



Town of Amherst
Committee of the Whole
Agenda

Date: **Monday, November 18, 2024**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

		Pages
1.	Call to Order	
	1.1 Territorial Acknowledgement	
	“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi'kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”	
	1.2 Approval of Agenda	
	1.3 Approval of the Consent Agenda	1 - 1
	1.4 Acceptance of Minutes	
	1.4.1 September 16, 2024	2 - 6
2.	Council Direction Requests	
	2.1 Code of Conduct for Elected Municipal Officials - Jones	7 - 21
	2.2 Vision, Mission and Guiding Principles - Fisher	22 - 23
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	2.6 Request for Dedicated Space - MacDonald	37 - 39
	2.7 Fireworks - Bristol	40 - 45
	2.8 Havelock/Victoria/LaPlanche Street Intersection - Bourgeois	46 - 49

3.	Information Items	
3.1	Strategic Priorities Update - Fisher	50 - 55
3.2	Dangerous and Unsightly Premises Semi-Annual Report - Fisher	56 - 70
3.3	Policy and Bylaw Review - MacDonald	71 - 71
3.4	CAO Task Report - MacDonald	72 - 72
4.	Monthly Reports	
4.1	Business Development	73 - 74
4.2	Corporate Communications and IT	75 - 83
4.3	Community Living	84 - 86
4.4	Cumberland Business Connector	87 - 88
4.5	Finance	89 - 90
4.6	Fire	91 - 92
4.7	Human Resources	93 - 94
4.8	Operations	95 - 96
4.9	Planning & Strategic Initiatives	97 - 100
4.10	Police	101 - 105
4.11	Solid Waste Education and Enforcement	106 - 107
5.	Closed Session	
5.1	Approval of Closed Session Agenda	
5.2	Acceptance of Closed Session Minutes	
5.3	MGA 22(2)(c) - personnel matters	
5.4	MGA 22(2)(c) - personnel matters	
5.5	MGA 22(2)(e) - contract negotiations	
5.6	MGA 22(2)(c) - personnel matter	

5.7 MGA 22(2)(e) - personnel matters

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

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

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

6. Adjournment



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

Consent Agenda

MOTION:

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

- 1.4 Acceptance of Minutes**
- 3.1 Strategic Priorities Update**
- 3.2 Dangerous and Unsightly Premises Semi-Annual Report**
- 3.3 Policy/Bylaw Review Update**
- 3.4 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 Human Resources 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: September 16, 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 and IT
Krista Crossman, Director, HR & Customer Services
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
Jeff Bacon, Business Development Officer
Denise Smith, Finance Manager
Sean Payne, Corporate Communications Officer
Cindy Brown, Administrative Assistant

1. Call to Order

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

1.1 Territorial Acknowledgement

Mayor Kogon gave the Territorial Acknowledgement.

1.2 Approval of Agenda

Moved By Councillor Emery

Seconded By Councillor Landry

That the agenda be approved as circulated.

MOTION CARRIED

1.3 Approval of the Consent Agenda

Councillor Davidson requested item 3.3 Policy/Bylaw Review Update to be removed from the Consent Agenda.

Moved By Councillor Davidson

Seconded By Councillor Landry

That the Consent Agenda be accepted as amended.

MOTION CARRIED

1.4 Acceptance of Minutes

1.4.1 June 17, 2024

Mayor Kogon called for any errors or omissions in the minutes. There being none, the minutes of the June 17, 2024 regular meeting of the Council were accepted as included in the agenda package.

1.4.2 August 12, 2024

Mayor Kogon called for any errors or omissions in the minutes. There being none, the minutes of the August 12, 2024 Special Council meeting were accepted as included in the agenda package.

1.4.3 September 5, 2024

Mayor Kogon called for any errors or omissions in the minutes. There being none, the minutes of the September 5, 2024 Public Hearing were accepted as included in the agenda package.

2. Council Direction Requests

2.1 Amherst 50+ Club Community Support Grant

Councillor Baker arrives at 4:04 PM.

Moved By Councillor Landry

Seconded By Councillor Emery

That Council award an additional \$5000 to the Amherst 50+ Club in accordance with their original community support grant application request of \$10,000.

The additional grant funds shall be conditionally awarded and subject to the following two conditions:

- 1) The Amherst 50+ Club is unable to obtain full funding for the project through other means.**
- 2) Construction must occur before the end of 2024.**

MOTION CARRIED

2.2 Request for Bocce Court

Moved By Councillor Chambers

Seconded By Councillor Davidson

That Council request staff to prepare a report and recommendation regarding the construction of one or two permanent Bocce courts in Amherst to be included in the upcoming 2025/26 capital budget deliberations.

MOTION CARRIED

2.3 Year End Capital Financing Adjustments

Moved By Councillor Emery

Seconded By Councillor Baker

That Council forward to the September 23, 2024 regular meeting, approval of the following changes to the funding for the 2023/24 Water Capital Budget:

- Approval of the increase of Water Operating capital from revenue from \$40,000 to \$170,000;**

MOTION CARRIED

2.4 2023/24 Year End Operating Reserve Transfer to General Operating - Solid Waste Deficit

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

Moved By Councillor Davidson

Seconded By Councillor Landry

That Council forward to the September 23, 2024 regular meeting, approval of the following transfer from the Operating Reserve to General Operating:

Withdraw from the Operating Reserve – Reserve for Solid Waste of \$599.80 to fund the deficit in the Solid Waste department for the 2023/24 fiscal year.

MOTION CARRIED

2.5 Tax Collection Policy Amendment

Moved By Councillor Landry

Seconded By Deputy Mayor Fawthrop

That Council forward to the September 23, 2024 regular meeting of Council, approval of the proposed amendments to the renamed Revenue Collection Policy # 3800-07.

MOTION CARRIED

2.6 Havelock and Victoria Street Intersection

Moved By Deputy Mayor Fawthrop

Seconded By Councillor Emery

That Council forward to the September 23, 2024 regular meeting of Council to direct staff to remove the traffic signals from the intersection of Victoria Street and LaPlanche Street and install the appropriate signage for an all way (4-way) stop intersection.

MOTION CARRIED 6-1
Councillor Baker NAY vote

Moved By Deputy Mayor Fawthrop

Seconded By Councillor Emery

That Council direct staff to investigate accessibility options for cross walk signals at the intersection of Havelock and Victoria Street.

MOTION CARRIED

2.7 Bell Mobility Lease Public Works Garage

Moved By Councillor Landry

Seconded By Councillor Chambers

That Council forward to the September 23, 2024 regular meeting, the lease agreement between Bell Mobility Inc. and the Town of Amherst for approval and authorize the Mayor and CAO to sign on behalf of the Town.

MOTION CARRIED

- 2.8 Capital Budget Amendment Fire Fighters Association
Moved By Councillor Emery
Seconded By Deputy Mayor Fawthrop**
That Council forward to the September 23, 2024 regular meeting, approval of an amendment to the 2024/25 general capital budget in the amount of up to \$23,000 for the purchase of MSA self contained breathing apparatus cylinders, and \$27,000 for a combination rescue / extrication tool for a mini rescue / extrication cutter, to be funded by the Amherst Fire Fighters Association.

MOTION CARRIED

3. Information Items

- 3.1 Community Support Grant Bridge Adult Service Center**
Sharon Bristol reviewed her memo included in the agenda package. She plans to work with the Executive Director of the Bridge Adult Service Center Director to identify provincial and federal accessibility grants that fund this sort of project.
- 3.2 Strategic Priorities Update**
Information item only; approved as part of the consent agenda.
- 3.3 Policy / Bylaw Review Update**
Councillor Davidson asked for an update on the Regional Emergency Management Bylaw. Jason MacDonald answered that he and Chief Greg Jones have met with the Municipality of Cumberland County several times to develop an updated draft of the plan which has now been completed and will be presented to each Council for adoption later this fall.
- 3.4 CAO Task Report**
Information item only; approved as part of the consent agenda.
- 3.5 Purchase of New Loader**
Aaron Bourgeois discussed the purchase of a new Loader, indicating this item will be brought forward to the next Council meeting on September 23, 2024 for a recommendation.

4. Monthly Reports

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

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

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

MOTION CARRIED

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

Kim Jones
Director of Corporate Communications and IT

David Kogon, MD
Mayor

TO: Mayor Small and Members of Council

SUBMITTED BY: Kim Jones, Director, Corporate Communications

DATE: November 18, 2024

SUBJECT: Code of Conduct for Elected Municipal Officials

ORIGIN: Minister of Municipal Affairs and Housing, Province of Nova Scotia

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

RECOMMENDATION: That Council forward to the November 25, 2024 regular meeting, approval of Code of Conduct for Elected Municipal Officials Policy and further repeal the former policy #10350-20 Code of Conduct.

BACKGROUND: In January 2022, the Code of Conduct Working Group was established to develop a set of recommendations on the code of conduct framework, which included content to include in the code sanctions that may be imposed if a breach occurred, and options for an investigator model. This collaborative working group included representatives from the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators of Nova Scotia (AMANS), the Association of Nova Scotia Villages (ANSV), and the Department of Municipal Affairs and Housing (DMAH).

DISCUSSION: The code of conduct framework came into effect following the October municipal election. The legislative provisions require municipalities and villages to adopt a code of conduct consisting of the model code of conduct as outlined in the regulations. The Minister has prescribed that all municipalities and villages must adopt the model code of conduct within 60 days following the October election and provide confirmation of their notice of adoption.

FINANCIAL IMPLICATIONS: There will be some costs incurred in the requirement to have an Investigator appointed and any services that are required should a code violation be reported.

SOCIAL JUSTICE IMPLICATIONS: Adopting and adhering to the Code of Conduct for Elected Municipal Officials will help ensure that all residents, businesses and municipal staff are treated fairly and equally by our elected municipal officials.

ENVIRONMENTAL IMPLICATIONS: There are none

COMMUNITY ENGAGEMENT: Media release and update to our website once approved.





COMMITTEE OF THE WHOLE

CDR# 2024093

Date: November 18, 2024

ALTERNATIVES: 1) approve the policy as presented
2) refer back to staff for revisions

ATTACHMENTS: Draft policy

Report prepared by: Kimberlee Jones, Director
Report and Financial approved by:



TITLE: CODE OF CONDUCT FOR ELECTED MUNICIPAL OFFICIALS
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-20

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

POLICY STATEMENT

Title

1 The title of this code of conduct is the Code of Conduct for Elected Municipal Officials.

Definitions

2 In this Code, the following definitions apply:

"Act" means the Municipal Government Act;
"CAO" means chief administrative officer;
"clerk" means the clerk of the municipality;
"closely connected" to a council member, means any of the following:

- (i) a family member of the council member,
- (ii) an agent of the council member,
- (iii) a business partner of the council member,
- (iv) an employer of the council member;

"Code" means the *Code of Conduct for Elected Officials of the Town of Amherst, Nova Scotia*.

"complaint" means a complaint regarding an alleged breach of the Code;

"confidential information" includes any information in the possession of the municipality that the municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under Part XX of the Act or other legislation, or that pertains to the business of the municipality and is generally considered to be of a confidential nature, including information about any of the following:

- (i) the security of the municipality's property,

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- (ii) a proposed or pending acquisition or disposition of land or other property,
- (iii) a tender that has or will be issued but that has not been awarded,
- (iv) contract negotiations,
- (v) employment and labour relations,
- (vi) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been deliberated in a meeting open to the public,
- (vii) law enforcement matters,
- (viii) litigation or potential litigation, including matters before administrative tribunals,
- (ix) (xi) advice that solicitor-client privileged;

"council" means the council of the municipality;

"discrimination" has the same meaning as in the *Human Rights Act*,

"elected official" means any council member, including the mayor or warden;

"family member" means in relation to a person, any of the following, and includes a step-family member:

- (i) spouse,
- (ii) parent or guardian,
- (iii) child,
- (iv) sibling,
- (v) sibling of a parent,
- (vi) child of a sibling,

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- (vii) grandchild,
- (viii) grandparent,
- (ix) parent-in-law,
- (x) sibling-in-law,
- (xi) spouse of a child;

"harass" has the same meaning as in the *Human Rights Act*;

"investigator" means a person or entity appointed by a municipality under subsection 23C(1) of the Act to receive and investigate complaints;

"mayor" means the council member elected at large to be the chair of the council;

"municipality" means the regional municipality, town or county or district municipality, except where the context otherwise requires;

"poisoned environment" means an environment where harassing or discriminatory conduct causes significant and unreasonable interference with a person's work environment;

"sexual harassment" has the same meaning as in the *Human Rights Act*;

"warden" means the council member chosen by the council to be the chair of the council.

General purpose

- 3** (1) The purpose of this Code is to set out the expectations for the behaviour of members elected to council in carrying out their functions and making decisions that benefit the constituents in their municipality.
- (2) Nothing in this Code is intended to prevent elected officials from sharing or expressing dissenting opinions.

Interaction with laws and policies

- 4** (1) This Code is intended to operate together with, and as a supplement to, the applicable common law, the Criminal Code of Canada, the Act, the Municipal Conflict of Interest Act and any other applicable legislation.

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- (2) This Code is intended to operate together with, and as a supplement to, the other by-laws and policies of a municipality.
- (3) This Code prevails in any conflict between the Code and any municipal resolution, policy or bylaw.

Guiding principles

5 All of the following are the guiding principles for council members' conduct:

Collegiality: council members must work together to further the best interests of the municipality in an honest and honourable way.

Respect: council members must demonstrate respect towards one another, the democratic decision-making process and the role of staff. Council members must not act in a manner that negatively impacts the municipality or tarnishes the municipality's reputation.

Integrity: council members must act lawfully and adhere to strong ethical principles by prioritizing the municipality's interests over individual interests.

Professionalism: council members must create and maintain an environment that is respectful and free from all forms of discrimination and harassment, including sexual harassment. Council members must show consideration for every person's values, beliefs and contributions, and support and encourage others to participate in council activities.

Transparency: council members must be truthful and open about their decisions and actions and make every effort to accurately communicate information openly to the public.

Responsibility: council members are responsible for the decisions that they make and must be held accountable for their actions and outcomes. Council members must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

General conduct

6 (1) A council member must be truthful and forthright and not deceive or knowingly mislead Council, the CAO, staff or the public.

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- (2) A council member must show respect for chairs of council meetings, chairs of committee meetings, colleagues, staff and members of the public that present during council meetings or other meetings of the municipality.
- (3) A council member must adhere to the direction of the chairs of meetings with respect to rules of procedure.
- (4) A council member must conduct council business and all duties in an open and transparent manner, other than for those matters that council is authorized by law to carry out in private.
- (5) A council member must not be impaired by alcohol or drugs while attending any council meeting or other meeting of the municipality.
- (6) A council member must comply with any sanction imposed under this Code, and failing to comply with a sanction imposed is considered a breach of the Code.

Confidential information

- 7 (1) A council member must not disclose or release any confidential information to the public in oral, written or any other form, other than when required by policy or law or authorized by the council to do so.
- (2) A council member must not use confidential information for personal or private gain or for the private gain of any other person or entity.
- (3) A council member must not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the municipality.
- (4) A council member must not discuss any matters relating to an active investigation under the Code with anyone other than the investigator or their own legal counsel, unless required by law.

Gifts and benefits

- 8 (1) A council member must not accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, other than the following exceptions:

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- (a) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - (b) a suitable memento of a function honouring the council member;
 - (c) sponsorships and donations for community events organized or run by a council member or by a third party on behalf of a council member;
 - (d) compensation authorized by the municipality.
- (2) A fee, advance, cash, gift, gift certificate or personal benefit paid or provided to a person closely connected to a council member, with the council member's knowledge, is deemed to be a gift to the council member.

Use of municipal property, equipment and services

- 9** (1) A council member must not use, or request the use of, any municipal property, including surplus material or equipment, for personal convenience or profit, unless the property meets 1 of the following:
- (a) it is generally available for use by the public and the council member is receiving no special preference in its use;
 - (b) it is made available to the council member in the course of carrying out council activities and duties, and is used for purposes connected with the discharge of municipal duties.
- (2) A council member must not obtain, or attempt to obtain, personal financial gain from the use or sale of intellectual property developed by the municipality.
- (3) A council member must not use information, or attempt to use information, gained in the course of their duties that is not available to the general public for any purposes other than carrying out their official duties.
- (4) A council member, or a person closely connected to a council member, must not tender on the sale of surplus municipal property, including old or extra equipment.

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Building, development, planning, or procurement proposals before council

10 A council member must not solicit or accept support in any form from an individual, group or corporation with any building, development, planning or procurement proposal before council.

Improper use of influence

11 A council member must not use the influence of their office for any purpose other than for the exercise of their official duties.

Business relations

12 (1) A council member must not allow any prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.

(2) A council member must not borrow money from any person who regularly does business with the municipality, unless the person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

(3) A council member must not act as an agent of a person or entity before council or a committee of council or any agency, board or committee of the municipality.

Employment of persons closely connected to council members

13 (1) A council member must not attempt to influence any municipal employee to hire or promote a person closely connected to the member.

(2) A council member must not make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

Fairness

14 (1) A council member must not give special consideration, treatment or advantage to any individual or entity beyond that which is given to all.

(2) A council member must not give special consideration, treatment or advantage to an organization or group because the council member, or a person closely connected to the member, is involved with the organization or group.

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Adherence to policies, procedures, bylaws and other laws

- 15** (1) Council members must adhere to all applicable federal and provincial legislation.
- (2) Council members must adhere to the procedures, resolutions, policies and bylaws of the municipality.
- (3) Council members must adhere to the expense and hospitality policy of the municipality.

Respect for council as a decision-making body

- 16** (1) A council member must abide by, and act in accordance with, any decision made by council, whether or not the member voted in favour of the decision.
- (2) A council member must not encourage non-compliance with any legislation, regulation, bylaw, resolution, policy or procedure.

Communicating on behalf of council

- 17** (1) A council member, other than the mayor or warden, must not claim to speak on behalf of council unless the council member is authorized to do so.
- (2) The mayor, warden or an individual designated by council may speak on behalf of council and must make every effort to convey the intent of council's decision accurately.

Interactions of council with staff and service providers

- 18** (1) A council member must respect the role of the CAO as head of the administrative branch of the municipality's government and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
- (2) A council member must not direct, or attempt to direct, the CAO or clerk other than through a direction provided by the council as a whole.
- (3) A council member must be respectful of the role of the CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or group of the council.

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- (4) A council member must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions, unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act, and unless council as a whole has provided direction regarding same.
- (5) If a CAO has been appointed under Section 28 of the Act, a council member must not direct municipal employees except through the CAO.
- (6) Contractors, tenderers, consultants or other service providers to the municipality must not be issued instructions by council members
 - (a) if a CAO has been appointed under Section 28 of the Act; or
 - (b) unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act and council as a whole has provided direction regarding same.
- (7) A council member must not require or request that a municipal employee undertake personal chores or tasks for the member that are unrelated to municipal business.
- (8) A council member must not make public statements that are critical of specific or identifiable municipal employees or service providers.

Respectful interactions

- 19 (1) A council member must not engage in discrimination or harassment as prohibited by the *Human Rights Act*.
- (2) A council member must not sexually harass any person.
- (3) A council member must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at 1 or more individuals or groups that creates a poisoned environment.

Reprisals

- 20 A council member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code or any person providing relevant information in relation to a matter under this Code.

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ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
CAO	Ensure Council understands the code
Investigator	Reviews reports
Council	Adhere to the code

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Repeal Former Policy, Implement New Policy	Clerk, LeBlanc	Council	

Minutes Reference Date:

Appendix B: Recommended Sanctions Framework and Possible Sanctions to be imposed

Sanctions Framework:

A Council or Commission shall consider all of the following criteria prior to imposing a sanction or sanctions:

1. The nature of the code contravention;
2. The length or persistence of the code contravention;
3. If the member intentionally contravened the code of conduct;
4. Has the member taken any steps to remedy the contravention;
5. If the member previously contravened the code of conduct;
6. Any external factors that exist to the member's contravention (e.g. family situation, mental health); and
7. The resources the member will need to complete their job.

Sanctions:

1. Member will receive a letter of formal reprimand or warning, as directed by council.
2. Member will issue a letter to include acknowledgement of breach of code and an apology within 15 days.
3. Require the member to attend training, appropriate to the incident, as directed by council.
4. Censure the member publicly.
5. Limit the member's access to certain local government facilities, equipment and/or property.
6. Suspending or removing the member as deputy head of council and/or the chair of a committee, if applicable.
7. Suspending or removing the member for no longer than 6 months from some or all committees and/or boards.
8. Impose a limit on the member's participation on behalf of the municipality.
9. Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality.
10. Impose a fine on the member for up to \$1,000 per occurrence, which is to be paid no later than 6 months from the decision of council and to be collected in the same manner as other taxes.
11. Impose an appropriate reduction in remuneration to the member for no longer than 6 months.
12. Make member repay any direct monetary loss realized by the municipality as a result of the member's action in any amounts determined by the investigator.
13. Make member repay any direct monetary gain they obtained from their actions in any amounts determined by the investigator.

Appendix C: Recommended Complaint and Investigator Process

1. Municipality or village will appoint a person or entity other than a Council Member or an employee of the municipality to receive and investigate complaints.
 - a. The person or entity appointed must have experience in conducting investigations and in applying the principles of natural justice and procedural fairness. No conflict of interest can exist between the investigator and the parties involved.
 - b. Municipalities must include the investigator's contact information on their publicly accessible website.
2. A complaint must be submitted to the investigator no later than 6 months from discoverability.
 - a. Any complaints brought forward during the municipal election period of nomination day until ordinary polling day will not be investigated until the election has concluded.
3. When a complaint is received by the investigator, the investigator shall notify the CAO/clerk of the fact that a complaint has been received.
4. Investigator will determine if there is validity to the complaint. If no validity, then complaint can be dismissed.
5. If the investigator finds that the complaint is valid, the investigator shall notify the member who is the subject of the complaint that a complaint has been made about them, and it is proceeding to an investigation.
6. The investigator will begin their investigation and notify Council/the Commission through a confidential email or in camera of the fact that a complaint is proceeding to the investigation phase.
7. The investigator shall protect the confidentiality of the complainant, the subject(s) of the complaint, and all persons involved in the investigation, to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness.
8. The investigator shall present a report to Council, no later than 6 months from the time the complaint is brought forward, on the investigation and include a

recommendation regarding the validity of the complaint and, if applicable, a recommendation regarding an appropriate sanction.

