



Town of Amherst
Regular Council Meeting
Agenda

Date: Monday, April 26, 2021
Time: 6:00 pm

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGMENT	
"We [I] would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Mi'kmaw Peoples."	
3. APPROVAL OF AGENDA/MINUTES	
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**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: March 22, 2021
Time: 6:00 pm

Members Present Mayor David Kogon
Deputy Mayor Hal Davidson
Councillor George Baker
Councillor Sheila Christie
Councillor Lisa Emery
Councillor Dale Fawthrop
Councillor Leon Landry

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Mike Hunter, Chief Financial Officer
Dwayne Pike, Police Chief
Greg Jones, Fire Chief
Andrew Fisher, Manager of Planning & Strategic Initiatives
Tamara Porter, Business Development Officer
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

Due to the COVID-19 pandemic, this was a hybrid meeting held in person at the Community Credit Union Business Innovation Center and online via Zoom.

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 6:00 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA/MINUTES

3.1 Approval of the Agenda

Moved By Councillor Baker
Seconded By Councillor Fawthrop
To approve the agenda as circulated.

Motion Carried

3.2 Approval of Minutes

Moved By Councillor Christie
Seconded By Councillor Emery
To approve the minutes of the February 22, 2021 regular meeting of Council as circulated.

Motion Carried

4. REQUESTS FOR DECISION

4.1 11 Victor Avenue Development Agreement First Reading

Moved By Councillor Christie
Seconded By Councillor Baker
That Council give first reading of the proposed Development Agreement for 11 Victor Avenue, and schedule a public hearing for April 14, 2021.

Motion Carried

4.2 15 Clinton Street Development Agreement First Reading

Moved By Deputy Mayor Davidson

Seconded By Councillor Landry

That Council give first reading of the proposed Development Agreement amendment for 15 Clinton Street, and schedule a public hearing for April 14, 2021.

Motion Carried

4.3 NSPI Easement Solar Garden Project

Moved By Councillor Landry

Seconded By Deputy Mayor Davidson

That Council authorize the CAO to execute the easement agreement with Nova Scotia Power Incorporated to facilitate the Solar Garden project.

Motion Carried

4.4 Stadium Walking Track

Moved By Deputy Mayor Davidson

Seconded By Councillor Christie

That Council the approve the extension of the 1.7 FTE Term Customer Service Representative position until May 31, 2021 with the additional cost of approximately \$11,000 to be funded from the Operating Reserve.

Motion Carried

4.5 Challenge Fund Purchase and Sale Agreement

Moved By Councillor Emery

Seconded By Councillor Fawthrop

That Council approve the attached purchase and sale agreement for the property identified as PID 25330077 and authorize the Mayor and CAO to sign on their behalf.

Motion Carried

AGREEMENT OF PURCHASE AND SALE

BETWEEN:

THE TOWN OF AMHERST, a municipal corporation, incorporated under the laws of the Province of Nova Scotia (the "Purchaser")

-and-

JOHN NICOLLE of New Maryland, New Brunswick (the "Vendor")

OFFER

1. The Purchaser hereby offers to purchase from the Vendor the parcel of land located at Fort Lawrence, Nova Scotia (the "Property") being PID 25330077 for a sum of Thirty Five Thousand Dollars (\$35,000.00) of lawful money of Canada together with all adjustments pursuant to this agreement.

CONDITIONS

2.

DEPOSIT

3. The Purchaser does not submit a deposit with this offer.

CLOSING DATE

4. This agreement shall be completed on or before April 30th, 2021 (the "Closing Date"). Upon completion, possession of the property shall be given to the Purchaser.

TITLE

5. The Vendor is to furnish the Purchaser with a metes and bounds description of the property which is the subject of this Agreement, after receipt whereof the Purchaser is allowed 10 days to investigate the title to the Property, which he shall do at his own expense. If within that time any valid objection to title is made in writing, to the Vendor, which the Vendor shall be unable or unwilling to remove, and which the Purchaser will not waive, this Agreement shall be null and void.

CONVEYANCE

6. The Conveyance (of the Property which is the subject of this Agreement) shall be by Warranty Deed drawn at the expense of the Purchaser, to be delivered on payment of the purchase price on the Closing Date. The said property is to be conveyed free from other encumbrances, except as to any easements, registered restrictions or covenants that affect the property and do not materially affect the enjoyment of the property.

ADJUSTMENTS

7. The purchase price shall be paid on the Closing Date subject to an adjustment for municipal property taxes.

HST CERTIFICATE

8. The Vendor shall certify on or before the Closing Date that the Property is not subject to HST.

TENDER OF DOCUMENTS AND CHEQUE

9. Any tender of documents to be delivered or money payable hereunder may be made upon the Vendor or the Purchaser or any party acting for him and money may be tendered by certified cheque or solicitor's trust cheque.

TIME OF ESSENCE

10. Time shall in all respects be of the essence in the Agreement. In the event of a written agreement of extension, time shall continue to be of the essence.

BINDING

11. This Agreement shall enure to the benefit and be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

CHANGES OF NUMBER AND GENDER

12. This agreement is to be read with all changes of gender or number required of the context.

ACCEPTANCE DATE

13. This offer shall be open for acceptance until 1:00pm on the ____ day of March, 2021. Dated at

Amherst, in the Province of Nova Scotia this _____ day of March, 2021.

TOWN OF AMHERST (Purchaser)

Witness

PER: DAVID KOGON, Mayor

VENDOR'S ACCEPTANCE OF OFFER

14. I hereby accept the above offer and agree to sell on the terms as therein set forth. Dated at

, New Maryland, New Brunswick this _____ day of March, 2021

Witness

JOHN NICOLLE ((Vendor)

**4.6 Volunteer Award Nominations
Moved By Councillor Fawthrop
Seconded By Councillor Landry**

That Lisa Gower be submitted as the Town of Amherst Volunteer of the Year to be recognized at the Provincial Volunteer Awards Ceremony which will take place on April 24, 2021; and that Rick McKenney and Rachna Minocha be nominated as the Amherst submission for Nova Scotia Family Volunteer of the Year.

Motion Carried

**4.7 Citizen Appointments to the Amherst Board of Police Commissioners
Moved By Councillor Christie
Seconded By Councillor Landry**

That Council re-appoint Steve Wells and Roy Pettigrew to the Amherst Board of Police Commissioners for one-year terms from April 1, 2021 ending March 31, 2022, and re-appoint Sandy Fairbanks for a two-year term ending March 31, 2023.

And further confirm the terms of Deputy Mayor Hal Davidson for a 3 year term expiring October 31, 2023 and Councillor George Baker for a 2 year term expiring October 31, 2022.

Motion Carried

4.8 **Citizen Appointment to the Planning Advisory Committee**

Moved By Councillor Baker

Seconded By Councillor Christie

That Council re-appoint Larry Pardy to the Planning Advisory Committee for a one year term ending March 31, 2022.

Motion Carried

4.9 **Council Priorities**

Moved By Councillor Emery

Seconded By Councillor Fawthrop

That Council approve of the “Top 10” list of priorities as follows:

Priority Projects

1. The development and construction of a new community centre
2. A complete review of the Town’s Municipal Planning Strategy
3. A complete review of the committees of Council, Council’s participation on external boards and committees and all Town policies and bylaws
4. The potential expansion of the Amherst and Area Industrial Park

Priority Areas

5. Continuing to foster the conditions to facilitate business development
6. Continuing the work that has been ongoing to ensure community vibrancy
7. Attracting people to live in Amherst by ensuring that it is an inclusive, welcoming community in which to live, work and play
8. Promotion of the history and culture of Amherst through continued festivals and events that celebrate our heritage and culture
9. Addressing drugs and addiction
10. Addressing the need for sufficient, suitable and affordable housing in Amherst

Motion Carried

5. **INTERNAL COMMITTEE REPORTS**

5.1 **Planning Advisory Committee**

Information item; no direction given or action required.

5.2 **Amherst Board of Police Commissioners**

5.3 **Audit Committee - No Report**

5.4 **Amherst Youth Town Council - Rowan Blanch**

Information item; no direction given or action required.

6. **EXTERNAL COMMITTEE REPORTS**

6.1 **Cumberland Public Libraries**

Information item; no direction given or action required.

6.2 **Cumberland YMCA**

Information item; no direction given or action required.

6.3 **Cumberland Joint Services Management Authority - No Report**

- 6.4 **Northern Region Solid Waste Committee**
Information item; no direction given or action required.
- 6.5 **L. A. Animal Shelter**
Information item; no direction given or action required.
- 6.6 **Senior Safety**
Information item; no direction given or action required.
- 6.7 **Inter Municipal Tourism**
Information item; no direction given or action required.
- 6.8 **Poverty Reduction - No Report**

- 7. **ADJOURNMENT**
Moved By Councillor Landry
Seconded By Deputy Mayor Davidson
To adjourn the meeting.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

**Amherst Town Council
Special Meeting
Minutes**

Date: April 7, 2021
Time: 4:00 pm
Location: Zoom Virtual Meeting

Members Present Mayor David Kogon
Deputy Mayor Hal Davidson
Councillor George Baker
Councillor Sheila Christie
Councillor Lisa Emery
Councillor Dale Fawthrop
Councillor Leon Landry

Staff Present Greg Herrett, CAO
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk

Due to the COVID-19 pandemic, this was a hybrid meeting held at the Community Credit Union Business Innovation Center and via Zoom.

1. **Call to Order**

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

2. **Appointment to Joint Poverty Reduction Advisory Committee**

Moved By Deputy Mayor Davidson

Seconded By Councillor Baker

That Council appoint Leon Landry to the proposed Joint Poverty Reduction Advisory Committee between the Town of Amherst and the Municipality of the County of Cumberland.

Motion Carried

3. **Appointment of Interim CAO**

Moved By Councillor Landry

Seconded By Councillor Fawthrop

That Council appoint Jason MacDonald as the interim Chief Administrative Officer.

Motion Carried

4. **Adjournment**

Moved By Councillor Christie

Seconded By Councillor Emery

To adjourn the meeting.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

**Amherst Town Council
Special Meeting
Minutes**

Date: April 9, 2021
Time: 1:00 pm
Location: Zoom Virtual Meeting

Members Present Mayor David Kogon
Deputy Mayor Hal Davidson
Councillor George Baker
Councillor Sheila Christie
Councillor Lisa Emery
Councillor Dale Fawthrop
Councillor Leon Landry

Staff Present Greg Herrett, CAO
Kim Jones, Municipal Clerk
Tom McCoag, Corporate Communications Officer

Due to the COVID-19 pandemic, this meeting was held virtually via Zoom.

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 1:00 p.m.

2. REQUEST FOR DECISION

2.1 CAO Recruitment Process

Moved By Councillor Landry

Seconded By Councillor Christie

That Council approve the commencement of an internal hiring process for the Chief Administrative Officer position, and appoint the following to the hiring committee:

Mayor David Kogon

Deputy Mayor Hal Davidson

Councillor Sheila Christie

Municipal Clerk Kim Jones

Motion Carried

3. ADJOURNMENT

Moved By Councillor Baker

Seconded By Councillor Emery

To adjourn the meeting.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

**Town of Amherst
Public Hearing
Minutes**

Date: April 14, 2021
Time: 5:00 pm
Location: Zoom Virtual Meeting

Members Present Mayor David Kogon
Deputy Mayor Hal Davidson
Councillor George Baker
Councillor Sheila Christie
Councillor Lisa Emery
Councillor Dale Fawthrop
Councillor Leon Landry

Staff Present Andrew Fisher, Manager of Planning & Strategic Initiatives
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

Others Present Zella and Larry Burke, Property Owners - 15 Clinton Street

Due to the COVID-19 pandemic, this was a virtual meeting held via Zoom.

1. **Call to Order**
Mayor Kogon called the Public Hearing to order at 5:00 p.m.
2. **Development Agreement - 11 Victor Avenue**
 - 2.1 **Staff Report**
Mr. Fisher reviewed the staff report included as part of the agenda package.
 - 2.2 **Council Questions/Comments**
There were no questions or comments from members of Council.
 - 2.3 **Owner Questions/Comments**
The owner was not in attendance.
 - 2.4 **Public Questions/Comments**
There were no public in attendance.
3. **Development Agreement - 15 Clinton Street**
 - 3.1 **Staff Report**
Mr. Fisher reviewed the staff report included as part of the agenda package.
 - 3.2 **Council Questions/Comments**
There were no questions or comments from members of Council.
 - 3.3 **Owner Questions/Comments**
The owner had no questions or comments.
 - 3.4 **Public Questions/Comments**
There were no public in attendance.
4. **Adjournment**
Moved By: Councillor Christie
Seconded By: Councillor Baker
To adjourn the public hearing.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

SYNOPSIS

Development Agreement Application 11 Victor Avenue

The proposed development agreement would allow a Garden Suite within an existing accessory building at 11 Victor Avenue. An advertised Public Participation Opportunity was held on February 3rd, 2021. The Planning Advisory Committee recommended that Council enter into the agreement. Council gave first reading at their regular meeting on March 22, 2021. An advertised public hearing was held on April 14, 2021 with no public in attendance.

MOTION:

That Council give second and final reading of the proposed Development Agreement for 11 Victor Avenue.

TO: Mayor Kogon and Members of Council

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

DATE: April 26, 2021

SUBJECT: Development Agreement 2nd Reading – 11 Victor Avenue

ORIGIN: An application for a development agreement to allow a Garden Suite within the existing accessory building at 11 Victor Avenue (PID# 25033598). A garden suite is defined as an accessory building used as a single detached dwelling unit.

RECOMMENDATION: That Council give second and final reading of the proposed Development Agreement for 11 Victor Avenue to allow for a garden suite.

BACKGROUND:

Site Details: The subject property, located in the General Residential Zone, is approximately 1,131m² (12,169sqft) in area and contains a single-detached dwelling and a two-level accessory building.

Neighborhood: Victor Avenue is a dead-end street consisting of mostly detached dwellings. The street ends at the back of the West Highlands School sports field. Abutting properties to the rear of the subject property are also 1-2 unit detached dwellings.

Proposal Details: In 2018 the property owner constructed a 72 m² (784 sqft) 2-storey accessory building on the property and wishes to use the second floor as a dwelling unit. The proposed use fits the definition of a Garden Suite under section 1(31)(e) of the Land Use Bylaw (LUB). Under LUB section 7.2.2(c) Garden Suites are subject to a development agreement in accordance with Policy RP-14 of the Municipal Planning Strategy (MPS) discussed below.

The 2018 permit issued for the accessory building prohibited it to be used as a dwelling. This meant that while the second floor was allowed to be finished it could not contain a kitchen. As such, approval of the development agreement would allow a full kitchen and would not result in exterior changes to the existing building or the property. The attached pictures show current conditions.

RELEVANT POLICY AND DISCUSSION:

MPS Policies: The following provides the Municipal Planning Strategy (MPS) policies most relevant to the consideration of garden suites. Each Policy is italicized followed by staff comments in regular font.

RP-14 *It shall be the intention of Council to permit Garden Suites in all Residential areas by Development Agreement. In negotiated such an agreement Council shall have regard for the following:*



- (a) the garden suite be secondary to the main dwelling on the lot;
- (b) water and sewer services be provided independent from the main dwelling;
- (c) two off street parking spaces be provided on the property;
- (d) the garden suite be a minimum of 1.2 metres from the side property lines;
- (e) the garden suite be a minimum of 6 metres from the rear property line;
- (f) the garden suite be a minimum of 1.2 metres from the main dwelling;
- (g) the garden suite not be located in the front yard of the property;
- (h) no home occupation, group home, boarding house, day care or other such secondary use be permitted on the property;
- (i) the development agreement be discharged should the garden suite be removed from the property.

With respect to the location, size, and parking, the proposal generally meets the intent of the above noted policy, except for the rear yard setback. The policy calls for a 6 m (20 ft) setback where the proposal provides only 1.8 m. Other considerations with respect to separate water/sewer services and a prohibition on other secondary uses will be stipulated in the agreement.

RP-11 *It shall be the intention of Council to encourage and promote the provision of affordable housing units within all residential areas of the Town by:*

- (a) *encouraging a mix of housing types and densities;*
- (b) *permitting secondary apartments in all dwelling units;*
- (c) *permitting a secondary residential structure (Garden Suite) on a lot;*
- (d) *cooperating with Federal and Provincial Governments to facilitate affordable housing within the Town.*

Garden suites address housing affordability by allowing seniors to remain independent longer while having family support close by. In addition to the affordability benefits, garden suites can also come with social benefits by reducing demand on local health and support services.

RP-8 *It shall be the intention of Council to encourage a mix of housing types and income groups in all residential areas.*

The proposed garden suite would add to, but would not stand out in, the existing mix of housing types and densities in this area.

A-5 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:

- (a) That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.
- (b) That the proposal is not premature or inappropriate by reason of:
 - (i) the financial capability of the Town to absorb any costs relating to the development;
 - (ii) the adequacy of municipal water, sanitary sewer and storm sewer services;
 - (iii) the adequacy of road networks, in, adjacent to, or leading to the development;
- (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.

As outlined above, the proposed Garden Suite would generally confirm to the policy intent of the MPS, except the reduced rear yard setback. However, there are mitigating factors that could be considered in this circumstance. At its closest point the Garden Suite would be approximately 17 m (55ft) from the rear of the neighbouring dwelling that fronts on Cornwall Street. In addition, the public have opportunities through the process to voice any concerns they may have.

FINANCIAL IMPLICATIONS: None specific to this matter.

SOCIAL JUSTICE IMPLICATIONS: None specific to this matter.

ENVIRONMENTAL IMPLICATIONS: None specific to this matter.

COMMUNITY ENGAGEMENT: A publicized Public Participation Opportunity was held on February 3, 2021 with no members of the public attending. An advertised Public Hearing was held on April 14 with no public in attendance.

ALTERNATIVES: 1) Reject the application by refusing to enter into the development agreement. 2) Refer the application back to the Planning Advisory Committee for more information.

ATTACHMENTS: 1) Draft development agreement for 11 Victor Avenue. 2) Property maps and pictures.

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







This Agreement made this _____ Day of _____ 2021.

Between:

Joseph Cormier, Bertha Cormier, Jolene Cormier, and Michael Brazelton (owner of property located at 11 Victor Avenue [PID 25033598], hereinafter called the "Owner"),

of the one part, and

The Town of Amherst (a body corporate in the Province of Nova Scotia, hereinafter called the "Town"),

of the other part.

WHEREAS the Owner wishes to obtain permission pursuant to Policy RP- 14 of the Municipal Planning Strategy of the Town of Amherst, to locate a Garden Suite Dwelling on the property located at 11 Victor Avenue (PID 25033598).

AND WHEREAS a condition of the granting of approval of Council is that the Owner enter into an Agreement with the Town;

AND WHEREAS the Council of the Town, at its meeting on the _____ Day of _____ 2018, approved the said Development Agreement, subject to the registered Owner of the land described herein entering into this Agreement;

AND WHEREAS the following Schedules shall be attached to and form part of this Agreement:

- (a) Schedule 'A' - Terms and Conditions
- (b) Schedule 'B' - Site Plan
- (c) Schedule 'C' - Building Elevation

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the granting by the Town of the Development Agreement requested by the Owner, the Owner agrees as follows:

- 1) That the Owner is the registered owner of the aforesaid Lands in the Town of Amherst, hereinafter called the "Lands". The aforesaid Lands are the only lands in the Town of Amherst to which this Agreement applies, and the Lands are illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may locate a Garden Suite Dwelling on said lands.
- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any Provincial or Federal statute, act, or regulation.

- 4) Any failure of the Town to insist upon strict enforcement of any requirements or conditions contained in this Agreement shall not be deemed a waiver of any rights or remedies that the Town may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.
- 5) Should the Owner fail to act in accordance with any aspect of this Agreement, the Town shall retain the right to discharge the Agreement upon 30 days notification and / or enter the property and conduct the required work. The cost of the said work will become a lien on the property tax bill.
- 6) This Agreement shall be discharged upon the Garden Suite being removed from the Lands.
- 7) The Town shall issue the necessary Development Permit for the development upon expiration of the appeal period specified for Development Agreements under Section 249 of the *Municipal Government Act*, as the same may be amended from time to time, or upon the withdrawal or dismissal of any appeal which may be taken.
- 8) This Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Town in accordance with Section 229 of the *Municipal Government Act*.

SIGNED, SEALED AND DELIVERED

In the presence of

THE TOWN OF AMHERST

David Kogon MD, Mayor

, CAO

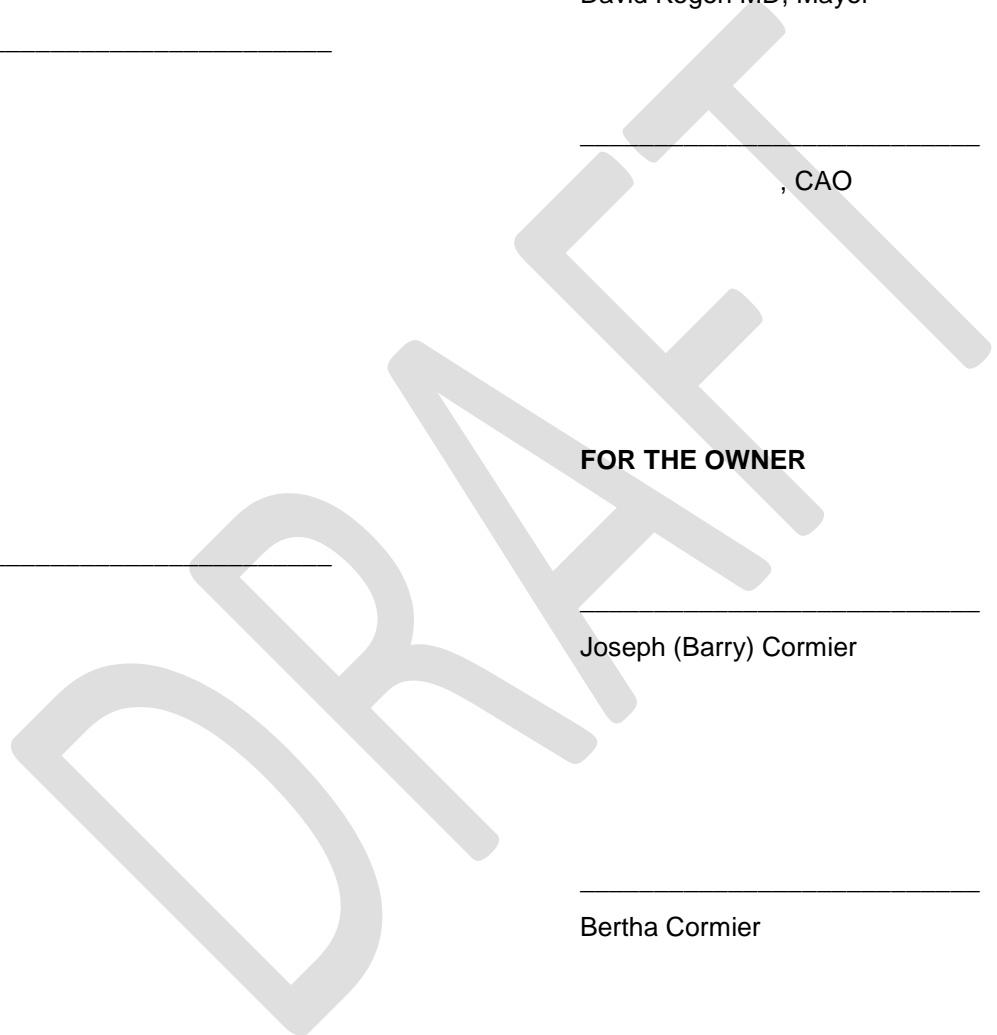
FOR THE OWNER

Joseph (Barry) Cormier

Bertha Cormier

Jolene Cormier

Michael Brazelton



Schedule A

11 Victor Avenue - Development Agreement

Terms and Conditions:

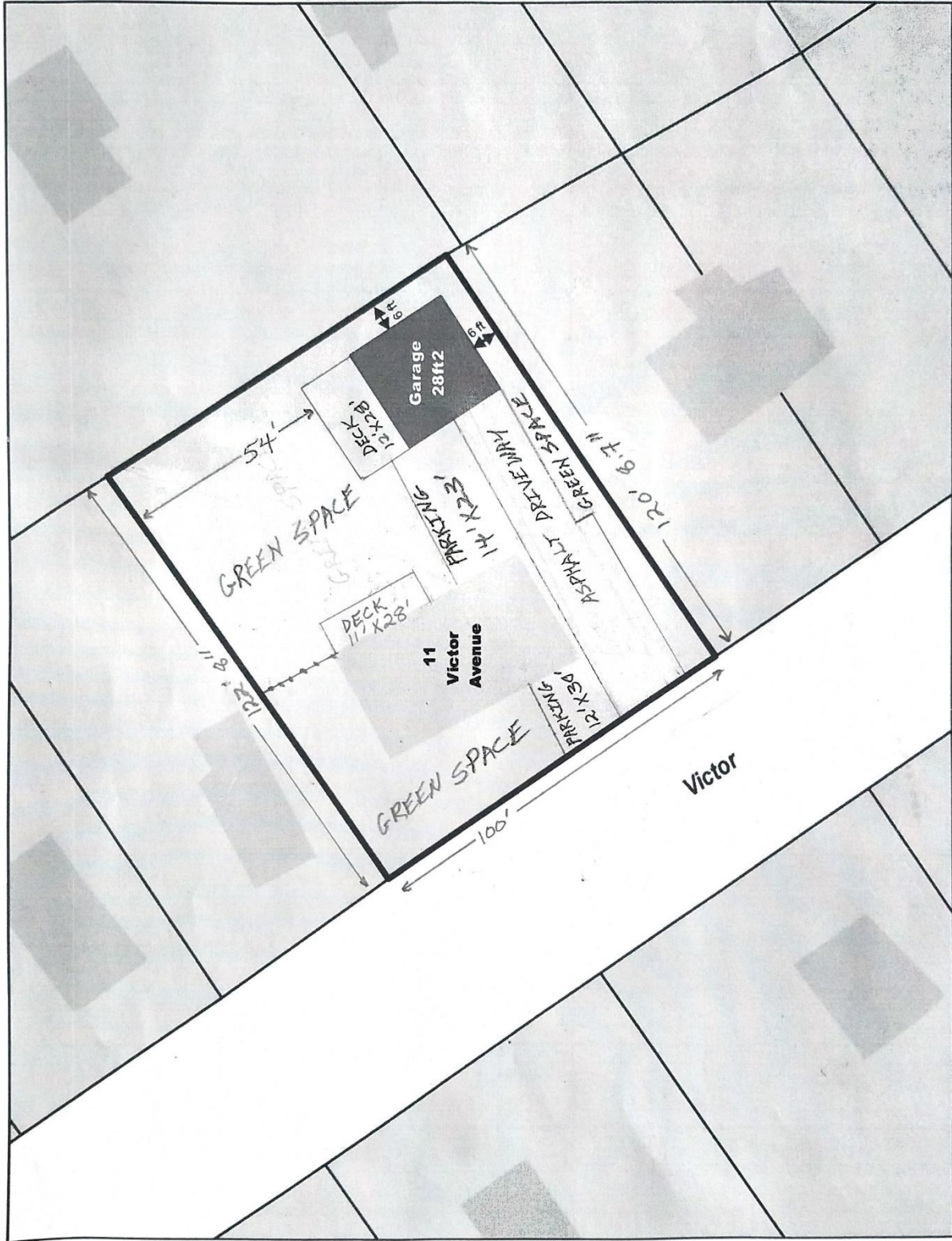
1.0 USE OF LAND AND BUILDINGS

- 1.1 The use of the property shall be limited to a single-detached main dwelling and one (1) Garden Suite dwelling in the approximate location as shown on Schedule 'B'.
- 1.2 A minimum of one (1) parking space shall be provided for each dwelling unit on the Lands.
- 1.3 Accessory buildings and uses may be permitted on the Lands in accordance with the *Town of Amherst Land Use Bylaw*.
- 1.4 The Garden Suite dwelling shall have horizontal dimensions of approximately 8.5 metres by 8.5 metres, excluding decks and patios.
- 1.5 The Garden Suite dwelling shall generally conform to the designs shown on Schedule 'C'. Variations to the architectural details shall not be considered a substantial change to this agreement.
- 1.6 The Garden Suite shall not become the main dwelling on the lot.
- 1.7 Notwithstanding an order by a recognized authority, if the main dwelling on the lot is removed, construction of a replacement main dwelling of equal or greater size to the Garden Suite shall commence within six (6) months.
- 1.8 The Garden Suite shall be serviced with water and sanitary sewer independent from the main dwelling.

