



Town of Amherst  
Committee of the Whole

Date: **Monday, January 15, 2024**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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	Pages
<b>1. Call to Order</b>	
<b>1.1 Territorial Acknowledgement</b>	
“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”	
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5.4	MGA 22(2)(c) - personnel matters	
5.5	MGA 22(2)(c) - personnel matters	
5.6	MGA 22(2)(a) - acquisition, sale, lease and security of municipal property	

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

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

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

6. Adjournment

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Town of Amherst  
Committee of the Whole  
Monday, January 15, 2024

**Consent Agenda**

**MOTION:**

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

- 1.4 Acceptance of Minutes**
- 2.4 Library Funding**
- 3.1 Anson Avenue CN Crossing**
- 3.3 Electronics Recycling**
- 3.4 Policy and Bylaw Review Update**
- 3.5 Bylaw to Amend the Local Improvement Bylaw Second Reading**
- 3.6 CAO Task Report**
- 3.7 15 & 31 East Victoria Street Development Agreement First Reading**
- 4.1 Business Development Monthly Report**
- 4.2 Community Living Monthly Report**
- 4.3 Corporate Communications and IT Monthly Report**
- 4.4 Cumberland Business Connector Monthly Report**
- 4.5 Fire Services Monthly Report**
- 4.6 HR and Customer Service Report**
- 4.7 Operations Monthly Report**
- 4.8 Planning and Strategic Initiatives Monthly Report**
- 4.9 Police Services Monthly Report**
- 4.10 Solid Waste Education and Enforcement Monthly Report**

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

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

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

**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  
Krista Crossman, Director, HR & Customer Services  
Kim Jones, Director, Corporate Communications & IT  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. Call to Order**

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

**1.1 Territorial Acknowledgement**

Mayor Kogon gave the Territorial Acknowledgement.

**1.2 Approval of Agenda**

**Moved By Councillor Baker**

**Seconded By Councillor Emery**

**To approve the agenda as circulated.**

**MOTION CARRIED**

**1.3 Approval of the Consent Agenda**

**Moved By Councillor Emery**

**Seconded By Councillor Chambers**

**To approve the consent agenda with the removal of item 5.11 Solid Waste Education and Enforcement Monthly Report.**

**MOTION CARRIED**

**1.4 Acceptance of Minutes**

**1.4.1 November 20, 2023**

Mayor Kogon called for any errors or omissions. There being none, the minutes of the November 20, 2023 meeting of Committee of the Whole were accepted as included in the agenda package.

**2. Presentations**

**2.1 Cumberland Homelessness and Housing Support Association**

Ashley Legere presented to Council on behalf of the Cumberland Homelessness and Housing Support Association, with a financial ask of \$25,000.

**3. Council Direction Requests**

**3.1 Poverty Reduction Advisory Committee Terms of Reference**

**Moved By Councillor Landry**

**Seconded By Councillor Baker**

**That the revised Poverty Reduction Advisory Committee Terms of Reference for the Town of Amherst be forwarded to Amherst Town Council for approval with the removal of “this will not be limited to those residing in the Town of Amherst” and addition of “Membership will not be limited to Town of Amherst residents; however, preference will be given to residents of the Town of Amherst.**

**MOTION CARRIED**

**3.2 Substance Use Policy Amendments**

**Moved By Councillor Emery**

**Seconded By Deputy Mayor Fawthrop**

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

**MOTION CARRIED**

**3.3 Property Assessed Clean Energy (PACE) Program Bylaw and Policy Review**

**Moved By Deputy Mayor Fawthrop**

**Seconded By Councillor Davidson**

**That status quo for this program be maintained.**

**MOTION CARRIED**

**3.4 Transient Automobile Vendors Bylaw Review**

**Moved By Councillor Chambers**

**Seconded By Councillor Landry**

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

**MOTION CARRIED**

**3.5 Water Utility Dump Truck Purchase**

**Moved By Councillor Davidson**

**Seconded By Councillor Emery**

**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.**

**MOTION CARRIED**

**3.6 Strategic Priorities**

Council was asked to provide any feedback to the CAO regarding the Strategic Priorities documents by January 5, 2024, with the intent to bring the document back to the January Committee of the Whole and Council meetings for final approval.

**3.7 Appointment of Development Officer**

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

**Moved By Councillor Emery**

**Seconded By Councillor Chambers**

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

**MOTION CARRIED**

**4. Information Items**

**4.1 Active Transportation Expansion**

Information item; no direction given or action required.

**4.2 Ottawa Avenue Petition**

**Moved By Deputy Mayor Fawthrop**

**Seconded By Councillor Emery**

**That the CAO be directed to respond to the Ottawa Avenue residents indicating that housing is one of Council's strategic priorities, that this land was purchased with the intent to develop it, what is permitted to be built there as of right, what is permitted as part of the Development Agreement process, what the development agreement process would entail, and further that staff are currently conducting a review of the Town of Amherst Land Use Bylaw and Municipal Planning Strategy, also one of Council's strategic priorities.**

**MOTION CARRIED**

**4.3 Storm Water Management Plan Study**

Information item only; no further direction given.

**4.4 Strategic Priorities Update**

Information item only approved as part of the consent agenda; no further direction given.

**4.5 Annual Accessibility Report**

Information item only approved as part of the consent agenda; no further direction given.

**4.6 Policy/Bylaw Review Update**

Information item only approved as part of the consent agenda; no further direction given.

**4.7 CAO Task Report**

Information item only approved as part of the consent agenda; no further direction given.

**4.8 Cumberland County Youth Development Center Quarterly Report**

Information item only approved as part of the consent agenda; no further direction given.

**5. Monthly Reports**

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

5.1 Business Development

5.2 Community Living

5.3 Corporate Communications and IT

5.4 Cumberland Business Connector

5.5 Financial Services

- 5.6 Fire Services
- 5.7 HR and Customer Service
- 5.8 Operations
- 5.9 Planning and Strategic Initiatives
- 5.10 Police Services

**5.11 Solid Waste Education and Enforcement**

Further to the information provided in the report with regards to The Bridge Workshop no longer accepting electronics for disposal, Mayor Kogon asked that staff investigate alternative options to bring back to Council for consideration so this service can be continued.

- 6. Closed Session**  
**Moved By Deputy Mayor Fawthrop**  
**Seconded By Councillor Emery**  
**That the Committee move to a Closed Session.**

**MOTION CARRIED**

- 7. Adjournment**  
There being no further business, Mayor Kogon adjourned the meeting.

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Natalie LeBlanc  
Municipal Clerk

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David Kogon, MD  
Mayor

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

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

**DATE:** January 15, 2024

**SUBJECT:** User Fee Policy Amendments

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**ORIGIN:** Companion Animal By-law Amendments

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

**RECOMMENDATION:** That Council forward to the January 22, 2024 regular meeting approval of the amendments to the User Fee Policy.

**BACKGROUND:** At the November 27, 2023 regular meeting, Council gave second reading to a By-law to Amend the Companion Animal By-law. Included in these amendments were changes to some of the fees which are also outlined in our User Fee Policy.

**DISCUSSION:** The User Fee Policy needs to be amended to reflect the amended fees in the Companion Animal Bylaw.

**FINANCIAL IMPLICATIONS:** Increase to fees relating to the impoundment of dogs.

**SOCIAL JUSTICE IMPLICATIONS:** None

**ENVIRONMENTAL IMPLICATIONS:** None

**COMMUNITY ENGAGEMENT:** Notice of Intent appeared in the Cumberland Wire before Council gave 2<sup>nd</sup> reading to the By-law amendments, a Notice of Publication was published in the Cumberland Wire following 2<sup>nd</sup> reading, both as legislated.

**ALTERNATIVES:** Do not amend the User Fee Policy however this would contradict the fees outlined in the Companion Animal By-law.

**ATTACHMENTS:** User Fee Policy with amendments

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Report prepared by: Natalie LeBlanc

Report and Financial approved by:



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**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

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**APPROVAL DATE:** April 24, 2023

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

**PURPOSE:**

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary, during the annual budgeting process.

**POLICY STATEMENT:**

It is appropriate for Council to charge fees, as authorized under the *Municipal Government Act*, in the Town's Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of the Schedule shall rest with the department to which a fee applies. Any additions/deletions to the Schedule will be updated by the Executive Office. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

**OBJECTIVES:**

To make the administration of the cost recovery portion of the Town's Bylaws, Policies and Procedures more efficient and to determine the impact on each year's projected revenues during the budget process. By combining all of the fees in one document, the review will be more visible and complete.

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

<b>Corporate Services</b>		
<b>SERVICE/PRODUCT/ADMINISTRATIVE</b>	<b>FEE</b>	<b>HST STATUS</b>
Photocopies	.25/copy	Plus HST
Tax Certificates	\$50.00	HST Exempt
NSF Cheques	\$20.00	HST Exempt

<b>By-Law Fees Collected by Corporate Services</b>		
<b>C-4 Dog-By-Law, Schedule A</b>		
Dog License spayed/neutered	\$15/yr	HST Exempt
Dog License un-spayed/un-neutered	\$30/yr	HST Exempt
Lost Tag Replacement	\$15	HST Exempt
Dog-1 <sup>st</sup> Impoundment	<del>\$30</del> 75	Plus HST
Licensed Dog-2 <sup>nd</sup> Impoundment	<del>\$70</del> 150	Plus HST
Licensed Dog-3 <sup>rd</sup> & Subsequent Impoundments	<del>\$100</del> 150	Plus HST
Unlicensed Dog-Impoundments	<del>\$100</del> 150	Plus HST
Maintenance fee – Impoundment period	\$15 25/per day	Plus HST
<b>C-11 False Alarms - After 2<sup>nd</sup> Notice</b>	<b>\$50/alarm</b>	<b>HST Exempt</b>

<b>Operational Services</b>		
It is not the intention of the policy to rent Town of Amherst equipment to the general public; these rates and the availability of this equipment are contemplated for use by commercial concerns only.		
<b>Equipment Charge out Rates</b>	<b>Rate per Hour</b>	<b>HST Status</b>
Backhoe	\$93.00*	Plus HST
Loader	\$97.25	Plus HST
1-ton trucks/Service trucks	\$44.23*	Plus HST
3-5 ton trucks	\$66.00*	Plus HST
Street Sweeper	\$115.00*	Plus HST
Trackless	\$70.00*	Plus HST
Sewer Camera	\$100.00*	Plus HST
Line Locator	\$50.00*	Plus HST
Hole Hog	\$45.00*	Plus HST
Vermeer Brush Chipper	\$60.00*	Plus HST
Steamer	\$30.00*	Plus HST
Trash Pump	\$15.00	Plus HST
Diaphragm Pump	\$15.00	Plus HST
Line Painter	\$115.00/hour	Plus HST
Overhead charges extra – see procedure		

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

\* Price includes one operator and fuel during normal working hours; overtime labour rates are extra.

**Operational Services By-Laws**

**D-3 Wastewater Discharge By-Law**

One Connection	\$750.00	HST Exempt
Storm Sewer Connection (if done at the same time as sewer connection)	\$250.00	HST Exempt

**D-19 Sanitary Sewer Rates By-Law**

Residential Metered Customers	\$.99 m <sup>3</sup>	HST Exempt
Commercial/Industrial/Institutional metered customers	\$.49 m <sup>3</sup>	HST Exempt
<b>Annual Base Charges – Meter Size</b>		
5/8"	\$72.00	HST Exempt
3/4"	\$108.00	HST Exempt
1"	\$175.00	HST Exempt
1.5"	\$344.00	HST Exempt
2"	\$545.00	HST Exempt
3"	\$1,085.00	HST Exempt
4"	\$2,000.00	HST Exempt
Annual Non-metered Mobile Home Park Owner	\$178.53 /dwelling unit/year	HST Exempt
Uniform Charge for Wastewater Treatment Facility for unmetered mobile homes billed on the property Tax Bill	\$72.00/yr	HST Exempt

**Solid Waste Rates**

Solid Waste Collection billed on Tax Bill	\$268.00/yr	HST Exempt
Replacement Green Bin (Composter)	\$95.00	Plus HST
Replacement White Kitchen Compost (Bucket)	\$5.00	Plus HST

**Services/Products – Operational Services**

Electric Vehicle Charging Station User Fee	\$1.50/hr	HST Included
Street Breaking Permit (Policy 31600-08)	\$500.00	Plus HST
Commercial Sewer Service (Policy 31600-14)	Cost of Service	Plus HST

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

Estimated by Engineer and final adjustment when work is done		
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<b>Planning and Development Department</b>		
Zoning Confirmation Letter	\$50.00	HST Exempt
Copy of Land Use Bylaw or Municipal Planning Strategy	\$20.00	HST Exempt
Copy of Zoning Map (11 x 17)	\$5.00	HST Exempt
Copy of Zoning Map (50 cm x 60 cm)	\$10.00	HST Exempt
Application to Amend the Land Use Bylaw	\$200.00	HST Exempt
Application for a Development Agreement	\$200.00	HST Exempt
Application to Amend the Municipal Planning Strategy	\$300.00	HST Exempt
Application for a Variance or Site Plan	\$75.00	HST Exempt
Creation of Mapping Document	\$60.00/hr(including 10 lineal metres of maps	Plus HST
Print Existing Map – less than 50 cm x 50 cm	\$25.00	Plus HST
Print Existing Map – more than 50 cm x 50 cm	\$50.00	Plus HST

<b>Building Permits</b>		
New residential buildings, community centres, churches	\$50.00 + \$0.12 per square foot	HST Exempt
New Commercial, Industrial or other building not listed	\$50.00 + \$0.17 per square foot	HST Exempt
All alterations or repairs	\$50.00 + 0.25% of value	HST Exempt
Decks, accessory buildings and farm buildings	\$50.00 + \$0.04 per square foot	HST Exempt
Demolition	\$20.00	HST Exempt
Permit Renewals	\$50.00	HST Exempt
Development Permit	\$50.00	HST Exempt
<b>Police Department</b>		
Commissioner of Oaths Signing	\$15.98	HST Exempt
Criminal Record Check/Vulnerable Sector for Amherst citizens to participate as volunteers for community organizations.	Waived	N/A

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

Criminal Record Check	\$30.00	Plus HST
Criminal Record Check for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Serial # Verification (homemade trailers)	\$25.00	Plus HST
Fingerprints (for non-criminal reasons)	\$50.00	Plus HST
Accident Reports	\$25.00	Plus HST
Community Room Rental	\$125.00/day \$75.00/half day	Plus HST
<b>C-9 Taxi By-Law, Schedule E</b>		
Taxi Cab License	\$25/yr	HST Exempt
Taxi License Transfer	\$10	HST Exempt
Taxi Driver License	\$20/yr	HST Exempt
Taxi Driver License Replacement	\$10	HST Exempt
Taxi License Photo	\$10.00	Plus HST

