



Town of Amherst  
Committee of the Whole  
Agenda

Date: **Monday, December 16, 2024**  
Time: **3:00 pm**  
Location: **Council Chambers, Town Hall**

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|  | Pages   |
|--|---------|
| <b>1. Call to Order</b>  |         |
| <b>1.1 Territorial Acknowledgement</b>   |         |
| “I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.” |         |
| <b>1.2 Approval of Agenda</b>  |         |
| <b>1.3 Approval of the Consent Agenda</b>  | 1 - 1   |
| <b>1.4 Acceptance of Minutes - November 18, 2024</b>   | 2 - 4   |
| <b>2. Council Direction Requests</b>   |         |
| <b>2.1 Community Support Grants - Bristol</b>  | 5 - 22  |
| <b>2.2 Anson Aircraft Monument - Davidson</b>  | 23 - 27 |
| <b>2.3 Request to Present - Ripley</b>   | 28 - 28 |
| <b>3. Information Items</b>  |         |
| <b>3.1 Snow and Ice Management Policy - Bourgeois</b>  | 29 - 46 |
| <b>3.2 Fire Underwriters Survey Municipal Scorecard - Jones</b>  | 47 - 49 |
| <b>3.3 Food Summit Report - Bristol</b>  | 50 - 57 |
| <b>3.4 CAO Task Report - MacDonald</b>   | 58 - 58 |
| <b>4. Monthly Reports</b>  |         |

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| 4.1  | Business Development                  | 59 - 60 |
| 4.2  | Cumberland Business Connector         | 61 - 62 |
| 4.3  | Community Living                      | 63 - 65 |
| 4.4  | Corporate Communications and IT       | 66 - 66 |
| 4.5  | Financial Services                    | 67 - 68 |
| 4.6  | Fire Services                         | 69 - 69 |
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| 4.8  | Operations                            | 73 - 74 |
| 4.9  | Planning & Strategic Initiatives      | 75 - 77 |
| 4.10 | Police Services                       | 78 - 82 |
| 4.11 | Solid Waste Education and Enforcement | 83 - 84 |

**5. Closed Session**

|       |  |  |
|-------|--|--|
| 5.1   | Approval of Closed Session Agenda  |  |
| 5.2   | Acceptance of Closed Session Minutes                                       |  |
| 5.2.1 | November 18, 2024  |  |
| 5.2.2 | December 10, 2024  |  |
| 5.3   | MGA 22(2)(e) - contract negotiations                                       |  |
| 5.4   | MGA 22(2)(c) - personnel matters   |  |
| 5.5   | MGA 22(2)(c) - personnel matters   |  |
| 5.6   | MGA 22(2)(c) - personnel matters   |  |
| 5.7   | MGA 22(2)(c) - personnel matters   |  |
| 5.8   | MGA 22(2)(e) - contract negotiations                                       |  |
| 5.9   | MGA 22(2)(a) - acquisition, sale, lease and security of municipal property |  |
| 5.10  | MGA 22(2)(e) - contract negotiations                                       |  |

6. Adjournment

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Town of Amherst  
Committee of the Whole  
Monday, December 16, 2024

**Consent Agenda**

**MOTION:**

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

- 1.4 Acceptance of Minutes**
- 3.3 Food Summit Report**
- 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:** November 18, 2024  
**Time:** 4:00 pm  
**Location:** Council Chambers, Town Hall

**Members Present**  
Mayor Robert Small  
Councillor Charlie Chambers  
Councillor Hal Davidson  
Councillor Nic Furlong  
Councillor Terry McManaman  
Councillor Dwayne Ripley  
Councillor Kathy Wells

**Staff Present**  
Jason MacDonald, Chief Administrative Officer  
Aaron Bourgeois, Director, Operations  
Andrew Fisher, Director, Planning & Strategic Initiatives  
Dwayne Pike, Chief, Police Services  
Greg Jones, Director, Fire Services  
Kim Jones, Director, Corporate Communications  
Krista Crossman, Director, Human Resources  
Sarah Wilson, Director, Finance  
Sharon Bristol, Director, Community Living  
Sean Payne, Corporate Communications Officer  
Torben Laux, Planner  
Jeff Bacon, Business Development Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. Call to Order**

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

**1.1 Territorial Acknowledgement**

Mayor Small gave the Territorial Acknowledgement.

**1.2 Approval of Agenda**

**Moved By Councillor Furlong**

**Seconded By Councillor Wells**

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

**MOTION CARRIED**

**1.3 Approval of the Consent Agenda**

**Moved By Councillor Davidson**

**Seconded By Councillor Chambers**

**To approve the consent agenda as included in the agenda package.**

**MOTION CARRIED**

**1.4 Acceptance of Minutes**

**1.4.1 September 16, 2024**

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the September 16, 2024 meeting of the Committee of the Whole were accepted as included in the agenda package.

**2. Council Direction Requests**

**2.1 Code of Conduct for Elected Municipal Officials**

**Moved By Councillor Chambers**

**Seconded By Councillor Ripley**

**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.**

**MOTION CARRIED**

**2.2 Vision, Mission and Guiding Principles**

**Moved By Councillor Chambers**

**Seconded By Councillor McManaman**

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

**MOTION CARRIED**

**2.3 Signing Authority**

**Moved By Councillor Chambers**

**Seconded By Councillor Furlong**

**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.**

**MOTION CARRIED**

**2.4 Christie Foundation Donation**

**Moved By Councillor Davidson**

**Seconded By Councillor Wells**

**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.**

**MOTION CARRIED**

**2.5 Proclamation Request**

**Moved By Councillor McManaman**

**Seconded By Councillor Chambers**

**That the application to declare December as Christian Heritage Month not be approved as it promotes a specific religious ideology.**

**MOTION CARRIED**

**2.6 Request for Dedicated Space**

Information item only; no direction given or action required.

**2.7 Fireworks**

**Moved By Councillor Davidson**

**Seconded By Councillor Furlong**

**That staff be directed to investigate a lower decibel firework as an alternative to traditional fireworks, as well as an appropriate location, and further to support an active event for the community for New Year's Eve.**

**Against (2): Councillor Chambers, and Councillor Ripley**

**MOTION CARRIED**

**2.8 Havelock/Victoria/LaPlanche Street Intersection**

**Information item only; no further direction given at this time.**

**3. Information Items**

**Moved By Councillor Davidson**

**Seconded By Councillor Chambers**

**That the following information items be approved as part of the consent agenda:**

**3.1 Strategic Priorities Update**

**3.2 Dangerous and Unsightly Premises Semi-Annual Report**

**3.3 Policy and Bylaw Review**

**3.4 CAO Task Report**

**MOTION CARRIED**

**4. Monthly Reports**

**Moved By Councillor Davidson**

**Seconded By Councillor Chambers**

**That the following monthly departmental reports be approved as part of the consent agenda:**

**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**

**MOTION CARRIED**

**5. Closed Session**

**Moved By Councillor Davidson**

**Seconded By Councillor Wells**

**That the Committee move to a Closed Session.**

**MOTION CARRIED**

**6. Adjournment**

**There being no further business, Mayor Small adjourned the meeting.**



## COMMITTEE OF THE WHOLE

CDR# 2024097

Date: December 16, 2024

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

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

**DATE:** December 16, 2024

**SUBJECT:** Community Support Grants 2024

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**ORIGIN:** 2024-25 Operating Budget

**LEGISLATIVE AUTHORITY:** MGA 65 Power to expend money: (au) a grant or contribution to (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the province; Community Support Grants Policy, 72000-08

**RECOMMENDATION:** That Council forward to the regular meeting, approval of funding in the amount of \$8,100.00 under the Community Support Grants Policy, Social Equity fund as follows:

Amherst Community Christmas Dinner - \$5,000.00 Social Equity

Dolly Parton Imagination Library - \$3,100.00 Social Equity

**BACKGROUND:** An annual budget is allocated for community support grants so that the Town can provide assistance in a fiscally responsible manner to organizations that qualify under the criteria set in the policy. In doing so, the Town encourages and promotes the success of these organizations. It should be noted that these groups fill a significant role in the community. The Town of Amherst Community Support Grant and Social Equity fund provides assistance to organizations that promote equity, inclusion and accessibility to the greater community.

**DISCUSSION:** These two requests meet these requirements and are geared towards food insecurity/social inclusion and elevating education through reading. The Amherst Community Christmas dinner is open to anyone regardless of their ability to pay. This provides an inclusive environment for those experiencing food insecurity and a welcoming holiday meal. The dinner will host approximately 500 people. The Dolly Parton Imagination Library provides books to over 220 children in Amherst to inspire their quest for learning. This is a valuable resource to our community and speaks to the PRAC strategic plan around youth outreach and education.

**FINANCIAL IMPLICATIONS:** An allowance remains in the budget to address these requests. Currently there is \$6,725 in Community Support Grants and \$23,175.00 in social equity.

**COMMUNITY ENGAGEMENT:** In response to a public invitation to apply, funding requests were submitted by community groups. Future community and sporting event requests will be dealt with on an individual basis.



**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications attached to this request.

**SOCIAL JUSTICE IMPLICATIONS:** Community not for profit organizations, sports teams, festivals and events help weave the fabric of our society. When a community has a strong base of supportive organizations dedicated to improving the quality of life for our residents in addition to sports, culture, arts, and events it is enriched in so many key ways. In most all cases these organizations rely heavily on outside sources of funding to stay afloat. Due to the nature of the not-for-profit world, it is our opportunity to assist those who work so tirelessly to make our community better. The Town of Amherst, as a funding contributor, helps create a community that all can be proud to live, work and play.

**ALTERNATIVES:**

1. Approve the funding requests as listed
2. Discontinue the practice of providing community support grants

**ATTACHMENTS:**

- Community Support Grants Policy, 72000-08
- Applications

**TOWN OF AMHERST  
COMMUNITY SUPPORT GRANTS POLICY**

**NUMBER 72000-08  
Page 7 of 7**

Date: November 23rd 2024

**COMMUNITY SUPPORT GRANTS  
TOWN OF AMHERST  
REQUEST FOR FINANCIAL SUPPORT**

**1. ORGANIZATION INFORMATION:**

Name of Organization: Amherst Community Christmas Dinner

Full Mailing Address: 6 Birch crt Amherst, NS B4H 4K3

Contact Person: Nicole Schrader

Email Address: nicole.schrader@nsc.ca

Telephone: 902-694-6769

**2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED**

\$ 5000

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

Community event to ensure that everyone in Amherst is provided with the option of a christmas dinner on Christmas day.  
Food insecurity initiative

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

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

Last year we provided 490 meals to the citizens in our community. Ayn remaining food we delivered to first responders working on Christmas day  
By providing a free, hot meal on Christmas day which includes a delivery option or the sit down meal, ensures that everyone has the option to have a meal and be inclusive of everyone.

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

| NAME  | FUNDING IF ANY |
|---|----------------|
| Local businesses in Amherst and surrounding areas |                |
|   |                |
|   |                |

**7. How many volunteers contribute to this event or festival:** 40 + on Christmas day and 5 throughout the year



**Amherst Community Christmas Dinner  
Operating Budget  
For the 12 months ending December 31, 2024**

**TOTAL PROJECTED REVENUE**

**PROJECTED EXPENSES**

- Donations
- Interest and Bank Charges
- Supplies
- Catering Expense (The Warehouse Café - projecting 500 meals for 2024)

**TOTAL PROJECTED EXPENSES**

**PROJECTED NET INCOME (LOSS)**

**OPENING CASH BALANCE - JANUARY 1**

**PROJECTED ENDING CASH BALANCE - DECEMBER 31**

**KPIs**

Meals Billed

Effective Cost Per Meal

| Pro-forma   | Actual Comparatives |           |           |
|---|---------------------|-----------|-----------|
|   | 2024                | 2023      | 2022      |
| <b>TOTAL PROJECTED REVENUE</b>  | \$ 15,000           | \$ 19,153 | \$ 14,987 |
| <b>PROJECTED EXPENSES</b>   |                     |           |           |
| Donations   | \$ -                | \$ -      | \$ -      |
| Interest and Bank Charges   | \$ 50               | \$ 43     | \$ 46     |
| Supplies  | \$ 200              | \$ 49     | \$ -      |
| Catering Expense (The Warehouse Café - projecting 500 meals for 2024) | \$ 15,500           | \$ 15,500 | \$ 15,500 |
| <b>TOTAL PROJECTED EXPENSES</b>                                       | \$ 15,750           | \$ 15,593 | \$ 15,546 |
| <b>PROJECTED NET INCOME (LOSS)</b>                                    | -\$ 750             | \$ 3,560  | -\$ 559   |
| <b>OPENING CASH BALANCE - JANUARY 1</b>                               | \$ 5,174            | \$ 1,614  | \$ 2,172  |
| <b>PROJECTED ENDING CASH BALANCE - DECEMBER 31</b>                    | \$ 4,424            | \$ 5,174  | \$ 1,614  |

|                         | 2023     | 2023     | 2022     |
|-------------------------|----------|----------|----------|
| Meals Billed            | 500      | 500      | 500      |
| Effective Cost Per Meal | \$ 31.50 | \$ 31.19 | \$ 31.09 |

**Amherst Community Christmas Dinner  
Financial Statements  
For the year ended December 31, 2023  
(Notice to Reader - Unaudited)**

