



Town of Amherst  
Regular Council Meeting  
Agenda

Date: Monday, October 24, 2022  
Time: 6:00 pm  
Location: Council Chambers, Town Hall

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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>	
<b>3.2.1. September 26, 2022 Special Council</b>	3 - 3
<b>3.2.2. September 28, 2022 Council</b>	4 - 12
<b>3.2.3. October 13, 2022 Special Council</b>	13 - 13
<b>4. REQUESTS FOR DECISION</b>	
<b>4.1. Election of Deputy Mayor - Kogon</b>	
<b>4.2. Council Committee Appointments - Kogon</b>	14 - 15
<b>4.3. Dr. &amp; Mrs. H.E. Christie Foundation Donation - Christie</b>	16 - 19
<b>4.4. Flag Protocol Policy Amendment - Davidson</b>	20 - 27
<b>5. INTERNAL COMMITTEE REPORTS</b>	
<b>5.1. Planning Advisory Committee - No Report</b>	
<b>5.2. Amherst Board of Police Commissioners - Davidson</b>	28 - 28

5.3.	Audit Committee - No Report	
5.4.	Amherst Youth Town Council	29 - 29
5.5.	Accessibility Advisory Committee - Landry	30 - 30
5.6.	Inclusion Diversity and Equity Committee - Emery	31 - 31
6.	EXTERNAL COMMITTEE REPORTS	
6.1.	Cumberland Public Libraries - Fawthrop	32 - 32
6.2.	Cumberland YMCA - Fawthrop	33 - 33
6.3.	Northern Region Solid Waste Management - Baker	34 - 34
6.4.	L. A. Animal Shelter - Fawthrop	35 - 35
6.5.	Senior Safety - No Report	
6.6.	Inter Municipal Tourism - No Report	
6.7.	Poverty Reduction - Landry	36 - 38
6.8.	Municipal Alcohol Project - No Report	
7.	ADJOURNMENT	

**Amherst Town Council  
Special Meeting  
Minutes**

Date: September 26, 2022  
Time: 6:00 pm  
Location: Council Chambers, Town Hall

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

Staff Present Jason MacDonald, Chief Administrative Officer  
Dwayne Pike, Police Chief  
Greg Jones, Director of Fire Services  
Aaron Bourgeois, Director of Operations  
Andrew Fisher, Director of Planning & Strategic Initiatives  
Kim Jones, Director of Corporate Communications and Community Well Being / Municipal Clerk  
Sarah Wilson, Senior Accountant / Acting Treasurer  
Krista Crossman, Acting Manager of Financial Services  
Tom McCoag, Corporate Communications Officer  
Natalie LeBlanc, Deputy Clerk

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**1. CALL TO ORDER**

Mayor Kogon called the meeting to order.

**2. REQUEST FOR DECISION**

**2.1 Bylaw to Amend the Bylaw Respecting the Amherst Board of Police Commissioners - Davidson**

**Moved By Councillor Davidson**

**Seconded By Councillor Emery**

**That Council approve 2<sup>nd</sup> and final reading of the proposed amendment to the Bylaw Respecting the Board of Police Commissioners for the Town of Amherst.**

**Motion Carried**

**3. ADJOURNMENT**

**Moved By Councillor Landry**

**Seconded By Councillor Baker**

**To adjourn the meeting.**

**Motion Carried**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor

**TOWN OF AMHERST  
Regular Council Meeting  
Minutes**

**Date:** September 28, 2022  
**Time:** 6:00 pm  
**Location:** Council Chambers, Town Hall

**Members Present** Mayor David Kogon  
Deputy Mayor Sheila Christie  
Councillor George Baker  
Councillor Hal Davidson  
Councillor Lisa Emery  
Councillor Dale Fawthrop (via zoom)  
Councillor Leon Landry

**Staff Present** Jason MacDonald, Chief Administrative Officer  
Dwayne Pike, Police Chief  
Greg Jones, Director of Fire Services  
Aaron Bourgeois, Director of Operations  
Andrew Fisher, Director of Planning & Strategic Initiatives  
Kim Jones, Director of Corporate Communications and  
Community Well Being / Municipal Clerk  
Sarah Wilson, Senior Accountant / Acting Treasurer  
Krista Crossman, Acting Manager of Financial Services  
Tom McCoag, Corporate Communications Officer  
Natalie LeBlanc, Deputy Clerk

**Others Present** Mark Milner, Jorgensen & Bickerton Inc.

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**1. CALL TO ORDER**

The Mayor called the meeting to order.

**2. TERRITORIAL ACKNOWLEDGMENT**

The Mayor gave the Territorial Acknowledgement.

**3. APPROVAL OF AGENDA/MINUTES**

**3.1 Approval of the Agenda**

Moved By Councillor Emery

Seconded By Councillor Baker

To approve the agenda as circulated.

**Motion Carried**

**3.2 Approval of Minutes**

**3.2.1 June 8, 2022 Special Council**

Moved By Councillor Davidson

Seconded By Deputy Mayor Christie

To approve the minutes of the June 8, 2022 Special Council meeting  
as circulated.

**Motion Carried**

**3.2.2 June 13, 2022 Public Hearing**

Moved By Councillor Baker

Seconded By Councillor Landry

To approve the minutes of the June 13, 2022 Public Hearing as  
circulated.

**Motion Carried**

**3.2.3 June 27, 2022 Regular Council**

Moved By Councillor Emery

Seconded By Councillor Davidson

To approve the minutes of the June 27, 2022 regular meeting of  
Council as circulated.

