



Town of Amherst  
Special Council Meeting  
Agenda

Date: **Wednesday, July 26, 2023**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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Pages

**1. CALL TO ORDER**

**1.1 TERRITORIAL ACKNOWLEDGMENT**

“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”

**2. REQUEST FOR DECISION**

**2.1 LaPlanche Street Paving** 1 - 2

**2.2 Wellfield LandPurchase – Challenge Fund** 3 - 6

**2.3 Museum Funding** 7 - 23

**3. ADJOURNMENT**

# SYNOPSIS

## Capital Budget Amendment – LaPlanche Street Paving

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Amherst is the gateway community into Nova Scotia through New Brunswick with LaPlanche Street being the primary access to our downtown.

LaPlanche Street has been previously maintained with asphalt patching; however, the driving surface is now in poor condition and has many surface deformations. The most suitable rehabilitation strategy at this time is to cold mill the existing asphalt and overlay the street with a new asphalt driving surface.

Completing this paving project will help to enhance the entrance to our downtown and will improve driving conditions for our residents and visitors to our community.

### **MOTION:**

**That Council amend the 2023/24 general capital budget and approve \$175,000 to be added to the existing paving contract with Dexter Construction for the cold milling and paving of LaPlanche Street**



## REQUEST FOR DECISION

RFD#

Date:

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

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

**DATE:** July 20, 2023

**SUBJECT:** **Capital Budget Amendment – LaPlanche Street Paving**

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**ORIGIN:** 2023/24 General Capital Budget

**LEGISLATIVE AUTHORITY:** MGA Section 65 The council shall adopt an operating budget and a capital budget for each fiscal year.

**RECOMMENDATION:** That Council amend the 2023/24 general capital budget and approve \$175,000 to be added to the existing paving contract with Dexter Construction for the cold milling and paving of LaPlanche Street.

**BACKGROUND:** LaPlanche Street has been patched numerous times and has many surface deformations. The most suitable rehabilitation strategy based on the condition of the street and to match the existing curb is to cold mill and overlay the street.

**DISCUSSION:** Amherst is the gateway community into Nova Scotia through New Brunswick with LaPlanche Street being the primary access to our downtown. Completing this paving project will help to enhance the entrance to our downtown and will improve driving conditions for our residents and visitors to our community.

**FINANCIAL IMPLICATIONS:** The \$175,000 will be funded by the gas tax reserve.

**COMMUNITY ENGAGEMENT:** Public advisories would be issued in advance of the proposed work.

**ENVIRONMENTAL IMPLICATIONS:** There are minimal environmental implications to this decision.

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

**ALTERNATIVES:** Spreader patch the roadway to improve driving conditions, and defer the paving to a future budget year.

**ATTACHMENTS:** None

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Report prepared by:

Report and Financial approved by:



# SYNOPSIS

## North Tyndal Wellfield Land Acquisition

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As an active partner in the Nova Scotia Nature Challenge Fund, the Town is committed to securing lands within the North Tyndal Wellfield Groundwater Protection Zone to protect our water source.

The owner of 100 acres (PID #25098898) located in Protection Zone 2 has agreed to sell the property to the Town of Amherst for \$130,000. Property assessments by hired third-party consultants confirmed this is fair market value and has been confirmed by the province.

This is a strategic property that lies directly in the area of focus for TOA North Tyndal Road Wellfield protection efforts. The 2023 funding budget from the Nature Challenge fund for TOA land acquisitions of \$338,470 allows for the subject property purchase and continued land acquisition efforts in 2023.

All costs associated with this transfer are paid for by the Nature Challenge Fund.

