



Town of Amherst
Committee of the Whole

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

	Pages
1. Call to Order	
1.1 Territorial Acknowledgement	
“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”	
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5.2.2	April 4, 2024	

5.2.3 April 4, 2024

5.2.4 April 8, 2024

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

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

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

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

6. Adjournment



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

Consent Agenda

MOTION:

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

- 1.4 Acceptance of Minutes**
- 2.1 Capital Budget Carry-Overs**
- 2.2 Stadium Netting**
- 2.3 Request to Present**
- 3.1 By-law and Policy Review Update**
- 3.2 Strategic Priorities Update**
- 3.3 First Readings Memo**
- 3.4 Taxi Stats Memo**
- 3.5 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 Cumberland Business Connector Monthly Report**
- 4.5 Financial Services Monthly Report**
- 4.6 Fire Services Monthly Report**
- 4.7 HR and Customer Service Monthly Report**
- 4.8 Operations Monthly Report**
- 4.9 Planning and Strategic Initiatives Monthly Report**
- 4.10 Police Services Monthly Report**
- 4.11 Solid Waste Education and Enforcement Monthly Report**

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

Date: March 18, 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

1. Call to Order

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

1.1 Territorial Acknowledgement

Mayor Kogon gave the Territorial Acknowledgement.

1.2 Approval of Agenda

Moved By Councillor Emery

Seconded By Councillor Baker

That the agenda be approved as circulated.

MOTION CARRIED

1.3 Approval of the Consent Agenda

Councillor Landry asked that item 3.5 Strategic Priorities Update be removed from the consent agenda.

Moved By Councillor Davidson

Seconded By Deputy Mayor Fawthrop

To approve the consent agenda with the removal of item 3.5 Strategic Priorities Update.

MOTION CARRIED

1.4 Acceptance of Minutes

1.4.1 February 20, 2024

The minutes of the February 20, 2024 Committee of the Whole meeting were accepted as part of the consent agenda.

1.4.2 March 7, 2024

The minutes of the March 7, 2024 Committee of the Whole meeting were accepted as part of the consent agenda.

2. Council Direction Requests

2.1 Street Inspection and Maintenance Policy

Moved By Councillor Emery

Seconded By Councillor Baker

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

MOTION CARRIED

2.2 Sidewalk Inspection and Maintenance Policy

Moved By Councillor Emery

Seconded By Deputy Mayor Fawthrop

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

MOTION CARRIED

2.3 Tree Planting on Town Owned Land Policy

Moved By Councillor Baker

Seconded By Councillor Emery

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).

MOTION CARRIED

2.4 Sidewalk and Curb Construction Policy Memo

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

Moved By Councillor Davidson

Seconded By Deputy Mayor Fawthrop

That Council refer the Sidewalk and Curb Construction Policy to the Accessibility Advisory Committee for review.

MOTION CARRIED

2.5 Poverty Reduction Advisory Committee Motion - In The Works

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

Moved By Councillor Davidson

Seconded By Deputy Mayor Fawthrop

That 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

2.6 Basic Income Guarantee Resolution

Moved By Deputy Mayor Fawthrop

Seconded By Councillor Landry

That Council forward to the March 25, 2024 regular meeting of Council approval to send the letter of support for a Basic Income Guarantee to the Basic Income Nova Scotia Society to ensure our support is included with the other municipalities.

MOTION CARRIED

2.7 Attendance Administration Policy Memo

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

Moved By Councillor Davidson

Seconded By Deputy Mayor Fawthrop

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.

MOTION CARRIED

2.8 Stadium Netting

Moved By Councillor Davidson

Seconded By Councillor Chambers

That Council forward to the March 25, 2024 regular meeting, direction to staff to remove the stadium netting from the sides before the next hockey season.

MOTION CARRIED

3. Information Items

3.1 Accessible Parking

The Traffic Authority will proceed with moving the accessible parking spot in front of the Bank of Nova Scotia building to a spot in front of Town Hall.

3.2 Appointment of Caregivers to Committee of Council

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

3.3 Event Planning Toolkit

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

3.4 By-Law and Policy Review

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

3.5 Strategic Priorities Update

Councillor Landry asked for an update on the Community Centre Feasibility Study meeting with potential stakeholders, particularly Cumberland County scheduled to take place in March. The Director of Planning & Strategic Initiatives Andrew Fisher replied discussions are still taking place. Council agreed a more detailed update could be given while in closed session. Councillor Landry also asked about the Municipal Planning Strategy Review, specifically the March due date to have draft documents provided to the consultant. Mr. Fisher replied this project has been delayed due to the volume of recent development applications; however, the intent is to bring significant changes being recommended to the PAC before going back to the consultants.

3.6 CAO Task Report

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

4. Monthly Reports

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

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

5. Closed Session

**Moved By Councillor Landry
Seconded By Councillor Baker
That the Committee move to Closed Session.**

MOTION CARRIED

6. Adjournment

There being no further business, Mayor Kogon adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor

**Amherst Town Council
General Operating Budget
Minutes**

Date: April 4, 2024
Time: 12:30 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
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

1. Call to Order
Mayor Kogon called the meeting to order.

1.1 Territorial Acknowledgement
Mayor Kogon gave the Territorial Acknowledgement.

The CAO thanked everyone for coming and explained how the meeting would proceed.

2. Information Items

The Director of Finance reviewed sections 2 through 4, included in the budget binder.

2.1 Tax Rate History
2.7 Capital Reserve Balances

2. Information Items

2.2 Assessment Comparison
2.3 Revenue Generated by \$0.01 on the Tax Rate
2.4 Debenture Schedule

- 2.5 **Debt Service Ratio**
- 2.6 **Operating Reserve Balances**
- 3. **General Rate - Overall**
 - 3.1 **General Rate - Overall Summary**
 - 3.2 **General Rate - Overall Revenues Detail**
 - 3.3 **General Rate - Overall Expenditure Detail**
- 4. **Corporate Services**
 - 4.1 **Corporate Summary Including Revenue Detail**
 - 4.2 **Corporate Expenditure Detail**
- 5. **Police**

The Chief of Police reviewed this section, included in the budget binder.

- 5.1 **Police Summary Including Revenue Detail**
- 5.2 **Police Expenditure Detail**
- 6. **Fire**

The Fire Chief reviewed this section, included in the budget binder.

- 6.1 **Fire Summary Including Revenue Detail**
- 6.2 **Fire Expenditure Detail**
- 7. **Communications & IT**

The Director of Communications & IT reviewed this section, included in the budget binder.

- 7.1 **Communications & IT Summary Including Revenue Detail**
- 7.2 **Communications & IT Expenditure Detail**
- 8. **Community Living**

The Director of Community Living reviewed this section, included in the budget binder.

- 8.1 **Community Living Summary Including Revenue Detail**
- 8.2 **Community Living Expenditure Detail**
- 8.3 **Navigator Summary Including Revenue Detail**

- 9. **Planning**

The Director of Planning & Strategic Initiatives reviewed sections 9 through 11, included in the budget binder.

- 9.1 **Planning Summary Including Revenue Detail**

- 9.2 **Planning Expenditure Detail**
- 10. **Strategic**
 - 10.1 **Strategic Summary Including Detail**
- 11. **Environmental Stewardship**
 - 11.1 **Environmental Stewardship Summary Including Detail**
- 12. **Recreation Facilities**

In the absence of the Director of Operations, the CAO reviewed sections 12 and 13, included in the budget binder.

- 12.1 **Recreation Facilities Summary Including Revenue Detail**
- 12.2 **Recreation Facilities Expenditure Detail**
- 13. **Operations**
 - 13.1 **Operations Summary Including Revenue Detail**
 - 13.2 **Operations Expenditure Detail**
- 14. **Policies**

The Director of Finance reviewed sections 14 to 19, included in the budget binder.

- 14.1 **User Fee Policy**
 - 14.1.1 Memo re: Repeal Sale of Beer/Liquor Robb Centennial Park
 - 14.2 **Tax Exemption Policy**
 - 14.3 **Tax Reduction Policy**
 - 14.4 **Community Support Grants Policy**
 - 15. **Solid Waste**
 - 15.1 **Solid Waste Summary Including Revenue Detail**
 - 15.2 **Solid Waste Expenditure Detail**
 - 15.3 **Memo - Solid Waste Budget Deficit**
Moved By Deputy Mayor Fawthrop
Seconded By Councillor Baker
To the increase the uniform charge for solid waste by \$10 for 2024/25,
increasing the uniform charge to \$278.
- MOTION CARRIED**
- 16. **Sewage**
 - 16.1 **Sewage Summary Including Revenue Detail**

- 16.2 Sewage Expenditure Detail
- 17. Water Utility
 - 17.1 Water Utility Summary Including Revenue Detail
 - 17.2 Water Utility Expenditure Detail
- 18. Mandatory Provincial Contribution Area Rate
 - 18.1 Mandatory Provincial Contribution Area Rate Summary Including Revenue Detail
 - 18.2 Mandatory Provincial Contribution Area Rate Calculation
- 19. Community Support Area Rate
 - 19.1 Community Support Area Rate Summary Including Revenue Detail
 - 19.2 Community Support Area Rate Calculation
 - 19.3 Club Exemptions

Moved by Deputy Mayor Fawthrop
Seconded by Councillor Davidson
That the 2024/25 general operating budget as presented be forwarded to Council for approval.

MOTION CARRIED

Moved by Councillor Emery
Seconded by Councillor Baker
To go into Closed Session

MOTION CARRIED

There being nothing further Mayor Kogon adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor

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

Date: April 8, 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 Lisa Emery

Members Absent Councillor Leon Landry

Staff Present Jason MacDonald, Chief Administrative Officer
Kim Jones, Director, Corporate Communications
Krista Crossman, Director, HR & Customer Services
Natalie LeBlanc, Municipal Clerk

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

MOTION CARRIED

3. **Adjournment**
There being nothing further, Mayor Kogon adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor



COMMITTEE OF THE WHOLE

CDR# 2024037

Date: April 15, 2024

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: April 15, 2024

SUBJECT: 2024/25 Capital Budget Carry Overs - Water Utility & General Capital

ORIGIN: 2024/25 budget preparations

LEGISLATIVE AUTHORITY: Section 65 of the Municipal Government Act requires that council shall adopt an operating budget and a capital budget for each fiscal year.

RECOMMENDATION: That Council forward to the April 22, 2024 regular meeting, approval of capital carry over projects to be included the Town of Amherst Water Utility and General Capital Budgets for the 2024/25 fiscal year. The capital budget spending authority for 2024/25 is amended by \$5,307,500 for the capital carry over projects (\$1,605,400 for the Water Utility and \$3,702,100 for General Capital).

BACKGROUND: During last year’s Capital Budget, capital projects were presented to Council who provided approval for the 2023/24 fiscal year. Although most of these projects were completed through the year, staff were not able to complete some of them. There are various reasons for this such as long delivery timelines and resource limitations for example.

On March 25, 2024, Council approved new projects for the 2024/25 General and Water Capital Budgets as well as in principle the years 2-5 proposed Capital Budgets. We are now looking to amend the year 1 Capital Budget to add the carry over projects (approved in the 2023/24 budget) to the Capital Budget to allow for spending authority during 2024/25.

DISCUSSION: During the Capital Budget presentation and discussion, staff indicated to Council that we were uncertain of the projects that would require a carry over to the 2024/25 fiscal year and that once we were past year end, we would come back to Council to obtain authority to add these to the Capital Budget to ensure we have spending authority in the current fiscal year.

As stated above, these projects have already been approved by Council and we are simply requesting that the spending authority be carried over into the current fiscal year. There is one project that is being added to the capital carry over projects, but it was approved by Council at an in-camera meeting in November 2022. This is the purchase of 8 Lower LaPlanche Street. This purchase is anticipated to be finalized in the near future. A list of the carry over projects is attached for Council’s reference.

FINANCIAL IMPLICATIONS: The carry over projects were approved by Council and financing was set in place in last fiscal year, with the exception of the purchase of 8 Lower LaPlanche Street.



The budget added is \$10,000 for the purchase and legal fees to be funded from the Capital Reserve. The financial implication is simply to move the spending authority from fiscal 2023/24 to 2024/25.

The capital budget spending authority for 2024/25 would be amended by \$5,307,500 (\$1,605,400 for the Water Utility and \$3,702,100 for General Capital). The projects are itemized in the attached listing. These projects will be funded by:

Water Utility Capital:

Water Depreciation	\$1,003,801
Grant - Water Utility	<u>\$ 601,599</u>
	<u>\$1,605,400</u>

General Capital:

Operating Reserve	\$ 285,000
Capital Reserve	\$ 299,200
Grants – General Capital	\$2,519,532
Long Term Debt – General/Sewer	<u>\$ 598,368</u>
	<u>\$3,702,100</u>

COMMUNITY ENGAGEMENT: Information on the budget has been shared via social media as approvals occur. A budget report will be added to the website once the operating budget has been approved.

ENVIRONMENTAL IMPLICATIONS: None anticipated.

SOCIAL JUSTICE IMPLICATIONS: None anticipated.

ALTERNATIVES: Delay the decision on carry over projects to a future meeting.

ATTACHMENTS: Listing of Capital Project Carry Overs for 2024/25.

Report prepared by: Sarah Wilson, Director of Finance
Report and Financial approved by: Sarah Wilson, Director of Finance

Capital Budget								
CARRY OVER PROJECTS FROM 2023/24 to 2024/25								
Projects	Estimated Gross Cost with non-recoverable HST included	Water Depreciation	Operating Reserve	Capital Reserve	Capital Reserve (Carry Overs)	Grants	ICIP Infra-structure Grant	Long Term Debt - General / Sewer
WATER CAPITAL								
Dump Truck <i>(carry over)</i>	355,000	355,000						
West Victoria Street ~ CNR to Hickman - water main replacement <i>[contingent on grant funding] (carry over)</i>	820,400	218,801					601,599	
McCully Street Booster Station - study & design <i>(carry over)</i>	50,000	50,000						
McCully Street Booster Station - upgrades	300,000	300,000						
Wellfield Engineering Design & Construction - Swab Launchers	80,000	80,000						
WATER TOTAL	1,605,400	1,003,801	-	-	-	-	601,599	-
GENERAL CAPITAL								
EQUIPMENT								
LED Lighting upgrade <i>[contingent on grant funding] (carry over)</i>	670,000	-	150,000	-	-	520,000	-	-
BUILDINGS / LAND								
Town Hall - New Roof <i>(carry over)</i>	135,000		135,000					
Four Fathers Library - HVAC Upgrade	40,000				40,000			
Land Purchase - 8 Lower LaPlanche Street	10,000			10,000				
Subtotal	185,000	-	135,000	10,000	40,000	-	-	-
LARGE MULTI - CATEGORY PROJECTS								
West Victoria Street ~ CNR to Hickman - sanitary sewer, storm sewer (corrugated), pulverize & rebuild street, curb, sidewalk <i>[contingent on grant funding] (carry over)</i>	1,523,600						1,117,256	406,344
Russell Street - sanitary sewer, storm sewer (corrugated), pulverize & rebuild street <i>[contingent on grant funding] (carry over)</i>	720,000						527,976	192,024
Subtotal	2,243,600	-	-	-	-	-	1,645,232	598,368
STORMSEWER								
Flood Mitigation Upgrades	499,000	-	-	-	149,700	349,300	-	-
FIRE DEPARTMENT								
Breathing Air Refilling Stations - replacement (Station unit)	30,000	-	-	-	30,000	-	-	-
POLICE DEPARTMENT								
APD HVAC <i>(carry over)</i>	18,000				18,000			
Body Armour and attachments - 20 Units	30,000				30,000			
Containment Equipment - 4 Carbines and accessories	16,500				16,500			
Subtotal	64,500	-	-	-	64,500	-	-	-
RECREATION								
4 Stream Waste Receptacles for Parks (year 1 of 2)	10,000	-	-	-	5,000	5,000	-	-
GENERAL TOTAL	3,702,100	-	285,000	10,000	289,200	874,300	1,645,232	598,368
GRAND TOTAL WATER & GENERAL	5,307,500	1,003,801	285,000	10,000	289,200	874,300	2,246,831	598,368

MEMO

To: Mayor Kogon and Members of Council
From: Aaron Bourgeois, Director of Operations
Date: April 15, 2024
Re: Stadium Netting

At the March 18, 2024 committee of the whole meeting the following motion was passed:

**Moved By Councillor Davidson
Seconded By Councillor Chambers
That Council forward to the March 25, 2024 regular meeting, direction to staff to remove the stadium netting from the sides before the next hockey season.**

At the March 25 meeting, the CAO shared a memo from staff dated August 10, 2005 where the Maritime Junior Hockey League requested the side netting be installed in addition to the plexiglass.

