The fee for the License shall be Two Thousand Dollars (\$2,000.00) per day, except for Dealers selling motor homes, RVs and/or recreational travel trailers, for which the fee for the license shall be One thousand Dollars (\$1,000.00) per day.
- (2) A License is not transferable.

CONDITIONS OF LICENSE

- 7. (1) Any sign to be erected on the site shall be included in the site plan submitted at the time of application and shall meet the requirements of the Land Use Bylaw. A separate Development Permit is not required for the said sign(s).
- (2) Receptacles sufficient to satisfy the Town of Amherst Solid Waste Bylaw shall be situated on the site, particularly where food is for sale intended for immediate consumption.
- (3) The Vendor or property owner shall provide proof of a minimum public liability insurance of Two Million Dollars (\$2,000,000).
- (4) All facilities associated with the sale of Motor Vehicles pursuant to the License shall be removed from the site once the Operation ceases, or the permit expires, whichever comes first. Failure to remove all facilities and any associated solid waste constitutes a violation of this Bylaw.
- (5) A License can be revoked where:
 - a) The licensee has provided incorrect information in the application for a License;
 - b) The licensee’s provincial Dealer’s License under the *Motor Vehicle Act*, R.S.N.S.

TITLE: Transient Automobile Vendors Bylaw
SECTION: Planning Services
BYLAW NO: P-6

1998, c. 293 and the *Dealers' Licenses Regulations*, N.S. Reg. 11/95 has been revoked or is no longer in force;

- c) The licensee is in violation of any provision of this Bylaw or any other Bylaw of the Town of Amherst;
- d) The licensee does not have insurance in force as required under this Bylaw or any condition of the Licensing agreement.

- (6) A License issued under this Bylaw must be conspicuously displayed at all times at the location where the Transient Automobile Vendor conducts the sale of Motor Vehicles.

PENALTY

- 8. (1) Every person who violates or fails to comply with any of the provisions of this Bylaw shall be liable, upon summary conviction, to a penalty of Ten Thousand Dollars (\$10,000).
- (2) Every day during which an offence pursuant to this Bylaw continues is a separate offence.
- (3) The Town may apply to a judge of the Supreme Court of Nova Scotia for an injunction or other order where:
 - a) Land is being used in contravention of this Bylaw;
 - b) A person is selling Motor Vehicles without having paid the license fee required;
or
 - c) A breach of this Bylaw is anticipated or is of a continuing nature.

TITLE: Transient Automobile Vendors Bylaw
SECTION: Planning Services
BYLAW NO: P-6

Schedule A

TOWN OF AMHERST
Transient Automobile Vendors Bylaw Application

Location of Sale: _____
(please enter civic address here)

Date of Sale: _____ to _____, 200__

Applicant Information:

Name: _____

Address: _____

Postal Code: _____

Phone #: _____

Information for the

Owner of the Property at the location of proposed Operation:

Name: _____

Address: _____

Postal Code: _____

Phone #: _____

License Information:

Site Plan Attached (must show location of sale on property, access to and egress from site and the locations of all buildings on the property)

Owners Permission (applicant must submit a letter from the owner, outlining permission to use the property for the sale)

Vehicle Description (applicant must submit a description of the type(s) of Motor Vehicles it will be offering for sale)

Sign Schedule (all signs must conform to the Land Use Bylaw and be submitted in the form of a schedule showing where on the property they will be located and what size each sign is)

Proof of Insurance (proof of insurance must be attached to the application)

License Fee (license fee must accompany the application, amount payable is \$2,000.00)

Signature of Applicant: _____

Date: _____

TITLE: Transient Automobile Vendors Bylaw
SECTION: Planning Services
BYLAW NO: P-6

By signing the above, you are hereby verifying that all information submitted for this application is factual and complete.

- *For Office Use Only* -

Location of Sale is in conformance with LUB

Proposed Signs are in conformance with LUB

Application is complete including fees

Approved by: _____ Date Approved: _____

For Administrative Use Only:

ROLES AND RESPONSIBILITIES

Transient Automobile Vendors Bylaw P-6 Adoption	
First reading:	
Notice of Publication:	April 9, 2012
Second Reading:	March 26, 2012
Notice of Publication and Effective Date of Bylaw:	April 9, 2012
Notice to Service Nova Scotia & Municipal Relations:	April 10, 2012

VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
Director of Planning & Strategic Initiatives, Fisher	By-law incorporated onto new By-law template, no amendments requiring former approval.	December 18, 2023

Minutes reference date: December 18, 2023 March 26, 2012

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: December 18, 2023

SUBJECT: Water Utility Dump Truck

ORIGIN: 2021/22 Water Utility Capital Budget

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

RECOMMENDATION: That Council forward to the December 18, 2023 regular meeting approval of an amendment to the 2023/24 Water Utility Capital Budget to include \$355,000 from the water depreciation fund for the purchase of a dump truck for the Amherst Water Utility, and further, the contract to supply the dump truck be awarded to Nova Truck Centres in the amount of \$339,500 plus applicable taxes.

BACKGROUND: \$175,00 was originally approved in the Utility's 2021/22 capital budget. An RFP was issued with a closing date of February 3, 2022 with two compliant bids received. However, the highest scoring and lowest priced proposal was approximately \$300,000 (including taxes). As such the RFP was canceled.

The expenditure was carried over to the 2023/24 fiscal year and council approved an amendment to the Water Utility capital budget on April 24, 2023 to increase the budget from \$175,000 to \$320,000.

The RFP was reissued with a closing date of June 3, 2023. There was one compliant proposal received from Nova Truck Centres in the amount of \$345,000 plus applicable taxes.

As the cost was in excess of \$250,000 the Utility required approval from the UARB. An application was made to the Board and approval to spend up to \$360,000 was granted on September 12, 2023.

Unfortunately, by the time the UARB approval was granted the dump truck chassis was no longer available as it had been sold. Once again, the RFP was cancelled.

Since Nova Truck Centres was the only proponent that had responded to the previous RFP our procurement policy permitted staff to contact this supplier directly to negotiate the purchase of a new dump truck. On November 22, 2023 Nova Truck Centres submitted a proposal to supply a dump truck in the amount of \$339,500 plus applicable taxes.



DISCUSSION: The proposed equipment, a 2025 Western Star 5-Ton dump truck, will meet the needs of the Utility. The new dump truck, if approved, will replace the Utilities 2010 Freightliner single axle dump truck. The Utility uses the dump truck on a regular basis to perform their daily maintenance work hauling materials to and from job sites when repairing broken water mains, installing new water mains and service laterals, hauling gravel to the wellfield and reservoir to maintain the roadways, and hauling the emergency backup generator to the wellfield during power outages. In the winter the truck is equipped with a plow and wing to perform snow removal operations at the wellfield, reservoir, and the Utilities pressure reducing valve chambers to ensure these facilities are always accessible. A reliable dump truck is necessary to help ensure the integrity and safety of our water distribution system.

FINANCIAL IMPLICATIONS: The dump truck purchase, \$339,500 + applicable taxes, will be funded from the Water Depreciation Fund. The estimated balance of the Water Depreciation Fund at March 31, 2024 is \$1,200,000.

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

ENVIRONMENTAL IMPLICATIONS: With advances in technology over the last 15 years a new truck will have improved fuel efficiency and reduced emissions as compared to older trucks.

COMMUNITY ENGAGEMENT: There is no community engagement required.

ALTERNATIVES: Do not amend the capital budget and do not approve the purchase at this time.

ATTACHMENTS: None

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



MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council
From: Jason MacDonald, Chief Administrative Officer
Date: December 18, 2023
Subject: Strategic Priorities

Further to our strategic priority session held on November 15, 2023 the attached priorities document reflects our discussions.

As in previous years, the first page includes our Vision, Mission and Guiding Principles – these have not changed. Also on the first page are the four main priorities for the coming year – New Community Centre; Supply of Suitable and Affordable Housing; Municipal Planning Strategy Review; Mobility Strategy.

The second page of the document contains our Ongoing Core Priorities which are not linked to specific end dates or specific deliverables – Drugs and Addiction; Social Needs; Community Collaboration; Community Vibrancy; Economic Development.

The strategic priorities will be updated at every committee of the whole meeting. The ongoing core priorities will not be updated on a regular basis, but will be integrated into our operational activities.

Staff are looking for Council's feedback on the attached document. It will be placed on the January Committee of the Whole and Council agenda for final approval (we will also update the look and feel of the document for that meeting cycle as well).

Council Strategic Priority Projects 2024



VISION Our 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. **See Why We Love It!**

MISSION We provide quality leadership, services, opportunities and resources for the benefit of our citizens, and in support of our growth and development in our community in a fair, equitable and transparent manner.

GUIDING PRINCIPLES Respect · Integrity · Collaboration · Accountability · Inclusivity · Evidence-based Decision Making · Sustainability

Community Centre

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.

Project Completion: N/A

Supply of Suitable and Affordable Housing

Project Goal: Address the need to increase supply of housing across all segments of the housing market from emergency shelters to single-family homes

Project Completion: Ongoing

Municipal Planning Strategy Renewal

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.

Project Completion: June 2024

Mobility Strategy

Project Goal: Establishment of a mobility strategy for the Town including: Active Transportation improvements; Transit Study; Physical Activity opportunities.

Project Completion: June 2025

Ongoing Core Priorities

These are priorities not linked to specific end dates or specific deliverables

- **Drugs and Addiction**
 - Internal and external education, individual and community support, enforcement
- **Social Needs**
 - Poverty reduction, improved Accessibility for all, Inclusion Diversity and Equity
- **Community Collaboration**
 - Working together with government, non-profits, individuals, and community groups to achieve our mutually beneficial goals
- **Community Vibrancy**
 - Activities, healthy lifestyles, celebrations, education, communication
- **Economic Development**
 - Support small and large business, promotion, business and industrial expansion

TO: Mayor Kogon and Members of Council

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

DATE: December 18, 2023

SUBJECT: *Development Officer appointment – Torben Laux*

ORIGIN: Efforts to improve operational capacity, efficiency and customer service levels.

LEGISLATIVE AUTHORITY: MGA section 243 (1) *A council shall appoint a development officer to administer its land-use by-law and subdivision by-law.*

RECOMMENDATION: That Council forward to the December 18, 2023 regular meeting appointment of Torben Laux as a Development Officer for the Town of Amherst.

BACKGROUND: The Municipal Government Act requires that in order to sign a development permit that person must be designated as a Development Officer by Council. Torben has recently been hired as a Land Use Planner. He comes to the town with a Diploma in Architectural Technology and a Bachelor of Arts, specializing in Urban Planning and Geospatial Technology. Previous to this position, Torben worked for a land use planning consultancy in Montreal that focused on planning with indigenous communities.

DISCUSSION: With his appointment as Development Officer, Torben will continue to be brought up to speed with development permitting processes and will gradually get into a position to be able to process applications with increasing complexity.

FINANCIAL IMPLICATIONS: None specific to this issue.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: None specific this issue.

COMMUNITY ENGAGEMENT: None specific to this issue.

ALTERNATIVES: Do not make the appointment.

ATTACHMENTS: None.

Report prepared by: A.Fisher

Report and Financial approved by:



MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council
From: Jason MacDonald, Chief Administrative Officer
Date: December 18, 2023
Subject: Active Transportation

In the spring of this year, the following motion was passed by Council:

*Moved By Councillor Fawthrop Seconded By Councillor Chambers
That the CAO be directed have a report drafted that would identify any gaps in the Active Transportation Plan and potential projects to address such gaps.
Motion Carried*

Staff have conducted an analysis of the gaps in our active transportation infrastructure. The analysis revealed a number of gaps in our sidewalk infrastructure as well as a number of opportunities for trail development. Other nice to have projects have also been identified.

The projects above are outlined on the attached map. They are summarized as follows:

New sidewalks:

- Anson Ave. – Liberty to Cornwall
- Park / McCully Street – York to Anson
- **Derby – Victoria to trail**
- Winston Street
- Fairview Ave
- Webster
- Abbey – Spring to Victoria

New Trails

- **Chamberlain to South Gate Village**

Pave and Light Trails (nice to have)

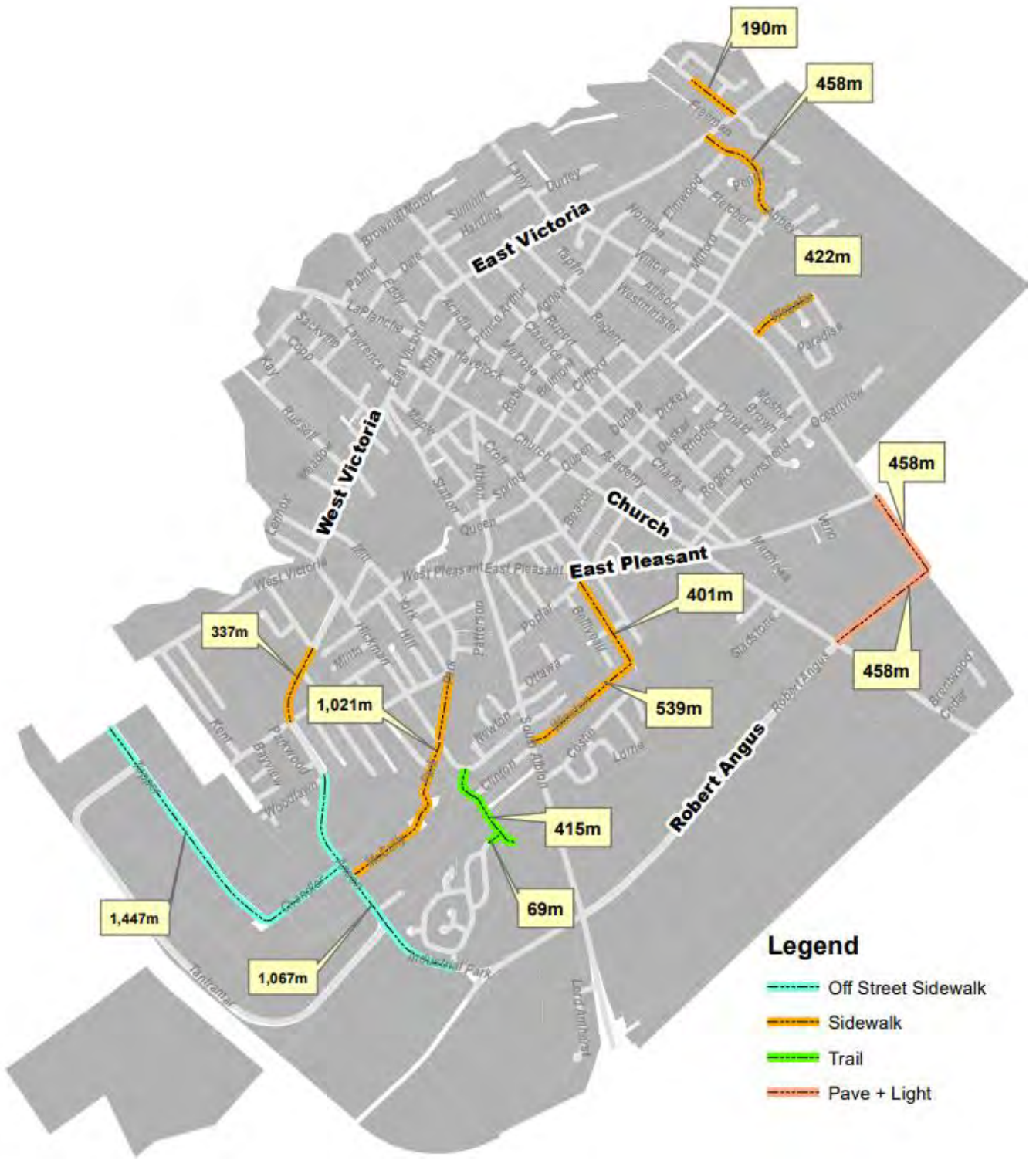
- Robert Angus – Church to Willow
- Willow – Robert Angus to East Pleasant

Off Street Trail (nice to have)

- Industrial Park Drive – Southgate to Woodlawn
- Chandler – Anson to Town Boundary

A full costing has not yet been completed, nor has a project prioritization. The two projects in red are included in the draft capital budget currently under development at a total cost of approximately \$40,000.

A fulsome discussion with Council should take place with the aim to provide direction for inclusion of some or all of these projects in future capital budget estimates.



MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council
From: Jason MacDonald, Chief Administrative Officer
Date: December 18, 2023
Subject: Ottawa Avenue Petition

Further to my memo of November 20, 2023 regarding the petition regarding potential development on the newly acquired lands on Ottawa Avenue, the petition is presented today for Council discussion and questions.

There are two basic courses of action currently available to Council:

1. Correspond to the individual who submitted the petition to Council on behalf of the group that a meeting will be held on January 22, 2024 where a small number of members of the group can address Council on the issue (council could at this time direct a staff report can be prepared on the topic);
2. Correspond to the individual who submitted the petition to Council on behalf of the group that Council has received their petition and have decided to continue with the plan to utilize the property for housing, for which it is currently zoned and intended.

Ultimately, it will be the recommendation of the CAO to move forward with a request for proposals to have the property in question developed for housing, as is the current direction from Council. If Council is clear that this remains their intention, the group should be notified as such.

However, if Council wishes to consider changing the established course of action members of the group should be invited to speak to Council on the issue.



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		angiedobson@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			MAJOR 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 Benedict	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: Aaron Bourgeois, Director of Operations
Date: December 18, 2023
Subject: Stormwater Management Study – Work Plan

This memo is being provided to Council as a summary of the work to be undertaken based on the recommendations of the Stormwater Management Study and Inflow and Infiltration Study prepared by RV Anderson Associates Ltd. for the Town of Amherst.

Background

In February 2022, a combination of heavy rainfall and rapid snowmelt caused significant flooding throughout the town. The two specific areas significantly affected by the storm were:

South Albion Street at Industrial Park Drive.

On South Albion Street stormwater surcharged from an existing storm sewer manhole on the east side of South Albion Street near the entrance to Kent Building Supplies. The flood waters flowed across South Albion Street, through a business' parking lot and across Industrial Park Drive before reaching the receiving waters. The flooding required the road to be closed to traffic for several hours until the water receded.

Donald Avenue, Ralston Place, and Dickey Street

Storm and sanitary sewers in Donald Avenue, Ralston Place, and Dickey Street area surcharged and manholes were flooded, causing floodwater to flow through sanitary sewer connections into the homes of several residents.

Budget

The current capital budget includes an amount of \$499,000 to complete this project. It is funded via \$149,700 from the Town's General Operating Budget (Capital from revenue) and a grant of \$349,300 from the province of Nova Scotia.