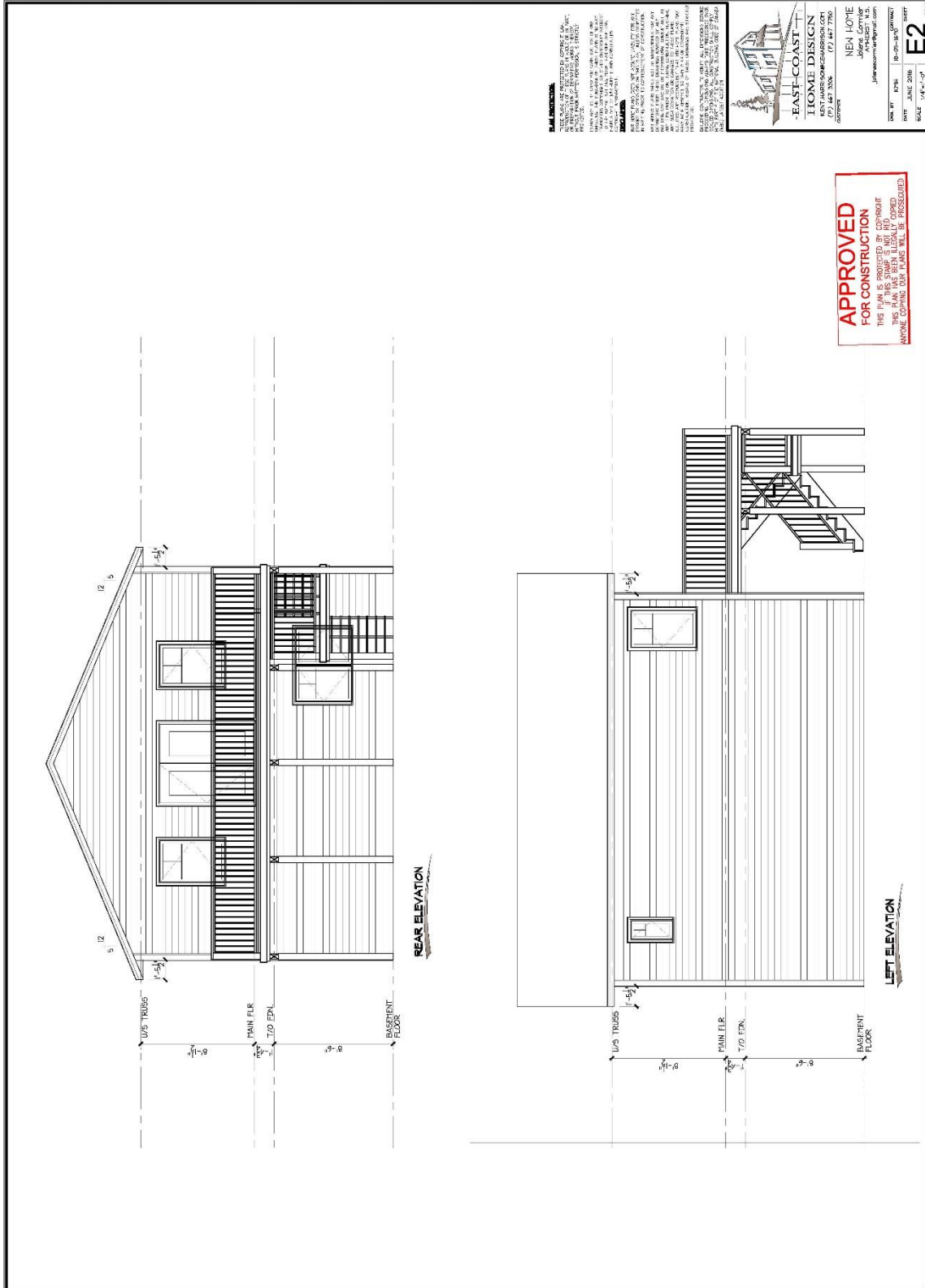
2.0 GENERAL REQUIREMENTS

- 2.1 The Owner shall keep the Lands and buildings and any portion thereof clean and in good repair. All elements of the development on the Lands shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.
- 2.2 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties.
- 2.3 Solid waste management shall be in conformance with the Town of Amherst *Solid Waste Bylaw*.

SCHEDULE 'B'



SCHEDULE 'C'



PLAN NOTES:
 1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 2. FINISH FLOOR IS TO BE 1/2" ABOVE FINISH GRADE.
 3. FINISH GRADE IS TO BE 1/2" ABOVE FINISH GRADE.
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GENERAL NOTES:
 1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 2. FINISH FLOOR IS TO BE 1/2" ABOVE FINISH GRADE.
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EAST COAST HOME DESIGN
 1000 W. 10th Street
 Fort Lauderdale, FL 33304
 (954) 467-7700

NEW HOME
 JOHN W. HENNING
 1000 W. 10th Street
 Fort Lauderdale, FL 33304
 (954) 467-7700

DATE: JUNE 2018
 SCALE: 1/4" = 1'-0"

E2

SYNOPSIS

Development Agreement Amendment 15 Clinton Street

The proposed development agreement amendment would allow the conversion of an existing 3-unit dwelling into four dwelling units. An advertised Public Participation Opportunity was held on February 3rd, 2021. The Planning Advisory Committee recommended that Council enter into the agreement. Council gave first reading at their regular meeting on March 22, 2021. An advertised Public Hearing was held on April 14, 2021 with only the property owners in attendance.

MOTION:

That Council give second and final reading of the proposed Development Agreement amendment for 15 Clinton Street to allow for the conversion of an existing 3-unit dwelling into 4-dwelling units.

TO: Mayor Kogon and Members of Council

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

DATE: April 26, 2021

SUBJECT: Development Agreement amendment 2nd Reading – 15 Clinton Street

ORIGIN: An application for an amendment to an existing development agreement for 15 Clinton Street (PID# 25040395) to convert the interior of an existing 3-unit dwelling to four units. The subject property is located in the Downtown Zone, where the addition of ground floor residential uses is subject to a Development Agreement.

RECOMMENDATION: That Council give second and final reading of the proposed Development Agreement amendment for 15 Clinton Street to allow for the conversion of an existing 3-unit dwelling into 4-dwelling units.

BACKGROUND:

Site Details: The subject property is approximately 927m²(~9,975sqft) in area with a 245m²(2,640sqft) two-storey commercial building that was converted to a 3-unit residential dwelling in 2013. Areas of the property not occupied by the building are asphalt.

Neighborhood: Clinton Street contains a mix of low density residential with vehicle-oriented commercial uses, including U-haul vehicle parking, a contractor's office, a garage, furniture store, and a petroleum distributor at the end of the street. Directly behind the subject property are detached dwellings that front on Chamberlain Street.

As a 'dead-end street' traffic is predominantly local access, with regular oil truck traffic that can operate at all hours.

Proposal Details: The 2013 development agreement permitted the interior conversion of the commercial building to a 3-unit residential dwelling. The current proposal would involve splitting the ground floor unit. The amended agreement is the same as the 2013 agreement but would allow up to four dwelling units.

RELEVANT POLICY AND DISCUSSION:

The following provides the Municipal Planning Strategy (MPS) policies most relevant to this proposal. Each policy is italicized provided below followed by staff comments in regular font.

As a property located in the Downtown Commercial Zone, LUB Section 8.3.2 (d) permits ground floor residential uses, subject to a Development Agreement under MPS Policy CP-15. This policy states:



CP-15 *In negotiating such a development agreement, Council shall take into account:*

(a) the location, height, bulk of the building;

The height and bulk of the building will not change. Given the ample separation between buildings, and relatively low intensity of use compared to its former use as a recreational vehicle retail outlet, Staff feel the adding an additional dwelling unit will have a negligible impact on the surrounding neighborhood.

(b) the architecture of the building;

The existing architectural character of the building will not change.

(c) signage;

As stipulated in Schedule A of the agreement, signage must conform to the LUB for residential property.

(d) parking facilities;

It could be argued that the property contains too much parking with no definition between parking and the street along the entire frontage of the property. Staff do not see this as a significant issue given the very low traffic load of the street.

(e) landscaping;

The applicant does not wish to remove the existing asphalt for landscaping. Staff do not feel that the creation of landscaped areas is warranted for such a small-scale redevelopment of a property with low visibility.

(f) pedestrian access.

Staff do not consider pedestrian access an issue.

RP-11 *It shall be the intention of Council to encourage and promote the provision of affordable housing units within all residential areas of the Town by:*

(a) encouraging a mix of housing types and densities;

(b) permitting secondary apartments in all dwelling units;

(c) permitting a secondary residential structure (Garden Suite) on a lot;

(d) cooperating with Federal and Provincial Governments to facilitate affordable housing within the Town.

It could be argued that this proposal addresses housing affordability by providing a slightly higher density with minimal negative impact on surrounding uses

RP-8 *It shall be the intention of Council to encourage a mix of housing types and income groups in all residential areas.*

The additional dwelling unit would add to, but would not stand out in, the existing mix of housing types and densities in this area.

A-5 *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:*

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

- (b) *That the proposal is not premature or inappropriate by reason of:*
- (i) *the financial capability of the Town to absorb any costs relating to the development;*
 - (ii) *the adequacy of municipal water, sanitary sewer and storm sewer services;*
 - (iii) *the adequacy of road networks, in, adjacent to, or leading to the development;*
- (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.*

The proposal would generally conform to the intent of the relevant MPS policies and the potential to create a negative impact on the surrounding neighbourhood would be minimal. Beyond the addition of another entrance, the exterior of the building would not change. The benefit of the proposal includes additional affordable housing near a major employment area and the NSCC Campus.

FINANCIAL IMPLICATIONS: None specific to this matter.

SOCIAL JUSTICE IMPLICATIONS: None specific to this matter.

ENVIRONMENTAL IMPLICATIONS: None specific to this matter.

COMMUNITY ENGAGEMENT: A publicized Public Participation Opportunity was held on February 3, 2021 with no members of the public attending. An advertised Public Hearing was held on April 14, 2021 with only the property owners in attendance.

ALTERNATIVES: 1) Reject the application by Refusing to enter into the development agreement amendment. 2) Refer the application back to the Planning Advisory Committee for further review.

ATTACHMENTS: 1) Draft development agreement for 15 Clinton Street.

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

This Agreement made this _____ Day of _____ 2021.

Between:

Larry Burke (owner of property located at 15 Clinton Street [PID 25040395], hereinafter called the "Owner"),

of the one part, and

The Town of Amherst (a body corporate in the Province of Nova Scotia, hereinafter called the "Town"),

of the other part.

WHEREAS the Owner wishes to obtain permission pursuant to Policy CP- 15 of the Municipal Planning Strategy of the Town of Amherst, to convert an existing three (3) unit dwelling located at 15 Clinton Street (PID 25040395) to a four (4) unit dwelling.

AND WHEREAS a condition of the granting of approval of Council is that the Owner enter into an Agreement with the Town;

AND WHEREAS the Council of the Town, at its meeting on the _____ Day of _____ 2021, approved the said Development Agreement, subject to the registered Owner of the land described herein entering into this Agreement;

AND WHEREAS the following Schedules shall be attached to and form part of this Agreement:

- (a) Schedule 'A' - Terms and Conditions
- (b) Schedule 'B' – Property Identification Map
- (c) Schedule 'C' – Building Elevations

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the granting by the Town of the Development Agreement requested by the Owner, the Owner agrees as follows:

- 1) That the Owner is the registered owner of the aforesaid Lands in the Town of Amherst, hereinafter called the "Lands". The aforesaid Lands are the only lands in the Town of Amherst to which this Agreement applies, and the Lands are illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may convert an existing three (3) unit dwelling to a four (4) unit dwelling, subject to Schedules A, B, and C attached.
- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any Provincial or Federal statute, act, or regulation.

- 4) Any failure of the Town to insist upon strict enforcement of any requirements or conditions contained in this Agreement shall not be deemed a waiver of any rights or remedies that the Town may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.
- 5) Should the Owner fail to act in accordance with any aspect of this Agreement, the Town shall retain the right to discharge the Agreement upon 30 days notification and / or enter the property and conduct the required work. The cost of the said work will become a lien on the property tax bill.
- 6) This Agreement shall be discharged upon the Garden Suite being removed from the Lands.
- 7) The Town shall issue the necessary Development Permit for the development upon expiration of the appeal period specified for Development Agreements under Section 249 of the *Municipal Government Act*, as the same may be amended from time to time, or upon the withdrawal or dismissal of any appeal which may be taken.
- 8) This Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Town in accordance with Section 229 of the *Municipal Government Act*.

SIGNED, SEALED AND DELIVERED

In the presence of

THE TOWN OF AMHERST

David Kogon MD, Mayor

Gregory D. Herrett, CAO

FOR THE OWNER

Larry Burke

DRAFT

Schedule A

15 Clinton Street - Development Agreement

Terms and Conditions:

1. The use of the property shall be limited to a residential use with a maximum of four (4) dwelling units.
2. The exterior design of the building shall be in accordance with the following:
 - a) the bulk and height of the building shall not be enlarged, except where required to conform with the National Building Code;
 - b) the exterior shall be finished in a uniform material and colour, to the satisfaction of the Development Officer; and,
 - c) only new building material shall be used.
3. Signage shall not exceed that which is permitted by the Land Use Bylaw for a residential use.
4. Solid waste management shall be in conformance with the Town of Amherst Solid Waste Bylaw.
5. No outdoor storage shall be permitted on the property, other than that required to conform with the Town of Amherst Solid Waste Bylaw.
6. Exterior lighting shall be carefully designed to not shine directly onto adjacent properties.

SCHEDULE 'B'



SCHEDULE 'C'



SYNOPSIS

Development Agreement Application

Lot 19-3B

The proposed development agreement would allow the construction of three, 6-unit townhouse dwellings on Lot 19-3B, located between Dusker Way and Dickey Street. An advertised Public Participation Opportunity was held on March 3rd, 2021. The Planning Advisory Committee recommended that Council enter into the agreement, provided that the agreement require an engineered storm water management plan. This stipulation has been incorporated into the agreement.

MOTION:

That Council give first reading of the proposed Development Agreement for Lot 19-3B, and schedule a public hearing in May, 2021.

TO: Mayor Kogon and Members of Council

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

DATE: April 26, 2021

SUBJECT: Development Agreement 1st Reading - Lot 19-3B

ORIGIN: An application by the property owner, Ocean Breeze Estates Ltd., for a development agreement to allow construction of three, six-unit townhouse dwellings on Lot 19-3B, located between Dusker Way and Dickey Street.

RECOMMENDATION OF THE PLANNING ADVISORY COMMITTEE: That Council enter into the development agreement for Lot 19-3B, subject to the requirement for a surface water management plan from a qualified professional. Staff have revised the draft development agreement to include this requirement.

BACKGROUND:

Site Details: The subject property, located in the General Residential Zone, is a vacant field approximately 7,690 m² (1.9 acres) in area. As currently configured, the subject property has 6 m of frontage on Dickey Street. The attached map shows the property location and configuration.

Neighbourhood Context: The subject property is immediately surrounded by newly constructed 4-unit townhouses along Dusker Way, Dickey Street and Rupert Street. Single detached dwellings are located to the south and west of the site. Three storey apartment dwellings are located along the north side of Dickey Street. Non-residential uses include Spring Street Academy and E.B. Chandler School approximately one block away to the east and west.

Proposal Details: As shown on the attached site plan, the proposal includes three, 6-unit single level townhouse dwellings for a total of 18 units. Two dwellings would have access to Rupert Street via Dusker Way, and the third dwelling would have access from Dickey Street along a private driveway. The subject lot would be subdivided into two portions, the north portion creating Lot 20-1 with frontage on Dickey Street. The southern portion would consolidate with the lot containing 9-15 Dusker Way to create Lot 20-2.

All buildings would meet or exceed minimum yard setback requirements of the Land Use Bylaw. Each unit would have two parking spaces directly in front of the unit. In terms of amenity space, the proposal provides approximately 42 m² (452 sqft) immediately behind each unit. The total amenity space over both lots is approximately 128 m² (1,377 sqft) per unit.

Each building would have a maximum footprint of 78 m² (840 sqft) and six, 2-bedroom units. Depending on market conditions, the proponent may elect to reduce some or all of the units to one bedroom, which would reduce the overall building footprint to some degree.

Municipal Planning Strategy: Planning decisions of Council must be reasonably consistent with relevant Municipal Planning Strategy Policies. The following lists the policies relevant to this issue in italics followed by staff comments in regular font.

Policy RP-9 is the policy most relevant to this issue, which states:

It shall be the intention of Council to ensure medium and high-density residential development occur in a manner compatible with a low-density residential neighbourhood. Specifically, Council shall require that all residential developments greater than 4 dwelling units per property, be subject to a Development Agreement. In negotiating such an agreement Council shall ensure that:

- a) the structure is located on the lot in such a manner as to limit potential impacts on surrounding low density residential developments;*
- b) the development provides sufficient on-site parking, and appropriate access to, and egress from the street;*
- c) the location of the parking facilities does not dominate the surrounding area, including the utilization of vegetation and fences to mitigate the aesthetic impacts of parking lots;*
- d) any on site outdoor lighting does not negatively impact the surrounding properties;*
- e) any signage on the property is sympathetic to the surrounding residential properties;*
- f) vegetation is used to improve the aesthetic quality of the development;*
- g) the architecture of the building is sympathetic to any existing development in the surrounding area.*

In general, it could be argued the proposal is compatible with a low-density residential development. The buildings are single-level, which is the same or lower than the one and two level detached dwellings in the area. The building locations meet or exceed the minimum setbacks required by the Bylaw, with the closest dwelling being 8.5 m (29 ft) from the nearest property line. Each dwelling will have two parking spaces, which is double the spaces required for a single-detached dwelling, and exceeds the 1.25/unit Bylaw requirement for multi-unit dwellings. However, parking areas will not dominate the properties, with over an acre of combined green space throughout. A minimum of eight juvenile or existing trees will be required on the two properties.

Other MPS policies relevant to this issue include the following:

RP-11 *It shall be the intention of Council to encourage and promote the provision of affordable housing units within all residential areas of the Town by:*

- (a) encouraging a mix of housing types and densities;*
- (b) permitting secondary apartments in all dwelling units;*
- (c) permitting a secondary residential structure (Garden Suite) on a lot;*
- (d) cooperating with Federal and Provincial Governments to facilitate affordable housing within the Town.*

While these dwellings are intended for the at-market rental space, as one and two-bedroom dwellings, the development would be at the more affordable end of the market.

RP-12 *It shall be the intention of Council to ensure that new residential areas:*

- a) provide for the efficient use of land;*
- b) provide for the efficient and economic extension of existing water, storm sewer and sanitary sewer systems and other utilities;*
- c) incorporates a hierarchy of streets that efficiently and safely accommodates traffic flows and proper access to other areas of Town;*
- d) provides for the efficient and safe movement of pedestrians and cyclists;*
- e) minimizes adverse effects on the environment;*
- f) provides for parks and other community uses in safe and central locations.*

The proposal is an infill development, which speaks to the efficient use of land that does not require extension of existing town infrastructure. The street network in this area has relatively high connectivity with close access to arterial streets. The development is nearby two schools, providing easy pedestrian access for children, and it is in close proximity to the trail that runs along Dickey Brook.

RP-8 *It shall be the intention of Council to encourage a mix of housing types and income groups in all residential areas.*

The proposal would generally add to the mix of housing types and income groups in the area.

A-5 *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:*

- (a) That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.*
- (b) That the proposal is not premature or inappropriate by reason of:*
 - (i) the financial capability of the Town to absorb any costs relating to the development;*
 - (ii) the adequacy of municipal water, sanitary sewer and storm sewer services;*
 - (iii) the adequacy of road networks, in, adjacent to, or leading to the development;*
- (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.*

The proposal conforms with the general intent of MPS Policy A-5. There will be no undue impact on the town's financial capacity, or the adequacy of municipal infrastructure. With regard to the extent to which the development might conflict with adjacent and nearby land uses, once construction is complete, the proposal is not likely to result in significant negative impact on the surrounding neighbourhood. The additional 16 dwelling units will result in increased traffic along Rupert and Dickey Streets; however, the 1-2-unit dwellings will likely contain mostly older 1-2 person households. On average, this household type tends to have very low car trip generation.

DISCUSSION:

The proposal generally conforms to the relevant policies of the MPS and LUB. The redevelopment of an existing vacant property, along with the provision of more affordable housing makes this a positive development for the neighborhood and the Town in general.

FINANCIAL IMPLICATIONS: There is a storm water pipe running diagonally across the subject property that drains storm water from Rhodes Avenue to Dickey Street. The town will redirect this flow into a ditch within an existing town easement along the northwest property line. This work is required regardless of this proposal, and will be done by town staff at a cost of approximately \$8,000 to be paid from Operations Department operating budget.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue.

COMMUNITY ENGAGEMENT:

A virtual public participation opportunity advertised in accordance with the Policy for Public Participation and Notification was held on March 3, 2021. A video of the meeting has been made available, and a summary is provided as part of the information package. Some of the concerns raised at the meeting are listed below with staff comments.

Land values – this townhouse development form has become prevalent throughout town, often in similar infill situations. It is unlikely that the development will have a negative impact on property values in the surrounding neighbourhood.

Drainage – the town will relocate its existing storm sewer that drains water from Rhodes Avenue to the town's existing sewer easement located along the western property line. The draft



development agreement includes a requirement for the developer to provide an storm water management plan from a qualified professional (engineer).

Trespassing – the potential for trespassing to increase on adjacent property as a result of this development is low.

Parking – two parking spaces will be provided for each unit.

Too many families, too much density – while the density for this development will be higher than the low-density development to the south and west, at 11 units per acre, this is not high density. For further context, the lot coverage will be a relatively low at 22%.

Traffic – the surrounding transportation network can accommodate the traffic generated by this development.

Construction timeline – Given the impact of the pandemic on availability of materials, contractors and other external factors, the proponent is not prepared to provide a construction timeline. It should be noted that within a development agreement, the town does authority to dictate the timing of development

Garbage – waste facilities have been located on the site plan, and adherence with the town’s Solid Waste Bylaw is stipulated in the agreement.

As a result of the Public Participation Opportunity, the developer has confirmed the number of parking spaces, and provided clarity around the amount of amenity space. No further changes have been made to the proposal. The Planning Advisory recommended a storm water management plan and the applicant agreed to this suggested requirement.

ALTERNATIVES: 1) Refuse to enter into the proposed development agreement, siting specific Planning Strategy polices with which the proposal is in conflict.
2) Defer this issue back to the Planning Advisory Committee for further information.

ATTACHMENTS: 1) Draft development agreement; 2) Diagrams; 3) Public Participation Opportunity Summary

Report prepared by:

Report and Financial approved by:

Case No: DA-2021-XX

This Agreement made this _____ Day of _____ 2021.

Between:

Ocean Breeze Estates Limited (owner of property located at Lot 19-3B [PID 25506544] and 9-15 Dusker Way [PID 25505421], hereinafter called the "Owner"),

of the one part, and

The Town of Amherst (a body corporate in the Province of Nova Scotia, hereinafter called the "Town"),

of the other part.

WHEREAS the Owner wishes to obtain permission pursuant to Policy RP-9 of the Municipal Planning Strategy of the Town of Amherst, to construct three 6-unit townhouse dwellings in addition to the existing 4-unit townhouse dwelling on properties located at Lot 19-3B (PID 25506544) and 9-15 Dusker Way (PID# 25505421).

AND WHEREAS a condition of the granting of approval of Council is that the Owner enter into an Agreement with the Town;

AND WHEREAS the Council of the Town, at its meeting on the ____th Day of _____ 2021, approved the said Development Agreement, subject to the registered Owner of the land described herein entering into this Agreement;

AND WHEREAS the following Schedules shall be attached to and form part of this Agreement:

- (a) Schedule 'A' - Terms and Conditions
- (b) Schedule 'B' - Property Location Map
- (c) Schedule 'C' – Site Plan
- (d) Schedule 'D' – Building Elevation

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the granting by the Town of the Development Agreement requested by the Owner, the Owner agrees as follows:

- 1) That the Owner is the registered owner of the aforesaid Lands in the Town of Amherst, hereinafter called the "Lands". The aforesaid Lands are the only lands in the Town of Amherst to which this Agreement applies, and the Lands are illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may reconfigure the properties to create Lot 20-1 and 20-2 and construct a maximum of twelve (22) dwellings units on the said Lands, subject to Schedules A, B, C, and D attached.
- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the

Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any Provincial or Federal statute, act, or regulation.

- 4) Any failure of the Town to insist upon strict enforcement of any requirements or conditions contained in this Agreement shall not be deemed a waiver of any rights or remedies that the Town may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.
- 5) Should the Owner fail to act in accordance with any aspect of this Agreement, the Town shall retain the right to discharge the Agreement upon 30 days notification and / or enter the property and conduct the required work. The cost of the said work will become a lien on the property tax bill.
- 6) The Town shall issue the necessary Development Permit for the development upon expiration of the appeal period specified for Development Agreements under Section 249 of the *Municipal Government Act*, as the same may be amended from time to time, or upon the withdrawal or dismissal of any appeal which may be taken.
- 7) The Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Town in accordance with Section 229 of the *Municipal Government Act*.