- a. If complaint is brought forward during the municipal election period of nomination day until ordinary polling day it will not be investigated until the election has concluded. Investigations already in progress at the time of nomination day will continue;
 - b. Council may grant the investigator an extension on when the report can be brought to council for extenuating circumstances, including a delay during a municipal election period;
 - c. Council is able to discuss the investigators report in camera; and
 - d. The member who had the complaint lodged against them will have the opportunity to review and respond to the information in the investigator's report, and make submissions to Council, prior to the Council's vote.
9. Council determines if a breach occurred and determines the sanction(s) to impose. If a councillor is the subject of the complaint or has made the complaint under the Code the councillor shall:
- a. In the case of a closed meeting, leave the room in which the meeting is held
 - b. In the case of a public meeting, either leave the room or remain in the room in the part of the room for general public; and
 - c. Refrain from voting on any question relating to the matter
10. Any breach of the code determined by councils shall automatically retrigger the required Code of Conduct training.
11. The section under the Code of Conduct the complaint was lodged and the investigators recommendations are made public.
12. The decision or penalty of Council/Commission on a Code of Conduct matter is final and binding on all parties.

TO: Mayor Small and Members of Council

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

DATE: November 18, 2024

SUBJECT: Vision Mission and Guiding Principles

ORIGIN: Council Strategic Priorities

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

RECOMMENDATION: That the Committee of the Whole confirm the Vision, Mission and Guiding Principles in advance of the upcoming strategic priority setting sessions.

BACKGROUND: In January 2024, Council adopted the following Vision, Mission and Guiding Principles as part of its Strategic Priorities:

Vision	Our vision is to be a healthy, prosperous, inclusive, and environmentally sustainable community in which people of all ages, abilities, and cultures are engaged and proud to live, work and play. See Why We Love It!
Mission	We provide quality leadership, services, opportunities and resources for the benefit of our citizens, and in support of our growth and development in our community in a fair, equitable and transparent manner.
Guiding Principles	Respect · Integrity · Collaboration · Accountability · Inclusivity · Evidence-based Decision Making · Sustainability

DISCUSSION: Prior to the upcoming Strategic Priority training exercises, it makes sense to confirm the Vision, Mission and Guiding Principles that are meant to be engrained into everything the Town of Amherst does as a corporation.

FINANCIAL IMPLICATIONS: None specific to this issue. Strategic Priorities will be tied into the next year's budget.





COMMITTEE OF THE WHOLE

CDR# 2024095

Date: November 18, 2024

SOCIAL JUSTICE IMPLICATIONS and ENVIRONMENTAL IMPLICATIONS: The vision, mission, and guiding principles are rooted in the concepts of social justice and environmental sustainability.

COMMUNITY ENGAGEMENT: Engagement will take place at various points as the priorities are implemented.

ALTERNATIVES: Do not confirm the above concepts or make changes.

ATTACHMENTS:

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





COMMITTEE OF THE WHOLE

CDR# 2024091

Date: November 18, 2024

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance / Treasurer

DATE: November 18, 2024

SUBJECT: Signing Authorities – Designated Councillor

ORIGIN: 2024 Municipal Election

LEGISLATIVE AUTHORITY: Town of Amherst Signing Authority Policy, #03400-01.

RECOMMENDATION: That Council forward to the November 28, 2024 regular meeting, the appointment of a Councillor to be the Designated Councillor for signing cheques, bank documents, etc.

BACKGROUND: The Signing Authority Policy currently states:

For all Town bank accounts any cheques, bank documents, etc., of the Town shall be signed by two signing officers. The signing officers of the Town shall be:

- a) Mayor, Deputy Mayor, Designated Councillor (any one of them)
- and
- b) Chief Administrative Officer or Treasurer (any one of them).

DISCUSSION: The purpose of the Signing Authority Policy is to identify signing authorities for the Town. Cheques require two signatures, one elected official (Mayor, Deputy Mayor or Designated Councillor) and one administrative official (either the Chief Administrative Officer or Treasurer). In the event neither the Mayor nor the Deputy Mayor is available, identifying an alternate (Designated Councillor) is necessary in the timely issuance of cheques. The Designated Councillor for the last few years has been Councillor Hal Davidson.

At a special meeting held October 30, Mayor and Council were sworn in. Once the Deputy Mayor and Designated Councillor are appointed, it will be necessary to update the Master Client Agreement with Royal Bank (signature card) by having each signing officer sign a new Master Client Agreement. The Master Client Agreement authorizes the individuals listed to sign bank documents on behalf of the Town.

FINANCIAL IMPLICATIONS: There are no financial implications to designating a Councillor as a signing authority.



COMMUNITY ENGAGEMENT: This is an internal operation; no community engagement.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: N/A

ALTERNATIVES:

1. There are no alternatives as a Designated Councillor is required by policy.

ATTACHMENTS: Signing Authority Policy, 03400-01.

Report prepared by: Sarah Wilson, Director of Finance / Treasurer
Report and Financial approved by: N/A

TITLE: SIGNING AUTHORITY POLICY
SECTION: FINANCE
POLICY NO.: 03400-01

APPROVAL DATE: 23 January 2023

CAO Signature: 

PURPOSE:
 To identify signing officers of the Town of Amherst

POLICY STATEMENT:

1. All documents signed under the seal of the Town shall be signed by the:
 - a) Mayor or Deputy Mayor (any one of them)
 And
 - b) Chief Administrative Officer, Town Clerk or Treasurer (any one of them).

2. For all Town bank accounts any cheques, bank documents, etc., of the Town shall be signed by two signing officers. The signing officers of the Town shall be:
 - a) Mayor, Deputy Mayor, Designated Councillor (any one of them)
 And
 - b) Chief Administrative Officer or Treasurer (any one of them).

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Chief Administrative Officer	CAO: <ol style="list-style-type: none"> a. To ensure all documents are signed by the proper signing authorities.
Director of Finance	Director of Finance: <ol style="list-style-type: none"> a. To ensure all documents are signed by the proper signing authorities. b. To ensure any changes to signing authorities are corresponded to the proper external organizations.

For Administrative Use Only:

VERSION LOG

Version/Description	Policy Owner	Approved By	Approval Date
Policy review – remove CFO, update bank account names.	Director of Finance - Wilson	Council	January 23, 2023



COMMITTEE OF THE WHOLE

CDR# 2024090

Date: November 18, 2024

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: November 18, 2024

SUBJECT: Donation Request from the Dr. & Mrs. H.E. Christie Community Foundation

ORIGIN: Correspondence from the Dr. & Mrs. H.E. Christie Community Foundation that they will donate \$60,000 to the Town provided that the Town, in turn, provides a grant of \$60,000 to the Amherst Little League as an additional contribution to assist in their project to improve their facilities.

LEGISLATIVE AUTHORITY: Income Tax Act – Canada Revenue Agency Charity Guideline Registered municipalities are considered qualified donees by the Canada Revenue Agency and therefore can issue official donation receipts and are eligible to receive gifts from registered charities.

RECOMMENDATION: That Council forward to the November 25, 2024 regular meeting, approval of the request to receive a donation of \$60,000 from the Dr. & Mrs. H.E. Christie Community Foundation to fund a corresponding grant of \$60,000 to the Amherst Little League.

BACKGROUND: The Town of Amherst has accepted donations of this nature in the past and provided a donation acknowledgement letter to the donor and disbursed funds to the requested recipient. The key is that the disbursement is approved by Council and is for an expenditure which the municipality has the authority to spend.

DISCUSSION: The Town received correspondence from the Dr. & Mrs. H.E. Christie Community Foundation advising that their board approved a conditional grant, pending approval from the Town of Amherst in the amount of \$60,000 to the Amherst Little League.

The Foundation is asking if Council will accept this donation from them in the above amount, issue a donation acknowledgement letter and provide grants as listed above.

FINANCIAL IMPLICATIONS: There would be no financial implications for the Town in this transaction as the grant would be fully offset by the donation.

COMMUNITY ENGAGEMENT: No community engagement is contemplated in carrying out this request. The community engagement occurred between the Amherst Little League and the Dr. & Mrs. H.E. Christie Community Foundation.



ENVIRONMENTAL IMPLICATIONS: No environmental implications are anticipated with this business process.

ALTERNATIVES:

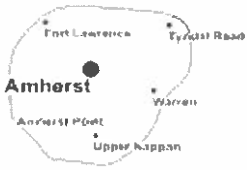
1. Refer the matter to a future Council meeting for Council's consideration of accepting donation the from the Dr. & Mrs. H.E. Christie Community Foundation and providing a grant to the Amherst Little League;
2. Decline this request.

ATTACHMENTS:

- Letter from Dr. & Mrs. H.E. Christie Community Foundation re: conditional grant Amherst Little League.

Report prepared by: Sarah Wilson, Director of Finance

Report and Financial approved by:



Christie - Smith Community Fund

consisting of

The Hugh E. Christie Fund and the Michael D. Smith Fund
administered by



The Dr. & Mrs. H.E. Christie Community Foundation

Christie Fund

P.O Box 986, Amherst, Nova Scotia B4H 4E1
Phone: (902) 667-3209 E-mail: TCCF@eastlink.ca

Smith Fund

Trustees:

25 September 2024

- David H. Christie
- Morris J. Haugg
- Jennifer Brennan
- Barry MacLeod
- Donna Fitzpatrick
- Mark Carter
- Linda Macleod

Town of Amherst
attn: Sarah Wilson
98 Victoria St. East
Amherst, NS
B4H 1X6

Dear Sarah,

At a recent meeting, the Trustees of The Dr. and Mrs. H.E. Christie Community Foundation approved a Conditional Grant of \$60,000 requested by the Amherst Little League as an additional contribution to their project to improve their facilities.

This grant to a non-qualified donee is conditional on approval from the Town to facilitate handling of the grant. I am writing to request approval from the Town to receive our funds and forward an equivalent amount to the applicant:

Amherst Little League Baseball Club
c/o Mike LeBlanc
1293 Hastings Road
Amherst, NS B4H 3Y3

Please let me know at your earliest convenience your decision on this request.

If there are any questions regarding this matter, please advise. Thank you.

Sincerely,

John Matthews, Administrator

JM/hs

TO: Mayor Small and Members of Council

SUBMITTED BY: Kim Jones, Director, Corporate Communications

DATE: November 18, 2024

SUBJECT: Proclamation Request

ORIGIN: Application received

LEGISLATIVE AUTHORITY: Requests for Proclamations and Flag Raising Ceremonies Policy

RECOMMENDATION: Staff are recommending that this application not be approved as it promotes a specific religious ideology.

BACKGROUND: Staff received an application. Per policy the CAO can approve or he can ask Council to make the decision.

DISCUSSION: In the past we have not approved applications for facilities use or flag raising at events that promote specific religious ideology.

FINANCIAL IMPLICATIONS: There are none

SOCIAL JUSTICE IMPLICATIONS: Promoting a specific religious ideology is not consistent with our Inclusion Diversity and Equity initiatives.

ENVIRONMENTAL IMPLICATIONS: There are none

COMMUNITY ENGAGEMENT: There was none

ALTERNATIVES:

1) approve the request

ATTACHMENTS: Request for Amherst to Declare December as Christian Heritage Month
Requests for Proclamations and Flag Raising Ceremonies Policy

Report prepared by: Kimberlee Jones, Director
Report and Financial approved by:



From: Molly Banerjei <mollybanerjei@icloud.com>

Sent: November 4, 2024 12:35 AM

To: Jason MacDonald <JMacDonald@amherst.ca>

Subject: Request for Amherst to Declare December as Christian Heritage Month !! ☐

Dear Mayor and Esteemed Council Members,

I hope this message finds you well. On behalf of the residents of Amherst and the Christian Heritage Month Initiative, I am reaching out to request that the council declare December as Christian Heritage Month in our city. With December approaching, we hope to see this recognition in place soon. The Region of Durham and many other municipalities have declared December as Christian Heritage Month, honoring the Christian community's contributions to their cities.

Amherst's rich Christian heritage is evident in its longstanding churches, community organizations, and faith-based initiatives that have greatly contributed to the city's growth and community spirit. Recognizing December as Christian Heritage Month would celebrate this legacy and affirm the values of unity, service, and community support integral to our identity.

The Christian Heritage Month Initiative is a national movement aligned with diversity, equity, and inclusion goals. Christianity unites people from diverse backgrounds—Indigenous, African, Asian, Latin American, Middle Eastern, and European—under shared values of love and service. Recognizing this month would affirm Amherst's commitment to inclusivity and celebrate unity in diversity.

The following cities and regions have declared December as Christian Heritage Month:

- Ottawa, Ontario
- Orillia, Ontario
- Rideau Lakes, Ontario
- Prince George, British Columbia
- Markham, Ontario
- Welland, Ontario
- Whistler, British Columbia
- Saskatoon, Saskatchewan
- Ajax, Ontario

- Sudbury, Ontario
- Bradford, Ontario
- Clarington, Ontario
- Aurora, Ontario
- Pickering, Ontario
- Durham Region, Ontario
- Wainfleet, Ontario
- Niagara Falls, Ontario
- Vaughan, Ontario
- Mississauga, Ontario
- Mississippi Mills, Ontario
- Milton, Ontario
- Okotoks, Alberta
- Prince Albert, Saskatchewan
- Red Deer, Alberta
- Regina, Saskatchewan

Each of these declarations is a step forward in recognizing the Christian community's contributions. Declaring December as Christian Heritage Month in Amherst would align with this spirit of unity and inclusivity.

Thank you for considering this request. We hope the council will act promptly.

TOWN OF AMHERST

REQUEST FOR PROCLAMATION AND/OR FLAG RAISING CEREMONY

Date Received:

RE: Policy 10350-14

Name of Organization	CHRISTIAN MUSIC FESTIVAL		
Nature of Request	Proclamation <input checked="" type="checkbox"/>	Flag Raising	<input type="checkbox"/>
Theme / Title	CHRISTIAN HERITAGE MONTH		
Date(s) Requested	DEC 1 ST to DEC 31 ST		Day <input type="checkbox"/>
			Week <input type="checkbox"/>
			Month (Proclamation Only) <input checked="" type="checkbox"/>
Proclamation attached?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Comments:	PLEASE SEE DETAILS IN THE EMAIL		

Authorized:

Jason MacDonald – Chief Administrative Officer

OR

Referred to Council: _____

Date: _____

ld@amherst.ca
1 St. E. – PO Box 516
Nova Scotia, B4H 4A1
(902) 667-3352
67-2090

Proclamation Declaring December as Christian Heritage Month

Whereas Canada was founded on the words of Psalm 72:8, “He shall have dominion also from sea to sea,” acknowledging our nation’s spiritual foundation; and

Whereas the Canadian Charter of Rights and Freedoms recognizes the supremacy of God, affirming the importance of faith in shaping our values; and

Whereas Christianity, the largest and most ethnically diverse religion in Canada, has deeply influenced the principles of compassion, justice, and service that define our nation; and

Whereas Christians, representing diverse backgrounds from all continents, have contributed significantly to Canada’s spiritual and cultural heritage; and

Whereas December is dedicated to celebrating Christmas, a holiday that embodies love, unity, and generosity;

Now, therefore, let December be proclaimed as Christian Heritage Month, honoring the enduring legacy of Christianity and its impact on the growth and values of Canada.

Gratefully Yours,

Molly Banerjei

CEO Christian Heritage Month Initiative

647-979-3220

www.Christianheritagemonth.ca

www.ChristianMusicFestival.org

Love Serve Unite. Building Strong Communities.

TITLE: Requests for Proclamations and Flag Raising Ceremonies Policy
SECTION: All Town Departments
POLICY NO: 10350-14

APPROVAL DATE: March 27, 2023

CAO Signature: 

PURPOSE

To set out the Policy of the Town in regard to requests from groups and organizations to have proclamations signed and to have flag raising ceremonies in an inclusive and equitable manner.

POLICY STATEMENT:

Proclamations

Proclamations will only be made in support of specific community events or activities in or around the Town at the request of the organizing group. Requests are to be made in writing to the CAO at least one week in advance of the date of the proposed proclamation, and must include the proposed proclamation. Proclamations must be approved by the CAO, with the provision that, at their discretion, they may submit the proclamation to Council for approval.

Flag Raising Ceremonies

Flags will only be placed on a Town owned flag pole at the intersection of Church and Albion Streets, in front of the Cumberland YMCA in support of specific community events or activities in or around the Town at the request of the organizing group. The maximum duration of any individual flag display will be five days, and requesting organizations must pick up their flags once that period is over. Requests are to be made in writing to the CAO at least one week in advance of the date of the proposed flag raising. Flag raisings must be approved by the CAO, with the provision that, at their discretion, they may submit the request to Council for approval.

In general, it shall be the policy of Council to only approve requests under the following circumstances:

- a) The message being conveyed must be considered to be for the public good;
- b) No group or individual shall be promoted to the detriment of another group or individual;
- c) The flag must be in good condition no rips or fading;
- d) All ropes, attachments, etc. must be provided by the applicant

TITLE: Requests for Proclamations and Flag Raising Ceremonies Policy
SECTION: All Town Departments
POLICY NO: 10350-14

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director, Community Living	Ensure the guidelines of this policy are clear to community organizations.
CAO	Approve applications in a timely manner
Council	Continue to encourage and support the inclusive and equitable approval of this policy

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Minor wording to make policy more inclusive and equitable	Director Community Living, Bristol	Council	

MEMORANDUM

To: Mayor Small and Members of Amherst Town Council
From: Jason MacDonald, Chief Administrative Officer
Date: November 18, 2024
Subject: Request for Space

In the attached correspondence Lisette Sumbu, Site Coordinator and Chairperson of the Amherst Black Education Committee, has requested that the Town of Amherst assist their organization in finding a dedicated space for their Cultural Academic Enrichment Program.

The CAO has made contact with the organization and they would be happy if there was a space in a Town facility, or if the Town could help to financially cover rent in an appropriate space. The Town does not own any vacant space that will fit the needs of this program.

The Director of Community Living has engaged Ms. Sumbu to help them locate a potential space within a building operated by other community groups.

No direction is required at this time.

Lisette Sumbu
Site Coordinator
159 East Pleasant Street
Amherst, Nova Scotia, B4H 1N7

Mayor Robert Small
Town of Amherst
98 Victoria Street E.
Amherst, NS, B4H 1X6

October 29, 2024

Dear Mayor Small,

Re: Request for Dedicated Space for Amherst Black Education Committee's Cultural Academic Enrichment Program

I am writing on behalf of the Amherst Black Education Committee, a subsidiary of the Black Educators Association, to formally request your support in securing a dedicated space for our Cultural Academic Enrichment Program within the Town of Amherst. This initiative aligns with our mission of advocating for and fostering an equitable education system, ensuring that African Nova Scotian students are empowered to reach their full academic and personal potential.

For over 50 years, BEA has been a vital voice in Nova Scotia, supporting African Nova Scotian students, families, and educators across the province. Our organization is dedicated to promoting academic achievement and creating educational opportunities that honour and celebrate African Nova Scotian culture and history. The Cultural Academic Enrichment Program is an essential part of this mission, providing targeted support, mentorship, and cultural education to our youth.

A partnership with the Town of Amherst presents a unique opportunity to make a lasting impact on our community. By providing a dedicated space for this program, we can work together to create an environment where African Nova Scotian students are nurtured, celebrated, and supported in their academic journeys. This space would serve not only as a center for academic enrichment but also as a gathering place for cultural education and community events, fostering a greater understanding of African Nova Scotian heritage and its integral role in our town's diverse community.

Our request is rooted in the belief that every student, regardless of background, deserves the resources and support to thrive academically. With the town's support, the Amherst Black Education Committee can continue to monitor, advocate for, and ensure equitable educational opportunities that contribute to the academic and social success of African Nova Scotian students.

We look forward to the opportunity to discuss this proposal with you and explore how our partnership could be mutually beneficial. Thank you for considering our request, and please feel free to reach out to me directly at 902-694-7263 should you wish to arrange a meeting or require additional information.

Thank you for your consideration, and we look forward to the prospect of working together to uplift and empower our youth.

Warm regards,

Lisette Sumbu
Site Coordinator and Chairperson
Amherst Black Education Committee

MEMO

TO: Members of Amherst Town Council

FROM: Mayor Small

DATE: November 18, 2024

RE: Fireworks

As a follow up to feedback received during the election, I would like Council to consider the background information as to why Council cancelled the use of fireworks, and what it would cost to reinstate some fireworks for New Year's Eve or during the Christmas season.

MEMORANDUM

TO: Mayor Small and Members of Amherst Town Council

FROM: Sharon Bristol, Director, Community Living

DATE: November 18, 2024

SUBJECT: Use of Fireworks Review

At the April 5, 2023 general operating budget meeting, Council passed the following motion:

That staff do a report on the appropriateness of Canada Day and New Years Eve fireworks and report back to Council.

Staff presented the findings at the September 2023 Committee of the Whole meeting, the CDR that went to Council at that time is attached.

At the time Council requested staff to develop alternatives to celebrate the season. Staff presented these options in October 2023 (memo attached). It was decided to go with a combination of the options and the event "A December to Remember" was held in cooperation with the Ramblers. Donations of food for the Amherst Foodbank were requested in lieu of admission.

Should Council like to see a New Years Eve celebration this year, the Town would have the ability to do a New Years Eve party at the Amherst Stadium, including a free skate from 4-5 pm. If possible, Mayor and Council would be there at 5 p.m. to serve hot chocolate and snacks followed by a fireworks display outside at 6 p.m.

Total cost of this event would be approximately \$15,000 which could be accommodated within the overall Town budget; however, we would likely be over budget on the Events line.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: September 18, 2023

SUBJECT: Fireworks

ORIGIN: Growing concern over the use of fireworks, its impact on the environment, pets and persons who suffer with PTSD.

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

RECOMMENDATION: That Council discontinue the use of fireworks and seek out alternate sources of celebration.

BACKGROUND: Staff were directed to undertake research into the pros/cons and alternatives to fireworks.