**Amherst Community Christmas Dinner  
Income Statement (Unaudited)  
For the 12 months ending December 31, 2023**

|  | Actual           | Budget           | Actual           | Actual           | Actual        | Actual          | Actual          |
|--|------------------|------------------|------------------|------------------|---------------|-----------------|-----------------|
| REVENUE  | 2023             | 2023             | 2022             | 2021             | 2020          | 2019            | 2018            |
| Revenue from Donations                                   | \$ 2,015         | \$ 1,500         | \$ 2,287         | \$ 397           | \$ -          | \$ 1,506        | \$ 1,231        |
| Revenue from Fund Raising                                | 12,100           | 10,500           | 8,700            | 8,000            | -             | 4,500           | 5,000           |
| Revenue from Government Grants                           | 5,000            | 4,000            | 4,000            | -                | -             | 1,500           | -               |
| Interest Income  | 38               | -                | -                | -                | -             | -               | -               |
| <b>TOTAL REVENUE</b>                                     | <b>\$ 19,153</b> | <b>\$ 16,000</b> | <b>\$ 14,987</b> | <b>\$ 8,397</b>  | <b>\$ -</b>   | <b>\$ 7,506</b> | <b>\$ 6,231</b> |
| <b>EXPENSES</b>  |                  |                  |                  |                  |               |                 |                 |
| Catering Expense   | \$ 15,500        | \$ 15,500        | \$ 15,500        | \$ 9,500         | \$ -          | \$ 6,500        | \$ 6,250        |
| Supplies   | 43               | 200              | -                | -                | -             | -               | 125             |
| Donations  | -                | -                | -                | 100              | -             | -               | -               |
| Interest and Bank Charges                                | 49               | 50               | 46               | 47               | 46            | 50              | 75              |
| <b>TOTAL EXPENSES</b>                                    | <b>\$ 15,593</b> | <b>\$ 15,750</b> | <b>\$ 15,546</b> | <b>\$ 9,647</b>  | <b>\$ 46</b>  | <b>\$ 6,550</b> | <b>\$ 6,450</b> |
| <b>NET REVENUE OVER EXPENSES (EXPENSES OVER REVENUE)</b> | <b>\$ 3,560</b>  | <b>\$ 250</b>    | <b>-\$ 559</b>   | <b>-\$ 1,250</b> | <b>-\$ 46</b> | <b>\$ 956</b>   | <b>-\$ 219</b>  |
|  | Actual           | Budget           | Actual           | Actual           | Actual        | Actual          | Actual          |
| KPIs   | 2023             | 2023             | 2022             | 2021             | 2020          | 2019            | 2018            |
| Meals Billed   | 500              | 500              | 500              | 350              | -             | 250             | 250             |
| Effective Cost Per Meal                                  | \$ 31.19         | \$ 31.50         | \$ 31.09         | \$ 27.56         | \$ -          | \$ 26.20        | \$ 25.80        |

Amherst Community Christmas Dinner  
 Balance Sheet (Unaudited)  
 December 31, 2023

|   | Actual<br>2023  | Budget<br>2023  | Actual<br>2022  | Actual<br>2021  | Actual<br>2020  | Actual<br>2019  | Actual<br>2018  |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>ASSETS</b>                           |                 |                 |                 |                 |                 |                 |                 |
| Cash                                    | \$ 5,174        | \$ 1,864        | \$ 2,114        | \$ 2,172        | \$ 3,422        | \$ 3,468        | \$ 2,512        |
| Accounts Receivable                     | -               | -               | 2,000           | -               | -               | -               | -               |
| <b>TOTAL ASSETS</b>                     | <b>\$ 5,174</b> | <b>\$ 1,864</b> | <b>\$ 4,114</b> | <b>\$ 2,172</b> | <b>\$ 3,422</b> | <b>\$ 3,468</b> | <b>\$ 2,512</b> |
| <b>LIABILITIES</b>                      |                 |                 |                 |                 |                 |                 |                 |
| Accounts Payable                        | \$ -            | \$ -            | \$ 2,500        | \$ -            | \$ -            | \$ -            | \$ -            |
| <b>TOTAL LIABILITIES</b>                | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ 2,500</b> | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>     |
| <b>NET ASSETS</b>                       |                 |                 |                 |                 |                 |                 |                 |
| Opening Net Assets                      | \$ 1,614        | \$ 1,614        | \$ 2,172        | \$ 3,422        | \$ 3,468        | \$ 2,512        | \$ 2,731        |
| Current Year Change in Net Assets       | 3,560           | 250             | 559             | 1,250           | 46              | 956             | 219             |
| Ending Net Assets                       | 5,174           | 1,864           | 1,614           | 2,172           | 3,422           | 3,468           | 2,512           |
| <b>TOTAL NET ASSETS AND LIABILITIES</b> | <b>\$ 5,174</b> | <b>\$ 1,864</b> | <b>\$ 4,114</b> | <b>\$ 2,172</b> | <b>\$ 3,422</b> | <b>\$ 3,468</b> | <b>\$ 2,512</b> |

REQUEST FOR FINANCIAL SUPPORT

Date: Feb. 28/24

1. ORGANIZATION INFORMATION:

Name of Organization: Dolly Parton Imagination Library - Cumberland Co, NS  
 Full Mailing Address: 3925 Malagash Rd., Malagash Pt NS B0K 1E0  
 Contact Person: Cathy Bates  
 Email Address: Cathy.bates1212@gmail.com  
 Telephone: 506-866-4084

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ 3100.00

3. What is the purpose for the funding requested? (Sport and Physical Activity, Festivals and events, Organizational Equipment, Community Well-Being etc.)

To provide books to all children in Cumberland Co. Presently there are 581 children in the program. There are 222 children from Amherst enrolled. The amount requested would fund approx. 33% of children in Amherst.  $\$46.20/\text{child}/\text{yr} \times 222 = \$10,256.40 \div 33\% =$

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs \$ 3100.00

Please attach all documents that support the funding request.  
See #'s in #3 Total costs based on 581 children =  $\$26,847.20/\text{yr}$  (100% of funds are used for books)

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

Increased word recognition! sounds increasing literacy skills for pre-school readiness. Getting books in to the hands of young learners is the greatest predictor of success.

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

2024 Commitments to date:

| NAME                           | FUNDING IF ANY |
|--------------------------------|----------------|
| <u>Cleanwater Foods</u>        | <u>5000</u>    |
| <u>River Philip Foundation</u> | <u>5000</u>    |

7. How many volunteers contribute to this event or festival: 2  
Several funding requests are in the works or have been submitted.



98 Victoria Street East, P.O. Box 516, Amherst, Nova Scotia, Canada B4H 4A1  
 Phone: (902) 667-3352 Fax: (902) 667-5409

| Quantity | Item Code     | Description             | Price Each | Amount   |
|----------|---------------|-------------------------|------------|----------|
| 29       | Group 6       | Number of Group 6 Books | 1.83       | 53.07    |
| 135      | Group 5       | Number of Group 5 Books | 1.80       | 243.00   |
| 152      | Group 4       | Number of Group 4 Books | 1.85       | 281.20   |
| 139      | Group 3       | Number of Group 3 Books | 2.40       | 333.60   |
| 121      | Group 2       | Number of Group 2 Books | 2.25       | 272.25   |
| 20       | Group 1       | Number of Group 1 Books | 1.74       | 34.80    |
| 11       | LETC          | Welcome Books           | 2.48       | 27.28    |
| 13       | GRAD          | Graduation Books        | 2.35       | 30.55    |
| 620      | Mailing - COM | Mail Shipping Expense   | 1.85       | 1,147.00 |

Payments/Credit                      \$-2,422.75

**Total**                                      \$2,422.75

*This invoice is payable within 10 days of the invoice date, and has been calculated in your national currency.*

**Balance Due**                                      \$0.00

# Community Support Grant

## Final Report

Name of Organization: Dolly Parton Imagination Library Cumberland County, NS

Address of Organization: 3925 Malagash Rd., Malagash Point, NS B0K 1E0

Contact Person (First, Last Name): Cathy Bates

Email: cathybates1212@gmail.com

Phone: 438-951-4084

Amount of Community Support Grant received: \$2310

Breakdown of expenses (Please provide an itemized list):

Cost of books for children in our catchment area mth is approx. \$2400. I will include a copy of our most recent invoice from Sept./24 All funds raised are used for this purpose only

What was the outcome of the event/festival? (Community reach if applicable): Ongoing, we anticipate children will be better prepared for preschool and increased literacy skills.

How did this grant help to achieve the overall goals? By providing support to our group to ensure we can keep registering kids.

Signature Date

X Cathy Bates Sept 3/24

**TITLE:** Community Support Grants Policy  
**SECTION:** All Town Departments  
**POLICY NO:** 72000-08

**APPROVAL DATE:** October 30, 2023

**CAO Signature:** 

## **POLICY STATEMENT**

- a. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are providing services that in the opinion of Council, are of a benefit to the residents and businesses of the Town. Applicants and Groups that actively support inclusion, diversity, accessibility and equity will be given priority consideration as will those applications that enhance community well-being and increase the social determinants of health, such as, but not limited to food insecurity, affordable housing, early childhood development, education, social inclusion and non-discrimination of the citizens of Amherst
- b. This program does not govern the following, which are separately administered:
  - i. Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
  - ii. Residential Property Tax Rebates (low-income homeowners)

## **POLICY OBJECTIVES**

The objectives of this policy are:

- a. to outline the requirements to apply and be considered for a Community Support Grant
- b. to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in a manner approved by Council.
- c. to ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
- d. to provide for public disclosure of a list of grant recipients and the amounts of those grants.

### **1. SCOPE**

The Program includes financial grants in the form of cash and in-kind services (for use of municipal facilities, for example). The value of requests is not limited; however, applicants must be aware that:

- a. The application process is competitive;
- b. There are more grant applications received than available funding;
- c. Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient;
- d. The Town would like to support programs and events that promote community well being and health and safety of our citizens. With that in mind, events based on alcohol consumption (beer gardens, wine tasting tours etc.) may only receive support if other community benefits can be shown. Overall, the Town will show preference to events that are family friendly and support the overall well being of the community.

### **2. EXCLUSIONS**

The following are exclusions from the grant program:

- a. While Council reserves the right to, it is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g., health, social services)
- b. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns

**TITLE: Community Support Grants Policy**  
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- c. Funding applications will not be considered from the following:
  - i. Businesses;
  - ii. Provincial Government organizations;
  - iii. School Boards or quasi government organizations;
  - iv. Non-profit organizations for the purpose of funding accumulated deficits;
  - v. Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
  - vi. Organizations with political affiliations.
- d. Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief
- e. Funding will also not normally be provided to fundraising campaigns of national charitable organizations either directly or indirectly.
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

### **3. ALLOCATION OF FUNDS**

Council is not obligated to:

- a. Provide funding in the form of Community Support Grants;
- b. Spend all the funds allocated for grants in any given year;
- c. Award the full amount requested in an application; or
- d. Renew any grant

### **4. GUIDELINES**

The following guidelines apply to all grant requests except those listed in 4 above:

- a. Funding will generally be limited to no more than 40% of overall costs for an event or program
- b. Funding cannot be used to directly purchase products regulated by the Liquor Control Act R.S., c. 260, s. 1. or the Cannabis Control Act 2018, c. 3, s. 1.
- c. Preference is given to new initiatives; however, grants may be provided in multiple years for the same initiative.

### **5. PROGRAMS**

The following are a list of the grants available:

#### **a. Sport, Arts, and Culture**

Maximum funding considered will be \$1000 for a team and \$250 for an individual:

- i. This includes amounts for teams / groups and individuals traveling to Provincial, National and International competitions and events when the Amherst based teams or individual have been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization, or have been invited by such an organization;
- ii. The team / group is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team;

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- iii. The individual is competing / attending as an individual and has their principal residence in the Town of Amherst;
- iv. The Town of Amherst resident has been selected / qualified to represent the Province of Nova Scotia or Canada at a national or international competition / event.

**b. Festivals, Arts and Cultural Events Grants**

Under this component will generally not exceed \$5,000

- i. Event must demonstrate broad community support;
- ii. Provides an experience not duplicated by other ongoing events, festivals or activities.
- iii. Draw spectators locally, from the Maritimes, nationally or internationally and increases the profile of our community;
- iv. Must be affiliated with a local community non-profit organization.

**c. Organizational Equipment**

Operational and capital equipment purchase requests will be considered on an individual basis.

**d. Funding for Social Equity Initiatives**

For the purposes of this policy, "Social Equity Funding" is defined as the annual funding allotment within the Community Support Area Rate, including any reserves for this purpose, to be used for initiatives that specifically target social equity issues. All applications which Council feels meet this definition and for which Council is considering funding from the annual Social Equity Funding allotment or associated reserves set aside for this purpose will be referred to the respective committees for a recommendation.

Notwithstanding the above, Council reserves the right to fund such poverty initiatives from other sources in addition to or in lieu of the annual Social Equity Funding allotment.

**e. Large Scale Projects**

Applications for large scale projects (generally greater than \$5,000 or multi-year initiatives) will be evaluated on an individual basis. In these cases, Council may require Municipal representation on a board, the development of an MOU and/or other reporting requirements etc.

**6. APPLICATION PROCESS**

The following outlines the application process:

A call out for applications will be issued by the Town in the months leading up to budget time. Community organizations will be encouraged to apply during this initial call out however applications can and will be received throughout the year and be considered based on budget availability.

Community groups may submit more than one application per year however Council will prioritize funding over a diverse collection of applications to ensure fairness and equity for all.

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**TITLE: Community Support Grants Policy**  
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- a) Applications - must submit the following information
  - i. A complete Community Grant Application
  - ii. a proposed budget for the project
- b) The Town of Amherst may request additional information as deemed necessary.

## **7. APPROVAL PROCESS**

- a. For applications over \$1,000 staff will review applications, ensure requirements have been met and make recommendations to Council. Funding will be determined by council upon reviewing the proposal and recommendations from staff.

## **8. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer (CAO) may approve applications that are less than \$1000 provided such applications qualify in accordance with this policy. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the Town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December).

The CAO may waive the cost for Town owned facility rentals for organizations carrying out an event or service that satisfies the intent of this policy to a maximum of four rental waivers per year per organization.

## **9. PAYMENT PROCESS**

For amounts over \$1,000 payment will be made at time of award as follows:

- a. 75% at the time of award
- b. 25% at the time of receipt of the final report, including receipts. Reports must be received by no later than one year after the event/project is held

## **10. CONDITIONS**

- a. Grant recipients shall:
  - i. Make no misrepresentation on their application
  - ii. Use the grant as described in the application
  - iii. Use the funds in the year granted
  - iv. Council and/or the CAO may request an in-depth report for grants over \$5,000 at their discretion
  - v. Recipients from previous years who received over \$2,000 will be asked to complete a report detailing expenses and impact on the community or individual. This report will be sent prior to the call for applications each year. This report must be completed prior to the new application being considered.
- b. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.