**Motion Carried**

**3.2.4 July 4, 2022 Special Council**  
Moved By Deputy Mayor Christie  
Seconded By Councillor Landry  
To approve the minutes of the July 4, 2022 special meeting of Council as circulated.  
**Motion Carried**

**3.2.5 July 27, 2022 Public Hearing**  
Moved By Councillor Baker  
Seconded By Councillor Davidson  
To approve the minutes of the July 27, 2022 Public Hearing as circulated.  
**Motion Carried**

**3.2.6 September 6, 2022 Special Council**  
Moved By Councillor Emery  
Seconded By Deputy Mayor Christie  
To approve the September 6, 2022 special meeting of Council as circulated.  
**Motion Carried**

**4. REQUESTS FOR DECISION**

**4.1 Lot 2021-2R Brown/Mosher Street Apartment Complex Development Agreement First Reading**  
Moved By Deputy Mayor Christie  
Seconded By Councillor Baker  
That Council give First Reading to a Development Agreement for Lot 21-2R that would permit the construction of three, 54 unit apartment buildings, and schedule a Public Hearing for October 20, 2022.  
**Motion Carried**

**4.2 Flemming / Paradise Avenue Rezoning First Reading**  
Moved By Councillor Davidson  
Seconded By Deputy Mayor Christie  
That Council give first reading to an amendment to the Land Use Bylaw Schedule 'A' Zoning Map, by changing the zoning of a portion of PID 25001926 located on Paradise Avenue from Low Density Residential to General Residential, and schedule a Public Hearing for October 20, 2022.  
**Motion Carried**

**4.3 Salary Review**  
Moved By Councillor Landry  
Seconded By Councillor Davidson  
That the following salary reclassifications and corresponding amendments to the Salary Administration Policy #4530-01 be approved by Council:

**A. Reclassify the following positions on Appendix C – Job Categories and Appendix C-1 Salary Scales as follows:**

- i. Administrative Assistant – CWB/Clerk’s Office: reclassify from current Level 2 to Level 3;**
- ii. Capital Asset Coordinator/Property Manager: reclassify from current Level 5 to Level 7 and; rename the position to “Engineering Technologist”.**
- iii. Facility Manager: reclassify from current Level 5 to Level 6;**
- iv. GIS Coordinator: reclassify from current Level 3 to Level 5;**
- v. Procurement Coordinator: reclassify from current Level 3 to Level 4;**
- vi. Transportation Foreman: reclassify from current Level 5 to Level 7 and; rename the position to “Public Works Foreman”;**
- vii. Corporate Communications Officer: reclassify from current level 3 to Level 4;**
- viii. Revenue Officer: reclassify from current Level 3 to Level 4.**
- ix. Criminal Records Check: reclassify from current Level 1 to Level 2**

**B. Housekeeping:**

- i) **Correction to Director of Corporate Communications title – spelling error**
- ii) **Removal of Incumbent Town Engineer in Appendix A-1, which is no longer applicable;**
- iii) **Under Scope of Responsibility for the CAO, bullet point #4: market review of all non-union positions will be completed every three (3) years, or as directed by Council.**

**Motion Carried**

**TOWN OF AMHERST POLICY**

**NUMBER 04530-01  
Page 3 of 9**

**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	September 28, 2022

**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 the 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 \$150.00. Mayor and Council shall receive the same monthly vehicle allowance of \$150.00 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 with an overall market review to be completed every three (3) years, or as directed by Council.
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	\$41,178.00
Deputy Mayor	Stipend	\$27,723.00
Councilor	Stipend	\$25,050.00

**APPENDIX A-1**

April 1, 2022

Salary Grid  
Other Non-Union Positions

Job Level
Chief of Police
Deputy Chief of Police

\*\*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% of the first-class constable rates.

**Town of Amherst**

Hourly Rate Grid – Casual

**APPENDIX B**

January 1, 2022

Job Title	Hourly Rate				
	Step 1	Step 2	Step 3	Step 4	Step 5
Casual Firefighter	17.27	17.55	17.86	18.17	18.46
Jail Guards	17.27	17.55	17.86	18.17	18.46
Canine Control Office	13.47	13.92	14.38	14.84	15.37
School Crossing Guards	13.47	13.92	14.38	14.84	15.37
Ice Marshall	13.42	13.84	14.31	14.76	15.29
Other (including Students)	Provincial Minimum Wage				

**APPENDIX C JOB CATEGORIES**

Category	Position
9	Chief Financial Officer
8	Director of Corporate Communications and Community Well Being
	Director of Operations
	Director of Planning and Strategic Initiatives
	Director of Fire Services
7	Director of Solid Waste and Bylaw Enforcement
	Engineering Technologist
6	Public Works Foreman
	Building Official
	Business Development Officer
	Community Well-Being Manager
	Facility Manager
	IT Manager
	Land Use Planner
	Senior Accountant
5	Solid Waste Education and Coordination Officer
	Deputy Clerk
	Exec Asst/Dispatch Coordinator
	Fire Inspector
	GIS Coordinator
	Horticulturist
4	Human Resources
	Corporate Communications Officer (CCO)
	Dangerous and Unsightly Premises Administrator
	Fire Fighter
	Procurement Coordinator
3	Revenue Officer
	Active Living Coordinator
	Administrative Assistant – Community Well Being & Clerk's Office
	Bylaw Enforcement Officer
	Crime Prevention Coordinator (2-year term)
	Culture, Community Events & Marketing Coordinator
	Customer Service/Accounts Payable Clerk
	Dispatcher
	IT Coordinator
	Payroll & Administrative Assistant (Public Works)
Water/Sewer Billing & Accounting Clerk	
2	Criminal Records Checks
1	Vacant

**APPENDIX C-1**  
January 1, 2022

<b>Level</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
<b>9</b>	106,252	107,504	108,755	110,007	111,258	112,509	113,761	115,012
<b>8</b>	87,814	89,656	91,502	93,346	95,189	97,034	98,878	100,722
<b>7</b>	72,585	73,652	74,719	75,786	76,854	77,921	78,988	80,055
<b>6</b>	60,481	62,314	64,148	65,981	67,814	69,647	71,481	73,314
<b>5</b>	53,620	55,078	56,535	57,992	59,449	60,906	62,363	63,820
<b>4</b>	52,037	53,357	54,676	55,996	57,315	58,635	59,954	61,273
<b>3</b>	43,753	45,519	47,285	49,051	50,816	52,582	54,349	56,114
<b>2</b>	40,247	41,252	42,256	43,260	44,264	45,269	46,272	47,277
<b>1</b>	37,566	38,452	39,339	40,226	41,112	41,999	42,886	43,772

