



Town of Amherst  
Committee of the Whole  
Agenda

Date: **Monday, June 17, 2024**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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	Pages
<b>1. Call to Order</b>	
<b>1.1 Territorial Acknowledgement</b>	
“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”	
<b>1.2 Approval of Agenda</b>	
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<b>1.4 Acceptance of Minutes</b>	
1.4.1 May 21, 2024	2 - 5
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4.9	Planning & Strategic Initiatives	72 - 75
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5.	Closed Session	
5.1	Approval of Closed Session Agenda	
5.2	Acceptance of Closed Session Minutes	
5.2.1	May 21, 2024	
5.2.2	June 11, 2024	
5.3	MGA 22(2)(c) - personnel matters	
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)(e) - contract negotiations	

6. Adjournment

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Town of Amherst  
Committee of the Whole  
Monday, June 17, 2024

**Consent Agenda**

**MOTION:**

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

- 1.4 Acceptance of Minutes**
- 2.4 Water Utility Capital Budget Amendment**
- 3.1 Mobility Strategy**
- 3.2 By-law and Policy Review Update**
- 3.3 Strategic Priorities Update**
- 3.4 Dangerous and Unsightly Premises Semi-Annual Report**
- 3.6 CAO Task Report**
- 4.1 Business Development Monthly Report**
- 4.2 Community Living Monthly Report**
- 4.3 Corporate Communications and IT Monthly Report**
- 4.4 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:** May 21, 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  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. Call to Order**

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

**1.1 Territorial Acknowledgement**

Mayor Kogon gave the Territorial Acknowledgement.

**1.2 Approval of Agenda**

**Moved By Councillor Emery**

**Seconded By Deputy Mayor Fawthrop**

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

**MOTION CARRIED**

**1.3 Approval of the Consent Agenda**

**Moved By Councillor Landry**

**Seconded By Councillor Chambers**

**To approve the consent agenda with the removal of 5.2 Community Living Monthly Report and 5.10 Police Services Monthly Report.**

**MOTION CARRIED**

**1.4 Acceptance of Minutes**

**1.4.1 April 15, 2024**

The minutes of the April 15, 2024 Committee of the Whole meeting were accepted as included in the agenda package as part of the consent agenda.

**1.4.2 May 2, 2024**

The minutes of the May 2, 2024 Committee of the Whole meeting were accepted as included in the agenda package as part of the consent agenda.

**2. Presentations**

**2.1 Cumberland Acadian Society**

Morris Haugg and Bill Casey presented on behalf of the Cumberland Acadian Society. They are asking Council to send a letter of support to Parks Canada requesting enhancement of the Beaubassin site, as well as for Council's support for the summer Acadian Festival.

**3. Council Direction Requests**

**3.1 Vacation / Holiday - Non-Union Employees Policy**

Councillor Baker arrived at 4:39 p.m.

**Moved By Councillor Davidson**

**Seconded By Councillor Landry**

**That staff make further amendments to the Vacation/Holiday - Non-Union Employees Policy, specifically a more gradual approach to vacation entitlement, and bring the amendments back to the June Committee of the Whole meeting.**

**MOTION CARRIED**

**3.2 Street Banner Policy**

**Moved By Councillor Baker**

**Seconded By Deputy Mayor Fawthrop**

**That Council forward to the May 27, 2024 regular meeting approval of an amendment to the Street Banner Policy Appendix A to add Acadian Day, as well as approval of the Cumberland Acadian Society MOU with the Town of Amherst to hang Street Banners as per the Street Banner Policy and further authorize the CAO to sign on the Town's behalf.**

**MOTION CARRIED**

**3.3 Ice Helmet Policy**

**Moved By Councillor Chambers**

**Seconded By Councillor Landry**

**That no amendments be made to the Ice Helmet Policy (72300-10).**

**MOTION CARRIED**

- 3.4 **Auxiliary Policing By-Law**  
Moved By Councillor Davidson  
Seconded By Councillor Landry  
That Council approve of the creation of an Auxiliary Police Officer By-Law and forward it to the regular meeting on May 27<sup>th</sup> for first reading.

MOTION CARRIED

- 3.5 **Smoke Free Recreational Places By-law**  
Moved By Councillor Emery  
Seconded By Councillor Baker  
That no amendments be made to the Smoke-Free Recreational Places Bylaw C-12.

MOTION CARRIED

- 3.6 **Capital Paving**  
Moved By Deputy Mayor Fawthrop  
Seconded By Councillor Chambers  
That Council forward to the May 27, 2024 regular meeting, the award of the Capital Paving Tender (RFT-24-22) to the lowest compliant bidder, Costin Paving (Dexter Construction), at their unit prices based on our estimated quantities in the total amount of \$841,750 plus HST.

MOTION CARRIED

- 3.7 **Active Living Strategy**  
Moved By Councillor Davidson  
Seconded By Councillor Chambers  
That Council forward to the May 27, 2024 regular meeting, the Active Living Strategic Plan for approval.

MOTION CARRIED

4. **Information Items**

The following information were approved as part of the consent agenda:

- 4.1 **By-law and Policy Review Update**  
Information item only; approved as part of the consent agenda.
- 4.2 **Strategic Priorities Update**  
Information item only; approved as part of the consent agenda.
- 4.3 **CAO Task Report**  
Information item only; approved as part of the consent agenda.
- 4.4 **Community Support Grants**  
Information item only; approved as part of the consent agenda.

5. **Monthly Reports**

The following monthly reports were approved as part of the consent agenda:

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

**5.2 Community Living**

Deputy Mayor Fawthrop asked that this item be removed from the consent agenda, specifically to speak about Food Insecurity and if there are any plans to address this over the summer months. The Director of Community Living Sharon Bristol responded that there are no specific plans at this time, however, several initiatives are underway including the Town's support for a basic income, the desire to create a county wide coalition to work cohesively, including bringing the major food suppliers to the table, and that discussions are currently being had around market bucks. She also spoke to the recent Food Summits that were held, and indicated she would share the document from the May meeting with Council.

**5.10 Police Services**

Councillor Emery asked that this item be removed from the consent agenda, and asked Chief Pike for an update on the number of discarded needle complaints. Chief Pike responded that there has been a huge increase everywhere, and that there are other options for people to dispose of used needles however people are still not using these disposal sites.

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

**MOTION CARRIED**

**7. Adjournment**

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

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Natalie LeBlanc  
Municipal Clerk

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David Kogon, MD  
Mayor

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

**Date:** June 11, 2024  
**Time:** 11:30 am  
**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  
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  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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1. **Call to Order**  
Mayor Kogon called the meeting to order at 11:30 a.m.
  2. **Closed Session**  
**Moved By Councillor Emery**  
**Seconded By Councillor Baker**  
**That the Committee move to a Closed Session.**

**MOTION CARRIED**

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

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Natalie LeBlanc  
Municipal Clerk

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David Kogon, MD  
Mayor



## COMMITTEE OF THE WHOLE

CDR# 2024066

Date: June 17, 2024

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

**SUBMITTED BY:** Krista Crossman, Director Human Resources

**DATE:** June 17, 2024

**SUBJECT:** **Vacation/Holiday Policy Amendments**

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**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 June 24, 2024 regular meeting of Council, approval of the amended Vacation/Holiday Policy.

**BACKGROUND:** Staff are completing a review of all Town policies and bylaws to ensure they are relevant and updated appropriately. The Vacation/Holiday Policy for non-union employees has been reviewed as a result of this initiative.

**DISCUSSION:** At the May 21, 2024 Committee of the Whole meeting, staff were directed to make further amendments to the vacation/holiday policy for non-union employees, specifically a more gradual approach to vacation entitlement, and bring the amendments back to the June Committee of the Whole meeting.

In our review of the vacation/holiday policy, staff conducted an analysis of policies across various municipal units to benchmark our existing vacation policy with those of our peers. This research included an examination of vacation accrual rates, carry-over allowances, and provisions for vacation accumulation for staff on leave and has been provided for Council's reference.

Beyond aligning our vacation entitlements with external benchmarks, we remain committed to providing a workplace that enhances work-life balance for all employees. Studies have consistently shown that sufficient rest and relaxation significantly boosts employee productivity and job satisfaction. By fostering a culture that values and supports time off, we are enhancing employee loyalty and enthusiasm, which are essential for a productive and resilient workforce.

We are recommending the following revisions to the policy as a result of this review and Council's direction:

**1. Providing vacation from the commencement of employment**

Under the current policy, an employee must work first and earn vacation entitlement to be awarded in January of the following year. For example, an employee who starts in March

2024 receives no vacation to use in 2024. Then in January 2025, the employee receives a prorated amount of vacation for the period worked and earned of March to December 2024 (approximately 11.25 days) to be used in 2025. It is not until January 2026 that the employee would receive a full 3 weeks' vacation.

The recommended revision provides a new employee with a prorated portion of vacation in their first year of employment. Using the same timeline above, an employee who starts in March 2024 would receive 12.5 days vacation to use in 2024 (1.25 days per month x 10 months for March to December 2024 approximately).

In the event the employee terminates their employment and has taken vacation leave that has not yet been earned, they will be required to repay the Town the vacation amounts owing, to be deducted from their final pay period.

Alternatively, if the employee terminates their employment prior to using the vacation earned, they will be entitled to payment equal to the amount of unused vacation.

**2. Providing authority to the CAO to negotiate vacation credit**

Providing the ability to negotiate vacation credit has several benefits:

- a) Competitive advantage in recruitment: offering additional vacation credit can make a job offer more attractive, particularly to highly experienced candidates who might otherwise be reluctant to accept due to a potential loss of vacation time.
- b) Valuing experience: acknowledging and rewarding an employee's prior experience demonstrates that we value their past contributions and expertise, which can contribute to higher job satisfaction.
- c) Employee-centric strategy: considering the needs and backgrounds of employees contributes to an overall positive organizational culture.

**3. Shortening the service length required to advance to four (4) and five (5) weeks' vacation (excluding fire department staff)**

The table below summarizes the entitlements under the current policy and the recommended amendments to the entitlements:

Current Entitlement		Recommended Entitlement	
Service of 1 – 9 years:	3 weeks vacation	Service of 1 – 3 years:	3 weeks vacation
Service of 10 – 14 years:	4 weeks vacation	Service of 4 – 10 years:	4 weeks vacation
Service of 15 – 19 years:	5 weeks vacation	Service of 11 – 19 years:	5 weeks vacation
Service of 20+ years:	6 weeks vacation	Service of 20+ years:	6 weeks vacation

**4. Vacation carryover limits**

It is important that all staff receive sufficient rest from work. Therefore, non-union non fire department staff will be permitted to carryover a maximum of one (1) week’s vacation to the following year, and two shifts (48 hours) for fire department staff, via written approval by December 1<sup>st</sup> of each year, at the discretion of the CAO.

**5. Addition of new holidays**

Adding new holidays since the last review of the policy which includes Nova Scotia Heritage Day in February and Truth & Reconciliation Day in September.

**6. Vacation entitlement for fire department employees**

We are recommending revisions to fire department staff entitlements to align with the proposed changes to other non-union staff entitlements. Additionally, the current vacation entitlement for fire department staff causes scheduling difficulties given that fire department staff work a 24-hour shift, followed by 72 hours off. The recommended revisions are shown in the table below:

<b>Current Entitlement</b>		<b>Recommended Entitlement</b>	
Service of 1 – 9 years:	5 shifts + 7 hours	Service of 1 – 3 years:	6 full shifts
Service of 10 – 14 years:	7 shifts + 5 hours	Service of 4 – 10 years:	8 full shifts
Service of 15 – 19 years:	9 shifts	Service of 11 – 19 years:	10 full shifts
Service of 20+ years:	10 shifts + 18 hours	Service of 20+ years:	12 full shifts

**7. Clarification for vacation entitlements when staff go on leave**

We have provided clarification for vacation accumulation when staff go off work on various types of leave.

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

**FINANCIAL IMPLICATIONS:** There is no cost to providing non-union employees with additional vacation unless their position has to be backfilled while they are absent, as would be the case for fire department employees.

The cost for backfilling fire department shifts with the proposed revisions is approximately **\$3,860**, which can be accommodated within the 2024/25 operating budget.

**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:** Providing additional time away from work can enhance mental health and the overall well-being of employees. Additional vacation time can also support diversity and inclusion efforts. Feedback received from employees indicate that quality of life and work-life balance is a significant contributing factor to their job satisfaction and happiness.

**ALTERNATIVES:**

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

**ATTACHMENTS:**

04000-10 Vacation/Holiday Policy – Non-Union Employees

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Report prepared by: Krista Crossman, Director of Human Resources

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**TITLE: VACATION/HOLIDAY POLICY – NON-UNION EMPLOYEES**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04000-10**

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**APPROVAL DATE:** \_\_\_\_\_ **CAO Signature:** \_\_\_\_\_

## **POLICY STATEMENT**

The Town of Amherst recognizes the importance of rest and recreation for employee wellness. It is the intent of the Town to provide a fair amount of annual vacation time for employees via a flexible and supportive vacation policy.

## **PURPOSE**

This policy defines the entitlement of employees for paid vacations earned in the employ of the Town of Amherst.

## **SCOPE**

This policy applies to all non-unionized employees.

Unionized employees shall adhere to the vacation entitlements provided for in their respective collective agreements.

## **DEFINITIONS**

Permanent Employee: An employee who is employed on a regular and full time basis.

Temporary/~~Term~~ Employee: An employee performing duties for an undetermined on a temporary basis for a defined period of time.

Casual Employee: An employee who is required to perform work of a temporary or intermittent nature for varying periods though the year.

Part-time Employee: An employee performing duties on a part-time basis.

Seasonal Employee: An employee performing duties of a seasonal nature.

Student Employee: An employee who is deemed to be a full-time student and has been hired in support of various municipal functions for a specific term.

Director: An employee appointed as head of the department and a member of the senior management team responsible for overseeing the strategic direction, operations, and personnel of a specific department.

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**TITLE: VACATION/HOLIDAY POLICY – NON-UNION EMPLOYEES**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04000-10**

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~~Half Days: Half Days will be defined at 3.5 hours taking either from the beginning of their normal workday or taken at the end of the employees normal workday.~~

## **ELIGIBILITY**

- a. All employees are entitled to vacation, on a prorated basis;
- b. A new full-time permanent employee may receive vacation credit for past service, or for duties carried out in previous employment which are commensurate with the duties of their new position. The CAO has the authority to negotiate vacation credit, not to exceed the vacation limit of six (6) weeks' specified in this policy.
- c. Casual, term/temporary, part-time, seasonal and student employees shall receive vacation pay at the prescribed rate in accordance with Nova Scotia employment standard legislation. This shall be paid out on each pay to the employees in these categories. Accordingly, if the employees in these categories take vacation time off, they will not receive pay for the period of their vacation.

## **GENERAL**

- a. The vacation year is from January 1 to December 31 inclusive;
- b. An employee commencing employment at a time after January 1st shall receive a pro-rated portion of the first year's vacation entitlement;
- c. An employee whose employment is terminated at any time in the year prior to using vacation earned, shall be entitled to payment equal to the amount of unused vacation. Such payment shall be included on the employee's last pay.
- d. An employee whose employment is terminated for any cause shall compensate the Town for vacation leave taken, but to which the employee at that time has not earned. Any vacation amounts owing to the Town shall be deducted from any final payment to which the employee is entitled at the time of termination.

## **VACATION DATE**

~~All vacation periods will be calculated as of the date of January 1st of each year.~~

~~A permanent full-time employee who is employed at a time after January 1st shall have his or her vacation entitlement pro-rated to January 1<sup>st</sup> of the next year. Such vacation is to be taken in the year following the employment year.~~

~~A permanent full-time employee leaving the employ of the Town of Amherst during the year prior to January 1st in any year may apply for one of the following options:~~

- a) ~~to be paid in full for any vacation owing on the final day of work;~~

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**TITLE: VACATION/HOLIDAY POLICY – NON-UNION EMPLOYEES**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04000-10**

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b) ~~have the termination date adjusted to account for all outstanding vacation days earned.~~

~~Such applications are to be made to and are at the discretion of the CAO.~~

### **VACATION ~~Earned~~ ENTITLEMENT**

A permanent full-time employee shall be entitled to receive annual vacation with pay according to the following:

- a. Up to and including three (3) years of completed service: three (3) weeks' vacation;
- b. From the commencement of the fourth (4) year up to and including ten (10) years of completed service: four (4) weeks' vacation;
- c. From the commencement of the eleventh (11) year up to and including nineteen (19) years of completed service: five (5) weeks' vacation;
- d. From the commencement of the twentieth (20) year of service: six (6) weeks' vacation.
- e. An employee reaching three (3), ten (10) or nineteen (19) completed years respectively within the vacation year is entitled to the applicable number of weeks awarded in January of that year, plus the pro-rated portion of five (5) vacation days from the employee's anniversary date to December 31.
- f. ~~1 ¼ days per month up to the tenth year of employment calculated from the date the employee commences work in the first year up to the tenth year, to a maximum of 15 working days per year in any subsequent year. However, in the 10<sup>th</sup> year, the employee will receive the increased vacation allotment of 20 days.~~
- g. ~~From the commencement of the eleventh year up to the fifteenth, 1 2/3 days per month to a maximum of 20 working days per year. However, in the 15<sup>th</sup> year, the employee will receive the increased vacation allotment of 25 days.~~
- h. ~~From commencement of the sixteenth year up to the twentieth year, 2 1/12 days per month to a maximum of 25 working days per year. However, in the 20<sup>th</sup> year, the employee will receive the increased vacation allotment of 30 days.~~
- i. ~~For over twenty years, 30 working days per year.~~

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**TITLE: VACATION/HOLIDAY POLICY – NON-UNION EMPLOYEES**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04000-10**

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## **VACATION CARRYOVER**

Vacation earned shall not be paid out except in unusual circumstances and only at the approval of the CAO.