**TITLE:** Community Support Grants Policy  
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- c. Non-compliance, in any aspect could result in no funding being awarded in the future year(s)
- d. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted
- e. If the event/project does not occur for any reason, all grant monies must be returned
- f. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

**11. PUBLIC DISCLOSURE**

- a. The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis
- b. A summary of grant awards will be posted on the Town of Amherst's website in accordance with s.65C(1) of the *Municipal Government Act*

**TITLE:** Community Support Grants Policy  
**SECTION:** All Town Departments  
**POLICY NO:** 72000-08

**Application for Funding**

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

REQUEST FOR FINANCIAL SUPPORT

REQUEST FOR IN-KIND FACILITY RENTAL

**1. ORGANIZATION INFORMATION:**

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

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

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

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

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

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

Total cost of program event or activity \$ \_\_\_\_\_

**3. What is the purpose for the funding requested? (Sport and Physical Activity, Arts/Culture Events, Festivals, Organizational Equipment, Community Well-Being etc.)**

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

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

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

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

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

| NAME | FUNDING IF ANY |
|------|----------------|
|      |                |
|      |                |
|      |                |

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



98 East Victoria Street, PO Box 516, Amherst, NS, Canada B4H 4A1  
 Phone: 902-667-3352 Fax 902-667-5409

**TITLE:** Community Support Grants Policy  
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**ROLES AND RESPONSIBILITIES**

| Title/Role                | Responsibilities   |
|---------------------------|--|
| Director Community Living | To ensure adherence to the policy. Advise staff of Policy changes and create awareness in the community of policy changes. |
| Mayor and Council         | Review and approve applications as required.   |
| CAO                       | Ensure applications under \$1,000 are reviewed and decision made in accordance with policy.                                |
|                           |  |

For Administrative Use Only:

**VERSION LOG**

| Amendments Description  | Policy Owner                        | Approved By | Approval Date     |
|---|-------------------------------------|-------------|-------------------|
| Amendments to policy to collapse A fresh grants, streamline application process, increase CAO approval limit, inclusion of MAP requirements, rewording to ensure policy is more inclusive and promotes community well-being   | Director Community Living, Bristol  | Council     | February 27, 2023 |
| Amendment to policy to remove Deed Transfer reference from Poverty Funding. Rename Poverty Funding to Social Equity.  | Director Community Living, Bristol  | Council     | April 24, 2023    |
| Eliminate section 4 as it is exclusionary of other organizations; amend Section 9 Payment Process to eliminate the two phased payment approach as this is administratively time consuming and places undue pressure on community organizations; and amend Section 10 Conditions to include the reporting requirement for organizations who intend to reapply for future grants. This will allow for transparency on how funds are used and the impact on the community. | Director, Community Living, Bristol | Council     | October 30, 2023  |

**TITLE:** Community Support Grants Policy  
**SECTION:** All Town Departments  
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Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018  
28 October 2019 27 January 2020 25 October 2021 27 February 2023 24 April 2023  
30 October 2023

# MEMORANDUM

**To:** Mayor Small and Members of Amherst Town Council  
**From:** Deputy Mayor Davidson  
**Date:** December 16, 2024  
**Subject:** Anson Aircraft Monument

---

I was recently approached by Terry Gould who is proposing that the Town of Amherst undertake a project to honour the significance of the “Anson” aircrafts which were built in Amherst during the second World War. This was historic on many levels inclusive, including the emerging role of women in the workplace during the war. In fact, the Royal Canadian Mint has created a commemorative coin in honour of the Anson. The following describes this aircraft’s significance:

The Anson restoration team won national recognition, being awarded the “EXCELLENCE IN RESTORATION AWARD” by the Canadian Aeronautical Preservation Association (CAPA). This award recognizes the restoration of an aircraft with special significance to the history of aviation in Canada. Anson 7135 is of special significance to the GMAM, as it is one of 340 such aircraft manufactured locally in Amherst, Nova Scotia by the Canadian Car and Foundry Company as part of Canada’s contribution to the British Commonwealth Air Training Plan (BCATP). The photo included in the agenda package is believed to be the first Anson plane.

I move that staff consult with Mr. Gould regarding a project to honor the significance of the Anson aircrafts and provide cost estimates for the 2025/26 budget.



Duffy,s Crew on a Rain Delay ... 415 S. Sqn East Moor, Yorks.

L to R : Hector Medus Nav , Ken Clayton R7AG, Arnold Blenkhorn WAG  
Frank Hale B/A , Al Huffman Pilot, Mel Lavers F/E (back)  
Just finished Escape Drill ... all out in 60 Sec,s .



# Air Force Association of Canada

105 (CUMBERLAND) WING R.C.A.F. (A) • P.O. BOX 157 • AMHERST, NOVA SCOTIA • B4H 3Z2

12 December 2024

Town of Amherst  
98 Victoria St E.,  
Amherst, NS B4H 1X6

Dear Mayor Small and Council,

## Anson Aircraft Memorial

Our Wing of the RCAF Association of Canada has been informed that a private group of Amherstonians is attempting to create a memorial to the RCAF Anson aircraft produced here in Amherst during World War II.

This excellent initiative would recognize the wartime contribution of Amherst's citizens and the importance that construction of the Anson played in the town's industrial heritage. Our citizens, mainly our women, built the aircraft and Amherstonians proudly flew the aircraft in defence of Canada and as part of the Allied victory overseas. Moreover, literally thousands of our youth grew, learned and served in the local 154 Anson Air Cadet Squadron over the years.

We endorse this project and believe it worthy of your support. The memorial can add to and contribute to the recognition we give our citizens, our veterans and our industry.

Sincerely,

Evange Landry  
President  
105 Wing  
RCAF Assn of Canada

## **The Avro Anson - built in Amherst, flown by the Royal Canadian Air Force**

The Avro Anson was known by a number of nicknames including "Faithful Annie" or "Flying Greenhouse". It was the first aircraft to be flown by the Royal Canadian Air Force to have a retractable undercarriage, which was a comparative novelty in 1936. In 1940, a Canadian government owned company, Federal Aircraft Limited, was created in Montreal to manufacture the Anson for Canadian use. Nearly 3,000 Anson aircraft were produced and, in the early days of the British Commonwealth Air Training Plan (BCATP), the Anson was the standard trainer for many pilots, observers (navigators), wireless operators and bomb aimers. More than 20,000 aircrew received training on the Anson. In Canadian service, the aircraft was substantially re-designed with the substitution of North American engines and many other airframe and equipment changes.

**World War 2. The Avro Anson - Manufactured in Amherst by the Canadian Car & Manufacturing. Mid way through the war in November 1943 one thousand of these aircraft had been built in Amherst. A substantial number of the production workers were women as many of the men were overseas fighting. Busy Amherst.**



(Library and Archives Canada Photo, MIKAN No. 3199048)

Avro Anson Mk. 5, (Serial No. 12082), coded VG for the Dartmouth Naval Station, Fleet Requirement Unit 743 at Shearwater, Nova Scotia, 28 August 1951. Later Reg. No. CF-IVK.

The Avro "Anson" is a general reconnaissance and advanced training machine of unusually roomy construction and good visibility. A low-wing cantilever monoplane, powered by two Armstrong-Siddeley "CHEETAH IX" engines each developing 310 h.p.

Amherst in WW2- Anson aircraft being assembled at Canada Car.



(GMAM Photo) Avro Anson Mk. II (Serial No. 7135), built at Amherst, NS, in 1941.

# MEMORANDUM

**To:** Mayor Small and Members of Amherst Town Council

**From:** Councillor Ripley

**Date:** December 16, 2024

**Subject:** Request for Presentation to Council

---

After having a very good conversation with Bridgewater Mayor David Mitchell about social media and communication, he said he would be delighted to come present to our council and staff about the policies Bridgewater has in place in regards to social media and the benefits they see from community engagement on social media. He is extremely great at it and Bridgewater is also great at it through his leadership.

Therefore, I move that we formally invite David Mitchell to our town to give a presentation on social media and communication.

# Town of Amherst Snow Removal Standards

December 2024

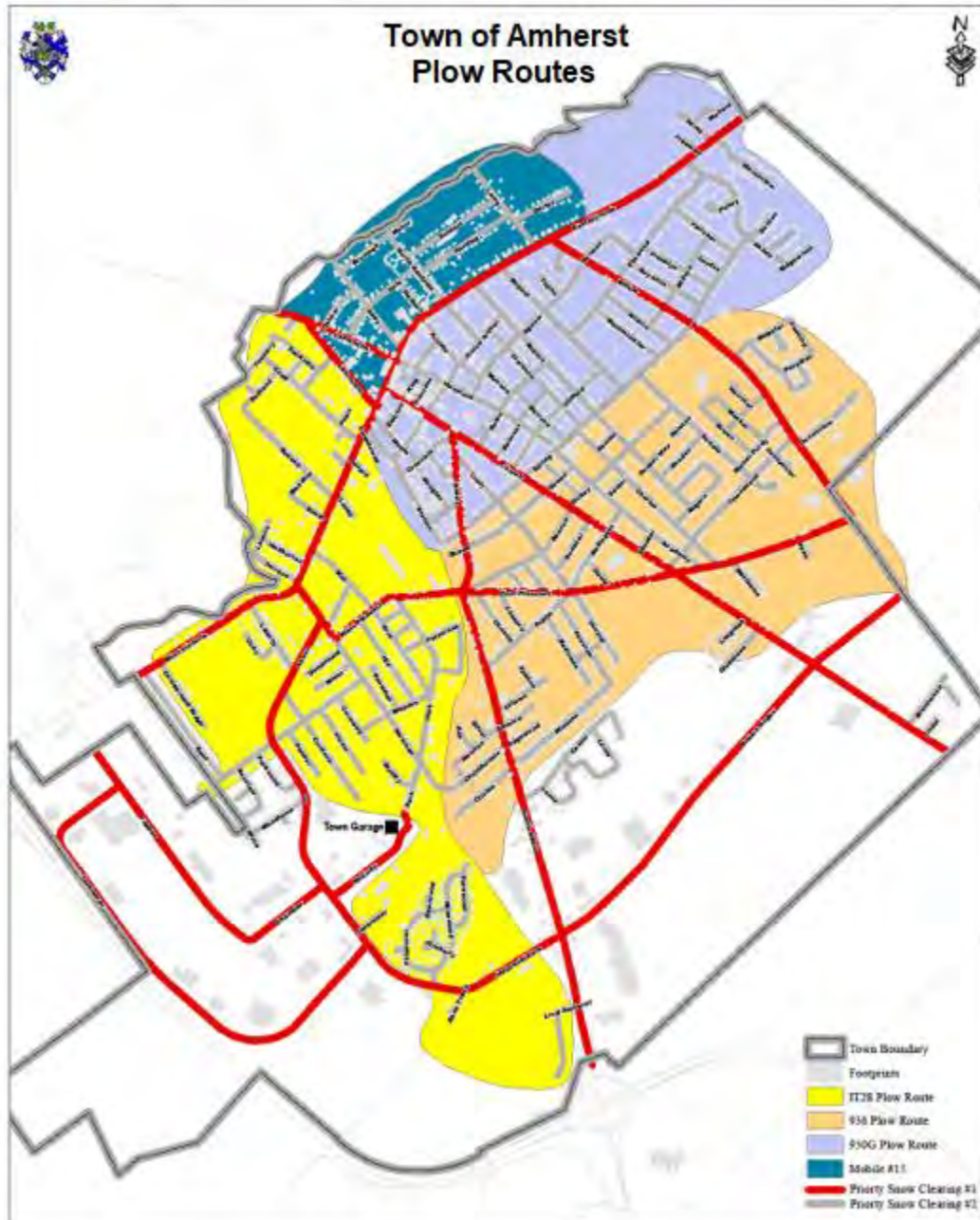
# List of Bylaws / Policies

- \* Snow and Ice Management Policy
- \* Snow Removal Bylaw
- \* Winter Parking Ban



# Resources

- \* 14 Fulltime Operators
- \* 5 Seasonal operators (may call them in)
- \* 3 Loaders equipped with a plow and wing
- \* 2 Plow Trucks
- \* 2 Salt Trucks
- \* 3 Sidewalk Snow Plows/Blowers
- \* 1 Loader Mounted Snow Blower
- \* Two Backhoes



# Snow and Ice Management Policy

- \* **Commence plowing at 5 – 10 cm and continuing**
- \* **Level of Service for Roadway Types**
- \* The objective is that all streets will be cleaned of snow within 6 hours from the end of a snow storm of up to 30 centimeters.
- \* **Priority 1**
- \* Plow continuously during storm, visibility permitting
- \* Plowed to bare pavement whenever possible
- \* Normally plowed curb to curb within 4 hours after storm ends
- \* **Priority 2**
- \* Plow continuously during storm, visibility permitting
- \* Salting of hills, intersections as needed
- \* Normally plowed curb to curb within 6 hours after storm ends
- \* Hard pack snow is the service level standard (except salt route)



# Plowing Incidents

- \* 2022/23
  - \* 1 event over 30 centimeters
  - \* 14 events under 30 centimeters
  - \* 15 total snow plowing incidents
  
- \* 2023/24
  - \* 1 event over 30 centimeters
  - \* 11 events under 30 centimeters
  - \* 12 total snow plowing incidents



# Salt Route

- \* The designated salt route includes: all Arterial Streets, major intersections, and “hilly” streets.
- \* 2022/23 purchased 1504 tonnes of salt (\$96,244)
- \* 2023/24 purchased 1669 tonnes of salt (\$113,347)



# Snow Clearing Policy - Sidewalks

## Level of Service for Sidewalk Types

- \* The objective is that all sidewalks will be cleaned of snow within 24 hours from the end of snow plowing operations for snow storms up to 30 centimeters.