### **MOTION:**

**That Council approves the acquisition of 100 acres (PID #25098898) within Protection Zone 2 for the purchase price of \$130,000 for the intent as protected land within the North Tyndal Road Wellfield protection zone and authorize the Mayor and CAO to execute the agreements.**



## COMMITTEE OF THE WHOLE

RFD#

Date:

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

**SUBMITTED BY:** Jeff Bacon, Business Development Officer

**DATE:** July 26, 2023

**SUBJECT:** PID #25098898 Land Acquisition- - Challenge Fund

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**ORIGIN:** In early 2021 the Town of Amherst entered into an agreement with the Nova Scotia Department of Environment to provide funding to secure land in and around the North Tyndal Wellfield.

**LEGISLATIVE AUTHORITY:** MGA 50(1) In addition to matters specified in this Act or another Act of the Legislature, the council may acquire and own property granted or conveyed to the municipality either absolutely or in trust for a public or charitable purpose and MGA(5a) A municipality may acquire property, including property outside the municipality, that the municipality requires for its purposes or for the use of the public.

**RECOMMENDATION:** That Council approves the acquisition of 100 acres (PID #25098898) within Protection Zone 2 for the purchase price of \$130,000 for the intent as protected land within the North Tyndal Road Wellfield protection zone and authorize the Mayor and CAO to execute the agreements.

**BACKGROUND:** The TOA is an active partner in the NS Department of Environment and Climate Control's Nature Challenge Funding program and is committed to securing land to protect the North Tyndal Wellfield Groundwater Zone. PID #25098898 is located in Protection Zone 2, adjacent to TOA-owned land as shown on the attached map. The owner, Mr. Justin Helm has agreed to sell his 100-acre property to the TOA for \$130,000. Property assessments by hired third-party consultants confirmed this is fair market value and has been confirmed by the province.

**DISCUSSION:** This is a strategic property that lies directly in the area of focus for TOA North Tyndal Road Wellfield protection efforts. The 2023 funding budget from the Nature Challenge fund for TOA land acquisitions of \$338,470 allows for the subject property purchase and continued land acquisition efforts in 2023.

**FINANCIAL IMPLICATIONS:** The costs for the property and the land title transfer would be paid through the Nature Challenge Funding program.



**COMMUNITY ENGAGEMENT:** No community engagement is necessary.

**ENVIRONMENTAL IMPLICATIONS:** The protection of the North Tyndal Wellfield Groundwater Zone has significant environmental implications as well as social health implications as it saves the TOA drinking water supply from contamination and pollution.

**SOCIAL JUSTICE IMPLICATIONS:** Protection of the North Tyndal Wellfield ensures Amherst's long-term supply of safe drinking water.