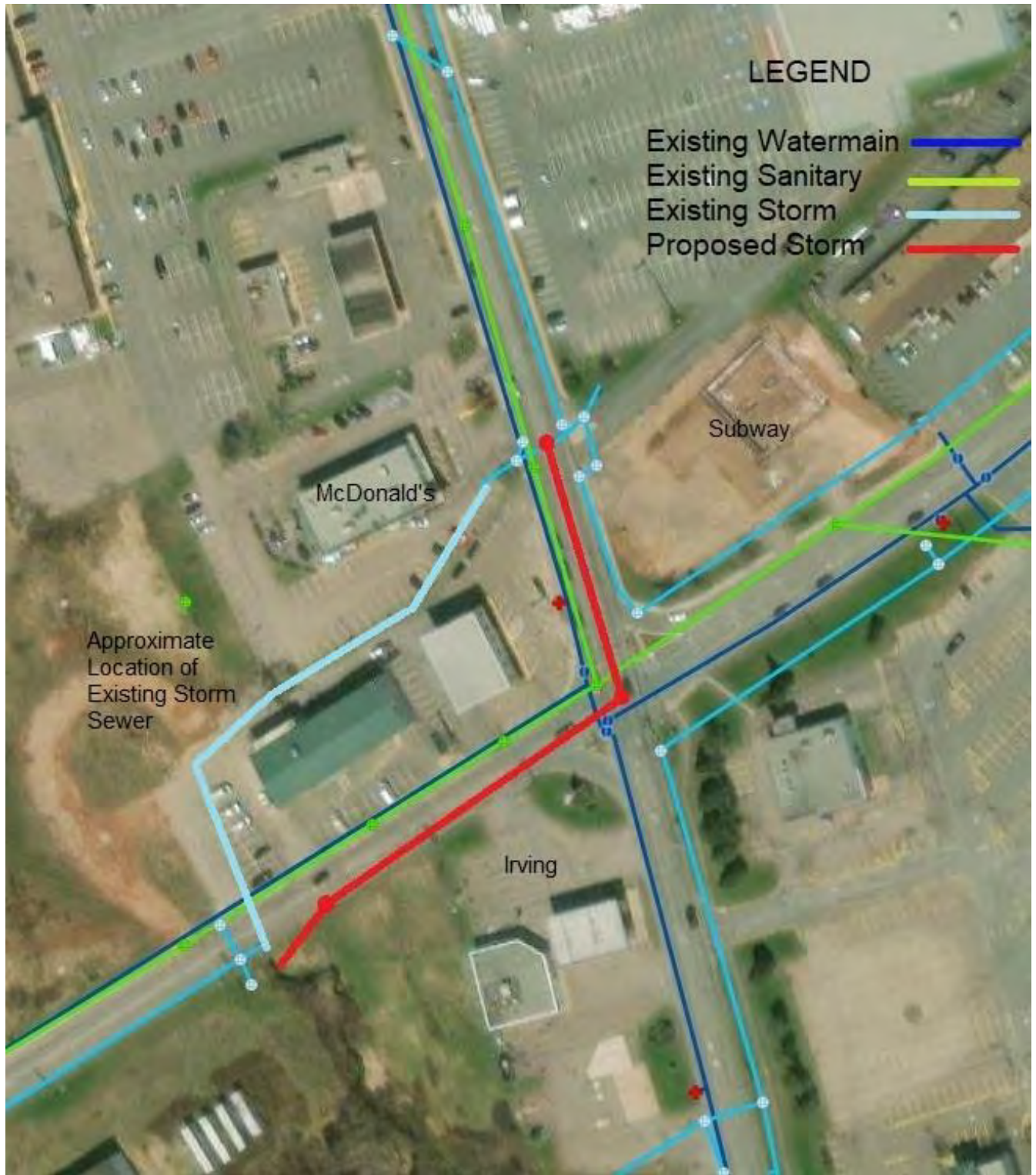
Work Plan – 2024/25 Capital

South Albion Street at Industrial Park Drive

The study found there is a physical bottleneck in the storm sewer system at the culvert crossing on South Albion Street due to a reduction in pipe size from 1500mm to 900mm and the existing storm

sewer from South Albion Street to the Jackson Brook Outfall runs through private property. Staff are proposing a new storm sewer be constructed. The proposed storm sewer will significantly reduce the risk of future flooding as the new storm sewer pipe will result in increased flow capacity and remove the bottleneck.

Proposed South Albion Street / Industrial Park Drive Storm Sewer



Donald Avenue, Ralston Place, and Dickey Street

Using a field investigation program consisting of vapour testing, continuous flow monitoring, CCTV video inspections, and manhole condition assessments the study found inflow and infiltration (I &I) of storm water into the sanitary sewer in this area to be well beyond the Atlantic Canada Wastewater Guidelines acceptable design limits.

The amount of work required to reduce inflow and infiltration within the study area is significant. The study has broken the work down into high, medium, and low priority. The intent is to address all high priority items in 2024/25. Some of the medium and low priority work will be completed over the next 1-3 years.

Work Plan

Manhole - Repair / Replace

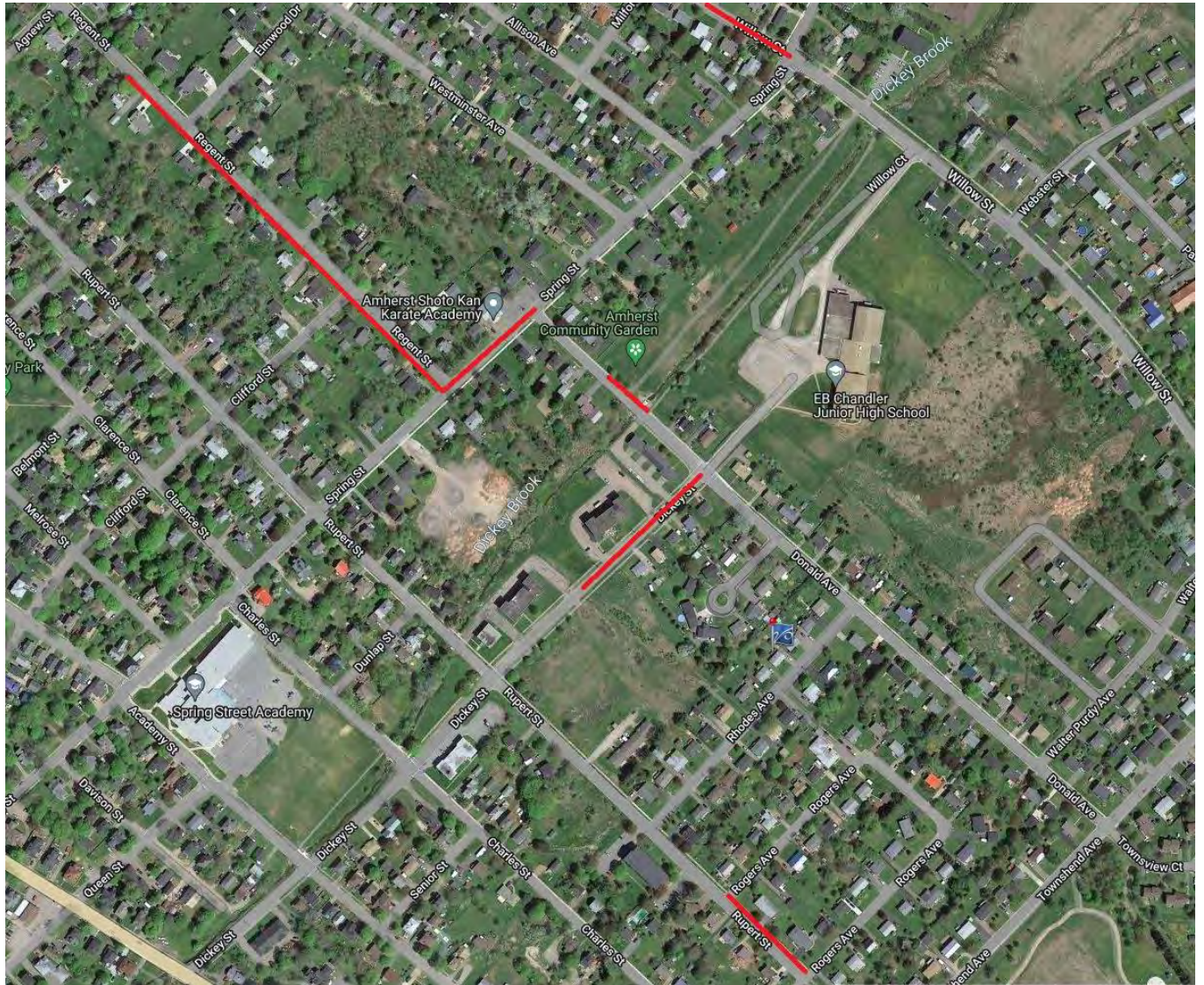
Item	Recommendation	Priority	Year
Manhole #33	Replace	High	2024/25
Manhole #712	Replace	High	2024/25
Manhole #136	Grout and seal	High	2024/25
Manhole #137	Replace bricks with grade rings, grout and seal	High	2024/25
Manhole #25	Replace	Medium	2024/25
Manhole #22	Grout and seal manhole penetrations and joints. Flush/clean chamber.	Medium	2024/25
Manhole #129	Grout and seal manhole penetrations and joints. Flush/clean chamber.	Medium	2024/25
Manhole #116	Seal around piping.	Medium	2024/25
Manhole #100	Grout and seal joints.	Medium	2024/25
Manhole #16	Replace cover. Grout and seal joints.	Low	2024/25

Item	Recommendation	Priority	Year
Manhole #15	Grout crack in grade ring.	Low	2024/25
Manhole #14	Flush outlet to remove potential obstruction, monitor water level bottom of chamber.	Low	2024/25

Sanitary Sewer Main - Replacements

Manhole To / From		Location	Recommendation	Priority	Year
33	34	Regent Street	Replace Pipe	High	2024/25
34	35	Regent Street	Replace Pipe	High	2024/25
36	37	Regent Street	Replace Pipe	High	2024/25
32	33	Spring Street	Replace Pipe	High	2024/25
107	112	Dickey Street	Replace Pipe	Medium	2025/26
16	17	Willow Street	Replace Pipe	Medium	2025/26
123	129	Rupert Street	Replace Pipe	Medium	2025/26
108	109	Donald Avenue	Replace Pipe	Medium	2025/26
17	18	Willow Street	Replace Pipe	Medium	2025/26
35	36	Regent Street	Replace Pipe	Low	2026/27

Sewer Main Replacement Map



Sanitary Sewer Main – Flushing

Manhole To / From		Location	Recommendation	Priority	Year
109	110	North of E.B. Chandler	Flush / Clean	Medium	2024/25
14	15	Willow Street	Flush / Clean	Medium	2024/25
95	99	Rupert Street	Flush / Clean	Medium	2024/25
100	129	Rupert Street	Flush / Clean	Medium	2024/25

Manhole To / From		Location	Recommendation	Priority	Year
4	8	Spring Street	Flush / Clean	Medium	2024/25
138	139	Willow Street	Flush / Clean	Low	2024/25
96	112	Dickey Street	Flush / Clean	Low	2024/25
110	712	North of E.B. Chandler	Flush / Clean	Low	2024/25
136	712	North of E.B. Chandler	Flush / Clean	Low	2024/25
136	137	Willow Street	Flush / Clean	Low	2024/25
99	100	Rupert Street	Flush / Clean	Low	2024/25
4	217	Spring Street	Flush / Clean	Low	2024/25
139	140	Willow Street	Flush / Clean	Low	2024/25
32	109	Donald Avenue	Flush / Clean	Low	2024/25
13	14	Willow Street	Flush / Clean	Low	2024/25
15	16	Willow Street	Flush / Clean	Low	2024/25
19	156	Willow Street	Flush / Clean	Low	2024/25

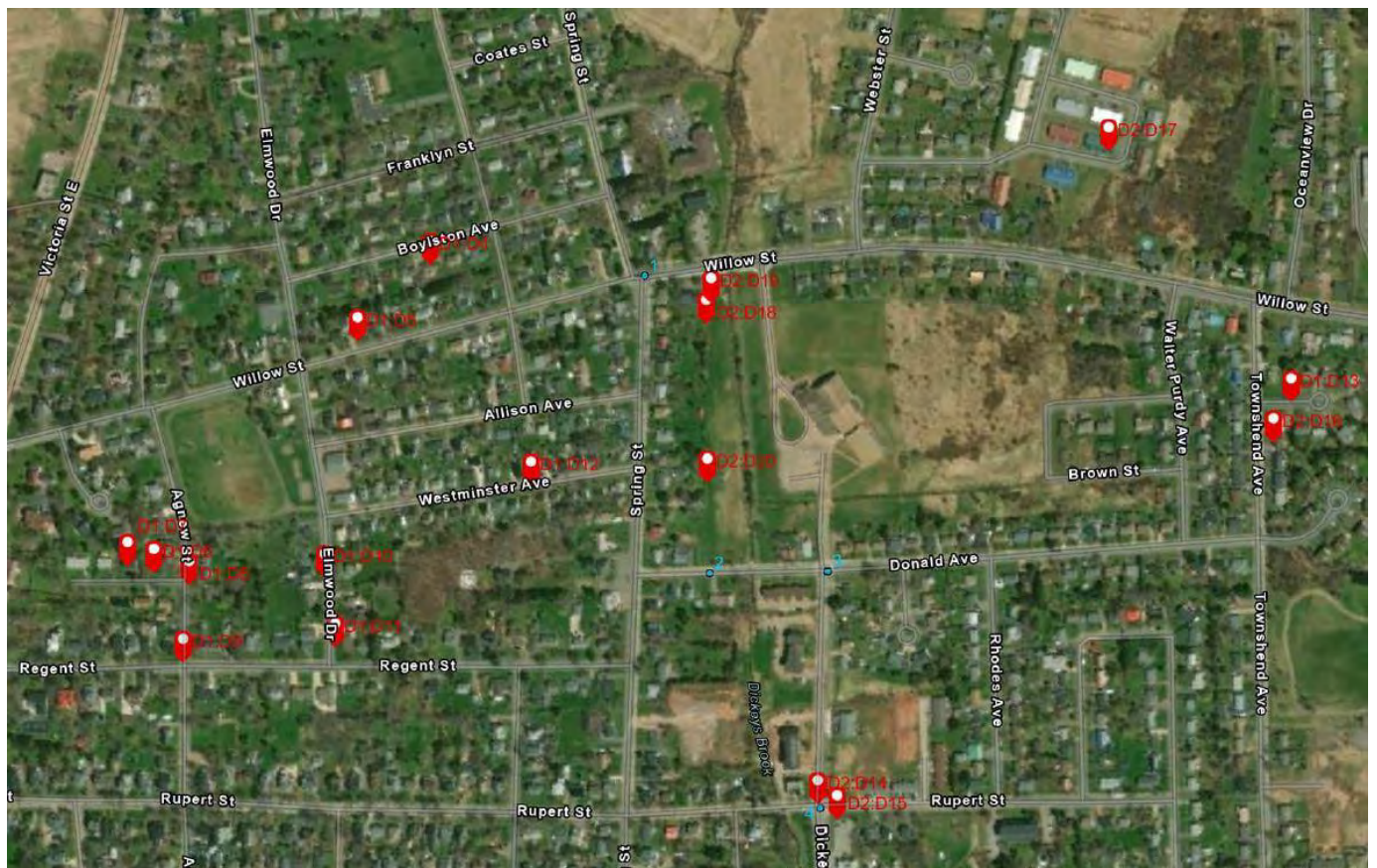
Cross Connections

Location	Deficiency	Comments	Priority	Year
8 Abbey Road	Weeping Tile / Gutter	The weeping tile tied directly into the sanitary system	High	2024/25
12 Abbey Road	Weeping Tile / Gutter	The weeping tile tied directly into the sanitary system	High	2024/25
8 Abbey Road	Cross Connection	Vapour was visible escaping from the catch basin located near #8 Abbey Rd.	High	2024/25
11 Boylston Avenue	Weeping Tile / Gutter	The weeping tile tied directly into the sanitary system	High	2024/25

Location	Deficiency	Comments	Priority	Year
32 Willow Street	Sump Pump	Vapour was visible in the crawl space under the home. Likely is a sump pump connected to the sanitary system	High	2024/25
62 Agnew Street	Cross Connection	Vapour was visible escaping from a catch basin	High	2024/25
1 Taplin Drive	Cross Connection	Vapour was visible escaping from a catch basin	High	2024/25
57/59 Agnew Street	Cross Connection	Vapour was visible escaping from a catch basin	High	2024/25
Intersection of Agnew & Taplin Drive	Cross Connection	Vapour was visible escaping from a catch basin	High	2024/25
4 Elmwood	Cross Connection	Vapour was visible escaping from a catch basin	High	2024/25
1 Elmwood	Cross Connection	Vapour was visible escaping from a catch basin	High	2024/25
Between 17-33 Westminster Avenue	Pipe Sag	There is a possible sag or partial blockage in the line.	High	2024/25
4 Centennial Court	Cross Connection	Vapour was visible escaping from a catch basin	High	2024/25
Intersection of Rupert & Dickey	Cross Connection	Vapour was visible escaping from a catch basin	High	2024/25
43 Townshend Avenue	Cross Connection	Vapour was visible escaping from a catch basin	High	2024/25

Location	Deficiency	Comments	Priority	Year
26 Sandstone Crescent	Damaged Manhole	Increased infiltration and inflow of groundwater and rainwater into the sanitary system	High	2024/25
65 Willow	Broken Cleanout x 2	Vapour coming out of the cleanout pipe.	Medium	2024/25
Near Pollinator Garden / Community Garden	Irregular Manhole Cover	Sewer manhole with grated cover	High	2024/25

Cross Connections Map



Cost Estimates

Item	Estimated Cost	Comments
Storm Sewer - South Albion / Industrial Park Drive	\$175,000	Pipe installed by Town crews (200m of 900mm dia. pipe)
Manhole Repairs and Replacement	\$30,000	Work Completed by Town Crews (12 locations)
Sanitary Sewer Replacement – Regent Street**	\$185,000	Pipe installed by Town crews (400m of 300mm dia. pipe)
Sanitary Sewer Replacement – Spring Street	\$50,000	Pipe installed by Town crews (100m of 300mm dia. Pipe)
Cross Connection Repairs	\$35,000	Work Completed by Town Crews (20 locations)
Sanitary Sewer Main Flushing	\$15,000	Contracted Service (1.8 km)
Engineering / Consulting Fees	\$10,000	
TOTAL	\$500,000	

** Staff believe the Regent Street pipe replacement may be an ideal location to use a trenchless technology such as cured in place pipe (CIPP) to replace the existing sanitary sewer. CIPP is a trenchless rehabilitation method used to repair existing pipelines. It is a jointless, seamless pipe lining within an existing pipe. The process of CIPP involves inserting and running a resin liner into an existing pipe.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Andrew Fisher, Director of Planning & Strategic Initiatives

DATE: December 18, 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. Council gave direction to meet with potential partners and land owners of the favoured location. These discussions are ongoing.

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~~ Complete

3. Final draft to Steering Committee
Due Date: ~~July~~ Complete

4. Final Draft Report to Council
- ~~a. Summary of what they heard and general information~~
 - ~~b. Elements included (rink / library etc.)~~
 - ~~c. Partnerships (YMCA / MCG)~~
 - ~~d. Location(s)~~
 - ~~e. Cost Estimates~~
 - ~~f. Feasibility of Project~~

Due Date: ~~September (special meeting)~~ Complete

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.

Future Actions:

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

Due Date: September Complete

2. Revised draft to PAC.

Due Date: November Complete

3. Draft documents to COW for Review and Comment

Due Date: ~~December~~ January

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

2022 / 2023 Strategic Priority

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 the sell in the right circumstances. The plan would identify options regarding how the properties could be made available for development, establish a preliminary layout for a street network, and a strategy for infrastructure expansion. There is the possibility for either the Town of Amherst to purchase these lands or utilize the recent local Improvement By-law to begin infrastructure development and levy a charge upon the property owner.

Future Actions:

1. Confirm location for expansion and develop preliminary infrastructure design and layout, including Class C estimates

Due Date: ~~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~~ January
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~~ n/a as of yet
8. Purchase land or implement local improvement bylaw
Due Date: ~~January (commencement of process)~~ n/a as of yet
9. Procure / commence construction
Due Date: ~~Procurement March 2024 — Construction Spring 2024~~ n/a as of yet

MEMORANDUM

TO: Mayor Kogon and Members of Council
FROM: Sharon Bristol, Director, Community Living
DATE: December 18, 2023
SUBJECT: Accessibility Advisory Committee- Reporting Tool

The Town of Amherst Accessibility Plan was adopted by Council in January 2023. Since that time multiple projects have been implemented and training sessions have been attended by staff. In keeping with the legislation of the Accessibility Act of Nova Scotia the Committee is responsible to provide Council with a yearly report on progress.

Accessibility plans

39 (1) Every public sector body shall prepare and make publicly available an accessibility plan within one year of the coming into force of this Act.

(2) A municipality, university or organization shall prepare and make publicly available an accessibility plan within one year of being prescribed as a public sector body. 2017, c. 2, s. 39.

40 An accessibility plan must include:

(a) a report on measures the public sector body has taken and intends to take to identify, remove and prevent barriers;

(b) information on procedures the public sector body has in place to assess the following for their effect on accessibility for persons with disabilities:

(i) any of its proposed policies, programs, practices and services, and

(ii) any proposed enactments or by-laws it will be administering; and

(c) any other prescribed information. 2017, c. 2, s. 40.

A copy of the 2022/23 yearly report is attached.

Annual Report on Accessibility.d OCX

Town of Amherst

2022-2023

Mallory Klooster,
Manager of Community Well-Being



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Executive Summary

The Nova Scotia Accessibility Act and Access by Design 2030, provides a framework for how Nova Scotia will achieve the goal of being an accessible province by 2030 and requires that communities across the province work towards being accessible in the following areas:

- Delivery of Goods and Services,
- Information and Communication,
- Transportation,
- Employment and
- the Built Environment.

The Town of Amherst Accessibility Advisory Committee created an accessibility strategy to support their efforts in meeting the Provincial standards which are under development by the Accessibility Advisory Board.

Since the indoctrination of the strategy the Accessibility Advisory Committee, Town Staff and Council have made huge strides in how they coordinate, advertise and facilitate their events, have set out to make their front-line services, website and social media accessible, invested \$452,500 to date into improving walkways, recreational and leisure spaces in addition to purchasing equipment to ensure these spaces remain usable throughout the year.

