



**Town of Amherst
Regular Council Meeting
Agenda**

Date: **Monday, June 25, 2018**
Time: **7:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
2. O CANADA	
3. HEARINGS/PRESENTATIONS/PETITIONS	
3.1 Electric Car Charging Station - KIM JONES	
3.2 Long Service Awards - KIM JONES	
4. APPROVAL OF AGENDA/MINUTES	
4.1 Approval of the Agenda	
4.2 Approval of Minutes - 20180528	3 - 5
5. REQUESTS FOR DECISION	
5.1 Tax Exemption Bylaw to Repeal 2nd Reading	6 - 18
5.2 Tax Exemption Policy	19 - 28
5.3 Pension Plan Amendment	29 - 42
5.4 MPS & LUB Amendments	43 - 49
5.5 Strategic Priorities	50 - 53
5.6 Ice Helmet Policy	54 - 58
5.7 AYTC Policy Recommendation	59 - 62
5.8 Dog Park	63 - 67

5.9	REMO Plan	68 - 70
5.10	East Pleasant Street Tender	71 - 73
5.11	Community Support Grants Policy	74 - 84
5.12	Cumberland County Physician Recruitment Committee Funding Proposal - MAYOR	85 - 87
5.13	COW/Council Meeting Dates - MAYOR	88 - 90
5.14	Multi Ethnic Sport Hall of Fame Funding Request - MAYOR	91 - 101
6.	INFORMATION / DISCUSSION ITEMS	
7.	INTERNAL COMMITTEE REPORTS	
7.1	Planning Advisory Committee - RHINDRESS	102 - 102
7.2	Amherst Board of Police Commissioners - BLANCH	103 - 103
8.	EXTERNAL COMMITTEE REPORTS	
8.1	Cumberland Public Libraries - MACKENZIE	104 - 104
8.2	Cumberland YMCA - CHRISTIE	105 - 114
8.3	Cumberland Joint Services Management Authority - Verbal Report - BYRNE	
8.4	Northern Region Solid Waste Committee - No Report	
8.5	L. A. Animal Shelter - MAYOR	115 - 115
9.	ADJOURNMENT	

TOWN OF AMHERST
Regular Council Meeting
Minutes

Date: May 28, 2018
Time: 7:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor David Kogon
Deputy Mayor Sheila Christie
Councillor Jason Blanch
Councillor Vince Byrne
Councillor Darrell Jones
Councillor Wayne MacKenzie
Councillor Terry Rhindress

Staff Present Jason MacDonald, Deputy CAO Operations
Ian Naylor, Police Chief
Bill Schurman, Director Recreation
Greg Jones, Fire Chief
Andrew Fisher, Manager of Planning & Strategic Initiatives
Tom McCoag, Corporate Communications Officer
Rebecca Taylor, Business Development Officer
Shelley Rector, Chief Financial Officer
Kimberlee Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 7:00 PM, introducing AYTC member Mason Carter and O Canada singer Evange Landry.

2. O'CANADA

3. APPROVAL OF AGENDA/MINUTES

3.1 Approval of the Agenda

Moved By Councillor Byrne
Seconded By Deputy Mayor Christie
To approve the agenda as circulated.

Motion Carried

3.2 Approval of Minutes

Moved By Councillor Rhindress
Seconded By Councillor MacKenzie
To approve the minutes of the April 30, 2018 regular meeting of Amherst Town Council.

Motion Carried

4. REQUESTS FOR DECISION

4.1 Approve Active Transportation Plan

Moved By Councillor Blanch
Seconded By Councillor MacKenzie
That Council adopt the Active Transportation Plan.

Motion Carried

4.2 12 Havelock Street Birkinshaw's Lease

Moved By Councillor Rhindress

Seconded By Deputy Mayor Christie

That Council enter into an agreement with Birkinshaw's to lease a portion of the park space at 12 Havelock Street generally north of the existing walkway, along Ratchford Street.

Motion Carried

4.3 Cost of Policing Terms of Reference

Moved By Deputy Mayor Christie

Seconded By Councillor Jones

That Council approve the Police Services Review Terms of Reference.

Motion Carried

4.4 Moving Funds From the Capital Reserve to General Operating Fund

Moved By Councillor MacKenzie

Seconded By Councillor Rhindress

That Council approve the resolution to withdraw \$5,276.79 from the Capital Reserve and transfer to the General Operating Fund.

Motion Carried

4.5 Moving Funds from Operating Reserve to General Capital Fund

Moved By Councillor Jones

Seconded By Councillor MacKenzie

That Council approve the resolution to withdraw \$619,645 from the Operating Reserve and transfer it to the General Capital fund for the 2016/17 Community Credit Union Business Innovation Centre and Mill Street Capital Projects effective March 31, 2018.

Motion Carried

5. INFORMATION / DISCUSSION ITEMS

No information or discussion items.

6. INTERNAL COMMITTEE REPORTS

6.1 Planning Advisory Committee

Information item; no direction given or action required.

6.2 Amherst Board of Police Commissioners

Information item; no direction given or action required.

6.3 Amherst Youth Town Council

Information item; no direction given or action required.

7. EXTERNAL COMMITTEE REPORTS

7.3 Cumberland Joint Services Management Authority

Information item; no direction given or action required.

7.1 Cumberland Public Libraries - No Report

7.2 Cumberland YMCA - No Report

7.4 Northern Region Solid Waste Committee - No Report

7.5 L. A. Animal Shelter

Information item; no direction given or action required.

7.6 Cumberland Senior Safety Society

Information item; no direction given or action required.

8. **ADJOURNMENT**
Moved By Councillor Jones
Seconded By Councillor Byrne
To adjourn the meeting at 7:30 PM.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

Synopsis

Tax Exemption Bylaw

Each year, the Tax Exemption Bylaw is reviewed to ensure eligible organizations are appropriately considered. Amendments to any bylaw require first and second readings with mandated advertising of notice of intent and final approval, plus filing of the documents with the Department of Municipal Affairs. This process takes a minimum of two months. The MGA authorizes council to exercise this power by either bylaw or policy. Considering this is a bylaw that is amended annually for the most part, repealing the bylaw and replacing it with a policy will make the annual review much simpler and more expedient. Council will consider approval of the Tax Exemption Policy at the regular meeting of Council on June 25, 2018.

MOTION:

That Council approve second reading of a bylaw to Repeal the Tax Exemption Bylaw B-1.



REQUEST FOR DECISION

RFD# 2018100

Date: 25 June 2018

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, Chief Financial Officer

DATE: June 25, 2018

SUBJECT: Tax Exemption Bylaw B-1

ORIGIN:

Annual Operating Budget, 2018-19 fiscal year

LEGISLATIVE AUTHORITY:

MGA sections 47(1) states "The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law" and 71(1) "The council may, by policy, exempt from taxation, to the extent and under the conditions set out in the policy."

RECOMMENDATION:

That Council approve second reading of a bylaw to Repeal the Tax Exemption Bylaw B-1.

BACKGROUND:

The Tax Exemption Bylaw either 100% exempts certain charitable organizations from paying property taxes (i.e. registered charitable Canadian organizations, on Schedule "A") or allows other organizations that are assessed as taxable commercial to be reduced to the tax that would otherwise be payable if the property were assessed residential (Schedule "C"). Under the bylaw, all organizations are required to apply annually for the tax exemption. Financial information must be included with the application. Tax exemption is then granted based on the financial need of the organization.

DISCUSSION:

Each year, the Tax Exemption Bylaw is reviewed to ensure eligible organizations are appropriately considered. Amendments to any bylaw require first and second readings with mandated advertising of notice of intent and final approval, plus filing of the documents with the Department of Municipal Affairs. This process takes a minimum of two months. The MGA authorizes council to exercise this power by either bylaw or policy. Considering this is a bylaw that is amended annually for the most part, repealing the bylaw and replacing it with a policy will make the annual review much simpler and more expedient.

Council will consider the approval of the Tax Exemption Policy at the regular meeting of Council on June 25, 2018.



Three new applications have been received this year:

- Amherst Lions Club to have the new playground located at 36 Hickman Street, added to Appendix C. Cost of the exemption will be \$526.
- Trinity-St. Stephen's United Church to have the space used by the Amherst Preschool Association be exempt from commercial taxes by adding it to Appendix A. The Amherst Preschool Association has used space in the church extending back into the 1960's. Church's are exempt from taxation. However, Property Valuation Services Corporation (PVSC), in their wisdom, decided this year to assess the portion of the property used by the Preschool as commercial, and therefore the Church would have to pay \$1,867 to the Town in commercial taxes.
- Amherst and District Residential Services Society at 82 Willow Street. We currently have Amherst and District Residential Services Society at 1 Rupert Street on our Tax Exemption Bylaw. These two group homes are registered under one charity registration number and one set of Financial Statements. We added this group home to Appendix A, which exempts organizations from taxation. The cost of the exemption will be \$6,143.

FINANCIAL IMPLICATIONS:

The cost to the Town for 2018-2019 as a result of the Tax Exemption Bylaw/Policy will be \$87,190. The cost for 2017-2018 was \$79,654. Repealing the bylaw and replacing it with a policy will save the Town advertising dollars, because every time the Bylaw is changed, it must be advertised twice in the local paper. Changes to a Policy incurs no direct cost.

COMMUNITY ENGAGEMENT:

Tax exemption under the bylaw is by application only; the same will apply if the bylaw is repealed and the policy is adopted. Eligible organizations are required to submit financial information.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications

ALTERNATIVES:

Do not repeal the bylaw, and initiate the process to amend the bylaw to include the three new applications

ATTACHMENTS:

Bylaw to Repeal the Tax Exemption Bylaw
Tax Exemption Bylaw
Proposed Tax Exemption Policy

Report prepared by: Shelley Rector, Chief Financial Officer

Report and Financial approved by:

Town of Amherst

Bylaw to Repeal the Tax Exemption Bylaw, B-1

1. This is a by-law to repeal the Tax Exemption Bylaw, B-1.
2. The Tax Exemption Bylaw of the Town of Amherst approved by council on the 23rd day of April, 2001 with amendments up to and including the 26th day of June, 2017, is hereby repealed.

First Reading of Council –
Notice of Intention to Adopt –
Second Reading of Council –
Notice of Publication –
Effective Date –

Bylaw to Repeal the Tax Exemption Bylaw

Annotation for Official Bylaw Book	
Date of First Reading	
Date of advertisement of Notice of Intent to Consider	
Date of Second Reading	
Date of advertisement of passage of Bylaw	
Date of mailing to Minister a certified copy of Bylaw	
Effective Date of Bylaw	
I certify that this Bylaw to Repeal the Tax Exemption Bylaw was adopted by Council and published as indicated above	
_____ Gregory D. Herrett, CPA, CA CAO	Date

First Reading of Council –
 Notice of Intention to Adopt –
 Second Reading of Council –
 Notice of Publication –
 Effective Date –

TOWN OF AMHERST
TAX EXEMPTION BYLAW, B-1
CONSOLIDATION TO 26 JUNE 2017

BE IT RESOLVED by the Council of the Town of Amherst that the following bylaw is hereby enacted and that the Clerk forward two copies of it to the Minister of Service Nova Scotia and Municipal Relations for his information.

BYLAW RESPECTING TAX EXEMPTION FOR FIRE DEPARTMENTS
CHARITABLE AND NON-PROFIT ORGANIZATIONS

- | | | |
|----|--|----------------------------------|
| 1. | This bylaw shall be known as the Town of Amherst Tax Exemption Bylaw. | SCOPE AND TITLE |
| 2. | The property of the organizations or institutions named in Schedules "A", "B", and "C", to this bylaw that would otherwise be classified as commercial property shall be exempt or taxed in accordance with the particular schedule. | SCHEDULE OF CLASSIFICATIONS |
| 3. | The partial or total exemption provided in Section 2 above shall apply only to that portion of the property specified in the Schedule. | PORTION OF PROPERTY TO BE EXEMPT |
| 4. | When a property, or part thereof, listed on a Schedule ceases to be occupied by the association or for the purposes set out in the Schedule, or if not in good standing, then the partial or total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then expired. | PROPERTY CEASING TO BE EXEMPT |
| 5. | In order to be considered for a tax exemption, all organizations or institutions must apply in writing to the Town of Amherst by January 31 of each year. Included with the application will be the annual financial statements for the most recent fiscal year. Exemptions granted will be based on the financial need of the organization or institution. This is effective for the 2016-17 fiscal year. | APPLICATION PROCESS |

6. The effective date of this Bylaw shall be April 1, 2007 and the provisions of the Bylaw shall continue until Council sets a new effective or expiry date.

B-1

DURATION OF
BYLAW

7. The Tax Exemption Bylaw as approved by Council on 13th December 1982, and by the Minister of Municipal Affairs on 7th January 1983 with its amendments is hereby repealed.

REPEAL

CONSOLIDATION NOTES:

The existing bylaw was approved by council on the 23rd day of April 2001, with amendments to December 16, 2002.

On March 27, 2006 a Bylaw to Amend the Tax Exemption Bylaw was approved which changed Section 5, Duration of By-Law. The above is the consolidated version of the By-Law.

Changes approved at the March 27, 2006 Council meeting include amendments to Schedule D .The attached schedules represent the Consolidated version including the changes to Schedule "D".

Changes approved at the September 24, 2007 Council meeting include renaming Schedule D to Schedule C, rewording the narrative at the beginning of each Schedule for clarification

Purposes, changing the name of the owner at 24 Crescent Ave. to Alpha Outreach Society, in the newly named Schedule "C", and adding Land & Building, 13 Prince Arthur St., assessed to Alpha Outreach Society to Schedule "C" for the Whole of the property at 100% exemption from commercial to residential tax rate.

Changes approved at the June 22, 2009 Council meeting include Schedule A - change to proper name of owner of the Bright Beginnings Child Care Centre. Take the YMCA and the Bridge Adult Services Society off the Schedule. They are now Commercial exempt per the 2009 Assessment Roll and therefore no need to have on this Schedule. Schedule B – Take the Amherst Golden Years Society off the Schedule. It is now Commercial exempt per the 2009 Assessment Roll and therefore no need to have in this Schedule. Schedule C – Add a new property, a vacant piece of land on Cornwall Avenue, recently purchased by the Amherst Lions Club to insure access to the adjacent Lion Cecil Small Bantam Baseball Field. Current assessment value is \$8,700. Delete land & building at 234 Church Street owned by the AME Church. Schedule C reduces taxable commercial properties to the tax that would otherwise be payable if the property were residential. Since the AME Church property is already assessed as residential and not commercial, there is no need to have this property on the schedule.

Changes approved at the October 26, 2009 Council meeting include Schedule A – Add Bridge Adult Services Society located at 16 Station St. to the Schedule. This property has been re-classified by Property Valuation Services Corporation from commercial exempt to commercial taxable for the 2009 fiscal year. This means we must add the society to this By-law if we do not want them to pay property taxes. Add Assessment Account Numbers of the properties to all Schedules.

Changes approved at the June 25, 2012 Council meeting added the words "or if not in good standing" to paragraph 4, to clarify that if an account is in arrears, the property would cease to have a tax exemption. The amending by-law removed two properties from Schedule "C" – 24 Crescent Avenue and 3 Prince Arthur Street, formerly owned by Alpha Outreach Society, but which have been sold and are no longer used for non-profit purposes, and corrected the assessment account number for 5 Electric Street.

Changes approved at the April 29, 2013 Council meeting added two properties owned by Cumberland Columbia Club (Knights of Columbus) to Schedule C; these two properties are used for parking, a non profit purpose, and qualify for exemption under Section 71(2) of the MGA.

Changes approved at the May 26, 2014 Council meeting removed two properties previously owned by Amherst Lions Club, which were sold to the Province as a part of the land parcel for construction of a new elementary school and no longer qualify for the exemption.

Changes approved at the June 12, 2015 special Council meeting added a new paragraph 5 requiring organizations and institutions to apply annually for exemptions effective in the 2016-17 fiscal year, and added one property owned by Tantrammar Community Radio Society, 80 Church Street, to Schedule C; this is a not-for-profit society.

Changes approved at the June 26, 2017 regular Council meeting removed the land and building, 189 Church Street, Pythian Castle Ltd., AAN 02209128 from Schedule "C" as the property was sold and no longer qualifies for this exemption.

B-1
SCHEDULE "A"

Properties of a named registered Canadian charitable organization and that is used directly and solely for a charitable purpose be exempt from taxation under Section 71(1) (a) of the Municipal Government Act and from area rates in accordance with Section 71(5) of the Municipal Government Act, to the extent set out in the last two columns of this Schedule.