## **Sidewalks are plowed and salted according to the following priorities:**

### **Priority 1**

- \* Sidewalks in school zones;
- \* Sidewalks in the Core Area District (Downtown);
- \* Arterial streets

### **Priority 2**

- \* Collector streets;
- \* Local streets



# Snow Clearing Policy – Fire Hydrants

## Level of Service for Fire Hydrants

- \* The objective is that all fire hydrants will be accessible by emergency personnel 96 hours from the end of snow plowing operations for snow storms up to 30 centimeters.
- \* The Public Works Foreman will decide if the accumulation of snow around the fire hydrants and/or the snow bank along the street in front of the fire hydrant warrants the clearing operation to be activated.



# Snow Plowing Major Storms

- \* A major storm is declared when snow clearing crews are no longer able to keep all Town streets cleared of snow and the storm is continuing.

- \* During a major storm crews will attempt to keep one lane of the following streets open;

Abbey Road

Albion & South Albion Street

Anson Avenue

Chamberlain Street

Chandler Road

Church Street

Havelock Street

Hickman Street

Industrial Park Drive

LaPlanche Street

King Street

Electric Street

Lawrence Street

McCully Street

Pleasant (East & West)

Spring Street

Robert Angus Drive

Rupert Street

Townshend Avenue

Tupper Blvd

Victoria Street

Willow Street

Prince Arthur (Church to Havelock)

- \* The parking lots at Town Hall, the Stadium, and Fire Station are kept open for emergency parking.

# Snow Hauling

- \* Within 48 Hours of the accumulation of 10 cm or more of snow, the snow will be hauled away from the boulevards of the streets in the Downtown, Albion Street and around the elementary schools

# Priority Street – Bare Pavement

- \* Town crews will attempt to create a ‘bare pavement’ condition within 12 hours following a snowfall event of up to 30 cm on the following streets:
- \* Victoria
- \* Church
- \* Willow
- \* Albion / South Albion
- \* Lawrence / LaPlanche
- \* Robert Angus Drive
- \* West / East Pleasant
- \* Hickman

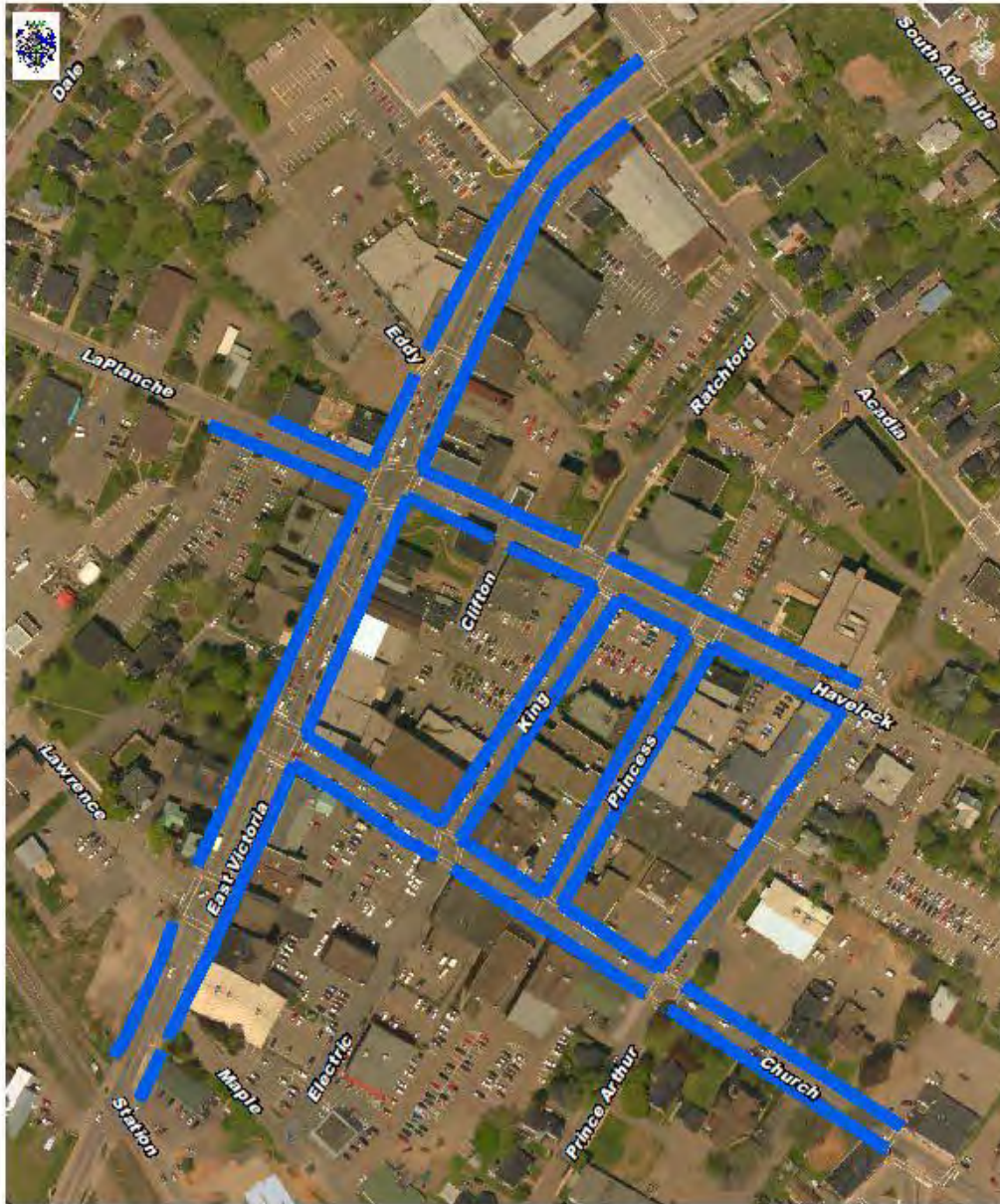


# Snow Removal Bylaw

When snowfall exceeds 5 cm the Town will clear a 42” path along the sidewalk

Business owners must clear away any remaining snow, ice, or slush from the sidewalk.

When snow and ice buildup is less than 5cm in depth business owners must clear away all snow, ice, or slush from a 42” wide path along the sidewalk in front of their property.



# Town Owned or Leased Parking Lots

- \* Tender various parking lots to the private sector for clearing
- \* Clearing standards are included in tender – Police and Fire have higher standards. Office buildings must be cleared prior to 8 am
- \* The contractor is paid a flat rate per snow event, regardless of how many times they have to clear the lot to meet the standard. This method is easier to track and verify for Town staff.
- \* The flat rate cost is divided into 3 storm levels:
  - \* 5 – 15cm
  - \* 16 – 25cm
  - \* 26cm +

# Parking Ban

- \* The overnight (12:00am – 7:00am) parking ban runs from November 15 to April 15 via enactment of regulation by the Traffic Authority .
- \* Section 139 of the Motor Vehicle Act makes it illegal to park on the street and impede snow clearing operations .
- \* Truro, New Glasgow and Kentville have overnight parking bans.
- \* Bridgewater uses Section 139 of the MVA. No person shall willfully park or leave standing a vehicle, attended or unattended, on a street or part thereof which interferes or obstructs snow removal during or after a snow storm...

# Questions

Aaron Bourgeois  
Director of Operations  
Town of Amherst  
(902) 694-3562



# MEMO

**To:** Mayor Small and Members of Council  
**From:** Greg Jones, Director of Fire Services  
**Date:** November 14<sup>th</sup>, 2024  
**Subject:** Briefing Note – Fire Underwriters Survey – Town of Amherst

---

This briefing note is related to the Fire Underwriters Survey (FUS) rating for the Town of Amherst, as it relates to properties within the Town of Amherst boundaries.

The Fire Underwriters Survey is a national organization which evaluates fire risk and grades fire protection levels in communities across Canada by taking into consideration fire protection services, water system infrastructure, fire safety control, and emergency communications. These grades are published in the Canadian Fire Insurance Grading Index, which is used by insurance companies to determine appropriate insurance rates.

Fire Underwriters Survey's Certified Fire Protection Specialists collect information about the quality of public fire protection in all built-up communities across Canada. Following their reviews the specialists assign protection ratings for both residential and commercial properties. For example, in each community, FUS analyzes the relevant data and assigns a Dwelling Protection Grade - a number from 1 to 5. Class 1 represents exemplary fire protection, and Class 5 indicates that the area's fire-suppression program does not meet the minimum criteria to be recognized for fire insurance grading purposes. Canadian insurers of one and two-family dwellings (Detached Dwellings) use Fire Underwriters Survey's Dwelling Protection Grades in calculating appropriate insurance rates/premiums. In general, the price of insurance in a community with a good DPG is substantially lower than in a community with a poor DPG, assuming all other factors are equal.

## Town of Amherst - Fire Underwriters Survey Review

Our last fire underwriters review took place during the year of 2022. On average fire underwriters complete a review of our municipality and other municipalities across the country every 5 years. These reviews focus on the following:

Risk Assessment - Municipal building stock details such as size, construction, exposures, occupancy, fire protection systems, and lay the foundation of a municipal risk assessment.

Fire Department – As part of the fire department assessment the following are examined: apparatus, distribution of companies, staffing, training, maintenance, pre-incident planning and communications.

Water Supply – The water system assessment of public fire protection looks at the ability to deliver adequate water to fire department apparatus to control major fires throughout the municipality, on a reliable basis.

As a result of the 2022 review and ongoing investments in fire protection in our community we currently have a Dwelling Protection Grade (DPG) of 2 and a Public Fire Protection Classification (PFPC) of 5 for the Town of Amherst.

The following provides details related to the Dwelling Protection Grade (DPG) and the Public Fire Protection Classification (PFPC).

1. Dwelling Protection Grade (DPG) (Residential properties) - Dwelling Protection Grade (DPG) of 2 (As of 2024-11-07), As new areas are developed within the Town of Amherst that currently do not have hydrant protection, consideration needs to be given to ensure that hydrant protection is established. Presently, components of the following areas are rated with a Dwelling Protection grade of 30; since they are situated in undeveloped areas of the Municipality: South side of highway 101, south end of the Racetrack Road, south side of the McInnis property off of Robert Angus drive.
  - a. What is the Dwelling Protection Grade (DPG) as defined by the Fire Underwriters Survey the DPG is a numerical system scaled from 1 to 5. One (1) is the highest grading possible and 5 indicates little or no recognized public fire protection. This grading reflects the ability of a community to handle fires in small buildings (e.g. single-family dwellings). The DPG program provides a simple and accurate method of determining whether a fire department meets the necessary benchmarks to effectively fight fires in small buildings such as one- and two-family dwellings (detached dwellings with not more than two dwelling units).
  
2. Public Fire Protection Classification (PFPC) (Commercial properties) - Public Fire Protection Classification (As of 2024-11-07) the rates of all areas are noted as a PFPC 5 for most of the Town of Amherst. However, there are undeveloped areas within the Town of Amherst where there is no hydrant protection; therefore, this directly effective the rate; which is currently defined with a rating of 9. As new commercial areas are developed within the Town of Amherst hydrant protection needs to be added to offset the rating and the GIS changes need to be submitted through the Municipal fire underwriter's portal.
  - a. Public Fire Protection Classification (PFPC) as defined by the Fire Underwriters Survey - the Public Fire Protection Classification (PFPC) is expressed on a 1 to 10 scale. Commercial Lines property underwriters and risk managers will more easily recognize these classifications as "town grades". Class 1 represents the "ideal" or highest level of public fire protection while Class 10 reflects the absence of any effective public fire protection. Many insurers will subsequently group these "town grades" into Protected, Semi Protected and Unprotected categories, to be used when calculating underwriting capacity. The Grades indicate how well communities are equipped to combat major fires that may be expected to occur in commercial, industrial, institutional and multi-family residential properties and are developed from a comprehensive review of all facets of the fire defense system as it relates to the level of risk present within the community.

Please note: Within the Town of Amherst, it is common practice that as unprotected areas of the Town of Amherst are incorporated with residential dwellings or commercial properties that the fire protection needs are considered, which includes additions to the hydrant system; whether they are public or private hydrants.

## Municipal Portal Overview

In recent years the fire underwriters of Canada have provided municipalities across Canada with access to a new online platform. This portal allows municipalities to quickly view and transmit information pertaining to the fire protection data and FUS Fire Insurance Grades in their community. As the Fire Chief for the Town of Amherst, I have access to this portal, which allows me to view the current FUS Fire Insurance Grades and protection data relating to our community, as seen by the Insurance Industry across Canada. In addition, I have the ability to provide regular updates as characteristics may change in our municipality, and as requests are received from the Fire Underwriters Survey related to fire protection in our community.

## Considerations to maintain / improve the DPG and PFPC rating for Amherst

- ✓ As unprotected areas of the Town of Amherst are developed regardless if it is a residential or commercial area ensure that effective hydrant coverage is added and maintained.
- ✓ Developers that are considering redeveloping current commercial building stock within the Town of Amherst should consider upgrading their building fire protection systems to include fire protection systems (i.e. fire alarm system, including sprinkler coverage through the building); even if they are in excess to the provincial or national requirements for fire protection systems.
- ✓ Maintain the required fire flow capabilities of the Amherst fire department (ie. apparatus, equipment, training, communication, personnel numbers and etc...)
- ✓ Update information in the municipal fire underwriter's portal as requested by the fire underwriters survey.

# MEMORANDUM

TO: Mayor Small and Amherst Town Council  
FROM: Sharon Bristol, Director, Community Living  
DATE: December 16, 2024  
SUBJECT: Food Summit Update

---

The Intermunicipal Poverty Reduction Advisory Committee developed a Strategic Plan in 2023 that was focused on 3 main objectives:

Food Insecurity  
Housing and Homelessness, and  
Youth Outreach and Education

Since that time there have been collaborative sessions on food insecurity to assist in addressing the first strategic priority:

**Increase opportunities to put nutritious affordable food into individual and family's hands.**

Several meetings were held and the final report is included in this package. Gaps identified in the Amherst meetings were:

- Inadequate household income to meet basic needs
- Limited access to culturally appropriate food
- Lack of public and affordable transportation

Several potential government actions were identified:

- Advocate for Guaranteed Basic Income
- Collaborate with partners in Cumberland to explore transportation options
- Support accessible social connection opportunities such as community suppers
- Advocate to support paid positions focused on food security initiatives
- Add food related activities to summer recreation programs

Staff will continue to work collaboratively with food insecurity partners to identify needs and assist in program development. Work has already been started in advocating for guaranteed income and exploring transportation options. There is room to explore opportunities for more cohesive partnerships with in the food network community and government at all levels.