**4.4 Municipal Reorganization**

**Moved By Councillor Emery**

**Seconded By Councillor Landry**

**That the following amendments to the Salary Administration Policy #4530-01 be approved, namely:**

- **Remove Chief Financial Officer (CFO) position;**
- **Remove Director of Solid Waste & Bylaw Enforcement position;**
- **Remove Senior Accountant position;**
- **Remove Human Resources position;**
- **Remove Horticulturist position;**
- **Add Director, Finance position;**
- **Add Director, Human Resources and Customer Services position;**
- **Add Director, Community Living position;**
- **Add HR, Payroll + Benefits Administrator position;**
- **Add Parks & Recreation Foreman position;**
- **Rename title of Director of Corporate Communications & Community Well-Being position to Director, Corporate Communications / Town Clerk;**
- **Rename title of Customer Service/Accounts Payable Clerk position to Cashier / Customer Service;**
- **Rename title of Payroll & Administrative Assistant (Public Works) position to Accounting Clerk / Accounts Payable;**
- **Rename title of Water / Sewer Billing & Accounting Clerk position to Water / Sewer Billing Clerk.**

And further, that the hourly rate grid in Appendix B be amended to comply with Nova Scotia minimum wage, as legislated by minimum employment standards.

**Motion Carried**

**4.5 Appointment of Directors**

**Moved By Councillor Baker**

**Seconded By Deputy Mayor Christie**

**That Council formally approve the appointments of:**

**Sarah Wilson - Director, Finance**

**Krista Crossman - Director, Human Resources and Customer Services**

**Motion Carried**

**Moved By Councillor Fawthrop**

**Seconded By Councillor Emery**

**And further that a competition for a Director of Community Living be commenced, with a hiring committee consisting of the CAO, Director of Human Resources and Customer Service, Mayor Kogon, and Councillors Landry and Davidson.**

**Motion Carried**

**4.6 Appointment of Municipal Fire Inspector**

**Moved By Councillor Baker**

**Seconded By Councillor Emery**

**That Council appoint Marty Furlong as a Municipal Fire Inspector for the Town of Amherst.**

**Motion Carried**

- 4.7 Amherst Youth Town Council Appointments**  
**Moved By Councillor Davidson**  
**Seconded By Deputy Mayor Christie**  
**That Council appoint the students listed below to the Amherst Youth Council for the 2022-23 school year:**
1. Kiahna Brennan – Grade 11 - Returning
  2. Leah Brunt – Grade 10 - Returning
  3. Mathias Mayhew – Grade 7 - New
  4. Kennedy Allen – Grade 9 - Returning
  5. Rowan Blanch – Grade 11 - Returning
  6. Harmoni Caldwell – Grade 7 - New
  7. Ava Crocker – Grade 7 - New
  8. Oskar Sigtryggsson – Grade 12 - Returning
- Motion Carried**
- 4.8 Homeless Shelter**  
**Moved By Councillor Landry**  
**Seconded By Councillor Emery**  
**That Council consider a meaningful financial contribution towards the establishing of an emergency shelter.**
- Motion Carried**
- 4.9 Guaranteed Basic Income**  
**Moved By Councillor Landry**  
**Seconded By Councillor Davidson**  
**That Council direct staff to prepare a letter to senior governments advocating for a guaranteed basic income for citizens and authorize the Mayor to sign on Council's behalf.**
- Motion Carried**
- 4.11 Year End Capital Financial Adjustments**  
**Moved By Deputy Mayor Christie**  
**Seconded By Councillor Landry**  
**That Council approve the following changes to the funding for the 2021/22 Water and General Capital Budget:**
1. Approval of the increase of Water Operating capital from revenue from \$40,000 to \$122,000;
  2. Approval of the increase of General Operating capital from revenue from \$476,000 to \$493,340.64.
- Motion Carried**
- 4.10 Amherst Water Utility Audited Financial Statements**  
**Moved By Councillor Emery**  
**Seconded By Deputy Mayor Christie**  
**That Council accept the recommendation of the Audit Committee: approving the Town of Amherst Water Utility Financial Statement for the year ending March 31, 2022 which have been audited by the firm Jorgensen & Bickerton Inc.**
- Motion Carried**
- 4.12 Year End Reserve Transfers**  
**Moved By Councillor Davidson**  
**Seconded By Councillor Baker**  
**That Council approve of the following transfers from the Operating Reserve to General Operating:**
1. Withdraw from the Operating Reserve – Reserve for Solid Waste of \$9,434.10 to fund the deficit in the Solid Waste department for the 2021/22 fiscal year.
  2. Withdraw from the Operating Reserve – Reserve for Mandatory Provincial Contribution Area Rate of \$20,761.80 to fund the deficit in the Mandatory Provincial Contribution Area Rate for the 2021/22 fiscal year.
- Motion Carried**

**4.13 2022/23 Water Utility Capital Budget Amendment**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Emery**

**That Council amend the 2022/23 Amherst Water Utility Capital Budget to increase the approved budget amount in the Water Capital budget for the purchase of Inline Turbidimeters for the PRV Chambers from \$20,000 to \$40,000.**

**Motion Carried**

**4.14 Lions Park MOU**

**Moved By Councillor Emery**

**Seconded By Deputy Mayor Christie**

**That Council approves of amendments to the current Memorandum of Understanding in where the Town of Amherst agrees to assume responsibility for water and sewer billing costs associated with the Lions Park on Hickman Street.**

**Motion Carried**

**Memorandum of Understanding**

**THE TOWN OF AMHERST**

(Hereinafter referred to as “the Town”)

**AMHERST LIONS CLUB**

AND

(Hereinafter referred to as “the Club”)

The Town and the Club co-developed phase one (development) of the Lions Park. The Park development commenced with the purchase of the land from the Town and will be completed when the last capital assets is completed this year. Phase two operation and maintenance is the subject of this MOU.