<u>PROPERTY</u>	<u>OWNER</u>	<u>ASSESSMENT ACCOUNT NUMBER</u>	<u>CHARITABLE NUMBER</u>	<u>EXTENT OF APPLICATION</u>	<u>EXTENT OF EXEMPTION</u>
Land & Building 25 Park Street	Bright Beginnings Child Care Centre	00064017	106708126	The Whole	100%
Land & Building 1 Rupert St.	Amherst & District Residential Services Society	00635928	854331394	The Whole	100%
Land & Building 16 Station St	Bridge Adult Services Society	03030563	852586551	The Whole	100%

B-1

SCHEDULE "B"

Properties of non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations and which in the opinion of Council provide a service to the municipality that might otherwise be a responsibility of Council *be* exempt from taxation under Section 71(1) (b) of the Municipal Government Act to the extent set out in the last two columns of this Schedule.

<u>PROPERTY</u>	<u>OWNER</u>	<u>ASSESSMENT ACCOUNT NUMBER</u>	<u>EXTENT OF APPLICATION</u>	<u>EXTENT OF EXEMPTION</u>
-----------------	--------------	--	----------------------------------	--------------------------------

B-1

SCHEDULE "C"

Properties of non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations that are assessed as taxable commercial property be reduced to the tax that would otherwise be payable if the property were residential, inclusive of area rates under Section 71(2) of the Municipal Government Act, to the extent set out in the last two columns of this schedule.

<u>PROPERTY</u>	<u>OWNER</u>	<u>ASSESSMENT ACCOUNT NUMBER</u>	<u>EXTENT OF APPLICATION</u>	<u>EXTENT OF EXEMPTION</u>
Land & Building 20 Lawrence St.	Amherst Masonic Society	00064149	The Whole	100%
Land & Building 3 Robie St.	Cumberland Columbia Club	01030914	The Whole	100%
Parking Lot 4-6 Robie St.	Cumberland Columbia Club	01030906	The Whole	100%
Parking Lot 5 Robie St.	Cumberland Columbia Club	01076573	The Whole	100%
Parking Lot 7 Robie St.	Cumberland Columbia Club	03256952	The Whole	100%
Land & Building 5 Electric St B-1	Amherst Lions Club	05127807	The Whole	100%
Land & Building 45 Prince Arthur St.	Amherst Curling Club	00064009	The Whole	100%

SCHEDULE "C" (continued)

<u>PROPERTY</u>	<u>OWNER</u>	<u>ASSESSMENT ACCOUNT NUMBER</u>	<u>EXTENT OF APPLICATION</u>	<u>EXTENT OF EXEMPTION</u>
Board Room & Counselling Rooms Cumberland County Transition House 41 Russell St.	Cumberland County Transition House Association	07419112	The Whole of Commercial Portion	100%
Land & Building 80 Church Street	Tantramar Community Radio Society	0005045	The Whole of Commercial Portion	100%

Synopsis

Tax Exemption Policy

Each year, the Tax Exemption Bylaw is reviewed to ensure eligible organizations are appropriately considered. Amendments to any bylaw require first and second readings with mandated advertising of notice of intent and final approval, plus filing of the documents with the Department of Municipal Affairs. This process takes a minimum of two months. The MGA authorizes council to exercise this power by either bylaw or policy. Considering this is a bylaw that is amended annually for the most part, repealing the bylaw and replacing it with a policy will make the annual review much simpler and more expedient. Council has completed the second reading of the Bylaw to Repeal the Tax Exemption Bylaw at the June 25, 2018 regular meeting.

This policy will replace the by-law and allow Council to make changes through the normal policy adjustment process.

MOTION:

That Council approve the Tax Exemption Policy which replaces the previous Tax Exemption Bylaw.



REQUEST FOR DECISION

RFD# 2018106

Date: 25 June 2018

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, Chief Financial Officer

DATE: June 25, 2018

SUBJECT: Tax Exemption Policy

ORIGIN:

Annual Operating Budget, 2018-19 fiscal year

LEGISLATIVE AUTHORITY:

MGA sections 47(1) states "The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law" and 71(1) "The council may, by policy, exempt from taxation, to the extent and under the conditions set out in the policy."

RECOMMENDATION:

That Council approve the attached Tax Exemption Policy.

BACKGROUND:

Previously, the Tax Exemption Bylaw either 100% exempts certain charitable organizations from paying property taxes (i.e. registered charitable Canadian organizations, on Schedule "A") or allows other organizations that are assessed as taxable commercial to be reduced to the tax that would otherwise be payable if the property were assessed residential (Schedule "C"). Under the bylaw, all organizations are required to apply annually for the tax exemption. Financial information must be included with the application. Tax exemption is then granted based on the financial need of the organization.

DISCUSSION:

Each year, the Tax Exemption Bylaw is reviewed to ensure eligible organizations are appropriately considered. Amendments to any bylaw require first and second readings with mandated advertising of notice of intent and final approval, plus filing of the documents with the Department of Municipal Affairs. This process takes a minimum of two months. The MGA authorizes council to exercise this power by either bylaw or policy. Considering this is a bylaw that is amended annually for the most part, repealing the bylaw and replacing it with a policy will make the annual review much simpler and more expedient.

Council will consider second reading of the By-Law to appeal the Tax Exemption By-Law at the regular meeting of Council on June 25, 2018.

This policy will replace the By-Law.



Three new applications have been received this year:

- Amherst Lions Club to have the new playground located at 36 Hickman Street, added to Appendix C. Cost of the exemption will be \$526.
- Trinity-St. Stephen's United Church to have the space used by the Amherst Preschool Association be exempt from commercial taxes by adding it to Appendix A. The Amherst Preschool Association has used space in the church extending back into the 1960's. Church's are exempt from taxation. However, Property Valuation Services Corporation (PVSC), in their wisdom, decided this year to assess the portion of the property used by the Preschool as commercial, and therefore the Church would have to pay \$1,867 to the Town in commercial taxes.
- Amherst and District Residential Services Society at 82 Willow Street. We currently have Amherst and District Residential Services Society at 1 Rupert Street on our Tax Exemption Bylaw. These two group homes are registered under one charity registration number and one set of Financial Statements. We added this group home to Appendix A, which exempts organizations from taxation. The cost of the exemption will be \$6,143.

FINANCIAL IMPLICATIONS:

The cost to the Town for 2018-2019 as a result of the Tax Exemption Policy will be \$87,190. The cost for 2017-2018 was \$79,654. Repealing the bylaw and replacing it with a policy will save the Town advertising dollars, because every time the Bylaw is changed, it must be advertised twice in the local paper. Changes to a Policy incurs no direct cost.

COMMUNITY ENGAGEMENT:

Tax exemption under the bylaw is by application only; the same will apply if the bylaw is repealed and the policy is adopted. Eligible organizations are required to submit financial information.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications

ALTERNATIVES:

Do accept the policy or completed second reading to repeal the bylaw, and initiate the process to amend the bylaw to include the three new applications

ATTACHMENTS:

Proposed Tax Exemption Policy

Report prepared by: Shelley Rector, Chief Financial Officer

Report and Financial approved by:

DEPARTMENT: CORPORATE SERVICES

TITLE: **Tax Exemption Policy**

Minutes reference date:

PURPOSE:

1. The purpose of this policy is to provide relief of current taxes for property of qualifying registered Canadian charitable organizations and/or non-profit organizations as defined within this policy and as specifically identified on the appendices attached.

AUTHORITY:

2. This policy is authorized under Part IV, Sections 69A and 71, *Municipal Government Act*, as amended from time to time.

DEFINITIONS:

3. For the purpose of this policy:

Qualifying non-profit organization means

- a registered Canadian charity [Canadian Revenue Agency] if the property being exempted is used directly and solely for a charitable purpose;
- a non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization.

POLICY STATEMENT:

4. Tax Exemption – Charitable and Non-profit Community Organizations
 - a. Council may, at its discretion, provide a tax exemption to qualifying non-profit organizations demonstrating services to the residents of the Town of Amherst.
 - b. In order to be considered for a tax exemption, all organizations or institutions must apply in writing to the Town of Amherst by January 31 of each year by completing Appendix D. Included with the application will be the annual financial statements for the most recent fiscal year. Exemptions granted will be based on the financial need of the organization or institution.
 - c. The property of the organizations named in Appendices A, B and C to this policy shall be exempt or taxed in accordance with the particular appendix.

- d. The partial or total exemption provided in paragraph 4. c. shall apply only to that portion of the property specified in the appendix.
- e. When a property, or part thereof, listed on an appendix to this policy ceases to be occupied by the association or for the purposes set out in the appendix, or if not in good standing, then the partial or total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then expired.

APPENDIX A

Properties of a named registered Canadian charitable organization and that is used directly and solely for a charitable purpose be exempt from taxation under Section 71(1) (a) of the Municipal Government Act and from area rates in accordance with Section 71(5) of the Municipal Government Act, to the extent set out in the last two columns of this appendix.

PROPERTY	OWNER	ASSESSMENT ACCOUNT NUMBER	CHARITABLE NUMBER	EXTENT OF APPLICATION	EXTENT OF EXEMPTION
Land and Building 25 Park St.	Bright Beginnings Child Care Centre	00064017	106708126	The Whole	100%
Land and Building 1 Rupert St.	Amherst & District Residential Services Society	00635928	854331394	The Whole	100%
Land and Building 16 Station St.	Bridge Adult Services Society	03030563	852586551	The Whole	100%
Land and Building 1 Ratchford St.	Trinity-St. Stephen's United Church	04405301	130164007	The Whole	100%
Land and Building 82 Willow St.	Amherst and District Residential Services Society	05127858	854331394	The Whole	100%

APPENDIX B

Properties of non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations and which in the opinion of Council provide a service to the municipality that might otherwise be a responsibility of Council *be* exempt from taxation under Section 71(1) (b) of the Municipal Government Act to the extent set out in the last two columns of this appendix.

PROPERTY	OWNER	ASSESSMENT ACCOUNT NUMBER	CHARITABLE NUMBER	EXTENT OF APPLICATION	EXTENT OF EXEMPTION

APPENDIX C

Properties of non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations that are assessed as taxable commercial property be reduced to the tax that would otherwise be payable if the property were residential, inclusive of area rates under Section 71(2) of the Municipal Government Act, to the extent set out in the last two columns of this appendix.

PROPERTY	OWNER	ASSESSMENT ACCOUNT NUMBER	EXTENT OF APPLICATION	EXTENT OF EXEMPTION
Land and Building 20 Lawrence St	Amherst Masonic Society	00064149	The Whole	100%
Land and Building 3 Robie St.	Cumberland Columbia Club	01030914	The Whole	100%
Parking Lot 4 – 6 Robie St.	Cumberland Columbia Club	01030906	The Whole	100%
Parking Lot 5 Robie St.	Cumberland Columbia Club	01076573	The Whole	100%
Parking Lot 7 Robie St.	Cumberland Columbia Club	03256952	The Whole	100%
Land and Building 5 Electric St.	Amherst Lions Club	05127807	The Whole	100%
Land and Building 45 Prince Arthur St.	Amherst Curling Club	00064009	The Whole	100%
Board Room and Counselling Rooms 41 Russell Street	Cumberland County Transition House Association	07419112	The Whole of Commercial Portion	100%
Land and Building 80 Church Street	Tantramar Community Radio Society	00005045	The Whole of Commercial Portion	100%
Playground 36 Hickman St	Amherst Lions Club	04641027	The Whole	100%

APPENDIX D - APPLICATION

1. ORGANIZATION OR INSTIUTION INFORMATION

Name of Organization/Institution: _____

Civic Address: _____

AAN: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. Are you a registered Canadian Charitable Organization? YES ____ NO ____
If so, what is your Charitable number: _____

3. Are you a non-profit community, charitable, fraternal, educational, recreational, religious, cultural, or sporting organization? YES ____ NO ____

4. Attached are our most recent financial statements: YES ____ NO ____

Synopsis

Resolution for Pension Plan

This is a resolution for an amendment to bring the Town pension plan into compliance with the revised Nova Scotia Pension and Benefit Act (PBA). Attached is a draft office consolidation which identifies what has been changed. Much of the amendment is just house keeping, but there are a couple of key areas like immediate member vesting and the definition of spouse.

Notices have been sent out to members and retired members to let them know of the changes. This is required under the legislation.

MOTION:

That Council approve the proposed changes to the pension plan to ensure compliance with the Nova Scotia Pension and Benefit Act.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, Chief Financial Officer

DATE: June 25, 2018

SUBJECT: Town of Amherst Pension Plan Amendments

ORIGIN: Morneau Shepell and Provincial Pension and Benefits Act.

LEGISLATIVE AUTHORITY: Provincial Pension and Benefits Act

RECOMMENDATION: That Council pass a resolution to accept the changes to the Pension Plan for the Town of Amherst.

BACKGROUND: On June 1, 2015, the Nova Scotia Pension Benefits Act (the “Act”) was revised. All Nova Scotia pension plans, including the TOA Plan, must be administered to reflect the new legislative requirements from June 1, 2015 forward. Pension plan texts must be amended to reflect the new required plan provisions. Further, the Act requires that notice of the pension plan amendments be provided to plan members, former members and retired members, regardless of whether the amendment affects the individual.

DISCUSSION: The Plan will be amended effective June 1, 2015 to be in compliance with the new provisions of the Act. The changes to the Plan include (this is not an exhaustive list of all changes in the Act):

Topic	Change to Plan text
Vesting	Vesting is now immediate (previously 2 years of membership) so members who terminate after June 1, 2015 will be entitled to a deferred pension.
“Spouse”	The definition of “Spouse” has been revised.
Death Benefits	Pre-retirement death benefits have been increased to 100% of the commuted value of the member’s benefit (previously 60%). A Spouse can now elect to waive this entitlement.
Small Benefit	Small benefit unlocking rules have increased to a threshold of 20% of the Year’s Maximum Pensionable Earnings (previously 10%) of the year of termination or year of death.



Disclosure	Disclosure requirements have been enhanced to give prescribed individuals more information about the Plan.
Shortened Life Expectancy	Withdrawal is now permitted if life expectancy is likely less than 2 years (previously when life expectancy was considerably shortened).

FINANCIAL IMPLICATIONS: There are no financial implications as the member year end statements and termination/retirement statements were already updated. In addition, the actuarial valuation report was updated to comply with the revised PBA.

COMMUNITY ENGAGEMENT: A letter has been sent to all members including retired members.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications

ALTERNATIVES: There are no alternatives.

ATTACHMENTS:
Resolution of the Town Council

Report prepared by: Shelley Rector, Chief Financial Officer

Report and Financial approved by:

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF AMHERST

Pension Plan for Employees of the Town of Amherst

(As Amended and Restated to January 1, 2007)

Amendment No. 2

WHEREAS the Town of Amherst (the "Town") maintains a registered pension plan for its employees called the "Pension Plan for Employees of the Town of Amherst", as amended and restated to January 1, 2007 (the "Plan");

AND WHEREAS the Town has reserved the right under subsection 24.01 to amend the Plan in whole or in part;

AND WHEREAS effective June 1, 2015, the revised Nova Scotia *Pension Benefits Act* and Regulations came into force and the Town wishes to amend the Plan to comply with the revised Nova Scotia legislative requirements;

NOW THEREFORE IT IS HEREBY RESOLVED THAT the Plan text as amended and restated effective January 1, 2007, be further amended, effective June 1, 2015, as follows;

AND BE IT FURTHER RESOLVED THAT approval is given in advance for any additional amendments to the Plan as may be required by the Canada Revenue Agency and the Nova Scotia Finance and Treasury Board, Pension Regulation Division, in order that this Amendment to the Plan be accepted for registration;

THE AMENDMENTS ARE AS FOLLOWS:

1. Item E (2) in the Introduction is deleted and replaced with the following:
 - (2) the Pension Regulation Division of the Nova Scotia Finance and Treasury Board, pursuant to the *Pension Benefits Act*, S.N.S. 2011, c. 41, as amended from time to time.
2. Subsection 2.16 is deleted and the following subsections are renumbered accordingly.
3. Former subsection 2.21 now renumbered as subsection 2.20 is amended by deleting paragraph (a) and replacing it with the following:

(a) **For Required Contributions**

With respect to contributions required to be made by either the Member or the Employer under the DB Provision, interest at a rate corresponding to that payable on 5-year personal fixed term deposits at the chartered banks (CANSIM Series V122515), using for each Plan Year the average of such rates in effect for the 12 months ending with the previous October, rounded to the nearest ½%, as determined by the Actuary. Contributions made in the current year shall receive a pro-rata share of the annual rate according to the average number of months from the date the contributions were made to the

date of determination. For any calculations involving a fraction of a year, interest will be credited for that period using a pro-rata determination of the rate established for the previous Plan Year.