Staff have been in contact with league president Connor Cameron and the side netting is not a requirement of the league, their only concern with removing the side netting is fan safety but the removal of the netting is up to the Town.

While the netting does provide additional protection from deflected pucks entering the stands it also interferes with the quality of the video for televised games and prevents the stadium from hosting promotional activities such as teddy bear / mitten toss.

Staff are recommending the side netting at the Amherst Stadium be removed prior to the start of the 2024/25 Amherst Junior "A" Ramblers season.

MEMORANDUM

TO: Mayor Kogon and Members of Council

FROM: Natalie LeBlanc, Municipal Clerk

DATE: April 15, 2024

SUBJECT: Presentation to Council Request

Staff have been contacted by Morris Haugg on behalf of the Cumberland Acadian Society who would like to make a presentation to Council. The request is attached.

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

-----Original Message-----

From: Morris Haugg <morrishaugg1@gmail.com>

Sent: March 19, 2024 11:07 AM

To: Jason MacDonald <JMacDonald@amherst.ca>

Cc: Leon Landry <leonwlandry@gmail.com>; Bill Casey <billcasey@outlook.com>

Subject: Beaubassin Village

Hello Jason . I am seeing you this letter to show that we have provincial support for more development of this historic site in our neighbourhood . We need lots of local support as well.

This site is not just of historic and cultural importance. It has great economic potential in terms of tourism.

We are hereby asking for the opportunity to make a presentation to Council on this subject.
Cumberland Acadian Society



NOVA SCOTIA

OFFICE OF THE PREMIER

PO BOX 726
HALIFAX, NOVA SCOTIA
B3J 2T3

The Honourable Steven Guilbeault
Minister of Environment and Climate Change
30 Victoria Street
Gatineau, Quebec J8X 0B3

March 8, 2024

Dear Minister Guilbeault,

We are writing you today, as Minister responsible for Parks Canada, to bring to your attention a request shared with our government by the Acadian and francophone community regarding the Beaubassin National Historic Site located in Cumberland County, Nova Scotia.

Beaubassin was an important Acadian settlement founded between 1671 and 1672 on the Isthmus of Chignecto, which played a significant role in the 17th and 18th century territorial disputes between the British and the French.

The Acadian village, where residents farmed, raised livestock and were involved in shipbuilding, was at the heart of a vast trading network encompassing Île Royale, Nova Scotia and New England. Although modern agricultural buildings and homes have impacted archaeological resources, much of the land is still agricultural. The fields of the former Beaubassin village contain important archaeological evidence of Acadian settlements.

We are seeking your department's assistance in supporting measures to better highlight the historical and archeological significance of this site and providing greater awareness of the substantial contributions of early Acadian settlers on this land.

The local Acadian and francophone community is both requesting and leading efforts for enhanced tourism promotion, a walking trail and interpretive signage on the site. These initiatives will improve the site's visibility and increase our collective understanding of the past for future generations. It will also help develop a deeper understanding of the history and culture of Acadians.

Improvements and upgrades at the site would be timely as Nova Scotia hosts the *Congrès mondial acadien* in August 2024. This event, which takes place every five years, will bring together an anticipated 30,000 first-time visitors to Nova Scotia from Canada and around the world to discover the rich history and to celebrate the cultural vitality of Acadians.

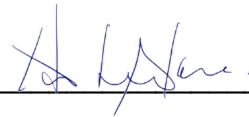
We would appreciate your prompt consideration to making improvements and upgrades to this heritage site to help commemorate, celebrate and preserve its unique Acadian story - and its vital contribution to the greater historical narrative of early settlers in Canada.

Yours sincerely,



Hon. Tim Houston

Premier of Nova Scotia



Hon. Colton LeBlanc

Minister of Acadian Affairs and
Francophonie

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: April 15, 2024

SUBJECT: Proceedings of Council Policy Amendments

ORIGIN: Review of By-Laws and Policies

LEGISLATIVE AUTHORITY: MGA 23(1) The council may make policies (a) respecting the date, hour and place of the meetings of the council and the notice to be given for them; and (b) regulating its own proceedings and preserving order at meetings of Council.

RECOMMENDATION: That Council forward to the April 22, 2024 amendments to the Proceedings of Council Policy #10350-24 for approval

BACKGROUND: The Proceedings of Council Policy sets out the requirements for the conduct of meetings, as well as how requests to present to Council are “approved”.

DISCUSSION: Staff often receive requests to present to Council from individuals and organizations. Sections 78 and 79 of the policy currently states that such requests go to Committee of the Whole to see if Council would like to hear the presentation, then the presentation is scheduled for the next Committee of the Whole meeting. Staff would like to change this so that requests to present can be “approved” by the Mayor, or designate, and when and if required be forwarded to Committee of the Whole for them to decide if they would like to hear the presentation.

FINANCIAL IMPLICATIONS: There are no financial implications to amending this policy.

COMMUNITY ENGAGEMENT: There has been no community engagement. If Council approves the amendments the policy will be available on the Town of Amherst website.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: This will limit the time an individual or organization will have to wait to give their presentation to Council, which may sometimes be of a time-sensitive nature.



COMMITTEE OF THE WHOLE

CDR# 2024040

Date: April 15, 2024

ALTERNATIVES:

- 1- Approve the policy with the amendments as presented
- 2- Approve the policy amendments with alternative language

ATTACHMENTS: Proceedings of Council Policy with amendments

Report prepared by: Natalie LeBlanc, Municipal Clerk
Report and Financial approved by:



TITLE: Proceedings of Council Policy
SECTION: Executive Operations
POLICY NO: 10350-24

APPROVAL DATE: _____

CAO Signature: _____

General

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation. Authority to enact this policy is under Section 23(1)(a) and (b) of the *Municipal Government Act*. The rules of order set out in this policy shall apply to all Town committees and commissions.

Definitions

2. In this Policy, unless the context otherwise requires,
 - (a) “business day(s)” means a day when the Town of Amherst office is open for business;
 - (b) “Chair” means the presiding officer;
 - (c) “Council” means the Council of the Town of Amherst;
 - (d) “Council Member(s)” include(s) the Mayor unless the context indicates otherwise;
 - (e) “majority” means more than one half of those present, unless the context indicates otherwise.
 - (f) “Consent Agenda” means routine items or non -controversial items that are listed under the Consent Agenda section of the Agenda.

Time, Place, Date and Notice of Meetings of Council and Committee of the Whole

3. Unless otherwise specified pursuant to section 5, regular meetings of Council shall be held:
 - (a) In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst.
 - (b) On the fourth Monday of every month except that there shall be no regular meeting during the months of July and August.
 - (c) Commencing at 6:00 PM and concluding not later than 8:00 PM.
 - (d) Public hearings will be scheduled as required.
 - (e) Council members must attend Council meetings in person, or if requested in advance to the Clerk, for a valid reason, one or more Council members may appear at a meeting by videoconference.
 - (f) Council members attending a meeting by videoconference shall be considered present at the meeting. If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the Council member shall notify the Clerk as soon as possible. The minutes will reflect that the member be considered to have left the meeting at the time of disconnection, unless they are able to rejoin and that shall be recorded.
 - (g) Council meetings will be recorded and live-streamed. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.
4. Unless otherwise specified to section 5, regular meetings of Committee of the Whole shall be held:

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- (a) In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst;
- (b) On the third Monday of every month except that there shall be no regular meeting during the months of July and August;
- (c) Commencing at 4:00 PM and concluding not later than 6:00 PM, unless unanimously agreed to by Council to continue past 6:00 PM.
 - i. Should there remain unfinished business on the agenda, the meeting shall be adjourned and a date and time for a continuation meeting will be set when the balance of the business on the agenda shall be addressed.
- (d) Council members must attend Committee of the Whole meetings in person, or if requested in advance to the Clerk, for a valid reason, one or more Council members may appear at a meeting by videoconference.
- (e) Council members attending a meeting by videoconference shall be considered present at the meeting. If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the Council member shall notify the Clerk as soon as possible. The minutes will reflect that the member be considered to have left the meeting at the time of disconnection, unless they are able to rejoin and that shall be recorded.
- (g) Committee of the Whole meetings will be recorded and live-streamed. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.

5. Requirements for Virtual Attendance

- (a) A Council or committee member may request in advance to join a meeting electronically. The reason for the request shall be communicated to the Clerk at the time of the request and is subject to review. Attendance shall be reviewed quarterly.
- (b) All participants must have access to the necessary equipment for participation. A right of membership is participation; therefore, the technology used must be accessible to all members to be included in the meeting. All rules pertaining to in-person Council or Committee of the Whole meetings apply equally to electronic meetings, for example, notice, pre-meeting package requirements, quorum, minute-taking, voting, confidentiality requirements, etc.
- (c) Participants are to login 10 minutes before the scheduled meeting time to resolve any technical issues before the meeting starts.
- (d) During closed sessions, all meeting participants must ensure they maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting.
- (e) All provisions and policy related to closed meetings and conflict of interest will apply equally for all electronic meetings.

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Subject to any conditions or limitations provided for under the Act, Regulations, Bylaws or this Policy, a Council member who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded as in attendance at and part of the quorum of the meeting.

6. Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled:
 - (a) By resolution of Council at a previous meeting three or more days in advance of the additional or special meeting;
 - (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
 - (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.

7. Additional or special meetings of Council or Committee of the Whole may be convened
 - (a) By resolution of Council at a previous meeting three or more days in advance of the additional meeting;
 - (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
 - (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances provided the Mayor believes that the majority of Council Members would support, or are requesting, such a step.
 - (d) Business conducted at a special meeting must conform to what is specified in the call of the meeting.

8. Specific notice to Council Members and to the public need not be provided of
 - (a) Meetings held pursuant to section 3 or 4; or
 - (b) Meetings held pursuant to subsection (a) and (b) of section 5 or 6; but, subject to any statutory relaxation of notice requirements, three days' notice shall be specifically provided for other meetings to Council Members in the manner described in section 9 and to the public in the manner described in section 10.

9. Within 30 days following the first meeting of Council after a municipal election or by-election:
 - (a) The CAO shall provide a cellular phone to each Council Member which the Council Member will check at least once per day; and
 - (b) The CAO shall provide an electronic email address to each Council Member, and the Council Member will check at least once per day;

10. Subject to section 7, notice of meetings shall be provided by electronic mail to each Council member through the Town electronic mail address as provided in section 8.

11. Subject to section 7, notice of meetings shall be posted on the Town's website, a "Notice of Council Meeting" containing the time, date and place of the meeting.

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Conduct of Meetings

12. It shall be the duty of the Chair to:
- (a) Open the meeting of Council by taking the chair and calling the Council Members to order;
 - (b) Receive and submit to Council motions properly presented by a Council Member;
 - (c) Put to a vote a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote.
 - (d) Decline to put to a vote, a motion which infringes upon the rules of procedure;
 - (e) Restrain the Council Members, when engaged in debate, within the rules of conduct of debate;
 - (f) Enforce on all occasions, the observance of order and decorum;
 - (g) Call by name any Council Member persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
 - (h) Inform the Council when necessary, or when referred to, on a point of order;
 - (i) Permit the Chief Administrative Officer to speak on any point upon request;
 - (j) Permit proper questions to be asked through the Chair or any official or employee of the Town of Amherst, to provide information to assist any debate;
 - (k) Declare a meeting dissolved if no quorum has been achieved within 15 minutes of the scheduled meeting time; and
 - (l) Adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or when the adjournment time has been reached, except when it is extended by unanimous consent.

Council Agenda

13. All items appearing on the Council agenda will only consist of items that have been:
- (a) Recommended or referred to Council by motion through either Committee of the Whole or a committee of Council;
 - (b) Placed on the agenda by Council through a motion or notice of motion at a previous meeting;
 - (c) Submitted by a member of Council prior to the issuing of the final agenda;
14. Consent Agenda – Regular Meetings of Council
- (a) Subject to subsection (b), the Consent Agenda may contain routine or non-controversial items;
 - (b) The following matters shall not be set on the Consent Agenda:
 - i. Second Readings of by-laws and land use bylaws, including any amendments
 - ii. Policies
 - iii. Planning documents as defined by the Municipal Government Act;
 - iv. Development agreements, including any amendments thereto;
 - v. Appeals;
 - vi. Motions of rescission, or motions requiring a 2/3 vote of Council;
 - vii. Closed session matters; and
 - viii. Late or added items to the agenda

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- (c) After the Consent Agenda motion has been duly moved and seconded, any member may move that an item be removed from the Consent Agenda, with no seconder, the motions shall be granted as of right.
 - (d) During the consideration of the motion to approve the Consent Agenda, there shall be no discussion or debate on the specific items contained therein.
 - (e) The Chair shall clarify the items that remain on the Consent Agenda, before a vote shall be taken.
 - (f) The vote on the Consent Agenda shall require a majority vote of the Council Members present.
 - (g) Items listed under the Consent Agenda are deemed approved when the vote as described in subsection (f) is passed.
 - (h) An item removed during the Consent Agenda, will be dealt with where it has been placed on the agenda.
15. Except for matters arising from correspondence, committee or other reports, agenda items, or notices of motion or other material circulated to Council Members on or before the business day before the meeting, and except for matters arising from closed session meeting, no motion committing the Town of Amherst to the expenditure of funds shall be accepted by the Chair for the consideration of Council except with the unanimous consent of Council Members present.
16. Preliminary Council agendas will be issued by 4:30 PM on the Thursday preceding the regularly scheduled meeting.
17. Final Council agendas will be issued by noon on the day of the meeting.
18. Items included on the Council agenda will include a copy of the motion to be made when the item arises on the agenda.
19. Copies of the agenda and supporting documentation will be made available to the public in electronic format by 9:00 AM the day of the meeting except for the supporting documents related to matters to be dealt with in a closed session.
20. At Council meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
- (a) Call to Order
 - (b) Territorial Acknowledgement
 - (c) Presentations
 - (d) Approval of agenda
 - (e) Consent Agenda
 - (f) Acceptance of minutes from the previous meetings (no motion required)
 - (g) Requests for Decision
 - (h) Information / Discussion Items
 - (i) Internal Committee Reports
 - (j) External Committee Reports
 - (k) Adjournment (no motion required)

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21. Councillors who have been appointed to outside Boards and Agencies shall provide a written report to the Council to be included in the agenda package. Recognizing that such reports provide Council with the ability to make informed decisions, reports may contain such elements as:
- (a) The date the meeting was held;
A review of the key issues or discussion points covered that have an impact on the Town;
 - (b) Information and decisions that may impact a current Council position, or future Council course of action;
 - (c) A summary of the organization's key operations and events.

