



Town of Amherst
Regular Council Meeting
Agenda

Date: **October 25, 2021**
Time: **6:00 pm**
Location: **Zoom Virtual Meeting**

	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	
3.1. Approval of the Agenda	
3.2. Approval of Minutes	
3.2.1. September 27, 2021 Regular Council	3 - 20
3.2.2. October 5, 2021 Special Council	21 - 30
3.2.3. October 14, 2021 Special Council	31 - 31
4. REQUESTS FOR DECISION	
4.1. Election of Deputy Mayor - Kogon	
4.2. Council Committee Appointments - Kogon	32 - 33
4.3. Accessibility Committee Appointments - Landry	34 - 38
4.4. Inclusion, Diversity and Equity Committee Appointments - Davidson	39 - 43
4.5. Community Support Grants Policy - Christie	44 - 63
4.6. Transfer from Reserves - Green Bins - Baker	64 - 65
4.7. The Dr. & Mrs. H.E. Christie Community Foundation Donation - Fawthrop	66 - 67

4.8.	CIBC Wood Gundy - Amherst Little League Donation - Emery	68 - 69
4.9.	Cumberland Library Board - Fawthrop	70 - 73
4.10.	November and December Meeting Dates - Davidson	74 - 76
4.11.	Intermunicipal Poverty Reduction Advisory Committee - Christie	77 - 83
5.	INTERNAL COMMITTEE REPORTS	
5.1.	Planning Advisory Committee - No Report	
5.2.	Amherst Board of Police Commissioners - No Report	
5.3.	Audit Committee - No Report	
5.4.	Amherst Youth Town Council - No Report	
5.5.	Inclusion, Diversity and Equity Committee Report - Davidson	84 - 84
6.	EXTERNAL COMMITTEE REPORTS	
6.1.	Cumberland Public Libraries - Fawthrop	85 - 85
6.2.	Cumberland YMCA - Fawthrop	86 - 87
6.3.	Cumberland Joint Services Management Authority	
6.4.	Northern Region Solid Waste Committee	
6.5.	L. A. Animal Shelter - Fawthrop	88 - 88
6.6.	Senior Safety - Emery	89 - 89
6.7.	Inter Municipal Tourism	
6.8.	Poverty Reduction	
7.	ADJOURNMENT	

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: September 27, 2021
Time: 6:00 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 Jason MacDonald, Chief Administrative Officer
Michael Hunter, Chief Financial Officer
Dwayne Pike, Police Chief
Greg Jones, Fire Chief
Andrew Fisher, Manager of Planning & Strategic Initiatives
Aaron Bourgeois, Operations Manager
Cheryl Laliberte, Community Well-being Manager
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

Due to the COVID-19 pandemic this was a virtual meeting held 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

3.2.1 June 28, 2021 Regular Council

Moved By Councillor Emery

Seconded By Deputy Mayor Davidson

To approve the minutes of the June 28, 2021 regular meeting of Council as circulated.

Motion Carried

3.2.2 August 4, 2021 Special Council

Moved By Councillor Christie

Seconded By Councillor Landry

To approve the minutes of the August 4, 2021 special meeting of Council as circulated.

Motion Carried

3.2.3 August 24, 2021 Special Council

Moved By Councillor Fawthrop

Seconded By Deputy Mayor Davidson

To approve the minutes of the August 24, 2021 special meeting of Council as circulated.

Motion Carried

4. REQUESTS FOR DECISION

4.1 Amherst Youth Town Council Appointment

Moved By Councillor Fawthrop

Seconded By Councillor Landry

That Council appoint Kiahna Brennan to the Amherst Youth Town Council for a two year term.

Motion Carried

4.2 Accessibility Advisory Committee Appointments

Moved By Deputy Mayor Davidson

Seconded By Councillor Emery

That Council appoint George Godfrey, Joanne Hopper and Tammy Allen as citizen appointees to the Town of Amherst Accessibility Advisory Committee for a one-year term, and further that Council appoint Councillor Fawthrop and Councillor Landry as the two Council appointments to this Committee.

Motion Carried

4.3 Inclusion, Diversity and Equity Committee Appointments

Moved By Councillor Landry

Seconded By Councillor Christie

That Council appoint Tammy Drew, Holly Martin, Tammy Gero and Jolene Gouchie as citizen appointees to the Town of Amherst Inclusion, Diversity and Equity Committee, and further that Deputy Mayor Davidson and Councillor Emery be appointed as Council representatives.

Motion Carried

4.4 Community Support Grants

Councillor Emery and Councillor Fawthrop both declared conflicts of interest due to their involvement with organizations applying for grants.

Moved By Councillor Christie

Seconded By Deputy Mayor Davidson

That Council award the following Community Support Grant requests to:

West Highlands Home and School: \$4000.00

Amherst Artisan Gallery: \$3000.00

Trail of Treats: \$ 750.00

Motion Carried

4.5 Scholarship and Bursary Policy Amendment

Moved By Councillor Baker

Seconded By Councillor Landry

That Council approve the Scholarship and Bursary Policy as amended.

Motion Carried

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Scholarship and Bursary Policy**

Minutes reference date: 28 April 2014 25 April 2016

PURPOSE:

To establish a policy to support funding towards the post secondary educational objectives of qualified Amherst students through the award of a scholarships or bursaries.

POLICY STATEMENT:

The Town of Amherst will fund the following annual scholarships and bursaries to Amherst Regional High School with a good academic standing. The students must be Amherst residents and be involved in extra-curricular activities. The Mayor or designate will participate in the selection committee at Amherst Regional High School:

1. Robert Angus Memorial Scholarship
An annual scholarship in the amount of \$1,500 will be awarded to an Amherst student graduating from Amherst Regional High School attending a recognized post-secondary degree granting institution to be paid directly to the institution in two equal instalments for the fall and spring semesters.
2. Norman Mansour Memorial Bursary
An annual bursary in the amount of \$1,000 will be awarded to an Amherst student graduating from Amherst Regional High School attending the Nova Scotia Community College, Cumberland Campus, to be paid directly to the institution.
3. Nova Scotia Community College Bursary
An annual bursary in the amount of \$500 to be awarded to an Amherst student graduating from the Nova Scotia Community College – Cumberland Campus to be paid directly to the student.
4. Francis Smith Memorial Bursary
An annual bursary in the amount of \$500 will be awarded to an Amherst student graduating from Amherst Regional High School who was either members of the SADD program or another drug awareness or prevention program within the community. The amounts will be paid directly to the institution. It is understood that the Amherst Police Association may, on an annual basis, provide an additional bursary with the same conditions.
5. Amherst Youth Town Council Bursary
An annual bursary in the amount of \$250 will be awarded to an Amherst student graduating from Amherst Regional High School who is a member of the Amherst Youth Town Council to be paid directly to the student.
- ~~6. W. A. Reid Memorial School Trust Fund
An annual amount of \$250 will be provided to Amherst Regional High School for the purchase of teaching aids and/or prizes for creative writing to grade 11 and 12 students, in accordance with the conditions of the will of W. Allister Reid, funded partially from the W. A. Reid Trust Fund.~~

**4.6 User Fee Policy Amendment
 Moved By Councillor Emery
 Seconded By Councillor Christie
 That Council approve the correction to the User Fee Policy for fiscal 2021-22 in regard to the HST application for sewer and storm sewer connections to be HST Exempt.**

Motion Carried

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Annual Review of User Fees**

Minutes reference date:	30 April 2007	29 October 2007	18 April 2008
	28 May 2009	26 April 2010	24 May 2011
	23 May 2012	01 May 2013	30 April 2014
	12 June 2015	25 May 2016	03 October 2016
	23 January 2017	23 May 2018	15 May 2019
	25 May 2020	22 June 2020	

PURPOSE:

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary during the annual budgeting process.

POLICY STATEMENT:

It is appropriate for Council to charge fees, as authorized under the *Municipal Government Act*, in the Town's Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of the Schedule shall rest with the department to which a fee applies. Any additions/deletions to the Schedule will be updated by the Executive Office. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

OBJECTIVES:

To make the administration of the cost recovery portion of the Town's Bylaws, Policies and Procedures more efficient and to determine the impact on each year's projected revenues during the budget process. By combining all of the fees in one document, the review will be more visible and complete.

Corporate Services		
SERVICE/PRODUCT/ADMINISTRATIVE	FEE	HST STATUS
Photocopies	.25/copy	Plus HST
Tax Certificates	\$50.00	HST Exempt
NSF Cheques	\$20.00	HST Exempt

By-Law Fees Collected by Corporate Services		
C-4 Dog-By-Law, Schedule A		
Dog License spayed/neutered	\$15/yr	HST Exempt
Dog License un-spayed/un-neutered	\$30/yr	HST Exempt
Lost Tag Replacement	\$15	HST Exempt
Dog-1 st Impoundment	\$30	Plus HST
Licensed Dog-2 nd Impoundment	\$70	Plus HST
Licensed Dog-3 rd & Subsequent Impoundments	\$100	Plus HST
Unlicensed Dog-Impoundments	\$100	Plus HST
Maintenance fee – Impoundment period	\$15/per day	Plus HST
C-11 False Alarms - After 2nd Notice	\$50/alarm	HST Exempt

Operational Services		
It is not the intention of the policy to rent Town of Amherst equipment to the general public; these rates and the availability of this equipment are contemplated for use by commercial concerns only.		
Equipment Charge out Rates	Rate per Hour	HST Status
Backhoe	\$93.00*	Plus HST
Loader	\$97.25	Plus HST
1-ton trucks/Service trucks	\$44.23*	Plus HST
3-5 ton trucks	\$66.00*	Plus HST
Street Sweeper	\$115.00*	Plus HST
Trackless	\$70.00*	Plus HST
Sewer Camera	\$100.00*	Plus HST
Line Locator	\$50.00*	Plus HST
Hole Hog	\$45.00*	Plus HST
Vermeer Brush Chipper	\$60.00*	Plus HST
Steamer	\$30.00*	Plus HST
Trash Pump	\$15.00	Plus HST
Diaphragm Pump	\$15.00	Plus HST
Line Painter	\$115.00/hour	Plus HST
Overhead charges extra – see procedure		
* Price includes one operator and fuel during normal working hours; overtime labour rates are extra.		

Operational Services By-Laws		
D-3 Wastewater Discharge By-Law		
One Connection	\$750.00	HST Exempt
Storm Sewer Connection (if done at the same time as sewer connection)	\$250.00	HST Exempt
D-19 Sanitary Sewer Rates By-Law		
Residential Metered Customers	\$.99 m ³	HST Exempt
Commercial/Industrial/Institutional metered customers	\$.49 m ³	HST Exempt
Annual Base Charges – Meter Size		
5/8"	\$72.00	HST Exempt
3/4"	\$108.00	HST Exempt
1"	\$175.00	HST Exempt
1.5"	\$344.00	HST Exempt
2"	\$545.00	HST Exempt
3"	\$1,085.00	HST Exempt
4"	\$2,000.00	HST Exempt
Annual Non-metered Mobile Home Park Owner	\$178.53 /dwelling unit/year	HST Exempt
Uniform Charge for Wastewater Treatment Facility for un-metered mobile homes billed on the property Tax Bill	\$72.00/yr	HST Exempt

Solid Waste Rates		
Solid Waste Collection billed on Tax Bill	\$185.00/yr	HST Exempt
Replacement Green Bin (Composter)	\$95.00	Plus HST
Replacement White Kitchen Compost (Bucket)	\$5.00	Plus HST

Services/Products – Operational Services		
Street Breaking Permit (Policy 31600-08)	\$500.00	Plus HST
Commercial Sewer Service (Policy 31600-14) Estimated by Engineer and final adjustment when work is done	Cost of Service	Plus HST

Planning and Development Department		
Zoning Confirmation Letter	\$50.00	HST Exempt
Copy of Land Use Bylaw or Municipal Planning Strategy	\$20.00	HST Exempt
Copy of Zoning Map (11 x 17)	\$5.00	HST Exempt
Copy of Zoning Map (50 cm x 60 cm)	\$10.00	HST Exempt
Application to Amend the Land Use Bylaw	\$200.00	HST Exempt
Application for a Development Agreement	\$200.00	HST Exempt
Application to Amend the Municipal Planning Strategy	\$300.00	HST Exempt
Application for a Variance or Site Plan	\$75.00	HST Exempt
Creation of Mapping Document	\$60.00/hr(including 10 lineal metres of maps)	Plus HST
Print Existing Map – less than 50 cm x 50 cm	\$25.00	Plus HST
Print Existing Map – more than 50 cm x 50 cm	\$50.00	Plus HST

Building Permits		
New residential buildings, community centres, churches	\$50.00 + \$0.12 per square foot	HST Exempt
New Commercial, Industrial or other building not listed	\$50.00 + \$0.17 per square foot	HST Exempt
All alterations or repairs	\$50.00 + 0.25% of value	HST Exempt
Decks, accessory buildings and farm buildings	\$50.00 + \$0.04 per square foot	HST Exempt
Demolition	\$20.00	HST Exempt
Permit Renewals	\$50.00	HST Exempt
Development Permit	\$50.00	HST Exempt

Police Department		
Commissioner of Oaths Signing	\$15.98	HST Exempt
Commissioner of Oaths Signing – Child Abuse Register for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Criminal Record Check	\$25.00	Plus HST

Criminal Record Check for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Serial # Verification (homemade trailers)	\$25.00	Plus HST
Fingerprints (for non-criminal reasons)	\$50.00	Plus HST
Accident Reports	\$25.00	Plus HST
Community Room Rental	\$125.00/day \$75.00/half day	Plus HST
C-9 Taxi By-Law, Schedule E		
Taxi Cab License	\$25/yr	HST Exempt
Taxi License Transfer	\$10	HST Exempt
Taxi Driver License	\$20/yr	HST Exempt
Taxi Driver License Replacement	\$10	HST Exempt
Taxi License Photo	\$10.00	Plus HST

Fire Department		
Firefighter	\$20.00/hour	HST Exempt
Apparatus	\$200.00/in use; \$100.00/standby	HST Exempt
Standby Jaws of Life Alarm	\$350.00	HST Exempt
Meters	\$50.00/hr	HST Exempt
Saws	\$50.00/hr	HST Exempt
Lighting System	\$25.00/hr	HST Exempt
Generator	\$25.00/hr	HST Exempt
Foam – All Types	\$185.00/jug	HST Exempt
Specialized Suits – Hazmat	Replacement cost	HST Exempt
PPE (bunker gear)	Replacement cost	HST Exempt
Fire Extinguisher Training	\$300.00 up to 15 people	Plus HST
Fire Inspections	\$75.00/hr	Plus HST
Inspection Confirmation Letter	\$50.00	HST Exempt

Recreation

Ice Time/Stadium								
The rates below are per hour plus HST.								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holidays
Early Time 6:30-8:30am	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$128.00
Fair Time 8:30-5:00pm	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	-	-	\$128.00
Prime Time 5:00-12:00am	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00
Youth Time Monday-Sunday	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00

Youth Time Rates Include:

- Groups affiliated with Amherst Skating Club; or
- Groups affiliated with another skating club; or
- Groups affiliated with Skate Nova Scotia and/or Skate Canada who are **18 years old and younger.**
- Groups affiliated with Cumberland County Minor Hockey; or
- Groups affiliated with another minor hockey association; or
- Groups affiliated with Hockey Nova Scotia or Hockey Canada who are **18 years old and younger.**
- Groups affiliated with Ringette Nova Scotia; or
- Groups affiliated with Ringette Canada who are **18 years old and younger.**
- Community groups who don't reside in the Town of Amherst and are **18 years old and younger.**

Photocopies/Stadium (Policy 72000-06)		
8 ½ X 11 (Town Paper)	\$0.10/copy	Plus HST
8 ½ X 14 (Town Paper)	\$0.15/copy	Plus HST
11 X 17 (Town Paper)	\$0.25/copy	Plus HST
8 ½ X 11 (own paper)	\$0.05/copy	Plus HST
8 ½ X 14 (own paper)	\$0.05/copy	Plus HST
11 X 17 (own paper)	\$0.10/copy	Plus HST

Ballfield User Policy (Policy 72300-01)		
Lights	\$18/diamond/game	Plus HST
Tournament Fee	\$100/day	Plus HST
Tournament Lights	\$30/day	Plus HST

Stadium Advertising Rates plus artwork, design and production*		
Ice logos	\$400.00	Plus HST
Dasherboard	\$400.00	Plus HST
Wall Signage (4X6)	\$400.00	Plus HST
Ice Making Machine	\$2,500.00	Plus HST
Red and Blue Line – per line (not per side)	\$100.00	Plus HST
Stairs Kick Plates	3 for \$150.00	Plus HST
Score clock Small	\$600.00	Plus HST
Score clock Large	\$850.00	Plus HST

*In addition to the advertising rate, the customer will be responsible and invoiced for all cost(s) associated with the creation of artwork, design, production & installation if applicable. Actual quote will be provided at the time the service is requested.