4. Former subsection 2.29 now renumbered as subsection 2.28 is deleted and replaced with the following:

2.28 “Pension Benefits Act” or “Act” means the Nova Scotia *Pension Benefits Act*, S.N.S. 2011, c. 41, as amended from time to time, and all regulations thereunder.

5. Former subsection 2.30 now renumbered as subsection 2.29 is deleted and the following subsections are renumbered accordingly.

6. Former subsection 2.37 now renumbered as subsection 2.35 is deleted and replaced with the following:

2.35 “Spouse” means either of two persons who:

- (a) are married to each other;
- (b) are married to each other by a marriage that is voidable and has not been annulled by a declaration of nullity;
- (c) have gone through a form of marriage with each other, in good faith, that is void and are cohabiting or, where they ceased to cohabit, have cohabited within the twelve-month period immediately preceding the relevant date;
- (d) are domestic partners within the meaning of Section 52 of the *Vital Statistics Act*; or
- (e) not being married to each other, are cohabiting in a conjugal relationship with each other, and have done so continuously for at least:
 - (i) three years, if either of them is married, or
 - (ii) one year, if neither of them is married.

7. Former subsection 2.38 now renumbered 2.36 is deleted and replaced with the following:

2.36 “Surplus” means, under the DB Provision, an excess of the Plan’s assets over its accrued liabilities, as determined by the Actuary, using actuarial methods and assumptions appropriate for the circumstances under which Surplus is being determined.

8. Subsection 3.04 is amended by deleting paragraph (c) and replacing it with the following:

(c) Full Satisfaction

All benefits paid or to be paid under the terms of the Plan shall constitute settlement in full satisfaction of the rights of any Member or beneficiary

under the Plan. Said Member or beneficiary shall have no further claim upon the Plan in respect of the employment of the Member with the Employer to the date of the Member's termination, death or retirement.

9. Subsection 4.03 is deleted and replaced with the following:

4.03 Disclosure of Plan Information

Each Employee and such person as required by the Pension Benefits Act shall be provided with a written explanation of the terms and conditions of the Plan and any amendments thereto, together with an explanation of their rights and duties with respect to the benefits available to such person under the Plan.

Any Member and such person as required by the Pension Benefits Act may inspect the Plan text including all amendments thereto.

10. Subsection 6.04 is deleted and replaced with the following:

6.04 Postponed Retirement

Provided only if he receives the written request of the Employer, a Member may postpone his retirement on a year-to-year basis, but in no event may such retirement, for purposes of the Plan, be postponed beyond the end of the month preceding his attainment of age 71, or such age as acceptable under the Tax Act. In the event of postponed retirement, the Member shall continue to make contributions and to earn pension benefits in the regular manner until the date of his actual retirement under the Plan.

11. Subsection 11.02 is deleted and replaced with the following:

11.02 Immediate Vesting

A Member who terminates employment on or after June 1, 2015 is fully vested with respect to his or her pension benefits earned to date.

12. Subsection 11.03 is deleted and replaced with the following:

11.03 Vested Termination

A Member who terminates employment after being vested is entitled to a deferred pension, payable at his Normal Retirement Date, equal to the pension earned under the Plan and calculated in accordance with Section 8. The Member will also be entitled to any excess contributions, as outlined in subsection 11.05(b), either in cash or applied to provide an additional pension.

13. Subsection 11.04 is deleted and replaced with the following:

11.04 Early Pension

A Member who terminates employment after reaching age 55, but prior to the Member's Normal Retirement Date or Optional Retirement Date, as applicable, and who is entitled to a pension, shall have the option to commence receiving a pension early, at the date and with the reductions described in subsection 6.02.

Any Member who terminates employment before reaching age 55 and who is entitled to a pension shall have the option to commence receiving a pension at any time between age 55 and the Member's Normal Retirement Date, which pension will be the Actuarial Equivalent of the pension otherwise payable at Normal Retirement Date.

14. Subsection 12.01 is deleted and replaced with the following:

12.01 Death Prior to Commencement of Pension

(a) Where a Member Has a Spouse

Upon the death of a Member with a surviving Spouse, there shall be payable to his Spouse, unless such Spouse is not entitled to a benefit by reason of a court order or written agreement or having waived their entitlement in accordance with the Pension Benefits Act, the following amounts:

- (i) an amount equal to the greater of:
1. the contributions made by the Employer to the Prior Plan on his behalf plus the contributions made by the Member to the Plan, both with Interest to date of settlement; and
 2. 100% of the Actuarial Equivalent of the total pension earned to date in accordance with Section 8, plus excess contributions, if any.
- (ii) an amount equal to the Member's additional voluntary contributions, if any, with Interest.

The Member's Spouse may elect that the amount under clause 12.01(a)(i) be paid as a lump sum or transferred directly into a prescribed retirement savings arrangement, or used to purchase an immediate or deferred life annuity to commence no later than the first of the month preceding the Spouse's 65th birthday. If the Spouse of the Member fails to make an election within 90 days of being advised of the entitlement under this paragraph 12.01(a), the Spouse will be deemed to have elected a pension commencing at the earliest possible date.

The Spouse's entitlement under clause 12.01(a)(ii) shall be paid as a lump sum.

(b) Where a Member Does Not Have a Spouse

If a Member dies and has no surviving Spouse, or if the Member has a surviving Spouse but such Spouse is not entitled to a benefit under paragraph 12.01(a) above, there shall be payable to his beneficiary the amounts determined under subclause 12.01(a)(i)(2) and clause 12.01(a)(ii) above as a lump sum.

15. Subsection 12.02 is deleted and replaced with the following:

12.02 Death Of A Former Member Who is Vested

Upon the death of a former Member who has left his entitlement in the Plan, there shall be payable to the beneficiary an amount as determined in accordance with subsection 12.01.

16. Subsection 12.04 is deleted.

17. Subsection 13.01 is deleted and replaced with the following:

13.01 Designation

A Member may, by written notice to the Employer, designate a person to receive the benefits payable under the Plan on his death and may also, by written notice to the Employer alter or revoke such designation from time to time, subject always to the provision of any law governing the designation of beneficiaries, and subject further to the requirement that, in the case of a Member who has a surviving Spouse, the beneficiary shall be the Member's Spouse unless such Spouse is not eligible to receive the benefits.

18. Subsection 13.02 is deleted and replaced with the following:

13.02 Default

If, on the death of a Member, there should be no designated beneficiary, or if the person or persons designated by the Member as his beneficiary shall not be living, such sums as may be payable on or after his death shall be payable to the estate of such Member as a lump sum.

19. Subsection 13.03 is deleted.

20. Subsection 14.01 is deleted and replaced with the following:

14.01 Normal Form

The normal form of pension under the Plan is payable as follows:

(a) Member with a Spouse

In the case of a Member with a Spouse at the time of his retirement, the pension shall be payable during the lifetime of the Member, and continue after his death to his Spouse, in the full amount being paid to him immediately prior to his death for the balance, if any, of the first 60 months' payments, and thereafter in 60% of such amount, for the remainder of the Spouse's lifetime, provided such Spouse is not barred from such benefit in accordance with a court order or written agreement.

Where a pensioner leaves a Spouse who is more than 10 years younger than the Member, the above pension payable to the Spouse, after the first 60 months' payments, shall be reduced by 1% for each full year's difference in their ages over 10 years.

(b) Member Without a Spouse

In the case of a Member without a Spouse at the time of his retirement, or where the Member has a Spouse but such Spouse is not eligible for a benefit under paragraph 14.01(a) above, the pension shall be payable during the lifetime of the Member, with a guarantee that payments will be made for at least 60 months in any event. Should the Member die before receiving the first 60 months' payments, the beneficiary shall receive the remainder of the guaranteed payments or may elect to receive the Actuarial Equivalent of such payments as a lump sum.

21. Subsection 16.06 is deleted and the following subsections are renumbered accordingly.
22. Subsection 19.01 is deleted and replaced with the following:

19.01 Benefits not to Produce Excessive Pension Adjustment

In no case shall a benefit be provided to a Member under the DC Provision, nor a contribution be made under the DC Provision pursuant to Section 16 with respect to service in a particular Plan Year, where such benefit or contribution together with any other benefit provided to the Member in such Plan Year under a plan sponsored by the Employer or a company not dealing at arm's length with the Employer, would produce a Pension Adjustment for the Member which exceeds the lesser of:

- (a) the Money Purchase Limit for the Plan Year; and
- (b) 18% of the Member's compensation (as defined by the Tax Act) from the Employer for the Plan Year.

Note: Compensation is defined in subsection 147.1(1) of the Tax Act.

23. Subsection 20.01 is deleted and replaced with the following:

20.01 Immediate Vesting

A Member participating in the DC Provision who terminates employment on or after June 1, 2015, is fully vested with respect to his or her pension benefits earned to date.

24. Subsection 20.02 is deleted and replaced with the following:

20.02 Vested Termination

A Member participating in the DC Provision who terminates employment after being vested is entitled to receive, commencing on either the Normal Retirement Date or an Early Retirement Date, the pension that may be purchased from a licensed issuer of annuities with the amount in the Member's Individual Member Account. However, with respect to the balance in the Member Voluntary Contributions Sub-Account, the Member may instead elect to receive the amount as a lump sum payment.

25. Subsection 20.04 is amended by deleting the reference to the following expression "20.01,".

26. Subsection 21.01 is deleted and replaced with the following:

21.01 Designation of Beneficiary

A Member participating in the DC Provision may, by written notice to the Employer, designate a person to receive the death benefits provided under this Section 21. A Member may also, by written notice to the Employer, alter or revoke such designation, from time to time, subject always to the provisions of any law governing the designation of beneficiaries, and subject further to the requirement that, in the case of a Member who has a surviving Spouse, the beneficiary shall be the Member's Spouse unless such Spouse is not eligible to receive the benefits. If no beneficiary has been designated, or a designated beneficiary is not living at the date of the Member's death, the death benefits payable to such beneficiary shall be payable in a lump sum to the Member's estate.

27. Subsection 21.02 is deleted and replaced with the following:

21.02 Benefits Prior to Commencement of Pension

(a) Where a Member Has a Spouse

If a Member participating in the DC Provision dies, there shall be payable to his surviving Spouse, unless such Spouse is not entitled to a benefit by reason of a court order or written agreement or having waived their entitlement in accordance with the Pension Benefits Act, an amount equal to the total in the Member's Individual Member Account, with Individual Member Account Interest.

The Member's Spouse may elect that such amount be paid as a lump sum or transferred directly into a prescribed retirement savings arrangement, or used to purchase an immediate or deferred life annuity to commence no later than the last day of December in the calendar year in which the Spouse attains age 71, or such other age as permitted by the Tax Act.

If the Spouse of the Member fails to make an election within 90 days of being advised of the entitlement under this subsection 21.02, the Spouse will be deemed to have elected a pension commencing at the earliest possible date.

(b) Where a Member Does Not Have a Spouse

If a Member participating in the DC Provision dies and has no surviving Spouse, or if the Member has a surviving Spouse but such Spouse is not entitled to a benefit under paragraph 21.02(a) above, there shall be payable to his beneficiary an amount equal to the total in the Member's Individual Member Account, with Individual Member Account Interest.

28. Subsection 21.03 is deleted and replaced with the following:

21.03 Benefits After Commencement of Pension

If a Member dies after his or her pension benefits under the DC Provision commence, the death benefit, if any, payable to the Member's beneficiary shall be paid in accordance with the terms of the transfer arrangements or annuity purchase elected by the Member pursuant to Section 22.

29. Subsections 21.04, 21.05, 21.06 and 21.07 are deleted.

30. New subsection 21.04 is added as follows:

21.04 Death of beneficiary

Where the beneficiary of a Member participating in the DC Provision, who is entitled to receive the payment of pension benefits under a form of pension with a guaranteed number of payments as the result of such Member's death, dies prior to the end of the applicable period for the continuation of such payments, the remainder of the guaranteed payments will be paid to the estate in accordance with the terms of the transfer arrangements or annuity purchase elected by the Member pursuant to Section 22.

31. Subsection 22.03 is amended by deleting paragraph (a) and replacing it with the following:

- (a) Notwithstanding subsection 22.02, the automatic form of pension payable to a Member participating in the DC Provision who has a Spouse at the date of pension commencement, shall be a joint and survivor pension payable in monthly instalments, provided the Member's pension has not been divided prior to the date of pension commencement under the Act as a consequence of marriage breakdown in respect of said Spouse or the Spouse is not barred from such benefit in accordance with a court order or written agreement. Upon the

death of the Member, the monthly pension payable to the Spouse, who shall be the same Spouse as the Spouse at the commencement date of the Member's pension, shall be 60% of the amount paid to the Member prior to his or her death.

32. Subsection 22.07 is deleted and replaced with the following:

22.07 Commutation of Benefits Payable to Non-Spouse Beneficiary

In the event of the death of a Member participating in the DC Provision prior to the payment of the number of payments guaranteed under the option in subsection 22.05(b), the Member's beneficiary may elect to receive the remaining payments in accordance with the terms of the transfer arrangements or annuity purchase elected by the Member pursuant to this Section.

33. Subsection 23.02 is deleted and replaced with the following:

23.02 Small Pensions

Where the annual amount of benefit payable to a Member under both the DB Provision and DC Provision at the Normal Retirement Date is less than 4% of the YMPE in the year in which the Member terminated his employment or if the commuted value of a benefit is less than 20% of the YMPE in the year that the Member terminated employment, or such other amount as may be prescribed by the Pension Benefits Act for time to time, the Employer may, at its option, provide settlement in cash equal to the Actuarial Equivalent of the Member's accrued pension.

34. Subsection 23.06 is deleted and replaced with the following:

23.06 Infirmity

If, in the opinion of the Employer, any person receiving or entitled to receive a benefit under the Plan, is, as a result of any physical or mental infirmity, incapable of managing his affairs, the Employer may authorize the payment, to which such person is entitled, to be made to his Spouse, child or other person on his behalf. Such payment shall constitute a complete discharge of the Plan's obligation to make such payment.

35. Subsection 23.09 is added as follows:

23.09 Shorten Life Expectancy

As permitted in accordance with the Pension Benefits Act and the Tax Act, in the event that the life expectancy of the Member is likely to be shortened to less than 2 years by reason of illness, mental disability or physical disability, as certified by a medical doctor licensed to practise under the laws of a province of Canada, then all or part of the Member's pension benefit may be commuted at the discretion of the Member.

36. Subsection 24.01 is deleted and replaced with the following:

24.01 Future Amendments to Plan

The Employer expects to maintain this Plan indefinitely but reserves the right to amend or discontinue it, either in whole or in part, at any time and through appropriate actions of the Employer, subject always to the applicable tax and pension legislation and regulations as well as the administrative rules of the Canada Revenue Agency.

I hereby certify that the foregoing is a true and correct copy of a Resolution passed by the Town Council of the Town of Amherst at a meeting held on the ____ day of _____, 2018.

This document is dated the _____ day of _____, 2018.

Name

Position

Signature

Synopsis

LUB & MPS Amendments

The property owner of 283 & 295 Church Street wants to convert a portion of the offices to a residential unit. Residential uses are not a permitted use in the Industrial Zone but are permitted in the Highway Commercial Zone.

The larger parcel contains a former manufacturing plant approximately 8,830 m² (95,000 sqft) in area, and the smaller parcel, approximately 1.7 acres, is vacant except for a fence. The former manufacturing area of the building is currently used for storage space rental and warehousing. Approximately 483 m² (5,200 sqft) of the front part of the building is a 1-storey office space. The subject properties are surrounded by pasture, single detached dwellings, and a leased land community.

These amendments have been reviewed by the Planning Advisory Committee (PAC) and were the subject of a public participation opportunity convened by the PAC

MOTION:

That Council give first reading to the amendments to the Municipal Planning Strategy Schedule 'A' Future Land Use Designations Map by changing 283 & 295 Church Street from Industrial to Highway Commercial, and an amendment the Land Use Bylaw Schedule 'A' Zoning Map by changing the same properties from the Industrial Zone to the Highway Commercial Zone, and further schedule a public hearing and second reading for the next regular meeting of Council.



AMHERST TOWN COUNCIL

RFPD# 2018094

Date: June 25, 2018

SUBJECT: Application to amend the MPS Future Land Use Designation Map and LUB Zoning Map to change the zone for 283 & 295 Church Street from Industrial to Highway Commercial.