<b>Fire Department</b>		
Firefighter	\$20.00/hour	HST Exempt
Apparatus	\$200.00/in use; \$100.00/standby	HST Exempt
Standby Jaws of Life Alarm	\$350.00	HST Exempt
Meters	\$50.00/hr	HST Exempt
Saws	\$50.00/hr	HST Exempt
Lighting System	\$25.00/hr	HST Exempt
Generator	\$25.00/hr	HST Exempt
Foam – All Types	\$185.00/jug	HST Exempt
Specialized Suits – Hazmat	Replacement cost	HST Exempt
PPE (bunker gear)	Replacement cost	HST Exempt
Fire Extinguisher Training	\$300.00 up to 15 people	Plus HST
Fire Inspections	\$75.00/hr	Plus HST
Inspection Confirmation Letter	\$50.00	HST Exempt

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

<b>Recreation</b>								
<b>Ice Time/Stadium</b>								
The rates below are per hour plus HST.								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holidays
<b>Early Time</b> 6:30-8:30am	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$128.00
<b>Fair Time</b> 8:30-5:00pm	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	-	-	\$128.00
<b>Prime Time</b> 5:00-12:00am	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00
<b>Youth Time</b> Monday-Sunday	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00

**Youth Time Rates Include:**

- Groups affiliated with Amherst Skating Club; or
- Groups affiliated with another skating club; or
- Groups affiliated with Skate Nova Scotia and/or Skate Canada who are **18 years old and younger.**
- Groups affiliated with Cumberland County Minor Hockey; or
- Groups affiliated with another minor hockey association; or
- Groups affiliated with Hockey Nova Scotia or Hockey Canada who are **18 years old and younger.**
- Groups affiliated with Ringette Nova Scotia; or
- Groups affiliated with Ringette Canada who are **18 years old and younger.**
- Community groups who don't reside in the Town of Amherst and are **18 years old and younger.**

<b>Photocopies/Stadium (Policy 72000-06)</b>		
8 ½ X 11 (Town Paper)	\$0.10/copy	Plus HST
8 ½ X 14 (Town Paper)	\$0.15/copy	Plus HST
11 X 17 (Town Paper)	\$0.25/copy	Plus HST
8 ½ X 11 (own paper)	\$0.05/copy	Plus HST
8 ½ X 14 (own paper)	\$0.05/copy	Plus HST
11 X 17 (own paper)	\$0.10/copy	Plus HST

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

<b>Ballfield User Policy (Policy 72300-01)</b>		
Lights	\$18/diamond/game	Plus HST
Tournament Fee	\$100/day	Plus HST
Tournament Lights	\$30/day	Plus HST

<b>Stadium Advertising Rates plus artwork, design and production*</b>		
Ice logos	\$400.00	Plus HST
Dasherboard	\$400.00	Plus HST
Wall Signage (4X6)	\$400.00	Plus HST
Ice Making Machine	\$2,500.00	Plus HST
Red and Blue Line – per line (not per side)	\$100.00	Plus HST
Stairs Kick Plates	3 for \$150.00	Plus HST
Score clock Small	\$600.00	Plus HST
Score clock Large	\$850.00	Plus HST

\*In addition to the advertising rate, the customer will be responsible and invoiced for all cost(s) associated with the creation of artwork, design, production & installation if applicable. Actual quote will be provided at the time the service is requested.

<b>Off Season Stadium Rentals</b>		
Rink Floor Only	\$50.00 per hr or \$630.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Entire Facility including meeting rooms, team rooms	\$70.00per hr or \$790.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Extra Employees	\$25.00 per person per hour	Plus HST
2 <sup>nd</sup> Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	Plus HST

<b>Beer/Liquor Concession Robb Centennial Park (Policy 72300-05)</b>		
Concession only. NSAGA requirements responsibility of organizing committee	\$100.00/day	Plus HST

\*Includes one employee during that time

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

<b>Community Credit Union Business Innovation Centre</b>			
<b>Rental Fee</b>	<b>Daily</b>	<b>1/2 Day</b>	<b>Hourly</b>
Conference Room	\$400.00	\$250.00	\$80.00
Conference Room – Community	\$240.00	\$150.00	\$48.00
Boardroom	\$125.00	\$80.00	\$25.00
Boardroom – Community	\$75.00	\$48.00	\$15.00
Hub	\$75	\$50	
Hub – Community	\$45	\$30	
Evening & Weekend Surcharge			\$20.00
Evening & Weekend Surcharge – Community			\$12.00
Sound & Lighting Technician			\$30.00
Sound & Lighting Technician – Community			\$18.00

\*HST shall be applied and be in addition to all rates noted for the Community Credit Union Business Innovation Centre

<b>Municipal Government Act Fees – FOI-POP Section 466, MGA</b>
The fees charged for access to information under Part XX of the MGA (Freedom of Information and Protection of Privacy) shall be in accordance with the Freedom of Information and Protection of Privacy Regulations of Nova Scotia, as amended from time to time.

Note: “All rates and charges with respect to the Amherst Water Utility will be in accordance with the schedule of rates for water and water services as approved by the Utility and Review Board of Nova Scotia from time to time and as reflected in the Order of the Board.”

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Finance	User Fee Policy is reviewed with departments annually as part of the operating budget process to determine if any updates / changes are required.

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Add Fee for Electric Vehicle Charging Station \$1.50/hr HST included.</b>	Director of Finance - Wilson	Council	January 23, 2023
<b>Increase Solid Waste Collection Uniform Charge from \$185 to \$268 per year.</b>	Director of Finance – Wilson	Council	April 24, 2023
<b>Increase the fees for Dog impoundments to reflect amendments made to the Companion Animal Bylaw</b>	Director of Finance – Wilson	Council	

30 April 2007	29 October 2007	18 April 2008
28 May 2009	26 April 2010	24 May 2011
23 May 2012	01 May 2013	30 April 2014
12 June 2015	25 May 2016	03 October 2016
23 January 2017	23 May 2018	15 May 2019
25 May 2020	22 June 2020	27 September 2021
08 June 2022		

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

**SUBMITTED BY:** Andrew Fisher, Director of Planning & Strategic Priorities

**DATE:** January 15, 2024

**SUBJECT:** 2024 Strategic Priorities

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**ORIGIN:** Following a Strategic Priorities Planning Day in November, draft Strategic Priorities for 2024 were provided for Council feedback in December with a view to formally adopt in January.

**LEGISLATIVE AUTHORITY:** MGA Section 9A The purposes of a municipality are to (a) provide good government; (b) provide services, facilities and other things that, in the opinion of the council, are necessary or desirable for all or part of the municipality; and (c) develop and maintain safe and viable communities.

**RECOMMENDATION:** That Council forward to the January 22, 2024 regular meeting the adoption of the proposed 2024 Strategic Priorities.

**BACKGROUND:** On November 15, 2023 Council and staff developed Strategic Priorities for the 2024 calendar year. The attached document reflects those priorities.

**DISCUSSION:** Council reviewed and confirmed the Town's Vision, Mission and Guiding Principles. Three of the four Strategic Priority Projects: Community Centre, Supply of Suitable and Affordable Housing, Municipal Planning Strategy review remain unchanged. The fourth 2023 priority: Committee/Policy/Bylaw Review has been operationalized, so it has been replaced with a Mobility Strategy that encompasses active transportation improvements, a transit study, and physical activity opportunities.

**FINANCIAL IMPLICATIONS:** Consideration of the priorities is incorporated into the Capital and Operations Budget deliberations.

**SOCIAL JUSTICE and ENVIRONMENTAL IMPLICATIONS:** The Strategic Priorities are rooted in the concept of social justice and environmental sustainability.

**COMMUNITY ENGAGEMENT:** None specific to this issue, although engagement will take place at various points as the priorities are implemented.





**COMMITTEE OF THE WHOLE**

**CDR# 2024003**

**Date: January 15, 2024**

**ALTERNATIVES:** Do not adopt the Strategic Priorities or direct staff to make further changes.

**ATTACHMENTS:** Vision, Mission, Guiding Principles, Project Priorities and Ongoing Core Priorities.

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Report prepared by: A. Fisher  
Report and Financial approved by:



# 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

# MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council  
From: Jason MacDonald, Chief Administrative Officer  
Date: January 15, 2023  
Subject: Transit Service Discussion Paper

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At the September 18, 2023 meeting of Committee of the Whole, the following motion was passed:

*Moved By Deputy Mayor Landry*

*Seconded By Councillor Fawthrop*

*That staff be directed to develop of a high-level discussion paper on the issue of an in-town transit system to be submitted to Council early in 2024 and further that staff include this issue on the upcoming strategic priority planning day.*

*MOTION CARRIED*

The following will serve as a high-level discussion paper on this issue and will provide the basis of the relevant section of a Mobility Strategy, which is one of the Council Strategic Priorities. While staff is not seeking specific direction at this time, comments and feedback are welcome and can help guide the development of this section of the Mobility Strategy.

## **Alternatives**

Before deciding on the implementation of a Town run transit service consideration of alternatives including the following should be given:

1. Contracting and funding the Cumberland County Transportation Services to provide a service on our behalf
2. Providing a 'transportation subsidy' to those in need
3. Supporting a car share service

At some point, it may be prudent to review this issue with the Poverty Reduction Advisory Committee.

## **Need for Study / User Survey**

1. We only have antidotal information on the need for this service. A comprehensive study has not been undertaken. This may be a requirement for senior government funding.
2. This study could be done in house (timing / resources may be an issue) or by consultant.
3. Information required:
  - a. Number of potential users / trips
  - b. Residence location of users
  - c. Destination of trips
  - d. Needed hours / days
  - e. Value of service / what users can pay

This information will help us develop basic need, routes, times and potential revenue.

## **Guiding Principals of Service**

1. Aid in fight against climate change
2. Help reduce impacts of poverty
3. Promote more active transportation
4. Accessibility and Inclusion
5. Economic development
6. 'People attraction'

## **Hours of Operation**

1. Likely will be needed at least Monday – Saturday
2. Must look into Sunday and holidays
3. Should commence route by 7 am and likely continue until 7 pm
4. May want to look at timing of some shift changes of major employers

## **Staffing**

1. Union or non-union
2. Non-union is more nimble, but will require more staff
3. Union workers will allow us to hire less new staff and utilize some current union members as backup drivers for sick days and vacation (contract changes may need to be negotiated)

## **Routes**

1. Should be a fixed route with no more than one hour repeat / loop
2. Hospital is a likely major destination but is outside of Town. This will require a UARB regulation or change to legislation
3. Should schools be included as a factor in the route – this will complicate the route

## **Stops**

1. Set stops or flag down only?
2. Flag down between stops?
3. Exit between stops?

## **Vehicles**

1. Type
2. Size
3. Should be accessible
4. Should include a bike rack
5. Maintenance
  - a. Capacity of current (single) mechanic on staff
  - b. Daily preparation of vehicle
  - c. Cleaning is required daily / and after messes
  - d. Snow removal and deicing is required

## **Level of Service**

1. Behind schedule
2. Breakdowns
3. Inclement weather
4. Staffing issues
5. Mobile app
6. Service alerts
7. Wifi
8. It should be noted that uptake in ridership may initially be slow. The service has to prove reliability before people will commit to using it for work / school /

appointments – they will not ‘sell their vehicle’ until they know they can use this service faithfully to fulfill their transportation needs.

### **Fare Structure**

1. Single ticket
2. Monthly Pass
3. Cash
4. Age – young ride free?
5. Purchase locations / app

### **Policies and Procedures**

To be developed but would include, and not limited to:

1. Stopping and pickup between stops
2. Rider behavior
3. Rider dress
4. Continuous riding
5. Storage of larger items (strollers etc.)
6. Substance use / influence
7. Food and beverage consumption
8. Animals
9. Scents
10. Expectation of driver assistance
11. Safety
12. Enforcement

Other Towns in Nova Scotia with Transit

Bridgewater

<https://www.bridgewater.ca/our-town/visitor-information6/bridgewater-transit/transit-home>

Yarmouth

<https://townofyarmouth.ca/transit-services.html>

## Costs

Expect to operate at a substantial loss. Below are estimated numbers. Costs compare to Bridgewater (\$322,000) and are substantially higher than Yarmouth (160,000). Neither Bridgewater nor Yarmouth include the amortization cost of new vehicles (\$85,000) in their annual budgets. Revenue and ridership during the first couple of years may be slow.

Bridgewater generates \$71,000 in revenue

Yarmouth generates \$24,000 in revenue

## Initial Start Up

Two New Vehicles	\$500,000?
Transit Stops (20 x \$5,000)	\$100,000
Vehicle Storage	\$100,000?
<b>Total</b>	<b><u>\$700,000</u></b>

Transit Stops include

One Bench	\$1,500
Curb / Concrete work	\$3,000
Sign	\$500

## Annual Costs

Two Drivers	\$160,000
Part Time Drivers /Overtime	\$80,000
Fuel	\$50,000
Maintenance	\$20,000
Insurance	\$10,000
Advertising	\$5,000
Amortization (vehicle replacement)	\$85,000
<b>Total</b>	<b><u>\$410,000</u></b>

## Revenue

1. 10 Passengers per hour Average
2. \$2.00 / passenger

\$78,880

**Annual Operating Loss**                      **\$331,200**

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

**SUBMITTED BY:** Sharon Bristol, Director, Community Living

**DATE:** January 15, 2024

**SUBJECT:** Library Funding

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**ORIGIN:** The Cumberland Public Library presentation to Council at the November COW gave a state of their operation and further requested bridge funding for the 2024 operation of the library from January to March 2024.

**LEGISLATIVE AUTHORITY:** MGA 47 (5) The council may make and carry out a contract, perform an act, do anything or provide a service for which the municipality or the council is authorized by an Act of the Legislature to spend or borrow money. 1998, c. 18, s. 47.

**RECOMMENDATION:** That Council forward to the January 22, 2024 regular meeting approval of the request of the Cumberland Public Library for bridge funding in the amount of \$6,000.

**BACKGROUND:** As per the motion of council "Moved By Deputy Mayor Fawthrop Seconded By Councillor Davidson That the CAO be directed to inform the Chief Librarian that a one time bridge financing of \$6,000 be provided to the Cumberland Public Library to be used exclusively to maintain the current operating hours at the Amherst Branch until March 31, 2024, to be formally approved by Council at the January Council meeting.

MOTION CARRIED

**DISCUSSION:** The Cumberland Regional Library is headquartered in Amherst but serves 5 locations around Cumberland County. They offer books, movies, TV shows, E-books, magazines, audiobooks, & more, downloadable audiobooks and e-books, Two digital services: Libby & Hoopla. They had over 24,000 items checked out last year! They also offer Accessible Products Braille, CD Audiobooks, and Large Print. The Library is at risk of decreasing hours if the bridge funding is not received.

**FINANCIAL IMPLICATIONS:** Financial contribution of \$6,000.

**SOCIAL JUSTICE IMPLICATIONS:** Not approving this funding could result in reduced hours at the Cumberland Regional Library.