Off Season Stadium Rentals		
Rink Floor Only	\$50.00 per hr or \$630.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Entire Facility including meeting rooms, team rooms	\$70.00per hr or \$790.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Extra Employees	\$25.00 per person per hour	Plus HST
2 nd Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	Plus HST

Beer/Liquor Concession Robb Centennial Park (Policy 72300-05)		
Concession only. NSAGA requirements responsibility of organizing committee	\$100.00/day	Plus HST

*Includes one employee during that time

Community Credit Union Business Innovation Centre			
Rental Fee	Daily	1/2 Day	Hourly
Conference Room	\$400.00	\$250.00	\$80.00
Conference Room – Community	\$240.00	\$150.00	\$48.00
Boardroom	\$125.00	\$80.00	\$25.00
Boardroom – Community	\$75.00	\$48.00	\$15.00
Hub	\$75	\$50	
Hub – Community	\$45	\$30	
Evening & Weekend Surcharge			\$20.00
Evening & Weekend Surcharge – Community			\$12.00
Sound & Lighting Technician			\$30.00
Sound & Lighting Technician – Community			\$18.00

*HST shall be applied and be in addition to all rates noted for the Community Credit Union Business Innovation Centre

Municipal Government Act Fees – FOI-POP Section 466, MGA
The fees charged for access to information under Part XX of the MGA (Freedom of Information and Protection of Privacy) shall be in accordance with the Freedom of Information and Protection of Privacy Regulations of Nova Scotia, as amended from time to time.

Note: “All rates and charges with respect to the Amherst Water Utility will be in accordance with the schedule of rates for water and water services as approved by the Utility and Review Board of Nova Scotia from time to time and as reflected in the Order of the Board.”

4.7 'A' Fresh Start initiative - Community Support Grants

Moved By Councillor Christie

Seconded By Councillor Landry

That Council cancel the Fall round of the A Fresh Start Initiative and further direct staff to review the Community Support Grants Policy and bring back recommended changes to the October Committee of the Whole meeting.

Motion Carried

4.8 Solid Waste MOU

Moved By Councillor Baker

Seconded By Councillor Fawthrop

That Council approve the Memorandum of Understanding between the Town of Amherst, the Municipality of the County of Cumberland and the Town of Oxford regarding solid waste education, enforcement and Coordination and authorize the Mayor and CAO to sign on their behalf.

Motion Carried

MEMORANDUM OF UNDERSTANDING (MOU)

Made in duplicate

BETWEEN

Town of Amherst, a corporation under the laws of the Province of Nova Scotia, carrying out business at 98 Victoria Street East, Amherst, NS B4H 4A1, (the "TOA")

- AND -

Municipality of the County of Cumberland, a corporation under the laws of the Province of Nova Scotia, carrying out business at 1395 Blair Lake Road, RR6, Amherst, NS B4H 3Y4, (the "MCC")

-AND-

Town of Oxford, a corporation under the laws of the Province of Nova Scotia, carrying out business at 105 Lower Main Street, Oxford, NS B0M 1P0, (the "TOO")

(Collectively referred to as the "Parties")

WHEREAS the Parties have a common interest in solid waste education and coordination in the Cumberland Region; AND WHEREAS the Parties have a common interest in supporting the recruitment and retention of solid waste professionals in the Cumberland Region;

AND WHEREAS the Parties have to deliver education and coordination functions;

AND WHEREAS the Parties are desirous of providing these services in a cooperative manner;

NOW THEREFORE TOA, MCC and TOO AGREE AS FOLLOWS:

GENERAL

1. This MOU applies to and for the benefit of TOA, MCC and TOO.
2. The service will be known as the Cumberland Region Solid Waste Service.
3. The service will be primarily provided by the TOA Solid Waste Education, Contract and Coordinator, with TOA administrative support and oversight.
5. The TOA will be responsible for:
 - a. Coordinate the delivery of Divert NS funding programs within Cumberland County, which include, but may not be limited to:
 - i. Regional education;
 - ii. Household hazardous waste events.
 - b. Serve as a liaison between the Regional Chairs, Regional Coordinators' Committee, and Municipal units;
 - c. Serve as a primary contact for stakeholder inquiries related to solid waste within Cumberland Region;
 - d. Provide Household Hazardous Waste Events (two in Amherst and two in Parrsboro, Pugwash, Oxford, & Springhill);
 - e. Coordinate an annual Shred Event;
 - f. Develop print materials and distribute as required (newspaper, collection schedules, sort guides, signs, newsletters, etc.);
 - g. Provide solid waste information for municipal websites;
 - h. Manage joint Facebook page;
 - i. Manage Recollect Program;
 - j. Manage joint Solid Waste Hotline;
 - k. Design rejection stickers for curbside services;
 - l. Attend solid waste meetings in support of the Cumberland Region including but not limited to: Northern Region, Regional Chairs, Regional Coordinator, and Education;
 - m. Administration of Solid Waste Collection Contracts for all three units;
 - n. Provide updates to municipalities on emerging solid waste programs/regulations;
 - o. Receive rejections from the curbside contractor.

ENFORCEMENT

- 6. Each Municipal unit will provide enforcement services via their own employees.
- 7. The Solid Waste Education and Contract Coordinator will work with each municipal unit's enforcement officer to coordinate needed targeted education / enforcement.

FUNDING

8. Funding for the services will be as per current CJSMA formula:

- TOA 38%
- MCC 60%
- TOO 2%

9. The revenue source for the services will continue primarily come from Divert Nova Scotia.

10. Net costs for any fiscal year in excess of revenue will be shared as per the current funding formula outlined in Section 8 with MCC and TOO paying their share to TOA.

11. Should a surplus occur in any fiscal year it will be distributed to each municipal unit as per the current funding formula outlined in Section 8.

12. Costs for the service are detailed in Schedule "A"

GOVERNANCE

13. The Solid Waste Education and Contract Coordinator shall report to the CAO or designate for TOA.

14. All human resource decisions shall be made in accordance with the policies of TOA.

REPORTING

15. The Solid Waste Education and Contract Coordinator shall submit a monthly report to the CAO's of the Parties

16. It will be the responsibility of the CAO's to arrange for the distribution of the report to the respective Councils.

17. The Solid Waste Education and Contract Coordinator will be available to present to the Councils and respond to questions with respect to the report if so requested by the Councils.

TERMINATION

18. Either party may terminate this MOU, effective March 31 of a year by providing written notice to the other party by October 31 of the preceding year.

19. The terminating party shall be responsible for any costs of termination of employees resulting from the termination of this MOU on a basis pro rata to the funding formula set out in herein.

Town of Amherst:

 Jason MacDonald, MCIP, LPP
 Chief Administrative Officer

 David Kogon, MD
 Mayor

Municipality of Cumberland:

 Gregory D. Herrett, CPA, CA
 Chief Administrative Officer

 Murray Scott
 Mayor

Town of Oxford:

 Linda Cloney
 Clerk

 Gregory Henley
 Mayor

SCHEDULE "A"

Estimated Costs for 2021/2022

Salary	\$66,484	
Benefits (20%)	\$13,296	
Sub Total		<u>\$79,780</u>
Household Hazardous Waste	\$35,500	
Newsletters	\$6,000	
Collection Schedules	\$5,500	
Recollect	\$6,500	
Shred Event	\$2,500	
Advertising	\$4,000	
Promotional Materials	\$2,000	
Admin / Travel	\$4,000	
Sub Total		<u>\$66,000</u>
Total		<u>\$145,780</u>

Estimated Funding from Divert (paid to each municipal unit as per the formula outlined in Section 8 above):

Diversions Funding	\$50,210
MAP Funding	\$ 9,816
Education Funding	\$24,979
Coordinator Funding	\$14,428
Household Hazardous Waste	\$ 8,745
Subtotal	<u>\$108,178</u>
Enforcement Funding	\$33,461
Total	<u>\$141,639</u>

4.9 Exit 3 Sanitary Sewer Extension Request

Moved By Deputy Mayor Davidson

Seconded By Councillor Landry

That Council approve of the Memorandum of Understanding for sanitary sewer access at Exit 3 between the Town of Amherst and the Municipality of the County of Cumberland, and based on this approval, further approve required amendments to the Town of Amherst Sanitary Sewer Service to County Residents Policy.

Moved By Councillor Baker

Seconded By Councillor Fawthrop

To table this item until the October Committee of the Whole for staff to provide further information.

Amended Motion Carried 4-3

Nay Votes: Mayor Kogon, Deputy Mayor Davidson, Councillor Landry

4.10 Tactical Placemaking Funding Agreement

Moved By Councillor Landry

Seconded By Deputy Mayor Davidson

That Council authorize the CAO to sign the Contribution Agreement and Memorandum of Understanding to facilitate the Tactical Placemaking Program.

Motion Carried

CONTRIBUTION AGREEMENT, made in duplicate effective this **[date]**.

BETWEEN

DALHOUSIE UNIVERSITY, a university existing under the laws of the Province of Nova Scotia on behalf of the Nova Scotia COVID-19 Response Council (NSCRC) (hereinafter called "**Dalhousie**")

-and-

DEVELOP NOVA SCOTIA, a crown corporation continued under the Develop Nova Scotia Act (hereinafter called "**DevelopNS**")

-and-

Town of Amherst, a body corporate pursuant to the *Municipal Government Act*, SNS 1998, c 18, as amended (hereinafter called the "**Recipient**")

(collectively, Dalhousie, DevelopNS and the Recipient are referred to herein as the "**Parties**", and each of them as a "**Party**")

WHEREAS the Province of Nova Scotia has engaged Dalhousie to implement certain programming to assist individuals and businesses who have been adversely affected by the necessary public health measures implemented under the *Health Protection Act* in response to the COVID-19 pandemic;

AND WHEREAS one such COVID-19 related support programs is the Nova Scotia Business and Labour Economic Coalition (NSBLEC): Community-Led Placemaking Program to support community led initiatives to create projects that encourage inclusive economic participation, community cohesion and social gathering in local Nova Scotia communities (the "**NSBLEC Projects**");

AND WHEREAS DevelopNS is the lead coordinator for the NSBLEC Projects;

AND WHEREAS the Recipient has agreed to deliver a NSBLEC Project more fully described in **Schedule “A”** attached hereto (the **“Project”**), to install a ‘Moveable Park’, a central gathering area that features seating, sun shelters, lighting, waste receptacles, planter boxes, fall flowers and other vegetation;

NOW THEREFORE in consideration of the mutual covenants and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged by the Parties, the Parties agree as follows:

1.0 DEFINITIONS

- 1.1 **“Agreement”** means this Agreement.
- 1.2 **“Eligible Expenses”** means costs associated with Project implementation and community engagement as described in Schedule “A” attached hereto.
- 1.3 **“Funds”** means the funds provided by Dalhousie to the Recipient pursuant to this Agreement, which shall not exceed the aggregate sum of Fifty Thousand Dollars (\$50,000.00) CAD.
- 1.4 **“Final Report”** means a detailed budget expenditure report provided by the Recipient to DevelopNS and Dalhousie, in accordance with Section 7 (Records and Reporting) of this Agreement, demonstrating that all costs incurred by the Recipient that have been submitted for payment have been paid by the Recipient, a summary report of the outcomes of the Project, and such other information as reasonably requested by Dalhousie or DevelopNS.
- 1.5 **“Project”** has the meaning ascribed thereto in the recitals of this Agreement.
- 1.6 **“Term”** has the meaning ascribed thereto in Section 5.1 of this Agreement.

2.0 Project

- 2.1 The Recipient agrees that it will deliver the Project in a diligent and professional manner using qualified personnel, and in accordance with the terms and conditions of this Agreement (including **Schedule “A”** attached hereto).
- 2.2 The Recipient will obtain, supply, and pay for all labour, materials, facilities and approvals necessary or advisable to deliver the Project.
- 2.3 The Recipient shall commence the Project on or before [date of signing] (the **“Project Commencement Date”**) and shall complete the Project on or before October 15, 2021 (the **“Project Completion Date”**).
- 2.4 The Recipient shall implement and manage the activities and deliverables necessary to deliver the Project, and ensure record keeping is adequate to meet the reporting requirements of Dalhousie as provided in this Agreement.
- 2.5 The Recipient agrees to cooperate and share information with Dalhousie and DevelopNS in connection with the Project.
- 2.6 Funds shall be limited to the amount set forth in Section 3.1 of this Agreement, and neither this Agreement nor the advance of the Funds shall obligate Dalhousie to advance any further or other funds in connection with the Project or otherwise.

3.0 Expenses

- 3.1 All Funds provided under this Agreement must be used to provide payment for Eligible Expenses related to the Project.

4.0 Payment

- 4.1 The Funds shall be paid by Dalhousie to the Recipient according to the following schedule:
 - 4.1.1 \$45,000 on execution of the Agreement; and
 - 4.1.2 a holdback of up to \$5,000 for any outstanding Eligible Expenses, to be paid within 30 days of receipt by Dalhousie of the Final Report.
- 4.2 The Funds shall only be expended for those services and costs which meet the terms of this Agreement and must be expended in accordance with the timeline of the Project as described in this Agreement.
- 4.3 The Funds are inclusive of all Harmonized Sales Tax.
- 4.4 Any unused Funds shall be returned to Dalhousie at the time of submitting the Final Report.
- 4.5 Dalhousie is not responsible for any cost overruns associated with this Project, which shall be the sole responsibility of the Recipient.

5.0 Term and Termination

- 5.1 Unless earlier terminated or extended in accordance with the terms of this Agreement, this Agreement shall commence in force on the date above written and shall continue in force until March 31, 2022 (the **“Term”**). All provisions that logically ought to survive termination of this Agreement shall survive.