Committee of the Whole Agenda

22. The Committee of the Whole will meet for the purpose of discussion and possible referral to Council and no formal decisions will be made by Committee of the Whole, except to the extent that Committee of the Whole is specifically designated bylaw, policy or delegated by a resolution of Council as having the authority to make a decision.
23. Items appearing on the Committee of the Whole agenda will only consist of items as follows:
- (a) Placed on the agenda by Council or Committee of the Whole through a motion or notice of motion from a previous meeting;
 - (b) Submitted by a member of Council prior to the issuing of the final agenda;
 - (c) Staff reports;
 - (d) Items from the administration requiring a decision or direction;
24. Consent Agenda – Committee of the Whole
- (a) Subject to subsection (b), the Consent Agenda may contain routine or non-controversial items;
 - (b) The following matters shall not be set on the Consent Agenda:
 - i. Policies
 - ii. Planning documents as defined by the Municipal Government Act;
 - iii. Development agreements or any amendments thereto;
 - iv. Motions of rescission, or motions requiring a 2/3 vote of Council;
 - v. Closed session matters; and
 - vi. Late or added items to the agenda
 - (c) After the Consent Agenda motion has been duly moved and seconded, any member may move that an item be removed from the Consent Agenda, with no seconder, the motions shall be granted as of right.
 - (d) During the consideration of the motion to approve the Consent Agenda, there shall be no discussion or debate on the specific items contained therein.
 - (e) The Chair shall clarify the items that remain on the Consent Agenda, before a vote shall be taken.
 - (f) The vote on the Consent Agenda shall require a majority vote of the Council Members present.

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- (g) Items listed under the Consent Agenda are deemed approved when the vote as described in subsection (f) is passed.
 - (h) An item removed during the Consent Agenda, will be dealt with where it has been placed on the agenda.
25. Preliminary Committee of the Whole agendas will be issued by 4:30 pm on the Thursday preceding the regularly scheduled meeting.
26. Final Committee of the Whole agendas will be issued by 10:00 am on the day of the meeting.
27. Items included on the Committee of the Whole agenda will include a copy of the motion to be made when the item arises on the agenda.
28. Copies of the Committee of the Whole agenda and supporting documentation will be made available to the public in electronic format by 10:00 AM the day of the meeting, except for the supporting documents related to matters to be dealt with in a closed session.
29. At Committee of the Whole meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
- (a) Call to Order
 - (b) Territorial Acknowledgement
 - (c) Approval of Agenda
 - (d) Consent Agenda
 - (e) Approval of Minutes
 - (f) Presentations
 - (g) Council Direction Requests
 - (h) Information / Discussion Items
 - (i) Monthly Departmental Reports
 - (j) Adjournment

Minutes

30. At regular meetings of Council, except when Council resolves to defer acceptance of minutes for a maximum of one additional meeting, the minutes of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes accepted, the accepted minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
31. The minutes shall be kept by the Clerk who may, in his or her discretion, appoint recording secretaries as appropriate
32. The Minutes shall:
- (a) Record the time when any Council Member joins or leaves a meeting which is in progress;

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- (b) Contain all resolutions, decisions by consensus and motions, with the name of the movers and seconders, and shall record the outcome of each vote;
- (c) Mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.

Motions, Voting and Speaking

- 33. The Chair shall start every question properly presented to Council and before putting it to a vote, shall ask, "Is Council ready for the question" and if no Council Member offers to speak, the Chair shall put the question, after which no Council Member shall be permitted to speak upon it.
- 34. The usual form of voting shall be by the Chair calling for "yeas" and "nays", but any Council Member, before or after a voice vote can call for, and obtain through the Chair, a show of hands and any two Council Members can call for, and obtain through the Chair, a recorded vote with each Council Member's vote entered into the minutes.
- 35. A motion must be seconded and then repeated by the Chair or read aloud by the Chief Administrative Officer before it is debated. The Chair may direct that the motion be put in writing.
- 36. After reading of a motion by the Chair or Chief Administrative Officer, it shall be open for discussion.
- 37. A motion may at any time before the Council has voted on it be withdrawn by the mover with the consent of the seconder.
- 38. The Chair must vote and shall be deemed to have voted in the affirmative on any resolution unless the Chair indicates clearly it is voting in the negative.
- 39. When any question is before the Council, the only motions in order shall be:
 - (a) A motion in amendment of the original motion;
 - (b) A motion to refer the question, including the motion and amendment if one is moved, to any committee;
 - (c) A motion to defer the consideration of the question either indefinitely or to a specified time;
 - (d) A motion to close the debate at a specified time;
 - (e) A motion that the question be put to a vote;
 - (f) A motion to adjourn.
- 40. When any one of the motions mentioned in the next preceding section has been made as an amendment to the original motion, no other motion may be made as an amendment except to the original motion or to the amendment, except the following:
 - (a) To refer to a committee;
 - (b) To defer the consideration of the question;
 - (c) To close the debate at a specified time;
 - (d) That the question be put to a vote;
 - (e) To adjourn.

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Any of which may be moved either to the original motion or to the amendment of the original motion.

41. A motion:

- (a) That the debate be closed at a specified time; or
- (b) That the question be put to a vote,

Shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not itself be put to a vote until every Council Member who has not spoken on the question and claims a right to speak has been heard.

42. A motion that the question be put to a vote shall preclude all amendments to the main question until the motion is decided, and shall be put to a vote, without debate, in the following words: "That this question be put to a vote". If this motion is resolved in the affirmative, the original question shall be put to a vote immediately, without any amendment or debate, but if such motion is resolved in the negative, then the Council shall proceed to other business.

43. A motion to adjourn shall always be in order except in the following cases:

- (a) When a Council Member is in possession of the floor;
- (b) When the "yeas" and "nays" are being called;
- (c) While the Council Members are voting;
- (d) When the adjournment was the last preceding motion; or
- (e) When the business of the agenda is completed, at which time the Chair shall adjourn the meeting.

44. The following questions shall be decided without debate:

- (a) A motion to reconsider;
- (b) All motions as to priority of business or as to the suspension of the order of the day;
- (c) Applications to speak more than the prescribed number of times;
- (d) A motion to allow any person other than the Council Members or CAO to address the Council;
- (e) A motion to postpone to a specified time or day;
- (f) A motion to lay on the table when claiming a privilege over another person; and
- (g) A motion to adjourn.

45. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided or withdrawn before the main question is put to a vote. Only one amendment shall be allowed to an amendment and any further amendment must be to the main question.

46. Any notice of motion given by a Council Member for a subsequent meeting may, in the absence of the Council Member giving such notice, be taken up by any other Council Member.

47. Every Council Member, prior to speaking on any question or motion, shall indicate such and wait to be recognized by the Chair. When two or more Council Members wish to speak, the Chair shall recognize the first Council Member who, in the opinion of the Chair, indicated so first.

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48. No Council Member may speak more than twice, without the leave of Council, on any motion except to explain a misconception of his remarks, but the mover of a motion shall have the right to reply and sum up in closing the debate.
49. When a Council Member wishes to explain, the Council Member shall ask leave of the Chair, without further comment, and if permitted by the Chair, shall explain only an actual misunderstanding of language.
50. No Council Member shall speak more than two minutes upon any matter at one time, without the leave of Council.
51. If after asking for nominations once for an appointment and there are no further nominations, the Chair or the Clerk will declare nominations closed.
52. During a meeting Council may adjourn for short periods or move to another place, without ending the meeting.

Reconsideration

53. After any question has been decided in the affirmative, any Council Member who has voted in the affirmative, may, after the decision has been announced from the Chair but before adjournment of the meeting, give notice of an intention to move a reconsideration at the next meeting of the Council. The giving of such a notice operates as a stay or suspension of Council's decision.
54. Unless reconsideration is moved at the next meeting, the right of reconsideration shall be lost.
55. No discussion of the main question shall be allowed on the motion for reconsideration.
56. The following matters are not eligible for reconsideration:
 - (a) A motion approving the first or second reading of a bylaw enactment, amendment or repeal;
 - (b) A motion to decide upon a matter which was the subject of a statutory hearing by Council;
 - (c) A matter which has been reconsidered once; and
 - (d) A vote to reconsider.

Rescission

57. No motion to rescind any resolution of Council shall be made unless Notice of intention to move the same has been given at the regular meeting of Council just previous to that at which the same is moved.
58. A Notice of motion to rescind any previous resolution of the Council may be given by any member at any regular meeting of Council.

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59. When giving Notice of motion to rescind, the member shall provide a brief explanation of the reason for the Notice.
60. A Notice of motion to rescind shall be dealt with at the next meeting of the Council.
61. At such meeting, the giver of such Notice, or in the absence of the giver, any other member on the giver's behalf shall move the motion to rescind and shall briefly state the reasons therefore.
62. If the motion to rescinded is seconded the same becomes subject to debate according to the normal rules except that it may not be amended.
63. A motion to rescind requires the same vote as was required for the resolution which is subject to rescission. That is, if the resolution subject to rescission required a majority vote of Council the motion to rescind such resolution shall require a majority vote of Council.

Points of Order

64. It shall be the duty of the Chair, and the privilege of any Council Member, to call any Council Member to order, who violates any established rule or order. A point of order must be decided before the subject under consideration is proceeded with.
65. When a Council Member is called to order, the Council Member shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
66. A point of order is not debatable amongst other Council Members, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Council Member shall speak more than once.
67. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council Chambers pursuant to sections 65 and 66, are not debatable but are appealable to Council by any Council Member. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
68. No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.
69. If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair or otherwise disrupts the proceedings of council, the Council Member may be ordered by the Chair to leave the Council Member's seat provided that a majority vote of Council shall be required to sustain the expulsion.
70. If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.

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71. Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.
72. Persons who are not Council Members or officers or employees of the Town of Amherst shall observe silence and order in the Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council shall be called to order by the Chair, and, if they fail to comply, shall be ordered by the Chair to be expelled and excluded from the Council Chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
73. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting, be permitted to re-enter Council Chambers with or without conditions.
74. An order of the Chair to expel a person from the Council Chambers pursuant to section 68 of this Policy constitutes a direction from the Town of Amherst to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.
75. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability but the Chair shall not be expected to conform its decisions with parliamentary procedure texts or precedents.
76. Any of the rules of order may be suspended in its operation by the unanimous consent of the Council Members present.

Presentations to Council

77. Persons wishing to make a presentation to Council shall write at least one week in advance of the next Committee of the Whole meeting to the CAO or the Clerk outlining their issue and the decision they wish Council to consider, and request to make a presentation.
78. **The request will be approved by the Mayor, or designate, with the provision that, at their discretion, they may submit the request to Committee of the Whole for approval. If required, the request will be added to the next Committee of the Whole agenda to be issued approved.**
79. **If required,** Committee of the Whole will discuss the matter when it appears on the agenda, and will determine if they wish to have the presentation at a future meeting.
80. **If the request is approved,** the CAO or the Clerk shall advise the person or group requesting to make a presentation of the decision of ~~Committee of the Whole~~ including, ~~if approved,~~ the date and time of the presentation.
81. Presentations shall be limited to 15 minutes, unless Committee of the Whole determines a longer period of time is needed.

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82. When a delegation is recognized and offered an opportunity to speak, the Mayor or Chairperson of the meeting will request the spokesperson to come forward from the gallery to present. Only one person shall be permitted to speak.
83. No debate or decision on the presentation will occur during the meeting in which the presentation is made, unless the item was previously an agenda item for that meeting.

Petitions

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

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ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Mayor/Council/CAO/ Committee Members	Adhere to the Policy
Municipal Clerk	Review the Policy as necessary to ensure content is relevant and accurate

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Remove date and time of when public hearings will be held, add Territorial Acknowledgement to the Committee of the Whole agenda, remove the requirement to end Committee of the Whole meetings at 6:00pm if unanimously agreed to by Council, remove the requirement to raise a hand to be recognized by the Chair, and remove the definition of committee.	Clerk, LeBlanc	Council	April 24, 2023
To remove the requirement to approve minutes, to have a motion to adjourn a meeting, change reference of in camera to closed session	Clerk, LeBlanc	Council	November 27, 2023
Include provision that the Mayor, or designate can approve a request to present to Council.	Clerk, LeBlanc	Council	

Minutes reference date: 23 February 2015 22 June 2015 2019 January 2019 2020 November 23 2021 May 25
 24 April 2023 27 November 2023

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: April 15, 2024

SUBJECT: Amendment to the Council Committees Policy #10350-32

ORIGIN: By-Law and Policy Review.

LEGISLATIVE AUTHORITY: MGA 23(1) The council may make policies (b) regulating its own proceedings and preserving order at meetings of Council

RECOMMENDATION: That Council forward to the April 22, 2024 approval of amendments to the Council Committees Policy #10350-32.

BACKGROUND: The Proceedings of Council Policy was recently amended to change the reference to *in-camera* meetings to *closed session* meetings.

DISCUSSION: During a recent review of the Council Committees Policy, it was noted that through out the policy it still made reference to *in camera* meetings. Staff are recommending these references be changed to *closed session*.

FINANCIAL IMPLICATIONS: There are no financial implications to amending this policy.

COMMUNITY ENGAGEMENT: There has been no community engagement. If Council approves the amendments the policy will be available on the Town of Amherst website.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES:

- 1- Approve the policy with amendments
- 2- Do not approve the policy, and suggest other amendments

ATTACHMENTS: Council Committees Policy #10350-32 with amendments

Report prepared by: Natalie LeBlanc, Municipal Clerk

Report and Financial approved by:



TITLE: Council Committees Policy
SECTION: Executive Operations
POLICY NO: 10350-32

APPROVAL DATE: _____

CAO Signature: _____

1. This policy is entitled the *Council Committees Policy*.
2. This policy is made pursuant to section 24 of the MGA, which empowers Council to establish committees, and section 23(1)(c) of the MGA, which empowers Council to make policies providing for committees and conferring powers and duties upon them.
3. Where the terms of this Policy are inconsistent with the Terms of Reference for a committee, another Council policy or bylaw, or statute or agreement, the provisions of the Terms of Reference, other policy or bylaw, or statute or agreement shall prevail over the terms of this Policy.

Definitions

4. In this Policy:

- (a) “CAO” means the Chief Administrative Officer for the Town;
- (b) “MGA” means the *Municipal Government Act* (Nova Scotia);
- (c) “Special Committee” means a short-term committee established by Council to inquire into or deal with a specific issue;
- (d) “Standing Committee” means a committee of indefinite duration established by Council;
- (e) “Statutory Committee” means a board, commission, or committee established pursuant to a specific enabling statute or agreement.
- (f) “Town” means Town of Amherst.

Membership

5. Membership of committees:

- (a) will be inclusive and diverse, and broadly reflective of the community.
- (b) will also reflect desired experience, knowledge, expertise, and geographic representation in the community.

TITLE: Council Committees Policy
SECTION: Executive Operations
POLICY NO: 10350-32

6. Qualifications

In order to be eligible for membership of a committee, an individual must be a member of Council, or a citizen appointed by Council who resides in the Town of Amherst (unless otherwise indicated in Terms of Reference for the Committee) and not be in arrears in payment of any property taxes to the Town.

