



Town of Amherst  
Committee of the Whole  
Agenda

Date: **Tuesday, April 22, 2025**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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		Pages
<b>1.</b>	<b>Call to Order</b>	
	<b>1.1 Territorial Acknowledgement</b>	
	“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”	
	<b>1.2 Approval of Agenda</b>	
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	<b>1.4 Acceptance of Minutes</b>	
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<b>2.</b>	<b>Presentations</b>	
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5.8	Planning & Economic Development	143 - 146
5.9	Police Services	147 - 151

6. Closed Session

7. Adjournment





Town of Amherst  
Committee of the Whole  
Tuesday, April 22, 2025

### **Consent Agenda**

#### **MOTION:**

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

- 1.4 Acceptance of Minutes**
- 4.1 Need for Recreation Department / Sports Liaison Position / Tournaments**
- 4.2 Carnival / Commercial Circus**
- 4.3 Motorized Mobility Scooter / Wheelchair Use**
- 4.4 Planning Advisory Committee Recommendations**
- 4.5 Taxi By-law Annual Report**
- 4.6 Waste Water Treatment Plant Grey Water Energy Extraction**
- 4.7 Amherst Police Department 2025 Strategic Plan**
- 4.8 By-law and Policy Review**
- 4.9 CAO Task Report**
- 5.1 Community Living Monthly Report**
- 5.2 Corporate Monthly Report**
- 5.3 Cumberland Business Connector Monthly Report**
- 5.4 Financial Services Monthly Report**
- 5.5 Fire Services Monthly Report**
- 5.6 Human Resources Monthly Report**
- 5.7 Operations Monthly Report**
- 5.8 Planning and Economic Development**
- 5.9 Police Services Monthly Report**

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

**Date:** March 17, 2025  
**Time:** 4:00 pm  
**Location:** Council Chambers, Town Hall

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

**Members Absent** Mayor Rob Small

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

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**1. Call to Order**

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

**1.1 Territorial Acknowledgement**

Deputy Mayor Davidson gave the Territorial Acknowledgement.

**1.2 Approval of Agenda**

**Moved By Councillor McManaman**

**Seconded By Councillor Furlong**

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

**MOTION CARRIED**

**1.3 Approval of the Consent Agenda**

**Moved By Councillor Furlong**

**Seconded By Councillor Wells**

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

**MOTION CARRIED**

**1.4 Acceptance of Minutes**

**Moved By Councillor Furlong**

**Seconded By Councillor Wells**

**To accept the minutes of the February 10, 2025, February 12, 2025, February 18, 2025, February 24, 2025, March 10, 2025 and March 10, 2025 Committee of the Whole meetings as part of the consent agenda.**

**MOTION CARRIED**

**2. Council Direction Requests**

**2.1 Fireworks**

**Moved By Councillor Ripley**

**Seconded By Councillor Chambers**

**That Council forward to the March 24, 2025 regular meeting, approval of \$20,000 in the 2025/26 operating budget to include \$10,000 for Canada Day fireworks to be held at the Robb Complex and \$10,000 for New Years Eve fireworks to be held at the Amherst Stadium.**

**MOTION CARRIED**

**2.2 Accessibility, Inclusion, Diversity and Equity (AIDE) Committee Terms of Reference**

**Moved By Councillor Wells**

**Seconded By Councillor McManaman**

**That Council forward to March 24, 2025 regular meeting approval of the new Terms of Reference for the combined Accessibility, Inclusion, Diversity and Equity Advisory Committee, with the addition of "subject to staff capacity" in section 5.4, and further forward the Accessibility Advisory Committee Terms of Reference, the Poverty Reduction Advisory Committee Terms of Reference, and the Inclusion Diversity and Equity Committee Terms of Reference for repeal.**

**MOTION CARRIED**

**2.3 Accessibility, Inclusion, Diversity and Equity (AIDE) Strategic Plan**

**Moved By Councillor Furlong**

**Seconded By Councillor Chambers**

**That Council forward to the March 24, 2025 regular meeting, approval of the 2025 Accessibility, Inclusion, Diversity and Equity (AIDE) Strategic Plan, with the addition of E.B Chandler Junior High School to the list of schools.**

**MOTION CARRIED**

**2.4 Themed Crosswalks**

**Moved By Councillor Wells**

**Seconded By Councillor McManaman**

**That Council forward to the March 24, 2025 regular meeting approval of the new Themed Crosswalk Policy.**

**MOTION CARRIED**

- 2.5 Installment Billing Policy**  
Moved By Councillor Chambers  
Seconded By Councillor Furlong  
That Council forward to the March 24, 2025 regular meeting approval of the proposed amendments to the Installment Billing Policy #3800-03.
- MOTION CARRIED**
- 2.6 PCAP Application for the Waste Water Treatment Plant UV System**  
Moved By Councillor Chambers  
Seconded By Councillor McManaman  
That Council forward to the March 24, 2025 regular meeting approval of the Provincial Capital Assistance Program funding application for an ultraviolet disinfection system for the Town's wastewater treatment facility and authorize the CAO to submit the application on behalf of the Town.
- MOTION CARRIED**
- 2.7 Annual Performance Review Chief Administrative Officer Policy**  
The CAO removed himself from the discussion on this item and took a seat in the galley.  
Moved By Councillor Chambers  
Seconded By Councillor Furlong  
That Council forward to the March 24, 2025, regular meeting approval of the amendments to the Annual Performance Review – Chief Administrative Officer policy #10350-25.
- MOTION CARRIED**
- 2.8 Industrial Park Land Sales Policy**  
Moved By Councillor Ripley  
Seconded By Councillor McManaman  
That Council forward to the March 24, 2025 regular meeting approval of the proposed draft Industrial Park Land Sales Policy and amended Policy 2300-01 Sale of Usable Town Owned Lands.
- MOTION CARRIED**
- 2.9 Capital Budget 2025/26 – LiveScan Fingerprinting System Replacement**  
Moved By Councillor Furlong  
Seconded By Councillor Chambers  
That Council forward to the March 24, 2025 regular meeting approval of \$40,000 in the 2025/2026 capital budget for the purchase of new LiveScan system to replace our current system.
- MOTION CARRIED**
- 2.10 Community Support Grants Policy**  
Moved By Councillor Wells  
Seconded By Councillor McManaman  
That Council forward to the March 24, 2025 regular meeting the following revisions to section 5(d) of the policy:

**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. 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 **may be** referred to the respective committees for a recommendation.

**MOTION CARRIED**

**2.11 Artistic Painting of Fire Hydrants**

**Moved By Councillor Ripley**

**Seconded By Councillor Wells**

**That Council not permit the artistic painting of fire hydrants, and that staff communicate this decision with the person who requested it noting the decision was made due to concerns around safety and maintenance of the hydrants.**

**Against (2): Councillor Furlong, and Councillor McManaman**

**MOTION CARRIED**

**3. Information Items**

**Moved By Councillor Furlong**

**Seconded By Councillor Wells**

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

**3.1 Strategic Action Plan / By-law and Policy Review**

**3.2 Sports Hall of Fame**

**3.3 Safe Senior Scooter Use**

**3.4 Crosswalk Safety Communication**

**3.5 Speeding in School Zones**

**3.6 Willow Street / Townshend Avenue Intersection**

**3.7 Church Street / Robert Angus Drive Intersection**

**3.8 Downtown Business Hours of Operation**

**3.9 Marketing Levy Feasibility**

**3.10 CAO Task Report**

**MOTION CARRIED**

**4. Monthly Reports**

**Moved By Councillor Furlong**

**Seconded By Councillor Wells**

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

**4.1 Community Living**

**4.2 Corporate**

**4.3 Financial Services**

**4.4 Fire Services**

**4.5 Human Resources**

**4.6 Operations**

**4.7 Planning & Economic Development**

**4.8 Police Services**

**MOTION CARRIED**

5. **Closed Session**  
**Moved By Councillor Furlong**  
**Seconded By Councillor Wells**  
**That the Committee move to a Closed Session.**

**MOTION CARRIED**

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

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Natalie LeBlanc  
Municipal Clerk

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Hal Davidson  
Deputy Mayor



## Amherst Police Department

*Serving the Town of Amherst*

21 Havelock Street, Amherst Nova Scotia



**Cumberland  
Homelessness &  
Housing Support  
Association**

## Cornerstone

*Serving the residents of  
Cumberland County*

10 Prince Arthur Street, Amherst Nova Scotia



**HOMELESSNESS – IS THIS A  
NEW PROBLEM?**

Over the last 3-4 years, homelessness issues have become a grave concern and topic of discussion. While we have always had a homelessness problem in our community, since the pandemic, the problem has increased dramatically not only in our town but across the country.

## HOMELESSNESS – IS THIS A NEW PROBLEM?



We see some of the evidence every day. It is not just about people ‘couch surfing’ as the evidence is more visible than ever

**PEOPLE EXPERIENCING HOMELESSNESS FACE  
SOME OF THE HIGHEST RATES OF ILLNESS AND  
MORTALITY IN CANADA**

**Evidence has shown that even a  
modest 25 percent reduction in  
homelessness could prevent nearly  
2,000 opioid overdose deaths, 850  
cases of alcohol poisoning, and  
540 cocaine overdoses.**



# Homelessness – Is this a new problem? Then vs Now





**HOMELESSNESS  
IS THIS A NEW  
PROBLEM?**

Since 2022, our Department started tracking files that have an association with ‘homelessness’

It is very important to remember that police contact with homeless people is not necessarily the norm. Police often deal with the smaller percentage of homeless people who have struggles that may be related to mental illness, substance use disorder or trauma. In this way, homelessness is a very complex social problem that the police, who are often the agency of last resort and one of the few 24/7 resources, are left to deal with



**HOMELESSNESS**

**IS THIS A NEW PROBLEM?**

**Police may encounter some homeless people because of complaints that include:**

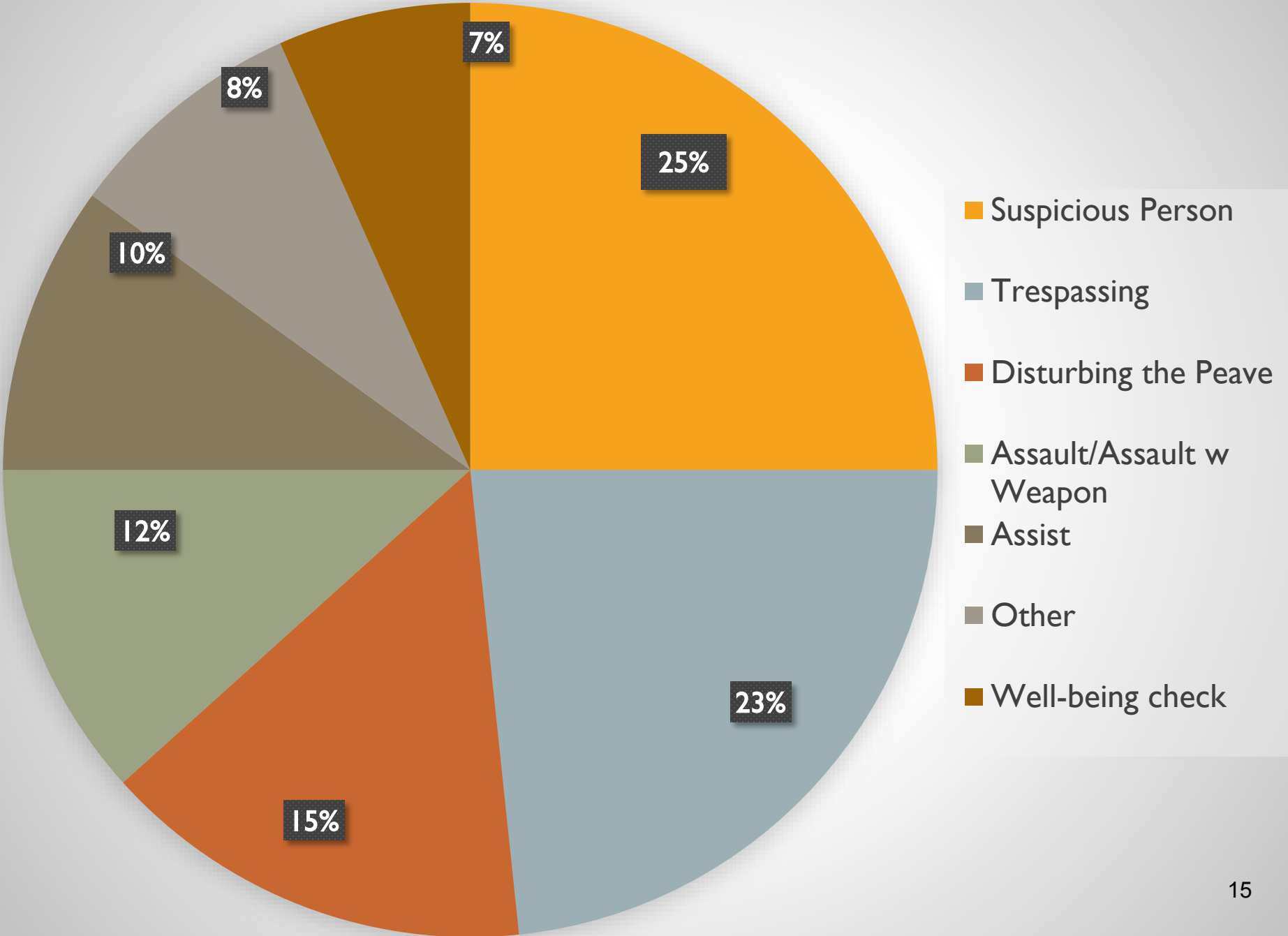
- Trespassing
- Causing a disturbance
- Tenting/Occupying private or town property
- Damage to property, littering
- Thefts
- Requests for assistance
  - Drives to the hospital
  - Assistance with meals
  - People looking for lodging
  - Well-being checks



## HOMELESSNESS – IS THIS A NEW PROBLEM?

- In August 2022, homelessness files peaked, and we had 140 complaints of our 683 had a connection to the homelessness situation;
- More recent stats have dropped off considerably, especially since the homeless shelter was erected.
- Police no longer get many of the requests for assistance that we did in 2022 and 2023.
- In November 2023, our stats fell to 7 of 439 occurrences. Since that time, they have steadily climbed. In March of 2025, we had 60 of 427.

# Homelessness Complaints March 2025 - Breakdown



# HOMELESSNESS

## IS THIS A NEW PROBLEM?

- IT IS IMPORTANT TO NOTE THAT:
  - Our stats are based on police contact with persons who are homeless and may not accurately affect the real scope of the problem
  - Often, stats may be driven by repeated contact or calls for service relating to a *small* number of people
  - These stats do not capture people who are precariously housed or who may be on the verge of being homeless



**Cumberland  
Homelessness &  
Housing Support  
Association**

**Poverty, Substance Use and Mental illness are still seen by the public as moral failings, as though they are somehow controlled by people's choices solely and not by circumstance and socioeconomic factors.**

**Because of the complexity of homelessness, we cannot 'police' our way through this issue.**

**Laying charges or making arrests for some of the calls that police receive does not do anything to resolve the core issues that are driving the homelessness issue.**

**We work closely with our community partners to address the concerns people have and often try to refer people to resources that can provide solutions**

# WE NEED TO GUARD OURSELVES AGAINST THE CRIMINALIZATION OF HOMELESSNESS



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**Our Crime Prevention Coordinator often acts as a point of contact between these and other support agencies that facilitate ‘intakes’ and assists with seeking resources and support based on individual situations. With Cornerstone in our community, these requests have become less and less over time.**

# WE NEED TO GUARD OURSELVES AGAINST THE CRIMINALIZATION OF HOMELESSNESS.

- We prefer to 'negotiate' when dealing with issues, being patient and understanding, but when we do take enforcement action, we need to keep in mind that homelessness in and of itself is not a crime, that many people who are homeless are desperate and are looking for ways to get by, just to survive.



# When a person finds themselves homeless, when their basic needs of food, shelter, safety and security are not being met, people can experience:

**Psychological distress**

**Social exclusion and loneliness**

**Fear and anxiety**

**Health issues**

**Increased victimization**

**Loss of self-worth and depression**

**Increased propensity to substance use**

**Increased tendencies towards violence**

**Increased risk of incarceration**

**These experiences can be overwhelming and result in a downward spiral that is nearly impossible without strong and consistent community and health support.**

**Mental health and substance use will both suffer when people are at risk of or are homeless, but they do not always co-exist.**

**A single issue does not cause homelessness but is the result of a combination of factors that can include:**

- **Poverty**
- **Unemployment and/or precarious employment**
- **Lack of affordable or suitable housing**
- **lack or shortage of community support in the areas of health and social welfare**
- **Substance-use disorder**
- **Mental illness and related issues**
- **Discrimination (of all kinds)**
- **Health problems**

**Negative consequences associated with substance use, such as poor mental and physical health, can be amplified when combined with homelessness or the risk of homelessness, but one does not create the other.**

# HOMELESSNESS IN CANADA AND AT HOME

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The annual number of homeless individuals in  
Canada

150,000 – 300,000

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Halifax homeless population

1326

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Amherst

147

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# HOMELESSNESS SUPPORT BY THE METRICS IN CUMBERLAND COUNTY

Since May 2023, CHHSA has served 26,623 meals. We serve more meals to those housed than unhoused.

This way we can help those experiencing food insecurity not have to choose between food and rent.

44 individuals accessing our services have found housing in our community. 38 in the private market and 6 in our supportive housing units

We have helped 25 individuals enter treatment programs for substance use disorder.



# HOMELESSNESS SUPPORT BY THE METRICS IN CUMBERLAND COUNTY

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We have supported 2 individuals to reunite with their families and move back into their family homes.

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CHHSA staff have assisted in supporting 15 individuals reentering the workforce

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We have had over 40,000 visits since May of 2023

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# Homelessness and Substance Use

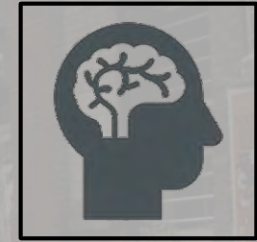
## The facts



**Almost half of those who reported substance use as a reason for their most recent housing loss had their first experienced homelessness in their youth (49.5%)**



**7.3% of people who said their homelessness was a result of their substance use had also experienced homelessness as a child (before the age of 12)**



**It is safe to say that Adverse Childhood Experiences contributes to homelessness more than substance use does. We need to ask why the trauma, not why the drugs.**

# **XYLAZINE, FENTANYL & METHAMPHETAMINE IN OUR COMMUNITY AND WHY THIS ISN'T EXPLICITLY RELATED TO HOMELESSNESS**

What are the trends

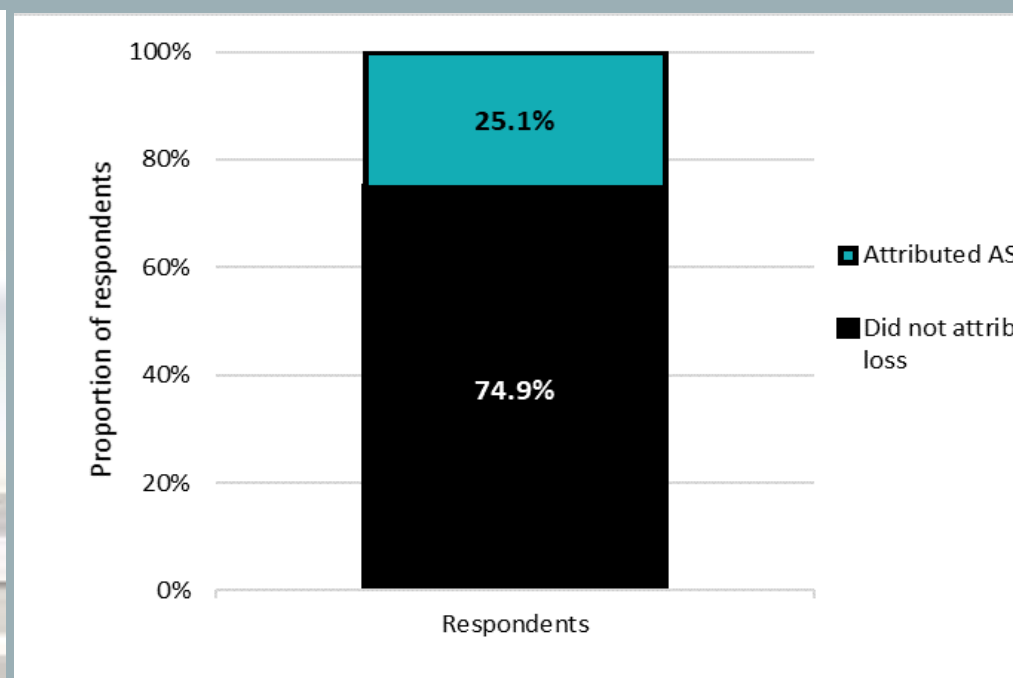


Where is the data coming  
from



How it affects our whole  
community

# ONLY 25.1% OF PEOPLE IN CANADA WHO EXPERIENCE HOMELESSNESS LOST THEIR HOMES DUE TO THEIR SUBSTANCE USE




# What is xylazine?

Xylazine, a veterinary sedative with effects similar to the depressant benzodiazepine, was identified in a Health Canada report in 2022 as an emerging additive to illegally sold opioids. The drug is added to the mix to “increase bulk and enhance or mimic the effects of other illicit drugs

Xylazine is just one of the many dangerous additives being found in the illicit drug supply.

79% of exhibits containing Xylazine contained two to four other substances

It affects the skin and causes horrific skin infections. Infections can go very deep, can lead to amputation, and are hard to heal.



**Xylazine typically co-occurs with opioids, benzodiazepines or both. Most xylazine exposure results from this co-occurrence, meaning it is unintended.**

Xylazine can cause skin ulcers and extensive wounds involving tissue death, possibly because of its effect on blood vessels. Standard wound care should be applied, including topical and oral or injected antibiotics. However, getting wound care and antibiotics can be challenging outside hospital settings for PWUD, and protocols should be developed to support those who can not or do not want to receive hospital care.

The combination of xylazine with opioids, benzodiazepines, or both increases the risk of drug poisoning and complicates response protocols due to prolonged sedation. Naloxone should be used in suspected opioid poisoning, but it will not reverse the effects of xylazine or benzodiazepines.