It is the intent of the Town that vacation entitlement shall be used in the same year it is granted. In the cases where there may be extenuating circumstances, employees must request written approval by December 1 of the year to carry-over unused vacation, to a maximum of one (1) week. The maximum vacation carry-over for fire department staff is two shifts (48 hours).

Approval for vacation carry-over is at the discretion of the CAO.

### Non-Permanent Employees

~~Temporary Employees, Part-time Employees, Seasonal Employees and Student Employees shall not be eligible for vacations with pay. However, vacation pay will be provided in accordance with the Labor Standards Act and Regulations of the Province of Nova Scotia.~~

## **HOLIDAYS**

The following days will be observed as paid holidays for permanent employees of the Town of Amherst. All others, including temporary/term employees, part-time employees, seasonal employees, and student employees will be eligible for paid holidays as prescribed under the Labor Standards Act and Regulations of the Province of Nova Scotia.

In addition, any other day proclaimed by either the Federal or Provincial governments, or the Town of Amherst shall be observed as paid holidays. If at any time the above listed holidays fall on a Saturday or Sunday, the next regular working day shall be deemed a holiday.

- New Year's Day
- Nova Scotia Heritage Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday (First Monday in August)
- Labour Day
- Truth & Reconciliation Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

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**TITLE: VACATION/HOLIDAY POLICY – NON-UNION EMPLOYEES**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04000-10**

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An employee shall only be entitled to be paid for a holiday if such employee works the scheduled working day immediately preceding and immediately following the holiday. If it is necessary for an employee to be absent on either of these days, payment shall be at the discretion of the CAO. Payment or other time off for these holidays shall be made if the employee is on time off paid by the Town of Amherst.

### **VACATION ENTITLEMENT**

#### **NON-UNION FIRE DEPARTMENT EMPLOYEES**

Permanent fire department employees work a schedule of one 24 hour shift with 72 hours off. This schedule determines that each person works an average of 43 hours per week. Therefore, the following calculation shall be used in calculating vacation time for Permanent Employees of the Fire Department.

*The number of weeks earned multiplied by the average hours worked per week divided by the number of hours in a shift. For example, an employee of the fire department who has worked as a permanent employee up to and including 10 years has earned 3 weeks vacation. This equates as follows:*

*3 weeks earned multiplied by 43 hours which is the length of the average work week divided by 24 which is the length of a normal shift equals to an entitlement of 5 full shifts plus 7 hours.*

- a. 5 full shifts plus 7 hours per year up to and including the tenth year of employment calculated from the date the employee commences work in the first year. However, in the 10<sup>th</sup> year, the employee will receive the increased vacation allotment of 7 full shifts plus 5 hours.
- b. 7 full shifts plus 5 hours per year from the commencement of the eleventh year up to and including the fifteenth year of employment calculated from the date the employee commences work in the first year. However, in the 10<sup>th</sup> year, the employee will receive the increased vacation allotment of 9 full shifts.
- c. 9 full shifts per year from the commencement of the sixteenth year up to and including the twentieth year of employment calculated from the date the employee commences work in the first year. However, in the 20<sup>th</sup> year, the employee will receive the increased vacation allotment of 10 full shifts plus 18 hours.
- d. For over twenty years, 10 full shifts plus 18 hours.

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**TITLE: VACATION/HOLIDAY POLICY – NON-UNION EMPLOYEES**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04000-10**

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Permanent full-time fire department employees work a schedule of one 24-hour shift followed by 72 hours off. Therefore, fire department employees shall be entitled to receive annual vacation with pay according to the following:

- a. Up to and including three (3) years of completed service: six (6) full shifts;
- b. From the commencement of the fourth (4) year up to and including ten (10) years of completed service: eight (8) full shifts;
- c. From the commencement of the eleventh (11) year up to and including nineteen (19) years of completed service: ten (10) full shifts.
- d. From the commencement of the twentieth (20) year of service: twelve (12) full shifts.
- e. An employee reaching three (3), ten (10) or nineteen (19) completed years respectively within the vacation year is entitled to the applicable number of shifts awarded in January of that year, plus the pro-rated number of shifts from the employee's anniversary date to December 31.

#### Long Term Disability or Workers Compensation

~~Employees off work on LTD or Workers' Compensation shall only be entitled to earn vacation during the first year of their absence. Employees off work on a personal unpaid leave of absence will not earn vacation time during such leave.~~

#### **CHANGE IN EMPLOYMENT STATUS**

- a. Employees off work on short-term disability (STD) shall continue to earn vacation for the duration of short-term disability.
- b. Employees off work on long-term disability (LTD) shall be entitled to earn vacation during the first year of their absence.
- c. Employees off work on Worker's Compensation (WCB) shall be entitled to earn vacation during the first year of their absence.
- d. Employees off work on a personal unpaid leave of absence will not earn vacation time during such leave.

**TITLE: VACATION/HOLIDAY POLICY – NON-UNION EMPLOYEES**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04000-10**

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
<b>Chief Administrative Officer</b>	The Chief Administrative Officer will: <ol style="list-style-type: none"> <li>Review, on a timely basis, all employee requests to carry-forward vacation balances at year-end per the limits set out in this policy.</li> </ol>
<b>Director, Human Resources</b>	The Director, Human Resources will: <ol style="list-style-type: none"> <li>Act in an advisory role to department directors and employees, advising of the application of the policy;</li> <li>Monitor the awarding of annual vacation entitlements, monitor employee vacation balances and utilization of vacation time to ensure compliance with this policy;</li> <li>Facilitate employee requests for vacation carry-forwards;</li> <li>Regularly review the policy and recommend improvements where appropriate.</li> </ol>
<b>Directors and Managers</b>	Directors and Managers will: <ol style="list-style-type: none"> <li>Schedule and approve employee vacation requests based on departmental needs;</li> <li>Regularly review employee vacation balances to ensure employees receive sufficient vacation time every year.</li> </ol>
<b>Employees</b>	Employees will: <ol style="list-style-type: none"> <li>Understand their vacation entitlements under the policy as applicable to their position and/or tenure;</li> <li>Communicate vacation plans with their director and/or manager and submit vacation requests in a timely manner;</li> <li>Ensure vacation records are accurate and report any discrepancies to the Human Resources department.</li> </ol>

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Policy Review:</b> (a) vacation entitlement starting at beginning of employment, (b) shortening service length requirement to advance to 4 & 5 weeks' vacation (c) implementing carryover limits, (d) addition of new holidays, (e) clarification of vacation entitlement when employee is on leave	Director, Human Resources	Council	

**TITLE: VACATION/HOLIDAY POLICY – NON-UNION EMPLOYEES**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04000-10**

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**MINUTES REFERENCE DATE**

June 26, 2006      January 26, 2015

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

**SUBMITTED BY:** Sarah Wilson, Director of Finance

**DATE:** June 17, 2024

**SUBJECT:** 2024/25 Water Utility Capital Budget Amendment – Potential Land Purchases with Nova Scotia Environment and Climate Change Grant

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**ORIGIN:** 2024/25 capital budget, new Nova Scotia Environment and Climate Change grant agreement.

**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 June 24, 2024 regular meeting the addition of \$275,000 to the Water Capital budget for potential land purchases to be funded by the Nova Scotia Environment and Climate Change grant.

**BACKGROUND:** The Town of Amherst Water Utility has participated in the former Challenge Fund program for the past four years. During this time the Water Utility has been able to purchase land at no cost to the utility as it was fully funded by the Challenge Fund grant.

**DISCUSSION:** A new agreement between the Town and Nova Scotia Environment and Climate Change was approved by Council in May. The new agreement is for a two-year term with grant funding of \$275,000 available each year to the Town of Amherst Water Utility. With the new agreement, the capital budget needs to be amended to authorize the potential expenditures for this project.

**FINANCIAL IMPLICATIONS:** The potential land purchases will be fully funded by the Nova Scotia Environment and Climate Change grant. There will be no additional cost to the Town of Amherst Water Utility.

**COMMUNITY ENGAGEMENT:** Information on the budget has been shared via social media as approvals occur.

**ENVIRONMENTAL IMPLICATIONS:** The end result of this capital project is to acquire additional land with the sole purpose of environmental / habitat protection. The protection of the North Tyndal Wellfield Groundwater Zone has significant environmental implications as well as social health implications as it saves the Town drinking water supply from contamination and pollution.



**SOCIAL JUSTICE IMPLICATIONS:** Increasing environmentally protected land helps current and future generations live in a more sustainable manner. Protection of the North Tyndal Wellfield ensures Amherst’s long-term supply of safe drinking water.

**ALTERNATIVES:** Delay the decision to a future meeting.

**ATTACHMENTS:**

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Report prepared by: Sarah Wilson, Director of Finance and Andrew Fisher, Director of Planning & Strategic Initiatives

Report and Financial approved by:

# MEMORANDUM

TO: Mayor Kogon and Members of Council  
FROM: Sharon Bristol, Director, Community Living  
DATE: June 17, 2024  
SUBJECT: Mobility Strategy Memo

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This memo serves as an update on the progression of work for the Town of Amherst Strategic Priority around Mobility.

The goal is to develop an overarching plan around Mobility which includes Active Living, Active Transportation improvements and a potential Transit Service for the community. Staff have been researching, working with partners and consultants to move this process forward. Most recently the Active Living Strategy was developed and approved by Amherst Town Council in May.

We are working towards aligning objectives from the Active Living Strategy to meet objectives from Active Transportation. Examples include:

- Enhance connections/networks of walking and wheeling routes to support movement and active transportation.
- Align with the Town's Accessibility Plan to create safe walking and wheeling routes within the community.
- Link with other Town/municipal strategies/planning to ensure natural and built environments and connectivity are considered in planning and future development.

Several partners have been identified to assist us in this work including the Ecology Action Centre (Transportation Officer – Ben Hammer), NS Public Works (Elizabeth Pugh), Dalhousie University – DalTRAC (Ahsan Habib, PhD Professor and Director), Cycle NS (Active Transportation Planner – Ethan Malech), NS Walks (Walkability Audits - Catherine Drosbeck), Hike NS (Funding Partner – Abby Brothers) and Atlantic Active Alliance.

There are also several grants and funding opportunities that staff are researching to assist with planning, infrastructure and capital costs. Once these have been thoroughly investigated staff will bring a comprehensive report and recommendations to Council on how to proceed.



**TOWN OF AMHERST  
BYLAW LISTING**

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



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
		Territorial Acknowledgement Policy (NEW)	CLERK	approved May 2023 Council
	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK	amended at May 2023 Council
	D 21	Maintenance of Grass Bylaw	Operations	Given 2nd reading at May 2023 Council
<b>Jun-23</b>				
	P 04	MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES	PLANNING	memo presented to COW, bring back in Fall for revisions
	31600-01	CULVERT POLICY (230-02)	OPERATIONS	No changes recommended
	31600-08	STREET BREAKING POLICY (230-10)	OPERATIONS	Amended June 2023
		Street Banner Policy	COMMUNITY LIVING	amended June 2023
<b>Sep-23</b>				
	10350-21	AMHERST YOUTH TOWN COUNCIL	COMMUNITY LIVING	Amended Sept 2023
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	memo presented to COW from Andrew Fisher
	04530-01	SALARY ADMINISTRATION (211-27)	CUSTOMER SERVICE/HR	Amended Sept 2023
<b>Oct-23</b>				
	72000-08	COMMUNITY SUPPORT GRANTS	COMMUNITY LIVING	Amended Oct 2023
	31800-01	SOLID WASTE SPECIAL CONDITIONS	OPERATIONS	repealed October 2023
	C 04	COMPANION ANIMAL BYLAW	POLICE	received first reading in October 2023
<b>Nov-23</b>				
	10350-31	INCLUSION, DIVERSITY AND EQUITY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	amended Nov 2023
	10350-21	AMHERST YOUTH TOWN COUNCIL	COMMUNITY LIVING	amendments approved Nov 2023
	C 04	COMPANION ANIMAL BYLAW	POLICE	received 2nd reading in Nov 2023
<b>Dec-23</b>				
	66000-04	PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM POLICY	PLANNING	recommended no change
	10350-29	POVERTY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	Amended
	04500-06	SUBSTANCE USE POLICY	CUSTOMER SERVICE/HR	forwarded to January
	P 06	TRANSIENT AUTOMOBILE VENDORS	PLANNING	recommended no change
<b>Jan-24</b>				
		Noise bylaw	POLICE	recommend to not proceed
		USER FEE POLICY	CLERK	amended



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Feb-24	64000-03	TREE ADVISORY COMMITTEE	OPERATIONS	repealed Feb 2024
	10350-08	APPOINTMENTS OF CITIZENS TO BOARDS (210-11)	CLERK / COMMUNICATIONS	repealed Feb 2024
	NEW	EMPLOYMENT EQUITY POLICY	CUSTOMER SERVICE/HR	Approved Feb 2024
Mar-24				
	64000-01	TREE PLANTING ON TOWN OWNED LANDS (270-02)	OPERATIONS	
	31600-10	STREET INSPECTION AND MAINTENANCE (230-13)	OPERATIONS	
	31600-11	SIDEWALK INSPECTION AND MAINTENANCE (230-14)	OPERATIONS	
Apr-24	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS	Clerk	
	<a href="#">10359 24</a>	Proceedings of Council Policy	Clerk	
	10350 32	Council committees Policy	Clerk	
	4000 10	Vacation Holiday Policy Non Union employees	HR	
	4000 11	Maternity Parental and Adoption Leave policy	HR	
May-24	C 12	SMOKE FREE RECREATIONAL PLACES BYLAW	OPERATIONS	
	72300-10	ICE HELMET POLICY	OPERATIONS	
	04000-10	VACATION/HOLIDAY - NON-UNION EMPLOYEES (211-31)	CUSTOMER SERVICE/HR	
Jun-24	04000-10	VACATION/HOLIDAY - NON-UNION EMPLOYEES (211-31)	CUSTOMER SERVICE/HR	
	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS	Clerk	
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	
	31600-18	SIDEWALK / CURB CONSTRUCTION POLICY	OPERATIONS	
Oct 2024 -NONE				



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Nov-24		new council orientation		
Dec-24				
	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	CUSTOMER SERVICE/HR	
	31600-12	SEWER INSTALLATION (240-02)	OPERATIONS	
	31600-24	STREET RATING SYSTEM	OPERATIONS	
	10350-27	JOINT COUNCILS TERMS OF REFERENCE POLICY	OPERATIONS	
Jan-25				
	04000-01	RECOGNITION OF EMPLOYEES (210-15)	CUSTOMER SERVICE/HR	
	04000-02	SUGGESTION AWARDS (211-16)	CUSTOMER SERVICE/HR	
	10350-01	RECOGNITION OF SERVICE OF BOARDS (210-01)	CLERK / COMMUNICATIONS	
	66400-01	HERITAGE ADVISORY COMMITTEE	PLANNING	per policy, the January following an election
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	
Feb-25				
	02300-03	SALE/DISPOSAL OF SURPLUS EQUIPMENT (211-19)	CUSTOMER SERVICE/HR	
	D 06	BUILDING BY LAW	PLANNING	
	10350-05	INQUIRIES FROM COUNCIL (210-07)	CLERK / COMMUNICATIONS	
	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	
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	
	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	
Apr-25				
	72300-08	SIGN RENTAL - STADIUM (273-07)	OPERATIONS	
	72300-09	ICE ALLOCATION POLICY	OPERATIONS	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	31700-04	NORTH TYNDAL LAND ACQUISITION (241-06)	PLANNING	
	02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	CLERK / COMMUNICATIONS	
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	FIRE	
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING	
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	
	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-25	66150-01	DANGEROUS OR UNSIGHTLY PREMISES POLICY (210-21)	PLANNING	
	04000-14	PERSONAL LEAVE OF ABSENCE POLICY	CUSTOMER SERVICE/HR	
Oct-25				
	31600-17	SURPLUS FILL	OPERATIONS	
	72000-04	ARTS & CULTURE POLICY (211-38)	COMMUNITY LIVING	
	A 07	ALTERNATIVE VOTING BYLAW 2018	CLERK	
	04000-08	ATTENDANCE ADMINISTRATION (211-24)	CUSTOMER SERVICE/HR	
Nov-25				
	64000-04	ADOPT-A-GARDEN	OPERATIONS	
	10350-15	WRITTEN SUBMISSION TO COUNCIL (210-25)	CLERK / COMMUNICATIONS	
	66580-01	NEW SUBDIVISION STREETS - FINAL SUBDIVISION APPROVAL PRIOR TO STREET PAVING	PLANNING	
Dec-25				
	03450-03	DEBT MANAGEMENT POLICY (211-37)	FINANCE	
	P 08	LEASED LAND COMMUNITY BYLAW	PLANNING	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	B 02-1	DEED TRANSFER TAX BYLAW	FINANCE	
	04000-06	RENUMERATION FOR ACTING POSITIONS (211-22)	CUSTOMER SERVICE/HR	
Jan-26				
	31000-01	STANDARD SPECIFICATIONS FOR MUNICIPAL SERVICES (230-01)	OPERATIONS	
	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	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Jun-26				
	68300-01	PERMANENT FIREFIGHTERS (221-01)	FIRE	
	68300-05	RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT	FIRE	
	03600-01	INVESTMENT POLICY	FINANCE	
	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-	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	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	D 17	RECORDED RESOLUTION UNSIGHTLY PREMISES COMMITTEE	PLANNING	
	D 18	RECORDED RESOLUTION INTEREST RATE ON UNSIGHTLY PREMISES CLEAN UP ACCOUNTS	PLANNING	
	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:** June 17, 2024

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

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

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

## 2024 Strategic Priority

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

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

Responsible Department: Planning and Strategic Initiatives

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

1. The preferred site owners require a non-disclosure agreement to allow staff to view a pro forma for the property. Staff have been requesting updates on the status of the NDA and were recently advised by the preferred site owners that an NDA will be ready shortly. Once signed, staff have an opportunity to analyse the property value.
2. Staff have learned that one of the properties of the preferred location has been sold despite the town showing interest in the property.
3. 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.
4. Staff met with a representative with the YMCA who remain engaged.

