



Town of Amherst  
Regular Council Meeting  
Agenda

Date: **Monday, September 25, 2023**  
Time: **6:00 pm**  
Location: **Council Chambers, Town Hall**

---

	Pages
<b>1. CALL TO ORDER</b>	
<b>2. TERRITORIAL ACKNOWLEDGMENT</b>	
<p>“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.”</p>	
<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 June 26, 2023 Regular Council</b>	4 - 11
<b>3.2.2 July 5, 2023 Special Council</b>	12 - 13
<b>3.2.3 July 12, 2023 Public Hearing</b>	14 - 15
<b>3.2.4 July 26, 2023 Special Council</b>	16 - 16
<b>4. REQUESTS FOR DECISION</b>	
<b>4.1 106 Church Street Development Agreement Second Reading - Landry</b>	17 - 41
<b>4.2 Electric Street Development Agreement Second Reading - Davidson</b>	42 - 69
<b>4.3 Lot 22-2 Prince Arthur Street Development Agreement Second Reading - Chambers</b>	70 - 97

4.4	Audited Financial Statements - Baker	98 - 140
4.5	Adjustment to Capital Budget Funding - Emery	141 - 143
4.6	Transfer from Reserves to General Operating - Chambers	144 - 146
4.7	Amherst Youth Town Council Policy Amendments - Davidson	147 - 152
4.8	Amherst Youth Town Council Appointments - Fawthrop	153 - 155
4.9	Salary Administration Policy Amendments - Landry	156 - 166
4.10	Community Support Grants - Davidson	167 - 173
5.	<b>INFORMATION ITEM</b>	
5.1	FCM Conference Report - Landry	174 - 184
6.	<b>INTERNAL COMMITTEE REPORTS</b>	
6.1	Planning Advisory Committee - No Report	
6.2	Amherst Board of Police Commissioners - No Report	
6.3	Audit Committee - Landry	185 - 185
6.4	Amherst Youth Town Council - No Report	
6.5	Accessibility Advisory Committee - Fawthrop	186 - 186
6.6	Inclusion Diversity and Equity Committee - Davidson	187 - 187
6.7	Poverty Reduction Advisory Committee - Landry - To be distributed	
7.	<b>EXTERNAL COMMITTEE REPORTS</b>	
7.1	Cumberland Public Libraries - Fawthrop	188 - 188
7.2	Cumberland YMCA - Fawthrop	189 - 189
7.3	Northern Region Solid Waste Management - Baker	190 - 190
7.4	L. A. Animal Shelter - Fawthrop - To be distributed	
7.5	Senior Safety - Emery	191 - 191

8. ADJOURNMENT

**TOWN OF AMHERST  
Regular Council Meeting  
Minutes**

**Date:** June 26, 2023  
**Time:** 6:00 pm  
**Location:** Council Chambers, Town Hall

**Members Present** Mayor David Kogon  
Deputy Mayor Leon Landry  
Councillor George Baker  
Councillor Charlie Chambers  
Councillor Hal Davidson  
Councillor Lisa Emery  
Councillor Dale Fawthrop

**Staff Present** Jason MacDonald, Chief Administrative Officer  
Dwayne Pike, Chief, Police Services  
Greg Jones, Director, Fire Services  
Aaron Bourgeois, Director, Operations  
Andrew Fisher, Director, Planning & Strategic Initiatives  
Sarah Wilson, Director, Finance  
Sharon Bristol, Director, Community Living  
Kim Jones, Director, Corporate Communications & IT  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

**Staff Absent** Krista Crossman, Director, HR & Customer Service

---

1. **CALL TO ORDER**  
Mayor Kogon called the meeting to order.
2. **TERRITORIAL ACKNOWLEDGMENT**  
Mayor Kogon gave the Territorial Acknowledgement.
3. **APPROVAL OF AGENDA/MINUTES**
  - 3.1 **Approval of the Agenda**  
Moved By Councillor Emery  
Seconded By Councillor Fawthrop  
To approve the agenda as circulated.  

**Motion Carried**
  - 3.2 **Approval of Minutes**  
Moved By Councillor Fawthrop  
Seconded By Councillor Chambers  
To approve the minutes of the May 23, 2023 regular meeting of Council as included in the agenda package.  

**Motion Carried**
4. **REQUESTS FOR DECISION**
  - 4.1 **Electric Street Development Agreement First Reading**  
Moved By Deputy Mayor Landry  
Seconded By Councillor Davidson  
That Council give First Reading of the Development Agreement for Electric Street to permit the construction of a 24-unit apartment building, and schedule a Public Hearing for Wednesday, July 12, 2023 at 5:00 p.m.  

**Motion Carried**
  - 4.2 **106 Church Street Development Agreement First Reading**  
Moved By Councillor Chambers  
Seconded By Deputy Mayor Landry  
That Council give First Reading of the development agreement for 106 Church Street to allow a change of use to a clay studio, and schedule a public hearing for Wednesday, July 12, 2023 at 5:00 p.m. in Council Chambers.  

**Motion Carried**

- 4.3 **Lot 22-2 Prince Arthur Street Development Agreement First Reading**  
**Moved By Councillor Davidson**  
**Seconded By Councillor Chambers**  
**That Council give First Reading of the Development Agreement for Lot 22-2 Prince Arthur Street to permit the construction of a 24-unit apartment building, and schedule a Public Hearing for Wednesday, July 12, 2023 at 5:00 p.m.**
- Motion Carried**
- 4.4 **Land Use Bylaw / Municipal Planning Strategy Amendment Application First Reading**  
**Moved By Deputy Mayor Landry**  
**Seconded By Councillor Davidson**  
**That Council refuse to give first reading of an amendment to the Municipal Planning Strategy and Land Use Bylaw to allow drive-throughs in the Downtown Commercial Zone Core Area District as it does not conform with the general intent of the Municipal Planning Strategy Policy A-5.**
- Motion Carried**
- 4.5 **Nature Conservancy Canada Land Transfer**  
**Moved By Councillor Fawthrop**  
**Seconded By Councillor Emery**  
**That Council approve the ownership transfer of approximately 453 acres of land from Nature Conservancy Canada to the town and authorize the Mayor and CAO to sign the necessary documents.**
- Motion Carried**
- 4.6 **Street Banner Policy**  
**Moved By Councillor Emery**  
**Seconded By Councillor Fawthrop**  
**That Council approve of the new Street Banner Policy.**
- Motion Carried**

---

**TITLE: STREET BANNER POLICY**  
**SECTION: FACILITIES MANAGEMENT**  
**POLICY NO: 02000-04**

---

**APPROVAL DATE:** \_\_\_\_\_ **CAO Signature:** \_\_\_\_\_

**POLICY STATEMENT**

**1. PURPOSE**

The purpose of this policy is to provide guidance as to how and when street banners on Town of Amherst owned or controlled properties shall be requested and installed.

**POLICY STATEMENT:**

All banner themes shall have significance to, and provide benefit to the Town of Amherst and its citizens.

The banners shall not:

- Represent illegal activities
- Promote hate
- Be a political advertisement
- Cause, abet or stimulate civic disorder
- Be commercial in nature
- Be otherwise inappropriate in the opinion of the Town acting reasonably
- Represent or infer that the Town is a sponsor or proponent on the content or representation of the Banner.

**CONDITIONS**

**1 LOCATIONS**

The Town of Amherst has a maximum of 80 poles for banner décor. They include Church Street, Victoria Street, Ratchford Street, and Albion Street.

**2 BANNER DIMENSION AND PRODUCTION MATERIAL**

Banner Size 24" X 36"

Info – Printed double sided on 18pt Stock with welded pockets top and bottom /4 grommets.

**3 INSTALLATION AND REMOVAL OF BANNERS**

The installation and removal of banners is to be done by the Town of Amherst only. The upkeep of fixtures is also the responsibility of the Town of Amherst.

**4 REQUESTS FOR ADDITIONAL BANNERS**

- The placement of banners by individuals or groups is not permitted on an ad hoc basis.
- Requests from individuals or groups to place banners, or have the Town place banners, can be brought forward as a request to alter this policy.
- Such requests should be made at least 90 days prior to the desired time of placement, and include a detailed program on how the banners will be administered, if applicable.
- Where groups wish to have banners placed, an MOU will be negotiated for Council approval to clarify roles and responsibilities of group and the Town.

**5 DISCLAIMERS**

- The Town of Amherst will make every effort to meet the installation/removal deadlines, however circumstances beyond our control could prevent this from happening.
- Banners erected without prior approval will be removed promptly at the owner’s expense.
- The Town of Amherst is not responsible for the loss or any damage caused to the banners.
- The Town reserves the right to refuse any application which it deems inappropriate.
- The Town reserves the right to use any banners as infill at their discretion.

**APPENDIX A –Banner Schedule**

December/January	- Seasonal
February	- African Heritage Month
March/April/May	- Live Work Play
Late May – mid June	- Pride
Mid-June	- Indigenous Day
Late June - July	- Canada Day
August/September	- Welcome
October	- Fibre Arts Festival
November	- Veterans (Royal Canadian Legion Branch #10)

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
<b>Director, Community Living</b>	Ensure the guidelines of this policy are clear to community organizations.
<b>CAO</b>	Approve applications in a timely manner
<b>Council</b>	Continue to encourage and support the inclusive and equitable approval of this policy

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<b>New Policy</b>	Director, Community Living, Bristol	Council	

**4.7 Street Banner Policy MOU with Royal Canadian Legion**

**Moved By Councillor Emery**

**Seconded By Deputy Mayor Landry**

**That Council approve of the Royal Canadian Legion Branch 10 MOU to hang Street Banners as per the Street Banner Policy and further authorize the CAO to sign on the Town’s behalf.**

**Motion Carried**

**MEMORANDUM OF UNDERSTANDING (MOU)**

BETWEEN **Town of Amherst**, a corporation under the laws of the Province of Nova Scotia, carrying out business at 98 Victoria Street East, Amherst, NS, B4H4A1, (the “TOA”)

-AND-

**The Royal Canadian Legion Branch #10**, 47 LaPlanche Street Amherst, B4H3G9, (Collectively referred to as the (“Parties”))

**WHEREAS** the Parties have a common interest to Honor and Support Canadian veterans;

**AND WHEREAS** the Parties have a common interest to support fundraising efforts of banner sales for the Royal Canadian Legion Branch #10;

**AND WHEREAS** the Town of Amherst would like to have a efficient operational plan to erect, display, and dismantle said banners;

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

**NOW THEREFORE** the Town of Amherst AND Royal Canadian Legion Branch #10 AGREE AS FOLLOWS:

GENERAL

1. The Royal Canadian Legion Branch #10 will sell a maximum of 80 banners on a yearly basis

2. The Town of Amherst public works staff will hang a maximum of 80 banners that are supplied by the Legion
3. The Town of Amherst will provide all equipment necessary to hang the banners
4. Banners will be given to the Town of Amherst no later than October 20 on any given year
5. Banner will not be removed prior to November 15 each year
6. Once dismantled the banners will be returned to the Royal Canadian Legion Branch #10

**TERMINATION**

1. Should either party wish to terminate the agreement they will be required to do so in writing with three months' notice.

Town of Amherst:

\_\_\_\_\_  
 Jason MacDonald, MCIP, LPP  
 Chief Administrative Officer

Royal Canadian Legion Branch #10:

\_\_\_\_\_  
 Lorne Baird  
 Royal Canadian Legion Branch #10

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

**4.8 Amherst Youth Town Council Appointments**

**Moved By Councillor Fawthrop**

**Seconded By Councillor Davidson**

**That Council reappoint the following Amherst Youth Town Council members:  
 Rowan Blanch, Kennedy Allen, Harmoni Caldwell, Ava Crocker, Leah Brunt,  
 Matthias Mayhew, and Kiahna Brennan.**

**And appoint new members: Abbie Byrnes (Grade 12), Allison Jones (Grade 7),  
 Avery Mathieson (Grade 9) and Kennedy Newman (Grade 9).**

**Motion Carried**

**4.9 Bylaw to Amend the Fires and Burning of Materials Bylaw Second Reading**

**Moved By Councillor Baker**

**Seconded By Councillor Chambers**

**That Council give second reading of the bylaw to amend the Fires and Burning of  
 Materials Bylaw C-7.**

**Motion Carried**

**BY-LAW TO AMEND THE FIRES AND BURNING OF MATERIALS  
 BYLAW C-7**

The Town of Amherst Fires and Burning of Materials Bylaw, C-7, approved by Council on July 10, 2020 is hereby amended as follows:

Under the definition of “**Recreational outdoor burning appliance**” remove the words:  
 approved by CSA(Canadian Standards Association) or ULC (Underwriters’ Laboratories of Canada) and is

Under Section 3, the second paragraph, change the word manufactures to manufacturers to correct a grammatical error in the bylaw.

**4.10 Bylaw to Amend the Taxi Bylaw Second Reading**

Councillor Baker declared a conflict of interest and removed himself from the table for the vote on this item.

**Moved By Councillor Chambers**

**Seconded By Councillor Fawthrop**

**That Council give Second Reading of the bylaw to amend to the Taxi Bylaw C-9.**

**Conflict (1): Councillor Baker  
 Motion Carried**

**BY-LAW TO AMEND THE BYLAW RESPECTING THE REGULATION OF THE TRANSPORTING OF PASSENGERS  
 (TAXI BYLAW) C-9**

The Town of Amherst Bylaw Respecting the Regulation of the Transporting of Passengers for Hire (Taxi Bylaw) C-9, approved by Council on November 25, 2013 and amended December 23, 2014 is hereby amended as follows:

Under Section 2 add:

(d) **Local Shuttle Service** means a van, limo or bus used to transport individuals or organizational groups of people collected at a given point and dropped off at pre-determined destinations within the town of Amherst. If a fee is charged to the individual being transported, then the owner and the driver shall require a license under this by-law, otherwise the service will be a courtesy service.

and change subsection (g) “approved by CAO” to “approved by Taxi Authority” and re-letter the remaining subsections accordingly.

Under Section 4 add the following to the end of subsection (a)

This will include an annual written report that includes the following information:

- i. The number of taxi owners/operators;
- ii. The number of drivers employed by each owner/operator;
- iii. The number of vehicles utilized as taxis by each taxi company;
- iv. The number of taxi licenses assigned to each owner/operator;
- v. The number of bylaw infractions per owner/operator;
- vi. The number of infractions under the Motor Vehicle Act per owner/operator;
- vii. The number of Motor Vehicle Act infractions per driver;
- viii. The number of vehicle inspections carried out annually;
- ix. The number of vehicles in use that are in excess of 3 years old;

and add the following words to subsection (d) “at minimum twice a year, as per a bylaw checklist” so that it now reads “Carry out periodic inspections at minimum twice a year, as per a bylaw checklist and without notice, of vehicles licenced under this by-law;”

Under Section 9 add the following words to the end of subsection (a) “conspicuously displayed in the vehicle and be readily visible to any passengers who may be in the vehicle.”

Under Section 11 add “and maintain” so the paragraph reads “In addition to the requirements of Section 9 of this by-law, each applicant, in order to receive and maintain an owner’s license, must establish that the vehicle meets the following requirements:”

and in subsection vi. add the word “may” so this section reads “In addition to the roof sign requirements the Taxi **may** also be identified with a sign affixed to the driver’s door and the passenger’s door, and such sign:

Under Section 14 add “(b) Wait at any location in the Town, whether in a public place or a private place, in the control of a motor vehicle for the purpose of transporting for hire or soliciting within the Town the transportation of passengers for hire;”

and re-letter subsection (b) to become (c).

Add a new Section 15 to read:

“Any person in control of a vehicle

- a. Which displays taxi roof signage which is not covered by opaque material
- b. Which is not transporting a passenger for hire; and
- c. Which is on any highway, street, road, lane, alley, taxi stand or at any other public place within the town, or who is found waiting with any such motor vehicle at any location within the town

Shall be deemed to be soliciting the transportation of passengers for hire within the town and deemed to be operating the vehicle as a taxi or a limousine for the purposes of this by-law.”

And renumber the remaining sections of the bylaw accordingly.

Under the now Section 20 add the following words to the end of the introductory paragraph “, in the opinion of the Taxi Authority, the license holder may be a danger to passengers or others if they possess a license.”

And remove subsections (a) through (i) from this section.

Under the now Section 21 remove the words “(g) of this” and add Section 20 so it now reads “In making a determination under Section 20, the Taxi Authority shall consider any credible and relevant information as to whether the applicant:”

And further add the following subsections to the beginning of Section 21:

- a. Contravenes this by-law;
- b. Has been convicted of an offence against vulnerable persons, a sexual offence, illegal sale or possession of drugs, a violent offence or a breach of trust.
- c. Is either charged or convicted pursuant to any municipal by-law or provincial or federal legislation and in the opinion of the Taxi Authority, because of the charge or conviction it is in the public interest that the person not hold either an owner’s license or driver’s license.
- d. Has a driving record, criminal or provincial offence record or outstanding criminal charges that in the opinion of the Taxi Authority makes them unfit to possess a license.
- e. Has failed to immediately notify the Licensing Authority that they have become the subject to a court order, undertaking, charge or conviction.
- f. Fails to meet the requirements of this by-law or, being an owner, their vehicle fails to meet the requirements of this bylaw;
- g. Has committed any act or acts that, in the opinion of the Taxi Authority, it is in the public interest that the person not hold either an owner’s license or driver’s license;
- h. Refuses to respond or cooperate with an investigation conducted by the Taxi Authority;

and re-letter the remaining sub sections of this section.

Under the now Section 24 add the words “or in a hearing pursuant to this bylaw” so this paragraph reads “If an applicant or holder of a license makes a false statement in a statutory declaration made pursuant to this bylaw, or in a hearing pursuant to this by-law, the Taxi Authority may:”

Under the now Section 32 remove subsections (b) and (c) and re-letter (d) and (e) to become (b) and (c).

- 4.11 **Community Support Grants**  
 Moved By Deputy Mayor Landry  
 Seconded By Councillor Chambers  
 That Council approve of funding in the amount of \$59,753.14 under the Community Support Grants Policy and Social Equity fund as follows:
- Bridge Adult Service Centre \$3753.14 from the Social Equity Fund  
 Dollywood Foundation \$2310.00 from the Social Equity Fund  
 Amherst Little League \$3000.00 from Community Support Grants  
 Lillian Albon Animal Shelter Capital Campaign \$50,000 x three years from Community Support Grants.
- Motion Carried
- 4.12 **Inclusion, Diversity and Equity Committee Strategic Plan**  
 Moved By Councillor Davidson  
 Seconded By Councillor Chambers  
 That Council approve the Town of Amherst Inclusion Diversity and Equity Strategic Plan.
- Motion Carried
- 4.13 **Intermunicipal Poverty Reduction Advisory Committee Strategic Plan**  
 Moved By Deputy Mayor Landry  
 Seconded By Councillor Emery  
 That Council approve the Intermunicipal Poverty Reduction Advisory Committee Strategic Plan.
- Motion Carried
- 4.14 **Carly Jackson Day**  
 Moved By Councillor Davidson  
 Seconded By Councillor Fawthrop  
 That Council approve of funding up to the amount of \$10,500.00 from the Social Equity Fund to host Carly Jackson Day.
- Motion Carried
- 4.15 **Street Breaking Policy Amendments**  
 Moved By Councillor Baker  
 Seconded By Councillor Emery  
 That Council approve amendments to Schedule A of the Street Breaking Policy 31600-08.
- Motion Carried

---

**TITLE:** STREET BREAKING POLICY  
**SECTION:** ENGINEERING & PUBLIC WORKS  
**POLICY NO:** 31600-08

---

**APPROVAL DATE:** \_\_\_\_\_ **CAO Signature:** \_\_\_\_\_

**POLICY STATEMENT**

Any person or contractor who wishes to break the surface of any Town street must first obtain from the Town Engineer a street breaking permit as per attached "Schedule A" and pay a \$500 fee for each street cut required

**PURPOSE**

Issuance of permits will regulate those who wish to work on Town streets while revenue from street breaking permits will help the Town maintain the cut in the street, sidewalk or boulevard.

**DEFINITION**

Street - means the public right of way including a public street, road, sidewalk or boulevard, curbs, gutters or retaining walls.

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
Director of Operations	Ensure the policy is reviewed on a regular basis and updated as required.

For Administrative Use Only:

**VERSION LOG**

<b>Amendment Description</b>	<b>Policy Owner</b>	<b>Approved By</b>	<b>Approval Date</b>
Amendments to Schedule A of the Policy to add a space to include an email address for the applicant and revisions to the formatting to make the form more user friendly.	Director of Operations, Bourgeois	Council	

**MINUTES REFERENCE DATE** January 31, 2007

\*see Schedule "A" Street Breaking Permit attached.

- 4.16 Dr. & Mrs. H.E. Christie Foundation Donation Amherst Little League**  
**Moved By Councillor Chambers**  
**Seconded By Deputy Mayor Landry**  
That Council approve the request to receive the donation of \$12,500 from the Dr. & Mrs. H.E. Christie Community Foundation to fund two corresponding grants to the Amherst Little League in the amount of \$7,500 for a new baseball league for youth aged 13-15 and \$5,000 for a new baseball training facility to be constructed at the corner of Beacon and Croft Streets.
- Motion Carried**

- 4.17 Dr. & Mrs. H.E. Christie Foundation Donation Royal Canadian Legion Branch 10 and the Cumberland County Military Museum**  
**Moved By Councillor Emery**  
**Seconded By Councillor Fawthrop**  
That Council approve the request to receive a donation of \$13,133 from the Dr. & Mrs. H.E. Christie Community Foundation to fund a corresponding grant of \$8,500 to the Royal Canadian Legion, Branch 10, Amherst and a grant of \$4,633 to the Cumberland County Military Museum.
- Motion Carried**

- 4.18 Lift Station Pumps**  
**Moved By Councillor Fawthrop**  
**Seconded By Councillor Emery**  
That Council approve an amendment to the 2023/24 Town of Amherst General Capital Budget for the addition of the Terrace Street lift station pump repairs in the amount of \$41,000 to be funded from the Sewer Reserve.
- Motion Carried**

**5. INTERNAL COMMITTEE REPORTS**

- 5.1 Planning Advisory Committee**  
Information item only; no direction given or action required.
- 5.2 Amherst Board of Police Commissioners**  
Information item only; no direction given or action required.
- 5.3 Audit Committee - No Report**
- 5.4 Amherst Youth Town Council**  
Information item only; no direction given or action required.
- 5.5 Accessibility Advisory Committee**  
**Moved By Councillor Fawthrop**  
**Seconded By Deputy Mayor Landry**  
That staff contact Justin McKay to arrange for a presentation on PTSD to Council in the fall.
- Motion Carried**
- 5.6 Inclusion Diversity and Equity Committee**  
Information item only; no direction given or action required.
- 5.7 Poverty Reduction Advisory Committee - No Report**

**6. EXTERNAL COMMITTEE REPORTS**

**6.1 Cumberland Public Libraries**

Information item only; no direction given or action required.

**6.2 Cumberland YMCA**

Information item only; no direction given or action required.

**6.3 Northern Region Solid Waste Management**

**Moved By Councillor Davidson**

**Seconded By Councillor Baker**

**That staff contact GFL to arrange for a presentation on their core values, and short and long term plans, and that the presentation take place at the next Joint Councils meeting if one is scheduled by the early fall.**

**Motion Carried**

**6.4 L. A. Animal Shelter**

Information item; no direction given or action required.

**7. ADJOURNMENT**

**Moved By Deputy Mayor Landry**

**Seconded By Councillor Chambers**

**To adjourn the meeting.**

**Motion Carried**

---

Natalie LeBlanc  
Municipal Clerk

---

David Kogon, MD  
Mayor

**Amherst Town Council  
Special Meeting  
Minutes**

Date: July 5, 2023  
Time: 12:00 pm  
Location: Council Chambers, Town Hall

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

Staff Present Jason MacDonald, Chief Administrative Officer  
Aaron Bourgeois, Director, Operations  
Sarah Wilson, Director, Finance  
Kim Jones, Director, Corporate Communications & IT  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

---

**1. CALL TO ORDER**

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

**1.1 TERRITORIAL ACKNOWLEDGMENT**

Mayor Kogon gave the Territorial Acknowledgement.

**2. REQUEST FOR DECISION**

**2.1 Robbs Complex Lighting**

**Moved By Councillor Chambers**

**Seconded By Councillor Emery**

**That Council award the contract to replace the lights at both the Dwight Jones and Cecil Small baseball fields, and to install new lights at Robbs 3 baseball field, to Nichent Energy at their total bid price of \$425,150 net of a guaranteed \$65,250 Efficiency Nova Scotia Rebate, with funding of \$200,000 from the current Capital Budget (Operating Reserve) and \$225,150 from the Capital Reserve (CJSMA Sale proceeds).**

**Motion Carried**

**2.2 Cumberland YMCA Funding Request**

**Moved By Councillor Fawthrop**

**Seconded By Deputy Mayor Landry**

**That Council approve funding up to the amount of \$12,750 from the Social Equity Fund Reserve (in the Operating Reserve) to the YMCA Homelessness Prevention and Housing program.**

**Motion Carried**

**2.3 Cumberland Business Connector Agreement**

**Moved By Deputy Mayor Landry**

**Seconded By Councillor Chambers**

**That Council authorize the Mayor and CAO to sign the MOU with the Cumberland Business Connector that was previously approved by Council.**

**Motion Carried**

**2.4 Afghanistan Memorial Donation**

**Moved By Councillor Emery**

**Seconded By Councillor Fawthrop**

**That Council approve the request to receive a donation of \$10,000 to fund a corresponding grant of \$10,000 to the Royal Canadian Legion, Branch 10, Amherst.**

**Motion Carried**

---

Natalie LeBlanc  
Municipal Clerk

---

David Kogon, MD  
Mayor

**Town of Amherst  
Public Hearing  
Minutes**

**Date:** July 12, 2023  
**Time:** 5:00 pm  
**Location:** Council Chambers, Town Hall

**Members Present** Mayor David Kogon  
Deputy Mayor Leon Landry  
Councillor Charlie Chambers  
Councillor Dale Fawthrop  
Councillor Hal Davidson  
Councillor Lisa Emery

**Members Absent** Councillor George Baker

**Staff Present** Andrew Fisher, Director, Planning & Strategic Initiatives  
Abiola Falaye, Planner/GIS Coordinator  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

---

**1. CALL TO ORDER**

Mayor Kogon called the meeting to order.

**2. TERRITORIAL ACKNOWLEDGMENT**

Mayor Kogon gave the Territorial Acknowledgement.

**3. 106 Church Street**

**3.1 Staff Report**

Andrew Fisher explained the development agreement process and presented the application for a Development Agreement for property located at 106 Church Street (PID: 25013871) to permit the change of use from a dance studio to a clay studio.

**3.2 Council Questions / Comments**

Councillor Chambers asked if this application will be similar to a Clay Cafe. Andrew Fisher answered that the permitted use will include pottery classes. Councillor Chambers asked about the ventilation requirements. Andrew Fisher responded that the applicant must conform to the Nova Scotia Occupational Health and Safety Act and abide by the guidelines set by that Act.

**3.3 Public Questions / Comments**

**Lillian and Gregory Thorsteinson of 108 Church Street** have concerns about parking and the right of way to their garage from this proposed Clay Studio. They have asked for "NO PARKING" and "NO SHIPPING AND RECEIVING" signs to be installed by this right of way to ensure they will have access to their garage. They are also concerned about big trucks making deliveries as they do not want big trucks in and out all day long. They want to know the hours of deliveries. They asked what 1 Belmont Street will be used for? They wanted to know how many kilns will be used.

**Lillian and Gregory Thorsteinson** would like specific language used in the development agreement to ensure the applicant is compliant. They asked about how many decibels will the exhaust fans will be. They also wanted to know how this development will affect their homeowner's insurance.

**Willard Leeck, the property owner of 106 Church Street** stated that the business will be small and have maybe two or three small sized kilns (household oven size). Mr. Leeck said that they intend on venting as per regulations, and further that the business will not be using any hazardous materials and that the exhaust fans are basically used to get the heat out of the building from the small kilns. These exhaust fans are pretty quiet. Mr. Leeck does not foresee much for large shipments, mainly from small ones.

4. **22-2 Prince Arthur Street**

4.1 **Staff Report**

Abiola Falaye presented the application for a Development Agreement for property located at Lot 22-2 Prince Arthur Street (PID: 25514563) to permit the construction of a 3-story, 24-unit apartment building.

4.2 **Council Questions / Comments**

Councillor Fawthrop asked how many units will be affordable housing. Abiola Falaye answered that 50% of the units will be affordable housing. Councillor Fawthrop wanted to know about the parking lot that is underground and outside the building. Abiola Falaye answered that the parking that is underground will be exclusive to the tenants and the aboveground parking will be mainly used by the tenants but there will be allowances for short term public parking.

Councillor Chambers asked about play spaces. Abiola Falaye answered that they will be encouraging the tenants to use the public park spaces in the downtown area., and that Victoria Square is just a quick walk from the property.

4.3 **Public Questions / Comments**

**Terry Rhindress** asked about playground equipment, snow removal and if there will be elevators in the building. Abiola Falaye answered that the Town of Amherst is proposing the use of public park spaces. In addition, the applicant owns a lot on Prince Arthur Street and is proposing that this be used as an additional amenity space for residents. Abiola Falaye stated that the snow removal requirements are included in the development agreement, and it is the responsibility of the applicant.