WHEREAS it is the mutual objective of the Town of Amherst and the Amherst Lions Club to continue a positive working relationship in regards to the continued development and operation of the park and both parties understand the outcomes listed below:

1. The Club agrees that the park should be integrated into the Town’s recreation plan to achieve maximum usage of the park’s facilities including daily scheduling and annual open and closing.
2. The Town will maintain the park as per the standards, policies and procedures established by the Town for all properties within the Town park system. For clarity this will include:
  - a. green space, flowers and trees;
  - b. cleaning of washrooms;
  - c. maintenance of the trails, tennis court, splash pad and other facilities within the park;
  - d. The Town shall make every reasonable effort to keep the Park for the pedestrian use only and keep vehicles off the field, except, insofar as vehicles are necessary to properly maintain the Parks and its facilities
3. The Club shall be responsible for all cost associated with replacing broken equipment.
4. The Town shall pay the property taxes on the property.
5. **The Town will pay the water and sewer bill(s) for the property.**
6. The Town shall not provide, rent or engage in any third-party agreement without consent of the Club.
7. Any proposals for upgrades, changes or proposed capital projects must be reviewed by both parties. While a mutual agreement is always desired as the park owners the club must have final approval authority.
8. The Club and Town shall maintain open communication regarding all work to be performed at the park to prevent scheduling, and misunderstandings. Public complaints, inquires and concerns shall be reported to the club and the Town.
9. Communication with the Club shall be via the Park Chairperson or assistant, that communication with the Town shall be via the facilities of the Town of Amherst.
10. This agreement shall be in effect for a period of ten years with options to extend, however maybe dissolved by either party in writing given 3 months notice.

This Memorandum of Understanding reflects an agreement between the Town of Amherst and the Amherst Lions Club.

<b>SIGNED, SEALED AND DELIVERED</b> )	<b>TOWN OF AMHERST</b>
)	
)	
)	_____
)	<b>Jason MacDonald, CAO</b>
<b>Witness</b> _____	)
)	)
)	<b>AMHERST LIONS CLUB</b>
)	_____
)	
)	

**5. INTERNAL COMMITTEE REPORTS**

- 5.1 Planning Advisory Committee - Christie**  
Information item; no direction given or action required.
- 5.2 Amherst Board of Police Commissioners - Davidson**  
Information item; no direction given or action required.
- 5.3 Audit Committee - Baker**  
Information item; no direction given or action required.
- 5.4 Amherst Youth Town Council - No Report**
- 5.5 Accessibility Advisory Committee - Landry**  
Information item; no direction given or action required.
- 5.6 Inclusion Diversity and Equity Committee - Emery**  
Information item; no direction given or action required.

**6. EXTERNAL COMMITTEE REPORTS**

- 6.1 Cumberland Public Libraries - Kogon**  
Information item; no direction given or action required.
- 6.2 Cumberland YMCA - Kogon**  
Information item; no direction given or action required.
- 6.3 Northern Region - Baker**  
Information item; no direction given or action required.
- 6.4 L. A. Animal Shelter - Kogon**  
Information item; no direction given or action required.
- 6.5 Senior Safety - Emery**  
Information item; no direction given or action required.
- 6.6 Inter Municipal Tourism - No Report**  
Information item; no direction given or action required.
- 6.7 Poverty Reduction - Landry**  
Information item; no direction given or action required.
- 6.8 Municipal Alcohol Project - No Report**  
Information item; no direction given or action required.

**7. ADJOURNMENT**

**Moved By Councillor Landry  
Seconded By Deputy Mayor Christie  
To adjourn the meeting.**

**Motion Carried**

\_\_\_\_\_  
Kimberlee Jones, Municipal Clerk

\_\_\_\_\_  
David Kogon, MD, Mayor

**Amherst Town Council  
Special Meeting  
Minutes**

Date: October 13, 2022  
Time: 4:00 pm  
Location: Council Chambers, Town Hall

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  
Tom McCoag, Corporate Communications Officer  
Andrew Fisher, Director of Planning & Strategic Initiatives  
Kim Jones, Director of Corporate Communications/Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. CALL TO ORDER**

Mayor Kogon called the meeting to order.

**2. REQUEST FOR DECISION**

**2.1 Cornerstone Memorandum of Understanding**

**Moved By Councillor Landry**

**Seconded By Councillor Davidson**

**That the Town of Amherst approve the Memorandum of Understanding with Cornerstone, including necessary minor housekeeping amendments thereto, and authorize the Mayor and CAO to sign on their behalf. And further, that the anticipated cost of \$94,561.50 be funded from the current poverty grants to organizations operating budget.**

**Motion Carried**

**Moved By Councillor Baker**

**To amend the motion that states that the Town of Amherst supports this position but that Cornerstone applies to Cumberland County and the Province for whatever funding they can get from those two organizations, and that amount will come off the \$94,561.50 that was requested.**

**Motion Defeated**

**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

## Council Committee Appointments

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Council committee appointments were made in October of last year. The terms of current appointments, listed below, expire on October 31<sup>st</sup>, 2022, except for Councillor Davidson and Councillor Baker's appointments to the Amherst Board of Police Commissioners, which expire October 31, 2023 and October 31, 2024 respectively.