7. Appointments of Council Members of Committees

- (a) Council members will be appointed to Committees annually in October unless the terms of the appointment are for more than one year.
- (b) Any member of Council not appointed to a committee may attend committee meetings as an observer but is not entitled to participate in committee discussions or to vote.
- (c) The CAO is a non-voting member of every Standing and Special Committee, but is not obligated to attend meetings and is not counted in determining if a quorum is present.

8. Appointments of Citizen Members to Committees

- (a) As and when required, the opportunities to serve as committee members will be widely advertised in a local paper and on Town of Amherst social media so that interested citizens can apply.
- (b) Council will meet in ~~in-camera~~ **closed session** to review the applications and consider the applicants for committees.
- (c) Following the ~~in-camera~~ **closed session** meeting, Council will appoint citizen members to committees at their next regular Council meeting.
- (d) In considering appointments of citizens to committees Council will consider the following:
 - i) Lived and professional experience and background of the applicants in a field related to the work of the committee;
 - ii) Applicants' education in a field related to the work of the committee;

TITLE: Council Committees Policy
SECTION: Executive Operations
POLICY NO: 10350-32

- iii) Experience of the applicants in serving on committees and boards;
 - iv) Ensuring that committee membership is inclusive and diverse and representative of the community;
 - v) Recommendations made by the applicable committee, if applicable;
 - vi) The Terms of Reference for each individual committee will specify the number of members to be appointed to the committee, and the term of the appointments.
- (e) Committee members will be volunteers, with no financial incentives.
- (f) Committee stability and membership continuity will be taken into consideration when considering re-appointments for a consecutive term.

9. Attendance of Members at Meetings

Any member who is absent from three consecutive committee meetings without leave of absence by resolution from the committee will cease to be a member of the committee, and the CAO shall advise Council of the vacancy.

10. Removal of Member from Committee

At the request of the committee or on its own initiative, Council may remove or request the resignation of any of its committee appointees, whether a citizen member or Council member, for malfeasance or any other good and sufficient cause.

11. Resignation of Member

- (a) Any citizen member of a committee wishing to resign from the committee is requested to provide the resignation in writing to the committee Chair with a copy to the CAO, who will inform Council of the vacancy.
- (b) A Council member of a committee may ask to leave a committee prior to the expiration of their term, and Council may grant such request if the Mayor believes it would not unduly impact the work of the committee.

TITLE: Council Committees Policy
SECTION: Executive Operations
POLICY NO: 10350-32

12. Staff Support

Staff will be appointed to committees by the CAO. The staff is not a member of the committee and therefore is not entitled to vote. The responsibilities of the staff include:

- (i) Providing information and professional advice;
- (ii) Supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning;
- (iii) Ensuring the preparation of draft minutes; and approval of such at the next meeting;
- (iv) Preparing presentations for the committee;
- (v) Providing an orientation to the work of the committee when required;
- (vi) Any other projects or tasks approved by the CAO.

13. Meeting Schedules

Committee meeting schedules will be established by the Terms of Reference of the Committee.

14. Quorum

- (a) A majority of the members constitutes a quorum, provided that at least one Council member is in attendance.
- (b) In the event of no quorum after 20 minutes past the scheduled start time, or if quorum is lost during a meeting, the committee's official business will cease, the names of those present will be recorded, members will be permitted to leave, and staff will excuse themselves from the meeting.

15. Chair and Vice-Chair

- (a) Each committee will elect a Chair and Vice-Chair as per the Terms of Reference or enabling statute, bylaw or policy.
- (b) The role of the Chair is to carry out the following duties:

TITLE: Council Committees Policy
SECTION: Executive Operations
POLICY NO: 10350-32

- (i) Set the agenda, which will include the territorial acknowledgement;
- (ii) Ensure the committee follows the agenda;
- (iii) Prevent new issues from side-tracking the agenda;
- (iv) Limit additions to the agenda;
- (v) Establish and maintain order and decorum;
- (vi) Respect members' views and be open-minded;
- (vii) Ensure all members have the opportunity to participate by encouraging those who hold back and preventing others from dominating the discussion;
- (viii) Seek agreement and build consensus;
- (ix) Close debate and guide the group to resolution in a timely manner;
- (x) Assist members to word motions clearly and succinctly;
- (xi) Participate in discussion but focus on presiding over the meeting.

(c) The role of the Vice-Chair is to chair meetings as required in the absence of the Chair.

16. **Agendas**

The Chair, in consultation with staff, sets the committee agendas, which are prepared and distributed to committee members by 4:30 p.m. at least two business days prior to the meeting.

17. **Rules of Procedure**

Committees shall follow the meeting procedures set out in the Town of Amherst Proceedings of Council Policy #10350-25.

18. **New Committees**

In considering the formation of a new committee, Council will request staff to prepare a report to Council that includes a Terms of Reference for consideration by Council prior to establishing the committee.

19. **Meetings Open to Public**

- (a) All meetings of committees are open to the public and no person shall be excluded except in cases of improper conduct, or where the committee is considering an item where, in accordance with section 22 of the MGA, the committee is permitted or required to meet in ~~camera~~ **closed session**.

TITLE: Council Committees Policy
SECTION: Executive Operations
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- (b) Statutory Committee meetings will be recorded and livestreamed. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.
- (c) Special Committee and Standing Committee meetings will be recorded and livestreamed as required when decisions or motions to recommend items to Council are included on the agenda. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Mayor/Council/Committee Members	Adhere to this policy, as well as the Proceedings of Council Policy.
Municipal Clerk	Review the policy as necessary to ensure content is relevant and accurate.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Clerk, LeBlanc	Council	April 24, 2023
Change “in camera” to “closed session”	Clerk, LeBlanc	Council	



COMMITTEE OF THE WHOLE

CDR# 2024039

Date: April 15, 2024

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Krista Crossman, Dir. HR and Customer Services

DATE: April 15, 2024

SUBJECT: **Amendments to the Maternity, Parental & Adoption Leave Policy**

ORIGIN: Council priority to review all policies and bylaws.

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

RECOMMENDATION: That Council forward to the April 22, 2024 regular meeting, the amended Maternity, Parental & Adoption Leave Policy for approval.

BACKGROUND: Staff are completing a review of all Town policies and bylaws to ensure they are relevant and updated appropriately. The Maternity, Parental & Adoption Leave Policy was reviewed as a result of this initiative.

DISCUSSION: Since the last review of this policy in 2007, there have been significant legislative changes for employees entitled to leave to care for newborn or adopted children, making much of the language and provisions in the existing policy obsolete and inaccurate.

This review was completed to ensure we are in compliance with legislation, to align with best practices observed in other municipalities, but to also underscore our commitment to positioning ourselves as a progressive and inclusive employer by supporting our employees during pivotal moments of their personal lives.

Several revisions to the policy are therefore recommended:

1. Removal of all now-obsolete leave periods to comply with current legislation;
2. Introduction of a supplemental salary top-up for employees eligible to take maternity, parental and/or adoption leave with the following provisions:
 - a. The employee must provide proof of employment insurance benefit entitlement and the amount they will receive while on employment insurance benefits for the duration of their leave;
 - b. The employee agrees to sign an agreement to return to work for at least six (6) months following the end of their leave;

- c. The employee agrees to repay the supplemental salary top-up if they fail to return to work; and
 - d. If the conditions are met, the Town shall supplement the employee's employment insurance payments so that the employment insurance benefits and the top-up amount equal to 90% of the employee's gross salary, to a maximum of 52 weeks.
3. The addition of eligibility to receive supplemental salary top-up for employees who experience a loss of pregnancy after 19 week's gestation;
 4. Providing clarity to the administration of the employee's group insurance/benefit coverages, pension contributions and vacation entitlements while they are on leave;
 5. A review of the terminology in the policy to ensure inclusive and unbiased language with several revisions from "she/her" and "him/his" to "they/their".

All recommended revisions are highlighted on the attached policy in yellow.

In addition to the changes due to legislative requirements, providing salary bridging for employees on maternity, parental and adoption leave has immense social justice implications:

1. Providing salary bridging can help mitigate the gender pay gap. Women often take the brunt of unpaid leave due to pregnancy and childbirth, which can negatively impact their career progression and earnings over time. The salary bridging helps supports gender equality in the workforce.
2. Encourages increased participation of women in the workforce by alleviating the financial disadvantages of taking maternity leave, again contributing to more balanced and diverse workforces.
3. Salary bridging contributes positively to the financial feasibility and overall economic stability of the employee's family during leave.
4. When employers support employees during significant life events such as the birth or adoption of a child, it promotes employee loyalty and retention.
5. By making it easier for parents to take leave without a financial burden, this promotes not only gender diversity, but also socioeconomic diversity, enabling employees from all backgrounds to take leave when needed.

In summary, providing salary bridging/ top-up during maternity, parental or adoption leave not only supports individuals, but also promotes broader societal benefits by fostering gender equality, economic stability and workplace diversity.

FINANCIAL IMPLICATIONS: History would indicate that we would not experience this situation very often. As such, this would not be included in the general operating budget. All costs to provide the salary top-up would be funded from the operating reserve and is expected to be of minimal impact. In many cases, if backfilling the position was not possible, or delayed, the top up could be funded from the actual salary savings realized by the employee being on employment insurance during the leave.

COMMUNITY ENGAGEMENT: No community engagement is required. A review of current employment standards legislation and similar policies in other municipal units was completed as part of the review process for this policy.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications associated with this decision.

SOCIAL JUSTICE IMPLICATIONS: The social justice implications are extensive, as above.

ALTERNATIVES:

1. Do not accept the recommendation.
2. Direct staff to develop alternative recommendations.

ATTACHMENTS:

04000-11 Maternity, Parental and Adoption Leave Policy

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

TITLE: MATERNITY, PARENTAL AND ADOPTION LEAVE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04000-11

APPROVAL DATE: _____

CAO Signature: _____

POLICY STATEMENT

~~Employees of the Town of Amherst shall be provided with a leave of absence without pay in accordance with the Nova Scotia Labour Standards Code for maternity leave, parental leave and adoption leave.~~ The Town of Amherst is committed to supporting all employees who take leave from work to care for newborn or adopted children, or for pregnancy loss.

PURPOSE

To establish and maintain a uniform policy respecting employee leave of absence, specifically that of maternity leave, parental leave and adoption leave.

SCOPE

This policy applies to all non-unionized employees.

Unionized employees shall adhere to the provisions of their respective collective agreements.

The provisions of the Nova Scotia Labour Standards Code, as amended from time to time, respecting pregnancy and parental leave shall apply to all employees.

DEFINITIONS

Employee: an individual who has been employed with the Town of Amherst for at least one year, with continuous regular employment status.

Employer: the Town of Amherst.

CAO: the Chief Administrative Officer

~~Department Head:~~ Director: an employee who is responsible for the operation of a designated department of the Town of Amherst and reports directly to the CAO.

OBJECTIVES

Maternity, Parental & Adoption Leave

Maternity, parental and/or adoption leave shall be granted in accordance with the Nova Scotia Labour Standards Code, or Federal Employment Insurance (EI) standard, whichever is more beneficial to the employee.

In the case of a pregnancy loss after 19 week's gestation, employees shall be eligible for leaves and supplemental employment insurance benefits as established in this policy.

TITLE: MATERNITY, PARENTAL AND ADOPTION LEAVE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04000-11

Supplemental Employment Insurance Benefits

As a means of supporting employees who take maternity, parental and/or adoption leave, the Town will provide supplemental employment insurance benefits to employees with the following conditions:

- a. The employee is required to provide the Town's human resources department with proof that they are entitled to receive EI benefits pursuant to the Employment Insurance Act;
- b. The employee must forward the first EI benefit statement to the human resources department, so that the Town can verify the amount to be paid in accordance with this policy.
- c. Should the amount of employment insurance benefit the employee receives change during their leave, the employee agrees to provide the Town with notice of the change so that the salary top-up calculation can be adjusted accordingly;
- d. The employee must sign an agreement to return to work for a period of at least six (6) months following the end of leave;
- e. Should the employee fail to return to work as stipulated in these conditions, the full amount of the supplementary top-up benefit received under this policy must be repaid to the Town.

Providing the employee has complied with the required conditions, the Town will provide a supplementary salary top-up benefit as follows:

- a. If an employee is on maternity, parental and/or adoption leave and is in receipt of benefits under the terms of the Employment Insurance Act, the Town shall provide the employee a supplemental employment insurance benefit for a maximum period of 52 weeks;
- b. The Town shall supplement employment insurance payments by providing a salary top-up during the leave period so that employment insurance benefits and the top-up amount equal to 90% of the employee's gross salary, to a maximum of 52 weeks;
- c. The salary that will be used for calculating this amount is the employee's salary on the first day of leave;
- d. Adjustments will not be made for salary scale increments or inflationary increases during the leave period.

Maternity Leave

A pregnant employee, who has been employed by the Employer for at least one year, is entitled to an unpaid leave of absence of up to seventeen (17) weeks. This leave shall commence no sooner than sixteen (16) weeks preceding the expected date of delivery by the employee and no later than the date of delivery as determined by the employee's physician.

An employer may require a pregnant employee to take an unpaid leave of absence while the duties of her position cannot reasonably be performed by a pregnant woman or the performance of the employee's work is materially affected. This does not affect any protection provided to a pregnant employee by the Human Rights Act.

TITLE: MATERNITY, PARENTAL AND ADOPTION LEAVE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04000-11

Parental Leave

An employee, who has been employed by the Employer for at least one year, and who becomes a parent of one or more children through the birth of a child is entitled to an unpaid leave of absence of up to fifty-two (52) weeks.

Adoption Leave

An employee, who has been employed by the Employer for at least one year, and who becomes a parent of one or more children through the placement of a child in the care of the employee for the purpose of adoption is entitled to an unpaid leave of absence of up to fifty-two (52) weeks.

Leave Maximum

The maximum combined maternity and parental leave to which an employee is entitled is fifty-two (52) weeks.

Proof of Entitlement

When an employee requests maternity leave, the employee shall provide, where the Employer so requests, a certificate of a legally qualified medical practitioner stating that the employee is pregnant and specifying the expected date of delivery.

Where an employee requests parental leave, the employee shall provide a certificate of a legally qualified medical practitioner to establish the entitlement of the employee to the parental leave.

Where an employee requests adoption leave, a certificate of an official in the Department of Community Services with knowledge of the proposed adoption is sufficient proof of the matters attested to in the certificate.

Notice of Leave

The employee shall provide the Department Head **Director** with four (4) weeks notice prior to the beginning of the maternity, parental or adoption leave and the date the employee will return to work upon completion of the leave(s). When a female **an employee** has requested both maternity leave and parental leave, the leaves of absence shall be taken consecutively.

An employee shall give the Employer as much notice as reasonably practical of the date the employee will begin maternity, parental or adoption leave where:

- she is **they are** advised by a legally qualified practitioner to begin maternity leave sooner than planned because of medical circumstances resulting from her **the** pregnancy;
- the actual delivery occurs sooner than expected; and
- the first arrival of the child or children in the employee's home where that arrival is not anticipated or occurs sooner than reasonably expected.

TITLE: MATERNITY, PARENTAL AND ADOPTION LEAVE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04000-11

Hospitalization of Child

In the event that the employee has commenced maternity, parental, or adoption leave, and the child for which the leave was granted is hospitalized for a period exceeding one week, the employee may return to work and defer the unused portion of the leave until the child is discharged from the hospital. The employee is only entitled to one interruption and deferral of each maternity, parental or adoption leave.

