



Town of Amherst  
Regular Council Meeting  
Agenda

Date: November 29, 2021  
Time: 6:00 pm  
Location: Zoom Virtual Meeting

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	Pages
<b>1. CALL TO ORDER</b>	
<b>2. TERRITORIAL ACKNOWLEDGMENT</b>	
"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."	
<b>3. APPROVAL OF AGENDA/MINUTES</b>	
<b>3.1. Approval of the Agenda</b>	
<b>3.2. Approval of Minutes</b>	
3.2.1. October 25, 2021 Regular Council	3 - 7
3.2.2. November 5, 2021 Special Council	8 - 8
3.2.3. November 17, 2021 Special Council	9 - 9
<b>4. REQUESTS FOR DECISION</b>	
4.1. North Tyndal Wellfield Advisory Committee Citizen Appointment - Emery	10 - 13
4.2. Audit Committee Citizen Appointment - Landry	14 - 18
4.3. Snow and Ice Management Policy Amendments - Baker	19 - 30
4.4. Exit 3 Sanitary Sewer Extension Request - Davidson	31 - 38
4.5. Community Support Grant Amherst Food Assistance Network - Fawthrop	39 - 48
4.6. Salary Administration Policy Position Reclassification	49 - 49
4.7. Salary Administration Policy Overall Adjustments	50 - 59

**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 - Hallee Humphrey** 60 - 60

**6. EXTERNAL COMMITTEE REPORTS**

**6.1. Cumberland Public Libraries - Fawthrop** 61 - 61

**6.2. Cumberland YMCA - Fawthrop** 62 - 62

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

**6.4. Northern Region Solid Waste Committee - No Report**

**6.5. L. A. Animal Shelter - Fawthrop** 63 - 63

**6.6. Senior Safety - Emery** 64 - 66

**6.7. Inter Municipal Tourism - No Report**

**6.8. Poverty Reduction - No Report**

**6.9. Municipal Alcohol Project - Emery** 67 - 68

**7. ADJOURNMENT**

**TOWN OF AMHERST  
Regular Council Meeting  
Minutes**

**Date:** October 25, 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, Director of Fire Services  
Andrew Fisher, Director of Planning & Strategic Initiatives  
Aaron Bourgeois, Director of Operations  
Cheryl Laliberte, Community Well Being Manager  
Kim Jones, Director of Corporate Communications and  
Community Well Being / Municipal Clerk  
Tom McCoag, Corporate Communications Officer  
Natalie LeBlanc, Deputy Clerk

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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 Fawthrop

Seconded By Councillor Emery

To approve the agenda as circulated.

**Motion Carried**

**3.2 Approval of Minutes**

**3.2.1 September 27, 2021 Regular Council**

Moved By Councillor Baker

Seconded By Councillor Landry

To approve the minutes of the September 27, 2021 regular meeting of Council as circulated.

**Motion Carried**

**3.2.2 October 5, 2021 Special Council**

Moved By Deputy Mayor Davidson

Seconded By Councillor Christie

To approve the minutes of the October 5, 2021 special meeting of Council as circulated.

**Motion Carried**

### **3.2.3 October 14, 2021 Special Council**

**Moved By Councillor Fawthrop**

**Seconded By Councillor Landry**

**To approve the minutes of the October 14, 2021 special meeting of Council as circulated.**

**Motion Carried**

## **4. REQUESTS FOR DECISION**

### **4.1 Election of Deputy Mayor**

Mayor Kogon called for nominations to the Office of Deputy Mayor. Deputy Mayor Davidson nominated Councillor Christie with Councillor Landry seconding this nomination. Councillor Emery nominated Councillor Baker with Councillor Fawthrop seconding this nomination. Mayor Kogon called for further nominations. There being none, nominations ceased and voting was done by email/text to the CAO. The votes were counted and it was determined the vote was in favour of Councillor Christie.

### **4.2 Council Committee Appointments**

**Moved By Councillor Landry**

**Seconded By Councillor Fawthrop**

**That Council approve the following committee appointments effective November 1, 2021 to October 31, 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.

Motion Carried

**4.3 Accessibility Committee Appointments**

Moved By Councillor Landry

Seconded By Councillor Emery

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

Motion Carried

**4.4 Inclusion, Diversity and Equity Committee Appointments**

Moved By Deputy Mayor Davidson

Seconded By Councillor Christie

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

Motion Carried

**4.5 Community Support Grants Policy**

Moved By Councillor Christie

Seconded By Deputy Mayor Davidson

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

Motion Carried

**4.6 Transfer from Reserves - Green Bins**

Moved By Councillor Baker

Seconded By Councillor Landry

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

Motion Carried

**4.7 The Dr. & Mrs. H.E. Christie Community Foundation Donation**

Moved By Councillor Fawthrop

Seconded By Councillor Baker

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.

Motion Carried

**4.8 CIBC Wood Gundy - Amherst Little League Donation**

Moved By Councillor Emery

Seconded By Councillor Landry

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.

Motion Carried

- 4.9 Cumberland Library Board**  
Moved By Councillor Fawthrop  
Seconded By Deputy Mayor Davidson  
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.

**Motion Carried**

- 4.10 November and December Meeting Dates**  
Moved By Deputy Mayor Davidson  
Seconded By Councillor Fawthrop  
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.

**Motion Carried**

- 4.11 Intermunicipal Poverty Reduction Advisory Committee**  
Moved By Councillor Christie  
Seconded By Councillor Landry  
That Council accept the Terms of Reference for the Intermunicipal Poverty Reduction Advisory Committee.

**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 - No Report**  
**5.4 Amherst Youth Town Council - No Report**  
**5.5 Inclusion, Diversity and Equity Committee Report**  
Information item; no direction given or action required.

## **6. EXTERNAL COMMITTEE REPORTS**

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

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

**Motion Carried**

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Kimberlee Jones  
Municipal Clerk

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David Kogon  
Mayor

**Amherst Town Council  
Special Meeting  
Minutes**

Date: November 5, 2021  
Time: 12:15 pm  
Location: Zoom Virtual Meeting

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

Staff Present Jason MacDonald, Chief Administrative Officer  
Michael Hunter, Chief Financial Officer  
Aaron Bourgeois, Director of Operations  
Ben Pitman, Town Engineer  
Kim Jones, Director of Corporate Communications and Community  
Well Being / Municipal Clerk  
Tom McCoag, Corporate Communications Officer  
Natalie LeBlanc, Deputy Clerk

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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.

**2. REQUEST FOR DECISION**

**2.1 Water Rate Study**

**Moved By Councillor Christie**

**Seconded By Councillor Fawthrop**

**That the Town of Amherst Water Utility apply to the Nova Scotia Utility and Review Board for changes in its rates for water and water service, fire protection to the Town of Amherst and changes to its rules and regulations for customers served by the Utility, as set out in the Water Rate Study prepared by G.A. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited.**

**Motion Carried**

**3. ADJOURNMENT**

**Moved By Councillor Emery**

**Seconded By Councillor Landry**

**To adjourn the meeting.**

**Motion Carried**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor

**Amherst Town Council  
Special Meeting  
Minutes**

Date: November 17, 2021  
Time: 12:00 pm  
Location: Zoom Virtual Meeting

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

Members Absent Councillor Leon Landry

Staff Present Jason MacDonald, Chief Administrative Officer  
Aaron Bourgeois, Director of Operations  
Tom McCoag, Corporate Communications Officer  
Kim Jones, Director of Corporate Communications and Community  
Well Being / Municipal Clerk  
Natalie LeBlanc, Deputy Clerk

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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 CJSMA Landfill Sale**

**Moved By Councillor Emery**

**Seconded By Councillor Baker**

**That Council approve the subdivision, granting of a right of way over and exchange of lands owned by the Municipality of Cumberland County in Trust for the Towns of Oxford and Amherst by approving the land exchange agreement with Rothesay Paper Holdings Ltd. and that the Mayor and CAO be authorized to execute the agreements with such amendments as the Mayor and CAO deem necessary or advisable and implement same.**

**Motion Carried**

**3. ADJOURNMENT**

**Moved By Councillor Emery**

**Seconded By Deputy Mayor Christie**

**To adjourn the meeting.**

**Motion Carried**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor

# SYNOPSIS

## North Tyndal Wellfield Advisory Committee Citizen Appointment

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The North Tyndal Wellfield Advisory Committee Policy was adopted by Council on May 26, 2014. It states that two members of Council are to be appointed to the Committee, as well as two citizen members, one appointed by the Town of Amherst Council, and one appointed by the Council of the Municipality of Cumberland County. Expressions of interest were sought from the community through newspaper and social media.