DISCUSSION: There are three (3) types of fireworks:

1. Commercial grade: Commercial grade refer to the fireworks that offer multiple effects and height options and require a licensed pyrotechnic technician to fire the display i.e. Canada Day and New Year's Eve displays;
2. Consumer grade: Consumer fireworks are sold for use by the general public and are generally weaker in explosive power; and
3. Pyrotechnics (Pyro): Explosions, flashes, smoke, flames, fireworks or other pyrotechnic driven effects used in the entertainment industry are referred to as proximate pyrotechnics. Proximate refers to the pyrotechnic device's location relative to an audience and these effects fire at a lower decibel (dB).

The Town of Amherst has typically hosted one or two fireworks displays of commercial grade fireworks annually on Canada Day and New Year's Eve. There are no regular displays that use consumer grade or pyrotechnic displays. In July of 2023 the purchase cost of fireworks was \$8,136.52. This does not include the time for personnel (Fire Department/Public Works) to set up, manage and clean up afterwards.



Cons

- Firework shows can get up to 150 decibels or louder, which is an unsafe level for children. A Washington University pediatric physician noted these firework shows can actually rupture a child's eardrum and cause permanent damage.¹
- The explosions of the fireworks can easily sound like gunshots and trigger a panic attack.
- The surprise and unpredictability of fireworks can be detrimental.
- For those with PTSD, the holiday is often filled with anxiety and a sense of dread rather than the joy and camaraderie it was intended to invoke.
- When people associate fireworks with nighttime, it can cause people to be on high alert or unable to fall asleep. From there, lack of sleep affects every part of a person's life – ability to focus, short-term memory, cognitive function, and even mood.
- As most animals have better hearing than humans, the explosions from the fireworks are even louder to them.
- Other wildlife, such as deer, have been documented to run out into streets or abandon their young.
- The harmful effects of fireworks extend beyond the fleeting moment of celebratory chaos. They contribute to air pollution.²
- As for pets, half of dogs show fear responses to loud noises. Other effects are fires, elevated risk of wildfires, animals eating firework debris, and smoke irritants to wildlife.
- Fireworks can cause terror, pain and even death in animals, including pets, livestock and wildlife due to the unexpected noise they produce and hazardous materials they are made from.³
- They cause stress and worry, both in the fear of their potential danger and the suddenness of their noise. Our most vulnerable citizens, including children and war veterans, are the ones most susceptible to this stress.

Pros

- Fireworks are a staple of celebrations around the world. They enhance festivities and create lasting memories.⁴
- Fireworks are a great way to celebrate special occasions. They are used to display color, joy, and fun. Fireworks are also used for the holidays. These explosives also add more of a charm to any event they are used in and create wonderful memories.⁵

¹ <https://stmlearning.com/news/all-blog-posts/fireworks-and-their-impact-on-health/#:~:text=Firework%20shows%20can%20get%20up,eardrum%20and%20cause%20permanent%20damage.>

² <https://raog.ca/the-harmful-effects-of-fireworks/>

³ **The Reader – MIT Press**

⁴ https://www.ehow.com/how_8117852_rid-fireworks.html

⁵ <https://boomboomboominnovations.wordpress.com/2015/06/05/firework-advantages-disadvantages/>

Research was also conducted into “Silent” Fireworks. The term “silent” fireworks is misleading. A report on silent fireworks by the Corporate Policy and Strategy Committee from Edinburgh, Scotland states “there is no legislative or numerical definition as to what is regarded a “silent” or “quiet” firework, and the fact remains these silent firework displays are neither silent or quiet”. The fireworks industry will generally describe them [quiet or silent fireworks] as being less than 120 decibel (dB) and to lack the characteristic “bang” of a firework. The noises produced tend to be described as whistles or crackles. Most of the energy from fireworks is in the 125, 250 and 500Hz frequency bands which are much higher than the frequencies normally associated with vibrations. Commercial fireworks have a 2-stage system – a type of mortar which launches the firework into the air and then a second explosion as the firework cracks (Attachment 1).

Pyrotechnics are somewhat quieter than commercial fireworks. Pyrotechnics (pyro) are a single stage system with only the mortar firing, though can still be quite loud. The major difference in dB levels for fireworks is the “bombshells” which cause the most impact during fireworks displays. These bombshells can be used in both pyrotechnics and commercial displays but are typically removed to reduce the sound to create a more “silent” display. There are also shells that are used which have a willow effect and produce less of a loud bang but are not silent.

Staff have not conducted dB tests at organized annual fireworks displays. It should be noted that depending on the weather, the dB level at a fireworks show can vary greatly. The Explosives Regulatory Division regulates the products that are approved for use in Canada, and none used at events reach harmful dB levels for the public at the prescribed distance.

FINANCIAL IMPLICATIONS: The Town of Amherst has spent historically spent between \$5000 to \$7000 on fireworks each for Canada Day and New Year’s Eve celebrations. This July the cost was \$8,136.52

COMMUNITY ENGAGEMENT: No community engagement at this point.

ENVIRONMENTAL IMPLICATIONS: Smoke- In comparison with other smoke producing activities typical firework displays generate far less smoke than other common activities such as burning leaves, summertime campfires, fireplaces in homes, and wood pellet stoves.

SOCIAL JUSTICE IMPLICATIONS: As previously stated, the effects of fireworks can trigger anxiety, panic attacks or a flashback scenario for combat veterans who suffer with PTSD. increased communication of the use of fireworks would help to encourage organizers to be mindful in the delivery of these firework displays, especially if the smaller more community-based events may have not routinely given advance notice of the displays.

ALTERNATIVES:

- 1) Continue use of fireworks for Community Celebrations
- 2) Discontinue the practise of fireworks displays

ATTACHMENTS: None

Report prepared by: Allison Watson, Clarissa McCully and Sharon Bristol
Report and Financial approved by:

MEMORANDUM

TO: Mayor and Council
FROM: Sharon Bristol, Director, Community Living
DATE: October 23, 2023
SUBJECT: Alternate celebrations for Fireworks

At September Committee of the Whole staff was tasked with finding alternatives for a celebration including fireworks on New Years eve. After much consideration and in keeping with our values of accessibility and inclusivity the following three options are outlined in this memo.

- Option 1 In December Amherst Town Council hosts a food drive/Barb-b-q at the stadium. The concept is to bring a food item have a hotdog and a free skate. All donations will be given to the Amherst Food Bank. Approximate cost 3-5k
- Option 2 We approach the Amherst Junior A Ramblers to co host an ice party where you can skate with the Ramblers enjoy some hot chocolate and snacks. No skates? No problem? we will have a designated space in the parking lot for ball hockey. Mayor and Council join in on the fun either playing hockey or serving food. Approximate cost 2-3k
- Option 3 We partner with the Y Reach/Multiculture society to host a newcomer's holiday welcome party. Invite the whole town but be sure to reach the new people to our community. Highlight different cultures and serve food from different countries. Approximate cost 6-8k

Staff are looking for direction on how to proceed.

MEMO

TO: Members of Amherst Town Council

FROM: Mayor Small

DATE: November 18, 2024

RE: Victoria / Havelock / LaPlanche Street Traffic Lights

During the election I heard concerns from citizens regarding the safety at these intersections for pedestrians. To be specific, there were concerns raised by clients of the Bridge Workshop. I would like to see what Council thinks, and perhaps explore an option that would address this concern.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: September 23, 2024

SUBJECT: Victoria Street and LaPlanche Street Traffic Signals

ORIGIN: Motor vehicle accident in June that damaged the traffic signals making them inoperable and subsequent traffic signal warrant analysis.

LEGISLATIVE AUTHORITY: MGA 47 (2) The council may exercise any of its powers and duties by resolution unless a policy or a by-law is required by an enactment.

RECOMMENDATION: That Council approve removing the traffic signals from the intersection of Victoria Street and LaPlanche Street and installing the appropriate signage for an all way (4-way) stop intersection, and further that Council direct staff to investigate accessibility options for cross walk signals at the intersection of Havelock and Victoria Street.

BACKGROUND: Following a motor vehicle accident at the Victoria Street and LaPlanche Street intersection, the existing traffic signals had to be deactivated, and it has been operating as an all-way stop since that time.

Similar to when the traffic signals at the intersection of Church Street and Albion Street were damaged in 2010, staff hired a consultant to complete a traffic signal warrant analysis for the intersection of Victoria / LaPlanche and Victoria / Church. The analysis was completed using the methodology provided by the Transportation Association of Canada (TAC) to determine if traffic signal control is warranted.

Staff completed the vehicle and pedestrian counts for the consultant on June 26 and June 27 collecting data for a six-hour period at each intersection. To capture the peak traffic volumes the counts were collected at;

- Morning 7:00am to 9:00am
- Mid-Day 11:30am to 1:30pm
- Afternoon 4:00pm to 6:00pm

The purpose of the study was to determine if traffic signals are needed at these intersections.

DISCUSSION: Using the traffic data collected, and using a “growth rate” of 1% per year for 5 years to account for increased vehicle and pedestrian demand in the future, the traffic volumes used for analysis are representative of estimated 2029 conditions.



The results of the warrant analysis suggest traffic signals are not needed at either intersection. Staff observations of the Victoria / LaPlanche intersection agree with the study that an all stop intersection does not cause any considerable traffic delay.

As suggested, if the traffic signals were to be removed staff would install new sign posts with signage as show below;



and "Stop Sign Ahead" signage in advance of the intersection.





AMHERST TOWN COUNCIL

RFD# 2024079

Date: September 23, 2024

The consultant does recommend further intersection analysis to look at the curb alignment and lane configuration to ensure maximum intersection level of service and safety for vehicles and pedestrians. This could be included in next years capital budget.

Staff are not recommending removing the traffic signals from the intersection of Church and Victoria Street at this time.

FINANCIAL IMPLICATIONS: The cost for labor and materials to reinstate the damaged traffic signals is approximately \$50,000. A detailed estimate has been sent to the truck drivers insurance company for review, we expect they will apply a depreciation factor (based on age) to the damaged lights and poles and will be offering a settlement in the range of \$35,000 which would leave the Town responsible for about \$15,000 in expenses.

If the signals are removed and replaced with stop signs, this work would be in the range of \$3,000.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications

COMMUNITY ENGAGEMENT: Should the traffic signals be removed, staff will prepare a media release and social media posts to inform the public of the change.

ALTERNATIVES: Do not remove the traffic signals and direct staff to complete the required repairs.

ATTACHMENTS: None

Report prepared by:

Report and Financial approved by:



MEMO

TO: Mayor Small and Members of Council

FROM: Andrew Fisher, Director of Planning & Strategic Initiatives

DATE: November 18, 2024

RE: **Strategic Priorities Update**

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

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

2024 Strategic Priority

Title: **Community Centre Feasibility Study**

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

Responsible Department: Planning and Strategic Initiatives

Current Status: The final report was presented to an 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
This document will be presented to Council as part of the strategic priorities session to take place in late November 20 & 21.
3. Meet with additional equity deserving users / stakeholders
4. Determine uses / users included
5. Decision on 'moving forward'
6. Develop plan for implementation

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 present a final draft in January.

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: January

4. First Reading by Council
Due Date: January

5. Public Hearing
Due Date: February

6. Second Reading
Due Date: March

2024 Strategic Priority

Title: **Mobility Strategy**

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

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

Current Status: A suite of Active Transportation and physical activity infrastructure upgrades are included in the 2024/25 Capital Budget. Some of these investments include repainting sharrows, replacing sidewalks (LaPlanche, Cornwall, and Beacon), adding a new sidewalk on Derby Street, tactile plate installations in select downtown locations, and a new pedestrian trail connecting Clinton Street and Fernwood Drive with the NSCC parking lot.

An Active Living Strategy is complete. Staff have created a Mobility Strategy working group to consider next steps and develop a work plan for Council's consideration.

Discussion:

Future Actions:

1. Another suite of Active Transportation and physical activity infrastructure improvements will be included for consideration in the upcoming capital budget process.
2. Apply for funding to complete a transit feasibility study.
3. Confirm Transit as a priority for 2025.

2024 Strategic Priority

Title: **Supply of Suitable Affordable Housing**

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

Responsible Departments: Planning and Strategic Initiatives, Operations

Current Status:

Emergency Shelter: In 2021 the Town purchased 8 Prince Arthur Street at tax sale to make it available for housing. In 2022, the property was given to the Cumberland Homelessness and Housing Support Association for a facility that provides a range of housing supports from emergency shelter beds to apartments, combined with a variety of support services. The Town further supported the Association by funding the Executive Director position in the first year and more recently provided funding for fencing around the property.

Supportive Housing: In 2022 Council approved a development agreement for a youth housing support facility at 27 West Pleasant Street.

Care Facility: In 2023 Council approved a development agreement for a 96-bed care facility at 264 Church Street to replace the existing Gables Lodge.

Transitional Housing: Town provides an annual grant to Autumn House. The Town also offered property on Sackville Road for housing, and remains open to consideration of financial requests to other organizations providing such services.

Below Market Housing: There are several smaller-scale, multi-unit developments that have been developed using senior government capital funding assistance programs. Staff work with developers by directing them to potential funding opportunities and assist them with the planning approvals process. Council have approved development agreements for larger scale below market housing projects on Prince Arthur, Electric and East Victoria Streets. Staff are working with developers to help them get these projects started. In addition, staff have met with the YMCA to offer support in their efforts to develop more affordable housing units.

Attainable Housing: Hillsdale is a 124-acre property with a potential for up to 800 units that is being developed by Shaw Rural Development. The development will be a test location for a range of housing types from detached cluster housing to 30-unit apartment buildings. The housing is intended to be 'attainable' for qualifying home buyers by providing them with a subsidized asset, which reduces their mortgage. The United Way will be administering the buyer program. The Town provided \$400,000 to fund street and services infrastructure in phase one, and approved a development agreement for a portion of the land currently within the town for up to 400 units. The Town also entered into an inter-municipal agreement to annex the balance of the property currently in the County in exchange for providing town sanitary sewer services for county residences within the Growth Boundary.

Market Housing: Council has approved several development agreements, a selection of which include a 162-unit development south of E.B. Chandler School – the first building is closed in and foundation is being poured on the second and third buildings. On Town land known as Blaine Street, the Town put out an RFP to solicit developers for a multi-unit development and

subsequently approved the sale of the 4-acre property and approved a 180-unit development that has until 2026 to start construction. To address the lack of up-market lot availability, the Town purchased lands to extend Marshview Drive. Phase one lots will be available for sale upon completion of the street.

Council entered into an agreement to finance a residential subdivision on lands fronting on Russell Street and Redland Avenue. The first phase included infrastructure improvements on Russell Street to service approximately nine lots. Subject to sale in the first phase and set timelines, the Town agreed to finance a new street and services for phase two. This agreement is enabled by the policy noted below.

Policy, Planning Documents and Funding: In 2023 Council adopted a “Housing Infrastructure Investment Policy” that sets out Council’s willingness to consider financing streets and services infrastructure on a case-by-case basis. In September 2024, the Town applied to the Federal Housing Accelerator Fund that requires the Town to propose initiatives to incentivize housing development. If successful, the fund would provide up to \$3.8 million in funds to be used toward housing related initiatives. The majority of initiatives involve amendments to the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) aimed at allowing moderate density increases and expediting approvals for larger scale developments.

Discussion: The following are worth noting with regard to this priority:

- Staff will evaluate and bring to Council any future properties going to tax sale that may be potential acquisition opportunities, particularly where they could be used for housing.
- Gables Lodge will likely be repurposed for housing on a large scale upon completion of the new facility.
- Cooling interest rates and inflation will have a positive impact on housing development.

Future Actions:

- Approve a new MPS & LUB
- Start development agreement approval process for a 294-unit development proposal southwest of Russell Street.

MEMORANDUM

TO: Mayor Small and Members of Amherst Town Council
FROM: Emily Wainwright, Dangerous & Unsightly Premises Administrator
DATE: November 18, 2024
RE: Dangerous & Unsightly Premises Semi-Annual Report

As per the Municipal Government Act, Section 345 (3), 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.

Current Period

Attached is the full report detailing all dangerous and unsightly properties between June 1, 2024, and October 31, 2024. During this period:

- 44 new complaints were received.
 - 21 garbage/junk/rubbish complaints/Solid Waste Bylaw, D-20 complaints
 - 12 long grass complaints
 - 4 Minimum Standards for Residential Occupancies Bylaw, P-4, complaints
 - 4 vacant building complaints
 - 3 derelict vehicle complaints
- 42 initial site visits were completed.
- 129 follow-up inspections were completed.
- 81 notices/orders were issued.
 - 21 1st Notices
 - 15 2nd Notices
 - 45 Orders
- 46 files were closed.

There were 31 properties that were issued notices/orders where required work was completed by the property owner. Town hired contractors completed the required work at 23 properties, with all fees being billed to the property owners tax accounts.





Town Wide Scan – Fall 2024

The semi-annual Town Wide Scan began on November 13, 2024. Action will be taken on properties that are identified as meeting the definition of dangerous or unsightly under the Municipal Government Act.

Demolitions

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. Hive Engineering was hired by the Town on April 29, 2024, to complete a hazardous materials assessment on the building and its contents. The building demolition tender process closed on November 4, 2024. The project is planned to be awarded to the successful bidder after the closing of the tender with work being completed in the near future.

48 York Street

On February 13, 2024, the Planning Advisory Committee ordered demolition of the accessory building located at 48 York Street. As the owner did not complete the required work, Verhagen Demolition Limited was successful bidder of the project, which was completed on October 9, 2024. All fees were billed to the property owners tax account.

32 Park Street

On July 2, 2024, the Planning Advisory Committee ordered demolition of the building located at 32 Park Street, with a deadline of September 30, 2024. As of August 25, 2024, there has been a change in ownership and a demolition permit was issued on September 17, 2024. The contractor is waiting on Nova Scotia Power to wrap power lines in the area as there is a concern of arcing.

19 Spring Street

The Administrator determined that the building was unsafe to occupy and posted an Order to Vacate the building on September 12, 2024. On September 25, 2024, the Planning Advisory Committee ordered demolition of the building on the subject property, with a deadline of November 25, 2024. If progress has not been made by the owner upon the deadline, and it is safe to do so, the next step will be to procure an engineering firm to complete a hazardous materials assessment on the building in preparation for demolition. If the building continues to be occupied, an application to a court having jurisdiction may be required to remove the occupant.





77 Station Street

On September 25, 2024, the Planning Advisory Committee ordered demolition of the building located at 77 Station Street, with a deadline of December 24, 2024. If progress has not been made by the owner upon the deadline, and it is safe to do so, staff will procure an engineering firm to complete a hazardous materials assessment on the building and its contents in preparation for demolition.

Conclusion

As of October 31, 2024, we have 35 open files, including:

- 18 garbage/junk/rubbish or Solid Waste Bylaw, D-20, violations.
- 9 vacant buildings.
- 2 Minimum Standards for Residential Occupancies, P-4, violations.
- 6 other various property/building repairs.