# Cultivating Food Security In Cumberland County

*Neighbourhood Roundtable Discussions*



NOVA SCOTIA HAS THE HIGHEST  
PROVINCIAL RATE OF FOOD INSECURE HOUSEHOLDS<sup>1</sup>

## Food Security Summits:

- Led by the Collaborative Community Food Network pilot program at Maggie's Place
- Hosted in 5 communities across Cumberland County in early 2024
- Roundtable discussions among 75 people from 60 different partner organizations and municipalities



## Goals:

- To discuss local food security assets and gaps
- To foster ideas for improving community food security in Cumberland County
- To network and build connections



*This infographic report shares what was heard at each summit, followed by potential actions.*



# Amherst Food Security Summit Snapshot *January 2024*



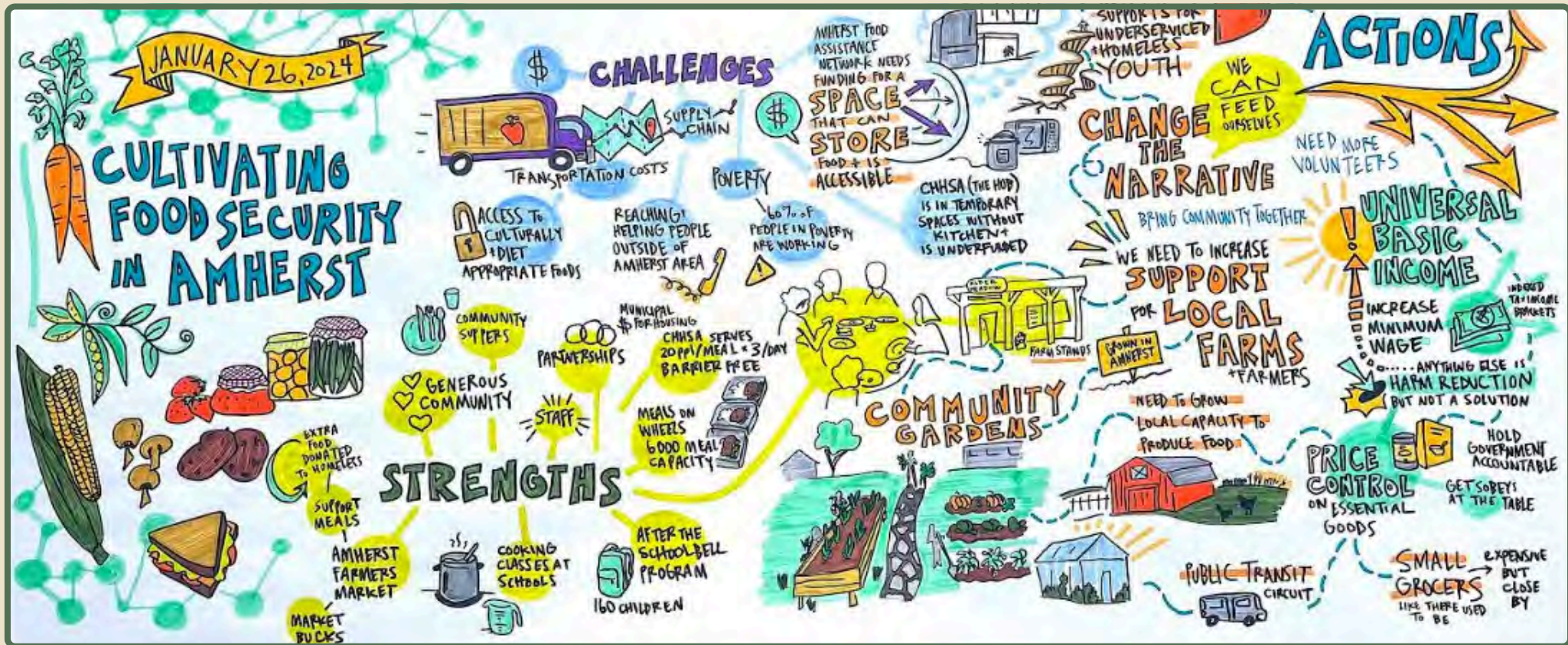
IN AMHERST, 510 CHILDREN (23.1%) ARE KNOWN TO BE LIVING IN POVERTY<sup>2</sup>

## Community Highlights:

- Collaboration among organizations and community members
- Meaningful, inclusive community spaces and volunteer opportunities
- Youth focused supports

## Community Gaps:

- Inadequate household income to meet basic needs
- Limited access to culturally appropriate foods
- Lack of public and affordable transportation





# Parrsboro Food Security Summit Snapshot

February 2024



IN PARRSBORO, 90 CHILDREN (27.3%) ARE KNOWN TO BE LIVING IN POVERTY<sup>2</sup>

IN RIVER HEBERT, 40 CHILDREN (28.6%) ARE KNOWN TO BE LIVING IN POVERTY<sup>2</sup>



## Community Highlights:

- An abundance of beautiful land with great potential, some of which is already being utilized
- 12 community gardens at the Fundy Geological Museum
- Continued volunteer commitment and support

## Community Gaps:

- Lack of public and affordable transportation
- Barriers with local food distribution and food deserts
- Inadequate supply and funding for food bank, pantries and community suppers

# Springhill Food Security Summit Snapshot *March 2024*



IN SPRINGHILL, 260 CHILDREN (37.7%) ARE KNOWN TO BE LIVING IN POVERTY<sup>2</sup>

## Community Highlights:

- Free school lunch program
- Nourishing Communities Market Bucks Program
- Potential Geothermal Greenhouse project

## Community Gaps:

- Inadequate household income to meet basic needs
- Lack of public and affordable transportation
- Additional factors that impact food security, such as substance use and mental health



# Cultivating Food Security In Cumberland County

## Food Security Summits Summary



NOVA SCOTIA HAS THE HIGHEST  
PROVINCIAL RATE OF FOOD INSECURE HOUSEHOLDS<sup>1</sup>

### Identified County-Wide Gaps:

- Inadequate household income to meet basic needs
- Lack of public and affordable transportation
- Limited access to culturally appropriate foods

and the need to address  
the rising cost of living

### Potential Government Actions Include:

- Advocate for Guaranteed Basic Income and increased investment in public and social programs, such as non-market housing, to reduce the cost of living
- Collaborate with partners in Cumberland County to explore transportation options that improve accessibility across our communities
- Support accessible social connection opportunities, such as community suppers, to celebrate diverse interests, values and traditions in our communities
- Advocate to support paid positions focused on food security initiatives by collaborating with partners throughout Cumberland County
- Add food related activities, such as community gardening, into summer student recreation programs



### Food Security

“...when all people, at all times, have physical and economic access to sufficient safe and nutritious food that meets their dietary needs and food preferences for an active and healthy life.”<sup>3</sup>

#### References:

1. New data on household food insecurity in 2023 [Internet]. PROOF. 2024. Available from: <https://proof.utoronto.ca/2024/new-data-on-household-food-insecurity-in-2023/>
2. 2023 Report Card on Child and Family Poverty in Nova Scotia [Internet]. Canadian Centre for Policy Alternatives. Available from: <https://policyalternatives.ca/publications/reports/2023-report-card-child-and-family-poverty-nova-scotia>
3. The World Bank. What is Food Security? [Internet]. World Bank. 2023. Available from: <https://www.worldbank.org/en/topic/agriculture/brief/food-security-update/what-is-food-security#:~:text=Based%20on%20the%201996%20World>

# CAO Task Report

**December 2024**

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## Task Updates:

|   |
|---|
| <b>Task: Inter Municipal Services Agreement</b>   |
| 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.<br>Status: Ongoing |
| <b>Task: MAP Request to Present</b>   |
| This will be scheduled for a future Joint Councils meeting.<br>Status: Ongoing  |

# Monthly Report

## Business Development

### December 2024

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New Business Recognition certificates were presented to 3 new businesses. Lemon Nails, The Copper Tree Music, and Hearthstone Surplus. They received certificates from members of Council and their businesses were promoted on the Town's social media pages.

The ACOA Destination Market Readiness Program is complete with the submission of the final report from the consultant, Bannikin. The final report summarizes their research projects, surveys, and public engagement sessions over the last 6 months and provides recommendations on the feasibility of implementing a regional marketing levy. Staff are in the process of reviewing the report and will prepare a summary of recommendations for future Council consideration.

Tourism Nova Scotia (TNS) released the End of Campaign report with the results from the Town of Amherst's 2024 Digital Marketing campaign. TNS was very pleased with the campaign as the results outperformed the industry benchmarks for each tactic performed in the campaign. Especially notable were the Social Traffic and Display ad campaigns which were 4x and 3x the general tourism industry average click-through rate. In November, TNS released the 2025/2026 Digital Marketing Campaign Program. By applying to the program again, the Town has the opportunity to use new photo and video content developed this year for another digital promotional campaign.

Work continues with the Atlantic Canada Certified Site designation process for the Amherst Industrial Park. This designation will allow the park to be promoted with the assurance that it has quality sites, ready for development. Team Cumberland members, with Invest NS, developed a regional fact sheet for the Northern Region of Nova Scotia. This document summarizes our regional amenities across various sectors such as technology and manufacturing. Invest NS also arranged a Foreign Direct Investment training workshop for Nova Scotia Economic Development Officers and Agencies on how to create a valuable proposition for foreign investors. Using all these tools and support from regional agencies, Invest NS engages opportunities on the domestic and global stage to attract international and domestic investors to our area.

A small group of members from Team Cumberland were invited by ACOA to meet Darrell Samson, the Parliamentary Secretary to the Minister of Rural Economic Development and Minister responsible for ACOA. The group was given this opportunity to brief the secretary about our region and discuss current pain points that businesses are experiencing, local priorities, and opportunities for collaboration, to inform ACOA's programming.

Local companies continue to receive support through the Commercial Development Support Program incentivizing their growth and supporting their business development. TN Trenholm Holdings Ltd. is a recent program participant.

An MOU has been signed between the Town of Amherst and the Organizers of the 2025 Amherst Home Show in May. The Town will be a major sponsor of this event. Organizer Lead, Alan Taylor, will be renting the Amherst Stadium as the event venue with the intent of hosting over 80 exhibitors. The last Home Show to occur in Amherst was in 2017.

The 2024/2025 Gritty to Pretty program is underway and applications have been received from 2 local businesses. 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.

The Town of Amherst will be showcased in an article in the February 2025 issue of Business View Magazine. The magazine is publishing a series to generate awareness of how Nova Scotia communities are 'open for business' and to advocate for municipal subsidies for critical assets and community infrastructure through FCM's programs. During an interview, magazine editors collected a list of past, current, and future developments highlighting the progressiveness of our Town.

Staff are investigating the opportunity to submit a second application to the Federation of Canadian Municipalities - Green Municipal Fund. The funding program supports innovative technology projects that advance environmental protection and energy savings. The project application developed in partnership with LED Roadway Lighting/Liveable Cities will retrofit and upgrade Amherst's streetlighting inventory to the latest LED technology with dimming capabilities while providing safe light levels. The project will include additional camera and radar components to monitor pedestrian and vehicle traffic.

Work continues on the construction of a new Industrial Park Welcome Sign and site improvement. A vendor has been selected to construct the sign with expected delivery in February. 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.

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.

The Mind Your Business committee has released the 2025 winter series of business workshops. Starting on January 23<sup>rd</sup> in Oxford will be a bookkeeping and income tax workshop. February 5<sup>th</sup>, in Amherst, will be Merchandising for Slow Seasons. February 19<sup>th</sup> in Amherst will be AI and Social Media training. March 19<sup>th</sup> in Joggins, will be a Making your Rural Business a Destination workshop and May 14<sup>th</sup> in Pugwash will be a workforce retention workshop.

The Cumberland Business Connector in partnership with the Restaurant Association of Nova Scotia will be promoting Dine Around Cumberland initiative to help increase traffic to local restaurants in the slower season of February. The Connector will be visiting restaurants throughout Amherst and Cumberland to encourage participation in the program.

# Monthly Report

## Cumberland Business Connector

### December 2024

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

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

Seven Accelerator businesses have been worked with over the past month. They have been supported in the following ways:

- We have reviewed a business's financial statements and provided feedback on their progress turning the business around.
  - We have helped two companies to focus on planning for an orderly, methodical replacement of their vehicles and equipment over the next few years.
  - One business has increased its retail sales 10% over 2023 and 45% over 2022. Margins have also increased due to less discounting.
  - Waste has been reduced because of investments made in the spring to improve quality control
  - One client has dropped a low volume, low margin location to dedicate more resources to an area with higher growth potential. Another is shifting resources and space away from services with low demand, to services with more consistent growth potential.
  - The Connector has made numerous referrals between our clients and other local businesses that can supply goods or services that the business needs.
  - We have worked with a client to identify opportunities to second source critical components that they are not receiving in a timely manner.
  - We assisted in a brainstorming session with the business' staff as they identified growth opportunities for the future.
  - We continue to introduce clients to sector-specific experts to help with problem solving. This includes private sector businesspeople as well as government employees.
- The Business Spotlight program continues to highlight small businesses on Social Media. So far, this year, there have been 54 Business Highlights. We have also tried to highlight sector specific meetings and resources that are relevant and will benefit businesses in our region.
  - Business Retention and Expansion visits are going well. Some highlights include:
    - We continue to support a Cumberland County processing business that is looking to grow and establish a second location in Amherst.
    - Several business owners are looking at exiting their businesses and are open to frank feedback. Some of these are looking to sell their business to an outsider as an ongoing concern. Other owners are looking at a potential merger or partnership as their way to exit, and others are considering liquidating their business.
    - Small businesses that sell on-line are being impacted by the postal strike.
    - We are providing marketing advice to various businesses.
  - In collaboration with our local partners, five in-person workshops have been scheduled between January and May. Another virtual meeting for businesses in the Tourism Sector is being arranged for the winter.