PWUDs who stop using or seek treatment for opioid use could experience xylazine withdrawal if the opioids they were using also contained xylazine. This withdrawal can be treated with medications that have similar effects to xylazine (e.g. clonidine). Benzodiazepines, antipsychotic agents and phenobarbital have also been used to manage symptoms. The optimal approach still needs to be developed

Xylazine is increasingly present in the unregulated opioid supply. The proportion of fentanyl samples that also contained xylazine increased from 1.4% in January 2020 to 9.0% in April 2023



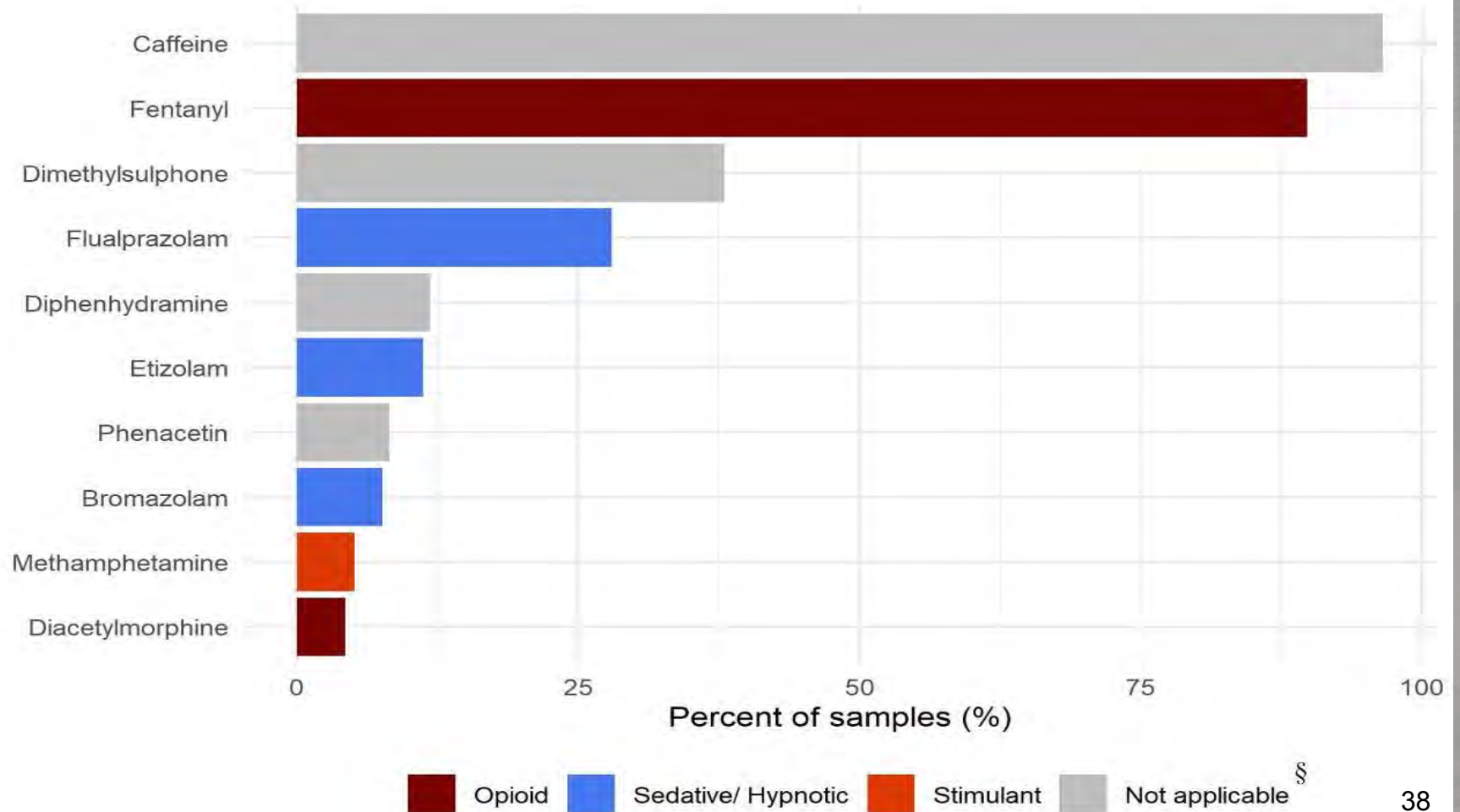


**BENZODIAZEPINES &  
FENTANYL**

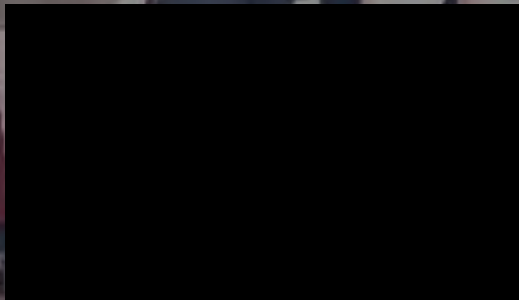
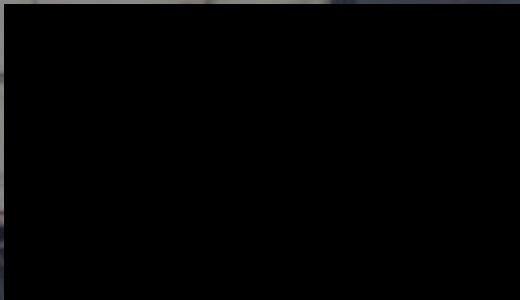
Benzodiazepines have been present in up to 60 percent of the fentanyl supply they can include:

Valium, Ativan, Clonazepam, Xanax, Nitrazepam, bromazepam, oxazepam, temazepam, triazolam, and flurazepam

# Top 10 co-occurring substances with Xylazine (2012 to 2022)



# EVERYONE DESERVES TO BE TREATED WITH DIGNITY AND RESPECT



We work with our community partners to connect people with services of support.



**Cumberland  
Homelessness &  
Housing Support  
Association**

Questions?



## COMMITTEE OF THE WHOLE

CDR# 2025053

Date: April 22, 2025

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

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

**DATE:** April 22, 2025

**SUBJECT:** Employee Computer Purchase Policy

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**ORIGIN:** Bylaw and policy review.

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

**RECOMMENDATION:** That Council forward to the April 28, 2025 regular meeting of Council, approval of the amendments to the Employee Computer Purchase Policy #04530-02.

**BACKGROUND:** Staff are completing a review of all Town policies and bylaws to ensure they are relevant and updated appropriately. The Employee Computer Purchase Policy has been reviewed as a result of this initiative.

**DISCUSSION:** Our Employee Computer Purchase Policy is a highly valued and well-utilized initiative that demonstrates our commitment to equity, inclusion and staff development.

By providing interest-free loans for the purchase of personal technology through manageable payroll deductions, the program helps bridge the digital divide and ensures all employees and elected officials have access to the tools they need to thrive in today's increasingly digital workplaces.

It is a low-risk, cost-effective and simple program to administer. Continued support for this program is an investment in our workforce and aligns with our broader goals for accessibility and inclusion.

Upon review of the policy, only minor revisions are being recommended and are highlighted on the policy in yellow:

- Removing the specific amount that included HST given the recent reduction of HST from 15% to 14%. Specifying only that the eligible purchase amount is \$1,500 plus HST allows us to not have to amend the policy any time the HST rate changes.
- Expanding the purpose of the policy to include not just personal computers, but also computer-related equipment. Technology has advanced significantly since the policy was introduced and last reviewed in 2001.
- Directing product eligibility to the procedure that corresponds to this policy.
- Expanding the parameters in regard to employees who are off work for various purposes and not just on lay-off.
- Moving the policy over to the new template and adding the roles and responsibilities section.

**FINANCIAL IMPLICATIONS:** There are no financial implications. Policy updates only.

**COMMUNITY ENGAGEMENT:** No community engagement is required.

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

**SOCIAL JUSTICE IMPLICATIONS:** Continued support for this program is an investment in our workforce and aligns with our broader goals for accessibility and inclusion.

**ALTERNATIVES:**

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

**ATTACHMENTS:**

#04530-02 Employee Computer Purchase Policy

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Report prepared by: Krista Crossman, Director, HR

**TITLE: EMPLOYEE COMPUTER PURCHASE POLICY**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-02**

**APPROVAL DATE:** \_\_\_\_\_

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

## PURPOSE

To set out a policy of the Town of Amherst to allow and assist employees and elected representatives to purchase personal computers & computer-related equipment. The intent of this policy is to promote growth of computer literacy and compute skills throughout the organization. Recognizing the increasing importance of technology in both professional and personal development, the intent of this policy is to support digital fluency and technology literacy among employees and elected officials by facilitating access to essential computer-related equipment.

## POLICY STATEMENT

The Town will provide an interest-free loan to employees and elected officials for the purchase of personal computers and related equipment up to \$1,500 plus HST of \$225 for a total of \$1,725.

Equipment purchased for business purposes will not be eligible for this program. Equipment deemed eligible for the program is in accordance with the Employee Computer Purchase Procedure #04530-02P.

1. Term  
At no time shall the term of the loan exceed 24 months.
2. Repayment  
Repayment shall be by way of payroll deduction.

Employees shall be required to sign a promissory note in the amount of the indebtedness.

Employees who become temporarily laid off, or take a period of leave from the workplace due to illness or other purposes, will be required to make arrangements to pay the Town directly during the period of layoff or leave.

Employees whose employment with the Town is terminated, for any reason, shall be required to pay the balance in full upon serving. The Town will deduct any amounts owing in respect of a computer purchase loan from any other amounts due to the employee on serving. In the event that an employee's employment with the Town ends, or an elected official's term concludes for any reason, any outstanding balance on a computer purchase loan shall become immediately due and payable. The Town

**TITLE: EMPLOYEE COMPUTER PURCHASE POLICY**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-02**

reserves the right to deduct any remaining loan amount from final pay or any other monies owed to the individual at the time of departure or term end.

3. Rate  
 All loans made under this program will be interest free. Appropriate reporting of any taxable benefits to the Canada Customs & Revenue Agency shall be done through the annual issue of T4's.

### ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
<b>Director, Human Resources</b>	The Director of Human Resources will: <ol style="list-style-type: none"> <li>a. Oversee the policy and provide guidance on eligibility and program requirements.</li> </ol>
<b>Payroll</b>	Payroll staff will: <ol style="list-style-type: none"> <li>a. Administer the loan program;</li> <li>b. Manage payroll deductions and;</li> <li>c. Ensure proper repayment and reporting.</li> </ol>
<b>Employees &amp; Elected Officials</b>	Employees & elected officials will: <ol style="list-style-type: none"> <li>a. Use the program for its intended purpose and for eligible purchases only;</li> <li>b. Ensure full repayment as required.</li> </ol>

For Administrative Use Only:

### VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Policy Review</b>	Director, HR	Council	

### MINUTES REFERENCE DATE

November 26, 2001

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**DEPARTMENT:** ALL DEPARTMENTS

**TITLE:** **EMPLOYEE COMPUTER PURCHASE POLICY**

Minutes reference date: November 26, 2001 Page 588

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## **PURPOSE**

To set out a policy of the Town of Amherst to allow and assist employees and elected representatives to purchase personal computers. The intent of this policy is to promote growth of computer literacy and compute skills throughout the organization.

## **POLICY STATEMENT**

The Town will provide an interest free loan to employees and elected officials for the purchase of personal computers and related equipment up to \$1,500 plus HST of \$225 for a total of \$1,725. Equipment purchased for business purposes will not be eligible for this program.

1. Term  
At no time shall the term of the loan exceed 24 months.
2. Repayment  
Repayment shall be by way of payroll deduction

Employees shall be required to sign a promissory note in the amount of the indebtedness.

Employees who become temporarily laid off will be required to make arrangements to pay the Town directly during the period of lay off.

Employees whose employment with the Town is terminated, for any reason, shall be required to pay the balance in full upon serving. The Town will deduct any amounts owing in respect of a computer purchase loan from any other amounts due to the employee on serving.

3. Rate  
All loans made under this program will be interest free. Appropriate reporting of any taxable benefits to the Canada Customs & Revenue Agency shall be done through the annual issue of T4's.

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**TITLE:** Employee Computer Purchase Procedure  
**DEPARTMENT:** All Town Departments  
**POLICY NO:** 04530-02P

---

**APPROVAL DATE:** March 19/25

**CAO Signature:** 

**PURPOSE:**

This procedure outlines the process for employees to participate in the Employee Computer Purchase Program, enabling them to purchase computer-related equipment and repay the cost via payroll deductions

**PROGRAM OVERVIEW:**

Employees are eligible to purchase computer equipment or associated products up to a total of \$1,500 plus HST. The repayment for purchases will be made through payroll deductions over a maximum of 52 payments (equivalent to two payroll years for bi-weekly pay periods).

**ELIGIBLE PRODUCTS**

- Computers (desktops, laptops, and tablets).
- Associated equipment (e.g., monitors, keyboards, mice, printers, external drives, computer accessories).
- Software necessary for operating the purchased equipment.
- Networking equipment (e.g., routers) essential for setting up the computer.

**INELIGIBLE PRODUCTS**

- Smartphones.
- Consumable items (e.g., ink cartridges, paper).
- Non-computer-related electronic devices.

**PROGRAM ADMINISTRATION**

The HR Generalist oversees the program, including:

- Reviewing and approving employee purchase requests.
- Ensuring purchases comply with program guidelines.
- Completing the purchase on behalf of the employee.
- Coordinating the signing of the promissory note.
- Performing monthly reconciliations of all transactions under the program.

**TITLE:** Employee Computer Purchase Procedure  
**DEPARTMENT:** All Town Departments  
**POLICY NO:** 04530-02P

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## PROCEDURE

1. **Identify the Product:** the employee is responsible for sourcing their own computer or associated equipment they wish to purchase within the program's spending limit.
2. **Submit Request:**
  - The employee submits a written request to purchase to the HR Generalist, including the product details, using the Request to Purchase form titled Appendix 'A'.
  - Alternatively, the employee may purchase the product directly and submit the receipt to the HR Generalist for reimbursement. The HR Generalist will review the receipt for compliance and, if approved, submit it to Accounts Payable for reimbursement. The HR Generalist will then set up the employee's payroll deduction.
3. **Review:**
  - The HR Generalist reviews the request to ensure it complies with the program's eligibility criteria.
  - If the total cost of the purchase exceeds the \$1,500 limit, the employee must pay the overage amount immediately.
  - If approved, the HR Generalist will proceed with the purchase.
  - If not approved, the HR Generalist will notify the employee with an explanation.
4. **Promissory Note:** the employee signs a promissory note agreeing to repay the total purchase amount via payroll deductions. The promissory note includes the repayment terms and total amount of the purchase.
5. **Payroll Deduction:** the HR Generalist will set-up the bi-weekly deduction in payroll.
6. **Delivery:** the HR Generalist will notify the employee once the product has arrived.
7. **Monthly Reconciliation:** The HR Generalist is responsible for a monthly reconciliation of all purchases to ensure:
  - All purchase and deductions are accurately recorded and;
  - Outstanding balances align with repayment schedules and balance to GL 1216 in SAP.

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**TITLE:** Employee Computer Purchase Procedure  
**DEPARTMENT:** All Town Departments  
**POLICY NO:** 04530-02P

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**REPAYMENT TERMS**

- Repayment must occur over a maximum of 52 payments.
- Early repayment without penalty is allowed at any time.
- If the employee's employment ends before full repayment, the outstanding balance will be deducted from their final pay.
- Employee's who are laid off or are off work on leave and stop receiving pay from the Town, they will be required to make arrangements to pay the Town directly during the period of their leave.

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**TITLE:** Employee Computer Purchase Procedure  
**DEPARTMENT:** All Town Departments  
**POLICY NO:** 04530-02P

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**APPENDIX A**

**EMPLOYEE COMPUTER PURCHASE PROGRAM: REQUEST TO PURCHASE FORM**

**Employee Information:**

**Name:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Product Information:**

**Product Name:** \_\_\_\_\_  
**Vendor Name:** \_\_\_\_\_  
**Cost (including HST):** \$ \_\_\_\_\_

**Purchase Method (select one):**

- Request HR Generalist to purchase on my behalf.  
 Reimbursement Request (attach receipt).

**Employee Acknowledgement:**

- I confirm that the product(s) listed above fall within the eligibility criteria of the Employee Computer Purchase Program.
- I understand that if the total purchase amount exceeds \$1,725 (including HST), I must pay the overage immediately.

**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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**HR Generalist Use Only:**

**Request Review:**

- Approved
- Not Approved (Reason: \_\_\_\_\_)

**Reimbursement Submitted to Accounts Payable (if applicable):**

**TITLE:** Employee Computer Purchase Procedure  
**DEPARTMENT:** All Town Departments  
**POLICY NO:** 04530-02P

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- o Date: \_\_\_\_\_
- o Amount: \$ \_\_\_\_\_

**Promissory Note and Payroll Deduction Set-up:**

- o Total Deduction Amount: \$ \_\_\_\_\_
- o Number of Bi-weekly Payments: \_\_\_\_\_
- o Start Date: \_\_\_\_\_

**HR Generalist Signature:** \_\_\_\_\_

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

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

**SUBMITTED BY:** Andrew Fisher, Director, Planning & Economic Development

**DATE:** April 22, 2025

**SUBJECT:** Public Participation and Notification Policy Amendments

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**ORIGIN:** Amendments to the Municipal Government Act (MGA) regarding engagement with abutting municipalities and removing the requirement to notify with a local newspaper.

**LEGISLATIVE AUTHORITY:** MGA section 204A (1) *A council shall adopt, by policy, an engagement program for engaging with abutting municipalities when the council is adopted or amending a municipal planning strategy.* Section 205(4) *A council shall complete the public participation program before either placing the first notice for a public hearing in a newspaper circulating in the municipality or posting notice of the public hearing on the municipality's website.* Section 206 (1) *Prior to holding a public hearing [...] the clerk shall provide notice of the public hearing at least fourteen days before the date of the public hearing by (a) placing the notice in a newspaper circulating in the municipality, inserted at least once a week, for two successive weeks; or (b) posting the notice on the municipality's website.*

**RECOMMENDATION:** That Council forward to the April 28, 2025 regular meeting, approval of the proposed amendments to the Public Participation and Notification Policy #66000-03.

**BACKGROUND:** As noted above, the MGA was recently amended to require engagement with abutting municipalities prior to the adoption of planning documents (Municipal Planning Strategy, Land Use Bylaw, Subdivision Bylaw). The proposed amendments to the subject policy are intended to reflect this, as well as, some minor housekeeping changes.

It should also be noted that other MGA amendments removed the requirement to publish notice in a local newspaper and allowed the option to provide notice via the Town's website. This amendment is reflected in changes to the Public Participation and Notification Procedure, which has been approved by the CAO.

**DISCUSSION:** Engagement with Cumberland on planning documents, although not required, has been the general practice in the past. This policy change simply makes it a requirement. Given that the Town is currently renewing its planning documents, drafts have been shared with the County planning staff.





## COMMITTEE OF THE WHOLE

CDR# 2025051

Date: April 22, 2025

Regarding notification requirements, removing the need to give notice in a local newspaper will improve processing efficiencies in both time and staff resources while significantly reducing costs.

**FINANCIAL IMPLICATIONS:** Reduce or eliminate costs to run notices in the paper.

**SOCIAL JUSTICE IMPLICATIONS:** None specific to this issue.

**ENVIRONMENTAL IMPLICATIONS:** None specific to this issue.

**COMMUNITY ENGAGEMENT:** The amendment codifies engagement with the County.

**ALTERNATIVES:** Request staff to make further changes to the policy or provide more information.

**ATTACHMENTS:** Public Participation and Notification Policy with proposed amendments.

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



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**TITLE:** ~~Policy for Public Participation and Notification~~ **Policy**  
**SECTION:** Planning and Development  
**POLICY NO:** 66000-03

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

**PURPOSE:**

To establish a policy for public participation and notification for the adoption of the Municipal Planning Strategy (MPS), Subdivision By-law, Land Use By-law (LUB), Development Agreements, Variances, Site Plans, and amendments thereto.

**AUTHORITY:**

This policy carries out MGA section 204 that requires Council to adopt a public participation policy concerning the preparation and administration of planning documents. This policy also provides for public notification where required under MGA sections: **204A(1) (Engagement with abutting)** 205 (Requirements for adoption of planning documents), 206 (Public hearings), 210 (LUB amendments), 221 (Notifications and costs), 230 (Adoption or amendment of development agreement), 232 (Site-plan approval), 236 (Variance procedures), and 237 (Variance appeals and costs).

The ~~Deputy CAO~~ **Director of Planning and Economic Development**, or designate, is responsible for administration of this policy.

**POLICY:**

**Engagement With the Municipality of the County of Cumberland**

**Notification shall be provided to the Municipality of the County of Cumberland when considering the adoption, or amendment of planning documents where lands within 200 metres of the municipal boundary are affected. Notification shall adhere to the Public Participation and Notification Procedure.**

Public Participation Session

1. A public participation session will take place at **prior to** a meeting of the Planning Advisory Committee, **and** prior to making a recommendation to Council. Notification of the session shall adhere to the ~~Procedure for~~ **Public Participation and Notification Procedure**.
2. A summary of the public participation session will be provided to Council prior to First Reading.

Public Hearing

1. A public hearing will ~~generally take place prior to a meeting of Council, and~~ prior to **Council** giving second reading of the planning document, Development Agreement, or amendment thereto.

**TITLE:** ~~Policy for Public Participation and Notification~~ **Policy**  
**SECTION:** Planning and Development  
**POLICY NO:** 66000-03

2. ~~Advertisement and~~ Notification of the public hearing shall adhere to the Municipal Government Act, and the ~~Procedure for Public Participation and Notification~~ **Procedure**.

Documentation and Coordination

Documentation and coordination shall adhere to the ~~Procedure for Public Participation and Notification~~ **Procedure**.

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
<b>Director of Planning and Economic Development and the Clerk</b>	Ensure public participation sessions and public hearings are scheduled as required and that the Public Participation and Notification Procedure is adhered to for notification of public participation sessions and public hearings.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<ol style="list-style-type: none"> <li>1. <b>Change Policy title</b></li> <li>2. <b>Change who is responsible for administration of this policy from Deputy CAO to Director of Planning &amp; Economic Development</b></li> <li>3. <b>Add a section to address engagement with MCC</b></li> <li>4. <b>Minor housekeeping changes for clarity</b></li> </ol>	Director of Planning & Economic Development, Fisher		

Minutes reference date:

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**TITLE:** Public Participation and Notification Procedure  
**DEPARTMENT:** Planning  
**PROCEDURE NO:** 66000-03P

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**APPROVAL DATE:** March 13/25

**CAO Signature:** 

**PURPOSE:**

To establish a public notification procedure for the adoption of the Municipal Planning Strategy, Subdivision Bylaw, Land Use Bylaw, Development Agreements and amendments thereto, as well as the issuance or denial of variances and site plans.

**AUTHORITY:**

This procedure is intended to carry out the notification requirements of the Town's Public Participation and Notification Policy.

The Director of Planning & Economic Development, or designate, is responsible for the administration of this procedure.

**PROCEDURE:**

**Engagement with Municipality of the County of Cumberland (MCC)**

1. Where the adoption or amendment of a planning documents is being considered that will affect property within 200 metres of the municipal boundary, a Letter of Notification shall be sent to the MCC Planning and Development Department as part of the notification procedure for a Public Participation Opportunity.
2. A copy of the Letter of Notification shall be included in all reports to Council as an attachment.
3. Any Comments received by the MCC as well as the public comments received through the Public Participation Opportunity shall be considered by Council prior to considering first reading of the proposed planning documents.
4. Upon Council approving first reading and scheduling a public hearing, a second Letter of Notification shall be sent to the MCC.

**Public Participation Session**

1. The Town will use its website and social media platforms for notices of all planning matters. Notice of a public participation session will be posted at least six (6) days prior to the session.
2. If the session relates to a particular property(s), notification must be sent by regular mail to all assessed property owners within 60 metres of the subject property between 13 and 20 days prior to the session. In addition, hand delivery of the notice to each dwelling unit located within 30 meters must be completed between 6 and 13 days prior to the session.

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**TITLE:** Public Participation and Notification Procedure  
**DEPARTMENT:** Planning  
**PROCEDURE NO:** 66000-03P

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3. If applicable, the applicant must be notified of the session by registered mail between 13 and 20 days prior to the session.