### Future Actions:

1. Meet with potential stakeholders particularly Cumberland County (Ongoing)
2. Develop a high-level funding needs / costs impact document (Summer)
3. Meet with additional equity deserving users / stakeholders (Summer)
4. Determine uses / users included (Summer)
5. Decision on 'moving forward' (Summer)
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 - July

4. First Reading by Council  
Due Date: July

5. Public Hearing  
Due Date: August

6. Second Reading  
Due Date: September

2024 Strategic Priority

Title: **Mobility Strategy**

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

Responsible Departments: 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. An Active Living Strategy was approved by Council in May. Staff have created a Mobility Strategy working group to consider next steps and develop a work plan for Council's consideration, information memo is included in the June COW agenda.

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: Update included in separate memo.



## MEMORANDUM

**TO:** Mayor Kogon and Members of Amherst Town Council  
**FROM:** Emily Wainwright, Dangerous & Unsightly Premises Coordinator  
**DATE:** June 17, 2024  
**RE:** Dangerous & Unsightly Premises Semi-Annual Report

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Section 345 (3) of the Municipal Government Act states that, *the administrator shall at least twice per year table a public report to the council describing the status of dangerous or unsightly property orders including remedial progress made regarding properties for which orders were issued pursuant to this Part.*

### **Current Period**

Attached is the full report detailing all open dangerous and unsightly properties cases between November 1, 2023, and May 31, 2024. During this period, we:

- Received 53 new complaints,
  - 4 complaints were concluded to be invalid as site visits showed the properties did not meet the definition of dangerous or unsightly under the MGA.
- Completed 54 initial site visits,
- Completed 174 follow-up inspections, and
- Closed 53 files.

Of the 103 Notices and Orders issued during this period, 42 notices/orders were addressed by the property owner, and 11 notices/orders were completed by Town-hired contractors. It should be noted that one property may received multiple orders and notices to deal with a single issue. Other notable facts:

- 75 notices/orders were issued to remove garbage, junk, and/or rubbish,
- 1 order was issued to vacate under Minimum Standards for Residential Occupancies Bylaw, P-4,
- 27 notices/orders were issued for other various vacant property/building repairs, and
- 4 properties received educational materials in relation to violations under the Solid Waste Bylaw, D-20



## **Town Wide Scan – Spring 2024**

The semi-annual Town Wide Scan was completed on May 22, 2024. From this scan, 10 properties were identified as meeting the definition of dangerous or unsightly under the MGA. Notices and/or orders have started to be issued on these properties.

### **Demolitions**

#### **2 Pearl Place**

On June 6, 2022, the Planning Advisory Committee ordered demolition of the building located at 2 Pearl Place, with a deadline to complete the work by September 4, 2022. As the owner did not complete the required work, the demolition was completed by Verhagen Demolition Limited April 25<sup>th</sup> and 26<sup>th</sup>, 2024. All costs related to this work will be put on the property owners tax account.

#### **1 McCully Street**

On May 2, 2022, the Planning Advisory Committee ordered demolition of the building located at 1 McCully Street, with a deadline of July 31, 2022. As requested by the representatives of the owner, demolition did not proceed. Since there has been no communication from the owner or their representatives after numerous attempts, Hive Engineering was hired by the Town to complete a hazardous materials assessment on the building and its contents, which was completed on April 29, 2024. We are waiting for the results and the final report from the engineer and should be able to proceed with procurement documents for the demolition of 1 McCully once the report is received by staff.

#### **48 York Street**

On February 13, 2024, the Planning Advisory Committee ordered demolition of the accessory building located at 48 York Street, with a deadline of March 14, 2024. As the owner did not complete the required work, the demolition will be completed by a Town hired contractor. Procurement documents will be released shortly.

### **Conclusion**

As of June 3, 2024, we have 39 open files, characterized as follows:

- 18 garbage, junk, and/or rubbish,
- 16 other various vacant property/building repairs,
- 3 grass maintenance, and
- 2 Minimum Standards for Residential Occupancies.



# Bylaw Report

For Period: November 01 2023 To May 31 2024

AppType = US

Processes	Total
610110 Received Unsightly Complaint	53
610120 Site Visit	54
610210 No Action Required	4
610220 Educational Material	4
610230 First Notice	32
610250 Followup Inspection	174
610260 Second Notice	21
610310 Issue Order	50
610340 Compliance	59
610350 Inform Finance	20
610440 Close File	53
<b>Total</b>	<b>524</b>

Bylaw Types	Total
Dangerous Unsightly	524
<b>Total</b>	<b>524</b>

File No	File Type	Process	Date Entered	Location
<b>US2021-053</b>				
US2021-053	US	610250 Followup Inspection	06-Nov-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	08-Nov-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	17-Nov-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	21-Nov-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	30-Nov-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	07-Dec-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	13-Dec-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	20-Dec-2023	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	04-Jan-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	09-Jan-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	17-Jan-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	24-Jan-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	30-Jan-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	08-Feb-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	14-Feb-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	20-Feb-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	22-Feb-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	29-Feb-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	06-Mar-2024	1 Mccully St, Amhest
US2021-053	US	610310 Issue Order	11-Mar-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	13-Mar-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	18-Mar-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	28-Mar-2024	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	18-Apr-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	29-Apr-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	10-May-2024	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	10-May-2024	1 Mccully St, Amhest

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2021-053	US	610250 Followup Inspection	22-May-2024	1 Mccully St, Amhest
<b>US2021-058</b>				
US2021-058	US	610350 Inform Finance	30-May-2024	16 Cornwall St, Amherst
<b>US2021-059</b>				
US2021-059	US	610350 Inform Finance	09-May-2024	2 Pearl Pla, Amherst
<b>US2021-060</b>				
US2021-060	US	610340 Compliance	26-Feb-2024	189 Willow St, Amherst
US2021-060	US	610440 Close File	26-Feb-2024	189 Willow St, Amherst
<b>US2022-037</b>				
US2022-037	US	610250 Followup Inspection	11-Mar-2024	38 Cornwall St, Amherst
US2022-037	US	610260 Second Notice	11-Mar-2024	38 Cornwall St, Amherst
US2022-037	US	610250 Followup Inspection	15-Apr-2024	38 Cornwall St, Amherst
US2022-037	US	610250 Followup Inspection	22-Apr-2024	38 Cornwall St, Amherst
US2022-037	US	610340 Compliance	22-Apr-2024	38 Cornwall St, Amherst
US2022-037	US	610440 Close File	07-May-2024	38 Cornwall St, Amherst
<b>US2022-051</b>				
US2022-051	US	610250 Followup Inspection	02-Nov-2023	43 Lorne Cr, Amherst
US2022-051	US	610250 Followup Inspection	08-Dec-2023	43 Lorne Cr, Amherst
US2022-051	US	610340 Compliance	08-Dec-2023	43 Lorne Cr, Amherst
US2022-051	US	610440 Close File	08-Dec-2023	43 Lorne Cr, Amherst
<b>US2022-064</b>				
US2022-064	US	610250 Followup Inspection	17-Apr-2024	107 Park St, Amherst
US2022-064	US	610260 Second Notice	17-Apr-2024	107 Park St, Amherst
US2022-064	US	610250 Followup Inspection	06-May-2024	107 Park St, Amherst
US2022-064	US	610310 Issue Order	07-May-2024	107 Park St, Amherst
US2022-064	US	610250 Followup Inspection	27-May-2024	107 Park St, Amherst
US2022-064	US	610340 Compliance	27-May-2024	107 Park St, Amherst
US2022-064	US	610440 Close File	27-May-2024	107 Park St, Amherst
<b>US2023-007</b>				
US2023-007	US	610250 Followup Inspection	26-Feb-2024	138 South Albion St, Amherst
US2023-007	US	610340 Compliance	26-Feb-2024	138 South Albion St, Amherst
US2023-007	US	610440 Close File	26-Feb-2024	138 South Albion St, Amherst
<b>US2023-008</b>				
US2023-008	US	610250 Followup Inspection	26-Feb-2024	4 Robert Angus Dr, Amherst
US2023-008	US	610340 Compliance	26-Feb-2024	4 Robert Angus Dr, Amherst
US2023-008	US	610440 Close File	26-Feb-2024	4 Robert Angus Dr, Amherst
<b>US2023-009</b>				
US2023-009	US	610250 Followup Inspection	16-Nov-2023	14 Clinton St, Amherst
US2023-009	US	610340 Compliance	16-Nov-2023	14 Clinton St, Amherst
US2023-009	US	610440 Close File	24-Nov-2023	14 Clinton St, Amherst
<b>US2023-036</b>				

