



Town of Amherst  
Committee of the Whole

Date: **Monday, March 18, 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)(c) - personnel issues
- 5.7 MGA 22(2)(c) - personnel matters
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- 5.9 MGA 22(2)(c) - personnel matters
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- 5.11 MGA 22(2)(e) - contract negotiations
- 5.12 MGA 22(2)(e) - contract negotiations
- 5.13 MGA 22(2)(e) - contract negotiations
- 5.14 MGA 22(2)(e) - contract negotiations
- 5.15 MGA 22(2)(a) - acquisition, sale, lease and security of municipal property
- 5.16 MGA 22(2)(c) - personnel matters
- 5.17 MGA 22(2)(e) - contract negotiations

6. Adjournment

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Town of Amherst  
Committee of the Whole  
Monday, March 18, 2024

**Consent Agenda**

**MOTION:**

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

- 1.4 Acceptance of Minutes**
- 2.4 Sidewalk and Curb Construction Policy Memo**
- 2.5 Poverty Reduction Advisory Committee Motion**
- 2.7 Attendance Administration Policy Memo**
- 3.2 Appointment of Caregivers to Committees**
- 3.3 Event Planning Toolkit**
- 3.4 By-law and Policy Review Update**
- 3.5 Strategic Priorities Update**
- 3.6 CAO Task Report**
- 4.1 Business Development Monthly Report**
- 4.2 Community Living Monthly Report**
- 4.3 Corporate Communications and IT Monthly Report**
- 4.4 Financial Services 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:** February 20, 2024  
**Time:** 4:00 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  
Aaron Bourgeois, Director, Operations  
Andrew Fisher, Director, Planning & Strategic Initiatives  
Dwayne Pike, Chief, Police Services  
Greg Jones, Director, Fire Services  
Kim Jones, Director, Corporate Communications  
Krista Crossman, Director, HR & Customer Services  
Sarah Wilson, Director, Finance  
Sharon Bristol, Director, Community Living  
Sean Payne, Corporate Communications Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. Call to Order**

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

**1.1 Territorial Acknowledgement**

Mayor Kogon gave the Territorial Acknowledgement.

**Closed Session**

**Moved by Councillor Emery**

**Seconded by Councillor Landry**

**To go into Closed Session.**

**MOTION CARRIED**

**1.2 Approval of Agenda**

**Moved By Councillor Emery**

**Seconded By Councillor Chambers**

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

**MOTION CARRIED**

**1.3 Approval of the Consent Agenda**

**Moved By Deputy Mayor Fawthrop**

**Seconded By Councillor Landry**

**To approve the consent agenda.**

**MOTION CARRIED**

## **1.4 Acceptance of Minutes**

### **1.4.1 January 15, 2024**

Mayor Kogon called for any errors or omissions in the minutes. There being none, the minutes of the January 15, 2024 meeting of the Committee of the Whole were accepted as included in the agenda package.

## **2. Council Direction Requests**

### **2.1 Municipal Election 2024**

**Moved By Councillor Davidson**

**Seconded By Councillor Landry**

**That Council forward to the February 26, 2024 regular meeting of Council the recommendations for the 2024 Municipal Election:**

- **That Council authorize expenditures for the October 2024 Municipal Election**
- **That Council gives authority to the CAO to determine the Tariff of Fees and Expenses for the 2024 Municipal Election**
- **That Council appoint Kimberlee Jones as the Returning Officer for the 2024 Municipal Election and also appoint Natalie LeBlanc as the Assistant Returning Officer**
- **That Council agree to a full electronic/alternative voting method (internet and telephone) from Intelivote Systems Inc for the 2024 Municipal Election**
- **That Council set the dates for the advance polling period from Thursday October 10, 2024 to the close of voting on regular election poll day October 19, 2024**
- **That Council authorizes the use of the Nova Scotia permanent registry of voters provided by Elections Nova Scotia as the preliminary list of electors.**

**MOTION CARRIED**

### **2.2 Dr. & Mrs. H.E. Christie Community Foundation Donation**

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

**Moved By Deputy Mayor Fawthrop**

**Seconded By Councillor Landry**

**That Council forward to the February 26, 2024 regular meeting, the request to receive a donation of \$35,250 from the Dr. & Mrs. H.E. Christie Community Foundation to fund the grants listed below:**

- **\$18,000 to the Amherst Little League;**
- **\$2,000 to the Royal Canadian Legion Branch 10 Amherst;**
- **\$2,500 to the Amherst Pre-School Association; and**
- **\$12,750 to the Cumberland County Minor Hockey Association.**

**MOTION CARRIED**

### **2.3 Employment Equity Policy**

**Moved By Councillor Davidson**

**Seconded By Councillor Chambers**

**That Council forward the Employment Equity Policy to the February 26, 2024 Council meeting for approval, with the caveat that "members of Council" will be removed from the Employee Development & Training section and that staff will review the Council Conference Attendance and Professional Development Policy and add this section for members of Council to that policy.**

**MOTION CARRIED**

- 2.4 **Tree Advisory Committee Policy Repeal**  
**Moved By Deputy Mayor Fawthrop**  
**Seconded By Councillor Landry**  
That Council forward the Tree Advisory Committee Policy (64000-03) to the February 26, 2024 regular meeting of Council to be repealed.

**MOTION CARRIED**

3. Information / Discussion Items

- 3.1 **Accessible Playground Memo**  
**Moved By Councillor Landry**  
**Seconded By Councillor Chambers**  
That the Town not proceed with the establishment of an Accessible Playground Committee and that staff be directed to include an accessible playground in the 2024/25 draft capital budget for deliberation.

**MOTION CARRIED**

- 3.2 **Appointment of Members of Council to External Boards, Committees and Commissions Policy**  
**Moved By Councillor Davidson**  
**Seconded By Councillor Chambers**  
That staff review the Appointment of Members of Council to External Boards, Committees and Commissions Policy and any related policies taking into consideration the discussion held at this meeting for this item and bring recommended amendments back to Committee of the Whole in April 2024.

**MOTION CARRIED**

- 3.3 **Appointments of Citizens to Boards, Committees and Commissions Policy**  
**Moved By Councillor Landry**  
**Seconded By Councillor Davidson**  
That the Appointments of Citizens to Boards, Committees and Commissions Policy be forwarded to Council for repeal.

**MOTION CARRIED**

- 3.4 **Living Wage Report**  
Information item only.

- 3.5 **Citizen Appointment to Committees Memo**  
Information item only, approved as part of the consent agenda.

- 3.6 **Solid Waste Contract Memo**  
Information item only, approved as part of the consent agenda.

- 3.7 **IT Update**  
Information item only, approved as part of the consent agenda.

- 3.8 **By-law and Policy Review Update**  
Information item only, approved as part of the consent agenda.

- 3.9 **Strategic Priorities Update**  
Information item only, approved as part of the consent agenda.

**3.10 CAO Task Report**

Information item only, approved as part of the consent agenda.

**3.11 Chair Review of Committee Meeting Agendas**

Councillor Landry expressed his concern with Committee Chairs not being part of the agenda approval process for meetings which they are the Chair of. The CAO explained the process of agenda development which includes a Chair review of the topics to be included on a meeting agenda, adding that a Committee Chair does not review or approve a final agenda package.

**3.12 Staff Support for Council Speaking Engagements**

Councillor Landry was seeking procedural guidance as to when Chairs are asked to speak publicly as Chair of Committees are they able to request information from staff and if so, what is the scope of the request. The CAO replied that information can be requested from staff based on information they have, but that staff would generally not write reports or develop presentations.

**4. Monthly Reports**

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

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

**5. Closed Session**

**Moved By Councillor Chambers  
Seconded By Councillor Emery  
To go into closed session.**

**6. 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

**Town of Amherst  
Capital Budget  
Minutes**

**Date:** March 7, 2024  
**Time:** 12:00 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  
Aaron Bourgeois, Director, Operations  
Dwayne Pike, Chief, Police Services  
Greg Jones, Director, Fire Services  
Kim Jones, Director, Corporate Communications  
Sarah Wilson, Director, Finance  
Sharon Bristol, Director, Community Living  
Sean Payne, Corporate Communications Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. Call to Order**

Mayor Kogon called the meeting to order.

**1.1 Territorial Acknowledgement**

Mayor Kogon gave the Territorial Acknowledgement.

**2. 2024-25 Capital Budget**

**3. Water**

Moved By Councillor Davidson

Seconded By Councillor Landry

To go into a Closed Session as per MGA 22(2)(e) – contract negotiations.

**MOTION CARRIED**

**4. Equipment**

**5. Buildings/Land**

Moved By Councillor Davidson

Seconded By Councillor Emery

That the traffic authority review the allocated handicapped parking spaces in front of Town Hall and report back to Council.

**MOTION CARRIED**

**Moved By Councillor Emery  
Seconded By Deputy Mayor Fawthrop  
That staff consider creating a small office for Council as part of the accessibility plans for Town Hall.**

Against (4): Mayor Kogon, Councillor Chambers, Councillor Baker, and  
Councillor Davidson

**MOTION DEFEATED**

**6. Operations**

**7. Fire**

**8. Police**

When the capital budget goes to Council for approval, Councillor Davidson would like it to be recognized that the Amherst Board of Police Commissioners unanimously passed a motion for all five capital budget items being requested by the Amherst Police Department be approved.

**9. Recreation**

**Moved By Councillor Landry**

**Seconded By Councillor Davidson**

**To go into a Closed Session as per MGA 22(2)(e) – contract negotiations.**

**MOTION CARRIED**

**Moved By Deputy Mayor Fawthrop**

**Seconded By Councillor Landry**

**To refer the capital budget as presented to the March Council meeting with the following amendments:**

- omit the \$200,000 for new fuel tanks at the Public Works Garage;
- add \$250,000 for milling and paving of Rupert Street from Spring Street to Victoria Street to the Capital Paving Program;
- add \$10,000 for the completion of the West Victoria Street sidewalk from Hickman Street to the CN line;
- add \$10,000 for gate enhancements on the marsh trail and rename it trail security enhancements;
- add \$65,000 for a new drone; and
- remove \$100,000 for a new outdoor skating rink surface.

**MOTION CARRIED**

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Natalie LeBlanc  
Municipal Clerk

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David Kogon, MD  
Mayor

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

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

**DATE:** March 18, 2024

**SUBJECT:** Street Inspection and Maintenance Policy Review

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

**LEGISLATIVE AUTHORITY:** MGA section 47(1) states; The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

**RECOMMENDATION:** That Council forward to the March 25, 2024 regular meeting, approval of the amendments to the Street Inspection and Maintenance Policy (31600-10).

**BACKGROUND:** This policy was originally approved by Council in 2005. The purpose of the policy is to ensure, through an inspection process, that road hazards are identified and to assist staff with planning operational maintenance priorities. The policy also provides direction to staff regarding inspecting road signs and pavement markings.

**DISCUSSION:** Upon review, staff are recommending some minor changes to the policy. The proposed changes include:

1. Updating job titles referenced in the policy;
2. Updating the policy with the new policy template;
3. Revising the required frequency of street inspections. The frequency of inspections in the current policy was rarely achieved, and;
4. Language was added to include site specific inspections in response to customer concerns or claims for damages.

The proposed changes are highlighted in yellow on the attached draft policy.

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

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

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

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





**COMMITTEE OF THE WHOLE**

**CDR# 2024022**

**Date: March 18, 2024**

**ALTERNATIVES:**

1. Direct staff to make additional changes to the policy.
2. Do not approve the proposed amendments to the policy.

**ATTACHMENTS:** Street Inspection and Maintenance Policy (31600-10)

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



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**TITLE: STREET INSPECTION AND MAINTENANCE POLICY**  
**SECTION: ENGINEERING & PUBLIC WORKS**  
**POLICY NO: 31600-10**

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**APPROVAL DATE:**

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

## **PURPOSE**

The purpose of this policy is:

- To provide direction to staff involved in the inspection and maintenance of the Town of Amherst's public streets.
- To provide a system for street inspection to effectively assess and document maintenance priorities; and
- To maximize public safety while maintaining fiscal responsibility.

## **POLICY STATEMENT**

Complete Town-wide Street inspections will be performed and completed as outlined below. An inventory of all streets will be maintained by the Town's Operational Services Department which will include a history of inspections and maintenance information.

### 1. Road Surface Inspection

The condition of the road surface, including the curb, shoulder and median will be inspected on a routine basis using the following schedule:

- Arterial streets shall be inspected quarterly; once a month from May 1 to December 1;
- Collector streets shall be inspected twice per year; once every two months from May 1 to December 1;
- Local streets shall be inspected twice annually.
- Site specific inspections shall be undertaken following a customer request or complaint, a staff reported deficiency, or in response to a claim for damages.
- Between December 1 and May 1 all streets will be inspected at the discretion of the Operations Manager or Transportation Foreman depending on public concerns, availability of work crews, and other public works priorities.

### 2. Street & Traffic Signs Inspection

The condition of street signs and traffic signs will be inspected twice annually, in the spring and again in the fall.

An inspection for tree branches and other obstructions interfering with the visibility of signs will be carried out and completed at the earliest date possible after the new spring foliage has appeared.

### 3. Pavement Marking Inspection

Pavement markings will be inspected by October 1<sup>st</sup> each year to allow secondary pavement markings to be completed as necessary.

**TITLE: STREET INSPECTION AND MAINTENANCE POLICY**  
**SECTION: ENGINEERING & PUBLIC WORKS**  
**POLICY NO: 31600-10**

## STREET MAINTENANCE

Upon completion of the inspections, the **Operations Manager or Transportation Public Works Foreman** will update the maintenance and repair schedule. The amount of work to be completed will be governed by the availability of funds in the current operating budget and the availability of work crews.

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Responsible for ensuring that the policy is reviewed regularly for relevancy.

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Housekeeping amendments, frequency of inspections, and new policy template	Director of Operations, Bourgeois	Council	

## MINUTES REFERENCE DATE

June 27, 2005

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

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

**DATE:** March 18, 2024

**SUBJECT:** Sidewalk Inspection and Maintenance Policy Review

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

**LEGISLATIVE AUTHORITY:** MGA section 47(1) states; The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

**RECOMMENDATION:** That Council forward to the March 25, 2024 regular meeting, approval of the amendments to the Sidewalk Inspection and Maintenance Policy (31600-11).

**BACKGROUND:** This policy was originally approved by Council in 2005. The purpose of the policy is to ensure, through an inspection process, that sidewalk hazards “trippers” are identified and to assist staff with planning operational maintenance priorities.

**DISCUSSION:** Upon review, staff are recommending some minor changes to the policy. The proposed changes include;

1. Updating job titles referenced in the policy;
2. Updating the policy with the new policy template;
3. Including trails in the policy, and;
4. Language was added to include site specific inspections in response to customer concerns or claims for damages.

The proposed changes are highlighted in yellow on the attached draft policy.

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

**SOCIAL JUSTICE IMPLICATIONS:** Ensuring safe pedestrian travel on our sidewalks and trails enables all residents access to active mobility options.

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

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

**ALTERNATIVES:**

1. Direct staff to make additional changes to the policy.





**COMMITTEE OF THE WHOLE**

**CDR# 2024026**

**Date: March 18, 2024**

2. Do not approve the proposed amendments to the policy.

**ATTACHMENTS:** Street Inspection and Maintenance Policy (31600-11)

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Report prepared by: Aaron Bourgeois, Director of Operations

Report and Financial approved by:





**TITLE:                                 SIDEWALK INSPECTION AND MAINTENANCE POLICY**  
**SECTION:                            ENGINEERING & PUBLIC WORKS**  
**POLICY NO:                         31600-11**

**ROLES AND RESPONSIBILITIES**

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

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
Housekeeping amendments and new policy template	Director of Operations, Bourgeois	Council	

**MINUTES REFERENCE DATE**

June 27, 2005

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

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

**DATE:** March 18, 2024

**SUBJECT:** Tree Planting on Town Lands Policy Review

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

**LEGISLATIVE AUTHORITY:** MGA section 47(1) states; The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

**RECOMMENDATION:** That Council forward to the March 25, 2024 regular meeting of Council approval of the amendments to the Tree Planting on Town Lands Policy (64000-01).

**BACKGROUND:** This policy was originally approved by Council in 2006 and last amended on June 22, 2015. The policy sets the standard for community groups or individuals wishing to plant trees on Town owned property.

**DISCUSSION:** Upon review, staff are recommending some minor changes to the policy. The proposed changes include;

1. Updating department names and job titles referenced in the policy;
2. Link to Nova Scotia Power “Right Tree, Right Place” on Schedule A has changed;
3. Giving the Director of Operations authority to approve a tree;
4. Indicating that the Town may remove trees at their discretion;
5. Section 2 has been changed such that smaller trees may be accepted at the discretion of the Town, and;
6. Updating the policy with the new policy template.

The proposed changes are highlighted in yellow on the attached draft policy.

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

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ENVIRONMENTAL IMPLICATIONS:** One tree can take in and store more than one ton of carbon dioxide in its lifetime. Planting trees is a key measure to reducing the human impact on global climate change.





**COMMITTEE OF THE WHOLE**

**CDR# 2024020**

**Date: March 18, 2024**

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

**ALTERNATIVES:**

1. Direct staff to make additional changes to the policy.
2. Do not approve the proposed amendments to the policy.

**ATTACHMENTS:** Tree Planting on Town Lands Policy (64000-01)

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Report prepared by: Aaron Bourgeois, Director of Operations

Report and Financial approved by:



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**TITLE: TREE PLANTING ON TOWN OWNED PROPERTY POLICY**  
**SECTION: PARKS MANAGEMENT**  
**POLICY NO: 64000-01**

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**APPROVAL DATE:**

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

### **PURPOSE**

The purpose of this policy is to set a standard for planting trees by **individuals or** community groups on all Town owned or leased properties.

### **POLICY STATEMENT**

Planting of new tree/s will be as follows:

1. Community groups or individuals wishing to plant tree(s) on Town lands must make a request in writing to the **Recreation Director Director of Operations**. This request must indicate purpose of planting, species of tree and location. (See Schedule A - REQUEST FORM.)
2. Tree(s) ~~shall~~ **should** be a ~~caliber~~ **caliper** not less than 40mm (1.5 inches) in diameter, and not less than 2.5 meters (8 feet) in height. **Trees of a smaller diameter or height will be considered on a case-by-case basis.**
3. **The Director of Operations must approve the final location of the tree(s) to be planted. Some locations may not be suitable for trees given the existing or potentially planned use of public spaces by the Town.**
4. **Trees may be removed at the sole discretion of the Town at any time.**
5. Tree/s must meet Nova Scotia Power Tree Zones for power lines:” Right Tree, Right Place”.
6. Trees shall be No.1 grade in accordance with the Canadian Standards for Nursery Stock.
7. Trees are to be planted no closer than 3 meters from utility **poles poles**, water shutoffs, sewer laterals, or **under-ground underground utilities** and no closer than 5 meters from a fire hydrant.
8. Community groups or individuals wanting to have members of Council present at planting ceremonies, must contact the **Executive Office Clerk’s Office** (Town Hall) for scheduling.

**TITLE: TREE PLANTING ON TOWN OWNED PROPERTY POLICY**  
**SECTION: PARKS MANAGEMENT**  
**POLICY NO: 64000-01**

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9. The **Recreation Operations** Department will, if requested in writing, purchase suitable trees on behalf of community groups or individuals on full cost recovery basis.

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**TITLE: TREE PLANTING ON TOWN OWNED PROPERTY POLICY**  
**SECTION: PARKS MANAGEMENT**  
**POLICY NO: 64000-01**

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**SCHEDULE A – REQUEST FORM**

NAME OF ORGANIZATION OR INDIVIDUAL: \_\_\_\_\_

\_\_\_\_\_

PURPOSE OF TREE PLANTING: \_\_\_\_\_

\_\_\_\_\_

LOCATION REQUESTED: \_\_\_\_\_

\_\_\_\_\_

TYPE OF TREE(S) REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Must meet Nova Scotia Power's "Right Tree, Right Place" requirements.

<http://www.nspower.ca/en/home-for-my-home/tree-trimming-and-removal/tree-planting.aspx>

<https://www.nspower.ca/customer-service/treetrimming>

REQUEST RECREATION DEPARTMENT PURCHASE SUITABLE TREE(S) ON FULL COST  
RECOVERY BASIS: YES  NO

REQUEST MEMBERS OF COUNCIL ATTEND PLANTING CEREMONY: YES  NO

DATE AND TIME OF PLANTING CEREMONY (if applicable): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**TITLE:** TREE PLANTING ON TOWN OWNED PROPERTY POLICY  
**SECTION:** PARKS MANAGEMENT  
**POLICY NO:** 64000-01

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Responsible for ensuring that the policy is reviewed regularly for relevancy .

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Housekeeping amendments and new policy template	Director of Operations, Bourgeois	Council	

## MINUTES REFERENCE DATE

June 26, 2006

June 22, 2015

# MEMO

To: Mayor Kogon and Members of Council  
From: Aaron Bourgeois, Director of Operations  
Date: March 18, 2024  
Re: Sidewalk and Curb Construction Policy

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The purpose of this policy is to define the materials to be used for sidewalk and curb construction or maintenance. The policy addresses 3 focus areas;

- New sidewalk construction
- Repair of existing sidewalks, and
- New curbs

The majority of our sidewalks are concrete however, there are also asphalt sidewalks throughout the town and interlocking brick paver sidewalks in the downtown core.

A public consultation undertaken by the Accessibility Advisory Committee from May to October 2022 found the majority of respondents identified sidewalks as a barrier to accessibility. With sidewalks being identified as the greatest barrier to accessibility, staff are recommending Council refer the Sidewalk and Curb Construction Policy to the Accessibility Advisory Committee for review. Following a review by the committee, staff will present council the amended policy for their consideration.

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**DEPARTMENT:** OPERATIONAL SERVICES

**TITLE:** **SIDEWALK / CURB CONSTRUCTION POLICY**

Minutes reference date: 25 June 2007

Revision Date: 29 June 2010

---

**PURPOSE:**

The purpose of this policy is to define materials to be used for sidewalk and curb construction or maintenance.

**POLICY STATEMENT:**

Sidewalk construction is an important part of the Town of Amherst infrastructure. Materials used in the construction of all new sidewalks in the Town of Amherst will be recommended by staff, and reviewed and approved by Amherst Town Council during the capital budget process.

**1. New Sidewalk Construction**

Materials used in the construction of all new sidewalks in the Town of Amherst will be recommended by staff and reviewed and approved by Amherst Town Council during the capital budget process.

**2. Repair of Existing Sidewalks**

Existing concrete, asphalt or interlocking brick paver sidewalks will be repaired using the same materials used in the original construction.

Construction material for replacement of entire sections of sidewalks (i.e. between two parallel streets) shall be at the discretion of Council.

**3. New Curbs**

All new curbs will be concrete with barrier curbs required on arterial streets to provide safety relative to higher speed traffic. Roll over curbs will be installed on local and collector streets except at tee intersections and sharp corners where barrier curbs will be used to reduce the possibility of vehicles sliding into the sidewalk.