**ENVIRONMENTAL IMPLICATIONS:** None

**COMMUNITY ENGAGEMENT:** None





**COMMITTEE OF THE WHOLE**

**CDR# 2024006**

**Date: January 15, 2024**

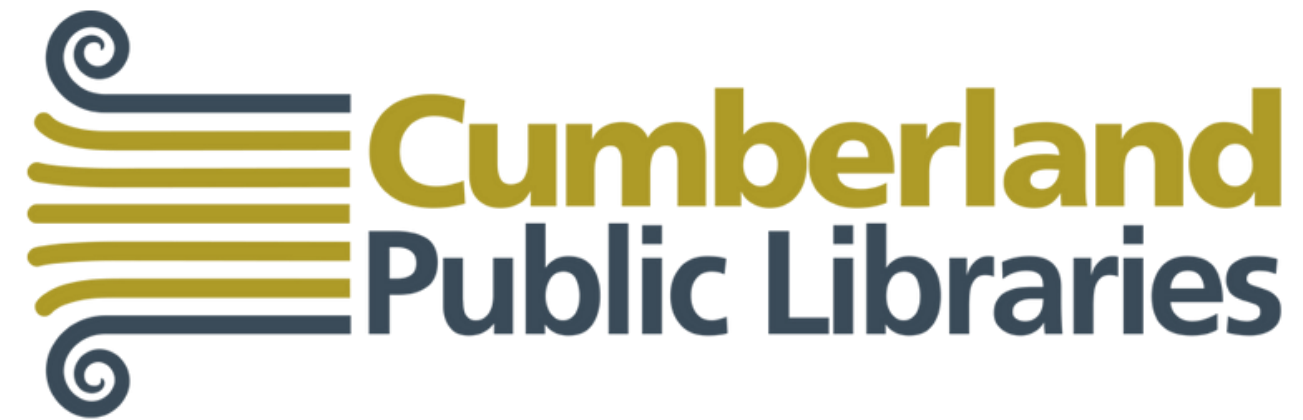
**ALTERNATIVES:** 1 Deny the funding request  
2 Defer to next month

**ATTACHMENTS:** Presentation from Cumberland Libraries.

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

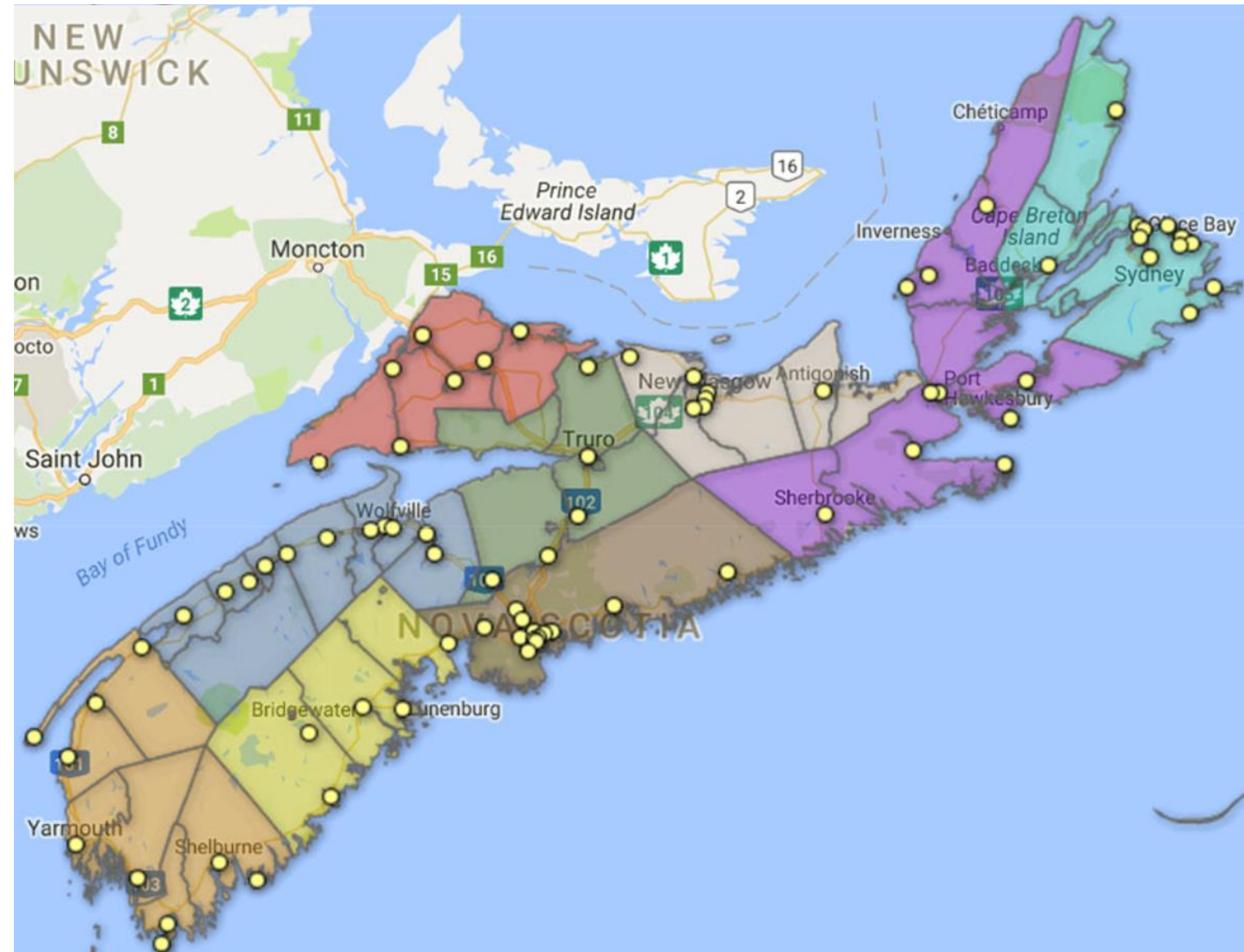




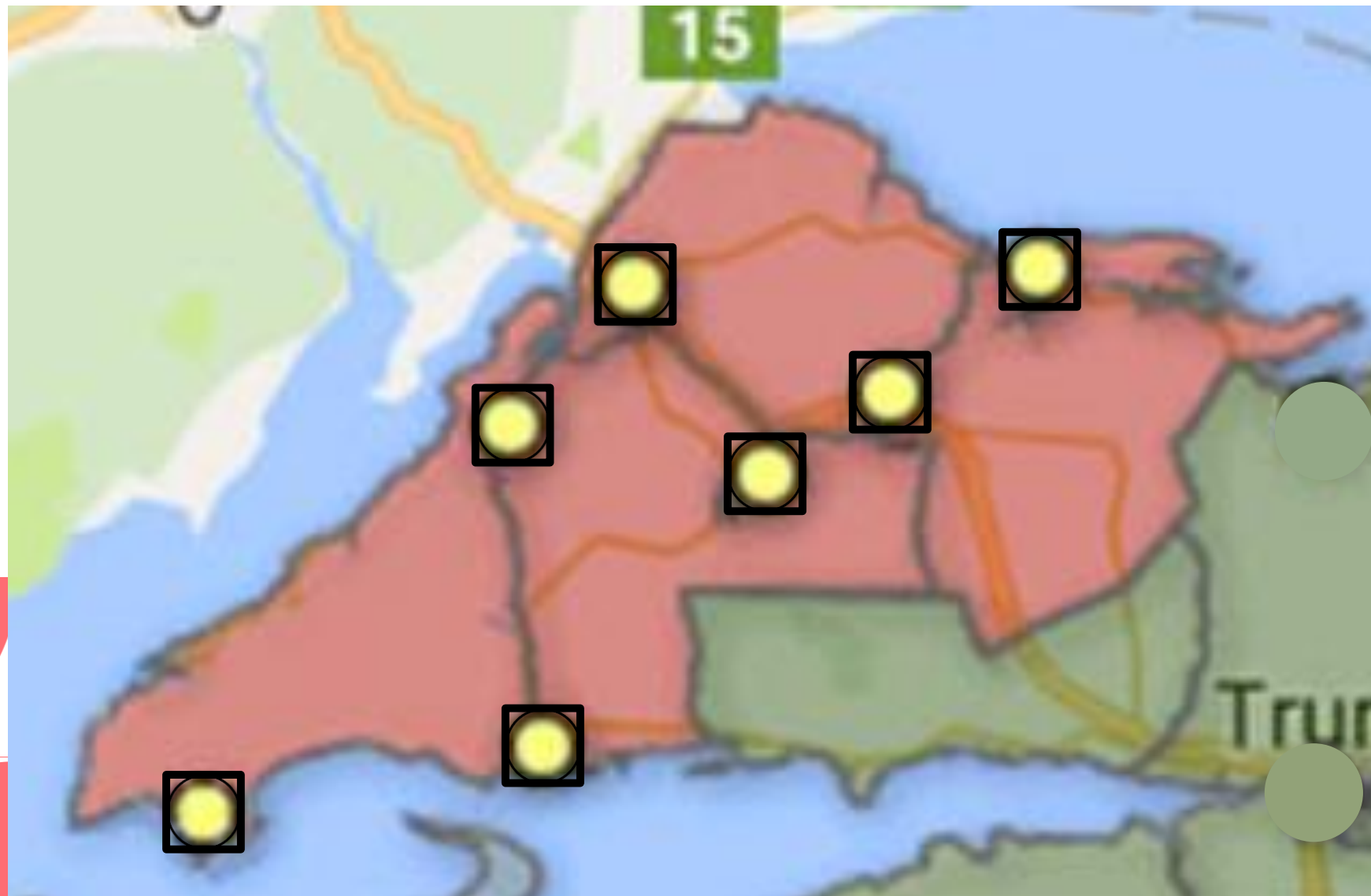
# PUBLIC LIBRARY SUPPORT

Providing Adequate Funding for  
a Better Amherst

# REGIONAL LIBRARIES IN NOVA SCOTIA



# CUMBERLAND PUBLIC LIBRARIES



7

## LIBRARY LOCATIONS

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

1

## HEADQUARTERS

## LOCATION

Located in  
Amherst

+

## OUTREACH SERVICES

Borrow By Mail  
Interlibrary Loan  
Digital Services

# WHAT WE OFFER: COLLECTION

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





# WHAT WE OFFER: PROGRAMS

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



# HOW WE DO!

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

**8,362** **PEOPLE ATTENDED OUR PROGRAMS**

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

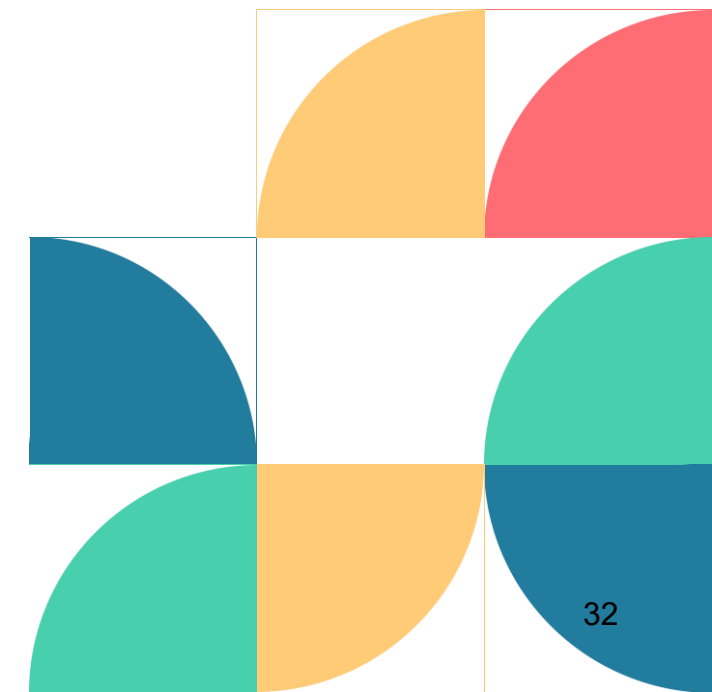
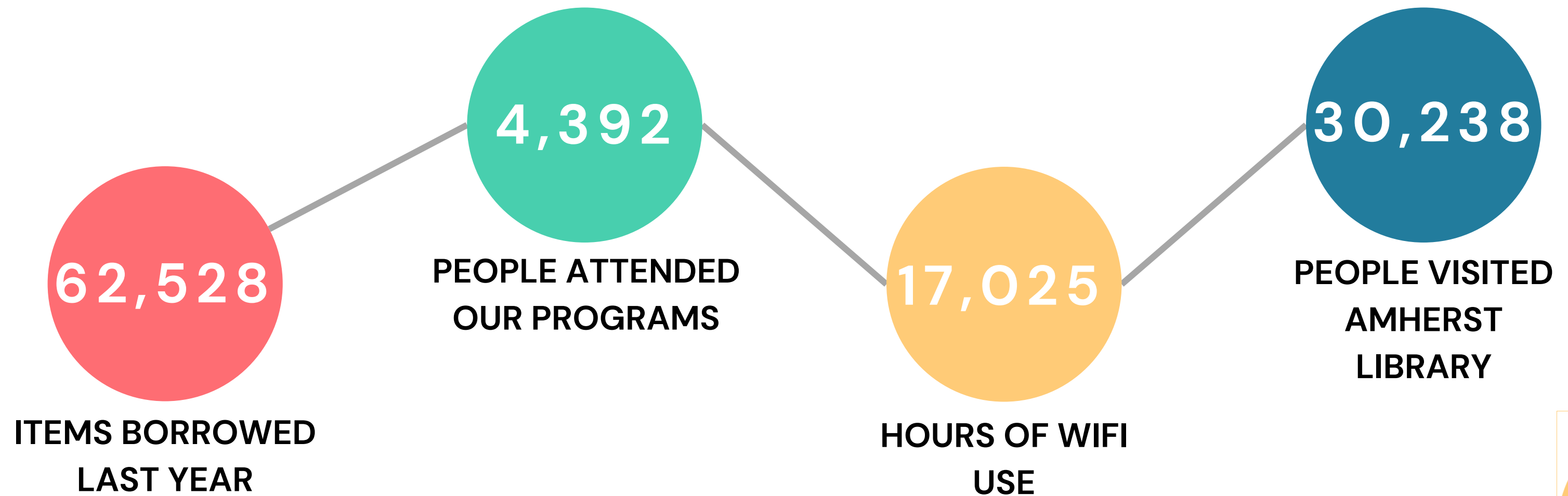
**58,197** **VISITED OUR LOCATIONS**



**19.75 full-time equivalent staff**



# HOW AMHERST STACKS UP



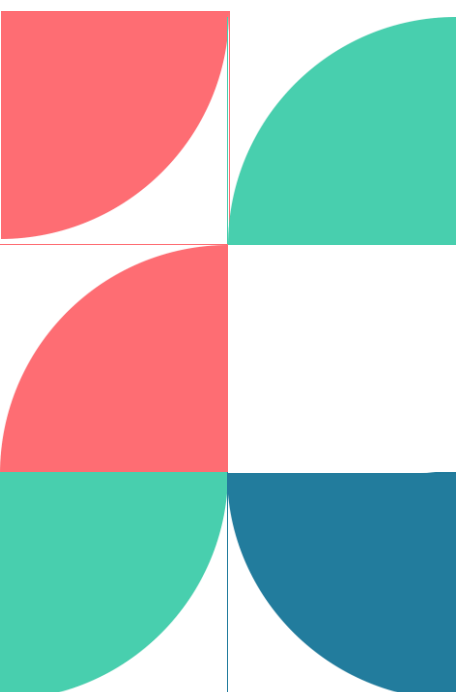


# TESTIMONIALS


“The service there is wonderful.”