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-036	US	610250 Followup Inspection	06-Mar-2024	1 Belmont St, Amherst
US2023-036	US	610340 Compliance	06-Mar-2024	1 Belmont St, Amherst
US2023-036	US	610440 Close File	15-Mar-2024	1 Belmont St, Amherst
<b>US2023-037</b>				
US2023-037	US	610250 Followup Inspection	06-Nov-2023	74 West Victoria St, Amherst
US2023-037	US	610340 Compliance	06-Nov-2023	74 West Victoria St, Amherst
US2023-037	US	610440 Close File	06-Nov-2023	74 West Victoria St, Amherst
<b>US2023-054</b>				
US2023-054	US	610250 Followup Inspection	08-Nov-2023	12 Clarence St, Amherst
US2023-054	US	610310 Issue Order	09-Nov-2023	12 Clarence St, Amherst
US2023-054	US	610250 Followup Inspection	21-Nov-2023	12 Clarence St, Amherst
US2023-054	US	610340 Compliance	21-Nov-2023	12 Clarence St, Amherst
US2023-054	US	610250 Followup Inspection	01-Dec-2023	12 Clarence St, Amherst
US2023-054	US	610250 Followup Inspection	06-Mar-2024	12 Clarence St, Amherst
US2023-054	US	610340 Compliance	06-Mar-2024	12 Clarence St, Amherst
US2023-054	US	610440 Close File	02-Apr-2024	12 Clarence St, Amherst
<b>US2023-072</b>				
US2023-072	US	610250 Followup Inspection	07-Nov-2023	13 West Pleasant St, Amherst
US2023-072	US	610260 Second Notice	08-Nov-2023	13 West Pleasant St, Amherst
US2023-072	US	610250 Followup Inspection	18-Jan-2024	13 West Pleasant St, Amherst
US2023-072	US	610250 Followup Inspection	31-Jan-2024	13 West Pleasant St, Amherst
<b>US2023-088</b>				
US2023-088	US	610340 Compliance	09-May-2024	55 East Victoria St, Amherst
US2023-088	US	610250 Followup Inspection	09-May-2024	55 East Victoria St, Amherst
US2023-088	US	610440 Close File	09-May-2024	55 East Victoria St, Amherst
<b>US2023-093</b>				
US2023-093	US	610250 Followup Inspection	12-Apr-2024	40 Crescent Ave, Amherst
US2023-093	US	610230 First Notice	12-Apr-2024	40 Crescent Ave, Amherst
<b>US2023-094</b>				
US2023-094	US	610250 Followup Inspection	07-May-2024	19 Parkwood Dr, Amherst
US2023-094	US	610340 Compliance	07-May-2024	19 Parkwood Dr, Amherst
US2023-094	US	610210 No Action Required	07-May-2024	19 Parkwood Dr, Amherst
US2023-094	US	610440 Close File	10-May-2024	19 Parkwood Dr, Amherst
<b>US2023-095</b>				
US2023-095	US	610250 Followup Inspection	21-Nov-2023	196 East Victoria St, Amherst
US2023-095	US	610340 Compliance	21-Nov-2023	196 East Victoria St, Amherst
US2023-095	US	610440 Close File	22-Nov-2023	196 East Victoria St, Amherst
<b>US2023-099</b>				
US2023-099	US	610210 No Action Required	20-Nov-2023	10 Lusby St, Amherst
US2023-099	US	610440 Close File	21-Nov-2023	10 Lusby St, Amherst
<b>US2023-100</b>				
US2023-100	US	610120 Site Visit	01-Nov-2023	15 Palmer St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-100	US	610310 Issue Order	02-Nov-2023	15 Palmer St, Amherst
US2023-100	US	610250 Followup Inspection	08-Nov-2023	15 Palmer St, Amherst
US2023-100	US	610340 Compliance	08-Nov-2023	15 Palmer St, Amherst
US2023-100	US	610440 Close File	08-Nov-2023	15 Palmer St, Amherst
<b>US2023-101</b>				
US2023-101	US	610440 Close File	02-Nov-2023	6 South Albion St, Amherst
US2023-101	US	610230 First Notice	02-Nov-2023	6 South Albion St, Amherst
<b>US2023-102</b>				
US2023-102	US	610110 Received Unsightly Complain	14-Nov-2023	20 Croft St, Amherst
US2023-102	US	610120 Site Visit	14-Nov-2023	20 Croft St, Amherst
US2023-102	US	610230 First Notice	14-Nov-2023	20 Croft St, Amherst
US2023-102	US	610250 Followup Inspection	21-Nov-2023	20 Croft St, Amherst
US2023-102	US	610340 Compliance	21-Nov-2023	20 Croft St, Amherst
US2023-102	US	610440 Close File	22-Nov-2023	20 Croft St, Amherst
<b>US2023-103</b>				
US2023-103	US	610110 Received Unsightly Complain	21-Nov-2023	103 Willow St, Amherst
US2023-103	US	610120 Site Visit	21-Nov-2023	103 Willow St, Amherst
US2023-103	US	610310 Issue Order	22-Nov-2023	103 Willow St, Amherst
US2023-103	US	610310 Issue Order	23-Nov-2023	103 Willow St, Amherst
US2023-103	US	610250 Followup Inspection	23-Nov-2023	103 Willow St, Amherst
US2023-103	US	610250 Followup Inspection	19-Dec-2023	103 Willow St, Amherst
US2023-103	US	610340 Compliance	19-Dec-2023	103 Willow St, Amherst
US2023-103	US	610440 Close File	19-Dec-2023	103 Willow St, Amherst
<b>US2023-104</b>				
US2023-104	US	610110 Received Unsightly Complain	01-Nov-2023	7 Spring St, Amherst
US2023-104	US	610210 No Action Required	15-Nov-2023	7 Spring St, Amherst
US2023-104	US	610440 Close File	15-Nov-2023	7 Spring St, Amherst
<b>US2023-105</b>				
US2023-105	US	610110 Received Unsightly Complain	29-Nov-2023	7 Spring St, Amherst
US2023-105	US	610120 Site Visit	29-Nov-2023	7 Spring St, Amherst
US2023-105	US	610310 Issue Order	30-Nov-2023	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	17-Jan-2024	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	23-Jan-2024	7 Spring St, Amherst
US2023-105	US	610310 Issue Order	23-Jan-2024	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	01-Feb-2024	7 Spring St, Amherst
US2023-105	US	610340 Compliance	01-Feb-2024	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	16-May-2024	7 Spring St, Amherst
<b>US2023-106</b>				
US2023-106	US	610110 Received Unsightly Complain	29-Nov-2023	52 Albion St, Amherst
US2023-106	US	610120 Site Visit	29-Nov-2023	52 Albion St, Amherst
US2023-106	US	610110 Received Unsightly Complain	29-Nov-2023	52 Albion St, Amherst
US2023-106	US	610310 Issue Order	30-Nov-2023	52 Albion St, Amherst
US2023-106	US	610220 Educational Material	30-Nov-2023	52 Albion St, Amherst
US2023-106	US	610230 First Notice	30-Nov-2023	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	08-Dec-2023	52 Albion St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-106	US	610310 Issue Order	08-Dec-2023	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	13-Dec-2023	52 Albion St, Amherst
US2023-106	US	610260 Second Notice	20-Dec-2023	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	17-Jan-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	23-Jan-2024	52 Albion St, Amherst
US2023-106	US	610310 Issue Order	23-Jan-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	01-Feb-2024	52 Albion St, Amherst
US2023-106	US	610340 Compliance	01-Feb-2024	52 Albion St, Amherst
US2023-106	US	610340 Compliance	01-Feb-2024	52 Albion St, Amherst
US2023-106	US	610340 Compliance	01-Feb-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	09-Feb-2024	52 Albion St, Amherst
US2023-106	US	610310 Issue Order	22-Feb-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	26-Feb-2024	52 Albion St, Amherst
US2023-106	US	610350 Inform Finance	05-Mar-2024	52 Albion St, Amherst
US2023-106	US	610350 Inform Finance	08-Mar-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	16-May-2024	52 Albion St, Amherst
<b>US2023-107</b>				
US2023-107	US	610110 Received Unsightly Complain	30-Nov-2023	66 Willow St, Amherst
US2023-107	US	610120 Site Visit	01-Dec-2023	66 Willow St, Amherst
US2023-107	US	610220 Educational Material	01-Dec-2023	66 Willow St, Amherst
US2023-107	US	610310 Issue Order	01-Dec-2023	66 Willow St, Amherst
US2023-107	US	610250 Followup Inspection	19-Dec-2023	66 Willow St, Amherst
US2023-107	US	610340 Compliance	19-Dec-2023	66 Willow St, Amherst
US2023-107	US	610440 Close File	20-Dec-2023	66 Willow St, Amherst
<b>US2023-108</b>				
US2023-108	US	610110 Received Unsightly Complain	07-Dec-2023	22 Croft St, Amherst
US2023-108	US	610120 Site Visit	08-Dec-2023	22 Croft St, Amherst
US2023-108	US	610250 Followup Inspection	08-Dec-2023	22 Croft St, Amherst
US2023-108	US	610230 First Notice	08-Dec-2023	22 Croft St, Amherst
US2023-108	US	610260 Second Notice	08-Jan-2024	22 Croft St, Amherst
US2023-108	US	610250 Followup Inspection	08-Jan-2024	22 Croft St, Amherst
US2023-108	US	610250 Followup Inspection	29-Feb-2024	22 Croft St, Amherst
US2023-108	US	610340 Compliance	29-Feb-2024	22 Croft St, Amherst
US2023-108	US	610440 Close File	15-Mar-2024	22 Croft St, Amherst
<b>US2023-109</b>				
US2023-109	US	610110 Received Unsightly Complain	07-Dec-2023	5 Rhodes Ave, Amherst
US2023-109	US	610120 Site Visit	08-Dec-2023	5 Rhodes Ave, Amherst
US2023-109	US	610230 First Notice	08-Dec-2023	5 Rhodes Ave, Amherst
<b>US2023-110</b>				
US2023-110	US	610110 Received Unsightly Complain	07-Dec-2023	43 Lorne Cr, Amherst
US2023-110	US	610340 Compliance	08-Dec-2023	43 Lorne Cr, Amherst
US2023-110	US	610120 Site Visit	08-Dec-2023	43 Lorne Cr, Amherst
US2023-110	US	610440 Close File	08-Dec-2023	43 Lorne Cr, Amherst
<b>US2023-111</b>				
US2023-111	US	610110 Received Unsightly Complain	17-Dec-2023	2 York St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-111	US	610230 First Notice	18-Dec-2023	2 York St, Amherst
US2023-111	US	610120 Site Visit	18-Dec-2023	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	18-Dec-2023	2 York St, Amherst
US2023-111	US	610310 Issue Order	18-Dec-2023	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	21-Dec-2023	2 York St, Amherst
US2023-111	US	610340 Compliance	21-Dec-2023	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	02-Jan-2024	2 York St, Amherst
US2023-111	US	610310 Issue Order	02-Jan-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	04-Jan-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	23-Jan-2024	2 York St, Amherst
US2023-111	US	610310 Issue Order	23-Jan-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	25-Jan-2024	2 York St, Amherst
US2023-111	US	610260 Second Notice	25-Jan-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	26-Jan-2024	2 York St, Amherst
US2023-111	US	610260 Second Notice	26-Jan-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	26-Jan-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	01-Feb-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	06-Feb-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	08-Feb-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	14-Feb-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	22-Feb-2024	2 York St, Amherst
US2023-111	US	610310 Issue Order	22-Feb-2024	2 York St, Amherst
US2023-111	US	610350 Inform Finance	26-Feb-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	26-Feb-2024	2 York St, Amherst
US2023-111	US	610340 Compliance	26-Feb-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	04-Mar-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	15-Mar-2024	2 York St, Amherst
US2023-111	US	610310 Issue Order	15-Mar-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	22-Mar-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	27-Mar-2024	2 York St, Amherst
US2023-111	US	610310 Issue Order	27-Mar-2024	2 York St, Amherst
<b>US2023-112</b>				
US2023-112	US	610250 Followup Inspection	28-Feb-2024	,
US2023-112	US	610340 Compliance	28-Feb-2024	,
US2023-112	US	610440 Close File	28-Feb-2024	,
<b>US2024-001</b>				
US2024-001	US	610120 Site Visit	23-Jan-2024	47 Spring St, Amherst
US2024-001	US	610310 Issue Order	24-Jan-2024	47 Spring St, Amherst
US2024-001	US	610230 First Notice	24-Jan-2024	47 Spring St, Amherst
US2024-001	US	610440 Close File	25-Jan-2024	47 Spring St, Amherst
US2024-001	US	610440 Close File	25-Jan-2024	47 Spring St, Amherst
US2024-001	US	610250 Followup Inspection	25-Jan-2024	47 Spring St, Amherst
US2024-001	US	610340 Compliance	25-Jan-2024	47 Spring St, Amherst
US2024-001	US	610260 Second Notice	26-Jan-2024	47 Spring St, Amherst
<b>US2024-002</b>				
US2024-002	US	610120 Site Visit	02-Jan-2024	48 York St, Amherst
US2024-002	US	610310 Issue Order	19-Jan-2024	48 York St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-002	US	610230 First Notice	22-Jan-2024	48 York St, Amherst
US2024-002	US	610250 Followup Inspection	25-Jan-2024	48 York St, Amherst
US2024-002	US	610250 Followup Inspection	26-Jan-2024	48 York St, Amherst
US2024-002	US	610250 Followup Inspection	06-Feb-2024	48 York St, Amherst
US2024-002	US	610310 Issue Order	13-Feb-2024	48 York St, Amherst
US2024-002	US	610250 Followup Inspection	13-Feb-2024	48 York St, Amherst
US2024-002	US	610250 Followup Inspection	23-Feb-2024	48 York St, Amherst
US2024-002	US	610250 Followup Inspection	26-Feb-2024	48 York St, Amherst
US2024-002	US	610250 Followup Inspection	04-Mar-2024	48 York St, Amherst
US2024-002	US	610250 Followup Inspection	15-Mar-2024	48 York St, Amherst
US2024-002	US	610250 Followup Inspection	22-Mar-2024	48 York St, Amherst
US2024-002	US	610250 Followup Inspection	27-Mar-2024	48 York St, Amherst
US2024-002	US	610350 Inform Finance	18-Apr-2024	48 York St, Amherst
US2024-002	US	610250 Followup Inspection	09-May-2024	48 York St, Amherst
US2024-002	US	610350 Inform Finance	10-May-2024	48 York St, Amherst
<b>US2024-003</b>				
US2024-003	US	610110 Received Unsightly Complain	02-Jan-2024	12 Charles St, Amherst
US2024-003	US	610120 Site Visit	02-Jan-2024	12 Charles St, Amherst
US2024-003	US	610250 Followup Inspection	07-Mar-2024	12 Charles St, Amherst
US2024-003	US	610310 Issue Order	07-Mar-2024	12 Charles St, Amherst
US2024-003	US	610250 Followup Inspection	13-Mar-2024	12 Charles St, Amherst
US2024-003	US	610250 Followup Inspection	21-Mar-2024	12 Charles St, Amherst
US2024-003	US	610250 Followup Inspection	27-Mar-2024	12 Charles St, Amherst
US2024-003	US	610250 Followup Inspection	08-May-2024	12 Charles St, Amherst
US2024-003	US	610250 Followup Inspection	22-May-2024	12 Charles St, Amherst
US2024-003	US	610340 Compliance	22-May-2024	12 Charles St, Amherst
US2024-003	US	610440 Close File	22-May-2024	12 Charles St, Amherst
US2024-003	US	610350 Inform Finance	29-May-2024	12 Charles St, Amherst
<b>US2024-004</b>				
US2024-004	US	610110 Received Unsightly Complain	16-Jan-2024	22 Eddy Rd, Amherst
US2024-004	US	610120 Site Visit	16-Jan-2024	22 Eddy Rd, Amherst
US2024-004	US	610310 Issue Order	16-Jan-2024	22 Eddy Rd, Amherst
US2024-004	US	610250 Followup Inspection	23-Jan-2024	22 Eddy Rd, Amherst
US2024-004	US	610440 Close File	25-Jan-2024	22 Eddy Rd, Amherst
US2024-004	US	610350 Inform Finance	15-Feb-2024	22 Eddy Rd, Amherst
<b>US2024-005</b>				
US2024-005	US	610110 Received Unsightly Complain	09-Feb-2024	5 Spring St, Amherst
US2024-005	US	610120 Site Visit	14-Feb-2024	5 Spring St, Amherst
US2024-005	US	610310 Issue Order	15-Feb-2024	5 Spring St, Amherst
US2024-005	US	610230 First Notice	15-Feb-2024	5 Spring St, Amherst
US2024-005	US	610250 Followup Inspection	23-Feb-2024	5 Spring St, Amherst
US2024-005	US	610250 Followup Inspection	26-Feb-2024	5 Spring St, Amherst
US2024-005	US	610350 Inform Finance	05-Mar-2024	5 Spring St, Amherst
US2024-005	US	610350 Inform Finance	06-Mar-2024	5 Spring St, Amherst
US2024-005	US	610250 Followup Inspection	23-May-2024	5 Spring St, Amherst
US2024-005	US	610310 Issue Order	23-May-2024	5 Spring St, Amherst
US2024-005	US	610250 Followup Inspection	30-May-2024	5 Spring St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-005	US	610340 Compliance	30-May-2024	5 Spring St, Amherst
<b>US2024-006</b>				
US2024-006	US	610110 Received Unsightly Complain	08-Feb-2024	77 Station St, Amherst
US2024-006	US	610120 Site Visit	08-Feb-2024	77 Station St, Amherst
US2024-006	US	610230 First Notice	08-Feb-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	15-Feb-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	20-Feb-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	07-Mar-2024	77 Station St, Amherst
US2024-006	US	610260 Second Notice	07-Mar-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	25-Mar-2024	77 Station St, Amherst
US2024-006	US	610310 Issue Order	25-Mar-2024	77 Station St, Amherst
US2024-006	US	610310 Issue Order	25-Mar-2024	77 Station St, Amherst
US2024-006	US	610340 Compliance	25-Mar-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	28-Mar-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	04-Apr-2024	77 Station St, Amherst
US2024-006	US	610230 First Notice	10-Apr-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	11-Apr-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	15-Apr-2024	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	18-Apr-2024	77 Station St, Amherst
US2024-006	US	610260 Second Notice	18-Apr-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	29-Apr-2024	77 Station St, Amherst
US2024-006	US	610310 Issue Order	01-May-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	03-May-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	16-May-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	21-May-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	22-May-2024	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	30-May-2024	77 Station St, Amherst
<b>US2024-007</b>				
US2024-007	US	610120 Site Visit	08-Feb-2024	47 Spring St, Amherst
US2024-007	US	610110 Received Unsightly Complain	13-Feb-2024	47 Spring St, Amherst
US2024-007	US	610230 First Notice	16-Feb-2024	47 Spring St, Amherst
US2024-007	US	610310 Issue Order	16-Feb-2024	47 Spring St, Amherst
US2024-007	US	610250 Followup Inspection	20-Feb-2024	47 Spring St, Amherst
US2024-007	US	610110 Received Unsightly Complain	06-Mar-2024	47 Spring St, Amherst
US2024-007	US	610350 Inform Finance	08-Mar-2024	47 Spring St, Amherst
US2024-007	US	610250 Followup Inspection	08-Mar-2024	47 Spring St, Amherst
US2024-007	US	610250 Followup Inspection	14-Mar-2024	47 Spring St, Amherst
US2024-007	US	610260 Second Notice	14-Mar-2024	47 Spring St, Amherst
US2024-007	US	610250 Followup Inspection	18-Mar-2024	47 Spring St, Amherst
US2024-007	US	610340 Compliance	18-Mar-2024	47 Spring St, Amherst
US2024-007	US	610440 Close File	18-Mar-2024	47 Spring St, Amherst
<b>US2024-008</b>				
US2024-008	US	610110 Received Unsightly Complain	29-Feb-2024	19 Spring St, Amherst
US2024-008	US	610120 Site Visit	29-Feb-2024	19 Spring St, Amherst
US2024-008	US	610260 Second Notice	18-Apr-2024	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	03-May-2024	19 Spring St, Amherst
US2024-008	US	610310 Issue Order	03-May-2024	19 Spring St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-008	US	610250 Followup Inspection	16-May-2024	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	23-May-2024	19 Spring St, Amherst
US2024-008	US	610230 First Notice	23-May-2024	19 Spring St, Amherst
US2024-008	US	610350 Inform Finance	27-May-2024	19 Spring St, Amherst
US2024-008	US	610350 Inform Finance	27-May-2024	19 Spring St, Amherst
US2024-008	US	610350 Inform Finance	27-May-2024	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	28-May-2024	19 Spring St, Amherst
US2024-008	US	610310 Issue Order	28-May-2024	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	28-May-2024	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	29-May-2024	19 Spring St, Amherst
US2024-008	US	610310 Issue Order	29-May-2024	19 Spring St, Amherst
US2024-008	US	610230 First Notice	31-May-2024	19 Spring St, Amherst
<b>US2024-009</b>				
US2024-009	US	610110 Received Unsightly Complain	28-Feb-2024	32 Park St, Amherst
US2024-009	US	610120 Site Visit	29-Feb-2024	32 Park St, Amherst
US2024-009	US	610230 First Notice	08-Mar-2024	32 Park St, Amherst
US2024-009	US	610250 Followup Inspection	26-Mar-2024	32 Park St, Amherst
US2024-009	US	610260 Second Notice	09-Apr-2024	32 Park St, Amherst
US2024-009	US	610250 Followup Inspection	13-May-2024	32 Park St, Amherst
US2024-009	US	610310 Issue Order	14-May-2024	32 Park St, Amherst
US2024-009	US	610250 Followup Inspection	22-May-2024	32 Park St, Amherst
<b>US2024-010</b>				
US2024-010	US	610110 Received Unsightly Complain	29-Feb-2024	82 Church St, Amherst
US2024-010	US	610120 Site Visit	29-Feb-2024	82 Church St, Amherst
US2024-010	US	610340 Compliance	29-Feb-2024	82 Church St, Amherst
US2024-010	US	610440 Close File	15-Mar-2024	82 Church St, Amherst
<b>US2024-011</b>				
US2024-011	US	610120 Site Visit	16-Feb-2024	8 Dale St, Amherst
US2024-011	US	610110 Received Unsightly Complain	01-Mar-2024	8 Dale St, Amherst
US2024-011	US	610250 Followup Inspection	01-Mar-2024	8 Dale St, Amherst
US2024-011	US	610230 First Notice	04-Mar-2024	8 Dale St, Amherst
US2024-011	US	610250 Followup Inspection	18-Mar-2024	8 Dale St, Amherst
US2024-011	US	610340 Compliance	18-Mar-2024	8 Dale St, Amherst
US2024-011	US	610440 Close File	18-Mar-2024	8 Dale St, Amherst
<b>US2024-012</b>				
US2024-012	US	610110 Received Unsightly Complain	04-Mar-2024	35 Park St, Amherst
US2024-012	US	610120 Site Visit	04-Mar-2024	35 Park St, Amherst
US2024-012	US	610230 First Notice	05-Mar-2024	35 Park St, Amherst
US2024-012	US	610250 Followup Inspection	08-Mar-2024	35 Park St, Amherst
US2024-012	US	610340 Compliance	08-Mar-2024	35 Park St, Amherst
US2024-012	US	610440 Close File	15-Mar-2024	35 Park St, Amherst
<b>US2024-013</b>				
US2024-013	US	610110 Received Unsightly Complain	20-Dec-2023	69 Academy St, Amherst
US2024-013	US	610120 Site Visit	04-Jan-2024	69 Academy St, Amherst
US2024-013	US	610440 Close File	15-Mar-2024	69 Academy St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
<b>US2024-014</b>				
US2024-014	US	610110 Received Unsightly Complain	08-Jan-2024	15 Dickey St, Amherst
US2024-014	US	610120 Site Visit	08-Jan-2024	15 Dickey St, Amherst
US2024-014	US	610310 Issue Order	09-Jan-2024	15 Dickey St, Amherst
US2024-014	US	610250 Followup Inspection	06-Mar-2024	15 Dickey St, Amherst
US2024-014	US	610340 Compliance	06-Mar-2024	15 Dickey St, Amherst
US2024-014	US	610440 Close File	15-Mar-2024	15 Dickey St, Amherst
<b>US2024-015</b>				
US2024-015	US	610110 Received Unsightly Complain	08-Jan-2024	10 Dickey St, Amherst
US2024-015	US	610120 Site Visit	08-Jan-2024	10 Dickey St, Amherst
US2024-015	US	610310 Issue Order	08-Jan-2024	10 Dickey St, Amherst
US2024-015	US	610250 Followup Inspection	06-Mar-2024	10 Dickey St, Amherst
US2024-015	US	610340 Compliance	06-Mar-2024	10 Dickey St, Amherst
US2024-015	US	610440 Close File	15-Mar-2024	10 Dickey St, Amherst
<b>US2024-016</b>				
US2024-016	US	610110 Received Unsightly Complain	08-Jan-2024	80 Rupert St, Amherst
US2024-016	US	610120 Site Visit	08-Jan-2024	80 Rupert St, Amherst
US2024-016	US	610310 Issue Order	08-Jan-2024	80 Rupert St, Amherst
US2024-016	US	610250 Followup Inspection	06-Mar-2024	80 Rupert St, Amherst
US2024-016	US	610340 Compliance	06-Mar-2024	80 Rupert St, Amherst
US2024-016	US	610440 Close File	15-Mar-2024	80 Rupert St, Amherst
<b>US2024-017</b>				
US2024-017	US	610110 Received Unsightly Complain	08-Mar-2024	29 Patterson St, Amherst
US2024-017	US	610120 Site Visit	08-Mar-2024	29 Patterson St, Amherst
US2024-017	US	610230 First Notice	08-Mar-2024	29 Patterson St, Amherst
US2024-017	US	610440 Close File	08-Mar-2024	29 Patterson St, Amherst
<b>US2024-018</b>				
US2024-018	US	610110 Received Unsightly Complain	13-Mar-2024	17 Spring St, Amherst
US2024-018	US	610120 Site Visit	13-Mar-2024	17 Spring St, Amherst
US2024-018	US	610310 Issue Order	13-Mar-2024	17 Spring St, Amherst
US2024-018	US	610220 Educational Material	13-Mar-2024	17 Spring St, Amherst
US2024-018	US	610250 Followup Inspection	25-Mar-2024	17 Spring St, Amherst
US2024-018	US	610340 Compliance	25-Mar-2024	17 Spring St, Amherst
US2024-018	US	610260 Second Notice	25-Mar-2024	17 Spring St, Amherst
US2024-018	US	610250 Followup Inspection	03-Apr-2024	17 Spring St, Amherst
US2024-018	US	610340 Compliance	03-Apr-2024	17 Spring St, Amherst
US2024-018	US	610440 Close File	10-Apr-2024	17 Spring St, Amherst
<b>US2024-019</b>				
US2024-019	US	610110 Received Unsightly Complain	03-Apr-2024	21 Palmer St, Amherst
US2024-019	US	610120 Site Visit	03-Apr-2024	21 Palmer St, Amherst
US2024-019	US	610310 Issue Order	03-Apr-2024	21 Palmer St, Amherst
US2024-019	US	610250 Followup Inspection	04-Apr-2024	21 Palmer St, Amherst
US2024-019	US	610340 Compliance	04-Apr-2024	21 Palmer St, Amherst
US2024-019	US	610440 Close File	05-Apr-2024	21 Palmer St, Amherst
<b>US2024-020</b>				