### **MOTION:**

**That Council approve the following committee appointments effective November 1, 2022 to October 31, 2023**

### **Mayor Kogon**

- **Regional Emergency Management**

### **Councillor Davidson**

- **Planning Advisory Committee**
- **Inclusion, Diversity and Equity Committee**

### **Councillor Baker**

- **CJSMA**
- **Northern Region Solid Waste Committee**

### **Councillor Emery**

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

**Councillor Fawthrop**

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

**Councillor Landry**

- Intermunicipal Poverty Reduction Committee
- Planning Advisory Committee
- Accessibility Advisory Committee

**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

## **Donation for the Cumberland County Minor Hockey Association from the Dr. & Mrs. H.E. Christie Community Foundation of Nova Scotia**

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The Town received correspondence from the Dr. & Mrs. H.E. Christie Community Foundation advising that their board approved a grant in the amount of \$12,000 to Cumberland County Minor Hockey Association. The Foundation is asking if Council will accept this donation from them in the above amount, issue an official tax receipt and provide a grant to the Cumberland County Minor Hockey Association.

The Town of Amherst has accepted donations of this nature in the past and provided a receipt to the donor and disbursed funds to the requested recipient. The key is that the disbursement is approved by Council and is for an expenditure which the municipality has the authority to spend.

### **MOTION:**

**That Council approve the request to receive a donation of \$12,000 from the Dr. & Mrs. H.E. Christie Community Foundation to fund a corresponding grant of \$12,000 to the Cumberland County Minor Hockey Association.**



## AMHERST TOWN COUNCIL

RFD# 2022070

Date: October 24, 2022

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

**SUBMITTED BY:** Sarah Wilson, Director of Finance

**DATE:** October 24, 2022

**SUBJECT:** Donation Request for the Cumberland County Minor Hockey Association from the Dr. & Mrs. H.E. Christie Community Foundation

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**ORIGIN:**

Correspondence from the Dr. & Mrs. H.E. Christie Community Foundation that they will donate \$12,000 to the Town provided that the Town, in turn, provides a grant of \$12,000 to the Cumberland County Minor Hockey Association.

**LEGISLATIVE AUTHORITY:**

Income Tax Act – Canada Revenue Agency Charity Guideline  
Registered municipalities are considered qualified donees by the Canada Revenue Agency and therefore can issue official donation receipts and are eligible to receive gifts from registered charities.

**RECOMMENDATION:**

That Council approve the request to receive a donation of \$12,000 from the Dr. & Mrs. H.E. Christie Community Foundation to fund a corresponding grant to the Cumberland County Minor Hockey Association.

**BACKGROUND:**

The Town of Amherst has accepted donations of this nature in the past and provided receipts to the donor and disbursed funds to the requested recipient. The key is that the disbursement is approved by Council and is for an expenditure which the municipality has the authority to spend.

**DISCUSSION:**

The Town received correspondence from the Dr. & Mrs. H.E. Christie Community Foundation advising that their board approved a grant in the amount of \$12,000 to the Cumberland County Minor Hockey Association. The Foundation is asking if Council will accept this donation from them in the above amount, issue an official tax receipt and provide a grant to the Cumberland County Minor Hockey Association.

**FINANCIAL IMPLICATIONS:**

There would be no financial implications for the Town in this transaction as the grant would be fully offset by the donation.



**COMMUNITY ENGAGEMENT:**

No community engagement is contemplated in carrying out this request. The community engagement occurred between the Cumberland County Minor Hockey Association and the Dr. & Mrs. H.E. Christie Community Foundation.

**ENVIRONMENTAL IMPLICATIONS:**

No environmental implications are anticipated with this business process.

**ALTERNATIVES:**

1. Decline this request.

**ATTACHMENTS:**

- Letter from Dr. & Mrs. H.E. Christie Community Foundation re: Cumberland County Minor Hockey Association.

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Report prepared by: Sarah Wilson, Director of Finance

Report and Financial approved by:

# Christie - Smith Community Fund

*consisting of*

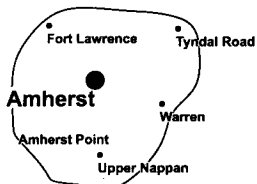
The Hugh E. Christie Fund and the Michael D. Smith Fund

*administered by*

The Dr. & Mrs. H.E. Christie Community Foundation

P.O Box 986, Amherst, Nova Scotia B4H 4E1

Phone:(902)667-9650 E-mail: [TCCF@eastlink.ca](mailto:TCCF@eastlink.ca)



Christie Fund



Smith Fund

## Trustees:

David H. Christie

Morris J. Haugg

Jennifer Brennan 23 September, 2022

Barry MacLeod

Donna Fitzpatrick 98 Victoria Street East

Mark Carter

Linda Macleod

Town of Amherst

98 Victoria Street East

Amherst, NS

B4H 1X6

Attn: Sarah Wilson

Dear Sarah,

I am following up on our conversation yesterday regarding a request from the Foundation for the Amherst Town Council to accept a grant of \$12,000.00 for the Cumberland County Minor Hockey Association.

I understand the process you have to follow with the two meetings required to get approval and that it will be late October before a decision is made.

Once a decision has been reached, please contact the Foundation by email at [tccf@eastlink.ca](mailto:tccf@eastlink.ca) or phone the new administrator, John Matthews, at 902 667 3209 or 902 664 9779.

Thank you for your assistance.

Sincerely,

Paul A. Mahaney  
Administrator

# SYNOPSIS

## Amendments to Flag Protocol Policy

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This policy was approved in 2018 to provide a protocol on how flags shall be flown when displayed at Town of Amherst events or on flag poles, which are owned or used by the Town of Amherst. Creation of this policy is in line with the established flag etiquette as defined by the Government of Canada and provides the requirements for displaying flags, maintenance of flags and flying flags at half mast.

With the recent changes at the YMCA flag pole location it is important that the flag protocol be amended to provide clear direction on the placement of flags in a semi-circle configuration.

Following the Government of Canada requirements, this proposed change has been developed to incorporate the flying of more than three flags in a semi circle configuration. Therefore Section 2 (e) (ii) of the flag protocol has been amended to define the requirements for flying more than three flags in a straight line.

Further, the addition of section 2 (e) (iii) in the protocol is to define the requirements for flying more than three flags in a semi-circle configuration.