There was one applicant, Ben Pitman. As Mr. Pitman has been involved with the Wellfield since its initial development, he will bring a wealth of knowledge to the committee.

### **MOTION:**

**That Council appoint Ben Pitman to the North Tyndal Wellfield Advisory Committee for a one-year term ending October 31, 2022.**

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

**SUBMITTED BY:** Kim Jones, Municipal Clerk

**DATE:** November 29, 2021

**SUBJECT:** Citizen Appointment to the North Tyndal Wellfield Advisory Committee

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**ORIGIN:** The North Tyndal Wellfield Advisory Committee Policy 31700-05 states that two members of Council are to be appointed to the Committee, as well as two citizen members, one appointed by each Council.

**LEGISLATIVE AUTHORITY:** Municipal Government Act, Section 44; North Tyndal Wellfield Advisory Committee Policy 31700-05

**RECOMMENDATION:** That Council appoint Ben Pitman to the North Tyndal Wellfield Advisory Committee for a one-year term ending October 31, 2022.

**BACKGROUND:** The North Tyndal Wellfield Advisory Committee Policy was adopted by Council on May 26, 2014. Expressions of interest were sought from the community through newspaper and social media.

**DISCUSSION:** Following calls for expressions of interests staff only received one application.

**FINANCIAL IMPLICATIONS:** Citizen appointments to Committees are volunteer position, therefore there are no financial implications resulting from this appointment.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ENVIRONMENTAL IMPLICATIONS:** Having a knowledgeable citizen on the committee will assist with giving Council expert advice on matters regarding the protection of our groundwater.

**COMMUNITY ENGAGEMENT:** Expressions of interest were sought from the community via the Amherst newspaper and the Town's social media sites.

**ALTERNATIVES:** 1. Delay this appointment and continue to solicit expressions of interest;  
2. Make no citizen appointment at this time, however this would leave the Committee with no citizen representation at this time.





**AMHERST TOWN COUNCIL**

**RFD# 2021093**

**Date: November 29, 2021**

**ATTACHMENTS:** North Tyndal Wellfield Advisory Committee Policy, Application

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Report prepared by:

Report and Financial approved by:



## Natalie LeBlanc

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**From:** Ben Pitman  
**Sent:** October 13, 2021 2:59 PM  
**To:** Clerk  
**Cc:** Natalie LeBlanc; Kim Jones  
**Subject:** North Tyndal Wellfield Advisory Committee

Good afternoon Kim

Further to our conversation yesterday I would like you to consider my name for the position of membership on the North Tyndal Advisory Committee. I have had 37 years experience with the NTW from drilling the wells to managing the wellfield since it's construction. I would consider it an honour if I was allowed to continue to sit on this committee.

Ben Pitman, P.Eng.  
Retired person (Nov 19,2021)  
60 Havelock  
Amherst, NS

# SYNOPSIS

## Audit Committee Citizen Appointment

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The Audit Committee Terms of Reference Policy 3500-05 states that all members of Council are to be appointed to the Audit Committee, as well as two citizen members. Membership for our two current citizen appointees expired on October 31, 2021.

Advertisements soliciting expressions of interest appeared in the Amherst News and on social media, with only one response.

The citizens being recommended currently serve on the Audit Committee and are seeking reappointment.

### **MOTION:**

**That Council appoint Jeff Brennan and Rob Small to the Audit Committee for a two-year term expiring October 31, 2023.**



**AMHERST TOWN COUNCIL**

**RFD# 2021092**

**Date: November 29, 2021**

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

**SUBMITTED BY:** Kim Jones, Municipal Clerk

**DATE:** November 29, 2021

**SUBJECT:** Citizen Appointment to the Town of Amherst Audit Committee

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**ORIGIN:** The Audit Committee Terms of Reference Policy 3500-05 states that all members of Council are to be appointed to the Committee, as well as two citizen members.

**LEGISLATIVE AUTHORITY:** Municipal Government Act, Section 44; Audit Committee Terms of Reference Policy 3500-05

**RECOMMENDATION:** That Council appoint Jeff Brennan and Rob Small to the Town of Amherst Audit Committee for a two-year term ending October 31, 2023.

**BACKGROUND:** The Audit Committee Terms of Reference Policy was adopted by Council on March 29, 2015. Expressions of interest were sought from the community through newspaper and social media. The policy states that "Citizen appointees shall possess knowledge and understanding of financial and investment matters." The citizens being recommended currently serve on the Audit Committee and are seeking reappointment.

**DISCUSSION:** Following calls for expressions of interest staff received two applications, each being from current members.

**FINANCIAL IMPLICATIONS:** Citizen appointments to Committees are volunteer positions, therefore there are no financial implications resulting from this appointment.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**COMMUNITY ENGAGEMENT:** Expressions of interest were sought from the community via the Amherst newspaper and the Town's social media sites.

**ALTERNATIVES:** 1. Delay these appointments and continue to solicit expressions of interest; however, this would leave the Committee with no citizen representation at this time.





**AMHERST TOWN COUNCIL**

**RFD# 2021092**

**Date: November 29, 2021**

**ATTACHMENTS:** Audit Committee Terms of Reference Policy, Applications

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Report prepared by:

Report and Financial approved by:



Jeff Brennan  
214 Victoria St. East  
Amherst, NS B4H 1Y9

October 11, 2019

Kim Jones  
Municipal Clerk  
98 East Victoria St.  
Amherst, NS B4H 4A1

### **Resume of Qualifications**

Ms. Jones,

I would like to apply for a second term as a citizen representative for the Audit Committee.

The following is a list of qualifications that demonstrate that I possess knowledge and understanding of investment and financial matters.

#### **Education**

St. Francis Xavier University - Bachelor of Business Administration      2001

#### **Professional Experience**

Fort Equipment - Dealer Principal      2003 - Present

#### **Volunteer Experience**

CBDC Cumberland – Board Member      2016 - Present

Town of Amherst Audit Committee – Citizen Representative      2017 - 2019

Sincerely,

Jeff Brennan

## Natalie LeBlanc

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**Subject:** FW: Audit Committee Appointments

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**From:** Rob & Wendy Small <[rws15@gmail.com](mailto:rws15@gmail.com)>

**Sent:** October 26, 2021 5:44 PM

**To:** Natalie LeBlanc <[NLeBlanc@amherst.ca](mailto:NLeBlanc@amherst.ca)>

**Subject:** Re: Audit Committee Appointments

Hi Natalie,

Yes, I am willing to serve on the committee for another year.