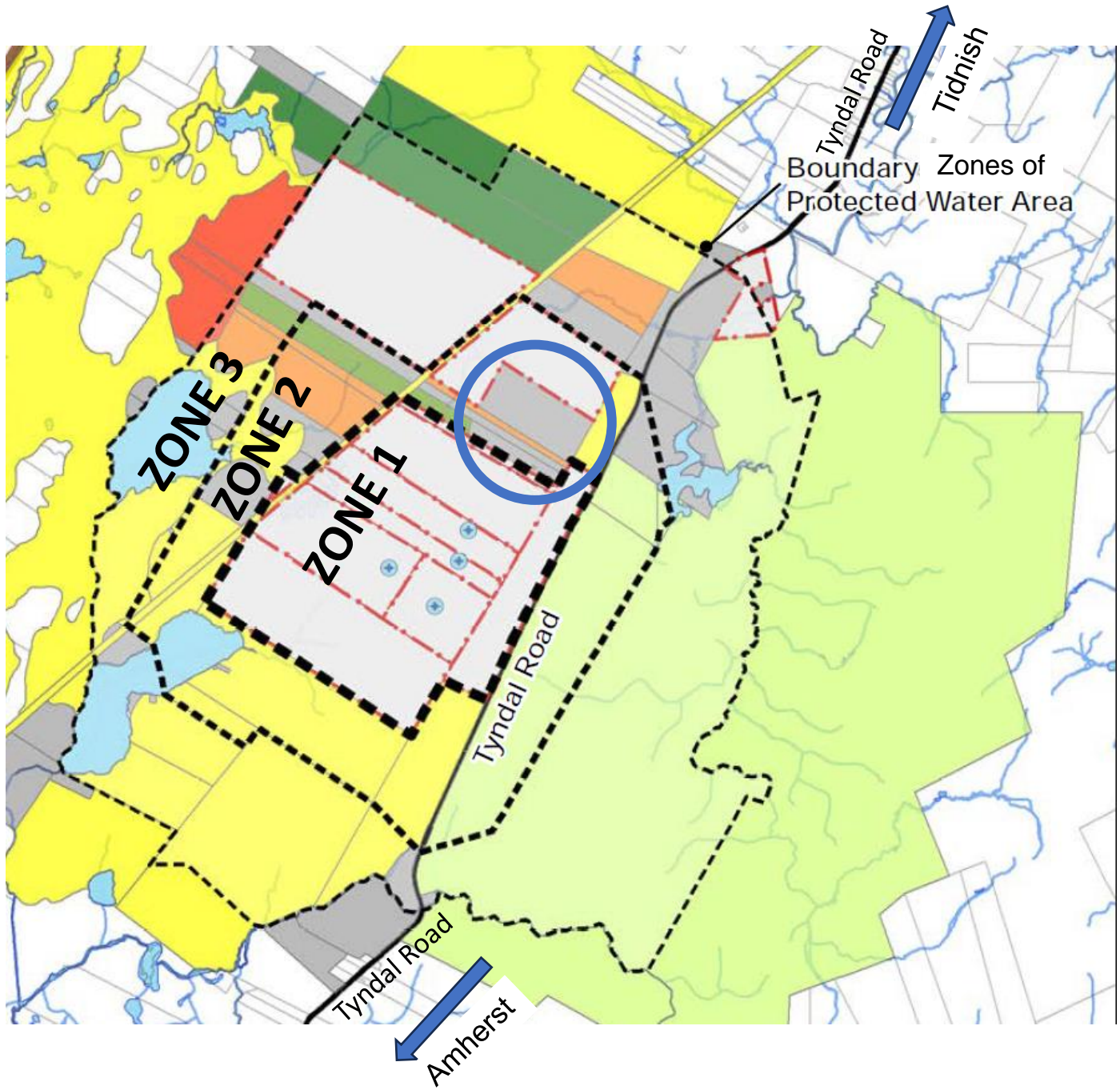
**ALTERNATIVES:**

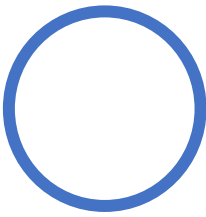
1. Council does not approve the acquisition of the subject property

**ATTACHMENTS:** Property Map of the subject property.

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Report prepared by: Jeff Bacon, Business Development Officer  
Report and Financial approved by: N/A



 = PID#25098898  
= 100 Acres

# SYNOPSIS

## Community Support Grants Cumberland County Museum Request

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An annual budget is allocated for community support grants so that the Town can provide assistance in a fiscally responsible manner to organizations and for projects that qualify under the criteria set in the policy. In doing so, the Town encourages and promotes the success of these organizations. It should be noted that all groups fill a significant role in the community; however, to ensure the intentions of the policy are adhered to, not all can be funded.

During the original review of grant requests, a decision on the request from the Cumberland County Museum was referred to the Town's Inclusion, Diversity and Equity committee for review and a recommendation back to Council before a final decision. The IDE committee met on July 17<sup>th</sup> and representatives from the Museum attended and gave a presentation on the project and answered questions from the committee members.

In the course of the presentation and review by the Inclusion, Diversity and Equity Committee there were some concerns identified related to the structure of this project. While the importance of capturing the oral history of our area is recognized, it was a concern that the project was deemed "archival" and the outcome of the completed work would not be readily available to the public at large. Those wishing to access the information would have to apply, stating their intended use of the information, and would be subject to obtaining the conditional consent of the participants. As such some or all of this information would not be accessible to the citizens. And one of the general considerations of funding Community Support Grants is to try and ensure the limited funding provides benefits the community at large.