Attachments

- *20241118 D&U TS Plan Reporting*



Bylaw Report

For Period: June 01 2024 To October 31 2024

AppType = US

Processes	Total
610110 Received Unsightly Complaint	44
610120 Site Visit	42
610210 No Action Required	1
610220 Educational Material	4
610230 First Notice	21
610240 First Warning	1
610250 Followup Inspection	129
610260 Second Notice	15
610310 Issue Order	45
610340 Compliance	46
610350 Inform Finance	33
610440 Close File	46
Total	427

Bylaw Types	Total
Dangerous Unsightly	427
Total	427

File No	File Type	Process	Date Entered	Location
US2021-053				
US2021-053	US	610350 Inform Finance	03-Jun-2024	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	19-Jul-2024	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	29-Jul-2024	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	14-Aug-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	14-Aug-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	20-Aug-2024	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	11-Sep-2024	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	12-Sep-2024	1 Mccully St, Amhest
US2021-059				
US2021-059	US	610440 Close File	21-Oct-2024	2 Pearl Pla, Amherst
US2022-059				
US2022-059	US	610250 Followup Inspection	10-Sep-2024	51 South Albion St, Amherst
US2022-059	US	610340 Compliance	10-Sep-2024	51 South Albion St, Amherst
US2022-059	US	610440 Close File	02-Oct-2024	51 South Albion St, Amherst
US2022-069				
US2022-069	US	610250 Followup Inspection	04-Oct-2024	10 Spring St, Amherst
US2022-069	US	610340 Compliance	04-Oct-2024	10 Spring St, Amherst
US2022-069	US	610440 Close File	04-Oct-2024	10 Spring St, Amherst
US2023-063				
US2023-063	US	610250 Followup Inspection	19-Sep-2024	52 Willow St, Amherst
US2023-063	US	610260 Second Notice	20-Sep-2024	52 Willow St, Amherst
US2023-063	US	610220 Educational Material	23-Sep-2024	52 Willow St, Amherst
US2023-063	US	610250 Followup Inspection	03-Oct-2024	52 Willow St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-063	US	610310 Issue Order	04-Oct-2024	52 Willow St, Amherst
US2023-063	US	610220 Educational Material	04-Oct-2024	52 Willow St, Amherst
US2023-063	US	610250 Followup Inspection	31-Oct-2024	52 Willow St, Amherst
US2023-072				
US2023-072	US	610340 Compliance	22-Jul-2024	13 West Pleasant St, Amherst
US2023-072	US	610440 Close File	22-Jul-2024	13 West Pleasant St, Amherst
US2023-072	US	610250 Followup Inspection	23-Jul-2024	13 West Pleasant St, Amherst
US2023-075				
US2023-075	US	610250 Followup Inspection	03-Jun-2024	29 Clifford St, Amherst
US2023-075	US	610310 Issue Order	10-Jun-2024	29 Clifford St, Amherst
US2023-075	US	610250 Followup Inspection	10-Sep-2024	29 Clifford St, Amherst
US2023-075	US	610340 Compliance	10-Sep-2024	29 Clifford St, Amherst
US2023-075	US	610440 Close File	02-Oct-2024	29 Clifford St, Amherst
US2023-079				
US2023-079	US	610340 Compliance	04-Oct-2024	5 Electric St, Amherst
US2023-079	US	610440 Close File	04-Oct-2024	5 Electric St, Amherst
US2023-093				
US2023-093	US	610250 Followup Inspection	23-Oct-2024	40 Crescent Ave, Amherst
US2023-093	US	610260 Second Notice	23-Oct-2024	40 Crescent Ave, Amherst
US2023-093	US	610250 Followup Inspection	30-Oct-2024	40 Crescent Ave, Amherst
US2023-093	US	610340 Compliance	30-Oct-2024	40 Crescent Ave, Amherst
US2023-105				
US2023-105	US	610250 Followup Inspection	03-Jun-2024	7 Spring St, Amherst
US2023-105	US	610310 Issue Order	03-Jun-2024	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	07-Jun-2024	7 Spring St, Amherst
US2023-105	US	610340 Compliance	07-Jun-2024	7 Spring St, Amherst
US2023-105	US	610110 Received Unsightly Complain	27-Aug-2024	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	27-Aug-2024	7 Spring St, Amherst
US2023-105	US	610340 Compliance	27-Aug-2024	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	13-Sep-2024	7 Spring St, Amherst
US2023-105	US	610310 Issue Order	13-Sep-2024	7 Spring St, Amherst
US2023-105	US	610110 Received Unsightly Complain	22-Oct-2024	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	22-Oct-2024	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	23-Oct-2024	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	24-Oct-2024	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	30-Oct-2024	7 Spring St, Amherst
US2023-106				
US2023-106	US	610250 Followup Inspection	03-Jun-2024	52 Albion St, Amherst
US2023-106	US	610310 Issue Order	03-Jun-2024	52 Albion St, Amherst
US2023-106	US	610230 First Notice	03-Jun-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	27-Aug-2024	52 Albion St, Amherst
US2023-106	US	610310 Issue Order	13-Sep-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	13-Sep-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	23-Sep-2024	52 Albion St, Amherst
US2023-106	US	610350 Inform Finance	26-Sep-2024	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	610250 Followup Inspection	17-Oct-2024	52 Albion St, Amherst
US2023-106	US	610310 Issue Order	17-Oct-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	18-Oct-2024	52 Albion St, Amherst
US2023-106	US	610310 Issue Order	18-Oct-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	23-Oct-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	24-Oct-2024	52 Albion St, Amherst
US2023-106	US	610340 Compliance	24-Oct-2024	52 Albion St, Amherst

US2023-109

US2023-109	US	610260 Second Notice	04-Jun-2024	5 Rhodes Ave, Amherst
US2023-109	US	610250 Followup Inspection	18-Oct-2024	5 Rhodes Ave, Amherst
US2023-109	US	610260 Second Notice	18-Oct-2024	5 Rhodes Ave, Amherst

US2023-111

US2023-111	US	610110 Received Unsightly Complair	26-Jun-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	26-Jun-2024	2 York St, Amherst
US2023-111	US	610310 Issue Order	26-Jun-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	27-Jun-2024	2 York St, Amherst
US2023-111	US	610310 Issue Order	13-Aug-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	13-Aug-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	20-Aug-2024	2 York St, Amherst
US2023-111	US	610260 Second Notice	20-Aug-2024	2 York St, Amherst
US2023-111	US	610310 Issue Order	20-Aug-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	21-Aug-2024	2 York St, Amherst
US2023-111	US	610350 Inform Finance	06-Sep-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	24-Sep-2024	2 York St, Amherst
US2023-111	US	610310 Issue Order	24-Sep-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	26-Sep-2024	2 York St, Amherst
US2023-111	US	610350 Inform Finance	01-Oct-2024	2 York St, Amherst
US2023-111	US	610350 Inform Finance	01-Oct-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	10-Oct-2024	2 York St, Amherst
US2023-111	US	610310 Issue Order	10-Oct-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	17-Oct-2024	2 York St, Amherst
US2023-111	US	610340 Compliance	17-Oct-2024	2 York St, Amherst

US2024-002

US2024-002	US	610350 Inform Finance	03-Jun-2024	48 York St, Amherst
US2024-002	US	610350 Inform Finance	08-Aug-2024	48 York St, Amherst
US2024-002	US	610350 Inform Finance	14-Aug-2024	48 York St, Amherst
US2024-002	US	610250 Followup Inspection	08-Oct-2024	48 York St, Amherst
US2024-002	US	610340 Compliance	09-Oct-2024	48 York St, Amherst
US2024-002	US	610440 Close File	21-Oct-2024	48 York St, Amherst

US2024-005

US2024-005	US	610250 Followup Inspection	04-Oct-2024	5 Spring St, Amherst
US2024-005	US	610340 Compliance	04-Oct-2024	5 Spring St, Amherst
US2024-005	US	610440 Close File	04-Oct-2024	5 Spring St, Amherst

US2024-006

US2024-006	US	610250 Followup Inspection	03-Jun-2024	77 Station St, Amherst
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<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-006	US	610350 Inform Finance	04-Jun-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	04-Jun-2024	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	14-Aug-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	23-Sep-2024	77 Station St, Amherst
US2024-006	US	610310 Issue Order	25-Sep-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	02-Oct-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	24-Oct-2024	77 Station St, Amherst

US2024-008

US2024-008	US	610250 Followup Inspection	03-Jun-2024	19 Spring St, Amherst
US2024-008	US	610230 First Notice	10-Jun-2024	19 Spring St, Amherst
US2024-008	US	610110 Received Unsightly Complain	14-Jun-2024	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	19-Jun-2024	19 Spring St, Amherst
US2024-008	US	610350 Inform Finance	19-Jun-2024	19 Spring St, Amherst
US2024-008	US	610350 Inform Finance	08-Aug-2024	19 Spring St, Amherst
US2024-008	US	610230 First Notice	20-Aug-2024	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	21-Aug-2024	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	21-Aug-2024	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	22-Aug-2024	19 Spring St, Amherst
US2024-008	US	610350 Inform Finance	28-Aug-2024	19 Spring St, Amherst
US2024-008	US	610230 First Notice	12-Sep-2024	19 Spring St, Amherst
US2024-008	US	610310 Issue Order	12-Sep-2024	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	17-Sep-2024	19 Spring St, Amherst
US2024-008	US	610110 Received Unsightly Complain	17-Sep-2024	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	18-Sep-2024	19 Spring St, Amherst
US2024-008	US	610310 Issue Order	25-Sep-2024	19 Spring St, Amherst
US2024-008	US	610350 Inform Finance	27-Sep-2024	19 Spring St, Amherst
US2024-008	US	610350 Inform Finance	27-Sep-2024	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	15-Oct-2024	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	24-Oct-2024	19 Spring St, Amherst

US2024-009

US2024-009	US	610230 First Notice	17-Jun-2024	32 Park St, Amherst
US2024-009	US	610310 Issue Order	03-Jul-2024	32 Park St, Amherst

US2024-023

US2024-023	US	610260 Second Notice	22-Oct-2024	11 West Victoria St, Amherst
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US2024-025

US2024-025	US	610250 Followup Inspection	13-Aug-2024	17 Lawrence St, Amherst
US2024-025	US	610250 Followup Inspection	05-Sep-2024	17 Lawrence St, Amherst
US2024-025	US	610230 First Notice	05-Sep-2024	17 Lawrence St, Amherst
US2024-025	US	610250 Followup Inspection	23-Sep-2024	17 Lawrence St, Amherst
US2024-025	US	610340 Compliance	23-Sep-2024	17 Lawrence St, Amherst
US2024-025	US	610440 Close File	02-Oct-2024	17 Lawrence St, Amherst

US2024-041

US2024-041	US	610230 First Notice	25-Jul-2024	22 Eddy St, Amherst
US2024-041	US	610240 First Warning	25-Jul-2024	22 Eddy St, Amherst
US2024-041	US	610310 Issue Order	31-Jul-2024	22 Eddy St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-041	US	610250 Followup Inspection	29-Aug-2024	22 Eddy St, Amherst
US2024-041	US	610310 Issue Order	29-Aug-2024	22 Eddy St, Amherst
US2024-041	US	610250 Followup Inspection	03-Sep-2024	22 Eddy St, Amherst
US2024-041	US	610250 Followup Inspection	09-Sep-2024	22 Eddy St, Amherst
US2024-041	US	610310 Issue Order	09-Sep-2024	22 Eddy St, Amherst
US2024-041	US	610250 Followup Inspection	10-Sep-2024	22 Eddy St, Amherst
US2024-041	US	610250 Followup Inspection	13-Sep-2024	22 Eddy St, Amherst
US2024-041	US	610310 Issue Order	13-Sep-2024	22 Eddy St, Amherst
US2024-041	US	610250 Followup Inspection	20-Sep-2024	22 Eddy St, Amherst
US2024-041	US	610350 Inform Finance	26-Sep-2024	22 Eddy St, Amherst
US2024-041	US	610350 Inform Finance	26-Sep-2024	22 Eddy St, Amherst
US2024-041	US	610260 Second Notice	22-Oct-2024	22 Eddy St, Amherst
US2024-042				
US2024-042	US	610120 Site Visit	15-Aug-2024	27 Westminster Ave, Amherst
US2024-043				
US2024-043	US	610250 Followup Inspection	04-Oct-2024	82 Church St, Amherst
US2024-043	US	610340 Compliance	04-Oct-2024	82 Church St, Amherst
US2024-043	US	610440 Close File	04-Oct-2024	82 Church St, Amherst
US2024-044				
US2024-044	US	610250 Followup Inspection	02-Oct-2024	19 Russell St, Amherst
US2024-044	US	610340 Compliance	02-Oct-2024	19 Russell St, Amherst
US2024-044	US	610440 Close File	02-Oct-2024	19 Russell St, Amherst
US2024-045				
US2024-045	US	610250 Followup Inspection	03-Jun-2024	196 East Victoria St, Amherst
US2024-045	US	610340 Compliance	03-Jun-2024	196 East Victoria St, Amherst
US2024-045	US	610440 Close File	03-Jun-2024	196 East Victoria St, Amherst
US2024-045	US	610350 Inform Finance	19-Jun-2024	196 East Victoria St, Amherst
US2024-046				
US2024-046	US	610250 Followup Inspection	03-Jun-2024	23 Spring St, Amherst
US2024-046	US	610340 Compliance	03-Jun-2024	23 Spring St, Amherst
US2024-046	US	610440 Close File	03-Jun-2024	23 Spring St, Amherst
US2024-046	US	610350 Inform Finance	19-Jun-2024	23 Spring St, Amherst
US2024-047				
US2024-047	US	610120 Site Visit	03-Jun-2024	134 Spring St, Amherst
US2024-047	US	610230 First Notice	03-Jun-2024	134 Spring St, Amherst
US2024-047	US	610220 Educational Material	03-Jun-2024	134 Spring St, Amherst
US2024-047	US	610250 Followup Inspection	18-Jun-2024	134 Spring St, Amherst
US2024-047	US	610340 Compliance	18-Jun-2024	134 Spring St, Amherst
US2024-047	US	610440 Close File	18-Jun-2024	134 Spring St, Amherst
US2024-048				
US2024-048	US	610120 Site Visit	03-Jun-2024	6 Dale St, Amherst
US2024-048	US	610230 First Notice	03-Jun-2024	6 Dale St, Amherst
US2024-048	US	610220 Educational Material	03-Jun-2024	6 Dale St, Amherst
US2024-048	US	610250 Followup Inspection	18-Jun-2024	6 Dale St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-048	US	610340 Compliance	18-Jun-2024	6 Dale St, Amherst
US2024-048	US	610440 Close File	18-Jun-2024	6 Dale St, Amherst
US2024-049				
US2024-049	US	610110 Received Unsightly Complain	04-Jun-2024	61 Hickman St, Amherst
US2024-049	US	610120 Site Visit	04-Jun-2024	61 Hickman St, Amherst
US2024-049	US	610230 First Notice	04-Jun-2024	61 Hickman St, Amherst
US2024-049	US	610250 Followup Inspection	19-Jun-2024	61 Hickman St, Amherst
US2024-049	US	610340 Compliance	19-Jun-2024	61 Hickman St, Amherst
US2024-049	US	610440 Close File	26-Jun-2024	61 Hickman St, Amherst
US2024-050				
US2024-050	US	610110 Received Unsightly Complain	03-Jun-2024	3 Gladstone Ave, Amherst
US2024-050	US	610120 Site Visit	04-Jun-2024	3 Gladstone Ave, Amherst
US2024-050	US	610230 First Notice	05-Jun-2024	3 Gladstone Ave, Amherst
US2024-050	US	610250 Followup Inspection	16-Sep-2024	3 Gladstone Ave, Amherst
US2024-050	US	610260 Second Notice	16-Sep-2024	3 Gladstone Ave, Amherst
US2024-050	US	610250 Followup Inspection	03-Oct-2024	3 Gladstone Ave, Amherst
US2024-050	US	610340 Compliance	03-Oct-2024	3 Gladstone Ave, Amherst
US2024-050	US	610440 Close File	04-Oct-2024	3 Gladstone Ave, Amherst
US2024-051				
US2024-051	US	610110 Received Unsightly Complain	06-Jun-2024	19 Palmer St, Amherst
US2024-051	US	610120 Site Visit	06-Jun-2024	19 Palmer St, Amherst
US2024-051	US	610310 Issue Order	06-Jun-2024	19 Palmer St, Amherst
US2024-051	US	610250 Followup Inspection	10-Jun-2024	19 Palmer St, Amherst
US2024-051	US	610340 Compliance	10-Jun-2024	19 Palmer St, Amherst
US2024-051	US	610440 Close File	10-Jun-2024	19 Palmer St, Amherst
US2024-052				
US2024-052	US	610110 Received Unsightly Complain	10-Jun-2024	3 Duke St, Amherst
US2024-052	US	610120 Site Visit	11-Jun-2024	3 Duke St, Amherst
US2024-052	US	610310 Issue Order	11-Jun-2024	3 Duke St, Amherst
US2024-052	US	610250 Followup Inspection	26-Jun-2024	3 Duke St, Amherst
US2024-052	US	610340 Compliance	26-Jun-2024	3 Duke St, Amherst
US2024-052	US	610440 Close File	26-Jun-2024	3 Duke St, Amherst
US2024-053				
US2024-053	US	610110 Received Unsightly Complain	17-Jun-2024	3 Dale St, Amherst
US2024-053	US	610110 Received Unsightly Complain	17-Jun-2024	3 Dale St, Amherst
US2024-053	US	610230 First Notice	24-Jun-2024	3 Dale St, Amherst
US2024-053	US	610310 Issue Order	18-Jul-2024	3 Dale St, Amherst
US2024-053	US	610340 Compliance	26-Jul-2024	3 Dale St, Amherst
US2024-053	US	610440 Close File	07-Aug-2024	3 Dale St, Amherst
US2024-054				
US2024-054	US	610120 Site Visit	10-Jun-2024	23 Duke St, Amherst
US2024-054	US	610310 Issue Order	10-Jun-2024	23 Duke St, Amherst
US2024-054	US	610250 Followup Inspection	19-Jun-2024	23 Duke St, Amherst
US2024-054	US	610340 Compliance	19-Jun-2024	23 Duke St, Amherst
US2024-054	US	610440 Close File	26-Jun-2024	23 Duke St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-055				
US2024-055	US	610120 Site Visit	10-Jun-2024	14 Melrose St, Amherst
US2024-055	US	610310 Issue Order	10-Jun-2024	14 Melrose St, Amherst
US2024-055	US	610250 Followup Inspection	18-Jun-2024	14 Melrose St, Amherst
US2024-055	US	610250 Followup Inspection	19-Jun-2024	14 Melrose St, Amherst
US2024-055	US	610340 Compliance	19-Jun-2024	14 Melrose St, Amherst
US2024-055	US	610440 Close File	26-Jun-2024	14 Melrose St, Amherst
US2024-056				
US2024-056	US	610120 Site Visit	17-Jun-2024	89 Willow St, Amherst
US2024-056	US	610310 Issue Order	18-Jun-2024	89 Willow St, Amherst
US2024-056	US	610250 Followup Inspection	27-Jun-2024	89 Willow St, Amherst
US2024-056	US	610340 Compliance	27-Jun-2024	89 Willow St, Amherst
US2024-056	US	610440 Close File	02-Jul-2024	89 Willow St, Amherst
US2024-057				
US2024-057	US	610120 Site Visit	07-Jun-2024	20 Regent St, Amherst
US2024-057	US	610230 First Notice	07-Jun-2024	20 Regent St, Amherst
US2024-057	US	610250 Followup Inspection	17-Jun-2024	20 Regent St, Amherst
US2024-057	US	610340 Compliance	17-Jun-2024	20 Regent St, Amherst
US2024-057	US	610440 Close File	18-Jun-2024	20 Regent St, Amherst
US2024-058				
US2024-058	US	610120 Site Visit	18-Jun-2024	6 South Albion St, Amherst
US2024-058	US	610310 Issue Order	18-Jun-2024	6 South Albion St, Amherst
US2024-058	US	610250 Followup Inspection	26-Jun-2024	6 South Albion St, Amherst
US2024-058	US	610340 Compliance	26-Jun-2024	6 South Albion St, Amherst
US2024-058	US	610440 Close File	26-Jun-2024	6 South Albion St, Amherst
US2024-059				
US2024-059	US	610110 Received Unsightly Complain	13-Jun-2024	4 Minto St, Amherst
US2024-059	US	610120 Site Visit	19-Jun-2024	4 Minto St, Amherst
US2024-059	US	610230 First Notice	20-Jun-2024	4 Minto St, Amherst
US2024-059	US	610250 Followup Inspection	25-Jul-2024	4 Minto St, Amherst
US2024-059	US	610340 Compliance	25-Jul-2024	4 Minto St, Amherst
US2024-059	US	610440 Close File	07-Aug-2024	4 Minto St, Amherst
US2024-060				
US2024-060	US	610120 Site Visit	18-Jun-2024	29 Poplar St, Amherst
US2024-060	US	610230 First Notice	18-Jun-2024	29 Poplar St, Amherst
US2024-060	US	610250 Followup Inspection	27-Jun-2024	29 Poplar St, Amherst
US2024-060	US	610250 Followup Inspection	17-Jul-2024	29 Poplar St, Amherst
US2024-060	US	610340 Compliance	17-Jul-2024	29 Poplar St, Amherst
US2024-060	US	610440 Close File	07-Aug-2024	29 Poplar St, Amherst
US2024-061				
US2024-061	US	610110 Received Unsightly Complain	02-Jul-2024	26 Fairview Ave, Amherst
US2024-061	US	610110 Received Unsightly Complain	11-Jul-2024	26 Fairview Ave, Amherst
US2024-061	US	610110 Received Unsightly Complain	12-Jul-2024	26 Fairview Ave, Amherst
US2024-061	US	610120 Site Visit	16-Jul-2024	26 Fairview Ave, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-061	US	610310 Issue Order	16-Jul-2024	26 Fairview Ave, Amherst
US2024-061	US	610250 Followup Inspection	31-Jul-2024	26 Fairview Ave, Amherst
US2024-061	US	610340 Compliance	31-Jul-2024	26 Fairview Ave, Amherst
US2024-061	US	610250 Followup Inspection	07-Aug-2024	26 Fairview Ave, Amherst
US2024-061	US	610310 Issue Order	07-Aug-2024	26 Fairview Ave, Amherst
US2024-061	US	610250 Followup Inspection	13-Aug-2024	26 Fairview Ave, Amherst
US2024-061	US	610250 Followup Inspection	14-Aug-2024	26 Fairview Ave, Amherst
US2024-061	US	610250 Followup Inspection	15-Aug-2024	26 Fairview Ave, Amherst
US2024-061	US	610440 Close File	15-Aug-2024	26 Fairview Ave, Amherst
US2024-062				
US2024-062	US	610110 Received Unsightly Complain	26-Jun-2024	42 West Pleasant St, Amherst
US2024-062	US	610120 Site Visit	26-Jun-2024	42 West Pleasant St, Amherst
US2024-062	US	610230 First Notice	26-Jun-2024	42 West Pleasant St, Amherst
US2024-062	US	610250 Followup Inspection	16-Jul-2024	42 West Pleasant St, Amherst
US2024-062	US	610340 Compliance	16-Jul-2024	42 West Pleasant St, Amherst
US2024-062	US	610440 Close File	22-Jul-2024	42 West Pleasant St, Amherst
US2024-063				
US2024-063	US	610110 Received Unsightly Complain	26-Jun-2024	49 West Pleasant St, Amherst
US2024-063	US	610120 Site Visit	26-Jun-2024	49 West Pleasant St, Amherst
US2024-063	US	610250 Followup Inspection	16-Jul-2024	49 West Pleasant St, Amherst
US2024-063	US	610340 Compliance	16-Jul-2024	49 West Pleasant St, Amherst
US2024-063	US	610440 Close File	22-Jul-2024	49 West Pleasant St, Amherst
US2024-064				
US2024-064	US	610110 Received Unsightly Complain	18-Jul-2024	71 East Pleasant St, Amherst
US2024-064	US	610120 Site Visit	18-Jul-2024	71 East Pleasant St, Amherst
US2024-064	US	610440 Close File	07-Aug-2024	71 East Pleasant St, Amherst
US2024-065				
US2024-065	US	610310 Issue Order	24-Jun-2024	29 Patterson St, Amherst
US2024-065	US	610120 Site Visit	24-Jun-2024	29 Patterson St, Amherst
US2024-065	US	610110 Received Unsightly Complain	24-Jun-2024	29 Patterson St, Amherst
US2024-065	US	610250 Followup Inspection	26-Jun-2024	29 Patterson St, Amherst
US2024-065	US	610340 Compliance	26-Jun-2024	29 Patterson St, Amherst
US2024-065	US	610110 Received Unsightly Complain	26-Jun-2024	29 Patterson St, Amherst
US2024-065	US	610230 First Notice	27-Jun-2024	29 Patterson St, Amherst
US2024-065	US	610250 Followup Inspection	22-Oct-2024	29 Patterson St, Amherst
US2024-065	US	610260 Second Notice	23-Oct-2024	29 Patterson St, Amherst
US2024-066				
US2024-066	US	610120 Site Visit	24-Jul-2024	23 Spring St, Amherst
US2024-066	US	610250 Followup Inspection	25-Jul-2024	23 Spring St, Amherst
US2024-066	US	610340 Compliance	25-Jul-2024	23 Spring St, Amherst
US2024-066	US	610440 Close File	07-Aug-2024	23 Spring St, Amherst
US2024-066	US	610350 Inform Finance	08-Aug-2024	23 Spring St, Amherst
US2024-067				
US2024-067	US	610120 Site Visit	24-Jul-2024	8 Albion St, Amherst
US2024-067	US	610310 Issue Order	24-Jul-2024	8 Albion St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-067	US	610250 Followup Inspection	29-Jul-2024	8 Albion St, Amherst
US2024-067	US	610340 Compliance	29-Jul-2024	8 Albion St, Amherst
US2024-067	US	610440 Close File	07-Aug-2024	8 Albion St, Amherst
US2024-068				
US2024-068	US	610120 Site Visit	24-Jul-2024	196 East Victoria St, Amherst
US2024-068	US	610310 Issue Order	24-Jul-2024	196 East Victoria St, Amherst
US2024-068	US	610250 Followup Inspection	25-Jul-2024	196 East Victoria St, Amherst
US2024-068	US	610340 Compliance	25-Jul-2024	196 East Victoria St, Amherst
US2024-068	US	610440 Close File	07-Aug-2024	196 East Victoria St, Amherst
US2024-068	US	610350 Inform Finance	08-Aug-2024	196 East Victoria St, Amherst
US2024-069				
US2024-069	US	610110 Received Unsightly Complain	29-Jul-2024	2 Queen St, Amherst
US2024-069	US	610210 No Action Required	08-Aug-2024	2 Queen St, Amherst
US2024-069	US	610440 Close File	13-Aug-2024	2 Queen St, Amherst
US2024-070				
US2024-070	US	610110 Received Unsightly Complain	07-Aug-2024	12 Charles St, Amherst
US2024-070	US	610120 Site Visit	07-Aug-2024	12 Charles St, Amherst
US2024-070	US	610310 Issue Order	08-Aug-2024	12 Charles St, Amherst
US2024-070	US	610250 Followup Inspection	14-Aug-2024	12 Charles St, Amherst
US2024-070	US	610250 Followup Inspection	23-Aug-2024	12 Charles St, Amherst
US2024-070	US	610250 Followup Inspection	26-Aug-2024	12 Charles St, Amherst
US2024-070	US	610250 Followup Inspection	27-Aug-2024	12 Charles St, Amherst
US2024-070	US	610440 Close File	27-Aug-2024	12 Charles St, Amherst
US2024-070	US	610350 Inform Finance	06-Sep-2024	12 Charles St, Amherst
US2024-070	US	610350 Inform Finance	06-Sep-2024	12 Charles St, Amherst
US2024-071				
US2024-071	US	610110 Received Unsightly Complain	07-Aug-2024	12 Charles St, Amherst
US2024-071	US	610120 Site Visit	07-Aug-2024	12 Charles St, Amherst
US2024-071	US	610310 Issue Order	08-Aug-2024	12 Charles St, Amherst
US2024-071	US	610250 Followup Inspection	14-Aug-2024	12 Charles St, Amherst
US2024-071	US	610250 Followup Inspection	23-Aug-2024	12 Charles St, Amherst
US2024-071	US	610250 Followup Inspection	26-Aug-2024	12 Charles St, Amherst
US2024-071	US	610250 Followup Inspection	27-Aug-2024	12 Charles St, Amherst
US2024-071	US	610440 Close File	27-Aug-2024	12 Charles St, Amherst
US2024-071	US	610350 Inform Finance	06-Sep-2024	12 Charles St, Amherst
US2024-071	US	610350 Inform Finance	06-Sep-2024	12 Charles St, Amherst
US2024-072				
US2024-072	US	610110 Received Unsightly Complain	07-Aug-2024	26 West Pleasant St, Amherst
US2024-072	US	610120 Site Visit	08-Aug-2024	26 West Pleasant St, Amherst
US2024-072	US	610440 Close File	13-Aug-2024	26 West Pleasant St, Amherst
US2024-073				
US2024-073	US	610110 Received Unsightly Complain	07-Aug-2024	28 West Pleasant St, Amherst
US2024-073	US	610120 Site Visit	08-Aug-2024	28 West Pleasant St, Amherst
US2024-073	US	610440 Close File	13-Aug-2024	28 West Pleasant St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-074				
US2024-074	US	610110 Received Unsightly Complain	07-Aug-2024	32 West Pleasant St, Amherst
US2024-074	US	610120 Site Visit	08-Aug-2024	32 West Pleasant St, Amherst
US2024-074	US	610250 Followup Inspection	13-Aug-2024	32 West Pleasant St, Amherst
US2024-074	US	610250 Followup Inspection	20-Sep-2024	32 West Pleasant St, Amherst
US2024-074	US	610310 Issue Order	20-Sep-2024	32 West Pleasant St, Amherst
US2024-074	US	610250 Followup Inspection	23-Sep-2024	32 West Pleasant St, Amherst
US2024-074	US	610340 Compliance	23-Sep-2024	32 West Pleasant St, Amherst
US2024-074	US	610440 Close File	02-Oct-2024	32 West Pleasant St, Amherst
US2024-075				
US2024-075	US	610120 Site Visit	10-Jun-2024	23 Poplar St, Amherst
US2024-075	US	610250 Followup Inspection	16-Jul-2024	23 Poplar St, Amherst
US2024-075	US	610440 Close File	16-Jul-2024	23 Poplar St, Amherst
US2024-076				
US2024-076	US	610110 Received Unsightly Complain	30-Jul-2024	5 South Adelaide St, Amherst
US2024-076	US	610250 Followup Inspection	21-Aug-2024	5 South Adelaide St, Amherst
US2024-076	US	610250 Followup Inspection	22-Oct-2024	5 South Adelaide St, Amherst
US2024-076	US	610230 First Notice	22-Oct-2024	5 South Adelaide St, Amherst
US2024-076	US	610110 Received Unsightly Complain	31-Oct-2024	5 South Adelaide St, Amherst
US2024-077				
US2024-077	US	610110 Received Unsightly Complain	12-Aug-2024	4 Minto St, Amherst
US2024-077	US	610120 Site Visit	14-Aug-2024	4 Minto St, Amherst
US2024-077	US	610230 First Notice	15-Aug-2024	4 Minto St, Amherst
US2024-077	US	610260 Second Notice	24-Oct-2024	4 Minto St, Amherst
US2024-078				
US2024-078	US	610110 Received Unsightly Complain	16-Aug-2024	1 Park St, Amherst
US2024-078	US	610120 Site Visit	21-Aug-2024	1 Park St, Amherst
US2024-078	US	610310 Issue Order	22-Aug-2024	1 Park St, Amherst
US2024-078	US	610250 Followup Inspection	03-Sep-2024	1 Park St, Amherst
US2024-078	US	610250 Followup Inspection	13-Sep-2024	1 Park St, Amherst
US2024-078	US	610340 Compliance	13-Sep-2024	1 Park St, Amherst
US2024-078	US	610440 Close File	02-Oct-2024	1 Park St, Amherst
US2024-079				
US2024-079	US	610110 Received Unsightly Complain	23-Aug-2024	47 Spring St, Amherst
US2024-079	US	610310 Issue Order	23-Aug-2024	47 Spring St, Amherst
US2024-079	US	610230 First Notice	23-Aug-2024	47 Spring St, Amherst
US2024-079	US	610250 Followup Inspection	26-Aug-2024	47 Spring St, Amherst
US2024-079	US	610250 Followup Inspection	26-Aug-2024	47 Spring St, Amherst
US2024-079	US	610340 Compliance	26-Aug-2024	47 Spring St, Amherst
US2024-079	US	610250 Followup Inspection	05-Sep-2024	47 Spring St, Amherst
US2024-079	US	610310 Issue Order	05-Sep-2024	47 Spring St, Amherst
US2024-079	US	610250 Followup Inspection	06-Sep-2024	47 Spring St, Amherst
US2024-079	US	610250 Followup Inspection	06-Sep-2024	47 Spring St, Amherst
US2024-079	US	610340 Compliance	06-Sep-2024	47 Spring St, Amherst
US2024-080				