- 5.2 Dalhousie may immediately terminate this Agreement if the Recipient breaches or defaults on any term or condition of this Agreement and fails to remedy the same in a manner deemed satisfactory to Dalhousie, acting reasonably, within 10 calendar days of being given written notice of the breach or default.
- 5.3 Dalhousie may terminate this Agreement, without liability, at any time by giving 15 calendar days prior written notice to the Recipient.
- 6.0 Extension of Agreement**
- 6.1 The Parties may, by mutual written agreement, extend the Term of this Agreement.
- 6.2 The Parties may, by mutual written agreement, modify the Project description and deliverables of this Agreement described in Schedule "A" attached hereto. Any such changes the Parties wish to make shall be made by way of an amendment to this Agreement, which shall be signed by all Parties.
- 7.0 Records and Reporting**
- 7.1 The Recipient agrees to accommodate any reasonable request of Dalhousie and/or its designate for access to all records, accounts, and facilities related to the Project and to meet with the Dalhousie and/or its designate at mutually agreeable times.
- 7.2 The Recipient shall retain all documents, proposals, correspondence, receipts and financial records in connection with the Project for a period of 2 years after the end of the Term.
- 7.3 The Recipient shall submit to DevelopNS for review and preliminary approval a Final Report within 5 business days after the Project Completion Date, along with all supporting documentation, bank statements, invoices and receipts. Within 5 business days after receiving the Final Report and supporting documentation from the Recipient, DevelopNS will submit to Dalhousie a copy of the Final Report, supporting documentation and a recommendation as to the approval of the Final Report and release of holdback funds identified in sub-section 4.1.2 of this Agreement.
- 8.0 Representations, Warranties and Undertakings.** The Recipient hereby certifies that the representations, warranties and undertakings set out below are, and will be as of the date of execution of this Agreement, true and correct in all material respects and undertakes to advise Dalhousie of any changes that materially affect them.
- 8.1 The Recipient represents and warrants that it is a validly existing body corporate pursuant to the *Municipal Government Act*, SNS 1998, c 18, as amended, and has the power and authority to carry on its business, to hold property and to enter into this Agreement. The Recipient undertakes to initiate all the necessary actions required to preserve its legal capacity.
- 8.2 The Recipient represents and warrants that the signatory or signatories to the Agreement, as applicable, has or have been duly authorized to execute and deliver the Agreement on behalf of the Recipient.
- 8.3 The Recipient represents and warrants that the execution, delivery and performance of the Agreement have been duly and validly authorized and that upon execution, the Agreement will constitute a legal, valid and binding obligation on the Recipient enforceable in accordance with its terms.
- 8.4 The Recipient warrants that it is under no obligation or prohibition, nor is it subject to or threatened by any actions, suits or proceedings that could or would prevent compliance with this Agreement. The Recipient will advise Dalhousie forthwith of any such occurrence during the term of the Agreement.
- 8.5 The Recipient represents and warrants that it has not, nor has any person on its behalf, offered or promised to any official or employee of Dalhousie or the Province of Nova Scotia any bribe, gift or other inducement for or with a view to obtaining the Agreement. Further, the Recipient has not, nor has any person on its behalf, employed any person to solicit the Agreement for a commission, contingency fee or any other consideration dependant upon the execution of the Agreement.
- 8.6 In relation to the Project, the Recipient shall comply, and will require its servants, agents, representatives, subcontractors, volunteers and employees to comply, in all material respects, with the requirements of all applicable laws, regulations, orders and decrees, permits, approvals and/or licenses of any regulatory bodies having jurisdiction over the Recipient or the Project. Funding may be withheld, or this Agreement may be canceled, by Dalhousie if such required permits, approvals, and/or licenses are not obtained.
- 8.7 The Recipient represents and warrants that it has not entered, and undertakes not to enter, into any agreement, without Dalhousie's written consent that would prevent the full implementation of this Agreement by the Recipient.
- 9.0 Liability**
- 9.1 DEVELOPNS, DALHOUSIE, AND THEIR RESPECTIVE AGENTS OR EMPLOYEES, WILL NOT BE LIABLE FOR ANY CLAIMS, ACTIONS, SUITS, DAMAGES, COSTS OR EXPENSES ARISING FROM ANY PERSONAL INJURY, INCLUDING DEATH, OR FOR LOSS OR DAMAGE TO PROPERTY RESULTING FROM OR ARISING OUT OF ANY ACT OR OMISSION OF THE RECIPIENT, ITS SERVANTS, AGENTS, REPRESENTATIVES, SUBCONTRACTORS AND EMPLOYEES, IN CARRYING OUT ANY OF THE ACTIVITIES OR SERVICES SET OUT IN THIS AGREEMENT OR OTHERWISE RELATED TO THE PROJECT.

- 9.2 THE RECIPIENT AND ITS ELECTED OFFICIALS, EMPLOYEES, AGENTS AND REPRESENTATIVES, SHALL NOT BE LIABLE FOR ANY CLAIMS, ACTIONS, SUITS, DAMAGES, COSTS OR EXPENSES RESULTING FROM OR ARISING OUT OF ANY NEGLIGENT ACT OR OMISSION OR WILFUL MISCONDUCT OF DALHOUSIE AND/OR OF DEVELOPNS AND THEIR SERVANTS, AGENTS, REPRESENTATIVES, SUBCONTRACTORS AND EMPLOYEES IN THE PERFORMANCE OF THEIR OBLIGATIONS UNDER THIS AGREEMENT.
- 9.3 The Recipient has no authority to bind Dalhousie or DevelopNS to any other agreement and agrees that it will not hold itself out as having any authority within, or on behalf of, Dalhousie or DevelopNS.
- 9.4 Dalhousie and/or DevelopNS have no authority to bind the Recipient to any other agreement and Dalhousie and DevelopNS each agree that they will not, either individually or together, hold themselves out as having any authority within, or on behalf of, the Recipient.
- 9.5 Subject to the Recipient's limit of liability in Section 9.2 hereof, the Recipient assumes any and all liability for the Project and agrees at all times to indemnify and save harmless DevelopNS, Dalhousie, and their respective officers, servants, employees, or agents, including the NSCRC members, from and against all claims and demands, loss, costs, damages, actions, suits or other proceedings by whomsoever brought or prosecuted in any manner in respect of any matter related to the Project or this Agreement.
- 9.6 The Recipient will, at all times during the Term, maintain and keep in force general liability coverage, including third party bodily injury and property damage coverage in an amount not less than \$2,000,000 per occurrence. This insurance shall be considered primary and any insurance or self-insurance maintained by Dalhousie shall be in excess of and non-contributory to the Recipient's insurance. The Recipient shall, upon request by Dalhousie, furnish evidence of such coverage to Dalhousie.

10.0 Freedom of Information and Protection of Privacy (FOIPOP)

- 10.1 This Agreement and all information obtained by Dalhousie and DevelopNS in the course of and pursuant to this Agreement and the Recipient's application, will be subject to and treated in accordance with the *Freedom of Information and Protection of Privacy Act*, as applicable, and as amended from time to time.
- 10.2 Without limiting the generality of the preceding paragraph, the Recipient acknowledges and agrees that Dalhousie may proactively publish information regarding this Agreement in accordance with the *Freedom of Information and Protection of Privacy Act*, as amended from time to time.
- 10.3 Dalhousie and DevelopNS understand and acknowledge that the Recipient is subject to the Freedom of Information and Protection of Privacy provisions set out in Part XX of the Municipal Government Act, SNS 1998, c 18, as amended, and Dalhousie and DevelopNS understand and acknowledge the Recipient's obligations set out therein, including but not limited to, the Recipient's obligations to disclose certain information, which may include information of Dalhousie and DevelopNS and this Agreement or portions thereof.

11.0 Notice

- 11.1 Every notice to be given under this Agreement must be in writing and be delivered personally, by courier, by registered letter or by priority post.
- 11.2 Notice to Dalhousie will be directed to:
- Nova Scotia COVID-19 Response Council**
c/o Dalhousie University
 Attn: President and Vice Chancellor
 6299 South Street
 PO Box 15000
 Halifax, NS b3H 4R2
- 11.3 Notice to Develop NS will be directed to:
- Develop Nova Scotia**
Attn: Chief Operating Officer
Suite 301
1875 Upper Water St.
Halifax, NS
- 11.4 Notice to the Recipient will be directed to:
- Town of Amherst**
 Attn: Chief Administrative Officer
 PO Box 516
 98 Victoria Street East
 Amherst, NS, B4H 4A1

12.0 No Assignment

- 12.1 This Agreement may not be assigned in whole or in part without the prior written consent of both Parties.

13.0 Public Announcements

13.1 The Recipient consents to a public announcement by or on behalf of Dalhousie, advising that a funding contribution has been or will be provided by Dalhousie pursuant to this Agreement.

13.2 The Recipient may make its own public announcement with respect to the contribution provided by Dalhousie pursuant to this Agreement, at any time after implementation of this Agreement, provided that such public announcement is scheduled for a date and time acceptable to Dalhousie. The Recipient hereby consents to permitting a representative of Dalhousie to participate in any event held in conjunction with such a public announcement by the Recipient.

14.0 Entire Agreement

14.1 This Agreement constitutes the entire, full and complete agreement entered into by the Parties regarding the subject matter herein.

14.2 Any amendment to this Agreement, including but not limited to any change to the Project activities and deliverables, or the proposed use of the Funds other than as set out herein, shall be in writing and signed by all Parties.

15.0 Time of Essence

15.1 Time shall be of the essence in this Agreement.

16.0 Binding

16.1 This Agreement is binding upon the Parties and their respective successors and assigns.

17.0 Severability

17.1 If any term or provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, it shall be deemed to be severed from this Agreement, and the remaining terms and conditions shall nevertheless remain in full force and effect.

18.0 Jurisdiction

18.1 This Agreement shall be governed by and interpreted in accordance with the laws of Nova Scotia and the laws of Canada applicable therein.

19.0 Further Assurance

19.1 The Recipient shall do all further acts and things and execute all further documents reasonably required by Dalhousie in the circumstances to effect the provisions and intent of this Agreement.

20.0 Counterparts

20.1 This Agreement may be signed by each of the Parties in separate counterparts, each of which when signed and delivered, shall constitute an original and binding agreement for all purposes. Counterparts may be signed either in original or electronic form and the parties shall adopt any signatures received electronically as original signatures of the Parties.

21.0 Independent Legal Advice

21.1 Each Party represents that it has read and fully understands the terms and provisions hereof, has had an opportunity to review this Agreement with legal counsel, and has executed this Agreement based upon its own judgement and advice of independent legal counsel (if sought).

The Parties have executed this Contribution Agreement through their authorized representatives on the day and year first above written.

DALHOUSIE UNIVERSITY

TOWN OF AMHERST

NAME: Matt Hebb

NAME: Jason MacDonald

TITLE: Vice-President, Government & Global Relations

TITLE: Chief Administrative Officer

DEVELOP NOVA SCOTIA

NAME: Jennifer Angel

TITLE: President and Chief Executive Officer

SCHEDULE "A" – THE PROJECT

The Provincial Tactical Placemaking Program was created by the Nova Scotia Business and Economic Labour Coalition (NSBLEC) as part of their plan to kick-start economic recovery and stimulate consumer confidence. The program is designed to support community-led tactical placemaking projects that are quick wins focused on mainstreets and downtowns to help create places:

- for people to gather and connect,
- that support economic recovery, and
- invite increased visitation to downtowns

To assist in the creation of a contribution agreement for project funding, please tell us a bit about your project and how it will achieve program outcomes.

Community name: Town of Amherst

Project Location(s): Downtown Amherst, on a centrally located town-owned green space at the corner of Victoria East and Havelock Streets.

Project Description: To create a 'moveable park', a central gathering area with some or all of the following features:

- Picnic tables
- Brightly coloured umbrellas with bases
- Edison String Lighting to be strung from building to posts along sidewalk
- Self watering Rectangular planters (seasonal planting) + Self Watering Square planters (small trees or shrubs) to border the edge of the park
- Proper waste receptacles for waste & recycling
- Bike rack to accommodate cyclists while using the park
- Fall mums and grasses for rectangular planters + small trees for square planters
- A 'Play' feature that would attract children and/or adults

In a few words, please tell us how you think your project will:

- support economic recovery and invite more visitation in your downtown?

The project will provide an outdoor seating option for customers of several nearby restaurants and take-outs. The space will also be an option for informal business meetings. The subject location is the midway point between two ends of Downtown that contain retail shops, and could act as a meeting and/or resting point where shoppers can grab a coffee and take a break. It will contribute the overall vibrancy and attractiveness of Downtown. Attractive Downtowns are often attractive places to live, work and play, which comes with positive economic impacts.

- create a place(s) for people to gather and connect?

Creating this space will cause people pause to sit with a cup of coffee, watch their children play, respond to emails and texts or enjoy casual conversations are spaces where community can come together, allowing for meaningful experiences that encourage people to return.

- create opportunities for community involvement?

The ultimate vision for the subject space is to construct a permanent 4-season gathering area featuring an ice skating surface in winter, public washrooms, an area for outdoor markets and events, and an area to enjoy food and drink, or just relax outside. The Tactical Placemaking Project provides an opportunity to test this vision, and more importantly, get feedback from users around how the space might work or doesn't work, what features are great and what might be missing. The moveable features put in place for this project can be moved around to test various configurations. Once the permanent features are constructed, the moveable features can be utilized in the permanent installment, moved to another green space across the street, or placed in multiple locations throughout the Downtown area.

Memorandum of Understanding

Between: Town of Amherst ("Town")
And: Amherst & Area Chamber of Commerce ("Chamber")
RE: Tactical Placemaking Project 2021

Definitions

1. "Program" means the Nova Scotia Business & Labour Economic Coalition (NSBLC) Tactical Placemaking Program.
2. "Chamber" means Amherst & Area Chamber of Commerce.
3. "Town" means the Town of Amherst.
4. "Project" means a community-led installation of a 'Moveable Park', a gathering area that features seating, sun shelters, lighting, waste receptacles, planter boxes, fall flowers and other vegetation.
5. "Final Report" means a detailed budget expenditure report submitted to NSBLC demonstrating that all costs incurred by the Chamber that have been submitted for payment have been paid by the Chamber, a summary report of the outcomes of the Project, and such other information as reasonably requested by NSBLC.

Background

6. The NSBLC has agreed to provide financial assistance to the Town of Amherst under the Tactical Placemaking Program to partner with a body corporate for the purpose of enabling communities to execute a "quick win" project that can help attract/retain people to visit, support increased opportunity for social connection post COVID-19 pandemic lockdown.
7. An important tenet of the Program is to engage and enable community members to execute the Project with the Town in a supporting role.
8. The Chamber is willing to partner with the Town of Amherst for the purpose of receiving the funding in order to engage the community and execute the project.
9. With Town Staff support and input, Chamber representatives and community members have developed the Project to be initially located on the Town owned green space at the south corner of Victoria East and Havelock Streets.

1. Approval of the increase of Water Operating capital from revenue from \$40,000 to \$114,497.16;
2. Approval of the increase of General Operating capital from revenue from \$575,000 to \$606,018.17;
3. Withdraw from the Operating Reserve of \$591,000.00 to fund the new pumper fire truck; and
4. Withdraw from the Operating Reserve – Stabilization Reserve of \$271,371.93 to fund the Stadium Solar project.

Motion Carried

4.12 Year End Operating Reserve Transfer to General Reserve Solid Waste Deficit

Moved By Councillor Baker

Seconded By Councillor Christie

That Council approve a transfer from the Operating Reserve – Solid Waste in the amount of \$14,378.17 to the General Operating fund to fund the deficit in the Solid Waste department for the 2020/21 fiscal year.

Motion Carried

4.13 Debenture Pre-Approval

Moved By Deputy Mayor Davidson

Seconded By Councillor Fawthrop

That Council approve the Resolution for Pre-Approval of Debenture Issuance in the amount of \$390,000 for long-term financing of the Albion Street water main replacement.

Motion Carried

4.14 Capital Budget Adjustment Zamboni

Moved By Councillor Landry

Seconded By Councillor Baker

That Council approve a change to the 2021/22 General Capital Budget to fund the new Zamboni from a withdraw from the Operating Reserve in the amount of \$200,000.

Motion Carried

4.15 Capital Budget Adjustment Fire Station Parking Lot

Moved By Councillor Emery

Seconded By Councillor Landry

That Council approve of the following change to the funding in the General Capital Budget to increase General Operating (capital from revenue) by \$80,000 to fund the asphalt overlay of the Fire Station parking lot.

Motion Carried

4.16 Acceptance of Audited Financial Statements

Moved By Councillor Christie

Seconded By Councillor Baker

That Council accept the recommendation of the Audit Committee: approving the Town of Amherst Consolidated Financial Statements and the Town of Amherst Water Utility Financial Statements for the year ended March 31, 2021, which have been audited by Jorgensen & Bickerton Inc.