# MEMORANDUM

TO: Mayor Kogon and Members of Council  
FROM: Sharon Bristol, Director, Community Living  
DATE: March 18, 2024  
SUBJECT: In the Works Presentation

The “In the Works” Social Enterprise made a presentation to Amherst Town Council in November 2023. During the presentation they outlined the need for and services provided for those in addiction recovery. They are asking Amherst Town Council to support the further development of the program by granting funding in the amount of \$75,000 for an Executive Director position. The Poverty Reduction Advisory Committee met on February 21, 2024 and reviewed the presentation. The following motion was made.

20240221 PRAC meeting:

**Moved By Trina Clarke**

**Seconded By Lynne Welton**

**That the Poverty Reduction Advisory Committee recommends Council direct the CAO to discuss a collaborative funding arrangement with the CAO of the Municipality of the County of Cumberland to provide funds for In The Works to hire an Executive Director, and further, that this funding arrangement be made for one year and stipulate that In The Works be responsible for funding the position in subsequent years.**

**Motion Carried**

YEARLY BUDGET

3/12/2024

Projected Operational Budget for 2023-2024

Expense	Funder	Category	Cost	Income2	Difference (\$)	Difference (%)	Funding Status
Facility	Mental Health Foundation of NS, ACOA	Operational	\$ 42,000.00	\$ 21,000.00	\$ 21,000.00	50%	MHFNS: Submitted (4,576), ACOA: Partnering (<16,424),
Telecommunications	Atlantic Canada Opportunities Agency	Operational			\$ -		ACOA: Partnering
Insurance	NSCC Wage Subsidy	Operational	\$ 3,700.00	\$ 3,700.00	\$ -	0%	Overage from NSCC wage subsidy; approved for
Food	Community Health Board, Food to Improve Your Mood	Programming	\$ 4,000.00	\$ 4,000.00	\$ -	0%	CHB: Submitted (2,000) FIYM: Received (2,000); ongoing
Program Supplies	Mental Health Foundation of NS	Programming	\$ 5,000.00	\$ 5,000.00	\$ -	0%	
Executive Director (salary, including MERC)	Town of Amherst	Operational	\$ 75,000.00		\$ 75,000.00	100%	T.A.: Submitted
Quality Assurance Advisor (salary)	Town of Amherst	Development	\$ 15,000.00		\$ 15,000.00	100%	T.A.: Submitted
Program Coordinator (salary)	Mental Health Foundation of NS	Operational	\$ 7,924.00	\$ 7,924.00	\$ -	0%	MHFNS: Submitted (7,924); starting part-time, growing to full-
Participant Supports and Transportation	Mental Health Foundation of NS	Programming	\$ 5,000.00	\$ 5,000.00	\$ -	0%	
Administrative Costs	Mental Health Foundation of NS	Programming	\$ 2,000.00	\$ 2,000.00	\$ -	0%	
Communication	Mental Health Foundation of NS	Programming	\$ 500.00	\$ 500.00	\$ -	0%	
	Rent/Leased Space	Income		\$ 21,000.00	\$ (21,000.00)		Share space with partner (integrated services and revenue)
Technical Set-Up (laptop)	Firefighters Association	Development	\$ 1,200.00	\$ 1,200.00	\$ -	0%	FFA: Received
Yard Development	Christie Foundation	Development	\$ 16,000.00	\$ 16,000.00	\$ -	0%	CF: Received
Start-Up Capacity Building	Building Vibrant Communities Grant	Development	\$ 29,500.00	\$ 29,500.00	\$ -	0%	Capacity Building for pilot program and establishment
Wage Subsidy for Participants	Move to Work Grant	Programming			\$ -		Renewable funding source for wage subsidies; ongoing
	United Way	Programming			\$ -		Future funding source
	Rural Communities Foundation of Nova Scotia	Programming			\$ -		Future Funding source with multiple grant opportunities
	Social Enterprise Projects	Income			\$ -		Projects will generate revenue when program implements
	Fundraising (Board driven)	Income			\$ -		Initiativies, as permitted
	ScotiaRISE (Scotiabank) Program	Other			\$ -		Future partership opportunity
	Laptop Program	Other			\$ -		Funding source for participant technology
<b>Total expenses</b>			<b>\$ 206,824.00</b>	<b>\$ 116,824.00</b>	<b>\$ 90,000.00</b>	<b>43.52%</b>	

## Category Lookup

Category
Operational
Programming
Development
Income
Other

# MEMORANDUM

TO: Mayor Kogon and Members of Council  
FROM: Sharon Bristol, Director, Community Living  
DATE: March 18, 2024  
SUBJECT: Basic Income Guarantee

---

As a result of the Atlantic Mayors Congress resolution passed in June 2022, in September of that year, Amherst Town Council passed a motion to have the Mayor send a letter of support to the Prime Minister on Basic Income Guarantee. The letter is attached to this memo.

**Moved By Councillor Landry**

**Seconded By Councillor Davidson**

**That Council direct staff to prepare a letter to senior governments advocating for a guaranteed basic income for citizens and authorize the Mayor to sign on Council's behalf.**

**Motion Carried**

In February 2024 the Poverty Reduction Advisory Committee heard a presentation from Elizabeth (Mandy) Kay-Raining Bird the chair of Basic Income Nova Scotia. In addition to this the Mayor, Councillor Landry and staff also attended a local Basic Income Guarantee workshop in Springhill hosted by the United Way and Community Health Boards. Furthermore, the following motion made at the February Committee of the Whole:

**1.6 Poverty Reduction Advisory Committee**

**Moved By Deputy Mayor Fawthrop**

**Seconded By Councillor Landry**

**That further to the Basic Income Guarantee presentation given to the Poverty Reduction Advisory Committee, the CAO be directed to provide further information at the March Committee of the Whole regarding a Council resolution in support of the Basic Income Guarantee to be included in the Nova Scotia Registry of municipalities that support this initiative.**

**Motion Carried**

Should Council wish to register the Town's support for a Basic Income Guarantee with the Basic Income Nova Scotia Society Municipal Registry, the following motion would be in order:

**That the Town of Amherst register the September 2022 letter of support for a Basic Income Guarantee with the Basic Income Nova Scotia Society to ensure our support is included with the other municipalities.**



October 18, 2022

Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON  
K1A 0A2

Dear Prime Minister Trudeau,

At a recent Atlantic Mayors Congress meeting a Resolution was passed advocating for a National Guaranteed Livable Basic Income. Due to the growing crisis of available affordable housing and rising food and energy costs the impacts of poverty have put considerable unsustainable pressure on our limited resources to deliver necessary public services and social supports as we struggle to keep up with downloaded responsibilities.

The resolution is as follows:

#### **Atlantic Mayors Congress 2022 Guaranteed Livable Basic Income RESOLUTION**

WHEREAS, the growing social crisis and impacts of poverty have downstream effects on municipalities, putting unsustainable pressure on their limited resources to deliver necessary public services and social supports as they struggle to keep up with downloaded responsibilities.

WHEREAS, Basic Income addresses key social determinants of health, such as income and housing, it can alleviate pressures on municipalities to address poverty and fill gaps in social supports, such as shelter, housing, food security and mental health. Research and pilots shows that when people have a sufficient and secure income their mental and physical health improves; they have the capacity to secure more affordable, suitable, and safe housing, childcare, healthy food, and transportation; and poverty rates decrease.

WHEREAS, the provision of a guaranteed livable basic income would benefit individuals, families and communities and protect the most vulnerable in society, it would also support community resilience by facilitating the transition to a local economy that responds to the climate crisis and other major challenges. Evidence shows that a federally funded basic income that improves people's financial stability is possible, as successful income transfer programs already exist in Canada for seniors (Old Age Security and the Guaranteed Income Supplement) and parents (Canada Child Benefit (CCB)).

THEREFORE, be it resolved that the Atlantic Mayors Congress write a letter to the Prime Minister, Atlantic Members of Parliament, and Premiers of New Brunswick, Prince Edward Island, Newfoundland and Labrador, and Nova Scotia, calling on these orders of government to implement a Guaranteed Livable Basic Income to eradicate



poverty and homelessness, and ensure everyone has sufficient income to meet their basic needs.

As Mayor of the Town of Amherst I am in full support of this resolution and call on you to act on this request.

Yours truly,

A handwritten signature in blue ink, appearing to read 'DKogon', is written over the text 'Yours truly,'.

Mayor David Kogon, MD  
Town of Amherst, NS

# MEMORANDUM

To: Mayor Kogon and Members of Council  
From: Sharon Bristol, Director, Community Living  
Date: March 18, 2024  
Subject: Attendance Administration Policy Review

---

At a recent meeting of the Inclusion, Diversity and Equity meeting the Town of Amherst Attendance Administration Policy was reviewed. As the discussion proceeded it became apparent to the committee members that there were significant changes needed to bring the policy up to date. The following motion was made:

**Moved By Jolene Gouchie  
Seconded By Victoria Vance**

**That the Inclusion, Diversity and Equity Committee recommend to Council that the Town of Amherst Attendance Administration Policy be repealed, and further that staff create a new policy through more of a supportive lens.**

**Motion Carried**

As the existing policy cannot be repealed until a new policy is approved, staff are **recommending that the Director of HR develop a new Attendance Administration Policy to bring to council for consideration no later than June Committee of the Whole.**

# MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council

From: Councillor Hal Davidson

Date: March 18, 2024

Subject: Stadium Netting

---

The netting surrounding the main floor of the Amherst Stadium has been in place for several years and currently is extremely distracting when viewing events. In fact, it is a visual impediment for televising events (you can't properly see the corners) and prevents community beneficial promotional activities such as the teddy bear/mitten toss. It has weathered and become very dark.

Contrary to popular opinion, it is my understanding that it is not in place for insurance purposes. I've worked as a scout for several years throughout most of the Maritime facilities and it's definitely not a requirement at all arenas where sports are played. In fact, our main floor (ice surface) has at least seven (7) feet of plexiglass in addition to the boards which adequately provides safety for persons viewing events.

I'm recommending removal of the netting from the sides only. The end zones should stay in place providing protection for fans, as they are in all arenas, for fans where shots are taken. Furthermore, it provides options for fans to sit who choose not to sit along the sides.

In light of the above, I would move that staff prepare a report for the April 2024 Committee of the Whole with a recommendation regarding the removal of the Amherst Stadium side netting.



# AMHERST POLICE DEPARTMENT

21 HAVELOCK ST. • AMHERST, N.S. B4H 0E5 • (902) 667-8600 • FAX: (902) 667-0268

## MEMO

To: Mayor and Members of Council

From: Dwayne Pike, Chief of Police/Traffic Authority

Date: 2024-03-18

RE: Accessible Parking, Downtown

On March 7<sup>th</sup>, 2024 during Capital Budget presentations, Council put forward a motion that the Town of Amherst Traffic Authority review accessible parking in the downtown area adjacent to Amherst Town Hall.

Planning accessible parking appropriately is an essential part of providing a service to the public. In 2022, 27.0% of people 15 years of age or older were considered disabled, with 10.6% of the population struggling with a mobility-related disability<sup>1</sup>.

In 2021, Halifax Municipality grappled with the issue of accessible parking design and planning as existing guidelines did not exist. This prompted the drafting of a report (See Appendix A) that researched the issues relating to accessible parking. The report took into consideration several issues that include disability statistics and variables that impact location suitability for accessible parking (running/cross slope, curb length, obstructions, etc). The research noted that generally in North America, the ratio of accessible parking spots to regular parking spots is normally 1 in 25, or between 2-4% of parking spots. The resulting guidelines suggested that the number of accessible parking spots would vary depending on the location. For example, in commercial areas, churches, parks, etc, 1 in 25 spots would be accessible parking. In business districts, schools or government services, 2 in 25 would be reserved for accessible parking. In areas where there were hospitals, accessible parking would take up between 1 and 4 in 25 parking spaces. These would all be within 50 meters of the noted facilities.

<sup>1</sup> New Data on Disability in Canada, 2022: Retrieved from <https://www150.statcan.gc.ca/n1/pub/11-627-m/11-627-m2023063-eng.htm#>

Accessible parking also requires proper signage that is not obstructed (verticals signage) along with curb access ramp.

In reviewing the area immediately adjacent to town hall, there are 4 accessible parking spots, all well within 50 meters of town hall: in front of the First Baptist Church, in front of CANSA, in front of the old Bank of Nova Scotia, and in front of the Royal Bank. Three of these accessible parking spots are located on Victoria Street between the Church Street intersection and the Havelock/Laplanche Street intersection. In this area, which includes commercial business, government services and churches, there are 15 parking spots, 3 of which are accessible. This is well above the recommendations that are found in the Halifax Municipality accessibility guidelines (20% vs 4-8%)

In light of this review and the number of accessible parking spaces that are currently available in the downtown core, my opinion is that there is no requirement, or need at this time to add additional accessible places, however, with the expectation that the percentage of our population that are considered disabled rises, we do need to keep in mind that the number of accessible parking spots may need to be increased. We will be reviewing these parking areas to ensure that appropriate signage is adjacent to each of the accessible parking spots.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'D. Pike', is positioned above the printed name.

Dwayne Pike  
Chief of Police/Traffic Authority

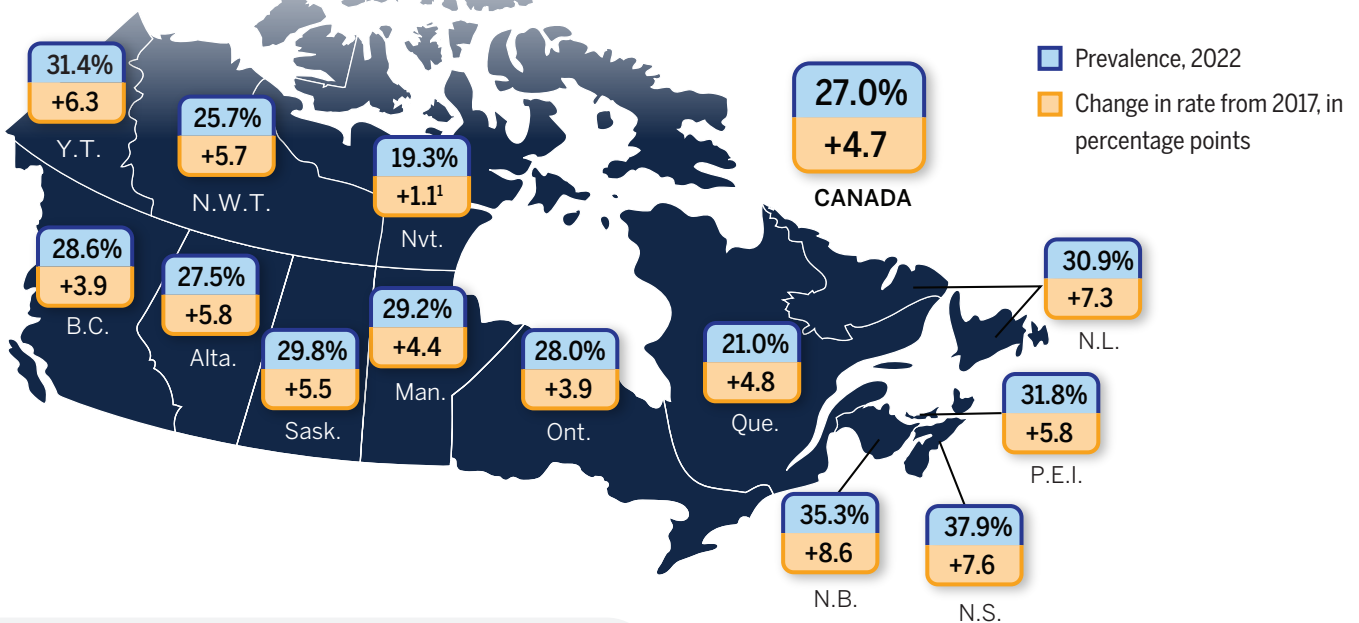
# NEW DATA ON DISABILITY

## in Canada, 2022

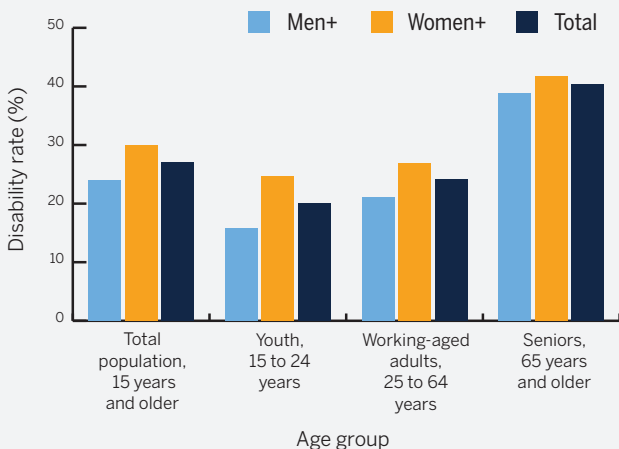
In 2022, **27.0%** of Canadians aged 15 and older, or **8.0 million** people, had at least one disability. This represents an **increase of 4.7 percentage points** from 2017.



From 2017 to 2022, the disability rate rose in all provinces and most of the territories

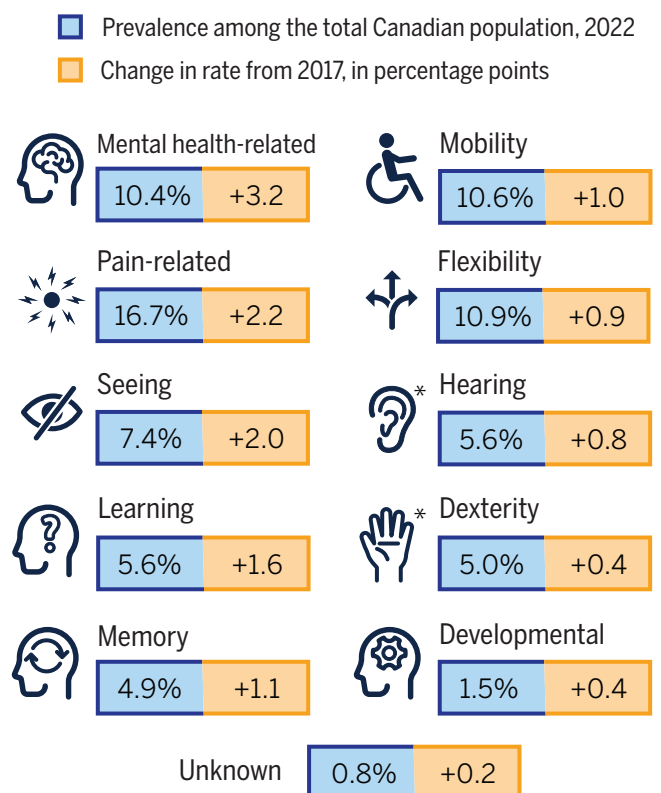


The disability rate increases with age. Growth of Canada's senior population between 2017 and 2022 contributed to the overall increase in the disability rate.



Women of all ages are more likely than men to have a disability<sup>2</sup>

From 2017 to 2022, **mental health-related, pain-related, and seeing** disabilities had the largest increases, contributing the most to the rise in the Canadian disability rate.



\*Updated image

<sup>1</sup> The change observed since 2017 is not statistically significant at a 5% significance level, meaning that it is likely due to sampling variability.

<sup>2</sup> The category "Women+" includes women and some non-binary persons, while the category "Men+" includes men and some non-binary persons. Given the small size of the non-binary population, data aggregation to a two-category gender variable is most of the time necessary to protect the confidentiality of the responses provided.

Source: Statistics Canada, Canadian Survey on Disability, 2022.

ISBN: 978-0-660-68707-0 | Catalogue number: 11-627-M

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about 1.3% per year. But the number of people with disabilities has been predicted to be increased by 2.5% each year<sup>2</sup>.

In Nova Scotia, approximately 144,000 people aged 15 or older identify as having a disability, which makes it the largest percentage of any Canadian province. Nova Scotia also has the largest percentage of seniors over the age of 65 at 20 percent<sup>3</sup>, which is expected to increase to approximately 25 percent of the population by the year 2030<sup>4</sup>. Since the disability rates are higher in older adults, the number of disabilities will rise even higher as the population ages.

Halifax does not have any clear guidelines on how many accessible parking spaces the city requires, where these accessible parking spaces should be located, and what the best practices are to improve inclusion of individuals with disabilities. Provincial Guidelines have been discussed in the past, but there is still no recognized standard in Nova Scotia. The municipality needs a clear guideline on the required percentage of on-street parking spaces designated for accessible vehicles, where they should be located, and how much space should be allocated for each of the on-street accessible parking locations considering all the available factors for people with different types of disabilities.

## **DISCUSSION**

In the absence of direction from the Province of Nova Scotia regarding the creation of a province-wide set of Accessible Parking Guidelines, staff has compiled a comprehensive set of Guidelines to be used to help guide decisions surrounding On-Street Accessible Parking.

Staff began the process in 2019, completing several public engagement events and cross-jurisdictional scan to determine accepted best practices from across Canada. Through this effort, staff identified five key areas:

- Better Signage and Space Marking
- Consideration of Requirements
- Having Plentiful Spaces
- Developing a Formula
- Looking for Good Practices

The Accessible Parking Guideline is to be applied as the uniform standard for urban on-street accessible parking spaces within the Municipality. Whether accessible parking is requested for review and/or installation on a street block or it is assessed as part of the criteria within the limits of new construction or rehabilitation, the Accessible Parking Guideline should be followed to the greatest extent possible. The Guideline describes considerations for the two major use cases anticipated:

- Resolution of a citizen-generated request for new or improved on-street accessible parking
- Treatment of accessible parking as part of a major road or building construction project

Adherence to the guidelines as presented will create a more consistent experience for accessible parking permit holders. Users will be able not only to comfortably access and use the facilities, but also be confident that the spaces they find will be located optimally and designed appropriately.

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<sup>2</sup> The Conference Board of Canada: Retrieved from <https://www.conferenceboard.ca/press/newsrelease/2018/02/23/widespread-economic-benefits-to-be-gained-from-making-workplaces-more-accessible-for-people-with-disabilities?AspxAutoDetectCookieSupport=1>

<sup>3</sup> Statistics Canada (2017). Population by broad age groups and sex, percentage distribution (2016) for both sexes, Canada, provinces and territories, 2016 Census.

<sup>4</sup> Nova Scotia Department of Seniors. (2017). SHIFT: Nova Scotia's Action Plan for an Aging Population.

**FINANCIAL IMPLICATIONS**

It is anticipated that the recommendations incorporated in the Accessible Parking Design & Planning Guidelines can be implemented within existing budgetary constraints. If future capital expenditures for ramps are required, they will be submitted through the appropriate capital budget requests.