### **MOTION:**

**That Council approve of amendments to the Flag Protocol Policy  
02300-04.**

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

**SUBMITTED BY:** Greg Jones, Director of Fire Services

**DATE:** October 24, 2022

**SUBJECT:** *Flag protocol policy 2300-04 - Proposed amendment*

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**ORIGIN:** Created in 2018 to provide clarification on the presentation of flags at Town of Amherst facilities.

**LEGISLATIVE AUTHORITY:** MGA sections 47 and 48 authorize council to make, amend and repeal bylaws and policies.

**RECOMMENDATION:** That Council approve of amendments to the Flag Protocol Policy 02300-04.

**BACKGROUND:** This policy was approved in 2018 to provide a protocol on how flags shall be flown when displayed at Town of Amherst events or on flag poles, which are owned or used by the Town of Amherst. Creation of this policy is in line with the established flag etiquette as defined by the Government of Canada and provides the requirements for displaying flags, maintenance of flags and flying flags at half mast.

**DISCUSSION:** With the recent changes at the YMCA flag pole location it is important that the flag protocol be amended to provide clear direction on the placement of flags in a semi-circle configuration.

Following the Government of Canada requirements, this proposed change has been developed to incorporate the flying of more than three flags in a semi circle configuration. Therefore Section 2 (e) (ii) of the flag protocol has been amended to only define the requirements for flying more than three flags in a straight line.

Further, the addition of section 2 (e) (iii) in the protocol is only to define the requirements for flying more than three flags in a semi-circle configuration.

**FINANCIAL IMPLICATIONS:** Acceptance of this policy will have no financial implications on the Town of Amherst.

**SOCIAL JUSTICE IMPLICATIONS:** Acceptance of this policy will have no social justice implications on the Town of Amherst.





**AMHERST TOWN COUNCIL**

**RFD# 2022071**

**Date: October 24, 2022**

**ENVIRONMENTAL IMPLICATIONS:** Acceptance of this policy will have no environmental implications on the Town of Amherst.

**COMMUNITY ENGAGEMENT:** Not required

**ALTERNATIVES:** Council may choose to not accept this policy change.

**ATTACHMENTS:** Town of Amherst Policy "02300-04 – Flag Protocol (proposed change 20221011)"

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Report prepared by: Greg Jones, Director of Fire Services  
Report and Financial approved by:



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DEPARTMENT: ALL DEPARTMENTS

TITLE: FLAG PROTOCOL

Minutes reference date: 20180326 20191125

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**1 PURPOSE**

The purpose of this policy is to provide guidance as to which stationary flags on Town of Amherst properties shall be flown and how they will be presented at half-mast.

**2 DISPLAY AND MAINTENANCE OF FLAGS**

- a. All flags shall be maintained in a condition fitting their significance. Frayed flags shall be replaced and/or repaired as soon as possible. Any flag that is removed from service shall be destroyed in a dignified manner.
- b. When the Canadian flag is displayed on a speaker's platform, it should be placed on a flag pole on the left (from the point of view of the audience) and when it is displayed in an auditorium, it should be placed on a flag pole on the right (from the point of view of the audience).
- c. At no time shall any flag touch the ground or be displayed at a level higher than the Canadian flag.
- d. When the Canadian flag is flown alone on top or in front of a building where there are
  - i. Two flagpoles - the Canadian flag shall be flown on the flagpole to the left.
  - ii. More than two flagpoles - the Canadian flag should be flown as near as possible to the center
- e. When the Canadian flag is flown in a line of flags
  - i. Three flags - the Canadian flag shall be displayed in the center, with the other flags being placed from left to right in order by the level of government that they represent (For example: Canadian flag (Center) > Provincial flag (Left side) > Municipal flag (Right side))
  - ii. More than three flags displayed in a straight line - the Canadian flag shall be displayed on the left side, with the other flags being placed from left to right in order based on the level of government and then organized in alphabetical order. (For example: Canadian flag > Other countries > Provincial flags > Municipal flags > All other flags)
  - iii. More than three flags displayed in a semi-circle - the Canadian flag shall be displayed in the center, with the other flags being placed in order based on the level of government and then organized in alphabetical order. (For example: Canadian flag (Center) >

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DEPARTMENT: ALL DEPARTMENTS

TITLE: FLAG PROTOCOL

Minutes reference date: 20180326 20191125

Provincial flags (Immediately left side of the Canadian flag) > Municipal flags (Immediately right side of the Canadian flag) > All other flags)

- f. Town of Amherst flag locations
  - ~~Town hall~~
  - Amherst Fire Station
  - Amherst Stadium
  - Amherst Police Department
  - Community Credit Union Business Innovation Center
  - Community flag poles (In front of YMCA)
  - Victoria square

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**3 FLYING FLAGS AT HALF MAST**

a. The CAO’s office will arrange for the half-masting of the flags at all Town of Amherst Facilities, and will advise the Mayor, Council and staff of the Town’s Administrative offices, of the name of the individual, and any known details of the funeral or memorial service for the individual. In addition, the CAO’s office will define the date and time in which all flags will be placed back to full mast. Regardless of the situation, the Canadian flag shall be at full mast on Victoria Day and Canada Day.

b. Recognition of Prominent Public Figures and Others  
The flag will be flown at half-mast to mark the passing of any of the following individuals, for a period beginning when the Town is notified of the individual’s death, until and including the date of the funeral or memorial service, or at the discretion of the CAO:

- i. Canadian and Abroad
  - The Sovereign, or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister);
  - The Governor General or a former Governor General of Canada;
  - The Prime Minister of Canada.
- ii. Nova Scotia
  - The Lieutenant Governor;
  - The Premier.
- iii. Town of Amherst
  - The Mayor, or a former Mayor of the Town;
  - A Councilor, or a former Councilor of the Town;
  - A Town of Amherst employee

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**DEPARTMENT: ALL DEPARTMENTS**