#### Public Hearing

4. A notice that satisfies Section 206 of the MGA will be posted on the Town website and social media platforms at least 14 days prior to the public hearing date.
5. When the public hearing is the result of an application by an individual(s) or business(s), notification of the session will be sent to the applicant by registered mail between 13 and 20 days prior to the hearing date.
6. If the hearing relates to a particular property(s), notification must be sent by regular mail to all assessed property owners within 60 metres of the subject property between 13 and 20 days prior to the session. In addition, hand delivery of the notice to each dwelling unit located within 30 metres must be completed between 6 and 13 days prior to the hearing.

#### Variance / Site Plan

7. Within 7 days after granting a variance or site plan, the Development Officer shall give written notice to all assessed property owners located within 30 metres of the applicant's property. Such notice shall be sent by regular mail.
8. Within 7 days after refusing a variance or site plan, the development officer shall give written notice of such refusal to the applicant. Such notice shall be by registered mail.
9. Where an applicant appeals the refusal to grant a variance or site plan, the Development Officer shall send a notification to all assessed property owners within 30 metres of the subject property by regular mail between 13 and 20 days prior to the appeal hearing date. The applicant shall be notified of the appeal hearing by registered mail at least between 13 and 20 days prior to the hearing.

#### Documentation and Coordination

10. The Clerk's Office is responsible for filing all correspondence and proof of such correspondence associated within this procedure.
11. A copy of any website notice shall be saved in the file.
12. The mailing list and date sent of all notified property owners shall be in the file.
13. A map showing all properties which received a hand delivered notification shall be kept in the file. This map shall contain the date that the notifications were dropped off, and be signed by the individual undertaking the task.
14. A copy of the registered mail delivery confirmation shall be kept on file.

**TITLE:** Public Participation and Notification Procedure  
**DEPARTMENT:** Planning  
**PROCEDURE NO:** 66000-03P

**ROLES AND RESPONSIBILITIES**

Title	Responsibilities
Clerk	Ensure notifications are processed and completed as per the procedure.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Procedure Owner	Approved By	Approval Date
<ol style="list-style-type: none"> <li>1. Change the requirements for public hearing notification as per MGA amendments</li> <li>2. Add a section to address engagement with MCC when required</li> </ol>	Director of Planning & Strategic Initiatives – Fisher	CAO MacDonald	March 13, 2025

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

**SUBMITTED BY:** Andrew Fisher, Director, Planning & Economic Development

**DATE:** April 22, 2025

**SUBJECT:** Train Station – Substantial Alteration

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**ORIGIN:** Application by the property owner, J.E. Bembridge to substantially alter a municipally registered heritage property.

**LEGISLATIVE AUTHORITY:** Nova Scotia Heritage Property Act, section 13: *The Heritage Advisory Committee may advise the municipality respecting (b) an application for permission to substantially alter or demolish a municipal heritage property.* Section 17(1): *Municipal heritage property shall not be substantially altered in exterior [...] appearance or demolished without the approval of the municipality.* (5) *The municipality may grant the application either with or without conditions or may refuse it.*

**HERITAGE ADVISORY COMMITTEE RECOMMENDATION:** That Council approve the proposed staircase to be added to the north end of the Train Station.

**RECOMMENDATION:** That Council forward to the April 28, 2025 regular meeting of Council, approval of an application to substantially alter a municipally registered heritage property at 27 Station Street and to approve in principle the sale or lease of a portion of Town property to accommodate the staircase.

**BACKGROUND:** In accordance with section 13 of the Act noted above, section 4.1(b) of the Town of Amherst Heritage Property Bylaw gives the Town's Heritage Advisory Committee (HAC) the authority to advise Council in these matters. To be clear the Committee is the recommending body, but the decision rests with Council.

As detailed in the attached April 7, 2025 staff report to the HAC, the owner has applied to replace a second story window with a door and a staircase to access it. This change is requested to allow use of the northern 2/3<sup>rd</sup> of the upper floor. Beyond the window replacement there would be no other alterations to the existing building. However, the staircase leading to the ground would have the effect of obscuring the north-facing end of the building to some degree.

The train station property boundary is approximately the drip line of the station canopy. Should Council approve the alteration, it will also need to approve in principle, the sale or lease of a portion of Lot 18-1 to accommodate the staircase. The details of the sale or lease would come



back to Council for final approval once the detailed design is complete and the extent of property is known. Lot 18-1 is currently used for parking at the train station. The staircase would eliminate 1-2 parking spaces.

Attached is a diagram of the property staircase, an excerpt from the Federal Government website that describes the building's heritage value, and Schedule A that shows property lines and corresponding ownership.

It should be noted that since J.E. Bembridge took over the building, in 2019 following a multi-year negotiation with VIA and the Town, he has replaced the roof, all mechanical and plumbing systems, repointed the masonry and extensively renovated the interior. It should also be noted that there was no alternative use or other party interested in taking over the subject building when a public request for proposals was released around 2016.

**DISCUSSION:** The subject building, given its position wedged between the railway and Station Street when coupled with current Building Code requirements for access, results in few options for the location of this staircase. While the staircase does detract to some degree from the overall architectural style of the building, the removal of character-defining features is minimal.

The Heritage Advisory Committee passed a motion that followed the staff recommendation that Council approve the alteration.

**FINANCIAL IMPLICATIONS:** None specific to this issue.

**SOCIAL JUSTICE IMPLICATIONS:** None specific to this issue.

**ENVIRONMENTAL IMPLICATIONS:** None specific to this issue.

**COMMUNITY ENGAGEMENT:** None is required.

**ALTERNATIVES:** 1) Deny the alterations; 2) Defer a decision and request changes to the design or additional information.

**ATTACHMENTS:** 1) April 7, 2025 staff report to HAC; 2) Staircase diagrams; 3) Schedule A showing property lines and ownership.





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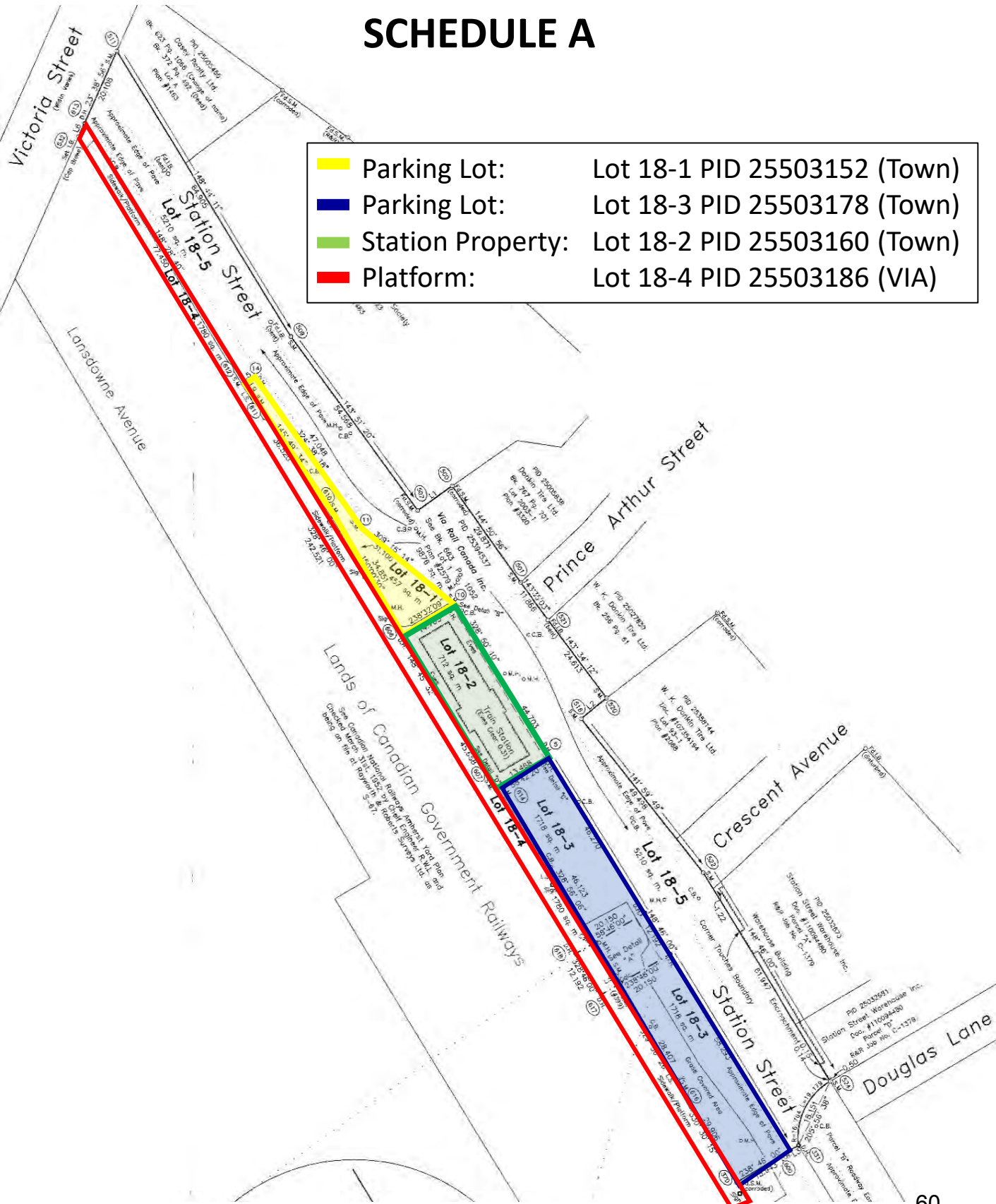
Report prepared by:

Report and Financial approved by:



# SCHEDULE A

	Parking Lot:	Lot 18-1 PID 25503152 (Town)
	Parking Lot:	Lot 18-3 PID 25503178 (Town)
	Station Property:	Lot 18-2 PID 25503160 (Town)
	Platform:	Lot 18-4 PID 25503186 (VIA)



# MEMO

**TO:** Heritage Advisory Committee

**FROM:** Andrew Fisher, Director of Planning & Economic Development

**DATE:** April 7, 2025

**RE:** **Amherst Train Station**

---

## **Background**

John Baxter of Baxter Engineering Ltd. has submitted drawings for an exterior staircase to be added to the north-facing side of the Railway Station at 77 Station Street. The train station is privately owned but is a municipally registered property. Under the Nova Scotia Heritage Property Act, an alteration considered substantial must be reviewed by the Heritage Advisory Committee who make a recommendation to Council.

The location of the exterior staircase is dictated by the interior layout and the requirement for two exits under the 2020 National Building Code. The staircase would be built over the wraparound canopy, turning towards the back to face the train tracks before making a U-turn towards the front. The stairs would extend beyond the property line.

Under the Act, a substantial alteration is defined as, *any action that affects or alters the character-defining elements of a property*. “Character-defining elements” means *the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to heritage value and that must be sustained in order to preserve heritage value*.

## **Heritage Value and Character-Defining Elements**

The property was designated as a heritage site in 1992 and is described as a one-and-a-half-storey red sandstone railway station, built between 1907 and 1908. Its heritage value is defined by its strategic location between Nova Scotia and central Canada, which contributed to Nova Scotia's growth in the early 20th century, establishing Amherst as an important industrial and service center. Its construction in local red sandstone, in the Romanesque Revival style, aligns with the architectural style and materials of other local buildings from the same era.

Key character-defining elements of the VIA Rail/Canadian National Railways Station in Amherst include its long, rectangular form with a steep hipped roof, Romanesque Revival architectural details, and early 20th-century railway station features such as a deep platform canopy with wooden brackets and stone corbels. The station's red sandstone masonry, irregular window patterns, and distinctive bay projections contribute to its historic charm.

## **Discussion**

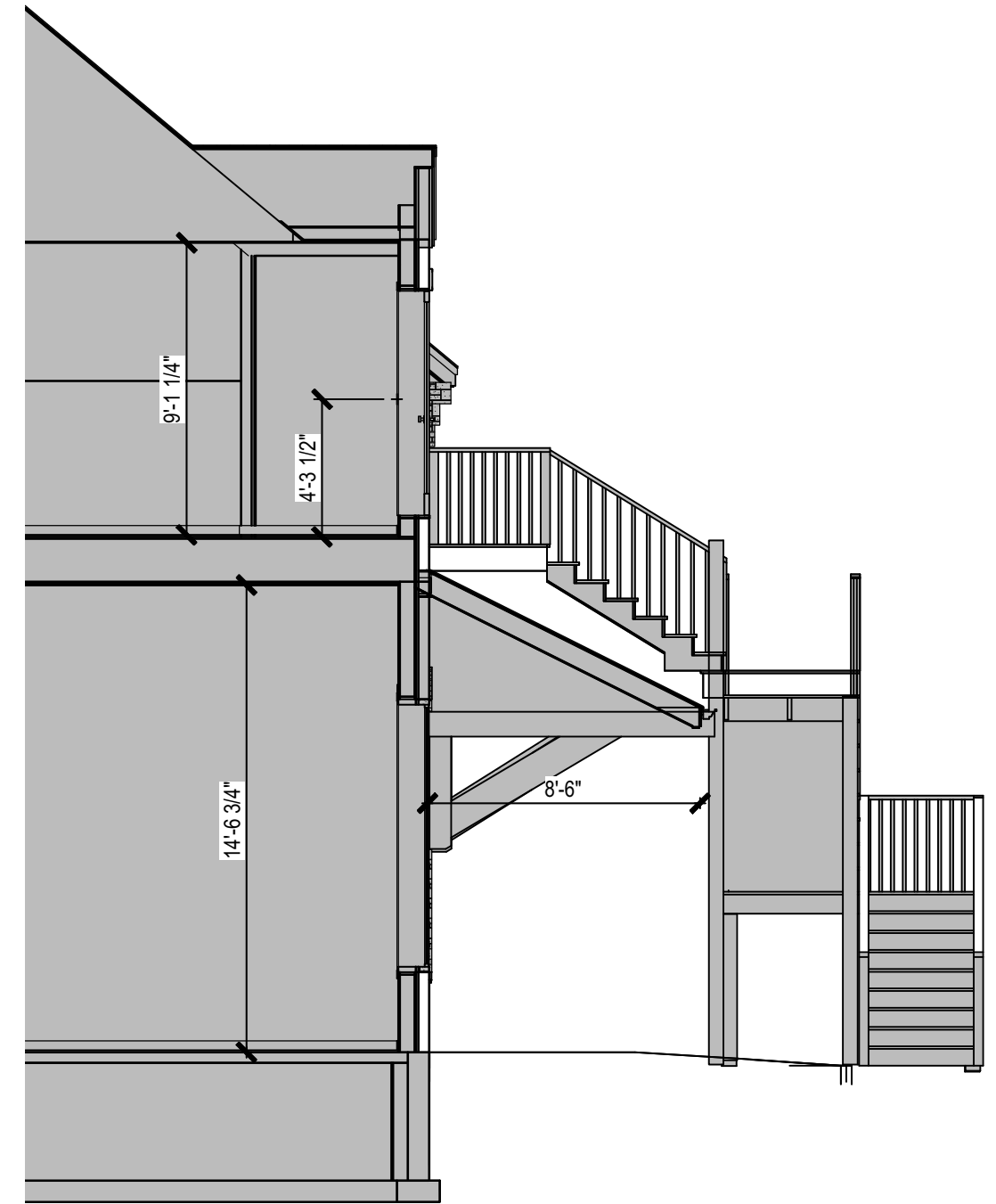
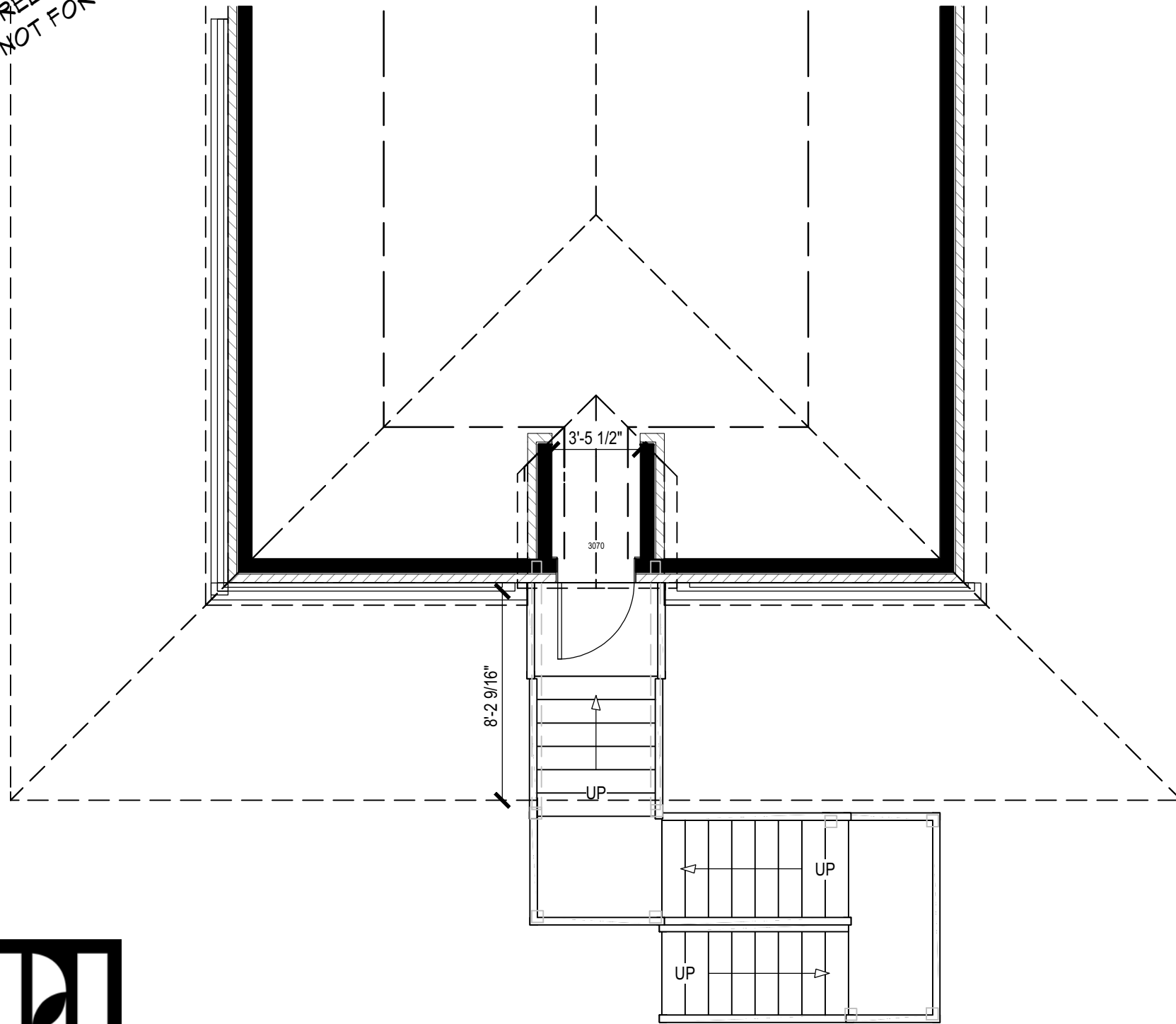
Beyond the replacement of a second storey window with an entrance and the addition of a staircase, it could be argued that the proposed changes do not constitute a substantial alteration. The character-defining elements, architectural features such as the canopy, arching ground-floor windows and overall architectural form are not being altered. However, it could be argued that these features are being obscured to some degree.

The subject building, given its position wedged between the railway and Station Street when coupled with current Building Code requirements for access, results in few options for the location of this staircase. While the staircase does detract to some degree from the overall architectural style of the building, the removal of character-defining features is minimal. As such, staff recommend that the Heritage Advisory Committee recommend that Council approve the alteration – Option 1.

## **Options**

- Option 1     Recommend the Council approve the proposed staircase to be added to the north end of the Train Station.**
- Option 2     Recommend the Council not approve the proposed staircase to be added to the north end of the Train Station.
- Option 3     Defer a recommendation and request changes or additional information.

PRELIMINARY DESIGN  
NOT FOR CONSTRUCTION



SCALE = 3/16" = 1'-0"  
11" x 17"

AMHERST TRAIN STATION  
AMHERST, NS  
March 21, 2025  
DRAFT #3

PRELIMINARY DESIGN  
NOT FOR CONSTRUCTION



**Front Elevation**



SCALE = 3/16" = 1'-0"  
11" x 17"



**Elevation 1**

AMHERST TRAIN STATION  
AMHERST, NS  
March 21, 2025  
DRAFT #3

PRELIMINARY DESIGN  
NOT FOR CONSTRUCTION



**Exterior Image**

SCALE = 3/16" = 1'-0"  
11" x 17"



**AMHERST TRAIN STATION**  
**AMHERST, NS**  
March 21, 2025  
DRAFT #3



Government  
of Canada

Gouvernement  
du Canada

[Home](#) > [Directory of Federal Heritage Designations](#) > Heritage Railway Stations

# VIA Rail/Canadian National Railways Station

## Heritage Railway Station of Canada

Amherst, Nova Scotia



General view

(© DFA, Barry Moody, 1992.)

**Address :** Station Street, Amherst, Nova Scotia

**Recognition Statute:** Heritage Railway Stations Protection Act (R.S.C., 1985, c. 52 (4th Supp.))

**Designation Date:** 1992-11-06

**Dates:** 1907 to 1908 (Construction)

**Event, Person, Organization:**

Intercolonial Railway (Organization)

William B. Mackenzie, chief engineer, Moncton regional office, Intercolonial Railway (Architect)

**Other Name(s):** Intercolonial Railway Station (Other Name)

Amherst Intercolonial Railway Station (Other Name)

Canadian National Railways Station (Other Name)

**Research Report Number:** RS-134

### Description of Historic Place

The VIA Rail/Canadian National Railways (CNR) Station at Amherst is a one-and-a-half-storey, red sandstone railway station, built between 1907 and 1908. It is located in the town of Amherst. The formal recognition is confined to the railway station building.

### Heritage Value

The VIA Rail/Canadian National Railways Station at Amherst represents the growth and prosperity of

Nova Scotia at the beginning of the 20th century, and the role of the Intercolonial Railway Company (ICR) in the economic development of small towns. Strategically placed on the rail link between Nova Scotia and central Canada, Amherst became an important industrial and service centre. The present station reflects increasing demands for passenger and freight services and the expectation of continued growth.

The large size and impressive design of the VIA Rail/Canadian National Railways Station at Amherst reflects the significance of Amherst to the ICR and its expectations for future growth. Deliberately built to dominate its surroundings and provide more space than was required, it remains one of the largest railway stations in the province of Nova Scotia. Its construction of local red sandstone in the Romanesque Revival style corresponds to the style and materials of local buildings of the same era.

The station retains its relationship with the long platform beside the station and with railway-related buildings in the neighbourhood.

Sources: Heritage Character Statement, The Via Rail/CNR Station, Amherst, Nova Scotia, March 1993; Delta Four Associates Inc., Harry Jost and Barry Moody, Railway Station Report 134, VIA Rail/Canadian National Railways Station, Amherst, Nova Scotia.