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-080	US	610110 Received Unsightly Complain	01-Sep-2024	36 Park St, Amherst
US2024-080	US	610120 Site Visit	04-Sep-2024	36 Park St, Amherst
US2024-080	US	610230 First Notice	04-Sep-2024	36 Park St, Amherst
US2024-081				
US2024-081	US	610110 Received Unsightly Complain	15-Aug-2024	43 Charles St, Amherst
US2024-081	US	610120 Site Visit	15-Aug-2024	43 Charles St, Amherst
US2024-081	US	610310 Issue Order	15-Aug-2024	43 Charles St, Amherst
US2024-081	US	610250 Followup Inspection	20-Aug-2024	43 Charles St, Amherst
US2024-081	US	610440 Close File	20-Aug-2024	43 Charles St, Amherst
US2024-082				
US2024-082	US	610110 Received Unsightly Complain	21-Aug-2024	3 Dale St, Amherst
US2024-082	US	610120 Site Visit	22-Aug-2024	3 Dale St, Amherst
US2024-083				
US2024-083	US	610120 Site Visit	22-Aug-2024	1 Dale St, Amherst
US2024-084				
US2024-084	US	610110 Received Unsightly Complain	23-Sep-2024	3 Duke St, Amherst
US2024-084	US	610120 Site Visit	24-Sep-2024	3 Duke St, Amherst
US2024-084	US	610310 Issue Order	24-Sep-2024	3 Duke St, Amherst
US2024-084	US	610250 Followup Inspection	02-Oct-2024	3 Duke St, Amherst
US2024-084	US	610340 Compliance	02-Oct-2024	3 Duke St, Amherst
US2024-084	US	610440 Close File	02-Oct-2024	3 Duke St, Amherst
US2024-085				
US2024-085	US	610110 Received Unsightly Complain	19-Sep-2024	15 Palmer St, Amherst
US2024-085	US	610120 Site Visit	20-Sep-2024	15 Palmer St, Amherst
US2024-085	US	610310 Issue Order	20-Sep-2024	15 Palmer St, Amherst
US2024-085	US	610250 Followup Inspection	20-Sep-2024	15 Palmer St, Amherst
US2024-085	US	610350 Inform Finance	27-Sep-2024	15 Palmer St, Amherst
US2024-085	US	610250 Followup Inspection	02-Oct-2024	15 Palmer St, Amherst
US2024-085	US	610310 Issue Order	02-Oct-2024	15 Palmer St, Amherst
US2024-085	US	610260 Second Notice	02-Oct-2024	15 Palmer St, Amherst
US2024-085	US	610250 Followup Inspection	03-Oct-2024	15 Palmer St, Amherst
US2024-085	US	610350 Inform Finance	07-Oct-2024	15 Palmer St, Amherst
US2024-085	US	610350 Inform Finance	07-Oct-2024	15 Palmer St, Amherst
US2024-085	US	610250 Followup Inspection	29-Oct-2024	15 Palmer St, Amherst
US2024-086				
US2024-086	US	610110 Received Unsightly Complain	01-Oct-2024	19 Russell St, Amherst
US2024-086	US	610260 Second Notice	02-Oct-2024	19 Russell St, Amherst
US2024-086	US	610120 Site Visit	03-Oct-2024	19 Russell St, Amherst
US2024-086	US	610260 Second Notice	10-Oct-2024	19 Russell St, Amherst
US2024-086	US	610250 Followup Inspection	18-Oct-2024	19 Russell St, Amherst
US2024-086	US	610310 Issue Order	18-Oct-2024	19 Russell St, Amherst
US2024-086	US	610250 Followup Inspection	29-Oct-2024	19 Russell St, Amherst
US2024-086	US	610250 Followup Inspection	30-Oct-2024	19 Russell St, Amherst
US2024-087				

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-087	US	610250 Followup Inspection	04-Oct-2024	104 East Victoria St, Amherst
US2024-087	US	610340 Compliance	04-Oct-2024	104 East Victoria St, Amherst
US2024-087	US	610440 Close File	04-Oct-2024	104 East Victoria St, Amherst
US2024-088				
US2024-088	US	610340 Compliance	04-Oct-2024	9 Laplanche St, Amherst
US2024-088	US	610440 Close File	04-Oct-2024	9 Laplanche St, Amherst
US2024-089				
US2024-089	US	610110 Received Unsightly Complain	04-Sep-2024	14 Clinton St, Amherst
US2024-089	US	610120 Site Visit	05-Sep-2024	14 Clinton St, Amherst
US2024-089	US	610250 Followup Inspection	03-Oct-2024	14 Clinton St, Amherst
US2024-089	US	610260 Second Notice	07-Oct-2024	14 Clinton St, Amherst
US2024-089	US	610250 Followup Inspection	30-Oct-2024	14 Clinton St, Amherst
US2024-090				
US2024-090	US	610110 Received Unsightly Complain	16-Sep-2024	170 Church St, Amherst
US2024-090	US	610120 Site Visit	24-Sep-2024	170 Church St, Amherst
US2024-091				
US2024-091	US	610110 Received Unsightly Complain	10-Oct-2024	231 Duke St, Amherst
US2024-091	US	610120 Site Visit	10-Oct-2024	231 Duke St, Amherst
US2024-091	US	610310 Issue Order	18-Oct-2024	231 Duke St, Amherst
US2024-091	US	610250 Followup Inspection	29-Oct-2024	231 Duke St, Amherst
US2024-091	US	610340 Compliance	29-Oct-2024	231 Duke St, Amherst
US2024-092				
US2024-092	US	610110 Received Unsightly Complain	23-Oct-2024	1 Lawrence St, Amherst
US2024-092	US	610110 Received Unsightly Complain	23-Oct-2024	1 Lawrence St, Amherst
US2024-092	US	610110 Received Unsightly Complain	23-Oct-2024	1 Lawrence St, Amherst
US2024-092	US	610120 Site Visit	23-Oct-2024	1 Lawrence St, Amherst
US2024-092	US	610260 Second Notice	23-Oct-2024	1 Lawrence St, Amherst
US2024-093				
US2024-093	US	610110 Received Unsightly Complain	08-Oct-2024	6 Parkwood Dr, Amherst
US2024-093	US	610120 Site Visit	08-Oct-2024	6 Parkwood Dr, Amherst

Total: 427

MEMO

TO: Mayor Small and Members of Amherst Town Council

FROM: Jason MacDonald, Chief Administrative Officer

DATE: November 18, 2024

RE: Policy and Bylaw Review

The Policy and Bylaw review schedule has not been included on this month's Committee of the Whole agenda. The CAO and Directors will be developing a new review schedule to commence in January taking into account our newly developed strategic priorities and work undertaken in the last 24 months on this project.

CAO Task Report

November 2024

Task Updates:

Task: Inter Municipal Services Agreement (Mutual Boundary Change)
--

This agreement has been signed. We are currently working through the execution of such documents, instruments and other writings as may be necessary or desirable to implement same. Some will be brought to Council for approval.
--

Status: Ongoing

Task: Request for Bocce Court

This project has been added to a list of items to be included in the 2025/26 capital budget. A new task will be opened at that time.
--

Status: Completed

Task: MAP Request to Present

This will be scheduled for a future Joint Councils meeting.

Status: Ongoing

Monthly Departmental Report

Business Development

November 2024

The ACOA Destination Market Readiness Program nears completion with the final report expected to be released by the end of November. Led by the consultant firm Bannikin, a series of research projects, surveys, public engagement sessions, and a tourism-focused digital presence analysis was performed to analyze the Cumberland Region's tourism assets. The final report will summarize their findings and provide recommendations on whether or not it is feasible to implement a regional marketing levy, along with considerations for its management and organizational structure necessary for the near term and future.

The Town is entering into a Data Sharing Agreement with the Department of Municipal Affairs and Housing to access data within the Short-Term Rental Registry. This registry logs all accommodation providers in our community and the number of rental spaces available in each location. This will allow the Town to predict potential revenue collected from a marketing levy.

The Town of Amherst's 2024 Digital Marketing campaign is now complete. Partnering with Tourism Nova Scotia, our social media channels were used to advertise content developed during the 2023 Emerging Destinations Program with potential travelers in the key market of Eastern Canada. The campaign was comprised in two parts with advertising content changing over the summer and fall seasons. Following the links in their social media feeds, interested visitors were directed to Amherst's newly revised community page on novascotia.com.

Hired through Tourism Nova Scotia's Content Marketing Program, a media production firm visited Amherst on two separate occasions to collect images and video content of many events, attractions, and businesses in our community. The production crew visited our Town for an August summer day shoot and on October 26th returned to collect Fall content as well as Esther Fest attractions occurring at the same time. Content generated from these visits will be used for future tourism promotional campaigns.

The Business Development Officer, in collaboration with staff from the Cumberland Business Connector and Municipality of Cumberland, has been working with Invest NS to develop a regional Factsheet for the Northern Region of Nova Scotia. This document will summarize our regional amenities across various sectors such as technology and manufacturing. The Factsheet will be used to attract international and domestic investors to our area.

Staff are progressing with the designation process for the Amherst Industrial Park to be an Atlantic Canada Certified Site. This designation will allow the park to be promoted to global investors with the assurance that it has quality sites, ready for development. The certification provides investors and site selectors with key data and property information, including site availability, utilities, transportation access, and environmental records.

Conceptual designs for a new Industrial Park Welcome Sign are complete and under review. The new sign is to replace the old off-highway signage along Tantramar Crescent. Its design is to showcase the park to travelers on the trans-Canada highway. The clean-up of bushes along Tantramar Crescent to help showcase the park is still pending.

Staff is working with local housing developers to gather data on housing demands in our area and its effect on the labour market. Local employers are being polled on staffing issues related to housing types, affordability, and availability.

Organizing is underway for a new Home Show Event in May 2025. Organizer lead, Alan Taylor, will be renting the Amherst Stadium as the event venue with the intent of hosting over 50 exhibitors. The Town of Amherst has committed to be a major sponsor of this event. The last Home Show to occur in Amherst was in 2017.

On October 8th, Tier Too Properties and the Gray Group officially closed on the purchase of the Amherst Center Mall. During a following tenant orientation meeting, town representatives were present for a preliminary introduction to meet the owners and members of their staff. The organization of a formal introduction and welcome meeting between the new owners and the Town of Amherst is in process.

The 2024/2025 Gritty to Pretty program is underway and applications from local businesses are pending. The 2024/2025 Beautification and Streetscaping funding from the Department of Municipal Affairs and Housing continues to support business façade improvements and the purchase of decorative lighting, plants, and waste receptacles for the Town.

Members of the Mind Your Business committee hosted a successful collection of events during Small Business Week in October. During the week three Human Resource Management Workshops across Cumberland County were held as well as business expert, David Barnett's, presentation on Creating a Business People Want to Buy. The Cumberland Chamber of Commerce also hosted its Business Awards Gala and the Town-sponsored Community Support and Services Award was presented to the Cumberland Community Homelessness and Housing Association for their demonstration of leadership and active involvement in the community.

Partnering with the Cumberland Business Connector the Town is working with the Atlantic Economic Council to develop a statistical overview of the Economic benefit from the investment to repair the Chignecto Isthmus dykes. The report will help to understand the economic spin-off for the region and the various sectors that will be most impacted.

In November, the Clean Foundation is running a two-week radio ad campaign to promote the Town of Amherst's clean energy financing program. This effort is part of a series of marketing campaigns organized by the Clean Foundation this year. The Town supports this initiative by sharing promotional ads on the Town's social media platforms.

Under the two-year NS Nature Agreement with the Nova Scotia Department of Environment and Climate Change, the Town continues to pursue opportunities to purchase appropriate properties within or around the North Tyndal Wellfield to protect the area and expand the wildlife corridor through Nova Scotia.

Monthly Departmental Report

Communications and I.T.

November 2024

IT Services:

- Multiple POs completed and received.
- Completed Server updates.
- Setup and installed Cisco IMC on new server and updated the Firmware.
- Moved Firehall server to created Cloud Cisco IMC.
- Installed and updated VMWare on the new server.
- Registered new certificates on VMWare.
- Updated ESET licensed computers.
- Dispatch remodel is still on going. The desks and monitors have been installed in Dispatch. The new computer for the Dispatch 1 workstation has been setup. We are still waiting for the new data and phone jacks to be installed for Dispatch 2 desk. We are also waiting for additional power to be added at the Dispatch 2 workstation. We area also still waiting for the phones to be upgraded to a VOIP system and waiting for the upgrade to the Police Radios.
- iPads were purchased and setup for use in the Election.
- Laptops, iPads and cell phones have all been purchased and setup for the new Mayor and Council members.
- Reached out and had a couple of meetings with the company awarded the wireless upgrade at the Stadium. Equipment has been ordered just waiting on the company to receive and schedule an installation.
- Day to Day IT issues.

Procurement:

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
24-15	RFQ	Salt Hauling	Regular	O	X			
24-06	RFP	Parking Lot Snow Removal 2024	Regular	O	X			
24-03	RFP	Household Hazardous Waste	Regular	O	X			
24-51	RFP	Ventilation Fans	Regular	C	X			
24-63	RFQ	Marshview Curbing	Regular	C	X			
24-61	ALT	eScribe Webcasting/Pub/Meeting/Storage	Alternative	O	X	X	X	CAO

Municipal Election:

I want to thank all those who put their name forward to serve on our Council. And of course congratulations to the newly elected Council. The 2024-2028 Council was sworn in on October 30, 2024.

Election Statistics attached.