**TITLE: FLAG PROTOCOL**

Minutes reference date: 20180326 20191125

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- A Federal Cabinet Member, or a former Cabinet Member who represented a constituency that included the Town;
  - A Member of the Legislative Assembly, or a former MLA, who represented a constituency that included the Town.
- iv. Protective Services Personnel
- Individuals from the Town of Amherst whose duties can be described as “Protective Services”, who have died in the line of duty, including but not limited to police, fire, emergency health services, DNR Conservations Officers and Fisheries Officers.
- v. Canadian Military Personnel
- Members of the Canadian Armed Forces from the Town of Amherst or surrounding area who have died while on a peacekeeping or combat mission.
- c. Other Circumstances
- All Town of Amherst flags may be lowered to half-mast from sunrise to sunset for the following events:
- April 28th – Day of Mourning for Persons Killed or Injured in the Workplace
- November 11th - Remembrance Day
- December 6th – National day of Remembrance and Action on Violence Against Women
- i. The flag may be flown at half-mast to mourn lives lost in tragic national and international events. In such cases, a decision to lower the flag and the period during which it remains at half-mast will generally mirror the practice of the Province of Nova Scotia but will be at the discretion of the CAO.
- ii. Other individuals and events may be recognized by lowering the flag at the direction of the CAO.
- d. Any citizen, councilor or staff member of the Town of Amherst, who becomes aware of an individual whose passing should be recognized under this Policy, should contact the CAO’s office as soon as possible.
- e. The CAO will determine if the request conforms to the criteria of the Policy.
-

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DEPARTMENT: ALL DEPARTMENTS

TITLE: FLAG PROTOCOL

Minutes reference date: 20180326 20191125

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#### **4 PROCEDURE FOR LOWERING FLAGS TO HALF MAST**

##### **a. LOWERING FLAGS AT HALF MAST**

Upon receiving authority to lower the flags to half mast the following shall occur:

- i. All flags shall be first raised to the top of the mast and then slowly lowered to half mast
- ii. All flags which are flown together will be lowered to half-mast. The Canadian flag shall be the last one to be lowered.
- iii. Only those flags that have halyards and pulleys will be flown at half-mast;

##### **b. PLACING FLAGS BACK TO FULL MAST**

At the assigned date and time flags will be returned to full mast. The following shall occur:

- i. All flags shall be returned to full mast
- ii. Where multiple flags are flown together, the Canadian flag shall be returned to full mast first; followed by the remaining flags from left to right.

#### **5 DISPLAYING NON -GOVENMENTAL FLAGS**

- a. Details on how non-governmental flags may be displayed can be found in Policy 10350-14 (REQUESTS FOR PROCLAMATIONS AND FLAG RAISING CEREMONIES).

#### **6 REFERENCE DOCUMENTS**

- a. Government of Canada – Rules for flying the national Flag of Canada  
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>
  - b. Government of Canada – Rules for half-masting the National Flag of Canada  
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-masting-rules.html>
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**DEPARTMENT: ALL DEPARTMENTS**

**TITLE: FLAG PROTOCOL**

Minutes reference date: 20180326 20191125

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- c. Government of Canada – Position of honour of the National Flag of Canada  
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/position-honour.html>

# **Internal Committee Report**

## **Amherst Board of Police Commissioners**

**October 2022**

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The Amherst Board of Police Commissioners met on October 11<sup>th</sup> at 3:00 p.m. in Town Hall Council Chambers.

Items on the agenda included a presentation from Councillor Landry on behalf of the Advisory Committee to Reduce Poverty, a review of changes to the Emergency Vehicle Operation Policy, and the Chief's report. A review committee was also formed to review and vote on nominations for the Queen Jubilee.

Following the meeting, the Board was invited to tour the Amherst Police Station.

# Internal Committee Report

## Amherst Youth Town Council

**October 2022**

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We had our first AYTC meeting last week. There was lots of open discussion and passion from the group. As you know we have 8 students who have been appointed to the youth Council. The following positions were confirmed last night

Jr. Mayor	Rowan Blanche
Deputy Mayor	Leah Brunt
Secretary	Kiahna Brennan
Treasurer	Oskar Sigtryggsson
PR/Media	Kennedy Allen

Matthias Mayhew and Ava Crocker are new to Council and will use this year to learn. Harmoni Caldwell was not interested in an executive position this year. It was hoped that some of their meetings could happen in council chambers on a day time not to interfere with our regular meetings.

The Council also felt it would be nice to have some Councillors scheduled to present to the AYTC describing some of their committee involvement. Staff will arrange over the next few months.

Also going forward a representative from the AYTC will present their monthly report in person at our Council meetings.

# **Internal Committee Report**

## **Accessibility Advisory Committee**

**October 2022**

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The Accessibility Advisory Committee met on October 12<sup>th</sup> at 6:00 p.m. in Town Hall Council Chambers.

The Community Well-being Manager presented the Community Consultation update and discussed the local stake holders she has been in contact with, and future meetings she has scheduled with others. She also provided an update on the Accessibility Survey results

The draft Accessibility Strategy is progressing and the progress was reviewed by the Committee with the target to have ready for Council by December.

The next meeting is scheduled for November 9, 2022 at 6:00 p.m.

# **Internal Committee Report**

## **Inclusion, Diversity and Equity Committee**

**October 2022**

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The Inclusion, Diversity and Equity Committee is scheduled to meet tomorrow, October 25 at 6:30 p.m. in Council Chambers. Items on the agenda will include further discussion and review on the strategy, community engagement, and future meeting dates.

# External Committee Report

## Cumberland Public Libraries

October 2022

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### **Author Readings**

We are looking forward to an incredible month of author readings. On October 27, New York Times bestselling author TJ Klune will be at the Amherst Library. Lesley Crewe, whose event was cancelled due to the hurricane, has been rescheduled to November 3. Bruce Graham will be reading on Saturday, November 5 and there is still another local author to come in November.

### **Audio Cine**

Amherst Library has repurchased its movie license. According to the Canadian Copyright Act, all public, private and commercial organizations wishing to present copyrighted commercially available movies in a public place must be properly licensed with a rights representative such as Audio Cine Films Inc. Youth movie night and PD day movie have been scheduled for the last week in October.