- We have attended industry meetings including the Annual General Meetings of the Wild Blueberry Producers Association of Nova Scotia and the Sheep Producers Association of Nova Scotia. The Green Future Summit in New Glasgow was postponed due to the Provincial Election.

#### New Businesses

- The Youth Entrepreneurship marketing and training materials are being updated. The youth Business Plan training is planned for May 2025.
- We attended the NSCC's Entrepreneurship Project Showcase on December 2<sup>nd</sup> and gave feedback on the student business plans and ideas.

### Priority: Labour Availability and Workforce Development

- *Meetings have been postponed with the Department of Labour, Skills, and Immigration as well as other provincial government departments during the recent provincial election.*
- We have connected clients to provincial staff that can help them through the process becoming Atlantic Immigration Program (AIP) certified which will make it easier to hire skilled immigrants, including those that have studied in Maritime Universities and Colleges.

### Other Work

- We have met with Ignite Labs to discuss ways to support our local businesses
- We continue to attend monthly Team Cumberland meetings with our local Economic Development partners.
- Along with Jeff Bacon (Town of Amherst) and Eileen Davage (Mun. Of Cumberland) we have worked with Invest Nova Scotia to flesh out an asset map of key resources and industry sectors in our region that can be used by Invest Nova Scotia on their investment attraction work across the world. The first draft of a 1-page summary of the Cumberland/Colchester region has been prepared, which Invest Nova Scotia can use to promote this region.
- We are meeting with the new owners of the Amherst Mall who want to attract more businesses and make it more vibrant. This will reduce the number of residents who travel outside of Amherst and Cumberland County for their shopping needs.
- On December 9<sup>th</sup> we had a follow up meeting with the Valley Regional Enterprise Network, the Truro Colchester Partnership and other partners to discuss the ongoing work on the Ag Tech Corridor that encompasses our three regions, and to discuss the next steps to be taken. One of the desired outcomes of this work is to have businesses and government make the type of investments in the agricultural sector that is currently happening in the Ocean Tech Sector.
- The Cumberland Business Connector AGM on June 18<sup>th</sup>, has had the location and Keynote Speaker confirmed. This event will be hosted at the Gloucecap Restaurant in Parrsboro and the Keynote Speaker will be Stephen O'Regan.

# Monthly Report

## Community Living

### December 2024

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#### Marketing/Tourism and Events

- Flag raisings - various
- Golf Cart Decorating
- Light Up
- Tree for Boston
- Parade
- live streaming
- Christmas party committee
- Multisport/Multisport Banquet
- Acadian Website
- U18 Hockey Event
- Ideas for "New light up"
- Social Media updates

#### Community Well Being

- Attended Accessible Communications regional training: Digital Communications & Plain Language Intensive
- Attended the 3-day Municipal Equity and Anti-Racism Symposium Program in Wolfville
- Volunteer Nominations – Created new application, social media posts, working with community groups
- Submitted grant request for Celebrate Canada Day funding
- Maintained Recreation email and community calendar.
- Attended provincial meetings and training on accessibility and Anti Racism strategic plan development
- Weekly/Daily meetings with Events staff

#### Community Navigator

- Continued work with the NS recruiters to organize the site visits
- Meetings with the local retention and appreciation committee
- Processing payments for activities from OHPR fund
- Working collaboratively with healthcare professionals on events planning for retention and appreciation.

## **Active Living Coordinator**

### Upcoming Professional Development

- NS Walks - Walkability Audit - December 4th (Parrsboro)
- ASK (Active Smarter Kids) Facilitator Training - December 5th & 6th (Truro)

### Mobility

- Rural Transit Solution Fund Application

### Active Transportation

- Amherst Regional High School in partnership with Ecology Action Centre hosted a Youth Mobility Audit

### Trails

- Trail signage consultation
- Working with Ecology Action Center to secure a project proposal for next June submission

### Physical Activity Practitioners Exchange

- Focus on Workplace Wellness Strategies

### Workplace Wellness Grant:

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

### Currently in Session:

Friday Night Fun - Monthly numbers below (Waiting for YMCA):

Afterschool Skating Program:

- 16 Sessions offered
- 360 Skaters
- 8 Sessions offered Healthy Snacks

### 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 - 8:30pm (Adult)

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

- Have 12 members in the walking group Tuesdays from Amherst Stadium. Ages range 55-76.
- We have two new walk leaders!

## Directors report

- Community Executive Directors meeting
- Amherst Board of Police Commissioners meeting
- Meeting with Provincial Navigators for site visits
- Meetings with Bordertown Biker Bash, Amherst Area Heritage trust
- Ester Fest activities (paranormal investigation and street party)
- Orientation and Strategic Planning with Council
- Holiday Light up weekend activities
- Multiple webinars from Office of ANS, NS office of Equity and Anti Hate,
- Understanding hate crimes and gender-based violence.

### Task Updates:

|   |
|---|
| <p>Task: Accessibility Report Card</p> <p>Update: Although the report card is complete and was due to be presented to Council in November this has been delayed until January as the Accessibility Committee has not met in September and October due to election and orientation. This will be presented to them at meeting in January and then forwarded to council.</p> <p>Status: Ongoing</p> |
| <p>Task: Mobility Strategy</p> <p>Update: Feasibility study funding application in. Awaiting response.</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: In Progress</p>   |
| <p>Task: Volunteer Recruitment Procedure</p> <p>Update: Develop procedures around recruitment and selection for Vol of the year.</p> <p>Status: Ongoing</p>   |
| <p>Task: Accessible Playground</p> <p>Update: internal committee of staff to meet in January and finalize plan to present to council.</p> <p>Status: Ongoing</p>  |
| <p>Task: APD Strategic Plan</p> <p>Update: Survey developed and two community engagement sessions scheduled for January</p> <p>Status: Ongoing</p>  |

# Monthly Report

## Communications and I.T.

### December 2024

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#### IT Services:

- Multiple POs completed and received.
- Completed Server updates.
- Police Dispatch remodel is still on going. The additional power plugs have been installed and the Data and Phone lines have been added to Dispatch. We are still waiting for the VOIP phone and new radios to be installed.
- The remaining cellphones to be replaced this fiscal year have been purchased.
- The Wi-Fi upgrade for the Stadium will begin on Monday Dec 9 and will take about a week to install.
- Day to Day IT issues/desktop support.

#### Procurement:

| ID    | Type | Project                       | Process Type | Budget Type | Released | Closed | App'd | App'd By |
|-------|------|-------------------------------|--------------|-------------|----------|--------|-------|----------|
| 24-15 | RFQ  | Salt Hauling 1                | 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      | X     | CAO      |
| 24-55 | RFP  | Demolition: 1 McCully         | Regular      | O           |          | X      | X     | CAO      |
| 24-06 | RFP  | Parking Lot Snow Removal 2024 | Regular      | O           |          |        | X     | CAO      |
| 24-66 | OTH  | Drone Accessories             | Alternative  | C           |          |        | X     | CAO      |
| 24-64 | ALT  | Stadium Camera Upgrade        | Alternative  | C           | X        | X      | X     | CAO      |
| 24-62 | RFQ  | Salt Hauling 2                | Regular      | O           | X        | X      | X     | CAO      |

#### Communications:

Prepared street closure notifications for various events and construction projects – distributed via website, social, Voyent Alert, email. Facilitated several proclamations and flag raisings. Prepared and distributed several media releases, including November Council meeting highlights and the swearing-in of Mayor and Council. Updated the website with new content, including agendas, minutes, and code of conduct for public access, and fixed problems on the site as they arose. Took photos and videos at various events and shared on social media. Also completed new headshots of Mayor and Council. Wrote letters of congratulations to newly-elected area MLAs. Prepared information for the Accessibility Report on actions taken to improve accessibility on the Town’s website throughout the re-build process. Attended a REMO training exercise as Public Information Officer – Alternate, and attended Accessible Communications workshop in Springhill. Attended several new business certificate presentations to take photos and conduct interviews for social media write-ups.

# Monthly Report

## Finance

### December 2024

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#### FINANCE

Work has commenced on the capital and operating budgets for the 2025/26 fiscal year. Capital budget submissions from departments have been compiled and will be reviewed by the CAO and Director of Finance. Work on the operating budget commenced in November and will continue over the next few months. The initial operating budget updates are due from departments in mid December.

The Canada Community Building Fund released the 2025/26 Pre-Construction Report and the Capital Investment Plan in November. Both reports will be submitted by the December 18<sup>th</sup> due date. Typically, these reports are due in June and September respectively but due to a new agreement for the Canada Community Building Fund in 2025 there was a delay from the province in releasing these reports.

#### TAX / ACCOUNTS RECEIVABLE / COLLECTIONS

**Water collections** – Statements sent for overdue accounts.

**Tax Sale** – A tax sale is scheduled for February 11, 2025. There were 7 properties sent for title search and notices were posted on the 7 properties on December 10, 2024.

**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 37 tax certificate requests in November.

|                       | # Of Accounts Appealing |              | Appeal Completed as of Dec 1/24 | Pending as of Dec 1/24 | Withdrawn as of Dec 1/24 | Outstanding Appeals as of Dec 1/24 | Appeals Successful as of Dec 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

Preparations for 3<sup>rd</sup> quarter water meter reads to be done during the first weeks of January are now underway. 7 residents were contacted during the month of October for meter repair or replacement and we were able to repair 5 of them.

## **CUSTOMER SERVICE TRACKING – E11**

There was a total of 83 opened cases in November and 67 cases closed. The category with the most opened/closed cases in November was Building Permits, with 28 cases for the month.

### **TASK UPDATES**

Task: Update Signing Authority re: Designated Councillor

Motion: That Council appoint Councillor McManaman to be the Designated Councillor for signing cheques, bank documents, etc.

Update: Signing authorities have been updated with bank.

Status: Complete

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Task: Christie Foundation Donation – Amherst Little League

Motion: That Council approve 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 Amherst Little League.

Update: Donation cheque was received from the Dr. & Mrs. H.E. Christie Community Foundation and donation acknowledgement letter was issued. Cheque was prepared and provided to Amherst Little League.

Status: Complete

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# Monthly Report

## Fire Department

### December 2024

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#### RESPONSES (November)

|                                    | <u>Town of Amherst</u> | <u>District 2</u> |
|------------------------------------|------------------------|-------------------|
| Assist Police / RCMP               | 2                      |                   |
| Motor vehicle accidents            | 2                      | 2                 |
| Mutual aid requests                |                        | 1                 |
| Open burn / Wildland fire / Mulch  | 1                      | 2                 |
| Smell of smoke / Air quality check | 4                      | 1                 |
| Smoke alarm activations            | 2                      | 1                 |
| Structure fires                    | 2                      |                   |
| <b>Total events</b>                | <b>13</b>              | <b>7</b>          |

As of December 1<sup>st</sup>, the Amherst fire department has responded to **245** requests for assistance.

#### PROFESSIONAL DEVELOPMENT

Weekly fire fighter training - During the month of November the fire department focused it's training on auto extrication. This included a theory presentation, cribbing and stabilization, removal of driver and use of extrication tools. The department also onboarded the new encrypted trunk mobile radios. Further, the department hosted a full day training with our mutual aid partners.

Recruit fire fighter training – Over the last several months new members have joined the department. In January, these new recruits will start the basic fire fighter training program. This program will run for approximately seven months, where the recruit firefighters will complete their in-house practical fire fighter training.

Junior firefighter program – Following a call for applications this fall, five youth started the junior firefighter program. This year's program started on November 20<sup>th</sup> and will continue until late June 2024. Over the next seven months the junior firefighters will complete in-house training where they will learn the basics of the fire service. Since 2011, the Amherst fire department has presented the junior firefighter program and has seen graduates of the program join the department upon turning 19 or join when they return back to the community after post-secondary education. The primary goal of this program is to introduce youth to the fire service and provide them with a safe learning environment; and to serve as a recruitment and succession tool for the department into the future.

#### COMMUNITY EVENTS

During the month of November, the department participated in the Remembrance Day ceremony, the Town of Amherst Christmas parade and the tree for Boston event. In addition, the Amherst fire firefighter's association held their annual food drive at the Amherst superstore. Thank-you to Amherst superstore and the community for your support.

#### RECRUITMENT

The fire department continues to look for new members to join our team. For more information on becoming a member of the Amherst fire department, please go to [www.amherst.ca/volunteer-firefighter.html](http://www.amherst.ca/volunteer-firefighter.html)

#### TASK UPDATES

Task: No open tasks at this time

# Monthly Report

## Human Resources

### December 2024

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#### Staffing Updates

Full-time Dispatcher: Shannon King started working with the Amherst Police Department as a part-time Dispatcher in August. Following the departure of Eve Grant-Henderson from the full-time Dispatcher position, Shannon was promoted to fill the full-time vacancy. Thanks for stepping up Shannon and we appreciate your hard work. All the best to Eve in her future endeavours.

Jail Guard(s): Sam Pike and Cam MacLeod, who both held summer student positions this year with us, have now been hired to fill casual jail guard shifts. Thanks Sam and Cam! We are happy to have you both back.

CUPE Operator: Jordan Brown is a seasonal CUPE Operator with our Public Works department. Jordan has agreed to stay-on following seasonal layoffs in order to fill a vacancy created as a result of a full-time employee on medical leave. Thanks for filling in, Jordan!

Cashier/Customer Service: You may have noticed Carrie Lowther, our Water/Sewer Billing Clerk, has been stationed at the front counter for the past several weeks. Carrie has done a great job covering for another employee on medical leave. Thanks to Carrie, and others in the Finance department, for filling in temporarily.

#### Current Recruitment

Police Constable: Our recruitment campaign for an additional full-time Officer remains open. An interview took place and an offer was made. However, the offer was declined as the candidate has decided to remain in Alberta at this time. Staff had previously 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 has concluded. The position has been awarded to Evan Oxner. Evan has been a Pastor for the last 14 years and is deeply rooted in the Town of Amherst. Evan will work closely with Officers, their families and other families affected by tragic events. We are so pleased to have you on our team Evan!