Task Updates:

Task: Municipal Election

Update: Election was held October 19th, 2024 and new Council sworn in October 30

Status: Closed

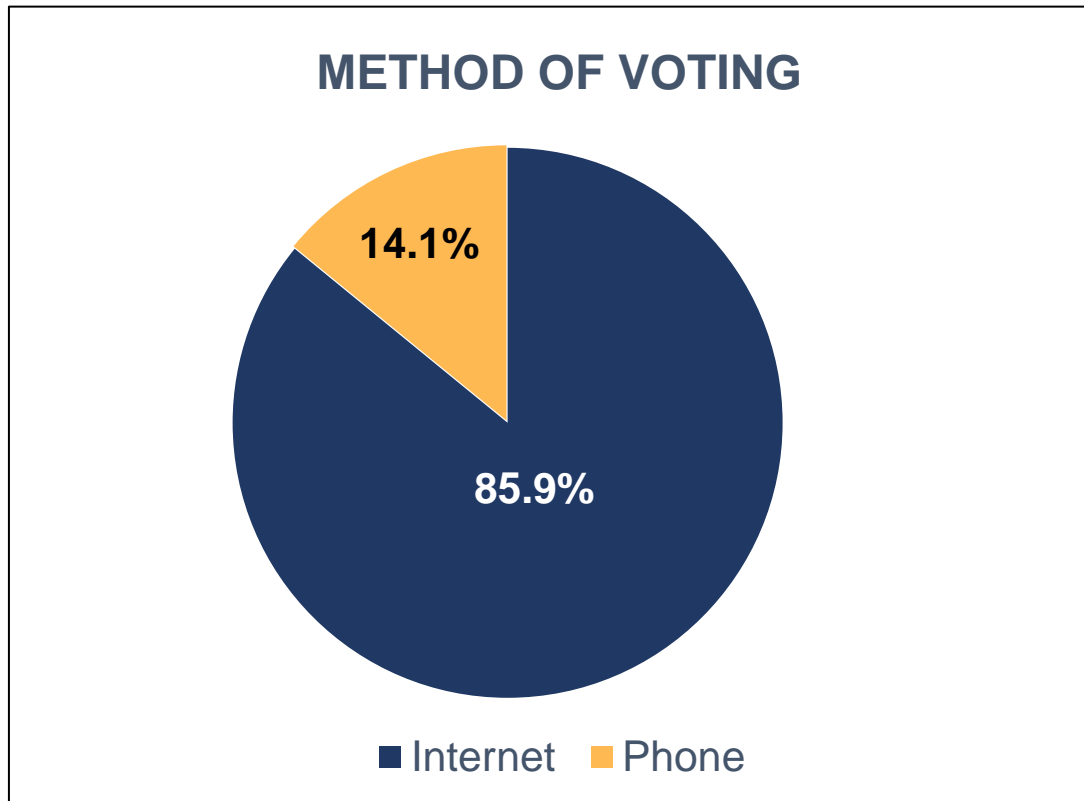


intelivote systems inc

TOWN OF AMHERST
2024 MUNICIPAL & CSAP ELECTIONS
ELECTION STATISTICS

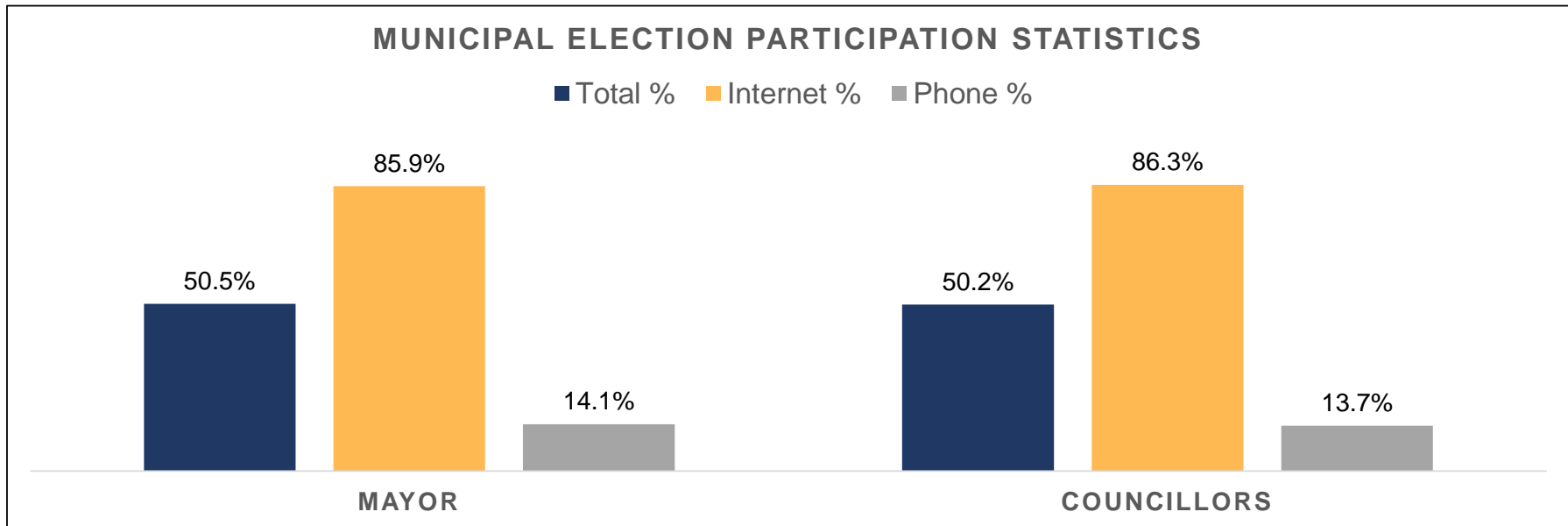
Prepared by: Intelivote Systems Inc.
Date: November 7, 2024

	Information Base	Number	%
1	Number of eligible electors in system.	7,817	
2	Number of electors who cast at least one ballot.	3,945	
3	Participation rate.	50.5%	
4	Voters who used the internet to vote.	3,389	85.9%
5	Voters who used the phone to vote.	556	14.1%
6	Internet votes cast at a kiosk computer	11	0.3%
7	Average amount of time a voter spent voting using the Internet.	1 min 47 sec	
8	Average amount of time a voter spent voting using the telephone.	3 min 10 sec	



2024 Town of Amherst Municipal and CSAP Elections Participation Statistics

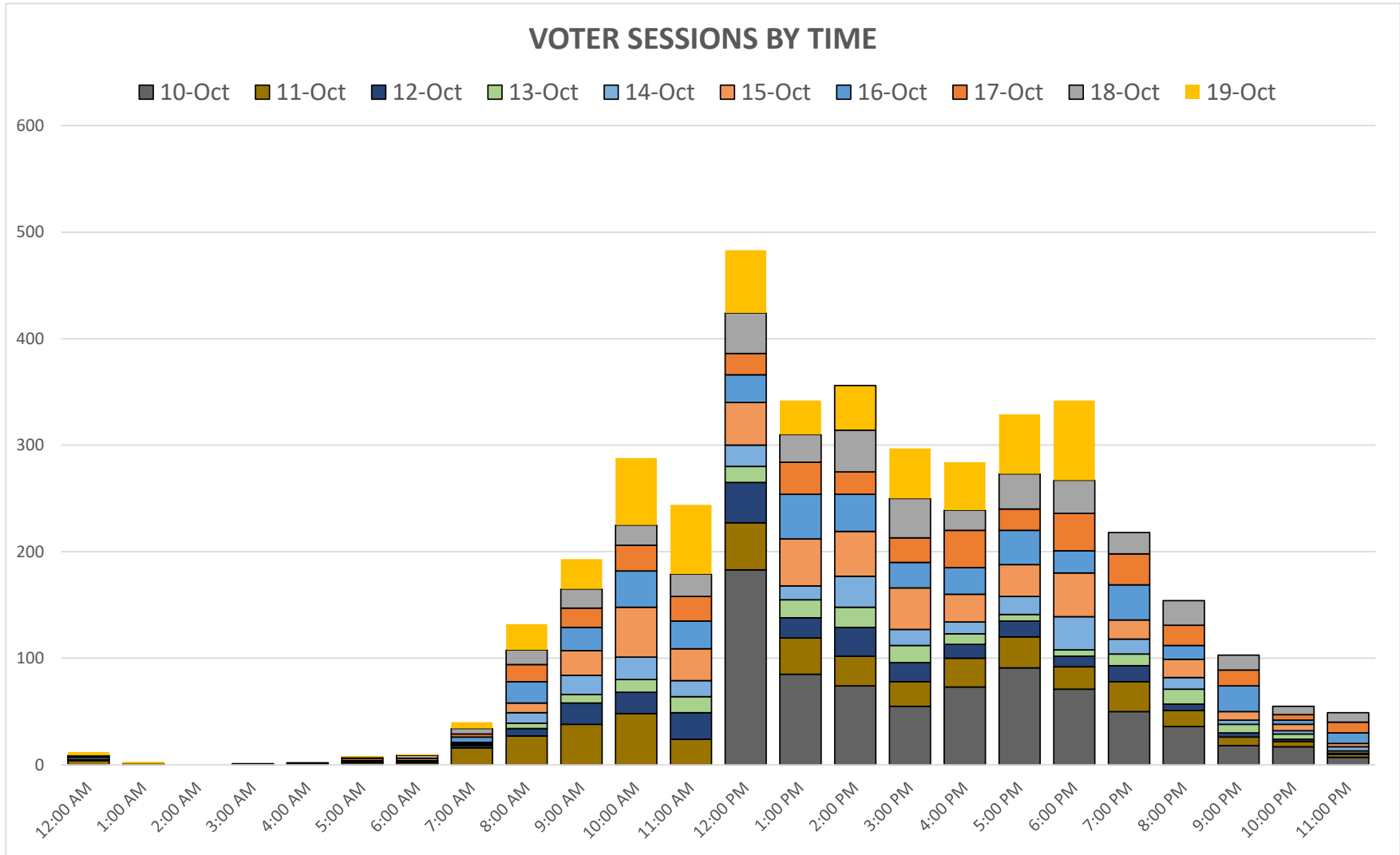
		Total Eligible Electors	Participated Eligible Electors	Total %	Internet Votes	Internet %	Phone Votes	Phone %				
1	Election Overall	7817	3945	50.5%	3389	85.9%	556	14.1%				
	RACE	Total Eligible Electors	Participated Eligible Electors	Total %	Internet Votes	Internet %	Phone Votes	Phone %	Spoiled Ballots	Spoil %	Declined Ballots	Declined %
2	Mayor	7817	3945	50.5%	3389	85.9%	556	14.1%	23	0.6%	72	1.8%
3	Councillors	7817	3925	50.2%	3389	86.3%	536	13.7%	4	0.1%	21	0.5%
4	CSAP - Acclaimed											



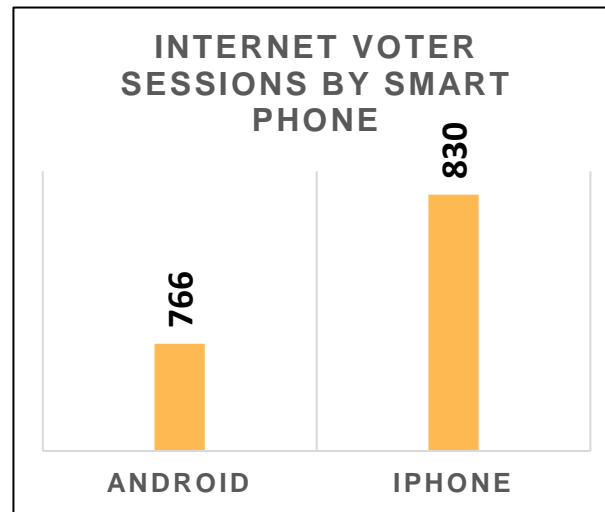
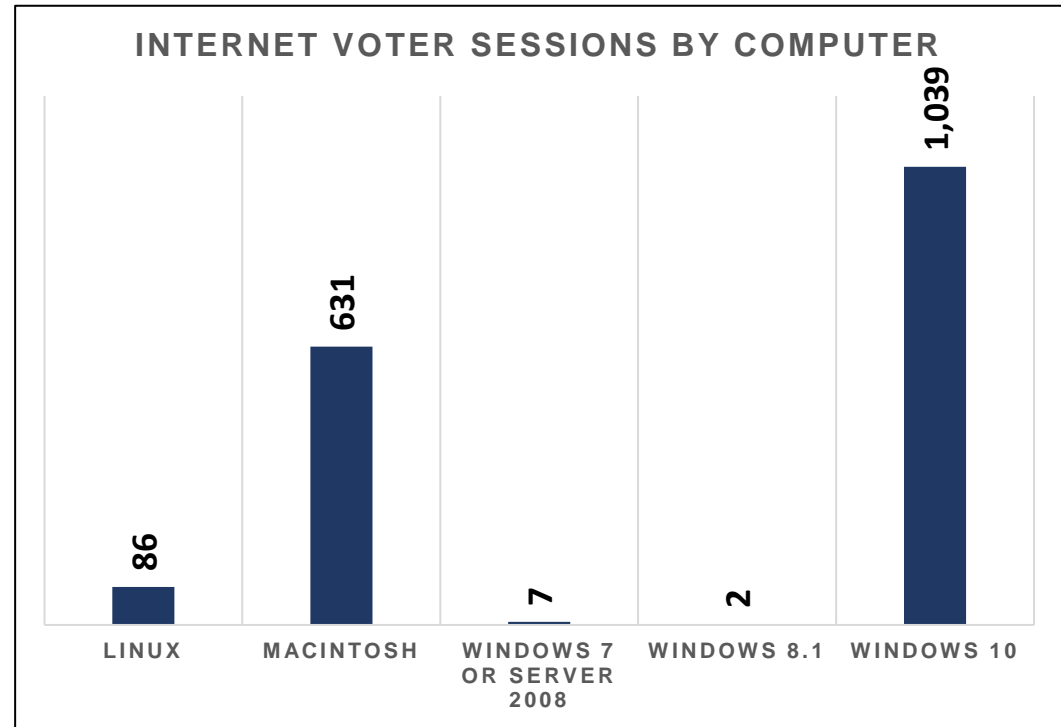
2024 Town of Amherst Municipal and CSAP Elections Voting Time Breakdown

Date & Time	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct	16-Oct	17-Oct	18-Oct	19-Oct	Grand Total	%/Hr.
12:00 AM		4	1		2			1	1	3	12	0.3%
1:00 AM		1								2	3	0.1%
2:00 AM											0	0.0%
3:00 AM				1							1	0.0%
4:00 AM				1		1					2	0.1%
5:00 AM		2			1		1	2	1	1	8	0.2%
6:00 AM		2	1	1		2			3	1	10	0.3%
7:00 AM		16	2	1	1	1	5	3	5	6	40	1.0%
8:00 AM		27	7	5	10	9	20	16	14	24	132	3.3%
9:00 AM		38	20	8	18	23	22	18	18	28	193	4.9%
10:00 AM		48	20	12	21	47	34	24	19	63	288	7.3%
11:00 AM		24	25	15	15	30	26	23	21	65	244	6.2%
12:00 PM	183	44	38	15	20	40	26	20	38	59	483	12.2%
1:00 PM	85	34	19	17	13	44	42	30	26	32	342	8.7%
2:00 PM	74	28	27	19	29	42	35	21	39	42	356	9.0%
3:00 PM	55	23	18	16	15	39	24	23	37	47	297	7.5%
4:00 PM	73	27	13	10	11	26	25	35	19	45	284	7.2%
5:00 PM	91	29	15	6	17	30	32	20	33	56	329	8.3%
6:00 PM	71	21	10	6	31	41	21	35	31	75	342	8.7%
7:00 PM	50	28	15	11	14	18	33	29	20		218	5.5%
8:00 PM	36	15	6	14	11	17	13	19	23		154	3.9%
9:00 PM	18	8	4	8	4	8	24	15	14		103	2.6%
10:00 PM	17	5	2	5	3	6	4	5	8		55	1.4%
11:00 PM	7	3	1	2	4	3	10	10	9		49	1.2%
Grand Total	760	427	244	173	240	427	397	349	379	549	3,945	100.0%
%/Day	19.3%	10.8%	6.2%	4.4%	6.1%	10.8%	10.1%	8.8%	9.6%	13.9%	100.0%	

2024 Town of Amherst Municipal and CSAP Elections
Voting Time Breakdown

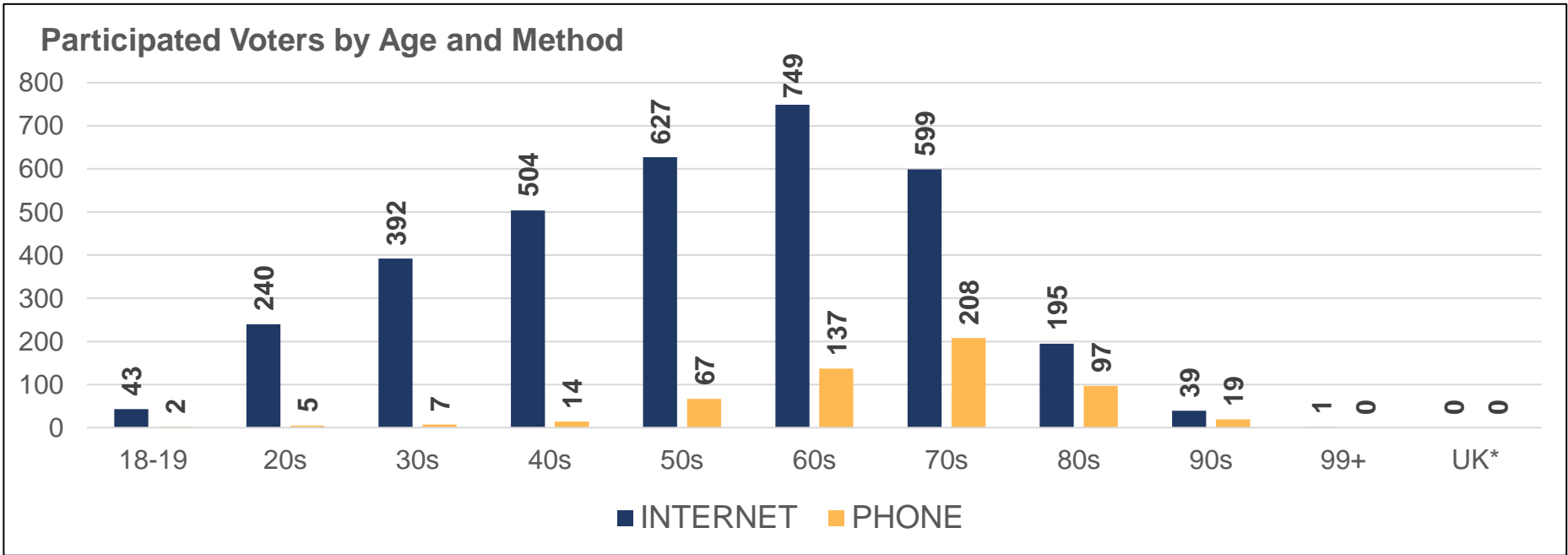
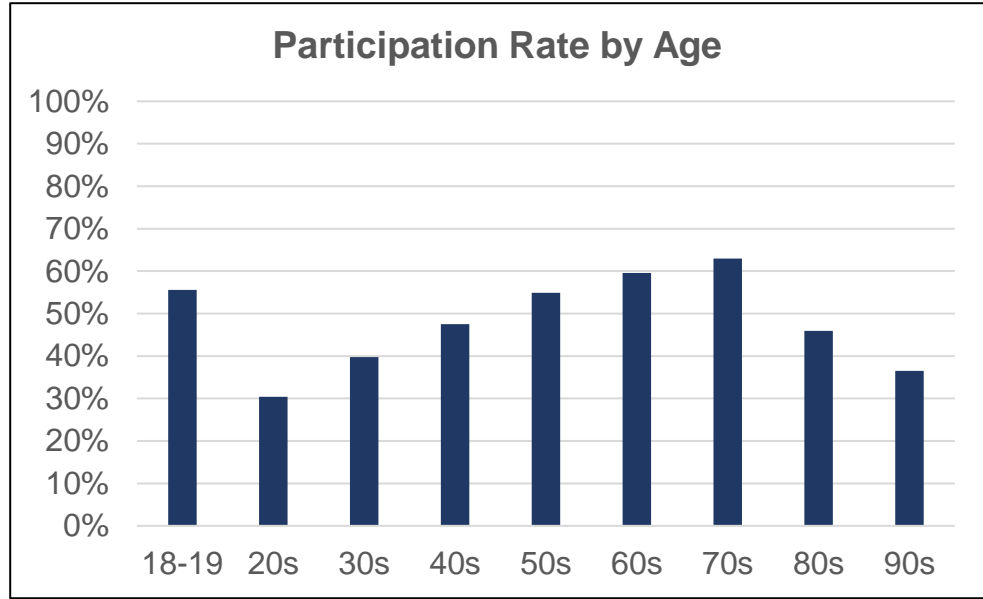


Device	Operating System	Voter Sessions	%
Computer	Linux	86	50.5%
	Macintosh	631	
	Windows 7 or server 2008	7	
	Windows 8.1	2	
	Windows 10	1,039	
	Windows Vista	0	
	Windows XP	0	
Smart Phone	Android	766	49.5%
	Blackberry	0	
	iPhone	830	
Tablet	Blackberry Playbook	0	
	iPad	133	
Other	iPod	0	
Total		3,494	



2024 Town of Amherst Municipal and CSAP Elections Age Statistics

Age Breakdown of Who Voted					
Age	ELIG.	VOTED	INTERNET	PHONE	% Part.
18-19	81	45	43	2	55.6%
20s	805	245	240	5	30.4%
30s	1,003	399	392	7	39.8%
40s	1,090	518	504	14	47.5%
50s	1,264	694	627	67	54.9%
60s	1,488	886	749	137	59.5%
70s	1,281	807	599	208	63.0%
80s	636	292	195	97	45.9%
90s	159	58	39	19	36.5%
99+	10	1	1	0	0.0%
UK*		0	0	0	
Total	7,817	3,945	3,389	556	50.5%
			85.9%	14.1%	



Monthly Departmental Report

Community Living

November 2024

Marketing/Tourism and Events

- Flag raisings - various
- Welcome party for newcomers – booth display
- Truth and Reconciliation Day event
- Scarecrow Stroll- worked with business to develop
- Voices against Violence event- assisted day of logistics
- The Great Amherst Street Party organized all details and hosted
- Scarecrow Strolls with elementary schools
- Boo baskets arranged and delivered
- Christmas Markets brochure development
- Overdose Awareness Day
- Pumpkin Pie Eating Contest
- Ghost Walk
- Christmas Party Committee meeting
- Christmas Parade light up, tree for Boston planning
- Multisport
- Social Media updates

Community Well Being

- Poverty Reduction Advisory Committee preparation
- Attended provincial meetings and training on Accessibility and Anti Racism strategic plan development
- Organizing launch of Volunteer nominations
- Christmas parade, light up planning with Y's men
- Updating community calendar and events
- Weekly/Daily meetings with Events staff

Community Navigator

- Continued work with the Nove Scotia recruiters to organize the site visits
- Meetings with the local retention and appreciation committee
- Processing payments for activities from OHPR fund

Active Living Coordinator

- Recreation NS Conference – October 16th and 17th
- Focus on Navigation/Retention & Accessibility
- Scarecrow Stroll - 667:
 - October 29th - SSA 400 students
 - October 30th – West Highlands 140 students
- Cumberland North Academy - 60 students
- Cumberland YMCA - 35
- Bright Beginnings - 25
- Little Lambs – 7

Workplace Wellness Grant:

- Staff Equipment - 3 standing desks / 3 Yoga Ball Chairs / 3 Desk Pedals

Hired for After School Skating - two days per week healthy snacks provided:

Monday: 2:45-3:45 – Sensory Skating - Healthy Snacks Provided

Tuesday: 2:45-3:45 – Afterschool Skating & Shinny

Thursday: 2:45-3:45 – Afterschool Skating & Shinny - Healthy Snacks Provided

Friday: 2:45 – 3:45 – Afterschool Skating

Multisport:

- First Session (Grades P&1) : Sept - Dec - 25 Participants
- Second Session (Grades 2&3) : Jan - May - Start's Jan 2025
-

Rec Volleyball

Two sessions offered on Wednesday evenings in Partnership with YMCA:

6:00 - 7:00 (Youth Teen)

7:15 - 8:30 pm (Adult)

Seniors Walking Club - Ongoing Weekly Wednesdays @ 10:00 am

Have 12 members in the walking group from Amherst Stadium. Ages range 55-76.