**Jim Furlong** from Casey Reality said yes, there will be elevators in the building.

5. **Electric Street**

5.1 **Staff Report**

Abiola Falaye presented the application for a Development Agreement for properties located at Lots 21-1 Maple Avenue / 92-1 Victoria Street East / 32 Victoria Street East (PID: 25508696 / 25005430 / 25033747) to permit the construction of a 3-story, 24-unit apartment building.

5.2 **Council Questions / Comments**

Councillor Fawthrop asked how many units will be affordable housing. Abiola Falaye answered that 50% of the units will be affordable housing.

Mayor Kogon asked about the parking, he wanted to know about the parking lot that is underground and above ground. Abiola Falaye answered that the parking situation will be similar to that as 22-2 Prince Arthur Street in that the parking that is underground will be exclusive to the tenants and the aboveground parking will be mainly used by the tenants but there will be allowances for short term public parking.

5.3 **Public Questions / Comments**

**Beth Munroe** who owns 50 East Victoria Street, stated that she wanted to see what Phase II looks like before they start ripping up the asphalt. She feels whatever is built there needs to be sympathetic to the historic design of the downtown area. She does not feel this location will be good for young families as there is not much for play space and that the public parks are not a good alternative. Ms. Munroe thinks the architecture should not be a cookie cutter design.

6. **Adjournment**

**Moved By: Deputy Mayor Landry**

**Seconded By: Councillor Emery**

**To adjourn the Public Hearing.**

**Motion Carried**

---

Natalie LeBlanc  
Municipal Clerk

---

David Kogon, MD  
Mayor

**Amherst Town Council  
Special Meeting  
Minutes**

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

**Members Present** Mayor David Kogon  
Deputy Mayor Leon Landry  
Councillor Charlie Chambers  
Councillor Dale Fawthrop  
Councillor George Baker  
Councillor Hal Davidson  
Councillor Lisa Emery

**Staff Present** Jason MacDonald, Chief Administrative Officer  
Sharon Bristol, Director, Community Living  
Kim Jones, Director, Communications  
Cindy Brown, Administrative Assistant

---

**1. CALL TO ORDER**

Mayor Kogon calls the Special Council Meeting to Order.

**1.1 TERRITORIAL ACKNOWLEDGMENT**

Mayor Kogon gave the Territorial Acknowledgement.

**2. REQUEST FOR DECISION**

**2.1 LaPlanche Street Paving**

Councillor Baker arrives at 4:02 PM.

**Moved By Deputy Mayor Landry**

**Seconded By Councillor Davidson**

**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.**

**Motion Carried**

**2.2 Wellfield Land Purchase – Challenge Fund**

**Moved By Councillor Fawthrop**

**Seconded By Councillor Emery**

**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.**

**Motion Carried**

**2.3 Museum Funding - Davidson**

Councillor Emery declares a conflict at 4:09 PM.

**Moved By Councillor Davidson**

**Seconded By Councillor Fawthrop**

**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.**

**Motion Carried**

**3. ADJOURNMENT**

**Moved By Councillor Fawthrop**

**Seconded By Councillor Baker**

**To adjourn the meeting.**

**Motion Carried**

---

Kim Jones  
Director of Communications & IT

---

David Kogon, MD  
Mayor

# SYNOPSIS

## 106 Church Street Development Agreement Second Reading

---

The attached development agreement would permit the change of use from a dance studio to a clay studio. To change a legal non-conforming use to another use not permitted in the zone, the Municipal Planning Strategy requires a development agreement.

A public participation opportunity was held on May 24, 2023 where concerns were raised by the neighbouring property owner at 108 Church Street regarding potential environmental impacts, fire risk, and parking, among other concerns. The attached draft development agreement contains terms and conditions intended to address these concerns and the relevant policies of the Municipal Planning Strategy.

On June 5<sup>th</sup> the Planning Advisory Committee recommended that Council enter into the agreement. Council gave First Reading on June 26<sup>th</sup> and an advertised Public Hearing was held on July 12<sup>th</sup>.

### **MOTION:**

**That Council give Second Reading of the development agreement for 106 Church Street to allow a change of use to a clay studio.**



**AMHERST TOWN COUNCIL**

**RFD# 2023118**

**Date: September 25, 2023**

---

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

**SUBMITTED BY:** Andrew Fisher, Director of Planning & Strategic Priorities

**DATE:** September 25, 2023

**SUBJECT:** Development Agreement – 106 Church Street

---

**ORIGIN:** An application to change the use of a dance studio to a clay studio at 106 Church Street (PID: 25013871). The existing non-conforming use may be changed to another use not permitted in the zone by development agreement.

**LEGISLATIVE AUTHORITY:** *Municipal Government Act Part VIII Planning and Development.*

**RECOMMENDATION:** That Council give Second Reading of the attached Development Agreement for 106 Church Street to allow a change of use to a clay studio.

**BACKGROUND:** Attached is the draft development agreement with minor changes discussed below. An advertised Public Participation Opportunity was held on May 24, 2023. The owner of 108 Church Street expressed concerns about the environmental impact of a clay studio and the potential of impact on the right-of-way over the rear of the subject property, which is in favour of 108 Church Street.

Council is referred to the June 5, 2023, staff report to the PAC that contains details about the proposed development, input received through the Public Participation Opportunity, information provided by the applicant, and a review of the relevant MPS policies. Council gave First Reading at their regular meeting on June 26, 2023. An advertised Public Hearing was held on July 12, 2023.

**DISCUSSION:** As detailed in the attached staff report to the PAC, the proposal meets the general intent of MPS policies. The development agreement as drafted is intended to ensure the development conforms to the relevant policies of the MPS and attempts to address the concerns raised by the neighbouring property owner.

Council gave First Reading at their regular meeting on June 26, 2023. An advertised Public Hearing was held on July 12, 2023.

Upon further review staff are recommending the two relatively minor changes to the agreement Terms and Conditions. Firstly, Section 7 requires that customer access be limited to the two sides of the building that front directly onto a street. The recommended change allows consideration for barrier-free access at the rear if necessary. The suggested changes to section 7 are in bold type below:



- 7. Except where required to meet barrier-free access requirements, Customer access to the building shall be limited to the side of the building that faces directly onto a street. Where barrier-free access is proposed at the rear of the building, the Owner shall demonstrate to the satisfaction of the Development Officer that no other reasonable option exists to provide such access.**

Secondly, staff recommend section 10 be changed by removing reference to the easement dimensions as it is not clear in property records exactly how wide the easement is. Section 10 would be changed as follows:

10. This agreement does not supersede or allow impendance of the right-of-way that exists across the rear property line on the Lands from Belmont Street to access the property at 108 Church Street (PID 25013897). ~~The right-of-way is 18 feet wide along Belmont Street and 28 feet wide along the property line shared with 106 and 108 Church Street.~~

**FINANCIAL IMPLICATIONS:** No significant costs specific to this issue. Ongoing tax revenue upon completion of the development.

**SOCIAL JUSTICE IMPLICATIONS:** None specific to this issue.

**ENVIRONMENTAL IMPLICATIONS:** Concerns raised about air pollution are addressed in the draft development agreement.

**COMMUNITY ENGAGEMENT:** May 24, 2023, Public Participation Opportunity, July 12, 2023 Public Hearing.

**ALTERNATIVES:**

- 1) Give Second Reading of the application with specific amendments where necessary;
- 2) Refer the application back to the PAC for more information;
- 3) Reject the application citing specific policies that are not met by the proposal.

**ATTACHMENTS:**

- 1) Development Agreement;
- 2) Staff report to PAC.

---

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



**TO:** Planning Advisory Committee

**FROM:** Andrew Fisher, Director of Planning & Strategic Initiatives

**DATE:** June 5, 2023

**RE:** **Development Agreement – 106 Church Street**

---

## **PROPOSAL**

An application by the property owner, Willard Leeck and Leslie Sadler, for a development agreement to allow a clay studio, which represents a change of a legally existing non-conforming use to another use not permitted in the zone.

## **BACKGROUND INFORMATION**

Attached is an Application Briefing that provides details about the proposal and relevant policies.

**Site Details:** The subject property, approximately 5,830 sqft in area, is located in the General Residential Zone, and contains an existing commercial building. The building is built up to the property line along Church Street and Belmont Street. The area behind the building is mostly paved and the majority of it is encumbered by a right-of-way in favour of 108 Church Street and a large tree.

**Neighbourhood Context:** The subject property is surrounded by a mixture of detached residential dwellings and converted apartment houses. There is a town-owned parking lot and fenced in recreation area directly across the street. The southern edge of the Downtown Core Area is a block away.

**Proposal Details:** The proposal includes converting the existing dance studio into a pottery studio defined as the creation and finishing of ceramics, stoneware and porcelain objects. Other uses related to the clay studio may include instructional classes and the storage, presentation and sale of materials and finished pottery objects.

*Figure 1. Property Location and Configuration*



The attached draft development agreement includes the following key terms and conditions:

1. Clay Studio – creation & finishing of ceramic, stoneware and products. Classes, display and sale also permitted.
2. Maximum of 5 employees.
3. Hours of operation, including shipping/receiving: 7am to 10pm
4. Any ventilation and or exhaust to the exterior of the building shall be located on the roof or street-facing walls of the building, and shall not emit any undue noise, odour, fumes, or particulate matter that would not otherwise be present in a typical residential neighbourhood.
5. No customer access or parking at the rear of the building or at 1 Belmont Street.

## **PUBLIC PARTICIPATION OPPORTUNITY**

A public participation opportunity advertised in accordance with the Policy for Public Participation and Notification was held on Wednesday, May 24, 2023. A [video](#) of the meeting has been made available on live streamed event section of the Town website, and a [summary](#) is provided as part of the package.

Concerns raised by the owner of 108 Church are detailed in the attached letter, but identify environmental concerns related to a pottery studio. Concerns were also raised about the Right-of-Way over the rear of the subject property in favour of 108 Church Street. Terms and conditions within the draft DA are intended in part to address these concerns.

## **RELEVANT POLICIES**

**Land Use Bylaw:** Section 4.15 of the Bylaw states that a development permit may be issued to change a non-conforming use to another use not normally permitted on the property by Development Agreement in accordance with Policy GP-11 of the Municipal Planning Strategy (MPS).

### **Municipal Planning Strategy:**

#### **Policy GP-11 Non-Conforming Uses**

*It shall be the intention of Council to permit, in all designations, a non-conforming use to change to another use not normally permitted on the property by way of Development Agreement. In considering such a development agreement, Council shall consider the following:*

- a) that the proposed use exerts a similar or less of an impact on the surrounding neighborhood;*
- b) the use of buffering, landscaping or fencing to reduce possible impacts or otherwise improve the property;*
- c) that adequate parking is provided for the new use; or the existing parking situation is improved by virtue of the development agreement;*
- d) the proposal will not involve any expansion of the use onto a lot not originally occupied by the use except for the provision of parking;*
- e) signage on the property;*
- f) hours of operation;*
- g) the adequacy of the transportation network to accommodate the proposed use.*

The proposed pottery studio on this property is unlikely to exert a greater impact on the neighbourhood when compared to its former use as a dance studio. The dance studio included regular group dance lessons and events that resulted in significant vehicle traffic and demand for parking around the property. Staff feel that the pottery studio will have a more constant but less intense use on a day-to-day basis. The draft development agreement includes provisions to mitigate potential impacts on the surrounding residential neighbourhood by restricting parking on other private properties nearby, and requires that the existing ROW be respected.

The draft development agreement also maintains the same permitted hours of operation and maximum number of employees as the dance studio. It also restricts any exhaust or ventilation be located on the roof or walls that abut a street, and that any such exhaust not emit noise, odour, fumes, or particulate matter that would not otherwise be present in a typical residential neighbourhood. These requirements are intended to address GP-11(a) to ensure the pottery studio ‘exerts a similar or less of an impact’.

Other MPS policies relevant to this issue include the following:

*A-5 It shall be the intention of Council, when considering an amendment to this or any other planning document, including the entering into or amendment of a development agreement, to consider the following matters, in addition to all other criteria set out in the various policies of this planning strategy:*

- a) *That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.*
- b) *That the proposal is not premature or inappropriate by reason of:*
  - (i) the financial capability of the Town to absorb any costs relating to the development;*
  - (ii) the adequacy of municipal water, sanitary sewer and storm sewer services;*
  - (iii) the adequacy of road networks, in, adjacent to, or leading to the development;*
- c) *That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:*
  - (i) type of use;*
  - (ii) height, bulk and lot coverage of any proposed building;*
  - (iii) parking, traffic generation, access to and egress from the site;*
  - (iv) any other matter of planning concern outlined in this strategy.*

The proposal conforms with the general intent of MPS Policy A-5. No expansions to the existing building are permitted. The draft development agreement terms and conditions are intended to mitigate potential impacts the proposed use may have on the surrounding neighbourhood. There are limited parking opportunities onsite, which will result in frequent on-street parking; however, this will not be a new situation.

*GP-7 It shall be the intention of Council to allow a mix of compatible land uses and to minimize their impacts by:*

- a) *requiring adequate buffering and setbacks;*
- b) *screening development by the use of visual barriers;*
- c) *regulating the location of parking, storage buildings or other accessory uses or facilities.*

The proposal is generally compatible with the existing residential use in the surrounding neighborhood.

## **CONCLUSIONS:**

The proposal generally conforms to the relevant policies of the MPS and LUB. The pottery studio has the potential to bring new vibrancy to this property that is relatively challenged as a commercial property given its location and lack of onsite parking. As noted above, the draft development agreement contains terms and conditions that are intended to mitigate potential impacts on the surrounding neighbourhood.

**OPTIONS:**

Option One: Recommend that Council enter into the Development Agreement for 106 Church Street as drafted by Staff, subject to any revisions that may arise.

Option Two: Recommend that Council not enter into the Development Agreement for 106 Church Street, citing specific policies with which the proposal does not conform.

Option Three: Defer the application and instruct Staff to provide more information or negotiate changes to the agreement.

**STAFF RECOMMENDATION: Option One.**

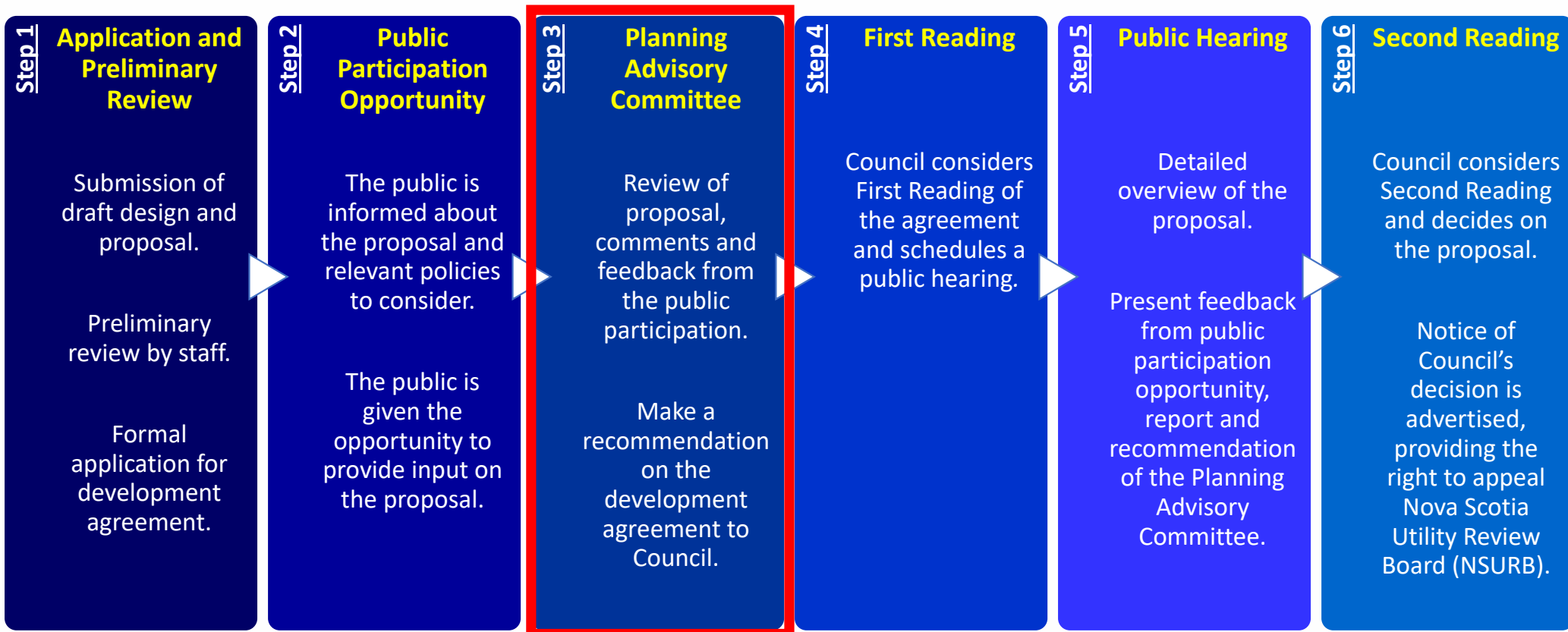
# Application Briefing

Development Agreement application to permit a Clay Studio on 106 Church Street

**June 5, 2023**



# DEVELOPMENT AGREEMENT PROCESS



*\*All meetings of the Planning Advisory Committee and Council are open to the public.*

#seewhyweloveit



# APPLICATION DETAILS

**Applicant/ Owner:** Willard Leeck & Leslie Sadler

**Summary of Proposal:** to permit the change of legal non-conforming uses of the existing building on 106 Church Street from a dance studio to a clay studio.

**Location:** 106 Church Street (PID: 25013871)

**Property Area:** 542m<sup>2</sup> (5834.04 sqft).

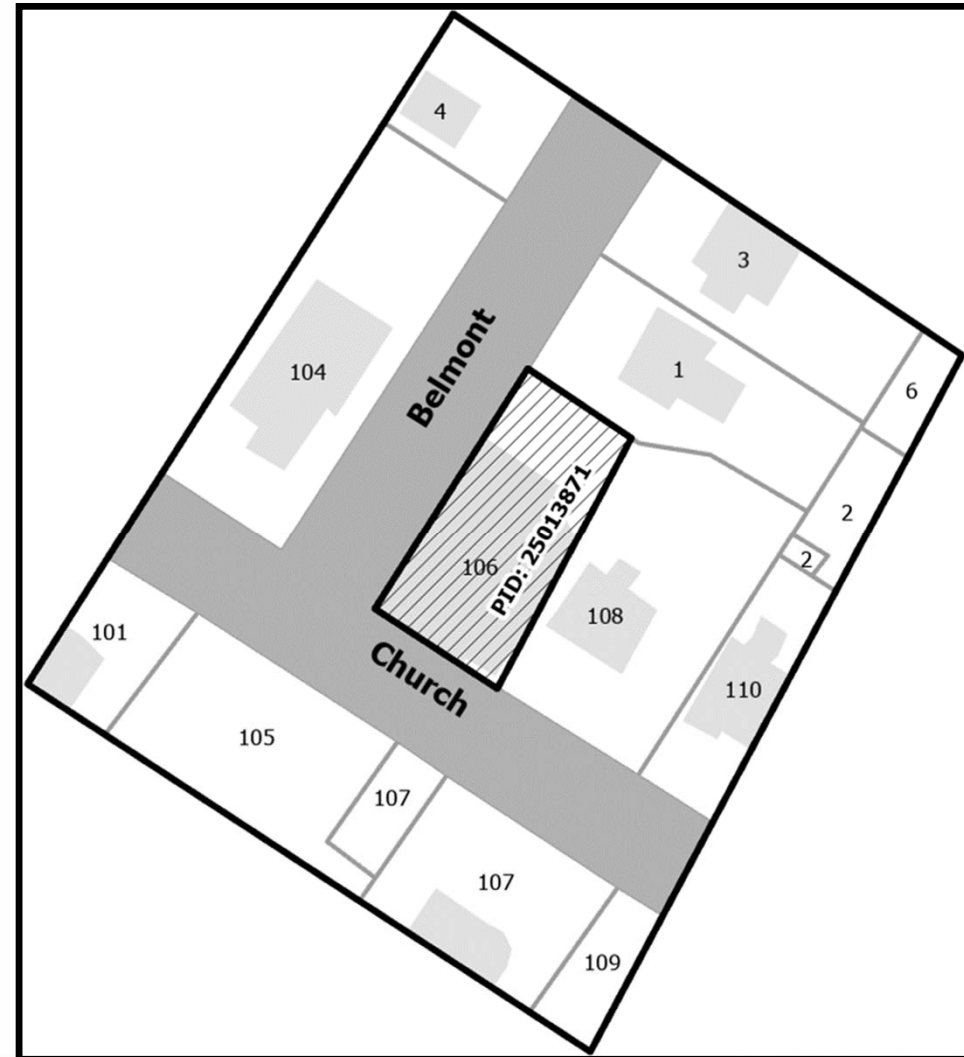
**Existing building area:** 383m<sup>2</sup> (4122.58 sqft).

**Lot coverage:** 71%.

**Existing Zoning:** General Residential

**Existing Land Use:** 2005 Development Agreement in effect that permits a dance studio on the property.

**Street Frontage:** The lot is a corner lot with approximately 17m frontage on Church Street and 34m on Belmont Street.



# NEIGHBOURHOOD CONTEXT

- ❑ The subject property is located in the General Residential Zone and surrounded by detached residential dwellings.
- ❑ Directly opposite the property along Church Street is a town-owned parking area and recreation space.
- ❑ The property is also within a close proximity to the Downtown Zone and can be easily accessed from any part of the Town.



# GENERAL DESCRIPTION

## Operation and Staffing

- ❑ The applicant intends to use the former Atlantic Ballet Studio as a pottery Studio (ceramic, pottery, stoneware and porcelain).
- ❑ Orders can be placed on-line and in-person, while pick-up (wholesale and retail) will be on-site.
- ❑ Items that would be sold include but are not limited to crafts, paints, ceramic slip (liquid clay), kit supplies and artisan hand tools.
- ❑ The space will also be made available for local artisans to teach their design, painting, pottery and clay molding skills.
- ❑ At the initial stage, the business will be operated by two persons. More will be employed as the business expands.
- ❑ The hours of operation will be 12pm till 8pm from Wednesday to Sunday. There is plan to extend this time from 7am till 10pm on Monday through Sunday as the need arises.



#seewhyweloveit



# GENERAL DESCRIPTION

## Parking

- ❑ 1 on-site space appears to be possible without impeding the easement. Removal of a large tree is proposed, which would facilitate an additional parking space.
- ❑ There is currently short-term parking across the street on the Town owned property at 105 Church Street.
- ❑ An existing right-of-way agreement on the property to access the garage at 108 Church Street from Belmont Street. The DA does not override the ROW.



#seewhywe



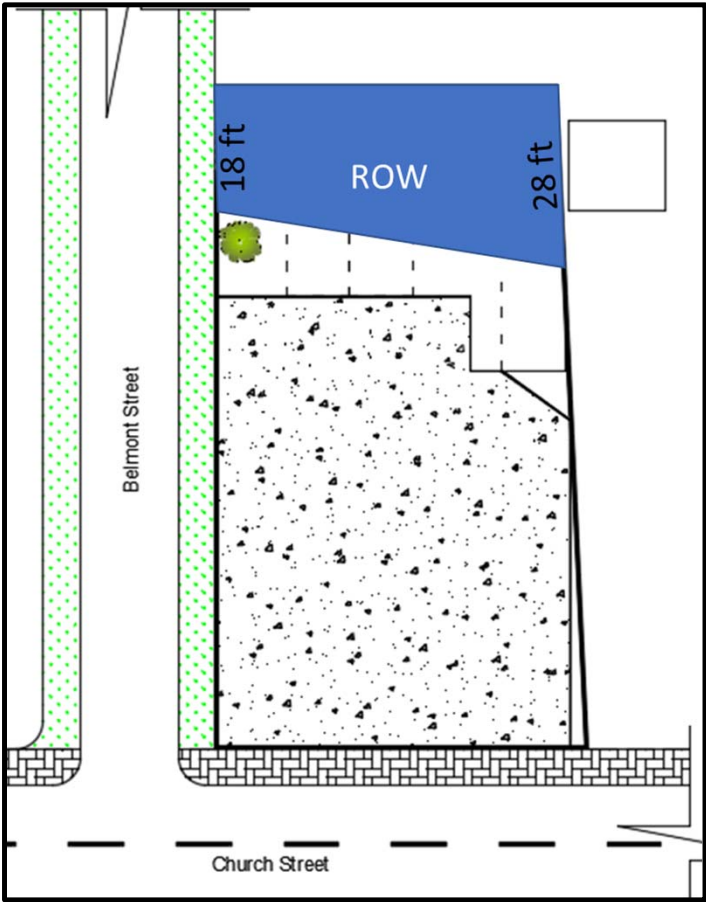
# GENERAL DESCRIPTION

## Signage

- ❑ The DA allows fascia signage on the street-facing walls and a projecting sign on the Church Street wall, and requires directional signage for signage and building function. Interior window signage is not regulated.
- ❑ Proposed wider entrance in front of the building to ease indoor shipment delivery, improve air circulation and create a more welcoming environment.



#seewhyweloveit



# Development Agreement

## Key Terms and Conditions

1. Clay Studio – creation & finishing of ceramic, stoneware and products. Classes, display and sale also permitted.
2. Maximum of 5 employees.
3. Hours of operation: 7am to 10pm
4. Any ventilation and or exhaust to the exterior of the building shall be located on the roof or street-facing walls of the building, and shall not emit any undue noise, odour, fumes, or particulate matter that would not otherwise be present in a typical residential neighbourhood.
5. No customer access or parking at the rear of the building or at 1 Belmont Street.



# RELEVANT PLANNING BYLAWS AND POLICIES

## 1. Land Use Bylaw Section 4.15 (Non-Conforming Use Changed by Development Agreement)

A development permit may be issued to change a non-conforming use to another use not normally permitted on the property by Development Agreement in accordance with Policy GP-11 of the Municipal Planning Strategy.

## 2. General Land Use and Development Policies

**GP-7 (Compatibility):** It shall be the intention of Council to allow a mix of compatible land uses and to minimize their impacts by:

- (a) requiring adequate buffering and setbacks;
- (b) screening development by the use of visual barriers;
- (c) regulating the location of parking, storage buildings or other accessory uses or facilities.

### **GP-11 (Non-conforming Uses)**

It shall be the intention of Council to permit, in all designations, a non-conforming use to change to another use not normally permitted on the property by way of Development Agreement. In considering such a development agreement, Council shall consider the following:

- (a) that the proposed use exerts a similar or less of an impact on the surrounding neighbourhood;
- (b) the use of buffering, landscaping or fencing to reduce possible impacts or otherwise improve the property;
- (c) that adequate parking is provided for the new use; or the existing parking situation is improved by virtue of the development agreement;
- (d) the proposal will not involve any expansion of the use onto a lot not originally occupied by the use except for the provision of parking;
- (e) signage on the property; (f) hours of operation; (g) the adequacy of the transportation network to accommodate the proposed use

# RELEVANT PLANNING BYLAWS AND POLICIES

## 3. Implementation Policy

### A-5 (Amendment Criteria)

It shall be the intention of Council, when considering an amendment to this or any other planning document, including the entering into or amendment of a development agreement, to consider the following matters, in addition to all other criteria set out in the various policies of this planning strategy:

- (a) That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.
- (b) That the proposal is not premature or inappropriate by reason of:
  - (i) the financial capability of the Town to absorb any costs relating to the development;
  - (ii) the adequacy of municipal water, sanitary sewer and storm sewer services;
  - (iii) the adequacy of road networks, in, adjacent to, or leading to the development
- (c) That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:
  - (i) type of use;
  - (ii) height, bulk and lot coverage of any proposed building;
  - (iii) parking, traffic generation, access to and egress from the site;
  - (iv) any other matter of planning concern outlined in this strategy.

Lillian Thorsteinson  
108 Church Street  
Amherst Nova Scotia, B4H 3B5

May 21, 2023

Town of Amherst Planning Advisory Committee  
Town of Amherst  
98 Victoria St. E.  
Amherst Nova Scotia, B4H 4A1

Dear Town of Amherst Planning Advisory Committee,

I am writing this letter to express my concerns about the application for a Development Agreement for the property located at 106 Church Street (PID: 25013871). I am very concerned about the negative environmental impact that would result from changing the use of the property from a dance studio to a clay studio.

My first environmental concern would be the impact on the air quality. If the business plans to operate kilns to produce ceramics, what steps will be taken to contain the air pollutants created in this process?

Will there be impurities in the material used that will be burned and exhausted into the air? Also, there will be air contaminants produced when burning toxic chemicals such as glazes. What will be done to control the amount of pollution created when burning toxic chemicals at high temperatures for long periods of time? What will be done to protect the health of the families living close to 106 Church Street?

I am also concerned about the storage of chemicals. Will the chemicals be stored in a safe place? How will waste be handled? Currently the property owner is using the back of the property as storage. What will be done to prevent storage of unsightly industrial waste at the back of the property? I have already had to submit two complaints to the Town of Amherst about industrial waste stored at the back of the property.