### **Statistics**

In the month of August, Cumberland Public Libraries signed out over 11,000 items, 5856 items in Amherst alone. This includes books, movies, TV shows, magazines and more.

Also, in August Four Father Library held 14 in-person programs with 236 people in attendance. The Four Fathers library had 2,379 in person visits.

Next Board meeting November 22, 2022.

# External Committee Report

## YMCA of Cumberland

October 2022

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### **Early Learning Centre**

Friday Night Fun, in partnership with the Town of Amherst began Friday, October 7, 2022.

Planning is underway for a Babysitting Course this month.

### **Membership**

Currently, we have 1,063 active members, with 96 active subsidized members.

Our September/October Promo is offering new members their first payment free when signing up for a continuous membership. This promo is running September 20<sup>th</sup> to November 7<sup>th</sup>.

The Membership Department Y Open House that was to take place the week following the hurricane is being rescheduled.

### **Aquatics**

118 Participants in group swimming lessons.

24 Participants in private swimming lessons.

Plans to run Bronze Star, Medallion and Cross.

### **Donations/Fundraising**

Planning for Coldest Night of the Year, taking place on February 25, 2023, will begin in late-October. Starting with the recruitment of a small planning committee, compiled of staff and volunteers. The campaign launch date is December 1<sup>st</sup>.

# External Committee Report

## Northern Region Solid Waste Resource Committee

October 2022

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### **C&D Regulation Changes**

At the most recent Northern Region meeting, concerns that were raised by the Managers and Directors group were shared with the committee. Some of the concerns shared included the costs associated with separating and landfilling chemically treated wood as well as what requirements will be needed at existing facilities to meet storage and processing requirements. The ban takes effect in 10 months and municipal budgets need to be prepared this fall.

NSECC staff reported that the guidelines, which come into effect July 2023, are still in the development stages and that they will be shared with municipalities this fall for comment.

### **EPR for electronics (Recycle My Cell)**

As of December 31, 2022, the Recycle My Cell (RMC) program will cease to operate as a stewardship program and will stop offering cell phone recycling services to consumers. As a result, carriers will have to sign up with Electronic Products Recycling Association (EPRA) and materials will continue to be accepted through this program.

### **Landfill audit**

Divert NS is looking to do another round of waste audits in April 2023. It is the understanding that they will be similar to the last round of audits. The idea is to gather information for the 300kg target.

# External Committee Report

## L.A. Animal Shelter

**October 2022**

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In September the shelter adopted out 40 cats and kittens and 2 dogs. As of October 20<sup>th</sup>, we had adopted out 37 felines. We are currently housing 64 kittens and 21 adult cats, and 3 dogs.

The shelter is currently operating the bar for the Two Fools Productions play at the CCUBIC with all proceeds going to the shelter.

The board has decided to move forward with a capital campaign to raise funds for a much - needed new building. Our first step will be to find a coordinator to plan fundraising events, solicit community members and shareholders for donations, pledges and donations in kind to ensure that the project will be successful without increasing the current financial commitments of the shelter. This coordinator will also work with all levels of government to ensure we are fully utilizing all funding available for non for profits.

# External Committee Report

## Advisory Committee to Reduce Poverty

**October 2022**

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The Advisory Committee to Reduce Poverty met on October 18, 2022 at 4:30 p.m in Town Hall Council Chambers.

A presentation was given by Deputy Mayor Houghtaling on Collective Impact Networks which outlined an opportunity and process to gather key qualitative data from our communities into the scope of poverty from a first voice experience. It was decided that the committee would invite MITACS (a national, independent, not-for profit organization that fosters growth and Innovation) to do an info session to the committee to determine if we could partner with them to do the research. It was decided that the committee would hold off on the development of an RFP until after this avenue can be explored.

The draft strategic plan was discussed with the addition of key actionable items that were included after feedback was received from the committee since the last meeting. Some of these include but are not limited to:

- Partnering with local businesses/non-profits to establish pilot projects related to food security (examples could be community greenhouses, gardens, edible forests, square roots)
- Exploring new technologies for food security through research/innovation students at universities
- Applying for Mitacs partnership/funding for support
- Supporting Youth Eat Local Programs
- Supporting NPOs with Housing/ Homelessness developments
- Contributing to funding for the development of Emergency Housing shelter

- Establishing Community Neighborhood Round Tables (have Tamarack Institute coach us for this) with youth/senior representation.
- Advocating for Skills Development/O2 program in all high schools in our municipalities
- Developing a comprehensive list of youth educational resources aimed at tutoring/mentorship and life skills development
- Engaging AYTC to identify schools/classes to speak to regarding stigma around homelessness, volunteerism and social justice issues

The committee discussed the potential of community collaboration around the development of a tutoring program for youth. Staff will reach out to various stakeholders to explore this idea and bring a brief report back to the committee for the December meeting.

On October 11, 2022 I met with the Amherst Police Commission to update them on the work of the PRAC committee and will invite the commission and Chief to present at a future meeting of the committee. Our presentation was well received and will foster ongoing collaboration between the commission and the poverty committee.

An update on the Homeless Shelter is as follows:

The Homeless Shelter Task force (now formally known as Project WETS) has been meeting every Wednesday to move the plan forward. A building has been identified and an inspection was carried out on Friday October 7, 2022 by the Amherst Fire Department, Police department and Building inspector. Reports were done and given to the property owner.

A proposal for funding has been completed, reviewed and approved by Cornerstone (registered charity that will oversee governance) and has been submitted to the province for consideration. The proposal includes a shelter manager 4 fulltime and casual staff and security personnel for every shift. Jorgensen and Bickerton will be the accounting firm looking after the financial details. Members of the task force are

reviewing, developing guidelines, procedures on operations, and best practices for the operation of the shelter.

A full-scale digital marketing strategy has commenced under the direction of the NSCC. Discussions on community consultations have begun.