We have two new walk leaders!

Learn to Lead:

- Babysitting - Secured
- Self Defense - Secured
- Social Media Workshops - Working on now
- Grant Writing/Fundraising - After the New Year

Director

- Weekly directors meeting
- Biweekly team meetings
- Individual staff meetings
- Provided support for Christmas for Kids Campaign (recruitment of volunteers and processes review)
- Community Executive Directors meeting
- Meeting with Provincial Navigators for site visits
- Esther Fest activities (paranormal investigation and street party)
- Voices Against Violence planning meetings, Remembrance Day planning, promotion and marketing planning meetings
- Chamber of Commerce awards banquet
- Poverty Reduction Advisory Committee meeting
- Youth Homelessness meeting, Office of Healthcare Professional Recruitment Community Fund meeting
- Meeting with new Executive Director of In The Works

Task Updates:

<p>Task: Mobility Strategy</p> <p>Update: Will be presenting report to Council during Strategic Planning</p> <p>Status: Ongoing</p>
<p>Task: NSCC Presentation on Strategic Priorities</p> <p>Update: Looking at ways to implement some of the recommendations</p> <p>Status: Just started</p>
<p>Task: Volunteer Recruitment Procedure</p> <p>Update: Develop procedures around recruitment and selection for Volunteer of the year.</p> <p>Status: Ongoing</p>
<p>Task: Accessible Playground</p> <p>Update: An internal committee of staff has been struck to determine plan, design and cost moving forward</p> <p>Status: Ongoing</p>
<p>Task: APD Strategic Plan</p> <p>Update: Working on Survey and process for community engagement</p> <p>Status: Ongoing</p>

Monthly Departmental Report

Cumberland Business Connector

November 2024

Support Businesses (primarily 0-50 employees)

- The Cumberland Business Accelerator Program continues to support businesses with high growth potential. They have been supported in the following ways:
 - Provided introductions to technical experts, business mentors, government agencies engaged in research and development
 - Brainstormed possible solutions to business challenges
 - Helped coach a business in preparation to pitch their product to their first major customer
 - Worked with a technological start up to discuss possible ways to address unexpected technological barriers
 - Identified tasks that could be delegated to non-management staff
 - Discussed ways to reduce supply chain constraints
 - Referrals to provincial programs to increase value adding in the business
- The Business Spotlight program continues to highlight small businesses on Social Media each week.
- Business Retention and Expansion visits are going well. Some highlights include:
 - Working with a business looking to expand their manufacturing business into the Cumberland Region.
 - Advised an entrepreneur wanting to take over a family business.
 - Provided a local manufacturer with information about a possible subcontracting opportunity with a similar business in PEI that was shut down due to a fire.
 - Provided multiple businesses with advice on recruitment and retention of workers.
 - Provided advice on strategic planning.
 - Provided advice on succession planning.
 - Provided advice and referrals to younger tradespeople who were starting a construction business.
 - Advised multiple businesses in the area of workforce retention and attraction.
- Four workshops took place during Small Business Week. Two were in Amherst, one in Pugwash and one in Parrsboro. Another workshop is planned for late November in Amherst.
- We have continued to support the work of the Cumberland Forestry Advisory Committee.
 - a mechanical pre-commercial thinning demonstration was held near Collingwood to demonstrate one potential solution to the labour force shortage. Over 50 woodlot owners, professional foresters and contractors attended this day.

New Businesses

- We continue to meet with entrepreneurs who are interested in starting a new business or in buying an existing business. This includes contacts made at the recent CANSA / Nova Scotia Works job fair.

Priority: Labour Availability and Workforce Development

- On October 30th a Career Fair was held in Pugwash at the High School. Every High School will be reached again over the next two years.
- We met with the NSCC Business Class to discuss starting a business, and the resources available in our region.
- We continue to work closely with the Department of Labour, Skills, and Immigration on many initiatives. We have had several online meetings this fall. This included a meeting with an employee whose primary focus is to help smaller construction firms recruit tradespeople to address our housing shortage.
- We have connected a newcomer with extensive experience as a chemical engineer with a local business that has a relevant term position available.
- We have provided leads to a young civil engineer living in Oxford who is looking for an engineering job in this region.

Other Work

- We continue to attend monthly Team Cumberland meetings.
- We have met with Invest Nova Scotia. Invest Nova Scotia is interested in “Activating Capital” in rural Nova Scotia. Invest Nova Scotia is looking to support the creation of Angel Investor groups across rural Nova Scotia to invest in rural businesses. We have connected them with a local business leader who is now working with them exploring this initiative.
- We attended a Department of Municipal Affairs and Housing meeting along with Municipal staff and the Regional Enterprise Networks to discuss the province’s 5-year plan for housing. This provided an opportunity to raise one of the barriers (in provincial policy) that is hindering the supply of affordable housing.
- On October 29th we met with the Valley REN, and the Truro Colchester Partnership to discuss the Valley REN’s ongoing work on the AG Tech Corridor that encompasses our three regions, and the next steps to be taken. A follow up meeting is scheduled for December.

Monthly Departmental Report

Finance

November 2024

FINANCE

The second quarter financial review has been completed and the report will be presented to the Audit Committee at the next meeting. Second quarter results are favourable for both the General and Water Operating budgets.

Staff have started preparing the capital and operating budgets for the 2025/26 fiscal year. Capital budget submissions from departments are due in November. Once all submissions have been received, they will be compiled and reviewed. The operating budgets are due from departments in mid December. While these processes are commencing prior to our strategic priority sessions this is required in order to have budgets to Council in a timely manner. The final budgets will reflect the outcome of the strategic priority sessions as appropriate.

TAX / ACCOUNTS RECEIVABLE / COLLECTIONS

Water disconnections – 32 notices for water disconnection were hand delivered on October 22, 2024, 4 properties were disconnected – 3 vacant and 1 occupied residential building.

Tax Sale – the tentative date for the tax sale is February 11, 2025.

2024 Assessment Appeals – The Town received the appeal inventory from PVSC. There was a total of 95 appeals of which fifty-nine (59) appeals are complete, fifteen (15) are outstanding and four (4) withdrawn. NS Assessment Appeal Tribunal status for 2024: 3 total, 1 complete, 1 withdrawn and 1 outstanding.

Tax Certificates – There were 16 tax certificate requests in September and 30 tax certificates for October.

	# Of Accounts Appealing		Appeal Completed as of Nov 1/24	Pending as of Nov 1/24	Withdrawn as of Nov 1/24	Outstanding Appeals as of Nov 1/24	Appeals Successful as of Nov 1/24	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	74	\$26,779,800	44	0	3	14	10	\$537,800	\$8,981.26	1
Commercial	21	\$21,610,100	15	0	1	1	6	\$973,000	\$43,493.10	0
TOTAL	95	\$48,389,900	59	0	4	15	16	\$1,510,800	\$52,474.36	1

WATER/SEWER

The 2nd quarter water/ sewer billing process was completed throughout the month of October. Bills were completed and mailed on Monday, October 28th. During the month of November, we will be scheduling any maintenance required for meters that showed the need for repairs or replacement as discovered through the meter reading process.

CUSTOMER SERVICE TRACKING – E11

There was a total of 81 opened cases in September and 64 cases closed in September, 69 opened cases in October and 87 cases closed in October. The category with the most opened/closed cases in both September and October was Building Permits, with 29 cases for each month.

TASK UPDATES: No outstanding tasks at this time.

Monthly Departmental Report

Fire Department

November 2024

RESPONSES (September, October)

	<u>Town of Amherst</u>	<u>District 2</u>
Assist Police / RCMP	1	
Dumpster / Garbage can fire	1	
Fryer fire (Extinguished)	1	
Fuel Leak - Gasoline/ Fuel Oil	1	
Monitored alarm activations	19	1
Motor vehicle accidents		6
Mutual aid requests		1
Open burn / Wildland fire / Mulch	2	2
Power lines on fire/Arcing		2
Smell of smoke / Air quality check	3	1
Smoke alarm activations	5	1
Structure fires	1	
Vehicle fire		1
Total events	34	15

As of November 1st, the Amherst Fire Department has responded to **224** requests for assistance.

PROFESSIONAL DEVELOPMENT

Weekly Fire Fighter Training - During the months of September and October the fire department has focused training on the new trunk mobile radio system, flue fires operations, ladders, refresher on Self Contained Breathing Apparatus use, and company operations.

Fire Rescue Canada Conference – During the period of September 19th – 25th Chief Jones, Captain Bob Sperry and Deputy Chief Brian Farrow attended the Fire Rescue Canada conference in Montreal, hosted by the Canadian Association of Fire Chief's. This conference provided a great opportunity to network with colleagues from across the country while taking training sessions on various topics and subjects like:

- Insights from the 2023 wildfires
- Modern approaches to fire service management; Emergency management think tank
- Combating operational stress through increased leadership energy
- Effective command (Assertive, effective and safe commanders); Crisis communication
- Wildfire Sat: The world's first purpose-built operational satellite system for monitoring wildfires
- Burnout: How to keep firefighters in an optimal performance zone
- Suicide at the station, Addressing operational stress in fire members and their families
- Firefighter cancer framework
- How Canada's housing crisis impacts the fire service
- Multicellular and Quantity Storage - Lithium Batteries

The trade show at this event featured vendors from across Canada and the United States who presented specialized products and equipment, along with exhibits of new processes and techniques for fighting fires and fire fighter safety.

During this conference three members of the Amherst Fire Department received a number of outstanding accomplishments. Chief Jones was re-elected to the Board of the Canadian Association of Fire Chiefs as a Director at large and received the King Charles III Coronation Medal for his work across multiple organizations, at the provincial, regional and national levels. Deputy Fire Chief Brian Farrow was awarded the King Charles III Coronation Medal for his work related to co-chairing the Building Codes Committee of the Canadian Association of Fire Chiefs. After years of study and effort, Captain Bob Sperry has received his Executive Chief Fire Officer Aspire certification. This certification is an acknowledgement of Bob's professional conduct, training, education, and skills in a number of competencies required as a leader in today's fire service.

EVENTS

Emergency services memorial service - On October 27th the Amherst Fire Fighters Association and the Amherst Fire Department held their annual emergency services memorial service. Annually, this is an important time to recognize all emergency first responders past and present for their dedicated service, including an opportunity to pause and remember those we have lost, with the utmost of gratitude and respect.

Pumpkin Patrol - Members of the Amherst Fire Department participated in the annual pumpkin patrol event. Eleven members and four fire apparatus participated in this year's event.

Annual firefighters' banquet - On November 2nd the Fire Department held its annual banquet. This is opportunity to look back on the past year and acknowledge the years of service and effort that the members of the Amherst Fire Department have put forth. This year seven members of the fire department received their service awards.

- 10 years of service – Craig Churchill, Jordan Cole, Chuck Delorme, Allen Martin and Michel Poirier
- 15 years of service – Tim Cook
- 20 years of service – Dwight Wheaton

In addition, Stephen Chapman received the best attendance award, and Roger Gouchie Jr. received the Recruit of the Year award.

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://amherst.ca/volunteer-firefighter.html>.

TASK UPDATES

No open tasks at this time

Monthly Departmental Report

Human Resources

November 2024

Staffing Updates

Seasonal Operators & Term Positions: With the summer season coming to a close, we will send off our public works and recreation seasonal employees for the season. Their last day of work will be November 22. A big thank you to Kiley Bickerton, Jordan Brown, Marshall MacDonald, Dan Riemersma and Steve Simpson from the Public Works department, and Isaac Atkinson, Jagger Vandewiel and Cam MacLeod of the Recreation department for all their hard work this season!

Culture, Events & Marketing Coordinator: Kelsey Boudreau has been working with our Community Living department on a term position. With the term position coming to an end, her last day with us will be November 22. Thanks so much for all your hard work Kelsey and have the most amazing time backpacking in Asia!

Mia Farrow: Mia has joined us to provide assistance during our free Afterschool Skating program. Mia will be at the Stadium Mondays, Tuesdays, Thursdays and Fridays to hand out snacks, help with equipment, track skating counts etc. Welcome to the 'A' team Mia!

Lauren Millard: Lauren has been working with our Amherst Police Department in a term position since August. Following the approval by Council for two additional Officer positions, Lauren participated in the competition process and was appointed to a permanent full-time position with APD in October. Congratulations Lauren and we are so happy to welcome you back home!

Marie MacDonald: Marie has been a familiar face at Town Hall for many years having first retired in 2021. Most recently, Marie had been filling the vacancy at the front counter at Town Hall since January of this year and then returned again in late October/early November to assist with the transitional changes to the solid waste program. That term came to an end on November 8th. We can't thank Marie enough for always lending a helping hand to the organization and being the most amazing representative for our citizens. All the best Marie in your second retirement!

Current Recruitment

Police Constable: Our recruitment campaign for an additional full-time Officer remains open. Staff developed a video to promote the benefits of living and working in Amherst and becoming a member of the Amherst Police Department family to support the recruitment efforts. The video and posting will continue to be circulated online until the position is filled.

Police Chaplain: The competition for this volunteer position with the Amherst Police Department closed on October 18. The selection process is currently underway. The Police Chaplain will work closely with Officers, their families and other families affected by tragic events.

Police Science Cadet Program: The Amherst Police Department has applied and was awarded a student position in the January 2026 police class and is also on the wait list for a position in the spring 2025 class. Over the coming months, human resources will work with APD to develop a social media campaign and information session to attract local residents that may be interested in participating in the program and becoming a police officer. Additional information will follow in the months to come.

Other HR News

Human resources staff are developing a timeline to provide group benefit information sessions for staff in the New Year. The sessions are intended to provide education on the benefits available to staff and various ways to access them.

Included in this initiative will be the roll-out of a new Virtual Health platform available to staff who are members of our Medavie Blue Cross health and dental plan. The Virtual Health program provides eligible staff access to consult with healthcare professionals on-demand, via a smart device or computer, to avoid unnecessary trips to a clinic or delays in getting needed health assistance.

Staff also continue to review all HR policies and procedures with the “Staff Training and Professional Development” policy next in line for recommended revisions.

Planning continues for our annual Christmas party to be held December 14 at the Amherst Fire Department. Official invitations with additional information will be distributed shortly.

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.

November brings the processing of our annual honorariums for our valued Volunteer Firefighter department.

Staff are also preparing for payroll year-end processes which will continue throughout November, December and January resulting in the issuance of 2024 T4 and T4A's.

Monthly Departmental Report

Operations

November 2024

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

RECREATION & HORTICULTURE

- Parks washrooms are closed with the exception of the Dickey Park washroom that is open daily from 9:00am to 5:00pm.
- Stadium walking track is typically open daily from 7:00am to 9:00pm.
- All flowerbeds were cleaned up, annuals removed, and prepared for winter.
- Security fencing at the Angus building is under construction.
- A graffiti removal company was hired to do some work at the skate park and Robb Complex.
- Mowing of parks and green spaces is finished for the season, leaf cleanup is ongoing.
- Ongoing cleaning and maintenance at the stadium.
- Stadium hosted the annual Bluenose Tournament from November 1st to 3rd.
- Stadium hosts regular weekday after school skating, senior & adult skating, and parent and tot skating.
- Amherst Jr. A Ramblers have 6 home games in November (2,8,9,23,24,30).
- Amherst Senior Ducks have 3 home games in November (11,16,29).
- Staff will be assisting with the annual Christmas light up, parade, and tree for Boston events.

PUBLIC WORKS

- Unidirectional flushing was completed in late October and winterizing of fire hydrants is ongoing.
- Quarterly meter reading was completed in October and related meter repairs and investigation of high or low water consumption is ongoing.
- Remembrance Day veteran's banners were put up in late October, and removed on November 12th.
- Contracted spreader patching and service cut repairs are ongoing, this work should be completed by the end of November.
- Staff will be extremely busy ensuring all of the decorative lighting is in place and operational prior to the annual light up celebration in Victoria Square on November 22nd.
- The mechanic and welder are working on preparing our salt trucks and snow removal equipment for the winter season.
- Work continues on Marshview Drive extension. All of the water, sewer, and storm sewer infrastructure for Phase 1 has been installed and tested as required.
- Public Works staff have been hand-patching potholes on a regular basis.

- All of the capital sidewalk construction projects and the Clinton Street walking trail have been completed.
- Town Hall office renovations are ongoing.
- Staff expect to have the Town Hall wheelchair ramp replaced by mid December.
- Staff continue to trouble shoot and investigate issues with the wind turbine at the Waste Water Treatment Plant. It is becoming increasingly difficult to source parts to keep the turbine operational.
- New plaques for the Community Credit Union Business Innovation Center flag poles are being fabricated to replace the ones that were stolen.
- The traffic lights at Victoria Street and Havelock Street were removed, the intersection is now operating as a 4-way Stop.
- Painting of share the road “Sharrows” is ongoing.
- Nulantic Water Inc. completed the annual servicing and calibration of the chlorine injection system at the wellfield.
- Water Utility staff attended a safe chlorine handling workshop at Brenntag Canada in Dartmouth.
- Water levels in the Willow Street reservoirs have been lowered by 3m for the winter.

Upcoming:

- Operations staff have been working on their Capital budgets for 2025/26.
- The frame and lighting for the outdoor rink will be installed in early December, weather permitting the rink will be ready for use over the Christmas holidays.
- On December 7th & 8th the stadium will be hosting the U18 AAA hockey teams from Nova Scotia, PEI and New Brunswick.
- In December the stadium will be hosting the Amherst Figure Skating Club’s performance of the Nutcracker, date to be determined.

Task Updates:

<p>Task: Water Utility Dump Truck Update: Purchase Order has been created and the truck has been ordered. Supplier to provide a schedule for delivery in January, but it is anticipated it will be 10 - 12 months before the truck is delivered Status: Ongoing</p>
<p>Task: Waste Water Treatment Plant Grey Water Energy Extraction Report Update: Staff are still reviewing the findings, information memo to be presented at December COW. Status: Ongoing</p>
<p>Task: Sidewalk Curb and Construction Update: This will be brought to the next Accessibility Advisory Committee meeting. Status: Ongoing</p>
<p>Task: Capital Budget Amendment – New Loader Update: The new loader was been ordered, delivery is expected February 2025. Status: Ongoing.</p>
<p>Task: Havelock/Victoria/LaPlanche Intersection Traffic Lights Update: This item is on the November COW agenda. Status: Ongoing</p>

Monthly Departmental Report

Planning & Strategic Initiatives

November 2024

The attached development activity report shows permits issued between September 1st and October 31st and a 2023/2024 YTD comparison. As shown, the overall number of dwelling units so far this year has increased from 61 in 2023 to 76 in 2024, a significant increase over the 29-unit average in years prior to 2023. In addition, permits are being issued for the second of three 54-unit apartment buildings south of the E.B. Chandler School, resulting in an unprecedented 130 units permitted in Amherst this year.

As the foundation is poured on the second 54-unit apartment building south of E.B. Chandler School, the first building is at or near closed in. Under the terms of the development agreement, road and infrastructure work to gain access to Willow Street was completed before permits were issued for the first building. Paving this access and parking area will be required when the first building is occupied.

Looking ahead, staff anticipate issuing several permits in the coming months for new units within the Hillsdale development (former Dolan property). Staff have also received an application for a development agreement for a large-scale development near Russell Street. Public participation will take place in December or early January. Construction of the streets and underground services on Marshview Drive Extension are intended to be complete by the end of 2024.

An application for round two of the CMHC Housing Accelerator Fund was submitted in September. As before, the program is intended to provide funding to support housing in exchange for the town adopting initiatives to incentivize more housing units. The initiatives proposed in the town's application are intended to streamline the approval process by allowing moderately larger residential developments by-right rather than having to go through a lengthy and uncertain development agreement process. These changes have been incorporated into the new Municipal Planning Strategy and Land Use Bylaw. The Council review and approval process for these new planning documents will start in the new year.

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

A report on Business Development and a semi-annual Dangerous and Unightly Premises Property report is provided in the package separately.

Task Updates:

Task: 15 & 31 East Victoria Street Development Agreement

Update: The agreement is ready to be signed but the developer is sorting through land encumbrances before they can execute the agreement. Staff continue to engage them.

Status: Ongoing

Task: 9 Laplanche Street Development Agreement

Update: The agreement has been executed and is being forwarded to be registered.

Status: Ongoing

Task: Industrial Park Land Acquisition

Update: The land transfer received ministerial approval and legal/survey work to complete the transfer is underway.

Status: Ongoing

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

Update: Staff are working with the developer to execute the development agreement and establish a closing date for the land transaction.

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

Task: Hotel Levy

Update: A draft consultant report is currently being reviewed by staff. Final report is intended to be complete by December 2024.