To address my environmental concerns, I ask the Town of Amherst Planning Advisory Committee to conduct an environmental assessment on the impact of a clay manufacturing business in the area. Also, I hope that the premises be inspected by an environmental agency.

I am also concerned about the safety of operating kilns so close to our homes. I believe the proposed business creates a risk for fire. With my property so close I fear that if there was a fire, that fire would spread to my property as well. What will be done to minimize the risk of fire from operating the kilns?

It is not just the risk of fire that impacts my property. The operation of a manufacturing business creates industrial noise. The property owner has been unloading trucks during evening hours, after 11 PM. This noise has been waking me up at night and has been detrimental to my health. What protections will be put in place to ensure the business owner operates their business during business hours and does not disrupt the neighboring residents?

Also, there are ongoing concerns with my usage of Right-Of-Way. The property of 106 Church Street is subject to the burden of right-of-way. The driveway to my garage passes across 106 Church to 108 Church. I am often unable to leave my home since this right-of-way is blocked and I cannot drive my car onto the street.

The current property owner leaves vehicles in the path of right-of-way that prohibits it's use. I believe if the property is changed to a clay studio, this problem will get worse. There will be large trucks unloading materials and loading clay shipments, blocking the right-of-way.

How can the Town enforce the right-of-way? What can be done to alleviate the personal suffrage caused by not being able to leave my home?

My property will also be impacted by house insurance. Mine and the surrounding neighbor's insurance premiums will increase due to the hazard of being close to a clay manufacturing business. I also believe there will be a decrease in property value for the surrounding properties if the property in question was changed to a clay studio.

I believe that this type of business would be better suited to an Industrial Area or designated Commercial Zone. The dance studio received permission to operate a commercial business in a residential zone. To extend this permission to a business which possesses potential health and safety risks would cause undue stress to the residents of a residential zone.

Has the Town of Amherst Planning Advisory Committee reviewed a Business Plan to determine if the proposed business is indeed a studio or a ceramics manufacturer? Will the majority of the studio's customers be locals purchasing ceramics or will the bulk of the business involve shipping large orders to other businesses/customers?

As a Amherstonian I share the Town's future vision for Amherst as stated in Town of Amherst Municipal Planning Strategy – Bylaw P-1, Section 2.1. I too believe we should be custodians of the local environment. This involves keeping our air pure and our waste minimized. To live a healthy lifestyle free from air contaminants and industrial waste.

As stated in Town of Amherst Municipal Planning Strategy – Bylaw P-1, Section 3.8 Environment, E-4. It is the intention of the Council to discourage the development of industries which could have a potential to decrease the air quality of the area. I ask that the Council take this into consideration when determining to allow a clay manufacturing business to exhaust toxicants into the air close to where the town's population lives.

Thank you for taking these concerns into consideration,

Lillian Thorsteinson

Case No: DA-2023-XX

This Agreement made this \_\_\_\_\_ Day of \_\_\_\_\_ 2023.

Between:

**WILLARD LEECK & LESLIE SADLER** (owner of property located at 106 Church Street, Amherst [PID 25013871], hereinafter called the "Owner"),

of the one part, and

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

of the other part.

WHEREAS the Owner wishes to obtain permission pursuant to Policy GP-11 of the Municipal Planning Strategy of the Town of Amherst, to operate a clay studio on property located at 106 Church Street (PID 25013871).

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

AND WHEREAS the Council of the Town, at its meeting on the \_\_\_\_<sup>th</sup> Day of \_\_\_\_\_ 2023, approved the said Development Agreement, subject to the registered Owner of the land described herein entering into this Agreement;

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

- 1) That the Owner is the registered owner of the aforesaid Land in the Town of Amherst, hereinafter called the "Land". The aforesaid Land is the only land in the Town of Amherst to which this Agreement applies, and the Land is illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may operate a clay studio on the said lands, subject to the following Schedule A, attached.
- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any Provincial or Federal statute, act, or regulation.
- 4) Any failure of the Town to insist upon strict enforcement of any requirements or conditions contained in this Agreement shall not be deemed a waiver of any rights or remedies that the Town may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.

- 5) Should the Owner fail to act in accordance with any aspect of this Agreement, the Town shall retain the right to discharge the Agreement upon 30 days notification and / or enter the property and conduct the required work. The cost of the said work will become a lien on the property tax bill.
- 6) The Town shall issue the necessary Development Permit for the development upon expiration of the appeal period specified for Development Agreements under Section 249 of the *Municipal Government Act*, as the same may be amended from time to time, or upon the withdrawal or dismissal of any appeal which may be taken.
- 7) The Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Town in accordance with Section 229 of the *Municipal Government Act*.
- 8) Uses permitted as-of-right in the R-1 Residential Zone, as may be amended from time to time, are permitted on the property pursuant to the requirements of the said zone.
- 9) The following matters are considered not substantive as per Section 227 (3) (a) of the Municipal Government Act:
  - a. The hours of operation as indicated in Schedule A.
  - b. The number of employees as indicated in Schedule A.
  - c. The type of use as indicated in Schedule A.

**SIGNED, SEALED AND DELIVERED**

In the presence of

---

---

---

**THE TOWN OF AMHERST**

---

David Kogon MD, Mayor

---

Jason MacDonald, MCIP, LPP, CAO

**FOR THE OWNER**

---

Leslie Sadler

---

Willard Leeck

## Schedule A

## 106 Church Street Amherst

### Terms and Conditions:

1. Use of the property shall be limited to a clay studio defined as the creation and finishing of ceramics, stoneware and porcelain objects. Other uses related to the clay studio may include instructional classes and the storage, presentation and sale of materials and finished pottery objects.
2. A maximum of 5 people may be employed on the property.
3. The hours of operation, including shipping and receiving, shall be limited to between 7:00 a.m. and 10:00 p.m.
4. No outdoor storage, including but not limited to materials and equipment, shall be permitted on the Lands other than that required to comply with the Town of Amherst Solid Waste Bylaw.
5. The exterior of the building shall be maintained in a manner appropriate for the surrounding residential neighbourhood.
6. No accessory buildings are permitted on the Land and no expansions to the existing building are permitted except mechanical equipment or expansions required for barrier-free access.
7. **Except where required to meet barrier-free access requirements, Customer access to the building shall be limited to the side of the building that faces directly onto a street. Where barrier-free access is proposed at the rear of the building, the Owner shall demonstrate to the satisfaction of the Development Officer that no other reasonable option exists to provide such access.**
8. Operation of the clay studio shall conform to the Nova Scotia Occupational Health and Safety Act and regulations.
9. Any ventilation and or exhaust to the exterior of the building shall be located on the roof or street-facing walls of the building, and shall not emit any undue noise, odour, fumes, or particulate matter that would not otherwise be present in a typical residential neighbourhood.
10. **This agreement does not supersede or allow impedance of the right-of-way that exists across the rear property line on the Lands from Belmont Street to access the property at 108 Church Street (PID 25013897). The right-of-way is 18 feet wide along Belmont Street and 28 feet wide along the property line shared with 106 and 108 Church Street.**
11. Other than by the Owner, parking by pottery studio staff or customers shall not be permitted on private property adjacent to 106 Church Street, including 1 Belmont Street.
12. The Owner shall keep the Land and building and any portion thereof clean and in good repair. All elements of the development on the Land shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.
13. The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties.
14. Storm water runoff on the south east side of the roof shall be channeled directly into the municipal storm water system.

15. Signage shall be limited to a maximum of one sign affixed to the building wall along Church and Belmont Street and one projecting sign. All such signs shall be a maximum of 1.2 square metres in area. Signs that pertain to parking or functioning of the building shall be permitted.
16. Signage shall be posted at the rear of the building indicating no customer parking is permitted and any parking shall not block the right-of-way.

# **SYNOPSIS**

## **Development Agreement**

### **Electric Street Second Reading**

---

The attached draft development agreement would permit the construction of a 3 storey, 24-unit apartment building near the corner of Electric Street and Maple Avenue. Approximately half of the dwelling units will be affordable.

An advertised Public Participation Opportunity was held on May 24<sup>th</sup>, 2023. On June 5<sup>th</sup> the Planning Advisory Committee recommended that Council enter into the Development Agreement as the proposal meets the general intent of the Municipal Planning Strategy. Council gave First Reading on June 26<sup>th</sup> and held an advertised Public Hearing on July 12<sup>th</sup>.

In addition to being in conformance with the Municipal Planning Strategy, the development addresses the current housing shortage by providing much needed affordable housing within the Downtown Core Area.

#### **MOTION:**

**That Council give Second Reading of the attached Development Agreement for Electric Street (PIDs: 25508698, 25005430 and 25033747) that would permit a 3-story, 24-unit apartment building.**

---

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

**SUBMITTED BY:** Andrew Fisher, Director of Planning & Strategic Priorities

**DATE:** September 25, 2023

**SUBJECT:** Development Agreement – Electric Street

---

**ORIGIN:** An application for a development agreement to allow the construction of a 3-story, 24-unit apartment building on three abutting properties along Electric Street (PIDs: 25508698, 25005430 and 25033747).

**LEGISLATIVE AUTHORITY:** *Municipal Government Act Part VIII Planning and Development.*

**RECOMMENDATION:** That Council give Second Reading of the attached Development Agreement for Electric Street (PIDs: 25508698, 25005430 and 25033747) that would permit a 3-story, 24-unit apartment building.

**BACKGROUND:** Attached is the draft development agreement. An advertised Public Participation Opportunity was held on May 24, 2023. The public were pleased with the proposal and made suggestions towards improvement.

Council is referred to the June 5, 2023 staff report to the Planning Advisory Committee that contains details about the proposed development, input received through the Public Participation Opportunity, information provided by the applicant, and a review of the relevant MPS policies.

**DISCUSSION:** As detailed in the attached staff report to the PAC, the proposal meets the general intent of MPS policies. The development agreement process provided the public an opportunity to give input that is detailed in the report.

Council gave First Reading at their regular meeting on June 26, 2023. An advertised Public Hearing was held on July 12, 2023.

**FINANCIAL IMPLICATIONS:** No significant costs specific to this issue. Ongoing tax revenue upon completion of the development.

**SOCIAL JUSTICE IMPLICATIONS:** Approximately half of the 24 units will be below market rent.

**ENVIRONMENTAL IMPLICATIONS:** This is infill development representing an efficient use of land that does not require new extension of municipal services. The location, central to many amenities within close walking distance reduces the reliance on the car.





## AMHERST TOWN COUNCIL

RFD# 2023119

Date: September 25, 2023

**COMMUNITY ENGAGEMENT:** May 24, 2023, Public Participation Opportunity, July 12, 2023 Public Hearing.

### **ALTERNATIVES:**

- 1) Give Second Reading of the development with specific amendments where necessary;
- 2) Refer the application back to the PAC for more information;
- 3) Reject the application citing specific policies that are not met by the proposal.

### **ATTACHMENTS:**

- 1) Development Agreement;
- 2) Staff report to PAC.

---

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



Case No: DA-2023-XX

This Agreement made this \_\_\_\_\_ Day of \_\_\_\_\_ 2023.

Between:

**CASEY REALTY LIMITED** (owner of three abutting properties along Electric Street, Amherst [PIDs: 25508698, 25005430 and 25033747], hereinafter called the “Owner”),

of the one part, and

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

of the other part.

WHEREAS the Owner wishes to obtain permission pursuant to Policy CP-15 of the Municipal Planning Strategy of the Town of Amherst, to construct a 3-story, 24-unit apartment building on three abutting properties along Electric Street (PIDs: 25508698, 25005430 and 25033747 respectively).

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

AND WHEREAS the Council of the Town, at its meeting on the \_\_\_\_<sup>th</sup> Day of \_\_\_\_\_ 2023, approved the said Development Agreement, subject to the registered Owner of the land described herein entering into this Agreement;

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

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

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

- 1) That the Owner is the registered owner of the aforesaid Land in the Town of Amherst, hereinafter called the “Land”. The aforesaid Land is the only land in the Town of Amherst to which this Agreement applies, and the Land is illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may construct a maximum of a 24-unit, 3-level apartment building on the said Land, subject to Schedules A, B, C, and D attached.
- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the Property

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

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

**SIGNED, SEALED AND DELIVERED**

In the presence of

\_\_\_\_\_

**THE TOWN OF AMHERST**

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

\_\_\_\_\_  
Jason MacDonald, MCIP, LPP, CAO

**FOR THE OWNER**

\_\_\_\_\_

\_\_\_\_\_

## **Schedule A**      **PID 25508698, 25005430 and 25033747, Electric Street, Amherst**

### Terms and Conditions:

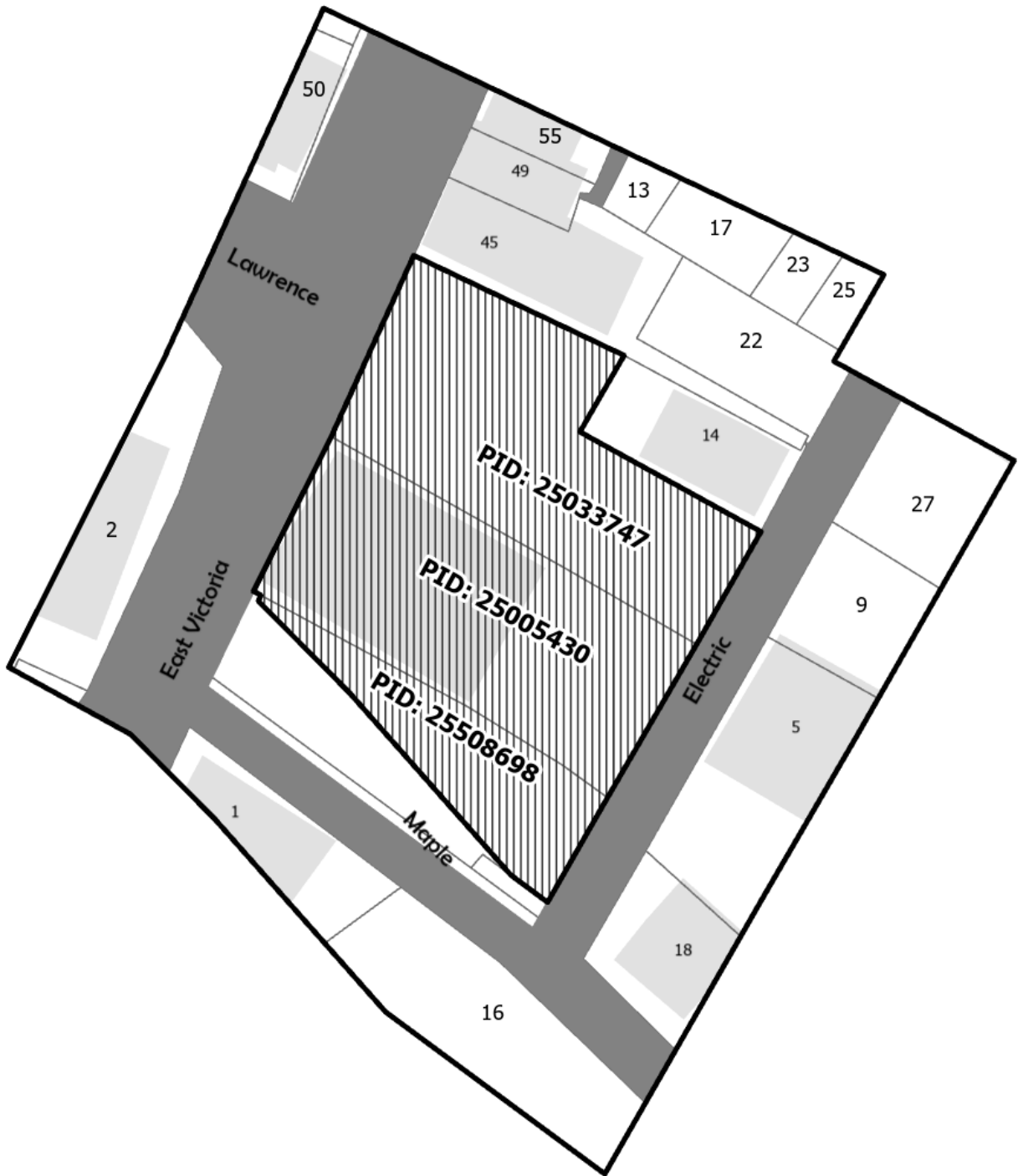
#### 1.0 USE OF LAND AND BUILDINGS

- 1.1 The use of the properties shall be limited to a 24-unit, 3-level apartment building in the general location as shown on Schedule 'C'. Other commercial uses are permitted, subject to compliance with the Amherst Land Use Bylaw.
- 1.2 A minimum of 48 parking spaces shall be provided on the Land and shall be generally configured as shown on Schedule 'C'.
- 1.4 Accessory buildings may be permitted on the Land in accordance with the *Town of Amherst Land Use Bylaw* and shall not be considered a substantial change to this agreement.
- 1.5 The building shall generally conform to the designs shown on Schedule 'C' and 'D'. Variations to the architectural details and footprint of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial changes to this agreement.
- 1.6 The Owner shall be responsible for landscaping unpaved areas and maintenance on the Land.
- 1.7 The Owner shall be responsible for maintaining screened solid waste containment areas, generally in the locations shown on Schedule 'C'.
- 1.8 Paving of the driveways and parking areas shall be completed for the facility within twelve (12) months from the date an Occupancy Permit is issued.

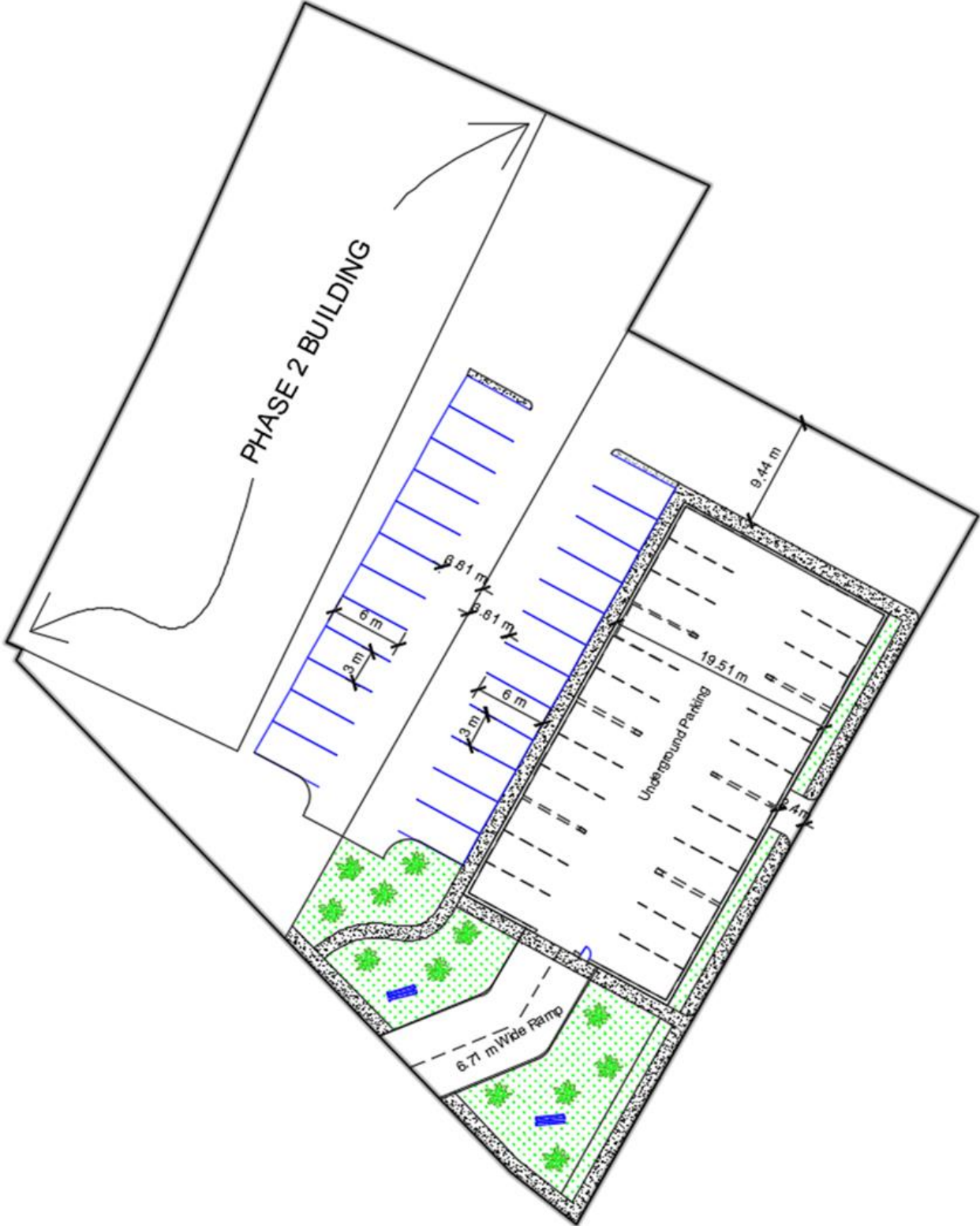
#### 2.0 GENERAL REQUIREMENTS

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

# SCHEDULE 'B'



**SCHEDULE 'C'**



# SCHEDULE 'D'



# MEMO

**TO:** Planning Advisory Committee  
**FROM:** Andrew Fisher, Director of Planning & Strategic Initiatives  
**DATE:** June 5, 2023  
**RE:** **Development Agreement – Apartment Building – Electric Street**

---

## PROPOSAL

An application by Casey Realty Limited for a development agreement to allow a 3-story, 24-unit apartment building on three abutting properties along Electric Street (PIDs: 25508698, 25005430 and 25033747 respectively).

## BACKGROUND INFORMATION

The attached application briefing provides the site details, neighborhood context, and building proposal details.

## PUBLIC PARTICIPATION OPPORTUNITY

A public participation opportunity advertised in accordance with the Policy for Public Participation and Notification was held on May 24, 2023. A video of the meeting has been made available, and a summary is provided as part of the information package. Written submissions are also part of the information package. Some of the concerns raised at the meeting could be summarized as follows:

Inputs received from the public during the meeting are summarized as follows:

- It is a great development to have a multi-unit residential development in the downtown area.
- The proposal raises the hope for revitalizing and expanding commerce in the downtown zone.
- The green space provided appears inadequate and unattractive.
- There is a push for a more visually appealing architecture, clean building and ground floor commercial use.
- Possibility of defacing Victoria Street by the residents of the proposed building prior to implementing phase-2 of the development.

While some of these concerns were addressed by the applicant during the meeting, others were noted for revision.

## RELEVANT POLICIES

## 1. Residential Policies (RP)

### RP-11 Affordable Housing

*It shall be the intention of Council to encourage and promote the provision of affordable housing units within all residential areas of the Town by: (a) encouraging a mix of housing types and densities; and, (d) cooperating with Federal and Provincial Governments to facilitate affordable housing within the town.*

The proponent noted that 50% of the proposed residential units will be affordable (i.e., below market rate) with support from senior levels of government. Furthermore, these additional dwelling units will broadly address the housing shortage by increasing supply, which tends to put downward pressure on rental rates.

## 2. General Land Use and Development Policies (GP)

### GP-7 Compatibility

*It shall be the intention of Council to allow a mix of compatible land uses to minimize their impacts by:*

- (a) requiring adequate buffering and setbacks;*
- (b) screening development by the use of visual barriers; and,*
- (c) regulating the location of parking, storage buildings and other accessory uses or facilities.*

The proposal does meet the minimum yard setback standards in the LUB, and fencing or other forms of visual barrier is not essential since this proposal is compatible with other land uses in the area. On top of that, the parking area (underground and surface) for the development is distributed in a manner that it does not dominate the area by limiting accessibility, utilization of vegetation, or aesthetic quality.

### GP-8 Density

*It shall be the intention of Council to allow development at a density appropriate to the overall desired character of the town.*

High density built to minimum setbacks is appropriate in the downtown core area where this development is proposed.

## 3. Municipal Service Policies (MS)

### MS-11 (In-fill Development)

*It shall be the intention of Council to encourage and facilitate the development of vacant land located on existing municipal services in order to make more efficient use of such services.*

The proposal is an infill development, which speaks to the efficient use of land that does not require extension of existing town infrastructure. Moreover, the development is in the downtown core area, which reduces vehicle dependency.

## 4. Sustainability Policies (SP)

### **SP-1 (Residential Development)**

*It shall be the intention of Council to encourage high density residential development in the Downtown Zone.*

This proposal fulfils the intents of this policy by providing twenty-four (24) new residential units, including fourteen 2-bedroom and ten 1-bedroom units in the downtown zone.

## **5. Commercial Policies (CP)**

### **Land Use Bylaw Section 8.3.2 (Permitted uses by Development Agreement)**

*In the Downtown Zone, a development permit application for the following uses shall be considered by development agreement in accordance with the applicable Municipal Planning Strategy (MPS) Policies:*

*(d) Ground floor residential uses subject to MPS Policy CP-15.*

### **CP-15 (Ground Floor Residential)**

*It shall be the intention of Council to consider applications for ground floor residential uses in the Downtown Zone by Development Agreement excluding that portion of a building that abuts Church, Victoria and Havelock Streets. Outside said streets, applications for new residential buildings or ground floor conversion of existing commercial and institutional buildings will not be considered for residential uses unless it can be shown that such a conversion will not detract from the commercial character of the surrounding streetscape.*

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

- (a) the location, height, bulk of the building;*
- (b) the architecture of the building;*
- (c) signage;*
- (d) parking facilities;*
- (e) landscaping;*
- (f) pedestrian access;*
- (g) the unique characteristics of the property and its relationship to the surrounding streetscape;*
- (h) that the ground floor frontage of any building fronting on Church, Havelock or Victoria Streets shall be used for commercial purposes.*

From all indications, the proposal will not undermine the commercial attributes in the area where it is being proposed. Instead, the development will enhance vibrancy and safety to businesses in the area by virtue of the presence of people downtown in the evening and night hours of the day. Besides, since the proposed building does not front Church, Victoria and Havelock Streets, it is not mandatory to have ground floor commercial uses.

Also, the overall design and layout of the development including matters such as height, parking, signage, accessibility among other issues outlined in this policy is addressed in the proposal. Also, the overall design and layout of the development including matters such as height, parking, signage, accessibility among other issues outlined in this policy are addressed in the proposal. The applicant has also agreed to improve the visual quality of the building through painting and material finishes.

## **6. Recreation Policies**

## **R-21 High Density Open Space**

*It shall be the intention of Council to require multiple unit residential properties to provide usable open space for the use of residents on the site.*

The proposed building covers only 27% of the entire lot area leaving over 70% of the area for other open space uses. Notwithstanding that a significant amount of the remaining space is dedicated to parking, patches of green areas are distributed over the site. Moreover, the proposed development is within close proximity to Victoria Park, which is a public open space, hence, an additional comfort space for the potential residents to explore.

## **7. Implementation Policy**

### **A-5 (Amendment Criteria)**

*It shall be the intention of Council, when considering an amendment to this or any other planning document, including the entering into or amendment of a development agreement, to consider the following matters, in addition to all other criteria set out in the various policies of this planning strategy:*

- (a) That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.*
- (b) That the proposal is not premature or inappropriate by reason of:
  - (i) the financial capability of the Town to absorb any costs relating to the development;*
  - (ii) the adequacy of municipal water, sanitary sewer and storm sewer services;*
  - (iii) the adequacy of road networks, in, adjacent to, or leading to the development**
- (c) That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:
  - (i) type of use;*
  - (ii) height, bulk and lot coverage of any proposed building;*
  - (iii) parking, traffic generation, access to and egress from the site;*
  - (iv) any other matter of planning concern outlined in this strategy.**

The proposal would be in compliance with the relevant town bylaws and regulations. In terms of subsection (b), there would be no significant burden on the Town's finances. The street network and town water, sanitary and storm sewer services can accommodate the development. With regard to subsection (c), the proposed use does not conflict with the existing uses in the neighborhood and the dimensions fit other existing developments in the area. Parking and traffic generation is split between an underground and surface parking area with access off Maple Avenue and Electric Street.

## **DISCUSSION & CONCLUSION**

The proposal will have a positive impact on the Town. Currently, there is a lack of housing in Amherst, particularly within close walking distance of the downtown core area to support downtown amenities and increase its vibrancy. This building is appropriate in the downtown core area in terms of its height, bulk and general built form. In addition, the development will result in more people living in the town center and increase activity during and after the regular business hours. Consequently, more people will

be drawn to spend their leisure time in the area, which further supports the case for other commercial and residential investments in this area.

Other positive elements include 24 barrier-free energy efficient building units, with 50% below market rate. This development would cater to those looking for a living option with a relatively low carbon footprint that supports lower dependence on a personal vehicle.

While improving the building façade and landscape on the site is encouraged, staff agree that the proposed development is in keeping with the general intent of the relevant policies in the Town's Municipal Planning Strategy.

The following decision options is therefore put forward:

### **OPTIONS:**

Option One: Recommend that Council enter into the Development Agreement for Electric Street as drafted, subject to any changes that may arise.