### **Character-Defining Elements**

Character-defining elements of the VIA Rail/Canadian National Railways Station at Amherst include: its form and massing, consisting of a long, high, rectangular block, capped with a steep, hipped roof; its Romanesque Revival style, evident in the towers, the stone chimney stacks, the arched, tripartite, masonry openings, and the deeply shadowed canopy; its features typical of early-20th-century railway stations, including the hipped roof, the deep platform canopy, the large wooden brackets, and the projecting operator's bay; the deep platform canopy, sitting below the eaves line, and supported on chamfered scissor brackets resting on stone corbels; the prominent moulded cornice above the platform canopy, with deep shadow lines created by projecting courses of masonry; the small dormer with stepped detailing on each of the track (west), town (east) and north façades; the large, two-storey bay on each of the track and town façades, terminating in a pyramidal roof on the track side, and in a parapet with stepped detailing on the town side; the deliberately irregular pattern of openings; the configuration of each tripartite opening, including semi-circular, tripartite, windows on all elevations, semi-circular, tripartite openings with double doors, transom and sidelights, segmentally arched tripartite windows in the second-storey bays, and rectangular tripartite windows in the ground-floor bays; the surviving original wood sash and multi-light storm windows; the character and high quality of the masonry work, consisting of local red sandstone laid rock-faced in broken courses; the surviving original features of the elegant, Edwardian-style interior, including coffered ceilings, intricately patterned in matched lumber, walls divided into contrasting panels of vertical, horizontal and diagonal boarding, leaded glass sidelight in the ladies' waiting room and a fireplace in the ladies' waiting room.

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

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

**DATE:** April 22, 2025

**SUBJECT:** Request to Name Green Space next to Town Hall

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**ORIGIN:** A letter was received from the Royal Canadian Legion Branch #10 President Lorne Baird regarding naming of the green space next to Town Hall.

**LEGISLATIVE AUTHORITY:** MGA (26) Citizen advisory committees - The council may establish, by policy, citizen advisory committees which shall advise the council, as directed by the council. 1998, c. 18, s. 26.

**RECOMMENDATION:** Staff are recommending that consultation with the AIDE Committee and our Indigenous community be done to determine potential naming of the park.

**BACKGROUND:** The Inclusion, Diversity and Equity Committee established in 2021 was initially tasked with renaming Lord Amherst Drive to its current name Ancestral Drive. This was done through consultation with the various communities of the African Nova Scotia and Indigenous peoples and was quite successful.

**DISCUSSION:** Since April 2022 the Community Living Director and staff have been working closely with community allies to collaborate on multiple projects around diversity and inclusivity. There are projects currently underway (themed crosswalks) that this could be included with.

**FINANCIAL IMPLICATIONS:** Minimal (new signage)

**SOCIAL JUSTICE IMPLICATIONS:** The community will have their voices heard for future decision making. It is an ongoing step in ensuring we become a welcoming community that works to enhance the quality of life for everyone.

**ENVIRONMENTAL IMPLICATIONS:** None

**COMMUNITY ENGAGEMENT:** Community engagement and collaboration will be ongoing. Staff will bring recommendations back to Council in the fall.

**ALTERNATIVES:** Do not forward to the AIDE Committee and deny the request.





**COMMITTEE OF THE WHOLE**

**CDR# 2025044**

**Date: April 22, 2025**

**ATTACHMENTS:** Letter from Lorne Baird on behalf of the Royal Canadian Legion Branch 10 Amherst.

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Report prepared by: Sharon Bristol

Report and Financial approved by:





**Branch 10  
Amherst**

The Royal Canadian Legion  
Branch name and number

47 LaPlanche Street  
Amherst, NS B0L 1C0

Phone: 1-902-667-8487  
amherstlegion@outlook.com

1 February 2025

Town of Amherst  
98 East Victoria St  
Amherst, NS  
B4H 1X6

**Diversity and Inclusion Committee**

Ref: Telephone conversation Lorne Baird/Hal Davidson

During subject conversation, I mentioned to Deputy Mayor, Hal Davidson, that the green space next to town hall should have a proper name. This is the location that has the mural, number 2 Combat Battalion Stone and the Afghanistan Memorial.

In keeping with the spirit of inclusion and diversity, I suggest a Mi'Maw name. There is a similar place out west named Kwikwexwlhp (Kweekweekwelf) which, in the Salish language means "healing place".

I would ask that your committee consult one of our Mi'Maw brothers or sister to find an appropriate name. Thank you for your consideration.

L. B. Baird CD  
President  
RCL Br 10

# MEMORANDUM

TO: Mayor Small and Members of Council

FROM: Councillor Dwayne Ripley

DATE: April 22, 2025

SUBJECT: Business Survey

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I have been receiving multiple complaints about the homeless shelter from surrounding businesses. I would like to put on the table having a survey done up for all downtown businesses or businesses within a certain radius that asks how the homeless shelter has affected their business. We need to start asking our people and stakeholders what their opinions are more often.

# MEMORANDUM

TO: Mayor Small and Members of Council  
FROM: Jason MacDonald, Chief Administrative Officer  
DATE: April 22, 2025  
SUBJECT: Public Communication

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At a recent meeting of the Amherst Rotary Club, a suggestion was put forward that in an effort to possibly improve our communication with the older demographic in our area we could place news stories or information in the circular paper called "The CASKET".

Staff are seeking direction from Council on whether to proceed with the suggestion from the Amherst Rotary Club, or not pursue this suggestion.

As further information, attached is the Booking & Material Deadlines schedule and Available Print Size Ads. We typically place ads in size 1/8-page horizontal advertisement (4.68" x 4.96") which currently cost \$349.00 plus HST. For larger ads, we typically use size 1/4-page vertical advertisement (4.68" x 9.93") which is a cost of \$477.00 plus HST.

Further to this, one of the ongoing challenges staff encounter when placing notices in The CASKET is meeting their strict submission deadlines. As noted on the attached information, deadlines are 19 days prior to publication date.

Staff wanted to make Council aware of these costs and time constraints as context in making their decision.

# THE CASKET

Your source for community news, local stories, events and more.

Have a story or community news to share?

Submit your story ideas at [thewire@saltwire.com](mailto:thewire@saltwire.com)

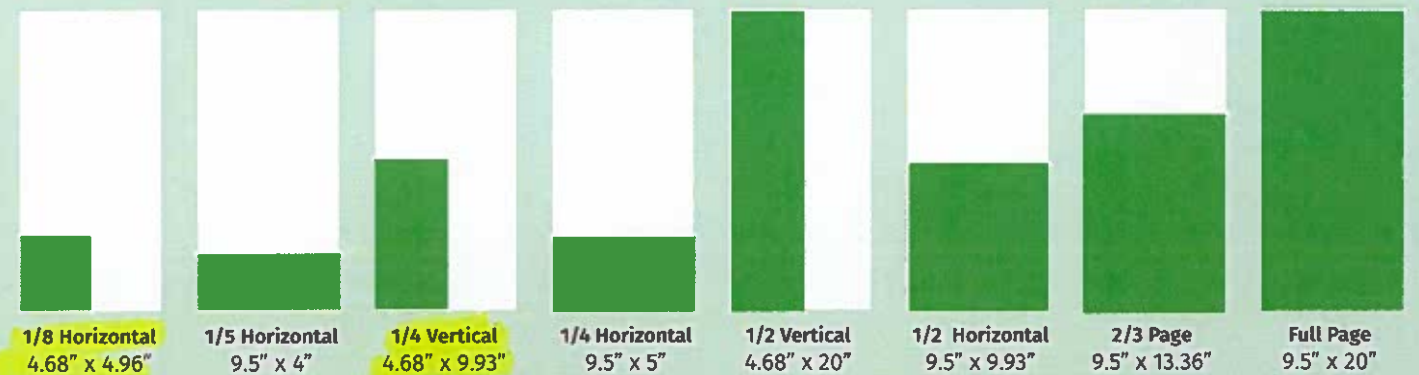


## Booking & Material Deadlines

PRODUCT	PUBLICATION DAY	BOOKING & MATERIAL DEADLINE	APPROVAL DEADLINE
The Casket	Wednesday	Friday 3:00pm (19 days prior to pub date)	Monday 3:00pm (+1 week prior to pub date)

## Available Print Ad Sizes

*Inquire about digital opportunities*



For advertising information, contact your local area representative  
[business.saltwire.com/contact](http://business.saltwire.com/contact)

**SALTWIRE**

# MEMO

**TO:** Mayor Small and members of Council  
**FROM:** Kim Jones, Deputy CAO  
**DATE:** April 7, 2025  
**RE:** **Hydraulic Fracturing in Nova Scotia**

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## Background

Fracking, or hydraulic fracturing, is a technique used to extract oil and natural gas from deep underground rock formations. In Nova Scotia, proponents have argued that fracking could boost the province's energy production and economic growth. However, opponents highlight concerns related to environmental and public health risks. The debate over whether to allow fracking in Nova Scotia has been ongoing, with the provincial government implementing a moratorium in 2014, which is now in the process of being overturned. In late March 2025, Bill 6 cleared third reading at the legislature to lift the ban on uranium mining.

## Pros of Fracking in Nova Scotia

### 1. Economic Growth and Job Creation

- **Job Opportunities:** Fracking has the potential to create significant employment opportunities, particularly in rural areas. Jobs would span a range of sectors, from drilling and production to logistics and environmental management.
- **Increased Revenue:** Increased natural gas extraction could provide new streams of revenue for the province, benefiting the government through taxes, royalties, and fees. Additionally, it could reduce energy costs for local businesses.
- **Local Business Development:** Support services such as equipment suppliers, transportation, and maintenance companies could see growth as a result of fracking activities.

### 2. Energy Independence

- **Domestic Energy Supply:** Fracking could help reduce Nova Scotia's dependence on imported oil and gas. By increasing domestic production, the province may have more control over its energy resources, potentially leading to lower energy prices and greater energy security.

### 3. Environmental Benefits (Compared to Coal)

- **Lower Carbon Emissions:** Natural gas, the primary product of fracking, burns cleaner than coal and oil, producing fewer greenhouse gases (GHGs) and contributing less to air pollution. This could aid Nova Scotia's efforts to transition

to cleaner energy sources, as natural gas can be a bridge fuel toward renewable energy.

#### 4. **Technological Advancements**

- **Innovation in Energy:** Advances in fracking technology, such as horizontal drilling and hydraulic fracturing fluid recycling, may mitigate some environmental concerns. Ongoing improvements could make the practice more efficient and environmentally friendly over time.

### **Cons of Fracking in Nova Scotia**

#### 1. **Environmental Risks**

- **Water Contamination:** There is a significant risk that chemicals used in fracking could contaminate groundwater and surface water supplies. While fracking fluid is typically kept underground, there have been concerns about leaks and spills that could endanger drinking water sources.
- **Induced Seismic Activity:** Fracking can induce small earthquakes, known as "induced seismicity," as a result of the high-pressure injection of fluids. This could cause structural damage or pose risks to local infrastructure.
- **Methane Leaks:** Methane, a potent greenhouse gas, may escape during the fracking process, both during extraction and transportation. Methane leaks contribute significantly to global warming and may undermine any potential climate benefits from replacing coal with natural gas.

#### 2. **Health Concerns**

- **Air and Water Pollution:** Prolonged exposure to pollutants associated with fracking, such as volatile organic compounds (VOCs), can negatively impact air quality and public health. Water contamination, as mentioned earlier, could lead to long-term health issues for communities relying on well water.
- **Health Risks to Workers:** Fracking sites pose significant health risks to workers due to exposure to dangerous chemicals, airborne particulates, and the risk of accidents and injuries in the field.

#### 3. **Indigenous Rights and Land Use**

- **Land Use Conflicts:** Many areas in Nova Scotia are home to Indigenous communities with rights to land and natural resources. Fracking operations could conflict with these rights and disrupt traditional land uses such as fishing, hunting, and cultural practices. There could be legal challenges and protests, potentially leading to social unrest.

### **Conclusion**

The decision on fracking is for the Province to make, however the Town can provide our opinion to the province by way of letter.

The decision to pursue or ban fracking in Nova Scotia involves weighing both potential economic benefits and environmental, social, and health risks. While fracking could help boost local economies and contribute to energy security, the potential long-term environmental damage, public health risks, and social implications cannot be overlooked.

From the perspective of the Town, provided the long-term viability of our North Tyndal Wellfield Municipal water supply is assured, there is little direct impact should fracking occur in Cumberland County. That said our economy and our society could be positively or negatively impacted depending on the long-term outcome.

As there are no professionals on staff that can weigh in on this matter, and unbiased internet based research is difficult to find, staff are of the opinion that should council decide to correspond with the Province regarding this issue, that we simply indicate that the Town of Amherst encourages all kinds of economic activity and growth, provided that it is undertaken in an environmentally sustainable manner that does not negatively impact our wellfield, or the potential for our friends and neighbors in Cumberland County to continue to live on and enjoy their property as they currently do.

# MEMORANDUM

TO: Mayor Small and Members of Council  
FROM: Jason MacDonald, Chief Administrative Officer  
DATE: April 22, 2025  
SUBJECT: Territorial Acknowledgement – Strategic Priorities “Points to Capture”

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During the Strategic Priorities workshop, one of Council’s “points to capture” was to obtain a legal opinion on our Territorial Acknowledgement.

Staff are looking for further clarification prior to asking our solicitor for advice on the wording, potentially including an upside limit on how much Council is willing to pay for legal advice.

# MEMORANDUM

To: Mayor Small and Amherst Town Council  
From: Jason MacDonald, CAO  
Date: April 22, 2025  
Subject: Recreation Department / Tournaments / Sports Liaison Position –  
Strategic Priorities “Points to Capture”

---

## **BACKGROUND**

During our Strategic Priority work shop the following three items were included in the “Points to Capture” document. They have been consolidated into one memo as they are all related.

- Need for a Recreation Department
- Tournaments
- Sports Liaison Position

## **DISCUSSION**

### **Need for Recreation Department**

The idea behind including our recreation facilities within our Operations Department was to create logistical and human resource efficiencies in their operation and maintenance. This has increased cooperation between stadium / parks staff and public works staff as they are all now within the Operations Department.

The Facilities Manager coordinates the operation, maintenance and scheduling of our public facing facilities (Stadium, Robbs, CCUBIC, Soccer fields).

All recreational programming was moved to Community Living as their focus is events, programming and promotion – holding activities and supporting organizations to improve the quality of life in Amherst.

**Staff are not recommending any changes to this structure.**

### **Tournaments and Sports Liaison Position**

We currently do not have anyone dedicated to these functions. Multiple departments / employees provide support for tournaments and team sports. As most team sports require recreation facilities to play (baseball, hockey, basketball, soccer, etc.) their first point of contact is usually our Facilities Manager, Corey Crocker. Depending on the issue, Corey may enlist Community Living (promotion), Operations (set up), CAO’s Office (financial) for support.

Notwithstanding the above, the core duties of the Facilities Manager are to operate, maintain and schedule our public facing facilities (stadium, Robbs, CCUBIC, soccer fields), not to actively increase, improve tournaments in the Town.

The CAO has spoken to the Facilities Manager and he is enthusiastic about potentially altering his job description to include a focus on promoting Amherst as a tournament / exhibition / hosting destination and increasing the impact of sporting events that we do have. Given his background and current role, he is also the ideal person to act as a 'sport liaison' within the community.

No Council direction is required, the CAO will be implementing this change in the coming weeks.

**RECOMMENDATION**

Should Council agree with the above, no decision or direction is required.

# MEMORANDUM

TO: Mayor Small and Amherst Town Council  
FROM: Sharon Bristol, Director Community Living  
DATE: April 22, 2025  
SUBJECT: Carnivals – Strategic Priorities “Points to Capture”

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Staff are currently looking into Atlantic businesses who own carnivals. The following have been identified.

## Campbells Amusements

<https://www.campbellamusements.com/about-campbell-amusements>

- Attends the Shediac Lobster festival every year, based in Ontario, but travels to the Maritimes. Already has their route posted for 2025.

## East Coast Amusements

<https://eastcoastamusements.ca/>

- Is at the Moncton Coliseum often, based out of Moncton, but travels though out the Maritimes, does not have route posted yet.

## Hincheys

<https://www.facebook.com/HincheysRidesAndAmusements/>

- May have closed but are in process of finding out.

Staff are getting details on process, cost if any, locations and partnerships. We will advise once more information has been obtained.

## MEMORANDUM

To: Mayor Small and Council  
From: Dwayne Pike, Chief of Police  
Date: April 22, 2025  
Subject: Mobility Scooters – Safety and Information - Strategic Priorities “Points to Capture”

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Road safety is an important priority for the Police Department, this includes providing information to the public concerning the safe use of motorized mobility scooters. This was a concern in 2018 when our department did some applicable research on the laws and rules related to mobility scooters. It resulted in some social media posts as well as presentations that were completed to various audiences, including Senior Safety Week. A report was also completed and submitted to Council on January 15, 2018. This was also the subject of an article by Cpl Tom Wood in June of 2018.

It is important to note, that first and foremost, motorized mobility scooter and wheelchair users are considered pedestrians under the Motor Vehicle Act and as such, are required to follow the same rules as a pedestrian to mitigate risks.

The attached ‘Facts and Safety Tips’ handout from 2018 will be updated and used to develop social media posts to encourage safe habits and provide information to the public.



## AMHERST POLICE DEPARTMENT

21 HAVELOCK ST § AMHERST, NOVA SCOTIA § B4H 0E5 § (902) 667-7227 § FAX:(902) 667-0268

# MEMORANDUM

**DATE:** 18-01-11  
**TO:** Mayor and Council  
**FROM:** Chief Ian Naylor  
**RE:** Motorized Wheel Chairs - Scooters

The use of motorized wheelchairs on streets is covered under the Motor Vehicle Act. Under the Act persons in wheel chairs are considered pedestrians.

*“Pedestrian” means a person afoot and **includes a person in a wheelchair** and a person riding on a motorized cart designed for and being used to transport golfers and equipment over a golf course while travelling from one part of it to another in a crosswalk marked for the purpose on the roadway and approved by a traffic authority appointed pursuant to this Act.” (Emphasis added)*

The definition does not specify types of wheelchairs therefore all wheelchairs are included. For the purposes of the Motor Vehicle Act mobility scooters, commonly referred to as “rascal scooters”, are considered wheelchairs.

In an August 2017 news article on a serious accident between a mobility scooter and a vehicle on Highway 1 near Middleton NS, Brian TAYLOR, media relations for the Department of Transportation and Infrastructure renewal states:

**“When it comes to the rules of the road, mobility scooters and wheelchair users are considered pedestrians under the motor vehicle act. In the legislation, the definition of a pedestrian includes a person in a wheelchair. It does not specify if the wheelchair is manually operated or motorized. Therefore, electric wheelchairs and rascal style scooters for those mobility issues would be considered pedestrians and must follow the rules of the road applicable to a pedestrian”.**

**FAQ**

### **Can they be operated on a sidewalk?**

Yes. In fact, they are required to operate on a sidewalk when one is “provided”. Section 127 (2) states: “*Where sidewalks are provided it shall be unlawful for any pedestrian to walk along and upon an adjacent highway.*” (Emphasis added)

### **What if the sidewalk is not suitable for a wheelchair/scooter?**

The Act is silent on this issue. Officers are required to assess each case based on its unique circumstances. The term “provided” is subject to interpretation and could be interpreted to mean the sidewalk must be in a condition required for the wheelchair to operate relatively easily and safely. Sidewalks in a condition which does not provide a practical and safe operation of a wheelchair/scooter require officers to use discretion when assessing whether operating on the street is a violation of the Act.

### **Can they be operated on a street?**

Yes, but only when no sidewalk is “provided”.

### **When legally able to travel on a street are they to travel on the right hand side of the street with the flow of traffic, or travel on the left hand side of the street facing traffic?**

The Act says on they are to travel on the left hand side facing traffic, however this is can be open to interpretation of the wording of the Act and officer discretion.

Under the Act wheelchairs/mobility scooters are considered pedestrians. Section 127 (3) states: “*Where sidewalks are not provided, any pedestrian walking along and upon a highway shall, when practicable, walk only on the left side of the roadway or its shoulder facing traffic which may approach from the opposite direction.*” The position can be taken, the meaning of “when practicable”, can be interpreted to include “*when safe to do so.*” I have spoken with other police officers and TIR staff and most are of the opinion it is more dangerous for wheelchairs and mobility scooters to travel facing traffic than with the flow of traffic. Wheelchair scooters are more comparable to bicycles than pedestrians and subsequently it is reasonable for them to operate as such. An argument can be made that the dangers of travelling facing traffic, make it impracticable to travel in the direction facing oncoming traffic. On the other hand, one officer believed travelling towards the flow of traffic provides the operator of the wheelchair/mobility scooter the ability to see approaching vehicles. This may allow them to react more quickly to an approaching threat.

Officer discretion is an important factor in decisions made by police on a daily basis. A strict enforcement of the written law would result in decisions which lack common sense and are against the spirit and intentions of the legislation. Officer discretion can be applied when compliance with a law would place an individual in a position of significant risk to their safety.

### **Is there a requirement to have lights, or reflective signage?**

There are no requirements.

**Is the Province going to amend the Motor Vehicle Act to address and clarify issues around the electric wheelchairs and mobility scooters?**

There is a provincial committee which is reviewing the current Act and making some changes. I have made inquiries and the initial indications are the issue of wheelchairs and mobility scooters is not being reviewed. TIR is following up on this specific question for me. As of the date of submitting this report I have not heard back. Should I receive additional information prior to the January 15th COW I will provide a verbal update.

**STRATEGY GOING FORWARD**

Until the legislation is amended police will continue to rely on discretion and common sense. In addition we feel a strategy which includes public education and measured enforcement is the most effective method of improving safety.

Cst. Tom Wood will be tasked to develop and implement the education strategy. S/Sgt White will develop and oversee the enforcement strategy. Any enforcement initiative will have a measured approach. The overall emphasis will be on education. The education strategy would include meeting with operators of the wheelchairs/mobility scooters to seek their input, and partnerships with local agencies and stakeholders such as the Department of Health, nursing homes, retailers of the wheelchairs/mobility scooters, Cumberland Seniors Safety Coordinator and the Town of Amherst.

K. Ian Naylor  
Chief of Police



## AMHERST POLICE DEPARTMENT

21 HAVELOCK STREET § AMHERST, NOVA SCOTIA § B4H 1X4 § (902) 667-7227 § FAX: (902) 667-0268

According to the government of Nova Scotia, more than one in four Nova Scotian's will be 65 years and older in a little more than a decade from now. With our aging population we will see an increase in the use of motorized mobility scooters in our community. I have already noticed an increase in the use of scooters in Amherst. I have also seen an increase in the number of questions we receive in relation to the rules for operating the scooters. In today's article I will address the most common FAQ's.

### **Are mobility scooters considered pedestrians or a vehicle?**

When it comes to the rules of the road, mobility scooter and wheelchair users are considered pedestrians under the motor vehicle act. In the legislation, the definition of a pedestrian includes a person in a wheelchair. It does not specify if the wheelchair is manually operated or motorized. Therefore, electric wheelchairs and mobility scooters are considered pedestrians and must follow the rules of the road applicable to a pedestrian.

### **Can they be operated on a sidewalk?**

Yes, they can. In fact, they are required to operate on a sidewalk when one is "*provided*". Section 127 (2) of the Motor Vehicle Act states: "*Where sidewalks are provided it shall be unlawful for any pedestrian to walk along and upon an adjacent highway.*" This means, motorized mobility scooters and wheelchairs must be used on sidewalks where a sidewalk is available.

### **What if the condition of the sidewalk is not suitable to operate a mobility scooter?**

If the sidewalk cannot be used, the mobility scooter can be operated on the road. An example of when a sidewalk may not be suitable is during winter weather conditions. While the Town provides an excellent snow clearing service there are times when snow/ice make the sidewalks impassable for scooters.

### **Can they be operated on a street? If yes, do you travel with or against the flow of traffic?**

Yes, but only when no sidewalk is “*provided*”. In the absence of a sidewalk, mobility scooters are to be **driven** on the left side of the road FACING traffic.