**COMMUNITY ENGAGEMENT**

The Accessible Parking Guidelines started with four public engagement sessions in April 2019. In addition to the engagement sessions, Halifax Regional Municipality (HRM) hosted an online survey through the Shape Your City website. This guideline draws on the recommendations made by residents of HRM to create one reference document. The key issues identified through public engagement and the online survey included:

- Increase number of accessible spaces
- Development of a formula or ratio of number of accessible spaces
- Better signage and marking of accessible spaces
- Better management/enforcement of existing accessible spaces
- Development of best practices in consideration of requirements of different vehicle needs and proximity to destinations

These recommendations have been incorporated into the guideline.

**ATTACHMENTS**

A. Accessible Parking Design & Planning Guideline

---

A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Jeff Nephew, P.Eng., Senior Advisor, Parking Services 902.222.4180

**- original signed -**

Report Approved by: Victoria Horne, Director, Parking Services 902.292.8434

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# Accessible Parking Design & Planning Guideline

**PARKING SERVICES**

June 2021 DRAFT

DRAFT

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## 1.0 INTRODUCTION

The Accessible Parking Guidelines started with four public engagement sessions in April 2019. In addition to the engagement sessions, Halifax Regional Municipality (HRM) hosted an online survey through the [Shape Your City website](#). This guideline draws on the recommendations made by residents of HRM to create one reference document. The key issues identified through public engagement and the online survey included:

- Increase number of accessible spaces
- Development of a formula or ratio of number of accessible spaces
- Better signage and marking of accessible spaces
- Better management/enforcement of existing accessible spaces
- Development of best practices in consideration of requirements of different vehicle needs and proximity to destinations

These recommendations have been incorporated into the guideline through the creation of an on-street accessible parking ratio table (see [Table 1: On-Street Accessible Parking Space Ratio Requirements](#)), a guide for placement (see [Section 4.2](#)), and design standards for different vehicle sizes (see [Section 4.3](#) and [Section 4.4](#)). Changes to marking of accessible spaces may reduce illegal parking in these spaces (see [Section 4.5](#)). Infraction complaints of accessible parking spaces are treated as safety infractions and as such receive higher priority for enforcement.

This guideline was developed to provide uniformity in the placement, features and installation of on-street accessible parking spaces by municipal staff, developers, consultants and contractors within the Halifax Regional Municipality (The Municipality). In addition to these guidelines an interactive map was published to the On-Street Accessible Parking webpage<sup>1</sup> in Spring 2020. Residents are able to view the characteristics of the space by selecting the accessible icon in the chosen location. The data includes the number of spaces, time limit, obstructions, and surface material.

This guideline will meet the vision for Access by Design 2030<sup>2</sup> in priority areas of creating standards in relation to the built environment and transportation infrastructure. The guideline will help achieve the goal outlined in the Integrated Mobility Plan<sup>3</sup> to play a more active role in ensuring accessible parking is meeting the needs of the community. Key considerations for design have been based on the Municipality's public consultant on Accessible Parking in 2019, documents created by other jurisdictions within North America, including the Canadian Standards Association.<sup>4</sup>

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<sup>1</sup> Halifax On-street Accessible Parking <https://www.halifax.ca/transportation/parking/street-accessible-parking>

<sup>2</sup> Access by Design 2030 <https://novascotia.ca/accessibility/access-by-design/access-by-design-2030.pdf>

<sup>3</sup> Integrated Mobility Plan [https://www.halifax.ca/sites/default/files/documents/about-the-city/regional-community-planning/IMP\\_report\\_171220-WEB.pdf](https://www.halifax.ca/sites/default/files/documents/about-the-city/regional-community-planning/IMP_report_171220-WEB.pdf)

<sup>4</sup> National Standard of Canada CSA B651-18 Accessible design for the built environment <https://www.csagroup.org/wp->

## 2.0 SCOPE

### 2.1 PURPOSE

The main objective for creating this guideline is to provide criteria for barrier-free design of on-street accessible parking in Halifax Regional Municipality that allows equal access for people with disabilities to sites within the Municipality. The number of required on-street accessible parking spaces reflects on our greater need here in Nova Scotia as the province has the highest percentage of persons with a disability in Canada.<sup>5</sup>

Prior to this guideline HRM had no formal document used in design of accessible on-street parking. The purpose of the document is to evaluate new accessible parking spaces and reassess accessible parking spaces that were installed prior to June 2021 with a consistent criterion. Reassessment of existing accessible parking will start in highly utilized areas first and areas undergoing street and sidewalk rehabilitation, with the goal of having all non-residential accessible parking spaces reviewed by 2030.

### 2.2 APPLICATION

The Accessible Parking Guideline is to be applied as the uniform standard for on-street accessible parking spaces on urban streets within the core area of the Municipality which are installed to access businesses, institutions and government services. Whether accessible parking is requested for review and/or installation on a street block or it is assessed as part of the criteria within the limits of new construction or rehabilitation, the Accessible Parking Guideline should be followed to the greatest extent possible. Centre Plan Land Use Designations<sup>6</sup> that may be encompassed in the areas of review include:

- CEN Centre Designation
- COR Corridor Designation
- D Downtown Designation
- HR Higher-Order Residential Designation
- IE Institutional Employment Designation
- PCF Parks and Community Facility Designation

The number and placement of designated accessible parking spaces shall be in accordance with [Section 4.0 Design Parameters](#).

#### *Accessible Parking Signage Requests*

The guideline applies to review and/or installation of on-street accessible parking signage requests from a private citizen, business or Business Improvement Districts that is required in the absence of other municipal works. Construction of new pedestrian ramps and concrete

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<content/uploads/B651-18EN.pdf>

<sup>5</sup> Canadian Survey on Disability, 2017: Data Visualization Tool <https://www150.statcan.gc.ca/n1/pub/71-607-x/71-607-x2019035-eng.htm>

<sup>6</sup> Note: Designations as shown in Centre Plan Package B Halifax Regional Centre Secondary Municipal Planning Strategy Map 2 Urban Structure

landings are not possible in this scenario; therefore, accessible spaces should be placed to utilize existing ramps. These accessible parking spaces are to be upgraded when concrete civil works are undertaken adjacent to the parking space and should be completed to meet the Access by Design 2030 deadline.

#### *New Construction and Infrastructure Rehabilitation*

The guideline applies to installation of accessible parking spaces in combination with either new construction or rehabilitation within the street right-of-way that involves concrete civil works, such as curb or sidewalk installation adjacent to on-street parking facilities. Existing accessible parking spaces should be upgraded as opportunity arises in conjunction with capital road or sidewalk rehabilitation projects and property redevelopments.

### **2.3 DIMENSIONS**

Dimensions are given in SI metric units. Dimensions that are not stated as “maximum” or “minimum” are absolute. Dimension shall be measured from centreline.

### **2.4 FIGURES**

Figures are not to scale and should be used for text dimension and illustrative purposes.

### **2.5 TERMINOLOGY**

In this guideline, “shall” is a requirement that must be met. “Should” is a recommendation of this guideline but is not a requirement. The use of “may” is to include an option.

## **3.0 SITE ASSESSMENT**

### **3.1 NUMBER OF PARKING SPACES**

Where on-street parking is allowed on the street block and where the parking is regulated by signage or metered by parking pay stations a minimum number of parking spaces must be accessible and comply with the dimensional requirements for accessible parking spaces. Where this parking is not marked by pavement markings, each 6.7 metres<sup>7</sup> of the street block should be counted as one parking space except the first and last space in any row, which may have a minimum length of 5.5 metres<sup>8</sup> for determining the minimum number of accessible parking spaces required.

Many of Canadian and U.S. cities have policies to facilitate a minimum of one accessible parking space for every 25 parking spaces on the block perimeter up to 100 spaces. For every additional 50 parking spaces on the block perimeter between 101 and 200 spaces, additional

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<sup>7</sup> LUB Downtown Halifax 14(2)(e) <https://www.halifax.ca/sites/default/files/documents/about-the-city/regional-community-planning/DowntownHalifax-LUB-Eff-20Nov07-Case21162-TOCLinked.pdf>

<sup>8</sup> Note: Special consideration for parallel spaces. Edmonton Zoning Bylaw 12800 54.1 General On-site Parking and Loading Requirements 5.c.vi) [https://webdocs.edmonton.ca/infraplan/zoningbylaw/zoningbylaw/Part1/Development/54\\_1\\_General\\_On-Site\\_Parking\\_and>Loading\\_Requirements.htm](https://webdocs.edmonton.ca/infraplan/zoningbylaw/zoningbylaw/Part1/Development/54_1_General_On-Site_Parking_and>Loading_Requirements.htm)

accessible parking spaces are required and determined in relation to the context of the street. On average this can vary between 2-4% of available parking.

### 3.2 STREET CONTEXT

The predominant land use in the area will influence the number of accessible parking spaces on a given street block and will influence the location they are installed. Mixed residential/commercial areas will require less accessible spaces than educational institutions, shopping areas, and medical centres. Other accessible spaces will only be required specific days of the week to access religious services. Identify potential destinations within a 100-metre distance from either end of the block that is under review.

### 3.3 DATA COLLECTION

#### *Cross-Section Widths*

Placement of accessible parking spaces will be restricted in locations where there is not adequate street width or lane width. Measurement of street width should be taken from a minimum 10 metre offset from the intersection at both ends of a block if no lane lines are present. Widths shall be measured from face of curb to face of curb. When painted lane lines are present, lane widths should be measured from face of curb to centre of painted lane line. If there is a protected bicycle lane on-street, measurements should be taken of the buffer between the bike lane and parking/travel lane as this can not be included in the lane width as parking is not permitted in bike lanes.

As streets continue to narrow, it is important to consider if larger vehicles regularly travel two-way on the street block under review as the parking lane width for an accessible parking space is wider than typical parking. In these situations, neither lane width should be minimized. Refer to [Municipal Design Guidelines](#)<sup>9</sup> for minimum travel lane widths.

Sidewalk and boulevards adjacent to parking areas under investigation for accessible parking should be measured from face of curb to front of sidewalk and back of sidewalk. Measurements should also be taken from face of curb to any other obstructions within the right-of-way adjacent to accessible parking to ensure clear space requirements can be met.

#### *Running Slope and Cross Slope*

Street running slope and cross slope are required to determine suitability of location for accessible parking. Measurements of slope should be taken in the same locations offset from the intersection at both ends of a block as width measurements were taken. Sidewalk and boulevard running slope and cross slope should be measured as there are areas where they do not match on-street slopes.

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<sup>9</sup> Municipal Design Guidelines (Red Book) <https://www.halifax.ca/transportation/streets-sidewalks/municipal-design-guidelines-red-book>

### *Curb Length*

Accessible parking shall be located in a manner that is in compliance with the Motor Vehicle Act of Nova Scotia<sup>10</sup>. Clearance lengths from intersections, crosswalks, and fire hydrants should be measured to ensure parking is not placed within restricted areas. Existing sign posts, utility poles and streetlights upon which signage can be placed should be identified and measured to determine minimum lengths are achieved.

Total available parking curb length per block should be measured in order to determine the number of available parking spaces.

### *Obstructions*

Locations of obstructions within 2.4 metres parallel to curb that could impede the opening of a door, the deployment of a ramp or safe passage of a user of accessible parking shall be identified in site notes. Street furniture should not obstruct the door opening of the vehicle. Potential accessible parking locations with obstructions should only be considered if the obstruction can be easily relocated to allow clear space when exiting the vehicle or if no other suitable location is available within 100m of destination.

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<sup>10</sup> [Motor Vehicle Act - Nova Scotia Legislature](#)

## 4.0 DESIGN PARAMETERS

The site data collected shall be used to determine the number of accessible parking spaces required, the placement on-street and any changes needed to signage placement or curb access in order to accommodate the minimum dimension requirements.

The objective of design parameters outlined in the following sections is to increase the number of on-street accessible parking spaces that can be used by all vehicle types, whether it be regular vehicles such as cars, and SUV or vans with side or rear entry lifts or ramps. While it will not be feasible to create all spaces that can be used in all scenarios, care should be taken to design accessible parking that is available to most users.

### 4.1 ACCESSIBLE PARKING SPACES PER BLOCK

The total number of existing permissive standard on-street parking spaces shall be determined by the site assessment ([see Section 3.1](#)). Where the calculation of on-street parking results in a portion of a parking space, the fraction shall be rounded down to the nearest whole number. The number of designated parking spaces shall be in accordance with (Table 1: On-Street Accessible Parking Space Ratio Requirements).

*Table 1: On-Street Accessible Parking Space Ratio Requirements*

Total Number of Parking Spaces	Total Number of Required Accessible Parking Spaces by Destination		
	Mixed-Use Residential Commercial Buildings (HR) Religious Institutions (CEN, COR, D) Parks and Community Facility (PCF)	Business Districts (CEN, COR, D) Post-Secondary Educational Institutions (IE) Government Services (CEN, COR, D)	Hospital Institutions (IE) Medical Centres (CEN, COR, D) Rehabilitation Centres (CEN, COR, D, IE)
1-25	1	1-2	1-4
26-50	1-2	2-4	3-8
51-75	2-3	4-6	6-12
76-100	3-4	5-8	8-15
>100	1 extra accessible space for every 50 on-street parking spaces	1 extra accessible space for every 50 on-street parking spaces	1 extra accessible space for every 50 on-street parking spaces

## 4.2 LOCATION OF ACCESSIBLE PARKING

Placement of accessible parking on-street shall be determined by analysis of data collected in the site assessment. Obstructions adjacent to parking, ground surfaces, snow clearing, and curb can impact an accessible parking user's ability to access the sidewalk safely. Travel distances and barriers within the accessible route connecting the parking to the sidewalk should be minimized.

On-street accessible parking:

(a) shall be located within street block near accessible curb ramps and routes to walkways and sidewalks. Curb ramps should be at the rear end of the parking space to avoid the need to enter the travel lane to maneuver around other vehicles to access the sidewalk.<sup>11 12 13</sup>

(b) should be located where street cross-slope does not exceed 4 percent<sup>14</sup>.

(c) should be located where street/sidewalk running slope is less than 5 percent<sup>15</sup> and shall not exceed a maximum of 8.33 percent<sup>16</sup>.

(d) shall be located where the passenger side of the vehicle has access to an elevated sidewalk with a curb with no obstructions for most of the length of the space and a minimum clear space area of 2.4 m<sup>17 18</sup> by 2.4 m<sup>19</sup> with no obstructions at passenger side door locations.

(e) should, where intended to serve government services, hospital institutions, medical centres, rehabilitation centres, and/or religious institutions be located within 50 metres<sup>20</sup> of the location served.

(f) should, where intended to serve post secondary educational institutions and/or a business district, be located within 100 metres of the location served.

(g) should be located so the passenger side of the vehicle does not exit into a traffic lane.

(h) should be located such that the adjacent area is hard surface materials such as asphalt, pavers or concrete.<sup>21</sup>

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<sup>11</sup> <https://www.access-board.gov/prowag/chapter-r3-technical-requirements/#r30922-narrow-sidewalks>

<sup>12</sup> <https://www.access-board.gov/prowag/chapter-r3-technical-requirements/#r3094-curb-ramps-or-blended-transitions>

<sup>13</sup> National Building Code of Canada A-3.8.2.2

<sup>14</sup> Note: Recommended not steeper than 2% in CAN/CSA B651-18 8.3.3.2 however, matching 4% from new

<sup>15</sup> CAN/CSA B651-18 5.1.2a)

<sup>16</sup> Note: Running slopes that exceed 5% will be reviewed by Accessibility Advisor with maximum allowable to match ramp slopes permitted. CAN/CSA B651-18 5.5.1

<sup>17</sup> Note: Based clear space width from parking space on largest access aisle. <https://www.access-board.gov/ada/guides/chapter-5-parking/#van-space-wider-access-aisle>

<sup>18</sup> <https://www.access-board.gov/prowag/chapter-r3-technical-requirements/#r308111-dimensions>

<sup>19</sup> Note: Based clear space parallel to parking space on width of both front and back passenger side doors.

<sup>20</sup> Nova Scotia Building Code Regulations 3.8.3.4.(3)(c) [https://novascotia.ca/just/regulations/regs/bcregs.htm#TOC2\\_11](https://novascotia.ca/just/regulations/regs/bcregs.htm#TOC2_11)

<sup>21</sup> CAN/CSA B651-18 9.4.3a)

### 4.3 DIMENSIONS OF PARKING SPACE

Accessible on-street parking requires a wider than standard parking space to allow full extension of the door to exit the vehicle, the use of a mobility aid, or room for a service dog. The addition of a access aisle at the side or rear of the accessible parking space allows deployment of a lift or ramp from passenger side or rear of vehicle. When designating accessible parking for new construction or street/sidewalk rehabilitations, accessible on-street parking shall not be less than 2.6 m<sup>22</sup> in width and 5.5 m<sup>23</sup> in length with a 2.0 m<sup>24</sup> access aisle directly behind parking space. Under these conditions, 7.5 m of curb space where parking is permitted shall be counted as one accessible parking space.

When accessible parking signage installation occurs in the absence of sign post installation or other civil works:

- (a) the accessible parking should be placed at the beginning of the street block such that no vehicle is permitted to parking behind the accessible parking space or obstruct the path to the curb ramp. The no parking clearance that is required by the Motor Vehicle Act may be included in the 7.5 m length, so long as the designated space is a minimum of 5.5 m with no obstructions within 2.0 m behind the vehicle or,
- (b) where the accessible parking is required mid-block or at the end of the street block and the required 7.5 m length cannot be provided, the accessible parking space shall be 5.5 m and the rear access aisle may be reduced to 1.5 m<sup>25</sup> where 2.0 m is not feasible. If a minimum 1.5 m access aisle cannot be achieved, the location would not be suitable for an accessible parking space. Rear accesses aisle less than 2.0 m that have no obstructions or removable obstructions within the boulevard should be upgraded by 2030.

### 4.4 PARKING CONFIGURATIONS

#### *Parallel Parking*

On-street accessible parallel parking shall be in accordance with HRM standard details HRM193, HRM 194 and HRM 195, unless field conditions make it infeasible to meet requirements within 100m of destination or unachievable in retrofit situations where designation of the accessible space is being implemented with signage only.

An on-street access aisle shall not be required when distance from face of curb to street line is 4.5 metres<sup>26</sup> or less.

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<sup>22</sup> CAN/CSA B651-18 9.4.1a)

<sup>23</sup> CAN/CSA B651-18 Figure 72 Parallel accessible parking space

<sup>24</sup> CAN/CSA B651-18 9.4.1c)

<sup>25</sup> Note: Based on minimum pedestrian width. CAN/CSA B651-188.3.3.5a) and HRM standard detail HRM 49 [https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/TRANSPORTATION\\_PartB-StandardDetails.pdf](https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/TRANSPORTATION_PartB-StandardDetails.pdf)

<sup>26</sup> Note: ADA requirement is 4.3 m City of Newark, Ohio – On-Street Accessible Parking Policy [http://www.newarkohio.net/userfiles/files/Traffic/HandicapParkingPolicy\\_2018-02-12.pdf](http://www.newarkohio.net/userfiles/files/Traffic/HandicapParkingPolicy_2018-02-12.pdf)

### *Angled Parking*

On-street angled parking shall be in accordance with HRM standard detail HRM169. Where accessible parking is installed, a marked access aisle of a minimum 2.4 m<sup>27</sup> wide shall be provided adjacent to the accessible parking space. The access aisle shall be the full length of the accessible parking space and shall connect to a pedestrian access route. Two parking spaces are permitted to share a common access aisle.

## **4.5 PARKING DEMARCATION**

On-street accessible parking shall be identified by vertical accessible parking signage. Signage shall be compliant with the Traffic Sign Regulations made under the Motor Vehicle Act and shall have a maximum limit of 3 hours in areas identified in [Table 1](#) (residential signage does not require a time limit).

Unless otherwise determined by the Traffic Authority vertical signage shall be used to identify both the front and rear of the parking space.

## **4.6 CURB ACCESS RAMPS**

Where the accessible parking space is located mid-block or end of the block (approaching an intersection) the curb ramp shall be installed at the rear of the accessible parking space when no side access aisle is available and shall be within the limits of the parking space as defined by the vertical signage.

Accessible parking spaces located at the beginning of the block may use the pedestrian ramp located at the intersection. This shall be the preferred location for an accessible parking space when the right-of-way width cannot accommodate the installation of a curb access ramp with adequate clear space and the boulevard and sidewalk width is 4.5 m or less. If curb extensions obstruct access to the existing curb ramp, a curb ramp shall be installed with new construction and street/sidewalk rehabilitation. In the case of tactical curb obstruction, adjustments should be made to accommodate accessible pedestrian movement.

Curb ramps shall have tactile walking surface indicators<sup>28</sup> to provide colour contrast to differentiate between sidewalk and curb ramp and to provide a warning that it is an entrance to the street.

All pedestrian curb ramps shall be in accordance with the Municipal Design Guidelines (Redbook). An electronic copy and links to standard details other relevant documents can be found at <https://www.halifax.ca/transportation/streets-sidewalks/municipal-design-guidelines-red-book> .

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<sup>27</sup> <https://www.access-board.gov/prowag/chapter-r3-technical-requirements/#r3093-perpendicular-or-angled-parking-spaces>

<sup>28</sup> CAN/CSA B651-18 4.3.5.3.2, CAN/CSA B651-18 8.3.3.4.1

## 5.0 PARKING METERS AND PARKING PAY STATIONS

Operable parts of parking meters and parking pay stations that serve on-street parking spaces should comply with technical requirements and be accessible to users of all abilities. Displays and information should be visible, as per the requirements of the CSA Standard for Accessible Design for the Built Environment<sup>29</sup>, above the center of the clear space in front of the parking meter or parking pay station.

The ground surface of the accessible route to the parking meter or parking pay stations should be firm, and slip-resistant.<sup>30</sup>

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<sup>29</sup> CAN/CSA B651-18 8.6.10e)

<sup>30</sup> CAN/CSA B651-18 8.6.10c)

## APPENDIX A – GLOSSARY AND ACRONYMS

### GLOSSARY

Access Aisle: A space between parking spaces or between the accessible parking space and curb that allows persons to get in and out of their vehicle.

Accessible Parking Space: A parking space for the exclusive use of vehicle displaying an Accessible Parking Permit in accordance with the Nova Scotia Motor Vehicle Act.

Barrier-free: Design that enables access by people with or without a variety of physical abilities.

Boulevard: The part of the street right-of-way between the sidewalk and the curb, surfaced in grass or other vegetation (but when surfaced in hard materials like concrete or unit pavers is referred to as the ‘furnishing zone’).

Business District: Any portion of the Municipality where the majority of the land use is for business purposes.

Contractor: Any person who, for another person, carries out work or supplies labour for the alteration, construction, demolition, excavation, or development of land or a structure.

Core Area: means that portion of the Halifax Regional Municipality for which the Municipality has assumed responsibility for maintenance of public streets and is more particularly described in Agreement No. HRM - 01 between the Halifax Regional Municipality and the Minister of Transportation & Public Works which became effective on June 24, 1996;

Cross Slope: The slope that is perpendicular to the direction of travel (see running slope).

Clear Space: A barrier-free space between vehicle door opening and sidewalk allows persons to get in and out of their vehicle to access sidewalk.