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-020	US	610110 Received Unsightly Complain	08-Apr-2024	35 Park St, Amherst
US2024-020	US	610120 Site Visit	08-Apr-2024	35 Park St, Amherst
US2024-020	US	610250 Followup Inspection	23-May-2024	35 Park St, Amherst
<b>US2024-021</b>				
US2024-021	US	610110 Received Unsightly Complain	09-Apr-2024	4 Industrial Park Dr, Amherst
US2024-021	US	610120 Site Visit	09-Apr-2024	4 Industrial Park Dr, Amherst
US2024-021	US	610310 Issue Order	09-Apr-2024	4 Industrial Park Dr, Amherst
US2024-021	US	610340 Compliance	09-Apr-2024	4 Industrial Park Dr, Amherst
US2024-021	US	610350 Inform Finance	18-Apr-2024	4 Industrial Park Dr, Amherst
US2024-021	US	610250 Followup Inspection	02-May-2024	4 Industrial Park Dr, Amherst
US2024-021	US	610250 Followup Inspection	16-May-2024	4 Industrial Park Dr, Amherst
<b>US2024-022</b>				
US2024-022	US	610110 Received Unsightly Complain	02-Apr-2024	41 Brownell Ave, Amherst
US2024-022	US	610120 Site Visit	03-Apr-2024	41 Brownell Ave, Amherst
US2024-022	US	610230 First Notice	03-Apr-2024	41 Brownell Ave, Amherst
US2024-022	US	610250 Followup Inspection	08-Apr-2024	41 Brownell Ave, Amherst
US2024-022	US	610340 Compliance	08-Apr-2024	41 Brownell Ave, Amherst
<b>US2024-023</b>				
US2024-023	US	610110 Received Unsightly Complain	22-Mar-2024	11 West Victoria St, Amherst
US2024-023	US	610230 First Notice	03-Apr-2024	11 West Victoria St, Amherst
US2024-023	US	610120 Site Visit	11-Apr-2024	11 West Victoria St, Amherst
US2024-023	US	610310 Issue Order	12-Apr-2024	11 West Victoria St, Amherst
US2024-023	US	610260 Second Notice	12-Apr-2024	11 West Victoria St, Amherst
US2024-023	US	610250 Followup Inspection	29-Apr-2024	11 West Victoria St, Amherst
US2024-023	US	610310 Issue Order	01-May-2024	11 West Victoria St, Amherst
US2024-023	US	610250 Followup Inspection	10-May-2024	11 West Victoria St, Amherst
US2024-023	US	610340 Compliance	10-May-2024	11 West Victoria St, Amherst
<b>US2024-024</b>				
US2024-024	US	610110 Received Unsightly Complain	26-Mar-2024	103 Willow St, Amherst
US2024-024	US	610120 Site Visit	27-Mar-2024	103 Willow St, Amherst
US2024-024	US	610230 First Notice	27-Mar-2024	103 Willow St, Amherst
US2024-024	US	610250 Followup Inspection	09-Apr-2024	103 Willow St, Amherst
US2024-024	US	610250 Followup Inspection	14-May-2024	103 Willow St, Amherst
US2024-024	US	610230 First Notice	14-May-2024	103 Willow St, Amherst
<b>US2024-025</b>				
US2024-025	US	610110 Received Unsightly Complain	25-Mar-2024	17 Lawrence St, Amherst
US2024-025	US	610120 Site Visit	26-Mar-2024	17 Lawrence St, Amherst
<b>US2024-026</b>				
US2024-026	US	610110 Received Unsightly Complain	25-Mar-2024	89 Willow St, Amherst
US2024-026	US	610120 Site Visit	25-Mar-2024	89 Willow St, Amherst
US2024-026	US	610230 First Notice	25-Mar-2024	89 Willow St, Amherst
US2024-026	US	610220 Educational Material	25-Mar-2024	89 Willow St, Amherst
US2024-026	US	610250 Followup Inspection	27-Mar-2024	89 Willow St, Amherst
US2024-026	US	610340 Compliance	27-Mar-2024	89 Willow St, Amherst
US2024-026	US	610440 Close File	07-May-2024	89 Willow St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
<b>US2024-027</b>				
US2024-027	US	610110 Received Unsightly Complain	03-Apr-2024	107 Church St, Amherst
US2024-027	US	610120 Site Visit	03-Apr-2024	107 Church St, Amherst
US2024-027	US	610260 Second Notice	04-Apr-2024	107 Church St, Amherst
US2024-027	US	610250 Followup Inspection	12-Apr-2024	107 Church St, Amherst
US2024-027	US	610310 Issue Order	12-Apr-2024	107 Church St, Amherst
US2024-027	US	610250 Followup Inspection	29-Apr-2024	107 Church St, Amherst
US2024-027	US	610340 Compliance	29-Apr-2024	107 Church St, Amherst
US2024-027	US	610440 Close File	01-May-2024	107 Church St, Amherst
<b>US2024-028</b>				
US2024-028	US	610110 Received Unsightly Complain	16-Apr-2024	46 Havelock St, Amherst
US2024-028	US	610120 Site Visit	17-Apr-2024	46 Havelock St, Amherst
US2024-028	US	610230 First Notice	17-Apr-2024	46 Havelock St, Amherst
US2024-028	US	610250 Followup Inspection	29-Apr-2024	46 Havelock St, Amherst
US2024-028	US	610340 Compliance	29-Apr-2024	46 Havelock St, Amherst
US2024-028	US	610440 Close File	02-May-2024	46 Havelock St, Amherst
<b>US2024-029</b>				
US2024-029	US	610110 Received Unsightly Complain	10-Apr-2024	7 Bayview Cr, Amherst
US2024-029	US	610120 Site Visit	11-Apr-2024	7 Bayview Cr, Amherst
US2024-029	US	610250 Followup Inspection	17-Apr-2024	7 Bayview Cr, Amherst
US2024-029	US	610260 Second Notice	17-Apr-2024	7 Bayview Cr, Amherst
US2024-029	US	610250 Followup Inspection	07-May-2024	7 Bayview Cr, Amherst
US2024-029	US	610310 Issue Order	07-May-2024	7 Bayview Cr, Amherst
US2024-029	US	610250 Followup Inspection	10-May-2024	7 Bayview Cr, Amherst
US2024-029	US	610340 Compliance	10-May-2024	7 Bayview Cr, Amherst
US2024-029	US	610440 Close File	13-May-2024	7 Bayview Cr, Amherst
<b>US2024-030</b>				
US2024-030	US	610110 Received Unsightly Complain	10-Apr-2024	5 Bayview Cr, Amherst
US2024-030	US	610120 Site Visit	11-Apr-2024	5 Bayview Cr, Amherst
US2024-030	US	610210 No Action Required	17-Apr-2024	5 Bayview Cr, Amherst
US2024-030	US	610250 Followup Inspection	17-Apr-2024	5 Bayview Cr, Amherst
US2024-030	US	610440 Close File	03-May-2024	5 Bayview Cr, Amherst
<b>US2024-031</b>				
US2024-031	US	610110 Received Unsightly Complain	11-Apr-2024	22 Eddy St, Amherst
US2024-031	US	610120 Site Visit	12-Apr-2024	22 Eddy St, Amherst
US2024-031	US	610310 Issue Order	12-Apr-2024	22 Eddy St, Amherst
US2024-031	US	610250 Followup Inspection	29-Apr-2024	22 Eddy St, Amherst
US2024-031	US	610340 Compliance	29-Apr-2024	22 Eddy St, Amherst
US2024-031	US	610440 Close File	01-May-2024	22 Eddy St, Amherst
<b>US2024-032</b>				
US2024-032	US	610110 Received Unsightly Complain	11-Apr-2024	6 South Albion St, Amherst
US2024-032	US	610120 Site Visit	11-Apr-2024	6 South Albion St, Amherst
US2024-032	US	610230 First Notice	11-Apr-2024	6 South Albion St, Amherst
US2024-032	US	610250 Followup Inspection	10-May-2024	6 South Albion St, Amherst
US2024-032	US	610340 Compliance	10-May-2024	6 South Albion St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-032	US	610440 Close File	10-May-2024	6 South Albion St, Amherst
<b>US2024-033</b>				
US2024-033	US	610110 Received Unsightly Complain	15-Apr-2024	7 Robie St, Amherst
US2024-033	US	610120 Site Visit	16-Apr-2024	7 Robie St, Amherst
US2024-033	US	610230 First Notice	18-Apr-2024	7 Robie St, Amherst
US2024-033	US	610250 Followup Inspection	23-Apr-2024	7 Robie St, Amherst
US2024-033	US	610340 Compliance	23-Apr-2024	7 Robie St, Amherst
US2024-033	US	610440 Close File	24-Apr-2024	7 Robie St, Amherst
<b>US2024-034</b>				
US2024-034	US	610110 Received Unsightly Complain	23-Apr-2024	80 Rupert St, Amherst
US2024-034	US	610120 Site Visit	23-Apr-2024	80 Rupert St, Amherst
US2024-034	US	610310 Issue Order	24-Apr-2024	80 Rupert St, Amherst
US2024-034	US	610250 Followup Inspection	06-May-2024	80 Rupert St, Amherst
US2024-034	US	610340 Compliance	06-May-2024	80 Rupert St, Amherst
US2024-034	US	610440 Close File	08-May-2024	80 Rupert St, Amherst
<b>US2024-035</b>				
US2024-035	US	610110 Received Unsightly Complain	23-Apr-2024	15 Dickey St, Amherst
US2024-035	US	610120 Site Visit	23-Apr-2024	15 Dickey St, Amherst
US2024-035	US	610310 Issue Order	24-Apr-2024	15 Dickey St, Amherst
US2024-035	US	610250 Followup Inspection	06-May-2024	15 Dickey St, Amherst
US2024-035	US	610340 Compliance	06-May-2024	15 Dickey St, Amherst
US2024-035	US	610440 Close File	08-May-2024	15 Dickey St, Amherst
<b>US2024-036</b>				
US2024-036	US	610110 Received Unsightly Complain	23-Apr-2024	15 Donald Ave, Amherst
US2024-036	US	610120 Site Visit	23-Apr-2024	15 Donald Ave, Amherst
US2024-036	US	610310 Issue Order	24-Apr-2024	15 Donald Ave, Amherst
US2024-036	US	610250 Followup Inspection	06-May-2024	15 Donald Ave, Amherst
US2024-036	US	610340 Compliance	06-May-2024	15 Donald Ave, Amherst
US2024-036	US	610440 Close File	08-May-2024	15 Donald Ave, Amherst
<b>US2024-037</b>				
US2024-037	US	610110 Received Unsightly Complain	23-Apr-2024	21 Dickey St, Amherst
US2024-037	US	610120 Site Visit	23-Apr-2024	21 Dickey St, Amherst
US2024-037	US	610310 Issue Order	24-Apr-2024	21 Dickey St, Amherst
US2024-037	US	610250 Followup Inspection	06-May-2024	21 Dickey St, Amherst
US2024-037	US	610340 Compliance	06-May-2024	21 Dickey St, Amherst
US2024-037	US	610440 Close File	08-May-2024	21 Dickey St, Amherst
<b>US2024-038</b>				
US2024-038	US	610110 Received Unsightly Complain	23-Apr-2024	44 Copp Ave, Amherst
US2024-038	US	610120 Site Visit	24-Apr-2024	44 Copp Ave, Amherst
US2024-038	US	610230 First Notice	24-Apr-2024	44 Copp Ave, Amherst
US2024-038	US	610250 Followup Inspection	10-May-2024	44 Copp Ave, Amherst
US2024-038	US	610250 Followup Inspection	13-May-2024	44 Copp Ave, Amherst
US2024-038	US	610340 Compliance	13-May-2024	44 Copp Ave, Amherst
US2024-038	US	610440 Close File	13-May-2024	44 Copp Ave, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
<b>US2024-039</b>				
US2024-039	US	610110 Received Unsightly Complain	22-Apr-2024	7 Rambler St, Amherst
US2024-039	US	610120 Site Visit	23-Apr-2024	7 Rambler St, Amherst
US2024-039	US	610230 First Notice	10-May-2024	7 Rambler St, Amherst
US2024-039	US	610250 Followup Inspection	22-May-2024	7 Rambler St, Amherst
US2024-039	US	610340 Compliance	22-May-2024	7 Rambler St, Amherst
US2024-039	US	610440 Close File	22-May-2024	7 Rambler St, Amherst
<b>US2024-040</b>				
US2024-040	US	610110 Received Unsightly Complain	14-May-2024	46 Havelock St, Amherst
US2024-040	US	610120 Site Visit	14-May-2024	46 Havelock St, Amherst
US2024-040	US	610260 Second Notice	15-May-2024	46 Havelock St, Amherst
US2024-040	US	610250 Followup Inspection	22-May-2024	46 Havelock St, Amherst
US2024-040	US	610340 Compliance	22-May-2024	46 Havelock St, Amherst
US2024-040	US	610440 Close File	22-May-2024	46 Havelock St, Amherst
<b>US2024-041</b>				
US2024-041	US	610110 Received Unsightly Complain	16-May-2024	22 Eddy St, Amherst
US2024-041	US	610120 Site Visit	16-May-2024	22 Eddy St, Amherst
US2024-041	US	610310 Issue Order	16-May-2024	22 Eddy St, Amherst
US2024-041	US	610260 Second Notice	16-May-2024	22 Eddy St, Amherst
US2024-041	US	610250 Followup Inspection	24-May-2024	22 Eddy St, Amherst
US2024-041	US	610340 Compliance	24-May-2024	22 Eddy St, Amherst
<b>US2024-042</b>				
US2024-042	US	610120 Site Visit	22-May-2024	27 Westminster Ave, Amherst
US2024-042	US	610230 First Notice	31-May-2024	27 Westminster Ave, Amherst
<b>US2024-043</b>				
US2024-043	US	610110 Received Unsightly Complain	04-Apr-2024	82 Church St, Amherst
US2024-043	US	610230 First Notice	12-Apr-2024	82 Church St, Amherst
US2024-043	US	610260 Second Notice	23-Apr-2024	82 Church St, Amherst
<b>US2024-044</b>				
US2024-044	US	610110 Received Unsightly Complain	04-Apr-2024	19 Russell St, Amherst
US2024-044	US	610230 First Notice	12-Apr-2024	19 Russell St, Amherst
US2024-044	US	610260 Second Notice	23-Apr-2024	19 Russell St, Amherst
<b>US2024-045</b>				
US2024-045	US	610120 Site Visit	30-May-2024	196 East Victoria St, Amherst
<b>US2024-046</b>				
US2024-046	US	610120 Site Visit	28-May-2024	23 Spring St, Amherst