As I mentioned previously, scooters are considered pedestrians. Section 127 (3) of the Motor Vehicle Act states: “*Where sidewalks are not provided, any pedestrian walking along and upon a highway shall, when practicable, walk only on the left side of the roadway or its shoulder facing traffic which may approach from the opposite direction.*”

I have noticed several of our mobility scooters travelling on the roadway are going with the flow of traffic. I have also observed scooters driving down the middle of Robert Angus Drive. I can't emphasize enough, how dangerous this is! First of all, there is a sidewalk on Robert Angus Drive, so scooters are required to operate on the sidewalk. If the sidewalk is impassable due to snow or slush, then please look for an alternate way to travel. I wouldn't recommend driving a scooter on Robert Angus Drive facing traffic either. While I respect and believe in accessibility for all, there are times when safety trumps all other considerations.

Some tips to think about before travelling on your wheelchair or mobility scooter.

- Do not cross between parked cars because typically the chair user will be seated low and drivers will not be able to see you;
- When crossing at a corner or crosswalk, make eye contact with drivers and wait for any approaching vehicles to stop before you move onto the roadway.
- Increase your visibility. Wear a brightly coloured vest or light-coloured clothing. Reflective strips on the scooter or lights will also help with visibility. A flag on the scooter will make you more visible.
- Do not enter a crosswalk when you see the flashing “Do Not Walk” symbol. If you have already started to cross, complete your crossing in safety.
- Be mindful of traffic turning at intersections or vehicles leaving driveways.
- Share the sidewalk respectfully with other pedestrians.
- Ensure your battery is fully charged for your trip. Amherst has several hills which can be challenging for a scooter with a low battery. Our officers have rescued several residents whose mobility scooters have failed on the hills.

**This article is just one of several initiatives the Amherst Police Department is taking this summer to raise awareness and promote the safe use and operation of mobility scooters. Our department will be working with various stakeholders to help educate our community about the rules surrounding the use of mobility scooters. We will be reaching out to those who rely on mobility scooters and operate them on our streets and sidewalks. Our officers will also be speaking to scooter operators who are observed operating in a manner that does not comply with the regulations. Our goal is to improve safety for mobility scooter operators and to reduce or prevent accidents involving mobility scooters.**

If you have any questions regarding today's article, or if you have a topic you would like to suggest for Police Beat, please contact me at 902-667-7227.

**Until next time Stay Safe!!**



# MOBILITY SCOOTERS & WHEEL CHAIRS FACTS AND SAFETY TIPS



## FACTS

- Motorized mobility scooter and wheelchair users are considered pedestrians under the Motor Vehicle Act.
- Like pedestrians, Motorized mobility scooters and wheelchairs must use sidewalks when available. In the absence of a sidewalk, they must travel on the left side of the road or its shoulder, facing traffic.
- If the condition of a sidewalk is not suitable (snow/ice), the scooter/wheelchair can be operated on the road.

## SAFETY TIPS

- When travelling on the roadway, travel on the left-hand portion of the road, or its shoulder, facing traffic. Be mindful of vehicles coming towards you and stick as close to the edge of the roadway as possible.
- When possible cross at marked crosswalks or traffic lights.
- **Don't enter the roadway from** between parked cars.
- When crossing at a crosswalk or corner, make eye contact with drivers and wait for any approaching vehicles to come to a complete stop before you move onto the roadway.
- Increase your visibility. Wear a brightly coloured vest or light-coloured clothes. Reflective strips or lights will also help. A flag will also make you more visible.
- Do not enter a crosswalk when you see the **flashing “Do Not Walk” symbol**. If you already started to cross, complete your crossing in safety.
- Be mindful of traffic turning into and leaving driveways or turning at intersections.
- Share the sidewalk respectfully with other pedestrians.
- Riding on the roadway, especially in high traffic areas (like Robert Angus Drive) should be avoided if possible. Consider alternate, less busy areas.
- Ensure your battery is fully charged for your trip. Amherst has several hills which can be challenging for scooters with a low battery. You do not want to lose battery power in the middle of your trip.
- Inform other mobility scooter users of the proper rules of the road.



Amherst Police Department  
21 Havelock Street,  
Amherst NS  
PH: 902-667-8600

# MEMO

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

**FROM:** Andrew Fisher, Director, Planning & Economic Development

**DATE:** April 22, 2025

**RE:** **Planning Advisory Committee Recommendations**

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The PAC met on April 7<sup>th</sup> and made the following three recommendations:

1. **112 Victoria Street West** – an application for a development agreement to allow construction of two, 16-unit and three, 8-unit apartment buildings. The PAC recommended that Council enter into the agreement. At the April 28<sup>th</sup> regular meeting, Council will be asked to consider first reading and schedule a public hearing.
2. **27 Station Street (Train Station)** – an application to substantially alter a municipally registered heritage building by installing a second-floor window with a door and a staircase. Acting as the Heritage Advisory Committee, the PAC recommended that Council allow the alteration. This item is on the COW agenda for discussion.
3. **Draft Municipal Planning Strategy & Land Use Bylaw** – the PAC recommended adoption of these documents. Staff will present the drafts in a special COW meeting before regular Council on April 28<sup>th</sup>, where consideration of first reading will be on the agenda.

# MEMORANDUM

To: Mayor Small and Members of Council  
From: Dwayne Pike, Chief of Police/Taxi Authority  
Date: April 22, 2025  
Subject: Taxi Bylaw – 2024/25 Annual Report to Council

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

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

At the start of the 2023/2024 fiscal year there were four (4) Taxi Companies operating in the Town of Amherst, all of which have been compliant with the Town of Amherst By-Law. During the year, the Amherst Police Department supplemented regular inspections by working with Vehicle Compliance Officers and mechanics to do 'traffic blitzes' which often targeted taxis. There were no issues noted.

## **Amherst Taxi**

- Amherst Taxi utilized 5 vehicles and had 11 drivers in total;
- 3 vehicles passed initial inspections while 2 failed and were later reinspected and passed;
- Their 11 drivers were all issued drivers licenses under the Taxi Bylaw;
- All 5 of their vehicles are older than 3 years old;
- Amherst Taxi had no infractions under the TOA Bylaw or tickets under the Motor Vehicle Act.

## **Baker's Taxi**

- Bakers' Taxi utilized 1 vehicle and had 1 approved driver;
- The vehicle passed inspections and an owner license was issued;
- The driver for Baker's taxi was issued a driver's licenses under the Taxi Bylaw;
- The vehicle is older than 3 years old;
- Baker's Taxi had no infractions under the TOA Bylaw
- Baker's Taxi had no tickets under the Motor Vehicle Act;

### **Bordertown Taxi**

- Bordertown Taxi utilized 7 vehicles and had 10 approved drivers;
- All vehicles passed inspections and owner licenses were issued for each;
- The drivers for Bordertown Taxi were issued driver's licenses under the Taxi Bylaw;
- All 7 vehicles are older than 3 years old;
- Bordertown Taxi had one verbal warning issued to driver for smoking in a vehicle.

### **Your Cab**

- "Your Cab" submitted 3 vehicles and 6 driver applications;
- All 3 of the vehicles passed inspection and owner licenses were issued for each;
- The 6 drivers for "Your Cab" were issued driver's licenses under the Taxi Bylaw;
- All 3 vehicles are older than 3 years old,
- One of the drivers of "Your Cab" did have an infraction under the Taxi By-law for operating without a license and was issued a warning. That driver submitted the necessary paperwork and was later issued a license;
- "Your Cab" had no infractions under the TOA Bylaw;
- "Your Cab" drivers had no tickets under the Motor Vehicle Act;

### **Denied Licenses:**

- One person was denied a taxi license in the 2024/2025 fiscal year. They had not been employed by a local taxi company at the time and did not appeal the decision.

# MEMO

To: Mayor Small and Members of Council  
From: Aaron Bourgeois, Director of Operations  
Date: April 22, 2025  
Re: Wastewater Treatment Facility (WWTF) Grey Water Energy Extraction

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At the April 5, 2023 General Operating Budget meeting Council passed the following motion:

**That staff be directed to bring back a report on the feasibility of grey water energy extraction implementation at the Wastewater Treatment Plant.**

## Introduction

Staff have researched potential options to extract energy from the grey water at the Amherst Wastewater Treatment facility. While there are many technologies currently in use for grey water energy extraction, the most common include:

### **1. Anaerobic Digestion**

Anaerobic digestion occurs during the processing of wastewater where organic waste is broken down by microorganisms in an oxygen deprived environment. A byproduct of this process is biogas, which is a combination of methane and carbon dioxide. Once the carbon dioxide is removed, the remaining methane can then be used as a fuel source for engines and generators.

Treatment facilities need to have systems in place to collect and store biogas, usually via the use of sealed digesters. Collected sewage sludge is placed in sealed digesters or tanks where the anaerobic digestion process occurs, producing biogas. This captured gas is then used as a fuel source for various purposes.

### **2. Methane Capture**

The decomposition of organic matter produces methane gas. This methane can be collected and used as a source of energy. Collection systems that are typically installed include pipes or channels placed at the surface of a settling pond to collect the gas. Similar to the biogas produced in anaerobic digestion, methane gas can be stored or processed to be used in the future.

Implementing a methane collection system from settling ponds requires careful planning, safety consideration, and the proper installation of equipment to effectively capture and utilize the gas produced during the process.

### **3. Turbines or Generators**

Depending on the design and flow of wastewater through settling ponds, opportunities may exist to integrate small-scale turbines or generators to harness the energy from the flow of the wastewater.

### **4. Wastewater Heat Recovery**

Wastewater effluent can provide a continuously renewable energy resource. This resource can be used to replace and/or offset the use of non-renewable, fossil fuel-based energy sources (e.g. oil, natural gas, electricity) for the purpose of heating and cooling and their corresponding GHG emissions. Wastewater heat recovery works the same as water source heat pumps.

### Facilities Utilizing Alternative Energy in Wastewater Treatment

Large-scale wastewater treatment facilities in some of Canada's large cities including Halifax, Toronto, Calgary, and Vancouver have implemented sophisticated anaerobic digestion systems.

Energy extraction systems are common in the US, including large dairy farms, landfills, large industrial facilities and municipal wastewater treatment plants.

European cities have a long history of extracting energy from wastewater, with countries like Germany, the Netherlands and Denmark have well-established biogas industries.

### Cost Considerations

The cost of implementing this type of technology can vary greatly and can range between \$500,000 to more than \$15,000,000 depending on many factors such as:

- Retrofitting a facility for anaerobic digestion involves significant infrastructure upgrades
- The planned usage and methods of harnessing and storing the energy
- The type of systems being used to generate power or extract energy (engines, generators, turbines, etc.)

Staff estimate the cost to retrofit our WWTF with an aerobic digester or other means to extract energy from the wastewater would be more than \$1,000,000.

### Conclusion

The Amherst wastewater treatment facility is a relatively small plant and the cost to upgrade the facility to capture and store methane gas or otherwise extract heat or energy from the wastewater is cost prohibitive at this time.

# MEMORANDUM

To: Mayor Small and Members of Council  
From: Dwayne Pike, Chief of Police  
Date: April 22, 2025  
Subject: Amherst Police Department – 2025-2030 Strategic Plan

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We have long since recognized that a police department needs to be a reflection of the community it serves. This includes mirroring the concerns and priorities that the community has in relation to public safety and policing. In order for any plan to be successful, it must include information from the applicable stakeholders, which includes not only the police, but also the public and our community partners. A plan must include what the intended outcomes are, must assign responsibility and include a timeline for completion. The Strategic Plan identifies our long-term goals and objectives and is our roadmap to how we will achieve these goals, often focusing on central issues of public safety, community trust and utilizing our resources efficiently. By defining clear goals and targeted outcomes, it unifies our department and ensures that we are all moving in the same direction.

Work on the Amherst Police Department Strategic Plan began in the winter of 2024. It was decided to utilize internal expertise to head this project and as a result, Sharon Bristol, the Town of Amherst Community Living Director, was designated as lead. Sharon and her team dedicated countless hours of their time to this initiative, and came up with a process to determine what the priorities of the Amherst Police Department should be for the next 5 years. Sharon met regularly with the Amherst Board of Police Commissioners and Police Management while working on this project.

Community consultation was key to the development of this plan.

- There were two sessions internally with members, support staff and dispatch to ensure everyone had a say in the plan.
- Meetings were set with the Amherst Board of Police Commissioners and Amherst Town Council.
- In May 2024 a meeting was held with over 30 community stakeholders/partners in policing including organizations representing Indigenous persons, African Nova Scotians, members of the 2SLGBTQ+ community, immigrants and newcomers, business associations, advocacy groups, community services, health, addictions, mental health, homelessness and housing, NS legal aid, Crown prosecutor, Parole and Probation.
- Two additional public sessions were also held and an online survey was conducted.
- The information from these sources was used to develop the strategic goals and objectives for the next 5 years.

At the core of this strategic plan is our commitment to Community Service. Community partnerships and public trust are key to our success. Effective engagement and relationship building is essential in being able to serve the community, respond to crime, address public safety and maintain mutual respect. Identifying and committing to the goals of this plan is our starting point. Completion of the goals will require support in the following areas:

- 1) Human Resources
- 2) Community Collaboration and Partnerships
- 3) Innovation; and
- 4) Equity, Diversity and Inclusion.

Our strategic goals centred on:

**Recruitment and Retention** - Develop a process for successful recruitment and retention of new and existing members: Investigating other municipalities on best practices in recruitment, partnering with the Atlantic Police Association to develop a strategy on recruitment, developing the Amherst Police Department Auxiliary Program, implementing a rewards and recognition program and developing presentations for delivery at the Police Academy and/or at other recruitment opportunities

**Training** - Provide training to meet the Nova Scotia Training Standards: Ensure candidates receive training in Major Case Investigations and Management and Digital Technologies and investigate partnerships for training in:

- CIT (Crisis Intervention Team/Mental Health and Addictions).
- Drug and Alcohol Impairment Training for new employees.
- Drug Investigators Techniques.
- Critical Incident Response.

**Community Partnerships** - Increase and Retain Impactful Community Partnerships: Continuing to develop relationships with agencies for homelessness, substance use disorder, mental health and addictions, partnering on new funding for Critical Incident Response Program, assisting with developing a Neighborhood Watch program, meeting with citizens, building relationships and providing training where necessary.

**Communication** - Increase our Communications to the Community: Providing regular media releases on charges laid and significant incidents, a set schedule to share weekly and monthly stats, identifying and responding to requests for public assistance, ensuring that public is aware of policing capabilities, increasing foot patrols & community engagement regarding camera registry and developing communications between the public and our partners.

The 2025-2030 Strategic Plan was presented to, and approved by the Amherst Board of Police Commissioners on March 26, 2025 and is being forwarded to Council for their information. We will be working on each initiative moving forward and may often refer to these priorities during council reports, budget deliberations and other operational initiatives.

# Amherst

NOVA SCOTIA



## Amherst Police Department 2025-2030 Strategic Plan



# Introduction

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Policing plays a critical role in maintaining public safety, protecting citizens, and upholding the rule of law.

As crime patterns evolve and communities grow, it is essential for law enforcement agencies to adapt their strategies to meet new challenges.

A well-defined policing strategy not only helps in reducing crime but also fosters community trust, improves officer effectiveness, and ensures equitable treatment for all individuals.

This strategy seeks to blend proactive measures with responsive tactics, emphasizing the importance of community engagement, data-driven decision-making, and resource allocation.

By focusing on prevention, collaboration, and innovation, we aim to create a safer and more inclusive environment for both officers and citizens.

Through continuous assessment and adaptation, the goal is to ensure that policing remains responsive to the needs of the community while upholding justice and ensuring equity and fairness to all.

# Key Components of the Policing Strategy

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## Community Engagement

Foster strong partnerships with community members to build trust, encourage cooperation, and address local concerns.

## Data-Driven Decision Making

Utilize crime analytics and intelligence to inform resource deployment, targeting high-crime areas, and tracking trends.

## Proactive Policing

Focus on preventing crime before it occurs through education, outreach programs, and early intervention strategies.

## Resource Allocation

Ensure optimal use of law enforcement resources, with a focus on efficiency and effectiveness in addressing specific needs.

## Officer Training & Development

Equip officers with the skills and tools necessary to handle emerging challenges, including mental health crises, de-escalation techniques, and diversity training.

## Collaboration With Other Agencies

Work alongside social services, healthcare professionals, and local organizations to provide comprehensive support and tackle the root causes of crime.

## Transparency & Accountability

Maintain clear communication with the public, ensure accountability through regular evaluations, and remain responsive to community feedback.

## Innovation & Technology

Leverage technology to enhance policing efforts, from body cameras and surveillance to predictive policing models and real-time crime mapping.



# About Amherst

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Amherst, Nova Scotia, is a charming town nestled in the northeastern part of the province, known for its rich history and picturesque landscapes.

Located near the border of New Brunswick, Amherst is often referred to as the "Gateway to Nova Scotia." It boasts a welcoming community that prides itself on its strong cultural heritage.

The town is characterized by its historic architecture, vibrant local arts scene, and a variety of outdoor activities, from hiking in nearby parks to exploring the surrounding natural beauty.

With a blend of small-town warmth and modern amenities, Amherst offers a peaceful yet dynamic atmosphere for both residents and visitors alike.





# About APD

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The Amherst Police Department was formed in 1890, just one year after the town of Amherst was incorporated and the population was 3,781. The first Chief of Police Dennis Madden was paid \$391.51 for his first 11 months of service to the town, while his partner and Constable A.L. Jones was paid \$366.63.

For a brief period in 1897, the Police Department was reduced to only one person: Chief Madden. The town council decided that in a law-abiding community such as Amherst, there was little need for more than one police officer.

Since this time, the Police Department has grown considerably and has occupied many different locations.

The department moved out of the Prince Street location in 1963 returning again to the same location in 1967. During the years at the Prince Arthur Street location, the department grew from 3 full time members in 1937 to 16 members in 1974. In 1996 the department moved once again to 45 Victoria Street, until that location was destroyed by a fire.

The Amherst Police Department moved to its present location in 2015.

Over the years, the department evolved and grew to keep up with the demands and needs of the community, adapting to new problems and expanding police training with new technology and investigative techniques.

Currently the Amherst Police Department has an authorized strength of 27 full-time members including several specialized sections and ranks. Located at 21 Havelock Street, the department has remained an important part of the town of Amherst and its history.

(Leonard Harkness (1989) History of the Amherst Police Department. Amherst NS., B.H. Publications Ltd.)

# Message from the Chair of the Amherst Board of Police Commissioners

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As Chair of the Amherst Board of Police Commissioners I am pleased to share the Town of Amherst Police Strategic Plan.

This plan is a framework that will guide the actions, priorities, and goals of our police department over the next five years. It is an essential tool for ensuring that our police department is aligned with its mission and vision while also addressing community needs, maintaining public safety, and adapting to emerging challenges.

The strategic plan serves as a blueprint for achieving long-term objectives and improving overall police services.

Over the past year we held extensive engagement opportunities with our community. Feedback from these sessions has informed our Goals and Actions moving forward. We look forward to ongoing collaboration with our community partners to ensure Amherst is a safe place to live, work and play.

Chair, Paul Calder



# Chief of Police's Message

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As the Chief of the Amherst Police Department, I am pleased to present to you the Amherst Police Department's Strategic Plan.

Our history of policing the Town of Amherst dates back to 1890, just one year after the town was incorporated. Since its inception, our department has been committed to serving the needs of our citizens by continuously working closely with our community partners to ensure a safe and prosperous town.

Our strategic plan outlines how we will implement change and achieve set goals that are in line with our community needs. This plan outlines our priorities, goals, and actions to ensure accountability.

Our members take great pride in serving the community and our approach to ensuring the safety of our residents utilizes values we hold most dear: integrity, honesty, dedication, kindness, dignity, compassion and inclusiveness.

We rely on the relationships we have built within our community, ensuring that the priorities of the community are also our priorities which enables us to effectively work together to identify needs and implement solutions.

We continue to focus on our organization, our people, and our community to strengthen these relationships, to build and maintain public trust and confidence and to ensure the delivery of a police service that is committed to excellence. This includes utilizing effective crime prevention strategies that provide support for victims and hold offenders accountable.

As a police service, we are fortunate to have the support of our community, our Council and our local police board. All of our strategic goals are aimed at improved quality of life, a safer community and building partnerships that enhance public safety. The Amherst Police Department is committed to providing a high standard of policing services to the people of Amherst.

Chief of Police, Dwayne Pike



# Community Consultation and Engagement

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Community consultation was key to the development of this plan. An internal review was done with the Amherst Police Department staff to review the 2012 strategic plan determining what was accomplished and what was still left to do.

There were two sessions internally with members, support staff and dispatch to ensure everyone had a say in the plan. From there we met with the Amherst Board of Police Commissioners and Amherst Town Council. In May 2024 we invited over 30 community stakeholders/partners in policing including organizations representing Indigenous persons, African Nova Scotians, members of the 2LGBTQ+ community, Immigrants and newcomers, business associations, advocacy groups, community services, health, addictions, mental health, homelessness and housing, Legal Aid, Crown Prosecutor, parole and probation.

We also held two sessions open to the public and conducted an online survey. The information is contained in appendices A & B. From this feedback the strategic goals and objectives were developed.



# Our plan moving forward

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At the core of this strategic plan is our commitment to community service. We know that strong community partnerships and public trust are key to our success.

Effective engagement and relationship building is essential in being able to serve the community, respond to crime, address public safety and maintain mutual respect.

Identifying and committing to the goals of this plan is our starting point. Completion of the goals will require support in the following areas:

## **Human Resources and Equipment**

Having a full complement of well-trained staff, up to date technology and equipment is key to effective service delivery.

## **Community Collaboration and Partnerships**

Working in the context of a small community requires the trust of the public, strong allies in policing and effective partnerships with community groups to tackle the ever-increasing complexity of policing. It is also essential to work collaboratively outside our community as criminals don't respect municipal and provincial borders.

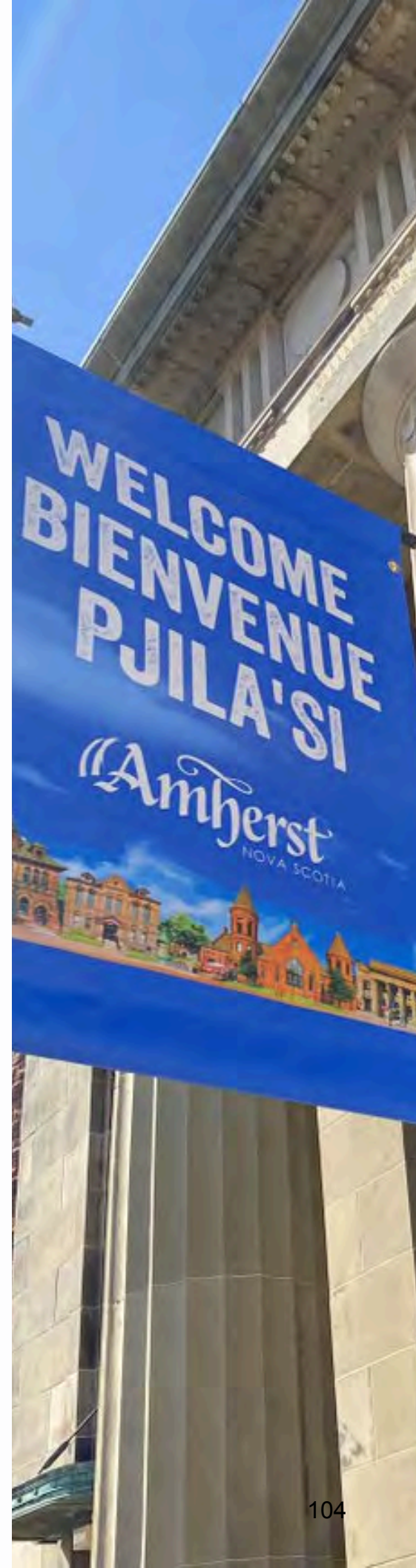
Citizens today have complex needs and with the increase in drugs, addiction, mental health issues and homelessness our police department must rely on our partnerships to assist in tackling these needs.