RECOMMENDATION OF THE PLANNING ADVISORY COMMITTEE: That Council amend the Municipal Planning Strategy Schedule 'A' Future Land Use Designations Map by changing 283 & 295 Church Street from Industrial to Highway Commercial, and amend the Land Use Bylaw Schedule 'A' Zoning Map by changing the same properties from the Industrial Zone to the Highway Commercial Zone.

NEXT COURSE OF ACTION: Schedule a Public Hearing.

PLANNING DIRECTOR COMMENTS: The PAC recommendation corresponds to the Staff recommendation.

RECOMMENDATION: Report/Document: Attached Available Nil
Staff report to PAC.

KEY ISSUE(S) CONCEPTS DEFINED: The subject properties are approximately 7 acres and 1.8 acres in area. The larger parcel contains a former manufacturing plant approximately 8,830 m² (95,000 sqft) in area, and the smaller parcel, approximately 1.7 acres, is vacant except for a fence. The former manufacturing area of the building is currently used for storage space rental and warehousing. Approximately 483 m² (5,200 sqft) of the front part of the building is a 1-storey office space. The subject properties are surrounded by pasture, sign-detached dwellings, and a leased land community. The property owner wants to convert a portion of the offices to a residential unit. Residential uses are not a permitted use in the Industrial Zone but are permitted in the Highway Commercial Zone.

RELEVANT POLICY:

MPS 2.3.1 General Land Use and Development

A Generalized Future Land Use Map has been created which identifies the desired future land uses within the Town. To a large degree this map reflects the existing land use pattern of the built-up areas of the Town.

Policy CP-6 is relevant as it states Council's intention to allow light industrial and residential uses within commercial designations (ie. Zones).

Policy A-5 lists the overall matters that should be considered in relation to any potential planning document amendment and the most relevant sections are:

(a) **That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.**

(c) **That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:**

(i) **type of use;**



- (ii) height, bulk and lot coverage of any proposed building;
- (iii) parking, traffic generation, access to and egress from the site;
- (iv) any other matter of planning concern outlined in this strategy.

Staff feel this rezoning request conforms to general intent of the MPS and other regulations and does not represent a significant potential impact on the surrounding area over and above the current situation. The subject properties are surrounded by the Highway Commercial Zone so the rezoning would be a logical extension of this zone. It could also be argued that having a residential use onsite could increase security in the area.

It is important to consider and compare the uses permitted in the Industrial and Highway Commercial Zones. A positive outcome to changing to Highway Commercial is that it continues to allow light industrial uses but not heavier industry that might not be appropriate in close proximity to residential uses. Conversely, the Highway Commercial Zone permits almost any commercial use, including retail and vehicle-oriented uses. The main impacts of these permitted uses could be increased traffic and activity; however, the risk of negative impacts to the surrounding area are relatively low. The properties are located on an arterial street and the site was originally designed for a large-scale industrial use.

RESPONSE OPTIONS:

1. Give first reading of the amendments and schedule a public hearing.
2. Reject the rezoning request.
3. Defer a decision and direct staff to provide more information.

IMPLICATIONS OF PAC RECOMMENDATION:

GENERAL: The recommendation of the PAC, which followed an advertised Public Participation Session, is in general keeping with MPS policies.

FOLLOW UP ACTION: Hold a Public Hearing and consider Second Reading

COMMUNICATION: A Public Hearing will be advertised per the Policy for Public Participation and Notification.

OTHER COMMENTS:

Submitted by: Andrew Fisher, Manager of Planning & Strategic Initiatives
Reviewed by: CAO

To: Planning Advisory Committee
From: Andrew Fisher, Manager of Planning & Strategic Initiatives
Date: June 4, 2018
Subject: **Planning Strategy Future Land Use Map & Land Use Bylaw Map Amendment – 283-295 Church Street Rezoning**

INTRODUCTION:

An application by the property owner of 283 & 295 Church Street (PID 25014648 & 25014655) to change the zoning from Industrial to Highway Commercial. The zoning change is being requested to allow a portion of the existing building to be used for a residential purpose.

This rezoning request also requires an amendment to the Future Land Use Designations Map of the Municipal Planning Strategy (MPS).

BACKGROUND:

The subject properties are approximately 7 acres and 1.8 acres in area. The larger parcel contains a former manufacturing plant approximately 8,830 m² (95,000 sqft) in area, and the smaller parcel, approximately 1.7 acres, is vacant except for a fence. The former manufacturing area of the building is currently used for storage space rental and warehousing. Approximately 483 m² (5,200 sqft) of the front part of the building is a 1-storey office space. The property owner wants to convert a portion of the offices to a residential unit.

Adjacent uses include single-detached dwellings to the northwest, and directly across the street. Farm fields surround the rear of the properties, and soccer fields to the southeast. Also, to the southeast and across the street is a mobile home park (Brentwood Estates). As shown on the attached map, the lands surrounding the subject properties are zoned Highway Commercial. The lands across the street are zoned General Residential, and Mini Home.

Residential uses are not a permitted use in the Industrial Zone but are permitted in the Highway Commercial Zone. As proposed, conversion of the building for residential purposes would be internal only with no significant change to the building exterior. The bulk of the building and the property would continue to be used for commercial purposes.

Attached are excerpts from the Land Use Bylaw (LUB) showing the permitted uses for the Industrial and Highway Commercial Zones.

RELEVANT POLICY AND DISCUSSION:

The Municipal Planning Strategy (MPS) contains the general development policies that guide the detailed regulations set out in the Land Use Bylaw (LUB). Likewise, the Future Land Use Designations Map prescribes the locations for general groups of uses, and the LUB Zoning Map provides detailed zoning on specific properties. As noted in the MPS policies below, the Future Land Use Designations Map mostly reflects the existing land uses in Town. As such, the subject properties were designated Industrial, shown in yellow on the attached map.

Amending the MPS Map does not significantly change the circumstances of this rezoning request. The biggest difference lies in how the amendment is administered, in that the MPS amendment is subject to review by the Provincial Director of Planning. An LUB amendment with no MPS amendment does not require Provincial Director of Planning review.

The following MPS policies establish the context for the Future Land Designations Map.

MPS 2.3.1 General Land Use and Development

The general land use and development objectives of this plan strive to ensure that an adequate supply of land exists for all land uses within the Town. A Generalized Future Land Use Map has been created which identifies the desired future land uses within the Town. To a large degree this map reflects the existing land use pattern of the built-up areas of the Town.

MPS 3.1 General Land Use Policies

<i>Generalized Future Land Use Map</i>	GP-1 <i>It shall be the intention of Council to provide for the overall development of the Town in accordance with the Generalized Future Land Use Map which constitutes Schedule A of this document.</i>
	GP-2 <i>It shall be the intention of Council to designate on the Generalized Future Land Use Map areas to be predominantly used for residential, commercial, industrial and other purposes.</i>
	GP-3 <i>It shall be the intention of Council to allow a limited range of compatible uses in each designation, subject to the policies of this document.</i>

Any LUB amendment must be in keeping with the general intent of the Municipal Planning Strategy (MPS). The following MPS policies are most relevant to this request to amend the LUB Zoning Map.

Policy CP-6 is relevant as it states Council’s intention to allow light industrial and residential uses within commercial designations (ie. Zones).

<i>Compatible Uses</i>	<p>CP-6 <i>It shall be the intention of Council to ensure that areas designated Commercial are primarily used for commercial purposes. Within designated commercial areas other uses which may be permitted include:</i></p> <ul style="list-style-type: none"> <i>(a) residential uses;</i> <i>(b) light industry;</i> <i>(c) parks and open spaces;</i> <i>(d) recreation facilities;</i> <i>(e) institutional uses and public buildings;</i> <i>(f) utilities and other such uses deemed to be compatible and desirable within a commercial area.</i>
------------------------	---

Policy A-5 lists the overall matters that should be considered in relation to any potential planning document amendment and the most relevant sections are provided in bold font.

<p><i>Amendment Criteria</i></p>	<p>A-5 <i>It shall be the intention of Council, when considering an amendment to this or any other planning document, including the entering into or amendment of a development agreement, to consider the following matters, in addition to all other criteria set out in the various policies of this planning strategy:</i></p> <p>(a) That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.</p> <p>(b) That the proposal is not premature or inappropriate by reason of:</p> <p><i>(i) the financial capability of the Town to absorb any costs relating to the development;</i></p> <p><i>(ii) the adequacy of municipal water, sanitary sewer and storm sewer services;</i></p> <p><i>(iii) the adequacy of road networks, in, adjacent to, or leading to the development;</i></p> <p>(c) That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:</p> <p>(i) type of use;</p> <p>(ii) height, bulk and lot coverage of any proposed building;</p> <p>(iii) parking, traffic generation, access to and egress from the site;</p> <p>(iv) any other matter of planning concern outlined in this strategy.</p>
----------------------------------	--

Per the Procedure for Public Participation and Notification, notices of the Public Participation Opportunity were mailed to owners of property within 60 metres, and hand-delivered to occupants within 30 metres. Notice was also placed in the local newspaper. As of the time of writing one question was received and no submissions for or against the zoning change had been received.

CONCLUSIONS:

Staff feel this rezoning request conforms to general intent of the MPS and other regulations and does not represent a significant potential impact on the surrounding area over and above the current situation. The subject properties are surrounded by the Highway Commercial Zone so the rezoning would be a logical extension. It could also be argued that having a residential use onsite could increase security in the area.

As noted above the MPS Future Land Designations Map is intended to outline the location and type of uses that guide detailed zoning in the LUB Zoning Map. The circumstances of this particular rezoning request are not substantially changed by the need to amend the MPS map. It could be characterized as a 'housekeeping' issue.

It is important to consider and compare the uses permitted in the Industrial and Highway Commercial Zones. A positive outcome to changing to Highway Commercial is that it continues to allow light industrial uses but not heavier industry that might not be appropriate in close proximity to residential uses. Conversely, the Highway Commercial Zone permits almost any commercial use, including retail and vehicle-oriented uses. The main impacts of these permitted uses could be increased traffic and activity; however, the risk of negative impacts to the

surrounding area are relatively low. The properties are located on a arterial street and the site was originally designed for a large-scale industrial use.

MOTION OPTIONS:

Option One: I move that the Planning Advisory Committee recommend that Council amend the Municipal Planning Strategy Schedule 'A' Future Land Use Designations Map by changing 283 & 295 Church Street from Industrial to Commercial, and amend the Land Use Bylaw Schedule 'A' Zoning Map by changing the same properties from the Industrial Zone to the Highway Commercial Zone.

Option Two: I move that the Planning Advisory Committee recommend that Council **not** amend the Municipal Planning Strategy Schedule 'A' Future Land Use Designations Map by changing 283 & 295 Church Street from Industrial to Commercial, and amend the Land Use Bylaw Schedule 'A' Zoning Map by changing the same properties from the Industrial Zone to the Highway Commercial Zone.

Option Three: I move that the Planning Advisory Committee defer the application and instruct Staff to provide more information.

STAFF RECOMMENDATION: Option One.

Synopsis

Strategic Priorities

Stemming from the priority setting exercise that began in December 2017 and further developed over the winter of 2018, the chart is a means to track progress on addressing Council's strategic priorities. In general, the bullets are items that have been identified as a strategic priority for the respective departments that may also support Council's priorities directly or indirectly.

Staff request that Council formally adopt the Strategic Priority Chart for the July to September 2018 period to ensure the priorities of Council are being appropriately addressed by the administration.

MOTION:

That Council adopt the Strategic Priorities Chart for the July to September 2018 period.



REQUEST FOR DECISION

RFD# 2018109

Date: June 25, 2018

TO: Mayor Kogon and Members of Council

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

DATE: June 25, 2018

SUBJECT: Strategic Priorities Chart

ORIGIN: 2018 Council Strategic Priority setting and tracking.

LEGISLATIVE AUTHORITY: MGA 30(3), The Council shall provide direction on the administration, plans, policies and programs of the municipality to the chief administrative officer.

RECOMMENDATION: That Council adopt the Strategic Priorities Chart for the July to September 2018 period.

BACKGROUND: Attached are two versions of the Strategic Priorities Chart. This first is the Strategic Priorities Chart 2018 June Status Check-in, which is the same information accepted by Council in May but coded as follows: **completed task**, **not complete but in progress**, due in the future, **and due but not started**. This chart is intended to provide a snapshot of the progress made on the priorities established by Council, and the operational priorities within each department.

The second chart is Strategic Priorities Chart 2018 July-September. This represents the go forward actions to address the priorities over the next three months. Where tasks were completed in the first chart (shown crossed out), the task from the "NEXT" box is shown as the new "NOW" task.

DISCUSSION: Stemming from the priority setting exercise that began in December 2017 and further developed over the winter of 2018, the chart is a means to track progress on addressing Council's strategic priorities. In general, the bullets are items that have been identified as a strategic priority for the respective departments that may also support Council's priorities directly or indirectly.

Staff request that Council formally adopt the Strategic Priority Chart for the July to September 2018 period to ensure the priorities of Council are being appropriately addressed by the administration.

FINANCIAL IMPLICATIONS: Consideration for Council and Operational priorities have been integrated into the 2018/19 Budget.



COMMUNITY ENGAGEMENT: No specific engagement program is associated with this item.

ENVIRONMENTAL IMPLICATIONS: No implications specific to this item.

ALTERNATIVES: Do not adopt the Strategic Priorities Chart for July to September 2018.

ATTACHMENTS:

1. Strategic Priorities Chart 2018 June Check-in.
2. Strategic Priorities Chart 2018 July-Sept

Report prepared by: Andrew Fisher, Manager of Planning & Strategic Initiatives
Report and Financial approved by:

STRATEGIC PRIORITIES CHART 2018 Priorities

CORPORATE PRIORITIES (Council/CAO)

July - September

NOW

1. **ECONOMIC GROWTH / SUSTAINABILITY:** Community Profile/Dashboard - July
2. **POVERTY REDUCTION:** Community Poverty Reduction Strat ToR – Council Direction - Sept
3. **AGING POPULATION / SENIORS NEEDS:** Engage Stakeholder group - Sept
4. **POLICING COSTS:** Process Mapping Support - July
5. **MARKETING:** Inventory of materials - Sept
6. **NET ZERO / COMMUNITY ENERGY STRATEGY:** Strategy ToR - Sept

NEXT

- **COMMUNITY ENERGY STRATEGY:** RFP or Draft
- **POVERTY REDUCTION:** Implement Council direction
- **SENIORS STRATEGY:** ID service gaps
- **MARKETING PROGRAM:** Inventory of materials
- **POLICING COSTS:** Internal service review
- **ECO GROWTH:** Website Comm property inventory

ADVOCACY/PARTNERSHIPS

- *Net Zero / Green Energy Projects*
- *Municipal Cooperation*
- *Isthmus Flood Risk*
- *Col. James Layton Ralston Armoury*

OPERATIONAL STRATEGIES (CAO/Staff)

Chief Administrative Officer (Greg)

1. **SERVICE CAPACITY REVIEW:** ToR - Aug
 2. **POLICING COSTS:** Project Oversight
- Municipal Cooperation
 - Succession Planning
 - Cannabis legalization

Manager, Planning & Strategic Initiatives (Andrew)

1. **Active Transportation Plan:** Implement Plan – May
 2. **NET ZERO/ COMM ENERGY STRAT:** ToR - July
- MPS/LUB review for Cannabis:
 - NSP Smart Grid Project: Implementation -
 - Oxford MPS: review -

Fire Chief (Greg)

1. **New Membership Mentorship:** Program - July
 2. **Organizational Security Strategy:**
 3. **Develop General Orders:** Implement - Oct
- Finalize Succession Plan: Complete -
 - Leadership program: Implement -
 - Live/simulated fire training: Virtual Trainer -

Director of Recreation (Bill)

1. **MARKETING PROGRAM: Inventory of Materials - Sept**
 2. **POVERTY REDUCTION: Need Council Dir - Sept**
 3. **AGING POP./SENIORS NEEDS: Seniors Strat - Jan**
- Healthy Communities: Committee
 - Communities in Bloom: Committee
 - Dog Park: Construction

Chief of Police (Ian)

1. **Succession/Staff Changes: Sargent competition - Aug**
 2. **Sexual assault investigations: audit – July**
 3. **Legalization of Cannabis: readiness - Aug**
- Departmental Wellness Program: CISM draft
 - Digitize personnel files: Action Plan
 - Quality Assurance Review:

CFO (Shelley)

1. **Policing Costs:** Process mapping Support - July
 2. **Performance measurement/management:** Process Mapping System - July
 3. **Customer Service Standards:** Action Plan - Oct
- Pension Plan Sustain Report: Research completed
 - Internal Control Documentation: Written Processes
 - E-Vendor Payment System: Running

Business Development Officer (Rebecca)

1. **ECONOMIC GROWTH/SUSTAIN:** Community Profile/Dashboard - July
 2. **Economic Development Strategy: Sept 2018**
 3. **CRM System for CCUBIC:** Running - July
- Tourism Committee Strategy: Entrance Sign Bylaw
 - Tourism Product development: Heritage tours
 - Industrial Park Biz Attraction: Market Study

DCAO Director of Operations (Jason)

1. **Asset Mgmt Plan:** Research Best Practice - Sept
 2. **Service Delivery Standards:** Update Standards – Sept
 3. **AT facility construction:** Sept
-

CODES: **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy
Regular title case = Operational Strategies

Synopsis

Ice Helmet Policy

The Town of Amherst is committed to the safety of all individuals and groups using the ice at the Amherst Stadium. Currently, the use of helmets for ice users is strongly recommended but is not compulsory. The department, as well as several users of the stadium, identified a need for a review of helmet practices for on-ice activities.