SIGNED, SEALED AND DELIVERED

In the presence of

THE TOWN OF AMHERST

David Kogon MD, Mayor

CAO

FOR THE OWNER

Andrew Cameron

Schedule A

Lot 19-3B & 9-15 Dusker Way - Development Agreement

Terms and Conditions:

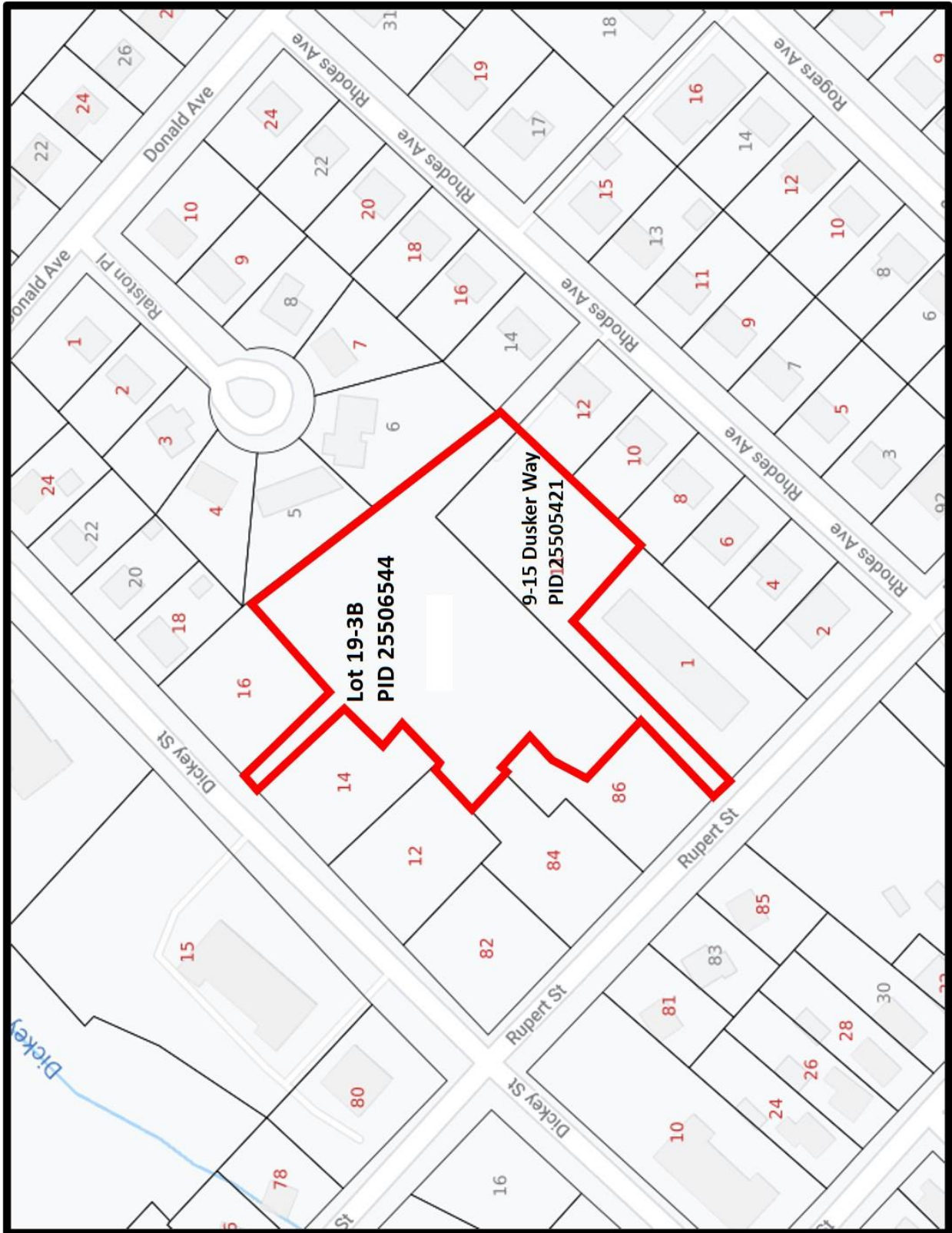
1.0 USE OF LAND AND BUILDINGS

- 1.1 The use of the properties shall be limited to residential uses within a maximum of twenty-two (22) dwelling units within three 6-unit townhouse dwellings and one existing 4-unit townhouse dwelling in the general location shown on Schedule 'C'.
- 1.2 A minimum of two parking spaces shall be provided for each dwelling unit on the Lands and shall be generally configured as shown on Schedule 'C'.
- 1.4 Accessory buildings may be permitted on the Lands in accordance with the *Town of Amherst Land Use Bylaw*.
- 1.5 The townhouse dwellings shall generally conform to the designs shown on Schedule 'D'. Variations to the architectural details and footprint of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.6 The Owners shall be responsible for the planting and ongoing maintenance of a minimum of eight (8) juvenile trees at least 1.5 metres in height across the two properties.
- 1.7 The Owner shall be responsible for maintaining screened solid waste containment areas, generally in the locations shown on Schedule 'C'.
- 1.8 Paving of the driveways and parking areas shall be completed for each dwelling within twelve (12) months from the date an Occupancy Permit is issued.

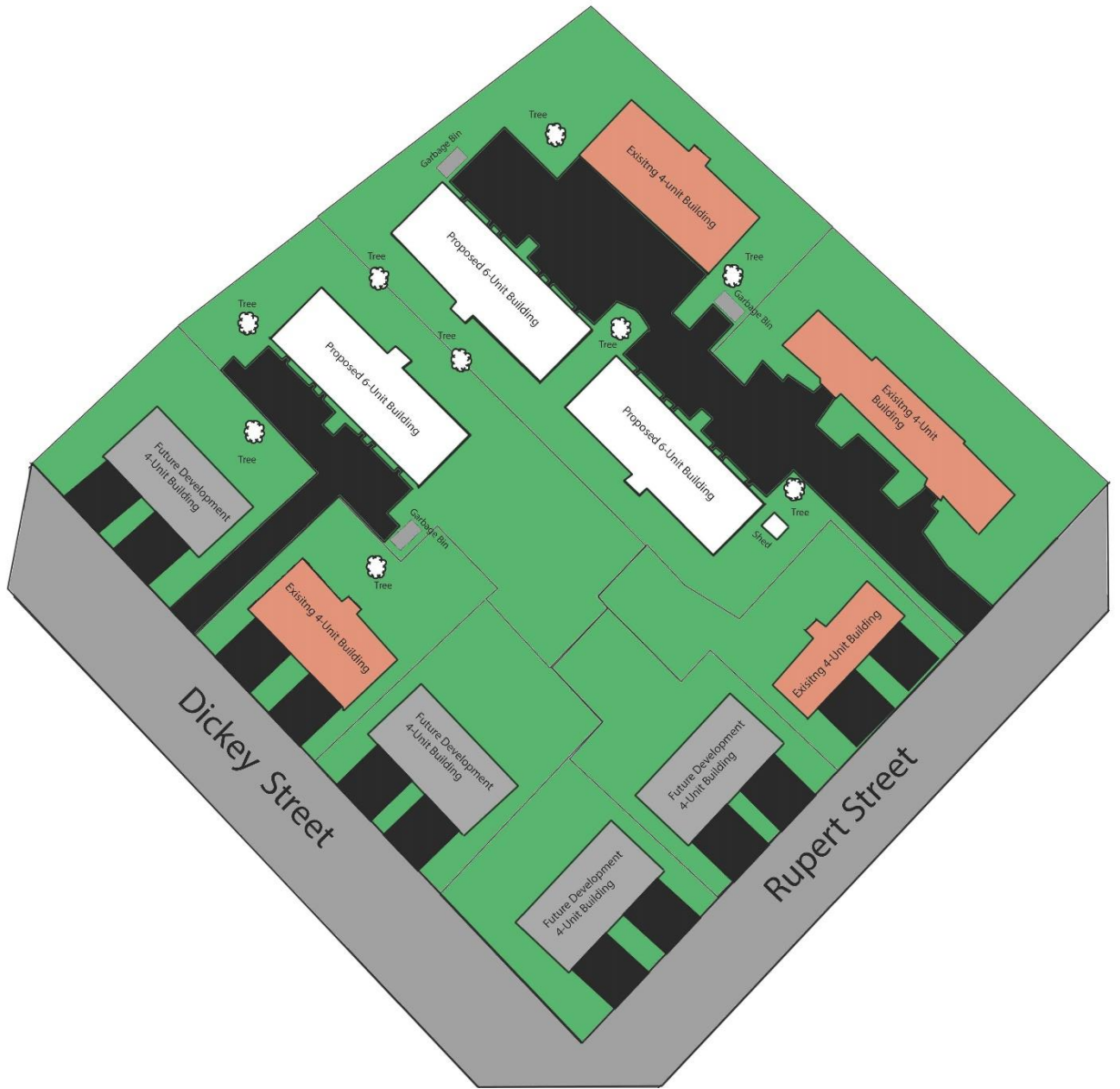
2.0 GENERAL REQUIREMENTS

- 2.1 The Owner shall keep the Lands and buildings and any portion thereof clean and in good repair. All elements of the development on the Lands shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.
- 2.2 Signage on the property shall conform to the Town of Amherst *Land Use Bylaw*.
- 2.3 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties.
- 2.4 Solid waste management shall be in conformance with the Town of Amherst *Solid Waste Bylaw*.
- 2.5 The Owner shall provide a storm water management plan, completed by a qualified professional to the satisfaction of the Town Engineer.
- 2.6 The Owner shall take all reasonable steps to maintain a clean worksite during construction by picking up building material waste.

SCHEDULE 'B'



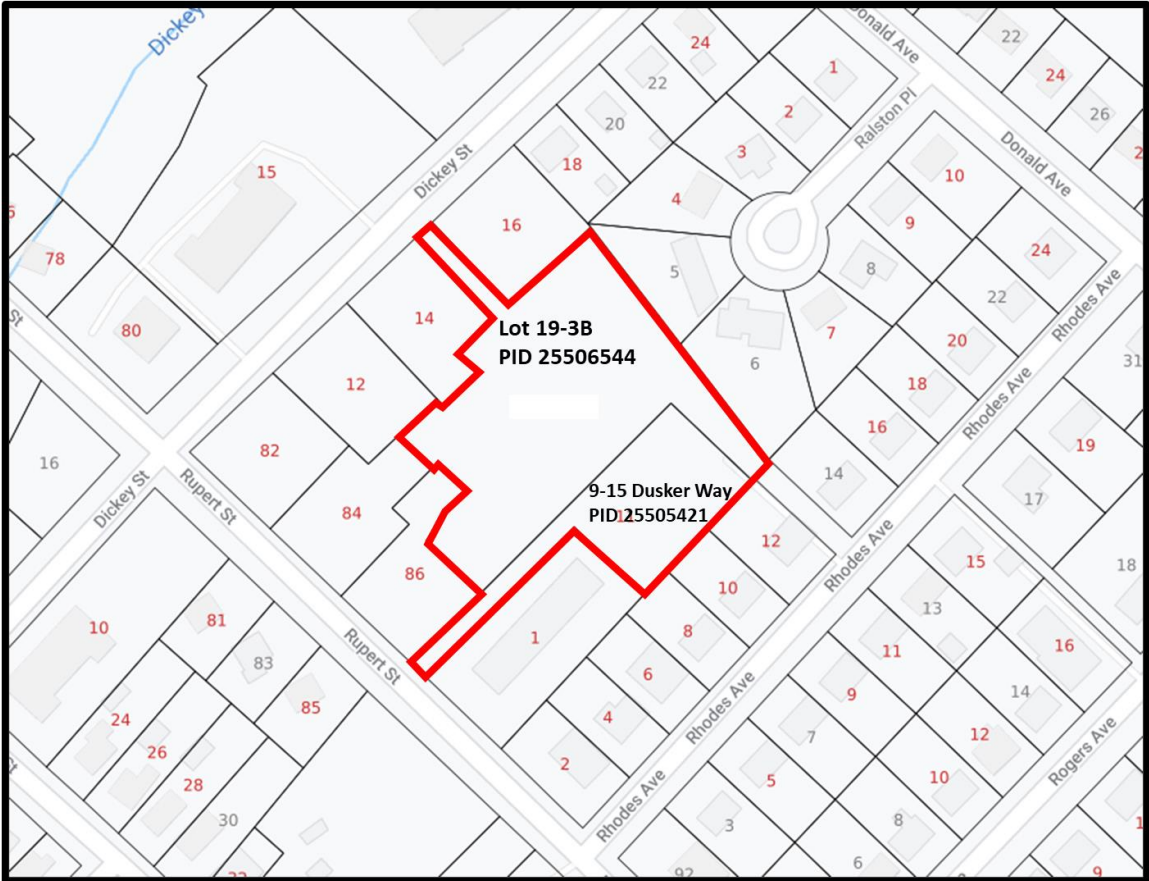
SCHEDULE 'C



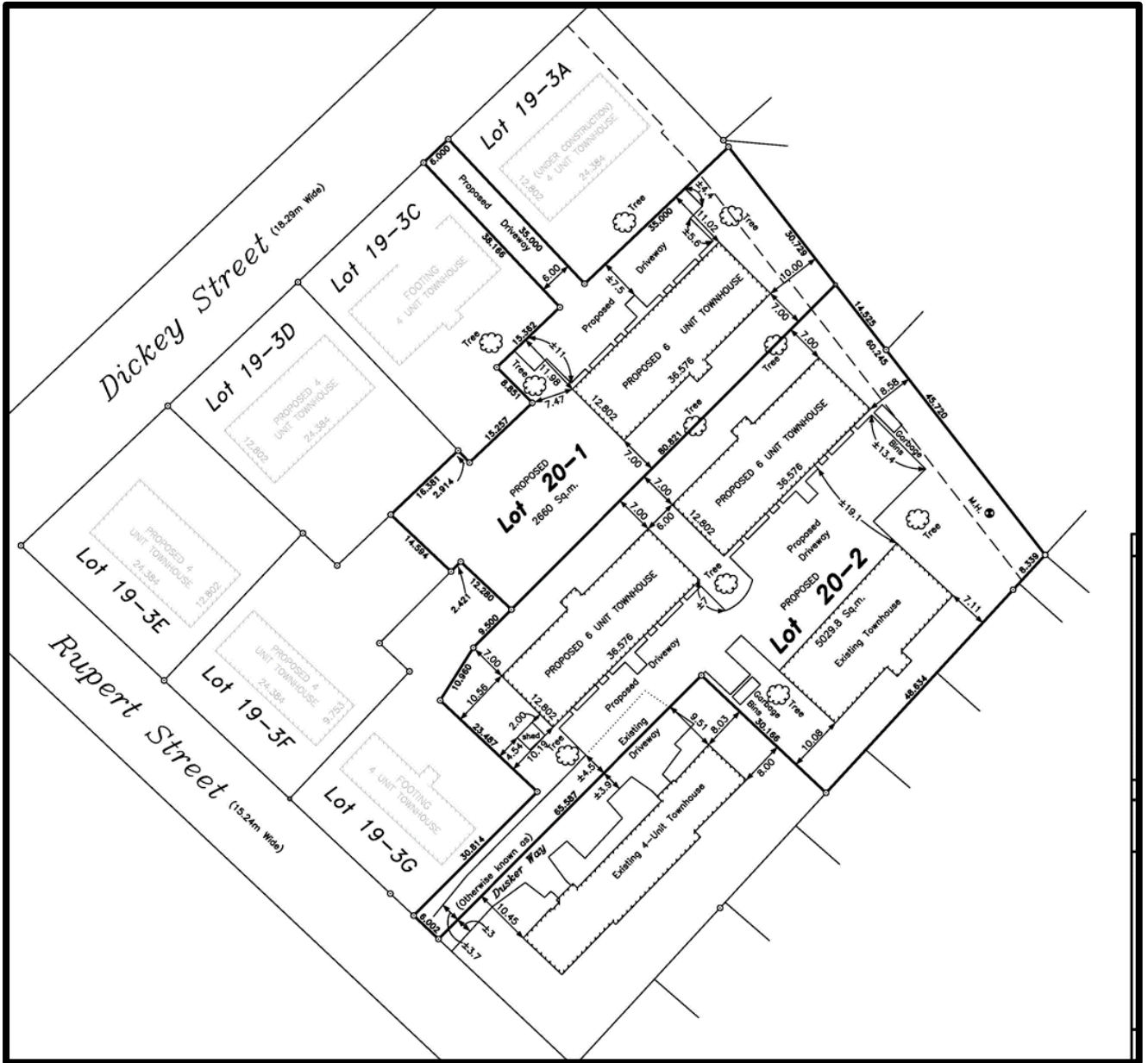
SCHEDULE 'D'

<p>GENERAL NOTES</p>	<p style="text-align: center;">FRONT ELEVATION SCALE: 1/4"=1'-0"</p> <p style="text-align: center;">REAR ELEVATION SCALE: 1/4"=1'-0"</p>	<p>COMPU DRAFT ARCHITECTURAL 1000 W. MARKET ST., SUITE 100 CHARLOTTE, NC 28202 (704) 375-1111 FAX (704) 375-1112</p> <p>PROJECT NO. 0518-051/F</p> <p>PROPOSED SUITES FOR OCEAN BREEZE ESTATES YARMOUTH, NC</p> <p>ELEVATIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 8px;">DATE</td> <td style="font-size: 8px;">BY</td> <td style="font-size: 8px;">CHECKED</td> <td style="font-size: 8px;">SCALE</td> </tr> <tr> <td style="font-size: 8px;">05/11/05</td> <td style="font-size: 8px;">A. S. B. / J. S. B.</td> <td style="font-size: 8px;">D. W. H.</td> <td style="font-size: 8px;">1/4"=1'-0"</td> </tr> <tr> <td style="font-size: 8px;">DRAWN</td> <td style="font-size: 8px;">CHECKED</td> <td style="font-size: 8px;">DATE</td> <td style="font-size: 8px;">SCALE</td> </tr> <tr> <td style="font-size: 8px;">A. S. B.</td> <td style="font-size: 8px;">D. W. H.</td> <td style="font-size: 8px;">05/11/05</td> <td style="font-size: 8px;">1/4"=1'-0"</td> </tr> </table> <p style="font-size: 8px;">SHEET 1 OF 1</p> <p style="font-size: 8px;">CD518-051/F A3</p>	DATE	BY	CHECKED	SCALE	05/11/05	A. S. B. / J. S. B.	D. W. H.	1/4"=1'-0"	DRAWN	CHECKED	DATE	SCALE	A. S. B.	D. W. H.	05/11/05	1/4"=1'-0"
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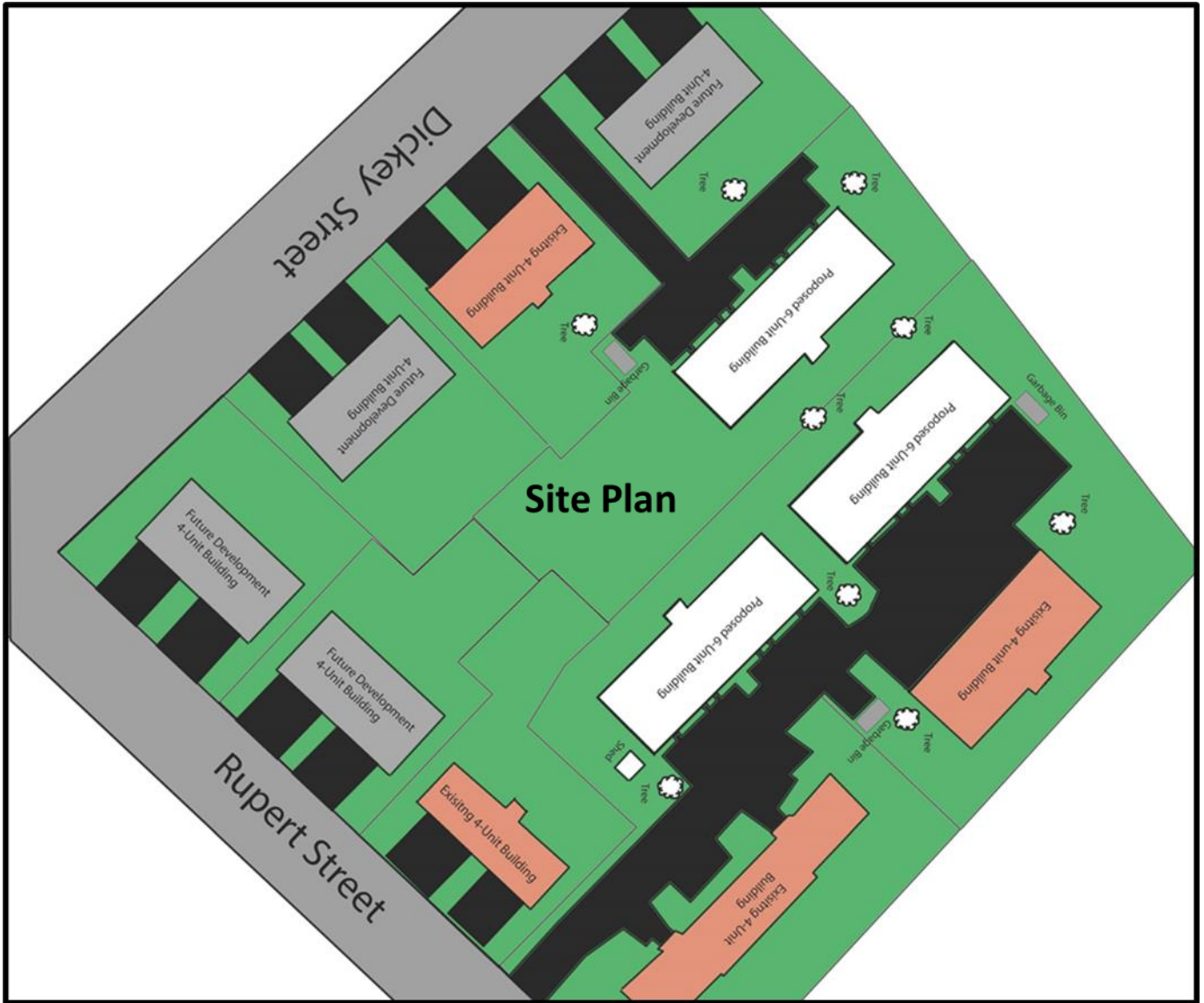
Property Location



Site Plan



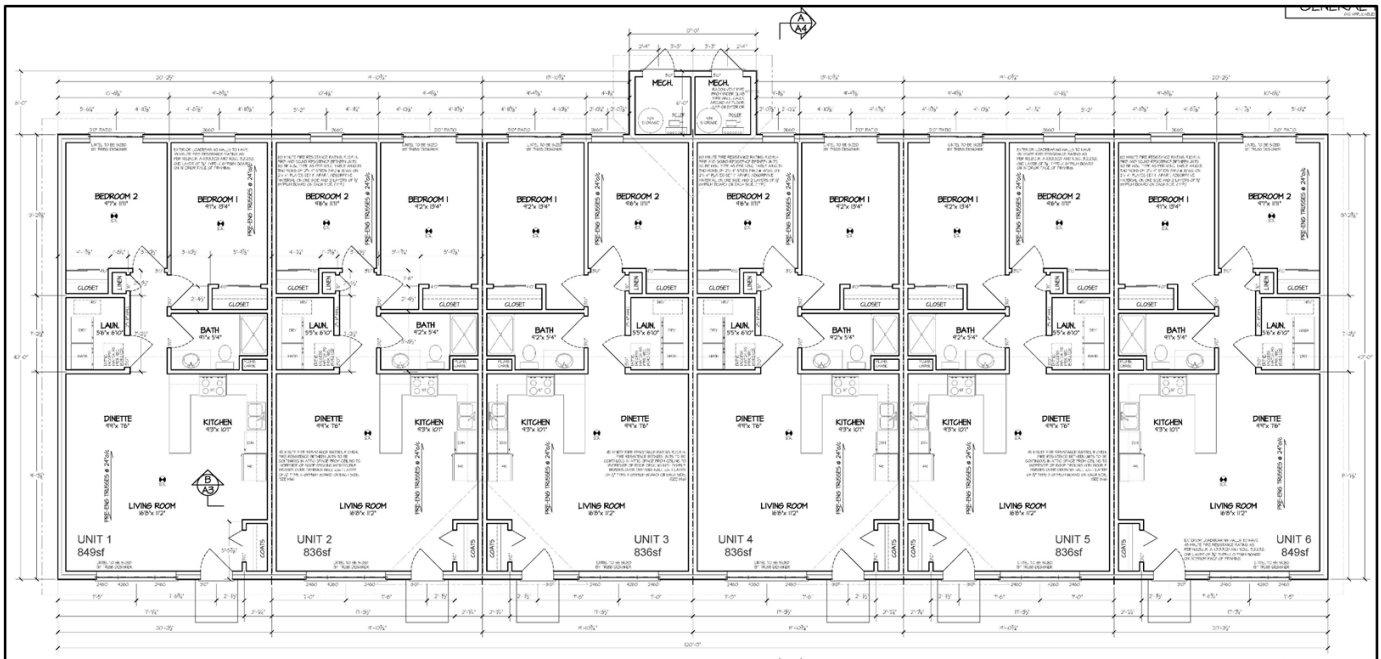
Site Plan



Proposed 6-unit Townhouse Dwellings



COMPU
30588 3/20



MEMO

TO: Mayor Kogon and Members of Council
Planning Advisory Committee

FROM: Kim Jones, Municipal Clerk

DATE: March 4, 2021

RE: **Public Participation Summary**

A Public Participation Opportunity was held on Wednesday, March 3, 2021 at 5pm.

The issues were a Development Agreement application for Lot 19-3B, between Dusker way, Dickey Street, and Rhodes Avenue to allow for construction of three, 6-unit townhouse dwellings. Please find attached a property location map, site plan, and building elevation attached.

There were 12 people in attendance at the PPO, including the owner of the subject property, Andrew Cameron.

As per policy the following public notifications were used:

- Ad published in the Wednesday, February 24, 2021 edition of the Cumberland Wire
- Registered Letter to property owner mailed on February 18, 2021
- 60m mail outs were sent on February 18, 2021
- 30m hand outs delivered on February 22, 2021

Members of the public that attended include:

- John McAllister, 6 Ralston Place
- Jim Swetland, 85 Rupert Street
- Laura and Eldon Paugh, 32 Charles Street/83B Rupert Street

The Clerk received one written submission in favor of the application which is included in the package. The Clerk also received a written submission of questions for the PAC and Council to consider, which is also included in the package.

The following is a summary of the discussion:

Andrew Cameron, owner of Lot 19-3B thanked Andrew Fisher for explaining the concept of the project and would like to hear any thoughts or comments that people have. He is looking forward to developing in this area and this part of town. If there are any questions, I will do my best to answer them.

John McAllister, 6 Ralston Place, I have a few concerns, some of the concerns were sent in (*as attached to the staff report*). Mr. Fisher stated that those concerns will be provided to the Planning Advisory Committee and Council. Mr. McAllister stated that the main concern is property values, the resale potential and how it will affect our property values going forward. These are rental apartments, not condos that are for sale, so there will be transient people going in and out of them over the next 5-10 years. So, the impact on the surrounding values is a concern. Sometimes rentals tend to go down in quality.

That lot has always had a water problem, Dickey school used to flood quite a bit. I have talked to some contractors in the area, and they have pointed that out to Mr. Cameron that there is going to be a water problem with this lot. The existing ones that are on the lot are quite low. That again could impact the quality of the places.

Another issue I had was people walking across our property to get to school. we had to endure that for years, kids coming across to get to R.B Dickey school. I don't see any proposed walkways or enhancements of the walkways that are there now. I would also like to have a fence erected at the back of our property right up through, from Dickey Street to Rhodes Avenue. During the construction of the existing 4 units that are there now, we had to always pick up construction material, stuff that would blow over onto us. A proper fence, not just a steel one you can see through, that would block some of the view.

Another concern is tensions arising with the parking. I have viewed some of the places on Marshview Estates, and there are some issues with parking. People say parking is too tight in some of these areas that Mr. Cameron is developing. I have spoken with some of the tenants down there and they have raised that issue to them. That's a lot of families living on 1.9 acres. There are 16 families there now, and you are going to add another 18 families with 3 6-units and another 4 proposed. You will have 50 families living on this former R.B Dickey property. That is really pushing the limit. I urge the Committee to take these issues into consideration. I would like to see that property developed too because it was an eyesore for years.

Councillor Christie asked if there was any proposed green space for the residents, other than what the individual units would provide; and reassure my mind that we are not just at the minimum settings, that we are within the guidelines and a little more than just the minimum settings. Mr. Fisher stated that the amenity space he spoke of earlier, was the area directly behind those units. In addition to that, beside the units would be green space, the interior lot would also be common green space as well. The buildings are surrounded by common green space/amenity space areas, as well as the central larger space. Councillor Christie then asked if there was a development plan for those areas that we are aware of. Mr. Fisher replied no, this development agreement does not include any further development. Councillor Christie added that the parking looks like

they park out onto the street, rather than into each others' units. Mr. Fisher stated that Dusker Way is a private driveway, it is a lane, not a public street. It is maintained by the developer. It is not a street; it is more of a common driveway.

Mr. McAllister asked about the water courses there. There is a small ditch that the Town covered. Is some of the buildings proposed to cover this ditch? Mr. Fisher stated that there is a drainage ditch, that was piped by the town previously. There is a drainage easement in favor of the town that directs that water from Rhodes Avenue to Dickey Street, then eventually into the brook. Mr. Cameron added that part of this is to ensure water is not stuck on this lot, and working with Ben Pitman, the town engineer, to make sure that the culvert, which is think is just outside of the easement. There is an 8 - 10-meter easement on that side of the property where nothing is allowed to be built. One of the next steps is to work with the engineer to make sure we don't have water problems. Mr. McAllister then asked if the property would have to go through an environmental assessment. Mr. Fisher stated that an environmental assessment would be something that is dealt with usually when a developer buys the property. As far as I know, the property does not have any history of environmental issue. Mr. Cameron added that the person who originally purchased the R.B Dickey School had Phase 1 of the environmental assessment done, it showed no issues at that point. From there, we got the old report and did not go forward with another assessment because we didn't this anything had changed for us to suspect something.