The Town of Amherst Annual Accessibility Report is a reflection of our municipalities ongoing dedication and hard work in making Nova Scotia more accessible by 2030.

Introduction and Overview

The Town of Amherst recently established an Accessibility Advisory Committee whose responsibility was to create an accessibility strategy that would help guide us in our effort to become a more accessible community in accordance with the new Nova Scotia Accessibility Act and Access by Design 2030.

Through the Accessibility Act and Access by Design 2030, Amherst Nova Scotia is committed to meeting the accessibility standards outlined in the following areas:

1. **Delivery of goods and Services:** Provide equitable access to goods and services provided by the municipality to our residents and visitors.
2. **Information and Communication:** People with accessibility needs can equitably access information and communications provided by our municipality.
3. **Transportation:** Residents and visitors with accessibility needs have equitable access to move freely and have adequate transportation options.
4. **Employment:** The Town of Amherst is an accessible and equitable employer. It supports the careers of employees with accessibility needs. We will seek to attract and retain a skilled workforce that reflects the diverse residents of the municipality.
5. **Built Environment:** Our buildings and outdoor spaces within the municipality provide meaningful and equitable access for users with accessibility needs.

The following is a review of the accessibility provisions set out with the Town of Amherst and the related accomplishments achieved over the year of 2022-2023.

Our 2022-2023 Accessibility Accomplishments

Accessible Standard: Goods and Services		
Provision	Objective	Accomplishment
Events	Review impact of fireworks at Town events.	After extensive research the Community Living Department concluded that the Town of Amherst would no longer offer fireworks at Town events. This allows for a more inclusive space for individuals with sensory processing disorder, PTSD and autism.
	Guide to Planning accessible meetings and events.	The Guide to Planning Accessible Meetings and Events document provided by Accessibility Directorate was shared with the Culture, Marketing and Events Coordinators in order to incorporate accessibility into all areas of their planning to ensure all participants have the ability to participate. (Appendix Item)

Accessible Standard: Information and Communication		
Provision	Objective	Accomplishment
Delivery of Communication	Communication Training	Offered through Communication Disabilities Access Canada, a 40-minute Communication Training was offered to Town of Amherst staff to provide insight on how we can make our Municipal services accessible for people with communication disabilities and ensure our policies and procedures for meetings,

		public consultations, conferences, workshops and events are accessible and inclusive for the community.
	Website Request for Proposal	A Request for Proposal has been submitted to revitalize the Town of Amherst website which includes accessibility features that would make the website more functional for the community to navigate.
Advertising and Marketing	Accessible Social Media Practices Training	<p>An Accessible Social Media Practices workshop was facilitated by the Accessibility Directorate and through conversations two resources were developed to support those who are in charge of social media content at their organization.</p> <ol style="list-style-type: none"> 1. Social Media accessibility handout includes basic information and resource recommendations for further learning. 2. How to add alternative text by social media platform document includes step by step directions on how to add alt text and image descriptions on Instagram, Facebook, Twitter and LinkedIn. (Appendix Item)

Accessible Standard: Transportation		
Provision	Objective	Accomplishment
Pedestrian Infrastructure	Improvement of Town sidewalks	<p><u>\$145,000 for sidewalk improvements;</u></p> <ul style="list-style-type: none"> • Maltby Court from Park Street to West Highlands • Cornwall Street from Anson Ave to Kent Drive • Prince Arthur Street from Maple to Church • Mission Street from Hickman to York (TOA) <p>All of the sidewalk improvement projects included the installation of Tactile walking surface indicator plates. They are used to alert people with low or no vision of potential hazards, such as moving vehicular traffic.</p>
	Snow Removal	<p><u>\$210,000 for a new sidewalk plow</u></p> <p>The new sidewalk plow will enable the Town to continue to provide safe and reliable vehicles for our employees to carry out their duties. The reliability of our sidewalk plows is key to being able to provide the level of service for sidewalk snow removal expected by our residents.</p>
Accessible Standard: Built Environment		
Provision	Objective	Accomplishment
Public Space	Memorial Park at Town Hall	When the Memorial Park was being constructed, accessible features were incorporated into the design plan such as the use of concrete for the

		<p>walkway instead of brick which allows individuals who use different mobility devices the ability to access the walkway with ease. The total cost of the project was \$30,000.</p>
	<p>Accessible Walkways</p>	<p>In 2022 the Town of Amherst and a crew from Costin Paving and Contracting Ltd. began preparing the accessible park walkway project which included four (4) parks within the town to be renovated.</p> <p>The \$31,000 project in Lions Park saw an asphalt accessible pathway begin on Hill Street and travel to the park’s splashpad and play structures.</p> <p>As the project progressed, about \$28,000 was spent on an accessible asphalt pathway in Dickey Park, which runs from East Pleasant Street to the park’s splashpad.</p> <p>In addition, an asphalt pathway was constructed in the Elmwood Drive Park, at a cost of about \$8,000 that made the washrooms and food pantry more accessible.</p> <p>\$5,000 was spent building a concrete pathway in the Beacon Street Park that made it easier for all to access that park’s washroom and play structure.</p>

		50 percent of these projects were funded by the Atlantic Canada Opportunities Agency, under its Canada Community Revitalization Fund.
	Playground Review	In the summer of 2023, staff reviewed playground accessibility through consultation with Parrsboro Playground Committee, Camp Tidnish, the Town of Westville. A survey was also provided to the community to assess the various barriers individuals may experience at Amherst Parks.
	Robb's Complex and trail system	<u>\$21,000 for a new trail groomer</u> The new groomer attachment has the ability to bury stones, remove surface vegetation, breakup clumps of hard packed soil, fill in holes / washouts, and leave behind a levelled surface layer with a single pass of the tractor. The attachment will also be used to maintain the foul lines and warning tracks at the Robb's Complex. The groomer has improved operational efficiency and accessibility of our trail system.
Buildings	Stadium Platform	To allow individuals who use wheelchairs or other mobility devices have access to view the ice surface over the dasher boards during an ice event, the Facilities

		Department at the Town of Amherst built a \$2000 10' high raised platform. It is 8 feet wide by 20 feet long and has a ramp that is 5 feet wide with a slope that meets regulation. The ramp has the ability to be moved and stored until needed. This project was completed as of September 30 2023.
	Stadium Elevator	The elevator at Amherst Stadium is in working condition. If it breaks, they have repair man on call who services it in a timely manner to keep this accessibility feature functional.
	Pedestrian Bridge	The Town of Amherst provided a Community Support Grant of \$5000 that allowed an accessible pedestrian bridge to be built connecting the Amherst Community Garden to the Dickey Brook Trail.
	Accessible Garden Beds	Town of Amherst provided \$3500 to the Amherst Community Garden to build accessible raised garden beds.

Summary of Recommendations

The following should be brought to council for consideration as we continue to improve the Town of Amherst’s accessible features.

1. Prioritizing people with disabilities and senior safety: Continue and prioritize sidewalk and crosswalk revitalization.
2. Conduct community audits to gain understanding of where we are in regards to meeting the accessibility standards set out in the Nova Scotia Accessibility. A review of municipal owned property and buildings will be identified and accessed.
3. We are currently looking into PTSD training with Justin McKay for the Amherst Fire Department, Police Department. To expand on this training, we could utilize our partnership with Autism Nova Scotia- Cumberland Chapter to offer training to these departments and support the development of emergency preparedness kits for children and individuals with autism or who have sensory disabilities at \$40 per kit.

Recommendations

The following is a list of recommendations for the Accessibility Committee to review.

1. Sidewalks and crosswalks becoming top priority.

The Accessibility Committees number one concern should be sidewalks and should send recommendation to council for 24/25. As the sidewalks are being revitalized, the demographics of the pedestrian population as well as the mix of road users at different time periods should be considered, and crossing facilities and control devices should be designed accordingly. As the population changes, a “design pedestrian” should be considered to ensure the accessibility of all road users and not only those with good visual, mental, and physical capabilities. The design pedestrian will determine the walking and crossing speeds for the planning and design of these facilities. Furthermore, establishing equal access to the system by providing for the movement of people as for vehicular traffic is fundamental.

2. Community Audits

The Accessibility Directorate released a set of Interim Accessibility Guidelines for Indoor and Outdoor Spaces, which public sector bodies can refer to while awaiting the final set of Built Environment Accessibility Standards from the province. It is recommended that moving forward community audits using this Interim Accessibility Guideline be completed by an appropriate Town of Amherst staff member. (**Appendix Item**).

3. Think Ahead Program: Emergency Preparedness for persons with disabilities

Think Ahead is a program designed to bridge the gap in home fire safety for families supporting children or adults with special needs and disabilities.

Our partnership with Autism Nova Scotia could be utilized in providing training for Amherst Fire and Police Departments. Autism NS Cumberland Chapter Training Facilitation would be based on donation to their organization. Following this training, sensory kits (which could include noise-cancelling headphones, sunglasses for light, fidget spinners and poppers for tactile relief and Picture Exchange Communication cards to enhance communication) could be created and provided for each fire truck to better support interactions between Amherst Fire, Emergency Services staff, neurodivergent and autistic individuals.

Sensory Kit cost Breakdown:

Sensory Kit Item	Cost
Ear Protection	\$23
Tangle Fidget	\$6
Playdough	\$1
Other	\$5
Communication Cards (In house Design)	\$5
Total:	\$40 PER KIT

Celebrating Progress

The partnership between the Amherst Lions Club and the Town of Amherst has led to some exciting ingenuities such as the Lions Park. With a new, renewable 10-year memorandum we are able to work collaboratively to ensure that the park will continue to be integrated into the town’s recreation plan and meet accessible standards when any new construction is being initiated. One such project was working together on constructing the new accessible asphalt walkways.

Moving Forward 2023-2024

The following are examples of the accessible work that the Accessible Advisory Committee and the Town of Amherst will undertake over the next year.

Accessible Playgrounds

Council direct staff to draft a term 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.

Enabling Accessibility Fund-Mid Sized Projects

This funding opportunity aims to make communities and workplaces across Canada more accessible for persons with disabilities. It will fund projects that create more opportunities for person with disabilities to take part in community activities, programs and services and access employment. Town of Amherst staff attended an information session on November 7th 2023 to further understand what this program offers and prepare to apply for the December 13th 2023 deadline.

This line of funding, if granted, will allow the town to move forward with retrofitting the accessible ramp at Town Hall or incorporate other accessible features into the building that meet the requirements set out in the Nova Scotia Accessibility Act and Access by Design by 2030.

Interim Accessibility Guidelines for Indoor and Outdoor Spaces

Nova Scotia Accessibility Directorate
Revised May 2023



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**Part 1:
Instructions**

1. About the interim guidelines

Overview

The Interim Accessibility Guidelines for Indoor and Outdoor Spaces (the interim guidelines) offer a way to identify barriers to accessibility in the built environment. They are “interim” because they will be replaced by a provincial accessibility standard for the built environment, which is now under development. The guidelines are not mandatory, but they can help public sector bodies begin their accessibility planning and be better prepared to meet the provincial standard when it is enacted.

Although this resource was developed for prescribed public sector bodies, it can also be useful for businesses, community organizations, and others committed to making their indoor and outdoor spaces more accessible for all Nova Scotians.

The interim guidelines reflect the highest standard set by either the Nova Scotia Building Code Regulations or Canadian Standards Association B651-18, *Accessible Design for the Built Environment*. They also include recommendations from nationally recognized sources, such as the *Rick Hansen Foundation Accessibility Certification (RHFAC) Ratings Professional Handbook*, and others.

What is an accessibility audit?

An accessibility audit is an inspection of indoor and outdoor public spaces to systematically evaluate their accessibility for people of all ages and abilities. The key findings should inform the commitments for the built environment outlined in your organization’s accessibility plan.

The scope of the audit is determined by your organization’s needs. Not all of the specifications outlined in these interim guidelines will apply to every organization. An organization may choose

Note: This resource was designed to be used in combination with the *Accessibility Planning Toolkit for Municipalities* and the *Accessibility Planning Toolkit for Prescribed Public Sector Bodies*.

Refer to the toolkits for background about the Nova Scotia

Accessibility Act (2017); the steps underway to make Nova Scotia an accessible province by 2030; definitions of key terms; and more. You can download the toolkits at novascotia.ca/accessibility.



from these guidelines to audit some assets, and may choose another resource—such as the more detailed RHFAC guidelines—for other assets, such as buildings that are heavily used by the public. New buildings and significant renovations must comply with the latest version of the Nova Scotia Building Code Regulations.

Using the audit worksheets

The interim guidelines are organized into two main parts:

-
- Sections 1 to 3 describe how to use the guidelines to do an audit. Sections 4

to 6 contain the specifications, organized in a series of audit worksheets.

The specifications are expressed as questions. Some questions are general in nature

(for example, Do stairs have closed risers?). Others are more detailed (for example, Are riser heights no more than the maximum of 180 mm and no less than the minimum of 125 mm?).

Some common measurements

Many of the specifications include measurements that take into account how people use mobility aids, such as wheelchairs and crutches. The following illustrations show some examples that auditors will need to understand. They include:

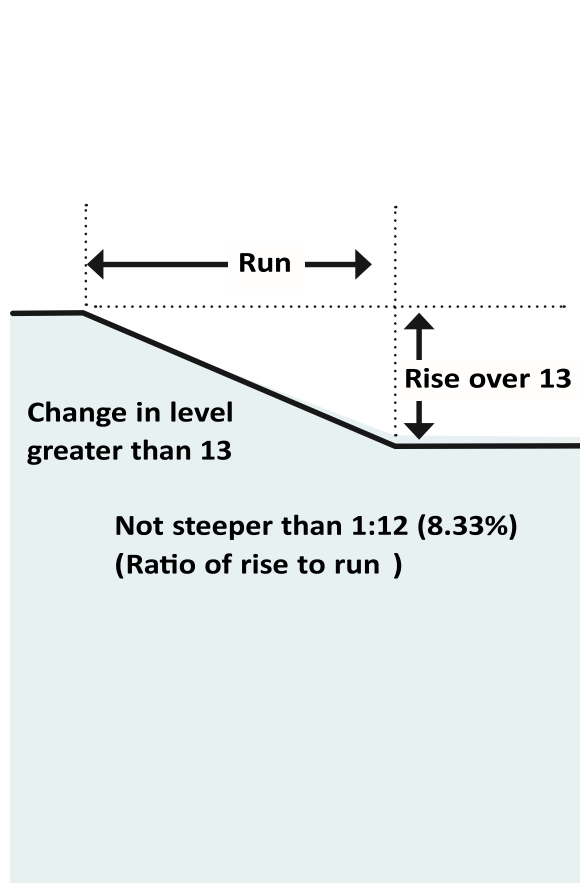
- ●
- ● Ramp slope

Typical clear width for crutches

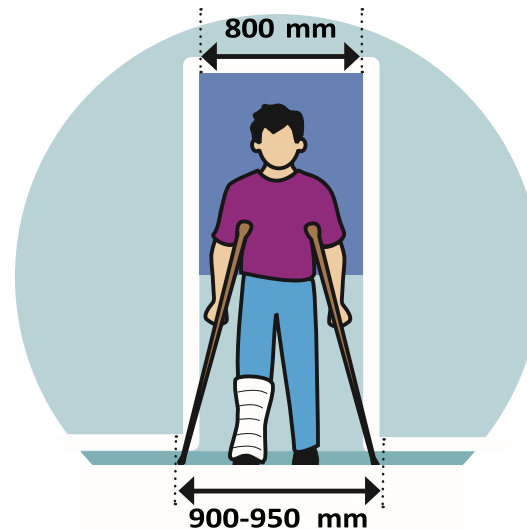
Minimum turning radius for a manual wheelchair

Height of reach of person in a wheelchair

SLOPE



1:12 ratio (8.3%) or less is the minimum standard required by CSA (Canadian Standards



1:20 ratio (5%) is recommended

Note: Various apps can quickly and easily calculate slope. For example, SLOPE is a simple iPhone app that provides slope percentage and slope ratio after the user enters a length, rise, and run.

TYPICAL CLEAR WIDTH FOR CRUTCHES

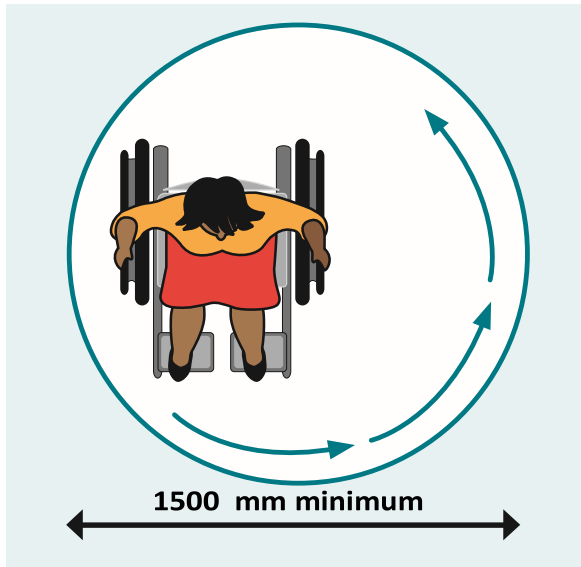
(in mm)

Note: The Nova Scotia Building Code requires a standard doorway to be 800 mm wide. However, a person using crutches typically needs 900 to 950 mm of clearance.

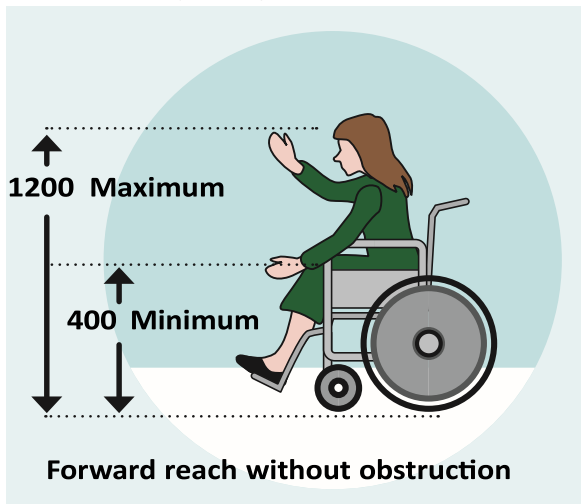
MINIMUM TURNING RADIUS FOR A MANUAL WHEELCHAIR

(in mm)

Association).



HEIGHT OF REACH OF PERSON IN A WHEELCHAIR (in mm)



Three core principles

The interim guidelines are grounded in three core principles:

- **Whole journey approach**—all parts of a journey are interlinked and equally important.

A single obstacle can make it impossible to complete the journey, even if the rest of the way is accessible.

- **Universal design**—any environment should be designed to meet the needs of anybody wishing to use it, regardless of their age, size, ability, or disability.

- **Seasonal maintenance**—seasonal conditions, such as snow and ice, can create barriers to accessibility; seasonal maintenance can help to ensure that public spaces are accessible at all times.

In order to address the three core principles, the audit worksheets include the following questions for each feature (for example, for stairs or for transit stops):

- **Principle 1:** Does this feature follow the whole journey approach?
- **Principle 2:** Does this feature reflect the concept of universal design?
- **Principle 3:** Is there an adequate seasonal maintenance program for this feature?

These questions remind the auditor to think holistically about the overall accessibility of the site, beyond specific measurements and other technical details. The questions may not apply in every case.

The following section describes the three core principles in more detail.

2. A closer look at the three core principles

Principle 1: Whole journey approach

The “whole journey approach” acknowledges that all parts of an accessible journey are interlinked and equally important (Evans 2009). A person’s journey typically includes a range of activities and destinations in a single trip.

It is important not to look at the accessibility of individual buildings or outdoor spaces in isolation, but to consider the accessibility of connected parts of buildings, spaces, and services from the perspective of a person using the facility. In other words, organizations must adopt a holistic approach when auditing their buildings and outdoor spaces. A single obstacle or element in the building can make it impossible to complete a journey, even if the rest of the building is accessible. For example, a small gap at the top of an accessible entrance ramp could make the ramp unusable for some people.

Examples

Here are some examples of the whole journey approach in action:

- Signage and wayfinding, ramps, stairs, and handrails are strategically located to allow individuals of different size, age, and ability to easily manage a journey.