Benefit Coverage

While an employee is on maternity, parental or adoption leave, the Employer shall maintain the **group insurance coverage** ~~Blue Cross benefit plan~~ if the employee currently participates in it and wishes to continue the coverage. The Employer shall continue to pay its share of premium costs for maintaining such coverage during the leave and the employee will pay his/her **their share via the continued deduction of the premium from the employee's salary top-up.**

Should the employee leave extend beyond 52 weeks and the salary top-up provided for in this policy ends, the employee can maintain coverage by providing payment to the Town for the employee share of premiums in an alternative form, arranged by the human resources department. by providing post dated cheques to the Employer.

If the employee does not pay his/her **their** respective share, coverage will cease for the duration of the leave.

Pension Contributions

While an employee is on maternity, parental or adoption leave, they may elect to continue pension contributions for the duration of their leave via the continued deduction from their salary top-up. If the employee chooses to do so, the Town will continue to match the employee contribution.

Should the employee leave extend beyond 52 weeks and the salary top-up provided for in this policy ends, the employee can continue pension contributions by providing payment to the Town for the employee portion of the contributions in an alternative form, to be arranged with the human resources department.

Alternatively, the employee may elect to pause pension contributions while on leave and if so, the employer contribution will also cease for the duration of the leave.

Anniversary Date

~~The Anniversary Date of employment for the employee does not change by the length of the maternity, parental or adoption leave.~~

Vacation

Vacation entitlement for any given year will be prorated to reflect the period the employee is off on leave.

TITLE: MATERNITY, PARENTAL AND ADOPTION LEAVE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04000-11

If an employee has unused vacation days when going on maternity, parental or adoption leave, upon the approval of the Department Head **CAO**, the employee may carry forward the days to be used when he/she **they** return to work.

Return to Work

At least ten (10) working days prior to the scheduled return to work from maternity, parental or adoption leave, the employee will notify the Employer of his/her **their** intentions regarding return. On return to duty, the employee shall be placed in his/her **their** former position, or equivalent, with the same wage rates and earned benefits which had been accrued prior to the leave.

~~If the employee does not return to work, the employee will reimburse the Employer for the full amount of Blue Cross premiums paid on his/her **their** behalf during maternity, parental or adoption leave.~~

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Chief Administrative Officer	The Chief Administrative Officer will: <ol style="list-style-type: none"> Ensure the Town of Amherst has a current and comprehensive policy to address maternity, parental and adoption leave for non-unionized employees.
Director, Human Resources	The Director of Human Resources will: <ol style="list-style-type: none"> Administer the provisions of this policy, providing guidance and support throughout the leave process; Manage any benefits associated with leave under this policy, including the supplementary salary top-up, benefit coverages and pension contributions; Monitor the effectiveness of the policy and recommend revisions when appropriate.
Directors and Managers	Directors and Managers will: <ol style="list-style-type: none"> Support their employees in planning leave and coordinate with human resources when required; Plan for the employee absence by reallocating tasks if necessary; Participate in facilitating a smooth return to work for the employee upon the end of the leave period.
Employees	Employees will: <ol style="list-style-type: none"> Comply with all procedures in this policy and submit all required documentation and notice in a timely manner; Work with their Director to plan for their absence, including transitioning work or tasks for the duration of their leave; Discuss return-to-work plans with their Director and communicate any changes as soon as possible.

For Administrative Use Only:

VERSION LOG

TITLE: MATERNITY, PARENTAL AND ADOPTION LEAVE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04000-11

Amendment Description	Policy Owner	Approved By	Approval Date
Removal of obsolete leave period due to changes in legislation, addition of supplemental salary top-up	Director, HR + Customer Services, Crossman	Council	

MINUTES REFERENCE DATE

November 26, 2007

TO: Mayor Kogon and Members of Council

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

DATE: April 15, 2024

SUBJECT: **Policy Review: North Tyndal Land Acquisition Policy 31700-04**

ORIGIN: Scheduled review of Council Bylaws and Policies.

LEGISLATIVE AUTHORITY: Municipal Government Act, S. 50(1) *A municipality may acquire and own property granted or conveyed to the municipality either absolutely or in trust for a public or charitable purpose.*

RECOMMENDATION: That Council forward to the April 22, 2024 regular meeting, amendments to the North Tyndal Land Acquisition Policy 21700-04 for approval.

BACKGROUND: This policy states that the town will consider the purchase of any lands within the wellfield protected zones as they come available. This policy aligns with the recommendations from the Wellfield Protection Strategy, as well as, the recent opportunity to acquire lands using funding from the Nature Challenge Fund.

The draft changes to the existing policy more accurately describe the area that is being protected, include the Water Utility in the consideration of acquisitions, and broaden the scope of the potential lands that might be acquired to include those “around” the protection zones. Expanding the policy this way reflects recent efforts to purchase property outside the protection zones that in turn can be traded for lands within.

DISCUSSION: This policy aligns with the town’s responsibility to protect its water source.

FINANCIAL IMPLICATIONS: Acquisitions are subject to available finances.

SOCIAL JUSTICE IMPLICATIONS: Drinking water is a human right.

ENVIRONMENTAL IMPLICATIONS: Drinking water protection and environmental stewardship are inherently linked.

COMMUNITY ENGAGEMENT: None specific to this issue.





COMMITTEE OF THE WHOLE

CDR# 2024038

Date: April 15, 2024

ALTERNATIVES: Direct staff to make further changes to the subject policy.

ATTACHMENTS: Draft Policy

Report prepared by:

Report and Financial approved by:



TITLE: NORTH TYNDAL LAND ACQUISITION
SECTION: ENGINEERING & PUBLIC WORKS
POLICY NO.: 31700-04

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

PURPOSE

The purpose of this policy is to guide Council in its efforts to maximize our ability to control land uses and activities within ~~the protected water area~~ **the North Tyndal Wellfield Protection Area**.

POLICY STATEMENT

The Town of Amherst **or the Amherst Water Utility** will consider the purchase of any privately owned lands within **or around** the North Tyndal Protected Water Area as these lands become available, subject to available financial resources.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Department of Planning/Strategic Initiatives	<ul style="list-style-type: none"> -Identify opportunities to acquire lands within the subject area. -Consult with the Amherst Water Utility regarding the appropriateness of the acquisition. -Coordinate appraisals, draft agreements, as required. -Prepare CDRs and related documentation for Council decisions. -Coordinate execution of the acquisition.
Council	Approves land acquisitions and authorizes the CAO/Mayor to execute the necessary documents.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
More accurately describe the area that is being protected, include the Water Utility in the consideration of acquisitions, and broaden the scope of the potential lands that might be acquired to include those “around” the protection zones.	Director of Planning & Strategic Initiatives, Fisher	Council	

Minutes reference date: May 5, 2000



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Jan-23				
	03400-01	SIGNING AUTHORITY POLICY (210-12)	FINANCE	updated january council
	03400-02	BANKING (211-2)	FINANCE	updated january council
	C 02	DISCHARGE OF FIREARMS BYLAW	POLICE	Reviewed at January COW - No changes
	D 01	SNOW REMOVAL BYLAW	OPERATIONS	Reviewed at January COW - No changes
Feb-23				
	03800-05	COVID-19 PROPERTY TAX FINANCING PROGRAM POLICY	FINANCE	repealed Feb 2023
	10350-23	DOWNTOWN BUSINESS ADVISORY COMMITTEE	PLANNING	repealed feb 2023
	10350-22	COMMUNITY ARTS COUNCIL COMMITTEE	COMMUNITY LIVING	repealed Feb 2023
	72000-08	COMMUNITY SUPPORT GRANTS	COMMUNITY LIVING	updated Feb 2023
Mar-23				
	D 02	LOCAL IMPROVEMENT BYLAW	OPERATIONS	Former repealed, new version given 1st reading March 2023
	D 03	WASTEWATER DISCHARGE BYLAW CONSOLIDATION	OPERATIONS	First reading March 2023
	P 09	COMMERCIAL DEVELOPMENT SUPPORT BYLAW	PLANNING	reviewed, no change recommended March COW 2023
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	First reading March 2023
	04000-05	OVERTIME - NON-UNION EMPLOYEES (211-21)	CUSTOMER SERVICE/HR	updated March 2023
	10350-14	REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24)	CLERK / COMMUNICATIONS	updated March 2023
	10350-24	PROCEEDINGS OF COUNCIL	CLERK / COMMUNICATIONS	referred to April 2023
	317400-05	NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE POLICY	PLANNING	updated March 2023
	03700-01	PROCUREMENT POLICY	CLERK / COMMUNICATIONS	updated March 2023
	66000-01	PLANNING ADVISORY COMMITTEE (210-23)	PLANNING	updated March 2023
	04530-01	SALARY ADMINISTRATION (211-27)	CUSTOMER SERVICE/HR	updated March 2023
	3000-10	Inventory of Non Capital Equipment Policy - (New)	Finance	approved March 2023
Apr-23				
	01130-01	TOWN CREST (210)02)	CLERK / COMMUNICATIONS	amended April 2023
	01130-02	PURCHASE AND USE OF BOTTLED WATER	CLERK	amended April 2023
	03800-02	TAX REDUCTION POLICY (110-02)	CUSTOMER SERVICE/HR	updated to Customer Service/HR from Finance. Policy was included in the Operating Budget presentation, no changes recommended.
	03800-04	TAX EXEMPTION POLICY	CUSTOMER SERVICE/HR	updated to Customer Service/HR from Finance
	D 21	MAINTENANCE OF GRASS	OPERATIONS	
	72300-01	BALLFIELD USER POLICY (270-01)	OPERATIONS	deferred to May 2023
	03470-03	USER FEES	FINANCE	updated to Finance from Customer Service/HR
May-23				
	C 09	C TAXI BYLAW	POLICE	given 1st reading at May 2023
	C07	FIRES AND BURNING OF MATERIALS BYLAW	FIRE	given 1st reading at May 2023
	C08	REGIONAL EMERGENCY MANAGEMENT BYLAW	FIRE	postponed to a later date pending consultation
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	amended at May 2023 Council
	72300-01	BALLFIELD USER POLICY (270-01)	OPERATIONS	repealed May 2023 Council



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
		Territorial Acknowledgement Policy (NEW)	CLERK	approved May 2023 Council
	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK	amended at May 2023 Council
	D 21	Maintenance of Grass Bylaw	Operations	Given 2nd reading at May 2023 Council
Jun-23				
	P 04	MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES	PLANNING	memo presented to COW, bring back in Fall for revisions
	31600-01	CULVERT POLICY (230-02)	OPERATIONS	No changes recommended
	31600-08	STREET BREAKING POLICY (230-10)	OPERATIONS	Amended June 2023
		Street Banner Policy	COMMUNITY LIVING	amended June 2023
Sep-23				
	10350-21	AMHERST YOUTH TOWN COUNCIL	COMMUNITY LIVING	Amended Sept 2023
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	memo presented to COW from Andrew Fisher
	04530-01	SALARY ADMINISTRATION (211-27)	CUSTOMER SERVICE/HR	Amended Sept 2023
Oct-23				
	72000-08	COMMUNITY SUPPORT GRANTS	COMMUNITY LIVING	Amended Oct 2023
	31800-01	SOLID WASTE SPECIAL CONDITIONS	OPERATIONS	repealed October 2023
	C 04	COMPANION ANIMAL BYLAW	POLICE	received first reading in October 2023
Nov-23				
	10350-31	INCLUSION, DIVERSITY AND EQUITY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	amended Nov 2023
	10350-21	AMHERST YOUTH TOWN COUNCIL	COMMUNITY LIVING	amendments approved Nov 2023
	C 04	COMPANION ANIMAL BYLAW	POLICE	received 2nd reading in Nov 2023
Dec-23				
	66000-04	PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM POLICY	PLANNING	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
Jan-24				
		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	
	10350 24	Proceedings of Council Policy	Clerk	
Apr-24	10350 32	Council committees Policy	Clerk	
	4000 11	Maternity Parental and Adoption Leave policy	HR	
	C 12	SMOKE FREE RECREATIONAL PLACES BYLAW	OPERATIONS	
May-24	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	
	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS	Clerk	
	4000 10	Vacation Holiday Policy Non Union employees	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	
	01700-01	REPORTING ACCIDENTS (211-03)	FIRE	
	03000-05	AUDIT COMMITTEE TERMS OF REFERENCE POLICY	FINANCE	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	31600-18	SIDEWALK / CURB CONSTRUCTION POLICY	OPERATIONS	
Oct 2024 -NONE				
Nov-24		new council orientation		
Dec-24				
	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	CUSTOMER SERVICE/HR	
	31600-12	SEWER INSTALLATION (240-02)	OPERATIONS	
	31600-24	STREET RATING SYSTEM	OPERATIONS	
	10350-27	JOINT COUNCILS TERMS OF REFERENCE POLICY	OPERATIONS	
Jan-25				
	04000-01	RECOGNITION OF EMPLOYEES (210-15)	CUSTOMER SERVICE/HR	
	04000-02	SUGGESTION AWARDS (211-16)	CUSTOMER SERVICE/HR	
	10350-01	RECOGNITION OF SERVICE OF BOARDS (210-01)	CLERK / COMMUNICATIONS	
	66400-01	HERITAGE ADVISORY COMMITTEE	PLANNING	per policy, the January following an election
Feb-25	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	
	02300-03	SALE/DISPOSAL OF SURPLUS EQUIPMENT (211-19)	CUSTOMER SERVICE/HR	
	D 06	BUILDING BY LAW	PLANNING	
	04000-10	VACATION/HOLIDAY - NON-UNION EMPLOYEES (211-31)	CUSTOMER SERVICE/HR	
	10350-05	INQUIRIES FROM COUNCIL (210-07)	CLERK / COMMUNICATIONS	
Mar-25				
	31600-15	SANITARY SEWER SERVICE TO COUNTY RESIDENTS (240-05)	OPERATIONS	
	31600-16	BUILDING SERVICE CONNECTIONS (240-06)	OPERATIONS	
	03000-03`	FUND RAISING	FINANCE	
	10350-10	RECOGNITION OF RETIRING MEMBERS OF COUNCIL (210-14)	CLERK / COMMUNICATIONS	
Apr-25				
	72300-08	SIGN RENTAL - STADIUM (273-07)	OPERATIONS	
	72300-09	ICE ALLOCATION POLICY	OPERATIONS	
	31700-04	NORTH TYNDAL LAND ACQUISTION (241-06)	PLANNING	
	02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	CLERK / COMMUNICATIONS	
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	FIRE	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING	
May-25	31600-09	PAVING NEW RESIDENTIAL SUBDIVISION STREETS (230-11)	OPERATIONS	
	03000-08	HOSPITALITY EXPENSE POLICY	FINANCE	
	68300-02	NEW FIRE STATION, ALBION STREET (221-02)	FIRE	
	10350-20	CODE OF CONDUCT OF ELECTED MUNICIPAL OFFICALS	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 SUBDIVSION 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	RENUMUNERATION 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	
Feb-26				
	04000-11	MATERNITY, PATERNAL AND ADOPTION LEAVE POLICY (20071126)	CUSTOMER SERVICE/HR	
	P 03	CIVIC ADDRESS BY LAW	PLANNING	
	31600-02	STREET LIGHT POLICY (230-04)	OPERATIONS	
	72000-01	RECOGNITION OF ATHLETIC ACHIEVERS (210-22)	COMMUNITY LIVING	
Mar-26				
	72300-05	SALE OF BEER/LIQUOR - ROBB PARK (272-01)	OPERATIONS	
	72300-07	BEER GARDEN POLICY - STADIUM (273-05)	OPERATIONS	
		PACE BYLAW	FINANCE	
	66150-02	ENFORCEMENT POLICY AND SUMMARY OFFENCE TICKETS (211-28)	POLICE	
Apr-26				
	31400-01	VEHICULAR IDLING CONTROL POLICY (211-35)	OPERATIONS	
	10350-04	REPORTS TO COUNCIL (210-06)	CLERK / COMMUNICATIONS	
	68300-03	JUNIOR FIREFIGHTER PROGRAM	FIRE	
	A 05	HERITAGE PROPERTIES	PLANNING	
	D 19	SANITARY SEWER RATES	FINANCE	
May-26				
	C 01	BY LAW RESPECTING THE AMHERST BOARD OF POLICE COMMISSIONERS	POLICE	
	05000-01	RECORDS MANAGEMENT (211-26)	CLERK / COMMUNICATIONS	
	10350-19	SCHOLARSHIP AND BUSARY POLICY (NEW)	CLERK / COMMUNICATIONS	
	02300-01	SALE OF USABLE TOWN OWNED LAND (211-07)	PLANNING	
	02300-02	SALE OF NON-USABLE TOWN OWNED LAND (211-08)	PLANNING	
	68500-01	FEMALE POLICE CONSTABLE AND EXPENSE (220-01)	POLICE	
Jun-26				
	68300-01	PERMANENT FIREFIGHTERS (221-01)	FIRE	
	68300-05	RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT	FIRE	