Curb Ramp: A short ramp cutting through a curb or built up to it.

Curb Extensions: A treatment that increases the width of a sidewalk while also reducing the width of a street to shorten pedestrian crossing distance, improve visibility, reduce traffic speeds and improve off-street amenities. Curb extensions, which can be located on intersection corners as well as at mid-block, are commonly referred to as ‘bump-outs’ or ‘neck downs’.

Development: Includes any erection, construction, addition, alteration, replacement or relocation of or to any building or structure and any change or alteration in the use made of land, buildings or structures.

Halifax Regional Municipality (HRM): The Regional Municipality established by the Halifax Regional Municipality Act and includes the area over which that body corporate has jurisdiction.

Halifax Complete Streets Guideline: The current title of the Municipal Design Guidelines for Halifax Regional Municipality.

Land Use: The classification of the natural and built environment, as it exists or as prescribed by policy or regulation.

Mixed-use: Different activities and building occupancies that are arranged close to one another. These different uses may be located on the same site, in the same building or along the same street.

Municipality: The Halifax Regional Municipality, body corporate, as under the HRM Charter.

Protected Bicycle Lane: Bicycle lane separated from motor vehicle traffic with a physical barrier between the bicycle and motor vehicle lanes.

Right-of-way (ROW): public lands vested in the Municipality for street purposes.

Running Slope: The slope that is parallel to the direction of travel (see cross slope).

Sidewalk: The portion of a street between the curb line and Street Line or any part of a street specifically designated for pedestrian travel and separated from the travelled way.

Street: means a public street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith located within the core area.

Street Furniture: Permanently installed or temporarily placed furniture, including but not limited to benches, tables, chairs; receptacles for waste and recycling; bicycle racks; bollards, and other pieces intended for use by the public, but excluding newspaper boxes, mailboxes, traffic and utility poles, and smoking receptacles.

Street Line: The boundary of a street, also referred to as the edge of the right of way.

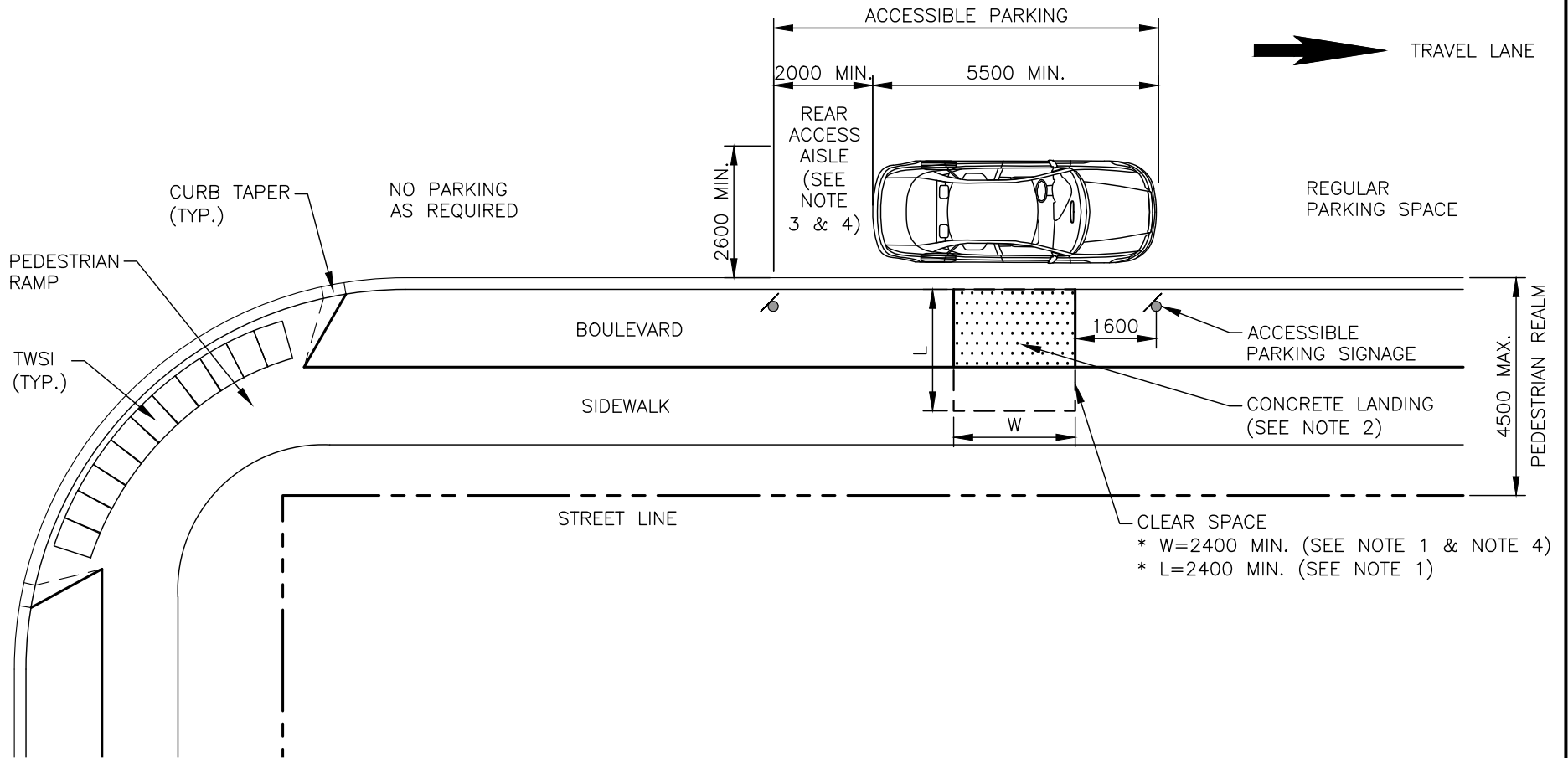
Tactile Walking Surface Indicator (TWSI): A textured ground surface feature to assist people who are visually impaired to navigate the surrounding environment.

Travelled way: The portion of a street in which vehicles travel.

Urban Street: An urban street is one which is characterized as having a paved travelled way, curbs, a piped storm sewer system, sidewalk and street lights.

## ACRONYMS

CEN	Centre Designation
COR	Corridor Designation
CSA	Canadian Standards Association
D	Downtown Designation
HR	Higher-Order Residential Designation
HRM	Halifax Regional Municipality
IE	Institutional Employment Designation
IMP	Integrated Mobility Plan
ISA	International Symbol of Accessibility
PCF	Parks and Community Facility Designation
ROW	Right-of-way
TWSI	Tactile Walking Surface Indicator



**NOTES:**

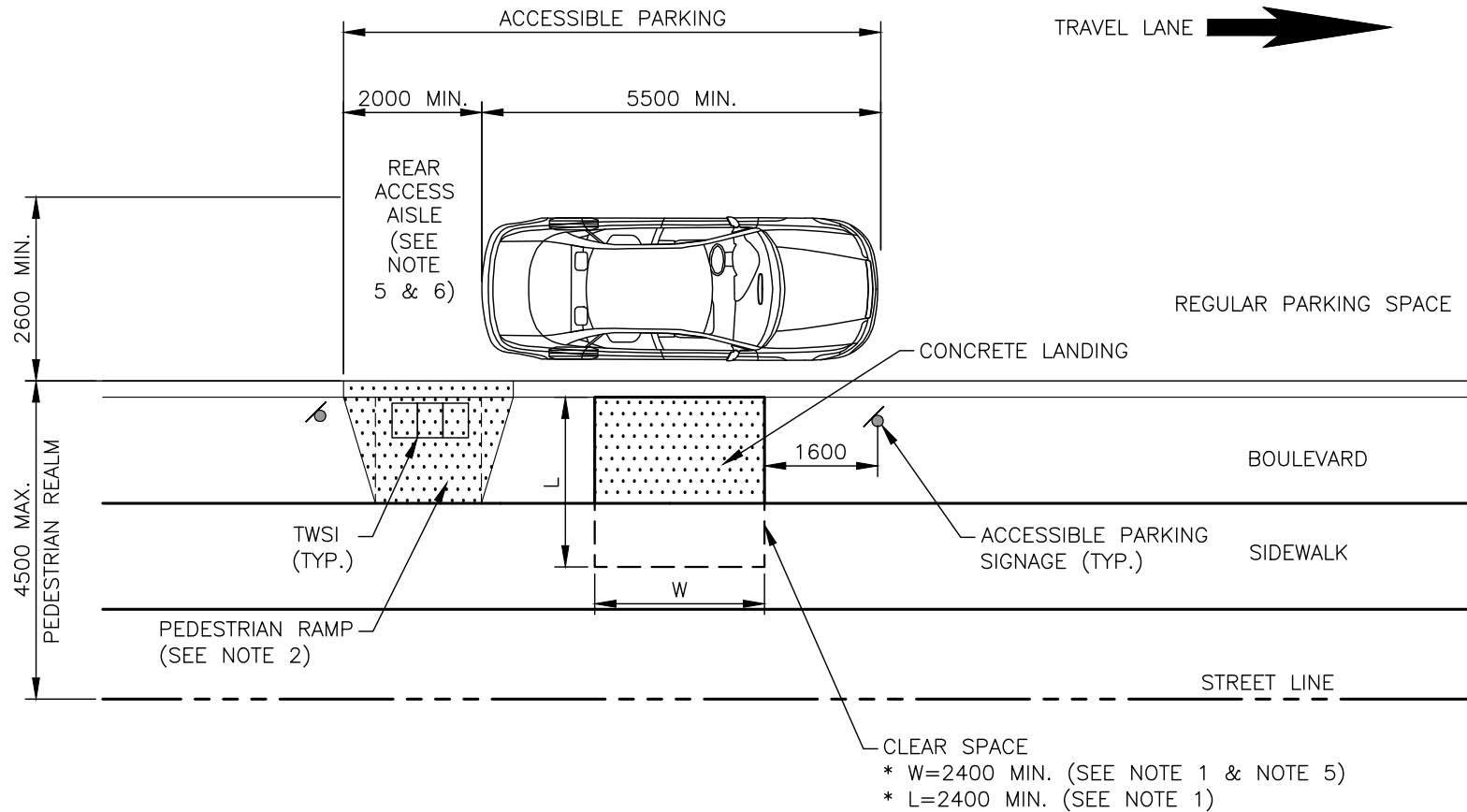
1. CLEAR SPACE SHALL BE PROVIDED WITH NO OBSTRUCTIONS AT PASSENGER SIDE DOOR LOCATIONS.
2. CONCRETE LANDING SHALL BE INSTALLED WITH NEW CONSTRUCTION, STREET/SIDEWALK REHABILITATION WHEN GRASS BOULEVARD SEPARATES PARKING AND ADJACENT SIDEWALK.
3. IN ABSENCE OF SIGN POST INSTALLATION, UNMARKED REAR ACCESS AISLE CAN BE REDUCED TO 1500 MIN WHERE 2000 MIN. IS NOT FEASIBLE.
4. IN RETROFIT SITUATIONS WHERE IT IS NOT TECHNICALLY FEASIBLE TO PROVIDE THE REQUIRED WIDTH FOR THE REAR ACCESS AISLE OR CLEAR SPACE LENGTH DUE TO TREE OR UTILITY POLE LOCATIONS, WIDTH MAY BE REDUCED TO 1500 MIN.
5. WHERE SIDEWALK ABUTS THE CURB THE ADJACENT SIDEWALK SHALL BE 2400 MINIMUM WIDTH.

# HALIFAX

**STANDARD DETAIL**

**ACCESSIBLE PARALLEL PARKING  
BEGINNING OF BLOCK –  
PEDESTRIAN REALM 4.5m OR LESS**

DATE:	2021	REFERENCE	APPROVED
SCALE:	NTS	<b>NEW</b>	FIG No.:
			<b>HRM 493</b>



**NOTES:**

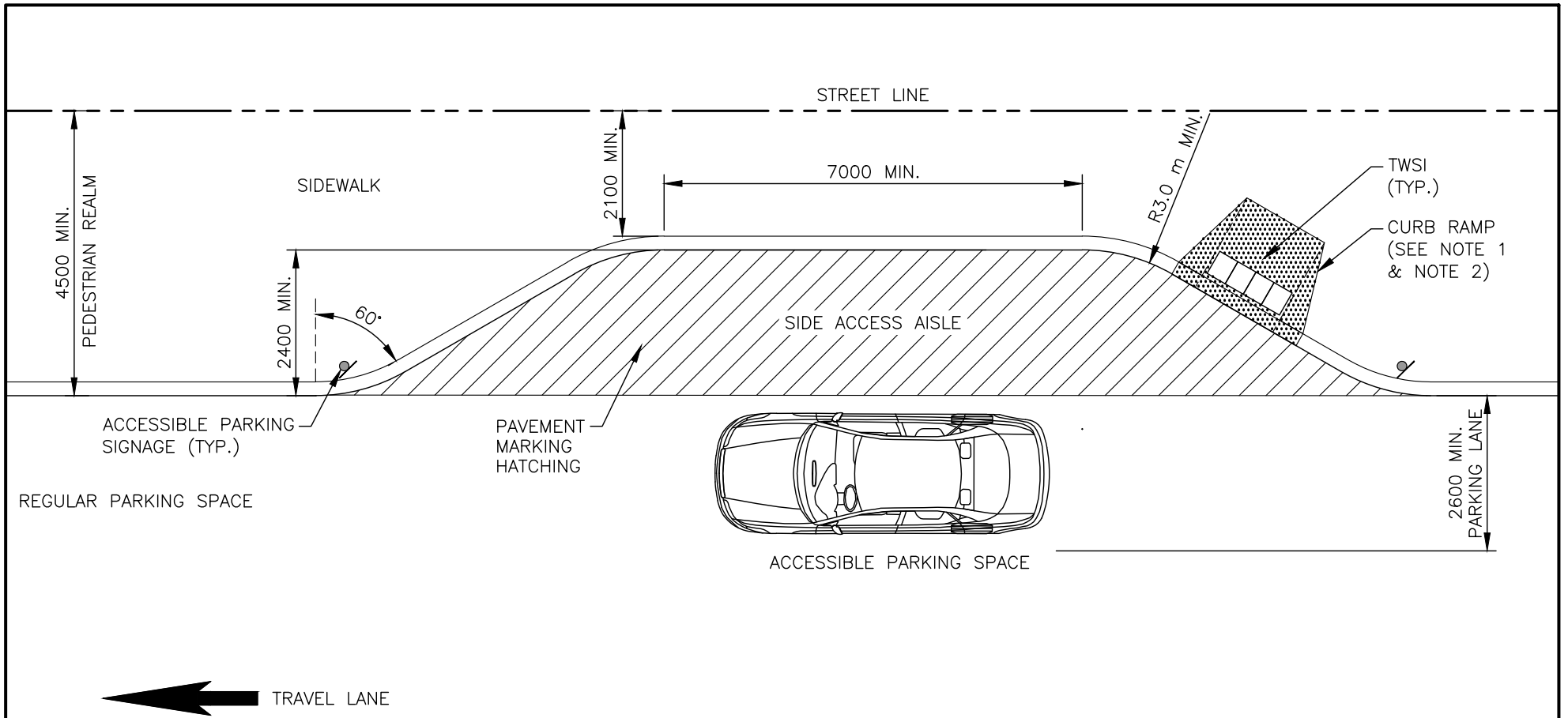
1. CLEAR SPACE SHALL BE PROVIDED WITH NO OBSTRUCTIONS AT PASSENGER SIDE DOOR LOCATIONS.
2. REFER TO HRM DETAIL 49 FOR CURB RAMP DETAILS.
3. TACTILE WALKING SURFACE INDICATOR (TWSI) PLATES REQUIRED AT ALL NEW RAMPS AS PER HRM DETAIL 131.
4. CONCRETE LANDING SHALL BE INSTALLED WITH NEW CONSTRUCTION, STREET/SIDEWALK REHABILITATION WHEN GRASS BOULEVARD SEPARATES PARKING AND ADJACENT SIDEWALK.
5. IN RETROFIT SITUATIONS WHERE IT IS NOT TECHNICALLY FEASIBLE TO PROVIDE THE REQUIRED WIDTH FOR THE REAR ACCESS AISLE OR CLEAR SPACE LENGTH DUE TO TREE OR UTILITY POLE LOCATIONS, WIDTH MAY BE REDUCED TO 1500 MIN.
6. IN ABSENCE OF SIGN POST INSTALLATION, UNMARKED REAR ACCESS AISLE CAN BE REDUCED TO 1500 MIN WHERE 2000 MIN IS NOT FEASIBLE.
7. WHEN DRIVEWAY USED AS SIDEWALK ACCESS INSTEAD OF CURB RAMP, NO TWSI PLATES SHALL BE REQUIRED.
8. WHERE SIDEWALK ABUTS THE CURB THE ADJACENT SIDEWALK SHALL BE 2400 MINIMUM WIDTH.

**HALIFAX**

**STANDARD DETAIL**

**ACCESSIBLE PARALLEL PARKING  
MID-BLOCK AND END OF BLOCK –  
PEDESTRIAN REALM 4.5 m OR LESS**

DATE:	2021	REFERENCE	APPROVED
SCALE:	NTS	NEW	FIG No.:
			HRM 484



**NOTES:**

1. CURB RAMP MAY BE PLACED AT FRONT OR BACK OF SIDE ACCESS AISLE. MOST OPTIMAL PLACEMENT SHOULD BE SELECTED.
2. REFER TO HRM DETAIL 49 FOR CURB RAMP DETAILS.
3. TACTILE WALKING SURFACE INDICATOR (TWSI) PLATES REQUIRED AT ALL NEW RAMPS AS PER HRM DETAIL 131.
4. CLEAR SPACE SHALL BE PROVIDED WITH NO OBSTRUCTIONS AT PASSENGER SIDE DOOR LOCATIONS.
5. GRADE SIDE ACCESS AISLE TO ALLOW DRAINAGE TO CURB. INSTALL CATCHBASIN AT LOW POINT IF REQUIRED.

HALIFAX		
STANDARD DETAIL		
ACCESSIBLE PARALLEL PARKING MID-BLOCK AND END OF BLOCK PEDESTRIAN REALM 4.5 m OR GREATER		
DATE:	REFERENCE	APPROVED
2021		
SCALE:	NEW	FIG No.:
NTS		HRM 495

# MEMORANDUM

TO: Mayor Kogon and Members of Council  
FROM: Sharon Bristol, Director, Community Living  
DATE: March 18, 2024  
SUBJECT: Caregivers on Committees

When appointing citizens to committees at a recent meeting of Amherst Town Council staff were asked to do some background fact finding on whether caregivers of persons with a disability should be allowed to participate and/or be voting members.

Further to this staff consulted with the Accessibility Directorate which municipalities are connected to and work closely with. It appears that there are some municipalities who have caregivers attend meetings with members who are persons with a disability but they are not voting members. Some do allow participation by caregivers in the meetings and others do not. The findings indicate there is not a clear direction either way.

Our current policies would allow for caregiver attendance, but not direct participation.

Staff is therefore recommending that no further action be taken at this time.

# MEMORANDUM

TO: Mayor Kogon and Members of Council  
FROM: Sharon Bristol, Director, Community Living  
DATE: March 18, 2024  
SUBJECT: Events Toolkit

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Over the past few months staff have been working on an Events 101 toolkit. This toolkit will be made available to any group or organization who wants to organize a festival or event. It's a comprehensive amount of information, contacts and best practises. The toolkit will be available in digital and hard format and will be included on our website. A copy is included in this package for your review.

Staff will review and update the toolkit as necessary.



# Event Planning Toolkit



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Page 11	Special Occasion Liquor License Application
Page 14	Lottery Permit Info
Page 15	Lottery Permit Application
Page 16	CCUBIC Facility Rental
Page 18	Town of Amherst Facilities Request
Page 19	Town of Amherst Community Support Grant
Page 20	APD Special Event Application (road closure)
Page 24	Temporary Event Permit (food)
Page 32	Events Nova Scotia Guide



# Contacts

Business	Contact Name	Phone Number	Email	Description
Town of Amherst	Police Department	902-667-7227		
Town of Amherst	Fire Department	902-667-2518		
Town of Amherst	Clarissa McCully	902-694-0544	cmccully@amherst.ca	Culture, Events & Marketing Coordinator
Town of Amherst	Jennifer Bickerton	902-694-2667	jbickerton@amherst.ca	Culture, Events & Marketing Coordinator
Town of Amherst	Corey Crocker	902-694-0001	ccrocker@amherst.ca	Facilities Manager
Town of Amherst	Mallory Klooster	902-694-0857	mklooster@amherst.ca	Community Well Being Manager
Town of Amherst	Jessica Allen	902-694-0371	jallen@amherst.ca	Active Living Coordinator
Environment NS	Sarah Stewart		Sarah.Stewart@novascotia.ca	Food permit info
Fundy Landscaping		902-667-7488	office@fundylandscaping.com	Porta potties & portable handwashing
Maritime Event Rentals		902-694-4952	maritimeseventrentals@gmail.com	Bounce castles/games
Acadian Printing		902-667-3556	sales@acadianprinting.com	Printing, signage, etc
Carters Sports Cresting		902-667-2525	sales@carterssportscresting.com	Printing, signage, etc
	William Peterson	506-961-9431		Walk around magic
	Mike Breau	506-866-8291	d_allen@ducks.ca	Wagon rides
	Steve Wells		swells@psaans.ca	Music
	Ed Cooke	902-664-6683		Sound
	Jen & Dave Siddall	902-694-4112	siddallizedpeople@gmail.com	Music
	Kyle O'Brien Band	506-540-0518		Music
	Don Elliot	902-694-9269		Sound

# Contacts

Business	Contact Name	Phone Number	Email	Description
	Ron MacNutt		ronmacnutt@icloud.com	Sound
	Dylan Mahaney		mahaneydylan@gmail.com	Comedian
	Kris Reid		krisreid33@gmail.com	Family Entertainer
	Kevin Robart	506-851-9622		Mentalist
	Eco Metzger	902-397-2742		Face Painter
	Natalie Dixon		Natalie_Ralston2@hotmail.com	Petting Zoo
	Shelby Gatti		forevermemories2011@live.com	Forever Memories Animals
	Earl Baker		earlebakershorses@yahoo.ca	Wagon Rides
	Liz Dowe		lizbenduo@gmail.com	Music
	Abby & Lauren Letcher		rletcherfamily@eastlink.ca	Music
ACTC Band	Makyle Paul		makylepa21@gmail.com	Music

*\*please note, this is not a comprehensive list of music, entertainment, printing etc. This is just a small list of contacts that we use frequently and have gathered over the years.*