Jim Swetland, 85 Rupert Street, stated that he also shared a few of the concerns that Mr. McAllister had brought up. For one, the density, it looks like there sufficient space on the diagram, however it is a relatively small lot. From the diagrams, it looks like there are no garages, so they will have to park in front or behind their unit. The new 4 unit across from us, each of those units have 2 cars. With the new units that have been put it, the traffic has definitely increased since we moved in 3 years ago. I am concerned about traffic coming up and down Rupert Street. Also, because it will not be town services for snow removal, at the moment Dusker Way is gravel. None of the parking spaces have been paved. If you increase the traffic, there will be move dust than last summer. In 2019 I had put in a complaint with the town because the lot was a hayfield. Also, I would like to know the timelines for the developers start date, are they going to start all 3 at once, or is this a plan that will be three years in development. Mr. Cameron replied that the paving is not done yet. We had Costin Paving in late September, and they told us to wait. There are a lot of variables on schedule for construction at this time. This is step 1. Mr. Swetland added that I have spoken with some of the neighbors, and they have also complained with the amount of dust and dirt flying around from the driveways.

Mr. Allister asked if Mr. Cameron has any stipulations of tenants who live there now. One tenant had 3 big bags of garbage on their back steps. Just wondering if there are any covenants of things they can and can't do. Mr. Cameron stated that

they do have detailed contracts, that they have added to overtime, that all tenants must sign.

I have attached the information package. The session was streamed to YouTube and the video can be viewed here: <https://youtu.be/9I1IZBFiim8>

A meeting of the Planning Advisory Committee will be scheduled in the near future.

SYNOPSIS

Sale of Property – 31 West Pleasant Street

The properties located at 31 and 27 West Pleasant Streets have shared a common driveway for in excess of 40 years and likely closer to 100 years. The property at 31 West Pleasant was acquired by the Town at tax sale in 1981. The property was declared surplus by the Town in 2006.

In January Council agreed to convey the 383 m² portion of the property at 31 West Pleasant to the owners of 27 West Pleasant through the adverse possession process.

The remaining portion is no longer usable in accordance with the Land Use Bylaw and Subdivision Bylaw. It is the policy of Council to offer surplus, un-usable property for sale to the adjacent land owners. In this case, the owner of 27 West Pleasant is the only other adjacent land owner.

MOTION:

That Council accept the offer by the operator of Mullins House, the purchaser of 27 West Pleasant Street, to purchase the remaining portion of town-owned property at 31 West Pleasant for the amount of \$6,000, subject to the execution of the sale of 27 West Pleasant Street.

TO: Mayor Kogon and Members of Council

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

DATE: April 26, 2021

SUBJECT: Sale of Property – 31 West Pleasant Street

ORIGIN: An offer from the perspective purchaser of 27 West Pleasant to purchase the remaining portion of town owned property at 31 West Pleasant Street.

At its January 18, 2021 meeting, the Committee of the Whole passed the following motion:

That Council direct staff to commence the process to convey the 383 square metre portion of the property located at 31 West Pleasant Street to the property owner of 27 West Pleasant Street through the adverse possession process.

LEGISLATIVE AUTHORITY: Sale of Non-usable Town Owned Lands Policy. Municipal Government Act Section 51A - Where a municipality holds land that is of insufficient size or dimensions to be capable of any reasonable use, in the opinion of the council, all or part of the land may be sold to the owner of any lot abutting that land and may be consolidated with such lot and, notwithstanding Section 51, the sale price of the land so sold may be set by council at a price that is less than market value at the time of the sale.

RECOMMENDATION: That Council accept the offer by the operator of Mullins House, the purchaser of 27 West Pleasant Street, to purchase the remaining portion of town-owned property at 31 West Pleasant for the amount of \$6,000, subject to the execution of the sale of 27 West Pleasant Street.

BACKGROUND: The properties located at 31 and 27 West Pleasant Streets have shared a common driveway for in excess of 40 years and likely closer to 100 years. The property at 31 West Pleasant was acquired by the Town at tax sale in 1981, and declared surplus by the Town in 2006.

In January Council agreed to convey the 383 m² portion of the property through the adverse possession process. Since that time staff have had the town solicitor complete the property title migration, which is necessary for the conveyance. Staff also received surveyor quotes to undertake the subdivision, the cost of which is approximately \$4,000.

Mullins House, operator of a residential child and youth program, is looking to expand the program to a second home in Amherst. As the attached letter indicates, the program operator has entered into an agreement of purchase and sale for 27 West Pleasant, and have offered to purchase the remaining 519 m² portion of 31 West Pleasant for \$6,000.

It should be noted that the proposed use of 27 West Pleasant is defined under the Land Use Bylaw as a Group Home Facility. The approval of such uses is subject to a development agreement. Mullins House Director, Kyla Morris acknowledged this in the attached letter of offer. Ms. Morris also advised staff that the sale of 27 West Pleasant is not contingent upon getting approval for the group home facility from the town.

DISCUSSION: As shown on the attached map, the area of the property being conveyed to the owners of 27 West Pleasant is approximately 383 m², leaving a 519 m² portion remaining. The remaining portion is no longer usable in accordance with the Land Use Bylaw and Subdivision Bylaw. It is the policy of Council to offer surplus, un-usable property for sale to the adjacent land owners. In this case, the owner of 27 West Pleasant is the only other adjacent land owner.

Mullins House provides an important service for children and youth that are in the care of the minister of community services. The sale of the remaining portion of 31 West Pleasant would expand the outdoor amenity space of the potential facility. One could argue that potentially improving the experience of children and youth would outweigh any benefit the town might realize by retaining this portion of the property for a yet to be determined purpose.

In practical terms, the town is looking at survey fees costs to retain a 519 m² property for an unknown future purpose. The alternative scenario is to forego the survey fees, receive the sale price, and potentially have the land benefit children and youth.

Staff have reviewed the access driveway to the north and west of the subject property. The property has a minimum width of 15 meters which is the same as a local street. Staff are of the opinion that the sale of the subject property will not negatively impact any access requirements in this area.

FINANCIAL IMPLICATIONS: The current offer is \$6,000 (\$1.07 per square foot). In January staff recommended that the subject property be offered to the adjacent land owner for \$1.00 per square foot, or \$5,586. Typical building lots in this area of Town sell for approximately \$10,000 - \$20,000 or \$2.00 - \$4.00 per square foot. Given that the 519 m² portion is considered non-usable property its value would be much less, likely in the \$1.00 per square foot range or \$5,586. This represents only the area of the land that the adjacent owner does not have adverse possession rights to.



AMHERST TOWN COUNCIL

RFD# 2021028

Date: April 26, 2021

If sold as part of the sale of 27 West Pleasant, the town would also forego the \$4,000 survey costs.

COMMUNITY ENGAGEMENT: As this is a property sale issue community engagement is not required at this time. A motion of Council will be required to approve the final sale of the property. Potential use of this property and the dwelling at 27 West Pleasant for a group home facility is subject to a development agreement, which will involve an advertised public participation opportunity and a public hearing.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to the sale of the property.

SOCIAL JUSTICE IMPLICATIONS: The potential use of the property as a group home facility would have social justice implications for youth.

ALTERNATIVES: Refuse the purchase offer and retain the 519 m² of land for a municipal purpose, or future sale to the 27 West Pleasant property owner at a later date.

ATTACHMENTS: 1) Map of proposed property lines; 2) Letter of offer to purchase 31 West Pleasant; 3) Draft Agreement of Purchase and Sale; 4) Sale of Non-usable Town Owned Land Policy.

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





MacDonald People Resources
66 Academy St.
Amherst N. S. B4H 3J2

Mullins House

Telephone: 1-902-661-4890
Fax: 1-902-667-3241
Email: mullins.house@ns.sympatico.ca

April 9, 2021

To Whom It May Concern,

MacDonald People Resources operates Mullins House, a Child and Youth Caring Program. We are a therapeutic program for children and youth who are in the care of the minister of community services, providing them a safe and nurturing environment in which to grow into responsible and contributing members of the community. We are looking to expand our program to another home in Amherst and have entered into an agreement of purchase and sale for the property located at 27 West Pleasant Street for this purpose. We understand that the Town of Amherst have agreed to convey a portion of the adjacent property located at 31 West Pleasant Street that includes the existing driveway, approximately 383 m² in area, and that the process of conveyance is under way.



To provide better outdoor amenity space for the proposed new program, MacDonald People Resources is interested in purchasing the remaining portion of the property located at 31 West Pleasant Street, approximately 519 m² in area, for the purchase price of \$6,000. This offer is subject to execution of the sale of 27 West Pleasant Street.

We acknowledge that approval under the Land Use Bylaw for a group home use is subject to a Development Agreement, the approval process for which would be separate from the aforementioned land transaction. We further acknowledge that the town's agreement to sell the remaining portion of 31 West Pleasant Street does necessarily mean that Council's approval of the group home use will be forthcoming.

If you have any questions feel free to contact me,

Kyla Morris



 Subject Properties
 Properties

AGREEMENT OF PURCHASE AND SALE

BETWEEN:

THE TOWN OF AMHERST, a municipal corporation, incorporated under the laws of the Province of Nova Scotia (the "Vendor")

-and-

MACDONALD PEOPLE RESOURCES, of Amherst, in the County of Cumberland and Province of Nova Scotia (the "Purchaser")

OFFER

1. The Purchaser hereby offers to purchase from the Vendor the parcel of land located at 31 West Pleasant Street, Amherst, Nova Scotia (the "Property") being PID 25027152 for a sum of Six Thousand Dollars (**\$6,000.00**) of lawful money of Canada together with all adjustments pursuant to this agreement.

CONDITIONS

2. The Purchaser shall complete the purchase of the parcel of land located at 27 East Pleasant Street, Amherst, Nova Scotia being PID 25027129.

DEPOSIT

3. The Purchaser does not submit a deposit with this offer.

CLOSING DATE

4. This agreement shall be completed on the ___ day of _____, 2021 (the "Closing Date"). Upon completion, possession of the property shall be given to the Purchaser.

TITLE

5. The Vendor is to furnish the Purchaser with a metes and bounds description of the property which is the subject of this Agreement, after receipt whereof the Purchaser is allowed 10 days to investigate the title to the Property, which he shall do at his own expense. If within that time any valid objection to title is made in writing, to the Vendor, which the Vendor shall be unable or unwilling to remove, and which the Purchaser will not waive, this Agreement shall be null and void.

CONVEYANCE

- 6. The Conveyance (of the Property which is the subject of this Agreement) shall be by Warranty Deed drawn at the expense of the Purchaser, to be delivered on payment of the purchase price on the Closing Date. The said property is to be conveyed free from other encumbrances, except as to any easements, registered restrictions or covenants that affect the property and do not materially affect the enjoyment of the property.

ADJUSTMENTS

- 7. The purchase price shall be paid on the Closing Date subject to an adjustment for municipal property taxes.

HST CERTIFICATE

- 8. The Vendor shall certify on or before the Closing Date that the Property is not subject to HST.

TENDER OF DOCUMENTS AND CHEQUE

- 9. Any tender of documents to be delivered or money payable hereunder may be made upon the Vendor or the Purchaser or any party acting for him and money may be tendered by certified cheque or solicitor’s trust cheque.

TIME OF ESSENCE

- 10. Time shall in all respects be of the essence in the Agreement. In the event of a written agreement of extension, time shall continue to be of the essence.

BINDING

- 11. This Agreement shall enure to the benefit and be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

CHANGES OF NUMBER AND GENDER

- 12. This agreement is to be read with all changes of gender or number required of the context.

ACCEPTANCE DATE

- 13. This offer shall be open for acceptance until 1:00pm on the ___ day of _____, 2021.
Dated at Amherst, in the Province of Nova Scotia this _____ day of April, 2021

MacDONALD PEOPLE RESOURCES (Purchaser)
Per:

Witness

VENDOR'S ACCEPTANCE OF OFFER

14. I hereby accept the above offer and agree to sell on the terms as therein set forth.

Dated at Amherst, in the Province of Nova Scotia this ____ day of April, 202.

TOWN OF AMHERST (Vendor)

Per:

Witness

DEPARTMENT: OPERATIONAL SERVICES

TITLE: SALE OF NON USABLE TOWN OWNED LANDS

Minutes reference date: January 20, 1997, p. 8

1st Revision date: December 13, 1999

2nd Revision date: October 24, 2005

PURPOSE:

To establish a policy on the sale of surplus non-usable Town owned land.

DEFINITION:

“Non usable” Town-owned land that does not meet the requirements of the Subdivision By-Law, Municipal Planning Strategy or Land Use By-Law, and is not required for Town use.

POLICY STATEMENT:

Council will decide to sell surplus non usable town owned property by either:

1. Negotiations with adjacent landowners
2. Public Tender
3. Public Auction

If Council decides a negotiated sale to be the best approach then all owners of property immediately abutting the non-usable property shall be offered, in writing, an approximately equal portion of the parcel at the assessed value.

Where only one abutting property owner thereafter expresses in writing continued interest in a portion of the parcel, this owner shall be offered the entire parcel at the predetermined price.

Where the sale of the parcel can not be done through negotiation with adjacent land owners then the sale shall be done by either public tender or public auction.

For sale by public auction, Council will set a minimum price.

Consolidation with a neighbouring lot is a condition of sale.

Any sale must receive Council approval.

SYNOPSIS

Amherst Youth Town Council Policy Amendments

A request was received from members of the Amherst Youth Town Council to have the process of advertisement, appointment and convening of AYTC members begin earlier in the year; specifically that advertisement for AYTC members would commence in April instead of June, and that members would be appointed to the Committee in September rather than in November.

Further to these amendments, a clause was added regarding ensuring inclusion and diversity were consideration factors when appointing new members into the AYTC.

MOTION:

That Council approve the amendments to the Amherst Youth Town Council Policy as attached.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Cheryl Laliberte – Community Well-being Manager

DATE: April 26, 2021

SUBJECT: Amherst Youth Town Council Policy

ORIGIN: Request from members of the Amherst Youth Town Council to have the process of advertisement, appointment and convening of AYTC members begin earlier in the 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”.

RECOMMENDATION: That Council approve the amendments to the Amherst Youth Town Council Policy as attached.

BACKGROUND: The Amherst Youth Town Council Policy – 10350-21, states under Membership (4) that “Citizen appointee terms shall commence November 1st annually“. Additionally, the policy states that, “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.”

DISCUSSION: The attached draft policy contains the following changes:

1. Membership (4): “Citizen appointee terms shall commence in September of each year”.
2. Membership (5): “In April 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 in June of each year. Members will convene in September of each year.
3. Addition of point Membership (6): The Town of Amherst is an inclusive and equitable organization. We value inclusivity & diversity in all areas of the workplace, including the Amherst Youth Town Council. We encourage membership from members of groups who are typically underrepresented and with historical and/or current barriers to equity.
4. At the COW meeting on April 19, 2021, a motion was passed to have a clause regarding ensuring that the AYTC Policy had reference to ensuring inclusivity and diversity were part of the considerations when appointing new members.

FINANCIAL IMPLICATIONS: The policy will not result in a change to the amount of budget.



COMMUNITY ENGAGEMENT: Social media will be used to communicate the changes to the policy. A copy of the new policy will be sent to current members of the AYTC.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications anticipated at this time.

SOCIAL JUSTICE IMPLICATIONS: The change to the policy is meant to allow all elected members of the Amherst Youth Town Council adequate time to participate fully in the governing system. The change also reflects the Town's commitment to inclusion and diversity.

ALTERNATIVES:

1. Direct staff to draft further changes to the policy;
2. Do not adopt any changes to the policy.

ATTACHMENTS: Revised Policy

Report prepared by: Cheryl Laliberte – Community Well-being Manager
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
25 June, 2018

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 **in September of each year.** ~~November 1st annually.~~
5. In ~~June~~ **April** 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.~~ **in June of each year. Members will convene in September of each year.**
6. **The Town of Amherst is an inclusive and equitable organization. We value inclusivity & diversity in all areas of the workplace, including the Amherst Youth Town Council. We encourage membership from members of groups who are typically underrepresented and with historical and/or current barriers to equity.**

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

Joint Council Community Economic Development Strategy

The Town of Amherst and Municipality of Cumberland completed a joint Community Economic Development Strategy in 2014. This strategy was due to be updated.

After the formation of the Cumberland Business Connector in 2017, it was decided to develop a new Cumberland Region Community Economic Development strategy that would include the three Cumberland municipalities of the Town of Amherst, the Town of Oxford and the Municipality of Cumberland, with the Cumberland Business Connector.

This report was presented to all 3 Councils in March. From the feedback gathered at that time, the final draft of the strategy is now before Council.

MOTION:

That Council accept the attached Community Economic Development Strategy.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Tamara Porter, Business Development Officer

DATE: April 26, 2021

SUBJECT: Joint Council Community Economic Development Strategy

ORIGIN: The Town of Amherst and Municipality of Cumberland completed a joint Community Economic Development Strategy in 2014. This strategy was due to be updated.

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 formally accept the Cumberland Region Community Economic Development Strategy.

BACKGROUND: After the formation of the Cumberland Business Connector in 2017, it was decided to develop a new Cumberland Region Community Economic Development strategy that would include the three Cumberland municipalities, and the Cumberland Business Connector.

DISCUSSION: The 2021-2026 Cumberland Region CED Strategy was presented at a Joint Council meeting on March 23, 2021. Feedback was received from eight Councillors through a survey that was circulated by email to all three Councils.

The feedback we received generally confirmed that the Strategy is on the right track and has addressed the most significant economic development concerns. There were several positive comments provided relating to inter-municipal collaboration and cooperation. Here's a summary of feedback that resulted in revisions to the Strategy:

- Include a system for accountability of achieving goals
- Account for new people moving to the region
- Engage with business to obtain their feedback on an ongoing basis
- Include annual action items

As a result of the feedback we received, here's a summary of the revisions we made:

- We added a section titled "Reporting and Implementation" to address concerns about how implementation will take place. This section also provides context for annual work plans.
- In the Economy pillar, we added an action for formal and informal business retention and expansion programs. This is an action that has been ongoing and we apologize for the oversight of not including this originally.

- We added detail related to using deed transfer tax as well as number and amount of building permits as a means of indicating population shifts in the region.

FINANCIAL IMPLICATIONS: There are no direct financial implications to the adoption of the Community Economic Development Strategy.

SOCIAL JUSTICE IMPLICATIONS: There are some goals and objectives in the strategy that relate to poverty, labour force and immigration challenges.

ENVIRONMENTAL IMPLICATIONS: There are some objectives in the strategy that would contribute to renewable energy and a remote working culture. However, this is not the focus of this strategy.

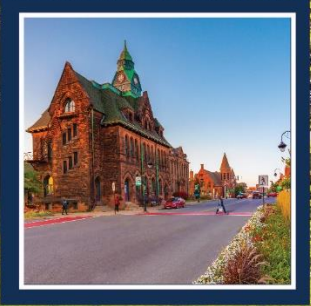
COMMUNITY ENGAGEMENT: Findings from the Quality-of-Life survey completed in 2019 were considered in the goals and objectives of this strategy.

ALTERNATIVES: Do not accept this strategy in its current form.

ATTACHMENTS: The revised Cumberland Region Community Economic Development Strategy is attached in full for your review.

Report prepared by:

Report and Financial approved by:



CUMBERLAND REGION 2021-2026 COMMUNITY ECONOMIC DEVELOPMENT STRATEGY

MUNICIPALITY OF CUMBERLAND
TOWN OF AMHERST
CUMBERLAND BUSINESS CONNECTOR
TOWN OF OXFORD



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SUMMARY

The Cumberland region encompasses the Town of Amherst, the Municipality of Cumberland and the Town of Oxford.

This Community Economic Development Strategy is a collaborative effort between the two towns, the municipality and the Cumberland Business Connector.

Geographically, Cumberland is the second largest county in Nova Scotia, with a population of about 30,000 people. The rural region's largest service centre is the Town of Amherst, which has approximately one-third of the region's population. Another one-third of its citizens live in close proximity to Amherst, with the remainder spread across smaller centers, such as the Town of Oxford, the communities of Springhill, Parrsboro, Pugwash and many rural communities.

The region boasts modern, state-of-the-art, health-care and educational facilities, vibrant retail and cultural sectors, a diverse agriculture industry, excellent manufacturing facilities and high entrepreneurial spirit.

Declining population, low labour force participation, high poverty rates and an aging population are creating challenges and having negative impacts on the Cumberland region. This Community Economic Development Strategy recognizes the importance of healthy residents and a strong economy in order to be a sustainable region. Creating community well-being and pride in our communities, supporting a job ready workforce, providing quality community infrastructure and creating economic opportunities play a key role in attracting new people, new investment and a healthier demographic.

This strategy focuses on four pillars: Economy, Population, Quality of Life and Community Capacity. These four pillars are closely inter-related and evident in the listed goals and objectives. Opportunities are addressed by capitalizing on resources, including tourism, natural resources, renewable energy, immigration and business parks. Working to enhance these resources will have a positive impact on business retention and expansion, population growth and a higher quality of life for citizens.

ECONOMY

Historical Challenges

The Cumberland region has known economic challenges for many decades. Communities, such as Springhill and Joggins, were built around coal mines. They flourished when this industry thrived. After the coal mines closed, these communities experienced a long-term decline that was marked by significant out-migration. Other industries, such as shipbuilding, once played a key role in the economy of coastal communities.

Small, mixed farms have seen their margins squeezed as revenues have not kept up with increasing production costs. However, the region has successfully developed large maple syrup and wild blueberry industries. The beef sector has stabilized and is growing. These industries have continued growth potential, while also being vulnerable to cyclical price declines, especially for farms that are not involved in value added activities.

The changing retail landscape has created both opportunity and challenges. Certain retail businesses have found unique niche products and markets that draw customers from across Atlantic Canada and further afield, while department stores and local malls have faced challenging times. These challenges are partly due to our close proximity to Moncton and its large retail sector, as well as competition from online retailers such as Amazon.

The region's historical challenges led to a declining and aging population, low labour force participation and high poverty rates. In recent years, there have been improvements in some of these indicators.

Current Business Climate

There are more than 1,000 businesses in the Cumberland region. With excellent rail, road, air and sea links, the Municipality of Cumberland, Amherst and Oxford offer easy access to markets across North America and around the world. Cumberland County is located at the center of the Maritime provinces of Nova Scotia, New Brunswick and Prince Edward Island, and between two of its largest urban centers – Halifax and Moncton. The CN rail line and the Trans Canada Highway pass through the Cumberland region, making the region a popular location for businesses serving the northeastern United States and Canadian markets.

There is a private jetport along the Northumberland coast in Fox Harb'r, and we are less than an hour's drive from one of two international airports, Halifax Stanfield International Airport and Greater Moncton Romeo LeBlanc International Airport, depending on which part of the region you are located.

Two international ports, in Halifax, N.S., and Saint John, N.B., are also within a two-hour drive and connect us with more than 150 countries. Canada has free-trade agreements with many countries in Europe, Asia, the U.S. and other parts of the world. This allows businesses in the Cumberland region to ship their products across the globe.

Key Sectors in Our Economy

The key sectors in our economy include:

- The goods producing sectors, including manufacturing, forestry, fishing, agriculture and mining as well as construction.
- The service sector has significant employment spread across many private sector businesses. There are many health-care related services, such as dentists, physiotherapists, optometrists, nursing homes, etc. Most of these businesses are in Amherst or in urban communities across the region.
- The public sector is another significant source of employment, with many jobs in the health-care and educational services fields. The Cumberland Regional Health Care Centre and Springhill Institution are among the largest employers in the region.

Our economy is very diverse and resilient. The Cumberland region has the largest agricultural land base in Nova Scotia and a vibrant fishing industry on both the Northumberland Strait and Bay of Fundy. These primary industries support a local agri-food and seafood processing industry. The Cumberland region has a significant strength in food processing, with about 1,000 people working in this sector.

Other natural resource industries include an active mining industry, with two salt mines employing hundreds of workers. We also have many quarries. The Cumberland region has more than 327,748 hectares (800,000 acres) of forest that account for 16 to 20 per cent of the wood cut annually in Nova Scotia. Seventy per cent of Nova Scotia's maple syrup is produced here as well as 50 per cent of the province's wild blueberries.

There are several businesses and organizations with expertise in clean energy manufacturing. The Cumberland Energy Authority's focus is on developing the energy resources of the region. Initially, most of their work centered on the development of geothermal energy in Springhill, as well as the potential around tidal energy in the Parrsboro area. Other areas of interest include solar energy, wind energy and energy from low-grade wood.

The Town of Amherst and the Municipality of Cumberland are participating in the Solar Electricity for Community Buildings Program. Amherst is also a partner in a smart-grid demonstration and deployment project led by Nova Scotia Power and NB Power that will test a suite of distributed energy resource technologies. Primary components of the project in Amherst include a one- to two-megawatt, community-scale, solar installation, battery storage, smart charging for electric vehicle fleets and solar-battery installations on municipal and industrial facilities. The project will help accelerate the affordable adoption of renewable energy solutions on both a regional and national scale.

Our location as the geographic centre of the Maritimes, and the gateway to Nova Scotia, has attracted companies involved in transportation, warehousing, distribution and wholesale trade. The transportation, warehousing and distribution sectors have continued expansion potential. There is room in the Amherst Industrial Park for growth and the new Springhill Geothermal

Business Park is currently being established. The Geothermal Business Park will provide an additional 40 hectares (100 acres) of affordable green, industrial land.

Our Collaborative Spirit

There is a proactive, collaborative spirit in our region. Our three municipalities work together on many enterprises, including economic development initiatives. The Cumberland Business Connector is an independent, business-led, non-profit organization that focuses on economic development across the entire region. The Business Connector is funded by the three local municipalities and the Government of Nova Scotia.

There is a monthly meeting for all stakeholders in economic development in the Cumberland region that keeps everyone informed about the priorities and programs that are available for the area. This informal “Team Cumberland” includes: CBDC Cumberland, the Nova Scotia Community College, the three municipal units, the Cumberland Business Connector, the Chambers of Commerce/ Board of Trade, Nova Scotia Business Inc., Nova Scotia Department of Agriculture, Atlantic Canada Opportunities Agency and Nova Scotia Works.

The three municipalities have formed a working task force with businesses in the tourism sector to develop the Cumberland Region Tourism Development Strategy. This strategy is now in the implementation phase.

The same collaborative spirit is evident in our region between businesses. Larger businesses are willing to mentor smaller ones. Farmers and artisans have collaborated to establish vibrant farmers markets. Area artisans have developed creative retail models throughout the Cumberland region and hundreds of businesses are members of Chambers of Commerce and Boards of Trade. This collaborative attitude strengthens our ability to work effectively. We recognize that working together allows our businesses to accomplish a lot more than any one organization could do by itself.

COVID-19 Impact

As COVID-19 swept across the world and emerged in Nova Scotia in mid-March 2020, life as we knew it came to an abrupt halt. All levels of government and society adapted to a slower pace in order to help stop the spread of COVID-19. As large parts of our economy shut down, the federal and provincial governments scrambled to put emergency programs in place to limit the economic damage. These programs were rolled out rapidly and modified as needed.

This crisis has reinforced the value of teamwork. All local partners involved in economic development have collaborated to support the business community as effectively as possible while avoiding duplication. The initial focus concentrated on connecting businesses with the resources they need to be successful. There has been a proactive effort to summarize and share with individual businesses the relevant supports the federal and provincial governments have put in place to help them survive through this unprecedented crisis.

Municipalities have worked with the Government of Nova Scotia to assist business owners and residents who need help with their 2020 property tax payments. The Cumberland Business Connector has collaborated closely with the Regional Enterprise Networks across the rest of rural Nova Scotia in order to share best practices and resources that can help rural businesses, from one end of Nova Scotia to the other, cope with the pandemic. The Amherst and Area Chamber of Commerce has tapped into resources from the Canadian Chamber of Commerce, the Halifax Chamber of Commerce and others to provide resources to the business community. Other economic development partners have shared their resources and expertise to assist businesses at this time.

As sectors emerge from the impacts of COVID-19, our focus is shifting to support their reopening and adaptation to a new way of doing business. From 2020-2022, this will be a key priority as retaining our existing businesses will be critical in order to be able to rebound quickly from the effect of the pandemic.

This crisis has reinforced the value of a diversified economy. We are fortunate to have strong manufacturing and goods producing sectors in Cumberland, Amherst and Oxford. Many of these companies, especially those involved in food production and processing, are expanding and hiring more staff. This is creating opportunities for workers that have been laid off because of declines in other sectors. This helps the Cumberland region mitigate the longer-term impacts of COVID-19.