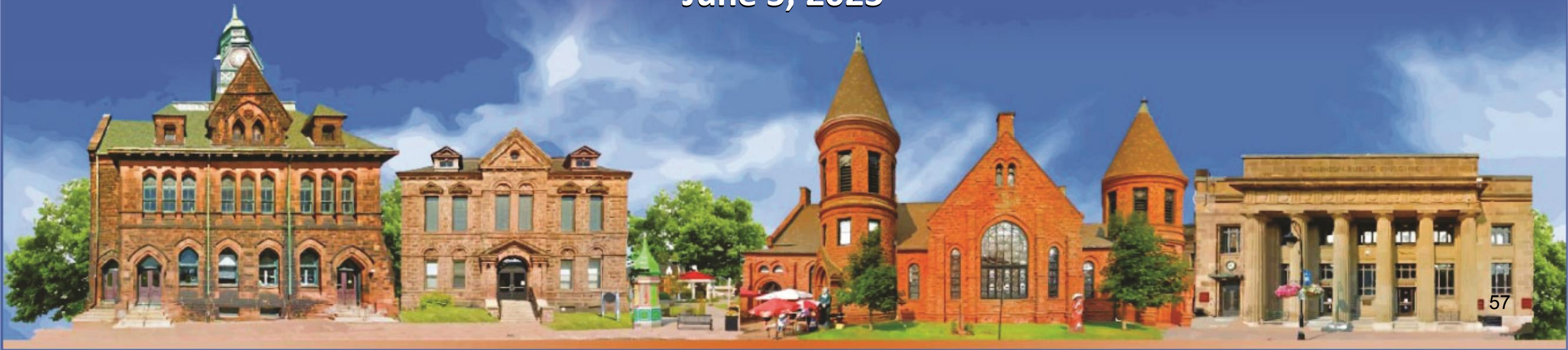
Option Two: Recommend that Council not enter into the Development Agreement for Electric Street.

**STAFF RECOMMENDATION: Option One.**

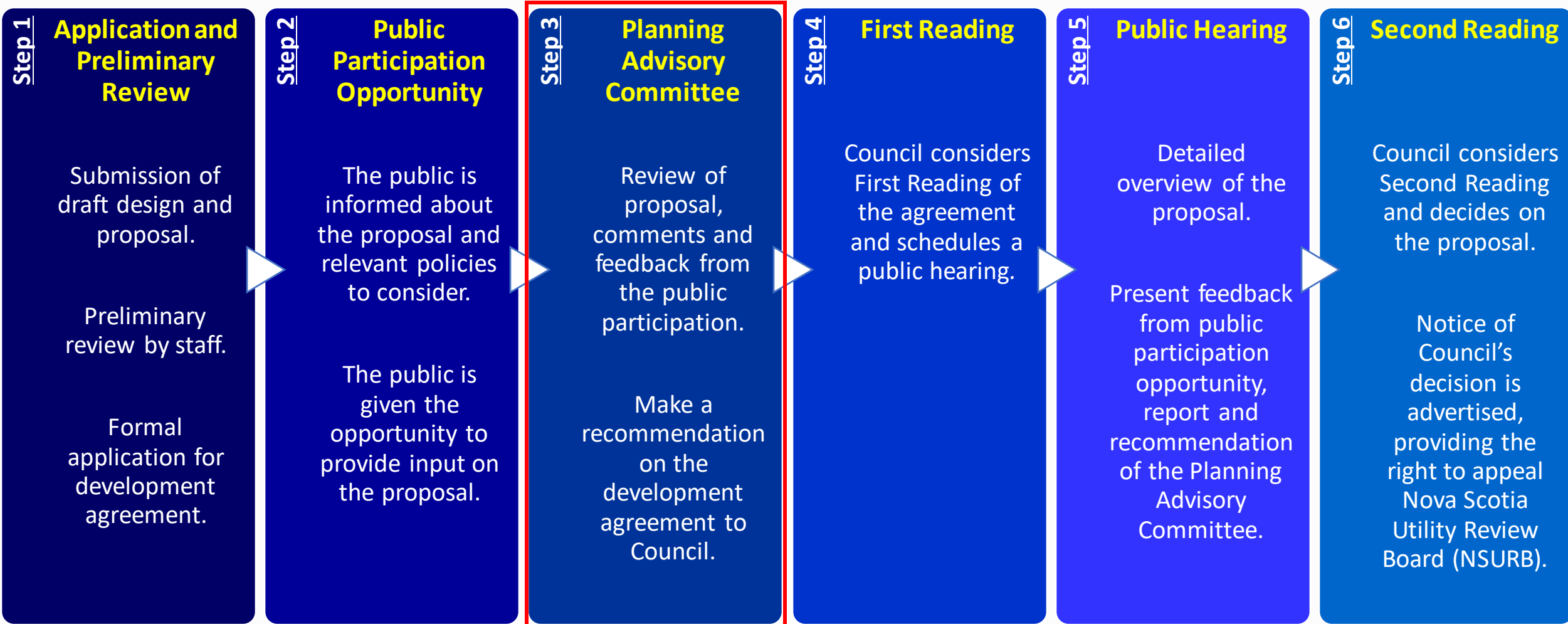
# Application Briefing

**Development Agreement to permit the construction of a 3-story, 24-unit apartment building on Electric Street**

June 5, 2023



# DEVELOPMENT AGREEMENT PROCESS



*\*All meetings of the Planning Advisory Committee and Council are open to the public.*

# APPLICATION DETAILS

**Applicant/ Owner:** Casey Realty Limited

**Summary of Proposal:** Development Agreement to permit the construction of a 3-story, 24-unit apartment building on three abutting properties along Electric Street,

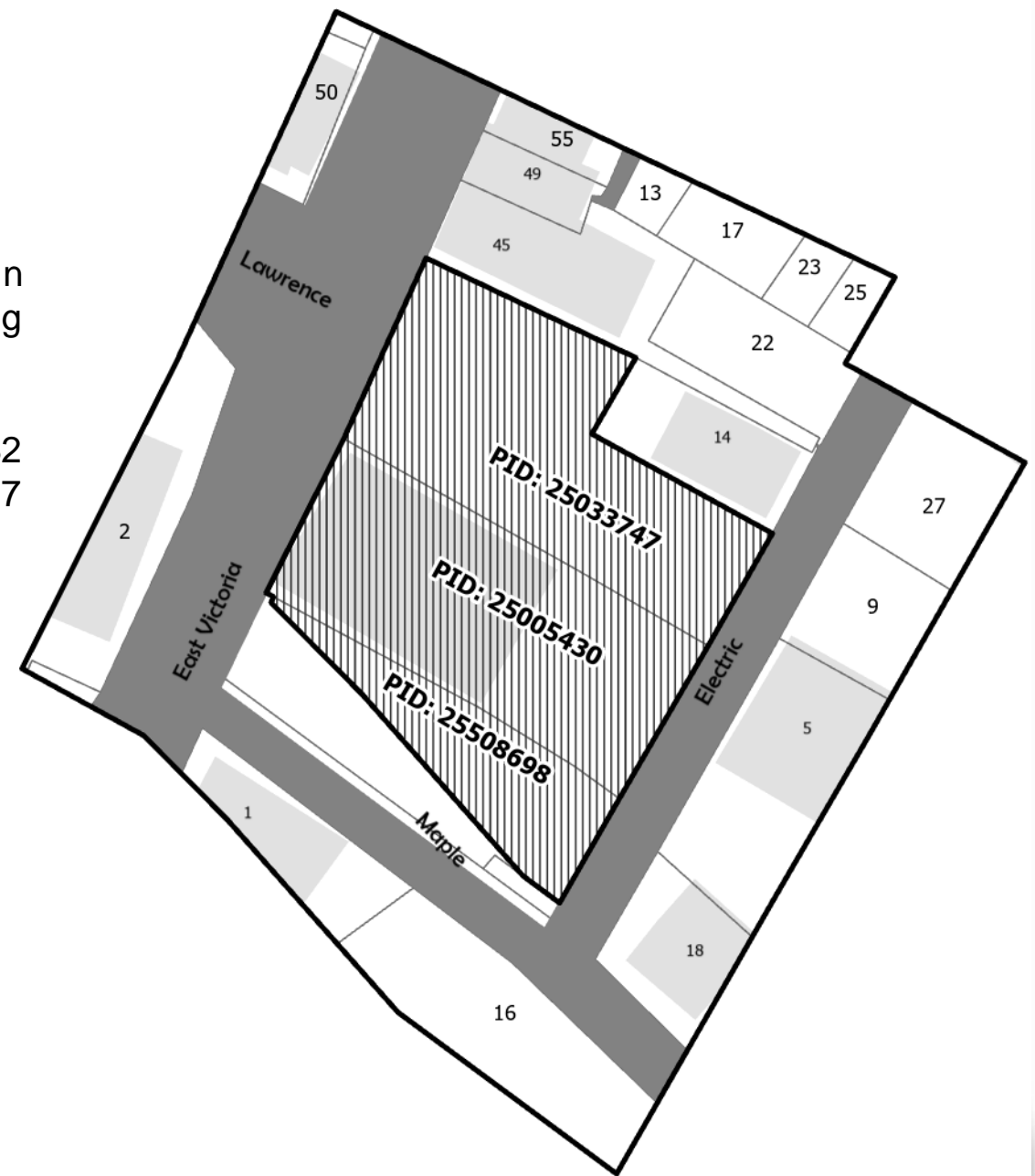
**Location:** Lots 21-1 Maple Avenue, 92-1 Victoria Street East, and 32 Victoria Street East (PIDs: 25508698, 25005430 and 25033747 respectively).

**Property Area:** 4586m<sup>2</sup> (1 acre).

**Existing Zoning:** Downtown (Core Area District)

**Existing Land Use:** Parking

**Street Frontage:** 62m along Maple Avenue and 70m along Electric Street



# NEIGHBOURHOOD CONTEXT

- ❑ The subject property exists in the downtown core.
- ❑ The property is a corner lot bounded by Victoria Street, Maple Avenue and Electric Street on the West, South and West respectively.
- ❑ The downtown core area with a variety commercial uses and services is within a very short walking distance to the site. This includes restaurants (Britney, Duncan's Pub, Art of Eating), Commercial Offices (Arthur J. Gallagher, Creighton Shatford), recreational facilities (Victoria Park, Dooly's, Amherst Lions Club), and health facilities (Lawtons Drugs Amherst).
- ❑ Moving further north along Victoria Street, the neighborhood consists of several historically significant building.
- ❑ Further down in the southwest direction is the rail track and blocks of general residential neighborhoods.



# NEIGHBOURHOOD CONTEXT



#seewhyweloveit



# GENERAL DESCRIPTION

**Units:** A 3-story, 24-unit apartment building. 14 two-bedroom units and 10 one-bedroom units.

**Proposed building area:** 737m<sup>2</sup> (2418 sqft).

**Lot coverage:** 16%.

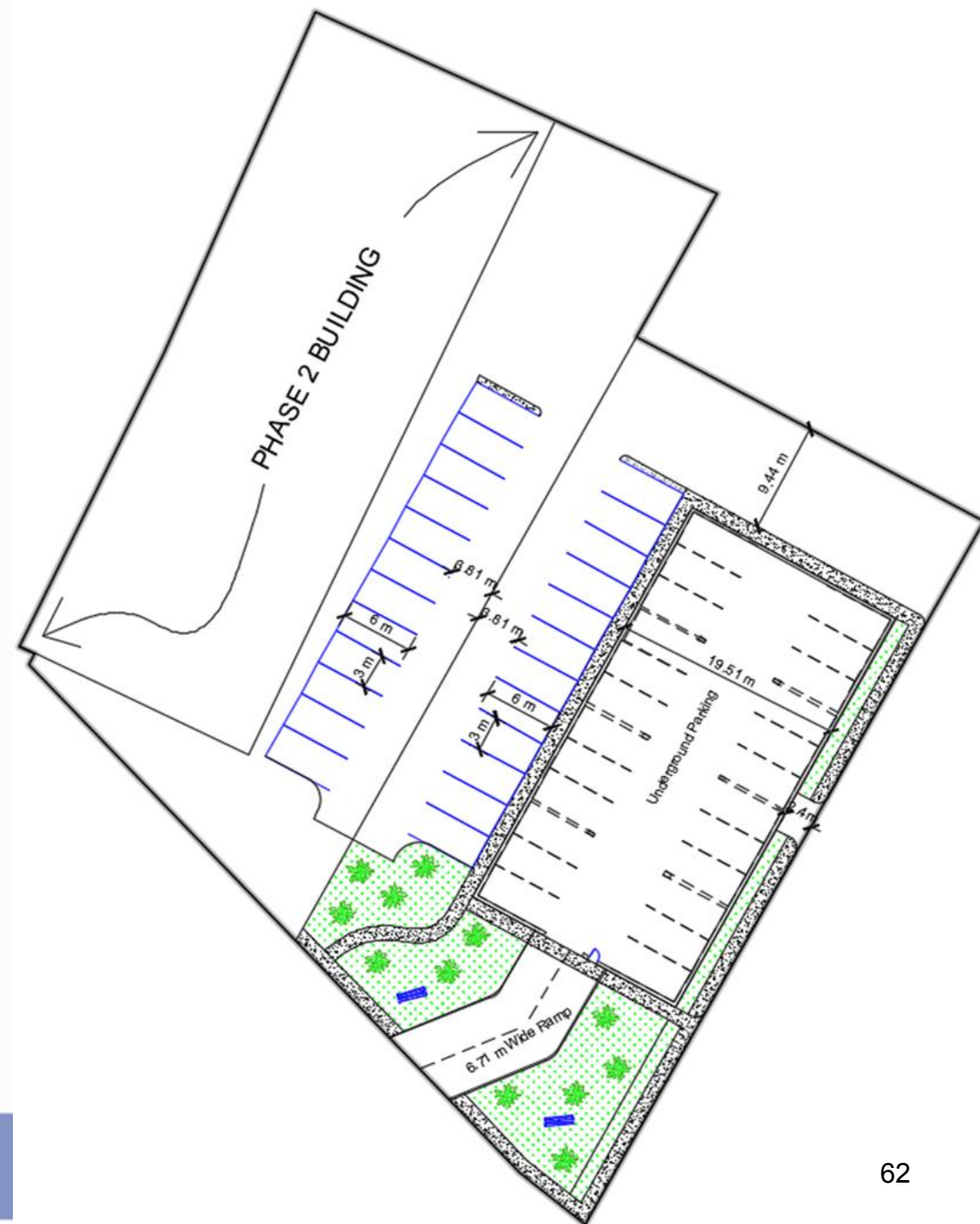
**Density:** 24 units / acre

**Parking:** 48 parking spaces including 24 surface and 24 underground parking spaces (i.e. 2 spaces/unit)

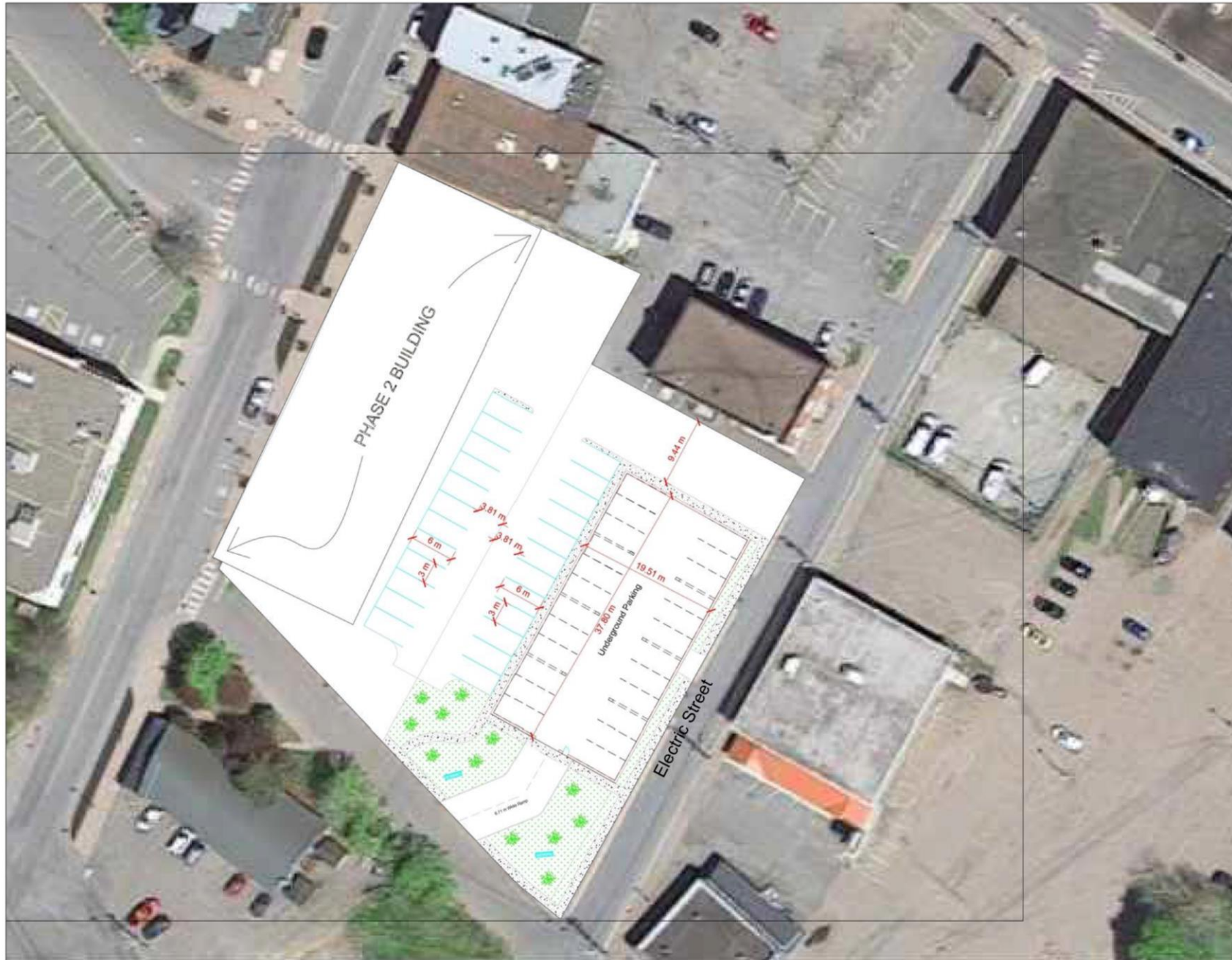
**Access:** Maple Avenue (underground parking) & Electric Street (Surface parking). The existing side walk along Maple Avenue and Electric Street will be extended around the building to ease pedestrian movement.

## Building Setbacks (approximate):

- Front Yard (Electric Street): 2.4m (8ft)
- Flank Yard (Maple Street): 11m (37ft) at the closest point
- Side Yard: 9.44m (31ft)
- Rear Yard: 43m (142ft)



# Site Plan



# Building Elevation



1 East  
1 : 100



4 West  
1 : 100



2 North  
1 : 100



3 South  
1 : 100

**M**aritech  
Construction Inc.

Rev	Description	Date

CODE: SUITABILITY DESCRIPTION

STATUS: PURPOSE OF ISSUE

PROJECT  
**CASEY  
APARTMENTS  
24 UNITS**

TITLE

**LOT 21-1 Electric St,  
Amherst**

CLIENT

**Casey Realty**

DRAWN BY: AK  
SCALE: @ A1)  
1 : 100

CHECKED BY: JH  
DATE: 23/04/26  
PROJECT NUMBER: 22-539

DRAWING NUMBER  
2

REV



# Building Elevation (3D)



#seewhywel



# RELEVANT PLANNING BYLAWS AND POLICIES

## 1. Land Use Bylaw Section 7.2.2 (Permitted Uses by Development Agreement )

In a Residential Zone, an application for the following uses shall be considered by development agreement in accordance with the applicable Municipal Planning Strategy (MPS) Policy:

(e) Apartment buildings greater than 4 units in accordance with Policy RP-9 of the MPS.

## 2. Residential Policies

### RP-9 (Medium and High Density by Development Agreement)

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

In negotiating such an agreement Council shall ensure that:

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

# RELEVANT PLANNING BYLAWS AND POLICIES

## RP-11 (Affordable Housing)

It shall be the intention of Council to encourage and promote the provision of affordable housing units within all residential area of town by: (a) encouraging a mix of housing types and densities.

## 3. General Land Use and Development Policies

### GP-7 (Compatibility)

It shall be the intention of Council to allow a mix of compatible land uses and to minimize their impacts by:

- (a) requiring adequate buffering and setbacks;
- (b) screening development by the use of visual barriers;
- (c) regulating the location of parking, storage buildings or other accessory uses or facilities.

### GP-8 (Density)

It shall be the intention of Council to allow development at a density appropriate to the overall desired character of the town.

## 4. Municipal Service Policies

**MS-11 (In-fill Development):** It shall be the intention of Council to encourage and facilitate the development of vacant land located on existing municipal services in order to make more efficient use of such services.

## 5. Sustainability Policies

**SP-1 (Residential Development):** It shall be the intention of Council to encourage high density residential development in the Downtown Zone.

**SP-2 (Residential Development):** It shall be the intention of Council to encourage multiunit residential on the upper floors in the Downtown Zone.

# RELEVANT PLANNING BYLAWS AND POLICIES

## 6. Land Use Bylaw Section 8.3.2 (Permitted uses by Development Agreement)

In the Downtown Zone, a development permit application for the following uses shall be considered by development agreement in accordance with the applicable Municipal Planning Strategy (MPS) Policies:

- (d) Ground floor residential uses subject to MPS Policy CP-15.

## 7. Commercial Policies

### P-15 (Ground Floor Residential)

It shall be the intention of Council to consider applications for ground floor residential uses in the Downtown Zone by Development Agreement excluding that portion of a building that abuts Church, Victoria and Havelock Streets. Outside said streets, applications for new residential buildings or ground floor conversion of existing commercial and institutional buildings will not be considered for residential uses unless it can be shown that such a conversion will not detract from the commercial character of the surrounding streetscape.

In negotiating such a development agreement, Council shall take into account:

- (a) the location, height, bulk of the building;
- (b) the architecture of the building;
- (c) signage;
- (d) parking facilities;
- (e) landscaping;
- (f) pedestrian access;
- (g) the unique characteristics of the property and its relationship to the surrounding streetscape;
- (h) that the ground floor frontage of any building fronting on Church, Havelock or Victoria Streets shall be used for commercial purposes.

# RELEVANT PLANNING BYLAWS AND POLICIES

## 8. Implementation Policy

### A-5 (Amendment Criteria)

It shall be the intention of Council, when considering an amendment to this or any other planning document, including the entering into or amendment of a development agreement, to consider the following matters, in addition to all other criteria set out in the various policies of this planning strategy:

- (a) That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.
- (b) That the proposal is not premature or inappropriate by reason of:
  - (i) the financial capability of the Town to absorb any costs relating to the development;
  - (ii) the adequacy of municipal water, sanitary sewer and storm sewer services;
  - (iii) the adequacy of road networks, in, adjacent to, or leading to the development
- (c) That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:
  - (i) type of use;
  - (ii) height, bulk and lot coverage of any proposed building;
  - (iii) parking, traffic generation, access to and egress from the site;
  - (iv) any other matter of planning concern outlined in this strategy.

# **SYNOPSIS**

## **Development Agreement**

### **Lot 22-2 Prince Arthur Street**

### **Second Reading**

---

The attached development agreement for Lot 22-2 Prince Arthur Street would permit the construction of a 3 storey, 24-unit apartment building on a portion of the existing parking lot behind the Amherst Theatre. Approximately half of the dwelling units will be affordable.

An advertised Public Participation Opportunity was held on May 24<sup>th</sup>, 2023. On June 5<sup>th</sup> the Planning Advisory Committee recommended that Council enter into the Development Agreement as the proposal meets the general intent of the Municipal Planning Strategy. Council gave First Reading on June 26<sup>th</sup> and held an advertised Public Hearing on July 12<sup>th</sup>.

In addition to being in conformance with the Municipal Planning Strategy, the development addresses the current housing shortage by providing much needed affordable housing within the Downtown Core Area.

#### **MOTION:**

**That Council give Second Reading of the Development Agreement for Lot 22-2 Prince Arthur Street (PID: 25514563) to permit the construction of a 24-unit apartment building.**

---

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

**SUBMITTED BY:** Andrew Fisher, Director of Planning & Strategic Priorities

**DATE:** September 25, 2023

**SUBJECT:** Development Agreement – Prince Arthur Street

---

**ORIGIN:** An application for a development agreement to allow the construction of a 3-story, 24-unit apartment building on Lot 22-2, Prince Arthur Street (PID: 25514563).

**LEGISLATIVE AUTHORITY:** *Municipal Government Act* Part VIII Planning and Development.

**RECOMMENDATION:** That Council give Second Reading of the Development Agreement for Lot 22-2 Prince Arthur Street (PID: 25514563) to permit the construction of a 24-unit apartment building.

**BACKGROUND:** Attached is the draft development agreement. An advertised Public Participation Opportunity was held on May 24, 2023. The public were pleased with the proposal and made suggestions towards improvement.

Council is referred to June 5, 2023, staff report to the Planning Advisory Committee that contains details about the proposed development, input received through the Public Participation Opportunity, information provided by the applicant, and a review of the relevant MPS policies.

**DISCUSSION:** As detailed in the attached staff report to the PAC, the proposal meets the general intent of MPS policies. The development agreement process provided the public an opportunity to give input that is detailed in the report.

Council gave First Reading at their regular meeting on June 26, 2023. An advertised Public Hearing was held on July 12, 2023.

**FINANCIAL IMPLICATIONS:** No significant costs specific to this issue. Ongoing tax revenue upon completion of the development.

**SOCIAL JUSTICE IMPLICATIONS:** Approximately half of the 24 units will be below market rent.

**ENVIRONMENTAL IMPLICATIONS:** This is infill development representing an efficient use of land that does not require new extension of municipal services. The location, central to many amenities within close walking distance reduces the reliance on the car.





## AMHERST TOWN COUNCIL

RFD# 2023120

Date: September 25, 2023

**COMMUNITY ENGAGEMENT:** May 24, 2023, Public Participation Opportunity, July 12, 2023 Public Hearing.

### **ALTERNATIVES:**

- 1) Give Second Reading of the development with specific amendments where necessary;
- 2) Refer the application back to the PAC for more information;
- 3) Reject the application citing specific policies that are not met by the proposal.

### **ATTACHMENTS:**

- 1) Development Agreement;
- 2) Staff report to PAC.

---

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



Case No: DA-2023-XX

This Agreement made this \_\_\_\_\_ Day of \_\_\_\_\_ 2023.

Between:

**CASEY REALTY LIMITED** (owner of Lot 22-2 Prince Arthur Street, Amherst [PID: 25514563], hereinafter called the "Owner"),

of the one part, and

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

of the other part.

WHEREAS the Owner wishes to obtain permission pursuant to Policy CP-15 of the Municipal Planning Strategy of the Town of Amherst, to construct a 3-story, 24-unit apartment building on three abutting properties along Prince Arthur Street (PID: 25514563).

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

AND WHEREAS the Council of the Town, at its meeting on the \_\_\_\_<sup>th</sup> Day of \_\_\_\_\_ 2023, approved the said Development Agreement, subject to the registered Owner of the land described herein entering into this Agreement;

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

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

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

- 1) That the Owner is the registered owner of the aforesaid Land in the Town of Amherst, hereinafter called the "Land". The aforesaid Land is the only land in the Town of Amherst to which this Agreement applies, and the Land is illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may construct a maximum of a 24-unit, 3-level apartment building on the said Land, subject to Schedules A, B, C, and D attached.
- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any Provincial or Federal statute, act, or regulation.

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

**SIGNED, SEALED AND DELIVERED**

In the presence of

---

**THE TOWN OF AMHERST**

---

David Kogon MD, Mayor

---

Jason MacDonald, MCIP, LPP, CAO

**FOR THE OWNER**

---

---

## Schedule A

## Lot 22-2, PID 25514563, Prince Arthur Street, Amherst

### Terms and Conditions:

#### 1.0 USE OF LAND AND BUILDINGS

- 1.1 The use of the property shall be limited to a 24-unit, 3-level apartment building in the general location as shown on Schedule 'C'.
- 1.2 A minimum of 46 parking spaces shall be provided on the Land and shall be generally configured as shown on Schedule 'C'.
- 1.4 Accessory buildings may be permitted on the Land in accordance with the *Town of Amherst Land Use Bylaw* and shall not be considered a substantial change to this agreement.
- 1.5 The building shall generally conform to the designs shown on Schedule 'C' and 'D'. Variations to the architectural details and footprint of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.6 The Owners shall be responsible for landscaping unpaved areas and maintenance on the Land.
- 1.7 The Owner shall install a fence along the property line that abuts properties fronting on Prince Arthur.
- 1.8 The Owner shall be responsible for maintaining screened solid waste containment areas, generally in the locations shown on Schedule 'C'.
- 1.9 Paving of the driveways and parking areas shall be completed for the facility within twelve (12) months from the date an Occupancy Permit is issued.