Thanks

Rob Small

On Mon, Oct 25, 2021 at 2:25 PM Natalie LeBlanc <[NLeBlanc@amherst.ca](mailto:NLeBlanc@amherst.ca)> wrote:

Thank you Jeff. We will be in touch.

### Natalie LeBlanc

Deputy Clerk

Town of Amherst

Ph: 902-667-6510

Email: [nleblanc@amherst.ca](mailto:nleblanc@amherst.ca)

[www.amherst.ca](http://www.amherst.ca) | #seewhyweloveit



# SYNOPSIS

## Snow and Ice Management Policy Amendments

---

As we are nearing the winter season, and in conjunction with Council's strategic priority to review all policies, it is an ideal time to review policy 31600-25 Snow and Ice Management.

Upon review, there are no changes being recommended to the service level expectations for streets outlined in the policy as staff believe they are realistic and obtainable. Staff are however recommending adding a definition of "bare pavement", updating the list of the Town owned and/or leased public parking lots, and some minor "housekeeping" items for consistency in the language used in the policy. A priority route is being recommended for sidewalks to be plowed prior to the usual commencement of sidewalk snow removal. This was being done on a trial basis for about two years now.

The priority route is intended to make pedestrian travel on some of the town's busier sidewalks safer during street snow-clearing operations.

### **MOTION:**

**That Council approve of the amendments to the Snow and Ice Management Policy.**

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

**SUBMITTED BY:** Aaron Bourgeois, Director of Operations

**DATE:** November 29, 2021

**SUBJECT:** Snow and Ice Management Policy

---

**ORIGIN:** A complete policy review is a one of Council's strategic priorities.

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

**RECOMMENDATION:** That Council approve of the amendments to the Snow and Ice Management Policy.

**BACKGROUND:** As we are nearing the winter season and in conjunction with Council's strategic priority to review all policies it is an ideal time to review policy 31600-25 Snow and Ice Management.

**DISCUSSION:** Upon review, there are no changes being recommended to the service level expectations for streets outlined in the policy as staff believe they are realistic and obtainable. Staff are however recommending adding a definition of "bare pavement", updating the list of the Town owned and/or leased public parking lots, and some minor "housekeeping" items for consistency in the language used in the policy. A priority route is being recommended for sidewalks to be plowed prior to the usual commencement of sidewalk snow removal. This was being done on a trial basis for about two years now.

**FINANCIAL IMPLICATIONS:** There are no financial implications.

**SOCIAL JUSTICE IMPLICATIONS:** Advance sidewalk clearing along certain arterial and collector streets will allow for easier access for pedestrians walking to work.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**COMMUNITY ENGAGEMENT:** There is no community engagement contemplated at this time.

**ALTERNATIVES:**

1. Council direct staff to make additional changes to the policy;
2. Do not adopt any changes to the policy at this time.





**AMHERST TOWN COUNCIL**

**RFD# 2021094**

**Date: November 29, 2021**

**ATTACHMENTS:** Revised Snow and Ice Management Policy 31600-25.

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Report prepared by: Aaron Bourgeois, Director of Operations Report and Financial approved by:



DEPARTMENT: OPERATIONS

TITLE: **SNOW AND ICE MANAGEMENT POLICY**

Date: 24 November 2014      23 November 2015

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**PURPOSE:**

The purpose of this policy is to provide direction to staff involved in snow and ice management operations to ensure streets, sidewalks, fire hydrants and parking lots are cleared in a safe and timely manner.

**POLICY STATEMENT:**

1. Snow and ice management operations will commence after 5 – 10 cm of snow has fallen and snowfall is continuing.
2. Salting of streets on the ‘salt route’ will commence when conditions warrant and salting of remaining streets not on the salt route will occur as needed.
3. Upon completion of the public streets, sidewalk operations will commence.
4. Priority will be given to heavily travelled streets and sidewalks, as defined in this policy.
5. Safety of the public and our operators is paramount in all aspects of our work.
6. Additional street widening and intersection clearing will occur upon the completion of the priority operations and as time and budget allow.

**SERVICE LEVEL EXPECTATIONS**

Level of Service for Roadway Types

**The objective is that all streets will be cleaned of snow within 6 hours from the end of a snow storm of up to 30 centimetres.**

Street Priority 1

- Plow continuously during storm, visibility permitting
- Plow to bare pavement, whenever possible
- Normally plow curb to curb within 4 hours after storm ends

Street Priority 2

- Plow continuously during storm, visibility permitting
- Salting of hills, intersections, as needed
- Normally plow curb to curb within 6 hours after storm ends

### Level of Service for Sidewalk Types

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

#### Sidewalk Priority 1 (Cleared within 12 hours)

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

#### Sidewalk Priority 2 (Cleared within 24 hours)

- Collector streets
- Local streets

Sidewalks will generally be maintained with salt to remove excess snow and ice. However, sand may be used under certain ice and temperature conditions under which salt is not effective.

While sidewalk clearing generally commences after street snow clearing operations have been completed, staff will make an initial pass along sidewalks on Albion, South Albion, Robert Angus Drive, Willow Street, portions of East and West Victoria and Hickman Streets DURING street clearing operations to improve pedestrian accessibility in these areas whenever possible.

### Level of Service for Fire Hydrants

**The objective is that all fire hydrants will be accessible by emergency personnel 96 hours from the end of snow plowing operations, for snow storms up to 30 centimetres.**

The Streets **Public Works** Foreman will decide if the accumulation of snow around the fire hydrants, and/or the snow bank along the street in front of the fire hydrant, warrants the clearing operation to be activated.

Town crews are available to clear hydrants in an emergency, whenever required.

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## MAJOR STORMS

**A major storm will be declared by the Transportation **Public Works** Foreman, or on-call supervisor, when snow clearing crews are no longer able to keep all Town streets cleared of snow and the storm continues.**

During a major snowstorm, crews will attempt to keep at least one lane of the following streets open:

- Abbey Road
- Albion & South Albion Street
- Anson Avenue
- Chamberlain Street
- Chandler Road
- Church Street
- Havelock Street
- Hickman Street
- Industrial Park Drive
- LaPlanche Street
- King Street
- Electric Street
- Lawrence Street
- McCully Street
- Pleasant (East & West)
- Spring Street
- Robert Angus Drive
- Rupert Street
- Townshend Avenue
- Tupper Blvd
- Victoria Street
- Willow Street
- Prince Arthur (Church to Havelock)

During a major snowstorm, the Town Hall Parking Lot, Fire Station and Stadium parking lots will be kept open to allow emergency off-street parking.

To provide quick response in an emergency, a “storm line” will be activated during major storms (664-6000). This line will be monitored 24 hours a day until all of the streets have been opened.

As snowfall intensity decreases, Town equipment will commence snow plowing operations on other streets.

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## PRIORITY STREETS – BARE PAVEMENT

Town snow clearing crews will attempt to create a “bare pavement” condition within 12 hours following a snowfall event of up to 30 cm on the following streets:

- Victoria Street
- Church Street
- Willow Street
- Albion / West Pleasant intersection
- Albion Street
- South Albion Street
- Lawrence Street
- LaPlanche Street
- Robert Angus Drive
- East Pleasant
- West Pleasant
- Hickman Street

For the purposes of this policy, bare pavement conditions refer to winter road conditions where all travel lanes of the roadway are primarily clear of snow and ice build-up that could impair safe travel on the road.