Forestry Crisis

The Cumberland region, with more than 327,748 hectares (800,000 acres) of woodlands, has a large forestry sector that accounts for 16 to 20 per cent of Nova Scotia's total wood harvest. Up until the end of 2019, Northern Pulp in Pictou County was the largest buyer of wood in Nova Scotia. When Northern Pulp closed in January 2020, it put the entire, integrated forestry supply chain in Nova Scotia into a very precarious situation. More than 40 per cent of the market for wood in Nova Scotia was immediately lost.

Restrictions from the Canadian Food Inspection Agency were already in place to minimize the spread of invasive species such as the Brown spruce longhorn beetle. These restrictions prohibit Nova Scotia from exporting spruce and fir sawlogs and pulpwood to other provinces.

While there are still some markets for sawlogs in Nova Scotia, the sawmills do not have a market for their byproducts of sawdust, shavings and bark. This lack of cost recovery has reduced the price sawmills pay to the landowners for sawlogs. Landowners have also lost their largest market for low-grade hardwood and softwood that is not good enough to be sawn for lumber.

The forestry industry in the Cumberland region has come together and formed the Cumberland Forestry Advisory Committee to chart a path forward through the crisis. The community has developed a practical and comprehensive vision, with strategies to create a more diversified and stronger industry. A lot of work has been done, but a lot remains to do in order to retain the

hundreds of jobs and the businesses that are dependent on this industry. This sector wants sustainable growth moving forward, but needs support to transition the industry.

ECONOMY: GOALS & OBJECTIVES

1. Increase Business Retention and Expansion

1.1 General support for businesses and services emerging from COVID-19.

- 1.1.1** Host training workshops, online meetings and webinars to assist businesses reinvent their business model including:
 - developing online sales
 - social media marketing
 - web development
 - communication skills
- 1.1.2** Arrange mentoring and training opportunities for 20 small businesses needing outside expertise. This will include the Cumberland Virtual Advisor Program powered by Boomer's Plus.
- 1.1.3** Provide up-to-date, accurate information about the support for business coming from various levels of government that will help businesses reopen and grow. Communication with businesses will include email or phone calls, as well as having relevant information posted on the Cumberland Business Connector's website.
- 1.1.4** Expand the Cumberland Business Accelerator Program to support 20 more companies with high-growth potential, helping them develop their strategic planning skills, implement their growth plans and improve key performance indicators.
- 1.1.5** Provide affordable or free resources for small businesses to assist in strategic planning and reinventing their business models.

1.2 Support for the forestry sector whose industry has been disrupted.

- 1.2.1** Support the local forestry industry as it implements their recently created strategic plan by encouraging the development of diverse markets and locally produced wood products in order to retain and grow a skilled workforce.
 - Find new markets for 100,000 tons of wood chips and low-grade wood, including having at least two public institutions in the Cumberland region that use wood for energy.
 - Develop more value-adding within Cumberland County.
 - Lobby and influence all levels of government to allow tenders on new government buildings, bridges and other infrastructure to be built with wood.

1.3 Support for goods producing sectors.

- 1.3.1** Complete a business mix analysis for key goods producing sectors, such as manufacturing, natural resources, etc., in order to identify supply chain gaps or skilled trades needed in the region.

- 1.3.2 Based on the business mix analysis create a strategy for business attraction and entrepreneurship development to fill identified gaps.
- 1.3.3 Offer a training session each year around business transition or succession as a way to retain existing businesses over the long term.

1.4 Support for sectors identified as having significant growth potential, including renewable energy, natural resource industries and construction.

Renewable energy:

- 1.4.1 Advocate for continued research and development of the Fundy Ocean Research Centre for Energy (FORCE) in order to develop the energy potential of the Bay of Fundy's tides by:
 - lobbying other levels of government as needed.
 - supporting FORCE to create a power storage facility for testing by advocating on their behalf.
- 1.4.2 Support the Cumberland Energy Authority.
 - Build the roadways and other infrastructure in Phase 1 of the Springhill Geothermal Business Park.
 - Prepare business attraction brochures and information targeted to business sectors identified by the Cumberland Energy Authority as having high energy needs.
- 1.4.3 Support the expansion of wind farms for production of electricity.
- 1.4.4 Support the use of solar energy for electricity or space heating of residential homes, businesses, institutions and greenhouses by promoting and providing education on available financial supports.
- 1.4.5 Support the use of wood or wood chips for heating residential homes, businesses, institutions and greenhouses by:
 - promoting and providing education on the benefits.
 - completing priorities as stated in Section 1.2 above.
 - Lobbying the province to offer a rebate on the installation of wood stoves, pellet stoves and wood or wood-chip burning furnaces.
- 1.4.6 Lobby all levels of government to provide regulatory certainty and support to businesses willing to invest in producing renewable natural gas or bio-char from low-grade wood and wood chips.

Natural Resource Industries:

- 1.4.7 Support the Maritime Lumber Bureau and the forestry sector's work by lobbying other levels of government to increase the use of wooden bridges like the Roger Bacon Bridge that was built in Nappan.
- 1.4.8 Increase the amount of farm land in use by lobbying for the removal of the tax exemption currently given to farm land that is no longer farmed.
- 1.4.9 Lobby to improve the management of forestry resource land by requiring a wood lot management plan in order to continue receiving the low forestry tax rate.
- 1.4.10 Provide support for business plan development in order to increase the number of provincially inspected abattoirs in the region and meet the increasing demand for locally sourced meat.

- 1.4.11 Support the continued growth of the agri-food and seafood processing sectors to encourage more value-adding and more exports from this region by providing workshops and connecting businesses with other resources.
- 1.4.12 Encourage the responsible growth of aquaculture, including shellfish production and on-land aquaculture production, by working with the Nova Scotia Department of Fisheries and Aquaculture to see how we can best help the aquaculture industry create employment in rural communities.

Construction:

- 1.4.13 Increase the housing supply by at least 100 units per year with a mixture that includes rental units, moderately priced starter homes and seniors' housing by:
 - attracting more trade workers.
 - exposing students to opportunities in the construction industry.
 - collaborating with the industry to offer training opportunities to businesses and workers presently employed in the construction industry.
 - increasing awareness of financial support provided by the Department of Municipal Affairs and Housing to build affordable rental units.
- 1.4.14 Upgrade existing housing stock to maintain affordable and safe housing by:
 - increasing awareness of the PACE (Property Assessed Clean Energy) program offered by the Town of Amherst and the Municipality of Cumberland.
 - attracting more trades people with specialized skills in renewable energy upgrades to the region.
- 1.4.15 Upgrade commercial properties by:
 - promoting programs such as Gritty to Pretty.
 - increasing awareness of available accessibility funding.
 - increasing awareness of available energy efficiency upgrade programs.

1.5 Focus on business expansion and increase productivity in existing businesses.

- 1.5.1 Continue to complete formal and informal business retention and expansion programs with businesses to ensure continued responsiveness to ongoing and changing business needs.
- 1.5.2 Maintain an up-to-date comprehensive business directory to facilitate increased business-to-business sales and buy local initiatives.
- 1.5.3 Approach Sackville, N.B., and area with the idea of producing a joint business directory by 2023.
- 1.5.4 Encourage businesses to focus on productivity upgrades in order to improve their global competitiveness and address work force shortages by:
 - providing annual workshops on improving productivity to various sectors of the business community.
 - ensure the Cumberland Business Accelerator program is available to businesses needing support with productivity.
- 1.5.5 Provide workshops to encourage small businesses to focus on key performance indicators (KPI's) and focus on improving these indicators more than on revenue growth.
- 1.5.6 Lobby Nova Scotia Business Inc., the Department of Business and others to allow medium-sized businesses to qualify for the Innovation Rebate Program for productivity enhancing investments of less than \$2 million.

- 1.5.7 Maintain an up-to-date list of industrial buildings and land available for sale or lease in order to be able to respond to enquiries.

1.6 Strengthen connections and partnerships between businesses, educational and research institutions.

- 1.6.1 Connect businesses to the research capacity of NSCC, Mount Allison University, Dalhousie Agriculture Campus, Ignite Labs, FORCE and other private and public colleges, universities and research institutions.
- 1.6.2 Work with NSCC Cumberland to have this campus become a Centre of Excellence in Renewable Energy.
- 1.6.3 Have more customized training programs in Amherst/Springhill based upon the needs of local businesses, particularly in manufacturing.

1.7 Increase the impact of tourism on the local economy.

- 1.7.1 Implement the Cumberland Region Tourism Development Strategy to increase visitors' length of stay and average spend.
- 1.7.2 Develop a regional tourism brand, marketing strategy and website.
- 1.7.3 Conduct a feasibility study and a needs assessment on infrastructure needs for conference and event hosting, including the possible need for additional accommodations.

1.8 Enhance Amherst's role as a regional retail and service centre and communities throughout Cumberland County as local hubs.

- 1.8.1 Complete a business mix analysis for urban communities throughout the Cumberland region to identify core retail and service sector businesses required to maintain the critical needs of residents.
- 1.8.2 Attract businesses and focus on entrepreneurship development in order to fill gaps identified in the business mix analysis for urban communities.
- 1.8.3 Support the continued growth of businesses in the health-services sector to increase the number of good paying jobs, while also increasing the quality of life for local residents by maintaining key services in local communities.
- 1.8.4 Develop and implement downtown beautification and revitalization projects that include the buy-in of business owners, building landlords, municipalities and Chambers of Commerce or Board of Trade including the:
 - 1.8.4.1 Gritty to Pretty Program
 - 1.8.4.2 Expansion of similar program like Gritty to Pretty in other communities
 - 1.8.4.3 Pugwash Waterfront Development Master Plan
 - 1.8.4.4 Springhill Beautification Plan

2. Increase business attraction and new business startups.

- 2.1 Attract two additional businesses involved in distribution and warehousing that would benefit from the region's central location and strong transportation networks.
- 2.2 Expand and promote the availability of affordable industrial land in the Amherst Industrial Park.

2.3 Focus on attracting businesses that have been identified through the business mix analysis as being needed in the region, individual communities or in specific industries' supply chains.

2.4 Recruit and support people interested in becoming entrepreneurs.

2.5 Support the Cumberland Energy Authority's promotion of the Springhill Geothermal Business Park.

2.6 Promote the region to remote workers who value affordable housing and outdoor recreational opportunities. These workers can utilize the region's high-speed internet capabilities while benefiting from the region's amenities.

3. Create a job ready workforce.

3.1 Work with the P-12 education system to address weaknesses in soft skills such as time management, teamwork, conflict resolution and empathy.

3.2 Help connect displaced workers with new employment opportunities and remove barriers by engaging the disengaged workforce.

3.3 Improve student engagement (universities, NSCC, P-12) with local businesses.

3.4 Workforce attraction from outside Cumberland County.

3.5 Develop a part-time, skilled and knowledgeable workforce that can fill employment vacancies in seasonal or project-based work.

POPULATION

From 2001 to 2016, the population of the Cumberland region declined by eight per cent, with a net loss of 2,600 people due to a combination of out-migration and deaths outnumbering births and immigration. Between 2001 and 2016, net interprovincial migration accounted for a loss of more than 600 people from the Cumberland Census Division as out-migration outnumbered attraction of people from other provinces.¹ According to Statistics Canada, there are only 195 immigrants living in Cumberland who arrived between 2006 and 2016. The rest of Nova Scotia saw a per capita immigration rate that was three times as large during the same 10-year period.

Population decline is a concern for many reasons, with significant impacts on the local and regional economy as the customer base shrinks. As a result, businesses become more dependent on export sales and visitor spending. New service-oriented businesses are less likely to start up or survive. From a municipal service viewpoint, declining population has a negative effect on the residential tax base if it cannot grow at a rate needed to keep pace with rising municipal costs. A lack of new construction and a surplus of housing stock mean residential property assessment remains flat or declines.

The shrinking population, paired with low labour force participation and declining unemployment rates, means employers could have difficulty filling vacant positions if the number of job seekers is outnumbered by vacant jobs. Slightly more than 60 per cent of the residents living in the Cumberland region are between the ages of 15 and 64, while 66 per cent of all Canadians are of working age. In the next decade, businesses will have difficulty filling jobs vacated by retiring employees because there will be fewer younger workers available to take their place. This is especially relevant as the 60- to 64-year-old population is currently the largest percentage of our population.

The aging population presents economic opportunities as well. For example, there is an increasing need for construction of suitable housing. There is increasing demand for health and personal wellness services. Older people often contribute a larger share of the GDP than their share of the population. According to a 2016 report by Oxford Economics, people over 50 years of age are only 35 per cent of the U.S. population, but contribute 43 per cent of total U.S. GDP.

Older people are working longer. According to Statistics Canada, nearly one in five (19.8 per cent) Canadians aged 65 and older reported working at some point in 2015. This was almost double the proportion in 1995, with most of the increase coming from part-year and/or part-time work. Older people are also increasingly interested in starting their own businesses. According to a Kauffman Foundation report, the 55- to 64-year-old age group accounted for 25.8 per cent of new U.S. entrepreneurs in 2014, compared to 14.8 per cent in 1996.

¹ Statistics Canada. [Table null Population estimates, July 1, by census division, 2016 boundaries.](#)

The negative effects of the shrinking and aging population can be offset by economic development efforts that focus on increasing the population of working-age people, developing the “longevity economy” as noted in the economy section and increasing revenue from exports and tourism.

POPULATION: GOALS & OBJECTIVES

1. Increase the population of the Cumberland region with a significant focus on working-age families.

1.1 Maintain positive net interprovincial migration.

- 1.1.1** Create a place where people want to live. Invest in “live, work, play” initiatives, such as development of major attractions, community amenities and events, active transportation, culture and recreation and opportunities to enjoy shopping, dining and entertainment.
- 1.1.2** Develop a campaign aimed at repatriating people who have moved away from Nova Scotia.
- 1.1.3** Develop a remote worker attraction program. These workers bring their jobs with them and often have accompanying family members who may be looking for work. They help strengthen and diversify neighbourhoods, frequent local establishments and support the regional economy.
- 1.1.4** Connect with HR managers to co-ordinate relocation opportunities and address barriers for employees moving from other provinces.
- 1.1.5** Work with realtors to promote relocating to the Cumberland region, evaluating year-over-year deed transfer tax will be used to provide an indication of growth in this area.
- 1.1.6** Work with contractors to identify ways to upgrade current housing stock, including financing and labour, evaluating year-over-year number and value of building permits to measure new residential construction and upgrades.
- 1.1.7** Link tourism activity to population recruitment with an emphasis on quality-of-life factors.

1.2 Attract 200 new immigrants to the Cumberland region by 2026.

- 1.2.1** Develop an immigrant recruitment and retention program.
- 1.2.2** Attract graduating international students from Maritime universities to the Cumberland region by connecting them with co-operative education placements and internships.
- 1.2.3** Support the YREACH program in Cumberland to help immigrants integrate and become connected to their new communities
- 1.2.4** Support Immigrant Services of Nova Scotia (ISANS) to match skills and interests of immigrants with employment vacancies and entrepreneurship opportunities in Amherst and Cumberland.

The goals noted in the Economy section and the Quality-of-Life section also contribute to population growth for the Cumberland region.

QUALITY OF LIFE

Quality of life refers to the level of health, comfort and happiness experienced by an individual or group. It is highly subjective and is different for every person and group.

Quality of life has traditionally been overlooked in economic development. However, it is becoming increasingly vital as it relates to the ability of a community or an area to attract and retain people and businesses. Quality of life can refer to a wide range of topics from environment, education, health and leisure to culture, living standards, time use and many other topics.

According to Develop Nova Scotia, quality of life is a critical factor in the decision to live and work in a community, especially in the knowledge economy. In this context, the beauty, vitality and accessibility of place is a significant contributor to the creation of a highly livable environment where people want to come together. Great places signal quality of life and quality of life drives the decision to put down roots. In the knowledge economy, industry and investment follow talent. According to Harvard Business Review, “Almost 64 per cent of college-educated 25- to 34-year-olds said they looked for a job only after they’d chosen the city where they wanted to live.” (May, 2010) ²

For the purpose of this strategy, quality of life will focus on improving the following four key contributing factors:

1. Health of residents/Healthy Populations
2. Living standards
3. Community infrastructure and Placemaking
4. Access to technology

Health of Residents/Healthy Populations

Maintaining and improving the health of residents is a major contributing factor to the quality of life within the region. Communities with a higher percentage of healthy people will attract other healthy people and will also attract new business and investment to the community. There are a wide range of factors that contribute to the health of residents, including mental health, level of physical activity, nutrition, obesity, smoking, etc. Many of these factors are being addressed by other organizations and within the health-care field. For the purpose of this strategy, the focus will be on how income levels and adequate access to the health-care system can contribute to the overall quality of life within the region.

According to the Government of Canada, the number one indicator of a person’s health is their income level³. Therefore, focusing on increasing the average and median household income in the region will be a priority. Adequate access to the health-care system, including maintaining access to a family doctor, access to emergency departments and access to necessary

² Develop Nova Scotia, <https://developns.ca/about/placemaking/>

³ Government of Canada, <https://www.canada.ca/en/public-health/services/health-promotion/population-health/what-determines-health.html>

specialists and procedures, impacts the health of residents. For that reason, physician recruitment will be a priority with a focus on recruiting the necessary specialists within the health-care field.

Living Standards

Living standards examine average and median incomes and wealth, distribution of income and wealth, including poverty rates, income fluctuations and volatility. It considers economic security, including labour market security, housing and food prosperity.

Living standards should reflect the capacity to transform economic growth into stable current and future income streams for everyone. Economic growth does not automatically translate into better living standards. A higher average income, for example, may be achieved at the cost of increased social inequality or greater economic insecurity. In contrast, achieving greater job quality, reducing poverty and providing basic affordable housing and food security to individuals and families will raise well-being and living standards for everyone. The Cumberland region seeks to go beyond reaching a basic level of securities in our communities. We will aim for prosperous living standards throughout our communities.

Community Infrastructure and Placemaking

Community infrastructure includes the collection of facilities and spaces provided to residents and communities that generally improve quality of life in an area. This can include libraries, community centres, parks, outdoor spaces, safe walking areas and arenas, among many other facilities and spaces. Having the right mix, including quantity and quality, of community infrastructure is vital to attracting people to visit the region, live in the region and do business in the region. Community infrastructure is an important factor in placemaking.

According to Develop Nova Scotia, placemaking is the planning, development and management of land and infrastructure with and for people. Place has an essential role in economic development. Great places need to be designed with the community and for the community. In placemaking, it is vital to work with the community to discover their needs and aspirations in order to develop a vision for the community.

In the context of tourism, great places attract visitors who are looking for authentic, cultural experiences. The Cumberland Region Tourism Development Strategy focuses on high-yield markets, including authentic experiences, free spirits and cultural explorers. Focusing on placemaking will contribute to the success of that strategy and contribute to achieving the Cumberland region's tourism goal of extending a visitor's length of stay and increase the average amount they spend in the region.

Attracting more people to visit, live and work in the Cumberland region is a significant opportunity. The region has unique and spectacular landscapes, access to the coastline and is relatively affordable. All of this positions the region well in its efforts to attract people seeking quality of life. To achieve a strong sense of place, the Cumberland region will focus on

implementing projects and strategies that align with the principles of placemaking and ensuring adequate community infrastructure in the communities throughout the region.

Access to Technology

The “digital divide” is the term used to describe the fact that whole segments of society are split into those “with” and “without” access to high-speed digital infrastructure. From an economic standpoint, those communities with a digital advantage can expect higher small business values and new business formation rates, higher home values, higher quality of employment and generally more economic opportunity for the entire community. According to studies, the overall economic impact is substantial – in excess of 10 per cent in many cases (see World Bank Study*). From a human impact, it means more young adults decide to stay and work in their own communities and can lower rates of poverty and related social issues and businesses that are better able to compete and grow.

Large urban centers have a natural advantage in that their digital infrastructure develops organically based on a communication service provider’s standard design-build economic model. Rural communities can obtain similar results, but they must be much more proactive in order to ensure their success. In light of the rapid pace of technological evolution, it is increasingly vital that they do so.

The Town of Amherst and the Town of Oxford are already well serviced with access to high-speed internet. However, many areas throughout the Municipality of Cumberland are not so fortunate. To address the existence and impact of the “digital divide,” the Municipality of Cumberland has partnered with the Municipality of Colchester to work towards achieving the following vision:

The entire geographic area will be served by a state-of-the-art, continuously upgraded, communications network that includes capacity for reliable, affordable, highest-speed internet access, as well as mobile telephone, community Wi-Fi, and internet-of-things uses such as ‘smart agriculture’, 5G and other future applications.

These two municipalities intend to work towards developing a best practice framework for smart-rural initiatives, which does not currently exist.

High-quality, cost-effective internet services to each home in our communities is considered an “essential service,” a utility no less important than electricity, emergency management services and other municipal residential services. Working through the protocols in place for the COVID-19 response reinforced how important this ability to access reliable internet services is for working and learning from home. Under this vision no one gets left behind.

In addition to being among the most connected rural communities in Canada, the two municipalities also want to be among the “smartest.” This means the digital infrastructure needs to support existing and future smart-agriculture, road safety cameras, water leakage detection, weather collection, vehicle fleet tracking and a whole range of other IoT (Internet of Things) use cases.

QUALITY OF LIFE: GOALS & OBJECTIVES

1. Increase the overall health and living standards of our residents.

1.1 Continue to grow the median household income by a greater rate than the province, to result in the Cumberland region being within 10 per cent of the provincial median household income by 2026.

- 1.1.1 Develop a one-year pilot project to transport Cumberland residents to their workplaces within the Cumberland region.
- 1.1.2 Develop and implement training opportunities throughout the Cumberland region.

1.2 Support the Nova Scotia Health with job recruitment throughout the Cumberland region.

- 1.2.1 Support the joint physician recruitment committee.
- 1.2.2 When requested, assist with area familiarization tours to visiting and resident doctors and other medical professionals that focus on highlighting the area and sense of community.
- 1.2.3 Support spouses and family members of health-care workers to find jobs in their field.

1.3 Percentage of people living in poverty will be within 2.5 per cent of the provincial average by 2026.

- 1.3.1 Implement training programs and workshops on an ongoing basis throughout the Cumberland region, including Learn2Lead workshop series.
- 1.3.2 Connector Program to help match people with jobs in their field.
- 1.3.3 Develop training programs that target youth seeking part-time employment to encourage skill development and employability. (Example: offer forklift training for eligible grade 10, 11 and 12 students throughout the Cumberland region.)

2. Develop community infrastructure to meet the needs of residents to improve their quality of life.

2.1 Town of Amherst: Support the review of community infrastructure, complete with recommendations to maintain and enhance this infrastructure.

2.2 Town of Oxford: Working through a strategic and comprehensive asset management plan to address infrastructure needs within the community.

2.3 Municipality of Cumberland

- 2.3.1 By 2023, define the service level of community infrastructure to be provided within communities throughout the municipality (i.e., to include parks, playgrounds, trails, libraries, community centres, multipurpose space, sidewalks, safe walking areas, outdoor space, etc.).
- 2.3.2 Support and encourage the development of community centres in communities throughout the municipality.

- 2.3.3 Work with the chief librarian of the Cumberland Regional Libraries and communities to provide safe and accessible space for libraries throughout the municipality.

3. Implement projects and strategies that align with the principles of placemaking.

3.1 By implementing the following strategies, the Cumberland region will increase a sense of place in communities and will be better positioned to attract people to visit and live in the region, as well as do business here.

- 3.1.1 The Pugwash Waterfront Development Master Plan
- 3.1.2 The Cape d'Or Master Plan
- 3.1.3 The Cumberland Region Tourism Development Strategy
- 3.1.4 Springhill Beautification Plan
- 3.1.5 Mainstreet beautification programs in Parrsboro, Joggins, and Advocate
- 3.1.6 Oxford Downtown Beautification Program

3.2 To support placemaking and developing sense of place, the municipalities will undertake the following:

- 3.2.1 Financially support and assist with the development and promotion of the Cliffs of Fundy UNESCO Global Geopark.
- 3.2.2 Assist communities and community groups, as needed, to develop strategic plans, undertake community initiatives and achieve their visions.
- 3.2.3 Help community groups network and learn from each other's best practices.
- 3.2.4 Increase intermunicipal collaboration by continuing regular economic development staff meetings online.

4. Increase access to technology.

4.1 Achieve the vision to make Cumberland (and Colchester) one of Canada's most digitally connected rural areas.

- 4.1.1 Reach 100 per cent of households in Cumberland County with high-speed internet service (as defined by the CRTC) by 2026.
- 4.1.2 Provide free community Wi-Fi in a minimum of five communities in the Cumberland region by 2026.
- 4.1.3 By 2025, the Municipality of Cumberland will have a plan to address cellphone coverage throughout the Cumberland region.
- 4.1.4 Have a plan in place to use the municipally owned dark fibre that could include investing in digital infrastructure to support existing and future smart-agriculture, road safety cameras, water leakage detection, weather collection, vehicle fleet tracking and a whole range of other IoT (Internet of Things) use cases.

COMMUNITY CAPACITY

By looking at community capacity as a critical mass of people, infrastructure, reasonable availability of programs and services and economic opportunities from a **strategic** perspective, we can focus attention on those elements that are most critical and valued within communities. More importantly, we can encourage local citizens to be engaged in the critical issues that impact their communities. This CED Strategy will identify those communities where there is a readiness for residents to be involved in the future of their communities and to support them in doing so.

Community Capacity encompasses the initial three pillars of the CED Strategy at a community-specific level. Therefore, we will focus our efforts on working with individual communities to create strategies that will impact business development, population growth and increased quality of life in much greater detail. The local strategies will account for community-specific opportunities and establish strategies that best overcome the unique challenges within our communities.

COMMUNITY CAPACITY: GOALS & OBJECTIVES

1. Develop Community/area specific plans and initiatives.

1.1 Facilitate the development of community/area specific plans and initiatives that focus on decreasing economic barriers in our communities and improving the quality of life for our residents using the following schedule:

- 1.1.1 Springhill 2019/2021 (in progress)
- 1.1.2 Parrsboro 2019/2021 (in progress)
- 1.1.3 Amherst 2021/2022 (Municipal Planning Strategy)
- 1.1.4 Pugwash 2022/2023
- 1.1.5 Oxford 2022/2023
- 1.1.6 River Hebert/Joggins 2022/2023
- 1.1.7 Wentworth 2023/2024
- 1.1.8 Advocate 2023/2024
- 1.1.9 Wallace 2023/2024

REPORTING AND IMPLEMENTATION

Each Municipality and the Cumberland Business Connector will develop their own annual work plans, which will each address priorities related to each organization's individual mandate and capacity. Implementation tables are included in the pages that follow which as a whole identifies each organization's area of focus. A joint mid-term review will happen by year three.