- Wide ramps (1500 mm minimum) are placed in all pathway points that are not level, to allow people with a companion, service dog, or mobility aid to complete the journey.
- Accessible parking spaces are located close to the accessible entrances—usually no more than 30 metres.
- In newer facilities, exterior pathways and entrances are designed with minimal level changes so that people of all abilities may easily enter or leave.
- Doors are avoided wherever possible or are as easy as possible to open.

Principle 2: Universal design

Universal design is a concept that aims to ensure any environment can be accessed, understood, and used to the greatest extent possible by all people regardless of age, size, ability, or disability. In other words, an environment should be designed to meet the needs of anybody wishing to use it. Instead of focusing on specific dimensions of physical designs, universal design principles have the users and their usage as the core consideration.

The universal design concept was originally developed by North Carolina State University's Centre for Universal Design. It suggests the following seven principles to reflect the 'user and usage' perspectives (North Carolina State University 1997):

- **Equitable use.** The design is useful and marketable to people with diverse abilities.

- **Flexibility in use.** The design accommodates a wide range of individual preferences and abilities.
- **Simple and intuitive use.** Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
- **Perceptible information.** The design communicates necessary information effectively to the user, regardless of the user's sensory abilities.
- **Tolerance for error.** The design minimizes hazards and the adverse consequences of accidental or unintended actions.
- **Low physical effort.** The design can be used efficiently and comfortably and without the user getting too tired.
- **Size and Space for Approach and Use.** Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility. Universal design principles are often implicit in many design standards and guidelines, but accessibility audit tools do not always ask whether the site follows these concepts.

Examples

Here are examples of the universal design principles in action:

- Signage and wayfinding provide the same information in different ways—pictograms, text, verbal, and tactile.

(Equitable Use)

- Long hallways have handrails and resting places for people with low physical strength.
(Tolerance for Error and Low Physical Effort)
- There are as many accessible parking stalls as possible beyond the minimum mandated by the building code. To reduce unauthorized use, the parking spaces are clearly marked with a combination of pictures, words and signs.
(Perceptible Information)
- Garbage bins are no higher than 1060 mm so that small children and people in wheelchairs can use them.
(Equitable Use)
- All doors have L- or U-shape handles for easy opening.

(Low Physical Effort)

- Universal or family washrooms can be used by all genders, and they provide ample flexibility for people needing assistance, such as including the provision of adult change tables, so that people can attend to their personal needs in privacy and with dignity. There is at least one universal washroom on every occupied floor of a facility.

(Equitable Use)

Principle 3: Seasonal maintenance

Snow, ice, and rain are common in Nova Scotia for a significant portion of the year, and leaf litter can be a seasonal hazard. Therefore, outdoor spaces should be assessed during all seasons of the year and in all types of weather to ensure yearround standards of accessibility. It is important to know how accessibility

is impacted after a snow, ice, or rain event so that everyone has equitable access to outdoor spaces.

Examples

Here are some examples of seasonal maintenance in action:

- Where there are slippery or inaccessible areas, a warning is provided using many different types of signage (using texts, pictures, symbols).
- Accessible parking spaces and adjacent access aisles are regularly maintained and kept clear of debris and snow.
- To prevent a slipping hazard from the ice and snow people might carry into a building on their clothes and boots, ice and snow are regularly cleared near the entrance. If door mats are used for clearing snow from boots, the mats are close to level with the floor so they do not become tripping hazards.



Slow snow removal makes the trip even harder.
(Photo: Gerry Post)

3. Steps in the audit process

The audit process at a glance

Review the interim guidelines

The interim guidelines offer a structured but flexible way to complete an audit or series of audits, and to report the results.

Review the whole resource to understand how it works. In particular:

Become familiar with the three core principles:

- whole journey approach
- universal design
- seasonal maintenance

Become familiar with some common measurements of accessibility, such as

- the turning radius of a manual wheelchair

1

Review

Review the interim guidelines.

2

Select

Select the sites to audit (e.g., streets, public washrooms, services, etc.).

3

Identify

Identify the audit worksheets you need.

4

Assemble

Assemble your audit tool belt—all the resources you might need at each site.

5

Rate

Rate each item.

6

Summarize

Summarize the ratings and note general observations.

- the height of reach for a person in a wheelchair
- ramp slopes

Review the worksheets in sections 4, 5, and 6.

To understand how the audit process supports accessibility planning, and where it fits in the planning cycle, refer to the *Accessibility Planning Toolkit for Municipalities* and the *Accessibility Planning Toolkit for Prescribed Public Sector Bodies*, available at novascotia.ca/accessibility.

Select the sites to audit

- Your organization may own or manage many buildings and outdoor spaces. It is probably not possible to audit all of these places at one time. The organization should prioritize the sites to be audited first, depending on the building's or site's purpose, the time allotted, and available resources.
- The sites selected for your audit may also depend on the following considerations:
 - Does the site serve many people?
 - Are children, older adults, and people with disabilities frequent users of the site?
 - Does the site provide services that community members use frequently?
 - Is the site a place people use for assembly (e.g., community centres, theatres, libraries, and town halls)?

- Does the site host recreation, culture, and leisure activities (e.g., parks, promenades, and boardwalks)?

It is important to consult widely with the community and to involve community members in setting priorities.

Identify the audit worksheets you need

Once you have decided which sites to audit first, select the worksheets you will need. It is helpful to use maps and floor plans to identify the types and number of features you will be auditing. For example:

- If you plan to audit a transit route, you might use a Google map to identify the transit stops. If there are seven transit stops, you will gather the information about each transit stop and then enter the combined results on worksheet 5.2.

- If you plan to audit a building, the floor plan will show some of the features you will

Rate each item

Using the audit worksheets, answer the questions for each 3 points = Yes feature you selected to audit. 2

points = Most of the time

encounter, such as the entrance (worksheet 6.1), the types and number of washrooms (worksheets 6.4.1 to 6.4.4), and the circulation within the building (worksheet 6.3).

Assemble your audit tool belt

Here are some of the things you may want to bring when you visit a site:

- maps and floor plans identifying priority areas and features to be audited
- a copy of the Interim Accessibility Guidelines
- copies of the audit worksheets
- tape measure
- pen and clipboard
- camera

To print your audit worksheets:

Copy the pages from this document (sections 4, 5, and 6); **or** Go to Appendix B to download the worksheet files.

Score each question with one of the following:

1 point = Sometimes

0 points = No

Minus 3 points = Not applicable
(subtracted from the maximum possible score)

Example

The table below outlines the scoring options for each question.

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)	Comments
4.1.c Is signage consistently located?	CSA B651-18 (4.5.1.a)						

Note: If a building has many examples of a feature (e.g., many washrooms), you will not need a separate worksheet for each example. Instead, using the worksheet as a guide, you may gather the information for all of the examples and then report the overall findings on a single worksheet. For details related to conditions of the items. example, if some washrooms in a building are equipped with power door operators, but others are not, you may score 1 exceptionally well, or exceptionally poorly—to celebrate successes or draw point for the power door question. attention to areas needing improvement.

- Note the measurements of an item.

- Provide other

- Note that the site performed

- exceptionally poorly—to celebrate successes or

- Comment on why you chose the rating.

- Indicate if you have taken photographs of the feature to support the evaluation.

Summarize the ratings and note general observations

At the end of each worksheet, you can add up the scores and compare the sum to the maximum possible score for that feature. The maximum possible score for a worksheet equals the number of questions x 3.

Example

In the following simplified example, the maximum possible score is 9 (3 questions x 3 points each).

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)	Comments
Is the crosswalk at least 1800 mm wide between pavement markings?		3					
Does the crosswalk include a tactile indicator where the curb slopes to the roadway?				1			Snow clearing not effective; tactile surface partially buried
If the intersection includes both traffic light and sidewalk, does it employ a distinct audible indication for each discrete direction of travel?					0		
		Subtotal	Subtotal	Subtotal	Subtotal		Final Total

3 +

0 +

1 +

0

= 4 out of 9

* If you answer N/A (not applicable) for any question, deduct that question from the maximum possible score. For example, if there are three questions and you answer N/A for one, the maximum possible score would be 6, not 9 (3 questions x 3 points each - 3 for the n/a).

Example

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
Is the crosswalk at least 1800 mm wide between pavement markings?		3					
Does the crosswalk include a tactile indicator where the curb slopes to the roadway?				1			Snow clearing not effective; tactile surface partially buried
If the intersection includes both traffic light and sidewalk, does it employ a distinct audible indication for each discrete direction of travel?						- 3	No traffic light
						Subtotal	Max. score
						- 3	9
							= 6
		Subtotal	Subtotal	Subtotal	Subtotal	Final Total	
		3	0	1	0	= 4 out of 6	

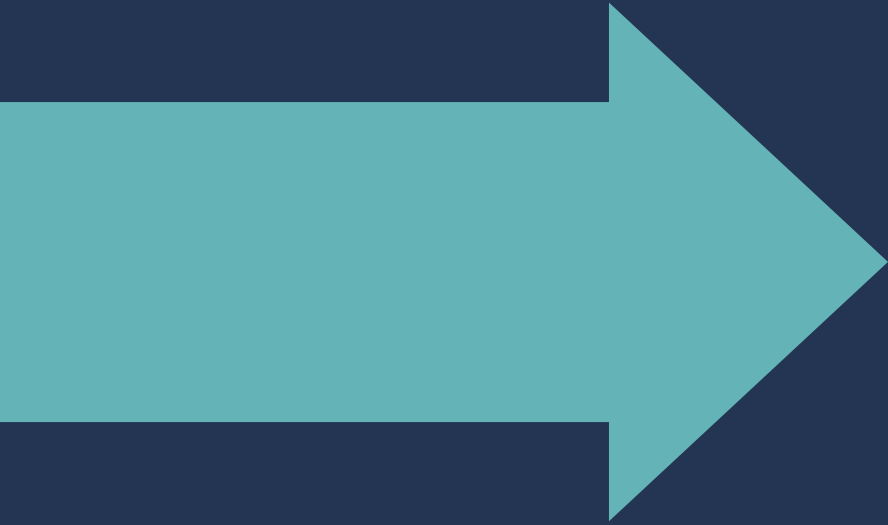
* Subtract your N/A subtotal from the maximum possible score
 There are many ways to report the results. For example:

- Compare scores of the same items (e.g., washrooms) across different sites to identify which sites require improvement, also taking into account the types of users and user traffic.
- Average the scores of the same items across sites (e.g., washrooms in each of the organization's buildings) to assess general levels of accessibility for that item.
- Compare the site-specific scores or overall averages over time (e.g., score improvements in library washrooms between 2020 and 2022).

The audit findings offer concrete evidence to support budgeting, annual and long-range planning, accessibility awareness for staff and the public, and more.

The Accessibility Directorate aims to continually improve these guidelines, and welcomes your feedback. Please send your feedback to accessibility@novascotia.ca.

5. Outdoor public spaces



Worksheets

- 5.1.1 Sidewalks and walkways
- 5.1.2 Curb ramps
- 5.1.3 Street crossings (crosswalks)
- 5.2 Transit stops
- 5.3 Parking
- 5.4.1 Trails
- 5.4.2 Parks and playgrounds
- 5.5.1 Waste receptacles
- 5.5.2 Picnic tables
- 5.5.3 Seating

5. Outdoor public spaces

5.1.1 Sidewalks and walkways

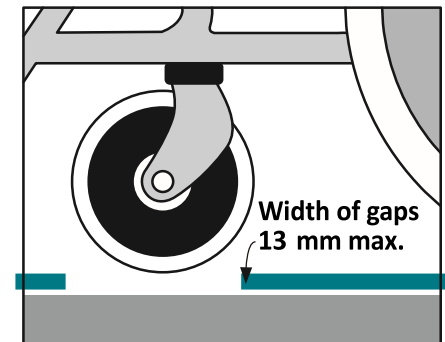
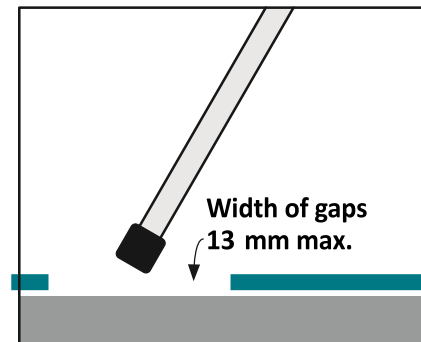
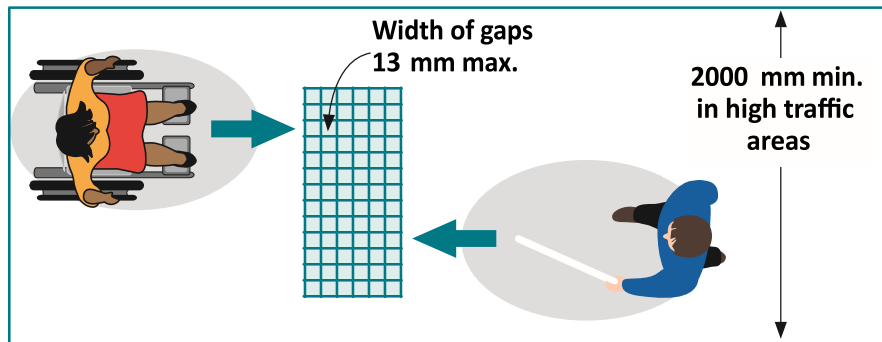
Location:

Date and time:

Sidewalk conditions can be assessed by walking the sidewalk section and noting cracks, misaligned sidewalk slabs, tree root damage, and gaps in utility grates or grilles (CSA B651-18, 4.3.4).

Auditor:

Description:



Example of an accessible pedestrian route in a high traffic area providing the minimum specified width (5.1.1.a). The grating is oriented in the direction of travel and has spacings that are a maximum of 13mm wide in one direction (5.1.1.d.i). Images of minor sidewalk crack and major sidewalk hazard (5.1.1.e) (Photos: Cities and Environment Unit)

5. Outdoor public spaces / 5.1.1 Sidewalks and walkways

	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
Source						

<p>5.1.1.a WIDTH</p> <p>5.1.1.a.i Is the clear width of the pedestrian route at least 1500 mm, with no signposts, fixtures, or elements protruding into the space?</p>	<p>CSA B651-18 (8.2.2)</p>					
<p>5.1.1.a.ii In high traffic areas, when signs are present on the pedestrian route, is the accessible path at least 2000 mm wide?</p>	<p>HRM Bylaw S-801 15 (3)(e)</p>					
<p>5.1.1.b SLOPE</p> <p>5.1.1.b.i Does the pedestrian route have a running slope not exceeding the ratio of 1:20? (5%)?</p>	<p>CSA B651-18 (5.1.2)</p>					
<p>5.1.1.b.ii Does the pedestrian route have a cross slope not exceeding the ratio of 1:50 (2%)?</p>	<p>CSA B651-18 (5.1.2)</p>					
						<p><i>chart continued on next page</i> →</p>

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.1.1 .c Surface							
5.1.1 .c.i	Is the surface material of walkway stable and firm?	CSA B651-18 (4.3.1)					
5.1.1 .c.ii	Is the surface material of walkway slip resistant?	CSA B651-18 (4.3.1)					
5.1.1 .c.iii	Does the surface produce minimal glare?	CSA B651-18 (4.3.1)					
5.1.1 .c.iv	Does the surface have heavy visual patterning?	CSA B651-18 (4.3.1)					
5.1.1 .d GRATINGS							
5.1.1 .d.i	When gratings are located on sidewalks and walkways, are openings 13 mm wide or less in one direction?	CSA B651-18 (4.3.4)					
							<i>chart continued on next page →</i>

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.1.1.d.ii	Are gratings placed so that the long dimension of the opening is across the dominant direction of travel?	CSA B651-18 (4.3.4)					
5.1.1.e	Is the ground surface free of openings and irregularities that can catch accessibility equipment and cause a tripping hazard?	CSA B651-18 (4.3.4.a)					
						Subtotal	Max. score Actual score
						+	33 =
		Subtotal	Subtotal	Subtotal	Subtotal	Final Total	
		+	+	+	=		

Principle 1

Does this feature follow the whole journey approach?

Principle 2

Does this feature follow the concepts of universal design?

Principle 3

Is there an adequate seasonal maintenance program for this feature?

5. Outdoor public spaces

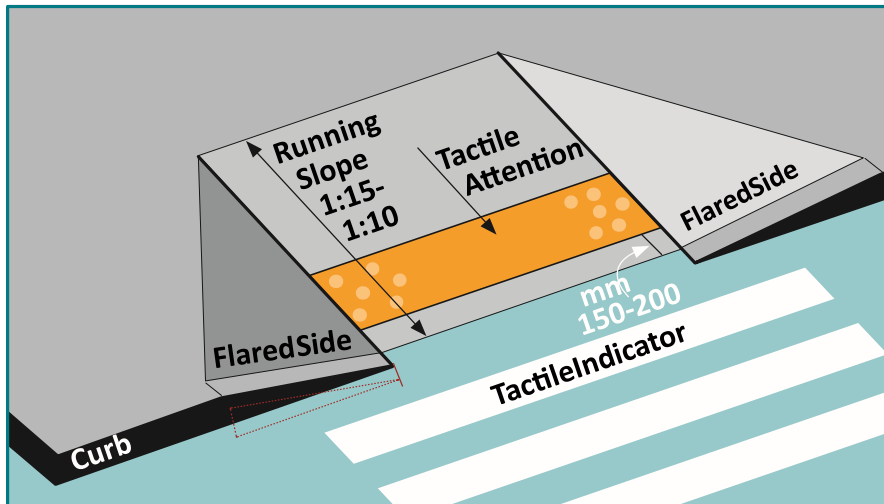
5.1.2 Curb ramps

Location:

Date and time:

Auditor:

Description:



A curb ramp with a tactile attention indicator (5.1.2.a) and a running slope between a ratio of 1:15 and 1:10 (5.1.2.b)

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.1.2.a	Does the curb ramp have a tactile attention indicator before the curb ramp meets the street?	CSA B651-18 (8.3.3.4.2)						
5.1.2.b	Does the curb ramp have a running slope between a ratio of 1:15 (6.66%) and 1:10 (10%)?	CSA B651-18 (8.3.3.1)						
5.1.2.c SURFACE								
5.1.2.c.i	Is the surface of the curb ramp stable and firm?	CSA B651-18 (8.3.3.4)						
5.1.2.c.ii	Is the surface of the curb ramp slip resistant?	CSA B651-18 (8.3.3.4)						
							<i>chart continued on next page →</i>	

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.1.2.d	Is the curb ramp aligned with the direction of travel (e.g., crosswalks) and curb ramp or depressed curb on the opposite side of the roadway?	CSA B651-18 (8.3.3)						
							Subtotal	Max. score
							+	15
							Actual score	=
			Subtotal	Subtotal	Subtotal	Subtotal	Final Total	
			+	+	+	=		

Principle 1

Does this feature follow the whole journey approach?

Principle 2

Does this feature follow the concepts of universal design?

Principle 3

Is there an adequate seasonal maintenance program for this feature?

5. Outdoor public spaces

5.1.3 Street crossings (crosswalks)

Location:

Date and time:

Auditor:

Description:

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.1.3.a Is the crosswalk at least 1800 mm, wide between pavement markings?	CSA B651-18 (8.3.4.1)						
5.1.3.b Does the crosswalk include a tactile indicator where the curb slopes to the roadway?	CSA B651-18 (8.3.4.1)						



5. Outdoor public spaces / 5.1.3 Street crossings (crosswalks)

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.1.3.c	If the intersection includes both a traffic light and sidewalk, does it employ a distinct audible indication for each discrete direction of travel?						
5.1.3.d	If the intersection is within a 500 m radius of a facility serving the visually impaired, does it employ a distinct audible indication for each discrete direction of travel?						
						Subtotal	Max. score Actual score
						+	12 =
		Subtotal	Subtotal	Subtotal	Subtotal	Final Total	
		+	+	+	=		

Principle 1

Does this feature follow the whole journey approach?

Principle 2

Does this feature follow the concepts of universal design?

Principle 3

Is there an adequate seasonal maintenance program for this feature?