## SNOW HAULING

Within 48 hours of the accumulation of 10 or more centimeters of snow, the snow will be hauled away from the boulevards of the Town streets listed below:

- Victoria Street from Herbert Street to C.N.R. Tracks
- Church Street from Victoria Street to YMCA Driveway
- Havelock Street from Victoria Street to Prince Arthur Street
- Ratchford Street
- King Street and Princess Street
- Electric Street
- Prince Arthur Street from Acadia Street to Station Street
- Acadia Street from Victoria Street to Prince Arthur Street
- Albion Street and South Albion Street from Church Street to the Lord Amherst Drive
- LaPlanche Street from Victoria Street to Civic # 12
- Lawrence Street from Victoria Street to Civic # 17
- Academy Street from Spring Street to Queen Street on (West side only)
- Charles Street from Spring Street to Dunlap Street (West side only)
- Spring Street from Albion Street to Church Street
- Maltby Court and Cornwall Avenue (West Side)
- Hickman Street from Mission Street to Park Street
- Mission Street from Hickman Street to Cornwall Avenue

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## TOWN OWNED PROPERTY

Town staff will take necessary steps to minimize public hazards due to snow/ice conditions on Town-owned/leased property.

### Public Parking Lots

Snow will be removed by private contractors before 8:00 a.m. each day. The lots will then be checked for slippery conditions by Town staff and appropriate measures taken, using salt and **or** sand to alleviate any hazard to the public. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Library **and CCUBIC**
- Ratchford Street **and Dayles Grand Market**
- George Blanche
- Corner of Maple **Street** and Electric **Street**
- ~~Corner of~~ **Bounded by west side of Church Street** and **north side of Electric Street**
- **Paramount Theatre and Lions Den** ~~Bounded by Church, Prince Arthur, Maple and Electric~~
- Trinity **St. Stephen Church**
- Baptist Church and Church of England
- **King Street**
- **Dickey Park**
- ~~YMCA~~
- Stadium
- Fire Station

### Public Buildings

The public entrances and adjacent sidewalks to Town operated facilities will be checked by Town staff for hazardous snow and ice conditions each day, before the building is open to the public. Excess snow will be removed and slippery conditions will be addressed using salt, sand and other suitable ice control material. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Police Station
- Fire Station
- Library
- Works Garage
- Stadium
- **CCUBIC**

## SALT MANAGEMENT

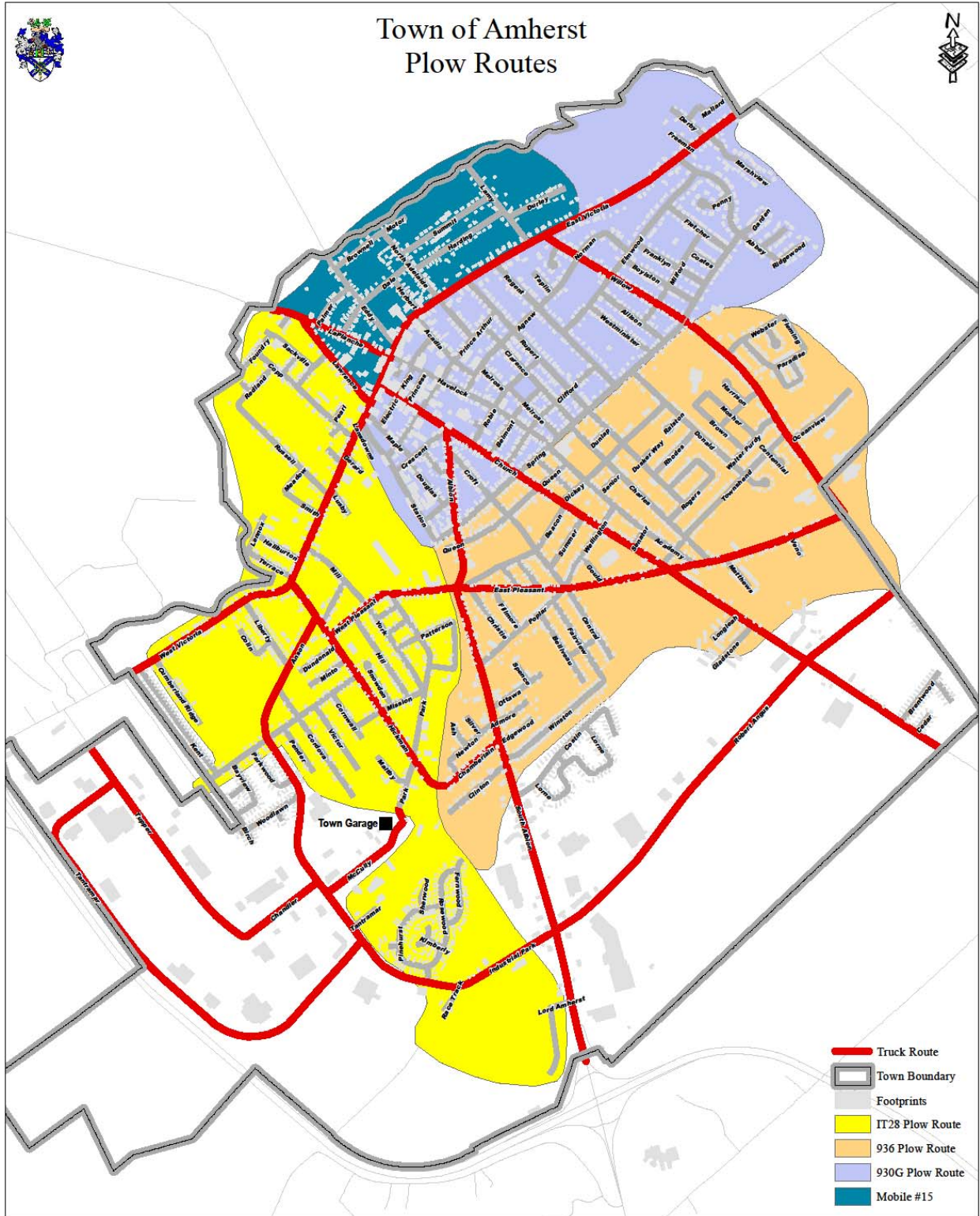
**The Town of Amherst is committed to the efficient management of its road salt, while continuing to provide effective winter maintenance for the safety of motorists and winter maintenance workers.**

The Town will demonstrate environmental responsibility by implementing and maintaining a Salt Management Plan (SMP) and associated best management practices.

To ensure the Town successfully meets its commitment, it will:

- Conduct operational activities in a manner that protects the environment and prevents or minimizes pollution;
- Continue to provide snow and ice control on Town streets so that service level standards are achieved;
- Address concerns raised by the federal government's review of road salts and their effect on the environment;
- Comply with environmental legislation, relevant standards, and industry codes of practice that apply to the Town's facilities and operations;
- Provide all winter maintenance personnel with appropriate training and resources so they are able to complete their assigned tasks in a manner that is consistent with the requirements of this Policy;
- Establish and track objectives and targets to verify effectiveness and identify opportunities for continual improvement of processes and operations;
- Monitor operations and implement appropriate corrective and/or preventive actions to improve performance;
- Communicate the requirement of this Policy and the Salt Management Plan to all employees







# SYNOPSIS

## Exit 3 Sanitary Sewer Agreement

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In 2020 the Town received a request to provide access to the existing sanitary sewer main at the intersection of James and West Victoria Streets. As the current Sanitary Sewer Service to County Residents Policy does not allow the provision of such a service the request was denied.