<b>Name of event</b>	
<b>Date of event</b>	
<b>Time of event</b>	
<b>Location of event</b>	
<b>Event coordinator/contact person</b>	
<b>Target audience</b>	
<b>Message</b>	
<b>Objectives</b>	
<b>Description of event</b>	
<b>Risk assessment</b>	
<b>Evaluation criteria established</b> <i>What were our aims/objectives?</i> <i>Did we achieve what we set out to do?</i> <i>Did it come in on budget?</i> <i>What were the intended/unintended outcomes?</i> <i>How do we measure effectiveness?</i> <i>What tools do we use to measure our success?</i>	
<b>Checklist</b> <input type="checkbox"/> Who will be involved in the event <input type="checkbox"/> Date/s of event determined <input type="checkbox"/> Location/venue for event booked <input type="checkbox"/> Target audience determined <input type="checkbox"/> Message determined <input type="checkbox"/> Objectives set <input type="checkbox"/> Risk assessment completed <input type="checkbox"/> Evaluation criteria established	

A great resource for event planning:

<https://events.novascotia.ca/guide-planning-events-nova-scotia>

Event Worksheet	Person responsible	Action	Date to be completed
<b>Budget</b> <input type="checkbox"/> Source identified <input type="checkbox"/> Sponsorship <input type="checkbox"/> Tracking of expenses			
<b>Logistics</b> <input type="checkbox"/> Establish requirements set up – tear down- garbage cans- power, etc <input type="checkbox"/> Notify APD and AFD <input type="checkbox"/> Facility Request Form <input type="checkbox"/> Special Events Application APD <input type="checkbox"/> Portable washrooms			
<b>Invitations</b> <input type="checkbox"/> Mailing list generated/updated <input type="checkbox"/> RSVPs (responsible person briefed) <input type="checkbox"/> Names on list and titles/addresses checked for accuracy <input type="checkbox"/> Special guests/speakers alerted <input type="checkbox"/> Invitations sent			
<b>Catering</b> <input type="checkbox"/> Determine menu <input type="checkbox"/> Beverages <input type="checkbox"/> Food <input type="checkbox"/> Power required <input type="checkbox"/> Equipment required <input type="checkbox"/> Tables, tablecloths, glasses, cups, cutlery, napkins <input type="checkbox"/> Special dietary requirements / Healthy Options <input type="checkbox"/> Clean up requirements <input type="checkbox"/> Booking Food Trucks / Food Vendors <input type="checkbox"/> Map out Venue <input type="checkbox"/> Establish Power Source / handwashing stations <input type="checkbox"/> Food/Liquor Permit if necessary			

<b>Advertising</b> <input type="checkbox"/> Facebook Event and Posts <input type="checkbox"/> Fundy Connect <input type="checkbox"/> Media Release <input type="checkbox"/> Electronic Newsletter <input type="checkbox"/> Posters <input type="checkbox"/> Brochures/Rack Cards <input type="checkbox"/> Newspaper Ads <input type="checkbox"/> Radio Ad <input type="checkbox"/> Social Media – Twitter- Instagram <input type="checkbox"/> Radio Interview <input type="checkbox"/> TV Segment			
<b>Professional Services</b> <input type="checkbox"/> Entertainment – Singers- Bands			

<input type="checkbox"/> Sound Service <input type="checkbox"/> MC for event <input type="checkbox"/> Lighting Service <input type="checkbox"/> Photographer <input type="checkbox"/> Videographer <input type="checkbox"/> Tables - Chairs <input type="checkbox"/> Rehearsals Scheduled			
<b>Signage</b> <input type="checkbox"/> Directional Signage <input type="checkbox"/> Promo Signage <input type="checkbox"/> Portable Signage <input type="checkbox"/> Other signage produced <input type="checkbox"/> Photo Release Signage			
<b>Program/running sheet/speeches</b> <input type="checkbox"/> Program finalised <input type="checkbox"/> Running sheet written <input type="checkbox"/> Program/running sheet sent to speakers <input type="checkbox"/> Speakers fully briefed <input type="checkbox"/> Speeches written <input type="checkbox"/> Let caterers know program - when to serve drinks/food			
<b>Value added for guests</b> <input type="checkbox"/> Gifts, Thank you <input type="checkbox"/> Programs <input type="checkbox"/> Prizes			
<b>Security/Safety</b> <input type="checkbox"/> Secure APD Foot Patrol (if necessary) <input type="checkbox"/> Occupational health, welfare and safety concerns addressed <input type="checkbox"/> Send site plan to Fire Chief (fencing, barricades, etc) <input type="checkbox"/> Provision of first aid			
<b>Audio/visual/other requirements</b> <input type="checkbox"/> PA system (if not being provided by Sound tech) <input type="checkbox"/> Lapel or handheld microphone, Mic Stand <input type="checkbox"/> Extra electrical requirements			
<b>Staffing</b> <input type="checkbox"/> Extra required <input type="checkbox"/> Staff to meet and greet guests <input type="checkbox"/> Secure Volunteers			
<b>Ambience</b> <input type="checkbox"/> Floral arrangements, Greenery <input type="checkbox"/> Background music			
<b>Guest comfort</b> <input type="checkbox"/> Wheelchair access			

<input type="checkbox"/> Toilet facilities			
<b>Hospitality</b> <input type="checkbox"/> Welcome signage at entrance <input type="checkbox"/> Ushers needed- and briefed <input type="checkbox"/> Red carpet?			
<b>Housekeeping</b> <input type="checkbox"/> Cleaning before and after <input type="checkbox"/> On standby during the event			
<b>On the day</b> <input type="checkbox"/> Time for set up by whom <input type="checkbox"/> Time for dismantle by whom <input type="checkbox"/> Tables, chairs layout <input type="checkbox"/> Floor plan <input type="checkbox"/> Registration desk			
<b>After the event</b> <input type="checkbox"/> Person responsible <input type="checkbox"/> Debrief <input type="checkbox"/> Comments on all aspects (negative and positive) <input type="checkbox"/> Guest feedback/ Surveys <input type="checkbox"/> Guidelines for improvement next time <input type="checkbox"/> Thankyou's			

# Special Occasion Liquor Licence (class 1, 2 and 3)

Apply for a Special Occasion Liquor Licence (class 1, 2 or 3). Individuals, businesses, charities, religious organizations and non-profit community organizations need a Special Occasion Liquor Licence (class 1 or 2) to serve or sell alcohol at an event. Charities, religious organizations and non-profit community organizations need a Special Occasion Liquor Licence (class 3) to sell alcohol at a community-based fundraising event.

By law, individuals, businesses, charities, religious organizations and non-profit community organizations must have a Special Occasion Liquor Licence (class 1, 2 or 3) to serve or sell alcohol at an event.

## Classes of licence

Type of licence	Type of event	Alcohol availability	Uses	Advertising
Class 1	<ul style="list-style-type: none"> <li>private event for invited guests only (not open to the public)</li> <li>event not held in private residence</li> <li>no admission fee or cover charge</li> <li>liquor is provided free of charge to guests</li> </ul>	alcohol is served, not sold	<ul style="list-style-type: none"> <li>wedding</li> <li>anniversary</li> <li>shower</li> <li>staff party</li> <li>grand opening for a business</li> <li>birthday party</li> <li>graduation party</li> <li>family reunion</li> <li>other family event</li> <li>other business event</li> </ul>	no advertising allowed
Class 2	<ul style="list-style-type: none"> <li>private event for invited guests only (not open to the public)</li> <li>event not held in private residence</li> <li>no admission fee or cover charge</li> <li>liquor is only provided for a cost to guests</li> </ul>	alcohol is sold	<ul style="list-style-type: none"> <li>wedding</li> <li>anniversary</li> <li>shower</li> <li>staff party</li> <li>grand opening for a business</li> <li>birthday party</li> <li>graduation party</li> <li>family reunion</li> <li>other family event</li> <li>other business event</li> </ul>	no advertising allowed
Class 3	<ul style="list-style-type: none"> <li>public event (anyone may attend or buy a ticket to attend)</li> <li>event is to raise funds for a community purpose</li> </ul>	alcohol is sold	<ul style="list-style-type: none"> <li>fundraiser for a community purpose by a recognized community or charitable organization or athletic organization</li> </ul>	advertising is allowed

Type of licence	Type of event	Alcohol availability	Uses	Advertising
	<ul style="list-style-type: none"> <li>admission fee or cover charge may be in place</li> <li>liquor is only provided for a cost to guests</li> </ul>			

### Private residences

You don't need a Special Occasion Liquor Licence to serve alcohol to your guests in your home. By law, you can't sell alcohol from your home.

### Buying alcohol for the event

You need your Special Occasion Liquor Licence number when buying alcohol for the event.

### Eligibility

You need to be 19 or older to apply. If you're a business, charity, religious organization or non-profit community organization, you also need to be authorized by the business or organization to apply.

To apply for a class 3 licence, you need to be a registered charity, religious organization or non-profit community organization who wants to sell alcohol at a public event to raise funds for community purposes. Athletic organizations can also apply for a class 3 licence.

You need to submit your application at least 10 business days before the event.

You need to apply separately for each event (each event needs a separate licence).

### How to apply

1. Complete the application form.
2. Check the application for details on all required supporting documents.
3. Include payment with your application.
4. Send your completed application, supporting documents and payment by mail or fax. Or visit the Alcohol, Gaming, Fuel and Tobacco Division.
5. You may also have to complete an interview and provide additional information if asked by the Alcohol, Gaming, Fuel and Tobacco Division.

## How long it takes

It should take 2 weeks to get the licence. It can take longer if more information is needed or if your application hasn't been filled in correctly.

## Cost

Activity	Fee
Special Occasion Liquor Licence (class 1)	\$12.45
Special Occasion Liquor Licence (class 2)	\$24.95
Special Occasion Liquor Licence (class 3)	\$62.30

## Payment options

Visa, MasterCard, debit card, cheque, money order, cash. A cheque or money order should be made payable to the Minister of Finance. Payment options may vary depending on how you apply.

## Before you start

First-time charity, religious organization or non-profit community organization applicants may need to provide a copy of:

- Certificate of Registration
- by-laws
- memorandum of association
- list of executives and positions held
- letter of support from a responsible official in the community (for athletic organizations only)

You may need to provide additional supporting documents including an inspection report from a fire official (in HRM, from the Halifax Fire Prevention Division).

**1. ORGANIZATION INFORMATION (if applicable):**

Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email address: \_\_\_\_\_

**2. APPLICANT INFORMATION:**

Name: \_\_\_\_\_  
Position with organization (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Name of person who will be present & responsible at the event: \_\_\_\_\_

**3. LICENSE TYPE and PAYMENT:**

- Class 1  
\$12.45 per Day
  - Private event for invited guests
  - Liquor is provided free of charge.
  - Event cannot be advertised or open to the public.
  - There is no admission fee or cover charge.

---

- Class 2  
\$24.95 per Day
  - Private event for invited guests.
  - Liquor is being sold.
  - Event cannot be advertised or open to the public.

---

- Class 3  
\$62.30 per Day
  - Public event open to anyone who wishes to attend.
  - Liquor is being sold.
  - Admission fee or cover charge may be in effect.
  - Event can be advertised.
  - Only issued to recognized community or charitable organizations for community fundraising purposes.
  - May be issued to Athletic Organizations on a limited basis and a letter of support from a responsible official of the community must accompany the first application.

Total number of days that the Special Occasion Liquor License is required for this event: \_\_\_\_\_  
Total license fees payable (Total Number of Days x License Class Fee per Day): \_\_\_\_\_ \$0.00  
Visa/Mastercard #: \_\_\_\_\_ Expiry (mm/yy): \_\_\_\_\_ / \_\_\_\_\_

**Completed forms with Credit Card #'s cannot be submitted by email only by Fax, mail or in person**  
**Cheques & Money Orders are payable to NS Alcohol, Gaming, Fuel & Tobacco**

**4. LIQUOR INFORMATION:**

Yes I understand that liquor must be purchased from the Nova Scotia Liquor Corporation, an Agency Store, Winery or Micro-Brewery under authority of the liquor license. Please ✓  
 Homemade alcoholic beverages or donated liquor is not permitted.

**5. EVENT DETAILS:**

Event description: \_\_\_\_\_  
 Dates: \_\_\_\_\_ Start time:  End time:   
 Estimated attendance: \_\_\_\_\_ Number of Security staff... Paid: \_\_\_\_\_ Volunteers: \_\_\_\_\_  
 Entertainment?  Yes  No Cover charge?  Yes  No Amount \$: \_\_\_\_\_

**6. EVENT LOCATION:**

Premises name: \_\_\_\_\_  
 Premises address: \_\_\_\_\_  
 Area(s), room(s) to be licensed: \_\_\_\_\_

**Note: If the premises holds a Permanent Club/Special Premises license the manager must acknowledge in writing that their Liquor License will be suspended during your event. Managers Name Print: \_\_\_\_\_ Sign: \_\_\_\_\_**

**7. OUTDOOR LIQUOR LICENSED AREA(S):**

Outdoor liquor licensed area(s)?  Yes  No  
 If Yes, will you be using:  Tent  Canopy  Fenced area ( 4 ft high Minimum)  
 Other enclosure (e.g., patio, gazebo, etc.)

- Note: Additional documents must accompany this application, including:**
- 1. A site plan of the area(s) to be licensed including: a) dimensions, b) area enclosures, and c) washroom locations.**
  - 2. Fire Official Approval with Occupancy: Halifax Regional Municipality Fire (311) or hrmfire@halifax.ca, Cape Breton Regional Municipality Fire (902-563-5132) or fireprevention@cbrm.ns.ca. For locations outside of HRM & CBRM contact your local municipality to request Fire Official Approval with Occupancy.**
  - 3. Security details must include: name of hired security company, number of security staff, and number of volunteers.**
  - 4. If your outdoor event is in the Halifax Regional Municipality, provide a letter from Halifax Regional Police (902-490-5016) or ask for Sergeant in Charge of Special Events at ( 902-490-5039.)**

**8. READ AND SIGN THE DECLARATION:**

I, \_\_\_\_\_ solemnly declare that:  
(print name)

1. I am at least 19 years of age, and that the information contained in the foregoing is, to the best of my knowledge, true and accurate.
2. I hereby assume full responsibility for any prior costs or obligations incurred in the planning of this proposed licensed event and acknowledge that this is an application for licensing privileges only and does not in any way guarantee the granting of the Special Occasion Liquor License.
3. Permission to hold the event in the premises referred to above has been duly obtained from the appropriate authority. I understand that written authorization may be requested.
4. I hereby assume full responsibility to ensure that the fire safety measures and occupant load as determined by the Fire Marshal's office are adhered to.
5. I hereby assume full responsibility to ensure that the event referred to above is operated within the parameters of the Liquor Control Act and Liquor Licensing Regulations.
6. I hereby agree that Alcohol, Gaming, Fuel & Tobacco Division staff have the authority to enter and inspect premises at any time during the event.
7. I hereby acknowledge that the Special Occasion Liquor License is subject to terms and conditions that I must adhere to.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

In keeping with the privacy provisions of the Nova Scotia Freedom of Information & Protection of Privacy Act, the Alcohol, Gaming, Fuel & Tobacco Division will only use personal information for the purpose for which the information was obtained or compiled, or for use compatible with that purpose.

**9. PRINT THIS FORM, AND ANY SUPPORTING DOCUMENTS, MAIL, FAX OR IN PERSON TO :**

Alcohol, Gaming, Fuel & Tobacco  
Service Nova Scotia  
780 Windmill Road, 2nd Floor  
PO Box 545  
Dartmouth NS B2Y 3Y8

**-- OR --**

Alcohol, Gaming, Fuel & Tobacco  
Service Nova Scotia  
1030 Upper Prince Street, Suite #1  
Sydney NS B1P 5P6

Fax: 902-424-4942

Fax: 902-563-3430

**10. QUESTIONS OR CONCERNS?**

Phone: 1-877-565-0556 - toll-free within Nova Scotia  
902-424-6160 - Halifax Regional Municipality  
902-563-3495 - Cape Breton Regional Municipality

E-mail: [AGDLicense@novascotia.ca](mailto:AGDLicense@novascotia.ca)

Webiste: <https://novascotia.ca/sns/access/alcohol-gaming.asp>

**ALLOW AT LEAST 10 BUSINESS DAYS FOR PROCESSING**

# Ticket Lottery Permit: single draw ticket raffle with prizes \$4,000 and under

**Apply for a Ticket Lottery Permit. Charities, religious organizations and non-profit community organizations need the permit to run a single draw ticket raffle with total prizes valued at \$4,000 and under.**

By law, charities, religious organizations and non-profit community organizations must have a Ticket Lottery Permit to run a single draw ticket lottery with total prizes valued at \$4,000 and under. The permit is valid until the draw date.

## Reporting requirements

With a Ticket Lottery Permit, you don't need to submit a Ticket Lottery Report for raffles with prizes valued at \$4,000 and under.

You can't use a Ticket Lottery Permit for online sales (people need to pay in person and can't pay online by credit card, debit card, e-transfer or online payment service like PayPal). Contact the Alcohol, Gaming, Fuel and Tobacco Division for information about how to get a Lottery Licence for online sales.

## Eligibility

You need to be 19 or older and authorized by the charitable, religious or non-profit community organization to apply.

When sports teams apply for a Ticket Lottery Permit for prizes valued at \$4,000 and under, the age of the team members has to be 21 or younger.

## How to apply

1. Apply online for the permit.
2. Check the application for details on all required supporting documents.
3. Submit your completed application and supporting documents.
4. Complete an interview and provide additional information if asked by the Alcohol, Gaming, Fuel and Tobacco Division.

## How long it takes

You should get the permit right away if you apply online. It should take 2 weeks to get the permit if you apply in person or by email, mail or fax. It can take longer if more information is needed or if your application hasn't been filled in correctly.

## Cost

There is no cost to apply for the permit.

## Before you start

First-time applicants may also need to provide a copy of:

- Certificate of Registration
- by-laws
- memorandum of association
- list of executives and positions held

In keeping with the privacy provisions of the Nova Scotia Freedom of Information & Protection of Privacy Act, Alcohol and Gaming will only use personal information for the purpose for which the information was obtained or compiled, or for a use compatible with that purpose.



780 Windmill Road  
2nd Floor  
P.O. Box 545  
Dartmouth, N.S. B2Y 3Y8  
Tel: (902) 424-6160  
Fax: (902) 424-4942  
NS Toll Free: 1-877-565-0556  
agdlicense@gov.ns.ca

OR 1030 Upper Prince St.  
Suite 1  
Sydney, N.S. B1P 5P6  
Tel: (902) 563-3494  
Fax: (902) 563-3430

Permit No. \_\_\_\_\_  
Approved By \_\_\_\_\_  
Date: \_\_\_\_\_

**Application for Lottery Permit  
for Prizes Not Exceeding \$4000.00 in Value  
(No Licensing Fee Applicable)**

Name of Your Organization: (Schools Cannot Apply On Line Principal Signature Required-See Below)		Telephone No.
Address: (Street, P.O. Box)		
City/Town/County:	Postal Code:	
Date of Draw :	Exact Location and Address of Draw (Must <b>NOT</b> be a residence)	
Prize(s):	Prize Value(s)	
Number of tickets printed:	Selling price per ticket or group of tickets:	

Applicant Information		
Name:	Title:	
Complete Address:		
Postal Code:	Telephone:	Email:
Purpose of Fundraising: _____		
<b>Charitable fundraising by a non-charitable group must be accompanied with confirmation from the charity.</b>		

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>Application from schools/university must be signed by Principal/Dean _____</b>  <b>NAME(PRINTED) &amp; SIGNATURE</b></p>
--

**Note: All questions must be answered before application will be processed  
It is unlawful to sell tickets on alcohol products. Applicants must be 19 years of age and older.**

Rev: Nov 2017

Please allow 10 business days (2 weeks) for Processing

## Facility Rental Information

5 Ratchford Street, Amherst, Nova Scotia  
 Booking Inquiries: Corey Crocker  
 902-694-0001 | ccrocker@amherst.ca

### Conference Room

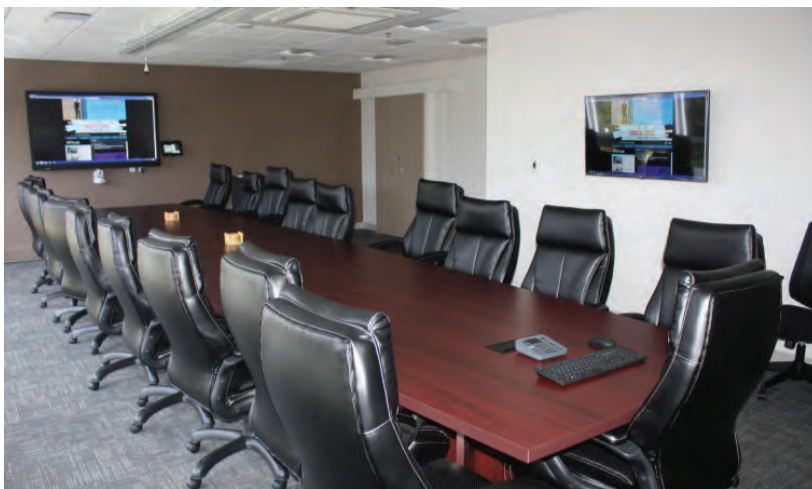
The conference area can host meetings, training sessions, and conferences for up to 140 people. Audio/visual equipment includes a screen and projector, lights, and microphones.

The space can also be configured for theatre and entertainment. The 12' x 24' stage is fully accessible, and theatre-style seating can accommodate up to 175 people. Adjacent to the stage is a dressing room and private washrooms for performers. Professional sound and lighting equipment have simple controls that can be operated both by skilled technicians and new users.



### Boardroom

A professional meeting space for up to 20 people, equipped with a large board table, comfortable chairs, two SmartBoards and free wi-fi.



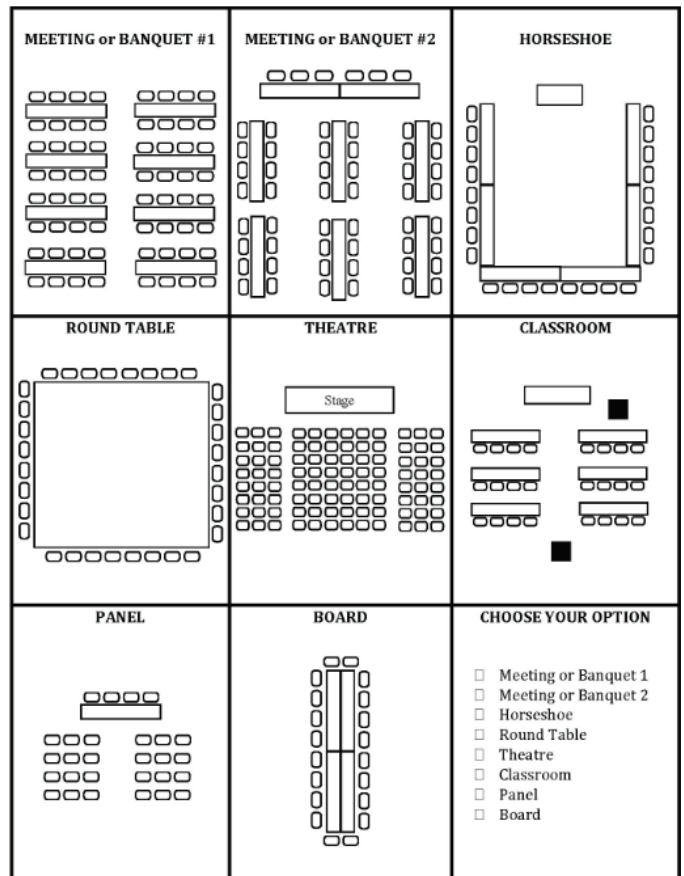
Catering kitchens are available for the conference room and boardroom. Each is equipped with refrigeration space, dishes, glassware, and cutlery.