5. Outdoor public spaces / 5.1.3 Street crossings (crosswalks)

Page 2 of 2

5. Outdoor public spaces

5.2 Transit stops

Location:

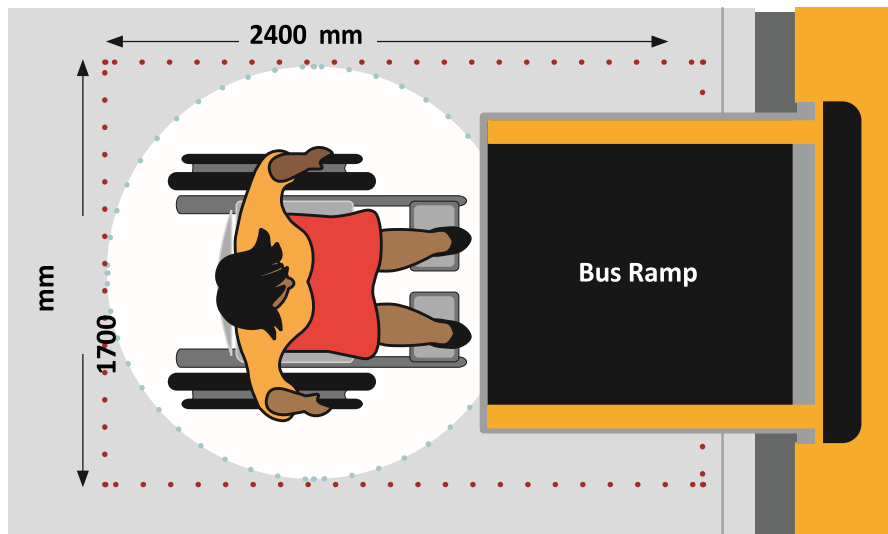
Date and time:

Auditor:

Description:

Links to transportation should be accessible to all members of the community. An accessible transit stop will have a paved or concrete level surface connecting the transit stop to an accessible pedestrian route. Adequate snow clearing to the

ramp of transit vehicles is essential.



A transit stop providing a minimum of 1700 mm to accommodate turning radius of a wheelchair or scooter (5.2.b)

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.2.a SURFACE							
5.2.a.i	If along an accessible route, does the transit stop have a stable and firm surface?	CSA B651-18 (8.5.1)					
5.2.a.ii	If along an accessible route, does the transit stop have a slip-resistant surface?	CSA B651-18 (8.5.1)					
5.2.b	If along an accessible route, does the transit stop provide at least 1700 mm stable ground area to accommodate turning radius of a wheelchair or scooter?	CSA B651-18 (8.5.1); OADS (6.20.2)					
5.2.c	If along an accessible route, is the transit stop identified in a visual and tactile manner?	CSA B651-18 (8.5.2)					
5.2.d	Is the area clear of snow to the transit vehicle door?	CSA B651-18 (8.5.1)					
						Subtotal	Max. score
						+	15
							=
		Subtotal	Subtotal	Subtotal	Subtotal	Final Total	
		+	+	+	=		

Principle 1

Does this feature follow the whole journey approach?

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Principle 2

Does this feature follow the concepts of universal design?

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Principle 3

Is there an adequate seasonal maintenance program for this feature?

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5. Outdoor public spaces

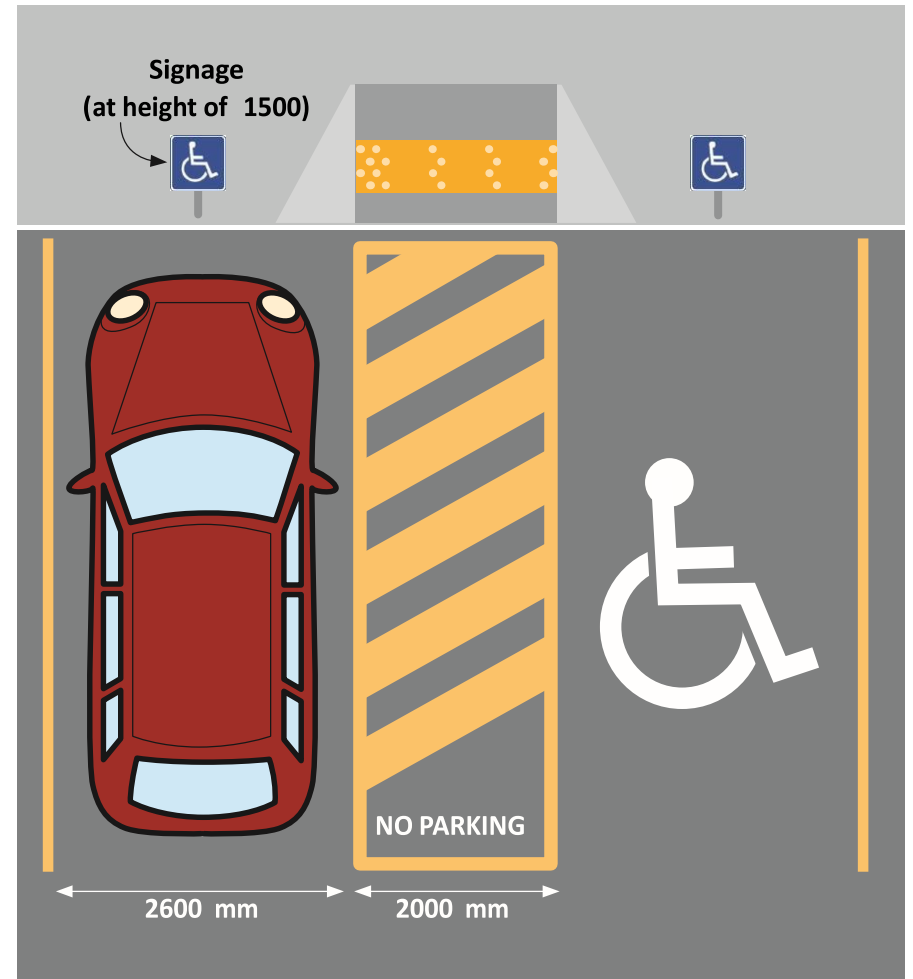
5.3

Location:

Date and time:

Auditor:

Description:



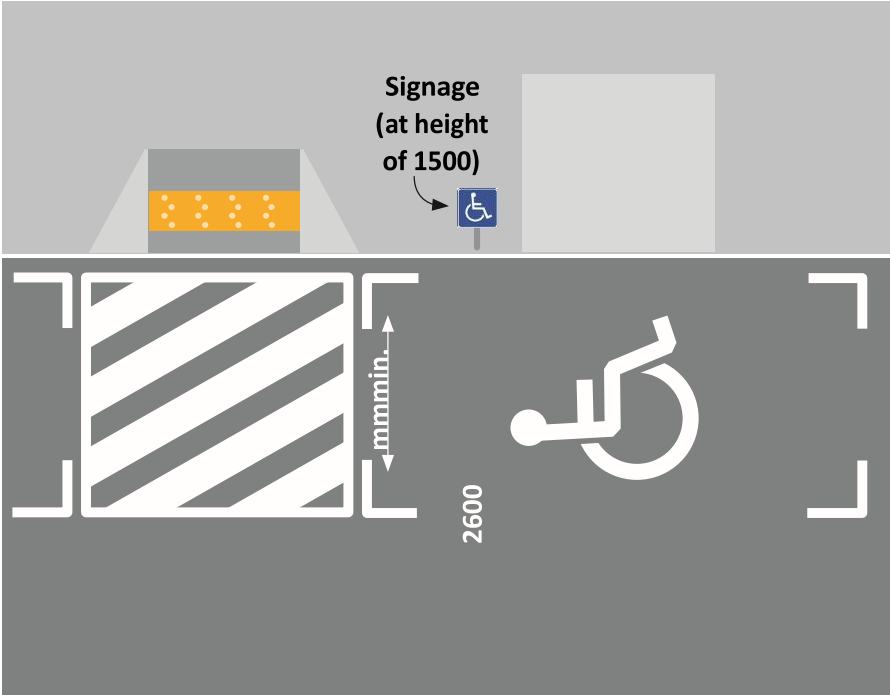
Parking

Parallel parking can be dangerous for people with limited mobility or a disability because oncoming traffic is likely traveling faster than in a

parking lot. Accessible parking spaces should be designed to make room for service dogs, companions, and mobility aids.

An accessible parking space that is at least 2600 mm wide (5.3.b), has an adjacent access aisle that is at least 2000 mm (5.3.c), and is clearly identified as being for the use of people with physical disabilities (5.3.d)

Image showing the minimum length of a parallel parking stall and the space between the stall and the pathway to the sidewalk. (5.3.f)



**Table 3.8.2.5 from the NSBC
DESIGNATED PARKING STALLS**

Number of Parking Stalls	Number of Designated Stalls Required for Wheelchairs
2—15	1
16—45	2
46—100	3
101—200	4
201—300	5
301—400	6
401—500	7

501—900	8
901—1300	9
1301—1700	10
each increment of up to 400 stalls in excess of 1700	one additional space

Page 2 of 5

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.3.a	Does the number of designated stalls required for wheelchairs meet the recommendations in the Nova Scotia Building Code, Table 3.8.2.5?	NSBC (3.8.2.5)					
5.3.b	Is the designated parking stall at least 2600 mm wide?	CSA B651-18 (9.4.1.a)					
5.3.c	Does the designated parking stall have an adjacent side access aisle at least 2000 mm wide?	CSA B651-18 (9.4.1.b)					
5.3.d	SIGNAGE FOR ACCESSIBLE PARKING SPACE						
5.3.d.i	Is the designated parking stall identified by a vertically mounted sign, at least 1500 mm above ground level?	CSA B651-18 (9.4.4.1.a)					
5.3.d.ii	Does the designated parking stall have the International Symbol of Access painted on the pavement?	CSA B651-18 (9.4.4.1.b)					



(Source: International Symbol of Access included in ISO 7001)

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.3.e	Is there unimpeded access from the access aisle to an adjacent sidewalk?						
5.3.f	PARALLEL PARKING SPACES						
5.3.f.i	If the accessible parking space is for parallel parking, is the space at least 2600 mm wide?						CSA B651-18 (9.4.1.a)
5.3.f.ii	If the accessible parking space is for parallel parking, is there a rear passage or aisle at least 2000 mm wide?						CSA B651-18 (9.4.1.c)
5.3.f.iii	If the accessible parking space is for parallel parking, is the stall at least 5500 mm long?						CSA B651-18 (9.4.1)
						Subtotal	Max. score Actual score
						+	27 =
		Subtotal	Subtotal	Subtotal	Subtotal	Final Total	
		+	+	+	=		

Principle 1

Does this feature follow the whole journey approach?

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Principle 2

Does this feature follow the concepts of universal design?

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Principle 3

Is there an adequate seasonal maintenance program for this feature?

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5. Outdoor public spaces

5.4.1 Trails

Location:

Date and time:

Auditor:

Description:



Wherever possible, pathways should have a width of 1200 mm or more, or provide passing space at that width frequently (5.4.1.d). Protective guardrails should be provided where there is a drop-off from the trail or pathway's edge (5.4.1.g).

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.4.1.a	When a recreational trail system exists, is there at least one trail with an accessible entrance and path with a firm, stable, slip-resistant surface?	RHFAC (10-10.1.10)					
5.4.1.b	Is the trail free of any obstacles on the path and overhead?	RHFAC (10-10.1.4)					
5.4.1.c	Does the accessible trail contain only low-gradient slope: running slope not exceeding the ratio of 1:20 (5%) , and a cross slope not exceeding the ratio of 1:50 (2%)?	RHFAC (10-10.1.10)					
5.4.1.d	Is there is a clear width of at least 1200 mm, or passing spaces at regular intervals?	RHFAC (10-10.1.10)					
5.4.1.e SEATING							
5.4.1.e.i	Is seating provided at regular intervals?	RHFAC (10-10.1.10)					

chart continued on next page →

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.4.1 .e.ii	RHFAC (10-10.1.10)						
5.4.1 .e.iii	RHFAC (10-10.1.10)						
5.4.1 .f	RHFAC (10-10.1.10)						
5.4.1 .g	RHFAC (10-10.1.10)						
5.4.1 .h	RHFAC (10-10.1.10)						
						Subtotal	Max. score
						+	30
							=
		Subtotal	Subtotal	Subtotal	Subtotal	Final Total	
		+	+	+	=		

Principle 1

Does this feature follow the whole journey approach?

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Principle 2

Does this feature follow the concepts of universal design?

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Principle 3

Is there an adequate seasonal maintenance program for this feature?

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5. Outdoor public spaces

5.4.2 Parks and playgrounds

Location:

Date and time:

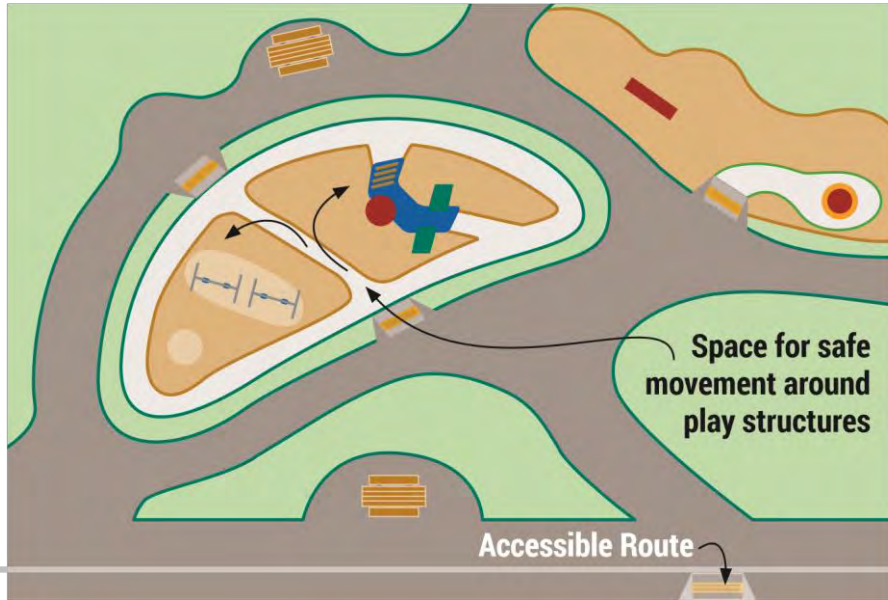
Auditor:

Description:

Note: In outdoor parks, all exterior pathways that connect parking areas with facilities, and amenities should comply with the accessible routes criteria outlined for sidewalks (5.1.1).



A playground surface able to absorb the shock of a fall (5.4.2.c) and containing a stand-alone feature (5.4.2.f)



A playground that is connected to at least one accessible route (5.4.2.a), providing adequate space for all children and their caregivers to move through (5.4.2.b), and quiet areas to support children with invisible disabilities (5.4.2.e)

		Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
Source							
5.4.2.a	Are playgrounds, parking areas, and other facilities connected by at least one accessible route?	CSA B651-18 (8.2); RHFAC (8.8)					
5.4.2.b	Is there adequate space for children and their caregivers to move through, in, and around the play space?	RHFAC (8.8.1)					

chart continued on next page



	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.4.2.c	RHFAC (8.8.2)						
5.4.2.d	RHFAC (8.8.3)						
5.4.2.e	RHFAC (8.8.3)						
5.4.2.f	RHFAC (8.8.3)						
5.4.2.g	RHFAC (8.8.4)						
						Subtotal	Max. score
						+	21 =
		Subtotal	Subtotal	Subtotal	Subtotal	Final Total	
		+	+	+	=		

Principle 1

Does this feature follow the whole journey approach?

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Principle 2

Does this feature follow the concepts of universal design?

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Principle 3

Is there an adequate seasonal maintenance program for this feature?

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5. Outdoor public spaces

5.5.1 Waste receptacles

Location:

Date and time:

Auditor:

Description:

The following guidelines apply where a waste receptacle, recycling bin,

or ashtray is located along an accessible route.

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.5.1.a Is the waste receptacle adjacent or connected to an accessible route?	CSA B651-18 (8.6.11.a)						

chart continued on next page



	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.5.1.b	Is the waste receptacle securely fastened to the ground, post, or wall?	CSA B651-18 (8.6.11.b)					
5.5.1.c	Is the waste receptacle's opening lid within 1060 mm of the ground?	CSA B651-18 (8.6.11.c)					
5.5.1.d	Does the waste receptacle have a clear ground area of at least 800 mm × 1350 mm at the opening or lid?	CSA B651-18 (8.6.11.d)					
5.5.1.e	Is the waste receptacle cane-detectable to the ground?	CSA B651-18 (8.6.11.e)					
5.5.1.f	Is the waste receptacle colour-contrasted with the surroundings?	CSA B651-18 (8.6.11.f)					
						Subtotal	Max. score
						+	18
							=
		Subtotal	Subtotal	Subtotal	Subtotal	Final Total	
		+	+	+	=		

Principle 1

Does this feature follow the whole journey approach?

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Principle 2

Does this feature follow the concepts of universal design?

.....
Principle 3

Is there an adequate seasonal maintenance program for this feature?

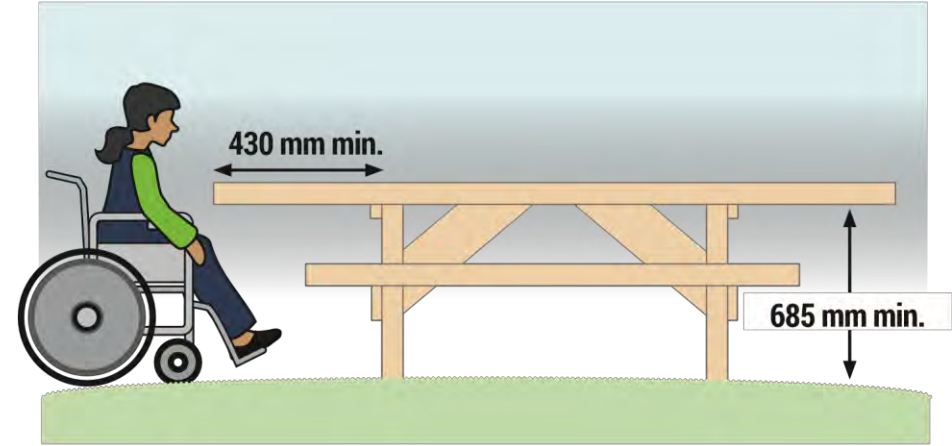
.....

Location:

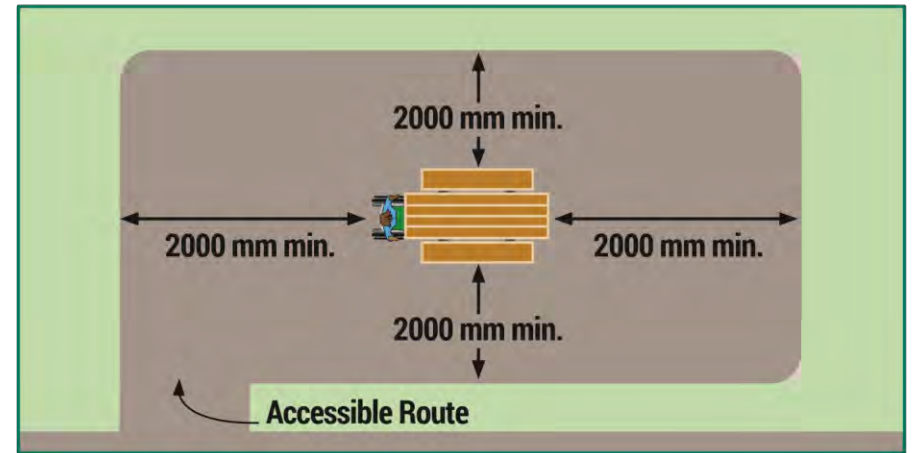
Date and time:

Auditor:

Description:



Accessible picnic tables should provide knee and toe clearance at least 800 mm wide (not shown), 430 mm deep, and 685 mm high (5.5.2.c).



An accessible picnic table with a clear space of 2000 mm minimum on all sides of the table (5.5.2.d) and an accessible

5.5.2 Picnic tables

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.5.2.a	If there are two or fewer picnic tables, are all tables accessible? RHFAC (8.17.1)						
5.5.2.b	If there are more than two picnic tables, are the majority of tables accessible? RHFAC (8.17.1)						
5.5.2.c	Do accessible picnic tables provide suitable knee and toe clearances of at least 800 mm wide x 430 mm deep x 685 mm high? CSA B651-18 (8.6.3.2.b)						
5.5.2.d	Is there at least 2000 mm of clear space on all sides of the table? CSA B651-18 (8.6.3.2.b)						
5.5.2.e	Is there a clear accessible path up to the table? CSA B651-18 (6.7.2.a)						
5.5.2.f	Is the ground surface under the tables firm, stable, and level? CSA B651-18 (6.7.2.b)						
						Subtotal	Max. score
						+	18
							=
		Subtotal	Subtotal	Subtotal	Subtotal	Final Total	
		+	+	+	=		

Principle 1

Does this feature follow the whole journey approach?

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Principle 2

Does this feature follow the concepts of universal design?

.....

Principle 3

Is there an adequate seasonal maintenance program for this feature?