As such the IDE committee passed a motion to not recommend this grant for approval as presented.

### **MOTION:**

**That Council accept the recommendation of the Inclusion, Diversity and Equity Committee and not approve the funding request put forward by the Cumberland County Museum in the amount of \$9891.55 for an archival Oral History Project as presented.**





## AMHERST TOWN COUNCIL

RFD#

Date: July 26, 2023

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

**SUBMITTED BY:** Sharon Bristol, Director Community Living

**DATE:** July 26, 2023

**SUBJECT:** Community Support Grants Cumberland County Museum

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**ORIGIN:** 2023-24 Operating Budget

**LEGISLATIVE AUTHORITY:** MGA 65 Power to expend money: (au) a grant or contribution to (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the province; Community Support Grants Policy, 72000-08

**RECOMMENDATION:** That Council accept the recommendation of the Inclusion, Diversity and Equity Committee and not approve the funding request put forward by the Cumberland County Museum in the amount of \$9891.55 for an archival Oral History Project as presented.

**BACKGROUND:**

The Cumberland Museum applied for a grant of \$9891.55 for a research project to collect the oral histories “with a special emphasis placed on individuals from the African Nova Scotian and Mi’kmaq communities”.

During the original review of grant requests, a decision on the request from the Cumberland County Museum was referred to the Town’s Inclusion, Diversity and Equity committee for review and a recommendation back to Council before a final decision. The IDE committee met on July 17<sup>th</sup> and representatives from the Museum attended and gave a presentation on the project and answered questions from the committee members.

Following the presentation and Q&A the IDE passed the following motion: *“That the Inclusion, Diversity and Equity Committee does not recommend support to fund this grant for the project of the Oral History by the Cumberland County Museum and Archives.”*

**DISCUSSION:**

In the course of the presentation and review by the Inclusion, Diversity and Equity Committee there were some concerns identified related to the structure of this project. While the importance of capturing the oral history of our area is recognized, it was a concern that the project was deemed “archival” and the outcome of the completed work would not be readily available to the public at large. Those wishing to access the information would have to apply, stating their intended use of the information, and would be subject to obtaining the conditional consent of the participants. As such some or all of this information would not be accessible to the citizens. And



one of the general considerations of funding Community Support Grants is to try and ensure the limited funding provides benefits the community at large.

There were also concerns raised regarding the sample size of participants and no pre-established methodology for how participants would be obtained. The IDE committee has had some difficulty engaging the 2 target communities since its inception 2 years ago and as such raised concerns about what happens if they cannot get the required participation to produce a fulsome project.

It was noted that our organization is not well experienced in this type of project and suggested they consider approaching an organization such as the provincial African Nova Scotia Affairs office who would have more experience with research grants and methodology.

**FINANCIAL IMPLICATIONS:**

There is no financial implication to this recommendation.

**COMMUNITY ENGAGEMENT:**

In response to a public invitation to apply, funding requests were submitted by community groups. Future community and sporting event requests will be dealt with on an individual basis.

**ENVIRONMENTAL IMPLICATIONS:**

There are no environmental implications attached to this request.

**ALTERNATIVES:**

1. Approve the funding request as submitted
2. Approve the request at a lesser amount
3. Discontinue the practice of providing community support grants

**ATTACHMENTS:**

- Community Support Grants Policy, 72000-08



Grove Cottage 2021

Cumberland Museum Society  
150 Church Street  
Amherst, NS, B4H 3C4  
Phone: 902-667-2561  
Web: cumberlandmuseumsociety.ca  
Email: cumbmuseum@gmail.com

RECEIVED  
~~MAY 17 2023~~  
CB

3/14/2022

March 10, 2023

Mayor David Kogon and Council  
Town of Amherst  
98 Victoria Street East  
P O Box 516  
Amherst NS  
B4H 4A1

Dear Sir:

The Cumberland County Museum & Archives thanks the Town of Amherst for their continuous support over the last number of years.