### Rental Rates

	Daily	1/2 Day	Hourly
Conference Room	\$400	\$250	\$80
Boardroom	\$125	\$80	\$25
Business Hub	\$75	\$50	-

Evening and weekend events are subject to a \$20/hour surcharge to cover additional onsite staffing.

### Conference Room Set-up Options



Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Organization \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ Town, Province \_\_\_\_\_

Telephone \_\_\_\_\_ Postal Code \_\_\_\_\_

Conference Room       Boardroom       Business Hub

Set-up Requirements

Will you be serving liquor? Y / N

Sound System?       Microphones?       Stage Lighting?       SmartBoard?       LCD projector?

<b>Rental Fee</b>	Daily	1/2 Day	Hourly
Conference Room - regular	____ x \$400	____ x \$250	____ x \$80
Boardroom - regular	____ x \$125	____ x \$80	____ x \$25
Hub Room - regular	____ x \$75	____ x \$50	
Conference Room - community rate	____ x \$240	____ x \$150	____ x \$48
Boardroom - community rate	____ x \$75	____ x \$48	____ x 15
Hub Room - community rate	____ x \$45	____ x \$30	
Evening/weekend surcharge	____ x \$20		
Sound/lighting technician	____ x \$30		

Subtotal \_\_\_\_\_

HST (15%) \_\_\_\_\_

**Total fees** \_\_\_\_\_

Cheque       Debit/Credit

Make cheques payable to: Town of Amherst

### Facility rental terms

1. The organization or individual renting the space ("the Renter") is required to provide qualified people to operate facility equipment. Technical support is available at an additional charge of \$30 per hour.
2. The Renter can gain access to facility 15 minutes prior to rental.
3. All audio, visual, and lighting equipment must be used properly. Any damage will be charged to the Renter.
4. Any outside equipment brought into the venue must be CSA/UL approved.
5. All sets, props, instruments, etc. must be removed from the building at the end of the rental period.
6. The Renter is responsible for all costs associated with catering services.
7. The Renter is responsible for obtaining all necessary permits to serve liquor. These permits must be posted during the event.
8. If liquor is to be served, the Renter is required to carry "Commercial General Liability" insurance in the amount of two million dollars (\$2,000,000) covering the Renters production and activities, and shall include a "Tenant Legal Liability" clause in an amount no less than five hundred thousand dollars (\$500,000). The Renter's insurance must name the Town of Amherst as an additional insured. The Town of Amherst does not provide liability coverage. A copy of the Certificate of Insurance must be attached to this agreement.
9. The Community Credit Union Business Innovation Centre management reserves the right to refuse any application or to shut down any event in progress that is deemed unsafe, or where proper permits cannot be produced.
10. The Renter shall indemnify and hold harmless the Town of Amherst and Community Credit Union Business Innovation Centre in relation to the use of the facility during the term of the rental agreement on the facility.
11. The "community rate" is applied to rental fees for approved eligible groups. Applications will not be considered from businesses, government or quasi-government organizations, organizations whose core operations are funded fully or in part by government, health boards or hospitals, school boards or schools, or organizations with political affiliations.

### Renter

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**TOWN OF AMHERST**  
**FACILITIES REQUEST APPLICATION**

All users shall comply with Town Policy & Guidelines

NAME OF GROUP APPLYING: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ADDRESS & POSTAL CODE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE: H: \_\_\_\_\_ W: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

---

FACILITY(S) TO BE USED: \_\_\_\_\_  
DATES REQUIRED: \_\_\_\_\_  
TIMES REQUIRED: \_\_\_\_\_  
PURPOSE OF APPLICATION: \_\_\_\_\_  
(include a separate sheet  
If required) \_\_\_\_\_  
SIGNATURE OF APPLICANT: \_\_\_\_\_ DATED: \_\_\_\_\_

---

PLEASE NOTE, INFORMATION SUPPLIED WITH THIS FORM WILL BE DEEMED PUBLIC INFORMATION

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**REGULATIONS:**

1. Request from organizations and groups shall be submitted to the Town of Amherst, Department of Recreation, P.O Box 516, Amherst, Nova Scotia, B4H 4A1 or email [bookings@amherst.ca](mailto:bookings@amherst.ca) Request does not guarantee acceptance. Applicant will be contacted within three (3) business days of the received request.
2. Supervision of the activity involved must be fully assumed by the organization/group authorized to use the facility(s).
3. Groups and organizations using the facility(s) are responsible for damage sustained, reporting of damage, and cleanup of the facility(s).
4. Each body granted permission to use the facility(s) must insure:
  - a. All members restrict their movement to the area of the building and/or property specified on the application.
  - b. All members leave immediately when the designated time has elapsed.
  - c. That a responsible supervisor is in attendance.
  - d. That the Town of Amherst is advised of any change(s) to the intention of the applicant.
  - e. That the Town of Amherst is provided advanced notice of cancellation.
  - f. That all parking and traffic authority regulations are adhered to. Vehicles are not permitted within any out-door facility or property other than designated parking area(s).
  - g. Town parks/green spaces are designated tobacco free. Smoking/Vaping is not permitted.
  - h. Where youth are present the promotion, selling or consumption of alcoholic beverages is prohibited unless the user receives written permission. Should alcohol be requested please provide the specifics of the request under a separate cover. Permission cannot be provided prior to a meeting to review.

---

**OFFICE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_  
FEE (IF APPLICABLE): \$ \_\_\_\_\_  
DATE APPROVED: \_\_\_\_\_



TOWN OF AMHERST  
**FACILITIES REQUEST APPLICATION**

All users shall comply with Town Policy & Guidelines

AUTHORIZED BY:

\_\_\_\_\_

Date: \_\_\_\_\_

COMMUNITY SUPPORT GRANTS  
TOWN OF AMHERST  
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

NAME	FUNDING IF ANY

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

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



# Amherst Police Department



## SPECIAL EVENT APPLICATION

EVENT NAME: \_\_\_\_\_

Circle one:            WALKATHON / RUN            PARADE            OTHER

APPLICANT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (H) \_\_\_\_\_ (W)

ORGANIZATION/POSITION \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DETAILS OF EVENT:

DATE: \_\_\_\_\_ START: \_\_\_\_\_ END: \_\_\_\_\_

LOCATION:    STREETS    Y / N            SIDEWALKS    Y / N            CONDITION 6 APPLICABLE    Y / N

# OF WALKERS / RUNNERS: \_\_\_\_\_ # OF CYCLISTS: \_\_\_\_\_ # OF FLOATS: \_\_\_\_\_

# OF SUPERVISORS: \_\_\_\_\_ # OF CHECK POINTS: \_\_\_\_\_

ROUTE: (exact route/location of event)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Office Use Only  
Do Not Write in This Space

APPROVAL REQUIRED            YES \_\_\_\_\_            NO \_\_\_\_\_

*Approved, subject to the conditions on this form.*

Application valid until: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Traffic Authority, Town of Amherst

**CONDITIONS OF APPROVAL**

Permits are required under Section 90 (7) of the Motor Vehicle Act, which states that:

*“No parade, procession or walkathon shall march, occupy or proceed along any highway within the boundaries of a City or Town, unless a permit have been granted by the Traffic Authority of the City or Town prescribing the route to be followed and time when the parade, procession or walkathon may take place.”*

This permit is issued under the following conditions:

1. The traffic control for the event, if required, shall be provided by the Amherst Police Department.
2. The entrants must obey all applicable provisions of the Motor Vehicle Act at all times. This permit does not convey any special privileges or rights to exempt any portion of the Act.
3. It shall be the responsibility of the applicant to ensure that all the necessary safety precautions are taken to ensure the safety of the entrants and all other road users.
4. Children under the age of 8 walking or cycling in the event shall be accompanied by an adult.
5. The applicant/organization shall be responsible for any civil liabilities which may arise as a result of participation in the event. This shall include but not be limited to personal injury and injuries affection.
6. A vehicle with a clearly visible amber light shall take up a position at the rear of the procession and remain there until the completion of the event.

**ADDITIONAL CONDITIONS**

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**\*\*\*A SIMILAR PERMIT MAY BE REQUIRED FROM THE PROVINCIAL TRAFFIC AUTHORITY FOR THAT PORTION OF THE ROUTE/LOATION NOT INCLUDED WITHIN THE BOUNDRIES OF THE TOWN OF AMHERST\*\*\***

I have reviewed the terms and conditions of this application and agree to abide by such terms and conditions.

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Signature of applicant

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Date

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APD Representative

## PEDESTRIANS

### **Pedestrian and vehicle rights of way**

125 (1) Where pedestrian movements are not controlled by traffic signals,

(a) the driver of a vehicle shall yield the right of way to a pedestrian lawfully within a crosswalk or stopped facing a crosswalk; or

(b) where the traffic on a highway is divided into separate roadways by a median, the driver of a vehicle shall yield the right of way to a pedestrian lawfully within a crosswalk or stopped facing the crosswalk on the roadway on which the vehicle is travelling.

(2) Where a vehicle has stopped at a crosswalk to yield to a pedestrian pursuant to subsection (1), it is an offence for the driver of any other vehicle approaching from the rear to overtake and pass the stopped vehicle.

(3) A pedestrian shall not leave a curb or other place of safety and walk or run into the path of a vehicle that is so closely approaching that it is impractical for the driver of the vehicle to stop.

(4) Where a pedestrian is crossing a roadway at a crosswalk that has a pedestrian-activated beacon, the pedestrian shall not leave a curb or other place of safety unless the pedestrian-activated beacon has been activated.

(5) A pedestrian crossing a roadway at any point other than within a crosswalk shall yield the right of way to vehicles upon the roadway.

(6) This section does not relieve a pedestrian or a driver of a vehicle from the duty to exercise due care. *2007, c. 45, s. 9.*

### **Movement of pedestrians**

127 (1) Pedestrians shall move whenever practicable upon the right half of crosswalks.

(2) Where sidewalks are provided it shall be unlawful for any pedestrians to walk along and upon an adjacent highway.

(3) Where sidewalks are not provided, any pedestrian walking along and upon a highway shall, when practicable, walk only on the left side of the roadway or its shoulder facing traffic which may approach from the opposite direction. *R.S., c. 293, s. 127.*

**Office Use Only**

Date Received: (yyyy/mm/dd) \_\_\_\_\_ Application # \_\_\_\_\_

- Applications from event organizers must be received at least 60 days before the event.
- Applications from vendors must be received at least 14 days before the event start date.
- Permits are NOT transferable to any person or business.
- Permits are issued for single events only

**Note: The submission of an application with payment does not guarantee application approval.**

**Type of Application**

New Application    Amendment

If applicable, provide the previous: Permit # \_\_\_\_\_

Permit name \_\_\_\_\_

## 1 Applicant

If there is more than one applicant, attach a complete list of applicants with the information below. The first applicant listed will be considered the primary applicant for this project. You can also apply for your business number, food establishment permit and food hygiene training through the Access to Business portal at <http://novascotia.ca/mybusiness>.

Company/Organization \_\_\_\_\_

Business number (BN) if applicable \_\_\_\_\_

First name \_\_\_\_\_ Middle initial \_\_\_\_\_ Last name \_\_\_\_\_

Phone/fax Primary \_\_\_\_\_ Ext. \_\_\_\_\_ Secondary \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Website/Social Media page(s) (if applicable) \_\_\_\_\_

Civic address \_\_\_\_\_

\_\_\_\_\_  
City/town                      Province                      Postal code                      Country

Mailing address \_\_\_\_\_

(if different than  
civic address)

\_\_\_\_\_  
City/town                      Province                      Postal code                      Country

Preferred method of contact?    Email    Letter

## 2 Additional Contact Information

Is the Application Contact the same as Section 1?  Yes  No If yes, skip to Section 3.  
 If there is more than one contact, attach a complete list of contacts with the information below.

First name \_\_\_\_\_ Middle initial \_\_\_\_\_ Last name \_\_\_\_\_

Contact title \_\_\_\_\_

Phone/fax Primary \_\_\_\_\_ Ext. \_\_\_\_\_ Secondary \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Civic address \_\_\_\_\_

City/town \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_

Mailing address \_\_\_\_\_

(if different than civic address) City/town \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_

Return correspondence?  Yes  No

Note: Following application decision, all correspondence will go to the applicant.

Preferred method of contact?  Email  Letter

## 3 Activity (Permit Type)

Choose one from below (all fees include HST).

Enclose payment in the form of cash or a cheque or money order made payable to "Minister of Finance".

Type	Term of Permit	Fee
<input type="checkbox"/> Temporary Event Vendor Permit	1 day	\$24.18 + \$3.63 HST = <b>\$27.81</b>
<input type="checkbox"/> Temporary Event Vendor Permit	2–15 (consecutive) days	\$50.78 + \$7.62 HST = <b>\$58.40</b>
<input type="checkbox"/> Non-profit Temporary Event Vendor Permit	up to 15 (consecutive) days	<b>no fee</b>
Charity, purpose (must be filled in) _____		
<input type="checkbox"/> Temporary Event Organizer Permit		<b>no fee</b>

#### 4 Temporary Event Site/Location

Temporary event name \_\_\_\_\_

Civic address \_\_\_\_\_

\_\_\_\_\_  
City/town

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal code

\_\_\_\_\_  
Country

Property Identification # (PID), if known \_\_\_\_\_

#### 5 Temporary Event Permit Details

Temporary Event organizer/vendor operating name \_\_\_\_\_

Event Date(s) (yyyy/mm/dd) Event start date \_\_\_\_\_ Event end date \_\_\_\_\_

Intended hours of operation \_\_\_\_\_

Event Coordinator/ Name \_\_\_\_\_

Organizer Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

#### 6 Temporary Event Application Checklist

##### Supporting Documentation

This checklist and all supporting documentation is to be submitted with the application. However, additional information may be requested.

If supporting documentation is of poor quality or incomplete, the application may be delayed, returned or rejected.

##### 6A Vendors Complete this Section

Answer all the following questions.

1. Have you submitted a list of all menu items to be served at your station?  Yes  No

2. a. Where will food for the event be prepared? (include address and Food Establishment Name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Have you provided the "Permission to Use a Permitted/Approved Eating Establishment Form"?  
(If required by Public Health Officer)

Yes  No  Not Applicable

3. a. Who will be preparing food for your station?

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b. Have you provided a copy of valid Food Hygiene training for those preparing food for your station?  
(If required by Public Health Officer)

Yes  No  Not Applicable

4. If transporting food for the event, how will food be transported, describe in detail.

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5. Describe handwashing station set-up for your booth/station.

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6. Describe dishwashing (how dishes and utensils will be washed).

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7. Describe hot holding (if applicable).

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8. Describe cooking (if applicable).

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9. Describe food storage (if applicable).

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10. a. Have you submitted a detailed floor/booth plan with your application?  Yes  No
- b. Check off that the detailed floor/booth plan includes the following details:
- location of all equipment including hot and cold holding equipment, dishwashing equipment (if required), and handwashing facilities
  - materials used for surfaces (floors, walls, ceiling, prep surfaces)
11. Provide any additional information you wish to convey as part of your application (optional).

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**6B – Organizers Complete this Section**

Answer all the following questions.

1. a. Have you submitted a detailed site plan with the application?  Yes  No
- b. Check off that the detailed site plan includes the following details:
- location of all equipment including communal dishwashing equipment, handwashing sink(s), washroom facilities (either portable or part of a permanent structure)
  - materials used for surfaces (floors, walls, ceiling, prep surfaces)
  - vendor locations and what services are offer at each booth including handwashing sinks, dedicated dishwashing sinks, electrical service etc.
2. a. Is the proposed event site serviced by Municipal drinking water?  Yes  No
- b. If you answered “No” to 2.a. (above) have you submitted recent Bacterial Water Test Results? (Water results must be included for mobile units who source their water from a supply other than Municipal)  Yes  No
3. Have you provided a copy of valid Food Hygiene Training? (if required by Public Health Officer)
- Yes  No  Not Applicable
4. a. Are portable toilets available at the event site?  Yes  No
- b. Name of contractor \_\_\_\_\_
- c. Number of toilets available? For food handler use \_\_\_\_\_ For public use \_\_\_\_\_
5. a. Is hand washing available at the event site?  Yes  No
- b. For food handler use  Yes  No
- Describe \_\_\_\_\_

c. For public use  Yes  No

Describe \_\_\_\_\_

6. Is there solid waste disposal at the event site?  Yes  No

Describe \_\_\_\_\_

7. Is there a maintenance contract for the event site?  Yes  No

Describe \_\_\_\_\_

8. Provide any additional information you wish to convey as part of your application (optional).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**7 Verify that the following submission items have been included with your application**

Facility Type	Submitted	Waiver Requested - Reason
<p><b>Temporary Event Vendor</b></p> <p>List of products/menu to be sold at the event.                      Must include:</p> <ul style="list-style-type: none"> <li>• All menu items being served at the temporary event</li> <li>• Source of menu items</li> <li>• Where foods are to be prepared and who is preparing the food.</li> </ul>	<input type="checkbox"/>	_____ _____ _____ _____
<p>Permission to Use a Permitted/Approved Eating Establishment Form                      (if required by Public Health Officer)</p>	<input type="checkbox"/>	_____ _____
<p>Floor/Booth Floor Plan                      Must include:</p> <ul style="list-style-type: none"> <li>• location of all equipment including hot and cold holding equipment, dishwashing equipment (if required), and handwashing facilities</li> <li>• materials used for surfaces (floors, walls, ceiling, prep surfaces)</li> </ul>	<input type="checkbox"/>	_____ _____ _____ _____
<p>Copy of Valid Food Hygiene Training                      (if required by Public Health Officer)</p>	<input type="checkbox"/>	_____

Facility Type	Submitted	Waiver Requested - Reason
<b>Temporary Event Organizer</b>	<b>Detailed Site Plan</b> Must include: • location of all equipment including communal dishwashing equipment, handwashing sink(s), washroom facilities (either portable or part of a permanent structure) • materials used for surfaces (floors, walls, ceiling, prep surfaces) • vendor locations and what services are offer at each booth including handwashing sinks, dedicated dishwashing sinks, electrical service etc.	<input type="checkbox"/> _____ _____ _____ _____ _____ _____ _____ _____
	<b>Recent Bacterial Water Test Results</b> (if on private supply)	<input type="checkbox"/> _____
	<b>Copy of Valid Food Hygiene Training</b> (if required by Public Health Officer)	<input type="checkbox"/> _____

### 8 Declaration

Information in this application package which the applicant considers to be confidential business information should be clearly identified.

Are you making this request?  Yes  No

If yes, indicate which information in the Supporting Documentation is considered confidential.

I acknowledge it is an offense under Section 94 of the Health Protection Act to provide false information, and confirm to the best of my knowledge and belief the information provided in this form and supporting documentation is true and accurate and complies with the relevant provisions of the Health Protection Act, and Food Safety Regulations.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
(yyyy/mm/dd)

Name \_\_\_\_\_

or

I certify that I am acting with the applicant's full consent.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(yyyy/mm/dd)

Name \_\_\_\_\_

## 9 Payment

Enclose payment (cash, cheque or money order) and return completed form to your local Nova Scotia Environment District Office.

- Enclosed is a cheque or money order made payable to **"Minister of Finance."**
- Enclosed cash

To locate the nearest NSE district office, visit our website at <https://novascotia.ca/nse/dept/regional-office-locations.asp>

## Resources

**To register for a food hygiene course** <https://novascotia.ca/nse/food-protection/food-hygiene-course.asp>

### Temporary Event Guidelines

<https://www.novascotia.ca/nse/food-protection/docs/Food-Safety-Guidelines-Temporary-Events.pdf>

### Locate your PID

**Nova Scotia Coordinate Referencing System Viewer** – this site is free to use and requires you to identify your property through a street map or high resolution satellite imagery. You will have to click the property box in the Layers menu: <https://gis8.nsgc.gov.ns.ca/NSCRS/>

Visit our website at <http://novascotia.ca/nse/food-protection/> for further information on the Food Protection Program.