.....

5.5.3 Seating Benches and seating provide rest and waiting areas for people who may have difficulty with standing or walking for extended

	Source	Yes (+3)	Most of the time (+2)	Some times (+1)	No (0)	N/A (-3)*	Comments
5.5.3.a Are benches and seats located adjacent to an accessible route with no barriers leading up to the seating?	CSA B651-18 (6.7.2.a)						
						<i>chart continued on next page →</i>	

periods. Seating should be provided at regular intervals along



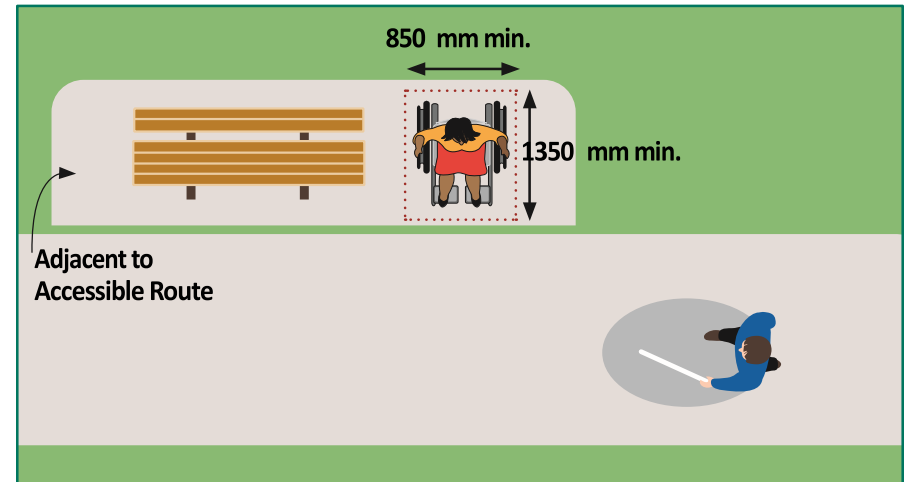
Location:

Date and time:

Auditor:

Description:

pedestrian routes and before level changes or decision points.



A bench adjacent to an accessible route (5.5.3.a). A minimum clear floor space of 850 mm wide x 1350 is provided (5.5.3.d)

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.5.3.b GROUND SURFACE							
5.5.3 .b.i	Is the seating area ground CSA surface level and firm?	B651-18 (6.7.2.b)					
5.5.3 .b.ii	Is the seating area ground surface slip-resistant?	CSA B651-18 (6.7.2.b)					
5.5.3 .c	Is there contrast between the ground finish, texture, or tone to distinguish the area from the accessible path of travel?	RHFAC (10.1.7)					
5.5.3 .d	Is there clear floor space of at least 850 mm wide x 1350 mm long around the seating?	CSA B651-18 (6.7.2.c)					
5.5.3 .e	Does seating provide the option for back support and at least one armrest?	RHFAC (10.1.7)					
						Subtotal	Max. score
						+ 18	=
		Subtotal	Subtotal	Subtotal	Subtotal	Final Total	
		+ 3	+ 2	+ 1	= 0		

Principle 2

Does this feature follow the concepts of universal design?

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Principle 3

Is there an adequate seasonal maintenance program for this feature?

.....

Principle 3

Is there an adequate seasonal maintenance program for this feature?

5. *Indoor public spaces / 6.1 Entrance and approach* Page 6 of 6

Principle 3

Is there an adequate seasonal maintenance program for this feature?

Principle 3

Is there an adequate seasonal maintenance program for this feature?

Is there an adequate seasonal maintenance program for this feature?



**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	amended Nov 2023
	10350-21	AMHERST YOUTH TOWN COUNCIL	COMMUNITY LIVING	amendments approved Nov 2023
	C 04	COMPANION ANIMAL BYLAW	POLICE	received 2nd reading in Nov 2023
Dec-23				
	66000-04	PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM POLICY	PLANNING	
	10350-29	POVERTY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	
	04500-06	SUBSTANCE USE POLICY	CUSTOMER SERVICE/HR	
	P 06	TRANSIENT AUTOMOBILE VENDORS	PLANNING	
Jan-24				
	10350-30	ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	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 REFERENCE POLICY	FINANCE	delay to fall 2023
Mar-24	64000-01	TREE PLANTING ON TOWN OWNED LANDS (270-02)	OPERATIONS	
	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	
	01700-01	REPORTING ACCIDENTS (211-03)	FIRE	
Apr-24	72300-09	ICE ALLOCATION POLICY	OPERATIONS	
	31700-04	NORTH TYNDAL LAND ACQUISITION (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	
	31600-09	PAVING NEW RESIDENTIAL SUBDIVISION STREETS (230-11)	OPERATIONS	
May-24	C 12	SMOKE FREE RECREATIONAL PLACES BYLAW	OPERATIONS	
	72300-10	ICE HELMET POLICY	OPERATIONS	
	03000-04	ROUNDING OF CASH TRANSACTIONS	CUSTOMER SERVICE/HR	
	04500-03	SCENT REDUCTION POLICY	CUSTOMER SERVICE/HR	
Jun-24	66000-03	POLICY FOR PUBLIC PARTICIPATION AND NOTIFICATION	PLANNING	
	C 03	LOITERING BYLAW	POLICE	
	02000-03	NAMING PUBLIC LANDS AND TOWN OWNED FACILITIES	CLERK / COMMUNICATIONS	
Sep-24				



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	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				
	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	CUSTOMER SERVICE/HR	
	31600-12	SEWER INSTALLATION (240-02)	OPERATIONS	
	31600-24	STREET RATING SYSTEM	OPERATIONS	
	10350-27	JOINT COUNCILS TERMS OF REFERENCE POLICY	OPERATIONS	
Jan-25				
	04000-01	RECOGNITION OF EMPLOYEES (210-15)	CUSTOMER SERVICE/HR	
	04000-02	SUGGESTION AWARDS (211-16)	CUSTOMER SERVICE/HR	
	10350-01	RECOGNITION OF SERVICE OF BOARDS (210-01)	CLERK / COMMUNICATIONS	
	66400-01	HERITAGE ADVISORY COMMITTEE	PLANNING	per policy, the January following an election
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	
Feb-25				
	02300-03	SALE/DISPOSAL OF SURPLUS EQUIPMENT (211-19)	CUSTOMER SERVICE/HR	
	D 06	BUILDING BY LAW	PLANNING	
	04000-10	VACATION/HOLIDAY - NON-UNION EMPLOYEES (211-31)	CUSTOMER SERVICE/HR	
	10350-05	INQUIRIES FROM COUNCIL (210-07)	CLERK / COMMUNICATIONS	
Mar-25				
	31600-15	SANITARY SEWER SERVICE TO COUNTY RESIDENTS (240-05)	OPERATIONS	
	31600-16	BUILDING SERVICE CONNECTIONS (240-06)	OPERATIONS	
	03000-03`	FUND RAISING	FINANCE	
	10350-10	RECOGNITION OF RETIRING MEMBERS OF COUNCIL (210-14)	CLERK / COMMUNICATIONS	
Apr-25				
	72300-08	SIGN RENTAL - STADIUM (273-07)	OPERATIONS	
			CLERK / COMMUNICATIONS	
	64000-02	GRASS MAINTENANCE POLICY (NEW)		



**TOWN OF AMHERST
BYLAW LISTING**

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



**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)	CLERK / COMMUNICATIONS	
	P 07	SUBDIVISION BYLAW	PLANNING	
Feb-26				
	04000-11	MATERNITY, PATERNAL AND ADOPTION LEAVE POLICY (20071126)	CUSTOMER SERVICE/HR	
	P 03	CIVIC ADDRESS BY LAW	PLANNING	
	31600-02	STREET LIGHT POLICY (230-04)	OPERATIONS	
	72000-01	RECOGNITION OF ATHLETIC ACHIEVERS (210-22)	COMMUNITY LIVING	
Mar-26				
	72300-05	SALE OF BEER/LIQUOR - ROBB PARK (272-01)	OPERATIONS	
	72300-07	BEER GARDEN POLICY - STADIUM (273-05)	OPERATIONS	
		PACE BYLAW	FINANCE	
	66150-02	ENFORCEMENT POLICY AND SUMMARY OFFENCE TICKETS (211-28)	POLICE	
Apr-26				
	31400-01	VEHICULAR IDLING CONTROL POLICY (211-35)	OPERATIONS	
	10350-04	REPORTS TO COUNCIL (210-06)	CLERK / COMMUNICATIONS	
	68300-03	JUNIOR FIREFIGHTER PROGRAM	FIRE	
	A 05	HERITAGE PROPERTIES	PLANNING	
	D 19	SANITARY SEWER RATES	FINANCE	
May-26				
	C 01	BY LAW RESPECTING THE AMHERST BOARD OF POLICE COMMISSIONERS	POLICE	
	05000-01	RECORDS MANAGEMENT (211-26)	CLERK / COMMUNICATIONS	
	10350-19	SCHOLARSHIP AND BUSARY POLICY (NEW)	CLERK / COMMUNICATIONS	
	02300-01	SALE OF USABLE TOWN OWNED LAND (211-07)	PLANNING	
	02300-02	SALE OF NON-USABLE TOWN OWNED LAND (211-08)	PLANNING	
	68500-01	FEMALE POLICE CONSTABLE AND EXPENSE (220-01)	POLICE	
Jun-26				
	68300-01	PERMANENT FIREFIGHTERS (221-01)	FIRE	
	68300-05	RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT	FIRE	
	03600-01	INVESTMENT POLICY	FINANCE	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	31700-03	COMMERCIAL WATER SERVICE (241-05)	OPERATIONS	
	10350-11	GIFTS, CARDS, FLOWERS	CLERK/COMM	
				Year 4
Sep-26	C 11	ALARM BYLAW INTRUSION ROBBERY AND FIRE ALARM SYSTEMS	POLICE	
	31600-14	COMMERCIAL SEWER SERVICE (240-04)	OPERATIONS	
	05000-04	ROUTINE ACCESS POLICY	CLERK / COMMUNICATIONS	
	03800-03	INSTALLMENT BILLING POLICY (110-03)	CUSTOMER SERVICE/HR	
	72200-01	R. H. SMITH BEQUEST LIBRARY (274-01)	COMMUNITY LIVING	
Oct-26				
	31600-25	SNOW AND ICE MANAGEMENT	OPERATIONS	
	D 20	SOLID WASTE BYLAW	OPERATIONS	
	03450-01	CAPITAL BUDGETING (211-14)	FINANCE	
	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS		
Nov-26				
	31600-13	CATCH BASINS AND LATERALS (240-03)	OPERATIONS	
	03450-02	CAPITAL INVESTMENT PLAN (CIP) FRAMEWORK/BUDGET POLICY (211-	FINANCE	
	03450-04	BUDGET MANAGEMENT POLICY	FINANCE	
Dec-26				
	68300-04	FIRE INSPECTION POLICY	FIRE	
	31600-23	STREET NAMING POLICY	PLANNING	
	68000-03	TRAFFIC AUTHORITY	POLICE	
	31600-26	STREET RENAMING COPP LANE TO ERNIE LANE POLICY	PLANNING	
Remain as is				
	D 10	CLOSING PUBLIC STREET BY LAW	PLANNING	
	D 11	CLOSING OF PORTION OF SENATOR AVENUE BY LAW	PLANNING	
	D 12	CLOSING OF PORTION OF PENDER STREET BY LAW	PLANNING	
	D 13	CLOSING OF PORTION OF CORDOVA STREET BY LAW	PLANNING	
	D 14	CLOSING OF PORTION OF CORDOVA STREET BY LAW	PLANNING	
	D 15	CLOSING OF PORTION OF PENDER STREET BY LAW	PLANNING	
	D 16	RECORDED RESOLUTION UNSIGHTLY PREMISES ADMINISTRATOR	PLANNING	
	D 17	RECORDED RESOLUTION UNSIGHTLY PREMISES COMMITTEE	PLANNING	
	D 18	RECORDED RESOLUTION INTEREST RATE ON UNSIGHTLY PREMISES CLEAN UP ACCOUNTS	PLANNING	



**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	PLANNING	
	31600-19	FRANKLYN STREET EXTENSION - STREET CLOSURE POLICY	OPERATIONS	
	31600-20	GOULD STREET - STREET CLOSURE POLICY	OPERATIONS	
	31600-21	PORTION OF CORNWALL AVENUE CLOSURE	OPERATIONS	
	31600-22	BOYLSTON AVENUE EXTENSION CLOSURE	OPERATIONS	
	B 01	BYLAW TO REPEAL THE TOWN OF AMHERST TAX EXEMPTION BYLAW	FINANCE	

CAO Task Report

December 2023

Task Updates:

Task: Northern Region Report - GFL request to present
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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: 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
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Will be on the next PRAC meeting agenda.

Status: Ongoing

Task: Cumberland Regional Library Presentation - Funding Request

Memo included in the December meeting agenda.

Status: Ongoing

Task: Ottawa Avenue Petition

On the December meeting agenda.

Status: Ongoing

Task: Russell Street Development

Setting up a time to sign the agreement with Me. Aadlers.

Status: Ongoing

Task: Safe Approach and Rescue Vehicle

GardaWorld are preparing the vehicle for APD use. Will also plan accordingly in regards to media, purchase and delivery.

Status: Ongoing

Town of Amherst Report for September-December 2023

We have had a busy fall/winter at the Cumberland Community Youth Development Centre, with the school year starting we pulled back to offering our three consistent programs; Art Club, Youth Chat, and Youth Drop In. But we still found time for lots of added extra fun.

In September we took a small group of youth to Lower Cove to explore our love of art and nature. We checked out some crazy high cliffs, scoured the beach for treasure and set up our paint supplies along with a picnic on the beach.

In October we had the addition of our sewing club on our monthly calendar. This was a bit of a passion project for volunteer and lead facilitator, Allie Colp, and the youth who are participating are having a blast learning how to make tote bags, pj pants, bucket hats, and I'm sure the creations will continue to impress as this has become a regular bi-weekly program at the centre. We also took a trip to Belliveau Apple Orchard in Memramcook NB. We headed out with 15 kids and let them loose in the orchard. Each youth was given a 5 lb bag to fill, and we bought extra apples for the centre for snacks and for baking with Victoria (from Maggie's) at Youth Drop In that week.

Finishing out October, we had our Halloween Party with around 30 kids in attendance. The fun part about the Halloween Party is watching the Youth plan, prep, and pull off a great event for their peers. At the CCYDC we are all about building capacity in a variety of different ways, one being handing the reins over to the youth and seeing what they come up with- and they never disappoint!

November was a busy month in and outside of the centre. Along with running regular programming, we hosted our first ever Youth Summit in Tatamagouche. We had youth from across Cumberland join us for a 3-day, 2-night retreat, where we discussed youth engagement in the community and what that might look like. It was a beautiful weekend with lots of fun and laughter, but more importantly, the youth blew us away with all the great ideas they came up with. Each group had a different idea to pitch, and I am happy to say that the CCYDC and Maggie's Place will be supporting each endeavor in the new year. Of course, it goes without saying, this weekend summit wouldn't have come to fruition if not for the support and participation of John Roberts (our summer student who is now working on his BEd), Zac Knol from Can-U, and Hailie Tattrie, sociologist. They all brought something to the table and thanks to them we pulled off an amazing weekend that we hope we can make an annual event.

December has been steady with programming around the holidays. We have had several guest facilitators and volunteers which is always nice to see. Aside from regular programs, we also held our second annual turkey dinner. Again, this gave an opportunity for the youth to pitch in and take part in something for their community. It's so lovely to watch how much pride they take in their centre. A group of youth came straight from school to help set up and get ready for our dinner. Some chose to serve, some greeted folks as they came in, they really do get excited when it comes time to show off their centre. We of course could never have pulled it off without help from our wonderful community partners and volunteers. Wendy Siddall and her friend Janet spent an entire day in the kitchen helping us prepare the meal, and they made a lot of food!! We saw almost 100 people come through the centre for the dinner, and they stayed for the live music (provided by Dave and Jenny Siddall) and great conversation. There were so many helping hands and so many smiles, you couldn't leave without feeling heart warmed. We also had enough leftover to supply 10 take out turkey dinners to our local shelter.

With the holidays getting nearer, we will run one more week of programs before closing for the holidays. We always go out with a bang, so we will be holding 2 Holiday parties, one for our 10–16-year-olds at YDI, and one for our unhoused/precariously housed youth at their last Youth Chat program.

Partners and service providers using the Centre on a regular weekly basis are:

Colton Colp- New Directions

Wendy Siddall- EAL through Yreach

Michelle Cameron- Mental Health

John Choisnut- Connect

Will Ferry & Allie Colp

We also have had a number of partner meetings, safer spaces training, a facilitation workshop, a young men's group (Colton Colp), all happening this quarter on top of core programming.

We have partnered with Autumn House and house their new youth male facilitator for New Directions at the Centre, and he has become such a huge support for the youth, even outside of his programming.

A new hire, Jody Desjardins, has joined the CCYDC family, which will only add to an amazing team of people who are invested in our youth.

Plans for upcoming events and partnerships in the New Year are already underway and we can't wait.

Just some success stories-

We are seeing an incline in youth volunteerism so if you know of any opportunities where youth can be more involved in their community, please reach out.

We also have been working with a youth and her family to get her into the IWK impatient program, which she has been against from the beginning. She has recently reported that she has made the decision to go and start her healing journey. This is a HUGE deal for this youth, and we are all so proud of her.

Another note before I end, the CCYDC team has been working with our unhoused/precariously housed youth. I wanted to highlight their successes.

We have one youth, 18, who just 6 months ago was on the verge of failing his grade 12 year. He was in a dark place and even talked about ending his life. With a lot of nurturing and support from so many individuals in the field, along with our staff, I am happy to report not only has he caught up on assignments but is more than on track to graduate in June and has been accepted into the Social Services program in the fall of 2024. This young man has become such a huge part of our Centre and volunteers and mentors the other kids now.

Another one of our Youth Chat youths, who has been struggling to find her way, found her way to our Centre. She comes consistently and after hearing partner Zac Knol from Can-U talk about what they offer, she has enrolled in classes and is excelling.

One more success story I am so happy to share is that of a homeless young man, only 21 years old, who came to the centre about 4 months ago. He was sleeping in an abandoned building, no family or support in his life, and he was in an unsafe situation. Since meeting him, we have worked with him on getting his life back on track and I am so thrilled to report that he is safely housed, working in construction, and finding his joy for life again.

The work we do at the Cumberland Community Youth Development Centre can be very heavy on the mind, but even more so on the heart. Those of us doing this work often need reminding that we need to take time to enjoy the successes so that we can continue to support the youth in our communities. It helps having amazing support from our director and upper management who continue to recognize the importance of the work we are doing and that they are always rooting for us and keep us going. It takes a dedicated team and we at the CCYDC are just that.

Looking forward to another great year at 17 Lawrence, and I encourage each and everyone of you to come check us out and see for yourself how amazing this Centre has become.

Janelle Tattrie

She/her

CCYDC Coordinator

Monthly Report

Business Development

December 2023

An Industrial Lots For Sale Sign has been installed off the Highway along Tantramar Crescent. This sign is part of the ongoing effort to advertise the availability of properties in the Industrial Park. In preparation for the future development of these properties, land value appraisals and environment site assessments have been executed. Staff are collaborating with InvestNS and the CBDC on a Site Certification Assessment of the Park and the available properties. This certification would include the Amherst Park as a development-ready site and would be offered by InvestNS to potential developers as part of their commercial development-ready sites portfolio.

An application was submitted to the NS Sustainable Communities Challenge Fund for an LED Streetlighting retrofit project with the inclusion of an Adaptive Controls network with additional camera and radar components. The application project developed in partnership with LED Roadway Lighting/Livable Cities will allow Amherst's streetlighting inventory to be monitored for outages and power consumption and dimmed to save more energy while providing safe light levels. If this application is successful, it would be Livable Cities' first complete Municipal Adaptive Controls Network in Canada.

Work has commenced on the development of a tourism story using Social Media influencer, Ashley MacDonald's content collected during her visit to Amherst. This story will be added to the Town of Amherst Landing page on novascotia.com. This landing page is also being redesigned with new content collected from visitors' experiences and local businesses registering with TourismNS (TNS). To build the content on this page and use it in other marketing efforts, an application has been submitted for the TNS Digital Content Marketing Program. This in-kind funding program will continue the collaboration with TNS to create high-quality videos and additional photography to be used in a digital marketing campaign to raise the awareness of Amherst with tourists. The program will connect travellers with Amherst while they are trip planning rather than trying to convince visitors to come to Amherst when they have already arrived in Nova Scotia.