The Cumberland County Museum & Archives is a member in good standing in The Association of Nova Scotia Museums and need to follow their Museum standards.

We are in the process of undertaking major programs that will reflect the local history of African & Mi'kmaq cultures in the local area.

Please find enclosed our Town of Amherst grant for 2023 and trust you will consider this important project as we focus on local history for Amherst & Area.

Sincerely

Wayne Bishop  
Treasurer

Date: March 9, 2023

**COMMUNITY SUPPORT GRANTS  
TOWN OF AMHERST  
REQUEST FOR FINANCIAL SUPPORT**

**1. ORGANIZATION INFORMATION:**

Name of Organization: Cumberland Museum Society  
 Full Mailing Address: 150 Church Street  
Amherst NS B4H 3C4  
 Contact Person: Wayne Bishop  
 Email Address: Cumbmuseum@gmail.com wegkbishop@auracom.com  
 Telephone: 902 667 2561 or 902-667-2908

**2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED** \$ 9,891.55

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

This project will select specific aspects of Amherst history and gather personal reflections on the characters, stories and responses to events for the period 1930-1970. (See detailed plan attached)

**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)**

.This project will put special emphasis on African Nova Scotia & Mi'kmaq communities.

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

NAME	FUNDING IF ANY
None	None

**7. How many volunteers contribute to this event or festival:** 5

[www.amherst.ca](http://www.amherst.ca)  
 P.O. Box 516, Amherst, NS B4H 4A1  
 (902)667-3352



	Town of Amherst				
Project Name	Oral Histories				
Dates	August 21 to October 27, 2023				
Anticipated Outcome	A rapidly depleting resource in the community is community elders who experienced life in Amherst in the period from 1930 to 1970. The purpose of this project is to select specific aspects of Amherst history and to gather personal reflections on the characters, stories and responses to events that transpired in these years. A special emphasis will be placed on individuals from the African Nova Scotian and Mi'kmaq communities, who experienced these events in far different ways to those in the dominant community culture. Topics to be explored are: Neighbourhoods, Prominent People and events, and Civil rights and the search for identity. If possible, we will work with a team of students from the local high school to develop their interviewing skills and foster relationships with elders. The files created will form the nucleus of a digital library which will be made available to the community for creative projects.				
		Unit Cost	#	Internal funding	Investment
Supervision/ Administration Cost		20.88		150	3132
Office space					300
Staff support		17		350	5950
	MERCs				0
					0
					0
					0
Capital Costs (Specified)	Memory Sticks Storage box with insert tray	9.55		1	9.55
	Digital recorder				100
	Photosreproduction	0		0	300
	<b>TOTAL FOR PROJECT</b>				<b>9891.55</b>



Grove Cottage 2021

Cumberland Museum Society  
150 Church Street  
Amherst, NS, B4H 3C4  
Phone: 902-667-2561  
Web: cumberlandmuseumsociety.ca  
Email: cumbmuseum@gmail.com

JENNIFER

FINANCIAL STATEMENTS FOR OUR YEAR END

MARCH 2023

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*The information contained in this message may be confidential information, and may also be the subject of legal professional privilege. If you are not the intended recipient, any use, interference with, disclosure or copying of this material is unauthorized and prohibited. If you have received this message in error, please telephone Gordon Goodwin at the number above.*