Total: 524

# MEMO

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

**FROM:** Jason MacDonald, CAO

**DATE:** June 17, 2024

**RE:** **Proposed revision to Policy 10350-28 Appointment of Members of Council to External Bodies**

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As part of the ongoing Policy Review project, Councillor Davidson had requested that staff review this policy and bring back to Council for consideration.

Some of the concerns included the suggestion that the criteria is too broad in scope. References in section 8 to “community wide in scope” and “affect or may affect a municipalities interest” are being recommended for removal as that really could include almost anything.

We have also added a section outlining changes to Reporting to Council. The main function of Council inclusion on some/all Boards and/or organizations should be oversight and not as a promotional tool. Reports should include information relevant to financial/budgetary comments, governance matters, service delivery or capacity issues and upcoming events, activities and organizational changes. Generally speaking, anything that has potential to impact the organization or its service delivery capacity.

We are also recommending removal of Appendix B and Appendix C. The policy already has a section that clearly recognizes Conflict of Interest considerations.

At this time we are not asking Council for a decision but ask that you review the existing policy and proposed amendments and give comments to the CAO or Clerk over the next few weeks.

We will take that information and bring this policy back to a future meeting for consideration.

**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,  
COMMITTEES AND COMMISSIONS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-28**

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**APPROVAL DATE:** \_\_\_\_\_ **CAO Signature:** \_\_\_\_\_

**Short Title**

1. This Policy may be known as the *Appointments of Members of Council to External Bodies Policy*.

**Purposes**

2. The purposes of this Policy are to determine:
  - (a) when Council may appoint or decline appointment of Members to external bodies;
  - (b) the reporting requirements regarding other bodies on which Members may choose to serve without the appointment of Council.

**Interpretation**

3. In this Policy:
  - (a) “CAO” means the Chief Administrative Officer of the Municipality;
  - (b) “Clerk” means the Clerk of the Municipality, and includes a person acting under the direction or supervision of the Clerk;
  - (c) “Council” means the Council of the Town;
  - (d) “External body” means any board, commission, committee, body or local authority of any kind established to exercise or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes of a municipality or parts thereof or of two or more municipalities or parts thereof, or to which a municipality or municipalities are required to provide funds.
  - (e) “Member” means a member of Council, including the Mayor; and
  - (f) “Municipality” means the Town of Amherst.

**Roles and Responsibilities**

4. (a) Only Council may appoint Members to external bodies.  
(b) Any appointment by Council of Members to external bodies shall be made pursuant to section ~~or~~ **8** of this Policy.
5. Council shall only make appointments to external bodies after having received and considered the terms of reference from external bodies.
6. The Clerk shall keep a list of the appointments of Members to external bodies made by Council, **known as Appendix A**.

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**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,  
COMMITTEES AND COMMISSIONS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-28**

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**External Bodies**

7. Council shall not be bound by the by-laws or articles of incorporation adopted by an external body providing for the appointment of a Member to such body.

**Council Appointments to External Bodies Required by Enactment, By-law or Agreement**

8. (1) Council may appoint Members to external bodies **as required by enactment, by-law or agreement:**
- (i) in accordance with any enactment of the Government of Canada or Province of Nova Scotia;
  - (ii) in accordance with the By-laws of the Municipality or an agreement to which the Municipality is a party; or
  - (iii) as otherwise directed by Council.

**(2) Council may appoint Members to bodies, including external bodies, which in the opinion of Council:**

- (a) are community organizations providing a service to the community and which:**
  - a. the Municipality is providing funding;**
  - b. where Council determines that municipal oversight is required or beneficial**

(3) An external body Council considers meets the purpose of subsection 1 **or 2** of this section shall be named in Appendix A. ~~(4) Council may amend Appendix A to add or remove the name of an external body.~~

**External Bodies by Council Appointment**

9. ~~(1) Council may appoint Members to bodies, including external bodies, which in the opinion of Council:~~
- ~~(b) are community wide in scope;~~
  - ~~(c) affect or may affect a municipal interest; or~~
  - ~~(d) are community organizations with a mandate to provide an alternative service delivery in respect of municipal property on behalf of the Municipality, and to which the Municipality is the primary funder.~~

**Reporting**

Councilors appointed to external bodies will submit a report to regular Council meetings. Information that generally should be included in the report include;

- a. Governance issues;
- b. Financial issues
- c. Requests to Council
- d. Service delivery capacity

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**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,  
COMMITTEES AND COMMISSIONS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-28**

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These reports are intended to provide important information to Council regarding the operation of the external body and are not intended to be a medium to promote issues / events to the general public.

~~(3) An external body Council considers meets the purpose of subsection 1 of this section shall be named in Appendix B.~~

~~(4) Council may amend Appendix B to add or remove the name of an external body.~~

#### **External Bodies Without Council Appointment**

10. ~~9~~ (1) A Member who sits on a body that has not been appointed to such body by Council shall advise the Clerk of the name of the body on which he or she sits.

(2) The Clerk shall retain a list of the names of the bodies provided by the Members pursuant to subsection 1 of this section and the list shall indicate the name of the Member and the name of the body provided.

(3) The Clerk shall retain the list created pursuant to subsection 2 of this section in the Office of the Municipal Clerk as a public record.

(4) The Clerk shall provide the list annually to the Members for their review and the Members shall advise the Clerk of any errors or omissions on such list.

#### **Conflict of Interest**

11. ~~10~~ (1) All members of Council are encouraged to consider the Municipal Conflict of Interest Act in all matters that come before them in their duties as a public representative on any group in which they serve in a capacity other than formally appointed by Council.

(2) If you feel you are in a position where you may be in a direct, indirect or even perceived conflict you should:

- As soon as practicable after the commencement of the meeting disclose the interest and the general nature thereof; then withdraw from his/her place as a member and
- In the case of a closed meeting, leave the room in which meeting is held for the duration of the consideration of the matter, and
- In the case of a meeting that is open to the public, leave his/her seat and take a seat in the public gallery until the matter is concluded.

(3) When in doubt, Councillors are encouraged to err on the side of caution and declare a conflict.

#### **Appendices**

**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,  
COMMITTEES AND COMMISSIONS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-28**

12. ~~11~~ Any Appendix attached to this Policy shall form part of the Policy.
- Appendix A – External Bodies to which Members are appointed pursuant to section 9 ~~8~~
  - ~~Appendix B – External Bodies to which Members are appointed pursuant to Section 10~~

**Appendix A**  
**External Bodies to which Members**  
**are appointed pursuant to Section 9-8**

<b>Board, Committee or Commission</b>	<b>Members Appointed</b>	<b>Act, Legislation, By-Law Agreement or Membership</b>
Cumberland Public Libraries Board	1 Member appointed	By-laws of Board
<del>Cumberland Joint Services Management Authority</del>	<del>2 Members appointed</del>	<del>Intermunicipal Agreement</del>

**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,  
COMMITTEES AND COMMISSIONS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-28**

Regional Emergency Management	2 Members appointed	Intermunicipal Agreement
Northern Region Solid Waste	1 Member appointed	Intermunicipal Agreement
Cumberland YMCA	1 Member appointed	Contribution Agreement
LA Animal Shelter	1 Member appointed	Contribution Agreement
Cornerstone Board of Directors	1 Member appointed	Contribution Agreement
Municipal Alcohol Project	1 Member appointed	By Request of Organization
Senior Safety Advisory Committee	1 Member appointed	By Request of Organization

**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,  
COMMITTEES AND COMMISSIONS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-28**

**Appendix B  
External Bodies to which Members  
are appointed pursuant to Section 10**

<b>Board, Committee or Commission</b>	<b>Members of Council Appointed</b>	<b>Comments</b>
Municipal Alcohol Project	1 Member appointed	By Request of Organization Council may appoint member
Senior Safety Advisory Committee	1 Member appointed	

**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES AND COMMISSIONS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-28**

Title/Role	Responsibilities
<b>Council</b>	Appoint members to external boards, committees and commissions. Notify Clerk of any boards, committees or commissions to which they are members of without Council appointment
<b>Clerk</b>	Ensure Appendix A of this policy, as well as a the list of boards, committees and commissions council are members of without Council appointment, are kept up to date.

For Administrative Use Only:

### VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Include a provision that states: The report should include any matters that affect the organizations governance, financial structure, or service delivery capacity.</b>	Clerk, LeBlanc	Council	

Minutes reference date: February 26, 2018 February 22, 2021 April 25, 2022

# CAO Task Report

June 2024

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## Task Updates:

<b>Task: Northern Region Report - GFL request to present</b>
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This will be scheduled for a future Joint Councils meeting.

Status: Ongoing

<b>Task: MAP Request to Present</b>
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This will be scheduled for a future Joint Councils meeting.

Status: Ongoing

<b>Task: Appointment of Members of Council to External Boards, Committees and Commissions</b>
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On the June COW agenda.

Status: Ongoing

<b>Task: Cumberland Acadian Society</b>
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Bill Casey indicated that he would provide a draft letter. The CAO contacted Mr. Casey to remind him of the letter.

Status: Ongoing

# Monthly Report

## Business Development

### June 2024

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The RFP for ACOA's Destination Market Readiness Program has closed and the proponent selection process is underway by the evaluation committee. The winning consultant will review Cumberland Region's tourism assets over the next six months and assess the feasibility of a Marketing Levy. This project will also include a tourism-focused digital presence analysis of the region. Staff have attended public engagement sessions in Truro and Colchester County, which are in the process of implementing a regional marketing levy, in order to gauge public perception and feedback in preparation for a future levy in Cumberland County.

The 2023/2024 Tourism Nova Scotia (TNS) Emerging Destinations Program is now complete. A collection of professional photos is now available for the Town's marketing use and also stored in the TNS Digital Library for further use by the public. Amherst's Community Page on the TNS website has been updated with new images and relevant information and a new story titled, *Explore the Historic Charm of Amherst & Nearby Coast* is linked to the community page and is a part of the Traveler's Trip Ideas section.

Led by Eileen Davage from the Municipality of Cumberland, the Explorecumberland website is back in full use with new content and blogs being added to the site. Utilizing the Explorecumberland Facebook page, new posts are being routinely added highlighting experiences and adventures in the region, driving traffic to the website and making it an important tool to promote the area.

Planning is underway for the revitalization of the Gateway Park on Trunk2 near the NS Visitors Information Center. New Billboard designs are complete and additional information kiosks and business promotion signs are being evaluated. Shrubs, landscaping, and other area improvements are a part of the project scope. This project is expected to be completed over the summer months.

Town staff have finalized our list of marketing literature and updates are complete. These documents are being printed and distributed to local hotels, tourist centers, and public spaces for the coming tourist season. Three new documents are being developed to complement the existing brochures which will include refreshed content promoting Amherst.

The 2024 Digital Content Marketing Program consulting media firm has scheduled their visits for August and October to collect two days worth of images and video content which will be used in a Digital Marketing campaign in 2025. Parallel to this, planning for a 2024 Digital Marketing campaign is underway to run over the late summer months from August to October. This advertising will use existing content and be promoted on various social media platforms and websites.

The Business Development Officer will be attending a three-day workshop in July for training on how to support tourism-based businesses that could expand their offerings by adding experiences.

A celebration of Carter's Sports Cresting Ltd's 25<sup>th</sup> Anniversary was held on May 31<sup>st</sup>. The Carter Family has supported numerous organizations in the community over the years. A certificate of recognition was presented to honor their accomplishment as a longstanding member of the business community.

The Amherst Downtown Business Association will be leading a series of Family Night Markets over five evenings this summer. On July 4<sup>th</sup>, July 18<sup>th</sup>, August 1<sup>st</sup>, August 15<sup>th</sup>, and August 29<sup>th</sup>, vendors will be setting up along Havelock Street from 4 pm to 8 pm. Using the funding support from the Town, music and attractions will be included to make the evenings fun for all residents.

The new sales brochure to market the Industrial Park is still in development. Commercial Real Estate Agencies and Developers have been contacted notifying them of available properties and opportunities to invest in Amherst. The sales brochures will be sent as a follow-up. The clean-up of bushes along Tantramar Crescent is being scheduled and the design of the off-highway welcome space is under review.

The Town has agreed to enter into the NS Nature Agreement with the Department of Environment and Climate Change. As an active partner, the Town is co-hosting a Partner Kick-off Meeting on Tuesday, June 18<sup>th</sup> at the CCUBIC Conference Room from 9:30 am to 2:00 pm. Ron Patterson, Past Chairman of the Cumberland Wilderness Association will be presenting an overview of the development of the North Tyndal Protected Area and host a discussion on Municipal & Provincial Tools for Water Supply Protection. The Minister of Environment and Climate Change, Timothy Halman, and his provincial staff will be attending to celebrate with program partners the outcomes of the last program and discuss future program opportunities.

In partnership with the Town of Amherst, Immigration, Refugees and Citizenship Canada will be holding an Immigrant Information Session from 1 pm to 4 pm on Wednesday, June 19<sup>th</sup>. This 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.

The Cumberland Business Connector will be holding its 2024 Annual General Meeting at the Amherst Golf Course on Wednesday, June 19<sup>th</sup>, from 6 pm to 8 pm.

The 2023/2024 Gritty to Pretty Program project reporting was submitted, closing out the program. The release of the 2024/2025 program is still pending.

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 the announcement was moved to June.

# Monthly Report

## Community Living

### June 2024

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#### **Marketing/Community Well Being**

- Canada Day Logistics- Marketing- Planning
- Accessibility Foundations Community of Practice meetings
- No 2 Construction Battalion planning – Emancipation Day partnered events
- Welcoming Week – Partnered event
- Revealing Chignecto Display, training, marketing materials
- Mawiomi – Partnered Event
- Pride Events – Partnered Events
- Social media and Community Calendar updates
- Updated marketing materials
- Researching Accessibility Foundations Training
- Set up for the chignecto parks display
- Looking into Square roots location here
- APD strategic plan notes
- MEL tools (Accessibility)

#### **Marketing/Tourism and Events**

- Canva Posters for Acadian Festival/the event itself
- Canva Posters for Canada Day /the event itself (Vendors, marketing, contacts, events)
- Heartland Tour Marketing
- Content for the parks around Amherst
- Closing up multisport
- Pride marketing
- Relay for life event

#### **Community Navigator**

Retention and Appreciation - Worked with CRHCC to host staff appreciation BBQ

#### **Active Living Coordinator**

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

- RNS Conference - October 16th - 18th

##### **Upcoming/New:**

##### **Mobility Strategy**

- Information that has been collected has been forwarded to Sharon for review.