After the conclusion of the EsterFest schedule of events in October, staff arranged a meeting with festival organizing lead Charlie Rhindress with TourismNS and the Department of Communities, Culture, Tourism & Heritage to introduce each other and discuss future opportunities to grow the festival. It was agreed there is certainly an opportunity with funding and support from Provincial agencies to expand this event as a unique attraction that could potentially attract visitors year-round.

The BDO attended Nova Scotia's Regional Enterprise Networks 2023 Partners for Progress Conference in New Glasgow, NS. The event was a great success with informative presentations on many topics related to Economic Development and Growth. This event also attracted other Economic Development Officers from Municipalities in Nova Scotia which allowed for networking and information sharing.

NSCC held an Entrepreneurship & Networking session on November 29th. A panel of Amherst business leaders shared with NSCC students and new entrepreneurs' experiences, pain points, and how they overcame challenges to achieve success in business. The Town of Amherst was among the sponsors of this event, which was felt by all attendees to have been a great success.

The application for the ACOA Destination Market Readiness Program has been submitted. The Town of Amherst is the lead proponent on the application with the Municipality of Cumberland acting as a secondary contact. A letter of intent between the Town of Amherst and the Municipality of Cumberland that outlines their approved funding contributions and collaboration was submitted in the application. ACOA has notified the Town that a project lead has been assigned to the application and will be in contact.

Using the funding support from the Nature Challenge Fund, staff are pursuing the purchase of another strategic property to be used in the efforts to protect the North Tyndal Well Field Zones and Wildlife Corridors in the Tyndal Road area.

An agreement with the Minister of the NS Department of Environment and Climate Change has been signed to consent to designate the Town the Amherst properties PID 25330077 and PID 25098898 located in the North Tyndal Well Field protection zones under the Wilderness Areas Protection Act.

Team Cumberland members have organized a series of “Wednesday Workshops” for businesses over the first half of 2024. Five topics impacting businesses were chosen that will be presented each month either in Amherst or other areas of Cumberland County.

A Clean Energy Financing Program review was performed to compare our program to other Municipalities and Programs offered in NS. Under the Clean Foundation Program, no Municipality has the same set of requirements and each is unique in their program offer. The Clean Foundation Fall 2023 marketing campaign of the program has had a significant impact seeing 61 registrations coming in since October 1st with 8 of those being in Amherst. This campaign is scheduled to continue into the first quarter of 2024.

The election for a new Chairman of the Board for the Amherst Downtown Business Association is still pending since the stepdown of Dwayne Ripley. No meeting was held in November and the next meeting is slated for January 2024.

Beth Peterkin has been selected as the Executive Director for the Cumberland Chamber of Commerce. Beth recently was the Executive Director for the Cliffs of Fundy, Geological Park, and was a Councillor for the Town of Perth, Ontario. Beth hopes to introduce herself to Council in the near future.

Staff met with Caitlin Johnson the new Community Navigator with the Department of Labour, Skills & Immigration. Her role in Cumberland and Colchester Counties is to provide information and resources to help newcomers successfully connect to communities in our area.

Monthly Report

Community Living

December 2023

Active Living

Upcoming Professional Development - (Out Of Office)

- March 22nd FERPA - Truro

Other Professional Development:

- Completed Run, Jump, Throw, Wheel Training - November 14th (Online)

Multisport

- Current Session : Bowling
- Completed: Skating, Basketball, Curling, Athletics
- Next Session :
- Have been approved for

Equipment Lending

November:

- Skates & Helmets

Getting ready for:

- Snowshoes

**Still exploring options to have Bicycles as part of the lending program

Friday Night Fun Numbers:

Ages 5-8 Ages 9-14

Nov 3 - 26 Nov 3 - 23

Nov 10 - 20 Nov 10 - 20

Nov 17 - 20 Nov 17 - 16

Nov 24 - 21 Nov 24 - 28

Physical Activity Strategy - Goal - to Council by April 2024

- Active Communities Fund Grant Application is submitted and in review with province
- Consultant has been selected, Waiting for ACF approval to move forward
- Communities on the move Physical Activity Survey 76/200 completed. Have created a manual version and am going to visit various community groups (50+, Walking Club, Gym Classes) in hopes to reach 200.

TOA / NS Walks - Ongoing

- Have 11 members in the walking group Tuesdays from Amherst Stadium. Ages range 55-76
- Hoping to pull a new leader from the group to take training and they can function with the Towns Support

Adult Rec Volleyball - Started November 7th - Ongoing

- Tuesday's @ Spring Street Academy 7:00pm
- Up to 13 regulars - full court
- An additional night has been requested

Holiday Party- December 10th

- Intermission entertainment * 2 - Laura Farrow (YMCA) & Amherst Skating Club
- Public Skate with / Learn to Skate - Town, Ramblers & Amherst Skating Club
- Igloo Dance Party - Ella Harrison, Multisport Leader & Hunter Hildebrand from Dance School

Winter Carnival - Feb 2024

Completed:

- Call out to Sport Organizations for activities to add to Carnival
- Athletic Achievers - In progress
- Partnership with Grade 11 Advanced English Class on local heroes storyboards - ongoing will be presented at Winter Carnival

Summer Students - May 2024

- Heartland Tour - Date set for **Wed July 10th**
- Have met with Striders / Bicycle Specialist
- Met with APD - have application to submit
- Heartland Tour Board members coming Amherst **Thurs Dec 14th** to review route

Next Steps:

- Submit Application to APD
- Meet with the County

Upcoming:

- Take the Roof Off Winter - Jan / Feb 2024
- Wheelchair Basketball - March/April 2024
- Earth Day - April 2024
- Spring Equipment Swap - May 2024

Community Well Being

Webinars (Attended)

Creating Cultures of Trauma Informed Care and Well-Being (second and third sessions)
How Historical and Intergenerational Trauma Shape our Present-Day Systems

Partner Meetings (Attended)

Food Security Planning Group
Volunteer Forum Planning Group
Cumberland Partners
Convenor Community of Practice
Accessibility Lead Meeting
CANSA Partner Connect Meeting for African Heritage Month

Events:

Holiday Light Up
Santa Parade
Tree for Boston
NSCC Youth Entrepreneurship
HIPYPY Program Information Event

Committee Meetings

Accessibility Committee Meeting, Amherst Youth Town Council Meeting, IDE Orientation

Katie Upham Presentation

- Presentation on Substance Awareness
-Town and External partners attended (48 in total)
-Great feedback and informative session

CCYDC Policy Facilitation

-Cumberland County Youth Development Centre is moving ahead with their strategic plan and starting to develop policies and guidelines around partnerships (conflict resolution) and the operational pieces of the centre.

-Community Well-Being Manager is leading the facilitation

Food Summits

-Food Summits are now starting to be promoted

-All sessions Friday 1-5 PM

Pugwash January 12 storm date January 19

Amherst January 26 storm date February 2

Oxford February 9 storm date February 16

Parrsboro February 23 Storm Date March 1

Springhill March 15 storm date March 22

Youth Summit Part 1

-wrapping up planning: Expected number of attendees between 60-70

-33 students

-33 services providers/town committee members and council/teachers

Culture, Events & Marketing

November 5-11th – Veteran’s Week, posted social media graphics for the events during that week as well as one for the proclamation and flag raising on November 6.

November 11th – Remembrance Day services

November 1-10th – presentation of Scarecrow Stroll certificates, winners: Best Dressed – Nicole Burke Esthetics & Wellness, People’s Choice – Cumberland County Animal Hospital, Funniest – YMCA of Cumberland, Scariest – Buds to Blossoms Floral Boutique

November 17th – Holiday Light Up, we served 460 FREE hot chocolate with the help of AYTC, Mayor and Council assisted with the countdown for light-up in Victoria Square, hundreds gathered in First Baptist Church for the caroling with ARHS band.

November 19th – Tree for Boston send off, we provided gifts for the driver, Sheldon and sent a gift with a personalized note from Mayor Kogon to the Mayor of Boston. We served hot chocolate, coffee and tea to over 100 people along with some festive cookies with the help of AYTC. Christmas Parade was rescheduled to this date due to the significant rainfall we had on November 18th. We had lots of floats and good weather!

November 27th – flag raising for Zonta, raising awareness for violence against women. Town Hall was also lit up Orange overnight.

December 10th – A December to Remember Holiday Event @ Amherst Stadium. We had food vendors, AlChegade Middle East Cuisine, Devil’s Halo Cheesecakes, Portlander Jamaican Restaurant and Curly’s Canteen – we asked them to serve samples for 300-500 people and in return we would pay them. All of the food had an amazing response by guests. Popcorn bar was also a success with popcorn donated by Amherst Theatre, with treats/chocolate and popcorn seasoning to top it with!

Community Navigator

Recruitment

Four recruitment dinners and education sessions took place during November and early December. They took place in Fredericton, St. John, and two in Moncton. Each dinner was for Dalhousie or Sherbrooke medical students and residents. The physician gave a talk on a subject matter and then the community navigator did a quick presentation on Amherst and Cumberland County. Each learner took home a small bag of Cumberland swag and products. 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.

The OHPR funding is covering a few of the North Nova residents to attend the physician holiday dinner. It also covered a lunch for the North Nova resident education day at CRHCC.

Site Visits

There were no site visits in November. There are two visits currently being planned for January.

Branding and Resources

The Explore Cumberland Guide continues to be promoted throughout the Town of Amherst and Municipality of Cumberland 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 has gone through procurement with planning meetings now taking place.

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 holiday dance party for all staff in November. There was also a family skating party and pizza party that took place on December 2. Both events were well attended by staff and funded through the OHPR funding with planning assistance by the community navigator. Smaller holiday appreciation events are taking place in the hospital for staff through the OHPR funding.

A multicultural event for healthcare staff and residents of Cumberland County was held on December 10.

A holiday event has been funding for the Parrsboro/Advocate staff through the OHPR funding. Small appreciation gifts are planned to be handed out in December for 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.

Holiday gifts were provided as a thank you to the travel nurses at CRHCC.

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

Settlement Assistance

There have been 2 requests to help find housing for medical professionals in Amherst in 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 opened and closed in November. Separate funding requests for the Municipality of Cumberland and the Town of Amherst were written.

Attended a Sport NS Grant session

Director

- Team meetings with staff
- Strategic planning day session
- Committee meetings accessibility and IDE
- Staff evaluations
- Attendance at Holiday Light up, Christmas parade and December to Remember event
- Directors meetings, COW , Council and Social Committee
- Katie Upham presentation and Youth Summit
- Meetings with partners CCYDC, United Way, African Heritage month and Christmas for Kids
- Book Launch for Claire Christie

Task Updates:

Task: Volunteer recruitment to Committees Update: Staff to determine best practices in recruitment of volunteers Status: nearing completion
Task: Volunteer Nominations Update: Staff to develop procedure around scoring applications for the Volunteer nomination process Status: In progress
Task: No. 2 Construction Battalion Update: Application for funding submitted to Veterans affairs Status: In progress
Task: Public transportation service Update: Staff met with Yarmouth and will be meeting with Bridgewater in the near future Status: in progress
Task: Accessible playgrounds Update: Staff have developed terms of reference and will be reviewing these with the Accessibility committee in February Status: In progress

Monthly Report

Communications and I.T.

December 2023

IT Services:

We had a site visit for the cell signal booster for the Stadium to improve 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.

Installed and updated a new VM server at the fire department for Active Directory. Changed DHCP server. Temporarily shut down old server to test.

Checked the wireless at the fire department.

Setup a new login and email account for multiple new employees.

Audio Recording replaced at Police Department.

Replaced camera recording system at Police Department.

Setup new switch for Public Works and Fire Department.

Ordered UPS for Public Works and Fire Department.

Updated some groups on the Town network. Updated a few email distribution lists.

Checked a Problem with MS office and opening web documents, and fixed a licensing issue.

Ordered IT items for various employees as requested.

Reached out to some providers of Wireless systems for large venues. Received information on doing a proper assessment of the current system and what needs to be completed to fix the issues there.

Procurement:

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
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
RFQ	23-07	Booklets	Reg	O			X	CAO
OTH	23-23	Household Hazardous Waste Event	ALTP	O			X	CAO
RFQ	23-05	Dr Recruitment Video & Web	Reg	O			X	CAO
RFP	23-09	Public Notice System	Reg	O			X	CAO
RFQ	23-20	Active Living Strategy Consultant	REG	O			X	CAO
OTH	23-44	Routeware	ALTP	O			X	CAO

Task Updates:

Task: Town of Amherst Website

Update: Site structure and contents are being inventoried and duplications and gaps identified. Will begin consulting with senior mgmt in new year to revise department/work group data

Status: In progress

Task: Customer Notification System Software

Update: IceSoft Voyent Alert has been awarded the contract and initial training is scheduled for January with a planned launch in late January 2024

Status: In progress

Task: Public wifi

Update: We have had a cell signal walk through with a supplier recommended by Bell Aliant to install a cell booster. They have sent a quote on this project.

We have contacted three companies for doing an assessment of the current wireless system so they can recommend fixes for the dated system that's in place there. We have received two quotes back on this. We have also reached out to Bell to have another Internet connection put in to split the public system from the corporate network. The build time according to Bell is 6 to 8 weeks. This line will have a static IP and be dedicated to the Corporate network, freeing up the FiberOP line currently there for public. The corporate system will need to be reconfigured and hooked to the new Internet line. The public system will have to be reconfigured and connected back on the existing line bypassing our corporate network.

Status: In progress

External Committee Report

Cumberland Business Connector

December 2023

Support Businesses (primarily 0-50 employees)

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

5 Accelerator businesses that have been worked with, have been supported in the following ways:
 - Support in developing proactive sales plan
 - Continued work on succession planning
 - Human Resources
- 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 business was having excessive delays in getting their Temporary Foreign Workers enrolled in MSI. We made a connection to a manager at the Department of Labour, Skills, and Immigration for follow-up on this problem.
- A number of businesses in the construction sector are being visited. We want to identify businesses in this sector that could benefit from entering the Cumberland Business Accelerator program
- The Business Connector supported NSCC's Entrepreneurship and Networking Event on Nov 29th.
- Planning is underway for a few small business workshops in the Winter and Spring of 2024.

New Businesses

- The province is restarting the Entrepreneurship Immigration Stream. We (and the Regional Enterprise Networks) provided feedback a few months ago on this Immigration Stream. The province included our feedback and made changes to better suit the needs of rural communities and make it more likely that immigrant businesses will succeed. The program also has been changed to permit immigrants to come and start a construction business, which was previously excluded.

Workforce

- The fall High School Career Fairs are completed. Businesses that attended were surveyed and appreciated the opportunity to attend these Career Fairs. The full survey results are attached.
- Preparation for the Youth Entrepreneurship Challenge is underway. Promotion and intake will start in January.

Fall 2023 Career Fairs – Participant Survey Results

Q 1 : Did you think it was worthwhile to attend one or more of our Fall Career Fairs?

Answer options: Waste of time - Good idea But not for us - We got value from the event - Good use of our time - Really glad that we participated

1. Really glad that we participated
2. Really glad that we participated
3. Really glad that we participated
4. Really glad that we participated
5. Really glad that we participated
6. Really glad that we participated
7. Really glad that we participated
8. Really glad that we participated
9. Good use of our time
10. Good use of our time
11. Really glad that we participated
12. Really glad that we participated

Q 2 : Did any interactions or impressions from students stand out to you?

1. Some students asked how many people worked here and what kind of jobs we have.
2. We had quite a few students asking about trades. Some were surprised by the amount of different careers we offer
3. No Comments
4. Loved having the sheet for students to fill out at some of the events, because I find it can give them a great starting point for talking with different employers.
5. Yes, the connections made with teachers, community organizations and business owners was great!
6. Great to have today's kids talk to you about what they're interested in. Even if it's not your field.
7. A lot of students were inquiring about volunteering opportunities
8. I was surprised that some students didn't know what a pension was and how it worked
9. I was pleasantly surprised with a lot of the interactions I had.
10. A few individuals asked interesting questions but overall the majority of interactions were fleeting and often lethargic. But that is a reflection of the "customer base" rather than the event
11. I was very impressed at how interested a lot of the young people were in looking towards a good career
12. The students seemed very engaged in every school!!

Q 3 : Would you be interested in attending future Career Fairs?

1. Yes
2. Yes
3. Yes
4. Yes
5. Yes
6. Yes
7. Yes
8. Yes
9. Yes
10. Yes
11. Yes
12. Yes

Q 4: Do you have any recommendations for how we could improve the events?

1. It was an excellent day!
2. It was really great! I found OREC and ARHS a little bit crowded with the tables so close.
3. I would like to see more Teachers, guidance counselors and possibly principals and vice principals involved. They are all in a position of influence and I think they should know what careers are available for students in the local area. Amherst had more teacher and guidance counselors than I had seen at all the other schools.
4. N/A - the events are very well organized and messaged. It's great having the motivational speech at the beginning and set times for the students to come and chat.
5. They were really well done, I don't have anything to suggest for improvements! Thanks!
6. Thought the events were done very well
7. Not at this time.
8. The event is restricted by the amount of time given by the school so it is hard to adapt. For example we had limited effective time with the Grade 10 and 11 students at Amherst High.

Q 5 : Any Additional Comments?

1. It's great to see the students and the other booths.
2. I really enjoyed connecting with students, teachers, community leaders and other businesses
3. The events are well organized.
4. Great to get out there and have a chance to interact with youth
5. Enjoyed meeting with the students and giving them information on career pathways

Monthly Report

Finance

December 2023

Work has commenced on the 2024/25 capital and operating budgets. Departments have submitted their capital budgets for years 1 – 5 and they have been reviewed by the CAO and Director of Finance. Directors are working on the RFDs for the year 1 capital projects. The capital budget is expected to be presented to Council in late January / early February. The operating budget work commenced in November and will continue over the next few months. The initial operating budget updates were due from departments in mid December.

Task Updates:

Task: Capital Budget Amendments

Motion: That Council approve of the amendments to the 2023/24 Capital Budget including \$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 Efficiency Nova Scotia rebate.

Update: The 2023/24 capital budget has been amended to include these two projects with funding.

Status: Complete

Task: Appointment of Auditor

Motion: That Council appoint McIsaac Darragh Inc. as the municipal auditor for auditing services for the 2023/24 fiscal year.

Update: Emailed Cindy Costin at McIsaac Darragh Inc to advise of their appointment. Cindy responded that they are looking forward to working with the Town again.

Status: Complete

Monthly Report

Fire Department

December 2023

RESPONSES (November)

Town of Amherst – 22 events

- 3 Smell of smoke / Air quality check
- 15 Monitored alarm activations
- 1 Motor vehicle accidents
- 1 Smoke alarm activated
- 1 Structure fires
- 1 Pull station activated

Contract area (District 2) – 5 events

- 2 Smell of smoke / Air quality check
- 1 Vehicle fire
- 1 Motor vehicle accidents
- 1 Medical assist

As of December 1st, the fire department has responded to 312 requests for assistance this year.

PROFESSIONAL DEVELOPMENT

Weekly fire fighter training - During the month of November, the fire department focused it's training on fire fighter endurance testing, a tour of the Compass minerals site, fit testing of self-contained breathing apparatus masks, flue fire training, vehicle extrication training and sprinkler system hookup.

Fire inspector training – During the month of November Greg Jones, Bob Sperry, Marty Furlong, Kurt Fawthrop and Chris Clark attended fire inspector training sessions in Baddeck.

Recruit fire fighter training – The new recruit firefighters continue their in-person training. Over the next seven months the recruit firefighters will complete their in-house practical training.

Junior firefighter program – Following a call for applications this fall, seven youth started the junior firefighter program. This year's program started on November 19th and will continue until late May 2024. Over the next six months the junior firefighters will complete in-house training where they will learn the basics of the fire service. Since 2011, the Amherst fire department has presented the junior firefighter program and have seen graduates of the program join the department upon turning 19 or join when they return back to the community after post-secondary education. The primary goal of this program is to introduce youth to the fire service and provide them with a safe learning environment; and to serve as a recruitment and succession tool for the department into the future.