	A	B	C	D
1	<b>Cumberland Museum Society</b>			
2	<b>Balance Sheet As at 03/31/2023</b>			
3	<b>ASSET</b>			
4				
5	<b>Current Assets</b>			
6	Petty Cash	150.00		
7	In Trust-Stephen Leahey	4,974.16		
8	Chequing Bank Account	95,138.74		
9	Total Cash		100,262.90	
10	TD Investment	120,919.07		
11	Total Investments		120,919.07	
12	50% Recoverable HST	3,774.69		
13	Total Receivable		3,774.69	
14	<b>Total Current Assets</b>		<b>224,956.66</b>	
15				
16	<b>Inventory Assets</b>			
17	Inventory		7,011.43	
18	Old Inventory		-4,757.54	
19	<b>Total Inventory Assets</b>		<b>2,253.89</b>	
20				
21	<b>TOTAL ASSET</b>		<b>227,210.55</b>	
22				
23	<b>LIABILITY</b>			
24				
25	<b>Current Liabilities</b>			
26	Accounts Payable		5,606.64	
27	Year End Accruals		2,500.00	
28	EI Payable	534.40		
29	CPP Payable	1,112.12		
30	Federal Income Tax Payable	1,363.38		
31	WCB Payable	12.26		
32	Total Receiver General		3,022.16	
33	Deferred Revenue- Bragg Grant		3,000.00	
34	Deferred Maintenance		2,400.00	
35	Digital Stargtey		2,275.00	
36	Clay Oven		1,408.74	
37	Deferred Revenue- Leahey		4,974.16	
38	<b>Total Deferred</b>		<b>25,186.70</b>	
39				
40	<b>Deferred Grants</b>			
41	Deferred CMAP Grant	30,149.00		
42	Total Deferred		30,149.00	
43	<b>Total Deferred Revenue</b>		<b>30,149.00</b>	
44				
45	<b>TOTAL LIABILITY</b>		<b>55,335.70</b>	

	A	B	C	D
46	<b>Cumberland Museum Society</b>			
47	<b>Balance Sheet As at 03/31/2023</b>			
48	<b>EQUITY</b>			
49				
50	<b>Owners Equity</b>			
51	Retained Earnings - Previous Year		171,533.40	
52	Current Earnings		341.44	
53	<b>Total Owners Equity</b>		<b>171,874.84</b>	
54				
55	<b>TOTAL EQUITY</b>		<b>171,874.84</b>	
56				
57	<b>LIABILITIES AND EQUITY</b>		<b>227,210.54</b>	
58				
59				

**TITLE:** Community Support Grants Policy  
**SECTION:** All Town Departments  
**POLICY NO:** 72000-08

**APPROVAL DATE:** April 24, 2023

**CAO Signature:** \_\_\_\_\_



## **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 providing services that in the opinion of Council, are of a benefit to the residents and businesses of the Town. Applicants and Groups that actively support inclusion, diversity, accessibility and equity will be given priority consideration as will those applications that enhance community well-being and increase the social determinants of health, such as, but not limited to food insecurity, affordable housing, early childhood development, education, social inclusion and non-discrimination of the citizens of Amherst
- 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)

## **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.

### **1. 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. The Town would like to support programs and events that promote community well being and health and safety of our citizens. With that in mind, events based on alcohol consumption (beer gardens, wine tasting tours etc.) may only receive support if other community benefits can be shown. Overall, the Town will show preference to events that are family friendly and support the overall well being of the community.

### **2. EXCLUSIONS**

The following are exclusions from the grant program:

- a. While Council reserves the right to, 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

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**TITLE: Community Support Grants Policy**  
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- c. Funding applications will not be considered from the following:
  - i. Businesses;
  - ii. Provincial Government organizations;
  - 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 either directly or indirectly.
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

### **3. 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

### **4. SPECIAL CONSIDERATION**

The following organizations are usually supported annually; however, the recipients must still 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. 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.

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**TITLE: Community Support Grants Policy**  
**SECTION: All Town Departments**  
**POLICY NO: 72000-08**

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## 5. GUIDELINES

The following guidelines apply to all grant requests except those listed in 4 above:

- a. Funding will generally be limited to no more than 40% of overall costs for an event or program
- b. Funding cannot be used to directly purchase products regulated by the Liquor Control Act R.S., c. 260, s. 1. or the Cannabis Control Act 2018, c. 3, s. 1.
- c. Preference is given to new initiatives; however, grants may be provided in multiple years for the same initiative.