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

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



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



# PROVINCE FUNDING PER YEAR

Fiscal year	Amount given by NS Gov't	Increase/decrease	CPI increase/decrease	Notes
2010-11	\$543,000	+5.9%	2.1	
2011-12	\$541,100	-0.3%	3.4	
2012-13	\$541,100	0%	1.8	
2013-14	\$541,100	0%	1.1	Liberals elected
2014-15	\$550,000	+1.6%	2.4	
2015-16	\$550,000	0%	1.4	
2016-17	\$550,000	0%	1.8	C@P program cut so actually \$10,000
2017-18	\$550,000	0%	2	
2018-19	\$550,000	0%	3	
2019-20	\$550,000	0%	2.6	
2020-21	\$775,400	+41%	1	no increase to municipal fund <sup>34</sup>

# LIBRARY SALARIES VS. TOWN OF AMHERST SALARIES

## Library Salary Scale

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

## Library Salary Scale (Hourly Employees)

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

## Town of Amherst Salary Scale

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

# PROVINCIAL FUNDING FORMULA

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

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

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

# PROVINCIAL FUNDING FORMULA, CONT.

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

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

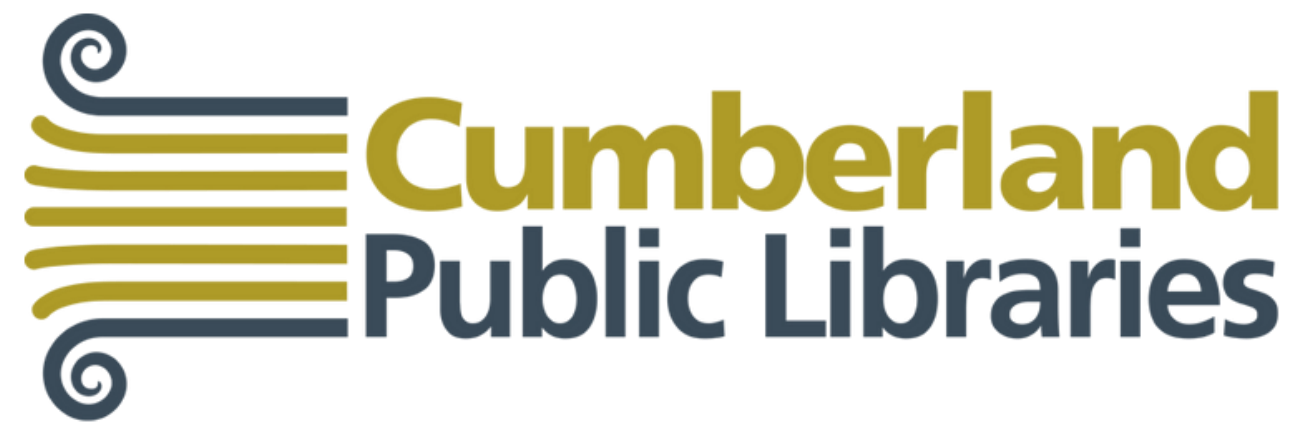
<b>Operating Costs:</b>	
Base Amount:	\$15,000
Per capita total:	\$45,200
<b>Total:</b>	<b>\$60,200</b>

- Operating cost per capita rate is \$1.50

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

- Collections costs per capita rate is \$3.50

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



# THANK YOU!

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

# MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council

From: Dwayne Pike, Chief of Police

Date: January 15, 2024

Subject: Noise By-Law

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As you may or may not be aware, in September of 2020 Council first requested that staff conduct research into a Noise By-law as a result of complaints concerning loud mufflers on vehicles. As a result of this request, it was my belief that a noise by-law was not an effective means of dealing with muffler noise. My recommendation to council was that muffler noise is best addressed using the current legislation in the Motor Vehicle Act, even if there were limitations, but that we could utilize the current legislation with the assistance of our partners in compliance with trying to deal with these issues.

We conduct 'blitzes' several times a year, often resulting in vehicles being rejected, towed and operators charged, many times as a result of equipment and inspection issues such as mufflers that are not "OEM" (original equipment manufacturer) and do not have the specs of the original equipment made for that vehicle. Licensed mechanics and compliance officers are able to assist police with this portion of enforcement as there is some difficulty for police when determining if a muffler is legal or not. Relying on the expertise of Compliance Officers/Mechanics provides a much better avenue to deal with such issues.

At the time, Council elected to have a draft by-law prepared. As part of the process, we received a legal opinion which resulted in some minor language changes in the draft. The legal opinion also included a piece on '*Noise Level Measurement*' stating the following:

*"We do not recommend that the by-law specify a decibel level as an element of an offence. Courts have noted that potential technical issues around the operation of the measurement equipment could render the by-law virtually unenforceable"*<sup>i</sup>

A draft of the by-law received 1<sup>st</sup> reading in June 2021 and did not include a means to specifically address muffler noise because the Motor Vehicle Act (at the time) did not permit it. With a copy of the draft included in social media posts and other mediums, it was the subject of much public criticism. Despite the fact that it was modelled closely after existing by-laws in other parts of Nova Scotia, many people felt that the by-law was over-reaching, too controlling and gave police too much discretion. Months later, as a result of the public outcry over the by-law draft, and as a result of the change in the Motor Vehicle Act concerning the ability to address equipment and inspection issues via a municipal by-law, council was provided with an update on the Noise By-law and advised that if changes were to include a means to address muffler noise, any new draft would have to return for '1<sup>st</sup> reading'.

There has been a suggestion that a new draft include a means to address muffler noise with the change in the Motor Vehicle Act. It had also been suggested that we look at drafting a by-law that deals with muffler noise only. In reviewing the materials related to this issue, my opinion is that a noise by-law that attempted to address muffler noise would still be very problematic. I have discussed this with other police leaders some who have had similar discussions with their Councils. It is our opinion that general noise complaints are best dealt with via existing legislation such as the criminal code (mischief, causing a disturbance, breach of the peace) or the Protection of Property Act. Neither of these rely on sound-measurement for any kind of noise complaints. Such legislation has been challenged many times over the years in court. As a result, most police officers will most certainly use these when dealing with noise complaints rather than a by-law that may be problematic or untested. Using a by-law that requires the use of sound-measurement devices for general noise or for vehicle noise could result in several challenges/difficulties that include:

- The possibility that such changes could result in the expectation and requirement that all noise complaints prosecuted under the by-law utilize a decibel reader. This could potentially result in the inability for police to lay charges or secure successful prosecutions even when sufficient witnesses and evidence may exist;
- Challenges to the equipment used that can include:
  - Calibration status and procedure
  - Appropriate training for the user
  - Conditions when using sound-measurement equipment (controlled environment, ambient noise, etc)
  - Is the selected equipment appropriate for the purpose? Who has the ability to approve the equipment used?
- Challenges to the decibel limits and sample conditions
  - How were decibel limits for charges determined?
  - How were testing/sample criteria and procedures determined?

Many of these reasons reflect the legal opinion we had received in May 2021.

These are some of the issues I have discussed with other Police leaders. Another Municipal Department had purchased Decibel Readers at a cost of between \$600-\$700 each. Members also required additional training and the readers required calibration every 4 months by sending the instruments to a company in Dartmouth. After discussion with their council, they decided not to move forward with a 'noise by-law' to deal with general noise or muffler noise. The Chief in that Department had also completed a review of Noise By-laws for the province and recommended that such a by-law would not appropriately address muffler noise and suggested they utilize the available legislation with additional education for their members and the public and conduct focused enforcement and by utilizing Compliance Officers much like we often do. They also received approval for an additional position for traffic enforcement, increasing their authorized strength of sworn police officers. They abandoned the idea of drafting a noise by-law.

In May of 2023, Halifax Regional Municipality completed a review with the intentions of adopting a “Vehicle Noise’ Bylaw<sup>ii</sup>. They reviewed issues relating to the use of ‘Vehicle Noise Cameras’ and recommended that the municipality not pursue this avenue as it was costly, required additional resources, there was a lack of legislative authority and the technology was limited in its ability to discern between sources of excessive noise. They reviewed the use of decibel readers and what would be considered objectionable noise. They noted that the use of decibel readers comes at an increased cost (\$1,500 per unit), requires additional training and would have additional challenges with enforcement. Staff ultimately recommended not proceeding with the proposed ‘Vehicle Noise By-Law’.

**Conclusion:**

While council has been asked in the past for direction on this issue, I received very little feedback or specific information that was helpful in drafting a by-law or how Council wished to proceed. Often any ideas incorporated in a by-law draft were often ‘*hit or miss*’ and heavily based on similar legislation in other jurisdictions other than what our council felt was necessary or required. In my opinion, there has been very little need for a Noise By-Law that would work or would be utilized by Police. My recommendation is that there is no requirement for a Noise By-Law at this time.

As this issue has been outstanding for quite some time, I am asking for Council’s direction on how they wish to proceed. Does Council wish to proceed with the development of a Noise By-law? If so, what issues does Council wish to attempt to address?

Respectfully submitted,

Dwayne Pike,  
Chief of Police/Traffic Authority  
Amherst Police Department

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<sup>i</sup> See attached correspondence from Creighton Shatford Lawyers & notaries dated May 6, 2021

<sup>ii</sup> See <https://cdn.halifax.ca/sites/default/files/documents/city-hall/regional-council/230509rc15112.pdf>

# CREIGHTON SHATFORD

## LAWYERS & NOTARIES

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FAX: 902.667.6081  
TERRY.FARRELL@CREIGHTONSHATFORD.CA

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TO: Town of Amherst – Chief Dwayne Pike

FROM: Creighton Shatford

DATE: May 6, 2021

FILE NO: DS-9510

RE: Noise by-law review

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Dear Chief Pike

Thank you for asking us to do a review of the draft noise by-law which you had prepared. The jurisdictional review you had conducted was very helpful in this process. The clauses you had chosen for a potential Town of Amherst noise by-law were, for the most part, comprehensive and consistent with a by-law that can be effectively implemented and enforced. We do have some comments and suggestions which come from a consideration of the specific questions posed by you and a review of applicable case law.

We can confirm that the Town has the legislative authority to make this by-law and to enact most of the provisions you have suggested. We have done additional research by reviewing cases decided by Canadian Courts at all levels. Based on our analysis; we make the following recommendations.

### **General Prohibition**

The General Prohibition section does contain language which, in our opinion, is outside of the scope of the Town's legislative authority. Section 3(c) purports to limit "profane, obscene, abusive or provoking language, taunting epithets or threatening gestures". It is our opinion that this may be interpreted by a Court as a limitation on the freedom of expression guaranteed by the *Charter of Rights and Freedoms* and also that the conduct prohibited is already prohibited by section 175 of the *Criminal Code*. For these reasons we recommend deleting 3 (c) from the draft by-law.

Section 3(d) deals directly with enforcement and proof of a violation of the by-law. In our opinion the draft as presented creates a subjective standard that could result in a difficulty

proving that an offence was committed, if the Court did not agree with the subjective opinion of the “one neighbour” who was disturbed by the event. We propose replacing 3(d) with the following:

In the absence of other evidence, or by way of corroboration of other evidence, a summary conviction court may infer from the evidence of a peace officer relating to the conduct of a person or persons, whether ascertained or not, that a disturbance described in paragraph 3(a) or Schedule “A” of this by-law was caused or occurred.

This wording mirrors the language in the Criminal Code section dealing with causing a disturbance and it does not appear that it has ever been successfully challenged in a Canadian Court.

### **Penalty**

We suggest that the possibility of jail time be removed because this penalty is disproportionate to the offence of violating a noise by-law.

### **Concerns Regarding Nuisance Complaints**

You have raised this concern particularly in regard to Schedule A, Part 1, Paragraph 4. Our opinion is that given the current drafting of the by-law, this concern could arise regarding many of the activities set out in Schedule A.

We suggest that this issue results from the word “deemed” being used in section 3(b). If all of those activities are deemed to be unreasonable then it is possible that someone could be convicted for engaging in the activity even if it did not cause any excessive or unreasonable noise or disturbance.

We recommend that the word “deemed” in section 3(b) be replaced with the word “presumed”. This will mean that it will still be open to enforcement authorities to prove that the activity violated the by-law but anyone who engages in any of the activities in a fashion that does not disturb the peace and tranquility of the neighbourhood would not be in violation.

### **Noise Level Measurement**

We do not recommend that the by-law specify a decibel level as an element of an offence. Courts have noted that potential technical issues around the operation of the measurement equipment could render the by-law virtually unenforceable.

Yours truly,

**CREIGHTON SHATFORD**

PER:

  
**TERRY FARRELL**

**TOWN OF AMHERST**  
**RESPECTING EXCESSIVE NOISE AND DISTURBANCES**

The Town of Amherst under authority of the *Municipal Government Act*, in Section 172(1) (a), (c) and (d) authorizes a council to make by-laws for municipal purposes respecting the health, well-being, safety and protection of persons; persons and activities in public places and places open to the public; and nuisances, including burning, odours and fumes.

**Short Title**

- 1) This By-law may be cited as By-law #, the “Noise and Disturbances By-law”.

**Interpretation**

- 2) In this By-law

(a) **“CAO”** means the Chief Administrative Officer of the Town of Amherst;

(b) **“Construction”** includes erection, alteration, repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or felled trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any related work, but does not include blasting;

(c) **“Council”** means the Council of the Town of Amherst;

(d) **“Dwelling unit”** means self-contained living quarters fit for occupancy that are accessible from a private entrance, either outside the building or in a common area within the building, that are occupied, or if unoccupied are reasonably fit for occupancy, and that contain kitchen facilities within the unit, and have toilet facilities that are not shared with the occupants of other dwelling units;

**“Dwelling Unit”** also includes the real property upon which the dwelling unit is located as well as the lawns, yards and surrounding areas;

(e) **“Emergency Response Personnel”** includes police, fire departments or brigades, registered emergency service providers, search and rescue personnel, provincial, regional or municipal Emergency Measures Organizations, ambulance or emergency health service providers and includes volunteer or military personnel responding to an apparent conditional of emergency;

- (f) **“Fireworks”** means any article containing a combustible or explosive composition or any substance or combination of substances prepared for, capable of, or discharged for the purposes of producing a pyrotechnical display which may or may not be proceeded by, accompanied with, or followed by an explosion, or an explosion without any pyrotechnical display;
- (g) **“Municipality”** means the Town of Amherst;
- (h) **“Police Officer”** means a member of the Amherst Police Department or a member of the Provincial Police as defined by Police Act, SNS 2004, c 31;
- (i) **“Point of Reception”** means any point on the premises of a person where sound originating from other than those premises, is received;
- (j) **“Premise”** means a tract of land or property which may include buildings;
- (k) **“Occupant(s)”** shall mean anyone who resides at, or has care and control of a dwelling unit;
- (l) **“Recreational Vehicle”** means any motor vehicle which is designed to be, or intended to be, used other than on a public highway or on the surface of the water and includes, without limiting the generality of the foregoing all-terrain vehicles, trail bikes and snowmobiles but does not include a motor home or travel trailer for the purposes of this By-Law;

### **General Prohibition**

3.