Implementation Tables

ECONOMY: GOALS & OBJECTIVES	L = Leading S = Supporting	Business Connector	Municipality of Cumberland	Town of Amherst	Town of Oxford
1. Increase Business Retention and Expansion					
1.1 General support emerging from COVID-19					
1.1.1 Host training	L	S	S	S	
1.1.2 Arrange mentoring and training	L	S	S		
1.1.3 Provide up-to-date, accurate information	L		S		
1.1.4 Expand the Business Accelerator Program	L				
1.1.5 Provide affordable or free resources	L				
1.2 Support for the forestry sector					
1.2.1 Support to implement strategic plan	L				S
1.3 Support for goods producing sectors.					
1.3.1 Complete a business mix analysis	L	S	S	S	
1.3.2 Business attraction strategy			L		
1.3.3 Annual transition/succession training workshop	L	S	S	S	
1.4 Support significant potential growth sectors					
Renewable energy:					
1.4.1 Lobby for continued R&D work (FORCE)	S	L			
1.4.2 Support the Cumberland Energy Authority.	S	L			
1.4.3 Support the expansion of wind farms	S	L	S		
1.4.4 Support the use of solar energy	S	L	L		
1.4.5 Support the use of wood or wood chips	L	S			S
1.4.6 Lobby all levels of government	L				
Natural Resource Industries:					
1.4.7 Support industry re: wooden bridges	S				
1.4.8 Tax on un-used farm land	S				
1.4.9 Lobby to improve management of forestry land	S				
1.4.10 Support on business plan development	L				
1.4.11 Support growth food processing sector	L	S	S	S	
1.4.12 Encourage the growth of aquaculture	L	S			
Construction:					
1.4.13 Increase the housing supply	L	S	S		
1.4.14 Increase awareness of PACE		S	S		

ECONOMY: GOALS & OBJECTIVES					
	L = Leading S = Supporting	Business Connector	Municipality of Cumberland	Town of Amherst	Town of Oxford
1.4.15 Upgrade commercial properties			S		
1.5 Business expansion and productivity					
1.5.1 Formal and informal BRE programs		L	S	L	
1.5.2 Maintain Business Directory		L	S	L	L
1.5.3 Joint business directory with Sackville, N.B.		L			
1.5.4 Encourage business productivity improvement		L		S	
1.5.5 Small business workshops with KPI focus		L		S	
1.5.6 Lobby to expand Innovation Rebate Program		L			
1.5.7 Maintain land availability database		L		L	
1.6 Strengthen connections and partnerships					
1.6.1 Connect businesses to research institutions		L			
1.6.2 NSCC as centre for renewable energy		L	L		
1.6.3 Customized training programs		L	S	S	
1.7 Increase impact of tourism on the economy					
1.7.1 Implement the regional tourism strategy			L	S	S
1.7.2 Tourism brand, marketing strategy and website			L	S	S
1.7.3 Infrastructure needs assessment			L	S	S
1.8 Enhance regional retail & service centre/hubs					
1.8.1 Complete a business mix analysis			L	L	S
1.8.2 Attract businesses and entrepreneurship			L		
1.8.3 Support businesses in health services sector			S		
1.8.4 Downtown beautification and revitalization					
1.8.4.1 Gritty to Pretty Program			S		
1.8.4.2 Expansion Gritty to Pretty in other communities			L		
1.8.4.3 Pugwash Waterfront Development			L		
1.8.4.4 Springhill Beautification Plan			L		
2. Increase business attraction and new business					
2.1 Attract two distribution and warehousing businesses		L	S	S	S
2.2 Expand and promote the Amherst Industrial Park.		S		L	
2.3 Attract businesses identified in business mix analysis		L	S	L	S
2.4 Recruit and support entrepreneurs.		L		L	
2.5 Support promotion of the Springhill Geothermal Business Park		S	L		
2.6 Promote the region to remote workers		L	S	L	S
3. Create a job ready workforce.					
3.1 Work with the P-12 education system to address weaknesses		L		S	
3.2 Support connecting displaced workers to new opportunities		L			
3.3 Improve student engagement with local businesses		L		s	
3.4 Workforce attraction from outside Cumberland County		L		L	
3.5 Develop flex workforce to fill vacancies and seasonal/project work		L			

POPULATION: GOALS & OBJECTIVES		Business Connector	Municipality of Cumberland	Town of Amherst	Town of Oxford
	L = Leading S = Supporting				
1. Increase population of the Cumberland region					
1.1 Maintain positive net interprovincial migration.					
1.1.1 Create a place where people want to live.			L	L	L
1.1.2 Develop a repatriation campaign		L		L	
1.1.3 Develop a remote worker attraction program		L	S	L	S
1.1.4 Co-ordinate relocation opportunities		L			
1.1.5 Work with realtors to promote relocation		L	S	L	S
1.1.6 Identify ways to upgrade current housing stock		L			
1.1.7 Link tourism activity to population recruitment				L	
1.2 Attract 200 new immigrants to the Cumberland					
1.2.1 Develop an immigrant recruitment and retention program.				L	
1.2.2 Attract graduating international students				L	
1.2.3 Support YREACH				L	
1.2.4 Support ISANS				L	

QUALITY OF LIFE: GOALS & OBJECTIVES	Business Connector	Municipality of Cumberland	Town of Amherst	Town of Oxford
L = Leading S = Supporting				
1. Increase the overall health & living standards of our residents.				
1.1 Grow median household income				
1.1.1 Pilot project to transport residents to workplaces	L			
1.1.2 Develop and implement training opportunities	L		S	
1.2 Support the NSH with job recruitment				
1.2.1 Support the joint physician recruitment committee.		L	S	
1.2.2 Assist with area familiarization tours		L	L	
1.2.3 Support spouses and family members of health care workers	L			
1.3 People living in poverty within 2.5% of the provincial average				
1.3.1 Implement training programs and workshops	L	S	S	S
1.3.2 Connector Program to match people with jobs	L			
1.3.3 Develop training programs to target youth	L		S	
2. Develop community infrastructure				
2.1 Town of Amherst: Review of community infrastructure			L	
2.2 Town of Oxford: Plan to address infrastructure needs				L
2.3 Municipality of Cumberland				
2.3.1 Define standard service level of community infrastructure		L		
2.3.2 Support and encourage the development of community centres		L		
2.3.3 Provide safe and accessible space for libraries		L		
3. Implement placemaking projects and strategies				
3.1 Implement the following strategies				
3.1.1 The Pugwash Waterfront Development Master Plan		L		
3.1.2 The Cape d'Or Master Plan		L		
3.1.3 The Cumberland Region Tourism Development Strategy		L	S	S
3.1.4 Springhill Beautification Plan		L		
3.1.5 Mainstreet beautification in Parrsboro, Joggins and Advocate		L		
3.1.6 Oxford Downtown Beautification Program				L
3.2 To support placemaking and developing sense of place:				
3.2.1 Support and assist with the Cliffs of Fundy Geopark	S	L		
3.2.2 Assist communities and local groups achieve their visions.		L		
3.2.3 Help community groups network and learn from each other		L		
3.2.4 Increase economic development intermunicipal collaboration			L	
4. Increase access to technology.				
4.1 Make Cumberland Canada's most digitally connected rural area				
4.1.1 Reach 100% of households with actual highspeed internet		L		
4.1.2 Provide free community Wi-Fi in five communities		L		
4.1.3 Develop a plan to address cellphone coverage		L		
4.1.4 Develop plan to use municipally owned dark fibre		L		

COMMUNITY CAPACITY: GOALS & OBJECTIVES L = Leading S = Supporting	Business Connector	Municipality of Cumberland	Town of Amherst	Town of Oxford
1. Develop Community/area specific plans and initiatives.				
1.1 Schedule				
1.1.1 Springhill 2019/2021 (completed)	S	L		
1.1.2 Parrsboro 2019/2021 (completed)	S	L		
1.1.3 Amherst 2021/2022 (Municipal Planning Strategy)	S		L	
1.1.4 Pugwash 2022/2023	S	L		
1.1.5 Oxford 2022/2023	S	S		L
1.1.6 River Hebert/Joggins 2022/2023	S	L		
1.1.7 Wentworth 2023/2024	S	L		
1.1.8 Advocate 2023/2024	S	L		
1.1.9 Wallace 2023/2024	S	L		



SYNOPSIS

Capital Budget Town of Amherst & Amherst Water Utility For the Year ended March 31, 2022

Each year the Town of Amherst and the Amherst Water Utility present their capital budgets to Council for approval. The Town's general capital budget is in the amount of \$2,563,651. The Town's Water Utility capital budget is in the amount of \$770,360.

MOTION:

That Council approves the Town of Amherst General Capital Budget for the fiscal year ended March 31, 2022, as presented, in the amount of \$2,563,651 and the Amherst Water Utility Capital Budget for the March 31, 2022 fiscal year in the amount of \$770,360 to be funded as follows:

<u>Town of Amherst - General Capital</u>		<u>Amherst Water Utility</u>	
Capital from Revenue	\$ 389,000	Capital from Revenue	\$ 40,000
Reserves	894,651	Water Depreciation	30,000
Gas Tax Funding	930,000	Grant	38,360
Grants - Federal/Provincial	120,000	Temporary Borrowing	30,000
Temporary Borrowing	30,000	Long Term Debt	632,000
Long Term Debt	200,000		<u>\$ 770,360</u>
	<u>\$ 2,563,651</u>		

And further, that Council commits to the purchase of the following capital projects in the March 31, 2023 fiscal year so that procurement of these projects may begin immediately:

Fire Truck – Aerial device	\$ 1,600,000
Police Patrol Vehicle	\$ 65,000
Backhoe – sewer department	\$ 165,000

...continued

...continued

And further, that Council approve in principle the subsequent nine years' Capital Budget Plan as presented:

<u>Year ended</u>	<u>General Capital Total Amount</u>	<u>Water Capital Total Amount</u>
31-Mar-23	\$ 5,353,000	\$ 295,000
31-Mar-24	\$ 3,192,000	\$ 557,000
31-Mar-25	\$ 1,734,750	\$ 205,000
31-Mar-26	\$ 1,052,000	\$ 335,000
31-Mar-27	\$ 1,794,500	\$ 741,000
31-Mar-28	\$ 1,342,000	\$ 425,000
31-Mar-29	\$ 1,827,000	\$ 580,000
31-Mar-30	\$ 2,282,000	\$ 1,175,000
31-Mar-31	\$ 1,752,000	\$ 785,000

The Capital Budget Plan for the years ended March 31, 2023 to March 31, 2031 is for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.



AMHERST TOWN COUNCIL

RFD# 2021030

Date: April 26, 2021

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Michael Hunter, CPA, CA – Chief Financial Officer

DATE: April 26, 2021

SUBJECT: Capital Budget for Town of Amherst & Amherst Water Utility for the year ended March 31, 2022

ORIGIN: Budget preparations for the year ended March 31, 2022.

LEGISLATIVE AUTHORITY: Section 65 of the Municipal Government Act requires that council shall adopt an operating budget and a capital budget for each fiscal year.

RECOMMENDATION: That Council approve the Town of Amherst General Capital Budget for the fiscal year ended March 31, 2022 as presented in the amount of \$2,563,651 and the Amherst Water Utility Capital Budget for the fiscal year ended March 31, 2022 in the amount of \$770,360, and further, that Council approve in principle the subsequent nine years' Capital Budget plan as presented. That Council also commit to the following purchases in the fiscal year ended March 31, 2023 so that procurement may begin immediately: of an aerial fire truck in the amount of \$1,600,000; a police patrol vehicle for \$65,000; and a backhoe for the sewer department for \$165,000.

BACKGROUND: Each year the Town of Amherst and the Amherst Water Utility present their capital budgets to Council for approval. This year, the general Capital budget in the amount of \$2,563,651 includes a large multi category project for Spring Street – Croft to Church and additional street paving and corrugated storm sewer replacement. The Amherst Water Utility's proposed capital budget of \$770,360 includes the water portion of the Spring Street multi category project as well as a new dump truck.

DISCUSSION: The capital budgets, as presented, fit within the Town's and the Utility's financial resources. The borrowing being considered for the March 31, 2022 general capital budget is for a new zamboni. In the Water Capital budget, the borrowing is for the Spring Street water main, the new dump truck, the wellfield generator and the monitoring wells project.

FINANCIAL IMPLICATIONS: Funding this year's Town of Amherst general capital budget of \$2,563,651 and the Amherst Water Utility capital budget of \$770,360 is proposed to be:



Town of Amherst - General Capital	
Capital from Revenue	\$ 389,000
Reserves	894,651
Gas Tax Funding	930,000
Grants - Federal/Provincial	120,000
Temporary Borrowing	30,000
Long Term Debt	200,000
	<u>\$ 2,563,651</u>

Amherst Water Utility	
Capital from Revenue	\$ 40,000
Water Depreciation	30,000
Grant	38,360
Temporary Borrowing	30,000
Long Term Debt	632,000
	<u>\$ 770,360</u>

Projections for the subsequent nine years are included for Council's consideration as follows:

<u>Year ended</u>	<u>General Capital Total Amount</u>	<u>Water Capital Total Amount</u>
31-Mar-23	\$ 5,353,000	\$ 295,000
31-Mar-24	\$ 3,192,000	\$ 557,000
31-Mar-25	\$ 1,734,750	\$ 205,000
31-Mar-26	\$ 1,052,000	\$ 335,000
31-Mar-27	\$ 1,794,500	\$ 741,000
31-Mar-28	\$ 1,342,000	\$ 425,000
31-Mar-29	\$ 1,827,000	\$ 580,000
31-Mar-30	\$ 2,282,000	\$ 1,175,000
31-Mar-31	\$ 1,752,000	\$ 785,000

COMMUNITY ENGAGEMENT: Information on the budget has been shared via social media as approvals occur. A budget report will be added to the website once all rates are finalized.

ENVIRONMENTAL IMPLICATIONS: None anticipated.

SOCIAL JUSTICE IMPLICATIONS: None anticipated.

ALTERNATIVES:

1. Approve the Town and Utility capital budgets as presented
2. Approve the Town and Utility capital budgets with amendments
3. Refer the Town and Utility capital budgets back to staff for further review.

ATTACHMENTS:

Copies of the Capital Budgets for current year and years 2-10.

Report prepared by: Michael Hunter, Chief Financial Officer
Report and Financial approved by:

Capital Budget		Sources of Financing											
YEAR 1 - 2021/22													
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	Water Depreciation	General Operating	Sewer Operating	Operating Reserve	Capital Reserve (Carry Overs)	Gas Tax	Grant - Federal / Provincial	Grant - Challenge Fund	Temporary Borrowing	Long Term Debt - Water	Long Term Debt - General
WATER													
Monitoring Wells <i>(carry over)</i>	40,000											40,000	
Wellfield Generator <i>(carry over)</i>	240,000											240,000	
Land Purchase - Hwy 366 Fort Lawrence (Wellfield - protected land) <i>(carry over)</i>	38,360									38,360			
Spring Street ~ Croft to Church - water main replacement	177,000											177,000	
New Dump Truck	175,000											175,000	
New Overhead Doors - Works Garage (Water) - Qty 4	30,000		30,000										
Future project design cost	30,000										30,000		
Water Meter Reading Handheld Device	15,000	15,000											
Fire Hydrant Replacement	12,500	12,500											
Water Meter Replacement	12,500	12,500											
WATER TOTAL	770,360	40,000	30,000	-	-	-	-	-	-	38,360	30,000	632,000	-
GENERAL CAPITAL													
EQUIPMENT													
New Trackless Salt Spreader	30,000	-	-	30,000	-	-	-	-	-	-	-	-	-
BUILDINGS / LAND													
Solar for Community Buildings - Fire Hall <i>(carry over)</i>	183,414					183,414							
Solar for Community Buildings - Police Station <i>(carry over)</i>	184,537					184,537							
Fire Station Bldg Repairs - installation of card access system <i>(carry over)</i>	48,000						48,000						
Works Garage - Security Doors <i>(carry over)</i>	15,000						15,000						
Town Hall Council Chambers Upgrades (\$30,000 carry over + \$30,000 new)	60,000			30,000			30,000						
New Overhead Doors - Works Garage (Streets) - Qty 4	30,000			30,000									
Video Conference System for 5 Ratchford Street	12,000			12,000									
Industrial Park Directory Sign Replacement	25,000					25,000							
Fire Dept - Server - replacement	17,000			17,000									
Subtotal	574,951	-	-	89,000	-	392,951	93,000	-	-	-	-	-	-
LARGE MULTI - CATEGORY PROJECTS													
Spring Street ~ Croft to Church - street paving, sanitary sewer, storm sewer, sidewalk	250,000				15,000			235,000					
Franklyn Street - asphalt overlay and storm sewer (corrugated)	220,000							220,000					
Future project design cost	30,000									30,000			
Subtotal	500,000	-	-	-	15,000	-	-	455,000	-	-	30,000	-	-

Capital Budget		Sources of Financing											
YEAR 1 - 2021/22													
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	Water Depreciation	General Operating	Sewer Operating	Operating Reserve	Capital Reserve (Carry Overs)	Gas Tax	Grant - Federal / Provincial	Grant - Challenge Fund	Temporary Borrowing	Long Term Debt - Water	Long Term Debt - General
STREETS													
Tupper Blvd ~ TIR Office Driveway to Chandler Road (overlay)	100,000							100,000					
Summit Avenue ~ (overlay)	80,000							80,000					
Haliburton Street ~ (CM)	70,000							70,000					
Townshend Avenue ~ Church to Academy (overlay)	15,000							15,000					
Dickey Street ~ Charles to Rupert (overlay)	20,000							20,000					
Subtotal	285,000	-	-	-	-	-	-	285,000	-	-	-	-	-
<i>RC = Reconstruction and paving; CM = Cold mill and Paving; P = Pulverize and paving; O = Asphalt Overlay</i>													
SIDEWALKS													
Dickey Brook Trail ~ Donald to Charles - Gravel Trail (Active Transportation Plan) (Town Crew) (carry over)	10,000							10,000					
Willow Street Trail - East to Abbey - Gravel Trail (Active Transportation Plan) (Town Crew) (carry over)	50,000							50,000					
Croft Street ~ Beacon to East Pleasant (town crews)	15,000							15,000					
Park Street ~ Patterson to Patterson (town crews)	20,000							20,000					
LaPlanche Street ~ extension of existing sidewalk to beginning of marsh trail	20,000							20,000					
Subtotal	115,000	-	-	-	-	-	-	115,000	-	-	-	-	-
STORM /SANITARY SEWER													
Racetrack Road - Pump Station Upgrades (Surcharge Tank) (carry over)	50,000						50,000						
Willow Street Trail - East to Abbey (under new trail) - new sanitary sewer main (Town Crew) (carry over)	50,000						15,000	35,000					
Mallard Drive - storm sewer project - option 2 (town crews)	40,000							40,000					
Subtotal	140,000	-	-	-	-	-	65,000	75,000	-	-	-	-	-
FIRE DEPARTMENT													
Fire Station Bldg Repairs - Repair floor and wall finishes in south entrance (carry over)	7,000						7,000						
Fire Station Bldg Repairs - Replace the two main exterior entrances (carry over)	18,000						18,000						
Fire Station Bldg Repairs - concrete ramp and stairs remove & replace (carry over)	25,000						25,000						
Replacement - Self Contained Breathing Apparatus (SCBA) (Qty 8) (HAZMAT OPS) (carry over)	72,000						72,000						
Structural Firefighting Bunker Gear - replacement (6-9 sets)	20,000			20,000									
Relocation of a portion of the existing vehicle exhaust rail system (Nederman)	16,000			16,000									
Fire Suppression Hose (set #1) - replacement	30,000			30,000									
Air Lift Bag System (rescue) - replacement	11,000			11,000									
Subtotal	199,000	-	-	77,000	-	-	122,000	-	-	-	-	-	-

Capital Budget		Sources of Financing											
YEAR 1 - 2021/22													
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	Water Depreciation	General Operating	Sewer Operating	Operating Reserve	Capital Reserve (Carry Overs)	Gas Tax	Grant - Federal / Provincial	Grant - Challenge Fund	Temporary Borrowing	Long Term Debt - Water	Long Term Debt - General
POLICE DEPARTMENT													
Patrol Vehicle # 6 <i>(carry over)</i>	68,700						68,700						
Ballistic Helmets - Carbine <i>(carry over)</i>	10,000						10,000						
Pistols & Mags (Qty - 10) <i>(carry over)</i>	13,000						13,000						
Patrol Vehicle #2	65,000			65,000									
Ballistic Plates - Hard Body Armour - Carbine - 15 sets	21,000			21,000									
Smart Board - Community Room	27,000			27,000									
Subtotal	204,700	-	-	113,000	-	-	91,700	-	-	-	-	-	-
RECREATION													
Vehicle - Car/SUV for Community Wellbeing Team <i>(carry over)</i>	25,000						25,000						
Sprinkler System Back Flow Preventor <i>(carry over)</i>	5,000						5,000						
Zamboni	200,000												200,000
New Outdoor Skating Rink / Tourist Center / Market / Take Out Seating	200,000					100,000			100,000				
Zero Turn Grass Catcher	10,000			10,000									
Trackless Aerator	15,000			15,000									
Brine Pump - Stadium	20,000			20,000									
Cenotaph Renovations	40,000			20,000					20,000				
Subtotal	515,000	-	-	65,000	-	100,000	30,000	-	120,000	-	-	-	200,000
GENERAL TOTAL	2,563,651	-	-	374,000	15,000	492,951	401,700	930,000	120,000	-	30,000	-	200,000

GRAND TOTAL WATER & GENERAL	3,334,011	40,000	30,000	374,000	15,000	492,951	401,700	930,000	120,000	38,360	60,000	632,000	200,000
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***** Year 2 Commitments:**

Fire Truck - replace Ladder 4 - Aerial device	1,600,000
Patrol Vehicle #3	65,000
New Backhoe - sewer	165,000
1,830,000	

Capital Budget YEAR 2 - 2022/23		Sources of Financing						
Projects	Estimated Gross Cost with non-recoverable HST included	Water	General	Sewer	Capital	Gas Tax	Long Term Debt - Water	Long Term Debt - General
		Operating	Operating	Operating	Reserve			
WATER								
Beacon Street - water main replacement	215,000	15,000					200,000	
New Service Truck	55,000						55,000	
Fire Hydrant Replacement	12,500	12,500						
Water Meter Replacement	12,500	12,500						
WATER TOTAL	295,000	40,000	-	-	-	-	255,000	-
GENERAL CAPITAL								
EQUIPMENT								
New Backhoe - sewer	165,000							165,000
New Loader	250,000							250,000
New street Sweeper	375,000							375,000
Subtotal	790,000	-	-	-	-	-	-	790,000
BUILDINGS / LAND								
Library Door Replacement	25,000		25,000					
Works Garage - New Electrical Entrance	5,000		5,000					
Town Hall - New Roof	75,000							75,000
General Conference/Meeting Room Upgrades	10,000		10,000					
Works Garage - Airhandling / Ventilation / Cooling	50,000							50,000
Subtotal	165,000	-	40,000	-	-	-	-	125,000
LARGE MULTI - CATEGORY PROJECTS								
Beacon Street - street, sanitary sewer, storm sewer, curb	225,000			15,000		210,000		
Boylston Avenue - Milford to Elmwood - asphalt overlay and storm sewer (corrugated)	160,000							160,000
Fire Station Parking Lot Paving and Culvert (Over Dickey Brook)	275,000							275,000
Westminster Avenue - asphalt overlay and storm sewer (corrugated)	210,000							210,000
Subtotal	870,000	-	-	15,000	-	210,000	-	645,000
STREETS								
North Adelaide Street (P)	165,000					165,000		
Tupper Boulevard	60,000					60,000		
Harding Avenue (O)	80,000					80,000		
Marshview Drive (O)	75,000					75,000		
McCully Street - Anson to CNR Mainline (O)	128,000					60,000		68,000
Subtotal	508,000	-	-	-	-	440,000	-	68,000
<i>RC = Reconstruction and paving; CM = Cold mill and Paving; P = Pulverize and paving; O = Asphalt Overlay</i>								
SIDEWALKS								
North Adelaide Street - East Victoria to Harding - sidewalk \$25,000 & curb \$10,000	35,000					35,000		
Queen Street - Church to Albion	55,000					55,000		
Albion Street - West Side from Chamberlain to Highland Village	45,000					45,000		
Church Street - Beacon to East Pleasant - Sidewalk (Active Transportation Plan)	75,000					75,000		
Subtotal	210,000	-	-	-	-	210,000	-	-
FIRE DEPARTMENT								
Fire Truck - replace Ladder 4 - Aerial device	1,600,000				201,000			1,399,000
Air Compressor - replacement (Station unit)	20,000		20,000					
Floor Scrubber - Apparatus floor	12,000		12,000					
Breathing Air Refilling Stations - replacement (Station unit)	30,000		30,000					
Structural firefighting bunker gear (6-9 sets) - replacement	20,000		20,000					
Fire suppression hose (Set # 2) - replacement	30,000		30,000					
Powered extrication tools - replacement	60,000		60,000					
Fire Station Bldg Repairs - Replace all interior & exterior lights	40,000							40,000
Fire Station Bldg Repairs - Insulate hot water heating supply and return piping	8,000		8,000					
Fire Station Bldg Repairs - Replacement of exterior windows	80,000							80,000
Fire Station Bldg Repairs - Replace generator and supply tank	140,000							140,000
Fire Station Bldg Repairs - Replace all building electrical wiring	200,000							200,000
Subtotal	2,240,000	-	180,000	-	201,000	-	-	1,859,000
POLICE DEPARTMENT								
Patrol Vehicle #3	65,000		65,000					
Patrol Vehicle #1	65,000		65,000					
Dispatch Console and Software	100,000		100,000					
Subtotal	230,000	-	230,000	-	-	-	-	-
RECREATION								
Truck (1/2 Ton) - to replace Ranger #2	40,000							40,000
Decorative Lighting	25,000		25,000					
Beacon Street Park - Sponge Surface Capital Repair	15,000		15,000					
Robb Complex - Replace Roof Main Building	10,000		10,000					
Rotary Park - Play Equipment Replacement	25,000							25,000
Self Watering Planters	10,000		10,000					
Community Events Trailer	15,000		15,000					
1/2 Ton Replace 1/2 Ton Ford	50,000							50,000
Site Furniture / Outdoor Seating	30,000		30,000					
Zero Turn Replacement	35,000							35,000
Replace Playground Equipment - Strawberry Fields	35,000							35,000
Pave Basketball Courts - Robbs	50,000		20,000					30,000
Subtotal	340,000	-	125,000	-	-	-	-	215,000
GENERAL TOTAL	5,353,000	-	575,000	15,000	201,000	860,000	-	3,702,000
GRAND TOTAL WATER & GENERAL	5,648,000	40,000	575,000	15,000	201,000	860,000	255,000	3,702,000

= projects committed to in 2021/22. For vehicles, so that procurement could begin because of anticipated extensive delivery time. Actual delivery will not happen until 2022/23.