Motion Carried

5. INTERNAL COMMITTEE REPORTS

- 5.1 Planning Advisory Committee - No Report**
- 5.2 Amherst Board of Police Commissioners - No Report**
- 5.3 Audit Committee - Landry**
Information item; no direction given or action required.
- 5.4 Amherst Youth Town Council - No Report**

6. EXTERNAL COMMITTEE REPORTS

- 6.1 Cumberland Public Libraries - Fawthrop**
Information item; no direction given or action required.
- 6.2 Cumberland YMCA - Fawthrop**
Information item; no direction given or action required.
- 6.3 Cumberland Joint Services Management Authority - Emery**
Information item; no direction given or action required.
- 6.4 Northern Region Solid Waste Committee - Baker**
Information item; no direction given or action required.
- 6.5 L. A. Animal Shelter**
Councillor Fawthrop gave a verbal report.
- 6.6 Senior Safety - Emery**
Information item; no direction given or action required.
- 6.7 Inter Municipal Tourism - No Report**
- 6.8 Poverty Reduction - No Report**

7. ADJOURNMENT

**Moved By Councillor Emery
Seconded By Councillor Landry
To adjourn the meeting.**

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon
Mayor

**Amherst Town Council
Special Meeting
Minutes**

Date: October 5, 2021
Time: 12:00 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 Jason MacDonald, Chief Administrative Officer
Andrew Fisher, Manager of Planning & Strategic Initiatives
Tom McCoag, Corporate Communications Officer
Cheryl Laliberte, Community Well-Being Manager
Aaron Bourgeois, Operations Manager
Kimberlee Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

Staff Absent Michael Hunter, Chief Financial Officer
Dwayne Pike, Chief of Police

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

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 12:00 p.m.

2. REQUEST FOR DECISION

2.1 Salary Administration Policy Amendments

Moved By Councillor Landry

Seconded By Councillor Baker

That the following amendments to the Salary Administration Policy #4530-01 be approved, namely to add the positions of Director of Communications and Community Well Being, Director of Operations, Director of Planning and Strategic Initiatives, Director of Fire Services, Director of Solid Waste and Bylaw Enforcement, Land Use Planner, and Solid Waste Education and Coordination Officer. And further to remove the position of Deputy CAO, Municipal Clerk, and the position of Town Engineer (effective in November upon the retirement of the incumbent).

Motion Carried 6-1

NAY vote: Baker

Moved By Councillor Baker

Seconded By Councillor Emery

To amend the motion to keep the position of Town Engineer.

Motion Defeated 5-2

NAY votes: Kogon, Davidson, Christie, Fawthrop, Landry

2.2 Appointment of Directors

Moved By Councillor Fawthrop

Seconded By Councillor Baker

That Council formally approve the appointments of:

Kimberlee Jones – Director of Corporate Communications and
Community Well Being
Aaron Bourgeois - Director of Operations
Andrew Fisher - Director of Planning and Strategic Initiatives
Gregory Jones - Director of Fire Services

Motion Carried

2.3 Inclusion, Diversity & Equity Committee Election of Chair

Moved By Councillor Emery

Seconded By Councillor Christie

To appoint Deputy Mayor Davidson as the Chair of the Inclusion, Diversity
& Equity Committee.

Motion Carried

3. ADJOURNMENT

Moved By Councillor Landry

Seconded By Councillor Christie

To adjourn the meeting.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

DEPARTMENT: ALL DEPARTMENTS

TITLE: SALARY ADMINISTRATION POLICY

Minutes	December 12, 2000	November 2, 2004 (See April 26, 2004 Minutes)	November 27, 2006
reference	December 18, 2006	February 26, 2007	July 16, 2008
date	September 29, 2008	March 31, 2008	March 29, 2010
	April 26, 2010	September 28, 2009	January 30, 2012
	May 23, 2012	August 2, 2011	May 1, 2013
	September 23, 2013	December 17, 2012	April 30, 2014
	May 21, 2015	December 16, 2013	September 2, 2016
	May 23, 2017	May 25, 2016	December 18, 2017
	February 26, 2018	September 25, 2017	September 28, 2020
	June 7, 2021	February 28, 2019	
		March 14, 2018	

PURPOSE:

To set out the Policy of the Town of Amherst for salary administration for all non-union employees.

POLICY STATEMENT:

The Town of Amherst will ensure the fair and equitable compensation of all non-union employees in relation to the duties of their position within the Town.

OBJECTIVES:

1. To promote salary equity in the Town's non-union sector.
2. To establish a framework and procedure to determine categories of compensation for new positions.

DEFINITION OF TERMS:

Salary Grid shows all the salary scales applicable to positions within the Town. The salary grids are contained in Appendices A, A-1, B, C-1. The salary grid – Appendix C-1 – has eight steps.

Step Adjustment – a move from one step, within a given salary range, to another (usually the next step) for individual employees is based on a satisfactory performance evaluation.

Salary Range is defined as a range of pay for a category of duties, with a minimum and maximum. The range will be established by Council after considering the recommendation of the CAO.

Overall Market Review – A review of the appropriateness of the Job Category Listing (Appendix C) and the Salary Grid (Appendix C-1). The review shall include a survey of the market value of similar positions.

Performance Evaluation – A formal evaluation of the employee's job performance. All employees will receive at least one Performance Evaluation in each year of service.

SALARY GRID:

An appropriate salary grid for all non-union positions shall be determined by the council:

New Positions: Recommendations for placement on the Job Category Listing shall be prepared by the Chief Administrative Officer and forwarded to Council for approval.

Salary ratings for temporary and casual positions shall be determined by the Chief Administrative Officer, in consultation with the departmental Director. Student wage rates shall be set by the CAO in consultation with the Director, with reference to the minimum wage in effect and the individual requirements of the job.

Step adjustments shall be made only when:

- 1) The adjustment can be accommodated within the Salary Account of the appropriate department; and
- 2) A current Performance Evaluation form is on file.

Upon completion of a satisfactory annual evaluation, the employee may be moved to the next step on the salary grid within his or her category. All step movements must be approved by the CAO

An employee in Step 8 in a year in which there is no overall market review shall receive a bonus equal to salary times CPI for the immediately preceding calendar year. This amount will be separate and not added to the base salary.

The CAO may, on the recommendation of the Director, authorize a movement of up to 3 steps in one year to recognize exceptional performance. In normal circumstances employees would move one step each year upon a satisfactory performance evaluation.

TRAVEL VEHICLE ALLOWANCES:

The Treasurer and Directors of departments shall receive a monthly vehicle allowance of \$150. Mayor and Council shall receive the same monthly vehicle allowance of \$150 effective November 1, 2008.

The monthly vehicle allowance is for reimbursement for all local travel using one's personal motor vehicle for travel within the boundary of the Town of Amherst. Travel outside the boundary is covered under Policy #03000-01. The monthly vehicle allowance shall be reviewed each year after considering any changes in the cost of operating a motor vehicle.

LUNCH BREAKS:

The lunch break period shall be for a one hour period.

PERFORMANCE EVALUATION:

Performance appraisals shall be conducted by the Chief Administrative Officer/Director at the completion of the probation period, and at least annually thereafter recorded on Performance Evaluation forms.

The Chief Administrative Officer/Director shall discuss the employee's performance evaluation in detail with the employee, in accordance with the employee evaluation system and standardized forms.

SCOPE OF RESPONSIBILITY:

The Town Council shall:

1. Authorize changes to the policies comprising the program of employee compensation.
2. Review and approve salary categories for all established positions within the Town.
3. Review and consider for approval the recommendations of the CAO in regard to the appropriateness of the salary classifications and ranges from time to time if necessary.

The Chief Administrative Officer shall:

1. Review and recommend changes to policy and procedures as they relate to the employee compensation program.
2. Ensure the maintenance of the salary rating and performance appraisal procedures.
3. Conduct salary rating and performance evaluation procedures relative to Director positions.
4. Monitor salary surveys and make recommendations to Council concerning market conditions as appropriate. The next overall market review shall be completed by January 31, 2019.
5. Grant step and/or merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.
6. Maintain all personnel files and records.

The Director shall:

1. Conduct performance evaluation procedures relative to the positions and employees within their respective departments, and make appropriate recommendations to the Chief Administrative Officer.
2. Make recommendations to the Chief Administrative Officer regarding step adjustments for employees within their departments.

APPENDIX A

**Town of Amherst
Salary Grid**

January 1, 2019

Job Level	Salary Amount	
Mayor	Stipend	
		\$ 41,178
Deputy Mayor	Stipend	
		\$ 27,723
Councillor	Stipend	
		\$ 25,050

APPENDIX A-1
April 1, 2017

Salary Grid
Other Non-Union Positions

Salary Amounts

Job Level	
Chief of Police	\$ 120,549
Deputy Chief of Police	\$ 113,118

**Effective April 1, 2018 the Chief of Police and Deputy Chief of Police salaries will be calculated on April 1st of each year as being 141% and 129% respectively of the first class constable rates.

Job Level	
Incumbent Town Engineer (to be eliminated in Nov 2021 upon the retirement of the incumbent)	\$ 90,098

Town of Amherst
Hourly Rate Grid - Casual

APPENDIX B

April 1, 2017

Job Title	Hourly Rate				
	Step 1	Step 2	Step 3	Step 4	Step 5
Casual Firefighter	16.93	17.21	17.51	17.81	18.10
Jail Guards	16.93	17.21	17.51	17.81	18.10
Canine Control Officer	13.21	13.65	14.10	14.55	15.07
School Crossing Guards	13.21	13.65	14.10	14.55	15.07
Ice Marshall	13.16	13.57	14.03	14.47	14.99
Other (including students)	Provincial Minimum Wage				

APPENDIX C JOB CATEGORIES

Category	Position	
Senior Officer	Deputy CAO	
	Chief Financial Officer	
Director	Vacant	
	Director of Corporate Communications and Community Well Being	
	Director of Operations	
	Director of Planning and Strategic Initiatives	
	Director of Fire Services	
Manager	Director of Solid Waste and Bylaw Enforcement	
	Fire Chief	
	Operations Manager	
	Manager of Land Use Planning and Strategic Initiatives	
Officer	Land Use Planner	
	Business Development Officer	
	Solid Waste Education and Coordination Officer	
	Community Well-Being Manager	
	Building Official	
	IT Manager	
	Municipal Clerk	
	Senior Accountant	
	Supervisor	Exec Asst/Dispatch Coordinator
		Transportation Foreman
Facility Manager		
Capital Asset Coordinator/Property Manager		
Horticulturist		
Financial Services Supervisor & Human Resources		
Deputy Clerk		
Admin/Cust Serv 4	Fire Inspector	
	Deputy Clerk	
	Dangerous and Unsightly Premises Administrator	
Admin/Cust Serv 3	GIS Coordinator	
	Payroll & Administrative Assistant (Public Works)	
	Corporate Communications Officer (CCO)	
	Crime Prevention Coordinator (2 year term)	
	Fire Fighter	
	Procurement Coordinator	
	Revenue Officer	
	Customer Service/Accounts Payable Clerk	
	Water/Sewer Billing & Accounting Clerk	
	IT Coordinator	

**TOWN OF AMHERST
SALARY ADMINISTRATION POLICY**

NUMBER 04530-01

PAGE 8 of 8

Admin/Cust Serv 2	
	Active Living Coordinator
	Culture, Community Events & Marketing Coordinator
	Administrative Assistant – Community Well Being & Clerk's Office

**Amherst Town Council
Special Meeting
Minutes**

Date: October 14, 2021
Time: 12:00 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 Michael Hunter, Chief Financial Officer
Dwayne Pike, Police Chief
Greg Jones, Director of Fire Services
Andrew Fisher, Director of Planning & Strategic Initiatives
Aaron Bourgeois, Director of Operations
Kim Jones, Director of Corporate Communications and Community
Well Being / Municipal Clerk
Tom McCoag, Corporate Communications Officer
Natalie LeBlanc, Deputy Clerk

Staff Absent: Jason MacDonald, Chief Administrative Officer

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

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 12:00 p.m.

2. REQUEST FOR DECISION

2.1 COVID 19 Vaccination Policy

Moved By Deputy Mayor Davidson

Seconded By Councillor Christie

To approve the COVID 19 Vaccination Policy with the addition of "and accepted" to paragraph 3 to read "If the exemption is validated and accepted"

Motion Carried

3. ADJOURNMENT

Moved By Councillor Emery

Seconded By Councillor Landry

To adjourn the meeting.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

SYNOPSIS

Council Committee Appointments

Council committee appointments were made in November last year for one-year terms. The terms of current appointments, listed below, expire on October 31st.

MOTION:

That Council approve the following committee appointments effective November 1, 2021 to October 21, 2022

Mayor Kogon

- **Regional Emergency Management**

Deputy Mayor Davidson

- **Amherst Board of Police Commissioners (expires Oct 31, 2023)**
- **Planning Advisory Committee**
- **Inclusion, Diversity and Equity Committee (new)**

Councillor Baker

- **Amherst Board of Police Commissioners (expires Oct 31, 2022)**
- **CJSMA**
- **Northern Region Solid Waste Committee**

Councillor Christie

- **Amherst Board of Police Commissioners (expires Oct 31, 2022)**
- **Intermunicipal Tourism Committee**
- **Planning Advisory Committee**

Councillor Emery

- **CJSMA**
- **Municipal Alcohol Policy**
- **Regional Emergency Management**
- **Senior Safety Advisory Group**
- **Tyndal Wellfield Advisory Committee**
- **Inclusion, Diversity and Equity Advisory Committee (new)**

Councillor Fawthrop

- **Cumberland Public Libraries Board**
- **LA Animal Shelter**
- **Tree Advisory Committee**
- **Tyndal Wellfield Advisory Committee**
- **YMCA Board of Directors**
- **Accessibility Advisory Committee (new)**

Councillor Landry

- **Intermunicipal Poverty Reduction Committee**
- **Planning Advisory Committee**
- **Accessibility Advisory Committee (new)**

AND FURTHER, that all members of Council are also appointed to the Committee of the Whole of Amherst Town Council and the Town of Amherst Audit Committee.

SYNOPSIS

Accessibility Committee Appointments

In accordance with the Town of Amherst Accessibility Advisory Committee Policy, there is an ability to appoint six Town of Amherst residents to the committee. This is a newly developed Policy; therefore, all appointed members will be serving in their inaugural year. The initial appointments will be for one-year terms, as a transitional measure, and subsequent appointments will have three members for a one-year term and four members for a two-year term to ensure knowledge is retained on the Committee.

Following the regular Council meeting in September where 3 residents were appointed, staff received 3 additional applications. Two applicants reside in Amherst, while the third resides in Sackville NB. The terms of reference state there is an ability to appoint six Town of Amherst residents. With the addition of two Amherst residents, the committee will have two Councillors and five citizens. Staff will be able to recruit for one Amherst resident.

MOTION:

That Council appoint Marina Godfrey and Matthew Medland to the Accessibility Committee for an initial one-year term.



AMHERST TOWN COUNCIL

RFD# 2021083

Date: October 25, 2021

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Cheryl Laliberté

DATE: October 25, 2021

SUBJECT: Appointments to Town of Amherst Accessibility Advisory Committee

ORIGIN: Inaugural appointment of members to Town of Amherst Accessibility Advisory Committee.

LEGISLATIVE AUTHORITY: Accessibility Advisory Committee Policy, #10350-30.

RECOMMENDATION: That Council appoint Marina Godfrey and Matthew Medland to the Accessibility Committee for an initial one-year term.

BACKGROUND: In accordance with the Town of Amherst Accessibility Advisory Committee Policy, there is an ability to appoint six Town of Amherst residents to the committee. This is a newly developed policy, therefore all appointed members will be serving in their inaugural year. The initial appointments will be for one-year terms, as a transitional measure, and subsequent appointments will have three members for a one-year term and four members for a two-year term to ensure knowledge is retained on the Committee.