National Fire Protection Association Fire Chiefs Forum (Quincy, Massachusetts) – Chief Jones had the privilege of attending the Fire Chiefs Forum at the National Fire Protection Association (NFPA) international headquarters in Quincy, Massachusetts from November 13th – November 16th. This event was fully funded by NFPA and was designed specifically for leaders of Fire Chiefs Associations across the United States and Canada. This executive level discussion provided a collaborative opportunity to discuss emerging issues, challenges, new technology, standards, and networking with colleagues. Some of the topics covered included:

- ✓ The history of NFPA Fire Investigations division and critical issues identified
- ✓ Active shooter / Hostile event preparedness
- ✓ Research foundation activities for the Fire Service & Fire data analytics
- ✓ Energy storage systems & Electric vehicle
- ✓ Home fire sprinkler builder incentive program & Virtual reality technology
- ✓ Planning of Fire Service deliverables
- ✓ Wildfire planning & prevention
- ✓ New standard for emergency response & responder safety
- ✓ Fire service standards update & consolidation, Responder engagement

During this event Chief Jones was very fortunate to have the opportunity to increase his fire service network by meeting many fire service leaders from across Canada and the United States and exchanging contact information. In addition, from this event there are many takeaways that Chief Jones will incorporate into the leadership toolbox and the operation of the Amherst fire department.

COMMUNITY EVENTS

During the month of November, the department participated in the Remembrance Day ceremony, the Town of Amherst Christmas parade, the tree for Boston event and the River Hebert Christmas parade. In addition, the Amherst fire firefighter's association held their annual Christmas For Kid's toy drive at Walmart. Thank-you to Walmart and the community for your support.

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

December 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. There was a total of 98 appeals of which 79 appeals are complete, five (5) are outstanding, and 14 withdrawn. NS Assessment Appeal Tribunal status: 16 total; three (3) complete and 13 outstanding.

Tax Certificates – there were 19 tax certificate requests in November.

	# Of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Dec 1/23	Pending as of Dec 1/23	Withdrawn as of Dec 1/23	Outstanding Appeals as of Dec 1/23	Appeals Successful as of Dec 1/23	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	66	\$24,219,300	51	0	11	3	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	79	0	14	5	11	(\$ 751,400)	(\$ 35,665)	13

Final tax sale notice – most all property owners with outstanding taxes have paid or have a payment arrangement in place, therefore are no longer eligible for tax sale. The next tax sale will be tentatively scheduled for May 2024.

Water/Sewer Billing:

Meter repairs and account maintenance has been underway in preparation for 3rd quarter billing. Several customers responded to our request for meter maintenance and the Water Crew was able to repair and/or install new meters as requested.

Customer Service Tracking – E11:

There was a total of 41 opened cases in November, and 47 cases were closed. The categories with the most opened/closed cases in November were Applications for Development/Building Permits, and Dangerous or Unightly Premise, tied at 11 each.

Human Resources

Torben Laux joined our team on December 11, 2023, as our new Land Use Planner. Welcome Torben!

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 for the second pay period in January 2024.

Monthly Report

Operations

December 2023

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

RECREATION & HORTICULTURE

- Matt Selig attended the annual Hort-East conference on November 21st and 22nd. The conference gave Matt the opportunity to network with suppliers and attend seminars related to urban forestry management, climate change, and employee retention.
- The gravel pad for the Rotary Park playground equipment was installed by Public Works and the equipment is scheduled to be delivered and installed before Christmas.
- Nova Scotia Power replaced 4 floodlights in the stadium parking lot and one at the dog park with new LED floodlights.
- Eastlink televised the Junior A Ramblers home game on December 16th.
- Stadium employee Ryan LaLonde has been registered for the refrigeration plant operator training course that starts in January. Ryan will attend in person training 1-2 days per month until June, while also completing online training. The final week of training will be held at the Akerley NSCC campus in Dartmouth before writing the Class II Refrigeration Certification exam on June 14th.
- The stadium will be closed on December 22nd at noon and reopening on December 27th at 7:00am
- There will be free holiday public skating at the stadium on December 22, 27, 28, 29, and 30th
- The Amherst Junior A Ramblers host Grand Falls at 2pm on New Years Eve.

PUBLIC WORKS

- To Date there has been one snow event that required the plowing of streets and sidewalks.
- Sidewalk sanders have been out on 2 occasions and the salt truck 4 times due to icy condition on streets and parking lots.
- Staff will be patching potholes on a regular basis; this is typically 2-3 days per week throughout the winter months.
- The Town of Oxford borrowed our asphalt recycler for 2 weeks in November to complete their hand patching needs.
- The results of the annual water sampling for lead found 2 of the 30 sites to have lead levels in excess of health Canada's maximum acceptable concentration. Staff have investigated both sites for lead service laterals and replaced the Town owned portion of the service laterals.

- Two of the four variable frequency drives for the wellfield production wells have been installed and tested, the remaining 2 VFD's will be installed in January.
- The frame for the outdoor rink has been installed, when the weather is favorable for making ice staff will install the liner.

Upcoming / ongoing projects:

- Operations staff are completing their Capital and Operating budgets for 2024/25.
- Quarterly meter reading will start the first week of January.

Task Updates:

Task: 20231127 Council – EPR

Update: Brenda Rioux completed the Municipal data collection template (EPR for PPP) for the Town and it has been submitted to Divert NS.

Status: Complete

Task: WWTP Grey Water Energy Extraction Report

Update: Jay Crossman has prepared a draft report with respect to grey water energy extraction. I will review and finalize the report and present the findings to council at a future COW meeting.

Status: In Progress

Monthly Report

Planning & Strategic Initiatives

December 2023

The attached report shows development activity in November as well as a year-over-year comparison as of November 30. While almost double year over year, permits for new residential units have slowed in the last quarter of 2023; however, staff anticipate very strong unit additions in the first and second quarters of 2024. Up to four large-scale residential developments are poised to commence construction in the spring.

In November Council gave second 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. The appeal period for this decision will end December 27, after which time the agreement can be executed. Under the terms of the Agreement of Purchase and Sale, the developer has 12 months to start construction, although they have indicated that they plan to start in the second quarter of 2024.

The appeal of Council's refusal to enter into a development agreement for an apartment building at 155 East Victoria Street originally scheduled for October 18-20 has been rescheduled to January 10-12, 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:

<p>Task: Blaine Street and Ottawa Avenue Acquisitions</p>
<p>Update: The approved development agreement will be in the 14-day appeal period until December 27th. The legal work is underway in preparation for the land transfer from the town to the developer, which will take place in early 2024.</p>
<p>Task: Hotel Levy Report</p>
<p>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.</p>
<p>Status: Ongoing</p>
<p>Task: LED Roadway Lighting Proposal</p>
<p>Update: An application was submitted in December to the NS Sustainable Communities Challenge Fund for a pilot project that would include replacement of almost all of the town's streetlights to more efficient lights, while testing LEDs radar and camera technologies.</p>
<p>Status: Ongoing</p>

Permits to November 1, 2023

PERMIT APPLICATIONS								For the Month of November	
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value	
B2023-081	25006057	26 Prince Arthur St	0	Renovate	Commercial	Office	1,231.82	1,100,000.00	
B2023-082	25036674	126 South Albion St	0	Renovate	Commercial	Grocery Store	445.00	158,000.00	
D2023-083	25078890	4 Robert Angus Dr	0	Construction	Commercial	Permanent Sign	50.00	2,000.00	
Total	3		0				1,726.82	1,260,000.00	

2021-2022 YTD Comparison

ACTIVITY REPORT							For Month of November 2023-11-30		
Type	Nov 2022			Nov 2023			Permits	Units	Value of Construction
	Permits	Units	Value of Construction	Permits	Units	Value of Construction			
Single Family	4	2	485,500	0	0	0			
Duplex/Semi	0	0	0	0	0	0			
Apartments	0	0	0	0	0	0			
Other Residential	2	0	95,000	0	0	0			
Commercial	2	0	509,000	3	0	1,260,000			
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	8	2	1,089,500	3	0	1,260,000			
Year To Date	85	37	10,912,286	83	60	71,631,571			

Monthly Report

Police Department

December 2023

TRAINING

African Canadian Experience (ACE) Training: D/Chief Hunter was scheduled to attend ACE training from December 4th to December 8th in Halifax. This course was rescheduled and as a result, he will likely attend in early 2024. In January of 2021, both Chief Pike and Sgt Aaron Graham had attended this same training.

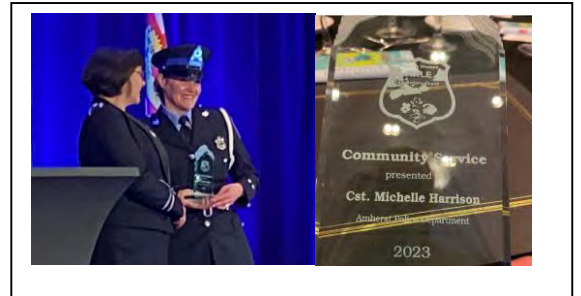
Expert Witness Workshop – Controlled Drugs and Substances Act: Both Cst Goodwin and Cst Deuille of our Street Crime Unit attended a workshop hosted by H Division Federal Policing on December 7th and 8th, 2023. During this workshop, presentations covered such topics as Drug Pricing, Case Law, Expert Reports, Expert Curriculum Vitae, Drug trends, Drug pricing and case studies.

Road to Mental Readiness – November 30th: Chief Pike and Sgt Graham provided Road to Mental Readiness (R2MR) training to 10 APD staff, both sworn members and civilians on November 30th. The R2MR program was designed by the Canadian Military and has since been adapted for various first responder agencies such as Police, Fire and EHS. R2MR focuses on understanding stress and performance, barriers to care, the Mental Health Continuum and provides information on building resiliency and positive and effective stress management strategies.

GENERAL OPERATIONAL UPDATES:

Atlantic Women in Law Enforcement Community Policing Award:

On November 16th at the 2023 AWLE Conference, Cst Michelle Harrison was the recipient of the 2023 AWLE Community Service Award. Constable Harrison is heavily involved in multiple committees and organizations in our community and has committed to improving the lives of the people in our community. She also plays a pivotal role in our department, always checking in with our members and staff to ensure that they have the support and resources that they need, always keeping the morale up. We are very proud of her and her accomplishments and this recognition that is so well-deserved.



Homelessness: Homelessness related files for November dropped to the lowest in the last year and a half to 6 occurrences. In October these had dipped to 19, down from 23 in September continuing the downward trend from this past summer and spring.

Shoplifting Complaints: There was a slight increase in shoplifting complaints in November with 7 complaints. We had 5 such occurrences in October, down from 12 complaints of shoplifting in September. In August, we logged 19 complaints.

Changes in Occurrences/Charges: Our criminal charge stats did see a slight increase in November with 87 criminal charges which is up from 57 in October and more than we had in November of 2022 (68). This continues with the 2023 calendar year being one of the busiest in the last decade. Our November 2023 occurrences numbered 438 dropping slightly from 486 in October and 556 in September. For the first 11 months in 2023 we have laid 1,066 criminal charges as compared to 754 in the first 11 months of 2022. Our occurrences in the first 11 months are 5,836 in 2023 and were 5,670 in 2022

OPERATIONAL

Violent Offenses – Arrest – November 1st, 2023: A 51-year-old Cumberland County man has been arrested and remains in custody as a result of a complaint received by Amherst police on November 1st, 2023. Police received a report that a female had been assaulted and the perpetrator had weapons in their possession. The victim of the assault was located outside and was suffering from numerous serious injuries as a result of the incident. She was transported to the hospital for treatment and the suspect was arrested and remanded into custody. The accused is facing numerous charges that include charges of aggravated assault, assault causing bodily harm, choking, possession of a weapon uttering threats, damage to property, breach of release conditions, and assault. As a result of the investigation, police seized weapons that included brass knuckles, a knife, ammunition and a rifle. The accused has been remanded into custody and is scheduled to appear in court in January 2024 for a show cause hearing.

Vehicle Check – Stolen Trailer - November 4th, 2023: Two Moncton men are facing charges as a result of a traffic stop in the downtown area on the evening of November 4th, 2023. The two men, aged 56 and 42 are facing numerous charges in relation to a trailer that they were towing which was later reported stolen from Cap Pele, NB. The trailer VIN showed signs of interference and the plate did not match. Both males were later released and will be appearing in court at a later date.

Dangerous Driving – November 6th, 2023: A 22-year-old Cumberland County man has been charged with Dangerous Driving after police received a report that a vehicle had attempted to hit a person in a local parking lot. The victim narrowly escaped serious injury and the accused was identified and turned themselves in. They are scheduled to appear in court at a later date in relation to the charges.

Uttering Threats/Weapons Charges – November 11th, 2023: A 56-year-old Amherst man is facing numerous charges after police responded to a complaint from a female that her ex-boyfriend threatened to slit her and her new boyfriend's throats. The accused was promptly located and arrested. Several edged weapons were seized from his person upon his arrest. As a result, he is facing multiple counts of possession of a weapon and carrying a concealed weapon, 2 counts of uttering threats, and one count of possession of crack cocaine. He was remanded into custody and is scheduled to appear again in court on December 20th, 2023 for a show-cause hearing.

Theft of ATV – November 15th, 2023: A 37-year-old male is facing charges after a theft of an ATV was reported from the South Albion Street area. Just prior to the theft being reported, Amherst Police had observed the accused on the ATV on Hickman Street. The ATV continued and headed out towards the Marsh. A few minutes later, the accused was spotted by another member in the area of the marsh, but the accused once again fled the scene. The ATV was later located in New Brunswick by Amherst Police. On December 5th, the accused was located and arrested for theft of the ATV, flight from police and possession of property obtained by crime. The accused was remanded into custody on these and other outstanding charges.

Sentencing – Multiple Charges: Jason Leroy Leblanc, aged 46 of Amherst was sentenced in relation to a number of charges/incidents on November 28th. Leblanc was charged in relation to an incident on October 17th, when he fled from police in a vehicle and collided with a house at the intersection of Willow and Spring Streets. He was also the subject of charges after his vehicle was checked on October 4th, 2023 resulting in the seizure of crystal meth and stolen property. While many charges were withdrawn as part of a plea agreement, he received 480 days custody for dangerous operation of a motor vehicle causing bodily harm, 90 days for possession of a weapon, 30 days for operating a motor vehicle while prohibited, 30 days for possession of property obtained by crime, 600 days custody for possession of methamphetamine for the purpose of trafficking and 30 days for possession of stolen property.

OPERATIONAL STATS – NOVEMBER 2023

Occurrences:	439	Criminal Code Charges:	87
Impaired by Alcohol:	2	CDSA:	1
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	38	PPA:	0
Traffic Written Warnings:	8	Vehicle Checks:	145
LCA:	2	Foot Patrol Hours:	30 hrs, 8 min
Bike Patrol Hours:	0	Parking Tickets:	0
Parking Warnings:	0		

TASK UPDATES

Task: Safe Approach and Rescue Vehicle: Council approved of entering into an MOU with GardaWorld for the purchase of a decommissioned Armoured Cash Vehicle for the price of \$2.00 + applicable taxes

Update Status: In progress. GardaWorld are preparing the vehicle for APD use. Will also plan accordingly in regards to media, purchase and delivery. DDPike

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

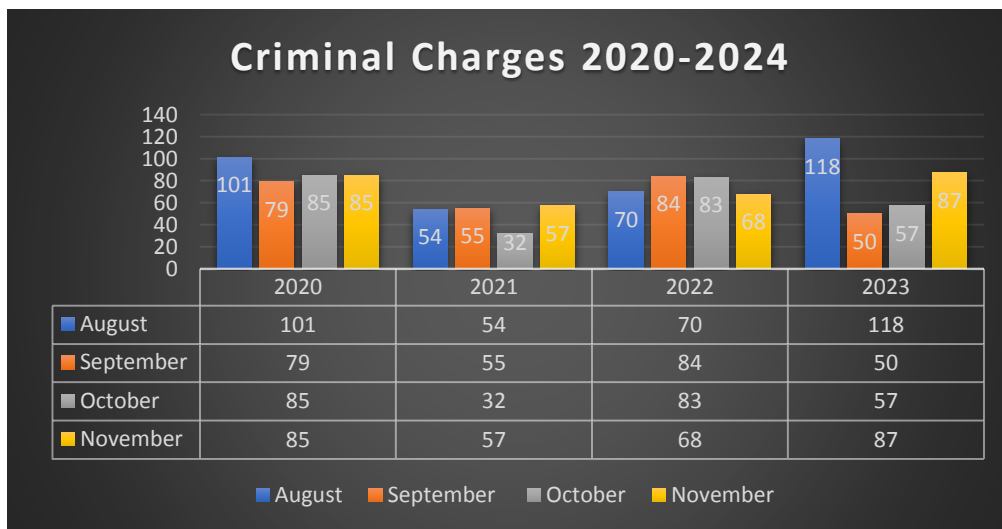
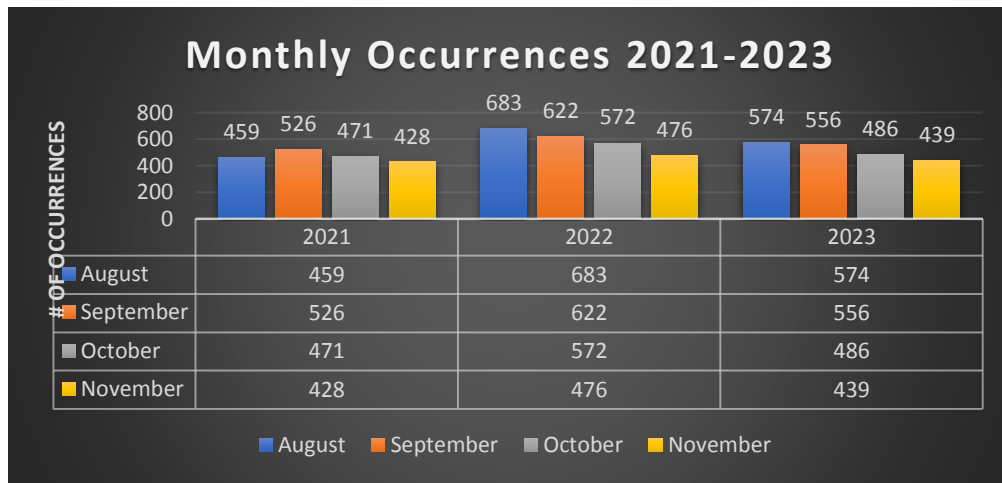
Update Status: In Progress. 2023-12-11 – SUI. To meet with Aaron Bourgeois DDPike

Task: Noise By-law changes

Update Status. 2023-12-11: to discuss further with CAO concerning expectations. DDPike

Task: Taxi By-Law

Update Status: 2023-12-11: Sui for presentation etc. DDPike



Monthly Report

Solid Waste Education and Enforcement

December 2023

Recycling Audits

- Due to recent audit results at the Cumberland Central Recycling Facility, staff are currently working on an education campaign to promote Dual Stream Recycling. GFL met with staff to discuss the results and communicated that they are looking to see improvements in how residents and businesses are sorting and will begin rejecting loads, if necessary, on February 1, 2024.
- Staff are hoping to meet with Miller Waste in the near future to discuss increasing residential curbside inspections.

Collection Contract

- Staff received notice from Miller Waste that the new equipment required to implement the collection changes (all 3 streams collected on one day) has been delayed and the earliest start date is now July 1, 2024. Staff will begin the education campaign once we have a firm date from Miller Waste.

Schools

- Staff continue to work with schools to ensure that they have the proper containers in place for source separation.

Electronics Drop Off

- The drop off location in Amherst (The Bridge Workshop) is no longer accepting electronics, instead residents can now take electronics to the Cumberland Central Landfill in Little Forks.

Sharps

- There has been a lot of discussion at the Regional Chairs/Coordinators table around the Voluntary Sharps Program. Some municipalities are seeing a shortage of containers available at their pharmacies and facilities are seeing the materials come across the recycling sort line. A request has been made by Divert NS, Coordinators, and NSE to meet with the Pharmacy Association of NS to share our concerns.

Social Media

- Staff continue to have weekly “What Goes Where” posts on our Cumberland County Solid Waste FB page.

WHAT GOES WHERE?

Bubble Envelopes



These types of envelopes belong in the garbage. This is an example of a multi-material product that is not recyclable due to the fact that the plastic and paper can't be separated.

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

WHAT GOES WHERE?

Electronics



Bring select end of life electronics to an EPRA drop-off centre. Visit <https://recyclemyelectronics.ca> for a list of acceptable products and drop off locations near you.

Wondering "What Goes Where?" Download our free mobile app *Cumberland County Solid Waste* and take the guesswork out of sorting!

WHAT GOES WHERE?

Tires



Did you know that you can return up to four regulated used tires, to any tire retailer for free?

Unwanted or worn-out tires must be whole, off rim and free of mud and debris.

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