Following discussions with Council, staff are recommending the policy cover all those wearing skates on the ice surface of the Stadium.

While a number of arenas throughout the region have implemented helmet policies for all users, it is felt that having a helmet policy for those wearing skates will increase the safety of users.

MOTION:

That Council approve Ice Helmet Policy 72300-10 for the Amherst Stadium effective August 15, 2018.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: June 25, 2018

SUBJECT: Ice Helmet Policy - Stadium

ORIGIN: Recreation department citizen feedback and discussions with Council.

LEGISLATIVE AUTHORITY: MGA Section 48 (3) In addition to matters specified in this Act or another Act of the Legislature, the Council may adopt policies on any matter that the Council considers conducive to the effective management of the municipality.

RECOMMENDATION: That Council approve Ice Helmet Policy 72300-10 for the Amherst Stadium effective August 15, 2018.

BACKGROUND: The Town of Amherst is committed to the safety of all individuals and groups using the ice at the Amherst Stadium. Currently, the use of helmets for ice users is strongly recommended but is not compulsory. The department, as well as several users of the stadium, identified a need for a review of helmet practices for on-ice activities.

Following discussions with Council, staff are recommending the policy cover all those wearing skates on the ice surface of the Stadium.

While a number of arenas throughout the region have implemented helmet policies for all users, it is felt that having a helmet policy for those wearing skates will increase the safety of users.

DISCUSSION: It is suggested that all persons wearing skates on the ice surfaces at the Stadium are to wear a CSA Approved helmet. The chin strap on the helmet shall be securely fastened under the chin. Helmets will be available at the Stadium on a first come first served basis to sign out at no charge for those users on skates who do not have a CSA Approved helmet. Exceptions to the proposed policy are outlined as well. Exceptions may be requested on the basis that liability coverage is assumed by the user groups or in the case of emergency personnel being requested on the ice surface.

FINANCIAL IMPLICATIONS: A Facility Development grant has been received from the Province of Nova Scotia to purchase loaner CSA Approved helmets to be available first come first service for those who do not have a CSA Approved helmet.



COMMUNITY ENGAGEMENT: A number of user organizations, individuals, municipalities, and sport organizations were contacted through the process.

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

ALTERNATIVES:

1. Reduce compulsory helmets for those skaters at the Stadium to youth 18 and under.
2. Reduce compulsory helmets for those skaters at the Stadium to only youth 12 and under.
3. Do not support recommendation and continue with practice at the Stadium of CSA Approved helmets being strongly recommended.

ATTACHMENTS: Proposed Ice Helmet Policy

Report prepared by: Bill Schurman, Director of Recreation
Report and Financial approved by:

DEPARTMENT: RECREATION

TITLE: ICE HELMET POLICY – AMHERST STADIUM

Minutes reference date:

POLICY STATEMENT

The Town of Amherst is committed to the safety of all individuals and groups using the Amherst Stadium. Therefore, for the protection and safety of the public, the wearing of a Canadian Standard Association (CSA) approved protective ice helmet is mandatory for all on-ice participants wearing skates at the Stadium.

POLICY

CSA approved protective helmets are mandatory for all individuals, at all times, while on skates the ice at the Amherst Stadium. This policy will be clearly posted with other established regulations for activities. Face masks are not mandatory however young skaters may benefit from the added protection.

PROCEDURE

Effective August 15, 2018 all individuals and groups are to wear CSA approved ice helmets while on skates on the ice surface at the Stadium. The chinstrap of the helmet shall be securely fastened under the chin. Failure to wear a helmet will result in the removal of the individual from the ice surface until they are wearing an approved helmet.

EXEMPTIONS

Exemption to this policy may be granted on an individual basis where the wearing of a helmet would interfere with the observance of a religious custom, showing respect during National Anthems and or official ceremonies, or the user group assumes liability coverage as follows:

1. Application for such exemption must be made to the Town of Amherst in writing.
 - a. Granting of such exemption will require the applicant to provide a signed Helmet Policy waiver prior to the participation in any on-ice activity.

DEPARTMENT: RECREATION

TITLE: ICE HELMET POLICY – AMHERST STADIUM

Minutes reference date:

2. User groups that assume liability coverage (Proof of coverage must be provided at the time of booking) include: Skate Canada, Skate Nova Scotia, and the Amherst Skating Club.
3. Figure Skaters who are registered with Skate Canada after successfully completing the CanSkate program, as well as figure skating during sanctioned competitions, are exempt from wearing a protective helmet during their activities as standard practice in the sport, which is supported by Skate Canada and Skate Nova Scotia.
4. Maritime Junior “A” Hockey League – This policy shall not apply to MHL team coaching, training, and game operations staff who are required to access the players bench and ice surface during the course of the game.
5. Those responding to a medical emergency.

All other requests for exemption must be submitted in writing to the Town of Amherst for consideration.

Synopsis

Amherst Youth Town Council Policy

At the end of each school year, the current AYTC members provide a report to Council on their activities and submit any recommendations they have for improvements. Further to this, the AYTC has recommended a few changes to the AYTC Policy, which gives them more discretion over events they may wish to be involved with. Also, they are asking that the term of membership be extended from 1 year to 2 years.

Involving youth in the community adds value to community and youth development. It empowers youth to be engaged and provides the opportunity to influence decisions regarding youth issues. AYTC is the voice of youth for Town Council

MOTION:

That Council approve the revised Amherst Youth Town Council (AYTC) Policy.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: June 25, 2018

SUBJECT: Amherst Youth Town Council Policy

ORIGIN: Annual year end review by Amherst Youth Town Council

LEGISLATIVE AUTHORITY: Amherst Youth Town Council Policy, 10350-21

RECOMMENDATION: That Council approve the revised Amherst Youth Town Council (AYTC) Policy.

BACKGROUND: At the end of each school year, the current AYTC members provide a report to Council on their activities and submit any recommendations they have for improvements.

The AYTC has recommended a few changes to the AYTC Policy, which gives them more discretion over events they may wish to be involved with. Also, they are asking that the term of membership be extended from 1 year to 2 years.

DISCUSSION: Involving youth in the community adds value to community and youth development. It empowers youth to be engaged and provides the opportunity to influence decisions regarding youth issues. AYTC is the voice of youth for Town council

FINANCIAL IMPLICATIONS: There are no financial implications.

COMMUNITY ENGAGEMENT: N/A

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

ALTERNATIVES:

- Do not revise the Policy
- Refer back to staff for further revisions.

ATTACHMENTS:

- Policy 10350-21 Amherst youth Town Council

Report prepared by: Bill Schurman, Director of Recreation

Report and Financial approved by:



DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: Amherst Youth Town Council Policy

Minutes reference date: 25 May, 2010 24 October, 2011 25 November, 2013 October 23, 2017

PURPOSE:

To establish a policy for the governance of the Amherst Youth Town Council.

BASIS:

The Amherst Youth Town Council will act as an advisory body to Town Council on those matters within the influence of the Town of Amherst which have an impact on the youth of the Town, regardless of their cultural and religious identity, socio-economic background, intellectual and physical abilities, sexuality or gender. The Amherst Youth Town Council will improve the image of the Town of Amherst by raising the profile of the Town's youth. The Council will create community awareness of youth facilities, youth services, youth organizations and the opportunities and programs they provide.

ROLE OF COMMITTEE:

1. The Amherst Youth Town Council will identify and bring forward issues which have an impact on the youth of Amherst and, while *indirectly* under the control of the Town of Amherst, may be of sufficient significance to warrant the Town's consideration or support.
2. The Amherst Youth Town Council shall encourage its members to become more familiar with the workings of local government through education, involvement and participation *in council meetings*.
3. The Amherst Youth Town Council will, through researching issues and presenting constructive solutions, act as a realistic advocate for the youth of our community.
4. The Amherst Youth Town Council will endeavor to participate actively in community events and activities, as well as host events they deem fit, in Amherst, and through this involvement, foster a positive image for all young people.
5. The Amherst Youth Town Council may address, foster discussion, or make recommendations to Town Council on issues that they believe need to be addressed for the benefit of the youth.

MEMBERSHIP:

1. The Council shall appoint members of the Amherst Youth Town Council by resolution.
2. The maximum number of appointees on the Amherst Youth Town Council is 12.
3. Members shall be students attending Amherst schools from grade 7 to 12 with a maximum of three members being county residents.
4. The term for citizen youth appointees shall be two years and members may be reappointed to the committee without limitations. Members who do not complete their two year term may be replaced, with their replacement finishing their term and eligible for reappointment without limitations. Citizen appointee terms shall commence November 1st annually.
5. In June of each year, advertisement for expression of interest will be posted using appropriate media to reach youth. Council will appoint members for the new term prior to the end of October each year.

MEETINGS:

1. Meetings will be scheduled by the *Junior Mayor*, in consultation with staff and fellow members. Generally, meetings will commence at 3:05pm at an accessible location.
2. The committee will meet bi-monthly or as required. Each month a member of the Amherst Youth Town Council will attend an Amherst Town Council regular meeting.
3. *All meetings are open to the public. If local organizations wish to present to the Amherst Youth Town Council they must previously inform the elected Junior Mayor of their presentation plans.
4. *All members of the Amherst Youth Town Council are required to notify a member of the executive committee if they are to miss a meeting. If two meetings are missed without regrets sent, the committee will discuss attendance improvement for that individual.

Synopsis

Off-Leash Dog Park

The 10-year master plan (2016-2026) recommends the development of an off-leash dog park and suggested repurposing an underutilized field at Robb Complex as a location. In December of 2016 Council directed staff to seek public input to determine interest, location and desirable amenities for an off-leash dog park. In January 2018 Council gave direction to staff to offer a pilot off-leash dog park to be located at the Robb Complex until April 30th, 2018.

From all accounts the pilot project has been a success. Given the weather during the time of the year, users still frequented the facility regularly. During a special event attached to the Winter Carnival, upwards of 75 dogs participated. Generally speaking, off-leash dog park users cleaned up after their pets and treated the facility with respect. Many positive comments and feedback have been received through social media, face to face conversations and messages. There was no negative feedback from the neighbors bordering the pilot project.

In April 2018, Council directed staff to develop the scope of work required to create an off-leash dog park within Dickey Park. The scope of work was presented and discussed at the June 18, 2018 meeting of Committee of the Whole.

The 2018/19 Capital Budget includes a provision of \$35,000 for an off leash dog park.

MOTION:

That Council approve the scope of work required to develop a permanent off-leash dog park within Dickey Park, with the work to begin as soon as possible.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: June 25, 2018

SUBJECT: *Off-Leash Dog Park*

ORIGIN: Recreation Master Plan, 2017-18, 2018-19 Capital Budget

LEGISLATIVE AUTHORITY: MGA Section 65(ah) providing the power to spend money required by the municipality for, "...public grounds, squares, halls, museums, park, ..., and community centres", and Section 175 that provides for a Dog Bylaw.

RECOMMENDATION: That Council approve the scope of work required to develop a permanent off-leash dog park within Dickey Park, with the work to begin as soon as possible.

BACKGROUND: Over the years random discussions have been held with regards to Amherst having an off-leash dog park. The 10-year master plan (2016-2026) recommends the development of an off-leash dog park and suggested repurposing an underutilized field at Robb Complex as a location. In December of 2016 Council directed staff to seek public input to determine interest, location and desirable amenities for an off-leash dog park. In January 2018 Council gave direction to staff to offer a pilot off-leash dog park to be located at the Robb Complex until April 30th, 2018. From all accounts the pilot project has been a success. Given the weather during the time of the year, users still frequented the facility regularly. During a special event attached to the Winter Carnival, upwards of 75 dogs participated. Generally speaking, for the most part, off-leash dog park users cleaned up after their pets and treated the facility with respect. Many positive comments and feedback has been received through social media, face to face conversations and messages. There was no negative feedback from the neighbors bordering the pilot project. In April 2018, Council directed staff to develop the scope of work required to create an off-leash dog park within Dickey Park.

DISCUSSION: Recreation is the physical, social, intellectual, creative and spiritual pursuits that enhance individual wellbeing. For a community, recreation plays a critical role in cultural vitality, social cohesion, environmental responsibility and economic prosperity. Off-leash dog parks fit within this definition as well as supporting our interest of being the most active, healthy community in Nova Scotia. The public input phase provided a better understanding of the current situation of dog owners, the Town's companion by-law, preferences for sites and trends relating to creating off-leash dog parks. During the process current and past users of Robb Complex expressed concern regarding the use of Robb Complex for an off-leash park. While current data suggests there is the opportunity to repurpose a field at Robb with some impact to traditional scheduling, users have committed to work on increasing the number of participants to their programs.



Dickey Park ranked a close second to the Robb Complex as a preferred site for an off-leash park. Dickey Park offers many of the amenities that an off-leash dog park requires including, washrooms, power source, parking, lighting, water source and shade. Dickey Park walking track is well used and is a favorite location to walk dogs today.

FINANCIAL IMPLICATIONS: A carry over from the 2017-18 capital budget of \$25,000 was previously approved by Council, as was an additional \$10,000 within the 2018-19 capital budget for the development of an off-leash dog park. For a total approved 2018-19 capital budget amount of \$35,000.

COMMUNITY ENGAGEMENT: A considerable amount of conversation has taken place, through social media, face to face interviews, an on-line survey and special events. Discussions have also been held with Robb Complex users. It is expected that an off-leash dog park committee would be formed to assist with the off-leash park should it proceed. Recent online survey indicated 85% of those who used the Pilot Off-Leash Park at Robbs Complex were satisfied with its amenities. Dickey Park offers a similar area, plus a shaded area, walking track, multi-purpose field, and a children's play area.

ENVIRONMENTAL IMPLICATIONS: Dog waste cleanup process is required. Based on the experience at Robb's, as well as the current usage of Dickey Park by dog owners, and the number of activities and events that currently take place within the park, noise is not expected to be an issue.

ALTERNATIVES: Direct staff to find another location.

ATTACHMENTS: Cost estimates; Work required drawing of off-leash location within Dickey Park

Report prepared by: Bill Schurman, Director of Recreation
Report and Financial approved by:

Scope of Work Required
Off-Leash Dog Park – Dickey Park

Fencing	Roughly 1.1 Acre Area – 858 Linear Feet of 6’ galvanized industrial chain link fencing. 2 4’ single swing gates & 1 8’ single swing maintenance gate.	Estimated Cost: \$19,950
Water Source	Seasonal line from existing washroom/maintenance building to off-leash park.	Estimated Cost: \$1,000
Bench Seating		Estimated Cost: \$1,000
Tree Trimming/Brush Removal	Maintenance work within the wooded area of off- leash park.	Estimated Cost: \$2,500
Children’s Play Area Relocation	Structure to be relocated to the area closet to the existing splash pad/	Estimated Cost: \$5,000
Signage	Directional, Guidelines, Miscellaneous	Estimated Cost: \$2,500
Total Estimated Cost:	\$31,950 Plus Applicable Taxes	
2017-2018 Capital Budget	Carry Over: \$25,000	
2018-2019 Capital Budget:	\$10,000	
Total available:	\$35,000	



PS

1.1 acres

W

East Pleasant

Van

Synopsis

Regional Emergency Management Plan (REMO)

Since the Town of Amherst joined REMO a number of years ago it has been a goal to consolidate each of the municipal emergency plans into one document. Up to now The Town of Amherst has had a separate plan. As well, each of the existing plans were developed using the Incident Management System (IMS) structure, which has been replaced by the Incident Command System (ICS)

Following a review by the REMO planning committee it was established that there needed to be one emergency plan for all municipal units that are party to the Inter-Municipal Emergency Services Agreement.