DISCUSSION: The Committee plays a pivotal role in helping the Town of Amherst become a barrier-free community and ensuring obligations under An Act Respecting Accessibility in Nova Scotia (2017) are met, and to assist in creating a community of wellbeing.

Following the regular Council meeting in September, staff received 3 additional applications. Two applicants reside in Amherst, while the third resides in Sackville NB. The terms of reference state there is an ability to appoint six Town of Amherst residents. With the addition of two Amherst residents, the committee will have two Councillors and five citizens. Staff will be able to recruit for one Amherst resident.

FINANCIAL IMPLICATIONS: There are no financial implications.

COMMUNITY ENGAGEMENT: Expressions of interest were solicited through social media and radio ads.

ENVIRONMENTAL IMPLICATIONS: No direct environmental implications.

ALTERNATIVES: These appointments are at Council’s discretion; Council may choose to appoint all applicants as suggested, or fewer.

ATTACHMENTS: 10350-30 Town of Amherst Accessibility Advisory Committee Policy

DEPARTMENT: Executive Operations

TITLE: Accessibility Advisory Committee

Minutes reference date: February 24, 2020

1.0 BACKGROUND

Under the Nova Scotia Accessibility Act (NSAA), the Town of Amherst is required to appoint an Accessibility Advisory Committee to provide input on accessibility matters within the Town of Amherst.

2.0 PURPOSE

The Accessibility Advisory Committee (“Committee”) assists Town Council (“Council”) in fulfilling its responsibilities relating to identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in helping the Town of Amherst become a barrier-free community and ensuring obligations under *An Act Respecting Accessibility in Nova Scotia* (2017) are met, and to assist in creating a community of wellbeing.

3.0 DEFINITIONS

- 3.1 The definitions in the Nova Scotia Accessibility Act will supersede any and all definitions in this policy
- 3.2 Barrier means anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;
- 3.3 Council means the Town Council for the Town of Amherst;
- 3.4 Disability includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability, that, in interaction with a barrier, hinders an individual’s full and effective participation in society.

4.0 POLICY

4.1 Role

The Accessibility Advisory Committee shall:

- 4.1.1 Advise Council on the preparation, implementation, and effectiveness of its accessibility plan. In accordance with the Accessibility Act, the plan must include:
 - i. a report on measures the municipality has taken and intends to take to identify, remove, and prevent barriers
 - ii. information on procedures the municipality has in place to assess the following for their impact on accessibility for people with disabilities:
 - any proposed policies, programs, practices, and services
 - any proposed enactments or by-laws
 - iii. any other prescribed information

DEPARTMENT: Executive Operations

TITLE: Accessibility Advisory Committee

Minutes reference date: February 24, 2020

- 4.1.2 Review and update its accessibility plan at least every three years, in accordance with the Act.
- 4.1.3 Consult with the community on accessibility in the Town of Amherst.
- 4.1.4 Advise Council on the impact of Town of Amherst policies, programs, and services on people with disabilities.
- 4.1.5 Review and monitor existing and proposed Town of Amherst bylaws to promote full participation of people with disabilities, in accordance with the Act.
- 4.1.6 Identify and advise on the accessibility of existing and proposed municipal services and facilities.
- 4.1.7 Advise and make recommendations about strategies designed to achieve the objectives of the Town's accessibility plan.
- 4.1.8 Receive and review information from Council and its committees, and make recommendations, as requested.
- 4.1.9 Monitoring federal and provincial government directives and regulations.

4.2 Membership

- 4.2.1 In accordance with the Act, at least half of the committee membership must be people with disabilities or represent organizations that represent people with disabilities with preference for the former.
- 4.2.2 All members must adhere to and abide by the Code of Ethics Policy, Policy #04000-12.
- 4.2.3 When making appointments to the Committee, Council will give consideration to representation from different sectors of the community.
- 4.2.4 Appointees shall possess knowledge and understanding of accessibility related issues and services currently being provided by the community. Appointments shall be approved by Council annually at their October meeting.
- 4.2.5 The Committee shall have 8 voting membership that includes:
 - a) 2 Town of Amherst Council members
 - b) 6 community members
- 4.2.6 Non-voting members shall include:
 - a) Municipal Accessibility Coordinator – Town of Amherst staff

DEPARTMENT: Executive Operations

TITLE: Accessibility Advisory Committee

Minutes reference date: February 24, 2020

4.3 Terms of Appointment

- 4.3.1 The initial appointments will be for one-year terms, as a transitional measure, and subsequent appointments will have three members for a one-year term and four members for a two-year term to ensure knowledge is retained on the Committee.
- 4.3.2 The Town of Amherst Council members shall be appointed annually by Council.
- 4.3.3 The Town of Amherst Accessibility Coordinator, and the Secretary of the Committee shall be employees of the Town of Amherst and appointed by the Chief Administrative Officer.
- 4.3.4 The Chair and Vice Chair shall be elected annually by the Committee, and the Chair shall be a Town of Amherst Council member.

5. OTHER

- 5.1 The Committee shall meet at least quarterly but may meet more frequently, as required
- 5.2 Meetings of the Committee shall be open to the Public, however, they are subject to the provision of Section 22 of the Municipal Government Act with respect to closed meetings
- 5.3 The Committee provides open avenues of communication to stakeholders and Council.
- 5.4 The Committee may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities. Members of the Working Group may consist of additional members of the community.
- 5.5 Meetings shall convene at 4pm on the day selected, unless otherwise specified.
- 5.6 The Committee and its members shall follow the rule of order, as set in the Proceedings of Council Policy, Policy #10350-24.

6. TERMS OF REFERENCE REVIEW

- 6.1 The Committee will review its terms of reference annually and make any recommendations to Council, as the Committee deems appropriate.

7. REFERENCES

- 7.1 Bill NO. 59 – Accessibility Act, Chapter 2 of the Act of 2017.

SYNOPSIS

Appointments to Town of Amherst Inclusion, Diversity and Equity Committee

In accordance with the Town of Amherst Inclusion, Diversity and Equity Policy, there is an ability to appoint up to 5 Town of Amherst residents to the committee. This is a newly developed Policy; therefore, all appointed members will be serving in their inaugural year.

Following the regular Council meeting in September where 4 residents were appointed, staff received one additional application. The terms of reference state there is an ability to appoint five Town of Amherst residents. With the addition of one resident, the committee will be at full complement of two Councillors and 5 citizens.

MOTION:

That Council appoint Rochelle Howlett to the Inclusion, Diversity and Equity Committee for a one year term.



AMHERST TOWN COUNCIL

RFD# 2021081

Date: October 25, 2021

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Cheryl Laliberté

DATE: October 25, 2021

SUBJECT: Appointments to Town of Amherst Inclusion, Diversity and Equity Committee

ORIGIN: Inaugural appointment of members to Town of Amherst Inclusion, Diversity and Equity Committee

LEGISLATIVE AUTHORITY: Town of Amherst Inclusion, Diversity and Equity Policy, #10350-31.

RECOMMENDATION: That Council appoint Rochelle Howlett to the Inclusion, Diversity and Equity Committee for a one year term.

BACKGROUND: In accordance with the Town of Amherst Inclusion, Diversity and Equity Policy, there is an ability to appoint up to 5 Town of Amherst residents to the committee. This is a newly developed policy, therefore all appointed members will be serving in their inaugural year.

DISCUSSION: Involving residents of diverse backgrounds ensures full and equitable participation for all residents of Amherst. The Inclusion, Diversity and Equity Committee provides Council with an inclusive perspective on issues pertaining to the diverse population of Amherst.

Following the regular Council meeting in September, staff received one additional application. The terms of reference state there is an ability to appoint five Town of Amherst residents. With the addition of one resident, the committee will be at full complement of two Councillors and 5 citizens.

FINANCIAL IMPLICATIONS: There are no financial implications

COMMUNITY ENGAGEMENT: Expressions of interest were solicited through social media and radio ads.

SOCIAL JUSTICE IMPLICATIONS: Having a full complement of members will enhance the committee.

ENVIRONMENTAL IMPLICATIONS: No direct environmental implications.

ALTERNATIVES: Appointment are at Council's discretion; Council may choose to appoint the applicant as suggested, or not.

ATTACHMENTS: 10350-31 Town of Amherst Inclusion, Diversity and Equity Committee

Report prepared by: Cheryl Laliberté
Report and Financial approved by:

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Town of Amherst Inclusion, Diversity and Equity Committee
Terms of Reference**

Minutes reference date: August 4, 2021

1.0 PURPOSE:

The Town of Amherst’s Vision is to be a healthy, prosperous, inclusive and environmentally sustainable community in which people of all ages, abilities and cultures are engaged and proud to live, work and play. The purpose of the Committee is to advise the Town of Amherst Council on matters related to inclusion, diversity and equity in the organization and the community.

2.0 MANDATE

The Town of Amherst values inclusivity, diversity and equity in all areas of the workplace. Additionally, the Town values the contributions that each citizen brings, and is committed to ensuring full and equitable participation for all in our community. The mandate of the Committee is:

- i. To recommend to Council the development and/or revision of policies and practices to create a diverse municipal workforce and to ensure an inclusive workplace;
- ii. To recommend to Council training opportunities for staff and Council to assist in creating a culturally competent workplace so that all employees feel valued and safe;
- iii. To research and recommend to Council any actions needed to ensure the Town is compliant with the Nova Scotia Human Rights Act;
- iv. To include marginalized and under-served persons through Committee membership recruitment, sub-committee participation and community engagement;
- v. To make recommendations regarding equitable municipal services and programs that meet the needs of all residents
- vi. To promote and celebrate the diversity within our community

The Committee’s initial mandate is for a two-year term, with the first 12-months dedicated to the creation of an internal organizational action plan. At the end of the 12 months, the Committee will evaluate the feasibility of developing an external community action plan. At the end of the two-year term, the Committee will review the terms of reference and make recommendations to Council regarding the Committee’s continuing role.

3.0 MEMBERSHIP

The membership of the Committee will be as follows:

- a. Voting Members:
 - i. Two (2) Councillors;
 - ii. Up to 5 Town of Amherst residents

- b. Non-voting Members:
 - i. Two Municipal staff, appointed by Council;
 - ii. Other Town staff as resources as needed

4.0 COMMITTEE MEMBERSHIP SELECTION PROCESS

Members of the Committee will be selected as follows:

- i. Council will select their own representatives;
- ii. The Chair and Vice Chair shall be appointed by Council
- iii. Applications for other community representatives will be solicited using the Town website and usual social media outlets. A targeted approach will be used to ensure under-served and under-represented people are reached. Members will possess qualities such as progressive teamwork, cross-sectoral respect, ability to respect confidentiality, and strong communication skills. Interested citizens will be invited to submit a letter of interest and experience for consideration. Citizens members shall be appointed by Council.

5.0 DELEGATED AUTHORITY

The Committee is established as an advisory committee to the Amherst Town Council and does not have any delegated authority.

6.0 FUNCTIONING OF THE COMMITTEE

A quorum consists of a majority of the members of the Committee. Decisions of the Committee will be made by a majority vote. For the purposes of this Committee, majority means more than one half of those present.

7.0 BUDGET AND RESOURCES REMUNERATION

The Committee members serve as volunteers and shall serve without remuneration.

8.0 LOCATION OF THE MEETINGS

The Committee meetings will be held at a Town of Amherst facility, with the option of virtual attendance, as per policy.

9.0 FREQUENCY OF MEETINGS

The Committee will meet every two months. Additional meetings may be scheduled if needed, following consultation with the Chairperson and the Municipal Clerk. Meetings will normally be held during normal business hours or early evening.

10.0 ABSENTEEISM

A committee member who, without leave of the Chair, is absent from three consecutive regular meetings, ceases to be a member.

SYNOPSIS

Community Support Grants Policy Amendment

The Community Support Grants policy outlines the process for the A Fresh Start Initiative as well as the process for community support grants. In September Council approved a motion that cancelled the Fall round of the A Fresh Start Initiative and further direct staff to review the Community Support Grants Policy and bring back recommended changes to the October Committee of the Whole meeting. Staff have made revisions to the policy that will streamline the process and make it easier for applicants to understand.

The most significant change is to the A Fresh Start program, and the recommendation to do it once a year as opposed to twice yearly. It is hoped this change may make it easier for applicants to utilize the initiative. Also, should the entire budgeted allotment not be spent, it allows some flexibility for Council to consider worthy community support grant applications that may come up later in the year.

MOTION:

That Council approve of the amendments to the Community Support Grants Policy.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Cheryl Laliberté

DATE: October 25, 2021

SUBJECT: Community Support Grant Policy Amendment

ORIGIN: A policy review was part of Council's strategic priorities.

LEGISLATIVE AUTHORITY: Authority is provided under Section 65, *Municipal Government Act*, as amended and the Community Support Grants Policy.

RECOMMENDATION: That Council approve of the amendments to the Community Support Grant Policy.

BACKGROUND: At the regular Council meeting held September 27, Council directed staff to review the Community Support Grants Policy and bring back recommended changes to the October Committee of the Whole meeting.

DISCUSSION: At the regular Council meeting held September 27, a synopsis was presented that detailed the A Fresh Start Initiative challenges and declining number of applications. The Community Support Grants policy outlines the process for the A Fresh Start Initiative in Appendix A, as well as the process for community support grants. Council approved a motion that cancelled the Fall round of the A Fresh Start Initiative and further direct staff to review the Community Support Grants Policy and bring back recommended changes to the October Committee of the Whole meeting. Staff have made revisions to the policy that will streamline the process and making it somewhat easier for applicants to understand.

The most significant change is to the A Fresh Start program, and the recommendation to do it once a year as opposed to twice yearly. It is hoped this change may improve the quantity and quality of applications. Also, should the entire budgeted allotment not be spent, it allows some flexibility for Council to consider worthy applications that may come up later in the year.

FINANCIAL IMPLICATIONS: There are no financial implications to the amendments proposed.

COMMUNITY ENGAGEMENT: There was no community engagement.



AMHERST TOWN COUNCIL

RFD# 2021083

Date: October 25, 2021

ENVIRONMENTAL IMPLICATIONS: There are no environment implications.

SOCIAL JUSTICE IMPLICATIONS: Hopefully streamlining this process will it easier for community groups to access funding.

ALTERNATIVES: Direct staff to make further amendments to the policy.

ATTACHMENTS:

1. Revised Community Support Grants Policy 72000-08

Report prepared by: Cheryl Laliberté



DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **COMMUNITY SUPPORT GRANTS POLICY**

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018
28 October 2019 27 January 2020

POLICY STATEMENT

- a. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are considered by Council to enhance the well-being and quality of life of Amherst residents.
- b. This program does not govern the following, which are separately administered:
 - i. Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
 - ii. Residential Property Tax Rebates (low-income homeowners)

1. POLICY OBJECTIVES

The objectives of this policy are:

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

2. SCOPE

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

- a. The application process is competitive;
- b. There are more grant applications received than available funding;
- c. Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient;
- d. Preference is given to new initiatives, but a promising event/project may receive, in its infancy, a grant for more than one year provided there is evidence that the event/project is developing successfully and is sustainable in the future without continued program support

3. EXCLUSIONS

The following are exclusions from the grant program:

- a. It is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g., health, social services)
- b. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns
- c. Funding applications will not be considered from the following:
 - i. Businesses;
 - ii. Provincial Government organization
 - iii. School Boards or quasi government organizations;

- iv. Non-profit organizations for the purpose of funding accumulated deficits;
 - v. Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - vi. Organizations with political affiliations
- d. Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief
- e. Funding will also not normally be provided to fundraising campaigns of national charitable organizations
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

4. ALLOCATION OF FUNDS

Council is not obligated to:

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

5. SPECIAL CONSIDERATION

The following Grants are provided annually, and the recipients must comply with the applicable requirements under the **application process** below. Failure to do so could result in future funding being suspended.