**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	recommended no change
	10350-29	POVERTY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	Amended
	04500-06	SUBSTANCE USE POLICY	CUSTOMER SERVICE/HR	forwarded to January
	P 06	TRANSIENT AUTOMOBILE VENDORS	PLANNING	recommended no change
<b>Jan-24</b>				
		Noise bylaw	POLICE	recommend to not proceed
		USER FEE POLICY	CLERK	amended



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES	
Feb-24	64000-03	TREE ADVISORY COMMITTEE	OPERATIONS	repealed Feb 2024	
	10350-08	APPOINTMENTS OF CITIZENS TO BOARDS (210-11)	CLERK / COMMUNICATIONS	repealed Feb 2024	
	NEW	EMPLOYMENT EQUITY POLICY	CUSTOMER SERVICE/HR	Approved Feb 2024	
Mar-24	64000-01	TREE PLANTING ON TOWN OWNED LANDS (270-02)	OPERATIONS		
	31600-10	STREET INSPECTION AND MAINTENANCE (230-13)	OPERATIONS		
	31600-11	SIDEWALK INSPECTION AND MAINTENANCE (230-14)	OPERATIONS		
	72300-09	ICE ALLOCATION POLICY	OPERATIONS		
Apr-24	31700-04	NORTH TYNDAL LAND ACQUISITION (241-06)	PLANNING		
	02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	CLERK / COMMUNICATIONS		
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	FIRE		
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING		
	31600-09	PAVING NEW RESIDENTIAL SUBDIVISION STREETS (230-11)	OPERATIONS		
	03000-08	HOSPITALITY EXPENSE POLICY	FINANCE		
	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		
04000-07		HIRING POLICY (211-23)	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		
	10350-30	ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING		
Sep-24	D 22	ENCROACHMENT ON PUBLIC STREETS	OPERATIONS		
	04530-02	EMPLOYEE COMPUTER PURCHASED POLICY (211-29)	CUSTOMER SERVICE/HR		
	P 05	VACANT BUILDING BY LAW	PLANNING		
	04500-01	Safety Policy (211-25)	FIRE		



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	01700-01	REPORTING ACCIDENTS (211-03)	FIRE	
	03000-05	AUDIT COMMITTEE TERMS OF REFERENCE POLICY	FINANCE	
	31600-18	SIDEWALK / CURB CONSTRUCTION POLICY	OPERATIONS	
<b>Oct 2024 -NONE</b>				
<b>Nov-24</b>		new council orientation		
<b>Dec-24</b>				
	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	
<b>Jan-25</b>				
	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	
<b>Feb-25</b>				
	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	
<b>Mar-25</b>				
	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	
<b>Apr-25</b>				
	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				



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	31000-01	STANDARD SPECIFICATIONS FOR MUNICIPAL SERVICES (230-01)	OPERATIONS	
	10350-17	MEMBERSHIP ON NATIONAL BOARDS AND COMMITTEES (211-32)	CLERK / COMMUNICATIONS	
	10350-18	MEMBERSHIP IN CLUBS, SOCIETIES AND ASSOCIATIONS (211-33)	CLERK / COMMUNICATIONS	
	P 07	SUBDIVISION BYLAW	PLANNING	
<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	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	03600-01	INVESTMENT POLICY	FINANCE	
	31700-03	COMMERCIAL WATER SERVICE (241-05)	OPERATIONS	
	10350-11	GIFTS, CARDS, FLOWERS	CLERK/COMM	
				Year 4
<b>Sep-26</b>	<b>C 11</b>	<b>ALARM BYLAW INTRUSION ROBBERY AND FIRE ALARM SYSTEMS</b>	<b>POLCE</b>	
	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	
<b>Oct-26</b>				
	31600-25	SNOW AND ICE MANAGEMENT	OPERATIONS	
	D 20	SOLID WASTE BYLAW	OPERATIONS	
	03450-01	CAPITAL BUDGETING (211-14)	FINANCE	
	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS		
<b>Nov-26</b>				
	31600-13	CATCH BASINS AND LATERALS (240-03)	OPERATIONS	
	03450-02	CAPITAL INVESTMENT PLAN (CIP) FRAMEWORK/BUDGET POLICY (211-	FINANCE	
	03450-04	BUDGET MANAGEMENT POLICY	FINANCE	
<b>Dec-26</b>				
	68300-04	FIRE INSPECTION POLICY	FIRE	
	31600-23	STREET NAMING POLICY	PLANNING	
	68000-03	TRAFFIC AUTHORITY	POLICE	
	31600-26	STREET RENAMING COPP LANE TO ERNIE LANE POLICY	PLANNING	
<b>Remain as is</b>				
	D 10	CLOSING PUBLIC STREET BY LAW	PLANNING	
	D 11	CLOSING OF PORTION OF SENATOR AVENUE BY LAW	PLANNING	
	D 12	CLOSING OF PORTION OF PENDER STREET BY LAW	PLANNING	
	D 13	CLOSING OF PORTION OF CORDOVA STREET BY LAW	PLANNING	
	D 14	CLOSING OF PORTION OF CORDOVA STREET BY LAW	PLANNING	
	D 15	CLOSING OF PORTION OF PENDER STREET BY LAW	PLANNING	
	D 16	RECORDED RESOLUTION UNSIGHTLY PREMISES ADMINISTRATOR	PLANNING	
	D 17	RECORDED RESOLUTION UNSIGHTLY PREMISES COMMITTEE	PLANNING	
	D 18	RECORDED RESOLUTION INTEREST RATE ON UNSIGHTLY PREMISES CLEAN UP ACCOUNTS	PLANNING	



**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	

# MEMO

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

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

**DATE:** March 18, 2024

**RE:** **Strategic Priorities Update**

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The following provides an update on the 2024 Project-based Strategic Priorities listed below that were adopted by Council in January. Updates to Ongoing Core Priorities are provided to the Committee within other reports.

<b>Project-based Priorities</b>	
Community Centre	Municipal Planning Strategy Renewal
Mobility Strategy	Supply of Suitable Affordable Housing
<b>Ongoing Core Priorities</b>	
Community Vibrancy	Drugs and Addiction
Social Needs	Community Collaboration
Economic Development	

## 2024 Strategic Priority

### Title: **Community Centre Feasibility Study**

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

Responsible Department: Planning and Strategic Initiatives

Current Status: The final report was presented to In-Camera Council in October. Council gave direction to meet with potential partners and land owners of the favoured location. These discussions are ongoing.

1. Staff have since met with the owner of the preferred site. They are interested in selling us the property. They are currently preparing non-disclosure agreements as well as a pro forma for the property. Staff have been requesting updates on the status of the NDA.
2. Staff have met with representatives from Ingenious and Northern Affairs. We asked for advice on how to ensure that the local Mi'kmaq culture is represented and included in the facility. We also spoke about potential partnerships including the Assembly of Atlantic Mi'kmaq Chiefs. They were very appreciative and receptive and agreed to put us in contact with relevant officials.
3. Staff met with a representative with the YMCA who remain engaged.
4. Staff were advised that one of the property owners at or near the preferred location is not interested in discussions at this time.

### Future Actions:

1. Meet with potential stakeholders particularly Cumberland County (March)
2. Develop a high-level funding needs / costs impact document (May)
3. Meet with additional equity deserving users / stakeholders (May)
4. Determine uses / users included (May)
5. Decision on 'moving forward' (June)
6. Develop plan for implementation (September)

2024 Strategic Priority

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

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

Responsible Department: Planning and Strategic Initiatives

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

Future Actions:

1. Revised draft documents provided to consultant  
Due Date: March
2. Revised draft to PAC.  
Due Date: April
3. Draft documents to COW for Review and Comment  
Due Date: April
4. Community Consultations  
Due Date: May
5. Final Revisions  
Due Date: June
6. PAC Review  
Due Date: July
7. Formal adoption process  
Due Date: September

## 2024 Strategic Priority

Title: **Mobility Strategy**

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

Responsible Departments: Planning and Strategic Initiatives, Community Wellbeing, Operations

Current Status: A suite of Active Transportation and physical activity infrastructure upgrades were presented to Council as part of the strategic priority process. A discussion paper that outlined considerations for a transit system was presented to Council in January.

Discussion:

Future Actions:

1. A suite of AT and physical activity infrastructure improvements were included in the Capital Budget.

Due Date: 2024/25 projects to be determined with approval of the Capital Budget.

2. Development of a strategy

Due Date: June 2025

- a. Project work plan June 2024

# CAO Task Report

March 2024

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## Task Updates:

<b>Task: Northern Region Report - GFL request to present</b>
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This will be scheduled for a Joint Councils meeting, in the process of scheduling a meeting.

Status: Ongoing

<b>Task: MAP Request to Present</b>
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This will be scheduled for a Joint Councils meeting, in the process of scheduling a meeting.

Status: Ongoing

<b>Task: Basic Income Guarantee Resolution</b>
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Memo included in March COW agenda

Status: Ongoing

<b>Task: Anson Avenue CN Crossing</b>
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CN Confirmed that they do not warranty of the work at the crossing. They do they work to CN standards.

Status: Ongoing

<b>Task: New Business Certificates Procedure</b>
--

Procedure completed, closing this task.

Status: Closed

<b>Task: Appointment of Members of Council to External Boards, Committees and Commissions Policy</b>
--

Staff have had an initial meeting on this and are on target for April COW.

Status: Ongoing

# Monthly Departmental Report

## Business Development

### March 2024

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A New Business Recognition certificate was presented to East Coast Sports Memorabilia. They received a certificate from members of Council and their business will be promoted on the Town's social media page.

Staff continue to collaborate with the Municipality of Cumberland on improvements at the Highway Trunk 2 Gateway Park. Updating the signage on the existing billboards and supporting business directory signage are being considered. Additional area improvements such as waste receptacles and shrubbery are being considered by the County. With the passing of the Municipality of Cumberland Public Highway Signage Bylaw, their Economic Development Officer is leading the clean-up of signage and visual improvements along the Trunk 2 corridor. Staff with both municipalities have agreed to collaborate when possible on these improvements.

The result of the application to the NS Sustainable Communities Challenge Fund for an LED Streetlighting pilot project with the inclusion of an Adaptive Controls network is expected to be announced at the end of April.

Two of Amherst's major employers continue their support by providing their products to our community. Maritime Pride Eggs and WonderBrands Bakery have committed to supporting our 2024 French Toast Fest with ingredients to share with school students in our area. The Town is recognizing their support on all promotional materials and marketing.

Amherst is now a member of the Tourism Industry Association of Nova Scotia as another means of being active in the Tourism Industry.

Tourism NS's Emerging Destinations Program final deliverables are being wrapped up for the March 31<sup>st</sup>, 2024 completion date. The development of new tourism stories and a revamp of the Town of Amherst Landing page on novascotia.com are among the deliverables. An outline of the deliverables and outcomes will be provided after completion.

In addition, the Town has been awarded \$18,625 by Tourism NS to complete a digital marketing and content production project with matching funds from the Town. This program will run during the 2024-2025 fiscal year.

The Amherst Downtown Business Association held its monthly meeting on Tuesday, February 13<sup>th</sup>. Members of the downtown business community discussed ideas for projects and events in 2024. The Trunk 2 corridor revitalization and summer night street markets were agreed as key focus areas for planning. They agreed to continue the monthly meeting in March.

The 2023-2024 Gritty to Pretty Program closes on March 31, 2024. The closing report is being finalized summarizing the Town of Amherst decorative lighting purchases and local business participation. The 2023-2024 Provincial Beautification and Streetscaping Funding Program has not been released at this time.

The Town of Amherst, in collaboration with the Municipality of Cumberland, has been awarded funding support for ACOA's Destination Market Readiness Program. A kickoff meeting with County and Town staff and ACOA was held to discuss the next steps and format of the program. The Town is the lead proponent for the program and will arrange the hiring of a consultant to perform the feasibility assessment and develop the Cumberland Region's pathway for a potential marketing levy implementation.

The five-year, Nature 1 Challenge Funding Program closes on March 31, 2024. Staff are completing the final report summarizing the activities and land acquisitions occurring during the program. In the final weeks of the program, opportunities for trade and land acquisition continue in order to utilize available funding. The NS Department of Environment and Climate Change and other program partners are negotiating with the Federal government for the release of a second Challenge Fund Program. If the Town of Amherst decides to enter into another program contract, any open projects will be able to continue under the new agreement.

The Town received a reply letter from the Minister of Economic Development responding to the Town's letter of request to transfer land ownership from InvestNS to the Town of Amherst. The department is preparing materials pertaining to the five properties located in the Amherst Industrial Park owned by InvestNS to review the request for a future decision. The Minister recognizes the importance of economic growth in rural NS and the Amherst Industrial Park as a strategic location.

Immigration, Refugees and Citizenship Canada / Government of Canada is planning an Immigrant Information Session in April. The Town is a sponsor of the event with the lending of the CCUBIC conference room. The event is planned to be a morning session with an expected attendance of 50-75 persons. The event will teach businesses how to leverage the immigration system as an option to addressing their labour needs by bringing together the key organizations involved in hiring and retaining foreign nationals

NS Works Job Fair at the Amherst Stadium is scheduled for Thursday, May 16<sup>th</sup>. Organizers are expecting 50 local businesses and organizations to participate as vendors. The Town of Amherst continues to be a sponsor and participant of this event.

The monthly workshop in the Team Cumberland series of "2024 Wednesday Workshops" was held on February 28<sup>th</sup> at the CCUBIC conference room. This event was a lunch and learn session on how to be equipped to sell and increase sales hosted by Natacha Dugas from ravingfan.io. This event was again well attended with over a dozen organizations represented. The next scheduled workshop is "The Dos and Don'ts of HR" on March 20<sup>th</sup> at the NSCC Springhill Campus lecture room from 6:30 pm to 8:00 pm. This workshop will offer a general overview of good practices in Human Resources while also looking at recruitment and retention.

The 2024 Youth Entrepreneurship Challenge is underway hosted by the CBDC and the Cumberland Business Connector. These agencies are meeting with students at schools throughout Cumberland County providing business plan development and entrepreneurship training to over 60 participants. Two cohorts of students will participate in 3 sessions to help them build their business. The finalists will compete in a pitch night on a date to be determined in April to select the winners. This event is organized and supported by the CBDC, Cumberland Business Connector, NS Works, the Municipality of Cumberland and the Town of Amherst.

# Monthly Report

## Community Living

### March 2024

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#### Manager Community Well Being

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

Creating a Culture of Abundance

Youth Settlement in Action: How sectors can build their capacity to support newcomer youth

Digging Deeper: Learning on the wisdom of black history

Black youth homelessness prevention

Navigating multiple crisis

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

Anti-Racism Community of Support

CEP Peer Conversations

Community of Practice for Municipal Accessibility Lead

Basic Income Guarantee Conversations

Food Assistance Network Walk Through (**Organized**)

##### **TOA Meetings**

Safety Meeting

Community Living Meetings

Directors and Managers Meeting

Internal Accessible Playground Meeting

##### **Events:**

Flag Day Ceremony

Athletic Achievers

Ced, Marty and Dave Concert

Winter Carnival

##### **Committee Meetings**

Inclusion, Diversity and Equity Committee

PRAC

Accessibility

##### **Grants**

Municipal Wellness Fund Application

## **Trainings**

Accessibility Foundations Train the Trainer 1&2  
AED Training

## **Marketing Events and Tourism Coordinator**

Winter Carnival planning and logistics

### **Town of Amherst events held**

Athletic Achievers held on Thursday Feb 15<sup>th</sup> – Approximately 100 people in attendance

Flag Day Ceremony – Local Hero's Display and Reception held Thursday Feb 15<sup>th</sup> – Approximately 80 people in attendance

Family Fun Day held on Sunday Feb 18<sup>th</sup>- Approximately 400 people in attendance

Free Family Bowling held on Saturday Feb 17<sup>th</sup> – Approximately 200 people in attendance

Celebrate Someone Special Valentines Edition – Celebrated 50 special nominated community members with a treat on behalf of the Town of Amherst

Coordination with AFD and local schools to get our annual Winter Carnival ariel pictures

Worked with multiple community organizations on events and activities that were held throughout the week.

My Biggest Fan Jamboree, Celebrity Thirst Quencher, Yoga, Alpine Curling, Dance Classes, Crafts, Free Movies, Free Skating, Snowshoeing and more.

Initial planning for French Toast Fest

Accessibility Foundations Train the Trainer- Workshops

Updating Community Calendar

Update and distribution of the What's Up Amherst publication

Community posts on social media maintained

Recreation email maintained

## **Community Navigator**

### **Recruitment**

### **Site Visits**

There was one site visit in February as well as two recruitment meals with visiting locums. The two-day site visit entailed a tour of the hospital, schools, Amherst, Sackville, and Amherst Shore. Each meal and tour were with a member of the hospital staff or community.

A virtual site visit with NS PRAP candidates took place with partnership with Digby and Truro community navigators as well as the Colchester/Cumberland NS Health recruitment team.

## **Branding and Resources**

A new website for Cumberland Healthcare Recruitment has been developed with Nova Social Media & Marketing. It has been soft launched and will be soon used in and on promotional materials.

Orders from a few local vendors for supplies for site visits and appreciation baskets were made. Some new bags, pens, and tumblers were purchased with the Cumberland branding to be used in recruitment bags, baskets, and appreciation efforts.

## **Retention and Appreciation**

Staff recognition days took place with the Bee Kind Committee for Resident Awareness week. Recognition days also took place for STORES, biomed, and the maintenance department with food and/or thank you bags provided for the staff.

The CRHCC social committee arranged Valentines Cards for physicians and other staff at the hospital. As well as a valentine's celebration between departments. The committee also hosted an all-staff family pool party at the YMCA, covered by the OHPR funding. An all-staff family skate is planned during March Break.

The Pugwash staff had a mug painting night at the end of January. Parrsboro and Advocate staff had a mug paint night with Alicia Kate Pottery in mid-February. The events and supplies were covered by the OHPR funding.

Several departments at CRHCC received some appreciation gifts with some more ordered as a morale booster.

Two baskets were created and given to physicians with the Physician Appreciation Committee. The Bee Kind Committee continues providing welcome bags to new staff at CRHCC.

Attended a Youth Settlement in Action workshop about strengthening communities for youth.

## **Active Living Coordinator**

### **Upcoming Professional Development - (Out Of Office)**

- March 22nd FERPA - Truro

### **Upcoming/New:**

### **Physical Activity Strategy - Goal - to Council by April 2024**

- Physical Activity Consultation Meeting March 18th
- Active Communities Fund Grant Application Approved approx. \$15,000.00
- Consultant has been assigned - Stephanie Heath
- Communities on the move Physical Activity Survey **95/100** completed.
- Strategy in development

### **March Break - 2024**

- Active Living worked with partners YMCA, Hatha Yoga Room, Root To Rise, Maggie's Place to promote "Active" Opportunities each day over March Break.

### **Seniors Walking Club Meet - March 27th**

- Will be meeting with Parrsboro Walking Club for a walk / luncheon

### **Wheelchair Basketball - March 2024**

#### **● Chairs to be dropped off at Spring Street Academy March 18th**

- Application has been submitted
- Jared Gogan to lead at Spring Street Academy week of March 16th

### **Afterschool Skate Program - February - April 2024**

- 236 residents participated in February
- Received \$7500.00 from the Healthy Schools Promoter - Supports equipment purchases, healthy snacks and leadership at Stadium during the afterschool skates.
- Tegan Tran hired to lead.

### **Summer Students - May 2024**

- Orientation Meeting - TBD

### **Heartland Tour Dates**

- Heartland Tour - Date set for **Wed July 10th**
- Met with APD - have application to submit
- RCMP have approved the request

### **Next Steps:**

- Set meeting with committee

### **Ongoing:**

### **Multisport**

- Current Session: Racquet Sports

## **Director report**

Director's meeting, COW, Council, Capital Budget and staff meetings

Flag Day Celebrations, Winter Carnival Family Day, AHM month celebrations, Truckology, Guaranteed Basic Income meetings and International Women's day

Accessibility, PRAC And IDE committee meetings

Meetings with Councillors on Joint Social Equity planning, agenda planning

Meetings with APD re: strategic plan

Meetings on Accessible playground and No. 2 Construction Battalion and Cumberland Arts Council

## Task Updates:

<p>Task: In the Works presentation to PRAC</p> <p>Update: On March COW agenda for review by Council</p>
<p>Task: AAC Caregivers on Committees</p> <p>Update: Staff to determine best practices around caregivers on internal/external committees</p> <p>Status: Included in March COW agenda</p>
<p>Task: Accessible playground</p> <p>Update: An internal committee of staff has been struck to determine plan, design and cost moving forward</p> <p>Status: Ongoing</p>
<p>Task: CHHSA presentation</p> <p>Update: Staff to meet with Ashley Legere regarding request for funding</p> <p>Status: In progress</p>

# Monthly Report

## Communications and I.T.

### March 2024

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#### IT Services:

Completed server updates.

Multiple POs completed and received.

Setup/configured and installed a new switch at Town Hall. Removed old switch.

Configured and tested new line at the stadium. The new line dedicated to public stadium wifi is activated as of March 13

Fixed issue with scan to email on Xerox copiers.

Worked on Capital and Operating Budgets.

Renewed and installed Apple certificate.

Installed a new computer for the Swipe card system at Town Hall and removed the old one.

Bell installed an additional desk phone in Dispatch at APD in case of emergency's and they require an additional Dispatcher to work at the same time as the regular Dispatcher.

Day to Day IT issues.

#### Procurement:

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
RFP	24-30	Demolition of 2 Pearl Place	Reg	O	X			
RFP	24-29	Stadium Canteen Concessions	Reg	O	X	X		
ALT	23-21	Dominion Public Building Roof Repair	Alternative	C			X	CAO
RFP	24-05	Stadium Canteen Concessions	Reg	O		X		
RFP	24-01	Hanging Baskets	Reg	O			X	CAO
RFP	24-02	Bedding Plants	Reg	O		X	X	CAO
RFQ	23-19	McCully Booster Materials	Reg	C			X	CAO

#### Task Updates:

**Task:** Town of Amherst Website

Update: Development meetings are continuing. A new menu structure has been developed and content is being reviewed

Status: In progress

**Task:** Customer Notification System Software

Update: The system is not online and active. At the moment we are testing it out with internal users (ie: employees) to ensure it is functioning correctly and there are no issues. If all goes well we will launch to the public by the end of the month.

Status: In progress

**Task:** Public wifi

Update: The new line has been installed at the Stadium. The public wifi network has been separated from the operational network. We are hopeful this will improve the users experience under normal circumstances. Additional hardware has been included in the capital budge for council's consideration.

Status: In progress

# Monthly Report

## Finance

### March 2024

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The Audit Committee met on March 5 and reviewed the third quarter financial report and capital year to date. The financial results continue to be favourable.

The 2024/25 capital budget was presented on March 7 and will be presented to Council for consideration at the March council meeting. Once again, the capital budget includes no new debt. The 2024/25 operating budget is in its final stages and will be presented to Council in the very near future. This presentation will cover all operating budget components (general rate, mandatory provincial area rate, community support area rate, solid waste, sewage and water utility).

The Financial Information Return (FIR) was delayed being issued by the Department of Municipal Affairs. It usually is issued in the summer and due on September 30, along with the audited financial statements. Due to changes in some of the schedules of the report, the Department of Municipal Affairs didn't issue the FIR until February 2 with a due date of March 7. The FIR was completed and submitted on February 27.

We are quickly approaching our fiscal year end (March 31), staff are busy with year end reviews and tasks.

#### Task Updates:

Task: Dr. & Mrs. H.E. Christie Community Foundation

**Motion:** That Council approve the request to receive a donation of \$35,250 from the Dr. & Mrs. H.E. Christie Community Foundation to fund the grants listed below:

- \$18,000 to the Amherst Little League;
- \$2,000 to the Royal Canadian Legion Branch 10 Amherst;
- \$2,500 to the Amherst Pre-School Association; and
- \$12,750 to the Cumberland County Minor Hockey Association.

**Update:** Cheque received from the Dr. & Mrs. H.E. Christie Community Foundation and cheques were prepared for the grants and acknowledgement letters were prepared.

**Status:** Complete

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# Monthly Report

## Fire Department

### March 2024

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#### **RESPONSES (February)**

##### Town of Amherst – 14 events

- 7 Monitored alarm activations
- 2 Smoke alarm activations
- 1 Flue fire
- 2 Smell of smoke
- 2 Garage can / Dumpster fire

##### Contract area (District 2) – 5 events

- 2 Monitored alarm activations
- 2 Motor vehicle accidents
- 1 Mutual aid

#### **PROFESSIONAL DEVELOPMENT**

Weekly Training - During the month of February, the fire department focused our training on thermal imaging camera refresher and all members took part in our annual “Are you mentally prepared” session.

Recruit Fire Fighter Training - The new recruit fire fighters continue their in-person training. During the month of February, their training focused on Ropes & Knots, Forcible Entry, Portable Fire Extinguishers, Structural Search & Rescue and mid-term testing.

Junior Firefighter Program - The junior firefighters have been attending weekly training for the last several months. During the last weekend training session, the junior firefighters received hands on training with firefighting and search patterns.

Leadership Development Day – On February 10<sup>th</sup> the leadership team of the Amherst fire department took part in a full day leadership development session. This included a morning focused on leadership and coaching that was facilitated by an outside source, followed by a focus on leadership skills and strategic planning.

#### **COMMUNITY EVENTS**

During the month of February, the department took part in the annual winter carnival photo at Spring Street Academy, Cumberland North Academy and West Highlands Elementary.