**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
Sep-26	C 11	ALARM BYLAW INTRUSION ROBBERY AND FIRE ALARM SYSTEMS	POLCE	
	31600-14	COMMERCIAL SEWER SERVICE (240-04)	OPERATIONS	
	05000-04	ROUTINE ACCESS POLICY	CLERK / COMMUNICATIONS	
	03800-03	INSTALLMENT BILLING POLICY (110-03)	CUSTOMER SERVICE/HR	
	72200-01	R. H. SMITH BEQUEST LIBRARY (274-01)	COMMUNITY LIVING	
Oct-26				
	31600-25	SNOW AND ICE MANAGEMENT	OPERATIONS	
	D 20	SOLID WASTE BYLAW	OPERATIONS	
	03450-01	CAPITAL BUDGETING (211-14)	FINANCE	
Nov-26				
	31600-13	CATCH BASINS AND LATERALS (240-03)	OPERATIONS	
	03450-02	CAPITAL INVESTMENT PLAN (CIP) FRAMEWORK/BUDGET POLICY (211-36)	FINANCE	
	03450-04	BUDGET MANAGEMENT POLICY	FINANCE	
Dec-26				
	68300-04	FIRE INSPECTION POLICY	FIRE	
	31600-23	STREET NAMING POLICY	PLANNING	
	68000-03	TRAFFIC AUTHORITY	POLICE	
	31600-26	STREET RENAMING COPP LANE TO ERNIE LANE POLICY	PLANNING	
Remain as is				
	D 10	CLOSING PUBLIC STREET BY LAW	PLANNING	
	D 11	CLOSING OF PORTION OF SENATOR AVENUE BY LAW	PLANNING	
	D 12	CLOSING OF PORTION OF PENDER STREET BY LAW	PLANNING	
	D 13	CLOSING OF PORTION OF CORDOVA STREET BY LAW	PLANNING	
	D 14	CLOSING OF PORTION OF CORDOVA STREET BY LAW	PLANNING	
	D 15	CLOSING OF PORTION OF PENDER STREET BY LAW	PLANNING	
	D 16	RECORDED RESOLUTION UNSIGHTLY PREMISES ADMINISTRATOR	PLANNING	
	D 17	RECORDED RESOLUTION UNSIGHTLY PREMISES COMMITTEE	PLANNING	
	D 18	RECORDED RESOLUTION INTEREST RATE ON UNSIGHTLY PREMISES CLEAN UP ACCOUNTS	PLANNING	



**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: April 15, 2024

RE: **Strategic Priorities Update**

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.

Project-based Priorities	
Community Centre	Municipal Planning Strategy Renewal
Mobility Strategy	Supply of Suitable Affordable Housing
Ongoing Core Priorities	
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 Indigenous 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 (Ongoing)
2. Develop a high-level funding needs / costs impact document (~~April~~ May)
3. Meet with additional equity deserving users / stakeholders (~~March~~ April / May / June)
4. Determine uses / users included (May / June)
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. Focused draft to PAC.
Due Date: April

2. Further review of draft document at PAC
Due Date: May

3. PAC Recommendation
Due Date: June

4. First Reading by Council
Due Date: June

5. Public Hearing
Due Date: July

6. Second Reading
Due Date: August

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: Community Wellbeing, Planning and Strategic Initiatives, Operations

Current Status: A suite of Active Transportation and physical activity infrastructure upgrades were included in the 2024/25 Capital Budget. A discussion paper that outlined considerations for a transit system was presented to Council in January. A draft Active Living Strategy is in the final stages and will be presented to Council. Staff have created a Mobility Strategy working group to consider next steps and develop a work plan for Council's consideration.

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.~~ Work to be completed this construction season

2. Strategy Working Group Established

Due Date: April

3. Create a Strategy Framework and project work plan

Due Date: June 2025

MEMO

TO: Mayor Kogon and Members of Council
FROM: Andrew Fisher, Director of Planning & Strategic Initiatives
DATE: April 15, 2024
RE: **Planning Advisory Committee Recommendations**

The following Planning Advisory Committee recommendations will be on the agenda of the April 22, 2024 regular meeting of Council for First Reading:

305 Church Street (Dolan Property) Development Agreement Application: the PAC recommended that Council enter into a development agreement for the Dolan Property Development to permit the construction of a residential development containing a mix of single detached and multi-unit dwellings on a portion of the property located at PID 25038720, with the exclusion of section 8.1.2.(a) of the draft development agreement which states:

The following items are considered by all parties to be non-substantive:

- a) Amendments to the development standards in Part 4 of this agreement.

13 Industrial Park Drive Rezoning Application: the PAC recommended that Council amend the Land Use Bylaw Schedule A Zoning Map by changing the zoning designation of the subject property from Highway Commercial to Mini Home.

MEMORANDUM

TO: Mayor Kogon and Members of Council
From: Dwayne Pike, Chief of Police/Taxi Authority
Date: April 15th, 2024
Subject: Taxi Bylaw – 2023/24 Annual Report to Council

On July 5th, 2023, the amendments to the Town of Amherst Taxi By-Law came into effect. One of the amendments that was recommended and passed was an annual written report to council. Section 4 of the Taxi By-Law states that the Taxi Authority shall provide a written report that includes:

- i. The number of taxi owners/operators;
- ii. The number of drivers employed by each owner/operator;
- iii. The number of vehicles utilized as taxis by each taxi company;
- iv. The number of taxi licenses assigned to each owner/operator;
- v. The number of bylaw infractions per owner/operator;
- vi. The number of infractions under the Motor Vehicle Act per owner/operator;
- vii. The number of Motor Vehicle Act infractions per driver;
- viii. The number of vehicle inspections carried out annually;
- ix. The number of vehicles in use that are in excess of 3 years old.

At the start of the 2023/2024 fiscal year there were six (6) Taxi companies operating in the Town of Amherst. Of these, four (4) have been compliant with the Town of Amherst By-Law. One of the Companies, 'Magic Taxi' decided not to continue with the application process and ceased operations. The 6th company (Another Taxi) appears to have ceased operations as well and has never complied with the provisions of the By-Law. During the year, the Amherst Police Department supplemented regular inspections by working with Vehicle Compliance Officers and mechanics to do 'traffic blitzes' that often resulted in taxi vehicles being pulled off the road. In total, 18 vehicles were voluntarily inspected. Two vehicles were inspected as part of a traffic blitz when they did not comply with annual inspections. These did not pass and were rejected.

Amherst Taxi

- Amherst Taxi utilized 7 vehicles and had 13 drivers in total;
- All vehicles passed inspections and owner licenses were issued for each;
- Their 13 drivers were all issued drivers licenses under the Taxi Bylaw;
- One driver license application was denied;
- All 7 of their vehicles are older than 3 years old;
- Amherst Taxi had one infraction under the TOA Bylaw which was a warning for a driver smoking in a vehicle.

Baker's Taxi

- Bakers' Taxi utilized 2 vehicles and had 1 approved driver;
- Both vehicles passed inspections and owner licenses were issued for each;
- The driver for Baker's taxi was issued a driver's licenses under the Taxi Bylaw;
- Both vehicles are older than 3 years old;
- Baker's Taxi had no infractions under the TOA Bylaw
- Baker's Taxi had no tickets under the Motor Vehicle Act.

Bordertown Taxi

- Bordertown Taxi utilized 5 vehicles and had 5 approved drivers;
- All vehicles passed inspections and owner licenses were issued for each;
- The drivers for Bordertown taxi were issued driver's licenses under the Taxi Bylaw;
- One driver's license for Bordertown Taxi was denied. The applicant scheduled an appeal hearing but did not appear;
- All 5 vehicles are older than 3 years old;
- Bordertown had one driver warned for smoking in a vehicle under the Town of Amherst By-Law;
- Bordertown Taxi had no tickets under the Motor Vehicle Act.

Your Cab

- "Your Cab" submitted 4 vehicles and 3 driver applications;
- 3 of the 4 vehicles passed inspection and owner licenses were issued for each;
- The 4th vehicle that did not pass was not reinspected or resubmitted;
- The 3 drivers for "Your Cab" were issued driver's licenses under the Taxi Bylaw;
- All 4 vehicles are older than 3 years old, including the one that did not pass inspection and was rejected;
- One of the drivers of "Your Cab" did have an infraction under the Taxi By-law for operating without a license and was issued a warning. That driver submitted the necessary paperwork and was later issued a license.

Another Taxi

- Another Taxi did not submit application for driver's licenses or owner's licenses;
- Another Taxi did not comply with inspections on their 2 vehicles;
- Both vehicles owned by "Another Taxi" are older than 3 years old;
- Another Taxi had three infractions,
 - One driver was warned under the Town of Amherst By-Law for operating without a driver's license; This driver left the company and is now working for Amherst Taxi and is fully licensed;
 - One driver was charged under the Town of Amherst By-Law for operating a taxi without a license;
 - One driver was charged under the Town of Amherst By-Law for operating a taxi without a license;

- One driver was charged under the Town of Amherst By-Law for operating a taxi without a license;
- Both vehicles owned by Another Taxi were stopped during a traffic blitz and both failed inspection;
- Another Taxi is not registered under the Town By-Law and appears to have ceased operations.

Denied Licenses:

- Three people were denied taxi licenses in the 2023/2024 fiscal year. One of these applicants scheduled an appeal but did not appear at the hearing.



Dwayne Pike, Chief of Police/Taxi Authority

CAO Task Report

April 2024

Task Updates:

<p>Task: Northern Region Report - GFL request to present This will be scheduled for a Joint Councils meeting, in the process of scheduling a meeting. Status: Ongoing</p>
<p>Task: MAP Request to Present This will be scheduled for a Joint Councils meeting, in the process of scheduling a meeting. Status: Ongoing</p>
<p>Task: Basic Income Guarantee Resolution Letter has been sent by Town Clerk for registration in the NS registry. Status: Completed</p>
<p>Task: Tax Credit for Volunteering Not yet started. Status: Ongoing</p>
<p>Task: Appointment of Members of Council to External Boards, Committees and Commissions Staff have had an initial meeting on this, time constraints prevented it from going to April COW however staff are on target to present it at May COW. Status: Ongoing</p>
<p>Task: Stadium Netting Memo included in April COW agenda Status: Ongoing</p>
<p>Task: PRAC In the Works Motion Meeting scheduled for April 16. Moved By Councillor Davidson Seconded By Deputy Mayor Fawthrop That 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 Status: Ongoing</p>

Monthly Report

Business Development

April 2024

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 still pending and is expected to be announced in April.

As part of the 2023 Emerging Destinations Program, media content produced from a social media influencer's visit to Amherst last fall is being used to refresh the Amherst landing page on novascotia.ca. More stories, businesses and attractions will be added to the page in the coming month. In addition, the 2023 Compelling Tourism Communities Travel Media Project produced a large collection of YouTube videos, website articles, and social media posts that were generated from a week-long tour of the Cumberland Region. These productions can be accessed at: thegate.ca. Future tourism promotion will use this fresh content pool to promote the area to potential visitors.

Moving forward, another Digital Content Marketing Program in 2024 will include a Digital Marketing Project and a Content Production Project. This project, cost-shared with Tourism NS, will run throughout the summer and fall of 2024. Media Agencies will be visiting Amherst during this period to collect images and videos to be used in a digital marketing campaign leading into 2025.

An RFP for ACOA's Destination Market Readiness Program will be released in April for a consultant to review Cumberland Region's tourism assets and assess the feasibility of a Marketing Levy. This project will also include a tourism-focused digital presence analysis of the region.

Magazine advertisements will run in 2024 edition of SaltScapes Food and Travel Guide and the SEA Nova Scotia Staycation Guide. Each magazine targets a different demographic. The 2024 SaltScapes guide has a tightly targeted distribution to high-end consumers and primary grocery shoppers with an estimated viewing of over 500,000 people in Eastern Canada. The Sea Nova Scotia Staycation Guide will be distributed locally and displayed at visitor centers across Nova Scotia targeting the 100,000 travellers in our Province.

The five-year, Nature 1 Challenge Funding Program is closed with the final report summarizing the activities and land acquisition submitted. The Nova Scotia Department of Environment and Climate Change has confirmed a new program called the Nova Scotia Nature Agreement, which has been signed with the Federal government. If the Town of Amherst decides to enter into another program contract, any open projects or opportunities for trade and land acquisition will be able to continue under the new agreement.

Town staff and the CEO from the Cumberland Business Connector met with Invest NS's Regional Investment Attraction Executive, Heather Hennigar, to discuss investment strategies and review strategic sectors for growth for the Amherst Industrial Park. Commercial and Industrial market interest continues to build along the Moncton to Halifax corridor generating an increase in opportunities for the area.

Staff continue to participate in Clean Energy Financing best practices seminars to help advance and grow participation in the Town of Amherst/Clean Foundation's Property Assessed Clean Energy (PACE). Other municipalities in Nova Scotia are advocating expanding PACE programs to ensure participation is accessible and affordable regardless of income and making Nova Scotia become Canada's leader in affordable deep energy retrofit programming. The Town of Amherst has been asked to support this effort.

The 2023-2024 Gritty to Pretty Program closed on March 31, 2024, final reporting will be submitted in the month of April. A 2024-2025 Provincial Beautification and Streetscaping funding program is expected to be released in May. The Cumberland Chamber of Commerce has informed staff that due to capacity restraints they will not be able to manage a Gritty to Pretty Program for this year. Staff are investigating potential alternatives to administer the program for the coming year.

An Immigrant Information Session put on the by the Federal Government is scheduled for May. This Town sponsored event will teach businesses how to leverage the immigration system as an option to address their labour needs by bringing together the key organizations involved in hiring and retaining foreign nationals. This event has an expected attendance of 50-75 persons.

The monthly workshop in the Team Cumberland series of "2024 Wednesday Workshops" was held on March 20th at the NSCC Springhill Campus lecture room. This event was an evening session on "The Dos and Don'ts of HR" hosted by Industry Professional, Alex Cann. The next scheduled workshop focusing on Supply Chain is on Wednesday, April 24th from 12:00 pm – 1:30 pm.