## **Innovation**

Communities are evolving, crime is evolving and so we must as well. Looking for innovative ways to communicate, respond to and solve these complex issues in an ongoing changing world is critical to success

## **Equity, Diversity and Inclusion**

Every citizen has the right to belong. We must embrace our differences and ensure an environment that is free of bias, hate and racism. We will continue to seek understanding of our community recognizing that together we are stronger.



# Strategic Goals



Recruitment & Retention



Training



Community Partnership



Communication



# Recruitment & Retention

Develop a process for successful recruitment and retention of new and existing members.

## How

- ▶ Investigate other municipalities on best practices in recruitment.
- ▶ Partner with Atlantic Police Association & Academy to develop a strategy on recruitment.
- ▶ Develop APD Auxiliary Program.
- ▶ Recruit 3 Auxiliary officers this year, provide training and onboarding.
- ▶ Expand program in year 2 & 3.
- ▶ Implement a rewards and recognition program.
- ▶ Research best practices of other departments.
- ▶ Work with Community Living, Communications and HR to define process.
- ▶ Develop presentation for delivery at the Police Academy and/or at other recruitment opportunities.
- ▶ Deliver 2 presentations per year.
- ▶ Increase communicating successes through social media.
- ▶ Share to a larger audience using social media.
- ▶ Engage on other policing recruitment platforms.
- ▶ Provide on the job training for other justice programs.
- ▶ Build relationships with programs and administration.

## Who /When

APD Senior  
Management - 6 months

APD Senior  
Management, Sergeant  
Aaron Graham 8-12  
months

APD Senior  
Management, HR &  
Local 104 - 12 months

APD Senior Management  
6 months

APD Senior  
Management, Crime  
Prevention Coordinator  
On-going

APD Senior Management  
On-going



# Training

Provide training to meet the Nova Scotia training standards.

## How

- Ensure available / eligible candidates receive training in Major Case Investigations, MC Management, Digital Technologies.
- Investigate partnerships for training in, CIT Critical Incident, Mental Health & Addictions. Combine resources with other departments.
- Ensure continued education in drug and alcohol impairment programs for new recruits.
- Investigate opportunities for local training in drug investigators techniques.
- Conduct ongoing training including table top exercises for Critical Incident Response. ( Containment SARV Incident Commander Negotiator Scribe )

## Who/When

Senior Management Team  
2025-2027

Senior Management Team, All Staff  
2025-2028

Senior Management Team- On-going

Senior Management Team- On-going

Senior Management Team- 2025-2030

# Community Partnership

## Increase and retain impactful community partnerships.

### How



- Continue to develop relationships with agencies for homelessness, substance use disorder, mental health & addictions.
- Partner on new funding for Critical Incident Response Program.



- Develop Neighborhood Watch Program.
- Meet with citizens, build relationships and provide training where necessary.



- Continue participation in Critical Incident Team program.
- Mental Health collaboration.
- Build relationship with the Integrated Youth Services Site and In The Works.



- Increase awareness in programs for Crimestoppers/MADD



- Promote and engage with Autumn House Resiliency program.



- Increase communication to the public on the successes of our community partnerships.



- Continue awareness and promotion of victim services and canine support program.
- Conduct regular visits with schools, Integrated Youth Support Site, Mental Health & Addictions, and Cumberland Housing and Homelessness Association.



- Conduct joint presentations with service providers

### Who / When

Crime Prevention  
Coordinator - On-going

Crime Prevention  
Coordinator - 1-2 years

CIT Program Coordinator-  
On-going

Crime Prevention  
Coordinator - On-going

Domestic Violence  
Coordinator, Crime  
Prevention Coordinator -  
On-going

Senior Management Team,  
Crime Prevention  
Coordinator - On-going

Senior Management Team,  
Crime Prevention  
Coordinator & School  
Resource Liaison - On-going

Senior Management Team  
On-going



# Communication

Increase our communications to the community.

## How



Provide regular communication to the public on charges laid.



Set schedule to share weekly and monthly stats. Communicate successes to the public.



Identify and respond to requests for public assistance, ensure public is aware of policing capabilities.



Increase foot patrols for community engagement regarding camera registry.



Develop communication process for a Please Call Us Program. Work with communications department to get message out to the public sector.



Seek engagement from our allies and the public regularly on policing practices.

## Who/When

Chief- Crime Prevention Coordinator & Communications. On-going

Crime Prevention Coordinator - Monthly

Senior Management - Crime Prevention Coordinator & Commission - On-going

Senior Management - & Staff - One year

Senior Management - Crime Prevention Coordinator & Commission - One year

Senior Management - Crime Prevention Coordinator & Commission - On-going



# Summary



Our strategic plan is a comprehensive guide that shapes the future direction of our law enforcement agency. It ensures that the police are well-equipped to address current challenges, while also remaining proactive in addressing emerging trends.

Our plan not only focuses on improving law enforcement practices but also on fostering positive community relationships, ensuring transparency, and building trust with the public.

We commit to serving our community through an equity lens focusing on the best practices in recruitment and retention, providing relevant and essential training, enhancing our community partnerships and increasing our communication to the public on all matters related to policing and public safety.



# Strategic Plan 2012 Review

The APD planning began with a review of the previous Strategic Plan plan from 2012. This was conducted with the internal staff members of the APD. Table enclosed. A series of information sharing and consultation with the Amherst Board of Police Commissioners, Amherst Town Council, Community Stakeholders/Partners and the public at two public sessions.

The objectives set out in the 2012-2015 Strategic Plan were:

Objective	Completed	Additional Notes
Develop and implement a transition plan for the move to a new police facility. .	Yes	
Develop and implement a community engagement and communication strategy to enhance service delivery	Yes	<p>Some revisions or further development needed as it is challenging to reach certain demographics (seniors) with social media alone.</p> <p>Social Media posts can be shared, commented on which leads to different perceptions and theories, which can be unsafe.</p> <p>Challenges in how news is shared/spread.</p>

Objective	Completed	Additional Notes
<p>Conduct regular Management-Union meetings to improve labor relations and internal communication</p>	<p>Yes</p>	<p>This is now an operational component.</p> <p>Quarterly</p>
<p>Review Human Resources practices to make recommendations to implement changes to enhance personal development</p>	<p>N/A</p>	<p>There is a need to modify PR Process/Performance: update job descriptions, create different evaluations based on job duties/descriptions.</p> <p>More competency with role expectation-based assessments and performance reviews</p>
<p>Conduct an efficiency review to enhance service delivery</p>	<p>Yes</p>	
<p>Determine the feasibility of adding new sections to enhance service</p>		<p>Adaptable for ex: communications and dispatch service can connect with other locations to have larger scope and support.</p> <p>Skills and techniques in house</p> <p>Shared services in emergency</p>

# Phase 1 - Internal APD and Staff

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## What has Changed / Issues

### 1. Increase in/Going to more calls for:

- Domestic Issues
  - Mental Health
  - Homelessness
  - Substance use disorders
- 

### 2. Increase in investigation times:

- Time it takes to investigate an impaired driver
  - Everything needs to be transcribed and videoed
  - Increase number of transcripts
  - Security videos are met with need for warrants
  - Increase number of warrants
  - Cost has gone up
  - Technology back log
- 

### 3. Increase in jurisdiction processes:

- Back up in legal systems- back logs in courts
- Back logs in processing
- Court and crown are setting new lengthy expectations
- Case law
- Leniency

### 4. Public Perception/Public Communication

- Public doesn't understand gaps
  - How to interact with people on a good day
  - Increase in expectations
- 

### 5. Relationship with Hospital

- Mental health push back from Health Service and other service providers
  - Police not trained (nor have time and supports) to handle mental health situations (de-escalation)
  - When bringing client in to hospital for mental health- must wait with them creating backlog
  - Liability issues as EHS tied up so police take over a lot of their calls
- 

### 6. Relationship with RCMP

- Putting out more fires as RCMP removing services

## What are the Opportunities

- Town can get ahead of change and take a leadership role- controlling the narrative
  - Policing review
  - Expand boundaries (where fire department goes, we go)
  - Can be larger and more self-sufficient
  - Changing phone lines- voice over IP: new phone line system; new dispatch services
  - Newer/Updated dispatch system- shared services with other organizations (tech)
  - Learning how we can share resources with other departments/back up partner agencies: MOU partnerships (Truro, New Glasgow)
  - Growth-more specialty services: Canine
  - Human Resources
  - Have all Officers get involved with some sort of community organization. Make this an ongoing project for new and senior members. This will have our Officers seen as part of their community that they serve. Bringing the community closer with the Department through unofficial interactions, showing the human side of the badge.
  - Other community Police events could have members that meet to plan for the following year.
-

# Phase 1 - Internal APD and Staff

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## What Training is Needed?

- Source Program
  - Shooting Range
  - Peer to Peer Investigation
  - Computer Aided Dispatch System
  - Forensic Identification Services
  - Drug Investigation
  - Case Management
  - Module Village for training (high school partnership?)
  - Drug Training
  - In House Training
  - Advance computer investigations
  - Tech Crime Training
  - Surveillance
  - Scenario Training
  - Containment Training (negotiations)
  - Court Section
  - Table top sessions with management team
  - Specialized training- ballistics for example
  - Training section- departments get what they need
  - Formation/Basics training during different Shifts
  - School Resource Officers
  - More non-online learning/training for support staff/admin. ie, a course that Curtis White and Rhonda Weatherbee were sent to at CRHCC to field calls for persons in mental health crisis. Other position related training would be beneficial also.
- 

## What Supports are Needed?

- Dedicated mental health supports:
  - Phycologist/Psychiatrist- mental health supports for after calls: priority clients
  - Mental health-crisis navigator/negotiator for on calls accumulate a mental health day once every 3 months.
  - This mental health day would not go against your vacation days (but could be used as a vacation day if it is scheduled for that month), nor would it go against your sick time
  - Traffic vs Impaired Unit
  - Ability to go out and train
  - Civilian Positions
  - Major Crime Unit
  - Tech in vehicles
  - Booking officers
  - Check ins with dispatch to make sure open communication remains
  - Mobile Pros
  - Major and Street Crime Resources
  - More guards
- 

## Gaps in Community Collaboration

- EHS & Hospital
- Crown Policies-Difference in opinion
- Resolution Process
- County & RCMP (can have better relationship)
- Animal Control
- Adult Protection
- Access to New Brunswick Court

# Phase 2 - Role of Council/ Commission in Policing

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## Amherst Board of Police Commissioners and Council Session Feedback

- Keeping up with common law
  - Technical expertise
  - Subject matter expert
  - 1 year terms is not realistic/not enough time to take in all the information
  - Long wait times- 2 years to get application through
  - Who should sit- What to consider- How long should they be considered
  - Commission primarily responsible for direction
  - Accountability from all sides
  - Public to police /police is to public
  - Always trying to raise bar to reach goals
  - Legal aspect increase
  - Legal council sitting in on commission
  - Commission is not involved in operations- eyes on hands off
  - Police act answer
  - Community expectations and values with community members on commission
  - 1/2 terms max 3 - 5 pieces of legislation to consider
  - Province legislation
  - Oversight from the commission
  - Commission and council-word of mouth to apply
  - Understanding of what goals are
  - Changing times
  - Diversification vs expertise
  - Fatal to just have law enforcement
  - Budgetary
  - Committee expos
  - Commission reflection of community expectations
  - Keeping up with the times
  - 7 reps doesn't give the most flexibility
  - Reflection of what community wants
  - Adequate training- make it mandatory
  - Realistic expectations
  - Commission role in set community priorities
  - Look at commission in different way- solicitor sit in on council
  - Broader representation not just criminal justice system
  - Recruitment roles- whose responsibility?
  - Liability
-

# Phase 2 - Role of Council/ Commission in Policing

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## What has Changed / Issues

- Changing trends/times
  - Negativity from citizens
  - Drugs
  - 3-4 calls for sharp pick up- resources
  - Constant back and forth/wheel
  - Expected to address all service gaps
  - Mental health crisis can happen anytime- not just during mental health hours
  - Increase in offenses
  - False narratives
  - Can't control public comments on socials
  - Vulnerable people no place to go
  - Poor service gets all the attention
  - Individual need to make decisions that they may not be capable to make
  - Social media side of it- huge problem
  - With capacity can be reached after they've been in care for a few days but its known that during crisis they can't seek support
  - Can always find position on socials that fits your needs- all opinion based
  - Response to social media
  - Changing trends need to be better understood- harm reduction
  - Lack of trust
  - Resources used in monitoring comments
  - Mental health calls- hospital wait times
  - Lack of services
  - Adult protection is nonexistent
  - Problems that fall in police hands- nothing to do with them
- 

## Opportunities

- EHS & Hospital
  - Crown Policies-Difference in opinion
  - Resolution Process
  - County & RCMP (can have better relationship)
  - Animal Control
  - Adult Protection-Town can show we encourage community policing and inclusiveness
  - Encouraging community policing
  - Potential for more trust in smaller community- Hard to gain
  - Better relationships can lead to better ways on how to handle issues
  - New businesses/restaurants police can go welcome them to the town
  - Recognition from outside
  - Visibility of police
  - Enabling community policing
  - Consistency of same face in your community
  - Out of uniform opportunities
  - Foot patrol
  - Engrave police into community
  - Celebrate positives more
  - Police relationships with community
  - Multiculturalism
  - Opportunities for PR- Make a wish to Sean for good news story?
  - How can you relate to younger generation when they have different experiences
  - Consider people's strengths and weaknesses
  - Some push back about newcomers- Is there a way for police to encourage more acceptance
  - Police presence=positive vs negative
  - People are motivated by different things
-

# Phase 3 - Community Partners

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## Changing Needs of the Community

- Poverty
  - Transportation
  - Substance use
  - The changing face of trauma
  - Community support
  - Violence
  - Lack of access to healthcare
  - Primary care
  - Mental health care
  - Alleviated Crime rate
  - More severe weather events/Causes increasing demands on services
  - Challenges with access to technology/internet/phones
  - Lack of educational opportunities
  - Multi-cultural/Multi-lingual needs
  - Economic development
  - Impacts on accessing basic needs (housing costs, food, kids returning to schools, childcare to participate in community.)
  - Demographics
  - Social-Economic
  - Food security
  - Criminalization of poverty
- 

## Community Policing

- Education of law enforcement on community partners and existing resources
  - Community visibility
  - Building threats/safety of employees
  - Non uniform engagement at times
  - Equity
  - Education on the roles of law enforcement
  - Public safety of officers
  - Engage with restorative justice
  - More community outreach
  - De-escalation training
  - Building trust (youth)
  - Contribute to sentencing reports
  - Partnerships/community agencies
  - Positive relationships especially with newcomers/equity seeking groups
  - Walk a street, common face
  - Schools
  - Awareness community phone line dedicated to questions, scenarios and referrals
-

# Phase 3 - Community Partners

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## Challenges in Policing

- Sharing information when supporting vulnerable people- seniors – children - people who struggle with mental health
  - Public attitude/response to police
  - Lack of community support
  - Social work for health care checks, mental health, and crisis support
  - Interprovincial matters particularly as a Bordertown
  - Ineffective adult protection
  - Citizens calling for civil matters
  - High staff turnover - lack of knowledge of community resources
  - Wait times for EHS
  - Mental health calls
  - Lack of resources to refer to - detox, treatment, mental health
  - Gaps in community service
  - Inappropriate referrals due to lack of understanding of supports and services available
  - Population increase without a corresponding increase in community supports
  - Language issues
  - Lack of understanding of the criminal justice system
  - Transparency
  - Border area challenge
  - Significant substance use in communities
  - APD/RCMP integration and coordination/ inner agency relationship
  - Mass media/Social media portrayal of the police
  - Court system – backlog, culture, catch and release
  - Lack of trust
  - Lack of respect
  - Hate/fear
  - Unavailability of mental health crisis team
- 

## What are the Police Roles and Responsibilities

- To serve and protect all citizens
  - Alarm responses to some community partners
  - Consistent policies
  - Keep up on training/best practices/education -culture, safety
  - Measurable and visible Equity Diversity & Inclusion goals
  - Collaborate with community partners – HRDV – restorative justice - wellness courts – victim services
  - Pro-active education
  - Safety and security of our employees
  - The folks we call when things are bad/scary/out of control
  - Keep the community safe for all
  - Promote positive image of policing
  - Maintain relationships with community partners
  - Educate community on their roles within the community
  - Build community relationships
  - Consistent use of policies for sexual assault/family violence
  - Safety of citizen/community
  - Maintain order and safety for all
  - Respectful interactions with the public
- 

### What is not the police responsibility?

- Unhoused issues
  - Clinical mental health supports
  - To parent for parents
-

# Phase 3 - Community Partners

---

## Opportunities for Enhancement / Engagement

- Drop in events - coffee with cops
  - General member community presences- youth events – schools – newcomer events
  - Integration of APD/RCMP for mixed jurisdictional issues/enforcement
  - Having members maintain a presence out of uniform when appropriate
  - Use social media platforms to promote positive image and community interactions
  - Highlight the unknown parts of policing
  - Introductions to community partners if new and existing members
- 
- Participations in community led improvement events – recent one would be “we like more”
  - Police week + more public engagement events
  - Fostering partnership with new programs Ex: recovery unit
  - Rotate members through Cumberland partner meeting
  - Social work ride along
  - Increase mental health supports for staff
  - Community releases from the top
  - Communication
  - Stigma training for all
  - Internal recognition for handling complex situations
  - 18 million dollars available due to the mass causality commission
- 

## Ideas / Strategies to Improve

- Networking
  - Fully participate in existing programs working with the community already
  - Sit down meetings with other provincial agencies responsible for challenging areas
  - Explore provincial/federal partnerships for recruitment for clinical positions
  - Education
  - Rely on non profits for de-escalation and non violent scenarios
  - Education – addictions – health vs. criminal
- 
- Collaboration with local health authority re: APA/IPTA assessment in emergency
  - Mobile crisis unit
  - Increase capacity for Federal , Provincial, and Municipal partnership to employ community social workers for ride along
  - Better communication strategies
  - Outsource tasks that are not police matters
  - Outsource outreach
-

# Phase 4 - Open Community Forum

---

## Session 1

### Changing Needs of the Community

- More diverse population
  - Lack of affordable housing
  - Increased homelessness
  - Increased mental health issues
  - Less respect for authority
  - Overloaded systems (food insecurity, welfare)
  - Increased cost of living
  - Accessibility issues/barriers due to cost-of-living increases
  - Encampments
  - Increase in hard drugs
  - Increased need for different specialized skills due to multi dimensional issues
  - Labour shortage
- 
- Awakening of racial issues and being more brought to light
  - Lack of diversity in the police force
  - Technology changes
  - Changes in legislation
  - Lack of training
  - Changing expectations of the police duties/ lack of parenting
  - Shift in family dynamics
  - Changing neighborhoods
  - Dual income homes no one parenting
  - Lack of daycare/discipline/consequences
  - Perceived high wages=greater expectations
  - Community not knowing the role of police officers vs expectations
  - Change of culture within the police department
  - Increase in intergenerational trauma
  - Lack of supports for trauma PTSD mental health and family supports
- 

### Community Policing

- Police working with the community in all aspects
  - Interaction in schools
  - Engagement with those who are most at risk
  - Being human developing relationships
  - Officers involved in community events/sports/schools
  - Consistent foot patrol
  - Visible front and centre
  - Volunteering in community
- 

### When it Breaks Down

- Disconnection
  - Overwhelmed overworked
  - Blame less safe
  - More fraud more afraid
  - -Lack of knowledge of resources
  - When people don't feel safe they don't participate in community
  - Investor insecurity
  - Bordertown issues
  - When trust is not there less reporting of crime Amherst Crime Stoppers
  - Public not caught up with the changes in policing
-

# Phase 4 - Open Community Forum

---

## Session 1

### What are the Roles and Responsibilities of the Police?

- Public safety
  - Serve and protect
  - Intervention drugs and alcohol
  - Informing public on emergencies
  - Investigate crime
  - Deal with court system
- 
- Being navigators/having connections to resources
  - Undercover work
  - Cultural awareness???
  - Navigating to other resources
  - Wellness checks
  - Review and interpret evidence based on technology
  - Traffic control
  - Enforce the law
- 

### Opportunities for Enhancement / Engagement

- Find shared values
  - Promote neighborhood watch
  - Family friendly events
  - Positivity
  - Basic needs met
  - Cops for Kids
  - Increase promotion of events involving police
  - Increased shared presentations with service providers
  - Communications feel good stories
- 
- Celebrate the wins
  - Regular updates to the public on Strategic Plan
  - Making sure they have adequate resources to do their job (tech, equipment and training)
  - Reviewing processes to be more streamlined
  - Intergenerational engagement
  - Shared understanding of cultural differences
  - More involvement with new comer events
  - Onboarding package for new officers to integrate them into the community
- 

# Phase 4 - Open Community Forum

## Session 2

### Changing Needs of the Community

- More homelessness, immigration, drug use, mental health issues
  - Changing equipment needs, cost of living, lacking in the mental health services, addictions, medical needs are not being met.
  - On call, mental health crisis team is needed to support the police.
  - Not the job of the police to take mental health calls.
- 
- Mental health workers to do possible ride a longs for evening shifts to help get people the services they need.
  - Technology – more scams. Criminals have more sophisticated in technology.
  - Aging population – Stats Canada
  - Aging population afraid to go out at dark. Lock your door type of community now.
-

# Session 2

## Community Policing

- People should get to know the officers in their town, police attending events, interacting with the community.
  - Important for the community to know who they are. Anything happening downtown, they should be there. The dogs help with community policing, are approachable.
  - Anytime they can be in the public, they should, and it is good for the community, hockey games, events, senior activities etc. Show that they are also part of the community.
- 

## Absence of Community Policing

- Less trust. Lots of paper work for police – change in systems to help them have more time for community policing. Advocation on the provincial level to help. Need to make their jobs easier to keep them more in the community. Equity and Inclusion and important piece, immigrants, minorities need to feel trust. New growing and changing population, officers need to recognize the issues and differences.
  - Translators maybe needed.
- 

## Community Side

- Self-policing – keeping an eye and watching out in your neighborhood. Look out for each other.
- Neighborhood watch. Walk around or drive around. Police rely on the community to call in reports. ( SCAN )  
– Safe Communities and Neighborhoods Nova Scotia.