Since that time the Municipality of Cumberland County has approached the Town and has offered to enter into an MOU where any increase in tax revenue realized as a result of an increase in assessment from access to the sanitary sewer line in the area would be shared with the Town. As a result, an MOU was negotiated. Highlights are as follows:

1. Existing and new residential development will be provided access to the Town sewer main in the area between the Town boundary and Exit 3;
2. Commercial uses will not be approved;
3. No extensions of the main will be permitted without the approval of Town Council;
4. All applicable policies and bylaws of the TOA with regard to sanitary sewer service provision will have to be adhered to;
5. The MCC will share in any increase in assessment and subsequent tax revenue from the properties access the sewer service with the MCC receiving 65% and the TOA receiving 35%.

The sewer main in the area (servicing the gas station and two other houses in the area) can accommodate the additional sewage which may be generated by the development in the area.

Further to Council's approval of the MOU, the current Town of Amherst Sanitary Sewer Services to County Residents Policy is required to be amended to add these particular PIDs to the list of approved properties to receive sanitary sewer services in the County.

### **MOTION:**

**That Council approve 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.**

---

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

**SUBMITTED BY:** Jason MacDonald, Chief Administrative Officer

**DATE:** November 29, 2021

**SUBJECT:** **Exit 3 Sanitary Sewer Request**

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**ORIGIN:** Request from Municipality of Cumberland County property owner for town sanitary sewer service and subsequent discussions regarding potential revenue sharing opportunities with the Municipality of Cumberland County.

**LEGISLATIVE AUTHORITY:** MGA Section 84 allows council to make decisions in the exercise of its powers and duties by resolution, by policy or by by-law, and MGA, Section 47 (5) The council may make and carry out a contract, perform an act, do any thing or provide a service for which the municipality or the council is authorized by an Act of the Legislature to spend or borrow money. 1998, c. 18, s. 47.

**RECOMMENDATION:** 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.

**BACKGROUND:** In 2020 the Town received a request to provide access to the existing sanitary sewer main in at the intersection of James and West Victoria Streets. As the current Sanitary Sewer Service to County Residents Policy does not allow the provision of such a service the request was denied.

**DISCUSSION:** Since that time the MCC has approached the Town and has offered to enter into an MOU where any increase in tax revenue realized as a result of an increase in assessment from access to the sanitary sewer line in the area would be shared with the Town. As a result, the attached MOU was negotiated. Highlights are as follows:

1. Existing and new residential development will be provided access to the Town sewer main in the area between the Town boundary and Exit 3;
2. Commercial uses will not be approved;
3. No extensions of the main will be permitted without the approval of Town Council;
4. All applicable policies and bylaws of the TOA with regard to sanitary sewer service provision will have to be adhered to;
5. The MCC will share in any increase in assessment and subsequent tax revenue from the properties access the sewer service with the MCC receiving 65% and the TOA receiving 35%.



The sewer main in the area (servicing the gas station and two other houses in the area) can accommodate the additional sewage which may be generated by the development in the area.

The current Town of Amherst Sanitary Sewer Services to County Residents Policy is required to be amended to add these particular PIDs to the list of approved properties to receive sanitary sewer services in the County.

**FINANCIAL IMPLICATIONS:** There is the potential for some additional tax revenue from properties within the MCC that otherwise would not be possible. Potential for additional sanitary sewer revenue.

**SOCIAL JUSTICE IMPLICATIONS:** Access to the sanitary sewer main could result in additional housing constructed in the area.

**ENVIRONMENTAL IMPLICATIONS:** Access to the sanitary sewer service will reduce dependency on on-site septic disposal systems in the area.

**COMMUNITY ENGAGEMENT:** Community engagement has not yet taken place

**ALTERNATIVES:**

1. Direct staff to negotiate changes to the MOU.
2. Direct staff to inform the MCC that they are not interested in providing access to the sanitary sewer service in this area at this time.

**ATTACHMENTS:** Draft MOU, Town of Amherst Sanitary Sewer Service to County Residents Policy with amendments.

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

## MEMORANDUM OF UNDERSTANDING (MOU)

Made in duplicate

BETWEEN

**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 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”)

(Collectively referred to as the “Parties”)

WHEREAS the MCC has requested the TOA to provide sanitary sewer services to existing residential uses and future residential uses between the Town Boundary and Exit 3, and more clearly defined in the attached Schedule A and herein referred to as the Subject Properties;

AND WHEREAS the TOA has agreed to allow access to the sanitary sewer system for the Subject Properties;

NOW THEREFORE THIS AGREEMENT WITNESSETH in consideration of the mutual covenants contained herein, the parties covenant and agree as follows:

1. Infrastructure Standards – The MCC agrees that any new infrastructure will be constructed to the standards of the TOA Infrastructure Standards currently contained within our Subdivision Bylaw.
2. Main Extensions – Any extension of the sanitary sewer main will require the prior approval of Amherst Town Council.
3. The continued usage and operation of the sanitary sewer system within the MCC will be subject to the rates and rules established by the Town of Amherst for the provision of sanitary sewer services to Town properties as may be changed from time to time including but not limited to the SANITARY SEWER RATES BYLAW and the BYLAW RESPECTING DISCHARGE INTO PUBLIC SEWERS; BUILDING SERVICE CONNECTIONS Policy; and SEWER INSTALLATIONS Policy.
4. For properties which receive sanitary sewer service, and which a new building has been constructed or a significant addition or renovation takes place as a result of the provision of the sanitary sewer service:



Schedule A

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**DEPARTMENT:** OPERATIONAL SERVICES

**TITLE:** **SANITARY SEWER SERVICE TO COUNTY RESIDENTS**

Minutes reference date: 26 November 2001; 23 June 2014 29 November 2021

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**PURPOSE**

To determine when the extension of the Town’s Sanitary Sewer System to properties outside our boundaries is appropriate.

**POLICY STATEMENT**

The extension of sanitary sewer services to properties located outside the boundaries of the Town of Amherst will be reviewed on an individual basis. Any decision to extend the sanitary sewer service to a property outside of the Town of Amherst will require a motion of Council to amend this policy.