## 6. PROGRAMS

The following are a list of the grants available:

### 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 Amherst based teams 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.
- iv. The Town of Amherst resident has been selected / qualified to represent the Province of Nova Scotia or Canada at a national or international competition such as the Olympics or the Canada Games.

### b. Festivals and Events Grants

- i. Maximum funding considered under this component will generally not exceed \$5,000;
- ii. Event must demonstrate broad community support;
- iii. Provides an experience not duplicated by other ongoing events, festivals or activities.
- iv. Draw spectators locally, from the Maritimes, nationally or internationally and increases the profile of our community;
- v. Must be affiliated with a local community non-profit organization.

### c. Organizational Equipment

Operational and capital equipment purchase requests will be considered on an individual basis.

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**TITLE:** Community Support Grants Policy  
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**d. Funding for Social Equity Initiatives**

For the purposes of this policy, Social Equity Funding” is defined as the annual funding allotment within the Community Support Area Rate, including any reserves for this purpose, to be used for initiatives that specifically target social equity issues. All applications which Council feels meet this definition and for which Council is considering funding from the annual Social Equity Funding allotment or associated reserves set aside for this purpose will be referred to the respective committees for a recommendation.

Notwithstanding the above, Council reserves the right to fund such poverty initiatives from other sources in addition to or in lieu of the annual Social Equity Funding allotment.

**e. Large Scale Projects**

Applications for large scale projects (generally greater than \$5,000 or multi-year initiatives) will be evaluated on an individual basis. In these cases, Council may require Municipal representation on a board, the development of an MOU and/or other reporting requirements etc.

**7. APPLICATION PROCESS**

The following outlines the application process:

A call out for applications will be issued by the Town in the months leading up to budget time. Community organizations will be encouraged to apply during this initial call out however applications can and will be received throughout the year and be considered based on budget availability.

Community groups may submit more than one application per year however Council will prioritize funding over a diverse collection of applications to ensure fairness and equity for all.

- a) Applications - must submit the following information
  - i. A complete Community Grant Application
  - ii. a proposed budget for the project
- b) The Town of Amherst may request additional information as deemed necessary.

**8. APPROVAL PROCESS**

- a. For applications over \$1,000 staff will review applications, ensure requirements have been met and make recommendations to Council. Funding will be determined by council upon reviewing the proposal and recommendations from staff.

**9. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer (CAO) may approve applications that are less than \$1000 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).

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**TITLE: Community Support Grants Policy**  
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The CAO may waive the cost for Town owned facility rentals for organizations carrying out an event or service that satisfies the intent of this policy to a maximum of four rental waivers per year per organization.

#### **10. 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

#### **11. CONDITIONS**

- a. Grant recipients shall:
  - i. Make no misrepresentation on their application
  - ii. Use the grant as described in the application
  - iii. Use the funds in the year granted
  - iv. Council and/or the CAO may request an in-depth report for grants over \$5,000 at their discretion
- b. 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.
- c. Non-compliance, in any aspect could result in no funding being awarded in the future year(s)
- d. 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
- e. If the event/project does not occur for any reason, all grant monies must be returned
- f. 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.

#### **12. 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*



**TITLE:** Community Support Grants Policy  
**SECTION:** All Town Departments  
**POLICY NO:** 72000-08

**APPLICATION**

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
Director Community Living	To ensure adherence to the policy. Advise staff of Policy changes and create awareness in the community of policy changes.
Mayor and Council	Review and approve applications as required.
CAO	Ensure applications under \$1,000 are reviewed and decision made in accordance with policy.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
Amendments to policy to collapse A fresh grants, streamline application process, increase CAO approval limit, inclusion of MAP requirements, rewording to ensure policy is more inclusive and promotes community well-being	Director Community Living, Bristol	Council	February 27, 2023
Amendment to policy to remove Deed Transfer reference from Poverty Funding. Rename Poverty Funding to Social Equity.	Director Community Living, Bristol	Council	April 24, 2023

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 27 February 2023