- a. Amherst Food Assistance Network
- b. Cumberland Early Intervention Program
- c. Sexual Health Centre for Cumberland County
- d. Cumberland County Transition House (Autumn House)
- e. Senior's Safety Advisory Committee
- f. Cumberland County Museum
- g. Amherst Little League Baseball Association
- h. Amherst Little League T-Ball Baseball
- i. NSCC Grant last payment fiscal 2021/22
- j. Maggie's Place

Council reserves the right to discontinue and/or alter funding for these organizations without notice. Council will ensure consideration is made to provide notice to applicants or a gradual decrease to the amounts above wherever possible. Support for these organization and the amounts are reviewed annually. It is anticipated that funding from the Town of Amherst is not the main source of funding for the above organizations.

6. LIMITATIONS

The following limitations apply to funding for the Programs listed below:

- a. Funding shall be limited to no more than 40% of overall costs for an event or program
- b. Funding will be provided for a maximum of five consecutive years.
- c. Funding cannot be used to purchase products regulated by the Liquor Control Act R.S., c. 260, s. 1. or the Cannabis Control Act 2018, c. 3, s. 1.
- d. An organization can only apply for funding under either the regular Community Grant or "A" Fresh start for the same activity, item or event. For example, an event cannot apply under "A" Fresh Start and under the Community Support Grant

7. PROGRAMS

The following are a list of the grants available:

1. A" Fresh Start

One annual intake with a maximum annual allocation \$35,000. See Appendix A.

2. Community Support Grants

a. Sport and Physical Activity

Maximum funding considered will be \$500 for a team and \$250 for an individual

- i. This includes amounts for teams traveling to Provincial, National and International competitions when the team or individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g. Hockey Nova Scotia or Skate Canada).
- ii. The team is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team
- iii. The individual is competing as an individual and has their principal residence in the Town of Amherst.

b. Festivals and Events Grants

Less than 1,000 people anticipated to participate:

- i. Maximum funding considered under this component will be \$1,000
- ii. Must demonstrate broad community support; and
- iii. Provides an experience not duplicated by other ongoing events, festivals or activities.

More than 1,000 people participating:

- i. Maximum funding will be determined by Council but will not exceed \$5,000;
- ii. Draw spectators from the Maritimes, nationally or internationally and increases the profile of our community; and
- iii. Must be a minimum of three days in length and must be affiliated with a local community non-profit organization

c. Organizational Equipment

Operational and capital equipment purchase requests will be considered by Council to a maximum of \$500.

d. Community Well-Being

Funds have been allocated for initiatives that directly impact community well-being and result in a reduction in poverty in the community. The reporting requirements and limitations in section 8 apply to these grants. Applications will be considered up to a maximum of \$5,000.

8. APPLICATION PROCESS

The following outlines the application process:

- a. Applications may be submitted throughout the year
- b. An annual callout occurs in October, with a submission deadline of December 31st
- c. Council will only approve one application per year per group in addition to the "A" Fresh Start grant. Applications for "A" Fresh Start must be for new initiatives and must not include events applied for under the Community Support Grant process.

- a) Applications for amounts under \$1,000 must submit the following information
 - i. A complete Community Grant Application
 - ii. a proposed budget for the project
- b) Applications for amounts over \$1,000 must submit the following information:
 - i. A complete Community Grant Application
 - ii. a proposed budget for the project.
 - iii. The most current financial statements of the organization designated to receive the grant funds in the application, as well as a budget for the upcoming year.
- c) The Town of Amherst may request additional information.

9. APPROVAL PROCESS

- a. The follow outlines the approval process for applications:
 - i. Staff will review the applications to ensure the proper information has been provided. Applicants who have not provided proper information will be identified in the information provided for the Committee of the Whole meeting;
 - ii. Applications will be reviewed at Committee of the Whole for eligibility, evaluation and recommendation to Council;
 - iii. Council determines all grant levels per organization as per maximum allocations identified in number 9 above.
- b. Council retains the authority to provide amounts over the maximum amounts in unusual or special circumstances where it is in the Town's best interest to do so
- c. Following annual Council budget deliberations, successful applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the applicant in order to receive the full amount of funding offered.
- d. Funding will be determined by council upon reviewing the proposal and recommendations from staff

11. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) may approve applications submitted under section 8a, b, c, d of this policy that are \$500 and less, provided such applications qualify in accordance with this policy. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December).

12. PAYMENT PROCESS

For amounts over \$1,000 payment will be made as follows:

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

13. CONDITIONS

- a. Grant recipients shall:
 - i. Make no misrepresentation on their application
 - ii. Use the grant as described in the application
 - iii. Provide a final report after the completion of the activity

- iv. Use the funds in the year granted
- b. Grant recipients receiving less than \$1,000 shall submit a final report once the activity has been completed within one year of the occurrence of the event The report shall include:
 - i. A copy of receipts for funding used
 - ii. An outline of the impact of the grant upon the organization and community
- c. Grant recipients receiving \$1,000 or more shall submit a final report once the activity has been within one year of the occurrence of the event The report shall include:
 - i. A copy of receipts for funding used
 - ii. An outline of the impact of the grant upon the organization and community
 - iii. The proposed project budget submitted with the original application with updates for actual revenue and expenditures
- d. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.
- e. Non-compliance in number 13 above, could result in no funding being awarded in the future year(s)
- f. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted
- g. If the event/project does not occur for any reason, all grant monies must be returned
- h. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

14. PUBLIC DISCLOSURE

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

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

This program is held once per year, with up to \$35,000 available.

1. Applications
 - a. Organizations may only be chosen once every two years
 - b. Application Deadlines
 - i. Application call-out in February of each year
 - ii. Public vote in May of each year
2. Qualifying applications
 - a. In order to qualify, the presentation, idea, or use of the money must be for creative, new events or initiatives. For example: a new cultural play, new event, festival, fundraising event with funds going back into Amherst and area
 - b. Normal ongoing operations of an organization do not qualify
3. Selection Process
 - a. A maximum of five finalists will be selected using an evaluation criteria
 - b. All qualifying applicants, are eligible to be one of the finalists reviewed by a staff committee and approved by Council at the April council meetings.
 - c. The five (or fewer) selected are required to present at the public event in May.
4. Presentations
 - a. The public meeting would be for 1 ½ hours at the Community Credit Union Business Innovation Centre
 - b. All presenters and public are welcomed to attend
 - c. Selected applicants are required to make presentations of 10 minutes each
5. Decision making
 - a. After all presentations are complete, members of the public will vote to rank the quality of the presentation
 - b. Council will review the applications immediately following the public event, taking into consideration the results of the presentation vote and other factors, and determine by vote final decision on funding to be allocated to the finalists
6. Awards
 - a. Up to \$35,000.00 to be awarded, but all finalists chosen receive an award
 - b. Public vote on the finalists. Council then votes on final ranking of all the finalists
7. Other
 - a. Those receiving grants will receive 80% of the funding granted in advance of their event with the remaining 20% issued after completion of a final report that must be presented to the Town following the completion of the event
 - b. Those receiving grants will have 12-months after the approval date to plan and execute the event.
 - c. Council may decide to not award the full \$35,000.00. The remainder of the \$35,000.00 may be made available to Community Support Grants requests submitted throughout the year

Date: _____

REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

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

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

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

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

NAME	FUNDING IF ANY

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



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

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **COMMUNITY SUPPORT GRANTS POLICY**

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018
28 October 2019 27 January 2020

POLICY STATEMENT

1. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are considered by Council to enhance the ~~lives-well-being and quality of life of Amherst residents. Every year the Town receives more grant requests than it can fund. The purpose of this policy is to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in the community in a manner approved by Council.~~
2. This program does not govern the following, which are separately administered:
 - a. Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws); ~~and~~
 - b. Residential Property Tax Rebates (low-income homeowners)

POLICY OBJECTIVES

The objectives of this policy are:

- a. To outline the requirements to apply and be considered for a Community Support Grant ~~from the Town of Amherst;~~
- ~~(1)b.~~ establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in a manner approved by Council.
- ~~(2)c.~~ To ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
- ~~(3)d.~~ To provide for public disclosure of a list of grant recipients and the amounts of those grants.

SCOPE

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

- a. ~~The application process is competitive;~~
- b. ~~There are more grant applications received than available funding;~~
- c. ~~Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient;~~
- a-d. ~~Preference is given to new initiatives, but a promising event/project may receive, in its infancy, a grant for more than one year provided there is evidence that the~~

Formatted: List Paragraph, Left, Line spacing: single, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Font: (Default) Calibri, Not Bold, No underline

Formatted: Font: (Default) Calibri, Not Bold, No underline

Formatted: Font: (Default) Calibri, Not Bold, No underline

Formatted: Font: (Default) Calibri, Not Bold

Formatted: Underline

Formatted: Font: (Default) Calibri, Not Bold, No underline

Formatted: Font: (Default) Calibri, Not Bold, No underline

Formatted: Font: (Default) Calibri, Not Bold, No underline

Formatted: Font: 12 pt, Not Bold, No underline

Formatted: Font: 12 pt, Not Bold, No underline

Formatted: Font: 12 pt, Not Bold, No underline

Formatted: Font: 12 pt, Not Bold, No underline

Formatted: Font: 12 pt, Not Bold, No underline

Formatted: Font: 12 pt, Not Bold, No underline

Formatted: Font: 12 pt, Not Bold, No underline

event/project is developing successfully and is sustainable in the future without continued program support

Formatted: Font: 12 pt, Not Bold, No underline

Formatted: Font: 12 pt, Not Bold, No underline

Formatted: Font: (Default) Calibri, Not Bold, No underline

EXCLUSIONS

The following are exclusions from the grant program:

- a. It is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g. health, social services)
- b. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns
- c. Funding applications will not be considered from the following:
 - Businesses;
 - Provincial Government organization
 - School Boards or quasi government organizations;
 - Non-profit organizations for the purpose of funding accumulated deficits;
 - Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - Organizations with political affiliations.
- d. Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief
- e. Funding will also not normally be provided to fundraising campaigns of national charitable organizations
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

ALLOCATION OF FUNDS

Council is not obligated to:

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

SPECIAL CONSIDERATION

The following Grants are provided annually, and the recipients must comply with the applicable requirements under the **application process** below. Failure to do so could result in future funding being suspended.

- a. Amherst Food Assistance Network
- b. Cumberland Early Intervention Program
- c. Sexual Health Centre for Cumberland County
- d. Cumberland County Transition House (Autumn House)
- e. Senior's Safety Advisory Committee
- f. Cumberland County Museum

- g. Amherst Little League Baseball Association
- h. Amherst Little League T-Ball Baseball
- i) NSCC Grant last payment fiscal 2021/22
- i. Maggie's Place

Council reserves the right to discontinue and/or alter funding for these organizations without notice. Council will ensure consideration is made to provide notice to applicants or a gradual decrease to the amounts above wherever possible. Support for these organization and the amounts are reviewed annually. It is anticipated that funding from the Town of Amherst is not the main source of funding for the above organizations.

LIMITATIONS

The following limitations apply to funding for the Programs listed below:

- a. Funding shall be limited to no more than 40% of overall costs for an event or program.
- b. Funding will be provided for a maximum of five consecutive years.
- ~~b-c.~~ Funding cannot be used to purchase ~~alcohol~~ products regulated by the Liquor Control Act R.S., c 260, s. 1 or the Cannabis Control Act 2018, c. 3, s. 1.
- ~~e-d.~~ An organization can only apply for funding under either the regular Community Grant or "A" Fresh start for the same activity, item or event. For example, an event cannot apply under "A" Fresh Start and under the ~~Festivals and Events Grant~~ Community Support Grant

~~These organizations receiving funding under number seven above are not eligible for funding under the programs listed below.~~

~~a)-~~

PROGRAMS

The following are a list of the grants available:

- a. "A" Fresh Start
There ~~are two annual~~ is one annual intakes with a maximum annual allocation \$35,000. See Appendix A.
- b. Communtiy Support Grant
Sport and Physical Activity Grants and Assistance
 - i. Maximum funding considered under this component will be \$500 for a team and \$250 for an individual.
 - ii. This includes amounts for teams traveling to Provincial, National and International competitions when the team or individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g. Hockey Nova Scotia or Skate Canada).
 - iii. The team is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team.
 - iv. The individual is competing as an individual and has their principal residence in the Town of Amherst.

Festivals and Events Grants

Less than 1,000 people anticipated to participate:

Formatted: List Paragraph, Numbered + Level: 1 +
Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left +
Aligned at: 1.27 cm + Indent at: 1.9 cm

- a. Maximum funding considered under this component will be \$1,000
 - b-ii. Must demonstrate broad community support; and
 - c-iii. Provides a ~~unique~~ experience not duplicated by other ongoing events, festivals or activities.
 - More than 1,000 people participating:
 - d-i. Maximum funding will be determined by Council but will not exceed \$5,000;
 - e-ii. Draw spectators from the Maritimes, nationally or internationally and increases the profile of our community; and
 - f-iii. Must be a minimum of three days in length and must be affiliated with a local community non-profit organization.
- Organizational Equipment
Operational and capital equipment purchase requests will be considered by Council to a maximum of \$500

Formatted: Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.9 cm + Indent at: 2.54 cm

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.27 cm + Indent at: 1.9 cm

Community Well-Being

~~a)~~ Funds have been allocated for initiatives that directly impact community well-being and result in a reduction in poverty in the community. The reporting requirements and limitations in section 8 apply to these grants.

Formatted: Normal, Add space between paragraphs of the same style, No bullets or numbering, Tab stops: 2.54 cm, Left

- i. Applications will be considered up to a maximum of \$5,000

APPLICATION PROCESS

The following outlines the application process:

- a) Applications may be submitted throughout the year-
- ~~a)b) An annual callout occurs in October, with a submission deadline of December 31st. Budget deliberations begin in November of each year. Deadline for submission is December 1st of each year for the following fiscal year. The Town's fiscal years runs April 1-March 31.~~
- ~~b)c) Council will only approve one application per year per group in addition to the "A" Fresh Start grant. Applications for "A" Fresh Start must be for new initiatives and must not include events applied for under the Community Support Grant process.~~
- ~~c)d) An applicantApplications for amounts under \$1,000 must submit the following information as application for grant funds:
 - a. A complete Community Grant Application in the form prescribed by the Town of Amherst, including
 - a-b. a proposed budget for the project.~~
- ~~d)e) An applicantApplications for amounts over \$1,000 must submit the following information as application for grant funds:
 - a. A complete Community Grant Application in the form prescribed by the Town of Amherst, including
 - a-b. a proposed budget for the project.~~

Formatted: Font: (Default) Calibri, Superscript

~~b-c.~~ The most current financial statements of the organization designated to receive the grant funds in the application, ~~as well as a budget for the upcoming year.~~

~~e-f)~~ The Town of Amherst may request additional information.

APPROVAL PROCESS

3. The follow outlines the approval process for applications:

- (1) Staff will review the applications to ensure the proper information has been provided. Applicants who have not provided proper information will be identified in the information provided for the Committee of the Whole meeting;
- (2) Applications will be reviewed at Committee of the Whole for eligibility, evaluation and recommendation to Council;
- (3) Council determines all grant levels per organization as per maximum allocations identified in number 9 above.

4. Council retains the authority to provide amounts over the maximum amounts in unusual or special circumstances where it is in the Town's best interest to do so.

5. Following annual Council budget deliberations, successful applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the applicant in order to receive the full amount of funding offered.

AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) may approve applications submitted under ~~this sections 6 B (1, 2 & 3) and 6 C (1)~~ section 8a, b, c, d of this policy that are \$500 and less, provided such applications qualify in accordance with this policy. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December)

PAYMENT PROCESS

6. For amounts over \$1,000 payment will be made as follows:

- (1) 75% at the time of award
- (2) 25% at the time of receipt of the final report, including receipts. Reports must be received by no later than March 31 in the year of award. Failure to submit final reports by March 31, will result in the final 25% not being awarded. one year after the event/project is held.

CONDITIONS

7. Grant recipients shall:

- (1) Make no misrepresentation on their application;
- (2) Use the grant as described in the application;
- (3) Provide a final report after the completion of the activity; and
- (4) Use the funds in the year granted.

8. Grant recipients receiving less than \$1,000 shall submit a final report once the activity has been completed ~~but not later than within one year of the occurrence of the event March 31 of the fiscal year in which it was awarded.~~ The report shall include:

- (1) A copy of receipts for funding used; and
- (2) An outline of the impact of the grant upon the organization and community.

9. Grant recipients receiving \$1,000 or more shall submit a final report once the activity has been ~~completed but not later than March 31 of the fiscal year in which it was awarded.~~ within one year of the occurrence of the event The report shall include:

- (1) A copy of receipts for funding used;
- (2) An outline of the impact of the grant upon the organization and community; and
- (3) The proposed project budget submitted with the original application with updates for actual revenue and expenditures.

10. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.

11. Non-compliance in number ~~17-13~~ **above**, could result in no funding being awarded in the future year(s).

~~12.~~ Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted.

~~12-13.~~ If the event/project does not occur for any reason, all grant monies must be returned

~~13-14.~~ Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

PUBLIC DISCLOSURE

~~14-15.~~ The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis.

~~15-16.~~ A summary of grant awards will be posted on the Town of Amherst's website in accordance with s.65C(1) of the *Municipal Government Act*.

Formatted: Indent: Left: 2.54 cm, No bullets or numbering

Formatted: Highlight

Formatted: Normal

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

~~This money would be granted in a program called “A” Fresh Start Community Initiative. This program would be held twice once per year, with up to \$17,500 \$35,000 available each time. The process would be administered, and events convened, by the Amherst Recreation Department.~~

(1) Applications

~~(a) Organizations may apply twice a year~~

~~(b)(a)~~ Organizations may only be chosen once every two years

~~(c)(b)~~ Application Deadlines

~~(i) Application call-out on April 1st in February of each year,~~

~~(ii) Public vote in May of each year~~

~~(ii) August 1st for second public voting in October.~~

(2) Qualifying applications

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

(b) Normal ongoing operations of an organization do not qualify.

~~(3)~~ Selection Process

~~(3)(4)~~ A maximum of five finalists will be selected using an evaluation criteria

(a) All qualifying applicants, are eligible to be one of ~~5 FINALISTS~~ finalists reviewed by a staff committee and approved by Council at ~~both the May April and the September~~ council meetings.

(b) The ~~5 five (or fewer)~~ selected are required to present at the public event in ~~June May and October.~~

~~(4)(5)~~ Presentations

(a) The public meeting would be for 1 ½ hours ~~from 7pm – 8:30 pm – June and October~~ at the Community Credit Union Business Innovation Centre.

(b) All presenters and public are welcomed to attend.

~~(c) Those persons 16 years of age and over will be charged a \$2.00 fee at the door and will receive a ballot to vote.~~

~~(d) The door proceeds will be donated to a local charity~~

~~(e)(c)~~ Selected applicants are required to make presentations of 10 minutes each.

~~(5)(6)~~ Decision making

(a) After all presentations are complete, members of the public ~~who have paid for a ballot at the door~~ will vote to rank the quality of the presentation.

(b) Council will review the applications immediately following the public event, taking into consideration the results of the presentation vote and other factors, and determine by vote final decision on funding to be allocated to the ~~final~~ finalists.

Formatted: Font: (Default) Calibri

(c) Awards

~~(i)~~ Up to \$~~17,500~~35,000.00 to be awarded, but all ~~5-chosen~~finalists receive get an award ~~the money at the door is donated to charity,~~

~~(i)~~

(ii) Public vote on ~~top 5~~the finalists – council then votes on final ranking of all ~~5~~finalists

~~(6)~~(7) Other

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

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

(8) Those receiving grants will receive 80% of the funding granted in advance of their event with the remaining 20% issued after completion of a final report that must be presented to the Town following the completion of the event.

(9) Those receiving grants will have 12-months after the approval date to plan and execute the event.

(i) Council may decide to not award the full \$35,000.00. The remainder of the \$35,000.00 may be made available to Community Support Grant requests submitted throughout the year

~~(9)~~

Formatted: Font: (Default) Calibri

Formatted: Indent: Left: 2.54 cm, No bullets or numbering

Date: _____

REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

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

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

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

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

NAME	FUNDING IF ANY

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



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

SYNOPSIS

Transfer from Reserve – Green Bin Replacement

The Town maintains a Green Bin Replacement Reserve within the Operating Reserve. The balance at March 31, 2021 was \$198,853.

The current supply of Green Bins is low and we need to restock the supply. The cost to order in lots of 100 is approximately \$120 / green bin. Orders of 500+ have a unit cost of approx. \$85-\$95 per green bin. Our projected usage is 150 – 200 units per year. A bulk order will provide us with approximately a 3-year supply with savings in the range of \$17,500 over the 3-year period.

MOTION:

That Council approve of the transfer from the Green Bin Replacement Reserve up to \$47,000 to fund the purchase of replacement green bins.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Michael Hunter – Chief Financial Officer

DATE: October 25, 2021

SUBJECT: **Green Bins – Request to Transfer from Reserves**

ORIGIN: Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY: MGA section 65A – Authorized Municipal Expenditures.

RECOMMENDATION: That Council approve of the transfer from the Green Bin Replacement Reserve up to \$47,000 to fund the purchase of replacement green bins.

BACKGROUND: The Town maintains a Green Bin Replacement Reserve within the Operating Reserve. The balance at March 31, 2021 was \$198,853.

DISCUSSION: The current supply of Green Bins is low and we need to restock the supply. The cost to order in lots of 100 is approximately \$120 / green bin. Orders of 500+ have a unit cost of approx. \$85-\$95 per green bin. Our projected usage is 150 – 200 units per year. A bulk order will provide us with approximately a 3-year supply with savings in the range of \$17,500 over the 3-year period.

FINANCIAL IMPLICATIONS: Funding from the reserve allows us to maintain the tax rate at current levels.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: There is no community engagement required.

ALTERNATIVES: Do not use the Solid Waste/Green Bin Replacement funds in the Operating Reserve and reduce the General Operating surplus at year end.

ATTACHMENTS: None

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



SYNOPSIS

Donation for Children's Programs from The Dr. & Mrs. H.E. Christie Community Foundation

The Dr. & Mrs. H.E. Christie Community Foundation have requested that the Town accept a donation of \$10,000 to be distributed to the Cumberland County Minor Hockey Association so they can support this very valuable program.

The Town, in the past, has accepted donations of this nature so a proper tax receipt can be issued to the donor.

As the donation is fully funded by the Foundation there is no financial cost to Town. This donation will assist with the financial cost of those who participate in the Cumberland County Minor Hockey Association.

MOTION:

That Council approve of the acceptance of the donation from The Dr. & Mrs. H.E. Christie Community Foundation and disbursement to Cumberland County Minor Hockey Association, in accordance with the request of the donor.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Michael Hunter, Chief Financial Officer

DATE: October 25, 2021

SUBJECT: **Donation for Children’s Programs from The Dr. & Mrs. H.E. Christie Community Foundation**

ORIGIN: The Town received a request from Paul Mahaney, Executive Director of The Dr. & Mrs. H.E. Christie Community Foundation, to accept a \$10,000 donation to be used for Cumberland County Minor Hockey Association Programs

LEGISLATIVE AUTHORITY: Income Tax Act - Canada Revenue Agency Charity Guidelines

RECOMMENDATION: That Council approve of the acceptance of the donation from The Dr. & Mrs. H.E. Christie Community Foundation and disbursement to Cumberland County Minor Hockey Association, in accordance with the request of the donor.

BACKGROUND: The Town, in the past, has accepted donations of this nature to issue a charity receipt to the donor and disburse funds to the requested program.

DISCUSSION: Accepting donations on behalf of local children’s programs allows the donors to support these very important community initiatives.

FINANCIAL IMPLICATIONS: Programs are fully funded by donations, no financial cost to Town.

SOCIAL JUSTICE IMPLICATIONS: This donation will assist with the financial cost of those who participate in the Cumberland County Minor Hockey Association.

ENVIRONMENTAL IMPLICATIONS: There are none

COMMUNITY ENGAGEMENT: Community engagement not required for this type of request.

ALTERNATIVES: Other alternative not considered at this time.

ATTACHMENTS: No additional support for this request.

Report prepared by: Michael Hunter, Chief Financial Officer

Report and Financial approved by:



SYNOPSIS

Donations – CIBC Wood Gundy

CIBC Wood Gundy have requested that the Town accept a donation of \$20,550 to be distributed to the Amherst Little League Association so they can support this very valuable program.

The Town, in the past, has accepted donations of this nature so a proper tax receipt can be issued to the donor.

As the donation is fully funded by the Foundation there is no financial cost to Town. This donation will assist with the financial cost of those who participate in the Amherst Little League Association.

MOTION:

That Council approve of the acceptance of donations from CIBC Wood Gundy offices and disburse funds to Amherst Little League Association, in accordance with the request of the donors.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Michael Hunter, Chief Financial Officer

DATE: October 25, 2021

SUBJECT: **Donations – CIBC Wood Gundy**

ORIGIN: CIBC Wood Gundy is raising monies from their offices in the Atlantic Region to support Amherst Little League Association and has requested that we accept the funds on behalf of the Organization to issue receipts and forward monies to support local children’s activities in our community. To date there has been \$20,550 raised and more is expected.

LEGISLATIVE AUTHORITY: Income Tax Act - Canada Revenue Agency Charity Guidelines

RECOMMENDATION: That Council approve of the acceptance of donations from CIBC Wood Gundy offices and disburse funds to Amherst Little League Association, in accordance with the request of the donors.

BACKGROUND: It is normal practice for the Town to accept donations of this nature to issue a charity receipt to the donor and disburse funds to the requested program

DISCUSSION: We, in the past, have accepted donations on behalf of local children’s programs and ensure proper tax receipts are issued to the donors

FINANCIAL IMPLICATIONS: Programs are fully funded by donations, no financial cost to Town

SOCIAL JUSTICE IMPLICATIONS: This donation will assist with the financial cost of those who participate in the Amherst Little League Association

ENVIRONMENTAL IMPLICATIONS: There are none

COMMUNITY ENGAGEMENT: Community engagement not required for this type of request

ALTERNATIVES: Other alternative not considered at this time

ATTACHMENTS: No additional support for this request

Report prepared by: Michael Hunter, Chief Financial Officer

Report and Financial approved by:



SYNOPSIS

Cumberland Public Libraries Board

The Library Board is made up of 5 appointed members, one from each of the municipalities of Cumberland, Amherst, and Oxford, and two appointed by the Provincial Executive Council office. The Board wishes to add a community representative that can bring an eye to inclusion, equity, and/or diversity; strengthen the library board's connection to the community and aid in making decisions that will benefit a larger sector of the population.

Section 10 (2c) of the Libraries Act states "additional members appointed in such manner and number as the parties to the agreement agree."

MOTION:

That Council support the addition of a new community representative to the Cumberland Public Libraries Board and that the Clerk be directed to communicate such support to the Chair of the Library Board.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Kim Jones, Director of Corporate Communications/Community Well Being

DATE: October 25, 2021

SUBJECT: **Cumberland Public Libraries Board**

ORIGIN: Request from Cumberland Public Libraries Board of Directors

LEGISLATIVE AUTHORITY: Libraries Act, R.S., c. 254, s. 1.

RECOMMENDATION: That Council support the addition of a new community representative to the Cumberland Public Libraries Board and that the Clerk be directed to communicate such support to the Chair of the Library Board.

BACKGROUND: The Library Board is made up of 5 appointed members, one from each of the municipalities of Cumberland, Amherst, and Oxford, and two appointed by the Provincial Executive Council office. The Board wishes to add a community representative that can bring an eye to inclusion, equity, and/or diversity; strengthen the library board's connection to the community and aid in making decisions that will benefit a larger sector of the population.

DISCUSSION: Section 10 (2c) of the Libraries Act specifies that the appointment of additional members requires agreement from all parties: (2) A regional library board shall consist of (a) one member appointed by each city, town and municipality that is a party to the agreement; (b) two members appointed by the Governor in Council; and (c) additional members appointed in such manner and number as the parties to the agreement agree.

FINANCIAL IMPLICATIONS: There are no financial implications.

SOCIAL JUSTICE IMPLICATIONS: The addition of a community member has the potential to enhance the programming and services to the community at large.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: There was no community engagement.

ALTERNATIVES: Do not support addition of a new member





AMHERST TOWN COUNCIL

RFD# 2021088

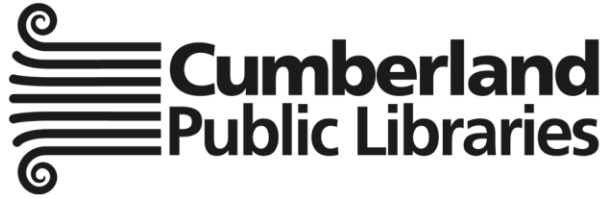
Date: October 25, 2021

ATTACHMENTS: Request from Chief Librarian Denise Corey

Report prepared by: Kimberlee Jones

Report and Financial approved by:





PO Box 220
21 Acadia St., 2nd floor
Amherst, Nova Scotia
B4H 3Z2
information@cumberlandpubliclibraries.ca

Mayor Kogon and Municipal Council
Town of Amherst,
98 Victoria Street East,
Amherst, NS
B4H 1X6

October 7, 2021

Dear Mayor Kogon and Council:

I am writing to request council's input on a change to the Cumberland Regional Library Board. As you know, the library board is made up of 5 appointed members, one from each of the municipalities of Cumberland, Amherst, and Oxford, and two appointed by the Provincial Executive Council office.

We wish to add a community representative that can bring an eye to inclusion, equity, and/or diversity; strengthen the library board's connection to the community and aid us in making decisions that will benefit a larger sector of the population.

Section 10 (2c) of the Libraries Act specifies that the appointment of additional members requires agreement from all parties:

- (2) A regional library board shall consist of*
(a) one member appointed by each city, town and municipality that is a party to the agreement;
(b) two members appointed by the Governor in Council; and
(c) additional members appointed in such manner and number as the parties to the agreement agree.

Therefore I am reaching out to you to ensure that the Council is in agreement with the proposed change to the makeup of the board. The library board will be discussing this at the November 16th meeting. If council has an objections to addition of a community board member I would ask that they contact me by November 12th.

Please contact me if you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink that reads "Denise Corey".

Denise Corey
Chief Librarian, Cumberland Public Libraries

cc. Councillor Dale Fawthrop, Library Board Chair

SYNOPSIS

November and December Meeting Dates

The Town's Proceedings of Council Policy sets the third and fourth Mondays of the month for the Committee of the Whole and Council meetings, respectively. The Policy also permits the rescheduling of such meetings by resolution of Council.

The regular Committee of the Whole and Council meetings are scheduled for the 3rd and 4th Mondays, November 15, 2021 and November 22, 2021 respectively. As there are 5 Mondays in November, staff are recommending the November dates be moved to the 4th and 5th Mondays, November 22 and 29th.

And further, due to the Christmas holidays, it is recommended that these meetings be rescheduled to hold Committee of the Whole on December 20th, 2021 at 3 p.m. with Council to follow that same day at 6:00pm.