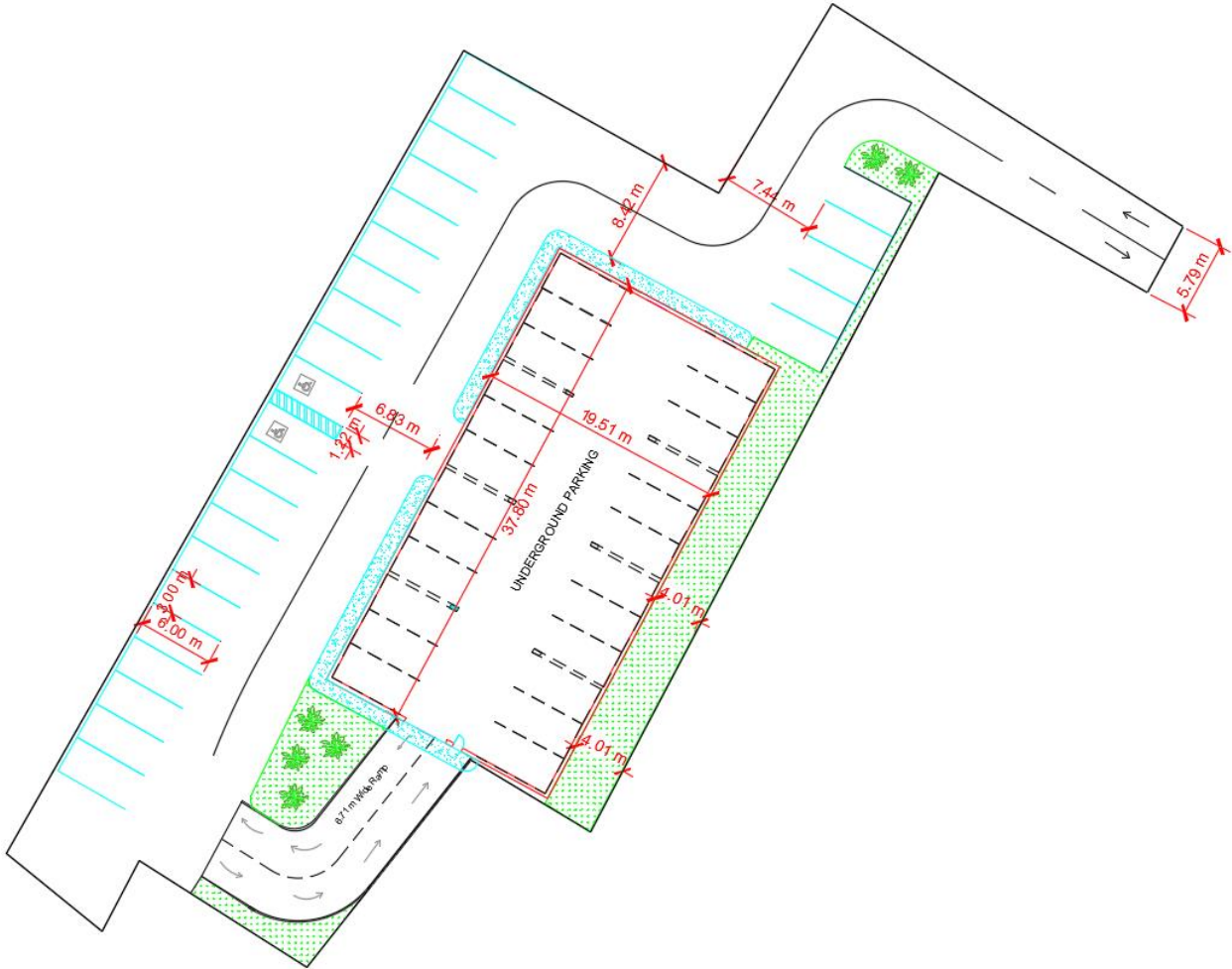
#### 2.0 GENERAL REQUIREMENTS

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

# SCHEDULE 'B'



# SCHEDULE 'C'



# SCHEDULE 'D'



# MEMO

**TO:** Planning Advisory Committee  
**FROM:** Andrew Fisher, Director of Planning & Strategic Initiatives  
**DATE:** June 5, 2023  
**RE:** **Development Agreement – Apartment Building – Prince Arthur Street**

---

## PROPOSAL

An application by Casey Realty Limited for a development agreement to allow a 3-story, 24-unit apartment building on a portion of the existing parking lot behind the Amherst Theatre (PID: 25514563).

## BACKGROUND INFORMATION

The attached application briefing provides the site details, neighborhood context, and building proposal details.

## PUBLIC PARTICIPATION OPPORTUNITY

A public participation opportunity advertised in accordance with the Policy for Public Participation and Notification was held on May 24, 2023. A video of the meeting has been made available, and a summary is provided as part of the information package. Written submissions are also part of the information package.

Inputs received from the public during the meeting are summarized as follows:

- It is a great development to have a multi-unit residential development in the downtown area.
- The proposal raises the hope for revitalizing and expanding commerce in the downtown zone.
- The green space provided appears inadequate and unattractive.
- There is a push for a more visually appealing architecture, clean building and ground floor commercial use.
- Request for fencing on the rare yard and concern about the loss of parking available to the Lions Club.

While some of these concerns were addressed by the applicant during the meeting, others were noted for revision.

## RELEVANT POLICIES

## 1. Residential Policies (RP)

### RP-11 Affordable Housing

*It shall be the intention of Council to encourage and promote the provision of affordable housing units within all residential areas of the Town by: (a) encouraging a mix of housing types and densities; and, (d) cooperating with Federal and Provincial Governments to facilitate affordable housing within the town.*

The proponent noted that 50% of the proposed residential units will be affordable (i.e., below market rate) with support from senior levels of government. Furthermore, these additional dwelling units will broadly address the housing shortage by increasing supply, which tends to put downward pressure on rental rates.

## 2. General Land Use and Development Policies (GP)

### GP-7 Compatibility

*It shall be the intention of Council to allow a mix of compatible land uses to minimize their impacts by:*

- (a) requiring adequate buffering and setbacks;*
- (b) screening development by the use of visual barriers; and,*
- (c) regulating the location of parking, storage buildings and other accessory uses or facilities.*

The proposal does meet the minimum yard setback standards in the LUB. On top of that, the parking area (underground and surface) for the development is distributed in a manner that it does not dominate the area by limiting accessibility, utilization of vegetation, or aesthetic quality. Nevertheless, it is worthwhile to install a fence at the rear of the building for privacy between the development and the neighboring buildings that front along Prince Arthur Street.

### GP-8 Density

*It shall be the intention of Council to allow development at a density appropriate to the overall desired character of the town.*

High density built to minimum setbacks is appropriate in the downtown core area where this development is proposed.

## 3. Municipal Service Policies (MS)

### MS-11 (In-fill Development)

*It shall be the intention of Council to encourage and facilitate the development of vacant land located on existing municipal services in order to make more efficient use of such services.*

The proposal is an infill development, which speaks to the efficient use of land that does not require extension of existing town infrastructure. Moreover, the development is in the downtown core area, which reduces vehicle dependency.

## 4. Sustainability Policies (SP)

### **SP-1 (Residential Development)**

*It shall be the intention of Council to encourage high density residential development in the Downtown Zone.*

This proposal fulfils the intents of this policy by providing twenty-four (24) new residential units, including fourteen 2-bedroom and ten 1-bedroom units in the center of the town.

## **5. Commercial Policies (CP)**

### **Land Use Bylaw Section 8.3.2 (Permitted uses by Development Agreement)**

*In the Downtown Zone, a development permit application for the following uses shall be considered by development agreement in accordance with the applicable Municipal Planning Strategy (MPS) Policies:*

*(d) Ground floor residential uses subject to MPS Policy CP-15.*

### **CP-15 (Ground Floor Residential)**

*It shall be the intention of Council to consider applications for ground floor residential uses in the Downtown Zone by Development Agreement excluding that portion of a building that abuts Church, Victoria and Havelock Streets. Outside said streets, applications for new residential buildings or ground floor conversion of existing commercial and institutional buildings will not be considered for residential uses unless it can be shown that such a conversion will not detract from the commercial character of the surrounding streetscape.*

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

- (a) the location, height, bulk of the building;*
- (b) the architecture of the building;*
- (c) signage;*
- (d) parking facilities;*
- (e) landscaping;*
- (f) pedestrian access;*
- (g) the unique characteristics of the property and its relationship to the surrounding streetscape;*
- (h) that the ground floor frontage of any building fronting on Church, Havelock or Victoria Streets shall be used for commercial purposes.*

From all indications, the proposal will not undermine the commercial attributes in the area where it is being proposed. Instead, the development will enhance vibrancy and safety to businesses in the area by virtue of the presence of people downtown in the evening and night hours of the day. Besides, since the proposed building does not front Church, Victoria and Havelock Streets, it is not mandatory to have ground floor commercial uses.

Also, the overall design and layout of the development including matters such as height, parking, signage, accessibility among other issues outlined in this policy are addressed in the proposal. The 24 underground parking spaces are exclusive to the residents, while the remaining surface car park will be open to visitors. Furthermore, the applicant agreed to improve the visual quality of the building through painting and material finishes.

## **6. Recreation Policies**

## **R-21 High Density Open Space**

*It shall be the intention of Council to require multiple unit residential properties to provide usable open space for use of residents on the site.*

The proposed building covers only 27% of the entire lot area leaving over 70% of the area for other open space uses. Notwithstanding that a significant amount of the remaining space is dedicated to parking, patches of green areas are distributed over the site. The applicant has also recently purchased the property at 16, Prince Arthur Street and this area will be used as an additional open space for the residents in the meantime. Moreover, the proposed development is within close proximity to Victoria Park, which is a public open space, hence, an additional comfort space for the potential residents to explore.

## **7. Implementation Policy**

### **A-5 (Amendment Criteria)**

*It shall be the intention of Council, when considering an amendment to this or any other planning document, including the entering into or amendment of a development agreement, to consider the following matters, in addition to all other criteria set out in the various policies of this planning strategy:*

- (a) That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.*
- (b) That the proposal is not premature or inappropriate by reason of:*
  - (i) the financial capability of the Town to absorb any costs relating to the development;*
  - (ii) the adequacy of municipal water, sanitary sewer and storm sewer services;*
  - (iii) the adequacy of road networks, in, adjacent to, or leading to the development*
- (c) That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:*
  - (i) type of use;*
  - (ii) height, bulk and lot coverage of any proposed building;*
  - (iii) parking, traffic generation, access to and egress from the site;*
  - (iv) any other matter of planning concern outlined in this strategy.*

The proposal would be in compliance with the relevant town bylaws and regulations. In terms of subsection (b), there would be no significant burden on the Town's finances. The street network and town water, sanitary and storm sewer services can accommodate the development. With regard to subsection (c), the proposed use does not conflict with the existing uses in the neighborhood and the dimensions fit other existing developments in the area. Parking is split between the surface and underground, and traffic is off Prince Arthur Street, which is reasonable.

## **DISCUSSION & CONCLUSION**

The proposal will have a positive impact on the Town. Currently, there is a lack of housing in Amherst, particularly within close walking distance of the downtown core area to support downtown amenities and increase its vibrancy. This building is appropriate in the downtown core area in terms of its height, bulk and general built form. In addition, the development will result in more people living in the town center and increase activity during and after the regular business hours. Consequently, more people will

be drawn to spend their leisure time in the area, which further supports the case for other commercial and residential investments in this area.

Other positive elements include 24 barrier-free energy efficient building units, with 50% below market rate. This development would cater to those looking for a living option with a relatively low carbon footprint that supports lower dependence on a personal vehicle. By virtue of the location, there is ample parking nearby to cater for the Lion's Club.

While improving the building façade, landscape and fencing on the rare yard encouraged, staff agree that the proposed development is in keeping with the general intent of the relevant policies in the Town's Municipal Planning Strategy.

The following decision options is therefore put forward:

### **OPTIONS:**

Option One: Recommend that Council enter into the Development Agreement for Lot 22-2 Prince Arthur Street as drafted, subject to any changes that may arise.

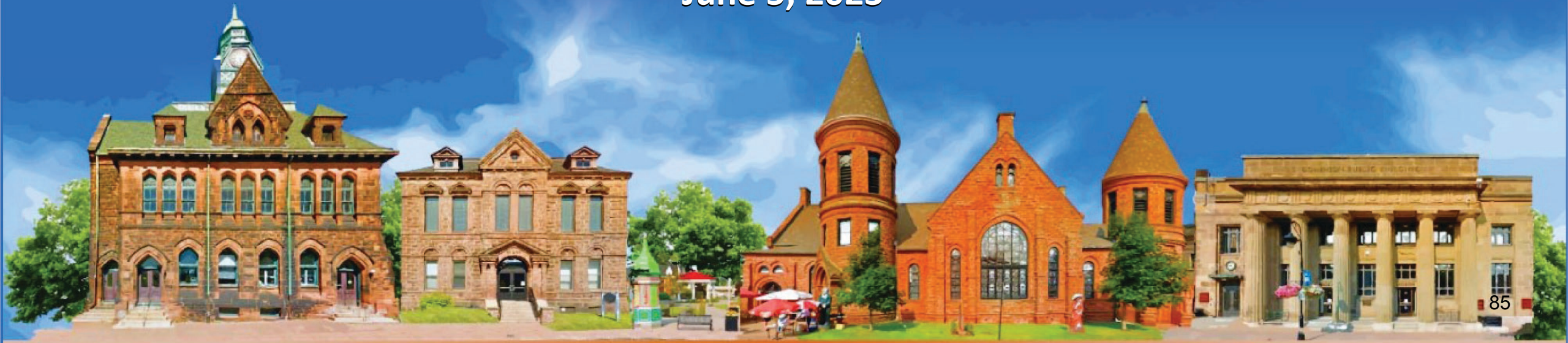
Option Two: Recommend that Council not enter into the Development Agreement for Lot 22-2 Prince Arthur Street.

**STAFF RECOMMENDATION: Option One.**

# Application Briefing

**Development Agreement to permit the construction of a 3-story, 24-unit apartment building on Prince Arthur Street**

June 5, 2023



# DEVELOPMENT AGREEMENT PROCESS



*\*All meetings of the Planning Advisory Committee and Council are open to the public.*

# APPLICATION DETAILS

**Applicant/ Owner:** Casey Realty Limited

**Summary of Proposal:** Development Agreement to permit the construction of a 3-story, 24-unit apartment building on Prince Arthur Street.

**Location:** Lot 22-2 Prince Arthur Street (PID: 25514563).

**Property Area:** 2699m<sup>2</sup> (0.66 acre).

**Existing Zoning:** Downtown (Core Area District)

**Existing Land Use:** Parking

**Street Frontage:** 5.79m along Prince Arthur Street



# NEIGHBOURHOOD CONTEXT

- ❑ The subject property exists in the downtown core.
- ❑ The property is a flag lot bounded by a mix of different uses including the Amherst Lions Club, a dental clinic, restaurants, the Amherst Theatre, and a variety of detach residential units.
- ❑ The downtown core area with a variety commercial uses and services is within a very short walking distance to this site.
- ❑ Directly opposite the driveway to this site is the Holy Family Catholic Church.



# NEIGHBOURHOOD CONTEXT



#seewhyweloveit

# GENERAL DESCRIPTION

**Units:** A 3-story, 24-unit apartment building. 14 two-bedroom units and 10 one-bedroom units.

**Proposed building area:** 737m<sup>2</sup> (2418 sqft).

**Lot coverage:** 27%.

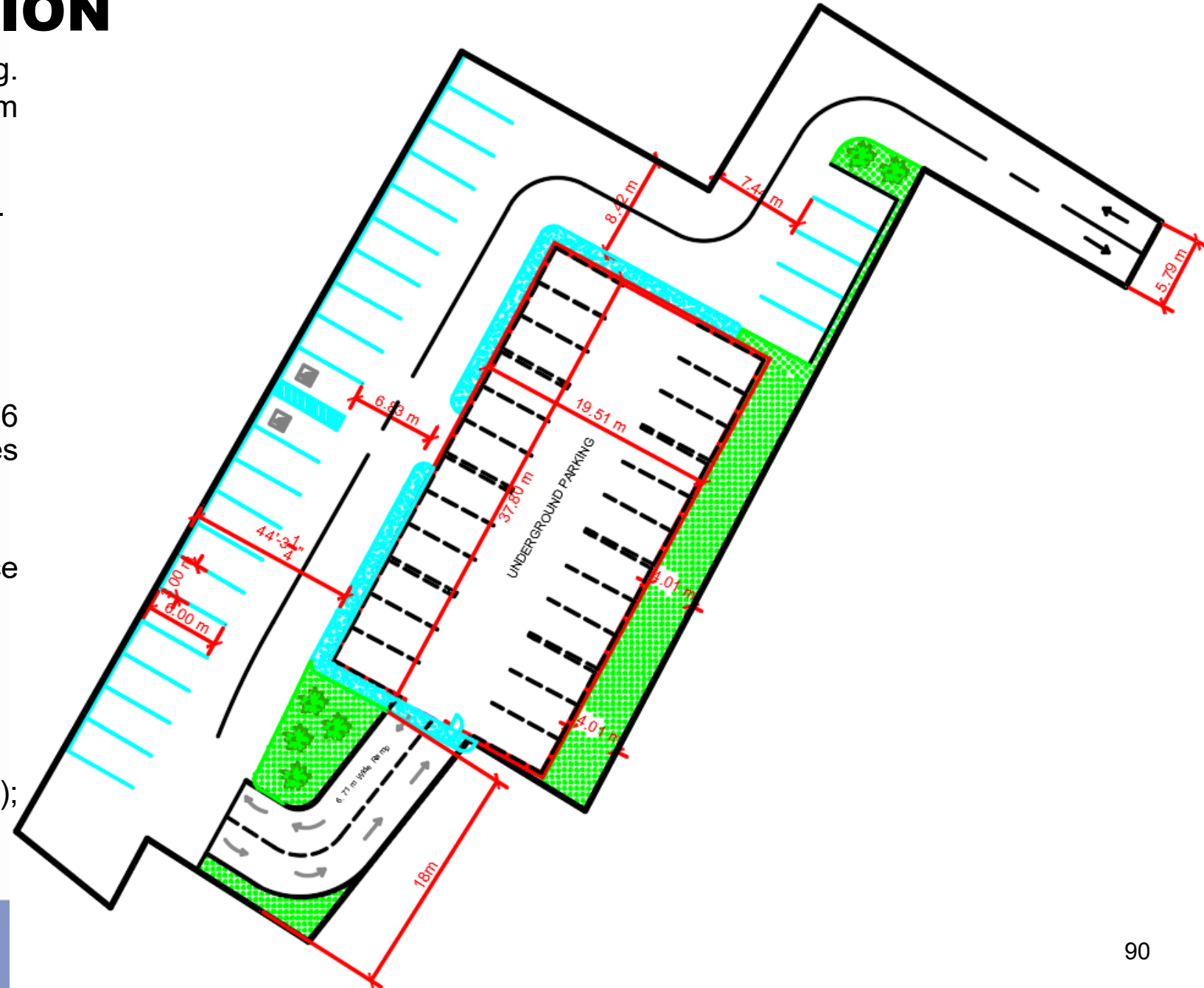
**Density:** 36 units / acre

**Parking:** 50 parking spaces including 26 surface and 24 underground parking spaces (i.e. 2 spaces/unit)

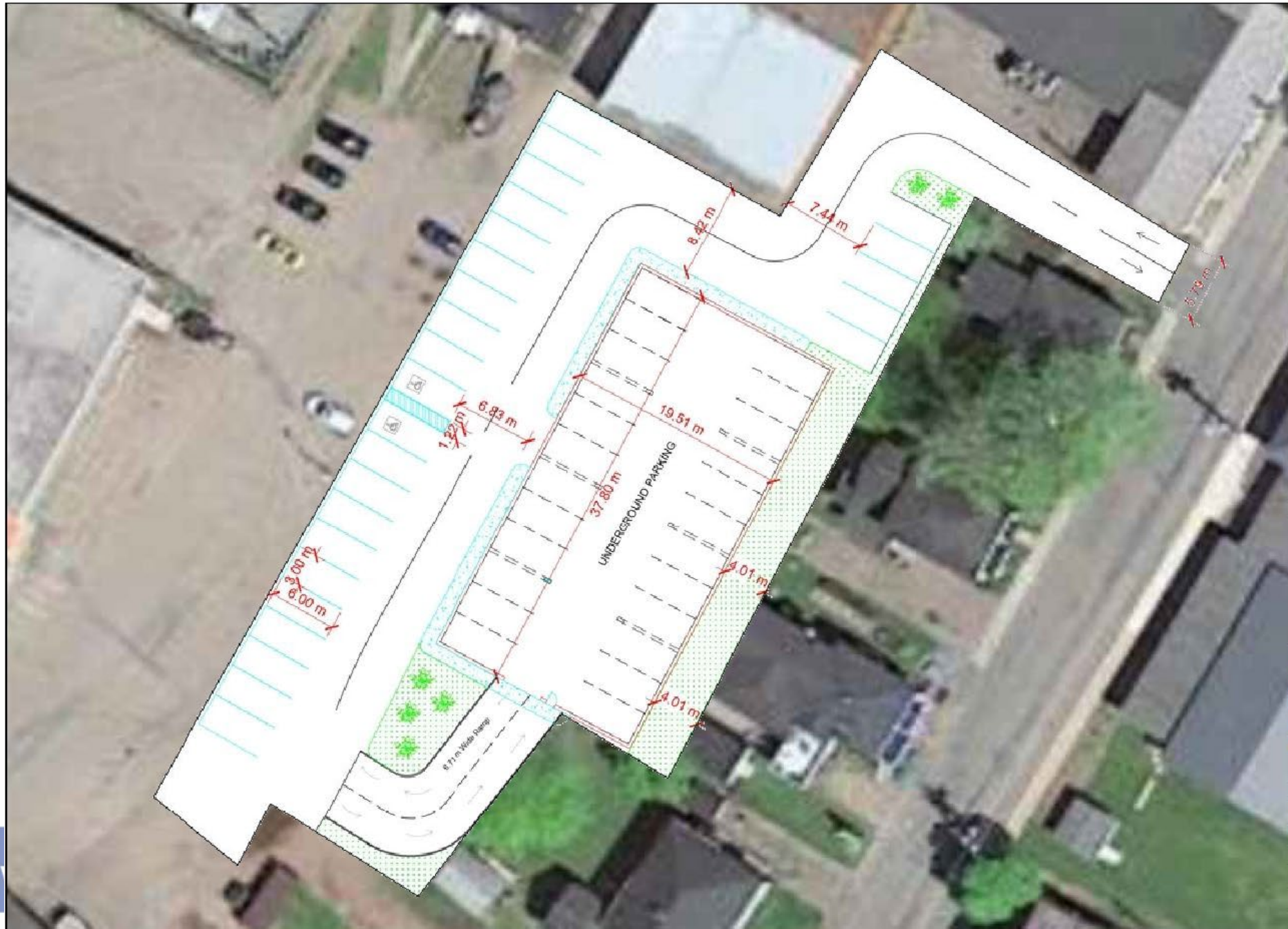
**Access:** Access to the property is via Prince Arthur Street.

## Building Setbacks (approximate):

- Front Yard (west): 13.5m (44 ft)
- Side Yards: 18m (62 ft) and 8.42m (31ft); south and north, respectively.
- Rear Yard (east): 4m (14.2ft)



# Site Plan



Notes:  
Underground Parking  
Spaces= 20

Ground Level Parking  
spaces= 26

ORIENTATION



PROJECT  
CASEY APARTMENTS 24  
UNITS, AMHERST, N.S.

TITLE  
LOT 22-2, Prince Arthur St.  
Amherst

CLIENT  
CASEY REALTY

DRAWN BY : AK

CHECKED BY: JH

DATE: 2023-04-24

Project Id. 23- 525

Scale: NTS

Drawing No. 1 | REV 1

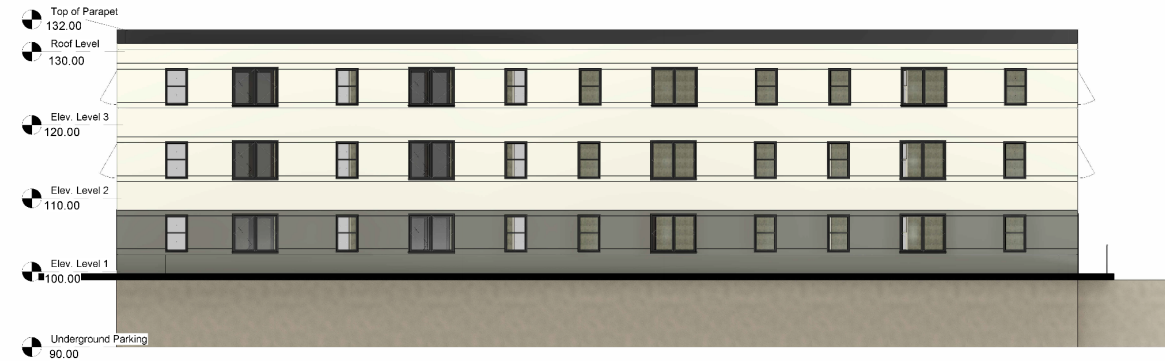
# Building Elevation



1 East  
1 : 100



4 West  
1 : 100



2 North  
1 : 100



3 South  
1 : 100



Rev	Description	Date

CODE	SUITABILITY DESCRIPTION
STATUS	PURPOSE OF ISSUE

PROJECT  
**CASEY APARTMENTS 24 UNITS**

TITLE  
**LOT 21-1 Electric St, Amherst**

CLIENT  
**Casey Realty**

DRAWN BY JK	CHECKED BY JH	DATE 23/04/26
SCALE (@ A1) 1:100	PROJECT NUMBER 22-539	
DRAWING NUMBER 2	REV	



# Building Elevation (3D)



#seewhywel



# RELEVANT PLANNING BYLAWS AND POLICIES

## 1. Land Use Bylaw Section 7.2.2 (Permitted Uses by Development Agreement )

In a Residential Zone, an application for the following uses shall be considered by development agreement in accordance with the applicable Municipal Planning Strategy (MPS) Policy:

(e) Apartment buildings greater than 4 units in accordance with Policy RP-9 of the MPS.

## 2. Residential Policies

### RP-9 (Medium and High Density by Development Agreement)

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

In negotiating such an agreement Council shall ensure that:

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

# RELEVANT PLANNING BYLAWS AND POLICIES

## RP-11 (Affordable Housing)

It shall be the intention of Council to encourage and promote the provision of affordable housing units within all residential area of town by: (a) encouraging a mix of housing types and densities.

## 3. General Land Use and Development Policies

### GP-7 (Compatibility)

It shall be the intention of Council to allow a mix of compatible land uses and to minimize their impacts by:

- (a) requiring adequate buffering and setbacks;
- (b) screening development by the use of visual barriers;
- (c) regulating the location of parking, storage buildings or other accessory uses or facilities.

### GP-8 (Density)

It shall be the intention of Council to allow development at a density appropriate to the overall desired character of the town.

## 4. Municipal Service Policies

**MS-11 (In-fill Development):** It shall be the intention of Council to encourage and facilitate the development of vacant land located on existing municipal services in order to make more efficient use of such services.

## 5. Sustainability Policies

**SP-1 (Residential Development):** It shall be the intention of Council to encourage high density residential development in the Downtown Zone.

**SP-2 (Residential Development):** It shall be the intention of Council to encourage multiunit residential on the upper floors in the Downtown Zone.

# RELEVANT PLANNING BYLAWS AND POLICIES

## 6. Land Use Bylaw Section 8.3.2 (Permitted uses by Development Agreement)

In the Downtown Zone, a development permit application for the following uses shall be considered by development agreement in accordance with the applicable Municipal Planning Strategy (MPS) Policies:

(d) Ground floor residential uses subject to MPS Policy CP-15.

## 7. Commercial Policies

### P-15 (Ground Floor Residential)

It shall be the intention of Council to consider applications for ground floor residential uses in the Downtown Zone by Development Agreement excluding that portion of a building that abuts Church, Victoria and Havelock Streets. Outside said streets, applications for new residential buildings or ground floor conversion of existing commercial and institutional buildings will not be considered for residential uses unless it can be shown that such a conversion will not detract from the commercial character of the surrounding streetscape.

In negotiating such a development agreement, Council shall take into account:

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

(b) the architecture of the building;

(c) signage;

(d) parking facilities;

(e) landscaping;

(f) pedestrian access;

(g) the unique characteristics of the property and its relationship to the surrounding streetscape;

(h) that the ground floor frontage of any building fronting on Church, Havelock or Victoria Streets shall be used for commercial purposes.

# RELEVANT PLANNING BYLAWS AND POLICIES

## 8. Implementation Policy

### A-5 (Amendment Criteria)

It shall be the intention of Council, when considering an amendment to this or any other planning document, including the entering into or amendment of a development agreement, to consider the following matters, in addition to all other criteria set out in the various policies of this planning strategy:

- (a) That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.
- (b) That the proposal is not premature or inappropriate by reason of:
  - (i) the financial capability of the Town to absorb any costs relating to the development;
  - (ii) the adequacy of municipal water, sanitary sewer and storm sewer services;
  - (iii) the adequacy of road networks, in, adjacent to, or leading to the development
- (c) That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:
  - (i) type of use;
  - (ii) height, bulk and lot coverage of any proposed building;
  - (iii) parking, traffic generation, access to and egress from the site;
  - (iv) any other matter of planning concern outlined in this strategy.

# SYNOPSIS

## Audited Consolidated Financial Statements

---

At a meeting of the Audit Committee held on Wednesday, September 20, 2023, Cindy Costin-Fury of Mclsaac Darragh Inc. and the Town's Director of Finance, Sarah Wilson, presented the Town of Amherst Consolidated Financial Statements for the fiscal year ended March 31, 2023. The statements were audited by the Mclsaac Darragh Inc. Cindy Costin-Fury also reviewed the management and audit findings letters at that meeting.