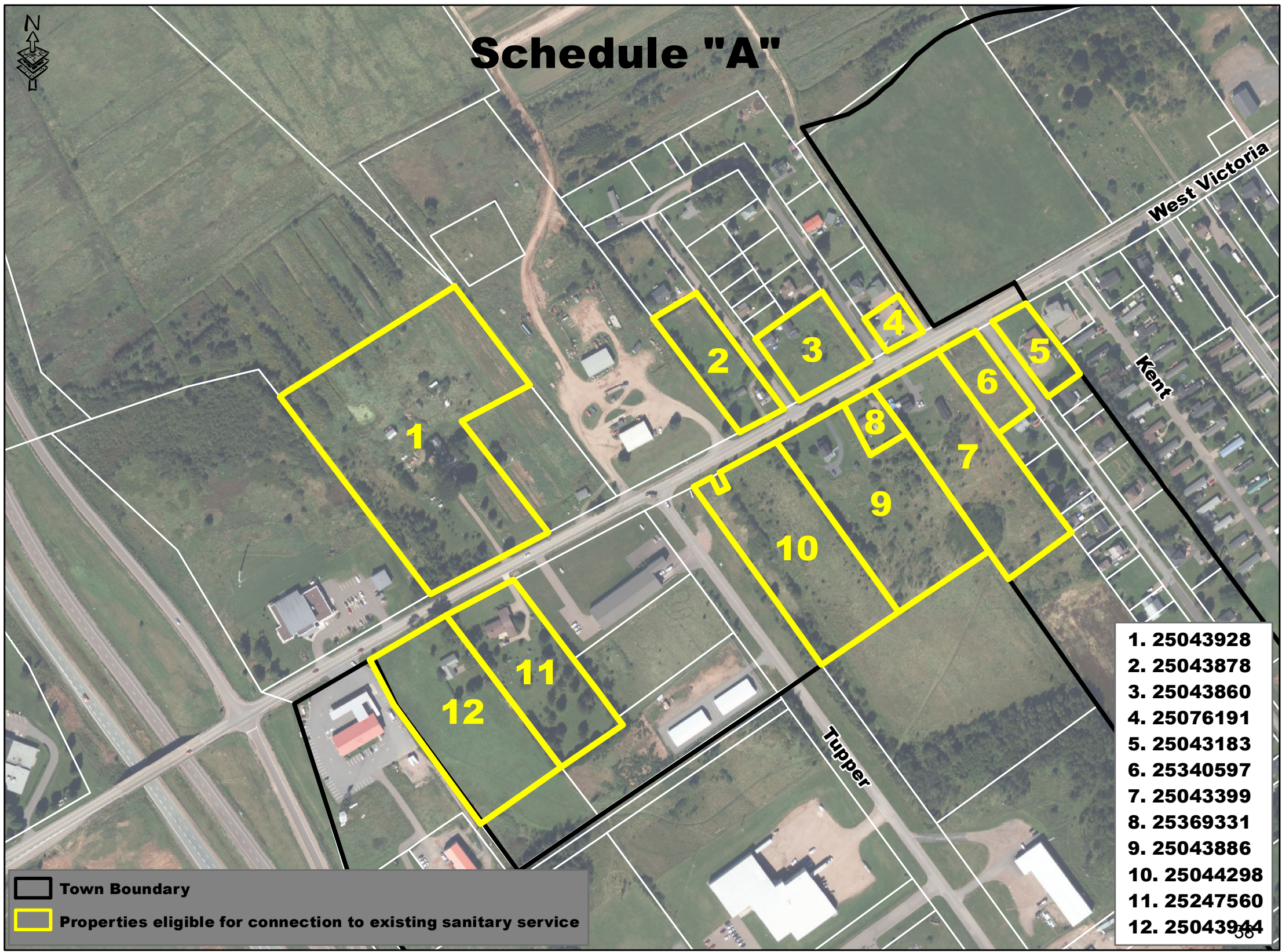
**APPROVED PROPERTIES TO RECEIVE SANITARY SEWER SERVICES**

Sanitary sewer services will be provided to the Cumberland Regional Health Care Center (PID#25384009, PID#25047044, PID#25376930 and PID#25337478) at Exit 4.

Sanitary Sewer Services will be provided to PID#25044009, PID#25043951 and PID#25098021 at Exit 3 currently operated as the Wandlyn Inn, subject to an agreement between the Town of Amherst and the Municipality of the County of Cumberland for the provision of such services.

Sanitary Sewer Services will be provided to PID#25043928, PID#25043878, PID#25043860, PID#25076191, PID#25043183, PID#25340597, PID#25043399, PID#25369331, PID#25043886, PID#25044298, PID#25247560 and PID#25043944, subject to an agreement between the Town of Amherst and the Municipality of the County of Cumberland for the provision of such services.

# Schedule "A"



 Town Boundary

 Properties eligible for connection to existing sanitary service

- 1. 25043928
- 2. 25043878
- 3. 25043860
- 4. 25076191
- 5. 25043183
- 6. 25340597
- 7. 25043399
- 8. 25369331
- 9. 25043886
- 10. 25044298
- 11. 25247560
- 12. 25043944

# SYNOPSIS

## Amherst Food Assistance Network Request

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The past 2 years have been challenging for our town. Covid-19 has affected our economy, our families, and has had an even greater effect on those who were already struggling to make ends meet financially. In speaking with this organization, they report the number of people accessing their facility have risen, plus the cost of food has significantly increased.

This organization has always provided Christmas Cheer Boxes to those in need. This year, with the challenges faced, they are requesting a one-time supplementary grant to ensure they are able to meet the needs in the community.

**MOTION: That Council approve the request for \$2,000 for the Amherst Food Assistance Network.**

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

**SUBMITTED BY:** Kim Jones, Director of Communications and Community Well Being

**DATE:** November 29, 2021

**SUBJECT:** **Grant Request - Amherst Food Assistance Network**

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**ORIGIN:** Community Support Grants Policy

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

**RECOMMENDATION:** That Council approve the request for \$ 2,000 for the Amherst Food Assistance Network.

**BACKGROUND:** The Amherst Food Assistance Network has received an annual grant of \$2000 for the past 10+ years. This community organization works tirelessly to provide healthy food for families and individuals in need throughout our town.

**DISCUSSION:** The past 2 years have been challenging for our town. Covid-19 has affected our economy, our families, and has had an even greater effect on those who were already living below the poverty level. In speaking with this organization they report their clientele has increased and as well the cost of food has significantly increased.

This organization has always provided Christmas Cheer Boxes to those in need. This year, with the challenges faced, they are requesting a one time supplementary grant to ensure they are able to meet the needs in the community.

**FINANCIAL IMPLICATIONS:** This request can be accommodated within the Community Support Grants budget

**SOCIAL JUSTICE IMPLICATIONS:** By providing this additional assistance it will ensure that the program can meet the growing needs of the community this year.

**ENVIRONMENTAL IMPLICATIONS:** There are none

**COMMUNITY ENGAGEMENT:** There was no community engagement



**AMHERST TOWN COUNCIL**

**RFD# 2021097**

**Date: November 29, 2021**

**ALTERNATIVES:** Do not approve the request

**ATTACHMENTS:** Community Support Grants Policy

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Report prepared by:

Report and Financial approved by:



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**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 25 October 2021

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

**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 31<sup>st</sup>
- 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*

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**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

# SYNOPSIS

## Salary Administration Policy Position Reclassifications

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The Salary Administration Policy requires that the CAO perform periodic reviews of the appropriateness of the salary scales within the policy. Upon reviewing our current salaries against the most recent Association of Municipal Administrators salary survey, and in conducting research into the salaries of similar positions within other municipal units within Nova Scotia, a total of six job categories are being recommended for immediate reclassification, retroactive to April 1, 2021. Other positions will be further reviewed during an in-depth review of the Salary Administration Policy to be completed no later than April 1, 2022. Furthermore, it is recommended that the category names in Appendix C – Job Categories be replaced with numerical levels, as indicated in the attached policy.

### **Motion:**

**That the following positions in Appendix C – Job Categories and Appendix C-1 Salary Scales be reclassified as follows:**

- i. Active Living Coordinator: reclassify from current Admin/Cust Serv 1 (Level 1) category to Admin/Cust Serv 3 (Level 3) category;**
- ii. Bylaw Enforcement Officer: reclassify from current Admin/Cust Serv 1 (Level 1) category to Admin/Cust Serv 3 (Level 3) category;**
- iii. Culture, Community Events & Marketing Coordinator: reclassify from current Admin/Cust Serv 1 (Level 1) category to Admin/Cust Serv 3 (Level 3) category;**
- iv. Dispatcher: reclassify from current Admin/Cust Serv 1 (Level 1) category to Admin/Cust Serv 3 (Level 3) category;**
- v. Fire Fighter: reclassify from current Admin/Cust Serv 3 (Level 3) category to Admin/Cust Serv 4 (Level 4) category;**
- vi. Fire Inspector: reclassify from current Admin/Cust Serv 4 (Level 4) category to Supervisor category (Level 5);**

**and further that the category names in Appendix C – Job Categories be replaced with numerical levels, as indicated in the attached policy.**

# SYNOPSIS

## Salary Administration Policy

### Overall Adjustment

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In 2017 the Salary Administration Policy was amended to remove the “Annual Economic Adjustment” effective April 1<sup>st</sup> of each year. The adjustment was equal to the change in the Nova Scotia Consumer Price Index for the previous 12 months. This has resulted in the overall salary grid not being adjusted since 2017. Given the increase in cost of living since that time, in particular the recent increases resulting from the impacts of the COVID-19 pandemic, it is recommended that the salaries contained within the Salary Administration policy receive a one time 2% upward adjustment effective January 1, 2022. This adjustment will also help keep our salaries competitive with other municipal jurisdictions in Nova Scotia.