## What are the Roles and Responsibilities of the Police?

- Uphold rule and law. Having security to be able to call them to react to citizens' concerns.
  - Taking concerns seriously. Roles have expanded for police, need upgrades in training. Learning on the different needs of the population. They have become social workers, doctors, etc. Hard on officers mentally.
  - Catch and release program – doesn't work. General public doesn't understand how it works or the conditions legally, through criminal justice system and court system. Police take the brunt of it. How do you educate the public?
  - C5 & C11 – educating the public
- 

## Opportunities for Enhancement / Engagement

- More people in the community – increased presence from the police.
- Invite public to come in- Municipal Awareness Week – Police Week
- May help with recruitment – Nice if they have a connection to the community
- Community groups also to invite officers to certain events they host.
- More recruitment efforts to take advantage of the opportunities that are out there.
- Pro-active recruiting. Atlantic Police Academy - present at the police academy in Halifax
- Change the image – more positive
- Remove obstacles when people call and report - issues around intake
- More community use of Crime Stoppers – Level of detail people do not understand (used for more things you have witnessed)
- Have police present at welcoming week – to build trust with people who immigrated here.
- Break the stigma for newcomers.

Jan-25	03000-08	HOSPITALITY EXPENSE POLICY	FINANCE	Amended January Council
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	Amended January Council
	03000-05	AUDIT COMMITTEE TERMS OF REFERENCE POLICY	FINANCE	Approved January Council Status quo
	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK	Approved January Council Status quo
Feb-25	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS	Clerk	Amended February Council
		Sidewalk/Curb Construction Policy	Operations	Amended February Council
Mar-25	03800-03	INSTALLMENT BILLING POLICY (110-03) Themed Crosswalk Policy (new)	FINANCE Community Living	Approved Approved
	10350-25	ANNUAL PERFORMANCE REVIEW - CAO	HR	Approved
	72000-08	Community Support Grants Policy	Community Living	Approved
	10350-30	ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	approved and combined with IDE
Apr-25	03800-02	TAX REDUCTION POLICY (110-02)	FINANCE	
	03800-04	TAX EXEMPTION POLICY	FINANCE	
	03470-03	USER FEES	FINANCE	
	04530-02	EMPLOYEE COMPUTER PURCHASED POLICY (211-29)	HR	
	66000-03	POLICY FOR PUBLIC PARTICIPATION AND NOTIFICATION	PLANNING	
May-25	03400-01	Ice Allocation Policy	OPERATIONS	
		Sign Rental Policy - Stadium	OPERATIONS	
		SIGNING AUTHORITY POLICY (210-12)	FINANCE	
		Surplus Fill Policy	Operations	
Jun-25				

	04500-04	SMOKE FREE WORKPLACE POLICY	HR
	01000-01	MEDIA POLICY (210-19)	COMMUNICATIONS
	P 05	VACANT BUILDING BY LAW	PLANNING
	03700-01	PROCUREMENT POLICY	Communications
Sep-25	66150-01	DANGEROUS OR UNSIGHTLY PREMISES POLICY (210-21)	PLANNING
	04000-14	PERSONAL LEAVE OF ABSENCE POLICY	HR
	31000-01	Standard Specifications for Municipal Services	OPERATIONS
	66150-02	ENFORCEMENT POLICY AND SUMMARY OFFENCE TICKETS (211-28)	POLICE
Oct-25	72000-04	ARTS & CULTURE POLICY (211-38)	COMMUNITY LIVING
	04000-08	ATTENDANCE ADMINISTRATION (211-24)	HR
	66400-01	HERITAGE ADVISORY COMMITTEE	PLANNING
	10350-10	RECOGNITION OF RETIRING MEMBERS OF COUNCIL (210-14)	CLERK
Nov-25	10350-15	WRITTEN SUBMISSION TO COUNCIL (210-25)	CLERK
	66580-01	NEW SUBDIVISION STREETS - FINAL SUBDIVISION APPROVAL PRIOR TO STREET PAVING	PLANNING
	04500-01	Safety Policy (211-25)	FIRE
	01700-01	REPORTING ACCIDENTS (211-03)	FIRE
	31600-09	Paving New Residential Subdivision Streets (230-11)	Operations
	02000-03	NAMING PUBLIC LANDS AND TOWN OWNED FACILITIES	CLERK
	03450-03	DEBT MANAGEMENT POLICY (211-37)	FINANCE
Dec-25	P 08	LEASED LAND COMMUNITY BYLAW	PLANNING

	04000-06	RENUMUNERATION FOR ACTING POSITIONS (211-22)	HR
Jan-26			
	31600-02	Street Light Policy	Operations
	10350-17	MEMBERSHIP ON NATIONAL BOARDS AND COMMITTEES (211-32)	CLERK
	B 02-1	DEED TRANSFER TAX BYLAW	FINANCE
	10350-18	MEMBERSHIP IN CLUBS, SOCIETIES AND ASSOCIATIONS (211-33)	CLERK
	P 07	SUBDIVISION BYLAW	PLANNING
	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	HR
Feb-26			
	04000-11	MATERNITY, PATERNAL AND ADOPTION LEAVE POLICY (20071126)	HR
	P 03	CIVIC ADDRESS BY LAW	PLANNING
	72000-01	RECOGNITION OF ATHLETIC ACHIEVERS (210-22)	COMMUNITY LIVING
	10350-01	RECOGNITION OF SERVICE OF BOARDS (210-01)	CLERK
	03000-05	AUDIT COMMITTEE TERMS OF REFERNCE POLICY	FINANCE
Mar-26			
		Sale of Beer/Liquor - Robbs Park	Operations
		Beer Garden Policy - Stadium	Operations
	10350-05	INQUIRIES FROM COUNCIL (210-07)	CLERK / COMMUNICATIONS
	04500-03	SCENT REDUCTION POLICY	HR
	D 06	BUILDING BY LAW	PLANNING
Apr-26			
	10350-04	REPORTS TO COUNCIL (210-06)	CLERK
	68300-03	JUNIOR FIREFIGHTER PROGRAM	FIRE
	A 05	HERITAGE PROPERTIES	PLANNING
	D 19	Sanitary Sewer Rates	FINANCE
	10350-20	CODE OF CONDUCT OF ELECTED MUNICIPAL OFFICALS	CLERK
	04000-12	PERSONNEL POLICY & CODE OF ETHICS	HR

May-26	C 01	BY LAW RESPECTING THE AMHERST BOARD OF POLICE COMMISSIONERS	POLICE
		Vehicular Idling Control Policy	Operations
	03000-04	Rounding of Cash Transactions	FINANCE
	05000-01	RECORDS MANAGEMENT (211-26)	CLERK
	10350-19	SCHOLARSHIP AND BUSARY POLICY (NEW)	CLERK
	02300-01	SALE OF USABLE TOWN OWNED LAND (211-07)	PLANNING
	02300-02	SALE OF NON-USABLE TOWN OWNED LAND (211-08)	PLANNING
	<del>68500-01</del>	<del>FEMALE POLICE CONSTABLE AND EXPENSE (220-01)</del>	<del>POLICE</del>
Jun-26	68300-01	PERMANENT FIREFIGHTERS (221-01)	FIRE
	68300-05	RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT	FIRE
	03600-01	Investment Policy	FINANCE
	10350-11	GIFTS, CARDS, FLOWERS	CLERK/COMM
	A 07	ALTERNATIVE VOTING BYLAW 2018	CLERK
Sep-26	C 11	ALARM BYLAW INTRUSION ROBBERY AND FIRE ALARM SYSTEMS	POLICE
		Snow and Ice Management Policy	Operations
	05000-04	ROUTINE ACCESS POLICY	CLERK
	68300-02	NEW FIRE STATION, ALBION STREET (221-02)	FIRE
	72200-01	R. H. SMITH BEQUEST LIBRARY (274-01)	COMMUNITY LIVING
Oct-26	04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	HR
	04000-07	HIRING POLICY (211-23)	HR
Nov-26		Solid Waste Bylaw	Operations
	03450-04	Budget Management Policy	FINANCE
	05000-02	INFORMATION/COMMUNICATION/TECHNOLOGY USAGE POLICY	CLERK / COMMUNICATIONS
Dec-26	68300-04	FIRE INSPECTION POLICY	FIRE
	31600-23	STREET NAMING POLICY	PLANNING

	68000-03 31600-26	TRAFFIC AUTHORITY STREET RENAMING COPP LANE TO ERNIE LANE POLICY	POLICE PLANNING	
Jan-27		Catch Basins and Laterals	Operations	
	03000-10	Inventory of Non Capital Equipment Policy	Finance	
	31700-04	NORTH TYNDAL LAND ACQUISTION (241-06)	PLANNING	
	02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	CLERK / COMMUNICATIONS	
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	FIRE	
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING	
Feb-27		PACE BYLAW	FINANCE	
	C 02	Discharge of Firearms Bylaw	Police	
	P 04	MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES	PLANNING	
	04000-03	STAFF TRAINING (211-06)	HR	
Mar-27		Adopt A Garden	Operations	
	C 03	LOITERING BYLAW	POLICE	
	66000-01	PLANNING ADVISORY COMMITTEE (210-23)	PLANNING	updated March 2023
Apr-27		COMMERCIAL DEVELOPMENT SUPPORT BYLAW	PLANNING	
	P 09	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	
	C 10	OVERTIME - NON-UNION EMPLOYEES (211-21)	CUSTOMER SERVICE/HR	
	04000-05			
May-27		Encroachment on Public Streets	Operations	
	10350-14	REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24)	Communications	
	10350-24	PROCEEDINGS OF COUNCIL	Clerk	

	317400-05	NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE POLICY	PLANNING
Jun-27	02300-03 C 09 C07	Sale/Disposal of Surplus Equipment C TAXI BYLAW FIRES AND BURNING OF MATERIALS BYLAW	FINANCE POLICE FIRE
Sep-27	04000-01 04000-02	Street Rating System RECOGNITION OF EMPLOYEES (210-15) SUGGESTION AWARDS (211-16)	Operations HR HR
Oct-27	01130-01	TOWN CREST (210)02)	CLERK
Nov-27	03450-02	Ice Helmet Policy Smoke Free Recreational Places Bylaw Capital Investment Plan (CIP) Framework/Budget Policy	Operations Operations FINANCE
Dec-27	03000-03	Fund Raising	FINANCE
Jan-28	03400-02	Sidewalk Inspection and Maintenance Street Inspection and Maintenance Banking Policy	Operations Operations FINANCE
Feb-28			

	<b>C 04</b>	<b>COMPANION ANIMAL BYLAW</b>	<b>POLICE</b>
<b>Mar-28</b>		<b>Tree Planting on Town Owned Lands</b>	<b>Operations</b>
<b>Apr-28</b>	<b>01130-02</b>	<b>PURCHASE AND USE OF BOTTLED WATER</b>	<b>CLERK</b>
<b>May-28</b>		<b>Street Breaking Policy</b>	<b>Operations</b>
<b>Jun-28</b>	<b>03800-01</b>	<b>Revenue Collection Policy</b>	<b>FINANCE</b>

# CAO Task Report

April 2025

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## Task Updates:

<b>Task: Inter Municipal Services Agreement</b>
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Meeting with CAOs scheduled for April 24<sup>th</sup>.

Status: Ongoing

<b>Task: Committee Review</b>
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The only item left is to repeal the Joint Councils Policy, need to coordinate with Cumberland County.

Status: In-progress

<b>Task: Anson Aircraft Monument</b>
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Allocation made in the draft capital budget. Staff have yet to meet with Mr. Gould.

Status: In Progress

<b>Task: Request to Present – Social Media and Communication</b>
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This will be undertaken when drafting our new marketing / communications plan.

Status: In Progress

<b>Task: Transit Study</b>
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RFP for a consultant about to be issued.

Status: In Progress

<b>Task: Request for Bocce Court</b>
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Included in the draft capital budget.

Status: In Progress

# Monthly Report

## Community Living

### April 2025

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This month the Community Living Department has been working on the following things:

- Planning/promoting the Town Wide Yard Sale
- Conducting Site Visits with Nova Scotia Health
- Appointments to new Accessibility, Inclusion, Diversity and Equity (AIDE) Committee
- Reviewing Volunteer nominations
- Planning Volunteer Ceremony
- Hosting the Athletic Achievers Banquet
- Reviewing Community Support Grants

#### Director Task Updates:

Task: Accessible playground

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

Status: Ongoing

# Monthly Report

## Corporate

### April 2025

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#### IT Services:

Completed Server updates.

Created multiple users for APD for new auxiliary officers.

Dispatch remodel is still on going. We are still waiting for the VOIP phone system to be installed. Meetings with Bell on creating users on the new VOIP system.

IT staff attended the Atlantic Security conference. We met with other municipal IT staff to discuss solutions to our computer/phone systems. We also had a meeting with municipalities that support police departments to discuss systems and agreements. IT staff attended a few session tracks to learn more about disaster recover, security procedures, etc.

Day to Day IT issues.

#### Procurement:

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
	RFQ	Town Hall Stairwell Door Replacement	Regular	C			X	CAO
	RFQ	Town Hall Interior Signage	Regular	C			X	CAO

#### Other:

##### E-11 Customer service

There were 67 open cases in March

Top categories were: Pot holes/Damaged asphalt (18 cases), By Law issues (which includes permits and applications as well as Unsightly) (18 cases), Solid Waste / Bin replacements or repairs (11 cases)

# Monthly Report

## Cumberland Business Connector

### April 2025

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

- The Cumberland Business Accelerator Program continues to support businesses with high growth potential. Accelerator businesses have been supported in the following ways:
  - Met with a potential new accelerator client who is looking to significantly grow their business now that they have acquired full ownership of the business. We provided advice on marketing as well as helping them register on government procurement websites. The business has completed a Business Self-Assessment and has enrolled in the Cumberland Business Accelerator Program
  - A client is improving their operational process to improve efficiencies
  - Continued to work with a start-up business as they work to overcome technical challenges and get closer to commercialization
  - Advised a business on growing their business by servicing new commercial businesses. Increasing their business-to-business sales will further diversify their revenue streams. As demand is softening for their business' service, we discussed marketing initiatives that they can undertake to stabilize and grow their business even in a weaker environment.
- The Business Spotlight program continues to highlight small businesses on social media. Businesses who are featured find that it gives them a significant increase in visibility.
- Business Retention and Expansion visits are going well. Some highlights include:
  - Assisted a growing business that is looking for a larger commercial space to operate in. We have connected them with a potential rental option in the community.
  - Exports and tariff uncertainty continue to be a concern for some businesses.
  - We continue to support a business who wants to undertake several projects this year, including improving their inventory management and workforce efficiency. This will increase productivity. They are currently working on a business plan. This business plan will be submitted to CBDC for a larger loan, that incorporates all of their planned improvements for 2025.
  - Visited many businesses that could benefit from attending the Partners 4 Progress Conference on April 29<sup>th</sup> and 30<sup>th</sup> and invited them.
- Workshops

Workshops that have been held in collaboration with our local partners include:

  - March 25<sup>th</sup> - Meet and greet with the Restaurant Association of Nova Scotia. The session in Amherst had 7 businesspeople attend. The session in Pugwash had 6 businesspeople attend.
  - March 26<sup>th</sup> - The Art of Merchandising. This workshop was held in Amherst with 15 business owners attending.

## New Businesses

- We met with a business owner from Halifax County that has purchased the assets of a bankrupt business in the region. They are upgrading the building and plan to restart it in the near future.

## Priority: Labour Availability and Workforce Development

- We attended several workshops put on by the Immigrant Settlement Association of Nova Scotia. These workshops provided advice on attracting, successfully integrating, and retaining workers from different cultures and backgrounds.
- The Northern Connector Program (which is funded by the province) is changing its focus in the 2025-26 fiscal year. The program's focus is shifting away from only connecting recent skilled immigrants/interprovincial migrants and recent post-secondary graduates to a mentoring network. Now the primary focus will be on increasing the supply of skilled trades. It will now include promotion of trades and the apprenticeship programs to younger students, including at the High School level. This will likely make the program more relevant to the Cumberland Region.
- Met with the Nova Scotia Apprenticeship Agency to discuss their supports to businesses and apprentices. Moving forward we will collaborate more with them including sharing data on skilled trade needs, etc.
- We attended the Empowering Cumberland conference that focused on practical ways to hire people with disabilities and reduce staff turnover.

## Other Work

- We continue to prepare for the Partners 4 Progress conference on April 29<sup>th</sup> and 30<sup>th</sup>. This is the first time that this provincial conference is being hosted in this region. 39 speakers are now confirmed for this conference. Over 130 people are registered to attend. The focus of the conference is (1) Productivity Growth and Streamlined Regulations, (2) Innovation and Growth in Strategic Sectors, and (3) Diversifying Trade with Dependable Partners.
- The Cumberland Business Connector is working collaboratively with the Regional Enterprise Networks and the Halifax Partnership to help businesses with trade challenges.
- We continue to collaborate with the Valley Regional Enterprise Network and with the Truro Colchester Partnership on a potential Agricultural Technology Corridor for all our regions. A follow up meeting is planned for early May.
- We met with Build Nova Scotia. They are working on a plan to enhance cellular coverage across underserved parts of Nova Scotia. There will be a public information session in this region sometime in the next few months.
- I attended a 1 ½ day Foreign Direct Investment training session in late March. Subjects covered included: investment readiness, community readiness, economic and market analysis, and opportunity assessment.
- We continue to attend monthly Team Cumberland meetings

# Monthly Report

## Finance

### April 2025

#### FINANCE

The operating and capital budgets were presented to Council on April 14<sup>th</sup> and 15<sup>th</sup>. The operating presentation covered all operating budget components (general rate, mandatory provincial contribution area rate, community support area rate, solid waste, sewage and water utility) and any relevant policies that required amendment due to budget changes. The capital budget covered the 2025/26 water and general capital budgets with supporting RFD's as well as the proposed future capital budgets for years two to five.

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

#### TAX / ACCOUNTS RECEIVABLE / COLLECTIONS

**2025/26 Tax Billings** – The 2025/26 interim tax bills have been mailed out and are due on May 30, 2025.

**2025 Potential Tax Sale** – There is a potential tax sale scheduled for July 3, 2025 for two properties. Both properties were included in the February 11, 2025 tax sale and neither sold. Staff have received inquiries on these two properties with interest to purchase.

**Water Disconnections** – There were 2 accounts with water shut-off on March 12<sup>th</sup> and both have since been turned back on.

**2025 Assessment Appeals** – The Town received the 2025 assessment appeal inventory from PVSC. There was a total of 71 appeals.

	# of Accounts Appealing		Appeal Completed as of Apr 1/25	Pending as of Apr 1/25	Withdrawn as of Apr 1/25	Outstanding Appeals as of Apr 1/25	Appeals Successful as of Apr 1/25	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	58	\$25,804,900	6	0	1	51	4	\$266,400	\$4,448.88	0
Commercial	13	\$17,240,100	4	0	0	9	2	(\$476,700)	(\$21,308.49)	0
<b>TOTAL</b>	<b>71</b>	<b>\$43,045,000</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>60</b>	<b>6</b>	<b>(\$210,300)</b>	<b>(\$16,859.61)</b>	<b>0</b>

**Property Sales/Tax Certificates**– There were 4 commercial property sales and 13 residential property sales in March as well as 14 tax certificate requests completed during the month.

## **WATER/SEWER**

The 4<sup>th</sup> quarter water meter reads are underway in the month of April. Billing is expected to be completed and bills mailed out by April 30<sup>th</sup> with a due date of June 30, 2025.

## **TASK UPDATES**

Task: No outstanding tasks at this time.

# Monthly Report

## Fire Services

### April 2025

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#### **RESPONSES (March)**

	<u>Town of Amherst</u>	<u>District 2</u>
Electrical fire	2	
Flue fire		1
Medical assist	1	
Monitored alarm	2	2
Motor vehicle accidents	2	
Pull station activation	2	
Smell of smoke / Air quality check	3	
Smoke alarm activation	1	1
Vehicle fire	1	
<b>Total events</b>	<b>14</b>	<b>4</b>

#### **PROFESSIONAL DEVELOPMENT**

##### Weekly fire fighter training

During the month of March, the fire department had the following community partners in to provide refresher training on the following topics:

- Natural gas refresher and scenario – Presented by Eastward Energy
- Wildfire response refresher – Presented by the Nova Scotia Department of Natural Resources
- Emergency first responder electrical safety – Presented by Nova Scotia Power

##### Junior firefighter program

During the month of March, the members of the junior program took part in the weekly training sessions with the active membership.

#### **FIRE PREVENTION**

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

#### **RECRUITMENT**

The fire department continues to look for new members to join our team. For more information on becoming a member of the Amherst fire department, please go to [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

April 2025

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### Staffing Updates

Recreation Facilities: Andy Kierstead, a long-term employee at the Amherst Stadium, has announced his intention to retire at the end of May. In the coming months, staff will prepare for the vacancy created by Andy's departure and send Andy off into retirement with a celebration of his achievements!

Community Living: The Community Living Department will be welcoming a student from NSCC on April 22 as part of a placement opportunity for a five-week period. The student is Rachel MacDonald. We look forward to having Rachel as part of our team!

### Current Recruitment

Police Constable: Our recruitment campaign for an additional full-time Officer remains open. 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.

Marketing & Communications Strategist: Screening and interviewing has taken place. A decision on hiring will be made in the near future.

Summer Student Recruitment: Screening and interviewing for new summer students is currently underway.

Parks, Maintenance & Stadium Operator: Andy's retirement will create a vacancy for a Parks, Maintenance & Stadium Operator position. As no internal applications were received, the position was posted externally. Screening and interviewing is currently underway.

Parks Attendant (Seasonal): Screening and interviewing for this position is currently underway.

Operator – Public Works (Seasonal): This competition closed on April 17.

## **Other HR News**

### Annual Performance Evaluations

Staff evaluations are currently in progress.

### Contractual Salary Increases

CUPE and APA salary increases have been implemented, per their respective collective agreements.

### HR Policy Review

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

The Employee Computer Purchase Policy is scheduled for review for the April Committee of the Whole meeting.

## **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.

The year-end payroll process for 2024 has been completed and T4's have been distributed.

# Monthly Report

## Operations

### April 2025

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

#### **RECREATION & HORTICULTURE**

- Dickey Park washroom is open daily 8:00am to 5:00pm.
- Stadium will be closed to the public April 21 to May 5 for ice removal and to prepare rink for summer.
- After May 5 the stadium walking track will be open 8:30am to 4:00pm daily.
- Staff are transitioning to outside work and have started cleaning up our parks and green spaces.
- Preparations are underway for seasonal flower planting and staff will be preparing the downtown flowerbeds.
- Wet weather has delayed staff from completing the electrical connections for the new scoreboards at the Robb Complex. This work will be completed when the field conditions improve.

#### **PUBLIC WORKS**

- Town Hall office renovations and accessibility improvements are nearing completion. The new front stairwell door and new signage for the lobby will be installed when delivered from the suppliers.
- Staff are still trying to source a service technician for the WWTP wind turbine.
- Cumberland Public Libraries have exercised an option in their lease to extend the lease for the head office space on the second floor of the library for 2 additional years. The extension will see their rent increase by CPI each year.
- Staff patched potholes 12 days in March, using approximately 36 tonnes of recycled asphalt.
- Sewer department completed lateral videos for 5 residents and had to excavate and repair 2 sewer laterals.
- Water department repaired 4 broken water mains in March, that makes 17 broken mains repaired since January. A typical winter would be 10-12 broken water mains.
- Staff completed inventory counts for water and sewer materials for year end.
- The street sweeper was put into service mid April.
- Staff have been repairing winter plow damage to lawns and picking up broken and damaged curb.

#### **SOLID WASTE**

- Staff gave a presentation on waste management to 20+ girl guides in Springhill.
- Staff are preparing for Earth Day (April 22) by promoting cleanups throughout the community. To date, we have 9 schools and 3 groups participating in cleanups. Staff will be set up at the Amherst Stadium on Thursday, April 17 from 9:00 a.m. – 11:00 a.m. to hand out bags and gloves to residents looking to clean up around their neighborhood.