The Audit Committee passed a motion recommending that Council approve the Town of Amherst Consolidated Financial Statements for the year ended March 31, 2023 which have been audited by Mclsaac Darragh Inc.

### **MOTION:**

**That Council accept the recommendation of the Audit Committee: approving the Town of Amherst Consolidated Financial Statements for the year ended March 31, 2023, which have been audited by the firm Mclsaac Darragh Inc.**



## AMHERST TOWN COUNCIL

RFD# 2023121

Date: September 25, 2023

---

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

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

**DATE:** September 25, 2023

**SUBJECT:** Audited Consolidated Financial Statements

---

**ORIGIN:** Year-end financial statements prepared in compliance with all relevant provincial and federal legislation.

**LEGISLATIVE AUTHORITY:** Section 42 (4) of the Municipal Government Act (MGA) requires that the auditor's report be filed with the Council and the Minister by September 30 of each year.

**RECOMMENDATION:** That Council accept the recommendation of the Audit Committee: approving the Town of Amherst Consolidated Financial Statements for the year ending March 31, 2023 which have been audited by the firm Mclsaac Darragh Inc.

**BACKGROUND:** At a meeting of the Audit Committee held Wednesday, September 20, 2023, the Town of Amherst Consolidated Financial Statements were presented by Cindy Costin-Fury of Mclsaac Darragh Inc. and the Town's Director of Finance, Sarah Wilson for the fiscal year ending March 31, 2023. The statements were prepared by Town staff and audited by the firm Mclsaac Darragh Inc.

**DISCUSSION:** There were operating surpluses in both the general and water operating funds and reserve levels remain strong. The Town, as any municipal unit, must remain vigilant in terms of monitoring not only the operating and capital budgets but also the external environment.

**FINANCIAL IMPLICATIONS:** The financial statements show that the Town of Amherst is in good financial condition.

**COMMUNITY ENGAGEMENT:** Audited financial statements will be forwarded to the Province of Nova Scotia and made available to the public via the Town website.

**ENVIRONMENTAL IMPLICATIONS:** none

**SOCIAL JUSTICE IMPLICATIONS:** None

**ALTERNATIVES:** Decline accepting the audited financial statements and refer them back to staff for further clarification.

**ATTACHMENTS:** Town of Amherst Consolidated Financial Statements

---

Report prepared by: Sarah Wilson, Director of Finance    Report and Financial approved by:



---

# TOWN OF AMHERST

## CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2023



**Town of Amherst  
Table of Contents  
March 31, 2023**

---

<b>Consolidated Financial Statements</b>	<b><u>Page</u></b>
Management's Responsibility for Financial Reporting	1
Independent Auditor's Report	2-3
Consolidated Statement of Financial Position	4
Consolidated Statement of Operations and Accumulated Surplus	5
Consolidated Statement of Remeasurement Gains and Losses	6
Consolidated Statement of Change in Net Assets / (Debt)	7
Consolidated Statement of Cash Flow	8
Notes to the Consolidated Financial Statements	9-23
Consolidated Schedule of Segmented Disclosure	24
<i>Supplementary Schedules</i>	25
Schedule of Financial Position – General Operating Fund	26
Schedule of Operations – General Operating Fund	27
Schedule of Financial Position – General Capital Fund	28
Schedule of Operations – General Capital Fund	29
Schedule of Financial Position – Water Operating Fund	30
Schedule of Operations – Water Operating Fund	31
Schedule of Financial Position – Water Capital Fund	32
Schedule of Operations – Water Capital Fund	33
Schedule of Investment in Water Utility Plant and Equipment – Water Capital Fund	34
Schedule to Statement of Financial Activities – Water Operating Fund	35
Schedule of Financial Position – Reserve Funds	36
Schedule of Operations – Reserve Funds	37
Schedule of Financial Position – Cumberland Joint Services Management Authority Fund	38
Schedule of Operations – Cumberland Joint Services Management Authority Fund	39

---

## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

---

The consolidated financial statements of Town of Amherst have been prepared in accordance with Canadian public sector accounting standards. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

The integrity and reliability of Town of Amherst's reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The Mayor and Council are responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Mayor and Council carry out this responsibility principally through its Audit Committee. The Audit Committee is appointed by the Mayor and Council and meets periodically with management and the Mayor and Council auditors to review significant accounting, reporting and internal control matters. Following its review of the financial statements and discussions with the auditors, the Audit Committee reports to the Mayor and Council prior to its approval of the financial statements. The Committee also considers, for review by the Mayor and Council and approval by the Mayor and Council, the engagement or re-appointment of the external auditors.

The consolidated financial statements have been audited on behalf of the Mayor and Council by McIsaac Darragh Inc. Chartered Professional Accountants. The accompanying Auditor's report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

---

Mr. Jason MacDonald, Chief  
Administrative Officer

---

Ms. Sarah Wilson, Director of Finance

Amherst, NS

---

## INDEPENDENT AUDITOR'S REPORT

---

To the Mayor and Councillors of the Town of Amherst

### *Opinion*

We have audited the consolidated financial statements of Town of Amherst (the Town), which comprise the consolidated statement of financial position as at March 31, 2023, and the consolidated statements of operations and accumulated surplus, remeasurement gains and losses, change in net assets (debt) and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at March 31, 2023, and the consolidated results of its operations and consolidated cash flow for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Town in accordance with ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Other Matters*

The consolidated financial statements for the year ended March 31, 2022 were audited by another auditor who expressed an unmodified opinion on those financial statements on November 8, 2022.

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The supplementary information included on pages 25-38 is presented for purposes of additional information and is not a required part of the consolidated financial statements. Such supplementary information has been subjected to the auditing procedures applied only to the extent necessary to express an opinion on the audit of the consolidated financial statements as a whole.

### *Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

(continues)

*Auditor's Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

---

**Town of Amherst**  
**Consolidated Statement of Financial Position**  
As at March 31, 2023

---

	<u>2023</u>	<u>2022</u>
<b>Financial assets</b>		
Cash and cash equivalents (Note 4)	\$ 13,341,507	\$ 12,725,493
Taxes receivable, net of valuation allowance (Note 5)	726,533	486,604
Other receivables (Note 6)	<u>1,289,992</u>	<u>3,019,754</u>
	<u>15,358,032</u>	<u>16,231,851</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 8)	1,979,848	2,654,970
Prepayment of taxes	408,782	341,106
Deferred revenue (Note 9)	1,096,281	253,792
Long term debt (Note 10)	7,034,386	7,817,929
Pension liability (Note 11)	558,700	724,400
Provision for landfill closure & post closure costs	-	446,072
	<u>11,077,997</u>	<u>12,238,269</u>
<b>Net financial assets</b>	<u>4,280,035</u>	<u>3,993,582</u>
<b>Non-financial assets</b>		
Prepaid expenses	114,791	67,705
Inventories of supplies	106,117	97,809
Tangible capital assets, net of accumulated amortization (Note 13)	<u>65,182,318</u>	<u>64,900,366</u>
	<u>65,403,226</u>	<u>65,065,880</u>
<b>Accumulated surplus</b>	<u>\$ 69,683,261</u>	<u>\$ 69,059,462</u>
<b>Accumulated surplus is comprised of:</b>		
Accumulated operating surplus	\$ 69,683,261	\$ 69,061,049
Accumulated remeasurement gains (losses)	-	(1,587)
	<u>\$ 69,683,261</u>	<u>\$ 69,059,462</u>
<b>Commitments (Note 14)</b>		
<b>Contingencies (Note 15)</b>		

**Town of Amherst**  
**Consolidated Statement of Operations and Accumulated Surplus**  
For the year ended March 31, 2023

	(Note 22) Budget 2023	Actual 2023	Actual 2022
<b>Revenues</b>			
Taxes	\$ 13,706,751	\$ 13,917,779	\$ 13,993,080
Grants in lieu of taxes	262,843	262,184	290,070
Service to other governments	245,987	221,732	198,565
Sale of services	3,006,262	3,130,753	4,289,916
Other revenue from own sources	573,326	934,098	519,068
Unconditional transfers from government	1,260,382	1,260,382	2,520,764
Conditional transfers from government	4,721,331	1,294,618	2,115,511
Other (Note 18)	-	165,700	76,945
Total revenues	<u>23,776,882</u>	<u>21,187,246</u>	<u>24,003,919</u>
<b>Expenditures</b>			
General government services	2,707,884	2,635,886	2,223,248
Protective services - Police	4,882,625	4,899,665	4,639,071
Protective services - Fire & Inspection	1,503,073	1,419,319	1,355,261
Transportation services	2,901,653	2,973,409	3,047,582
Environmental health services	2,266,352	2,153,714	3,807,354
Public health services	291,411	263,502	246,897
Environmental development services	449,152	336,199	325,281
Recreation and cultural services	2,358,232	2,334,483	2,109,817
Education	1,643,211	1,643,208	1,629,828
Water utility	1,918,932	1,905,649	1,730,352
Total expenditures	<u>20,922,525</u>	<u>20,565,034</u>	<u>21,114,691</u>
<b>Annual surplus</b>	2,854,357	622,212	2,889,228
<b>Accumulated surplus at beginning of year</b>	<u>69,061,049</u>	<u>69,061,049</u>	<u>66,171,821</u>
<b>Accumulated surplus at end of year</b>	<u>\$ 71,915,406</u>	<u>\$ 69,683,261</u>	<u>\$ 69,061,049</u>

---

**Town of Amherst**  
**Consolidated Statement of Remeasurement Gains and Losses**  
For the year ended March 31, 2023

---

	<u>2023</u>	<u>2022</u>
<b>Accumulated remeasurement gains and (losses) at beginning of year</b>	<b>\$ (1,587)</b>	<b>\$ 1,083</b>
Unrealized gains (losses) attributable to:		
Portfolio investments	1,587	(2,702)
Amounts reclassified to the statement of operations:		
Portfolio investments	-	32
Net remeasurement gains (losses) for the year	<u>1,587</u>	<u>(2,670)</u>
<b>Accumulated remeasurement gains and (losses) at end of year</b>	<b>\$ -</b>	<b>\$ (1,587)</b>

DRAFT

**Town of Amherst**  
**Consolidated Statement of Change in Net Assets / (Debt)**

For the year ended March 31, 2023

	Budget 2023	2023	2022
<b>Annual surplus</b>	\$ 2,854,357	<b>\$ 622,212</b>	\$ 2,889,228
Acquisition of tangible capital assets (Note 13)	(10,174,910)	<b>(3,138,307)</b>	(2,616,493)
Amortization of tangible capital assets (Note 13)	2,773,663	<b>2,773,663</b>	2,733,427
(Gain) / loss on sale of tangible capital assets	-	<b>(50,098)</b>	1,101,148
Proceeds on sale of tangible capital assets	-	<b>124,736</b>	830,921
Write downs of tangible capital assets	-	<b>8,054</b>	-
	<u>(7,401,247)</u>	<u><b>(281,952)</b></u>	<u>2,049,003</u>
Consumption (acquisition) of supply inventory	-	<b>(8,308)</b>	(5,850)
Consumption (acquisition) of prepaid expenses	-	<b>(47,086)</b>	44,149
	<u>-</u>	<u><b>(55,394)</b></u>	<u>38,299</u>
Net remeasurement gains (losses)	-	<b>1,587</b>	(2,670)
<b>Change in net financial assets</b>	<b>(4,546,890)</b>	<b>286,453</b>	4,973,860
<b>Net financial assets (debt) at beginning of year</b>	3,993,582	<b>3,993,582</b>	(980,278)
<b>Net financial assets (debt) at end of year</b>	<u>\$ (553,308)</u>	<u><b>\$ 4,280,035</b></u>	<u>\$ 3,993,582</u>

**Town of Amherst**  
**Consolidated Statement of Cash Flow**

For the year ended March 31, 2023

	<u>2023</u>	<u>2022</u>
<b>Operating transactions</b>		
Annual surplus	\$ 622,212	\$ 2,889,228
Change in non-cash items:		
Amortization / depreciation (Note 13)	2,773,663	2,733,427
Decrease (increase) in receivables	1,489,833	(1,985,043)
Increase (decrease) in payables and accrued liabilities and prepayment of taxes	(607,446)	384,257
Increase (decrease) in deferred revenue	842,489	44,665
Increase (decrease) in pension liability	(165,700)	(69,900)
Increase (decrease) in closure/post closure liability	(446,072)	(1,090,305)
Decrease (increase) in prepaid expenses	(47,086)	44,149
Decrease (increase) in inventory of supplies	(8,308)	(5,850)
	<u>4,453,585</u>	<u>2,944,628</u>
<b>Capital transactions</b>		
Acquisition of tangible capital assets (Note 13)	(3,138,307)	(2,616,493)
Proceeds from sale of tangible capital assets	124,736	830,921
(Gain) / loss on sale of tangible capital assets	(50,098)	1,101,148
Write down of tangible capital assets	8,054	-
	<u>(3,055,615)</u>	<u>(684,424)</u>
<b>Investing transactions</b>		
Net remeasurement gains (losses)	1,587	(2,670)
<b>Financing transactions</b>		
Proceeds from long term debt issued	-	1,434,090
Long term debt repayment	(783,543)	(940,679)
	<u>(783,543)</u>	<u>493,411</u>
<b>Increase in cash and cash equivalents</b>	<b>616,014</b>	<b>2,750,945</b>
<b>Cash and cash equivalents beginning of year</b>	<u><b>12,725,493</b></u>	<u><b>9,974,548</b></u>
<b>Cash and cash equivalents end of year</b>	<u><u><b>\$ 13,341,507</b></u></u>	<u><u><b>\$ 12,725,493</b></u></u>

**Town of Amherst**  
**Notes to the Consolidated Financial Statements**  
**For the Year Ended March 31, 2023**

---

**1. SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements of the Town of Amherst are the representations of management prepared in accordance with Generally Accepted Accounting Principles for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

The focus of PSAB financial statements is on the financial position of the Town of Amherst and the changes thereto. The Consolidated Statement of Financial Position includes all of the assets and liabilities of the Town of Amherst.

Significant aspects of the accounting policies adopted by the Town are as follows:

a) **Basis of accounting**

Revenues and expenses are recorded on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable and expenses as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

b) **Reporting Entity**

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and in financial position of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable to the Town of Amherst for the administration of their financial affairs and resources and which are owned or controlled by the Town of Amherst, namely:

- General Operating and Capital Funds
- Water Operating and Capital Funds
- Operating and Capital Reserve Funds
- 40.446% of Cumberland Joint Services Management Authority

For consolidation purposes, inter-departmental and inter-organizational transactions have been eliminated.

c) **Financial Instruments**

The Town's financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable, accruals and long term debt. All financial instruments are measured at cost or amortized cost. It is the opinion of management that the Town is not exposed to significant interest or currency risk arising from these financial instruments.

The Town is subject to credit risk with respect to taxes receivable to which the Town provides services. An individual may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk as does the Town's collection policy.

The carrying value of the financial instruments approximates fair value.

d) **Cash and Cash Equivalents**

For the purposes of the statement of cash flows, cash and cash equivalents consist of cash on hand and balances with banks, net of bank indebtedness, including reserves and restricted cash.

**Town of Amherst**  
**Notes to the Consolidated Financial Statements**  
**For the Year Ended March 31, 2023**

---

- e) **Deferred revenue**  
 Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenses are incurred, services are performed or when stipulations are met.
- f) **Employee future benefits**  
 The Town contributes to multiple pension plans for its employees.
- I. Employees hired before September 2007 are part of a defined benefit plan administered by Manulife Financial which is accounted for using the deferral and amortization approach. The present value of the cost of providing employees with future benefits programs is expensed as employees earn these entitlements through service. The cost of the benefits earned by employees is actuarially determined using the projected cost method pro-rated on service and management's best estimate of retirement ages of employees and expected health care and other costs.
  - II. Employees hired after September 2007 are part of a defined contribution pension plan administered by Manulife Financial. Contributions are expensed when due.
  - III. Employees in the Police Local 104 union are part of a multi-employer defined benefit plan, administered by the Atlantic Police Association, which provides a pension on retirement based on the member's age at retirement and length of service. Contributions are expensed when due.
  - IV. Employees in the Police Local 104 union are provided with sick leave benefits. The cost of non-vesting sick leave benefits is calculated based on management's best estimate.
- g) **Non-Financial Assets**  
 Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the annual surplus, provides the consolidated change in net financial assets for the year.
- h) **Inventory**  
 Inventory is valued at the lower of cost and net realizable value. Cost is being determined on a first-in first-out basis.
- i) **Tangible Capital Assets**  
 Tangible capital assets are recorded at cost. Amortization and depreciation have been recorded as an expense and calculated on a straight-line basis over an asset's estimated useful life. Assets under construction are not amortized until the asset is put into use. Amortization and depreciation are recorded as an expense commencing in the year following acquisition.

The Town records depreciation in the Water Utility Operating Fund which is calculated based on rates prescribed by the Nova Scotia Utility and Review Board. The annual depreciation amount is transferred to the Water Utility Capital Fund and is used to help fund tangible capital asset additions.

**Town of Amherst**  
**Notes to the Consolidated Financial Statements**  
**For the Year Ended March 31, 2023**

---

j) **Taxation and related revenue recognition**

Property tax revenue is based on assessment as determined by Property Valuation Services Corporation. Tax rates are set annually. Taxation revenues are recorded at the time tax billings are issued (twice annually). Assessments are subject to appeal. Penalties on overdue taxes are recorded in the period levied.

k) **Other revenue recognition**

- Other revenue from own sources, including sales of services, is recognized when services are performed and/or when earned as long as amounts can be reasonably estimated and collection is reasonably assured
- Investment income earned on operating funds, capital funds and reserve funds are reported as revenue in the period earned.

l) **Government Transfers**

Conditional and unconditional government transfers are recognized in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria and stipulations have been met, and reasonable estimates of the amounts can be made. Transfers are recognized as deferred revenue when amounts have been received but not all eligibility criteria have been met.

m) **Use of Estimates**

In preparing the Town's financial statements management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates. The Town relies on estimates to calculate pension liability, sick leave liability, allowance for doubtful accounts, asset retirement obligations, and the amortization and depreciation expense.

n) **Budget**

The budget figures contained in the schedules to the Financial Statements were approved by Council on March 28 and June 8, 2022. Note 22 outlines the original fiscal plan and the adjustments to come to the budget figures shown in these consolidated financial statements.

o) **Segmented Information**

The Town of Amherst is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Town's operations and activities are organized and reported by fund. This presentation is in accordance with the Provincial Financial Reporting and Accounting Manual, and was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments and their activity is reported in these funds. The services provided by these departments are as follows:

General government services

This department is responsible for the overall financial and local government administration. Its tasks include tax administration, trade payables and receivables, budgets, financial statements and adherence to the *Municipal Government Act*.

**Town of Amherst**  
**Notes to the Consolidated Financial Statements**  
**For the Year Ended March 31, 2023**

---

Protective services

The Town is primarily responsible for fire protection and public safety to its residents. The Town pays the operating and capital expenditures for the police and fire departments. Other protective services include building inspection, emergency measures, bylaw enforcement and fees paid to the province for correctional services.

Transportation services

The Town is responsible for the maintenance and construction of local roads and sidewalks including snow removal, as well as, street lighting within the Town.

Environmental health services

This department is responsible for the maintenance and operations of waste and sewer services provided to the residents and other customers.

Public health services

This department provides financial assistance to Housing Nova Scotia to cover the deficits of the public housing authorities in the region.

Environmental development services

This department is responsible for the activities that support and control the Town's economic development including environmental planning and zoning, industrial park development, tourism and community development. The Town is a partner in the Cumberland Business Connector which does economic development for Cumberland County.

Recreation and cultural services

This department is responsible for promoting and offering recreation services to the Town's residents, specializing in maintaining and assisting recreational facilities within the Town such as the stadium, parks, trails as well as the library.

Education

Mandatory education transfers to the Chignecto-Central Regional Centre for Education.

Water utility

Activities related to the operations of the Town of Amherst Water Utility, a 3,520 (2022 – 3,520) customer utility that operates a water treatment plant and related infrastructure.

## **2. CONTRIBUTION TO BOARDS AND COMMISSIONS**

The Town of Amherst is required to finance the operations of various boards and commissions, along with other Municipal Units in Cumberland County to the extent of its participation based on assessment or population formula.

### **Cumberland Business Connector**

The Town of Amherst along with other municipal units funds a portion of the Cumberland Business Connector. For 2023 the Town's cash contribution was \$67,536 (2022 - \$67,536). Additionally, an in-kind contribution of \$20,000 for rent and bookkeeping services was provided. The Cumberland Business Connector is a business led, not for profit organization. The focus of the Cumberland Business Connector is to foster a strong business environment

**Town of Amherst**  
**Notes to the Consolidated Financial Statements**  
**For the Year Ended March 31, 2023**

in order to strengthen Cumberland County by removing barriers to business and connecting businesses with the resources they need to be successful.

**Cobequid Regional Housing Authority**

The Town of Amherst along with other municipal units is required to finance its share of the operating deficit in the Cobequid Regional Housing Authority out of current year's operations. The deficit financed for 2023 was \$263,502 (2022 - \$246,897).

**Cumberland Public Libraries**

During the year, the Town of Amherst paid \$87,299 (2022 - \$87,299) to the Cumberland Public Libraries. The Town of Amherst does not share in any surplus or deficits.

**3. CONTRIBUTION TO PROVINCIAL GOVERNMENT DEPARTMENTS & AGENCIES**

The Town of Amherst is required to finance the operations of various provincial government departments and boards, along with other municipal units in the province, based upon formulas defined in legislation.

**Education Contribution**

The Town of Amherst is required to contribute to the Chignecto Central Regional Centre for Education based on a formula calculation. For 2023 the education contribution was \$1,643,208 (2022 - \$1,629,828).

**Corrections Contribution**

Municipalities in Nova Scotia are required to make a mandatory contribution to fund the cost of correctional services. The contribution is set by Provincial formula. During 2023 the Town of Amherst paid \$108,150 (2022 - \$109,655) to the Province for correctional services.

**Assessment Services Contribution**

The Town of Amherst is required to contribute to Property Valuation Services Corporation based on a formula calculation. For 2023 the assessment services contribution was \$112,038 (2022 - \$114,554).

**4. CASH AND CASH EQUIVALENTS**

	<b>2023</b>	2022
Unrestricted Cash	<b>\$ 3,085,507</b>	\$ 4,262,982
Restricted Cash		
Water Capital	<b>1,886,723</b>	1,621,697
Tax sale surplus	<b>144,641</b>	144,641
Reserve Banks		
General Operating	<b>5,661,804</b>	3,826,992
General Capital	<b>2,562,831</b>	2,869,181
	<b>\$ 13,341,507</b>	\$ 12,725,493

**Town of Amherst**  
**Notes to the Consolidated Financial Statements**  
**For the Year Ended March 31, 2023**

**5. TAXES RECEIVABLE**

	<u>2023</u>	<u>2022</u>
Beginning balance, taxes receivable	\$ 486,604	\$ 412,502
Tax levy - current year	13,760,602	13,320,838
Cash receipts and adjustments	(12,902,232)	(12,955,058)
Exemptions	(560,334)	(220,407)
Interest	116,929	97,615
Ending balance, taxes receivable	901,569	655,490
Valuation allowance	(175,036)	(168,886)
Total	<u>\$ 726,533</u>	<u>\$ 486,604</u>

**6. OTHER RECEIVABLES**

	<u>2023</u>	<u>2022</u>
Federal	\$ 198,919	\$ 172,978
Provincial	201,665	562,726
Other Local Government	32,969	4,050
Other:		
Sewer Operating	308,124	333,064
Water Operating	360,837	340,824
Miscellaneous	280,917	301,432
Proceeds on sale of CJSMA	34,565	1,437,742
Valuation allowance	(128,004)	(133,062)
Total	<u>\$ 1,289,992</u>	<u>\$ 3,019,754</u>

**7. CREDIT FACILITY**

The Town of Amherst has an operating line of credit with the Royal Bank of Canada for a maximum amount of \$7,700,000 at the bank's prime rate minus 0.25%. The relevant prime rate was 6.70% at March 31, 2023. No amounts were drawn as at March 31, 2023

**Town of Amherst**  
**Notes to the Consolidated Financial Statements**  
**For the Year Ended March 31, 2023**

**8. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

Trade accounts payable	\$ 550,240	\$ 1,281,296
Federal government	-	112,426
Other local government	8,854	16,812
Accrued wages & benefits	1,007,387	929,191
Accrued debenture interest	93,934	104,437
Accrued liabilities	174,792	66,167
Tax sale surplus	144,641	144,641
	<u>1,979,848</u>	<u>2,654,970</u>
<b>Total</b>	<b>\$ 1,979,848</b>	<b>\$ 2,654,970</b>

**Sick leave liability** - The Town's employees in the Police Local 104 union earn sick leave per year at the rate of 12 hours for every 173.3 hours worked or 144 hours per year. Maximum accumulation of sick leave is 1,560 hours. Upon termination, the balance is not paid out. The accrued sick leave liability has been estimated based on management's estimate of the future use of accumulated sick time at year end. The estimated balance of \$125,000 is included in accrued liabilities (2022 - \$nil).

**Tax sale surplus** - The Municipal Government Act requires a twenty year holding period for maintaining these funds in trust. The earliest any of these would be brought into revenue is anticipated to be 2028.

**9. DEFERRED REVENUE**

	March 31, 2022	Receipts	Recognized as revenue	March 31, 2023
Grants - capital	\$ 32,000	\$ 778,790	\$ (7,000)	\$ 803,790
Grants - operating	8,570	61,017	(8,809)	60,778
Fundraising	146,437	-	-	146,437
Other	66,785	78,443	(59,951)	85,277
<b>Total</b>	<u>\$ 253,792</u>	<u>\$ 918,250</u>	<u>\$ (75,761)</u>	<u>\$ 1,096,281</u>

Capital grants are received from the Province of NS and are to be used by the Town for specific for capital projects.

Operating grants are received from the Province of NS and are to be used by the Town for specific operating projects.

Deferred fundraising consists of funds received by the Town of Amherst that are restricted by the donors to be used on capital projects.

Included in other are a number of small individual restricted grants and programs.

**Town of Amherst**  
**Notes to the Consolidated Financial Statements**  
**For the Year Ended March 31, 2023**

**10. LONG TERM DEBT – PRINCIPAL BALANCE OUTSTANDING**

	Interest rate - %	Matures	Balance March 31/22	Issued	Redeemed	Balance March 31/23
<b>General Capital</b>						
Municipal Finance Corporation						
27A-1	4.650 - 5.210	2022	\$ 16,437	\$ -	\$ 16,437	\$ -
28A-1	3.100 - 5.480	2023	834,655	-	146,045	<b>688,610</b>
29A-1	0.900 - 4.939	2024	127,327	-	42,440	<b>84,887</b>
31A-1	1.630 - 4.597	2026	161,888	-	32,378	<b>129,510</b>
33A-1	1.285 - 4.114	2028	2,728,095	-	180,000	<b>2,548,095</b>
36A-1	1.150 - 3.475	2031	1,458,000	-	145,800	<b>1,312,200</b>
38A-1	2.490 - 3.551	2033	617,342	-	51,445	<b>565,897</b>
40A-1	0.4 - 2.809	2036	463,696	-	30,913	<b>432,783</b>
			<u>6,407,440</u>	-	<u>645,458</u>	<u><b>5,761,982</b></u>
<b>Water Capital</b>						
Municipal Finance Corporation						
27A-1	4.650 - 5.210	2022	19,062	-	19,062	-
29A-1	0.900 - 4.939	2024	53,654	-	17,882	<b>35,772</b>
36A-1	1.150 - 3.475	2031	128,465	-	12,847	<b>115,618</b>
38A-1	2.490 - 3.551	2033	115,999	-	9,667	<b>106,332</b>
39A-1	2.015 - 2.829	2034	122,915	-	9,455	<b>113,460</b>
40A-1	0.4 - 2.809	2036	580,394	-	43,172	<b>537,222</b>
41A-1	0.5 - 2.677	2036	390,000	-	26,000	<b>364,000</b>
			<u>1,410,489</u>	-	<u>138,085</u>	<u><b>1,272,404</b></u>
<b>TOTAL</b>			<u>\$ 7,817,929</u>	<u>\$ -</u>	<u>\$ 783,543</u>	<u><b>\$ 7,034,386</b></u>

**Principal repayments during the next five fiscal years are as follows:**

	General Capital	Water Capital	Total
2024	\$ 1,175,686	\$ 119,023	\$ 1,294,709
2025	\$ 492,883	\$ 119,031	\$ 611,914
2026	\$ 456,436	\$ 101,141	\$ 557,577
2027	\$ 462,734	\$ 101,141	\$ 563,875
2028	\$ 436,758	\$ 101,141	\$ 537,899

**Town of Amherst  
Notes to the Consolidated Financial Statements  
For the Year Ended March 31, 2023**

**11. PENSION LIABILITY**

**Defined benefit pension plan**

The Town maintains a defined benefit pension plan, which provides benefits to employees upon retirement who were hired prior to September 11, 2007. The accrued benefit obligation as at March 31, 2023 is based on an actuarial valuation for accounting purposes as at December 31, 2019. The next actuarial valuation for accounting purposes is to be prepared as of December 31, 2022. The accrued benefit obligation has changed due to, among other assumption changes, an increase in the expected long-term rate of return on plan assets, partially offset by an increase in the discount rate. All assets are held in various Manulife Funds.