- (a) No person shall engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood;
- (b) Without limiting the generality of subsection (a), the activities listed in Schedule “A” during the prohibited times and places as set out therein are **presumed** to be activities that unreasonably disturb the peace and tranquility of a neighbourhood;
- (c) **In the absence of other evidence, or by way of corroboration of other evidence, a summary conviction court may infer from the evidence of a peace officer relating to the conduct of a person or persons, whether ascertained or not, that a disturbance described in paragraph 3(a) or Schedule “A” of this by-law was caused or occurred.**
- (d) No occupier of premises or a dwelling unit, or a person who has care of control of a premise or a dwelling unit shall permit any activity that is prohibited by this By-Law.

## **Fixed Exemptions**

4. Except where noted, this by-law does not apply to:
  - a) Emergency response personnel engaged in the execution of their emergency response duties;
  - b) Persons acting at the request of emergency response personnel during an actual or apparent emergency condition;
  - c) Persons involved in the repair of essential services such as electrical power, sewer systems, water distribution, and telephone services;
  - d) Municipal operations in relation to infrastructure or anyone contracted by the Municipality to work on municipal infrastructure;
  - e) Construction activities between the hours of 7:00am and 10:00pm for which all necessary permits have been obtained;
  - f) Parades, processions or demonstrations for which a permit or permission has been granted by the Municipality or the traffic authority;
  - g) Any community or community-group sponsored festival, jubilee, event or activity for which a permit or permission has been granted by the Municipality;
  - h) Athletic, recreational or school activities in arenas, playing fields, courts, school grounds and the like between the hours of 7:00am and 12:00am;
  - i) The reasonable ringing of a bell or chimes of a church;
  - j) Noise relating to industrial activities that are occurring or located in Industrial Zones.

## **Grant of Exemptions by Council**

5. Any person may make application to Council to be granted an exemption from any of the provisions of this by-law with respect to the emission of noise from an industrial, institutional, commercial or community activity for which that person may otherwise be prosecuted. Council, by resolution, may refuse to grant the exemption or may grant the exemption applied for or any exemption of lesser effect. Any exemption so granted shall:
  - a) Specify a time period of not greater than 2 years for which the exemption shall be effective;
  - b) Shall be confirmed in writing by the CAO before becoming effective; and

- c) Shall include such terms and conditions as Council deems appropriate
6. In deciding whether or not to grant an exemption under section 5 or in determining terms or conditions of the exemption, Council shall give consideration to:
- a) The social or economic benefit of the proposed activity to the Municipality;
  - b) The volume, nature, duration and consistency of noise emission from the proposed activity;
  - c) The proximity and nature of abutting or adjacent land uses;
  - d) The hours of operation of the proposed activity; and
  - e) Any other factor relevant to balancing the interests of the applicant in the proposed activity against the interests of those persons who might be disturbed by the proposed activity.
7. In those cases where an exemption is granted, Council may revoke the exemption if it believes that a breach of same has occurred;
8. Any alleged breach by the applicant of any of the terms and conditions of any exemption granted by Council shall be investigated by Municipality Staff and reported to Council in writing. Council shall determine whether or not a breach has occurred and where it has been determined that a breach has taken place, as much as five (5) days may be allowed for ceasing the activity.

**Penalty**

9. Every person who violates the provisions of this Part shall be liable to a penalty of not less than Two Hundred Dollars (\$200.00) and not exceeding Two Thousand Dollars (\$2,000.00) for each offence.
10. Every day during which an offence pursuant to section 9 continues is a separate offence.

## Schedule "A"

### **Part 1 – Activities prohibited at all times**

Activities that are presumed to unreasonably disturb the peace and tranquillity of a neighbourhood throughout the Municipality, and at all times, where the sound resulting therefrom is audible at a point of reception.

1. The operation of any combustion engine or pneumatic device without an effective exhaust in intake muffling device in good order and in constant operation;
2. The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sounds due to an improperly secured load or equipment or inadequate maintenance;
3. The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices;
4. The operation of any public address system, television set, radio, disc player, tape deck, phonograph or other electronic sound reproduction or amplification system if the resulting sound is audible beyond the bounds of the property where it is being created;
5. The detonation or use of fireworks within the Municipality limits except where an exemption has been granted by Council;
6. Fighting, screaming, shouting that causes any loud and unnecessary noise;
7. The operation of a recreational vehicle within 30 meters of a residence except for the reason of operation for the purpose of parking or storage on one's own property;
8. Persistent barking, calling, whining or the making of any similar persistent noise-making by an animal;
9. The operation of an engine or motor in, or on, any motor vehicle or item of attached auxiliary equipment for a continuous period exceeding five minutes, while such vehicle is stationary in a residential area unless:
  - a. Weather conditions justify the use of heating or refrigerating powered by the motor or engine for the safety and welfare of the operator, passenger or animals, or the preservation of perishable cargo, and where the vehicle is stationary for purposes of delivery or loading;
  - b. Prevailing low temperatures make longer idling periods necessary immediately after starting the engine

**Part 2 – Activities prohibited any day before 7:00am and after 10:00pm**

1. The operation outdoors of any power tool for domestic purposes other than snow removal
2. The operation of a chainsaw for any domestic purpose

# MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council

From: Jason MacDonald, Chief Administrative Officer

Date: January 15, 2024

Subject: Public CN Crossing Repairs - Anson Avenue

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Staff have received correspondence from CN indicating that during an inspection of its networks that the rehabilitation of the crossing at Anson Avenue has become necessary. This work involves the replacement of the crossing surface material which were damaged by the presence of the crossing.

According to order R-25039 from the Canadian Transportation Agency, attached, the Town of Amherst is responsible for 100% of maintenance costs at this crossing, which is estimated at \$142,000 plus applicable taxes. This amount will need to be included in the 2024/25 capital budget.

Staff do have concerns with the warranty of future work which they will be discussing with Track Supervisor Daniel Macdonald before the work commences.



Ingénierie – Exploitation du réseau  
255, Rue Hump Yard  
Moncton (Nouveau-Brunswick)  
E1E 4S3

Téléphone: (514) 734-2312

Engineering – Network Operations  
255 Hump Yard Rd.  
Moncton, New Brunswick  
E1E 4S3

Phone: (514) 734-2312

2 January 2024

4710-SHL-75.46

Jason MacDonald  
Chief Administrative Officer  
Amherst  
98 Victoria Street East, Amherst, Nova Scotia, Canada B4H 1X6  
VIA Email: JMacDonald@amherst.ca

**Subject: Public Crossing Repairs, Anson Avenue  
Mile 75.46, Springhill Subdivision**

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Dear Mr. MacDonald,

Each year CN performs crossing repairs on its network in order to maintain adequate crossing surface for users and to ensure the integrity of rail traffic.

Our last inspection shows that the rehabilitation of the crossing at Anson Avenue has become necessary. Rehabilitation work is planned for this crossing during the 2024 season. This work involves the replacement of the crossing surface material which were damaged by the presence of the crossing.

According to order R-25039 from the Canadian Transportation Agency, Amherst is responsible for 100% of maintenance costs at this crossing.

The cost of this project is estimated at \$142 000.00 plus applicable taxes (estimate is attached). Invoicing for this project will be based on actual costs plus applicable surcharges in accordance with the latest Guide to Railway Charges for Crossing Maintenance and Construction as issued by the Canadian Transportation Agency.

Before commencing work, Track Supervisor Daniel Macdonald, will contact you to coordinate the work.

Despite the disruption caused by the repair, users will appreciate the improvement of the crossing surface at Anson Avenue.

Yours truly,

Julien LeBlanc  
Senior Officer – Design & Construction

Encl. Order, detailed estimation

cc: Daniel Macdonald, Track Supervisor



## ESTIMATION / ESTIMATE

Subdivision: Springhill  
Mile: 75.46

Est. No. : SHL 75.46  
Date: 2024-01-02

Description : Rehabilitation of Anson Avenue crossing  
Longeur du passage à niveau / Crossing leng 45 PI/FT

	Qté/Qty	Unité/Unit	Prix Unitaire / Unit price	Sous-total/ Sub-total
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### Matériaux / Materials

TIE SWITCH 6" / 7" HWD TRTD 9 FT LNGTH	56	CH/EA	111.39	6233
RAIL 136 LB ALL MANUF/METAL/PROCESS	190	CH/EA	34.34	6524
Thermite Weld Kit	12	CH/EA	134.02	1608
CROSSING HWY 8'PANEL FULL DEPTH 136	6	CH/EA	2307.65	13846
TRANSITION RAIL 19'6" 136RE / 14MM	4	CH/EA	1087.00	4348
Joint Glued Ins 136 FHH Kev 19' 6"	4	CH/EA	1605.20	6421
PLATE TIE 7.75" X 14" X 6" BASE - BULK	56	CH/EA	19.09	1068
SPIKE TRACK 5/8IN X 6IN AREMA 60 PER C	6	CAN	62.43	375
ANCHOR RAIL 136# RE HD - PLTZ	56	CH/EA	2.60	146
Ballast MTL-2	45	VC/CY	27.23	1225
Contingences	10%			4179

**Total matériaux/material 45,974 \$**

### Main d'oeuvre / Labour

Contremaître/Foreman, Production	40	HR	96.83	3873
Agents de la voie / track maintainer	320	HR	77.19	24701
Soudeur / Welder	108	HR	91.51	9883
Opérateur de régaleuse à ballast / Ballast reg	12	HR	84.82	1018
Opérateur de bourreuse / Tamper operator	12	HR	84.82	1018
Préposé S&C / Signal maintainer	16	HR	84.11	1346
Contingences	10%			4184

**Total main d'oeuvre/labour 46,023 \$**

### Autres frais / Other

Équipements CN		SO/NA		2493
Signalisation routiere / Traffic services		SO/NA		7725
Pavage / Paving		SO/NA		9270
Excavator   Tracked     50000 to 59999 LB   H	40	RT_HR	244.33	9773
Loader   Wheeled     3 to 4.9 CUBIC YD   JD 6	40	RT_HR	78.76	3151
Operator Regular Time Hourly	80	RT_HR	73.22	5858
Transport & pension / Per diem	61.5	JR/DY	115.00	7073



## ESTIMATION / ESTIMATE

Subdivision: Springhill  
Mile: 75.46

Est. No. : SHL 75.46  
Date: 2024-01-02

Description : Rehabilitation of Anson Avenue crossing  
Longeur du passage à niveau / Crossing leng 45 PI/FT

	Qté/Qty	Unité/Unit	Prix Unitaire / Unit price	Sous-total/ Sub-total
Contingences	10%			4534
			<b>Total autres frais / other</b>	<b>49,877 \$</b>
			<b>TOTAL</b>	<b>142,000 \$</b>



363-A-1793

RAILWAY TRANSPORT COMMITTEE

COMITE DES TRANSPORTS PAR CHEMIN DE FER

ORDER NO. R-25039

ORDONNANCE N° R-25039

June 24, 1977  
Ottawa

Le 24 juin 1977  
Ottawa

IN THE MATTER OF the application of the Amherst Area Industrial Commission, hereinafter called the "Applicant", for authority to construct Anson Avenue at grade across the right of way and track of the Canadian National Railways, at mileage 75.46 Springhill Subdivision, in the Town of Amherst, in the Province of Nova Scotia, as shown on Plan No. 76222-1, Revision 3<sup>4</sup>, dated ~~January 7,~~ <sup>SEPTEMBER 26,</sup> 1977, on file with the Commission under File No. 27218.663.

RELATIVE à la requête présentée par la Amherst Area Industrial Commission, ci-après désignée "la requérante", en vue d'obtenir l'autorisation de construire un passage à niveau au croisement de l'avenue Anson et de l'emprise et de la voie ferrée des Chemins de fer Nationaux du Canada, au point milliaire 75.46 de la subdivision Springhill, ville de Amherst, province de la Nouvelle-Ecosse, comme indiqué sur le plan n° 76222-1, révision 3, en date du 7 janvier 1977, versé au dossier n° 27218.663 de la Commission.

UPON reading the submissions filed -

APRES lecture des pièces déposées -

IT IS ORDERED THAT:

IL EST ORDONNE CE QUI SUIT:

1. The Applicant is authorized to construct and maintain, at its own expense, Anson Street at grade across the right of way and track of the Canadian National Railways, at mileage 75.46 Springhill Subdivision, in the Town of Amherst, in the Province of Nova Scotia, as shown on said Plan.
2. The said crossing shall be constructed in compliance with the requirements of the Committee respecting highway crossings.
3. Before the said crossing is opened for use by the public, the Canadian National Railways shall install and thereafter maintain flashing light signals and bell at the said crossing.

1. La requérante est autorisée à construire et à entretenir, à ses frais, un passage à niveau au croisement de l'avenue Anson et de l'emprise et de la voie ferrée des Chemins de fer Nationaux du Canada, au point milliaire 75.46 de la subdivision Springhill, ville de Amherst, province de la Nouvelle-Ecosse, comme indiqué sur ledit plan.
2. Ledit passage devra être construit conformément aux prescriptions du Comité relatives aux croisements de voies publiques.
3. Avant que ledit passage soit ouvert au public, les Chemins de fer Nationaux du Canada devront installer et, par la suite, entretenir des signaux clignotants et une sonnerie audit passage.

Amended by

Order No. R-28228

Dated Jun 18/79

4. The said protection shall be installed in compliance with the requirements of General Order No. E-6 of the Board of Transport Commissioners for Canada.

5. The cost of installation, maintenance and operation of the said protection shall be paid by the Applicant.

4. Ledit système de protection devra être installé conformément aux prescriptions de l'ordonnance générale n<sup>o</sup> E-6 de la Commission des transports du Canada.

5. Le coût de l'installation et les frais de l'entretien et du fonctionnement dudit système de protection seront payés par la requérante.