**Motion:**

**That all salaries and rates within the Salary Administration Policy be adjusted upward by 2% effective January 1, 2022.**

**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 30, 2009	March 29, 2010
	April 26, 2010	March 28, 2011	January 30, 2012
	May 23, 2012	November 26, 2012	May 1, 2013
	September 23, 2013	October 28, 2013	April 30, 2014
	May 21, 2015	March 29, 2016	September 2, 2016
	May 23, 2017	June 26, 2017	December 18, 2017
	February 26, 2018	March 14, 2018	September 28, 2020
	June 7, 2021	October 5, 2021	<u>November 29, 2021</u>

**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.

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**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, 2022~~19~~

Job Level	Salary Amount	
Mayor	Stipend	
		\$ <del>42,002,41,178</del>
Deputy Mayor	Stipend	
		\$ <del>28,277,27,723</del>
Councillor	Stipend	
		\$ <del>25,050,25,551</del>

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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 1<sup>st</sup> 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

~~January 1, 2022~~ April 1, 2017

Job Title	Hourly Rate				
	Step 1	Step 2	Step 3	Step 4	Step 5
Casual Firefighter	<del>17.27</del> 16.93	<del>17.55</del> 17.21	<del>17.86</del> 17.51	<del>18.17</del> 17.81	<del>18.46</del> 18.10
Jail Guards	<del>17.27</del> 16.93	<del>17.55</del> 17.21	<del>17.86</del> 17.51	<del>18.17</del> 17.81	<del>18.46</del> 18.10
Canine Control Officer	<del>13.47</del> 13.21	<del>13.92</del> 13.65	<del>14.38</del> 14.10	<del>14.84</del> 14.55	<del>15.37</del> 15.07
School Crossing Guards	<del>13.47</del> 13.21	<del>13.92</del> 13.65	<del>14.38</del> 14.10	<del>14.84</del> 14.55	<del>15.37</del> 15.07
Ice Marshall	<del>13.42</del> 13.16	<del>13.84</del> 13.57	<del>14.31</del> 14.03	<del>14.76</del> 14.47	<del>15.29</del> 14.99
Other (including students)	Provincial Minimum Wage				

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APPENDIX C JOB CATEGORIES

Category	Position
<del>9 Senior Officer</del>	Chief Financial Officer
<del>8 Director</del>	Director of Corporate 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
<del>7 Manager</del>	Vacant
<del>6 Officer</del>	Business Development Officer
	Solid Waste Education and Coordination Officer
	Community Well-Being Manager
	Building Official
	IT Manager
	Senior Accountant
	Land Use Planner
<del>5 Supervisor</del>	Exec Asst/Dispatch Coordinator
	Transportation Foreman
	Facility Manager
	Capital Asset Coordinator/Property Manager
	Horticulturist
	<del>Fire Inspector</del>
	Human Resources
	Deputy Clerk
<del>4 Admin/Cust Serv 4</del>	<del>Fire Inspector</del>
	<del>Fire Fighter</del>
<del>3 Admin/Cust Serv 3</del>	Dangerous and Unsightly Premises Administrator
	GIS Coordinator
	<del>Active Living Coordinator</del>
	<del>Bylaw Enforcement Officer</del>
	<del>Culture, Community Events &amp; Marketing Coordinator</del>
	<del>Dispatcher</del>
	Payroll & Administrative Assistant (Public Works)
	Corporate Communications Officer (CCO)
	Crime Prevention Coordinator (2 year term)
	<del>Fire Fighter</del>
	Procurement Coordinator
	Revenue Officer
	Customer Service/Accounts Payable Clerk
	Water/Sewer Billing & Accounting Clerk
	IT Coordinator

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**TOWN OF AMHERST  
SALARY ADMINISTRATION POLICY**

**NUMBER 04530-01**

PAGE 8 of 8

<u>2 Admin/Cust Serv 2</u>	<del>Active Living Coordinator</del>
	<del>Culture, Community Events &amp; Marketing Coordinator</del>
	Administrative Assistant - Community Well Being & Clerk's Office
<u>1</u>	<del>Criminal Records Checks</del>

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# Internal Committee Report

## Amherst Youth Town Council

### November 2021

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The Amherst Youth Town Council (AYTC) has met twice since we started in late October. We met at the Community Credit Union Business Innovation Center (CCUBIC) on October 26<sup>th</sup>. At this meeting, we elected the council's executive positions. This year our councillors selected for executive positions are as follows: Junior Mayor is Olivia Pulsifer, Deputy Junior Mayor Aurelia Mitchell, Secretary Oskar Sigtryggsson, Treasurer Halle Humphrey, and Media Relations Kennedy Allen.

We met again on November 18<sup>th</sup> at the Amherst Regional High School Library. At the meeting, we reviewed the AYTC policy and continued to discuss our future goals for the year. This year the AYTC would like to create a local business passport. The idea came from the Town of Sackville that did a business passport for summer and holiday season. The AYTC would like to do something similar with the businesses in Amherst. Our plan is to reach out to local businesses to gauge interests in which ones would participate and go from there. How it would work is every time you make a purchase from a participating business you'd receive a stamp in your passport. Once the passport is two-thirds full you'd receive a prize.

The AYTC also discussed having an outdoor skating party during the winter carnival this year; the theme will be decided at future meetings. We also discussed having some events bring awareness about ongoing issues in the community and how members of the community can help. We'd also like for our events to give back to the community ie: food bank donations, coats for Cumberland, etc.

Our last topic was how to get the AYTC more known among youth. Our resolution was to visit EB Chandler and the High School to let youth know about the council and gauge more interest in the AYTC during the annual expression of interest. We also plan to have members walking in the Christmas parade with the council. Our next meeting is currently tentatively planned for December 7<sup>th</sup>.

# External Committee Report

## Cumberland Public Libraries

### November 2021

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#### **Proof of Vaccination (POV)**

Cumberland Public libraries has been offering assistance printing off proof of vaccination papers. The library will print off POV for free and has already helped hundreds of people get their vaccination records.

We have also been assisting people in getting their New Brunswick travel registration.

#### **Community Board Member**

Cumberland Public Libraries is seeking a Community Board Member, this individual will have a passion for public libraries and their contribution to the community. The will bring a lived experience in diversity, equity or inclusion and foster productive discussions to move the library forward in Cumberland County. Those interested should apply with a resume and cover letter expressing interest and outlining pertinent experience and qualifications.

#### **Vaccination Policy**

The Board approved a Vaccination policy at the November 16 meeting. As of December 31, 2021, all employees of Cumberland Public Libraries (CPL) are required to be fully vaccinated for Covid-19 and to inform administration of their vaccination status.

#### **Statistics**

In the month of September, Cumberland Public Libraries signed out over 6,607 items, 2,887 items in Amherst alone. This includes books, movies, TV shows, magazines and more.