- Staff are preparing their final reports for Divert NS for the 24/25 education/enforcement contracts. The remaining funding will be distributed once the final reports are reviewed by Divert NS.
- Staff continued to work on the “Put Waste in Its Place” campaign. Our most recent video featured the U18AA Ramblers who were reminding residents when using the stadium facilities to “Put Waste in Its Place” and not leave waste in the stands. Staff plan on continuing with the messaging focusing on our parks over the next few months.
- The 2025/2026 collection schedule was mailed to residents on March 17<sup>th</sup>.
- Cumberland Region Solid Waste received \$8,979.09 in funding from Divert NS to assist with the disposal of Household Hazardous Waste.
- The Solid Waste Hotline received 320 phone calls during the month of March.
- Divert NS is awarding a total of \$28,000 in scholarships to Grade 12 students in Nova Scotia who have exemplified dedication in protecting our environment! To learn more and to apply, visit: <https://divertns.ca/champion-environment-scholarship>
- Curbside Rejections- March 2025

Town of Amherst Curbside Rejections (March 2025)

Not dual stream	23
Late	24
Recycle contains garbage/organics	4
Garbage stored in green cart	5
Miscellaneous	7
<b>Total</b>	<b>63</b>

**UPCOMING**

- All park washrooms to be open for the season by May 19<sup>th</sup>
- May 25<sup>th</sup>: Alzheimer’s Walk at Dickey Park on May 25<sup>th</sup>
- Stadium is hosting several events in May:
  - May 16: Wrestling Event
  - May 21: Job Fair
  - May 24 and May 25: Home Show
  - May 30: Rotary Wine, Beer, and Spirits Tasting Event
- Staff working on servicing and storing winter equipment and preparing mowers and trailers for the summer.
- When meter reading is finished in late April, staff will be investigating meter reads that showed high or no water consumption.

## TASK UPDATES

Task: PCAP Funding for WWTP UV System

Update: Staff are working on the funding application, the deadline for submission is April 22, 2025.

Status: In Progress

Task: Havelock / Victoria Street Intersection Traffic Signals

Update: An option for intersection improvements has been included in the proposed 2025/26 capital budget

Status: Complete

Task: WWTP Grey Water Energy Extraction Report

Update: The memo is included in the April COW package as an information item

Status: Complete

Task: Water Utility Dump Truck

Update: Waiting on delivery, latest indication is now late May

Status: In Progress

Task: Capital Budget Amendment – New Loader

Update: The new loader was delivered on March 5, 2025

Status: Complete

Task: Anson Avenue – CN Crossing

Update: Moved By Councillor Chambers

Seconded By Councillor Wells

That staff be directed to hire a professional engineer or other qualified person familiar with railway safety to complete the required assessments on behalf of the Town; and further that staff include \$10,000 in the proposed 2025/26 operating budget to pay for the required assessments.

Against (3): Councillor Furlong, Councillor McManaman, and Councillor Ripley

MOTION DEFEATED

Status: Complete

# Monthly Report

## Planning & Economic Development

### April 2025

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The attached development activity report shows permits issued in March and a 2024/2025 YTD comparison. As shown, the number of dwelling units approved has started strong with a total of 76 units added to-date in 2025. This is due in large part to permits being issued for the second 54-unit apartment building near Brown and Mosher Streets; however, the 22-unit balance is a very strong first quarter relative to the past average of approximately 20-30 units for the entire year.

At the April 7<sup>th</sup> Planning Advisory Committee meeting, the Committee recommended approval of a development agreement to permit an apartment complex including two 16-unit buildings and three 8-unit buildings at 112 Victoria Street West. Consideration of first reading of the development agreement will be on the agenda at the April 28<sup>th</sup> council meeting. The PAC also reviewed a development agreement application for 100 Russell Street for a residential complex containing over 300 dwelling units. A recommendation was deferred at the recommendation of staff to allow additional time for staff review of the proposal. The PAC also recommended approval of the draft MPS and LUB documents. A presentation to Council will take place on Monday, April 28<sup>th</sup> before regular council. And lastly, the Heritage Advisory Committee recommended approval of substantial alteration of the train station. This matter is on the COW agenda for consideration.

Advertising of the Industrial Park on the ViewPoint website will be completed at the end of April and all Nova Scotia website ads will stop in August. Tourism promotions in SaltScape magazines will begin in April and continue throughout the year. The article on the Town of Amherst in Business View Magazine was released in their March issue. Please follow the link <https://businessviewmagazine.com/civil-municipal/mar-2025/31/>

The Town will be involved in another Digital Marketing Campaign in partnership with Tourism NS this year. Taking advantage of the professional content developed over the last few years, promotional images and videos will be advertised across social media platforms from June to October. Targeting visitors in the Maritimes, this year's campaign will also connect with travellers in Ontario to showcase Amherst as a stopping point in travels out east.

The Municipality of Cumberland is sending letters to owners of signs along the Laplanche Street Trunk#2 entrance to Amherst notifying them of their pending sign removal. Three new business promotional signs are in production and are expected to be installed in May. Existing sign owners will have the opportunity to install their business logo on one of these signs. Remaining spaces will be offered to the Amherst business community.

Staff are working with Provincial partners to introduce and promote the NS Loyal program to businesses and organizations in our area. The program Executive Director, Melissa Quinn, will present to members of Team Cumberland to explain the program and how members can help. The program is designed to make it easier to identify local products at retail. InvestNS is offering funding up to \$3000 to producers for labeling and packaging costs for their products.

The 2025 Youth Entrepreneurship Challenge is underway with participant registration closing April 17<sup>th</sup>. Grade school aged youth across Cumberland County will walk through the process of building a business plan with the chance to win cash prizes for their business. The pitch night for contest finalists is slated for early June.

The Cumberland Chamber of Commerce will be holding their Annual General Meeting on Thursday, April 24<sup>th</sup> at the Community Credit Union Business Innovation Centre conference room at 5:30 p.m. Town and County staff are presenting the Explore Cumberland program with information on the benefits to businesses. Amherst Police Chief and the Executive Director of Cumberland Homelessness and Housing Support will showcase their presentation called Homelessness – Is This a New Problem? General Manager, Beth Peterkin is retiring from the Chamber after the event. No replacement has been announced.

Other upcoming events are listed below:

<b>Date</b>	<b>Event / Organizer</b>	<b>Topic</b>
April 29-30	Cumberland Business Connector	Partners for Progress Conference – Fox H'bour
May 9-11	Town/County Staff	Saltscapes East Coast Expo in Halifax– promoting ExploreCumberland and tourism in the region
May 21	NS Works Job Fair	Town sponsored with 50 businesses/orgs - Stadium
May 24-25	Amherst Home Show	Town major sponsor – 60+ businesses/orgs – Stadium

There continues to be an abundance of business learning opportunities - the following list provides a sampling of what is being offered between now and the end of May. Those interested are encouraged to follow the Cumberland Business Connector Facebook page for announcements of upcoming learning opportunities.

<b>Date</b>	<b>Organizer/Presenter</b>	<b>Topic</b>
April 15	Invest NS	Building Resilience by adapting to Tarrifs and expanding Global Markets
April 16	Chamber of Commerce and Sunset Homes	Empowering Cumberland Conference
April 16	CBDC Cumberland	Introduction to AI for Small Business
April 29 & 30	Cumberland Business Connector	Partners for Progress Conference
April 30	CBDC Cumberland	4 Ways to Grow Your Business
May 22-30	Invest NS	Global Value Supply Chain Streamlining

## Task Updates:

**Task: Transit Feasibility Study**

Update: Federal Funding received to undertake the study. An RFP has been drafted and will be finalized in the near term.

Status: Started

**Task: DT Business Hours**

Update: Staff provided a report at March COW – no direction given.

Status: Complete

**Task: Industrial Park Land Acquisition**

Update: The town is the now the owner of these lands

Status: Complete

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

Update: This sale of Blaine Street is now complete.

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

**Task: Hotel Levy**

Update: Staff provided a summary of the report recommendations to Council March, but further discussion and direction will be sought in the near future.

Status: Ongoing

**Task: 15 & 31 East Victoria Street Development Agreement**

Update: The agreement is ready to be signed but the developer is not likely to proceed as approved due to unforeseen circumstances.

Status: Paused and unlikely to proceed as approved.

**Task: 8 Lower Laplanche Purchase**

Update: This purchase has been waiting for settlement of the estate, which is being contested. The possibility remains that the sale will go through once the estate has been settled.

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

# Permits Issued in March 2025

PERMIT APPLICATIONS								For the Month of March
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value
C2025-019	25517509	2 Gallagher St	54	Construction	Apartments	Apartment Building	2,258.00	10,500,000.00
B2025-020	25012220	39 Brownell Ave	0	Renovate	Single Detached Dwelling	Single Detached Dwelling	612.00	225,000.00
B2025-021	25005539	98 Victoria St	0	Renovate	Commercial	Ramp	0.00	20,000.00
D2025-022	25005752	80 Church St	0	Construction	Commercial	Shed	50.00	5,000.00
D2025-023	25004938	Tupper Blv	0	Construction	Commercial	Com - Permanent Sign	50.00	15,000.00
C2025-024	25013814	96 Church St	3	Construction	Apartments	Apartment Building	50.00	300,000.00
C2025-025	25040916	111 Willow St	0	Construction	Garage/Carport/Shed	Shed	73.00	30,000.00
C2025-026	25469669	21 Townshend Ave	2	Construction	Double Dwelling	Semi-Detached Dwelling	189.00	135,000.00
C2025-027	25342908	10 Penny Lan	0	Construction	Garage/Carport/Shed	Deck	60.00	3,000.00
B2025-028	25247107	172 Robert Angus Dr	0	Renovate	Commercial	Church	139.00	35,742.00
<b>Total</b>	<b>10</b>		<b>59</b>				<b>3,481.00</b>	<b>11,268,742.00</b>

## 2023-2024 Comparison

ACTIVITY REPORT							For Month of March 2025-03-31
Type	Mar 2024			Mar 2025			
	Permits	Units	Value of Construction	Permits	Units	Value of Construction	
Single Family	2	0	31,920	1	0	225,000	
Duplex/Semi	0	0	0	1	2	135,000	
Apartments	0	0	0	2	57	10,800,000	
Other Residential	0	0	0	2	0	33,000	
Commercial	0	0	0	4	0	75,742	
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>2</b>	<b>0</b>	<b>31,920</b>	<b>10</b>	<b>59</b>	<b>11,268,742</b>	
<b>Year To Date</b>	<b>17</b>	<b>6</b>	<b>1,549,736</b>	<b>28</b>	<b>76</b>	<b>13,982,742</b>	

# Monthly Report

## Police Services

### April 2025

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#### TRAINING

**Strategic Resilience:** Constable Michelle Harrison completed the 3<sup>rd</sup> portion of the 3-part training course on Extensive Resilience training for Active First Responders hosted by the Nova Scotia Community College. On March 20<sup>th</sup> and 21<sup>st</sup> she attended the course which was held in Debert. This training covers such topics as developing strategic, effective, resilience-based protocols to deal with cumulative stress and trauma and the continuous evaluation of the effectiveness of self-care and coping strategies in response to stress.

**First Aid:** Our Civilian Crime Prevention Coordinator has completed the requirements to teach first aid to our staff and we now have the equipment required to run classes. As a result, our staff are completing their first aid training in March and April 2025. On March 24<sup>th</sup> and March 28<sup>th</sup>, several staff members were trained and certifications renewed. We are training our sworn members, as well as many of our civilian staff including prisoner guards and crossing guards.



#### PERSONNEL:

**Provincial Long-Service Awards:** On March 25<sup>th</sup>, 2025, the Law Enforcement Provincial Long Service Awards were held in Halifax. These awards recognize police officers who have served in Nova Scotia for a minimum of 15 or 25 years. Sgt Aaron Graham, Cpl Mark McNair and Cst Michelle Harrison all received their 15-year long service awards. Constable David Hirtle, (retired) also was a recipient of his 15-Year NS Long Service Award.



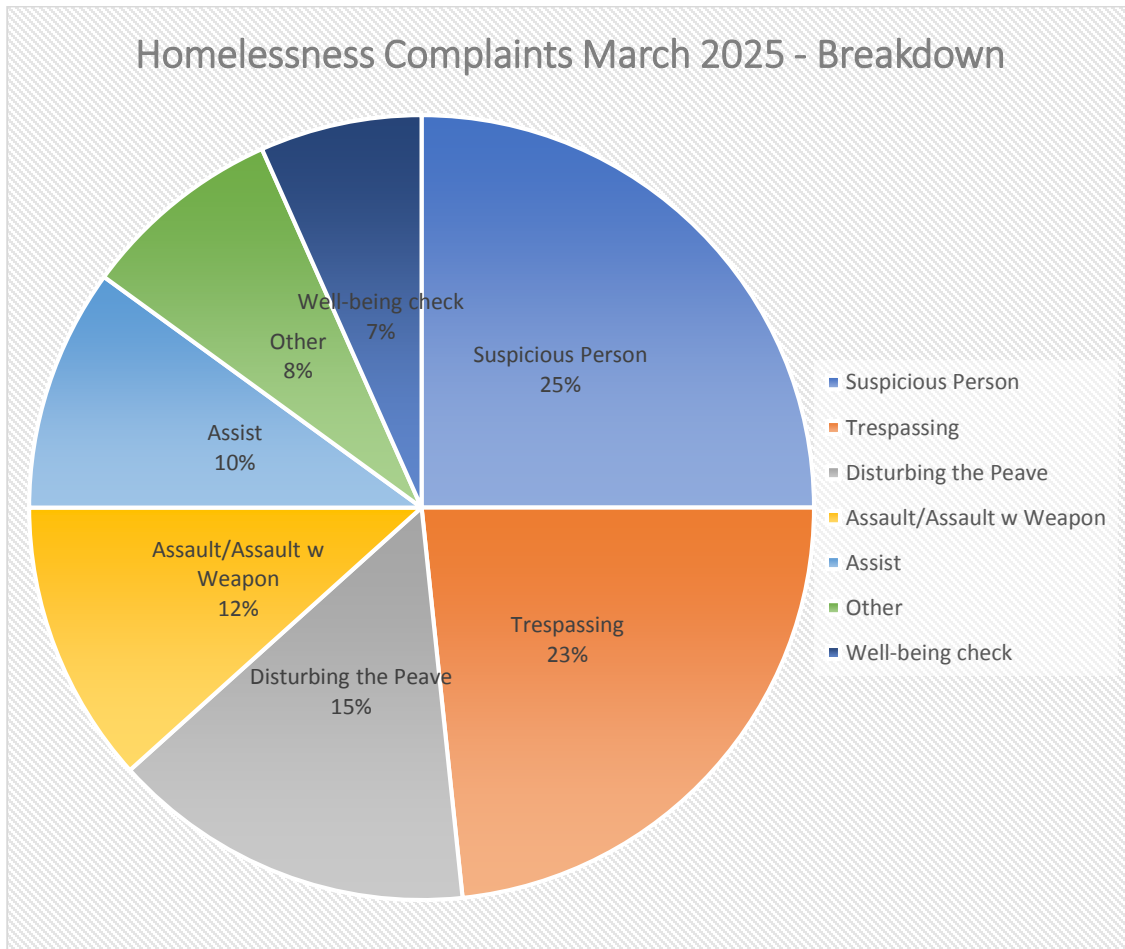
#### GENERAL OPERATIONAL UPDATES:

**Police Pursuits/Failing to stop:** During the month of March, APD generated 4 occurrences relating to vehicles failing to stop for police. On March 3<sup>rd</sup>, Police attempted to stop a Black Honda Ridgeline with no license plate on Eddy Street at approximately 1:50pm. The vehicle fled at a high rate of speed and was last seen in the area of Maple Avenue before the pursuit was discontinued by Police. Several minutes later the vehicle was reported passing the stadium and then headed out on Highway 204 at a high rate of speed. On March 14<sup>th</sup>, at 9:00pm, a patrol member observed a motorcycle with no lights on driving at a high rate of speed on Willow Street. It fled when Police emergency lights and sirens were activated and was not pursued. On March 27<sup>th</sup>, 2025, shortly after 10:00pm, patrols noted a gold Jeep Patriot. The plate did not match the vehicle. Lights and sirens were activated on Laplanche Street to pull the vehicle over and it fled towards New Brunswick. Police did not pursue. On March 30<sup>th</sup>, at 2:42am, Police located a suspicious vehicle in the industrial park idling. Police attempted to box the vehicle in while it was parked but the driver rammed two police vehicles and was able to flee at a high rate of speed. Charges and a warrant have been issued in relation to this incident.

All pursuit files are subject to a review to ensure that members are following policy.

**Shoplifting/Theft Complaints:** In March, we received 13 complaints of shoplifting, 8 of which came from stores that primarily sell consumable goods (groceries). In February we had received 20, which was an increase from 7 complaints in January. Outside of shoplifting complaints, APD also received 28 complaints of other types of theft which includes 11 complaints of gas drive-offs. This compares to 16 complaints in February, 3 were reports of ‘gas drive-offs’.

**Homelessness:** March had a sharp increase in the number of files associated to homelessness, with 60 occurrences, with 20 occurred in the downtown area and 7 near the shelter. Many of the files also involve the same people repeatedly while some people who are homeless have no such interactions with police. In February we had 24 complaints with 15 of these occurring in the downtown area, and 8 of these at or near the shelter. While police do often get calls concerning homelessness, the majority of homelessness issues are likely being dealt with and handled by other agencies and the homeless shelter instead of the Police Department.



**OPERATIONAL**

**Multiple Charges/Fleeing Police:** A warrant of arrest has been issued for a 31-year-old New Brunswick man following an incident on March 30<sup>th</sup>, 2025. Normand GAUTREAU is facing charges that include dangerous operation of a motor vehicle, mischief, assault with a weapon, resisting/obstructing police, possession of property obtained by crime and other criminal driving offenses. Police had located a parked vehicle in the industrial park and took measures to box the vehicle in using 3 Police vehicles. The driver rammed two police cars and was able to push the vehicles enough to escape, fleeing at a high rate of speed. One of the officers, who had approached the drivers side windows, was able identify the driver. The vehicle had been reported stolen from Dieppe, NB on March 23, 2025.

**Drug Alert:** The March report included 2 drug alerts concerning a new drug showing up in the drug supply. What had been suspected to be crystal meth was actually *Desalkylgidazepam*, a form of benzodiazepine mixed with fentanyl. This is significant because this is the first instance of *Desalkylgidazepam* being detected in the drug supply. Shortly afterwards, there was another instance of *Desalkylgidazepam* in a sample from Amherst. On March 11<sup>th</sup>, NS Health posted another 'Drug Alert' in regards to the first report of a fentanyl-like drug '*pyrrolidino metonitazene*' which is twice as powerful as fentanyl. This sample was sent to the lab for testing as a result of a Cumberland Street Crime file. Our street crime unit had arrested a male from Moncton, NB on a stolen motorcycle and a search subsequent to arrest resulted in the seizure of what appeared to be 87 grams of fentanyl, 7 grams of cocaine, 10 grams of meth, multiple hydromorphone pills, LSD, prescription pills and 136 grams of hashish. The accused pleaded guilty and received 4 years custody. The incident occurred in Fenwick on December 18<sup>th</sup>, 2024. The sample examined by the lab contained a mix of fentanyl, cocaine, xylazine, furanyl and caffeine. This alert was the subject of a CTV news brief on March 12<sup>th</sup>, 2025: [N.S. news: Strong opioid found in Amherst area](#)



**APD Vehicles** – As previously reported, APD was experiencing numerous issues with our patrol vehicles. Since that time, 2 vehicles have been returned to the fleet. Both Unit 2 and Unit 6 had the motors replaced (warranty) and for the most part, have been operational, but we have continued to have mechanical issues with both that often have them temporarily sidelined until repairs can be made. Two (2) vehicles were damaged in an incident that occurred on March 30<sup>th</sup>, 2025. Unit 5 (the truck) received minor damage and was still operational. Unit 2 however received damage that left it unable to be used. Both vehicles have been scheduled for repairs. Sadly, 'Frank', the old Ford Taurus that had been resurrected by Sgt Graham and D Platoon, has suffered a transmission issue that would not be feasible to fix. The new Unit 1, from the 2024/2025 Capital Budget should be ready late this week/early next week.

**Crosswalk Safety:** In line with Council priorities for safety, the Amherst Police Department posted an information item on social media in regards to crosswalk safety, explaining how crosswalks and the roles both pedestrians and motorists have to play in regards to the 'rules of the road'. We will continue to provide information to the public on crosswalk and other safety issues. The release is at the bottom of this report.

**OPERATIONAL STATS – MARCH 2025**

<b>Occurrences:</b>	<b>427</b>	<b>Criminal Code Charges:</b>	<b>40</b>
<b>Impaired by Alcohol:</b>	<b>0</b>	<b>CDSA:</b>	<b>1</b>
<b>Impaired by Drug:</b>	<b>0</b>	<b>CBCA:</b>	
<b>Traffic Tickets:</b>	<b>9</b>	<b>PPA:</b>	<b>1</b>
<b>Traffic Written Warnings:</b>	<b>2</b>	<b>Vehicle Checks:</b>	<b>71</b>
<b>LCA:</b>	<b>0</b>		
<b>Foot Patrol Hours:</b>	<b>35 hrs, 6min</b>	<b>Parking Tickets:</b>	<b>1</b>
<b>Parking Warnings:</b>	<b>0</b>		

## TASK REPORT

**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:** 2025-04-03: A considerable amount of work has been done on this project by Sgt Aaron Graham and his team. A new bumper has been built and added. Floors have been redone and some lighting has been added. Still working on decals etc.

**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:** 2025-04-03: Matter is still being looked after at this point by Public Works.

**Task: Body Worn Cameras:** Switch capital budget for BWC to annual operational budget lease.

**Update Status: In Progress** 2025-04-03: Policy has been drafted and provided to staff. it also includes the courthouse policy for use of recording devices at court. Some training left to do to ensure everyone has a solid understanding of how to use and work them.



## Amherst Police Department *Crosswalk Safety*

*Pedestrian Safety* is a priority. It is important that people understand how Crosswalks are defined in Nova Scotia and how they work. Every intersection of 2 or more roads has a crosswalk, many of which are unmarked, meaning that they may not have signage or painted lines.

Some crosswalks have varying levels of traffic control and may have painted lines, crosswalk signs, lit signs or signals or may be a part of a 4-way stop or a fully controlled traffic intersection.

Unless intersections are controlled by traffic signals/lights, pedestrians are deemed to have the *'right of way'*. In these cases, drivers are responsible to yield to pedestrians who are waiting at, or are in Crosswalks regardless if they are marked or unmarked. This includes vehicles that are turning at an intersection.

Drivers are encouraged to slow down and scan the street and sidewalks when approaching intersections or crosswalks.



When the intersection is controlled by traffic signals, pedestrians are required to obey the signals.

Fines for *failing to yield to a pedestrian in a crosswalk or stopped facing a crosswalk* starts at \$697.50

Pedestrians should always check to make sure an intersection is safe before crossing and are encouraged to wait for an adequate gap in traffic or until vehicles have come to a complete stop.



For more information, check out "Rules of the Road" from the Nova Scotia Driver's handbook that can be found at <https://novascotia.ca/sns/rmv/handbook/dh-chapter2.pdf>