This newly created plan will replace the currently approved editions of the Emergency Management Plans for the Town of Amherst and the Municipality of Cumberland.

MOTION:

That Council accept this newly created Regional Emergency Management Plan (REMO).



AMHERST TOWN COUNCIL

RFD# 2018111

Date: June 25, 2018

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Greg Jones, Fire Chief

DATE: June 25, 2018

SUBJECT: Emergency Management Plan - Regional Emergency Management Office

ORIGIN:

Following a review by the Regional Emergency Management Office planning committee it was identified that a combined emergency management plan needed to be created to encompass all parties of the Inter-Municipal Emergency Services Agreement.

LEGISLATIVE AUTHORITY:

Emergency Management Act - Section 10, Sub section 1, Para b

RECOMMENDATION:

That Council accept this newly created Emergency Management Plan (REMO).

BACKGROUND:

As it is a requirement that each municipal unit within the province of Nova Scotia have an emergency plan, the Town of the Amherst and the Municipality of Cumberland (which includes the Town of Oxford) have had separate Emergency Management Plans since this requirement came into place. These plans were developed using the Incident Management System (IMS) structure, which is no longer used by emergency service providers in Canada.

DISCUSSION:

Following a review by the REMO planning committee it was established that there needed to be one emergency plan for all municipal units that are party to the Inter-Municipal Emergency Services Agreement.

The development of this new Emergency Management Plan focused on industry best practices and operational needs. In particular, it has been designed by using the incident command system (ICS) structure. ICS is the adopted incident command standard used across Canada by emergency service providers and emergency management organizations.

This newly created plan will replace the currently approved editions of the Emergency Management Plans for the Town of Amherst and the Municipality of Cumberland. The combining of these plans will provide one master emergency management plan for all parties of the Inter-Municipal Emergency Services Agreement.

Once this emergency plan is approved by all parties of the Inter-Municipal Emergency Services Agreement, training and exercising of the plan will begin.

FINANCIAL IMPLICATIONS:

Acceptance of this plan will have no financial implications on the Town of Amherst.



COMMUNITY ENGAGEMENT:

Not applicable

ENVIRONMENTAL IMPLICATIONS:

Not applicable

ALTERNATIVES:

1. Council may choose to not accept this plan.

ATTACHMENTS:

1. Proposed Emergency Management Plan (REMO)
-

Report prepared by: Greg Jones, Fire Chief

Report and Financial approved by:



Synopsis

East Pleasant Street Tender

The reconstruction of East Pleasant Street from Church Street to the six way stop was approved by Council in the 2018/19 Capital Budget.

Tenders were issued and closed on May 17, 2018, with 5 bids being received. Staff have reviewed the submissions for compliance and are recommending that the tender be awarded to the low compliant bidder, Cumberland Paving and Contracting. The Contractor has personnel designated to work on the project with experience working on similar projects. The Town has worked with Cumberland Paving and Contracting successfully on other projects.

MOTION:

That Council award the tender for the East Pleasant Street reconstruction project to Cumberland Paving and Contracting at their total unit price bid amount of \$825,315 plus HST. And further that staff be directed to negotiate a reduction in the amount of work to be completed, based on the unit prices submitted, in order to bring the actual costs of the project closer to the actual budgeted amount of \$805,000 including HST.



AMHERST TOWN COUNCIL

RFD# 2018094

Date: June 25, 2018

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: June 25, 2018

SUBJECT: East Pleasant Street Reconstruction Tender Award

ORIGIN:

The 2018/19 Capital Budget included an amount of \$805,000 for the reconstruction of East Pleasant Street from the six way stop to Church Street.

LEGISLATIVE AUTHORITY:

Municipal Government Act Section 65 The council may expend money required by the municipality for (aa) streets, culverts, retaining walls, sidewalks, curbs and gutters; (ak) wastewater facilities and stormwater systems; (al) water systems.

RECOMMENDATION:

That Council award the tender for the East Pleasant Street reconstruction project to Cumberland Paving and Contracting at their total unit price bid amount of \$825,315 plus HST. And furthermore that staff be directed to negotiate a reduction in the amount of work to be completed, based on the unit prices submitted, in order to bring the actual costs of the project closer to the actual budgeted amount of \$805,000 including HST.

BACKGROUND:

The owner of the former St. Charles baseball field has indicated that if the Town were to reconstruct this portion of East Pleasant Street this upcoming fiscal year then he would commence the development of his property at that time as well. Staff analysed the situation and recommended that this project be advanced to coordinate the construction with the new development. This project was included in the 2018/19 Capital Budget.

Tenders were issued and closed on May 17, 2018, with 5 bids being received:

Cumberland Paving and Contracting	\$825,315 plus HST
Beale and Inch Construction Ltd.	\$867,675 plus HST
Bowers Construction Ltd.	\$827,450 plus HST
Dexter Construction Co. Ltd.	\$1,365,056 plus HST
Atlantic Road Construction & Paving Limited	\$1,609,715 plus HST



DISCUSSION:

Staff have reviewed the submissions for compliance and are recommending that the tender be awarded to the low compliant bidder, Cumberland Paving and Contracting. The Contractor has personnel designated to work on the project with experience working on similar projects. The Town has worked with Cumberland Paving and Contracting successfully on other projects.

It should be noted that we require Utility and Review Board approval of all capital projects over \$250,000, which has not yet been received. Should Council award the tender, the contract with the Cumberland Paving and Contracting will not be signed until such approval is received.

FINANCIAL IMPLICATIONS:

The total budget for this project is \$805,000, including \$300,000 in the water capital budget. The total price of the low compliant bid is \$860,688 including non-recoverable HST. In order to stay within the approved budget for this project staff are recommending that we negotiate with the contractor to have our Public Works crews install the temporary water as well as the water valves on each end of the project. These two items will save approximately \$21,500. There are also approximately \$17,800 worth of provisional items in the contract which could result in additional savings.

As we are early in the capital budget process staff are anticipating that potential savings in other capital projects could make up the remaining budget shortfall. Failing this, proposed operational projects this summer can be deferred and the Public Works crews can undertake a smaller capital project to offset the budget shortfall.

COMMUNITY ENGAGEMENT:

Community engagement will take place prior to major construction commencing on site. This will include written notices, face to face meetings, and social media announcements.

ENVIRONMENTAL IMPLICATIONS:

Replacement of the existing 100 year old infrastructure will reduce water loss due to line breaks and reduce the amount of storm water entering the sanitary sewer system. Existing asphalt will be recycled and used for trails, parking lots or other such projects.

ALTERNATIVES:

1. Do not award the tender to Cumberland Paving and Contracting, change the scope of the project, and re-tender.

ATTACHMENTS: N/A

Report prepared by: Jason MacDonald, Deputy CAO
Report and Financial approved by:

Synopsis

Community Support Grants Policy

The amendments put forward in the attached policy are mostly housekeeping in nature, introducing a prohibition on grants to organizations that are simply raising funds for redistribution and clarifying the requirement to annually file financial statements with the Town.

There is, however, one major change – the introduction of the “A” Fresh Start initiative. The new program would see presentations made and voted on in a manner loosely based on the 100 Women Who Care format. Details are at Appendix “A” of the recommended policy.

In order to qualify the presentation, idea, or use of the money must be for creative, new events or initiatives or that enhance current programs. For example: a new cultural play, new event, festival, fundraising event with funds going back into Amherst and area, or new enhancement to an existing service or event.

MOTION:

That Council approve the amendments to the Community Support Grant Policy 72000-08.



AMHERST TOWN COUNCIL

RFD# 2018112

Date: June 25, 2018

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Gregory D. Herrett, CPA, CA – Chief Administrative Officer

DATE: June 25, 2018

SUBJECT: Community Support Grants 2018

ORIGIN: 2018-19 Operating Budget

LEGISLATIVE AUTHORITY: Subsection 65 (au) Municipal Government Act

RECOMMENDATION: That Council approve the amendments to the Community Support Grant Policy, 72000-08.

BACKGROUND: This policy provides guidance to Council and staff with respect to the financial supported granted to various community organizations. Council has found this policy necessary due to the large volumes of requests for such assistance that it receives each year.

DISCUSSION: The amendments put forward in the attached policy are mostly housekeeping in nature, introducing a prohibition on grants to organizations that are simply raising funds for redistribution and clarifying the requirement to annually file financial statements with the Town.

There is, however, one major change – the introduction of the “A” Fresh Start initiative. The new program would see presentations made and voted on in a manner loosely based on the 100 Women Who Care format. Details are at Appendix “A” of the recommended policy.

In order to qualify the presentation, idea, or use of the money must be for creative, new events or initiatives or that enhance current programs. For example: a new cultural play, new event, festival, fundraising event with funds going back into Amherst and area, or new enhancement to an existing service or event.

FINANCIAL IMPLICATIONS: An additional \$17,500 has been allocated and approved in this year’s operating budget for this program. All community support grants are funded, along with our community supports, through the Community Support Area Rate of 6.5 cents.

COMMUNITY ENGAGEMENT: It is anticipated that the amendments to this policy will enhance community engagement.

ENVIRONMENTAL IMPLICATIONS: No environmental implications attached to this request.



ALTERNATIVES:

1. Other revisions to the policy
2. Status quo

ATTACHMENTS:

- Community Support Grants Policy, 72000-08

Report prepared by: G.D. Herrett, CPA, CA Chief Administrative Officer
Report and Financial approved by:

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **COMMUNITY SUPPORT GRANTS POLICY**

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015

POLICY STATEMENT:

1. Amherst Town Council directs the operation of the Town through its approved policies. Every year the Town receives more grant requests than it can fund. The purpose of this policy is to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in the community in a manner approved by Council. It is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia or the Government of Canada (e.g. health, social services, housing).
2. This program does not govern the following, which are separately administered:
 - * Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
 - * Residential Property Tax Rebates (low-income homeowners).

AUTHORITY

3. Authority is provided under Section 65, *Municipal Government Act*, as amended.

APPLICATIONS FOR ASSISTANCE

4. All grant applications shall normally be submitted on the form provided by the Town. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns. Applications will be considered from groups that have had satisfied conditions and obligations from previous grants awarded to them and provided sufficient proof of their non-profit status. Funding applications will not be considered from the following:
 - ✓ Businesses
 - ✓ Hospitals, medical programs, treatment services or social services programs.
 - ✓ School Boards or quasi government organizations
 - ✓ Non-profit organizations for the purpose of funding accumulated deficits.
 - ✓ Any organization for the purpose of fund raising to distribute to other organizations/individuals
 - ✓ Organizations with political affiliations

Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief.

Funding will also not normally be provided to fund raising campaigns of national charitable organizations.

Applicants are encouraged to submit applications to the Town of Amherst by March 1st^t in order to address the schedule under the Towns budget process.

SPECIAL CONSIDERATION

5. The current level of financial support to the Amherst Food Assistance Network, Cumberland Early Intervention Program, Sexual Health Centre for Cumberland County and Cumberland County Transition House (Autumn House), Senior's Safety Advisory Committee and Cumberland County Museum will be continued. Further applications requesting financial assistance in this category will not be considered. All organizations receiving financial assistance must annually file financial statements with the Town. Failure to do so will result in future funding being suspended.

POLICY COMPONENTS

6. A) **"A" Fresh Start**

See Appendix A – Maximum annual allocation \$17,500

- B) **Recreation and Physical Activity Grants and Assistance**

- (1) Direct Recreation Programming Support

Amounts may be appropriated under this program only when the organization provides an organized recreational opportunity through an organization recognized and registered with its relevant provincial umbrella organization. Support currently provided to the following organizations will be continued:

- Fundy Youth Soccer Association (Payment of Property Taxes)
- The current funding for Amherst Little League will continue and be included in our operations budget each year under Program Youth.
- The current funding for Amherst T-ball will continue and be included in our operations budget each year under Program Youth.

- (2) Financial Assistance to Teams Traveling to Provincial, National and International Competition

Amounts may be appropriated under this program only when the team or individual applying meets the following applicable criteria:

- The team/individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g. Hockey Nova Scotia or Skate Canada).

- The team is located in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team.
- Individuals playing for an Amherst Team do not qualify for funding support. Only the team qualifies to apply for funding.
- The individual is competing as an individual and has their principal residence in the Town of Amherst.

Maximum funding considered under this component will be \$500.00 for a team and \$250 for an Individual.

(3) Financial Assistance for hosting Invitational, Provincial and National Tournaments.

An organization or team hosting an Invitational Tournament in the Town of Amherst qualify for funding support under this policy.

Maximum funding considered will be \$250.00 for the host team or organization.

Organizations who have successfully applied to host a Provincial or National Tournament in the Town of Amherst qualify for funding under this policy.

Maximum funding considered will be \$500.00 for the host organization.

C) Festivals and Events Grants

1. The Town of Amherst recognizes that local festivals and events are an integral part of life in Amherst. The Town wants to encourage and support organizations that successfully organize and facilitate these events. It is recognized that there are many requirements to be successful, ranging from the financial capacity of the organizing body to facility requirements. Through this policy, the Town of Amherst will provide support to organizing bodies who demonstrate that their event or festival garners broad community support, significant participation up to 1000 people, and provides a unique experience not duplicated by other ongoing events, festivals or activities. The Town of Amherst will consider requests for financial assistance submitted.

Maximum funding considered under this component will be \$500.00

2. Major events and festivals in the community are designed to stimulate public participation and enhance the quality of life for our residents, while serving as an economic generator for the Town. These events will draw spectators from the Maritimes, nationally or internationally and increases the profile of our community. These events must be a minimum of three days in length and must be affiliated with a local community non-profit organization.

Maximum funding considered under this component will be determined by council upon reviewing the proposal and recommendations from staff.

EVALUATION CRITERIA for Festivals and Events Grants

Applications being considered for funding will be evaluated on the following criteria.

- a) Financial Need (20%)
 - a. Need for direct financial assistance from the Town is identified.
 - b. Other fund raising efforts identified and sources confirmed.
- b) Economic Impact (15%)
 - a. The event or activity promotes economic activity in the community
 - b. The event or activity positions the town to be destination for visitors.
 - c. Direct economic impact identified. (revenues generated by event; hotel rooms sold; local vendors utilized; volunteers mobilized; local purchased made; etc.
- c) Value of Event or Activity (50%)
 - a. Uniqueness of the experience to the community and is not a duplication of other activities.
 - b. Potential of audience numbers and participation levels (planned success levels)
 - c. Potential of event to become an annual marquis event.
 - d. Ability for the event or activity to become self-sufficient with little or no financial assistance from the Town.
- d) Organizational Strength (15%)
 - a. Strong and committed leadership with a clear focus
 - b. Proposals, budgets and action plans are clear, organize and well developed

Only applications scoring in excess of 60% will be considered for funding.

Authority of the Chief Administrative Officer

The Chief Administrative Officer (CAO) may approve applications submitted under this sections 6 B (1, 2 & 3) and 6 C (1) of this policy that are \$500 and less, provided such applications qualify in accordance with this policy and fall within the thresholds established. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December)

GENERAL CONDITIONS

8. a) Applications received after the March 1st deadline are considered late. Late applications are reviewed only after the regular review. Each year the Town receives more applications than it can fund, so it is important for applications to be on time and contain the correct information.
- b) Awards are announced after the Town's budget has been approved (usually in May).
- c) Successful proponents shall agree for the Town to arrange a presentation of the community support grant with the media present and for the Town to use any photo images, videos or stories related to the community support grant in other forms of media as the Town deems fit.
- d) **An applicant must be a registered non-profit organization or charitable society. Part of the review process includes confirmation of registration by municipal staff.**
- e) Only one application per organization may be submitted in each funding year.
- f) Grants are not awarded for salary/wages of staff positions or board honoraria.
- g) Grant applications should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service.
- h) Grants may be awarded with certain terms and conditions. The letter of award will state if any particular restrictions apply to the grant. Funding may be revoked for failure to comply with terms and conditions.
- i) Awards may be issued in full (the usual practice) or can be paid in instalments. The letter of award will state if a holdback applies to the grant.
- j) In rare circumstances, an applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation.
- k) At the end of a project or the organization's year-end, grant recipients **must** submit a report and/or financial statement to the Town

Appendix A – “A” FRESH START – Maximum Annual Allocation \$35,000

This money would be granted in a program called “A” Fresh Start- Community Initiative. This program would be twice per year, with \$17500. available each time. The process would be administered, and events convened, by the Amherst Recreation Department.