Also, in September the Four Fathers Library offered 9 virtual programs with 87 views and distributed 71 Take and Make crafts. We had 6 in-person programs with 60 people in attendance. The Four Fathers library had 2,476 in person visits.

**Next Board meeting February 15, 2022.**

# External Committee Report

## YMCA of Cumberland

### November 2021

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A Babysitting Course was held on Friday, November 26, 2021. This program is for children ages 12-14. This YMCA program prepares youth with the necessary skills to look after infants, toddlers and children. This includes diaper changes, bottle feeding, basic food preparation, safety in the home, responsibilities as a care giver, basic first aid, games and activities as well as emergency situation protocol.

The Friday Night Fun Program, along with all youth recreational programs and swim lessons, have been temporarily suspended until local Covid-19 case numbers go down.

Total Active Members - 951 (last month 924)

Subsidized Members - 105

EXCEL - EXercise for Cancer to Enhance Living 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: 8

Dance Participants - 32 (temporarily on hold)

40+ Group Fitness Fall Schedule up and running - accommodating more participants; classes have been very full

Monica presented a Game-bling presentation to a Grade 9 Healthy Living class in Springhill. It was very well received and she has been asked to come back in to present to another class. She has reached out to the school board to try and engage the other high schools in our area.

The Homelessness Prevention and Outreach program will be changing the age of the clients it serves to be consistent with the trusteeship program. Individuals 16+ can now be referred to the program.

Mount A students are starting this week in the Community Kitchen with Ellen. They will be coming in to help prepare and serve the lunch. They will also be working closely with Ellen on Santa's for Seniors to create the Christmas tree tags as well as to develop an online form to allow people to enter items that they would like to receive for Christmas. The tree is now up and the tags have been quickly being taken from the tree!

All 4 units in the affordable housing complex have been rented.

The Housing Support staff worked with 15 new clients over the month of October with an increased urgency for locating housing. We are receiving many reports of people couch surfing as there are no available units and that many multi-unit buildings have been sold by their landlords and they are facing eviction.

# External Committee Report

## L.A. Animal Shelter

### November 2021

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Currently the Shelter has 6 dogs plus one in foster, 23 adult cats and 37 kittens.

In October we adopted out over 40 animals.

We are currently running our Lotto Tree fundraiser, with tickets available at the shelter and from board members.

We will be participating in the Town's Cookie Crawl - but handing out "cookies" for cats and dogs!

Due to concerns around Covid, the shelter will not be hosting our annual Christmas open house. We hope to see this event return next year.

Recently, staff at the Amherst Veterinary Hospital organized the second annual Phyllis Blummel Christmas Bazaar at the Amherst Fire Hall. Proceeds from the table rentals, raffles and donations at the door all added up to more than \$3000 raised for the shelter!

We continue to work towards making much-needed infrastructure upgrades at the shelter. There are some minor issues that need to be addressed in the main building to ensure the residents stay warm and dry. We hope to do more extensive repairs to a currently unused building at the site to make it ready to house all new animals coming in to the shelter - to add a layer of protection against the spread of disease and allow us to house more animals in need. Several times this year we have been full and had to make a waiting list for people who were wanting to surrender their cats/kittens.

# External Committee Report

## Cumberland Senior Safety Advisory Group

### November 2021

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The last meeting was held Tuesday, November 16<sup>th</sup> at 1:30 p.m. via zoom.

Senior Safety Week was held November 6<sup>th</sup> to November 12<sup>th</sup>. The committee set up a window display at CANSA and posted information regarding the safety of seniors on our Facebook page. Senior Safety issues can be things like; fall prevention, financial security, etc.

November is also Fall Prevention Month. There will be information posted on our website regarding resources and things to do to prevent falls in a senior's home.

There are also some future programs regarding Senior Safety being planned:

1. December 3<sup>rd</sup> there will be a Scooter Safety Program held in Pugwash. See attached flyer.
2. December 7<sup>th</sup> is the Renters' Education Program being held at the Cumberland YMCA. See attached flyer.
3. There are also plans being put together for a Senior Safety Academy in Amherst in the Winter including driving programs like: 55 Alive Driver Refresher and Driving Decisions programs.

The next meeting will be December 14<sup>th</sup> also by zoom.



## **SCOOTER SAFETY EDUCATION SESSION**

**Do you use, or are you thinking about using, a personal transporter? (Senior's Scooter)**

**Come and learn about safety and rules of the road from the Cumberland County District RCMP**

**When: December 3, 2021 at 1:30 pm – 3:30 pm**

**Where: Pugwash Memorial Baptist Church, 10235 Durham Street, Pugwash**

**Registration required by calling Trishe Colman, Senior Safety Coordinator at (902)664-4540**

**COVID PROTOCOLS WILL BE FOLLOWED  
PROOF OF VACCINE WILL BE REQUIRED**



## **RENTERS' EDUCATION SESSION**

**Join us for a presentation of helpful information for renters, or those looking to make changes in their living situation. Topics covered include:**

**Cobequid Housing Applications and Process**

**Rent Supplements**

**CANADA NOVA SCOTIA TARGETED HOUSING BENEFIT**

**Landlord / Tenant Rights**

**Homelessness Prevention and the YMCA's Outreach Program**

**When: Tuesday, December 7, 2021 at 9:00 am – noon**

**Where: YMCA, 92 Church Street, Amherst**

**Registration required by calling Trishe Colman,**

**Senior Safety Coordinator at (902)664-4540**

**Sponsored by Cumberland County Seniors' Safety, YMCA and Cobequid Housing**

**COVID PROTOCOLS WILL BE FOLLOWED**

**PROOF OF VACCINE WILL BE REQUIRED**

# **External Committee Report**

## **Cumberland Municipal Alcohol Project**

### **November 2021**

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The last meeting was held on zoom November 2<sup>nd</sup> at 1:30 p.m.

We introduced our newest member – Melanie Siddall who is working with the Amherst Police Department as a citizen Crime Prevention Coordinator.

At this time we are working on Holiday information items to post on social media regarding alcohol safety and harm reduction for potential holiday party guests.

There has been a letter sent to all three municipal units thanking them for keeping up the “family first” practice for events during the holiday season. This includes the Christmas parades and light-ups. (See attached draft of letter).

Dry February, which was advertised by Cancer Care, would be a great opportunity to encourage small restaurants/bars/etc... to have a tasty alcohol-free beverage to offer. The thought is to have youth introduce this idea to businesses. There is also Dry January introduced by MADD Canada.

The MAP group also sent letters to introduce our group to the new Minister of Health and Wellness, Honourable Michelle Thompson and the new Minister of the Office of Addictions and Mental Health, who is also the Minister of Youth, Honourable Brian Comer.

Our next meeting is December 7<sup>th</sup> at 1:30 p.m. via zoom.

November 15, 2021

To members and staff of all three Cumberland municipal units,

On behalf of the Municipal Alcohol Project working group, we would like to thank you for your continued efforts to provide more family friendly activities in your area. Our group is so pleased by the level of interest the appointed council members have put forth to help in our efforts.

The Municipal Alcohol Project's (MAP) mandate is to reduce direct and indirect alcohol-related harms and increase community unity, health, and wellbeing through projects, planning, and policies. This is achieved through de-normalizing the misuse, and inclusion of, alcohol in our community events and culture, encouraging safe and inclusive events, and increasing public safety and health.

As you move forward into your planning of holiday festivities, we hope you'll consider being engaged with the Municipal Alcohol Project working group. Our group is made up of law enforcement, community partners, elected officials, and municipal staff.

Thank you for your time and support,

Sophie Melanson on behalf of the Municipal Alcohol Project of Cumberland County