Capital Budget		Sources of Financing					
YEAR 3 - 2023/24							
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Gas Tax	Long Term Debt - Water	Long Term Debt - General
WATER							
Central Avenue - water main replacement	367,000					367,000	
New Backhoe	165,000	15,000				150,000	
Fire Hydrant Replacement	12,500	12,500					
Water Meter Replacement	12,500	12,500					
WATER TOTAL	557,000	40,000	-	-	-	517,000	-
GENERAL CAPITAL							
EQUIPMENT							
New Trackless Snowblower	165,000		83,000				82,000
New Service Truck	50,000		50,000				
Subtotal	215,000	-	133,000	-	-	-	82,000
BUILDINGS / LAND							
Town Hall - Server - replacement	17,000		17,000				
5 Ratchford Street - Upper Level Roof	50,000		50,000				
Subtotal	67,000	-	67,000	-	-	-	-
LARGE MULTI - CATEGORY PROJECTS							
Central Avenue - sewer, street, and storm sewer replacement	425,000			15,000	40,000		370,000
Croft Street ~ Beacon to East Pleasant - asphalt overlay and storm sewer (corrugated)	160,000						160,000
Wellington Street - street (CM) and storm sewer (corrugated)	230,000						230,000
Dundonald Street - street (CM) and storm sewer (corrugated)	125,000				125,000		
Subtotal	940,000	-	-	15,000	165,000	-	760,000
STREETS							
Brownell Avenue (O)	45,000				45,000		
Dale Street ~ Eddy to North Adelaide (O)	35,000				35,000		
Industrail Park Drive ~ Tantramar to Rosewood (O)	90,000				90,000		
Station Street ~ Spring to Abbot (O)	25,000				25,000		
Dickey Street ~ Church to Academy (O)	30,000				30,000		
Anson Avenue ~ Cornwall to Hickman	130,000				130,000		
Subtotal	355,000	-	-	-	355,000	-	-
<i>RC = Reconstruction and paving; CM = Cold mill and Paving; P = Pulverize and paving; O = Asphalt Overlay</i>							
SIDEWALKS							
Cornwall Street ~ Cornwall Ave to Parkwood	40,000				40,000		
Wellington Street - (TOA)	30,000				30,000		
LaPlanche Street ~ east side Victoria to Lawrence	70,000				70,000		
Subtotal	140,000	-	-	-	140,000	-	-
FIRE DEPARTMENT							
Structural firefighting bunker gear (6-9 sets) - replacement	20,000		20,000				
Fire suppression hose (Set # 3) - replacement	30,000		30,000				
New Truck - replace unit 8 - Tanker - water shuttle	425,000						425,000
Live fire training unit	450,000						450,000
Computer aided dispatch system and mobile data terminals	75,000		75,000				
Fire Station Bldg Repairs - Replace roof membrane - main building	95,000						95,000
Fire Station Bldg Repairs - Replace the mortar in all joints	20,000						20,000
Fire Station Bldg Repairs - Replace mechanical roof support curb & add add'l roof drains	40,000						40,000
Fire Station Bldg Repairs - Apply moisture inhibitor spray to exterior finishes to protect from water damage	70,000						70,000
Subtotal	1,225,000	-	125,000	-	-	-	1,100,000
POLICE DEPARTMENT							
Patrol Vehicle # 6	65,000		65,000				
Body Armour 17 Units	35,000		35,000				
Subtotal	100,000	-	100,000	-	-	-	-
RECREATION							
Replace 1/2 Ton Truck	50,000		50,000				
Utility Trailer Replacement	10,000		10,000				
Zero Turn Replacement	25,000		25,000				
Replace Massy Tractor	25,000		25,000				
Decorative Lighting	20,000		20,000				
Skate Park Capital Repairs	20,000		20,000				
Subtotal	150,000	-	150,000	-	-	-	-
GENERAL TOTAL	3,192,000	-	575,000	15,000	660,000	-	1,942,000
GRAND TOTAL WATER & GENERAL	3,749,000	40,000	575,000	15,000	660,000	517,000	1,942,000

Capital Budget		Sources of Financing					
YEAR 4 - 2024/25							
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Gas Tax	Long Term Debt - Water	Long Term Debt - General
WATER							
New Dump Truck	180,000	15,000				165,000	
Fire Hydrant Replacement	12,500	12,500					
Water Meter Replacement	12,500	12,500					
WATER TOTAL	205,000	40,000	-	-	-	165,000	-
GENERAL CAPITAL							
EQUIPMENT							
New Loader	250,000	-	-	-	-	-	250,000
LARGE MULTI - CATEGORY PROJECTS							
Cornwall Avenue - street (CM) and storm sewer (corrugated)	225,000		74,250		46,000		104,750
Minto Street - street (CM) and storm sewer (corrugated)	145,000						145,000
Subtotal	370,000	-	74,250	-	46,000	-	249,750
STREETS							
Rosewood Drive ~ Kimberly Court to Pinehurst (O)	40,000				40,000		
Kimberly Court (O)	25,000				25,000		
Fernwood Drive ~ Rosewood to end (O)	10,000				10,000		
Willow Court	20,000				20,000		
Agnew Street ~ Rupert to Clarence	18,000				18,000		
Davison Street ~ Dickey to Queen	19,000				19,000		
Newton Avenue ~ Chamberlain to Ash	30,000				30,000		
Veno Avenue	20,000				20,000		
Kay Street	15,000				15,000		
Silver Street	20,000				20,000		
Ash Street	20,000				20,000		
Race Track Road	25,000				25,000		
Lennox Avenue	15,000				15,000		
Tantramar Court	35,000				35,000		
Rogers Avenue ~ Charles to Rupert (O)	25,000				25,000		
Coates Street	35,000				35,000		
Milford Street ~ Fletcher to Franklyn	45,000				45,000		
Subtotal	417,000	-	-	-	417,000	-	-
<i>RC = Reconstruction and paving; CM = Cold mill and Paving; P = Pulverize and paving; O = Asphalt Overlay</i>							
SIDEWALKS							
Dickey Street ~ North Side Rupert to Donald	40,000				40,000		
Havelock Street ~ Prince Arthur to Spring	157,000				157,000		
Subtotal	197,000	-	-	-	197,000	-	-
FIRE DEPARTMENT							
Replacement of VHF / Digital Radios	70,000		70,000				
Replacement structural firefighting bunker gear (6-9 sets)	20,000		20,000				-
Replacement of fire suppression hose	10,000		10,000				
Replacement Wildland coveralls (Qty 50-55)	26,000		26,000				
Subtotal	126,000	-	126,000	-	-	-	-
POLICE DEPARTMENT							
Patrol Vehicle #5 - SUV 4WD	75,000		75,000				
Crime Prevention Vehicle	40,000		40,000				
Ballistic Helmets x 15	9,750		9,750				
Subtotal	124,750	-	124,750	-	-	-	-
RECREATION							
Front end Flail (Trackless)	15,000		15,000				
Victoria Square Lighting	50,000		50,000				-
Playground Equipment Upgrades	75,000		75,000				-
1 Ton Dump Truck Replacement	50,000		50,000				
Site Furniture	20,000		20,000				
Robbs Fencing (one field)	40,000		40,000				
Subtotal	250,000	-	250,000	-	-	-	-
GENERAL TOTAL	1,734,750	-	575,000	-	660,000	-	499,750
GRAND TOTAL WATER & GENERAL	1,939,750	40,000	575,000	-	660,000	165,000	499,750

Capital Budget		Sources of Financing						
YEAR 5 - 2025/26								
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Gas Tax	Long Term Debt - Water	Long Term Debt - General	
WATER								
New Loader	250,000					250,000		
New Service Truck	60,000					60,000		
Fire Hydrant Replacement	12,500	12,500						
Water Meter Replacement	12,500	12,500						
WATER TOTAL	335,000	25,000	-	-	-	310,000	-	
GENERAL CAPITAL								
EQUIPMENT								
New Service Truck - Streets	60,000	-	60,000	-	-	-	-	
STREETS								
Various Paving	350,000	-	-	-	350,000	-	-	
STORM SEWER								
Various corrugated storm sewer replacement	150,000	-	83,000	-	67,000	-	-	
SIDEWALKS								
Eddy Street ~ east side Victoria to parking lot	25,000				25,000			
Prince Arthur Street ~ Maple to Church - both sides	35,000				35,000			
Subtotal	60,000	-	-	-	60,000	-	-	
FIRE DEPARTMENT								
Replacement structural firefighting bunker gear (6-9 sets)	20,000		20,000					
Replacement of fire suppression hose	10,000		10,000					
Replacement - commercial washer and dryer system	16,000		16,000					
Subtotal	46,000	-	46,000	-	-	-	-	
POLICE DEPARTMENT								
Patrol Vehicle #2	65,000		65,000					
Patrol Vehicle #3	65,000		65,000					
APD Server	26,000		26,000					
Subtotal	156,000	-	156,000	-	-	-	-	
RECREATION								
Robb Lighting - Baseball	200,000		200,000					
Zero Turn Replacement	30,000		30,000					
	230,000	-	230,000	-	-	-	-	
GENERAL TOTAL	1,052,000	-	575,000	-	477,000	-	-	
GRAND TOTAL WATER & GENERAL		1,387,000	25,000	575,000	-	477,000	310,000	-

Capital Budget		Sources of Financing					
YEAR 6 - 2026/27							
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Gas Tax	Long Term Debt - Water	Long Term Debt - General
WATER							
York Street ~ Park to Highfield - water main replacement	130,000					130,000	
Queen Street ~ Church to Albion - water main replacement	271,000					271,000	
Dale Street - water main replacement	135,000					135,000	
New Dump Truck	180,000	15,000				165,000	
Fire Hydrant Replacement	12,500	12,500					
Water Meter Replacement	12,500	12,500					
WATER TOTAL	741,000	40,000	-	-	-	701,000	-
GENERAL CAPITAL							
EQUIPMENT							
New Backhoe - Sewer	165,000		165,000				
New Service Truck	60,000		60,000				
Subtotal	225,000	-	225,000	-	-	-	-
LARGE MULTI - CATEGORY PROJECTS							
York Street ~ Park to Highfield - street, sanitary sewer, storm sewer, curb	148,000			15,000	100,000		33,000
Queen Street ~ Church to Albion - street, sanitary sewer, curb	270,000				270,000		
Dale Street - street, sanitary sewer, curb	220,000				220,000		
Subtotal	638,000	-	-	15,000	590,000	-	33,000
STREETS							
Various Paving	400,000	-	108,500	-	-	-	291,500
STORM SEWER							
Various corrugated storm sewer replacement	150,000	-	-	-	-	-	150,000
SIDEWALKS							
Victoria Street ~ North Side Herbert to Rupert	30,000				30,000		
Clarence Street ~ Belmont to Spring	40,000				40,000		
Subtotal	70,000	-	-	-	70,000	-	-
FIRE DEPARTMENT							
Replacement structural firefighting bunker gear (6-9 sets)	20,000		20,000				
Replacement - Fire fighter voice pagers (60 units)	48,000		48,000				
Replacement of fire suppression hose	10,000		10,000				
Fire Station Bldg Repairs - Replace the Nederman exhaust fan	7,500		7,500				
Fire Station Bldg Repairs - Basement entrance stairwell repair moisture infiltration	50,000						50,000
Fire Station Bldg Repairs - Install exhaust ventilation in washroom, oil/lubricant storage rooms	20,000						20,000
Subtotal	155,500	-	85,500	-	-	-	70,000
POLICE DEPARTMENT							
Patrol Vehicle #1	65,000		65,000				
Ballistic Plates - 15 sets	21,000		21,000				
Subtotal	86,000	-	86,000	-	-	-	-
RECREATION							
Park / Green Space Furniture	20,000		20,000				
1 Ton Dump Truck Replacement	50,000		50,000				
Subtotal	70,000	-	70,000	-	-	-	-
GENERAL TOTAL	1,794,500	-	575,000	15,000	660,000	-	544,500
GRAND TOTAL WATER & GENERAL	2,535,500	40,000	575,000	15,000	660,000	701,000	544,500

Capital Budget		Sources of Financing					
YEAR 7 - 2027/28							
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Gas Tax	Long Term Debt - Water	Long Term Debt - General
WATER							
Russell Street - water main replacement	350,000					350,000	
Service Truck	50,000	15,000				35,000	
Fire Hydrant Replacement	12,500	12,500					
Water Meter Replacement	12,500	12,500					
WATER TOTAL	425,000	40,000	-	-	-	385,000	-
GENERAL CAPITAL							
EQUIPMENT							
Service Truck	50,000		50,000				
Trackless Snowblower	160,000		160,000				
Subtotal	210,000	-	210,000	-	-	-	-
BUILDINGS / LAND							
Town Hall - Server - replacement	17,000	-	17,000	-	-	-	-
LARGE MULTI - CATEGORY PROJECTS							
Russell Street - street, sanitary sewer, storm sewer, curb	375,000	-	-	15,000	360,000	-	-
STREETS							
Various paving	350,000	-	-	-	258,000	-	92,000
SIDEWALKS							
Various sidewalk replacements	75,000	-	33,000	-	42,000	-	-
FIRE DEPARTMENT							
Replacement structural firefighting bunker gear (6-9 sets)	20,000		20,000				
Replacment of fire suppression hose	10,000		10,000				
	30,000	-	30,000	-	-	-	-
POLICE DEPARTMENT							
Patrol Vehicle #6	65,000		65,000				
Body Armour 17 units	35,000		35,000				
Subtotal	100,000	-	100,000	-	-	-	-
RECREATION							
Playground Equipment Upgrades	35,000		35,000				
Splash Pad Replacement	150,000		150,000				
Subtotal	185,000	-	185,000	-	-	-	-
GENERAL TOTAL	1,342,000	-	575,000	15,000	660,000	-	92,000
GRAND TOTAL WATER & GENERAL	1,767,000	40,000	575,000	15,000	660,000	385,000	92,000

Capital Budget		Sources of Financing						
YEAR 8 - 2028/29								
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Gas Tax	Long Term Debt - Water	Long Term Debt - General	
WATER								
Lamy Street - water main replacement	310,000					310,000		
New Service Truck	45,000					45,000		
Replacement of Backhoe	200,000	15,000				185,000		
Fire Hydrant Replacement	12,500	12,500						
Water Meter Replacement	12,500	12,500						
WATER TOTAL	580,000	40,000	-	-	-	540,000	-	
GENERAL CAPITAL								
EQUIPMENT								
New Service Truck	60,000		60,000					
General Conference Meeting Room Upgrades	10,000		10,000					
Subtotal	70,000	-	70,000	-	-	-	-	
BUILDINGS / LAND								
Town Hall - Server - replacement	17,000	-	17,000	-	-	-	-	
LARGE MULTI - CATEGORY PROJECTS								
Lamy Street - sanitary sewer, storm sewer, street and curbs	600,000			15,000	585,000			
Replacement of Pleasant Street Culvert at Albion	450,000						450,000	
Subtotal	1,050,000	-	-	15,000	585,000	-	450,000	
STREETS								
Miscellaneous Paving	375,000	-	173,000	-	75,000	-	127,000	
FIRE DEPARTMENT								
Replacement structural firefighting bunker gear (6-9 sets)	20,000		20,000					
Replacement of fire suppression hose	10,000		10,000					
Replacement - command vehicle	65,000		65,000					
Subtotal	95,000	-	95,000	-	-	-	-	
POLICE DEPARTMENT								
SCEU vehicle	45,000		45,000					
DNA Dryer	15,000		15,000					
Subtotal	60,000	-	60,000	-	-	-	-	
RECREATION								
Beacon Street Washroom	100,000		100,000					
Park / Green Space Furniture	20,000		20,000					
Victoria Square Gazebo	40,000		40,000					
Subtotal	160,000	-	160,000	-	-	-	-	
GENERAL TOTAL	1,827,000	-	575,000	15,000	660,000	-	577,000	
GRAND TOTAL WATER & GENERAL		2,407,000	40,000	575,000	15,000	660,000	540,000	577,000

Capital Budget		Sources of Financing						
YEAR 9 - 2029/30								
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Gas Tax	Infrastructure Funding	Long Term Debt - Water	Long Term Debt - General
WATER								
Hickman Street - water main replacement	1,000,000					670,000	330,000	
Clifford Street ~ Church to Havelock - undersized water main replacement	75,000						75,000	
Belmont Street ~ Church to Havelock - water main replacement	75,000	15,000					60,000	
Fire Hydrant Replacement	12,500	12,500						
Water Meter Replacement	12,500	12,500						
WATER TOTAL	1,175,000	40,000	-	-	-	670,000	465,000	-
GENERAL CAPITAL								
EQUIPMENT								
New Trackless Snowblower	175,000	-	175,000	-	-	-	-	-
BUILDINGS / LAND								
Police Dept - Server - replacement	17,000	-	17,000	-	-	-	-	-
LARGE MULTI - CATEGORY PROJECTS								
Hickman Street - Sanitary, Storm, Street, Curb	1,400,000	-	193,000	15,000	-	938,000	-	254,000
STREETS								
Various Paving	500,000	-	-	-	500,000	-	-	-
FIRE DEPARTMENT								
Replacement structural firefighting bunker gear (6-9 sets)	20,000		20,000					
Replacement of fire suppression hose	10,000		10,000					
Replacement thermal imaging cameras (Qty 3)	30,000		30,000					
Subtotal	60,000	-	60,000	-	-	-	-	-
POLICE DEPARTMENT								
Police Vehicle #2	65,000		65,000					
Police Vehicle #3	65,000		65,000					
Subtotal	130,000	-	130,000	-	-	-	-	-
RECREATION								
No capital projects at this time.	-	-	-	-	-	-	-	-
GENERAL TOTAL	2,282,000	-	575,000	15,000	500,000	938,000	-	254,000
GRAND TOTAL WATER & GENERAL	3,457,000	40,000	575,000	15,000	500,000	1,608,000	465,000	254,000

Capital Budget		Sources of Financing						
YEAR 10 - 2030/31								
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Gas Tax	Infrastructure Funding	Long Term Debt - Water	Long Term Debt - General
WATER								
Victoria Street West ~ CNR to Hickman - water main replacement	760,000	15,000				509,200	235,800	
Fire Hydrant Replacement	12,500	12,500						
Water Meter Replacement	12,500	12,500						
WATER TOTAL	785,000	40,000	-	-	-	509,200	235,800	-
GENERAL CAPITAL								
EQUIPMENT								
New Trackless Salt Spreader	30,000		30,000					
New Centerline Painter	80,000		80,000					
Subtotal	110,000	-	110,000	-	-	-	-	-
LARGE MULTI - CATEGORY PROJECTS								
Victoria Street West ~ CNR to Hickman Street - sanitary and storm	1,140,000	-	361,200	15,000	-	763,800	-	-
STREETS								
Various Paving	350,000	-	-	-	350,000	-	-	-
SIDEWALKS								
Various Sidewalks	50,000	-	1,800	-	48,200	-	-	-
FIRE DEPARTMENT								
Replacement structural firefighting bunker gear (6-9 sets)	22,000	-	22,000	-	-	-	-	-
POLICE DEPARTMENT								
Vehicle #1	65,000		65,000					
Gym Equipment	15,000		15,000					
Subtotal	80,000	-	80,000	-	-	-	-	-
RECREATION								
No capital projects at this time.	-	-	-	-	-	-	-	-
GENERAL TOTAL	1,752,000	-	575,000	15,000	398,200	763,800	-	-
GRAND TOTAL WATER & GENERAL	2,537,000	40,000	575,000	15,000	398,200	1,273,000	235,800	-

MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council
From: Jason MacDonald, Interim CAO
Date: April 22, 2021
Subject: **Additional Costs to Allow for Additional Ice Rentals**

At the April 19 Committee of the Whole Councillor Fawthrop asked what the cost would be to extend ice rental time to other user groups. Mr. MacDonald was to provide an update at the next meeting.

In order to allow for ice rentals in addition to Rambler games and practices additional human resources are required so full-time staff can remain in the stadium to maintain the ice and the additional staff can work on preparing our parks, playgrounds and sports fields for use.

Logistically it will simply not be possible to accomplish this outside work to the standard expected of the public and our user groups. From a hiring perspective, our only option would be to bring some experienced students back to work early, however the number of hours they can work while still in school would be limited. Furthermore, they are not trained on our heavier equipment nor some of our smaller power tools like chainsaws.

That being said, it would cost an additional \$7,000 to hire the students we need for the month of May to work outside. As noted earlier, the work undertaken could not be up to our usual standard.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Hal Davidson, Deputy Mayor

DATE: April 26, 2021

RE: **Reliability of Power Grid**

Many of our citizens and businesses have expressed concern over the reliability of the power grid in Amherst recently.

I do not have hard numbers of occurrences of power outages at this time but I am aware of multiple outages in the past couple of years that fell outside major weather events.

When this occurs, it affects our entire community. Our most recent outage had our emergency services running on generator power and a significant number of businesses were affected and were forced to close for the duration.

This past year with Covid-19, frequent prolonged border closures and restrictions it had a serious impact on Amherst as a border town. For our businesses to lose additional hours of operation is more significant than ever before.

As such I would ask Council to direct staff to send a letter to Nova Scotia Power expressing our concerns and request information on their plans to improve service delivery and reliability in this area.

Internal Committee Report

Planning Advisory Committee

April 2021

The Planning Advisory Committee met on April 6, 2021.

The election of Chair and Vice Chair was held, with citizen appointee Ron Wilson being elected as Chair, and Deputy Mayor Davidson being elected as Vice Chair.

The Committee passed a motion recommending that Council approve the Development Agreement application from Ocean Breeze Estates Ltd to allow construction of three, six-unit townhouse dwellings on Lot 19-3B, located between Dusker Way, Dickey Street and Rhodes Avenue.

Internal Committee Report

Amherst Board of Police Commissioners

April 2021

The Amherst Board of Police Commissioners met on April 14, 2021 at 3:00 p.m. Items on the agenda included a review of the proposed 2021/22 operating budget for the Amherst Police Department. A motion was passed that the budget as proposed with the option to add a position to the Major Crime Unit be forwarded to Amherst Town Council for approval.

The Chief's report was also reviewed as included in the agenda package.

Internal Committee Report

Audit Committee

April 2021

The Audit Committee met on March 29, 2021. Items on the agenda included a review of the third quarter financial report, attached, as well as a review of the capital budget actuals-to-date.



THIRD QUARTER FINANCIAL REPORT

FOR THE PERIOD ENDED DECEMBER 31, 2020 (UNAUDITED)

Town of Amherst



INTRODUCTION

Quarterly financial reporting is being prepared by the Town of Amherst as a means of providing the community, council and the organization with a regular overview of financial and statistical information. Quarterly financial reporting is a strategic priority identified by council.

The primary information provided in the quarterly report is a comparison of the year to date budget amounts to actual revenues and expenditures for operating departments. All financial information is based on preliminary, unaudited information reported from the municipal finance system as of the report date. Seasonal variations in municipal operations may affect the proportion of revenues achieved or expenditures incurred to date.

This quarterly report provides information in seven parts:

Organizational Structure, page 3

- ℓ Hierarchy with departmental responsibilities.

Commentary, page 4

- ℓ Charts and comments

Schedules of Operations, pages 5-7

- ℓ Schedule of Operations – General Operating Fund – Revenues & Expenditures
- ℓ Schedule of Operations – General Operating Fund – Departmental & Mandatory Expenditures
- ℓ Schedule of Operations – Water Operating Fund – Revenues & Expenditures

Statement of Financial Position, page 8

- ℓ Consolidated Statement of Financial Position

Capital Budget, pages 9-11

- ℓ 2020/21 Capital budget with actual and committed costs

Tax Rates, pages 12-13

- ℓ General
- ℓ Mandatory Provincial Contribution Area Rate
- ℓ Community Support Area Rate

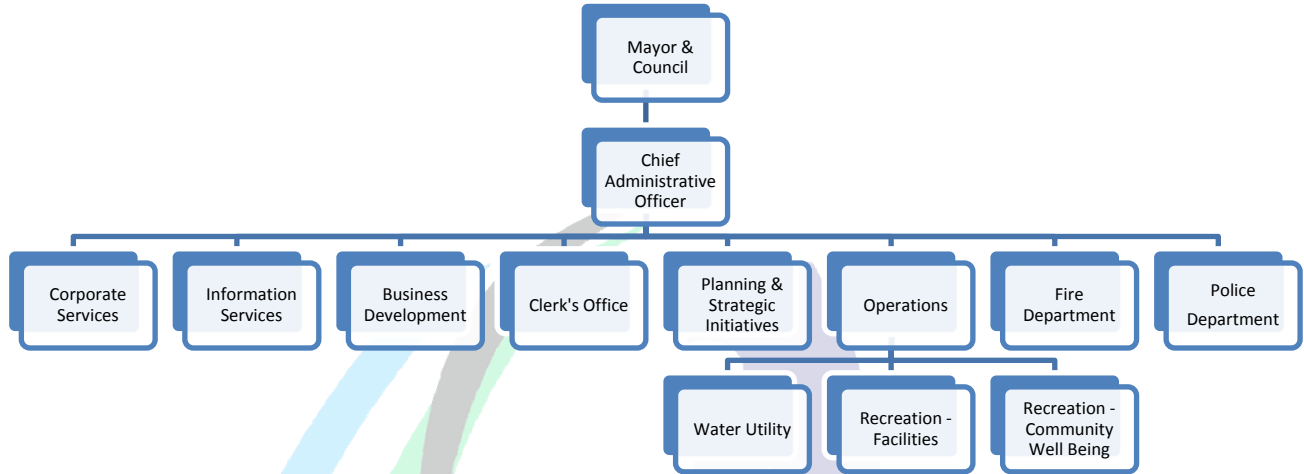
Other Rates, pages 14 - 15

- ℓ Deed Transfer Tax
- ℓ Uniform Charge – Solid Waste
- ℓ Sewer Rates
- ℓ Uniform Charge – Wastewater Treatment Facility
- ℓ Water Utility Rates

Quarterly financial reporting follows the fiscal year of the municipality which is April 1 through March 31.

ORGANIZATIONAL STRUCTURE

Below is the organizational structure of the Town of Amherst with a brief description of each departments responsibilities.



Corporate Services

- ✔ Finance
- ✔ Fiscal Planning
- ✔ Human Resources
- ✔ Tax & Water/Sewer Billing
- ✔ Collections
- ✔ Procurement

Information Services

- ✔ Information Services Management

Business Development

- ✔ Investment Attraction
- ✔ Business Retention Expansion

Clerk's Office

- ✔ Council & Committee Liaison
- ✔ Records Management

Planning & Strategic Initiatives

- ✔ Planning / Development
- ✔ Strategic Initiatives / Projects

Fire Department

- ✔ Fire Rescue
- ✔ Hazmat

Operations

- ✔ Inspections / Permits
- ✔ Solid Waste
- ✔ Engineering
- ✔ Public Works
- ✔ Sewer
- ✔ Water

Recreation - Facilities

- ✔ Stadium
- ✔ Parks / Playgrounds
- ✔ Robbs

Recreation – Community Well Being

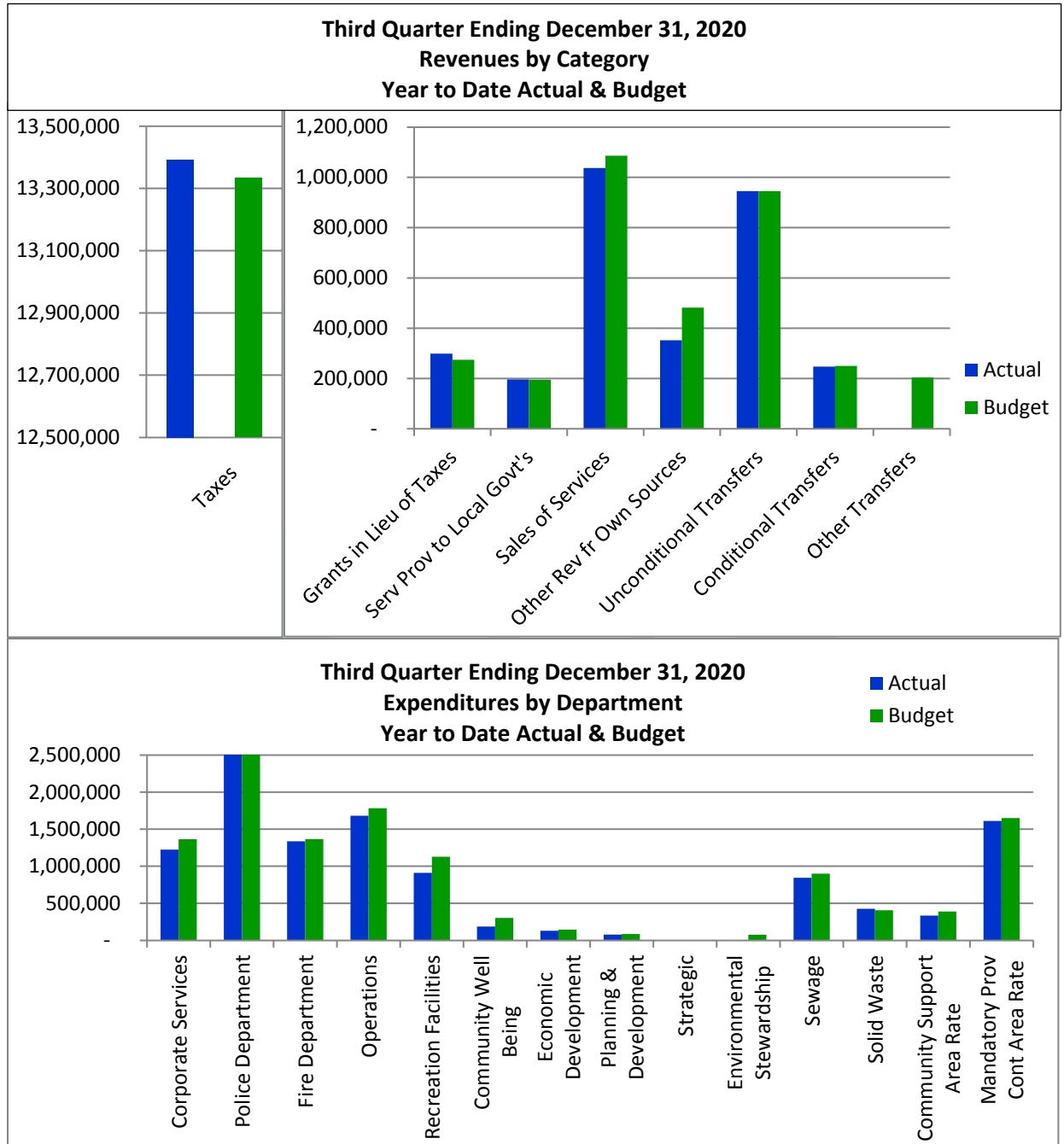
- ✔ Wellness
- ✔ Programming
- ✔ Community Events
- ✔ Tourism

Police Department

- ✔ Crime
- ✔ Major Crime
- ✔ Street Crime
- ✔ Crime Prevention
- ✔ Community Partnerships

COMMENTARY

Nine months into the 2020/21 fiscal year the general operating fund has a surplus of \$686,144 compared to budget. The Town’s operating revenues are \$16,469,126 compared to the budgeted amount of \$16,769,609. The Town’s expenditures at the end of the third quarter are \$11,866,170 compared to the budgeted amount of \$12,852,797.