- (1) Applications
 - (a) Organizations may apply; up to twice per year.
 - (b) Organizations may only be chosen once a year
 - (c) Application Deadlines
 - (i) April 1st for first public voting- in June
 - (ii) August 1st for second public voting- in October.
- (2) Qualifying applications
 - (a) In order to qualify the presentation, idea, or use of the money must be for creative, new events or initiatives or that enhance current programs. For example: a new cultural play, new event, festival, fundraising event with funds going back into Amherst and area, or new enhancement to an existing service or event.
 - (b) Normal ongoing operations of an organization do not qualify.
- (3) Selection Process
 - (a) All qualifying applicants, are eligible to be one of 5 chosen at random at both the May and the September council meetings.
 - (b) The 5 drawn are required to present at the public event in June and October.
- (4) Presentations
 - (a) The public meeting would be for 1 ½ hours from 7pm- 8:30 pm- June and October at the Community Credit Union Business Innovation Centre.
 - (b) All presenters and public are welcomed to attend.
 - (c) There will be a \$2.00 fee to attend.
 - (d) The door proceeds will be donated to a local charity
 - (e) Selected applicants are required to make presentations of 10 minutes each.
- (5) Decision making
 - (a) After all presentations complete, those in attendance from the public vote
 - (b) From the results of the vote, the 3 organizations having the most votes are forwarded to Council
 - (c) A simple majority vote of Council will then determine the order of finish.
 - (d) Awards
 - (i) \$17500.00 to be awarded, but all 5 chosen get an award- the money at the door is donated to charity.
 1. Public vote on top 3 – council then votes on ranking of all 5.
 - a. 1st place- \$8000.00
 - b. 2nd place- \$4500.00
 - c. 3rd place- \$3000.00
 - d. 4th place- \$1250.00

e. 5th place- \$750.00

(6) Other

(a) While voting is going on- previous winner makes a presentation on how they spent the money for their cause.

(7) Transition – As 2018/19 is the initial year of the program there will only be a fall event in the 2018/19 fiscal year.

Date: _____

REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

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

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

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

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

NAME	FUNDING IF ANY

7. How many volunteers contribute to this event or festival: _____



Synopsis

Cumberland County Physician Recruitment Committee Funding Proposal

Mayor Kogon has been serving on the Cumberland County Physician Recruitment Committee.

The Physician Community has identified that the recruitment process needs to be supported locally. Relying on centralized administration to recruit and retain physicians for our area without our support has proven dangerously ineffective. The best advocates to prospective physicians for our community are our own community members, especially physicians themselves. This needs to be supported, as it is a resource and time-intensive process. Luckily, this community is blessed with an excellent spirit of volunteerism and dedication, both within the physician community as well as businesses, elected leaders and the public in general.

The Committee has requested financial support from the municipal units in the region. This was discussed earlier today at Committee of the Whole and it was determined that Council should support this request on a per capita basis.

MOTION:

That Council approve the request for funding to support the Cumberland County Physician Recruitment Committee in the amount of \$3,424.



AMHERST TOWN COUNCIL

RFD# 2018114

Date: June 25, 2018

TO: Members of Amherst Town Council

SUBMITTED BY: Mayor Kogon, MD

DATE: June 25, 2018

SUBJECT: Cumberland County Physician Recruitment Committee Funding Proposal

ORIGIN: Cumberland County Physician Recruitment Committee

LEGISLATIVE AUTHORITY: Subsection 65 (au) Municipal Government Act

RECOMMENDATION: That Council approve the request for funding to support the Cumberland County Physician Recruitment Committee in the amount of \$3,424.

BACKGROUND: As Council is aware, I have joined the ad hoc committee on physician recruitment along with other municipal representatives and members of the health care community.

DISCUSSION: At a recent meeting of the strategy committee the following proposal was put forward to the municipal units for funding:

Funding proposal Cumberland County Physician Recruitment Committee

The Physician Community has identified that the recruitment process needs to be supported locally. Relying on centralized administration to recruit and retain physicians for our area without our support has proven dangerously ineffective. The best advocates to prospective physicians for our community are our own community members, especially physicians themselves. This needs to be supported, as it is a resource and time-intensive process. Luckily, this community is blessed with an excellent spirit of volunteerism and dedication, both within the physician community as well as businesses, elected leaders and the public in general. We would like to request a grant from the Town of Amherst, as well Cumberland County. These funds would be used entirely to cover the following expenses:

1. *A reusable pop-up banner for a recruitment fair booth: - \$700*
2. *“Swag” to be given out to visitors to booths with the following requirements - \$500*
 - a. *Locally produced*
 - b. *Advertises name of community*
3. *Booth fees for three recruitment fairs per year -*
 - a. *An all-day booth at the Dalhousie Family Medicine Retreat in September. - \$3,000*
 - b. *Minibooth at the Family Medicine Forum in Toronto (we’d be with the NSHA larger booth) - \$1,215*



- c. *A booth at the Dalhousie specialty recruitment fair in the spring. Booth prices not posted yet so this is an estimate. \$1,500*
 - 4. *Travel costs and accommodations for 2 attendees per fair*
 - a. *Dalhousie Family Medicine retreat - \$500.*
 - b. *Family Medicine Forum - \$3,000*
 - c. *Specialty recruitment fair - \$500*
- Total: \$10,215 per year plus a one time cost of 700\$ for a pop-up banner.*

The total for this year then would be \$10,915. I have proposed that the funding be shared on a per capita basis among the municipal units in Cumberland County. 2016 population statistics from the Department of Municipal Affairs shows that Cumberland, Amherst and Oxford have populations of 19,402, 9,413 and 1,190 respectively for a total regional population of 30,005. This would equate Amherst's funding to \$3,424 for this year.

While it is acknowledged that the request is for annual funding, my proposal is for the current year only and I suggest that the committee be required to make a new submission of its requirements each year.

FINANCIAL IMPLICATIONS: \$3,424

COMMUNITY ENGAGEMENT: No community engagement at this time

ENVIRONMENTAL IMPLICATIONS: No environmental implications attached to this request.

ALTERNATIVES:

1. Do not approve the funding request;
2. Approve the funding request for a different amount.

ATTACHMENTS: n/a

Report prepared by: G.D. Herrett, CPA, CA Chief Administrative Officer
Report and Financial approved by:

Synopsis

Committee of the Whole and Council Meeting Dates

Earlier today at Committee of the Whole, Council discussed the possibility of changing the day of the week on which Committee of the Whole and Council meetings are held. It was proposed that the meetings move from Monday's to Wednesdays, beginning in September.

In having the meetings on Wednesday's we would avoid having to reschedule around most long weekend occurrences. It would also allow Council, staff and members of the public more time to read and prepare for Committee of the Whole. Having the agenda package posted publicly on Monday am and not having the meeting until Wednesday would allow more time for members of the public to review the materials prior to the meeting should they be so inclined. Staff also note that operationally Monday is perhaps the busiest day of the week and not having to deal with a COW/Council meeting would be of benefit to them as well.

MOTION:

That Council change the day of the week on which meetings of the Committee of the Whole and Council meet from the third and fourth Mondays of the month to the third and fourth Wednesdays of the month, and direct staff to prepare the appropriate amendments to the Proceedings of Council Policy in time to be effective for September's meetings.



AMHERST TOWN COUNCIL

RFD# 2018115

Date: June 25, 2018

TO: Members of Amherst Town Council

SUBMITTED BY: Mayor Kogon, MD

DATE: June 25, 2018

SUBJECT: Committee of the Whole and Council meeting dates

ORIGIN: Committee of the Whole and Council meeting dates

LEGISLATIVE AUTHORITY: Proceedings of Council Policy #10350-24

RECOMMENDATION: That Council change the day of the week on which meetings of the Committee of the Whole and Council meet from the third and fourth Mondays of the month to the third and fourth Wednesdays of the month, and direct staff to prepare the appropriate amendments to the Proceedings of Council Policy in time to be effective for September's meetings.

BACKGROUND: In having the meetings on Wednesday we would avoid having to reschedule around most long weekend occurrences. It would also allow Council, staff and members of the public more time to read and prepare for Committee of the Whole. Having the agenda package posted publicly on Monday am and not having the meeting until Wednesday would allow more time for members of the public to review the materials prior to the meeting should they be so inclined. Staff also note that operationally Monday is perhaps the busiest day of the week and not having to deal with a COW/Council meeting would be of benefit to them as well.

DISCUSSION: I would further propose that we maintain the requirement for Committee of the Whole agenda packages to be distributed on the Friday previous but that the distribution date for Council agenda packages be changed to the Monday previous. This recognizes the fact that having a Committee of the Whole meeting on a Wednesday and maintaining the requirement for a Friday distribution of a Council package may not be achievable.

I understand that the rules pertaining the day of the week on which Committee of the Whole and Council meet are contained within the Proceedings of Council Policy. I propose that Council direct staff to prepare the appropriate amendments to this policy and present them to Council in time to be effective for September's meetings.

FINANCIAL IMPLICATIONS: There are no financial implications.

COMMUNITY ENGAGEMENT: No community engagement at this time



ENVIRONMENTAL IMPLICATIONS: No environmental implications attached to this request.

ALTERNATIVES:

1. Do not change the day of the week of which COW and Council meetings are held.

ATTACHMENTS: n/a

Report prepared by: G.D. Herrett, CPA, CA Chief Administrative Officer
Report and Financial approved by:

Synopsis

Funding Request from Multi-Ethnic Sports Hall of Fame

We have received a funding request from the above noted organization relative to a planned induction ceremony to the Hall of Fame for Amherst natives Bill Riley, Craig Martin and Mark McFarlane. The materials related to the request are attached. You will note that not only are these former athletes being honored but Bob Edgett, the Amherst Royals Hockey Team, Lynn Jones, Elizabeth Cooke-Sumbu and Janiva Willis are also being honored. Net proceeds of the event are earmarked for the Heather Arseneau Scholarship and the Amherst Food Network.

MOTION:

That Council make \$150 donations directly to the Heather Arseneau Scholarship and the Amherst Food Network in honor of the list of honorees for this event.



AMHERST TOWN COUNCIL

RFD# 2018116

Date: June 25, 2018

TO: Members of Amherst Town Council

SUBMITTED BY: Mayor Kogon, MD

DATE: June 25, 2018

SUBJECT: **Multi-Ethnic Sports Hall of Fame Funding Request**

ORIGIN:

Multi-Ethnic Sports Hall of Fame Funding Request

LEGISLATIVE AUTHORITY:

Subsection 65 (au) Municipal Government Act

RECOMMENDATION:

That Council approve the request for funding to support the Multi-Ethnic Sports Hall of Fame in the amount of \$150 to both the Heather Arseneau Scholarship and the Amherst Food Network.

BACKGROUND:

We have received a funding request from the above noted organization relative to a planned induction ceremony to the Hall of Fame for Amherst natives Bill Riley, Craig Martin and Mark McFarlane. The materials related to the request are attached. You will note that not only are these former athletes being honored but Bob Edgett, the Amherst Royals Hockey Team, Lynn Jones, Elizabeth Cooke-Sumbu and Janiva Willis are also being honored. Net proceeds of the event are earmarked for the Heather Arseneau Scholarship and the Amherst Food Network.

DISCUSSION:

While keeping in mind that the revisions to the Community Support Grants Policy will now restrict contributions to organizations and events that are redistributing funds to other organizations, I am also of the opinion that the Town should recognize the honorees and that the benefiting organizations are worthy of our support.

Therefore I am proposing that the Town of Amherst make donations directly to the Heather Arseneau Scholarship and the Amherst Food Network in the amount of \$150 each in honor of the list of honorees for this event

FINANCIAL IMPLICATIONS: \$300.00

COMMUNITY ENGAGEMENT: No community engagement at this time

ENVIRONMENTAL IMPLICATIONS: No environmental implications attached to this request.



ALTERNATIVES:

1. Do not approve the funding request;
2. Approve the funding request for a different amount.

ATTACHMENTS: Funding Request

Report prepared by: G.D. Herrett, CPA, CA Chief Administrative Officer
Report and Financial approved by:



Community Partner

MULTI-ETHNIC SPORTS HALL OF FAME

It's not about career wins. It's about real-life victories.

EXECUTIVE SUMMARY:

On behalf of the Multi-Ethnic Sports Hall of Fame and CANSA Amherst, we invite you to join us as a community partner to assist with the expenses for our ceremony when we induct Bill Riley, Mark McFarlane, and Craig Martin into our hall of fame and honour community leaders on July 18, 2018 at Amherst Center Mall. We are 501-© (3) nonprofit. Net proceeds earmarked for ARSENEAU SCHOLARSHIP and AMHERST FOOD NETWORK. You may make you donation support at www.amherstchamberofcommerce.com.

COMMUNITY PARTNERSHIP OPPORTUNITIES:

There are five packages to choose from, all of which offer significant benefits.

Community Partner I \$4000

- * 10 Premier Seats at the Dinner and Ceremony
- * Full-page color ad outside back cover in printed souvenir program (sample copy available)
- * Emcee Recognition during the program and in President's remarks
- * Mentioned in all press releases
- * A company representative to present an Honouree on stage
- * Photo opportunity with all Honourees
- * Logo presence on our website

Community Partner II \$3,000

- 8 Premier Seats at the Dinner and Ceremony
- Full-page color ad inside back page in printed souvenir program (sample copy available)
- Emcee Recognition during the program and in President's remarks
- Mentioned in all press releases
- A company representative to present an Honouree on stage
- Photo opportunity with all Honourees

Community Partner III \$2,000

- 6 Premier Seats at the Dinner and Ceremony
- Full page color ad inside front cover in the printed souvenir program (sample copy available)
- Mentioned in all press releases
- Photo opportunity with all Honourees

Community Partner IV \$1,000

- 4 Premier Seats at the Dinner and Ceremony
- Full page B/W ad in the printed souvenir (sample copy available)

- **Mentioned in the souvenir program as community partner**

Community Partner V \$500

- **2 tickets to the Dinner and Ceremony**
- **Mentioned in the printed souvenir program as community partner**
- **One-half B/W ad inside printed souvenir program**

Demographics: Age 15-85, Medical, Technical, Education professionals, Politicians, Clergy, professional athletes and other celebrities

Net proceeds to: HEATHER ARSENEAU SCHOLARSHIP and AMHERST FOOD NETWORK

Event Calendar

[Back to Search Results](#)

Multi-Ethnic Sports Hall of Fame & CANSA Amherst

Wednesday, July 18, 2018

Where & When

Amherst Centre Mall
142 South Albon Street
Amherst, NS B4H 4H4

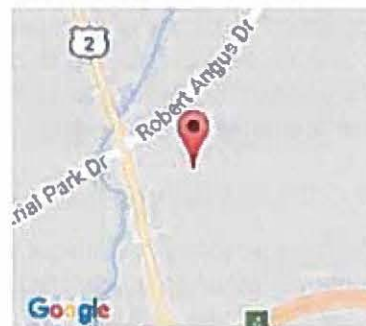
Start: Wednesday, July 18, 2018 at 6:00 PM

End: Wednesday, July 18, 2018 at 9:00 PM

Time Zone: Atlantic Time

[Add to my calendar](#)

[Remind Me](#)



[Get directions](#)

Details

The **Multi-Ethnic Sports Hall of Fame** in Association with **CANSA Amherst** cordially invite you to a *Special Induction and Community Service Award Ceremony* at Amherst Center Mall, on Wednesday July 18, 2018, at 6:00 PM.

1. Bill Riley (Inductee)
2. Robert "Bob" Edgett (Community Advocate Award)
3. Mark McFarlane (Inductee)
4. Amherst Royals Hockey Team (Pioneer Award)
5. Lynn Jones (Humanitarian Award)
6. Elizabeth Cooke-Sumbu (Lifetime Community Support Award)
7. Janiva Willis (Visionary and Community Support Award)
8. Craig Martin (Inductee)

Net proceeds earmarked for:

- THE HEATHER ARSENEAU SCHOLARSHIP, and
- AMHERST FOOD NETWORK.

Individual tickets - \$50.00

Tables for up to 10 persons can be reserved - \$500

To purchase tickets or to take advantage of the sponsorship opportunities, click the "Proceed" button at the bottom of this page.