(signed)

(signature)

J. d'Avignon

Secretary

Railway Transport Committee

Secrétaire

Comité des transports par chemin de fer

# MEMO

**TO:** Mayor Kogon and members of Council  
**FROM:** Kim Jones, Director Comms & IT  
**DATE:** January 15, 2024  
**RE:** **Update on IT issues**

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## **Public Notification System**

The Public Notification System has been procured and awarded to Voyent Alert. This will give the town another means to communicate and share information with citizens. It is a voluntary, subscriber based program where people can sign up to receive non-emergency alerts in a number of categories such as festivals and events, service interruptions, road closures, general operations, meeting notifications, severe weather warnings as examples.

Subscribers can choose to receive all, or only some categories of alerts and can choose either text, email or phone notifications.

Six staff administrators have received basic training on the program and we are currently developing the procedure/guidelines for use. Advanced training is mid-month and we are targeting late January to begin to launch the program.

We expect it will take a few months to build our subscriber base and find the balance between keeping people engaged without inundating them with notifications.

## **Public WiFi**

Public wifi issues have been reported by users of the Amherst Stadium. At last report in mid-December we have ordered a new service line for the stadium that will allow for the public wifi to be dedicated to a 1 gb line, and have the corporate system internet needs on a completely separate line. Our provider estimated 6-8 weeks so we are planning on it being installed by the end of February. Then there will be some work needed to the existing system to reconfigure and separate the lines. This should improve the access to the public wifi in this facility and is similar capacity as Truro offers.

We are also exploring replacement of the wifi equipment within the stadium. The current set up is 6+ years old and requires staff to have to go in and reset frequently. The estimate for this project is currently in the proposed 2024-25 capital budget requests.

We are also looking at the downtown public wifi. Staff have not received any complaints on this service, however are looking for info on usage, peak time demands etc.

Internet and cell service packages have changed dramatically since the downtown wifi was installed many years ago and I would expect that has reduced its usage somewhat, however it is functioning well with limited maintenance required.

### **Website**

Regarding the website project, not much has happened since the holidays. However staff are meeting with the AMA web administrator on January 18th to discuss redesign options and timelines. Sean has some experience with web pages and has been a great help making minor changes and adding new documents and reports to the site. A staff team has been designated to guide and provide input on design and information for the website.

# MEMO

To: Mayor Kogon and Members of Council  
From: Brenda Rioux, Solid Waste Educator and Contract Coordinator  
Date: January 15, 2024  
Re: Recycle My Electronics Program

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## Background

When regulated electronics are purchased in Nova Scotia, there is an Environmental Handling Fee (EHF) that is applied to the sale of these products. The EHF is based on the actual cost to recycle the materials contained in the products. The revenue from this is used for the collection, transportation, and recycling of end-of-life electronics. These regulated products can be dropped off at Electronics Product Recycling Association (EPRA) authorized collection sites. The products are then sent to specialized recyclers for processing. It is important to note that there is no fee to drop off regulated electronics at any authorized drop-off location.

In Cumberland County, there are currently 6 drop-off locations (see below).

Location	Name	Address
* Little Forks	Cumberland Central Landfill	2052 Little Forks Road
Pugwash	KGB Recycling	8868 Hwy #6
Springhill	M&R Recycling	37 Junction Road
Advocate	Advocate Country Store	3554 Hwy 209
Parrsboro	Durant's Recycling	3306 Hwy 2
Oxford	Moore Nickels & Dimes	7627 Birchwood, Hwy 204

\*With the recent closure of the Amherst location, EPRA reached out to the GFL Landfill to see if they could accept the materials while they worked on finding a permanent location in Amherst.

Staff have recently been in contact with Scott Langille with EPRA, to discuss options for the Amherst area. Mr. Langille informed staff that they are actively looking for a location in Amherst but have not had any success to date.

## Points of Interest

- The drop-off location in Amherst typically received 1 tonne of material/week. The volume of material will likely increase when the expanded list of regulated products is implemented (July 2024).
- Drop off locations receive \$215/tonne for collected electronics.
- A 20ft sea container to store materials can be supplied by EPRA.
- Drop-off locations need to be secure and not industrial in nature.

Mr. Langille indicated that until a permanent location is found in Amherst, we may be able to hold an event in Amherst where residents could drop off unwanted regulated materials and EPRA would arrange to have the items taken to the GFL Landfill in Little Forks.

**Recommendation**

Without direction to the contrary, until a permanent location is secured in the Town of Amherst, we will work with the Electronics Product Recycling Association to organize a drop-off event in the near future at no cost to the Town of Amherst. We will also try to find a suitable commercial operation that may want to host this work.



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
<b>Jan-23</b>				
	03400-01	SIGNING AUTHORITY POLICY (210-12)	FINANCE	updated january council
	03400-02	BANKING (211-2)	FINANCE	updated january council
	C 02	DISCHARGE OF FIREARMS BYLAW	POLICE	Reviewed at January COW - No changes
	D 01	SNOW REMOVAL BYLAW	OPERATIONS	Reviewed at January COW - No changes
<b>Feb-23</b>				
	03800-05	COVID-19 PROPERTY TAX FINANCING PROGRAM POLICY	FINANCE	repealed Feb 2023
	10350-23	DOWNTOWN BUSINESS ADVISORY COMMITTEE	PLANNING	repealed feb 2023
	10350-22	COMMUNITY ARTS COUNCIL COMMITTEE	COMMUNITY LIVING	repealed Feb 2023
	72000-08	COMMUNITY SUPPORT GRANTS	COMMUNITY LIVING	updated Feb 2023
<b>Mar-23</b>				
	D 02	LOCAL IMPROVEMENT BYLAW	OPERATIONS	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
<b>Apr-23</b>				
	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
<b>May-23</b>				
	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
<b>Jun-23</b>				
	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
<b>Sep-23</b>				
	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
<b>Oct-23</b>				
	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
<b>Nov-23</b>				
	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
<b>Dec-23</b>				
	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	
<b>Jan-24</b>				
		Noise bylaw	POLICE	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
		USER FEE POLICY	CLERK	
Feb-24	64000-03	TREE ADVISORY COMMITTEE	OPERATIONS	
	10350-08	APPOINTMENTS OF CITIZENS TO BOARDS (210-11)	CLERK / COMMUNICATIONS	
	31600-18	SIDEWALK / CURB CONSTRUCTION POLICY	OPERATIONS	
	03000-08	HOSPITALITY EXPENSE POLICY	FINANCE	
	03000-05	AUDIT COMMITTEE TERMS OF REFERNCE POLICY	FINANCE	delay to fall 2023
	10350-30	ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	
	NEW	EMPLOYMENT EQUITY POLICY	CUSTOMER SERVICE/HR	
	04000-07	HIRING POLICY (211-23)	CUSTOMER SERVICE/HR	
Mar-24				
	64000-01	TREE PLANTING ON TOWN OWNED LANDS (270-02)	OPERATIONS	
	P 05	VACANT BUILDING BY LAW	PLANNING	
	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 ACQUISTION (241-06)	PLANNING	
	02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	CLERK / COMMUNICATIONS	
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	FIRE	
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING	
	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	
	03800-01	TAX COLLECTION POLICY (110-01)	CUSTOMER SERVICE/HR	
	04000-03	STAFF TRAINING (211-06)	CUSTOMER SERVICE/HR	
	04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	CUSTOMER SERVICE/HR	
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	
	01000-01	MEDIA POLICY (210-19)	COMMUNICATIONS	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Sep-24				
	D 22	ENCROACHMENT ON PUBLIC STREETS	OPERATIONS	
	04530-02	EMPLOYEE COMPUTER PURCHASED POLICY (211-29)	CUSTOMER SERVICE/HR	
Oct 2024 -NONE				
Nov-24		new council orientation		
Dec-24				
	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	
<b>Feb-26</b>				
	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	
<b>Mar-26</b>				
	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	
<b>Apr-26</b>				
	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	
<b>May-26</b>				
	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	
<b>Jun-26</b>				
	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	

# MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council

From: Natalie LeBlanc, Municipal Clerk

Date: January 15, 2024

Subject: By-law to Amend the Local Improvement By-law 2<sup>nd</sup> Reading

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At the November 27 regular meeting, Council gave 1<sup>st</sup> reading to a By-Law to Amend the Local Improvement By-law. 2<sup>nd</sup> reading will be on the January 22, 2024 Council agenda.

# CAO Task Report

## January 2024

### Task Updates:

<p><b>Task: Northern Region Report - GFL request to present</b> This will be scheduled for a Joint Councils meeting, in the process of scheduling a meeting. Status: Ongoing</p>
<p><b>Task: MAP Request to Present</b> This will be scheduled for a Joint Councils meeting, in the process of scheduling a meeting. Status: Ongoing</p>
<p><b>Task: Public Transportation</b> Report included in January COW agenda. Status: Ongoing</p>
<p><b>Task: In The Works Presentation</b> Will be on the next PRAC meeting agenda. Status: Ongoing</p>
<p><b>Task: Cumberland Regional Library Presentation - Funding Request</b> CAO sent email to Denise outlining both motions and asked her for a few points for the Mayor's letter. CDR to be included in January COW agenda. Status: Ongoing</p>
<p><b>Task: Ottawa Avenue Petition</b> CAO in the process of writing letter. Status: Ongoing</p>
<p><b>Task: Russell Street Development</b> Signing of the agreement has been scheduled with Mr. Aalders for Wednesday, January 17. Status: Ongoing</p>
<p><b>Task: Safe Approach and Rescue Vehicle</b> 2024-01-09: GardaWorld are still preparing the vehicle for APD use. Will also plan accordingly in regards to media, purchase and delivery. DDPIke Status: Ongoing</p>
<p><b>Task: Strategic Priorities Updates</b> Council was asked to provide any feedback to the CAO regarding the Strategic Priorities documents by January 5, 2024. Document will be brought back to the January Committee of the Whole and Council meetings for final approval. Status: Ongoing</p>

# MEMO

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

**FROM:** Andrew Fisher, Director of Planning & Strategic Initiatives

**DATE:** January 15, 2024

**RE:** **Planning Advisory Committee Recommendations**

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The following Planning Advisory Committee recommendation will be on the agenda of the January 22, 2024 regular meeting of Council:

- 1. 15 & 31 East Victoria Street Development Agreement Application:** The Committee recommended that Council enter into a Development Agreement for 15 & 31 East Victoria Street (PIDs: 25508698, 25005430, 25033747). The agreement would permit the construction of a 6-story, mixed-use building with commercial uses on the first and possibly second floors, and up to 62 dwelling units on the remaining upper floors. This agreement will also include a 3-storey, 24-unit apartment building already approved as phase 1 for this property.

# Monthly Departmental Report

## Business Development

### January 2024

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Staff continues to manage the steady increase in new inquiries of the properties in the Amherst Industrial Park. Growth along the Moncton to Halifax Corridor has spurred developers to research available Industrial land opportunities along the Trans-Canada Highway. Staff are organizing advertising options and will be updating and developing new brochures and content for 2024 marketing and promotion efforts.

The results are still pending for an application to the NS Sustainable Communities Challenge Fund for an LED Streetlighting pilot project with the inclusion of an Adaptive Controls network and additional camera and radar components. The application project developed in partnership with LED Roadway Lighting/Liveable Cities will retrofit and upgrade Amherst's streetlighting inventory to the latest LED technology with dimming capabilities while providing safe light levels.

Tourism NS Emerging Destinations Program work continues with the development of a tourism story that will be added to the Town of Amherst Landing page on novascotia.com. The application for the TNS Digital Content Marketing Program is still in process and staff are expecting a decision in January. This in-kind funding program will create high-quality videos and additional photography to be used in a digital marketing campaign to raise awareness of Amherst with tourists.

The Department of Communities, Culture, Tourism & Heritage has released a funding application for the Festival and Community Event Development Program. Charlie Rhindress, head of the Great Amherst Mystery Society, will be applying to grow Esther Fest as a must-see scary October visitor destination. The Town of Amherst and Tourism NS will be providing additional support to expand this event as a unique attraction that could grow to attract visitors year-round.

The application for the ACOA Destination Market Readiness Program is still in process and staff are expecting to receive notice from ACOA to commence the program in January. ACOA has notified the Town that a project lead has been assigned to the application and will be in contact. The Town of Amherst is the lead proponent on the application with the Municipality of Cumberland acting as a secondary contact.

There is a healthy list of new businesses in line to receive New Business Certificate presentations from the Town of Amherst. Staff are organizing dates to present to six businesses in the coming weeks.

Staff attended the Town of Amherst Youth Summit at the CCUBIC conference room on December 15<sup>th</sup>. The event was a very informative exchange of ideas and perspectives on how to address factors impacting our youth. The change of mindset between Youth retention and Youth attraction was an interesting discussion particularly how to approach each one.

The next ADBA meeting will be held on Thursday, January 18<sup>th</sup>. The expected agenda is to include electing a new Chairman of the Board.

Using the funding support from the Nature 1 Challenge Fund, the purchase of another strategic property to be used in the efforts to protect the North Tyndal Wellfield Zones and Wildlife Corridors in the Tyndal Rd area will be closing in January. The conditions of the sale have been met by both the Town and the owner and both parties' lawyers are completing the land transfer.

Staff are investigating options to remove two vacant camps located on the recently purchased PID25098898 property in the North Tyndal Wellfield. These buildings will be removed to deter trespass and travel on the property. Costs associated with these removals will be covered under the Nature Challenge Funding. The letter of consent to designate this property as protected land will be issued to the Minister of the NS Department of Environment and Climate Change when these removals are complete.

A calendar for the Team Cumberland series of "Wednesday Workshops" for businesses has been organized for the first five months of 2024.

- January 31, CCUBIC, Building Your Future Leaders
- February 21, CCUBIC, lunch and learn SALES
- March 20, Springhill, HR Panel Discussion
- April 17, CCUBIC, Supply Chain
- May 15, 2024, Parrsboro, Destination Canada/Tourism

These five topics impacting businesses will be presented each month either in Amherst or other areas of Cumberland County. January's event will be presented by Melissa Landry, Executive and Management Coach from In Charge Coaching. This event will focus on how a business can recognize within its staff future leaders and how to promote and grow their potential.

Supported by the CBDC, Cumberland Business Connector, NS Works, the Municipality of Cumberland, and the Town of Amherst, the 2024 Youth Entrepreneurship Challenge has been released. Young entrepreneurs 18 years and younger will participate in free business plan training sessions for the opportunity to win up to \$3000 in cash prizes. The event ends with a pitch night to determine the winners. Regardless of winning, all participants receive firsthand experience on what it takes to start a business and be a future entrepreneur.

# Monthly Report

## Community Living

### January 2024

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#### **Active Living**

-Working with consultant for Active Living Strategy.

#### **Community Well Being**

#### **Webinars (Attended)**

-A Dialogue with Social Change Leaders: How can we Move Towards Healing Systems?

#### **Partner Meetings (Attended)**

Food Security Planning Group

ReThink Ability: Disability Awareness Training info session

Learn to Lead Planning Session

#### **TOA Meetings**

Safety Meeting

Community Living Meetings

#### **Events**

December to Remember

Youth Summit

#### **Committee Meetings**

IDE Committee met with new members and had an unofficial meeting to discuss Terms of Reference, the Strategic Plan and how meetings are conducted.