NS Works Job Fair at the Amherst Stadium is scheduled for Thursday, May 16th. 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 Amherst Downtown Business Association did not hold a meeting in March due to scheduling issues.

Monthly Report

Communications and I.T.

April 2024

IT Services:

Completed server updates.

Multiple POs completed and received.

Configured the new Internet line at the Stadium and setup new guest access.

Re-configured and tested the Lan lines for the Canteen at the Stadium.

Fixed a security issue on a device at Town Hall.

A new camera and mic were installed in the Soft Interview Room at APD and a new computer for the room recording was setup as well.

Cleaned up and freed up space on the SharePoint site for TOA.

Attended the Atlantic Security Conference held in Halifax from April 3 to 5 2024. We met with the other municipalities from NS and PEI that have Municipal Police Departments the day before the conference which was a great networking opportunity. During the conference, we attended several of the sessions that were provided by different vendors and IT experts which were very informative. We were also able to meet with many vendors and network with other Tech people that attended the conference.

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	X	
RFT	24-23	Asphalt Patching	Reg	O	X	X		
RFP	24-29	Stadium Canteen Concessions	Reg	O			X	Council
RFQ	24-31	Solar Crosswalk Materials	Reg	O			X	CAO
OTH	24-17	Gravel	Alternative	O			X	CAO
ALT	24-18	Traffic Paint - Barrells	ALTP	O			X	CAO
RFQ	24-19	Traffic Paint - Pails	Reg	O			X	CAO
RFQ	24-32	McCully Booster Materials	Reg	C			X	CAO

OTH	24-33	Drone - APD	Alternative	C	X	X	X	CAO
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Task Updates:

<p>Task: Town of Amherst Website Update: Development meetings are continuing. A new menu structure has been developed and content is being reviewed. Material and content is being transferred to the development site Status: In progress</p>
<p>Task: Customer Notification System Software Update: The system is active and open to the public Status: closed</p>
<p>Task:</p>
<p>Task: Update: Status:</p>

Monthly Report Community Living April 2024

Manager Community Well Being

Partner Meetings (Attended)

Cumberland Partners
Community of Practice Accessibility Leads
ARHS Event Day Planning

TOA Meetings

Community Living Meetings
Directors and Managers Meeting
Internal Accessible Playground Meeting
Volunteer Reception Planning Meeting
Physical Activity Strategy Consultation Meeting
Safety Meeting
APD Strategic Planning Session
No.2 Construction Battalion Planning Meeting

Events:

Youth Game Jam (in partnership with Ignite NS, Sparks NS and YDC)
-11 youth in attendance. Desire to make it a yearly event.
Grand Opening of CHHSA

Committee Meetings

Inclusion, Diversity and Equity Committee Meeting
PRAC

Grants

Municipal Wellness Fund Application Submitted
Funding Approved for CRRF Grant

Trainings

Mental Health First Aid Training
Accessibility Directorate Plain Language Workshop

Marketing Events and Tourism Coordinator

Town of Amherst events held

French Toast Fest
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 - 1

Retention and Appreciation events - 2

Active Living Coordinator

Upcoming/New:

Physical Activity Strategy - Goal - to Council by May 2024

- Physical Activity Consultation Meeting April 5 th

Seniors Walking Club Meet - March 27th

- Met with Parrsboro Walking Club for a walk / luncheon on March 27th

Summer Students - May 2024

- Currently screening applications and setting up interviews

Heartland Tour Dates

- Heartland Tour - Date set for **Wed July 10th**
- working with organizers

Multisport

- Current Session: Racquet Sports

Director report

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

Active Living community consultation, No. 2 Construction Battalion, AHEAD Student Conference, IYS Strategy meetings, accessible playground committee, joint marketing communications meetings, Executive Director leadership meetings.

Accessibility, PRAC And IDE committee meetings

Meetings with APD re: strategic plan

Task Updates:

Task: In the Works presentation to PRAC Update: CAO's from Town and County to meet
Task: Accessible playground Update: An internal committee of staff has been struck to determine plan, design and cost moving forward Status: Ongoing
Task: CHHSA presentation Update: Staff to meet with Ashley Legere regarding request for funding Status: In progress

Monthly Report

Cumberland Business Connector

April 2024

Support Businesses (primarily 0-50 employees)

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

Seven Business Accelerator clients have been supported during this period in the following ways:

- Connecting businesses to Apprenticeship Nova Scotia's Pathways Program. This program is for employees who do not have a Red Seal designation. Through this program, they can challenge for credit and obtain their Red Seal designation.
 - Connecting tradespeople who have a Red Seal with additional training on running a business. This will lead to an additional certification, a Blue Seal designation.
 - A startup with extremely high-growth potential needed specialized expertise that was not in-house. We connected him to potential partners and continue to help him refine his presentation skills.
 - Continued advice on business takeover, financing, and ways to bring in a minority partner.
 - Provided a business with advice on structuring their business into different business units with a view to succession and being able to gradually step back and sell the various business enterprises.
 - Provided advice on a reallocation of inventory. By increasing the amount of inventory of critical components, the inventory value tied up in work in progress (waiting for missing parts) will likely drop significantly due to faster completion and shipments to customers. Reducing delays in shipping out finished goods will improve the business' competitive advantage.
 - Worked with a business to do a deep dive on their per unit costs and margins of the various goods that they manufacture.
 - Focus on process improvement to reduce waste, improve worker environment and reduce potential WCB claims
- The Business Spotlight program continues highlighting businesses.
 - Business Retention and Expansion visits are going well.
 - On February 28th, we hosted a workshop called "Equipped to Sell." We had 15 people from 12 different businesses attend this workshop.
 - On March 20th we held a Human Resource workshop. Four businesses attended this workshop.
 - Planning is underway for two more business workshops. The next workshop in Amherst will be on April 24th, Supply Chain Management with a focus on risk management. On May 8th in Parrsboro, there will be a tourism related workshop with Destination Canada.
 - On May 2nd, we are Co-hosting with Ignite Labs, a Women in Business event.

- We continue to work with the forestry sector primarily through the Cumberland Forestry Advisory Committee.

New Businesses

- The Youth Entrepreneurship Challenge (in partnership with the CBDC and Nova Scotia Works' School Liaison staff) is underway with students receiving training on developing a business plan. Due to the large number of students participating (60), this training is being done with six different cohorts of students. Three cohorts have completed their business plan training and three new cohorts are part way through the training. The students with the best Business Plans will present their Business Ideas to a panel of Judges. This Pitch Night will be held on May 1st in Amherst.
- We assist approximately 1 entrepreneur each week that is interested in starting a new business or in buying an existing business.

Improve Housing Inventory

- One of the Accelerator clients that we have been working with over the past few months is involved in the construction business. We are working to help expedite his planned growth.
- A potential startup business that we have worked and met with several times, wants to create more affordable housing.
- The Immigration and Population Growth branch of the Department of Labour, Skills and Immigration (LSI) wants to come and host information sessions with construction businesses in our region. We are looking at coordinating this sometime in May 2024.

Workforce

- Planning is continuing for the High School Career Fairs.
- The Cumberland Business Connector and the YREACH program partnered to put on an information session on Taxes as this was requested by some immigrants in the Amherst area. Supporting immigrants after they move to the region is essential for retention.
- We are promoting apprenticeship Nova Scotia's Pathways Program. This program helps trades people get their Red Seal designation (Apprenticeship Nova Scotia has been in Amherst recently and has met with people in the construction industry as well as the local automotive association).
- We discussed with Apprenticeship Nova Scotia that local businesses would prefer to have their apprentices receive training in Moncton rather than Halifax, where applicable. They are going to look into this further

Monthly Report

Finance

April 2024

The 2024/25 operating budget was presented to Council on April 4th. This presentation covered all operating budget components (general rate, mandatory provincial contribution area rate, community support area rate, solid waste, sewage and water utility) and any relevant policies that required amendment due to budget changes. The operating budget is being brought forth for approval this month. A report on the operating and capital budgets will be placed on the Town of Amherst website once the budget is approved.

With the Town's fiscal year end of March 31st behind us, staff will switch from budget mode to year end mode once the budget is approved. There are many year end tasks to complete such as ensuring invoices relating to March are properly accounted for in the correct fiscal year, year end accruals, capital asset additions, G/L analysis, etc. The year end audit is anticipated to commence in early summer.

Task Updates:

Task: 2024/25 Water and General Capital Budget

Motion: That Council approve the Town of Amherst General Capital Budget for the 2024-25 fiscal year as presented in the amount of \$4,468,450, with the addition of a Virtual Firearms Training Platform in the amount of \$250,000 to be fully funded by a grant from the Nova Scotia Department of Justice, and the Amherst Water Utility Capital Budget for the 2024-25 fiscal year in the amount of \$465,600.

Update: New work order numbers have been created for all capital projects and emailed to staff. The capital budget will be included in the 2024/25 budget report after the operating budget has been approved.

Status: Complete

Monthly Report

Fire Department

April 2024

RESPONSES (March)

Town of Amherst – 13 events

- 7 Monitored alarm activations
- 2 Air quality check
- 1 Hazardous materials
- 1 Motor vehicle accidents
- 1 Oven / stove malfunction
- 1 Wildland Fire / Open Land

Contract area (District 2) – 7 events

- 1 Air quality check
- 5 Motor vehicle accidents
- 1 EHS assistance request

PROFESSIONAL DEVELOPMENT

Weekly training

During the month of March, the fire department focused our training on hazardous materials operations, water supply pre planning and wildfire suppression.

Recruit fire fighter training

The new recruit fire fighters continue their in-person training. During the month of March their training focused on redefining their acquired skills and preparing for their next exam and testing.

FIRE PREVENTION

As we get into the nicer weather, we are all reminded of the requirements of “The Fires and Burning of Materials By-law (C-7)” as it relates to Recreational outdoor burning appliances. This bylaw defines requirements to prevent the spread of fire to adjacent buildings and/or combustibles, the size and height of the pile of combustibles being burnt, establishes fire control measures that need to be in place, and requirements to have a person in charge of a fire at all times, until it is completely extinguished. A copy of the bylaw can be found on the Town of Amherst website under bylaws.

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

Monthly Report

HR and Customer Services

April 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 eight (8) appeals are complete, sixty-five (65) are outstanding. NS Assessment Appeal Tribunal status: 17 total; two (2) complete, one (1) withdrawn and fourteen (14) outstanding.

Tax Certificates – there were 17 tax certificate requests in March.

	# Of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Apr 1/24	Pending as of Apr 1/24	Withdrawn as of Apr 1/24	Outstanding Appeals as of Apr 1/24	Appeals Successful as of Apr 1/24	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	70	\$32,986,200	4	0	0	57	0	0.00	0.00	9
Commercial	20	\$9,006,600	4	0	0	8	0	0.00	0.00	5
TOTAL	90	\$41,992,800	8	0	0	65	0	0.00	0.00	14

Final tax sale notices: Two property owners with two (2) years taxes outstanding were sent final notices by registered mail to make payment arrangements on their accounts, with no responses received. These properties will be sent for title search. The next tax sale will be tentatively scheduled for June 2024.

Final water/sewer notices: 56 notices were sent out to property owners with 3+ billing quarters outstanding with a deadline to pay, or respond to make payment arrangements by April 12, 2024.

Water/Sewer Billing:

The 4th quarter water sewer billing is now underway. Public Works is in the process of reading meters and bills are expected to be sent out the week of April 29th.

Customer Service Tracking – E11:

There was a total of 85 opened cases in March and 94 cases were closed. The category with the most opened/closed cases in March was Pothole/Damaged Asphalt, with 21 cases.

Human Resources

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

Active recruitment includes:

Manager of Financial Services: This competition is now closed. The selection process is set to begin shortly.

2024 Summer Students: the selection process for this year's summer students has begun and will continue through the month of April.

Monthly Report

Operations

April 2024

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.
- Staff are working towards having all parks cleaned up and washrooms ready for opening by the May long weekend or sooner weather permitting.
- Outdoor rink has been disassembled and stored.
- The stadium will be closed for ice removal and facility maintenance following the end of the Rambler season.
- The flag poles at the Community Credit Union Business Innovation Centre were damaged by the wind, staff have ordered the required parts and repairs should be completed by the end of April.
- Staff have been calling NS Power regarding the flood lights in the stadium parking lot and were assured they will be back to fix the issue. Their system showed they had already resolved our issue, which was not the case.
- Staff will be working on getting the Robbs complex fields ready for use when field conditions permit, currently too wet to allow any equipment on the fields.
- Staff will be installing safe sharps containers in all of our public washrooms.

PUBLIC WORKS

- Streets and sidewalks were salted 11 times during the month.
- Pothole patching continues to be a priority. Weather permitting staff are patching potholes on a daily basis, and in the past month staff have placed approximately 30 tonnes of recycled asphalt.
- Water utility staff are constructing the new swab launchers for the wellfield and plan to have the installation completed by the end of April.
- The street sweeper has been taken out of storage and will be put into service when temperatures are favorable.
- The mechanic and welder are removing and storing snow removal equipment and have started working on the summer equipment to ensure the mowers and trailers are ready for use when needed.
- Amherst Water Utility 2023 municipal drinking water supply annual report was submitted to the Nova Scotia Department of Environment for review.
- Traffic paint has been ordered; staff anticipate a start time of mid May for line markings.
- Quarterly water meter reads started on April 2, 2024.

UPCOMING

- Recreation and Public Works seasonal employees will return to work on April 29.
- Meter repairs and investigation of high or no consumption will be ongoing when quarterly meter reading is complete.
- Upcoming events at the stadium include;
 - May 4: Judo Nova Scotia Championships.
 - May 9: Circus
 - May 16: Job Fair
 - May 26: Wrestling Event
 - May 31: Rotary Wine, Beer, and Spirits Tasting event

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. Director of Operations will review and finalize the report and present the findings to council at a future COW meeting.

Status: In Progress

Monthly Report

Planning & Strategic Initiatives

March 2024

The attached report shows development activity as of March 31, 2024, as well as, a year-over-year comparison.

Legal documents needed to complete the sale of 105 South Albion Street are ready to be executed, which would allow the development agreement for ten townhouse units and 176 units within two apartment buildings. Difficulty reaching the third parties to complete the boundary line agreement with 14 Clinton Street to deal with an encroachment continues to delay this work. Under the terms of the Agreement of Purchase and Sale, the developer has 12 months after the closing date to start construction. The developer has indicated that they will not start in 2024 as previously stated. As such staff are in discussions with the developer regarding the timing of the development and will update Council in due course.

The NSUARB is expected to deliver its decision any day on the appeal of Council's refusal to enter into a development agreement for an apartment building at 155 East Victoria Street.

The appeal period is complete for the 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. Arrangements are being made to execute the agreement.

A development agreement for the Church Street Dolan property to allow a range of residential uses has been received. Consideration of 1st reading and a public hearing scheduled for May 15th will be on the agenda at the April Council meeting.

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: 15 & 31 East Victoria Street DA

Update: The appeal period is complete with no appeals received. Arrangements are underway to execute the agreement.

Status: Ongoing

Task: Industrial Park Land Acquisition

Update: A meeting is scheduled with Invest NS representatives for April 19th to discuss the details around what parcels are to be transferred.

Status: Ongoing

Task: 105 South Albion (Blaine Street) and Ottawa Avenue Acquisitions

Update: The town's solicitor is still trying to arrange third parties to execute the necessary agreements in order to have a marketable title to complete the transaction.