#### **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: No open tasks at this time
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# Monthly Report

## HR and Customer Services

### March 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:

**2024 Assessment Appeals** – the Town received the appeal inventory from PVSC. There was a total of 90 appeals of which one (1) appeal is complete, seventy-four (74) are outstanding. NS Assessment Appeal Tribunal status: 15 total; six (6) complete and 9 (nine) outstanding.

**Tax Certificates** – there were 10 tax certificate requests in February.

	# Of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Mar 1/24	Pending as of Mar 1/24	Withdrawn as of Mar 1/24	Outstanding Appeals as of Mar 1/24	Appeals Successful as of Mar 1/24	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	70	\$32,493,400	0	0	0	0	0	0.00	0.00	7
Commercial	20	\$9,102,800	1	0	0	1	0	0.00	0.00	2
<b>TOTAL</b>	<b>90</b>	<b>\$41,596,200</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>9</b>

**Final tax sale notices:** Eight (8) notices were sent out to property owners with two (2) years taxes outstanding and no firm payment arrangements in place. The next tax sale will be tentatively scheduled for May 2024.

**Final water/sewer notices:** 27 notices were sent out to property owners with 3+ billing quarters outstanding with a deadline to pay, or respond to make payment arrangements by February 7, 2024. All customers paid and/or made satisfactory payments resulting in no disconnection of services.

##### Water/Sewer Billing:

Account maintenance and preparation for 4<sup>th</sup> quarter billing are currently in progress. We also had several responses to our requests for meter repair or replacement at residential and commercial properties and Public Works was able to complete work required.

##### Customer Service Tracking – E11:

There was a total of 88 opened cases in February and 146 cases were closed. The category with the most opened/closed cases in February were Pothole/Damaged Asphalt, with 14 cases.

## Human Resources

HR staff continues to work on the review of all HR policies as well as the final stages of roll-out of the transition to our new payroll and HR software, Workforce Now.

Active recruitment includes:

**Manager of Financial Services:** this competition has commenced with an application deadline of March 22, 2024.

**2024 Summer Students:** recruitment for this year's summer students has started and will continue through the month of March.

# Monthly Report

## Operations

### March 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.
- Staff have started working outside, depending on the stadium schedule, cleaning up branches and debris from the winter in our parks and green spaces.
- The outdoor rink closed for the season on February 29<sup>th</sup>, this year the rink was available for use for 54 days.
- Staff have a stockpile of wood chips at the dog park to help address the spring “mucky” conditions.
- Staff have completed maintenance and painting in the park washrooms.
- The stadium hosted the Nova Scotia Figure Skating provincials from March 1-3 and the Bates Merrill Friendship Hockey Tournament from March 8-9.
- There was daily free skating at the stadium during March Break.
- Planning and preparation continue for Spring plantings and student hiring.

#### **PUBLIC WORKS**

- There were 5 snow events in the last month that required plowing of streets, and 5 events that required the plowing of sidewalks.
- Staff installed the water and sanitary sewer services for the new long term care facility on Church Street.
- Sidewalk salting took place on 13 occasions and the salt truck was dispatched 12 times due to icy conditions.
- There was 1 broken water main repaired on Chamberlain Street and a broken fire hydrant replaced on Albion Street.
- Staff attended to 3 residences for plugged sewer calls and completed 2 lateral video inspections.
- Staff patched potholes with recycled asphalt on 9 days in February, using approximately 27 tonnes of recycled asphalt.
- The annual report for the wastewater treatment plant was submitted to Nova Scotia Department of Environment and Climate Change for their review on February 28.

#### **UPCOMING**

- Snow and de-icing operations of streets, sidewalks and VIA rail platform as needed.
- There will be a focus on patching potholes over the next 6 weeks.
- CCMHA concludes their season on March 31.
- Quarterly reading of water meters will start on April 1.

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: 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

### March 2024

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The attached report shows development activity as of March 1, 2024, as well as a year-over-year comparison.

Closing arguments were submitted in February for the appeal of Council's refusal to enter into a development agreement for an apartment building at 155 East Victoria Street. The NSUARB is expected to deliver its decision in the coming month.

Council gave second reading of 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. The 14-day appeal period will lapse March 21<sup>st</sup>, at which time, the development agreement can be executed and permits can be issued.

Staff are working with a developer on a large-scale residential development on the former Dolan Property. A Public Participation Opportunity has been scheduled for March 27<sup>th</sup> to start the development agreement approval process.

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

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

#### Task Updates:

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

Update: The development agreement is with the proponent for signature. Staff are in discussions with the developer regarding the timing of the development.

Status: Blaine Street is ongoing. Development of the Ottawa Avenue property is paused.

**Task: Hotel Levy**

Update: The application for the ACOA Destination Market Readiness Program is underway. ACOA is developing a project RFP that will be provided to the town to procure in the coming month.

Status: Started

**Task: LED Roadway Lighting Proposal**

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 March 1, 2024

PERMIT APPLICATIONS								For the Month of February
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value
B2024-008	25021437	62 Havelock St	0	Renovate	Apartments	Apartment Building	55.00	2,000.00
C2024-009	25461906	47 Rosewood Dr	1	Construction	Single Detached Dwelling	Moble/Mini Homes	192.00	130,000.00
C2024-010	25019043	12 Edgewood Ave	0	Addition	Single Detached Dwelling	Semi-Detached Dwelling	72.00	24,000.00
B2024-011	25002353	12 Winston Ave	0	Renovate	Single Detached Dwelling	Accessory Uses - Other	86.00	14,560.00
B2024-012	25033291	8 Townshend Ave	0	Renovate	Single Detached Dwelling	Accessory Uses - Other	109.00	23,920.00
C2024-013	25000829	18 Cumberland Ridge Dr	1	Construction	Single Detached Dwelling	Moble/Mini Homes	192.00	130,000.00
B2024-014	25034992	6 Victoria St	0	Renovate	Apartments	Apartment Building	295.00	98,000.00
D2024-015	25014382	198 Church St	0	Construction	Commercial	Permanent Sign	50.00	2,000.00
B2024-016	25002247	1 Winston Ave	0	Renovate	Single Detached Dwelling	Accessory Uses - Other	89.00	15,876.00
<b>Total</b>	<b>9</b>		<b>2</b>				<b>1,140.00</b>	<b>440,356.00</b>

## 2023-2024 Comparison

ACTIVITY REPORT							For Month of February 2024-02-29
Type	Feb 2023			Feb 2024			
	Permits	Units	Value of Construction	Permits	Units	Value of Construction	
Single Family	2	1	135,288	6	2	338,356	
Duplex/Semi	0	0	0	0	0	0	
Apartments	0	0	0	2	0	100,000	
Other Residential	0	0	0	0	0	0	
Commercial	2	0	658,000	1	0	2,000	
Industrial	0	0	0	0	0	0	
Inst & Gov	0	0	0	0	0	0	
Agriculture	0	0	0	0	0	0	
Other	0	0	0	0	0	0	
<b>Total</b>	<b>4</b>	<b>1</b>	<b>793,288</b>	<b>9</b>	<b>2</b>	<b>440,356</b>	
<b>Year To Date</b>	<b>7</b>	<b>7</b>	<b>1,501,749</b>	<b>16</b>	<b>6</b>	<b>1,519,816</b>	

# Monthly Report

## Police Services

### March 2024

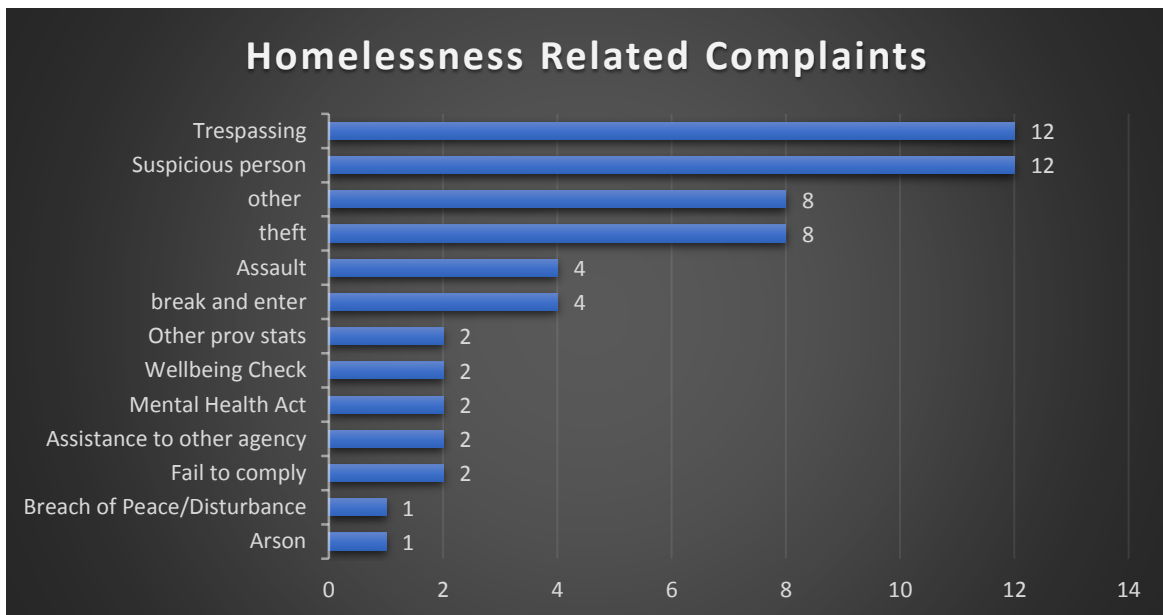
#### TRAINING

**Canadian Credible Leadership – CPKN:** Our five (5) Corporals have been signed up for this leadership course that is available through the Canadian Police College and CPKN (Canadian Police Knowledge Network). This 60-hour course is completed at one’s own pace and covers 60 leadership competencies. The course is divided into 4 main sections: 1. Skills of Personal Mastery, Interpersonal Communications and Conflict Management, 2. Skills for Opportunity and Problem Management, 3. Skills for Team and Organizational Development and 4. Skills of Versatility.

**Standard Field Sobriety Testing/Sotoxa:** APD will be hosting an SFST Course followed by a Sotoxa users’ course in April 2024. SFST is a 4-day course and is essential for processing drivers who may be impaired by either drugs or alcohol. Training covers detection of impaired drivers and recognizing the signs of intoxication and using roadside physical testing and observations to formulate grounds to pursue criminal charges. The Sotoxa is an approved instrument that can be used roadside to detect the presence of drugs in oral fluid and provide the officer with grounds for further investigation. Both the SFST and Sotoxa training is being provided by the Provincial Impaired Driving Team.

#### GENERAL OPERATIONAL UPDATES:

**Homelessness:** Files associated with homeless numbered 60 for the month of February. This is down slightly from January 2024 (85) but still up from December 2023 (33). We continue to have interactions with many people that are not from this area and the majority of complaints were cleared without laying charges.



**Shoplifting Complaints:** In February, APD received 8 complaints of shoplifting. This is down from January (14) and December (12). When looking at all types of thefts, APD logged 46 complaints in February, 49 in January and 37 in December 2023.

**Changes in Occurrences/Charges:** Our criminal charge stats took another big jump in February with 139 as a total number of charges. This is up from January 2024 (83) and December 2023 (50). This month's stats are in line with those of the first half of 2023, which was one of the busiest in the last decade with a total of 1,116 charges laid for the year. Our February 2024 occurrences numbered 419, decreasing from January 2024 (481) and 444 in December 2023, and lower than in January 2023 (443).

## **OPERATIONAL**

**February 29<sup>th</sup>: Warrant Issued:** The Amherst Police Department prepared a media release requesting the assistance of the public to locate Jamie Trenholm, aged 37 in relation to a province-wide arrest warrant that was issued. TRENHOLM is wanted for a robbery and assault that allegedly took place at an Amherst residence on February 25<sup>th</sup>, 2024. Police received a call that a male had committed a home invasion and robbery against a male victim. The victim suffered non-life-threatening injuries and was treated at the Cumberland Regional Health Care Centre and later released. The victim and the subject are known to each other. TRENHOLM has been charged with robbery, assault with a weapon, uttering threats, possession of a weapon, aggravated assault and 3 counts of failing to comply with a release order.



**February 27<sup>th</sup>, - Street Crime Warrant:** Bradley Peter Gilbert, aged 27, of Maccan, Nova Scotia is facing numerous criminal code charges in relation complaints of thefts throughout Cumberland County and recovered property that was located during a search on February 27<sup>th</sup> at his property in Maccan, NS. The estimated value of the recovered property is in excess of \$250,000. Charges laid include: 7 counts of possession of property obtained by crime over \$5000, 3 counts of possession of property obtained by crime under \$5000, failing to comply with release order conditions and possession of a prohibited weapon.

Members of the Cumberland Integrated Street Crime Unit (SCEU), with the assistance of the Amherst Police Department Major Crime Unit, Cumberland County District RCMP, RCMP Emergency Response Team and RCMP Traffic Services executed the search warrant that resulted in the recovery of numerous vehicles, heavy equipment and other property that had been reported stolen from several locations throughout Cumberland County. Gilbert was arrested without incident at the scene and has been remanded into custody and is expected to appear in court at a later date. The Cumberland Street Crime Enforcement Unit is coordinating the investigation which involves multiple files and multiple complainants. Additional charges are also anticipated as the investigation continues.



**February 23<sup>rd</sup> - 2024 African Heritage Month poster:** Chief Dwayne Pike and staff were presented with the 2024 African Heritage Month Poster by members of Council on February 23<sup>rd</sup>. The poster entitled "Our Smiles, our Joy, Our Resilience" was proudly displayed in our lobby for the month of February. This is the final year for the UN's International Decade for People of African Descent.



The goal for the past decade and beyond to strengthen global cooperation in support of people of African descent, increase awareness and recognize their full and equal participation in all aspects of society.

**Fire Lane Parking Enforcement:** Amherst Police recently started monitoring and enforcing fire lanes at some of the local business in town. Under Section 150 of the Motor Vehicle Act the traffic authority can approve signs on private property with the agreement of the property owner in relation to fire lanes. This was in response to repeated complaints and observations about specific areas and concerns from the public about safety issues when vehicles are blocking the fire lanes, especially pedestrians entering and leaving the buildings. Fire lanes ensure that firefighters and first responders have fast and reliable access to the premises in emergencies and clear space for egress from a burning building. The consequences of parking in a fire lane could include ticketing, towing or both. Fines start at \$136.60.



**February 16<sup>th</sup> – Arrest of subject wanted by RCMP:** Christopher Charles Mattinson, 33, who was wanted out of Little River on a province-wide arrest warrant by the RCMP was arrested by Amherst Police and turned over to the RCMP. Mattinson was the subject of several social media posts by the RCMP. Mattinson was spotted in Amherst by an Amherst PD civilian staff member who called members and advised of his location. Mattinson was arrested without incident by members of B Platoon and the APD Street Crime Unit.

**February 12<sup>th</sup> – Search Warrant and Charges:** At approximately 6:30pm on Monday, February 12<sup>th</sup>, members of the Amherst Police Department executed a search warrant at a local residence. In addition to the accused, 3 other individuals, a 30-year-old female and a 36-year-old male, were arrested on outstanding warrants during the incident and a 35-year-old female was also arrested for breaching conditions of her probation. During the search, police seized numerous exhibits including drugs, drug paraphernalia, weapons, ammunition, cash, unstamped tobacco and an assortment of property believed to be stolen. Tara Matthews, aged 42, of Amherst Nova Scotia, is facing numerous criminal code charges that include weapons offenses, possession of stolen property charges and breach of probation charges. She is also facing charges under the Excise Act and the Revenue Act in relation to the possession of unstamped tobacco. Additional charges include trafficking cocaine and methamphetamine under the Controlled Drugs and Substances Act. Matthews was remanded into custody then released and is expected to appear in court on March 18<sup>th</sup>, 2024.

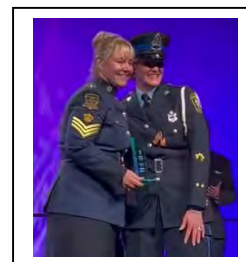
**February 3<sup>rd</sup> – Impaired Driver/Drugs:** A 29-year-old Cumberland County woman has been arrested and is facing numerous charges including impaired driving, trafficking cocaine, forgery and weapons charges following a traffic stop on West Pleasant Street in Amherst on February 3<sup>rd</sup>, 2024. A passenger in the same vehicle, a 56-year-old Amherst man, was also arrested and remanded into custody in relation to multiple breaches of his release order. At approximately 8:00am on February 3<sup>rd</sup>, 2024, a member of the Amherst Police Department noted the car driving in an abnormal manner. The vehicle also had some vehicle equipment issues and an expired registration. A vehicle stop was conducted on West Pleasant Street and the attending officer noted the male passenger was in breach of their release conditions. The male passenger was arrested and removed from the vehicle. The officer had also noted drug paraphernalia inside the vehicle and recognized signs of impairment displayed by the female driver. The driver was arrested and a subsequent search resulted in the seizure of weapons, drugs, unstamped tobacco as well as evidence of other criminal activity. The female driver was processed and later released on conditions to appear in court at a later date. The male passenger, who is facing five (5) breaches of his release order and one count of possessing property obtained by crime was remanded into custody is scheduled to appear in court at a later date.

**February 1<sup>st</sup> – Aggravated Assault:** A 26-year-old Amherst man is facing several serious charges in relation to an incident that occurred on the night of February 1<sup>st</sup>, 2024. Dylan Owen SMITH, aged 26 of Amherst, Nova Scotia is facing numerous charges that include aggravated assault, uttering threats, damage to property, assault with a weapon and several other weapons related charges. Police learned of the incident in the early morning hours of February 2<sup>nd</sup>, 2024 when they were alerted that a victim had allegedly been shot in the head and wounded by a BB gun and had sought treatment. The incident had happened hours before at approximately 11:00pm on Wednesday, February 1<sup>st</sup>, 2024. The incident allegedly happened during an altercation between several parties. The accused was arrested on February 2<sup>nd</sup> and was held overnight making a court appearance on February 3<sup>rd</sup>. He was released by the courts and is scheduled to return to court on March 11<sup>th</sup>, 2024 to answer to the charges.

**February 1<sup>st</sup> - Theft of Truck, Break and Enter and Obstruction Charges and Arrest:** Amherst Police have laid multiple charges in relation to a string of incidents that occurred on February 1<sup>st</sup>, 2024 that ended when the accused was arrested in Oromocto New Brunswick by the RCMP. On the morning of February 1<sup>st</sup>, 2024, Police had received calls about a suspicious person in and around a residential area on private property. The person was located and on two separate occasions, allegedly provided 2 different police officers with a false name. At the time, he was provided with some assistance by Police. Later that day, Police received numerous complaints of a person entering private property, which was captured on various home surveillance recordings. Police then received a call that a suspect was attempting to break into a house and steal various items. The suspect left the area while the complainant was on the phone with Amherst dispatch and was not located at this time. Approximately an hour later, at 7:00pm, on February 1<sup>st</sup>, Police received a call that a bucket truck was missing from a driveway of a residence and was believed to be stolen. Video footage was available and police were able to identify the suspect. The vehicle was tracked to New Brunswick, and with the assistance of the New Brunswick RCMP, the accused was arrested in Oromocto and held in custody while Amherst Police applied for a warrant of arrest from the courts to bring the accused back to Nova Scotia. Robert Robblee, aged 37, is facing several charges that include two (2) counts of obstruction, one (1) count of break and enter, one (1) count of attempted break and enter, one (1) count of attempted theft, one (1) count of possession of a weapon, two (2) counts of breaching a release order and theft of a truck. The accused was returned to Amherst on February 2<sup>nd</sup> and was remanded into custody for the weekend. He was later released by the courts and is scheduled to appear in court at a later date to face the charges.

## **PERSONNEL:**

**Special Olympics Nova Scotia Provincial Award:** Once again, Cst Michelle Harrison has been Recognized for her dedication and work in relation to the Nova Scotia Special Olympics and has been selected as the 2023 recipient for the Law Enforcement Torch Run Award. This year, the 30<sup>th</sup> Inspired Gala and Auction, which is a fundraiser for the Special Olympics Nova Scotia will be held on February 21<sup>st</sup>, 2024 at the Nova Centre. As expected, we are ecstatic that Michelle has, once Again, been recognized for her community spirit and dedication!



**Resignation - Constable Wayne Gillam:** Constable Wayne Gillam submitted his resignation effective February 26<sup>th</sup>, 2024. Cst Gillam was a part time member with the Amherst Police Department who had worked in several sections while with us, including Crime Prevention, the Patrol Unit and Street Crime. We wish Wayne all the best in the future!

## OPERATIONAL STATS – February 2023

Occurrences:	419	Criminal Code Charges:	139
Impaired by Alcohol:	6	CDSA:	6
Impaired by Drug:	1	CBCA:	1
Traffic Tickets:	57	PPA:	1
Traffic Written Warnings:	16	Vehicle Checks	150
LCA:	1	Foot Patrol Hours:	35hrs, 46 min
Bike Patrol Hours:	0	Parking Tickets:	0
Parking Warnings:	0		

## 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. 2024-03-11: 2024-03-11: Vehicle is almost finished. We are hoping to have the vehicle registered in the next few days and the vehicle ready to be picked up. 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:** 2025-03-11: items are included in Capital Budget as submitted by Aaron B. DDPike

**Task: Taxi By-Law**

**Update Status:** 2024-03-11: Over half of APD staff have attended the Taxi Bylaw presentation. Planning underway for Taxi owners and Drivers for the new year. DDPike

# Monthly Report

## Solid Waste Education and Enforcement

### March 2024

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#### Education & Enforcement

##### Presentations/Meetings

##### Nova Scotia Housing

Due to contamination levels in the recycling stream, Miller Waste asked staff to reach out to Nova Scotia Housing to schedule education sessions with the tenants. Presentations have started in the Amherst area with the hopes of reaching all buildings in the next few months.

##### Lions Club

Staff are working with the Amherst Lions Club to ensure proper separation takes place when the venue is rented out for events.

##### Miller Waste Collectors Meeting

Education and Enforcement staff met with Miller Waste staff to discuss rejections, sorting, reporting, etc. These meetings are typically held every 4-6 months and are a great way to keep the lines of communication open.

##### Collection schedules

Collection schedules for April 1, 2024 – October 31, 2024 will be mailed out to residents in the Town of Amherst the week of March 18<sup>th</sup>. Collection schedules for November 1, 2024- March 31, 2025, outlining the collection changes will be mailed out in October.

##### Electronics Depot

Kent Building supplies are now accepting select electronics in the Town of Amherst, in addition to Dowe's Concrete.

##### Enforcement

Miller Waste reported 310 rejections in the Town of Amherst during the month of February. Recycling rejections accounted for 81% of the rejections, with Garbage & Organics accounting for 19%.

##### Social Media

Below are examples of the weekly "What Goes Where" posts on the Cumberland Region Solid Waste Facebook Page.