SCHEDULE OF OPERATIONS

Town of Amherst
Schedule of Operations - General Operating Fund
For the Nine Months Ended December 31, 2020

	2019/20 Actual	2020/21 Actual	2020/21 Budget	2020/21 Variance
Revenues				
Taxes	\$ 12,988,264	\$ 13,392,972	\$ 13,333,769	\$ 59,203
Grants in Lieu of Taxes	301,340	298,776	274,059	24,717
Services Provided to Other Local Govt	192,194	196,245	194,851	1,394
Sales of Services	1,074,617	1,037,011	1,085,971	- 48,960
Other Revenue from Own Sources	501,057	351,832	482,019	- 130,187
Unconditional Transfers	945,288	945,288	945,287	1
Conditional Transfers	286,392	247,002	250,000	- 2,998
Other Transfers	9,744	-	203,653	- 203,653
Total Revenues	16,298,896	16,469,126	16,769,609	- 300,483
Expenditures				
Wages & Benefits	6,428,457	6,020,608	6,547,181	- 526,573
Administrative Costs	540,716	474,349	595,445	- 121,096
Building & Facility Costs	591,086	486,404	542,145	- 55,741
Vehicle & Equipment Costs	254,944	255,513	292,516	- 37,003
Materials & Supplies	393,377	372,007	392,823	- 20,816
Grants to Organizations	232,884	184,970	213,837	- 28,867
Other Municipal Costs	903,939	716,194	850,462	- 134,268
Fiscal Services	2,925,262	2,732,003	2,773,408	- 41,405
Fire Protection Charge	529,911	529,909	529,910	- 1
Tax Exemptions	127,352	144,582	134,440	10,142
Cost Recovery	- 187,913	- 50,369	- 19,370	- 30,999
Total Expenditures	12,740,015	11,866,170	12,852,797	- 986,627
Surplus	3,558,881	\$ 4,602,956	\$ 3,916,812	\$ 686,144

SCHEDULE OF OPERATIONS (cont'd)

Town of Amherst
Schedule of Operations - General Operating Fund
Departmental and Mandatory Expenditures
For the Nine Months Ended December 31, 2020

	2019/20 Actual	2020/21 Actual	2020/21 Budget	2020/21 Variance
Departmental Expenditures				
Corporate	\$ 1,313,851	\$ 1,222,734	\$ 1,364,018	-\$ 141,284
Police	3,226,250	3,110,797	3,265,203	- 154,406
Fire	1,328,961	1,335,591	1,365,625	- 30,034
Operations	1,840,478	1,680,224	1,781,150	- 100,926
Recreation Facilities	750,618	910,577	1,127,292	- 216,715
Community Well Being	609,809	186,231	302,127	- 115,896
Economic Development	172,660	129,955	143,398	- 13,443
Planning & Development	83,448	77,985	84,966	- 6,981
Environmental Stewardship	-	-	75,000	- 75,000
Strategic	15,291	-	-	-
Sewage	915,382	843,384	899,285	- 55,901
Solid Waste	417,759	425,689	406,278	19,411
Community Support Area Rate	383,129	333,479	389,442	- 55,963
Total Departmental Expenditures	<u>11,057,636</u>	<u>10,256,646</u>	<u>11,203,784</u>	<u>- 947,138</u>
Mandatory Expenditures				
Assessment Services	87,945	87,250	89,352	- 2,102
Corrections	84,309	82,671	85,658	- 2,987
Housing	248,767	195,599	230,000	- 34,401
Education	1,199,538	1,197,639	1,197,638	1
Regional Library	61,820	46,365	46,365	-
Total Mandatory Expenditures	<u>1,682,379</u>	<u>1,609,524</u>	<u>1,649,013</u>	<u>- 39,489</u>
Grand Total Expenditures	<u>\$ 12,740,015</u>	<u>\$ 11,866,170</u>	<u>\$ 12,852,797</u>	<u>-\$ 986,627</u>

SCHEDULE OF OPERATIONS (cont'd)

Compared to budget, the Water Operating Fund is showing a surplus of \$60,768 at the end of the third quarter. Revenues are over budget by \$11,581 and expenditures are under budget by \$49,187.

Town of Amherst
Schedule of Operations - Water Operating Fund
For the Nine Months Ended December 31, 2020

	2019/20 Actual	2020/21 Actual	2020/21 Budget	2020/21 Variance
Revenues				
Sale of Services	\$ 14,217	\$ 10,013	\$ 3,000	\$ 7,013
Interest on o/s Water A/R	3,477	3,794	3,500	294
Misc Rev & Inc fr Other Non Utility	1,804	1,150	1,040	110
Metered Sales	918,370	934,153	931,704	2,449
Flat Rate Sales	124,740	124,956	124,740	216
Bulk Water Sales	7,725	9,300	7,500	1,800
Fire Protection	630,846	630,844	630,845	-
Private Hydrants	14,500	14,750	14,750	-
Sprinkler Service	13,450	15,050	15,350	-
Total Revenues	1,729,129	1,744,010	1,732,429	11,581
Expenditures				
Wages & Benefits	543,313	511,789	541,143	-
Administrative Costs	58,635	58,543	71,651	-
Building & Facility Costs	179,914	188,836	189,519	-
Vehicle & Equipment Costs	38,572	36,265	34,024	-
Materials & Supplies	164,197	188,958	189,762	-
Other Municipal Costs	192,190	185,461	191,658	-
Fiscal Services	94,873	104,105	103,893	-
Cost Recovery	-	9,750	-	-
Total Expenditures	1,261,944	1,272,463	1,321,650	-
Surplus	\$ 467,185	\$ 471,547	\$ 410,779	\$ 60,768

STATEMENT OF FINANCIAL POSITION

Town of Amherst
Consolidated Statement of Financial Position
As at December 31, 2020

	As at December 31, 2020	As at December 31, 2019
Financial Assets		
Cash and cash equivalents	\$ 8,820,170	\$ 7,330,315
Receivables	<u>1,982,588</u>	<u>2,331,666</u>
	<u>10,802,758</u>	<u>9,661,981</u>
Liabilities		
Accounts payable and accrued liabilities	1,735,075	1,644,385
Deferred revenue	550,093	817,074
Long term debt	<u>8,142,995</u>	<u>8,988,533</u>
	<u>10,428,162</u>	<u>11,449,993</u>
Net assets (debt)	<u>374,596</u>	- 1,788,011
Non-financial assets		
Prepaid expenses	36,614	27,018
Inventories of supplies	99,652	105,368
Capital assets (net of accumulated amortization)	64,409,887	62,677,764
Capital work in progress	<u>2,802,761</u>	<u>3,882,861</u>
	<u>67,348,915</u>	<u>66,693,011</u>
Accumulated surplus	<u>\$ 67,723,511</u>	<u>\$ 64,905,000</u>

Note: The Consolidated Statement of Financial Position does not include Cumberland Joint Services Management Authority.

CAPITAL BUDGET

Town of Amherst Capital Budget - 2020/21 Projects	Total Actual Committed & WIP Costs at Dec 31, 2020	2020/21 Budget
WATER CAPITAL BUDGET		
Monitoring Wells <i>(carry over)</i>	-	40,000
Albion Street ~ Croft to Queen - water main replacement	434,703	433,000
Wellfield Generator	-	240,000
New Truck - 4x4 - 4 Door 1/2 Ton replace 2006 1/2 Ton Service Truck	37,495	40,000
Spring Street - design	6,120	-
Central Avenue - design	16,320	-
WATER CAPITAL BUDGET TOTAL	494,638	753,000
GENERAL CAPITAL BUDGET		
OPERATIONS (TRANSPORTATION & PUBLIC WORKS)		
EQUIPMENT		
Asphalt Hot Patcher	58,296	60,000
New Truck - 1 Ton 4x4 4 Door- replace 2011 Ford 1 Ton Service Truck	46,348	50,000
Subtotal	104,644	110,000
BUILDINGS / LAND		
Library Heating Issues <i>(carry over)</i>	92,874	100,000
Net Zero Energy - recommendation from feasibility study <i>(carry over)</i>	-	50,000
Solar for Community Buildings - Stadium <i>(carry over)</i>	271,390	259,491
Town Hall - Server / network storage - replacement	18,250	23,000
Police Dept - Server / network storage - replacement	13,025	23,000
Fire Station Bldg Repairs - installation of card access system	-	48,000
Works Garage - Security Doors	-	15,000
Town Hall Council Chamber Upgrades	-	30,000
Works Garage - New Security Gates	4,737	5,000
Solar for Community Buildings - Fire Hall	-	183,414
Solar for Community Buildings - Police Station	-	184,537
Subtotal	400,277	921,442
LARGE MULTI - CATEGORY PROJECTS		
Albion Street ~ Croft to Queen - Paverize and Pave	141,994	250,000

CAPITAL BUDGET (cont'd)

Town of Amherst Capital Budget - 2020/21 Projects	Total Actual Committed & WIP Costs at Dec 31, 2020	2020/21 Budget
STREETS		
Academy Street ~ Queen to Spring (pulverize and pave)	61,141	60,000
West Pleasant Street - Subway - asphalt and storm sewer upgrades	38,114	40,000
Clifton (Pulverize and Pave)	29,081	30,000
Pinehurst (Overlay)	9,029	15,000
Edgewood (Overlay)	30,372	30,000
Chamberlain ~ CNR to Newton (Overlay)	25,575	25,000
Tupper ~ Northern Town Boundary to TIR Office Driveway (Overlay)	148,988	100,000
Flemming - Curb and Pave - requires work on other streets	183,461	155,000
Senator (Ovelay)	9,413	18,000
Smith (Overlay)	14,854	30,000
Mission (Overlay)	36,614	50,000
Clifford ~ Rupert to Clarence (Overlay)	8,568	20,000
Agnew ~ Rupert to Clarence (O)	11,051	25,000
Centennial (overlay)	20,161	20,000
Acadia ~ Agnew to Prince Arthur (Overlay)	19,257	25,000
Townsvievw (overlay)	20,095	20,000
Subtotal	665,774	663,000
<i>RC = Reconstruction and paving; CM = Cold mill and Paving; P = Pulverize and paving; O = Asphalt Overlay</i>		
STORM / SANITARY SEWER		
Racetrack Road - Pump Station Upgrades (Surcharge Tank) <i>(carry over)</i>	-	50,000
Wastewater Treatment plant and Lift Stations (SLI report) Laplanche River Upgrades to reduce clogging <i>(carry over)</i>	127,475	125,000
Willow Street Trail - East to Abbey (under new trail) - new sanitary sewer main (Town Crew)	18	50,000
Academy Street ~ Spring to Queen - replace corrugated storm sewer (Town Crew)	13,951	10,000
Subtotal	141,444	235,000
SIDEWALKS		
Robert Angus Drive ~ Dairy Queen to Church - widen asphalt sidewalk <i>(Active Transportation Plan) (carry over remaining budget)</i>	26,298	30,941
Academy Street ~ Spring to Queen (Town Crew)	7,549	10,000
Dickey Brook Trail ~ Donald to Charles - Gravel Trail (Active Transportation Plan) (Town Crew)	18	10,000
Upper Church Street ~ Robert Angus to Town Boundary - sidewalk (Active Transportation Plan) (Town Crew)	56,538	50,000
Willow Street Trail - East to Abbey - Gravel Trail (Active Transportation Plan) (Town Crew)	-	50,000
Hickman Street ~ West Pleasant to Park (Town Crew)	25,096	50,000
Park Street ~ Patterson to Mission (Town Crew)	9,979	15,000
Subtotal	125,478	215,941

CAPITAL BUDGET (cont'd)

Town of Amherst Capital Budget - 2020/21 Projects	Total Actual Committed & WIP Costs at Dec 31, 2020	2020/21 Budget
FIRE DEPARTMENT		
Fire Station Bldg Repairs - Repair floor and wall finishes in south entrance <i>(carry over)</i>	-	7,000
Fire Station Bldg Repairs - Replace the two main exterior entrances <i>(carry over)</i>	899	18,000
New Pumper - replace engine # 2 <i>(carry over)</i>	599,645	600,000
Fire Station Bldg Repairs - concrete ramp and stairs remove & replace <i>(carry over)</i>	-	25,000
Replacement structural firefighting bunker gear (6-9 sets)	19,241	20,000
Replacement - Self Contained Breathing Apparatus (SCBA) (Qty 8) (HAZMAT OPS)	-	72,000
Subtotal	<u>619,785</u>	<u>742,000</u>
POLICE DEPARTMENT		
Patrol Vehicle # 6 <i>(carry over)</i>	52,811	55,000
Fibre Communications between APD and Town Hall <i>(carry over)</i>	17,694	34,500
SCEU Vehicle	43,744	45,000
Ballistic Helmets - Carbine	-	10,000
In Car Video - WatchGuard x 2	14,328	18,000
Subtotal	<u>128,576</u>	<u>162,500</u>
RECREATION		
Land Purchase - Corner of Victoria and Havelock Streets	-	65,000
Self Watering Hanging Baskets	17,082	22,500
Former Tennis Courts - Resurface for Multi Use Recreation Facility	27,878	25,000
Vehicle -Electric Car/SUV plus Charging Station (Replace for Ranger) 35,000 less 10K in rebates	-	25,000
Sprinkler System Back Flow Preventor	-	5,000
Christie Park - Replace Foot Bridge	-	12,500
Decorative Lighting Phase #3-R#4	27,270	30,000
Stadium - Ice Compressor Motor Repair	4,025	8,000
Robbs - Dugout Protective Fence	5,885	8,000
Robbs - Batting Cage	11,678	20,000
Robbs - Installation of grass infields at all three fields	13,013	30,000
Subtotal	<u>106,831</u>	<u>251,000</u>
GENERAL CAPITAL BUDGET TOTAL	<u>2,434,802</u>	<u>3,550,883</u>

GRAND TOTAL WATER & GENERAL CAPITAL BUDGETS	2,929,440	4,303,883
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TAX RATES

There are three different tax rates: general, mandatory provincial contribution area rate and the community support area rate. These tax rates are established annually for residential, commercial and resource properties. Tax bills are issued bi-annually. The interim billing is 50% of the total prior year's bill and is due May 29, 2020. The final billing takes into consideration the accounts new assessment, the current year tax rate and uniform charges then deducting the interim billing. The final bill is due September 30, 2020.

Tax Rates

1. General – this rate is used to pay for services provided by the Town to residents of the Town. These services include; fire, police, planning, transportation and public works, economic development, recreation, as well as internal services performed by the Corporate Services department. The general operations rate increased by eight tenths of one cent (\$0.008) for fiscal 2020/21.
2. Mandatory Provincial Contributions Area Rate - the cost for provincial services the province charges the municipality for. Any changes in these costs are mandated by the Province and passed on to the municipalities to collect on their behalf. In 2020/21 the Town decreased the Mandatory Provincial Contribution Area Rate by eight tenths of one cent (\$0.008). This rate includes the following provincial services:
 - ⌘ Education
 - ⌘ The Town is required to provide funding to the Chignecto Central Regional Centre for Education under the Education Act. This mandatory education contribution is set by the Province of Nova Scotia and is based on the Town's share of the Uniform Assessment.
 - ⌘ Property Valuation Services Corporation (Assessment)
 - ⌘ The Town is required to provide funding to pay a share of the cost of operating the provincial assessment system. The Town pays a portion of the total Property Valuation Services Corporation costs, based on the Town's share of the Uniform Assessment and the Town's share of assessment accounts across the province.
 - ⌘ Correction Services
 - ⌘ The Town is required to make a mandatory contribution to the province to fund the cost of correctional services. The contribution is set by the Province of Nova Scotia and is based on the Town's share of the Uniform Assessment and the Town's share of dwelling units across the province.

TAX RATES (cont'd)

🌿 Housing

🌿 The Cobequid Housing Authority administers and manages public non-profit housing for seniors and families on low incomes within the Town. The Town is required to fund a portion of the prior year deficit of the Cobequid Housing Authority annually.

🌿 Regional Library

🌿 The Town is required to fund the Cumberland Public Library pursuant to a formula determined by the Province of Nova Scotia. The Town does not share in any surplus or deficits. In addition, the Town provides funds for the operating and maintenance of the library building which is included in the General Rate.

3. Community Support Area Rate – a rate that provides funding for services that, in the opinion of Council, provide support to the community. In 2020/21 the Community Support Area Rate remained the same as the prior year. These include support to the following organizations/events:

🌿 Grants to Organizations

🌿 'A' Fresh Start Grants

🌿 Youth Free Ice Time

🌿 Cumberland YMCA

🌿 Tax Exemption Policy

🌿 Tax Reduction Policy

🌿 Community Events

In summary, all tax and area rates are per \$100 of Assessment. The rates are as follows:

Residential / Resource	<u>2019/20</u>	<u>2020/21</u>
🌿 Residential / Resource Tax Rate	\$1.179	\$1.187
🌿 Mandatory Provincial Contributions Area Rate	\$0.405	\$0.397
🌿 Community Support Area Rate	\$0.071	\$0.071
Commercial	<u>2019/20</u>	<u>2020/21</u>
🌿 Commercial Tax Rate	\$3.979	\$3.987
🌿 Mandatory Provincial Contributions Area Rate	\$0.405	\$0.397
🌿 Community Support Area Rate	\$0.071	\$0.071

OTHER RATES

1. Deed Transfer Tax

When land/property is sold a Deed Transfer Tax (DTT) may be applicable. The Deed Transfer Tax rate is set by the Town and the DTT payable is calculated based on the sale price of the property. Deed Transfer Tax is collected on behalf of the Town through the Land Registration Office when the deed is registered/recorded.

For the 2020/21 fiscal year the deed transfer tax will remain the same at 1.25%.

2. Uniform Charge

Solid Waste Management Uniform Charge

This uniform charge is levied on each dwelling unit within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units.

The uniform charge for 2020/21 to be levied is \$185 (2019/20 - \$185).

3. Sewer Rates

Effective April 1, 2015 there was a sewer base charge added to the metered quarterly bills. This new base charge was implemented because of the removal of the uniform charge for the wastewater treatment facility. Sewer services in the Town of Amherst are billed through one of the following methods:

Sewer Metered – consumption volume is determined by the Amherst Water Utility

Sewer Consumption Rate (per cubic meter)

Residential - \$0.99 per cubic meter of metered water consumption

Commercial - \$0.49 per cubic meter of metered water consumption

Sewer Base Charges (Quarterly)

Size of Meter	
5/8"	\$ 18.00
3/4"	\$ 27.00
1"	\$ 43.75
1.5"	\$ 86.00
2"	\$ 136.25
3"	\$ 271.25
4"	\$ 500.00

Sewer Non-Metered Customers

For non-metered customers in unmetered mobile home parks, the park owner shall pay \$178.53 per dwelling unit per annum.

OTHER RATES (cont'd)

- a. Wastewater Treatment Facility Uniform Charge (this offsets expenses for sewer services for those not charged a sewer base charge).
 - ☞ As of April 1, 2015, the Town has removed the uniform charge for the Wastewater Treatment Facility for all assessments with the exception of unmetered mobile homes within a land leased community and replaced it with a base charge on the quarterly sewer bill.
 - ☞ The uniform charge for unmetered mobile homes within a land leased community for 2020/21 to be levied is \$72 (2019/20 - \$72).

4. Water Utility Rates

The Town of Amherst Water Utility is regulated by the Nova Scotia Utility and Review Board (NSUARB). The most recent water rate study was approved by the NSUARB on June 9, 2017 and expired on March 31, 2020. Special permission was approved by the NSUARB to extend the rates from 2019/20 to 2020/21 until a new water rate study can be completed. In accordance with the NSUARB Order for the 2019/20 fiscal year and extended to the 2020/21 fiscal year, the rates for 2020/21 are as follows:

Water Base Charges (Quarterly)	
☞ Un Metered	\$ 83.16
☞ Size of Meter	
▪ 5/8"	\$ 31.11
▪ 3/4"	\$ 45.35
▪ 1"	\$ 73.83
▪ 1.5"	\$ 145.03
▪ 2"	\$ 230.47
▪ 3"	\$ 458.32
▪ 4"	\$ 714.65
▪ 6"	\$1,426.67
▪ 8"	\$2,565.90

Water Consumption Rate (per cubic meter)
 ☞ \$0.765 per cubic meter

The Town of Amherst bills water and sewer together quarterly. The fiscal year quarters are April to June, July to September, October to December and January to March.

Internal Committee Report

Amherst Youth Town Council

April 2021

Good evening Mayor and Council.

I am pleased to be invited tonight to present an update for the Amherst Youth Town Council and respond to any questions that you might have. The AYTC had one council meeting in the month of March in the Amherst Regional High School Library.

Youth Survey

The Amherst Youth Town Council's annual survey concluded as of March 31 and was well received by the youth of Amherst. The main topics discussed in the survey were mental health, poverty, climate change, police reform, and social justice. The AYTC is currently discussing possible actions and initiatives in response to the concerns addressed in the survey.

AYTC Applications

The current AYTC plans to promote the member applications via our social media and we have scheduled a special meeting to create a promotional video. This video will be a short description of the Amherst Youth Town Council and where youth can get an expression of interest.

City of Dryden Youth Council

The AYTC was reached out to by the City of Dryden as they are looking to form their own youth council. The AYTC communicated with them to answer any questions and proposed inviting them to one of our meetings via zoom for them to gain insight into how our youth council runs.

External Committee Report

Cumberland Public Libraries

April 2021

Draft Budget

Ms. Corey presented the Board with the preliminary budget for the 2021/22 fiscal year.

March Break 2021

March Break 2021 was a success! After the cancellation of March Break last year it was wonderful to have so many people participate. During the week of March Break Cumberland Public libraries held 10 virtual programs with 5944 views and the Amherst Library distributed 645 Take and Make crafts.

April Public Meeting

The Board will hold its annual Public Meeting on April 27, 2021 via Facebook live.

Library Tour

If Councillors would like a tour of the Four Fathers Library, please contact Denise Corey.

Statistics

In the month of February, Cumberland Public Libraries signed out over 5,529 items, 2724 items in Amherst alone. This includes books, movies, TV shows, magazines and more.

Also in February, Four Father Library held 28 virtual programs with 542 views and distributed 84 Take and Make crafts. The Four Fathers library had 1,996 in person visits.

Next Board meeting June 3, 2021.

External Committee Report

Cumberland YMCA

April 2021

As of March 30, we have 919 Total Active Members, and 136 Subsidized Members.

The Spin a Thon Event was fabulous! Participants had a ball and are already looking forward to next year. Donations are still trickling in but thus far, we have raised \$3400.

The MGI Online Membership Portal, YMCA @ Home + inclusive of live fitness classes, on demand fitness videos and curated workouts (ex; YThrive) was launched live on April 12th!

NLS Course Completed - 2 New Successful Staff Lifeguards

YSI Course Completed - 2 New Successful Staff Swim Instructors

Group Swim Lesson Participants - Registered thus far: 120

Understanding Homelessness in Cumberland County: A Service Based Count got underway for the month of March. 43 organizations agreed to participate in the count which will hopefully give us a clearer picture of the current state of homelessness in our County. Since we started assisting people through the homelessness program, we have helped over 115 individuals and families across Cumberland County. The number of those seeking assistance to find housing has risen a lot over the past couple of months and staff are struggling to find housing units that fit the needs and budgets of their clients. The rental housing market is incredibly competitive currently and prices for units are increasing.

We have received provincial funding for a Co-op student for the Community Development Assistant position. They will be responsible for assisting the Community Development team as well as conducting an analysis of the rental market in the County including number of units as well as vacancy rates.

Coldest Night of the Year; updated amount: As donations are accepted through March 31, 2021, a few donations came in post-event. The final total raised is \$16,460.

With a grant from the Province of Nova Scotia's Community Food Access & Literacy fund, we were able to implement a program called Growth in the Garden. We have distributed 600 gardening kits to elementary schools around Cumberland County that include everything each participant needs to start their own pizza and salsa garden (biodegradable pots, topsoil, tomato, basil, pepper, and cilantro seeds, instructions, and an activity booklet).

In total we have distributed:

- 600 activity booklets with instructions
- 600 bags of soil
- 2400 biodegradable pots
- 1800 tomato seeds
- 2400 tomato seeds
- 2400 pepper seeds
- 3000 cilantro seeds
- 9600 seeds in total

External Committee Report

L.A. Animal Shelter

April 2021

In March we had one dog and 12 cats surrendered into our care. During the same time, we had 19 cats and one dog adopted. Five of the cats that were surrendered had kittens in March - so we now have 22 kittens under 3 weeks old!

Plans are well underway for our Spring Tea. It promises to once again be a great event with a lovely lunch, musical entertainment, and silent and live auctions. It is being held upstairs at Dayle's Grand Market on Saturday, May 1. Of course, all recommended Covid-19 protocols will be followed. So much of our usual fundraising has had to be cancelled in the last year, I think everyone is really looking forward to this event.

On April 9 local band Second Toe held an on-line concert to benefit the shelter; with a donation from sponsor Atlantic Smile Dentistry and donations from the audience. The event raised just over \$1,000

Now that the weather is getting better, we will start working on the upgrades to the Dixon Building. We just received word that Black and MacDonald will be providing and installing a heat pump to keep all the critters comfortable! We live in such a generous community!

On Thursday, April 15 we held our Annual General Meeting. As well, as board members and friends of the shelter, we were pleased that staff from our two Vet clinics attended.

External Committee Report

Senior Safety

April 2021

The Senior's Helping Tree has been completed and is ready to send out and share with groups that work with seniors. The Senior Safety Committee will have 25 printed and laminated to send around to the libraries and other public buildings throughout the county. There will also be some posted in the lobbies of Cobequid Housing Authority locations. An 11 X 17 poster is attached.

Rake it Forward is the new program being hosted by the Senior Safety Committee. This replaces the Plow It Forward from the winter. The Senior Safety Coordinator will be looking for volunteers to help rake yards and seniors that may need help in their yards. Poster is attached.

The Hoarding Workshop has been put on hold due to Covid 19 restrictions.

In the past the VON had a Senior Check-In throughout the county. This Committee is looking to set that up to make calls to seniors to check in and make sure they are OK. The Coordinator will work on getting seniors signed up for this service.

The next meeting of the Senior Safety Committee will be May 18th.



Rake it Forward this Spring & Fall

"Adopt" a senior neighbour and help with their spring and fall cleanup.

Raking leaves and picking up fallen branches can cause undue stress on seniors. The strain caused by constant bending, crouching and heavy lifting can put them at serious risk of falls, broken bones, heart attacks and stroke.



Is your senior or disabled neighbour's property looking a little messy?

A neighbour may need your help and your act of kindness could save a life. Volunteer to help with their spring and fall cleanup as an individual, family, business, or school. Knock on your neighbour's door and spread care and compassion in your community.

PART OF THE **NEIGHBOURS HELPING NEIGHBOURS INITIATIVE**



External Committee Report

Municipal Alcohol Project

April 2021

The Municipal Alcohol Project Committee (MAP) met on April 8th from 1:30 to 3:00pm.

Advocacy: An advocacy letter was sent out regarding the new home delivery being started by the NSLC this Spring. The letter was sent to the Premier and the Minister of Health and the Deputy Minister of Health.

Nova Scotia Alcohol Policy Forum: There will be an online conference regarding the health effects of alcohol May 18th and 19th. There will be two days of the science around the effects of alcohol, stories, policy work and people living with addiction. Dr. Strang has a deep interest in this topic and will be speaking during this conference. All health promoters have been invited to take part in this conversation.

Terms of Reference: The group is looking at communication tools to get the Mission, Vision and Values out to the public.

The next meeting will be May 4th. At the moment we are still meeting by zoom but would like to meet quarterly in person.