	<u>Estimated March 31, 2023</u>	<u>Estimated March 31, 2022</u>
Accrued benefit obligation	\$ 15,177,500	\$ 15,769,600
Fair value plan assets	14,901,300	15,650,600
Funded status (plan deficit)	<u>\$ (276,200)</u>	<u>\$ (119,000)</u>

The significant actuarial assumptions adopted in measuring the Town's accrued benefit obligation as at March 31, 2023 were as follows:

	<u>March 31, 2023</u>	<u>March 31, 2022</u>
Expected long-term rate of return on plan assets	5.35%	4.85%
Rate of compensation increase	2.75%	2.75%
Discount used to determine benefit obligation	5.35%	4.85%

The Post-retirement mortality assumption was based on CPM Mortality Table with generational projection using improvement scale CPM-B.

An actuarial valuation of the pension was performed for accounting purposes using the projected benefit method prorated on service. The unamortized actuarial loss is amortized over the expected average remaining service life ("EARSL") of the employee group; EARSL in 2023 was 4 years (2022 – 5 years).

	<u>March 31, 2023</u>	<u>March 31, 2022</u>
Accrued benefit obligation, net of plan assets	\$ (276,200)	\$ (119,000)
Unamortized actuarial loss	(282,500)	(605,400)
Benefit liability recorded in the Statement of Financial Position	<u>\$ (558,700)</u>	<u>\$ (724,400)</u>

The following chart outlines the required going-concern unfunded liability payments for the upcoming fiscal years:

<u>Fiscal year</u>	<u>Annual amortization payment</u>
2024	\$ 92,225
2025	\$ 111,525
2026	\$ 126,000

**Town of Amherst  
Notes to the Consolidated Financial Statements  
For the Year Ended March 31, 2023**

---

During the year, the Town contributed \$169,280 (2022 - \$205,412) and employees contributed \$81,976 (2022 - \$99,473) to the plan. Benefit payments for the year totals \$1,047,700 (2022 - \$778,200).

**Defined Contribution Pension Plan**

The Town and employees each contribute 6% of eligible income to the pension plan. The Town's expense for defined contribution plans for 2023 was \$159,201 (2022 - \$135,854).

**Pension Plan for the Town of Amherst Members of the Atlantic Police Association**

The Town and employees each contribute 9% of eligible income to a multi-employer defined benefit pension plan. The Town is responsible for contributing its portion of any going concern deficiency.

The most recent actuarial valuation for the plan was completed for December 31, 2019 and indicated the plan had a going concern surplus of \$12,938,000 and a solvency liability of \$7,061,000. There are no special payments required for the Atlantic Police Association pension plan. The Town's expense for multi-employer plans for 2023 was \$241,018 (2022 - \$236,044).

Across all plans, the Town contributed \$642,424 (2022 - \$613,138) to employee pension plans.

**12. LAND LEASE NSPI - SOLAR FARM**

The Town of Amherst entered into an "in kind" lease arrangement with Nova Scotia Power Incorporated (NSPI) effective December 17, 2020. This lease allows NSPI to operate a 2-megawatt Solar Garden on 15 acres of Town-owned land along Tupper Boulevard, for a term of 30 years. This arrangement has been accounted for using a net present value approach with annual lease revenue and grant expense recognition.

In kind lease revenue and grant expense in the amount of \$6,247 (2022 - \$6,124) have been reflected in the current year results.

**Town of Amherst  
Notes to the Consolidated Financial Statements  
For the Year Ended March 31, 2023**

**13. TANGIBLE CAPITAL ASSETS**

Category	Useful Life in Years	Tangible Capital Asset Cost March 31, 2022	Additions and transfers	Disposals	Tangible Capital Asset Cost March 31, 2023	Accumulated Amortization March 31, 2022	Amortization Reduction from Disposal of Asset	Annual Amortization	Accumulated Amortization March 31, 2023	Net Book Value March 31, 2023	Net Book Value March 31, 2022
<b>General Capital</b>											
Land	-	\$ 1,450,866	\$ 2,098	\$ 25,098	\$ 1,427,866	\$ -	\$ -	\$ -	\$ -	\$ 1,427,866	\$ 1,450,866
Land Improvements	20-25	3,292,241	53,956	-	3,346,197	1,748,913	-	97,586	1,846,499	1,499,698	1,543,328
Municipal Buildings	40	13,744,059	33,386	976	13,776,469	5,018,394	-	314,337	5,332,731	8,443,738	8,725,665
Other Buildings	20-40	829,124	402,617	-	1,231,741	245,772	-	26,575	272,347	959,394	583,352
Wastewater Treatment Facility	50	13,992,599	-	-	13,992,599	2,636,648	-	298,373	2,935,021	11,057,578	11,355,951
Electronic Data Equipment	3-5	1,072,537	45,906	-	1,118,443	736,441	-	92,640	829,081	289,362	336,096
Machinery & Equipment	5-15	4,246,374	772,755	394,811	4,624,318	2,620,756	355,423	202,547	2,467,880	2,156,438	1,625,618
Vehicles	5-20	3,923,526	129,875	414,712	3,638,689	2,494,231	412,978	196,032	2,277,285	1,361,404	1,429,295
Streets	15-25	12,942,462	712,392	54,801	13,600,053	6,225,354	49,518	492,851	6,668,687	6,931,366	6,717,108
Sidewalks	25	4,579,939	196,913	7,853	4,768,999	2,335,880	1,031	148,966	2,483,815	2,285,184	2,244,059
Curbs	25	4,160,769	146,415	13,842	4,293,342	2,698,643	11,027	119,415	2,807,031	1,486,311	1,462,126
Traffic & Street Lights	30	2,052,992	-	-	2,052,992	1,040,583	-	64,071	1,104,654	948,338	1,012,409
Sanitary Sewer Mains	50	6,369,322	258	258	6,369,322	3,564,466	-	100,071	3,664,537	2,704,785	2,804,856
Sanitary Forcemains	50	1,232,434	-	-	1,232,434	548,021	-	24,649	572,670	659,764	684,413
Sanitary Lift Stations	25	3,241,154	-	-	3,241,154	2,621,702	-	102,248	2,723,950	517,204	619,452
Storm Sewers	50	7,067,790	11,061	12,550	7,066,301	3,259,257	12,550	118,761	3,365,468	3,700,833	3,808,533
Assets Under Construction	-	82,020	121,671	-	203,691	-	-	-	-	203,691	82,020
<b>Total</b>		<b>\$ 84,280,208</b>	<b>\$ 2,629,303</b>	<b>\$ 924,901</b>	<b>\$ 85,984,610</b>	<b>\$ 37,795,061</b>	<b>\$ 842,527</b>	<b>\$ 2,399,122</b>	<b>\$ 39,351,656</b>	<b>\$ 46,632,954</b>	<b>\$ 46,485,147</b>

Town of Amherst  
Notes to the Consolidated Financial Statements  
For the Year Ended March 31, 2023

**13. TANGIBLE CAPITAL ASSETS (cont'd)**

Category	Useful Life in Years	Tangible Capital Asset Cost March 31, 2022	Additions and transfers	Disposals	Tangible Capital Asset Cost March 31, 2023	Accumulated Depreciation March 31, 2022	Depreciation Reduction from Disposal of Asset	Annual Depreciation	Accumulated Depreciation March 31, 2023	Net Book Value March 31, 2023	Net Book Value March 31, 2022
<b>Water Capital</b>											
Land	-	\$ 962,230	\$ -	\$ -	\$ 962,230	\$ -	\$ -	\$ -	\$ -	\$ 962,230	\$ 962,230
Bldgs, Reservoirs, Wells	40-75	8,171,227	-	-	8,171,227	1,595,576	-	124,800	1,720,376	6,450,851	6,575,651
Electronic Data Equip	5	271,294	24,445	-	295,739	271,294	-	-	271,294	24,445	-
Machinery & Equip	5-20	732,389	364,126	-	1,096,515	381,119	-	41,041	422,160	674,355	351,270
Vehicles	5	422,204	65,362	60,770	426,796	362,504	60,462	17,400	319,442	107,354	59,700
Water Mains -Town	75	7,470,872	-	-	7,470,872	1,467,818	-	98,588	1,566,406	5,904,466	6,003,054
Water Mains -County	75	5,319,279	-	-	5,319,279	1,437,971	-	8,238	1,446,209	3,873,070	3,881,308
Meters	20-25	437,704	11,262	7,300	441,666	356,406	7,290	7,574	356,690	84,976	81,298
Hydrants	75	572,161	24,622	-	596,783	308,262	-	70,206	378,468	218,315	263,899
Services	50	784,085	-	-	784,085	557,079	-	6,694	563,773	220,312	227,006
Assets Under Construction	-	9,803	19,187	-	28,990	-	-	-	-	28,990	9,803
<b>Total</b>		<b>\$ 25,153,248</b>	<b>\$ 509,004</b>	<b>\$ 68,070</b>	<b>\$ 25,594,182</b>	<b>\$ 6,738,029</b>	<b>\$ 67,752</b>	<b>\$ 374,541</b>	<b>\$ 7,044,818</b>	<b>\$ 18,549,364</b>	<b>\$ 18,415,219</b>
<b>Summary</b>											
General Capital		\$ 84,280,208	\$ 2,629,303	\$ 924,901	\$ 85,984,610	\$ 37,795,061	\$ 842,527	\$ 2,399,122	\$ 39,351,656	\$ 46,632,954	\$ 46,485,147
Water Capital		25,153,248	509,004	68,070	25,594,182	6,738,029	67,752	374,541	7,044,818	18,549,364	18,415,219
<b>Total</b>		<b>\$ 109,433,456</b>	<b>\$ 3,138,307</b>	<b>\$ 992,971</b>	<b>\$ 111,578,792</b>	<b>\$ 44,533,090</b>	<b>\$ 910,279</b>	<b>\$ 2,773,663</b>	<b>\$ 46,396,474</b>	<b>\$ 65,182,318</b>	<b>\$ 64,900,366</b>

**Town of Amherst  
Notes to the Consolidated Financial Statements  
For the Year Ended March 31, 2023**

---

**14. COMMITMENTS**

- a) The Town entered into an agreement with Cumberland Business Connector to provide three year of operational funding up to \$85,000 per year plus an additional \$20,000 in-kind contribution by providing office space and accounting support. As of March 31, 2023 there are two year remaining under this agreement.
- b) The Town entered into an agreement with Miller Waste Systems Inc. to for solid waste collection until March 31, 2029. The Town committed to paying \$2,525,979 over the 5 year term.
- c) On June 26, 2023, the Town has committed a community support grant to the Lillian Albon Animal Shelter capital campaign in the amount of \$50,000 per year with the final payment in fiscal 2026.
- d) The Town has committed a community support grant to Maggie's Place Youth Centre in the amount of \$33,750 per year with the final payment in fiscal 2025.

**15. CONTINGENCIES**

In the normal course of operations, the Town becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at March 31, 2023 cannot be predicted with certainty, it is the opinion of management and council that resolution of these matters will not have a material adverse effect as the Town maintains insurance coverage in amounts considered appropriate.

**16. LIABILITY FOR CONTAMINATED SITES**

The Town has a garbage disposal site which was abandoned in 1978. There is no indication of ongoing contamination, and no provision has been made for possible remediation.

**17. ASSET RETIREMENT OBLIGATION**

Asset retirement obligations are legal obligations associated with the retirement of tangible capital assets. As at March 31, 2023 there are no known asset retirement obligations.

**18. OTHER REVENUE**

	<u>2023</u>	<u>2022</u>
Land dedication	\$ -	\$ 7,045
Pension liability adjustment	<u>165,700</u>	<u>69,900</u>
	<u>\$ 165,700</u>	<u>\$ 76,945</u>

**Town of Amherst  
Notes to the Consolidated Financial Statements  
For the Year Ended March 31, 2023**

**19. TRUST FUNDS**

The Trust Fund being administered by the Town of Amherst is not consolidated with the accounts of the Town. At March 31, 2023, the equity in the Trust Fund under its trusteeship amounted to \$5,277 (2022 - \$5,152).

	<u>R. H. Smith</u>
Beginning balance April 1, 2022	\$ 5,152
Investment Income	<u>125</u>
Ending balance March 31, 2023	<u>\$ 5,277</u>

**20. GOVERNMENT PARTNERSHIP**

Generally Accepted Accounting Principles for local governments as established by the Public Sector Accounting Board (PSAB) require a government's pro rata share of each of the assets, liabilities, revenues and expenditures (including capital expenditures) of any government partnership to be combined on a line by line basis with similar items in the government's financial statements. The Town of Amherst has a partnership with Cumberland Joint Services Management Authority (CJSMA) which actively operated through February 1, 2022 a landfill site in Little Forks. The Town of Amherst's 2023 pro rata share of 40.446% of CJSMA is included in these financial statements. The 2022 comparative figures for CJSMA have been changed to 40.446% (from 38.28%) for more accurate comparison of figures.

**21. SUMMARY OF REMUNERATION & EXPENSES PAID TO ELECTED OFFICIALS AND CAO**

Name	Office	Remuneration	Expenses			Total Remuneration & Expenses Reimbursed
			Travel & Travel Related	Meals	Professional Development / Conference Registration	
David Kogon	Mayor	\$ 41,178	\$ 3,770	\$ 43	\$ -	\$ 44,991
George Baker	Councillor	\$ 25,050	\$ 2,019	\$ 34	\$ -	\$ 27,103
Charlie Chambers	Councillor	\$ 1,927	\$ 150	\$ -	\$ -	\$ 2,077
Sheila Christie	Deputy Mayor / resigned	\$ 17,700	\$ 1,050	\$ -	\$ -	\$ 18,750
Hal Davidson	Councillor	\$ 25,050	\$ 1,800	\$ -	\$ -	\$ 26,850
Lisa Emery	Councillor	\$ 25,050	\$ 3,257	\$ 284	\$ 1,241	\$ 29,832
Dale Fawthrop	Councillor	\$ 25,050	\$ 1,836	\$ -	\$ -	\$ 26,886
Leon Landry	Councillor / Deputy Mayor	\$ 26,119	\$ 1,800	\$ -	\$ -	\$ 27,919
Jason MacDonald	Chief Administrative Officer	\$ 140,937	\$ 9,905	\$ 648	\$ 2,034	\$ 153,524
<b>Total Remuneration and Reportable Expenses</b>		<b>\$ 328,061</b>	<b>\$ 25,587</b>	<b>\$ 1,009</b>	<b>\$ 3,275</b>	<b>\$ 357,932</b>

**Town of Amherst  
Notes to the Consolidated Financial Statements  
For the Year Ended March 31, 2023**

## 22. BUDGET

The Town budgets for rate setting purposes in the general operating fund. Council approved a balanced budget in the general operating fund for Town-wide operations. Council approves separate area rates which may budget for surplus funds, and water utility budgets which have regulated rates. Council also approves separate capital budgets.

The following adjustments reconcile the approved budgets to the financial reporting presentation under Canadian Public Sector Accounting Standards.

<b>Revenue</b>	<b>2023</b>
Town approved general operating	\$ 19,198,263
Town approved general capital	8,376,310
Town approved water operating	2,442,117
Town approved water capital	1,798,600
	<b>31,815,290</b>
Remove inter-fund transactions	(1,077,814)
Remove transfers from reserves for operating	(436,904)
Remove transfers from reserves for capital funding	(3,256,511)
Remove transfers from revenue for capital funding	(630,000)
Remove debt for capital funding	(2,057,368)
Remove tax exemptions	(579,811)
<b>Revenue budget per consolidated financial statements</b>	<b>\$ 23,776,882</b>
<b>Expenses</b>	
Town approved general operating	\$ 19,198,263
Town approved water operating	2,442,117
	<b>21,640,380</b>
Add amortization for Town operating	2,399,122
Remove inter-fund transactions	(1,077,814)
Remove loan principal repayments	(783,544)
Remove reserve appropriations	(45,808)
Remove capital appropriations	(630,000)
Remove tax exemptions	(579,811)
<b>Expense budget per consolidated financial statements</b>	<b>\$ 20,922,525</b>

Budgeted figures are unaudited and have been provided by management for comparison purposes.

## 23. COMPARATIVE FIGURES

In some cases, comparative figures have been reclassified to conform to the financial statement presentation adopted in the current year.

**Town of Amherst**  
**Consolidated Schedule of Segmented Disclosure**  
For the year ended March 31, 2023

	General Government	Protective Services - Police	Protective Services - Fire	Transportation Services	Environmental Health Services	Public Health Services	Environmental Development Services	Recreation and Culture Services	Education	Water Utility	Reserves	CJSMA	2023 Total	2022 Total
<b>Revenues</b>														
Property taxes	\$ 4,013,592	\$ 3,524,744	\$ 1,503,849	\$ 1,586,700	\$ 626,848	\$ -	\$ 596,041	\$ 2,066,005	\$ -	\$ -	\$ -	\$ -	\$ 13,917,779	\$ 13,993,080
Grants in lieu of taxes	262,184	-	-	-	-	-	-	-	-	-	-	-	262,184	290,070
Services to other governments	18,945	-	187,787	-	-	-	15,000	-	-	-	-	-	221,732	198,565
Sale of services	178,100	99,209	-	5,310	1,134,005	-	30,148	9,566	-	-	-	82,841	1,539,179	2,893,310
Other revenue from own sources	454,561	42,386	20,079	108,379	12,903	-	11,263	244,623	-	50,396	24,108	-	968,698	553,668
Unconditional transfer from government	-	615,171	253,824	391,387	-	-	-	-	-	-	-	-	1,260,382	2,520,764
Conditional transfers from government	239	300,000	-	49,845	164,836	-	-	82,179	-	8,334	689,185	-	1,294,618	2,115,511
Other	165,700	-	-	-	-	-	-	-	-	-	-	-	165,700	76,945
Water utility	-	-	-	-	-	-	-	-	-	2,499,788	-	-	2,499,788	2,282,252
Elimination entries	(206,100)	(4,000)	-	(6,600)	-	-	-	-	-	(726,114)	-	-	(942,814)	(920,246)
<b>Total revenues</b>	<b>4,887,221</b>	<b>4,577,510</b>	<b>1,965,539</b>	<b>2,135,021</b>	<b>1,938,592</b>	<b>-</b>	<b>652,452</b>	<b>2,402,373</b>	<b>-</b>	<b>1,832,404</b>	<b>713,293</b>	<b>82,841</b>	<b>21,187,246</b>	<b>24,003,919</b>
<b>Expenditures</b>														
Salaries, wages and benefits	1,326,548	4,179,889	980,782	962,800	491,909	-	214,988	1,116,415	-	746,376	-	19,028	10,038,735	9,917,016
Operating costs	1,166,463	485,830	1,013,777	948,313	1,106,446	263,502	117,969	849,784	1,643,208	968,192	-	(76,707)	8,486,777	8,000,736
Elimination entries	-	-	(726,114)	-	(6,600)	-	-	-	-	(210,100)	-	-	(942,814)	(920,246)
Amortization	125,077	201,177	154,653	1,029,818	545,216	-	3,242	339,939	-	374,541	-	-	2,773,663	2,733,427
Interest on long term debt	-	40,166	-	36,156	113,158	-	-	39,020	-	30,271	-	-	258,771	282,610
<b>Total expenditures</b>	<b>2,618,088</b>	<b>4,907,062</b>	<b>1,423,098</b>	<b>2,977,087</b>	<b>2,250,129</b>	<b>263,502</b>	<b>336,199</b>	<b>2,345,158</b>	<b>1,643,208</b>	<b>1,909,280</b>	<b>-</b>	<b>(57,679)</b>	<b>20,615,132</b>	<b>20,013,543</b>
Net (gain) / loss on sale of TCA	17,798	(7,397)	(3,779)	(3,678)	(38,736)	-	-	(10,675)	-	(3,631)	-	-	(50,098)	1,101,148
<b>Surplus (deficit)</b>	<b>\$ 2,251,335</b>	<b>\$ (322,155)</b>	<b>\$ 546,220</b>	<b>\$ (838,388)</b>	<b>\$ (272,801)</b>	<b>\$ (263,502)</b>	<b>\$ 316,253</b>	<b>\$ 67,890</b>	<b>\$ (1,643,208)</b>	<b>\$ (73,245)</b>	<b>\$ 713,293</b>	<b>\$ 140,520</b>	<b>\$ 622,212</b>	<b>\$ 2,889,228</b>

**SUPPLEMENTARY SCHEDULES**

DRAFT

---

**Town of Amherst**  
**Schedule of Financial Position - General Operating Fund**

As at March 31, 2023

---

	<u>2023</u>	<u>2022</u>
<b>Financial assets</b>		
Cash and cash equivalents	\$ 6,172,112	\$ 4,208,794
Taxes receivable	726,533	486,604
Other receivables	911,291	942,730
	<u>7,809,936</u>	<u>5,638,128</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	1,852,432	1,885,385
Due to own funds	5,541,694	3,303,334
Prepayment of taxes	408,782	341,106
Deferred revenue	292,491	221,792
Pension liability	558,700	724,400
	<u>8,654,099</u>	<u>6,476,017</u>
<b>Net debt</b>	<u>(844,163)</u>	<u>(837,889)</u>
<b>Non-financial assets</b>		
Prepaid expenses	106,469	67,085
Inventories of supplies	53,994	46,404
	<u>160,463</u>	<u>113,489</u>
<b>Accumulated deficit</b>	<u>\$ (683,700)</u>	<u>\$ (724,400)</u>

**Town of Amherst**  
**Schedule of Operations - General Operating Fund**

For the year ended March 31, 2023

	Budget 2023	Actual 2023	Actual 2022
<b>Revenues</b>			
Taxes	\$ 13,706,751	\$ 13,917,779	\$ 13,993,080
Grants in lieu of taxes	262,843	262,184	290,070
Service to other governments	245,987	221,732	198,565
Sale of services	1,472,359	1,456,338	1,435,266
Other revenue from own sources	607,926	894,194	547,084
Unconditional transfers from government	1,260,382	1,260,382	2,520,764
Conditional transfers from government	490,300	503,779	391,303
Total revenues	<u>18,046,548</u>	<u>18,516,388</u>	<u>19,376,132</u>
<b>Expenditures</b>			
General government services	2,582,807	2,368,011	2,131,340
Protective services - Police	4,681,448	4,705,885	4,455,327
Protective services - Fire & Inspection	2,074,534	1,994,559	1,924,393
Transportation services	1,871,835	1,947,269	1,985,029
Environmental health services	1,727,736	1,711,513	1,505,778
Public health services	291,411	263,502	246,897
Environmental development services	445,910	332,957	322,038
Recreation and cultural services	2,018,293	2,005,219	1,783,821
Education	1,643,211	1,643,208	1,629,828
Total expenditures	<u>17,337,185</u>	<u>16,972,123</u>	<u>15,984,451</u>
<b>Annual surplus</b>	<u>709,363</u>	<u>1,544,265</u>	<u>3,391,681</u>
<b>Financing and transfers</b>			
Debt principal repayment	(645,459)	(645,459)	(857,299)
Dividend from Water Utility	135,000	135,000	135,000
Transfers from Reserves	436,904	82,402	258,505
Transfers to Reserves	(45,808)	(30,148)	(248,690)
Transfer to Operating Reserve - surplus	-	(433,919)	(2,170,856)
Transfers to General Capital	(590,000)	(652,141)	(508,341)
Total financing and transfers	<u>(709,363)</u>	<u>(1,544,265)</u>	<u>(3,391,681)</u>
<b>Change in fund balance</b>	<u>-</u>	-	-
<b>Opening fund balance</b>		(724,400)	(794,300)
<b>Change in Employee Future Benefits</b>		(125,000)	-
<b>Change in Unfunded Pension Liability</b>		165,700	69,900
<b>Closing fund balance</b>		<u>\$ (683,700)</u>	<u>\$ (724,400)</u>

---

**Town of Amherst**  
**Schedule of Financial Position - General Capital Fund**

As at March 31, 2023

---

	<u>2023</u>	<u>2022</u>
<b>Financial assets</b>		
Cash	(2,639,761)	(1,861,445)
Due from own funds	2,551,176	1,968,799
Receivables	38,545	75,913
	<u>(50,040)</u>	<u>183,267</u>
<b>Liabilities</b>		
Accounts payable	29,365	233,288
Deferred revenue	37,500	32,000
Long term debt	5,761,982	6,407,440
	<u>5,828,847</u>	<u>6,672,728</u>
<b>Net debt</b>	<u>(5,878,887)</u>	<u>(6,489,461)</u>
<b>Non-financial assets</b>		
Tangible capital assets (Note 13)	85,984,610	84,280,208
Accumulated amortization (Note 13)	(39,351,656)	(37,795,061)
	<u>46,632,954</u>	<u>46,485,147</u>
<b>Accumulated surplus</b>	<u>\$ 40,754,067</u>	<u>\$ 39,995,686</u>

---

---

**Town of Amherst**  
**Schedule of Operations - General Capital Fund**

 For the year ended March 31, 2023
 

---

	<u>2023</u>	<u>2022</u>
<b>Revenues</b>		
Grants for capital projects - Province of Nova Scotia	\$ 73,320	\$ -
Grants for capital projects - Government of Canada	20,000	-
Total revenues	<u>93,320</u>	<u>-</u>
<b>Expenditures</b>		
Amortization (Note 13)	2,399,122	2,360,619
Loss (gain) on disposal of tangible capital assets	(46,467)	(10,415)
Total expenditures	<u>2,352,655</u>	<u>2,350,204</u>
<b>Annual deficit</b>	<u>(2,259,335)</u>	<u>(2,350,204)</u>
<b>Financing and transfers</b>		
Debt principal payments	645,459	857,299
Transfer from General Operating	652,141	508,341
Transfers from Reserves	2,173,702	1,594,386
Transfers to Reserves	(453,586)	(184,001)
Total financing and transfers	<u>3,017,716</u>	<u>2,776,025</u>
<b>Change in fund balance</b>	758,381	425,821
<b>Opening fund balance</b>	<u>39,995,686</u>	<u>39,569,865</u>
<b>Closing fund balance</b>	<u>\$ 40,754,067</u>	<u>\$ 39,995,686</u>

---

**Town of Amherst**  
**Schedule of Financial Position - Water Operating Fund**

As at March 31, 2023

---

	<u>2023</u>	<u>2022</u>
<b>Financial assets</b>		
Cash	\$ (316,716)	\$ (55,788)
Due from own funds	247,785	311,392
Receivables	297,257	277,026
	<u>228,326</u>	<u>532,630</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	<u>96,277</u>	<u>396,484</u>
<b>Net financial assets</b>	<u>132,049</u>	<u>136,146</u>
<b>Non-financial assets</b>		
Prepaid expenses	8,322	620
Inventories of supplies	52,123	51,405
	<u>60,445</u>	<u>52,025</u>
<b>Accumulated surplus</b>	<u>\$ 192,494</u>	<u>\$ 188,171</u>

DRAFT

## Town of Amherst Schedule of Operations - Water Operating Fund

For the year ended March 31, 2023

	Budget 2023	Actual 2023	Actual 2022
<b>Revenues</b>			
Metered	\$ 1,378,283	\$ 1,421,321	\$ 1,241,365
Flat	179,440	184,731	167,841
Public fire protection	829,844	829,844	807,481
Private hydrants	14,750	15,500	14,750
Sprinkler service	15,100	17,000	15,100
Bulk water	8,500	6,750	12,300
Sale of services	10,000	13,851	13,216
Sundry	1,200	3,170	1,450
Interest	5,000	7,621	8,749
Total revenues	<u>2,442,117</u>	<u>2,499,788</u>	<u>2,282,252</u>
<b>Expenditures</b>			
Source of supply	34,000	45,586	18,222
Power and pumping	180,500	158,593	162,991
Water treatment	18,000	25,966	19,000
Transmission and distribution	838,305	869,326	768,869
Administrative	619,376	583,333	536,049
Depreciation	375,366	374,541	372,808
Taxes	32,000	31,764	31,770
Debt interest	31,485	30,271	27,700
Total expenditures	<u>2,129,032</u>	<u>2,119,380</u>	<u>1,937,409</u>
<b>Annual surplus</b>	<u>313,085</u>	<u>380,408</u>	<u>344,843</u>
<b>Financing and transfers</b>			
Debt principal repayment	(138,085)	(138,085)	(83,380)
Dividend to owner	(135,000)	(135,000)	(135,000)
Transfer to Water Capital	(40,000)	(103,000)	(122,000)
Total financing and transfers	<u>(313,085)</u>	<u>(376,085)</u>	<u>(340,380)</u>
<b>Change in fund balance</b>	<u>\$ -</u>	<u>4,323</u>	<u>4,463</u>
<b>Opening fund balance</b>		<u>188,171</u>	<u>183,708</u>
<b>Closing fund balance</b>		<u>\$ 192,494</u>	<u>\$ 188,171</u>