Sponsorships:

Option 1 - Community Partner I (Invest \$4000)

- 10 Premier Seats at the Dinner and Ceremony
- Full-page colour ad outside back cover in printed souvenir program (sample copy available)
- Emcee Recognition during the program and in President's remarks
- Mentioned in all press releases
- A company representative to present an Honouree on stage
- Photo opportunity with all Honourees
- Logo presence on our website

Option 2 - Community Partner II (Invest \$3,000)

- 8 Premier Seats at the Dinner and Ceremony
- Full-page colour ad inside back page in printed souvenir program (sample copy available)
- Emcee Recognition during the program and in President's remarks
- Mentioned in all press releases
- A company representative to present an Honouree on stage
- Photo opportunity with all Honourees

Option 3 - Community Partner III (Invest \$2,000)

- 6 Premier Seats at the Dinner and Ceremony
- Full page colour ad inside front cover in the printed souvenir program (sample copy available)
- Mentioned in all press releases
- Photo opportunity with all Honourees


Option 4 Community Partner IV (Invest \$1,000)

- 4 Premier Seats at the Dinner and Ceremony
- Full page B/W ad in the printed souvenir (sample copy available)
- Mentioned in the souvenir program as community partner

Option 5 Community Partner V (Invest \$500)

- 2 tickets to the Dinner and Ceremony
- Mentioned in the printed souvenir program as community partner
- One-half B/W ad inside printed souvenir program

Registration

ITEM	DEAL ENDS	PRICE	QUANTITY
A. Individual Ticket	 18/07/2018	\$50.00	0 ▼

Individual Ticket for attendance July 18, 2018

Special Induction and Community Service Award Ceremony

Amherst Center Mall, Wednesday July 18, 2018 at 6:00 PM.

B. Corporate Table for 10

18/07/2018 \$500.00

0 ▼

Reserved Table for up to 10 Attendees

Special Induction and Community Service Award Ceremony at
Amherst Center Mall, Wednesday July 18, 2018 at 6:00 PM.

Option 1 - Community Partner I (Invest \$4000)

18/07/2018 \$4,000.00

0 ▼

Option 1 - Community Partner I (Invest \$4000)

- 10 Premier Seats at the Dinner and Ceremony
- Full-page colour ad outside back cover in printed souvenir program (sample copy available)
- Emcee Recognition during the program and in President's remarks
- Mentioned in all press releases
- A company representative to present an Honouree on stage
- Photo opportunity with all Honourees
- Logo presence on our website

Option 2 - Community Partner II (Invest \$3,000)

18/07/2018 \$3,000.00

0 ▼

Option 2 - Community Partner II (Invest \$3,000)

- 8 Premier Seats at the Dinner and Ceremony
- Full-page colour ad inside back page in printed souvenir program (sample copy available)
- Emcee Recognition during the program and in President's remarks
- Mentioned in all press releases
- A company representative to present an Honouree on stage
- Photo opportunity with all Honourees

Option 3 - Community Partner III (Invest \$2,000)

18/07/2018 \$2,000.00

0 ▼

Option 3 - Community Partner III (Invest \$2,000)

- 6 Premier Seats at the Dinner and Ceremony
- Full page colour ad inside front cover in the printed souvenir program (sample copy available)
- Mentioned in all press releases
- Photo opportunity with all Honourees

Option 4 - Community Partner IV (Invest \$1,000)

18/07/2018 \$1,000.00

0 ▼

Option 4 - Community Partner IV (Invest \$1,000)

- 4 Premier Seats at the Dinner and Ceremony
- Full page B/W ad in the printed souvenir (sample copy available)
- Mentioned in the souvenir program as community partner

Option 5 - Community Partner V (Invest \$500)

18/07/2018 \$500.00

0 ▼

Option 5 - Community Partner V (Invest \$500)

- 2 tickets to the Dinner and Ceremony
- Mentioned in the printed souvenir program as community partner
- One-half B/W ad inside printed souvenir program

Proceed

More Info

Ron Furlong

(902) 667-8186

[Send Email](#)

Sponsors

[CANSA \(Cumberland African NS Association\)](#)

[Multi-Ethnic Sports Hall of Fame](#)

Share This Event!

Email

Share

Phone: (902) 667-8186
Fax: (902) 667-1452
info@amherstchambers.ca

Sign In

(902) 667-8186

Email the Chamber



Copyright Amherst Chamber 2018
Zerif Lite developed by Themelsle

Internal Committee Report

Planning Advisory Committee

June 2018

The Planning Advisory Committee met on Monday, June 4th to consider a request for a rezoning application to change the zoning at 283 and 295 Church Street from Industrial to Highway Commercial. A Public Participation Opportunity was held at 5:30 PM with four people in attendance. Following the Public Participation Opportunity the Planning Advisory Committee passed a motion recommending Council amend the Municipal Planning Strategy Schedule "A" Future Land Use Designations Map, and amend the Land Use Bylaw Schedule "A" Zoning Map.

Internal Committee Report

Amherst Board of Police Commissioners

June 2018

The ABPC meeting scheduled for Wednesday, June 20 at 3:00 PM was rescheduled to this coming Wednesday, June 28 at 3:00 PM. Items on the agenda will include a Policing Review, an update on Mobility Scooters and the Chief's report.

External Committee Report

Cumberland Public Libraries

June 2018

Auditor's Report

Ms. Dickson of Jorgensen & Bickerton Chartered Accountants went over the audited statement and answered questions for the Board. The Board passed the 2017-18 auditor's report.

Financial Report

Ms. Corey provided the Board with the final budget for the 2018-19 fiscal year. The 2018-19 budget was passed during this meeting.

2017-18 Annual Statistics

During 2017-18, Cumberland Public Libraries signed out 118,790 items, including books, DVDs, magazines and more, and had over 120,000 visits to our libraries. The Four Fathers Library signed out 47,418 items and had 57,948 visits.

Also during 2017-18 Four Fathers Library held 781 programs for children and adults, with 6,672 people in attendance.

A complete Cumberland Public Libraries Annual Report will be available in August 2018.

The next Board meeting is scheduled for September 6, 2018.



YMCA of Cumberland 2017-2018 Annual Report



Here for Good

A Message from the Board Chair and Chief Executive Officer

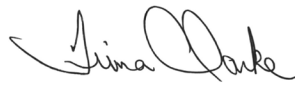
Here for Good

It has been 10 years since the fateful members meeting where it was announced that the YMCA would be closing in a month. This time for good. Fast forward 10 years and the YMCA is still here... for good.

For the good of its members. For the good of the community. For the good of spirit, mind and body.

Throughout this Annual Report, our 10th since that announcement, you will see examples of the good that is happening at our YMCA. You will see stories of our new outreach program that supports members of our community that are or may be at risk of becoming homeless, the joy and benefits of bringing our young and young at heart communities together and an example of just one of the ways we are developing our youth through engaging activities.

This year we celebrate 10 years of good, and often great!



Trina Clarke



Charles Seymour



Board of Directors

Executive

Charles Seymour

Board Chair

Dale Fawthrop

Past/Vice Chair

Pam Chenhall

Secretary

Henry Knol

Treasurer

Directors

Loralee Landry

Kent Leslie

Joe Potter

Sheila Christie

Stephanie Small

Elizabeth Conrad

Terry Farrell

Dan Rector

Dave Clark

Management Team

Trina Clarke

Chief Executive Officer

Renee Lusby

Manager of Childcare

Heather Gallant

Manager of Membership & Administration

Laura Ashley Farrow

Manager of Health, Fitness & Aquatics

Mark McIntyre

Manager of Facility

Jeff MacNeil

Manager of Development

Here for Community

Community Support Program

In the summer of 2017, the YMCA was presented with a unique opportunity from the Affordable Housing Association of Nova Scotia. A housing program for Cumberland County. This opportunity to increase the capacity of the YMCA of Cumberland was undertaken, requiring a new staff member to implement the programming. Alison Lair was hired in September 2017, with the program launching in October 2017. Within weeks, the program was filling a need in Cumberland County.

In the 2017 - 2018 year, the Homelessness Prevention and Outreach Program (HPOP) has served 33 people in need of various support measures such as eviction prevention, housing search and set-up. Through this position, Alison has also brought direction to existing programs. These programs assist those in need of temporary housing or transportation to other cities that offer shelter services.

In January 2018, a weekly drop-in meal service was launched. The Community Kitchen is offered every Wednesday and gives a warm meal to an average of 30 people per week. The success of this program allows for the interaction of a variety of demographics from our community. For some, nourishing them socially as well. Stop by sometime!

HPOP is currently spearheading a committee for the creation of an Emergency Shelter within Cumberland County. Leaders from different organizations in the county have come together to work on establishing the shelter as a charitable organization and a local business has offered to lease the shelter group one of their buildings for a very reasonable amount.



Here for Growth

The unique thing about YMCA Child Care programs is that the children are able to explore different areas of the YMCA such as the gymnasium and swimming pool. The morning kindergarten class swims every two weeks and one of my favourite parts of being an educator at the YMCA is watching these children make leaps and bounds in the pool. I have a little boy in my morning kindergarten class that absolutely refused to even put a toe in the water when we began swimming back in October. Every Friday since then, we were able to get him one step closer to the pool, first a toe, then he sat on the steps, then went in to his waist, then would swim with someone holding his hands. One day it just clicked for him and he realized he wasn't going to sink with his water wings on. Here it is June and he swims like a fish! The YMCA gives children all the tools they need to reach their full potential and successfully develop in spirit, mind and body.

Nellie Dormiedy

YMCA of Cumberland Child Care Educator



New Program: After the Bell

After the Bell is an after school program offered by the YMCA of Cumberland this past year to six schools throughout Cumberland County for grades 7-9. Program activities ranged from soccer baseball to walking the program coordinator's three dogs. Being physically active and getting the students outdoors and trailblazing more was the overall goal. Registration was very successful - the program averaged 10 youth per school, which was a good number for breaking off into teams to play games. There w healthy snacks provided at the beginning of each program day and all participants received program branded T-shirts. The program wrapped up by inviting participants from all schools to TreeGo in Moncton. It was a great team building trip and a lot of the students mentioned making new friends from a different school that day!

This program provided an opportunity for the students who are not athletes to have something to do and feel a part of. All of the participants asked for this program to be offered in the future and some even asked if the age limit could go up higher so that they can come back when they're in grade 10. Cumberland County's After the Bell program was extremely successful, to say the least!



Here for Impact



“Pound® the Pavement” had community members moving during the Blueberry Harvest Festival.



Members and friends of the Y swam from New Brunswick to Nova Scotia (6km) to raise awareness for our Strong Kids Campaign.



Full of Life Paint Nights, a free program in our Youth Centre were a hit for youth ages 6-13.



Seniors from the Centennial Villa stop by monthly for reading time and other fun intergenerational activities.



Childcare kids are having snow much fun! Outdoor play is a critical part of gross motor development.

Here for You!



The group fitness volunteer team attended Y's in Motion at the YMCA of Greater Moncton to enhance their education.



Family Picnic:
The parents of the children in child care were invited in for a lunchtime picnic!

Community Garden

In the Spring of 2017, the YMCA of Cumberland Youth Community Garden was planted through the Full of Life Program. The project started as a way for youth to gain some hands-on education about agricultural sustainability.



Flowers from the garden were delivered to friends at Gables Lodge!



YMCA of Cumberland Fast Facts

This Past Year:

122 People were employed by the YMCA of Cumberland (68 percent of them were youth between the ages of 15-30).

136 People participated in an event related to International Development (43% were youth involved in international programs).

\$89,364 was provided in financial assistance to community residents (\$32,693 of this was for participants under 18 years of age).

566 individuals were assisted through our financial program (396 were under the age of 13).

501 children received quality care.

129 volunteers assisted our YMCA in programs, governance, committees and special events.

In total, **3,621** volunteer hours were spent at the YMCA of Cumberland in the past year. **Thank you!**

Thank you...

Each year, multiple individuals and organizations donate to the YMCA of Cumberland.

These donations go toward the Strong Kids Campaign or to our capital fund. The support from donors is what makes it possible for the YMCA to support the community. Last year 566 individuals were supported through our financial program.

As a charity, donations and fundraising help the YMCA of Cumberland to grow and to move forward with our mission. Through these supported programs, lives are changed.

Thank you again for your generous support in our efforts.

2017 Peace Medallion Recipients



Veronica Richards and Bill Schurman



Dr. Karen Ewing

Mission

The YMCA of Cumberland is a charitable organization responsible for the development of our local and global communities in spirit, mind and body.

Vision

As a respected charity, we are a recognized leader and essential partner in the development of strong and vibrant communities.

Values

Respect, Responsibility, Caring, Honesty and Inclusiveness.

www.ymcaofcumberland.com
P.O. Box 552, Amherst, NS B4H4A1
Registered Charity Number:
119307007RR0001

CUMBERLAND YMCA
Statement of Financial Position
March 31, 2018

	General Fund 2018	Endowment Fund 2018	Total 2018	Total 2017
ASSETS				
CURRENT				
Cash	\$ 204,723	\$ -	\$ 204,723	\$ 175,727
Accounts receivable (Note 3)	60,164	-	60,164	62,041
Inventory	525	-	525	525
Prepaid expenses	-	-	-	7,027
	265,412	-	265,412	245,320
INVESTMENTS (Note 4)	188,178	-	188,178	185,000
RESTRICTED CASH	-	68,995	68,995	68,995
LAND, BUILDING AND EQUIPMENT (Note 5)	4,421,917	-	4,421,917	4,582,721
	\$ 4,875,507	\$ 68,995	\$ 4,944,502	\$ 5,082,036
LIABILITIES AND NET ASSETS				
CURRENT				
Accounts payable and accrued liabilities	\$ 150,608	\$ -	\$ 150,608	\$ 133,249
Current portion of long term debt (Note 8)	11,800	-	11,800	12,200
	162,408	-	162,408	145,449
DEFERRED REVENUE (Note 7)	1,932,717	-	1,932,717	1,942,918
LONG TERM DEBT (Note 8)	250,233	-	250,233	261,987
	2,345,358	-	2,345,358	2,350,354
NET ASSETS				
General fund	2,530,149	-	2,530,149	2,475,507
Endowment fund	-	68,995	68,995	68,995
Internally restricted for capital (Note 9)	-	-	-	187,180
	2,530,149	68,995	2,599,144	2,731,682
	\$ 4,875,507	\$ 68,995	\$ 4,944,502	\$ 5,082,036

CONTINGENT LIABILITY (Note 10)

ON BEHALF OF THE BOARD

_____ Director _____ Director

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS

CUMBERLAND YMCA
Statement of Operations
Year Ended March 31, 2018

	<i>Budget</i> <i>(Note 14)</i> 2018	2018	2017
REVENUE			
Programs <i>(Note 11)</i>	\$ 1,090,467	\$ 1,068,796	\$ 1,106,208
Grants <i>(Note 11)</i>	534,627	559,343	506,555
Membership	349,274	344,637	346,719
Donations and fundraising - general	97,700	118,998	115,909
Courses and instruction	71,664	63,629	70,397
Rental	56,240	49,962	53,273
Merchandise	8,740	9,200	10,343
Interest	-	3,213	-
Donations and fundraising - endowment	-	-	25,142
	<u>2,208,712</u>	<u>2,217,778</u>	<u>2,234,546</u>
EXPENSES			
Bad debt	-	6,736	7,600
Bank and service charges	17,622	18,460	18,473
Donations and fundraising	5,280	9,739	9,993
Dues and fees	40,252	42,809	42,075
Equipment	12,050	20,251	22,646
Insurance	16,798	16,977	16,707
Interest on long term debt	-	2,686	2,807
Maintenance	86,300	81,166	84,487
Merchandise	5,010	5,092	5,493
Office and communications	20,899	19,475	18,806
Professional fees	30,961	23,391	20,193
Program supplies	71,886	135,876	123,023
Rent and utilities	172,949	143,153	166,138
Salaries and benefits <i>(Note 12)</i>	1,584,016	1,620,814	1,573,708
Staff and volunteer development	16,095	25,677	13,182
Travel	15,607	11,831	8,231
	<u>2,095,725</u>	<u>2,184,133</u>	<u>2,133,562</u>
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	<u>112,987</u>	<u>33,645</u>	<u>100,984</u>
OTHER EXPENSES (INCOME)			
Amortization of building and equipment	\$ -	\$ 230,987	\$ 225,928
Loss on disposal of assets	-	14,158	-
Recognition of previously deferred capital donations <i>(Notes 7, 11)</i>	-	(78,962)	(80,858)
	<u>-</u>	<u>166,183</u>	<u>145,070</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ 112,987</u>	<u>\$ (132,538)</u>	<u>\$ (44,086)</u>

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS

External Committee Report

L.A. Animal Shelter

June 2018

The L.A. Animal Shelter Board Meeting was held on June 21st.

Fundraising efforts remain a priority at the Shelter, although numbers are improving. Discussions are being held around a Hallowe'en fundraiser. An open house and yard sale has been scheduled for July 7.

RCMP are continuing to investigate the missing funds.

The Board welcomed Karen Cormier as its newest member.

The next Board meeting will be scheduled for some time in August.