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. An information session will be held on January 18, 2025, at 6:00 pm at the Amherst Police Department. Individuals that are interested in the program and are interested in attending the Atlantic Police Academy are asked to email Wendy Sonier at [wsonier@amherst.ca](mailto:wsonier@amherst.ca)

## **Other HR News**

### Long Service Awards

Presentation of long service awards takes place each year at the Christmas party. This year, the Christmas party is being held on December 14. The recipients of long service awards this year include:

|                        |                           |          |
|------------------------|---------------------------|----------|
| <i>Steve Colborne</i>  | Public Works Department   | 40 years |
| <i>Lester Fromm</i>    | Public Works Department   | 20 years |
| <i>Aaron Bourgeois</i> | Director of Operations    | 20 years |
| <i>Greg Jones</i>      | Director of Fire Services | 10 years |
| <i>Danielle Cooper</i> | Procurement Coordinator   | 10 years |
| <i>Wendy Sonier</i>    | Police Administration     | 10 years |

We look forward to celebrating you and all your achievements!

### Labour-Management Meeting

Staff are preparing for the semi-annual labour-management meeting with our Police department with the next meeting to take place in January 2025.

### Employee Wellness Survey and Strategy

Over the coming months, HR will be developing an official employee wellness strategy. The goal of this strategy is to improve overall employee well-being, enhance supports and communication, and increase social connection and recognition across departments.

In order to develop a strategy that is effective, we need to hear from our employees.

A confidential employee wellness survey has been developed and distributed to all staff. The survey is intended to inform the development of the strategy. The deadline to respond is December 13, 2024.

### Christmas Skate

HR is happy to partner with our Stadium managers, Corey Crocker and Matt Selig, to host a Family Christmas skate for all staff and their families on December 21, 2024 at 6:15 pm. We hope to see you there!

## Telus Health Virtual Care

This exciting new initiative has been rolled out to all eligible staff. 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. HR staff will measure the uptake of the program in the coming months.

## HR Policy Review

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

## **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.

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 Report

## Operations

### December 2024

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

#### **RECREATION & HORTICULTURE**

- On December 7 & 8 the stadium hosted the U18 Major Summit Series featuring hockey teams from Nova Scotia, PEI, and New Brunswick.
- The stadium will be hosting the Amherst Figure Skating Club's performance of the Nutcracker on ice on December 17, with shows at 9:30am & 6:00pm
- Stadium has regular weekday after school skating, senior & adult skating, and parent and tot skating
- Amherst Jr. A Ramblers have 3 home games in December (5,8,15)
- Amherst Senior Ducks have 3 home games in December (7,14,28)
- Despite the poor weather, the annual Christmas light up, parade, and tree for Boston events all went well and were well attended.
- The Holiday schedule at the stadium is:
  - Closed on December 24, 25, 26
  - Open on December 27, 28, 29, 30
  - Closed on December 31 and January 1

#### **PUBLIC WORKS**

- To date there have been no snow events that required the plowing of streets. Sidewalks were plowed on one occasion and salted 2 times due to icy conditions.
- The salt truck has been out 7 times, salting streets and parking lots.
- The South Albion Street / Industrial Park Drive storm sewer project was completed.
- Work on Phase 1 of the Marshview Drive extension is done for the winter. The sidewalk, curb, and paving will be completed in the Spring.
- Staff are patching potholes on a regular basis; this is typically 2-3 days per week throughout the winter months.
- The frame for the outdoor rink is being assembled, staff will start making ice when the weather conditions are favorable.
- The wind turbine at the Waste Water Treatment Plant was repaired and has been working well for the past 3 weeks.
- Town Hall renovations are ongoing.
- Staff will be working on a winter list of maintenance and repairs at the library and Community Credit Union Business Innovation Centre.

Upcoming / ongoing projects:

- Operations staff are completing their Capital and Operating budgets for 2025/26.
- Quarterly meter reading will start the first week of January.
- Ongoing snow and ice management operations of streets, sidewalks, and the VIA rail platform.
- Senior Ducks Hockey on January 3<sup>rd</sup> and Amherst Junior A Ramblers on January 4<sup>th</sup>

Task Updates:

|  |
|--|
| <p>Task: Havelock / Victoria Street Intersection Traffic Signals</p> <p><u>Update:</u> Staff will include options for intersection improvements in the 2025/26 capital budget</p> <p>Status: In Progress</p>                         |
| <p>Task: Waste Water Treatment Plant Grey Water Energy Extraction Report</p> <p><u>Update:</u> Staff did not have time to prepare the memo for December COW, will be completed for February 2025 COW.</p> <p>Status: In Progress</p> |
| <p>Task: Sidewalk Curb and Construction</p> <p><u>Update:</u> This will be brought to the next Accessibility Advisory Committee meeting.</p> <p>Status: In Progress</p>  |
| <p>Task: Water Utility Dump Truck</p> <p><u>Update:</u> Delivery expected by the end of January 2025</p> <p>Status: In Progress</p>  |
| <p>Task: Capital Budget Amendment – New Loader</p> <p><u>Update:</u> The new loader has been ordered; delivery is expected February 2025.</p> <p>Status: In Progress</p>   |

# Monthly Report

## Planning & Strategic Initiatives

### December 2024

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The attached development activity report shows permits issued in November and a 2023/2024 comparison. As noted in the November report, 76 new dwelling units were permitted in 2024, a significant increase over the 58 permitted in 2023. 2025 is anticipated to be another strong year. With regard to the total Value of Construction year over year comparison, it is worth noting that 2023 was an exceptionally high value year (\$71 million) due to the approval of the 98-bed care facility that was valued at over \$50 million.

A public participation opportunity was held December 12<sup>th</sup> for a development agreement application concerning the conversion of a single-detached dwelling into a 7-unit apartment dwelling at 96 Church Street. Last summer Council rejected a request to de-register the property from the heritage registry; however, the Heritage Advisory Committee subsequently approved a substantial alteration to the exterior. That approval only dealt with the exterior alterations, not the conversion to seven units. The PAC will consider a recommendation on the conversion to Council in January.

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 January. Construction of the streets and underground services on Marshview Drive Extension are complete, except curb, sidewalk and asphalt, which will be completed in the spring of 2025. The subdivision to create the lots in phase 1 is currently being approved and registered, which allow individual lots to be marketed and sold over the winter.

An application for round two of the CMHC Housing Accelerator Fund was submitted in September. The program is intended to provide funding to support housing in exchange for the town adopting initiatives to incentivize more housing units. Staff continue to work with CMHC representatives on the application in the hopes of securing funding. Several of the town's proposed initiatives are part of 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 activities is provided in the meeting 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 in November 2024

| PERMIT APPLICATIONS |          |                    |           |              |                          |                          |               | For the Month of November |
|---------------------|----------|--------------------|-----------|--------------|--------------------------|--------------------------|---------------|---------------------------|
| Number              | PID      | Civc Address       | New Units | Work Type    | Bldg Type                | Proposed Use             | Permit Fee    | Value                     |
| C2024-100           | 25003468 | 51 Russell St      | 1         | Construction | Single Detached Dwelling | Single Detached Dwelling | 134.00        | 150,000.00                |
| C2024-102           | 25019662 | 4 Fairview Ave     | 0         | Relocate     | Garage/Carport/Shed      | Garage                   | 75.00         | 10,000.00                 |
| D2024-103           | 25010364 | 86 South Albion St | 0         | Construction | Single Detached Dwelling | Home business/occupation | 50.00         | 4,500.00                  |
| D2024-108           | 25009762 | 48 Albion St       | 0         | Renovate     | Apartments               | Park - Permanent Sign    | 50.00         | 800.00                    |
| <b>Total</b>        | <b>4</b> |                    | <b>1</b>  |              |                          |                          | <b>309.00</b> | <b>165,300.00</b>         |

# 2023-2024 Comparison

| ACTIVITY REPORT     |           |           |                       |            |           |                       | For Month of November 2024-11-30 |
|---------------------|-----------|-----------|-----------------------|------------|-----------|-----------------------|----------------------------------|
| Type                | Nov 2023  |           |                       | Nov 2024   |           |                       |                                  |
|                     | Permits   | Units     | Value of Construction | Permits    | Units     | Value of Construction |                                  |
| Single Family       | 0         | 0         | 0                     | 2          | 1         | 154,500               |                                  |
| Duplex/Semi         | 0         | 0         | 0                     | 0          | 0         | 0                     |                                  |
| Apartments          | 0         | 0         | 0                     | 1          | 0         | 800                   |                                  |
| Other Residential   | 0         | 0         | 0                     | 1          | 0         | 10,000                |                                  |
| Commercial          | 3         | 0         | 1,260,000             | 0          | 0         | 0                     |                                  |
| Industrial          | 0         | 0         | 0                     | 0          | 0         | 0                     |                                  |
| Inst & Gov          | 0         | 0         | 0                     | 0          | 0         | 0                     |                                  |
| Agriculture         | 0         | 0         | 0                     | 0          | 0         | 0                     |                                  |
| Other               | 0         | 0         | 0                     | 0          | 0         | 0                     |                                  |
| <b>Total</b>        | <b>3</b>  | <b>0</b>  | <b>1,260,000</b>      | <b>4</b>   | <b>1</b>  | <b>165,300</b>        |                                  |
| <b>Year To Date</b> | <b>82</b> | <b>58</b> | <b>71,626,571</b>     | <b>103</b> | <b>76</b> | <b>18,343,150</b>     |                                  |

# Monthly Report

## Police

### December 2024

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#### PERSONNEL

**New Full-Time Employee:** Shannon King, who was recently hired by APD to fill in for dispatch/admin shortages has been appointed to full-time dispatcher as of November 17<sup>th</sup>, 2024. Shannon had been recommended for part-time early this fall. She has been doing so well in her role on a part-time basis that as a result she started working in dispatch in late August and throughout September with dispatch coach officers. Many APD employees have commented on her ability and professionalism as a member of the APD Dispatch Team.

#### TRAINING

**AWLE – Atlantic Women in Law Enforcement Conference:** Cst Andrea Vriend was selected to attend the 2024 AWLE conference in Fredericton from November 19<sup>th</sup> to 22<sup>nd</sup>. Speakers during the week included Keeshant Sewell, (former New York City Commissioner), RCMP A/Comm Deanna Hill, and many others who spoke on various topics on policing that included Resiliency and Workplace Wellness, Women in Leadership, Indigenous Policing and case studies. The Conference included a parade and an awards banquet, recognizing the impact of women in law enforcement and the incredible work being done.

**Human Source Management Course – November 4<sup>th</sup> -7<sup>th</sup>:** Cst Jeff Goodwin, who is assigned to the Cumberland Street Crime Unit attended and completed the Human Source Management Course at H Div RCMP headquarters in Dartmouth. This course provides instruction and guidance for the cultivating and management of human sources who supply information to police on criminal activities. As the Street Crime Unit is an intelligence-led unit, these relationships are crucial to success and it is imperative to understand how human sources can be utilized and the liability issues involved in doing so.

**Drone Training and Certifications:** D/Chief Tim Hunter, Cst Jeff Goodwin and Cst Justin Chapman all completed testing and certification for the use of the APD/AFD drone. The course was very intensive with applicable testing relating to operation of a drone. This also included practical exams in which drone operators had to demonstrate their skills in advanced pilot certification. The drone, which is co-owned by APD and AFD will be a valuable tool in public safety for our community.



**CIT – Train the Trainer:** Cst Michelle Harrison was selected and attended the Crisis Intervention Team ‘train the trainer’ course in Halifax which ran from October 7<sup>th</sup> to the 10<sup>th</sup> (4 days). This course enables 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. Initially Sergeant Graham had also been selected to attend, but was cancelled due to staffing shortages.

#### GENERAL OPERATIONAL UPDATES:

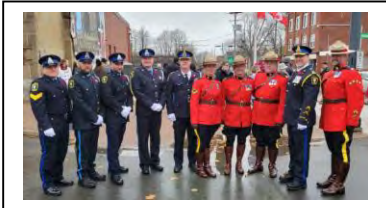
**Red Ribbon Campaign kick-off:** The annual Red-Ribbon campaign kick-off was held on November 28<sup>th</sup> at the Amherst Police Department, followed by checkpoints focused on combatting impaired driving and ensuring road safety during the holiday season. The Red Ribbon represents our unwavering commitment to not drive impaired and to share the message in our community. Impaired driving accidents are 100% preventable and are a priority during the holidays and into the new year.



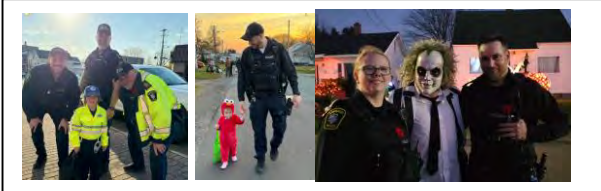
**Christmas Parade:** Members of the Amherst Police Department, along with our partners in Public Works, and the Town of Amherst worked during the Christmas Parade on Sunday November 24<sup>th</sup>, 2024 to ensure a kick-off to the holiday season. Attendance numbers were high as the Police Department escorted the parade through town and provided traffic control duties at various intersections.



**Remembrance Day Ceremonies – November 11<sup>th</sup>, 2024:** APD members attended and marched alongside our colleagues and partners during Remembrance Day Ceremonies, honoring those who served valiantly to protect our freedoms. Let us not forget.



**Halloween – October 31<sup>st</sup>, 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. Trail of Treats was held and resulted in an increased presence of Trick or Treaters in the downtown area.