#### **Youth Summit**

Manager of Community Well Being coordinated first ever Town Youth Summit. Topic: Understanding the challenges and opportunities that exist in Amherst for youth (youth retention). Expected attendance of 72 but 15 students could not attend due to a scheduled math test. 57 attendees in total. Great outcome from the days conversations and learned how to reframe how we approach this topic and questions asked as we move forward.

#### **Food Drive**

Yearly holiday food drive was a success. Community members brought unperishable items to the December to Remember event as well as Town Hall to be donated to the food bank. A lot of items were dropped off and staff is waiting on confirmation on final tally from the Amherst Food Assistance Network.

## Culture, Events & Marketing

- Post event meeting held for December to Remember Event
- \*Winter Carnival 2024 Co-ordination – Dates picked, communication to community groups sent, TOA events planning started
- Celebrate Someone Special
- Flag Day- Ceremony & Reception
- Free Family Bowling
- Athletic Achievers
- Family Fun Day
- \*African Heritage Month celebration event
- African Heritage Month Civic grant application submitted
- Coordination of event in progress

## Community Navigator – no report

### Director

- Team meetings with staff
- Staff evaluations
- Submit funding applications for No. 2 Construction Battalion

## 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: completed
Task: Public transportation service Update: Report for Council In agenda Status: for review Completed
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.

### January 2024

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#### IT Services:

- Installed new UPS at Public Works and Fire Department.
- With Operations Dept, tested the Generator at the Fire Department.
- Installed new Switch at Public Works and Fire Department.
- Configured Server at Fire Department and removed old one
- Multiple POs completed and received.
- Worked on phone issues in Dispatch at APD. The phone in Dispatch went down at least 3 times between Dec 22 and Jan 2. Our emergency lines could not receive calls and could not call out temporarily.
- Day to Day IT issues.

#### Procurement:

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
RFP	23-42	Power Extrication Tools	Reg	C		X		
RFQ	23-22	Ammunition	Reg	C		X		

#### Task Updates:

<p><b>Task:</b> Town of Amherst Website  Update: Meeting with AMA web administrator this month to discuss redesign options  Status: In progress</p>
<p><b>Task:</b> Customer Notification System Software  Update: Staff have received basic training on the system. Procedure/guidelines for usage is being developed. On target for a public launch at the end of January  Status: In progress</p>
<p><b>Task:</b> Public wifi  Update: There is no update since last report. Line is ordered and we expect install before end of February. Staff will then reconfigure equipment from 1 line to 2.  Status: In progress</p>

# Cumberland Business Connector

## Monthly Report

### January 2024

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#### Support Businesses (primarily 0-50 employees)

- The Cumberland Business Accelerator Program continues. Business support has included:
  - Support in identifying new markets and contacts
  - Continued work on succession planning
  - Supporting businesses to scale up in an efficient way and utilize their business assets more productively
- 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.
- Five business workshops are being planned throughout the Winter and Spring of 2024.

#### New Businesses

- There continues to be interest in entrepreneurship with several inquiries about starting or buying a business. These range from service sector businesses, to importing and exporting goods.
- We have met with students in the NSCC Carpentry Program and discussed entrepreneurship as one potential area of career opportunity

#### Workforce

- Planning is now underway for the spring High School Career Fairs.
- The Youth Entrepreneurship Challenge is now underway. Enrollment commenced on January 5<sup>th</sup> and will run until February 2<sup>nd</sup>.
- Two workshops are being planned in collaboration with YREACH for recent immigrants to our region.

# Monthly Departmental Report

## Fire Department

### January 2024

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#### **RESPONSES (December)**

##### Town of Amherst – 19 events

- 2 Pull station activation
- 13 Monitored alarm activations
- 1 Assist EHS
- 1 Structure fire
- 1 Elevator rescue
- 1 Wildland fire / Open land

##### Contract area (District 2) – 7 events

- 1 Flue fire
- 2 Motor vehicle accidents
- 4 Power lines on fire/Arcing

During the 2023 calendar year the department responded to 327 calls. This is up slightly from 2022.

#### **PROFESSIONAL DEVELOPMENT**

Weekly training - During the month of December, the fire department focused it's training on preparing for flue fires season, Vehicle Extrication and familiarization on sprinkler system hookups.

Recruit fire fighter training - The new recruit fire fighters continue their in-person training. During the month of December, their training focused on fire dynamics, building construction, firefighter safety, and the effective use and maintenance of personal protective equipment.

Junior firefighter program - The new junior firefighters continue their training. The junior firefighters attend weekly training and attend weekend training once a month. Their training focuses on learning the basics of firefighting operations.

#### **REPLACEMENT RADIO TOWER**

In December a new fire communication tower was erected at the reservoir site. This tower replaced the communication tower that was damaged during hurricane Fiona in 2022. In addition, all of the radio equipment used on the fire department frequency by the Fire Department and Amherst dispatch were re-programmed.

#### **COMMUNITY EVENTS**

During the month of December, the department participated in the MADD Holiday checkpoint.

#### **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: <https://www.amherst.ca/volunteer-firefighter.html>

#### **TASK UPDATES**

Task: <b>No open tasks at this time</b>
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# Monthly Report

## HR and Customer Services

### January 2024

#### **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; six (6) complete and 10 (ten) outstanding.

**Tax Certificates** – there were 16 tax certificate requests in November.

	# Of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Jan 1/24	Pending as of Jan 1/24	Withdrawn as of Jan 1/24	Outstanding Appeals as of Jan 1/24	Appeals Successful as of Jan 1/24	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	9
Commercial	32	\$29,556,800	28	0	3	2	6	(\$825,600)	(\$ 36,904)	6
<b>TOTAL</b>	<b>98</b>	<b>\$53,776,100</b>	<b>79</b>	<b>0</b>	<b>14</b>	<b>5</b>	<b>11</b>	<b>(\$ 751,400)</b>	<b>(\$ 35,665)</b>	<b>15</b>

**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:

3<sup>rd</sup> quarter water / sewer billing is now underway for the month of January. Meter readings are being performed by members of the Public Works water crew and bills will be issued by January 31.

##### Customer Service Tracking – E11:

There was a total of 36 opened cases in December, and 49 cases were closed. The category with the most opened/closed cases in December was Application for Development/Building Permit, with 9 cases.

##### Human Resources

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

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



# Monthly Report

## Operations

### January 2024

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

#### **RECREATION & HORTICULTURE**

- Dickey Park washroom is open daily 8:00am to 5:00pm.
- The walking track at the stadium is generally available for use daily from 7:00am to 9:00pm.
- The new playground equipment for Rotary Park was delivered on December 22. Supplier is scheduled to begin the installation on January 15.
- Staff worked on preparing the outdoor skating rink for use. The ice surface was opened for use on January 6. Staff will now finish installing the lighting, benches, and waste receptacles.
- Waiting on NS Power to replace the flood lights in the stadium parking lot. Staff have followed up with NSP and were told repairs will be completed within 90 days.
- Staff have been working on RFDs for the proposed 2024/25 Capital Budget

#### **PUBLIC WORKS**

- There was 1 snow event in the last month that required plowing of streets, and 2 events that required the plowing of sidewalks.
- Sidewalk salting took place on 4 occasions and the salt truck was dispatched 5 times due to icy conditions.
- There was 1 broken water main repaired on Willow Street near the driveway to ARHS.
- The new sidewalk plow purchased from SNT Solutions is expected to arrive in late January.
- Decorative Christmas lighting is being removed and stored, the 2 illuminated selfie frames will remain in place for Winter Carnival. The new “Seasons Greetings” decoration that was installed at the Fire Station was very popular and received numerous compliments.
- Quarterly meter reading has started and will be ongoing until late January.
- Staff have been patching potholes with recycled asphalt, 3 days per week.
- Staff have been working on RFDs for the proposed 2024/25 Capital Budget.

#### **UPCOMING**

- Following quarterly meter reading, staff will investigate any high or zero consumption meter reads.
- Snow and de-icing operations of streets, sidewalks and VIA rail platform as needed.
- Patching of potholes with recycled asphalt is ongoing.
- Amherst stadium will be hosting the U9 Hockey Jamboree from February 16-18.
- Planning is ongoing for the figure skating provincials that will take place at the stadium from March 1-3.

Task Updates:

## Task: 20231218 - Water Utility Dump Truck Purchase

Update: A purchase order has been given to Nova Truck Centres and the truck has been ordered. Delivery of the new truck is expected in December 2024.

Status: In Progress

## Task: Solid Waste Education and Enforcement Monthly Report

Update: A memo regarding electronics recycling options has been included in the January 2024 COW package

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 Departmental Report

## Planning & Strategic Initiatives

### January 2024

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The attached report shows development activity in December as well as a year-over-year comparison as of December 31<sup>st</sup>. Staff anticipate very strong unit additions in 2024. Up to four large-scale residential developments are poised to commence construction in the spring.

Survey and legal documents are being prepared to execute the development agreement for 105 South Albion Street (former Blaine Street property) that would allow ten townhouse units and 176 units within two apartment buildings. 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 took place last week.

Following a Public Participation Opportunity on January 3<sup>rd</sup>, the PAC recommended that Council approve a development agreement for 15 & 31 East Victoria Street to allow construction of a 6-storey mixed-use building in addition to the already approved 3-storey apartment building on the same land. Council will be asked to consider first reading this month and schedule a public hearing in February.

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:

<b>Task:</b> <b>Blaine Street and Ottawa Avenue Acquisitions</b>
Update: The approved development agreement will be in the 14-day appeal period until December 27 <sup>th</sup> . The legal work is underway in preparation for the land transfer from the town to the developer, which will take place in early 2024.
<b>Task:</b> <b>Hotel Levy Report</b>
Update: A meeting with the County and ACOA representatives took place in October to launch a feasibility study of a potential levy and an online presence analysis. Status: Ongoing
<b>Task:</b> <b>LED Roadway Lighting Proposal</b>
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. Status: Ongoing

# Permits to January 1, 2024

PERMIT APPLICATIONS								For the Month of December	
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value	
C2023-084	25517293	3 Fleming Ave	1	Construction	Single Detached Dwelling	Single Detached Dwelling	164.00	275,000.00	
C2023-085	25517319	5 Fleming Ave	1	Construction	Single Detached Dwelling	Single Detached Dwelling	164.00	275,000.00	
C2023-086	25517319	7 Fleming Ave	1	Construction	Single Detached Dwelling	Single Detached Dwelling	164.00	275,000.00	
B2023-087	25471251	14 Webster St	0	Renovate	Single Detached Dwelling	Accessory Uses - Other	114.00	25,995.00	
B2023-088	25017260	8 Dale St	0	Repair	Single Detached Dwelling	Single Detached Dwelling	764.00	285,687.00	
B2023-089	25010448	43 Lorne Cr	0	Renovate	Single Detached Dwelling	Moble/Mini Homes	80.00	12,000.00	
B2023-090	25036625	10 Parkwood Dr	0	Renovate	Single Detached Dwelling	Moble/Mini Homes	100.00	20,000.00	
C2023-091	25015835	111 Cordova St	0	Construction	Garage/Carport/Shed	Car Port	64.00	1,800.00	
<b>Total</b>	<b>8</b>		<b>3</b>				<b>1,614.00</b>	<b>1,170,482.00</b>	

## 2022-2023 Comparison

ACTIVITY REPORT							For Month of December 2023-12-31		
Type	Dec 2022			Dec 2023					
	Permits	Units	Value of Construction	Permits	Units	Value of Construction			
Single Family	1	0	50,000	7	3	1,168,682			
Duplex/Semi	0	0	0	0	0	0			
Apartments	0	0	0	0	0	0			
Other Residential	0	0	0	1	0	1,800			
Commercial	0	0	0	0	0	0			
Industrial	0	0	0	0	0	0			
Inst & Gov	0	0	0	0	0	0			
Agriculture	0	0	0	0	0	0			
Other	0	0	0	0	0	0			
<b>Total</b>	<b>1</b>	<b>0</b>	<b>50,000</b>	<b>8</b>	<b>3</b>	<b>1,170,482</b>			
<b>Year To Date</b>	<b>86</b>	<b>37</b>	<b>10,962,286</b>	<b>91</b>	<b>63</b>	<b>72,802,053</b>			

# Monthly Report

## Police Department

### January 2024

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#### TRAINING

**Expert Witness Workshop – Controlled Drugs and Substances Act:** Both Cst Goodwin and Cst Deuville of our Street Crime Unit attended a workshop hosted by H Division Federal Policing on December 7<sup>th</sup> and 8<sup>th</sup>, 2023. During this workshop, presentations included topics such as Drug Pricing, Drug Trends, Case Law, Case Studies, Expert Reports, and Expert Curriculum Vitae. Much of the information learned in this valuable workshop has been shared with other members.

#### GENERAL OPERATIONAL UPDATES:

**Rocky K9:** The APD therapy dog, that was graciously donated by CTFRR (Canine Therapy for First Responders) arrived in November, but 'officially' started work on December 8<sup>th</sup> when he was welcomed to the Amherst Police Department. Rocky and his assigned handler, Cst Michelle Harrison not only work with the members and staff of the Police Department, but also visit schools, senior's complexes, daycares and other locations to promote wellness and to build relationships. Needless to say, Rocky has been very popular!!!



**Homelessness:** Homelessness for December saw a sharp increase in December of 33 complaints as compared to the 6 occurrences in November. In October these had dipped to 19, down from 23 in September continuing the downward trend from this past summer and spring. Occurrence types for the December homelessness complaints includes complaints of trespassing, well-being checks, mental health calls, suspicious persons, mischief, thefts, disturbances and assist the general public, the majority of which were cleared without laying charges. To date, January 2024 stats have seen an even steeper increase than December.

**Shoplifting Complaints:** December also saw a slight increase in shoplifting complaints with 12 complaints. In November there were 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 once again saw a slight drop in Criminal Charges for December, dropping to 50 charges for the month. This is down from November with 87 criminal charges and comparable to December 2022 when we had 42 charges. As noted in previous reports, the 2023 calendar year being one of the busiest in the last decade with a total of 1,116 charges laid this year as compared to 976 charges being laid last year. Our December occurrences numbered 444, slightly increasing from 439 in November, but lower than in December 2022 (495). For the 2023 year, our total number of occurrences was 6,280 as compared to 6,165 in 2023.

#### OPERATIONAL

**December Vehicle Checkpoints and MADD Red Ribbon Campaign:** The Annual MADD Ribbon Campaign was kicked off at the Amherst Police Department on December 1<sup>st</sup>, 2023. The MADD Red Ribbon Campaign focuses on bringing awareness and preventing impaired driving tragedies. Throughout the months and the holiday season,



Amherst Police, Cumberland RCMP and other partner agencies were involved in various checkpoints to pursue this goal. In addition to these checkpoints, a focus was also placed on mandatory booster seat legislation, ensuring that people understood the rules around booster seats for children, such as when and how booster seats are to be used.