##### **YOGA/PIYO in the Park**

- Looking at alternating weeks to offer once per week. Waiting on schedule confirmation from instructors

##### **Equipment Loan**

- Added additional equipment located in sheds
- Working on a Google doc request form

##### **Bicycles**

- Working with West Highlands on “Learn to Bike”
- Waivers from other municipalities

### **Active Living Strategy**

- Now official
- Will be presented at the opening of the Heartland Tour - Wednesday July 10th

MPAL Annual Report - Submitted

MPAL Planning Tool - Due June 15th

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

**To note the need for expansion of summer camps:** We have 288 kids registered and 341 on the waitlist. Total number of interested participants 629, so we are servicing about 45% of overall interest. Tennis is also full.

May 13th - Students Start

- May 14th - Police Week
- May 16th - Job Fair
- May 16th - Police Week - Dickie Park
- May 17th - Ahead Conference
- May 21st - Safe Spaces Training
- May 25th - Community Wide Yard Sale
- May 27th - Student Orientation (TBD)
- May 31st - Summer Programming Registration Opens(Maybe sooner)
- June 4th - Tennis Training
- June 7th - Relay for Life Prep
- June 8th - Autism Walk, Truckology, Relay for Life
- June 14th - Mawiomi Indigenous Event
- June 15th - Pride Parade
- June 25th - Behavior and Adaptation Training Springhill NSCC
- June 26th - BBQ
- June 27th - Kick off to Summer Event
- July 1st - Canada Day Celebrations
- July 2nd - Summer Programs Start
- July 10th - Heartland Tour
- August 3rd - Emancipation Day
- August 8th - Acadian Day
- August 23rd - Students are finished

### **Communications**

- Preparing posts on each of our outdoor facilities

### **Kickoff to Summer -June 27th**

- Hosted at Dickey Park
- Partnered event YMCA, TOA, CO, CCRCE, Maggies

### **Heartland Tour- Wednesday July 10th**

- Currently have 160 participants - goal is to have 200 participants
- Working with Sean on communication for opening
- Stephen Ellis registered to attend event

### **Ongoing:**

#### **Volleyball**

- Scheduled until the end of June

#### **Seniors Walking Club - Ongoing WeeklyTuesdays @ 10:00**

- Have 12 members in the walking group Tuesdays from Amherst Stadium. Ages range 55-76.
- Hoping to pull a new leader from the group to take training and they can function with the Towns Support

#### **Multisport**

- Just finished
- Planning for next year has begun

#### **Learn to Lead - February - Ongoing through the year**

## **Director's report**

- Director's meeting, COW, Council, Community Support Grants presentations and weekly staff meetings
- Meetings re: Active Living Strategy
- Meeting with Biker Bash Committee and Truckology group
- Meetings with Community Partners APD re: strategic plan
- Meetings on No. 2 Construction Battalion
- Meeting with IYS partners
- Meeting with Community Directors

### **Task Updates:**

Task: Volunteer Recruitment Procedure

Update: develop procedures around recruitment and selection for Volunteer of the year.

Status: Ongoing

Task: Accessible playground

Update: An internal committee of staff has been struck to determine plan, design and cost moving forward

Status: Ongoing

# Monthly Report

## Communications and I.T.

### June 2024

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#### IT Services:

Multiple POs completed and received.  
 Purchase the first set of Laptops for this year's budget.  
 Replaced UPS at Town Hall  
 Installed new UPS at the Innovation Centre  
 Setup and installed switch at Innovation Centre, Tested and moved APs to the new switch.  
 Cleaned up some of the wiring at the Innovation Centre so we can move the Network Rack.  
 Fixed issue with Boardroom system at the Innovation Centre.  
 Installed some updates and fixed a remote issue with Innovation Centre and Stadium.  
 Assisted with set ups for new hires  
 Day to Day IT issues.

#### Procurement:

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
23-59	RFP	Five-ton Dump Truck - Re-release	Reg	C	X			
23-45	RFP	Lighting Upgrades – AFD	Reg	C	X			
23-40	RFP	Structural Fire Fighting Bunker Gear – AFD	Reg			X		
23-36	RFP	One-ton Truck	Reg	C		X	X	CAO
23-32	RFP	Five-ton Dump Truck – Cancellation	Reg	C			X	CAO
23-50	RFP	Half-ton Truck	Reg	C			X	CAO

#### Task Updates:

##### **Task:** Town of Amherst Website

Update: The new website will be launched at the end of June. There are several improvements aside from a fresh new look. Navigation bars have been simplified with the goal of making information easier to find. We have also included accessibility improvements with fonts/colors/icons etc. We have also made it easier to feature current stories or events at the top of the page. We are excited to launch.

Status: In progress

# Monthly Report

## Cumberland Business Connector

### June 2024

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

- The Cumberland Business Accelerator Program continues to support businesses with high growth potential. These clients have been supported during this period in the following ways:
  - Worked with a client to break out how overhead costs are attributed to various product lines and business enterprises. This identified certain products that are marginally profitable versus others that have a high profit level.
  - Reviewed with a client, their consultant's valuation report of a potential business asset purchase.
  - Discussed an opportunity to sell a business asset that is not critical to the business' operations and pay down high interest debt.
- The Business Spotlight program continues highlighting businesses across the region. Businesses are happy with the profile that this is bringing them.
- Work is underway to explore additional value-added opportunities for the forestry sector in the Cumberland region
- Business Retention and Expansion visits are going well. Some highlights are:
  - Provided information on specific lending programs that could be utilized to finance inventory in higher priced items that are selling well.
  - Provided a summary of financing opportunities to a business looking to replace assets damaged by Hurricane Fiona.
- The Hiring Internationally workshop that was planned for June 6<sup>th</sup> and was to be delivered by the Department of Labour, Skills and Immigration has been replaced by one-on-one meetings with local construction businesses. Six business contacts have been passed along to the Department for follow-up.
- The Department of Economic Development has approached us and asked us to work with businesses to help more get enrolled in the Tender Opportunities Notification Services. This allows businesses to receive email notifications when there are public procurement opportunities that match the goods or services that businesses can provide

#### New Businesses

- Met with an entrepreneur who is looking to purchase and grow a business in the Amherst area and use its assets for another business venture in the off-season
- All the youth who submitted business plans in the Youth Entrepreneurship Challenge were given feedback on areas of their Business Plan that were weak and needed more work. Next steps in their business development were also suggested.
- Two letters of support for wind projects have been submitted.

# Monthly Report

## Finance

### June 2024

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Finance staff have been busy in May and June working on the year end review. 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 July. The deadline for the annual financial statements to be submitted to the Province and the Utility and Review Board is September 27.

The new Financial Services Manager joins us the last week in June. We will commence the transition of duties from the Customer Services department to the Finance department at that time.

#### Task Updates:

Task: No outstanding tasks.

Update:

Status:

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# Monthly Report

## Fire Department

### June 2024

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#### **RESPONSES (May)**

As of June 1<sup>st</sup>, the fire department has responded to 113 requests for assistance this year.

#### **Town of Amherst – 15 events**

- 1 Assist Police / RCMP
- 3 Air quality check
- 2 Smoke Alarm activated
- 1 Fuel Leak - Gasoline/ Fuel Oil
- 4 Monitored alarm activations
- 2 Open burning
- 1 Structure fire
- 1 Wildland Fire / Open Land

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

- 1 Air quality check
- 3 Motor vehicle accidents
- 1 Wildland Fire / Open Land

#### **PROFESSIONAL DEVELOPMENT**

During the month of May the fire department focused our training on fire streams, large hose deployment, extrication tools and a uniform inspection. In addition, the recruit firefighters continue their in-person training. During the month of May they focused on honing their skills in preparation for the final testing, which will take place on June 15<sup>th</sup>.

#### **FIRE PREVENTION**

Recreational Outdoor Burning Appliances - 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.

#### **COMMUNITY EVENT**

During the month of May, the fire department participated in the McHappy day event, the police week event in Amherst where Blaze made a special appearance and the Amherst High Educational Awareness Day (AHEAD - A Social Justice Wellness Day). During the AHEAD event Chief Jones and members of the fire department presented two 75-minute sessions to the students that focused on the fire service in general, our department, what it is like to be a fire fighter and how to become a junior firefighter. In addition, the team demonstrated different pieces of equipment and provided the students with insight into the profession

#### **RECRUITMENT**

The fire department is always looking for new members to join our team. For more information on becoming a member of the Amherst fire department, please go to: <https://www.amherst.ca/volunteer-firefighter.html>

#### **TASK UPDATES**

Task: No open tasks at this time
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# Monthly Report

## HR and Customer Services

### June 2024

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#### 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 93 appeals of which fifty-five (55) appeals are complete, thirty-one (31) are outstanding and seven (7) withdrawn. NS Assessment Appeal Tribunal status for 2024: two (2) total.

**Tax Certificates** – there were 25 tax certificate requests in May.

	# Of Accounts Appealing		Appeal Completed as of Jun 1/24	Pending as of Jun 1/24	Withdrawn as of Jun 1/24	Outstanding Appeals as of Jun 1/24	Appeals Successful as of Jun 1/24	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	70	\$24,842,800	43	0	4	23	10	537,800	8,981.26	0
Commercial	23	\$16,364,600	12	0	3	8	3	309,000	13,812.30	0
<b>TOTAL</b>	<b>93</b>	<b>\$41,207,400</b>	<b>55</b>	<b>0</b>	<b>7</b>	<b>31</b>	<b>13</b>	<b>846,800</b>	<b>22,793.56</b>	<b>0</b>

##### Water/Sewer Billing:

Preparations for 1<sup>st</sup> quarter billing is underway. Meter reading will begin the first week of July and bills are expected to be sent out during the last week of July.

Letters to residents requiring water meter maintenance were well received during the month of May and most properties requiring repair or replacement were completed.

##### Customer Service Tracking – E11:

There was a total of 85 opened cases in May and 73 cases were closed. The category with the most opened/closed cases in May was Compost Bin Repairs/Replacements, with 21 cases.

## Human Resources

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

Current recruitment activities include:

**Manager of Financial Services:** Denise Smith will be joining the financial services team on June 24.

**Operator Water, Public Works:** Jesse Gouchie was the successful candidate for this position and started in his new role on May 21, 2024.

**Full-time Seasonal Operator, Public Works:** Interviews have been conducted and we are waiting on the selected candidates to complete background checks.

**Full-time Seasonal Parks Attendant, Recreation:** This competition closed on May 15, 2024. The selection process is underway.

**Firefighter:** This competition closed on May 15, 2024. The selection process is underway.

# Monthly Report

## Operations

### June 2024

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

#### **RECREATION & HORTICULTURE**

- All park washrooms are open daily from 8:00am to 7:00pm.
- The walking track at the stadium is available Monday to Friday 8:30am – 4:00pm
- ABC Recreation are scheduled to test and start up the splash pads at Dickey Park and Lions Park the week of June 10.
- Community events currently scheduled at the Amherst Stadium and in our Parks include;
  - June 8: Relay For life (Amherst Stadium)
  - June 8: Autism Walk (Dickey Park)
  - June 10: Pride Flag Raising (YMCA Green Space)
  - June 14: Mawiomi Event (Amherst Stadium)
  - June 15: Animal Shelter Yard Sale (Curry Park)
  - June 22 to June 24: Cumberland Car Show
  - June 27: Kick Off to Summer Event (Dickey Park)
  - July 1: Canada Day (Victoria Square)
  - July 10: Heartland Tour (Amherst Stadium)
  - August 3: Emancipation Day (Amherst Stadium)
  - August 8: Acadian Day Event (Victoria Square)
- The stadium also has a number of private rentals booked for the summer, such as birthday parties and ball hockey.
- The hanging flower baskets will be delivered and installed by June 14.
- Staff have been working with the Rotary Club Park committee to make some changes / improvements to the park. Most of the existing flower beds have been removed and a new bed was added near the corner of Willow and Agnew Street. There have also been some discussions on creating a cricket pitch at Rotary Park.
- The new scoreboards for the Robb Complex have been ordered, approximate delivery date is July 22.
- Woodpecker Tree Care has been hired to prune broken and damaged branches from a number our old growth trees that are otherwise healthy.
- Staff have noticed a significant increase in public usage of the beach volleyball court at Beacon Street Park and the same with our tennis and basketball courts.
- CUPE staff member Ryan LaLonde has completed the required training for his Class II Refrigeration certification and will be writing the final exam in the near future.

## **PUBLIC WORKS**

- Water and sewer staff have been installing the necessary infrastructure for Phase 1 of the residential development on Russell Street.
- The pride crosswalk painting was completed in time for the start of Pride month; with the proper paint it turned out great.
- Street line marking is well underway and weather permitting will be completed by the end of June. Staff will then dedicate time to painting “sharrow” bike lane stencils.
- The laser guide for the centreline painter has been ordered, the centreline painting will be completed when the new equipment arrives.
- Contracted patching of the service cuts from the past winter and spring has been completed. Spreader patching of streets, beginning with arterials, is schedule to start June 13.
- The LaPlanche Street capital sidewalk replacement project has been completed; staff will be working on the capital sidewalk replacement program throughout the summer.
- Quarterly meter reading will begin on July 2.
- Two Publics Works CUPE staff recently attended a 1-day pipe and cable tracing training event in Halifax.
- The engineering design and subdivision plan for Marshview Drive extension will be completed before the end of the month and staff expect to begin installing the underground infrastructure in early July.
- Staff completed 3 sewer lateral video inspections for residents and assisted 2 residents experiencing issues with their sewer laterals.
- Public Works staff assisted the recreation department with moving the soccer nets from the Dolan field and installed the netting for the batting cage at the Robb Complex.

### Task Updates:

Task: 20231218 - Water Utility Dump Truck Purchase

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

Status: In Progress

Task: WWTP Grey Water Energy Extraction Report

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

Status: In Progress

# Monthly Report

## Planning & Strategic Initiatives

### June 2024

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The attached report shows development activity as of June 12, 2024, as well as, a year-over-year comparison. Typically staff only include permit activity to the end of the previous month; however, it was worth showing the permit issued for a 54-unit, \$10.5 m apartment building on Gallagher Street – the first of three such buildings on this site. This permit brings the total number of dwelling units added so far in 2024 to 67, which exceeds the total number units approved in all of 2023 at 63. Although difficult to predict, staff see the potential for permits being issued for dozens of additional units throughout the rest of the year.

With regard to completing the sale of 105 South Albion Street to allow a development agreement for ten townhouse units and 176 units within two apartment buildings, a more detailed update is on the June COW agenda.

As noted above, construction has begun on the 3-building apartment complex behind E.B. Chandler School. Under the terms of the development agreement, road and infrastructure work to gain access to Willow Street needed to be completed before permits were issued for the first building. This work is now complete and access to the site is now restricted to Willow Street. Staff are in regular contact with the developer to ensure steps are being taken to minimize dust and secure the site.

On May 27<sup>th</sup> Council approved a development agreement at the Church Street Dolan property to allow a range of residential uses, and a rezoning application for property on Industrial Park Drive that would allow mobile homes within an 18-lot subdivision. Staff are waiting on confirmation from the NSUARB that no appeals were submitted within the 14-day appeal period.

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

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

#### Task Updates:

<b>Task:</b> 15 & 31 East Victoria Street DA
Update: The agreement is ready to be signed but the developer is waiting on confirmation from a major tenant to begin. Staff continue to engage them.
Status: Ongoing
<b>Task:</b> 305 Church Street DA
Update: The agreement is ready to be signed upon confirmation that no appeals have been received.
Status: Ongoing

**Task: Industrial Park Drive Rezoning**

Update: Staff await NSUARB confirmation that no appeals were received.

Status: Ongoing

**Task: Industrial Park Land Acquisition**

Update: Staff are waiting for the province to respond but progress is being made.

Status: Ongoing

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

Update: A detailed update on this task is on the agenda of June COW.

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

**Task: Hotel Levy**

Update: Consultant's proposals are being evaluated for the ACOA Destination Market Readiness Program. An award to the successful proponent is anticipated in the coming week.

Status: Ongoing

**Task: Nova Scotia Nature Agreement (formerly the Nature Challenge Fund)**

Update: Council approved a 2-year agreement to continue seeking acquisitions in and around the Tyndal Wellfield. A program partners meeting will take place in Amherst on June 18<sup>th</sup>.