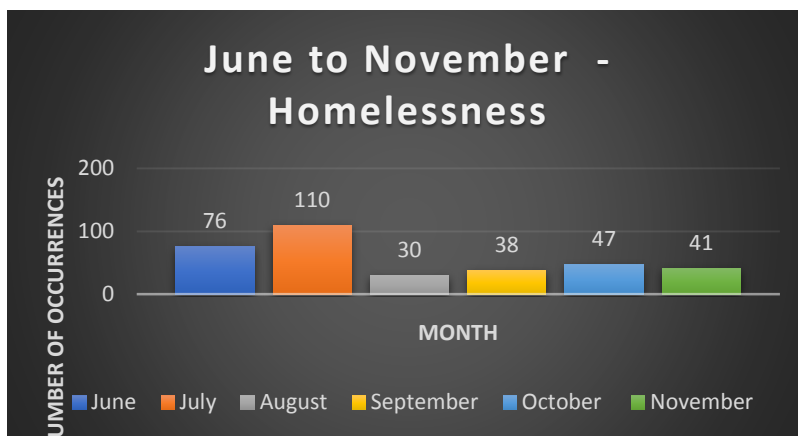


**Prolific Incidents:** A 60-year-old male was arrested and charged several times by Amherst Police over a 5-day period. The male, who is facing numerous charges that include assaulting a Police Officer, uttering threats, causing a disturbance and failing to obey release conditions. Amherst Police are 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 17<sup>th</sup> 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 18<sup>th</sup>, he was released again. On the 19<sup>th</sup>, 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 21<sup>st</sup>. 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.

**Cumberland Street Crime:** In November 2024, the Cumberland Street Crime Unit, which is comprised of members of the Amherst Police Department and the Cumberland RCMP executed a total of 6 warrants during the month of November and laid over 57 criminal code charges and arrested 5 individuals. The Street Crime Unit also assisted patrol sections for the RCMP on search warrants that resulted in 30 criminal code charges being laid. On November 29<sup>th</sup>, 2024, the Street Crime Unit assisted the RCMP with an incident in Oxford that resulted in the arrest of Christopher Mattinson, aged 33. RCMP had responded to a report of an assault at a residence in Oxford, but the suspect had left the area. The subject was later arrested after a vehicle pursuit in which a spike belt was deployed. The vehicle being used had been reported stolen. Mattinson appeared in court on November 29<sup>th</sup> and is facing several new charges that include Assault, Uttering Threats to Cause Death or Bodily Harm (4 counts), Mischief, Assault with a Weapon, Assaulting a Peace Officer, Flight from Peace Officer, Dangerous Operation of a Motor Vehicle, Possession of Weapon for Dangerous Purpose (2 counts), Possession of Property Obtained by Crime, Possess Firearm While Prohibited, Possession of Break-In Instruments, Theft Under \$5000 and Failing to Comply with Probation Order (2 counts).

**Shoplifting Complaints:** Overall, our shoplifting complaints remain fairly consistent, but we witnessed a spike in November when shoplifting complaints increased to 17 occurrences. This compares to 8 in October and 11 in September. Such complaints often come in waves as a result of arrests/periods of incarceration or often the ‘relocation’ of specific persons. Our stats may also be slightly skewed as actual incidents are often under reported or go unnoticed. APD also received 27 complaints of theft in November and 31 complaints in October. In November we had 4 reported complaints of gas drive-offs as compared to 7 in October and 9 in September.

**Homelessness:** During the month of November, APD members responded to 41 complaints that had a nexus to homelessness, showing a slight drop from 47 complaints during October. Many of the complaints are surrounding 3-4 of the same people.

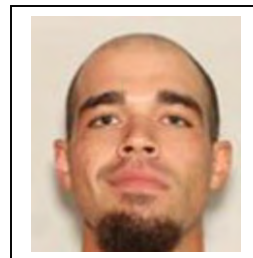


**OPERATIONAL**

**Sexual Assault Charges – November 27<sup>th</sup>, 2024:** A local ‘Holistic Practitioner’ has been arrested and is facing charges of sexual assault. Mangala Ranasinghe, aged 59 years old, who operates “Healing Touch Holistic” located in Amherst Nova Scotia was arrested on November 27<sup>th</sup>, 2024 after the Amherst Police Major Crime Unit, with the assistance of the Patrol Section, executed a search warrant at that location. The investigation was initiated after Amherst Police received a complaint from an adult female that she had allegedly been sexually assaulted during a visit to the location in October 2024. Ranasinghe was arrested, held in custody and was later released by the courts on conditions.

**Break and Enter – Multiple Charges – November 12<sup>th</sup>, 2024:** 30-year-old Taylor Robert Murphy of no fixed address has been charged with 348(1)(a) CC - Break Enter x 5, 88(1) CC – Carry a Weapon Dangerous to the Public Peace x 2, 430(4) CC – Mischief x 2, 334(b) CC – Theft under \$5000, and Public Mischief – Intent to Mislead Police. Police had been called to the Queen Street area on November 12<sup>th</sup> 2024 at approximately 5:46pm when 2 subsequent calls regarding a suspect breaking into residences in the Queen Street area were received. In one instance, the suspect allegedly broke into a residence by crawling through a window he had smashed out. The suspect was in possession of a knife and was confronted by occupants. The suspect fled the residence through the rear entrance and towards another residence where he allegedly smashed in another window and crawled inside where he was again confronted by the occupants. He fled the scene and was met on the street by responding police officers. The accused dropped the weapon and was taken into custody without further incident. He was taken to the hospital and treated for his injuries and then held in police cells for the night. Subsequent investigation resulted in additional charges of attempting to break and enter into other residences in the area. He made a brief appearance in court on November 13<sup>th</sup> and has been remanded into custody. He is scheduled to return to court on December 4<sup>th</sup>, 2024 for a show-cause hearing.

**Wanted – Cumberland Street Crime Unit:** On October 30<sup>th</sup>, at approximately 8:40 a.m., members of the Cumberland SCEU initiated a traffic stop on a black Lincoln Nautilus in relation to an ongoing drug trafficking investigation. As members exited their vehicles, the driver reversed the Nautilus in the direction of officers, striking one of the police vehicles. The Nautilus then fled toward New Brunswick at a high rate of speed. In the interest of public safety, officers did not pursue the vehicle. Adam Joseph Hie, 30, of Moncton, is wanted and facing charges that include Assaulting a Peace Officer (3 counts), Assault with a Weapon, Dangerous Operation of a Conveyance, Flight from Police and Obstruct Police Officer. Hie is also wanted in New Brunswick for Possession for the Purpose of Trafficking and Escape Lawful Custody. Police have made several attempts to locate Hie, and are requesting assistance from the public.



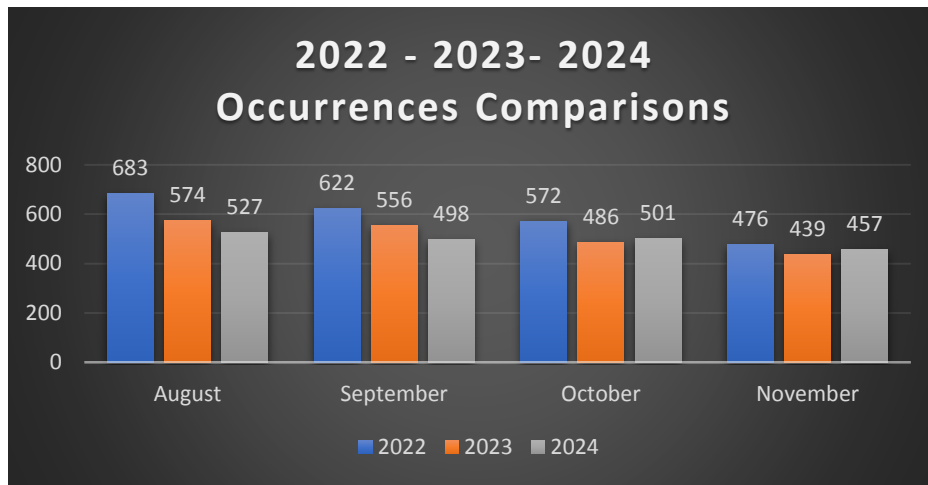
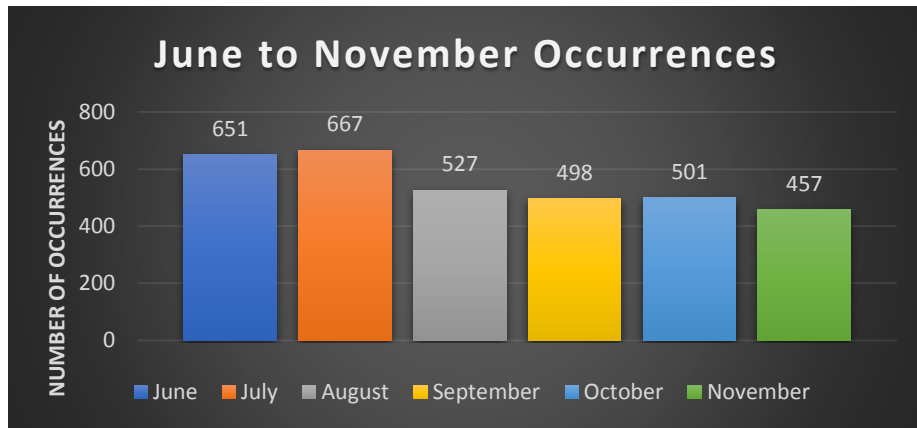
**Search Warrant – October 17<sup>th</sup>, 2024:** The Cumberland Integrated Street Crime Unit executed a search warrant and has charged 3 people in relation to complaints concerning an illegal cannabis dispensary on South Albion Street in Amherst. During the search, investigators seized hundreds of grams of illicit cannabis in various forms, as well as a quantity of psilocybin. On October 28<sup>th</sup>, 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 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 27<sup>th</sup>, the Street Crime Unit arrested 2 people at this same location. Both have been charged with offenses under the Cannabis Act.

**OPERATIONAL STATS – NOVEMBER 2024**

|                           |               |                        |    |
|---------------------------|---------------|------------------------|----|
| Occurrences:              | 457           | Criminal Code Charges: | 38 |
| Impaired by Alcohol:      | 7             | CDSA:                  | 4  |
| Impaired by Drug:         | 0             | CBCA:                  | 0  |
| Traffic Tickets:          | 31            | PPA:                   | 1  |
| Traffic Written Warnings: | 8             | Vehicle Checks:        | 0  |
| LCA:                      | 0             | Parking Tickets:       | 0  |
| Prk Warnings:             | 0             |                        |    |
| Foot Patrol Hours:        | 37 hrs 54 min |                        |    |

**OPERATIONAL STATS – OCTOBER 2024**

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



## TASK REPORT

**Task: APD Staffing:** Council approved an additional 2 sworn positions to offset shortages as a result of Long-Term illnesses.

**Update Status:** In progress. 2024-12-09: We are currently down 4 positions, 3 off on WCB one on Maternity Leave. We filled one of the full-time positions, but still have a full-time position and a term position (for the Mat Leave) to fill. As a result, 2 members from MCU are covering shifts and MCU is short. D Platoon is also short. We did interview one person and offered a position to them and they declined. We are continuing to try and recruit to fill these spots as it has made it difficult, especially for MCU

**Task: SARV – Safe Approach and Rescue Vehicle:** GARDAWORLD has supplied APD with an armoured vehicle and we are slowly equipping it. It is operational, but requires additional emergency equipment

**Update Status: In Progress:** 2024-12-09: SARV had been at Kenworth in Pictou and was painted and had bodywork done. Lights that are being donated are being shipped to be added. Darrell Coffin of GardaWorld was at APD on 2024-12-08 to look at the progress as he is stripping an identical vehicle and may have some additional parts. Awaiting decal package to review and price

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

**Update Status:** In Progress: 2024-12-09: Public works is working on this. They are currently the lead and are going to install new gates etc.

# Monthly Report

## Solid Waste Education and Enforcement

### December 2024

#### Presentations & Events

##### Nova Scotia Housing Apartment Complexes

Presentations were given to tenants to review our solid waste programs and source separation. Buildings in the Town of Oxford were visited. Staff have the River Hebert & Joggins complexes remaining.

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

Staff are in the process of reviewing submissions for the Provision of Collection and Transportation of Household Hazardous Waste.

##### Curbside Collection Changes

Residents in the Town of Amherst made the transition to bi-weekly collection of all three streams on the same day. The change was promoted through social media, radio advertising, water bills, & websites; the change was well received by residents.

During the first month, the Solid Waste Hotline was very busy, receiving over 650 phone calls.

Education and Enforcement Staff met with Miller Waste on November 27<sup>th</sup> for a check in. Miller reported that the transition went smoothly. The main concern expressed was that some residents are placing all materials in 1 pile and placing materials out late (after 7:00 a.m.). Staff will continue to promote the importance of proper placement of materials and set out times.

#### Social Media

Our focus over the last month has been on the curbside collection changes, however staff continue to post on proper disposal of waste materials.

Cumberland Region Solid Waste Services  
November 27 at 3:48 PM · 🌐

This week our "What Goes Where" feature is household batteries!  
Batteries can be a fire hazard for both collection vehicles and facilities and they do not belong in your garbage or recycling bag. Instead, recycle them by dropping them off at a location near you.  
To find a drop off location, visit [www.recycleyourbatteries.ca](http://www.recycleyourbatteries.ca).

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

Cumberland Region Solid Waste Services  
November 15 at 9:48 AM · 🌐

Switching your tires out?! Read below to find out how to dispose of old, worn out tires!

**WHAT GOES WHERE?** **Tires**

Did you know that you can return up to four regulated used tires, to any tire retailer for free?  
Unwanted or worn-out tires must be whole, off rim and free of mud and debris.

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

December is Sharps Injury Prevention Month! 📅

Whether you're a caregiver or someone managing sharps at home, practicing proper disposal is essential to keep everyone safe.

✓ Always use approved sharps disposal containers.... [See more](#)



**SHARPS DO NOT BELONG HERE.**

Safe SHARPS BRING BACK PROGRAM

Dispose of your medical sharps safely. Ask your pharmacy team for a **Safe Sharps** Container.

Caution: discarded sharps pose a danger to the well-being of those handling and sorting the waste. Use a **Safe Sharps** container for your safety and the safety of others.

**PANS**  
Public Area Nuisance Service

QR code: [Learn More](#)

Hockey season is in full swing. When you're watching your favourite team on game night, help keep our rinks looking their best by putting waste in its place.

If you leave it, you're littering.

#NothingWasted