**Theft of Truck – Arrest and Charges:** A 20-year-old female from Moncton, New Brunswick has been charged with the theft of a Ford F-150 truck that was stolen from Amherst on December 2<sup>nd</sup> at approximately 7:00pm. It was located in Migic, NB by the APD Street Crime Unit and New Brunswick RCMP. The vehicle was returned to the owner and the female is scheduled to appear in court at a later date.

**National Day of Remembrance and Action on Violence Against Women:** On December 6<sup>th</sup>, this annual event was held at the Amherst Lion's Den, marking the anniversary of the murders of 14 women at l'Ecole Polytechnic, who were murdered simply because they were women. Constable Michelle Harrison was the keynote speaker for the event.



**Overdoses/Illicit Drug Use:** Cumberland RCMP issued a warning in relation to 2 overdose deaths that occurred on December 8<sup>th</sup>, 2024. Street drugs often contain unknown substances and fentanyl use and has become more common in recent years. Amherst Police members routinely attend overdose calls prior to EHS arrival and administer Narcan to subjects who have overdosed, often administering multiple doses in order to counteract drug effects.

**Theft of Vehicles/Possession of Property Obtained by Crime:** A 31-year-old Amherst man is facing numerous charges in relation to a string of incidents that occurred between Amherst, Springhill and Moncton from the 12<sup>th</sup> of December to the 21<sup>st</sup> of December 2023. Brandon Scott-MacGregor has been charged and arrested with numerous charges when he had allegedly stolen a vehicle in Moncton and came to Amherst, but then left and returned later with a second vehicle that had been stolen from Springhill. The suspect was arrested and held for court, but was released on strict conditions. On December 21, 2023, Amherst Police learned that Scott-MacGregor was allegedly not abiding by his court-order house arrest conditions. He was located by police and arrested but later managed to escape police custody. He was located by Amherst Police shortly afterwards. In total, Amherst Police had laid 11 criminal charges that include theft of a motor vehicle, possession of property obtained by crime, possession of a weapon, possession of a firearm, fail to comply with release conditions and escaping lawful custody.

**APD Christmas Families Fundraiser:** Over the last number of years, the members and staff of the Amherst Police Department have worked with their community partners to support this initiative and ensure that local families received a meaningful Christmas each year. Spearheaded by S/Sgt Brian Gairns, with a committee that is comprised of staff from the Amherst Police Department, Cumberland Restorative Justice, McIsaac Darragh Chartered Accountants and the Sheriff's Department, over \$1,700 was raised, which included \$500 from the Town of Amherst. This year we were able to supply gifts for 10 children and three adults all of whom would not have had a Christmas without this support. We were fortunate to touch the lives of four different families from Amherst, all of whom were very appreciative. The local Sheriff's Department provided turkey dinners with all the fixings for three families and the committee was able to purchase dinner for a fourth family on very short notice. In addition to the funds raised, the committee received donations of toys and other items of clothing from members of the public. This year's Christmas initiative also helped foster new networks and partnerships which included Cumberland Hospice. This partnership continues to grow each year and planning has already started for this year.

**OPERATIONAL STATS – DECEMBER 2023**

Occurrences:	444	Criminal Code Charges:	50
Impaired by Alcohol:	2	CDSA:	1
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	21	PPA:	1
Traffic Written Warnings:	18	Vehicle Checks:	120
LCA:	7	Foot Patrol Hours:	12hrs,13 min
Bike Patrol Hours:	0	Parking Tickets:	1
Parking Warnings:	5		

**TASK UPDATES**

**Task: Safe Approach and Rescue Vehicle:**

Council approve 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 still 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.

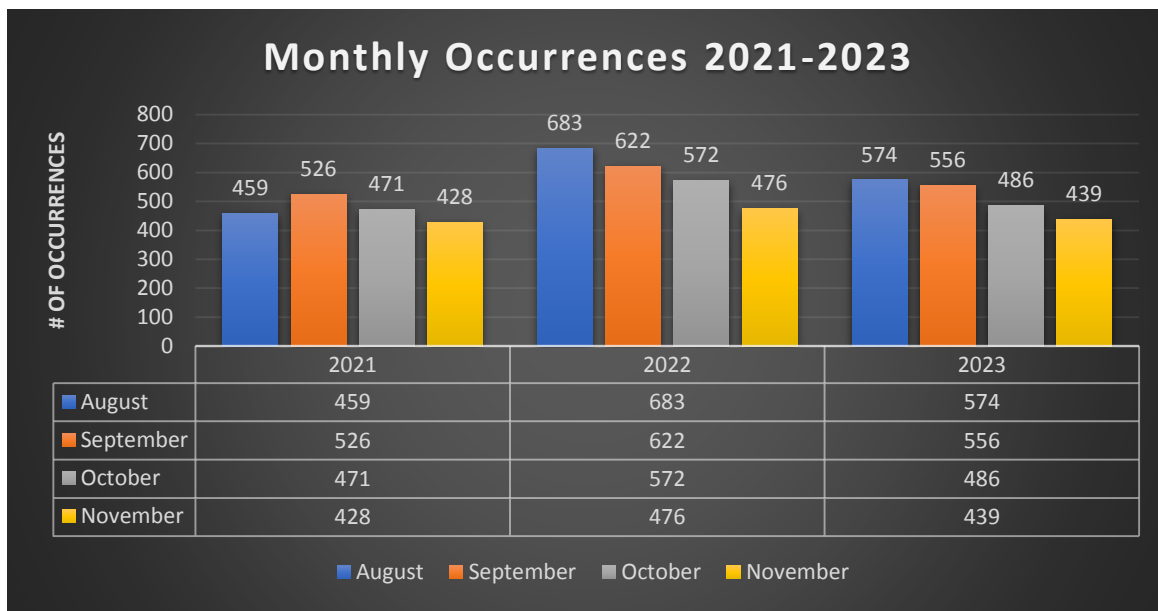
**Update Status:** In Progress. Discussed briefly last week with Aaron and CAO. Cameras have been ordered and received. To be installed shortly. To meet with Aaron Bourgeois soon on signs and barriers. DDPike

**Task: Noise By-law changes**

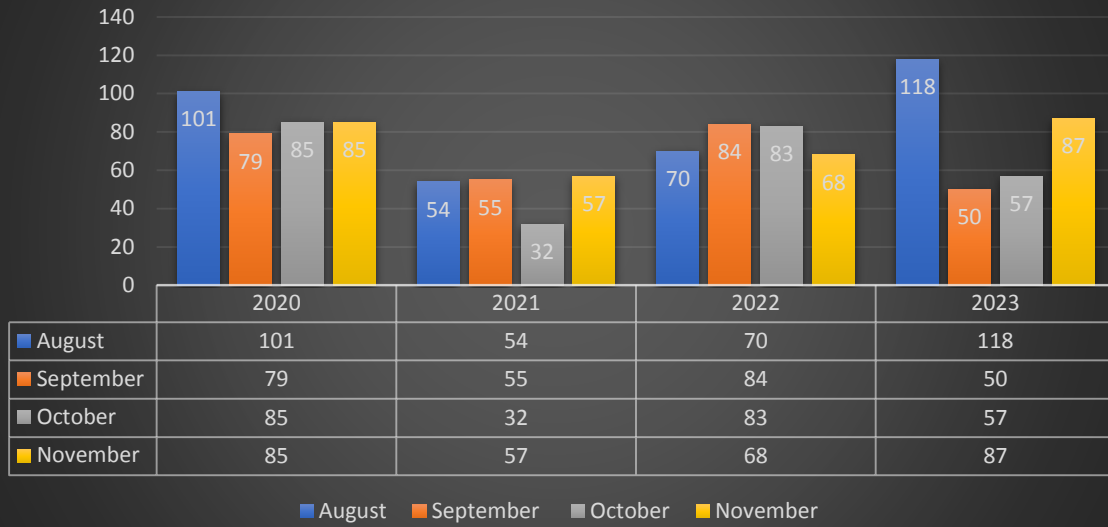
**Update Status.** Discussed with CAO, Memo prepared for Council for Jan 2024 COW. DDPike

**Task: Taxi By-Law**

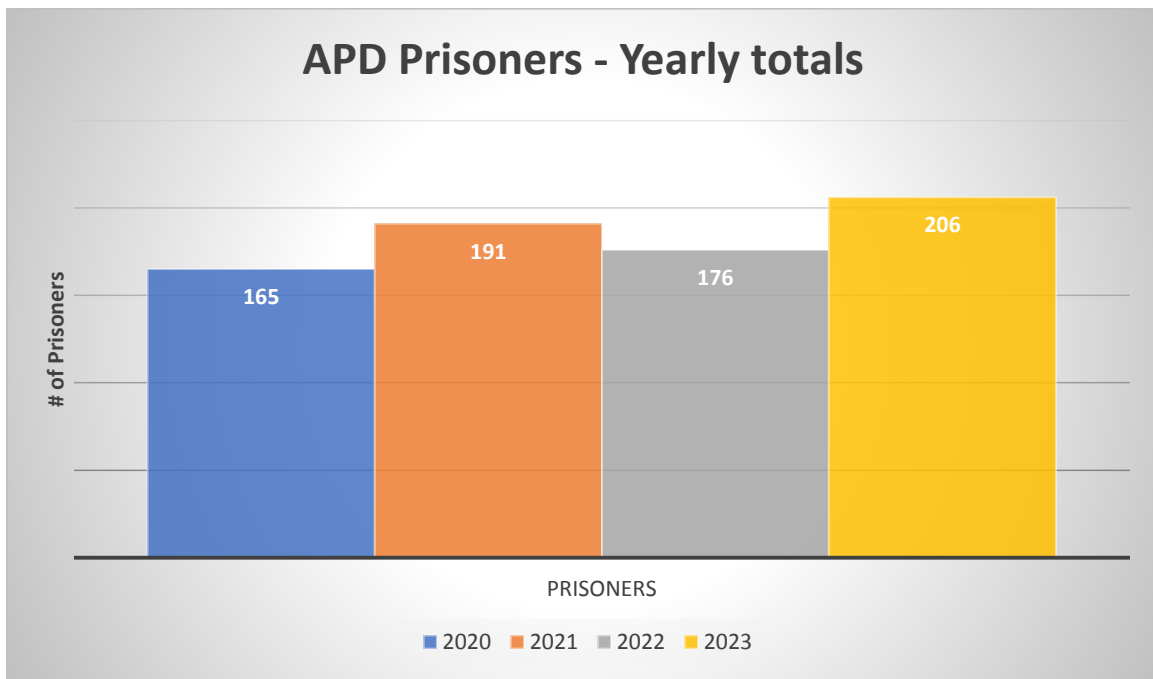
**Update Status:** Several new taxi applications have been approved. Still need to schedule APD presentation etc. DDPike



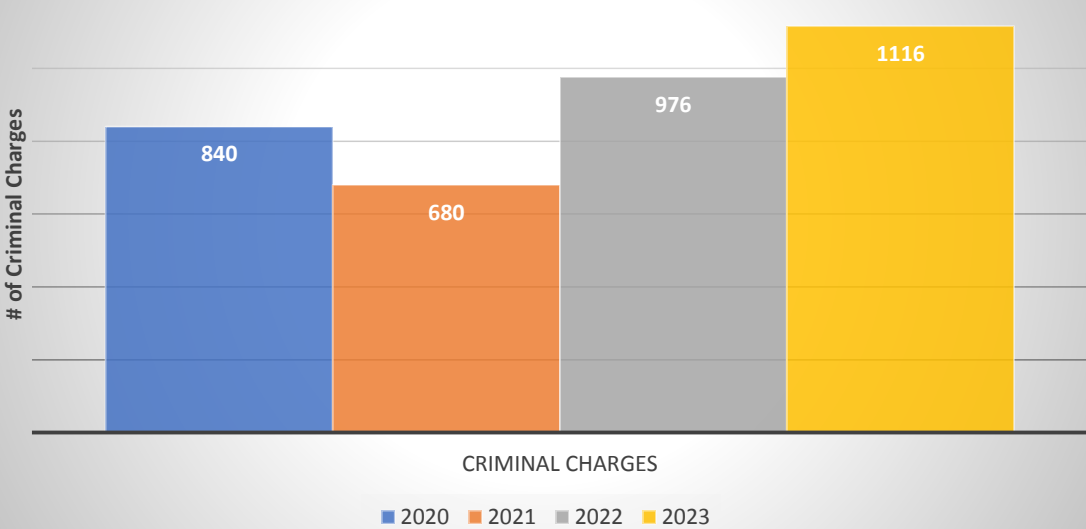
## Criminal Charges 2020-2024



## APD Prisoners - Yearly totals



# APD Annual Criminal Charges



# Solid Waste Education and Enforcement

## Monthly Report

### January 2024

#### Dual Stream Recycling Education Campaign

During the month of December staff worked on an education campaign focusing on proper recycling. This campaign stems from the recent audits undertaken by GFL Cumberland which showed that improvements need to be made with both the residential and commercial sector. GFL has indicated that they will start rejecting non-compliant loads starting on February 1, 2024.

The education campaign was launched on December 22 and is scheduled to continue until mid-February. The campaign consists of:

- 8 weekly social media posts (Select posts will be boosted)
- Radio advertising on CKDH and CFTA
- Messaging on the electronic screen at the Amherst Stadium
- Cumberland County Solid Waste App messaging
- News release
- Increased inspections by Miller Waste
- Information to be included on water bills

To date, the following social media posts have been released and together have received 154 comments and over 386 shares.

Staff feel that the campaign is gaining a lot of attention and are looking forward to receiving a progress update from GFL Cumberland in the near future.



**Social Media**

- Staff continue to have weekly “What Goes Where” posts on the Cumberland County Solid Waste FB page. Our focus for the month of December was on waste generated during the holiday season.



**Greeting Cards**



Most greeting cards are recyclable and can be placed in your recycling bag with your paper products. Some cards come with embellishments such as bows and plastic and these should be removed before recycling.

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



**Wrapping Paper, Ribbons, & Bows**



Wrapping paper, ribbons, and bows are considered garbage and should be placed in your clear non-coloured garbage bag.

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

**Holiday Sorting**

Wondering how to sort your holiday waste?  
Read below to find out disposal options for holiday items.

<b>Product</b>	→	<b>Disposal</b>
Bows & ribbon	→	Garbage
Bubble packaging	→	Container recycling
Chocolate boxes	→	Paper recycling
Chocolate tins	→	Container recycling
Christmas cards	→	Paper recycling
Christmas lights	→	Garbage
Envelopes	→	Paper recycling
Gift bags	→	Garbage
Gift boxes	→	Paper recycling
Tinsel & Tissue paper	→	Garbage
Tree ornaments	→	Garbage
Wrapping paper	→	Garbage

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