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. This agreement is being executed.

Status: Ongoing

Task: LED Roadway Lighting Proposal

Update: With previous funding applications having been denied, LED Roadway continue to identify potential funding opportunities 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 Issued: September 1st - November 1st, 2024

PERMIT APPLICATIONS								For Period: September 01 2024 To November 01 2024	
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value	
B2024-076	25019522	48 Elmwood Dr	0	Renovate	Single Detached Dwelling	Accessory Uses - Other	134.00	33,682.00	
D2024-077	25018557	9 Durlley St	0	Renovate	Single Detached Dwelling	Home business/occupation	50.00	500.00	
C2024-078	25000837	52 Kent Dr	0	Construction	Garage/Carport/Shed	Deck	55.00	2,000.00	
B2024-079	25160177	23 Townsview Crt	0	Repair	Garage/Carport/Shed	Deck	2.00	1,000.00	
B2024-080	25167628	10 Townsview Crt	0	Repair	Garage/Carport/Shed	Deck	2.00	1,000.00	
B2024-081	25160078	16 Townsview Crt	0	Repair	Garage/Carport/Shed	Deck	2.00	1,000.00	
B2024-082	25160078	14 Townsview Crt	0	Repair	Garage/Carport/Shed	Deck	2.00	1,000.00	
B2024-083	25002775	58 Winston Ave	0	Repair	Garage/Carport/Shed	Deck	70.00	8,000.00	
B2024-084	25160268	18 Townsview Crt	0	Repair	Garage/Carport/Shed	Deck	2.00	1,000.00	
B2024-085	25167594	8 Townsview Crt	0	Repair	Garage/Carport/Shed	Deck	2.00	1,000.00	
B2024-086	25167628	12 Townsview Crt	0	Repair	Garage/Carport/Shed	Deck	2.00	1,000.00	
B2024-087	25160177	21 Townsview Crt	0	Repair	Garage/Carport/Shed	Deck	2.00	1,000.00	
B2024-088	25160029	19 Townsview Crt	0	Repair	Garage/Carport/Shed	Deck	2.00	1,000.00	
B2024-090	25010786	31 Allison Ave	0	Construction	Garage/Carport/Shed	Deck	52.00	7,500.00	
C2024-089	25010448	54 Costin Dr	1	Construction	Single Detached Dwelling	Moble/Mini Homes	192.00	226,700.00	
D2024-091	25391905	35 Tantramar Cre	0	Renovate	Commercial	Permanent Sign	50.00	5,100.00	
B2024-092	25032251	120 Spring St	0	Construction	Garage/Carport/Shed	Porch/Patio	52.50	5,000.00	
B2024-093	25028036	33 Prince Arthur St	0	Renovate	Commercial	Office	309.99	82,000.00	
B2024-094	25025164	26 Palmer St	0	Renovate	Garage/Carport/Shed	Deck	59.00	12,000.00	
D2024-096	25005935	47 Laplanche St	0	Construction	Garage/Carport/Shed	Shed	50.00	8,000.00	
C2024-095	25013814	96 Church St	4	Renovate	Apartments	Apartment Building	1,050.00	400,000.00	
C2024-097	25019837	25 Fairview Ave	0	Construction	Garage/Carport/Shed	Deck	55.00	12,000.00	
B2024-098	25027103	25 West Pleasant St	2	Renovate	Double Dwelling	Duplex	800.00	300,000.00	
D2024-099	25027541	26 Poplar St	0	Construction	Garage/Carport/Shed	Shed	50.00	8,000.00	
C2024-100	25003468	51 Russell St	1	Construction	Single Detached Dwelling	Single Detached Dwelling	134.00	150,000.00	
Total	25		8				3,181.49	1,269,482.00	

2023-2024 Comparison

ACTIVITY REPORT							For Calendar Year 2024
Type	2023			2024			
	Permits	Units	Value of Construction	Permits	Units	Value of Construction	
Single Family	38	21	3,953,732	28	16	3,687,118	
Duplex/Semi	1	0	85,500	1	2	300,000	
Apartments	8	34	3,855,000	6	58	11,027,000	
Other Residential	21	0	228,400	51	0	785,560	
Commercial	21	6	61,806,481	15	0	2,538,172	
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	
Total	90	61	72,797,053	101	76	18,337,850	

Monthly Departmental Report

Police

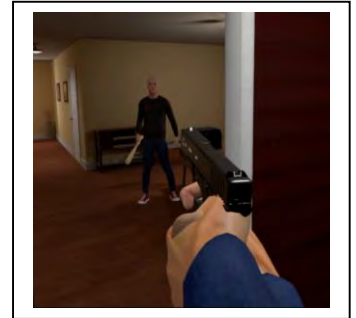
November 2024

PERSONNEL

New Employees: Shannon King was recently hired by APD to fill in for dispatch/admin shortages. During a competition held in August 2024, 7 people were interviewed for this position. The interview team all recommended that Shannon be hired on a part-time basis and as a result, she started working in dispatch in late August and throughout September with dispatch coach officers. She was scheduled to attend PROS end-user training from September 9th to the 13th, returning the following weeks to work with a dispatch coach. On October 2nd, she started working dispatch shifts alone.

TRAINING

SSVR (Street Smarts Virtual Reality) Training: Cpl Derek Hebert, Cpl Jeff Walsh and D/Chief Tim Hunter participated in SSVR training on September 5th, 2024. This virtual reality training system was funded by the Department of Justice and provided to the Amherst Police Department for use and training, not only for our staff, but for our policing partners in Truro, New Glasgow, Stellarton and Westville. As a result, members representing those departments were also present. The SSVR provides members with realistic virtual reality scenarios that respond to officer decisions and actions, and focuses on decision-making, de-escalation and use of force. There is still more training to be conducted for instructors before we can schedule regular training with our members.

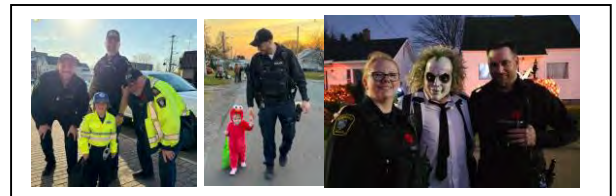


PROS End-User Course: Constable Lauren Millard and our new dispatch/admin employee Shannon King both attended the PROS end-user course from September 9th to the 13th. Staff are required to successfully complete this course in order to access the PROS file maintenance system. The course was held at RCMP Headquarters in Dartmouth.

CIT – Train the Trainer: Cst Michelle Harrison was selected to attend the Crisis Intervention Team ‘trainer the trainer’ course in Halifax from October 7th to the 10th (4 days). This course will enable her to be a part of the training team that provides CIT training for police officers. The majority of APD members are CIT trained and certified, which provides them with extra tools, skills and resources for dealing with people in a mental health crisis. Sergeant Graham had also been selected to attend, but had to cancel due to staffing shortages.

GENERAL OPERATIONAL UPDATES:

Halloween – October 31st, 2024: Once again we had a very successful and safe Halloween, with extra members conducting foot patrols in various areas around town including Strawberry Fields, Winston Avenue and the Downtown area. The Trail of Treats was held and resulted in an increased presence of Trick or Treaters in the downtown area.



Prolific Incidents: A 60-year-old male was arrested and charged several times by Amherst Police over a 5-day period. The male is facing numerous charges that include assaulting a Police Officer, uttering threats, causing a disturbance and failing to obey release conditions. Amherst Police are also investigating the alleged offense of possession of stolen property in relation to a string of thefts that occurred in New Brunswick. The subject was arrested on the 17th of October, but was released the following morning by the

courts with conditions that he leave the area. That afternoon he was arrested again after an incident at a local business and charged with breaching his release order. The following morning, on the 18th, he was released again. On the 19th, he was again arrested following a complaint at a local business and charged with breaching his order and was held until the morning of the 21st. He was released again by the courts and has since left this area, but is scheduled to appear again on the charges in November 2024.

Search Warrant – October 17th, 2024: The Cumberland Integrated Street Crime Unit executed a search warrant and has charged 3 people in relation to complaints concerning an illegal cannabis dispensary on South Albion Street in Amherst. During the search, investigators seized hundreds of grams of illicit cannabis in various forms, as well as a quantity of psilocybin. On October 28th, a third person was arrested in connection with the investigation. The three face charges that include Possession of Cannabis for the Purpose of Distributing, Possession of Cannabis for the Purpose of Selling, Possession of Unstamped Cannabis, and Possession of Psilocybin for the Purpose of Trafficking. Two of the individuals are also facing charges of Possession of Property Obtained by Crime. The only legal and safe way to purchase cannabis in the province is at licensed locations. Uninspected and unregulated cannabis can pose a serious public safety risk. This is the second time that the Street Crime Unit has executed a search warrant at this location. On August 27th, the Street Crime Unit arrested 2 people at this same location. Both have been charged with offenses under the Cannabis Act.



47th Annual Canadian Police and Peace Officer’s Memorial Service: On September 29th Inspector Gairns attended the 47th annual Canadian Police and Peace Officers' Memorial Service. This annual service is held to honor police and peace officers who lost their lives while serving their communities. Inspector Gairns marched with hundreds of other police and peace officers from agencies across Canada.



Canine Therapy for First Responders – Rotary: On Monday, September 23rd, Tracy Ryan of CTFRR spoke to the Amherst Rotary Club about the CTFRR program and how it benefits not only our department, but also our community. Also in attendance was Chief Pike, D/Chief Hunter, Sgt Aaron Graham, Cst Michelle Harrison, Crime Prevention Coordinator Melanie Siddal, and of course, Rocky, Lola and Walter.

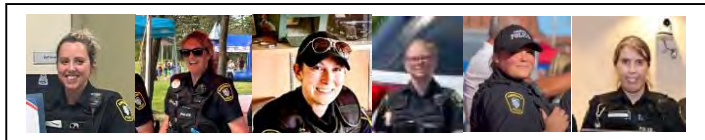


True Patriot Love: On September 21st, Chief Pike and several members/staff attended and participated in the ‘True Patriot Love - Canadian Walk for Veterans’, walking around the ‘big block’ three times to raise money and awareness for our veterans.



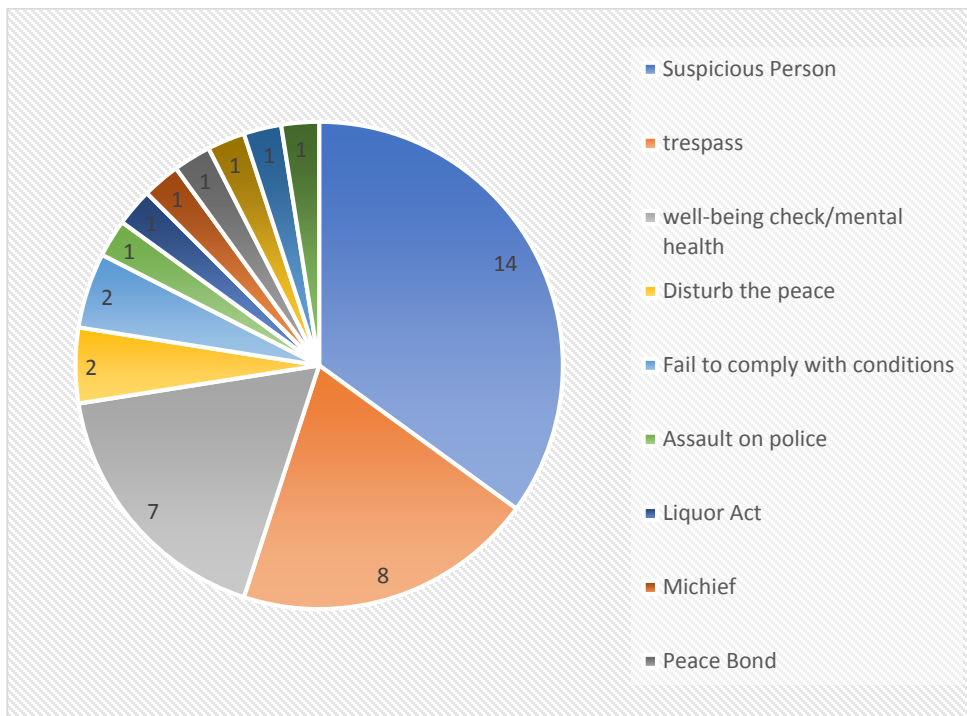
Special Olympics Truck Convoy: D/Chief Tim Hunter and Sergeant Aaron Graham attended the ‘Truck Convoy’ in Halifax on September 21st. This initiative raises money and awareness for the Nova Scotia Special Olympics. This year 270 trucks were involved, the largest number of trucks in the convoy.

National Police Women’s Day: On September 12th we celebrated National Police Women’s Day. We are very lucky to have such excellent Police officers working at the Amherst Police Department with their expertise and dedication to keeping our community safe is greatly appreciated!



Shoplifting Complaints: Overall, our shoplifting complaints remain fairly consistent. In August 2024, we had 10 complaints of shoplifting in total. This increased slightly to 11 in September and stood at 8 in October. Lower complaints in the area of such thefts are often a result of recent arrests/periods of incarceration or often the ‘relocation’ of specific persons. As a result, we often see these stats rise and fall like waves. Of concern, is a very recent spike in November, with 4 incidents on November 2nd and 4 incidents on November 3rd reported. We also are quite confident that our stats may not accurately reflect actual incidents as such activities are often under reported or go unnoticed. Many stores cite employee safety as a reason for not taking proactive actions to stop shoplifting when it occurs. Aside from shoplifting, APD also received 31 complaints relating to thefts, especially in relation to gas drive-offs (7 reported complaints) which is an increase from 23 in September (with 9 reported gas drive-offs).

Homelessness: Our department responded to 47 complaints during the month of October that had a nexus to homelessness, a slight increase from the 38 in September and the 30 in August. This remains a stark contrast to the complaints received in July (110), June (76) and May (73). Many of the complaints are surrounding 3-4 of the same people. 31 of the 47 complaints involved the same 6 people, with one person being responsible for 8 complaints in 5 days before leaving the area after being charged, arrested and held 2 separate times for court.



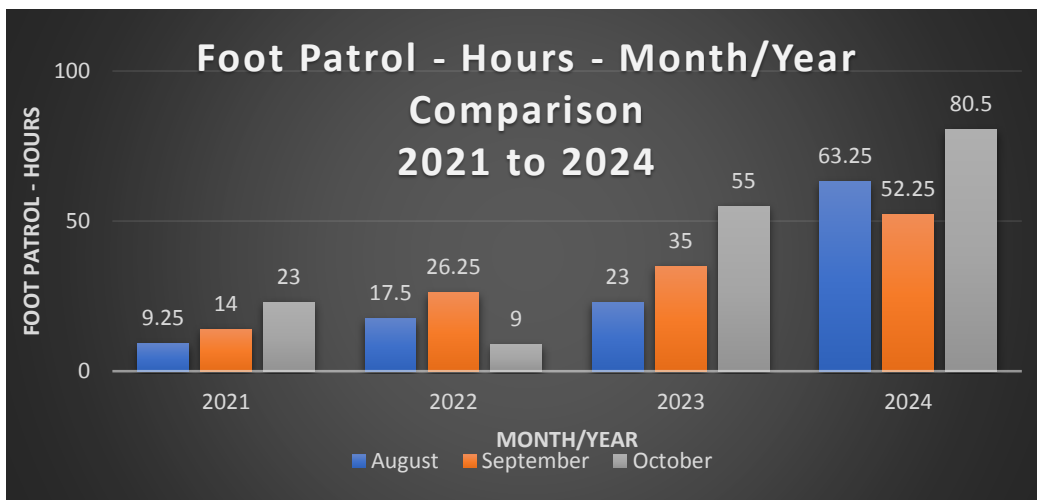
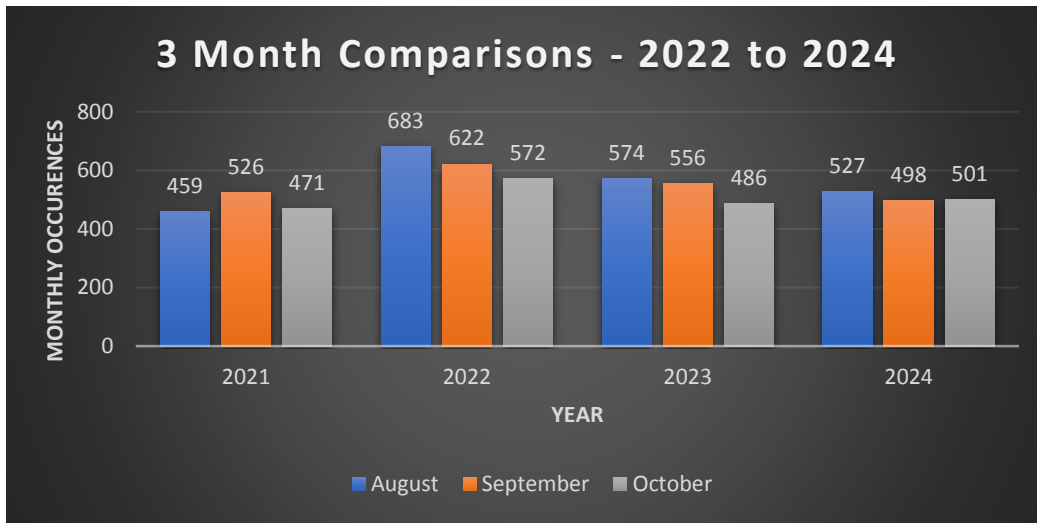
OPERATIONAL STATS

OCTOBER 2024

Occurrences:	501	Criminal Code Charges:	50
Impaired by Alcohol:	1	CDSA:	0
Impaired by Drug:	1	CBCA:	0
Tobacco Act:	1	Traffic Tickets:	14
PPA:	0	Traffic Written Warnings:	5
Vehicle Checks:	82	LCA:	0
Foot Patrol Hours:	80hrs, 29min	Parking Tickets:	0
Parking Warnings:	0		

SEPTEMBER 2024

Occurrences:	498	Criminal Code Charges:	57
Impaired by Alcohol:	1	CDSA:	0
Impaired by Drug:	0	CBCA:	0
Tobacco Act:	1	Traffic Tickets:	19
PPA:	0	Traffic Written Warnings:	10
Vehicle Checks:	107	LCA:	5
Foot Patrol Hours:	52hrs, 13 min	Parking Tickets:	0
Parking Warnings:	0		



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

Update: 2024-11-07: Public works is lead on this matter at this time. They are working to remove old gates and barricades and install new.

Status: In Progress

Task: **SARV - Safe Approach and Rescue Vehicle:** APD has obtained an armoured vehicle from GardaWorld for critical incidents. Staff are working with partners to equip and prepare at minimal cost

Update: 2024-11-07: The SARV is at Bayview Kenworth in Pictou and has been worked on by our members and Bayview Staff. Our costs are minimal and are related to some materials. It has been painted and we are working on lights and a striping package. To meet with Sgt Graham and CST Pavlovic concerning next steps.

Status: In Progress

Monthly Departmental Report

Solid Waste Education and Enforcement

November 2024

Presentations & Events

Nova Scotia Housing Apartment Complexes

Presentations were given to tenants to review our solid waste programs and source separation. Buildings in Springhill, Pugwash, and Wallace were visited. Staff will be visiting Oxford and River Hebert in the coming weeks.

Nova Scotia Community College

A presentation on our programs and services was given to students of the Continuing Care Program.

Household Hazardous Waste (HHW) Events

Our fall HHW events took place in September. Our first round of events took place on September 7th where materials were collected from Parrsboro, Pugwash, Oxford, and Springhill. Staff were pleased with the turnout for this event as we collected materials from 71 vehicles. The last event of the year was held on September 14th in Amherst where we collected materials from 90 vehicles.

Waste Reduction Week

- In celebration of Waste Reduction Week staff held Halloween Costume Swaps in both Amherst and Springhill. Families were encouraged to drop off a used costume for a “new to you” costume. Staff saw 10 families at each event.
- Let’s Talk Trash Information Sessions were held in Amherst, Springhill, and Pugwash.



Curbside Collection Changes

Starting November 4th, residents in the Town of Amherst made the transition over to bi-weekly collection of all three streams on the same day, once every 2 weeks. Staff promoted the change through social media, radio advertising, water bills, website, & through updated collection schedules.

During the first week of the rollout, the Solid Waste Hotline received 300 phone calls. The majority of the calls were from residents looking to confirm their collection day.

Miller Waste and Cumberland Region Solid Waste are happy to report that the transition has been smooth, and the majority of comments have been positive.




CHANGES ARE COMING

Changes are coming to how solid waste is collected in the Municipality of Cumberland and the Town of Amherst.

Effective November 4, garbage, dual stream recycling, & organics will be collected on the same day, once every two weeks. Due to these changes, some residents will see a change in their collection day.

New collection schedules outlining the changes will be mailed out to all residents in October, stay tuned!

Never miss another curbside collection day again! Sign up to receive alerts and curbside collection reminders @  [Cumberland County Solid Waste](#)



Curbside Collection Changes

Effective November 4, Miller Waste will be collecting garbage, recycling, & organics on the same day, once every two weeks.

To ensure collection, materials must be placed in 3 separate piles:

- Pile 1. Garbage
- Pile 2. Dual stream recycling
- Pile 3. Green cart

CURBSIDE COLLECTION CHANGES

Effective November 4, Miller Waste will be collecting garbage, recycling, & organics on the same day, once every two weeks.

To ensure collection, materials must be placed in **3** separate piles

Recyclables



Organics



Garbage



Never miss another curbside collection day again! Sign up to receive alerts and curbside collection reminders @ [Cumberland County Solid Waste](#)

Curbside Collection Changes

All 3 streams on the same day!

Starting November 4, Miller Waste will be collecting garbage, recyclables, & organics on the same day, once every two weeks.

Place materials curbside by 7:00 a.m.

Truck 1: Organics & garbage
Truck 2: Recyclables

Three separate piles!


Recyclables



Organics



Garbage



Cumberland Region Solid Waste Services
a day ago

Reminder!
In order to ensure collection, ALL materials (garbage, green cart, & recyclables) must be placed curbside by 7:00 a.m.

CURBSIDE COLLECTION

CHANGES ARE COMING

Monday, November 4