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. An RFP for the project is intended to be released before the end of April.

Status: Ongoing

Task: Nature Challenge Fund Land Acquisition

Update: While some further actions remain outstanding to complete land transactions, the provincial program administrators have confirmed that a new agreement will be available for future years, which will allow the outstanding actions to be completed. Staff are waiting on the details of the new agreements from the Province.

Status: Ongoing

Task: LED Roadway Lighting Proposal

Update: An outcome is expected by early May for the application 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: Paused, pending outcome of funding application

Task: 8 Lower Laplanche Purchase

Update: Staff and the town's solicitor continue to get updates on the finalization of the property vendor's estate. Indications are that the estate has been settled but has yet to be registered.

Status: Pause, pending settlement and registration of the vendor's estate.

Permits to March 31, 2024

PERMIT APPLICATIONS								For Period: March 01 2024 To April 10 2024	
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value	
C2024-017	25000829	18 Cumberland Ridge Dr	0	Construction	Single Detached Dwelling	Deck	56.00	2,800.00	
B2024-018	25029794	30 Rogers Ave	0	Renovate	Single Detached Dwelling	Accessory Uses - Other	122.00	29,120.00	
C2024-019	25015686	46 Copp Ave	1	Construction	Single Detached Dwelling	Semi-Detached Dwelling	266.00	325,000.00	
B2024-020	25460973	8 Ridgewood Crt	0	Repair	Garage/Carport/Shed	Deck	62.00	15,000.00	
C2024-021	25517897	14 Flemming Ave	1	Construction	Single Detached Dwelling	Single Detached Dwelling	130.00	275,000.00	
C2024-022	25517889	12 Flemming Ave	1	Construction	Single Detached Dwelling	Single Detached Dwelling	130.00	275,000.00	
C2024-023	25517871	10 Flemming Ave	1	Construction	Single Detached Dwelling	Single Detached Dwelling	130.00	275,000.00	
C2024-024	25517863	4 Flemming Ave	1	Construction	Single Detached Dwelling	Single Detached Dwelling	130.00	275,000.00	
D2024-025	25393638	5 Forest Glen Crt	0	Construction	Garage/Carport/Shed	Shed	50.00	7,000.00	
Total	9		5				1,076.00	1,478,920.00	

2023-2024 Comparison

ACTIVITY REPORT							For Period 2024-03-01 to 2024-04-10		
Type	Previous Period			Current Period					
	Permits	Units	Value of Construction	Permits	Units	Value of Construction			
Single Family	2	1	130,000	7	5	1,456,920			
Duplex/Semi	0	0	0	0	0	0			
Apartments	1	4	375,000	0	0	0			
Other Residential	2	0	17,000	2	0	22,000			
Commercial	2	0	296,500	0	0	0			
Industrial	0	0	0	0	0	0			
Inst & Gov	0	0	0	0	0	0			
Agriculture	0	0	0	0	0	0			
Other	0	0	0	0	0	0			
Total	7	5	818,500	9	5	1,478,920			

Monthly Report

Police Department

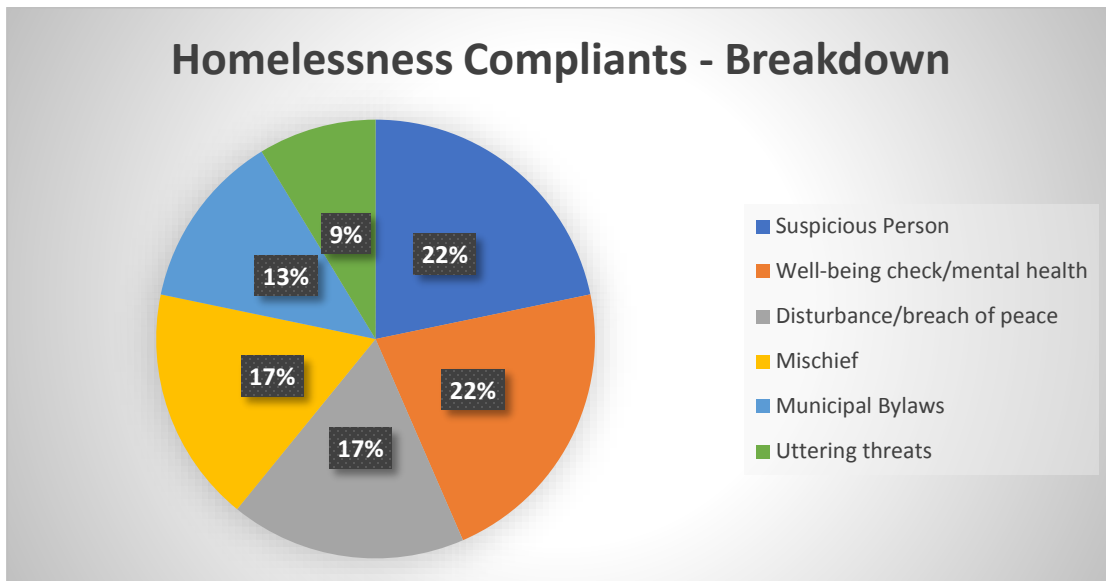
April 2024

TRAINING

ACE (African Canadian Experience) Training: Both Deputy Chief Hunter and Cst Michelle Harrison are scheduled to attend the ACE Course that is scheduled for April 22nd to the 26th. This course is hosted by the Department of Justice and is designed for members who are in a position to make changes and influence others in relation to police relationships with minority groups and to understand issues faced by minority groups. The curriculum included presentations on Human Rights Legislation, History of African Nova Scotians, and open and frank discussions on topics such as equality, equity and white privilege. In January 2021, both Chief Pike and Sgt Aaron Graham attended and completed this training.

GENERAL OPERATIONAL UPDATES:

Homelessness: Files associated with homeless numbered 40 for the month of March 2024. This is down from 60 in February and 85 in January. Eight of the files in March included more than 1 person while two files included 3 people and six included 2 people. One person was in 19 complaints. Of the 19 files, 6 of these included a second or third person. The majority of complaints involve the same 3 people.



Shoplifting Complaints: In March, APD logged 6 complaints of shoplifting. This is down from 8 in February and 14 in January. When looking at all types of thefts, APD logged 37 complaints in March, 46 in February and 49 in January.

Changes in Occurrences/Charges: Our criminal charge stats in March were down slightly, but still higher than previous months with 108 Criminal Charges laid. In February we had a total of 139 charges with 83 in January and 50 in December 2023. This month's stats are in line with those of the first half of 2023. We also logged 478 complaints in March, which is an increase over February (419) but lower than in January (481). As noted, we logged a total of 1116 criminal charges and 6280 occurrences in 2023. In 2022 we had 796 criminal charges and 6165 files. Our stats in 2021 indicate that we had 680 criminal charges and 5371 occurrences.

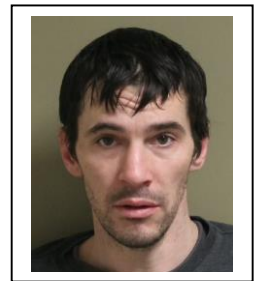
CDSA Charges: There has been a significant increase in our drug charges, which is primarily relating to trafficking offenses as crowns, by policy, will not normally not prosecute drug possession charges. We expect that the Stats Canada releases in the Spring of 2024 will confirm a substantial increase related to trafficking cocaine charges when comparing 2022 stats to 2023 statistics. In 2024 to date, we have laid 18 charges under the Controlled Drugs and Substances Act (CDSA). In 2023 we laid 37 CDSA charges. In 2022, three such charges were laid under the CDSA. The 2022 charges include those laid by the integrated team with the RCMP prior to our SCEU members returning to APD. These incidents only include incidents within town limits.

OPERATIONAL

March 29th, 2024 – Firearms Offenses: The Cumberland Street Crime Unit, which currently consists of 2 APD members and 1 Cumberland RCMP member, assisted Cumberland RCMP in regards to a firearms complaint in Springhill where a male allegedly drew and pointed a handgun at a female before fleeing the scene. The Street Crime Unit assisted the RCMP in executing a search warrant at a residence in Springhill and resulted in the seizure of 2 handguns, a replica firearm and ammunition. A 26-year-old male, Klace David Mitchell was arrested and faces numerous charges that include firearms offenses, assault and mischief.

March 22nd, 2024 – Property Offenses: The Cumberland Integrated Street Crime Unit executed a search warrant in West Brook on March 22nd and recovered in excess of \$260,000. A 60-year-old male and a 58-year-old female are facing numerous charges that include obstruction, possession of property obtained by crime and tampering with vehicle identification numbers. This search is related to a search in Maccan, NS by Street Crime on February 27th in which a substantial amount of property was recovered and a 27-year-old Cumberland County man was charged.

March 21st 2024 – Robbery Subject Arrested: Jamie Trenholm, who was the subject of a February 29th, 2024, press release, was arrested without incident when the Major Crime Unit, with the assistance of the APD Patrol Unit executed a Feeney Warrant at a local residence. A Feeney Warrant authorizes police to enter a dwelling to execute a warrant of arrest. TRENHOLM was wanted for a robbery and assault that allegedly took place at an Amherst residence on February 25th, 2024. 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.



Parking Issues: The Amherst Police Department made several posts via social media in relation to complaints and concerns surrounding parking in the area of the Amherst Stadium during games. As a result of larger-than-normal crowds, parking issues arose when complaints were received and vehicles were noted as parking illegally, including parked on or too close to crosswalks or intersections, parked on the sidewalk or parked in front of hydrants. Several tickets were issued during games in the month of March.

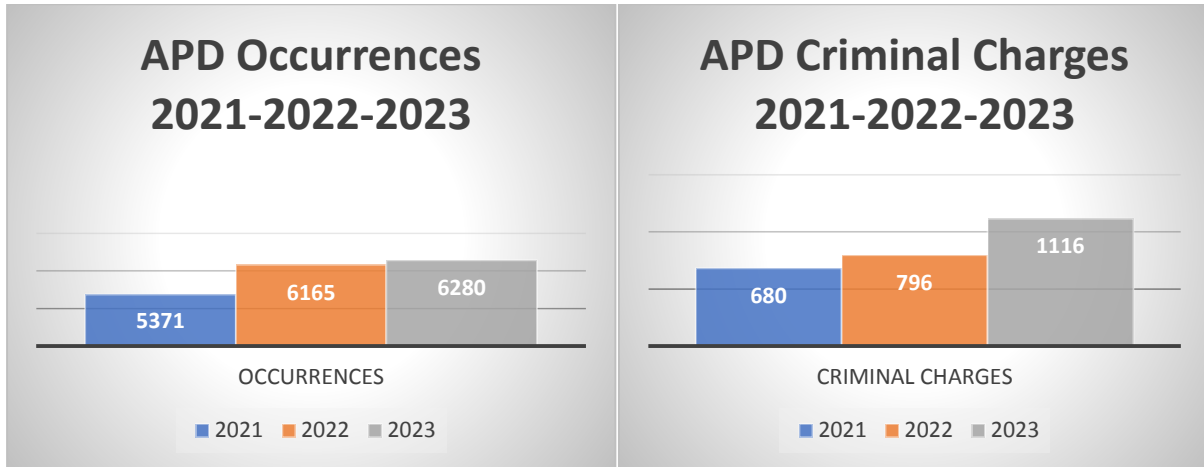
Safe, Approach and Rescue Vehicle: On March 20th, Sgt Aaron Graham attended and picked the vehicle up and brought it back to Amherst. It has been inspected, registered and insured. As per the agreement with GardaWorld, the decals on the vehicle have been removed thanks to the hard work of D/Chief Hunter, Sgt Graham and Justin MacKay who lent a hand.



OPERATIONAL STATS – February 2023

Occurrences:	478	Criminal Code Charges:	108
Impaired by Alcohol:	2	CDSA:	7
Impaired by Drug:	1	CBCA:	0
Traffic Tickets:	59	PPA:	1
Traffic Written Warnings:	1	Vehicle Checks	161
LCA:	5	Foot Patrol Hours:	37hrs, 45 min
Bike Patrol Hours:	0	Parking Tickets:	22
Parking Warnings:	1		

Year-End Stats Comparisons:



TASK UPDATES

<p>Task: Accessible Parking: The Traffic Authority will proceed with moving the accessible parking spot in front of the Bank of Nova Scotia building to a spot in front of Town Hall.</p> <p>Update Status: 2024-04-08: In Progress. Memo to be drafted for Aaron B and Jason B (public works) to move one of the accessible parking spots on the south side of Victoria to a spot in front of Town Hall. Have discussed this verbally already. DDPIke</p>
<p>Task: Safe Approach and Rescue Vehicle: Council approved of entering into an MOU with GardaWorld for the purchase of a decommissioned Armoured Cash Vehicle for the price of \$2.00 + applicable taxes</p> <p>Update Status: In progress. 2024-04-08: Vehicle was delivered on March 20th and is inspected, registered and insured. Staff finished removing decals as per agreement. Currently being stored in APD garage. DDPIke</p>
<p>Task: Marsh Trail ATV Issues: That staff be directed to install signs, barriers and cameras along the centennial walking trail, and further that Council approves funding for such.</p> <p>Update Status 2024-04-08: In progress. Capital Budget approved for enhancements for trial and to provide protection and monitoring.</p>
<p>Task: Taxi By-Law</p> <p>Update Status: 2024-04-08: Most Taxis have had their vehicles and drivers approved for 2024/25 year. Report to council drafted via memo and to be part of April COW package. DDPIke</p>

Monthly Report

Solid Waste Education and Enforcement

April 2024

Education & Enforcement

Earth Day Initiatives

Community Clean ups

Staff are gearing up for Earth Day Celebrations. There are a number of groups that are conducting cleanups with the hopes that more will join! If community groups are looking to register a cleanup they are encouraged to visit the following website: <https://www.nsadoptahighway.ca/>

Staff will have a table set up at the Amherst Stadium on Friday, April 19 from 12:00 p.m. – 4:00 p.m. to give away bags and gloves to residents looking to do a cleanup in their neighborhood.

School Cleanups

Staff have reached out to all schools in Cumberland County encouraging staff and students to take part in an Earth Day Cleanup. To date, we have 6 schools that have signed up to participate.

Emmerson Packaging Pick up The Park Challenge

Emmerson Packaging is once again holding their annual “Pick Up the Park” Challenge where local businesses come together and clean up litter in the Industrial Park. The Town of Amherst offers support by having public works staff pick up the bags of litter that have been collected. The cleanup is scheduled for Friday, April 19th (rain date, April 22).

Litter Kits

Staff have partnered with the libraries to provide Litter Kits to individuals looking to conduct a cleanup in their neighborhood. The litter kits will include everything needed for residents to conduct a cleanup such as bags, gloves, and cleanup stickers. The kits will be available to the public during the months of April and May.

Collection schedules

Collection schedules for April 1, 2024 – October 31, 2024, have been mailed to residents in the Town of Amherst.

Divert NS Scholarship

As a reminder, the Divert NS Champion of the Environment Scholarship applications are now open. The scholarship is open to Grade 12 students in NS. One (1) \$2500 scholarship will be awarded to a Grade 12 student in Region 3. All information about the scholarship can be found at <https://divertns.ca/champion-environment-scholarship>. The deadline for submissions is April 28th, 2024.

Enforcement

Miller Waste reported 146 rejections in the Town of Amherst during the month of March. Recycling rejections accounted for 82% of the rejections, with Garbage & Organics accounting for 18%.