MOTION:

That Council reschedule the November 15, 2021 Committee of the Whole meeting to November 22, 2021, reschedule the November 22, 2021 regular Council meeting to November 29, 2021, and further, due to the Christmas holidays, reschedule the December 27, 2021 Council meeting to December 20, 2021 and change the start time of Committee of the Whole on this date to 3:00 p.m. instead of 4:00 p.m.



AMHERST TOWN COUNCIL

RFD# 2021089

Date: October 25, 2021

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Kimberlee Jones, Municipal Clerk

DATE: October 25, 2021

SUBJECT: November and December Meeting Dates

ORIGIN: 2021 Calendar – Christmas/Holidays

LEGISLATIVE AUTHORITY: Proceedings of Council Policy 10350-24 Section 5 states “Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled: (b) by Resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting”

RECOMMENDATION: That Council reschedule the November 15, 2021 Committee of the Whole meeting to November 22, 2021, reschedule the November 22, 2021 regular Council meeting to November 29, 2021, and further, due to the Christmas holidays, reschedule the December 27, 2021 Council meeting to December 20, 2021 and change the start time of Committee of the Whole on this date to 3:00 p.m. instead of 4:00 p.m.

BACKGROUND: The Town’s Proceedings of Council Policy sets the third and fourth Mondays of the month for the Committee of the Whole and Council meetings, respectively. The Policy also permits the rescheduling of such meetings by resolution of Council.

DISCUSSION: November has 5 Mondays. With Council on October 25th, and COW on November 15th, there is a shortened time frame for staff to develop and prepare a comprehensive agenda package. There is also a holiday November 11th just prior to the COW which would further shorten any deadlines.

December scheduled dates would be December 20th and 27th. Moving these dates up a week would create a similar problem. It has been a common practice in other years to hold December COW and Council on the same day. By holding COW at 3pm-5pm, this allows staff an hour to turn out a Council agenda package for a 6pm meeting.

The regular Committee of the Whole and Council meetings are scheduled for the 3rd and 4th Mondays, November 15, 2021 and November 22, 2021 respectively. As there are 5 Mondays in November, staff are recommending the November dates be moved to the 4th and 5th Mondays, November 22 and 29th.



And further, due to the Christmas holidays, it is recommended that these meetings be rescheduled to hold Committee of the Whole on December 20th, 2021 at 3 p.m. with Council to follow that same day at 6:00pm.

The options available to Council appear to be:

1. Do not adjust meeting dates in November or December
2. Do not adjust dates for November and move December meetings each up a week
3. Hold both COW and Council on December 20th ;
4. Schedule an alternate date for Regular Council in December. This is not recommended as scheduling meetings over the holidays is extremely difficult.
5. Adjust both November and December per the recommendation

FINANCIAL IMPLICATIONS: There are no financial implications to changing the meeting dates.

COMMUNITY ENGAGEMENT: The public and media will be notified of any changes by media release.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implication to rescheduling the meetings.

ALTERNATIVES:

ATTACHMENTS: N/A

Report prepared by: Kimberlee Jones, Municipal Clerk
Report and Financial approved by:

SYNOPSIS

Intermunicipal Poverty Reduction Advisory Committee

The attached terms of reference have been drafted for the new Inter-Municipal Poverty Reduction Advisory Committee (PRAC).

The purpose of the PRAC is to advise all municipalities of Cumberland County on matters regarding poverty reduction through the application of social equity lenses within rural communities. The primary goals of the PRAC are:

1. to increase wellness and quality of life for all constituents living in Cumberland County focusing on what is needed to prevent people from experiencing poverty, and
2. to support those who are financially marginalized by focusing on inclusion, empowerment, capacity building, and cross-sectoral collaboration.

The document will have to be approved by all three municipal units prior to the Committee work being started.

MOTION:

That Council accept the Terms of Reference for the Intermunicipal Poverty Reduction Advisory Committee.



AMHERST TOWN COUNCIL

RFD# 2021087

Date: October 25, 2021

TO: Mayor Kogon and Members of Amherst Town Council
SUBMITTED BY: Jason MacDonald, Chief Administrative Officer
DATE: October 25, 2021
SUBJECT: **Intermunicipal Poverty Reduction Advisory Committee**

ORIGIN: Previous decision of Council to establish an Intermunicipal Poverty Reduction Advisory Committee.

LEGISLATIVE AUTHORITY: MGA 24(1) The Council may establish standing, special and advisory Committees.

RECOMMENDATION: That Council accept the Terms of Reference for the Intermunicipal Poverty Reduction Advisory Committee.

BACKGROUND: The attached terms of reference have been drafted for the new Intermunicipal Poverty Reduction Advisory Committee (PRAC). They have been reviewed and edited by the CAO's of the Town and County and the Oxford Clerk.

DISCUSSION: The document will have to be approved by all three municipal units separately, or together at a joint Council meeting. This will be coordinated by the three municipal units with an aim of having the document adopted by all three units no later than their respective November regular meetings if a joint meeting cannot be scheduled sooner.

FINANCIAL IMPLICATIONS: There are no financial implications to approving the Terms of Reference for this Committee.

COMMUNITY ENGAGEMENT: Community engagement will commence with the advertisement for Committee members.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to the creation of the Committee.

SOCIAL JUSTICE IMPLICATIONS: One of the aims of the Committee is to reduce the incidence of poverty in the community, thus increasing social justice.

ALTERNATIVES: Request staff to develop changes to the policy.



ATTACHMENTS: Terms of Reference

Report prepared by: Jason MacDonald, Chief Administrative Officer
Report and Financial approved by:

Inter-Municipal Poverty Reduction Advisory Committee (PRAC) **DRAFT Terms of Reference**

Purpose

The purpose of the PRAC is to advise all municipalities of Cumberland County on matters regarding poverty reduction through the application of social equity lenses within rural communities. The primary goals of the PRAC are:

- 1. to increase wellness and quality of life for all constituents living in Cumberland County focusing on what is needed to prevent people from experiencing poverty.***
- 2. To support those who are financially marginalized by focusing on inclusion, empowerment, capacity building, and cross-sectoral collaboration.***

Mandate

The mandate of the PRAC is to:

- Develop a Strategic Plan (this is the initial mandate and should be presented to the Municipal Councils within 9 months of the Committee start-up) to be reviewed annually, and approved by the Municipal Councils.
- Provide advice and recommendations to Municipal Councils as determined by the Strategic Plan, or as directly requested by Municipal Councils;
- Create awareness and education around poverty and its impact on social wellness;
- Function as a hub of community-based poverty reduction assets;
- Consider and integrate the advice and activities of other council committees with mandates aligned with poverty reduction;
- Align with strategic priorities of councils that are matters related to the committee's purpose;
- Review these Terms of Reference every three years.

Strategic Plan

The components of the Strategic Plan may contain the following:

- Ongoing asset mapping and statistical analysis of relevant evidence and data sets including, but not limited to, local housing market, Canadian census, employment, health and wellness, etc.
- Outline causes of poverty and identify those that are most likely to experience it.
- Identification of most vulnerable demographics and related service gaps.
- Establish priorities based on the Social Determinants of Health model as they relate to poverty and develop corresponding action plans.

- Messaging and communications needs to actively engage our local community which will be delivered and managed through the Municipal Units communication processes.
- A five-year outlook with actionable goals outlined for years one and two.
- Develop tools to measure the success of the strategic plan and a reporting strategy to communicate results to municipal councils and the public.

Committee Composition and Term

The committee will endeavor to maintain a diverse and inclusive membership and represent all demographics and cultural groups within Cumberland County.

The membership of the **PRAC** will be as follows:

- Three Councillors as voting members - One Councillor from each Municipality (Amherst, Oxford and the County).
- Up to six members of the public as voting members, with at least one representative from each municipal unit. Representation from the following sectors preferred when possible:
 - Business
 - Non-Profit
 - Education
 - Medical
 - Social Supports
 - Justice
 - Lived Experience with poverty
- Each Municipality will appoint one staff person as their lead for the committee. Staff are not voting members.
- Other staff members from each municipal unit may be asked to attend meetings to assist the Committee as required.
- Members will be appointed by their respective Municipal Councils.
- Applications for community representatives will be solicited using radio, newspaper, social media and municipal websites. Interested citizens and organizations will be invited to submit a letter of interest and experience. The staff and Council members appointed to the Committee will review the applications and recommend the community representatives to the respective Municipal Council for approval.

Delegated Authority

The PRAC is established as an advisory committee to the three Municipal Councils and does not have any delegated authority. The Committee has no authority to direct staff. Any advice requiring implementation, reports or staff actions must first be considered by each of the municipal Councils.

Functioning of the Committee

The Clerks Office of each municipal unit will manage the scheduling and running of Committee meetings. This role will be shared amongst the municipal units on an annual rotating basis.

The Chairperson role shall be shared amongst, and meetings co-chaired by, the elected officials.

A quorum consists of a majority of the members of the Committee. Decisions of the Committee will be made by consensus. For the purposes of this Committee, consensus means general agreement, or a decision that all members of the Committee can live with, even if it is not every member's preferred way forward. If a minority of the Committee strongly objects to a decision, reasonable efforts will be made to find an accommodation. If those efforts fail, the dissenting opinions will be briefly noted in the Committee's recommendations.

Sub-Committees

The PRAC may convene sub-committees with the purpose of implementing specific action items within defined time frames.

Budget and Resources Remuneration

PRAC Committee members serve as volunteers and shall serve without remuneration.

Reimbursement of Expenses

Committee member expense reimbursement will be as per each municipal unit's policy.

Location of the Meetings

The Committee meetings will rotate annually between the three Municipal units with the option to be held virtually.

Frequency of Meetings

It is expected the PRAC will meet monthly or as determined by the Committee. Meetings will normally be held during normal business hours, however special workshops and meetings may be held on weekends or evenings.

Absenteeism

If a Committee member misses three consecutive meetings without the consent of the Committee, the Committee will advise the person or body responsible for the appointment or nomination of the member, and request that they recommend either the continued representation by that member, or the replacement of the member with another person to be named.

DRAFT

External Committee Report

Inclusion, Diversity and Equity Committee

October 2021

The Inclusion, Diversity and Equity Committee terms of reference and appointment of community, council and staff have just recently been completed. The Committee attracted highly qualified community members who broadly represent many aspects of our Town. Orientation and work associated with the committee will commence in November.

External Committee Report

Cumberland Public Libraries

October 2021

Proof of Vaccination

On September 24, libraries were categorized as an essential service by the Provincial government. This means patrons **will not** have to show proof of vaccine when entering the library. Proof of vaccine will be required when attending all in person programs.

Trail of Treats

The Amherst Library will be participating in the second Trail of Treats on Sunday October 31.

Office Manager

Cumberland Public Libraries Office Manager Kristy Brown will be leaving for another job as of November 2, 2021. Ms. Corey is in the processing of advertising for a new Office Manager.

Statistics

In the month of August, Cumberland Public Libraries signed out over 6823 items, 2967 items in Amherst alone. This includes books, movies, TV shows, magazines and more.

Also, in August Four Father Library held 9 virtual programs with 2687 views and distributed 192 Take and Make crafts. We had 9 in-person programs with 162 people in attendance. The Four Fathers library had 2,547 in person visits.

Next Board meeting November 16, 2021.

External Committee Report

YMCA of Cumberland

October 2021

Childcare licensed capacity is at 77%. Total Active Members: 924 (592 last month) largely due to the afterschool program commencing and swim lesson memberships. 115 members are subsidized.

Fall Promo - 34 prospects have signed up as members on a continuous membership.

Non-Profit Recreation Facilities COVID 19 Emergency Fund was applied for and \$50,000 has been awarded to our association to cover the loss of membership and rental revenue, due to COVID.

Fitness

EXCEL - **EX**ercise for **C**ancer to **E**nhance **L**iving Well Study. This study provides an exercise program to Canadian cancer survivors in rural and remote areas. Our association is the first in Canada to offer the program in house - which starts this week! Participant numbers: TBC

Dance Dance Participants: 34

Fall Launch of Y Thrive will begin in October.

Aquatics

Fall Group Swim Lesson Participants: 134

Fall Private Swim Lesson Participants: 40

Aqua Go! and Intro to Comp Programs will begin in October.

Onboarding is happening for a new daytime lifeguard; the search for a Supervisor is still in effect.

Development

The Trider's Trail is upcoming on Saturday, October 30, 2021. As of Sept. 27, there are 32 people registered. Peace Week will take place during the third week in November and Peace Medal Nominations will be open for the month of October 11 - November 1, 2021.

Save the Date -The YMCA of Cumberland will be participating in Coldest Night of the Year again on February 26, 2022.

Community Development

UpLift Community Project - the youth who worked with Amanda on the UpLift program chose an outdoor beach volleyball court as the community project that they would like to see the program money (\$5,000) go towards.

Excavation has begun for the creation of the Outdoor Beach Volleyball Court at the Beacon Street park. All equipment needed will be purchased in the following weeks with hopes of completion in October.

Amanda Mollon, Housing Support Worker, has joined a provincial working group aimed at strengthening the community housing sector in Nova Scotia. She is working with other agencies across the province as well as St. FX to support and strengthen non-profit and co-op housing groups.

Ellen is working with community partners to coordinate the Trail of Treats again on October 31st. Lots of feedback was received from last year's event and we anticipate that this year will be even better than last.

All of the tablets have been distributed to seniors throughout Cumberland County. We heard feedback that some of the seniors who were in receipt of one of the tablets said that this would be the first time that they were able to participate in an online church service since the beginning of COVID, and from others that they had seen family members who they hadn't seen in a couple of years.

Monica has been creating an increased online presence and presenting at meetings and at other organizations about Youth Gambling. She will be working at Maggie's Place once a week to introduce youth to safe gaming practices as well as financial literacy skills.

Mount Allison will be sending some of their Service Sociology students to volunteer some time in the Community Kitchen as well as taking a deeper delve into the data from the Service Based Count of homelessness that was conducted in March.

Facility

A replacement window was installed on the pool deck. The new Assistant Facility Manager (Fred Somerton) started on the 20th. 65% of his wages are covered by the START program. The fence around the property was repaired by Eastern Fence. The back section of fence by the parking lot was cut by persons unknown after the new installation. Fred and Mark replaced 32'.

External Committee Report

L.A. Animal Shelter

October 2021

Currently we have 6 dogs plus one in foster, 35 adult cats and 59 kittens. In September we adopted out 33 cats/kittens and 3 dogs. There is currently no room at the cat/kitten inn.

The funds that were advanced for the Witch's Tea have been returned to the Town as we were unable to hold the event as planned due to COVID restrictions.

We are currently preparing for some fall/Christmas fundraisers.

The Trail of Treats will be discussed at the next board meeting.

External Committee Report

Cumberland Senior Safety

October 2021

The committee met on Tuesday October 19th at 1:30 by zoom

In spite of Covid the committee was able to pull off the Senior's Celebration Day, which was held at the Community Centre in Springhill on October 7th. There were 20 booths set up and people on hand to assist seniors with any questions they may have regarding local services. Mayor Scott did a welcome speech in the morning and Councillor Lisa Emery did the same in the afternoon on behalf of Mayor and council for the Town of Amherst. The room was big enough to allow for social distancing. Each senior that attended was given a treat bag.

Right now the Cumberland Senior Safety Committee is the only group in the province still doing in person activities. The coordinator Trish Coleman would like to continue to do things in small safe groups rather than by zoom. Not every senior has access to computers or the zoom technology.

The week of November 6th to 12th is national Senior Safety Week. The Canada Safety Council pays special attention to keeping mature Canadians healthy, independent and safe. As part of its mandate the Canada Safety Council will raise awareness on a series of topics of concern to seniors during the week including fall prevention, drug safety, elder abuse and driving. You can go to their website for further information.

During Senior Safety Week the Cumberland Senior Safety Committee will have a window display set up at CANSA on the corner of Church and Victoria Streets and will show awareness topics on our Facebook site.

The next meeting is November 16th at 1:00 p.m. also via zoom.