Status: Ongoing

**Task: LED Roadway Lighting Proposal**

Update: Staff still await the outcome that was expected in early May on 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 June 12, 2024

PERMIT APPLICATIONS								For Period: May 01 2024 To June 12 2024	
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value	
C2024-031	25032418	137 Spring St	0	Construction	Garage/Carport/Shed	Garage	74.00	45,000.00	
C2024-033	25000829	25 Cumberland Ridge Dr	0	Construction	Garage/Carport/Shed	Deck	56.00	2,900.00	
B2024-032	25384538	13 Walter Purdy Ave	0	Renovate	Single Detached Dwelling	Accessory Uses - Other	122.00	29,120.00	
C2024-034	25384603	14 Walter Purdy Ave	0	Renovate	Garage/Carport/Shed	Shed	53.00	4,000.00	
C2024-036	25000829	23 Cumberland Ridge Dr	1	Construction	Single Detached Dwelling	Moble/Mini Homes	192.00	130,000.00	
B2024-035	25016648	116 Cornwall St	0	Renovate	Single Detached Dwelling	Accessory Uses - Other	143.00	37,440.00	
B2024-037	25010570	207 South Albion St	0	Renovate	Commercial	Restaurants	800.00	300,000.00	
B2024-038	25018102	46 Donald Ave	0	Construction	Garage/Carport/Shed	Deck	58.00	7,000.00	
C2024-039	25018516	19 Dundonald St	0	Construction	Garage/Carport/Shed	Garage	80.00	26,000.00	
C2024-040	25471046	78 Charles St	0	Construction	Garage/Carport/Shed	Garage	73.00	20,000.00	
C2024-041	25012014	19 Boylston Ave	0	Construction	Garage/Carport/Shed	Deck	66.00	10,000.00	
B2024-043	25028879	5 Regent St	0	Construction	Garage/Carport/Shed	Deck	64.00	11,400.00	
B2024-044	25016643	25 Cornwall Ave	0	Construction	Garage/Carport/Shed	Ramp	64.00	140,000.00	
B2024-045	25028606	9 Ralston Pl	0	Construction	Garage/Carport/Shed	Deck	63.00	15,000.00	
B2024-046	25342734	108 Spring St	0	Addition	Garage/Carport/Shed	Porch/Patio	57.00	30,000.00	
C2024-047	25034729	250 Victoria St	0	Addition	Garage/Carport/Shed	Garage	136.00	80,000.00	
B2024-048	25338658	258 Church St	0	Renovate	Commercial	Nursing Home	4,055.00	1,602,272.00	
C2024-042	25517491	4 Gallagher St	54	Construction	Apartments	Apartment Building	3,256.00	10,500,000.00	
<b>Total</b>	<b>18</b>		<b>55</b>				<b>9,412.00</b>	<b>12,990,132.00</b>	

## 2023-2024YTD Comparison

ACTIVITY REPORT							For Calendar Year 2024		
Type	2023			2024			Permits	Units	Value of Construction
	Permits	Units	Value of Construction	Permits	Units	Value of Construction			
Single Family	38	23	3,953,732	22	13	3,126,796			
Duplex/Semi	1	0	85,500	0	0	0			
Apartments	8	34	3,855,000	3	54	10,600,000			
Other Residential	22	0	233,400	18	0	557,800			
Commercial	21	6	61,806,481	5	0	2,063,772			
Industrial	1	0	2,867,940	0	0	0			
Inst & Gov	0	0	0	0	0	0			
Agriculture	0	0	0	0	0	0			
Other	0	0	0	0	0	0			
<b>Total</b>	<b>91</b>	<b>63</b>	<b>72,802,053</b>	<b>48</b>	<b>67</b>	<b>16,348,368</b>			

**ACTIVITY REPORT**

For Month of June 2024-06-30

Type	Jun 2023			Jun 2024		
	Permits	Units	Value of Construction	Permits	Units	Value of Construction
Single Family	1	1	86,000	0	0	0
Duplex/Semi	0	0	0	0	0	0
Apartments	0	0	0	1	54	10,500,000
Other Residential	4	0	55,000	5	0	276,400
Commercial	0	0	0	1	0	1,602,272
Industrial	0	0	0	0	0	0
Inst & Gov	0	0	0	0	0	0
Agriculture	0	0	0	0	0	0
Other	0	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>1</b>	<b>141,000</b>	<b>7</b>	<b>54</b>	<b>12,378,672</b>
<b>Year To Date</b>	<b>43</b>	<b>32</b>	<b>8,128,398</b>	<b>48</b>	<b>67</b>	<b>16,348,368</b>

# Monthly Report

## Police Services

### June 2024

#### TRAINING

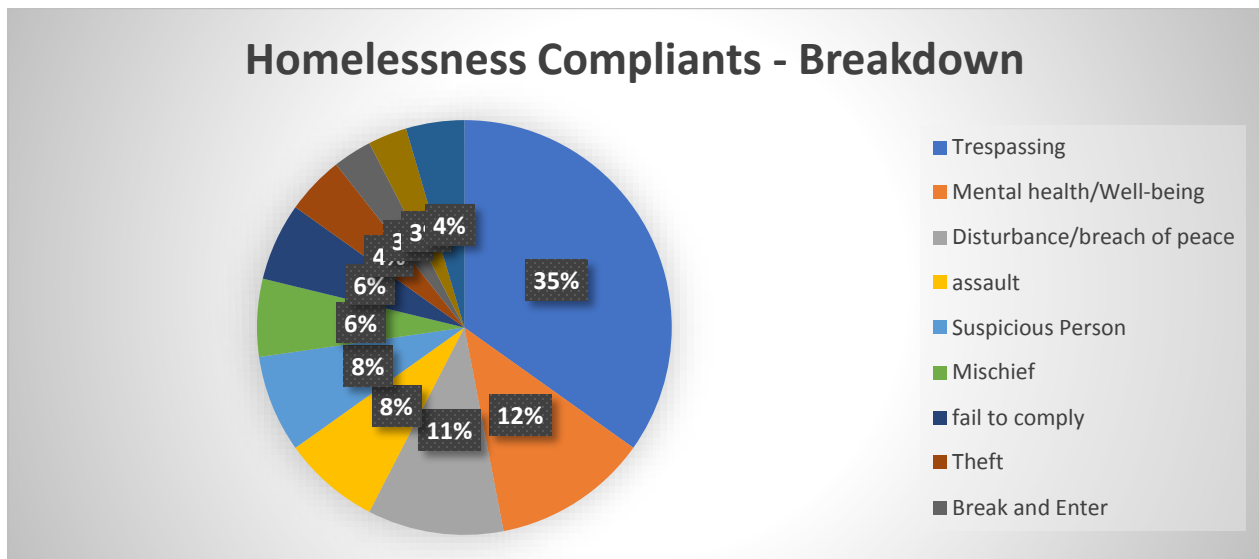
**Firearms/Carbine Training:** Firearms and Carbine Training/qualifications for the majority of APD members were completed in May. This includes both 9mm pistol and carbine. Our carbine operators are required to complete and pass the OPP Emergency Response Team qualifications which includes a variety of different distances, positions and timings. Firearms training also incorporates various live scenarios and exercises that mimic real-life incidents and reactions.

**CEW Training:** CEW/Taser training was completed for the members in May. Training combines classroom instruction covering TASER policy, case law, a functional overview of how the TASER works and human physiology. Live action scenarios are utilized to assess each officers' judgement and approach to a Use of Force incident. For each scenario, officers are required to articulate the actions they did or did not take in each scenario.

**THANS Board Governance Training Session:** Our Crime Prevention Coordinator, Melanie Siddall attended Board Governance Training in Dartmouth on May 29<sup>th</sup>. This session covered governing and managing, principals of complementary governance, operating under a complementary model, strategic planning, ethical standards, operational performance and other related topics. As our Crime Prevention Coordinator, Melanie is on several committees and on the Restorative Justice Board where such training is an asset.

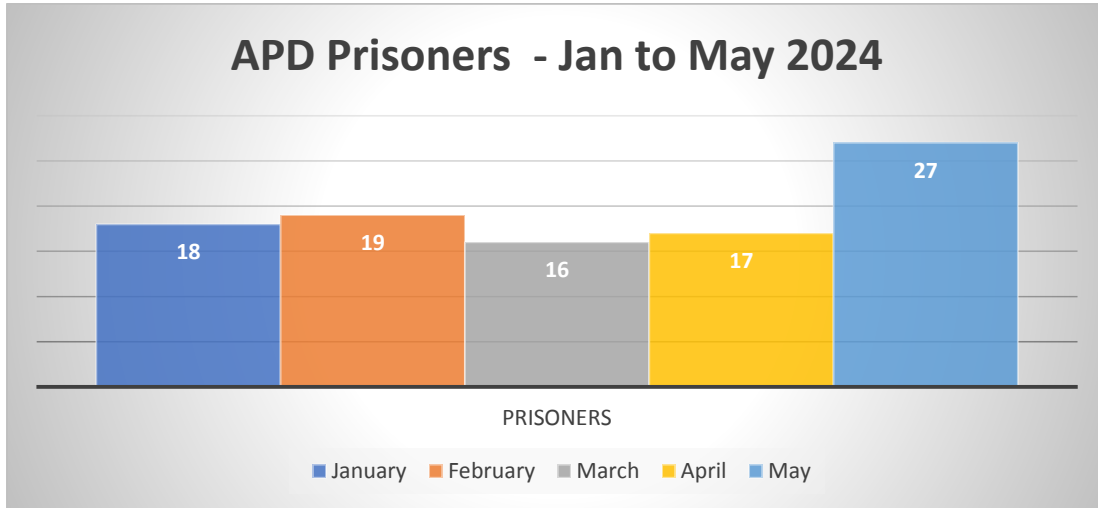
#### GENERAL OPERATIONAL UPDATES:

**Homelessness:** During the month of May, APD responded to 70 complaints that were associated to homelessness. This is a slight increase over the 65 complaints in April and the 40 in March. A shift was noted towards more complaints concerning trespassing and disturbances. As in past months, the files are heavily concentrated around a smaller group of people who drive the occurrence numbers up. Of the complaints this month, 16 of them occurred at or near the homeless shelter.



**Shoplifting Complaints:** In April, APD received 18 complaints of shoplifting. This is an increase over complaints in April (15) and March (6). When looking at all types of thefts, APD logged 59 complaints of theft in May as compared to 53 in April and 37 complaints in March.

**Prisoners Held:** May saw a sharp increase in the number of prisoners held in APD cells. With our average numbers per month being between 17 -19, May's numbers jumped to 27. We are reviewing the occurrences to see what the reason may be for this increase.



**Changes in Occurrences/Charges:** Our occurrences in May remain on the higher end of the scale with 624 for the month. This is an increase of 82 complaints that were received in April (542) and 155 more than in March (478). Overall, for the year to date, our occurrences remain quite high when compared to recent years. Our criminal charges dropped again slightly to 61, down from 85 in April and 108 in March. To date, our criminal charges for the year is still high when compared to other years and our occurrence numbers for the first 5 months continue to be higher in recent years:

Year	2022	2023	2024
Occurrences to Date	2174	2612	2544



**McHappy Day – May 8<sup>th</sup>:** Cst Harrison, Crime Prevention Coordinator Melanie Siddal, Dispatcher Ian Smith, along with Rocky K9 attended this years McHappy Day. We are always excited to show up and support this amazing event in support of Ronald McDonald Children's Charity!

**Police Week - May 17<sup>th</sup>:** Our Police Week Celebration was a huge success and was very well attended by both the public and our community safety partners, with representation coming from police agencies that included municipal agencies in Nova Scotia and Prince Edward Island. We also had various other agencies and partners represented including the fire department, search and rescue, Sheriff's Department and GardaWorld. It was an exciting day that ended with a 'parade of lights' through town.



**Strategic Planning:** Strategic planning sessions continued in May with the latest session being held on May 30<sup>th</sup> at the Amherst Firehall. This last session was well-attended and pulled together our community stakeholders to have robust discussions on the dynamics of policing including how policing and our community has changed, expectations and roles of the police and barriers that police often face.



**OPERATIONAL**

**Stolen Vehicle – Arrest – May 17<sup>th</sup>:** A 30-year-old Amherst woman has been arrested and remanded into custody in relation to a vehicle theft that occurred during the early morning hours of May 20<sup>th</sup>, 2024. Shortly before 6:00am, the owner of a GMC Terrian reported that his vehicle was stolen from their residence on Mission Street in Amherst. The vehicle was later tracked to an address in Springhill and was observed by Cumberland RCMP and fled from police. Shortly afterwards, the vehicle was located in Amherst and the accused was arrested nearby. During the investigation, a second set of keys for a Dodge Ram was located and police learned that these keys had been stolen a few days earlier in the same area. An APD member canvassed the area with the keys in attempts to locate the vehicle that the keys belonged to. The vehicle and the owners were located and the keys were returned. Jessica Dawn SCOTT, aged 30 of Amherst is facing numerous charges that include committing an indicatable offense with face covered, theft of a motor vehicle, possession of break-in tools, possession of stolen property over \$5000, and fleeing Police and operating a motor vehicle in a manner dangerous to the public. Scott was remanded into custody and appeared in court on May 21<sup>st</sup>, 2024 and was released from custody on conditions.

**PERSONNEL:**

**Staff Sergeant Brian Gairns – Milestone:** Staff Sergeant Brian Gairns celebrated 35 years of service with the Amherst Police Department on May 3<sup>rd</sup>, 2024. Brian was hired in May of 1989 and has worked with APD for his entire career after he graduated from the Atlantic Police Academy. In his earlier years he worked in the drug position before resuming patrol duties and working his way up the ladder to Staff Sergeant in July of 2019.



**OPERATIONAL STATS – APRIL 2024**

Occurrences:	624	Criminal Code Charges:	61
Impaired by Alcohol:	2	CDSA:	4
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	22	PPA:	1
Traffic Written Warnings:	1	Vehicle Checks:	127
LCA:	1	Foot Patrol Hours:	61hrs, 49 min
Parking Tickets:	3	Parking Warnings:	0

## **TASK UPDATES**

**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.

**Update Status:** 2024-06-07: in progress. Awaiting action on the move. Aaron B and Jason M were emailed about it and provided with details. DDPike

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

**Update Status:** In progress. 2024-06-07: SARV is out at Sgt Graham's where he has been doing some work on it, cleaning and some minor body work. DDPike

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

**Update Status** 2024-07-06: In Progress. Email sent to Aaron B in regards to updates on this matter. DDPike

**Task: Taxi By-Law**

**Update Status** 2024-6-07: We are fully into the new taxi season. We did a compliance blitz 2 days ago and will compile the results. These included keep an eye out for taxis. DDPike

# Monthly Report

## Solid Waste Education and Enforcement

### June 2024

#### Education & Enforcement

##### Sports Equipment Swap

In conjunction with the Town Wide Yard Sale, a Sports Equipment Swap was held at the Amherst Stadium on May 25th. Individuals were encouraged to drop off used gear in exchange for “new to you” gear. We had approximately ten people stop in.



**SPORTS EQUIPMENT SWAP**

Bring in your clean, gently used, and functional sports & rec gear to swap for “new to you” gear.

Where: Amherst Stadium  
When: Saturday, May 25  
Rain Date: May 26  
8:00 a.m. - 2:00 p.m.

Acceptable gear includes: helmets, basketball shoes, hockey gear, skates, rackets, cleats, and more!

Drop-Off begins Monday, May 13 at the Amherst Stadium



##### Earth Day Cleanups

Cheques were presented to the winners of our Earth Day Cleanups. Shown below are River Hebert District School, E.B. Chandler Junior High, and Cumberland All Stars Cheerleading.



## **Presentations/Meetings**

### **Nova Scotia Housing**

Presentations were given to tenants to review our solid waste programs and source separation. Staff will reach out to the remaining buildings over the summer months.

### **New 4 Stream Sorting Stations**

Three, 4 stream solid waste stations were recently placed in three parks throughout the Town (Victoria Square, Dickie Park, & Beacon Street Park). An additional three sorting stations were recently ordered and will be placed in an additional three parks once received.



### **Household Hazardous Waste (HHW) Events**

Our first HHW event of the year was held on Saturday, June 1<sup>st</sup>. This event was the Blitz event where HHW materials were collected from Parrsboro, Pugwash, Oxford, and Springhill. Staff were pleased with the turnout for this event as we collected materials from 149 residents.

Our last event before fall is scheduled for Saturday, June 15<sup>th</sup> at the Amherst Fire Hall from 9:00 a.m. – 12:00 p.m.

### **Shred Event**

The Shred Event is scheduled for Thursday, September 5<sup>th</sup> from 9:00 a.m. – 12:00 p.m. at the Amherst Fire Hall.

### **Enforcement**

Over the next few months, staff will be working with various commercial establishments that were flagged as requiring education to ensure compliance with our programs.