---

**Town of Amherst**  
**Schedule of Financial Position - Water Capital Fund**

As at March 31, 2023

---

	<u>2023</u>	<u>2022</u>
<b>Financial assets</b>		
Cash	\$ 1,886,723	\$ 1,621,697
Receivables	8,334	315,619
	<u>1,895,057</u>	<u>1,937,316</u>
<b>Liabilities</b>		
Due to own funds	27,513	100,988
Long term debt - Municipal Finance Corporation	1,272,404	1,410,489
	<u>1,299,917</u>	<u>1,511,477</u>
<b>Net financial assets</b>	<u>595,140</u>	<u>425,839</u>
<b>Non-financial assets</b>		
Tangible capital assets (Note 13)	25,594,182	25,153,248
Accumulated depreciation (Note 13)	(7,044,818)	(6,738,029)
	<u>18,549,364</u>	<u>18,415,219</u>
<b>Accumulated surplus</b>	<u>\$ 19,144,504</u>	<u>\$ 18,841,058</u>

---

---

**Town of Amherst**  
**Schedule of Operations - Water Capital Fund**

 For the year ended March 31, 2023
 

---

	<u>2023</u>	<u>2022</u>
<b>Revenues</b>		
Interest income	\$ 50,396	\$ 3,482
Grants for capital projects - Provincial	8,334	352,705
Total revenues	<u>58,730</u>	<u>356,187</u>
<b>Expenditures</b>		
Loss (gain) on disposal of tangible capital assets	<u>(3,631)</u>	43
<b>Annual surplus</b>	<u>62,361</u>	<u>356,144</u>
<b>Financing and transfers</b>		
Debt principal payments	138,085	83,380
Transfer from Water Operating	103,000	122,000
Total financing and transfers	<u>241,085</u>	<u>205,380</u>
<b>Change in fund balance</b>	303,446	561,524
<b>Opening fund balance</b>	<u>18,841,058</u>	<u>18,279,534</u>
<b>Closing fund balance</b>	<u>\$ 19,144,504</u>	<u>\$ 18,841,058</u>

---

**Town of Amherst**  
**Water Capital Fund**  
**Schedule of Investment in Water Utility Plant and Equipment**  
For the Year Ended March 31, 2023

---

	<u>2023</u>	<u>2022</u>
<b>Land and land rights</b>		
Source of supply	\$ <u>962,230</u>	\$ 962,230
<b>Structures and improvements</b>		
Source of supply	1,029,795	1,029,795
Power and pumping structures	491,661	491,661
Water treatment	436,056	436,056
Distribution reservoirs and standpipes	6,213,715	6,213,715
	<u>8,171,227</u>	<u>8,171,227</u>
<b>Equipment</b>		
Electrical pumping	552,263	328,543
Water treatment	338,965	295,712
Transportation	825,039	744,150
Tools and work equipment	102,784	57,483
	<u>1,819,051</u>	<u>1,425,888</u>
<b>Mains</b>		
Transmission	1,834,359	1,834,359
Distribution	10,955,790	10,955,790
	<u>12,790,149</u>	<u>12,790,149</u>
<b>Services</b>	<u>784,085</u>	<u>784,085</u>
<b>Meters</b>	<u>441,667</u>	<u>437,705</u>
<b>Hydrants</b>	<u>596,783</u>	<u>572,161</u>
<b>Assets under construction</b>	<u>28,990</u>	<u>9,803</u>
	<u>\$ 25,594,182</u>	<u>\$ 25,153,248</u>

---

**Town of Amherst**  
**Water Operating Fund**  
**Schedule to Statement of Financial Activities**  
For the Year Ended March 31, 2023

---

	Budget 2023	Actual 2023	Actual 2022
<b>Source of supply</b>			
Supplies and expenses	\$ 1,000	\$ -	\$ -
Maintenance of plant	33,000	45,586	18,222
	<u>\$ 34,000</u>	<u>\$ 45,586</u>	<u>\$ 18,222</u>
<b>Power and pumping</b>			
Power	\$ 144,000	\$ 129,721	\$ 141,196
Maintenance	36,500	28,872	21,795
	<u>\$ 180,500</u>	<u>\$ 158,593</u>	<u>\$ 162,991</u>
<b>Water treatment</b>			
Supplies and expenses	<u>\$ 18,000</u>	<u>\$ 25,966</u>	<u>\$ 19,000</u>
<b>Transmission and distribution</b>			
Maintenance of mains	\$ 452,398	\$ 474,255	\$ 435,662
Rents	29,000	28,000	28,000
Transportation expenses	54,500	106,718	69,162
Materials / supplies	218,500	206,714	166,246
Other transmission and distribution expenses	83,907	53,639	69,799
	<u>\$ 838,305</u>	<u>\$ 869,326</u>	<u>\$ 768,869</u>
<b>Administration and general</b>			
Supervision	\$ 215,100	\$ 220,995	\$ 173,949
Employee benefits	53,022	51,127	46,829
Uncollectible accounts	10,000	1,097	8,317
General office expenses	116,654	94,061	95,708
Regulatory expenses	3,500	3,454	4,578
Miscellaneous general expenses	221,100	212,599	206,668
	<u>\$ 619,376</u>	<u>\$ 583,333</u>	<u>\$ 536,049</u>

---

**Town of Amherst**  
**Schedule of Financial Position - Reserve Funds**  
As at March 31, 2023

---

	<u>2023</u>	<u>2022</u>
<b>Financial assets</b>		
Cash	\$ 8,224,636	\$ 6,696,174
Due from own funds	<u>2,770,246</u>	<u>1,124,131</u>
	<u>10,994,882</u>	<u>7,820,305</u>
<b>Liabilities</b>		
Deferred revenue - Sustainable Services Growth Fund grant	<u>766,290</u>	<u>-</u>
<b>Accumulated surplus</b>	<u>\$ 10,228,592</u>	<u>\$ 7,820,305</u>

DRAFT

**Town of Amherst**  
**Schedule of Operations - Reserve Funds**

For the year ended March 31, 2023

	<u>2023</u>	<u>2022</u>
<b>Revenues</b>		
Canada Community Building grant funds	\$ 689,185	\$ 1,371,503
Interest on Canada Community Building grant funds	24,108	3,102
Land dedication / open space fees	-	7,045
Total revenues	<u>713,293</u>	<u>1,381,650</u>
<b>Expenditures</b>		
General government	-	-
Total expenditures	<u>-</u>	<u>-</u>
<b>Annual surplus</b>	<u>713,293</u>	<u>1,381,650</u>
<b>Financing and transfers</b>		
Transfer from General Operating	30,148	248,690
Transfer from General Operating - surplus	433,919	2,170,856
Transfer from General Capital	453,586	184,001
Transfer from CJSMA - proceeds on sale of CJSMA	3,033,445	-
Transfer to General Operating	(82,402)	(258,505)
Transfer to General Capital	(2,173,702)	(1,594,386)
Total financing and transfers	<u>1,694,994</u>	<u>750,656</u>
<b>Change in fund balance</b>	<u>2,408,287</u>	<u>2,132,306</u>
<b>Opening fund balance</b>	<u>7,820,305</u>	<u>5,687,999</u>
<b>Closing fund balance</b>	<u>\$ 10,228,592</u>	<u>\$ 7,820,305</u>

\* The Reserve funds closing fund balance at end of year is broken down as follows:

General Capital Reserve	\$ 5,099,606	\$ 2,158,501
General Operating Reserve	5,128,986	5,661,804
	<u>\$ 10,228,592</u>	<u>\$ 7,820,305</u>

---

**Town of Amherst**  
**Schedule of Financial Position - Cumberland Joint Services Mgmt Authority Fund**

As at March 31, 2023

---

	<u>2023</u>	<u>2022</u>
<b>Financial assets</b>		
Cash	\$ 14,513	\$ 671,118
Investments	-	1,444,943
Receivables	34,565	1,437,742
	<u>49,078</u>	<u>3,553,803</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	1,774	169,089
Provision for landfill closure & post closure costs	-	446,072
	<u>1,774</u>	<u>615,161</u>
<b>Net financial assets</b>	<u>47,304</u>	<u>2,938,642</u>
<b>Non-financial assets</b>		
Prepaid expenses	-	-
Tangible capital assets, net of accumulated amortization (Note 13)	-	-
	<u>-</u>	<u>-</u>
<b>Accumulated surplus</b>	<u>\$ 47,304</u>	<u>\$ 2,938,642</u>
<b>Accumulated surplus is comprised of:</b>		
Accumulated operating surplus	\$ 47,304	\$ 2,940,229
Accumulated remeasurement gains	-	(1,587)
	<u>\$ 47,304</u>	<u>\$ 2,938,642</u>

---

**Town of Amherst**
**Schedule of Operations - Cumberland Joint Services Mgmt Authority Fund**

 For the year ended March 31, 2023
 

---

	<u>2023</u>	<u>2022</u>
<b>Revenues</b>		
Solid waste operations	\$ -	\$ 808,790
Compost operations	-	179,488
Recycling operations	-	50,418
Interest	82,841	14,888
Proceeds on sale of intangible assets	-	404,460
Total revenues	<u>82,841</u>	<u>1,458,044</u>
<b>Expenditures</b>		
Administration	19,028	264,658
Solid waste operations (recovery)	(76,699)	66,043
Compost operations	-	60,854
Recycling operations (recovery)	(8)	259,755
Amortization of tangible capital assets (Note 13)	-	-
Loss on disposal of tangible capital assets	-	1,111,520
Total expenditures	<u>(57,679)</u>	<u>1,762,830</u>
<b>Annual surplus / (deficit)</b>	<u>140,520</u>	<u>(304,786)</u>
<b>Financing and transfers</b>		
Transfer to Municipal Units re sale proceeds	(3,033,445)	-
Total financing and transfers	<u>(3,033,445)</u>	<u>-</u>
<b>Change in fund balance</b>	<u>(2,892,925)</u>	<u>(304,786)</u>
<b>Opening fund balance</b>	<u>2,940,229</u>	<u>3,245,015</u>
<b>Closing fund balance</b>	<u>\$ 47,304</u>	<u>\$ 2,940,229</u>

# SYNOPSIS

## Adjustments to Capital Budget Funding

---

Each of the Water, General and Sewer Operating budgets had a surplus for the March 31, 2023 year end. In order to reduce the amount of borrowing, funding from reserves or funding from water depreciation funds the Town generally increases the amount of capital from revenue to pay for capital purchases. The three items in the recommendation are basically year-end housekeeping items that we are bringing forward to Council per the 2017/18 audit recommendation and to ensure awareness.

The funding of these projects from additional capital from revenue reduces the surplus in both the water utility and general fund but it leaves more funds in the Water Depreciation fund for future year projects.

### **MOTION:**

**That Council approve of the following changes to the funding for the 2022/23 Water and General Capital Budget:**

- 1. Approval of the increase of Water Operating capital from revenue from \$40,000 to \$103,000;**
- 2. Approval of the increase of General Operating capital from revenue from \$575,000 to \$595,149.16; and**
- 3. Approval of the increase of Sewer Operating capital from revenue from \$15,000 to \$56,992.08.**



## AMHERST TOWN COUNCIL

RFD# 2023110

Date: September 25, 2023

---

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

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

**DATE:** September 25, 2023

**SUBJECT:** Adjustments to Capital Budget Funding

---

**ORIGIN:** Budget Management Policy 03450-04.

**LEGISLATIVE AUTHORITY:** MGA section 65.

**RECOMMENDATION:** That Council approve of the following changes to the funding for the 2022/23 Water and General Capital Budget:

1. Approval of the increase of Water Operating capital from revenue from \$40,000 to \$103,000;
2. Approval of the increase of General Operating capital from revenue from \$575,000 to \$595,149.16; and
3. Approval of the increase of Sewer Operating capital from revenue from \$15,000 to \$56,992.08.

**BACKGROUND:** Each of the Water, General and Sewer Operating budgets had a surplus for the March 31, 2023 year end. During the 2017/18 audit, it was recommended that Council formally approve any changes to how Capital Projects are funded. The three items in the recommendation are basically year-end housekeeping items that we are bringing forward to Council per the audit recommendation and to ensure awareness.

**DISCUSSION:**

1. Water Operating – Capital from Revenue increase from \$40,000 to \$103,000.

Prior to the increase of \$63,000 in capital from revenue, the surplus in the water operating fund was \$67,323. In keeping with the Town's philosophy of paying for capital projects in cash whenever possible, staff is recommending that capital from revenue be increased from \$40,000 to \$103,000. In prior years when capital from revenue was increased it was offset with a decrease in long term debt. In the 2022/23 water capital budget there were no projects funded by long term debt, so the additional \$63,000 capital from revenue reduced the amount of funding from the Water Depreciation fund. This will allow the Water Depreciation fund the ability to fund future projects.

2. General Operating – Capital from Revenue increase of \$20,149.16 from \$575,000 to \$595,149.16.



The additional \$20,149.16 general operating capital from revenue was used to fund a portion of the project design costs for future year projects (such as Beacon St, Dale, St, Queen St and York St). In the past the future project design costs were bridge financed until the project commenced and then included in the project financing. Since the design for these projects is complete but the projects are a few years out, it is preferred to fund these costs now. Although an additional \$20,149.16 was expensed as capital from revenue in the general fund, it still left a surplus of \$360,401.

3. Sewer Operating – Capital from Revenue increase of \$41,992.08 from \$15,000 to \$56,992.08.

The additional \$41,992.08 sewer operating capital from revenue was used to fund sewer pipe. Although an additional \$41,881,017 was expensed as capital from revenue in sewer operating, it still left a surplus of \$13,930.

**FINANCIAL IMPLICATIONS:** The funding of the above projects from additional capital from revenue reduces the surplus in both the water utility and general fund but it leaves more funds in the Water Depreciation fund for future year projects.

**COMMUNITY ENGAGEMENT:** Any community engagement would be through social media and through the publishing of our Financial Statements once approved.

**ENVIRONMENTAL IMPLICATIONS:** None

**SOCIAL JUSTICE IMPLICATIONS:** None

**ALTERNATIVES:**

1. The Town can leave the funding source in the Water Capital budget as Water Depreciation Funds per the original Capital Budget. In the General Capital budget, the additional funding needed could come from Operating or Capital Reserves.

**ATTACHMENTS:** None

---

Report prepared by: Sarah Wilson, Director of Finance  
Report and Financial approved by:

# SYNOPSIS

## Year End Operating Reserve Transfer to General Operating

---

At the end of a fiscal year if there are surplus funds in the Solid Waste department it is transferred to a special reserve within the Operating Reserve called Reserve Solid Waste/Green Bin Replacement. Likewise, if there is a deficit in the fund, a request is made of Council to withdraw from the reserve to fund the deficit.

The tipping fees for solid waste and recyclables were over budget by \$45,559. There were other savings in the solid waste department in wages, admin costs, operational equipment and tipping fees for organics that resulted in the overall deficit totaling \$19,427.67 in the Solid Waste department.

The Solid Waste/Green Bin Replacement reserve within the Operating Reserve had a balance at March 31, 2023 of \$146,782. With this request to withdraw of \$19,427.67 it leaves a revised balance at March 31, 2023 of \$127,354.

In order to have the Solid Waste budget not affect the general rate, it is important to fund this deficit from the funds that have been put into the Operating Reserve for this very purpose.

### **MOTION:**

**That Council approve of the following transfer from the Operating Reserve to General Operating:**

- **Withdraw from the Operating Reserve – Reserve for Solid Waste of \$19,427.67 to fund the deficit in the Solid Waste department for the 2022/23 fiscal year.**



## AMHERST TOWN COUNCIL

RFD# 2023111

Date: September 25, 2023

---

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

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

**DATE:** September 25, 2023

**SUBJECT:** Year End Operating Reserve Transfer to General Operating

---

**ORIGIN:** Budget Management Policy 03450-04.

**LEGISLATIVE AUTHORITY:** MGA section 65.

**RECOMMENDATION:** That Council approve of the following transfer from the Operating Reserve to General Operating:

- Withdraw from the Operating Reserve – Reserve for Solid Waste of \$19,427.67 to fund the deficit in the Solid Waste department for the 2022/23 fiscal year.

**BACKGROUND:** At the end of a fiscal year if there are surplus funds in the Solid Waste department it is transferred to a special reserve within the Operating Reserve called Reserve Solid Waste/Green Bin Replacement. Likewise, if there is a deficit in the fund, a request is made of Council to withdraw from the reserve to fund the deficit.

**DISCUSSION:** The tipping fees for solid waste and recyclables were over budget by \$45,559. There were other savings in the solid waste department in wages, admin costs, operational equipment and tipping fees for organics that resulted in the overall deficit totaling \$19,427.67 in the Solid Waste department.

The Solid Waste/Green Bin Replacement reserve within the Operating Reserve had a balance at March 31, 2023 of \$146,782. With this request to withdraw of \$19,427.67 it leaves a revised balance at March 31, 2023 of \$127,354.

**FINANCIAL IMPLICATIONS:** In order to have the Solid Waste budget not affect the general rate, it is important to fund this deficit from the funds that have been put into the Operating Reserve for this very purpose.

**COMMUNITY ENGAGEMENT:** Any community engagement would be through social media and through the publishing of our Financial Statements once approved.

**ENVIRONMENTAL IMPLICATIONS:** None



**SOCIAL JUSTICE IMPLICATIONS:** None

**ALTERNATIVES:**

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

**ATTACHMENTS:** None

---

Report prepared by: Sarah Wilson, Director of Finance  
Report and Financial approved by:

# SYNOPSIS

## Amherst Youth Town Council Policy Amendments

---

The current Amherst Youth Town Council policy limits membership to 12 students. This year we have had more applications than spots on the Council. Amending the policy to increase the number of members to 15 will allow all students that expressed interest to participate on the Amherst Youth Town Council. Other, minor housekeeping changes are also included in the proposed amendments.

**MOTION:**

**That Council approve of the amendments to the Amherst Youth Town Council Policy as presented.**



## Amherst Town Council

RFD# 2023112

Date: September 25, 2023

---

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

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

**DATE:** September 25, 2023

**SUBJECT:** Amherst Youth Town Council Policy amendments

---

**ORIGIN:** Amherst Youth Town Council applications and appointments

**LEGISLATIVE AUTHORITY:** Amherst Youth Town Council Policy, #10350-21

**RECOMMENDATION:** That Council approve of the amendments to the Amherst Youth Town Council Policy as presented.

**BACKGROUND:** In accordance with the existing Youth Town Council Policy, there is an ability to accept up to 12 members; up to three of the members may be County residents. This year 13 students have expressed interest to join the AYTC. Furthermore, the existing policy had not been reviewed since April 2021 and it was felt by staff it required a few updates.

**DISCUSSION:** Involving youth in the community adds value to youth development; it empowers our young people to be active participants in their community through positive engagement. The Amherst Youth Town Council also provides Council with a young perspective on issues pertaining to the youth in Amherst.

It should be noted that the AYTC worked really hard this year to come back after Covid in the previous two years. Their hard work is a testament to the ability of growing the council to more than 12. The AYTC assisted with many Town and community activities over the past year and expanding the maximum number would allow more flexibility to attend functions and allow for improved succession planning.

**FINANCIAL IMPLICATIONS:** The expenses associated with this committee are accounted for in the Community Living Department's operating budget for the current fiscal year.

**COMMUNITY ENGAGEMENT:** Changes to the policy were discussed throughout the school year with members of the AYTC.

**ENVIRONMENTAL IMPLICATIONS:** Involvement of the younger generation tends to support protection and preservation of the environment.

**SOCIAL JUSTICE IMPLICATIONS:** When youth feel they have a voice in decision making they bring perspective in ways adults gain clarity.



**ALTERNATIVES:**

- 1) Not to accept the policy revisions

**ATTACHMENTS:**

10350-21 Amherst Youth Town Council Policy

---

Report prepared by: Sharon Bristol

**TITLE: AMHERST YOUTH TOWN COUNCIL POLICY**  
**SECTION: EXECUTIVE OFFICE**  
**POLICY NO: 10350-20**

---

**APPROVAL DATE:** \_\_\_\_\_

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

### **POLICY STATEMENT**

This policy will govern the rules and requirements for the operation of the Youth Town Council.

### **PURPOSE:**

The Amherst Youth Town Council will act as an advisory body to Town Council on those matters within the influence of the Town of Amherst which have an impact on the youth of the Town, regardless of their cultural and religious identity, socio-economic background, intellectual and physical abilities, sexuality or gender. The Amherst Youth Town Council will improve the image of the Town of Amherst by raising the profile of the Town's youth. The Council will create community awareness of youth facilities, youth services, youth organizations and the opportunities and programs they provide.

### **ROLE OF COMMITTEE YOUTH COUNCIL:**

1. The Amherst Youth Town Council will identify and bring forward issues which have an impact on the youth of Amherst and, while *indirectly* under the control of the Town of Amherst, may be of sufficient significance to warrant the Town's consideration or support.
2. The Amherst Youth Town Council shall encourage its members to become more familiar with the workings of local government through education, involvement and participation *in council meetings*.
3. The Amherst Youth Town Council will, through researching issues and presenting constructive solutions, act as a realistic advocate for the youth of our community.
4. The Amherst Youth Town Council will endeavor to participate actively in community events and activities, as well as host events they deem fit, in Amherst, and through this involvement, foster a positive image for all young people.
5. The Amherst Youth Town Council may address, foster discussion, or make recommendations to Town Council on issues that they believe need to be addressed for the benefit of the youth.

---

**TITLE: AMHERST YOUTH TOWN COUNCIL POLICY**  
**SECTION: EXECUTIVE OFFICE**  
**POLICY NO: 10350-20**

---

---

**MEMBERSHIP:**

1. The Town of Amherst is an inclusive and equitable organization. We value inclusivity & diversity in all areas of the workplace, including the Amherst Youth Town Council. We encourage membership from members of groups who are typically underrepresented and with historical and/or current barriers to equity.
2. The Council shall appoint members of the Amherst Youth Town Council by resolution.
3. The maximum number of appointees on the Amherst Youth Town Council is 42 **15**.
4. Members shall be students attending Amherst schools from grade 7 to 12 with a maximum of three members being **residents of the Municipality of the County of Cumberland**. ~~residents.~~
5. The term for citizen youth appointees shall be two years and members may be reappointed to the committee without limitations. Members who do not complete their two-year term may be replaced, with their replacement finishing their term and eligible for reappointment without limitations. Citizen appointee terms shall commence in September of each year.
6. By April of each year, advertisement for expression of interest will be posted using appropriate media to reach youth. Council will appoint members for the new term in June of each year. Members will convene in September of each year.

**MEETINGS:**

1. Meetings will be scheduled by the *Junior Mayor*, in consultation with staff and fellow members. ~~Generally, meetings will commence at 3:05pm at an accessible location.~~ **Meetings will be held at an accessible location as determined by the Junior Mayor and Staff.**
2. The committee will meet bi-monthly or as required. Each month a member of the Amherst Youth Town Council will attend an Amherst Town Council regular meeting **and provide a report on the activities of the month.**

**TITLE: AMHERST YOUTH TOWN COUNCIL POLICY**  
**SECTION: EXECUTIVE OFFICE**  
**POLICY NO: 10350-20**

3. All meetings are open to the public. If local organizations wish to present to the Amherst Youth Town Council, they must previously inform the elected Junior Mayor of their presentation plans.
4. All ~~members~~ **meetings** of the Amherst Youth Town Council are **mandatory**. **If a member is unable to attend, they are** required to notify a member of the executive committee if they are to miss a meeting. If two meetings are missed without regrets sent, the committee will discuss attendance improvement for that individual. **If further action is required it will be brought to the Amherst Town Council for review.**

Title/Role	Responsibilities
<b>Director, Community Living</b>	Work with the AYTC while adhering to the policy; make recommendations to Council on AYTC appointments.
<b>Council</b>	Consider recommendations from the AYTC, appoint members annually.

For Administrative Use Only:

### VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Change the number of appointments from 12 to 15, and minor housekeeping amendments.</b>	Director, Community Living, Bristol	Council	

Minutes reference date:      25 May, 2010      24 October, 2011      25 November, 2013      23 October, 2017  
    25 June, 2018      26 April, 2021

# SYNOPSIS

## Amherst Youth Town Council Appointments

---

In accordance with the recently amended Amherst Youth Council Policy, there is an ability to accept up to 15 members on the Council. This year 11 students have been appointed to the AYTC. Since June we have received two more applications, Peter and Tomas Sigtryggsson. Applications have been evaluated and interviews have been conducted, resulting in the recommendation that the students listed above be appointed to the Youth Council for the 2023/24 school year:

**MOTION:**

**That Council appoint Peter Sigtryggsson and Tomas Sigtryggsson to the Amherst Youth Town Council.**



## Amherst Town Council

RFD# 2023113

Date: September 25, 2023

---

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

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

**DATE:** September 25, 2023

**SUBJECT:** Appointments to Amherst Youth Town Council

---

**ORIGIN:** Annual appointment of members to the Amherst Youth Town Council

**LEGISLATIVE AUTHORITY:** Amherst Youth Town Council Policy, #10350-21

**RECOMMENDATION:** That Council appoint Peter Sigtryggsson and Tomas Sigtryggsson to the Amherst Youth Town Council.

**BACKGROUND:** In accordance with the Youth Council Policy, there is an ability to accept up to 15 members; up to three of the members may be County residents. This year 11 students have been appointed to the AYTC. Since June we have received two more applications, Peter and Tomas Sigtryggsson. Applications have been evaluated and interviews have been conducted, resulting in the recommendation that the students listed above be appointed to the Youth Council for the 2023/24 school year:

**DISCUSSION:** Involving youth in the community adds value to youth development; it empowers our young people to be active participants in their community through positive engagement. The Amherst Youth Town Council also provides Council with a youth perspective on issues pertaining to the youth in Amherst.

It should be noted that the AYTC worked really hard this year to come back after Covid in the previous two years. Their hard work is a testament to the ability of growing the council to more than 12. The AYTC assisted with many Town and community activities over the past year and would like to continue their quest to identify ways to combat food insecurity in our community.

**FINANCIAL IMPLICATIONS:** The expenses associated with this committee are accounted for in the Community Living Department's operating budget for the current fiscal year.

**COMMUNITY ENGAGEMENT:** Expressions of interest were solicited throughout the E. B. Chandler Junior High School and the Amherst Regional High School. Two new applications were received.

**ENVIRONMENTAL IMPLICATIONS:** While there are no direct environmental implications with filling the positions on the Youth Council, involvement of the younger generation tends to support protection and preservation of the environment.

**ALTERNATIVES:** These appointments are at Council's discretion; Council may choose to not appoint these 2 applicants.



**ATTACHMENTS:**

---

Report prepared by: Sharon Bristol

# SYNOPSIS

## Salary Administration Policy Amendments

---

The Province of Nova Scotia is increasing the provincial minimum wage to \$15.00 per hour, effective October 1, 2023.

Revisions to Appendix “B” of the Town’s Salary Administration Policy are required as a result of the pending provincial increase in minimum wage on October 1, 2023. It has been the Town’s practice to increase the hourly rates of pay for certain hourly positions, due to increases in minimum wage, by the percentage that the existing hourly rate is above the existing minimum wage. The increasing minimum wage will result in an approximate \$1,900 additional wage expense, which has been accommodated within the proposed operating budget for 2023/24.

**MOTION:**

**That Council approve of the amendments to the Salary Administration Policy as presented.**

---

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

**SUBMITTED BY:** Krista Crossman, Director of HR and Customer Services

**DATE:** September 25, 2023

**SUBJECT:** Salary Administration Policy Amendments

---

**ORIGIN:**

The Town's Salary Administration Policy commits the CAO, under Scope of Responsibility, to review and recommend changes to policy and procedures as they relate to the employee compensation program.

**LEGISLATIVE AUTHORITY:**

MGA 47(1) The council shall make decision in the exercise of its powers and duties by resolution, by policy or by by-law and section 65(r) Council may expend money for expenses of the Council, Officers, and employees of the municipality.

**RECOMMENDATION:**

That Council approve of the amendments to the Salary Administration Policy as presented.

**BACKGROUND:**

The Province of Nova Scotia is increasing the provincial minimum wage to \$15.00 per hour, effective October 1, 2023.

**DISCUSSION:**

Revisions to Appendix "B" of the Town's Salary Administration Policy are required as a result of the pending provincial increase in minimum wage on October 1, 2023. It has been the Town's practice to increase the hourly rates of pay, due to increases in minimum wage, by the percentage that the existing hourly rate is above the existing minimum wage:



Hourly Rate Grid Increases - October 1, 2023 Min. Wage Update					
Canine Control Officers, School Crossing Guards					
STEP	Current Min. Wage (b)	Current Sal. Admin. Hourly Rate (c)	% Above Min. Wage (% c ↑ b) (d)	New Min. Wage (e)	New Salary Admin. Wage (e + d)
STEP 1	14.50	14.63	0.90%	15.00	15.13
STEP 2	14.50	15.12	4.28%	15.00	15.64
STEP 3	14.50	15.62	7.72%	15.00	16.16
STEP 4	14.50	16.12	11.17%	15.00	16.68
STEP 5	14.50	16.70	15.17%	15.00	17.28
Ice Marshall					
STEP	Current Min. Wage (b)	Current Sal. Admin. Hourly Rate (c)	% Above Min. Wage (% c ↑ b) (d)	New Min. Wage (e)	New Salary Admin. Wage (e + d)
STEP 1	14.50	14.57	0.48%	15.00	15.07
STEP 2	14.50	15.03	3.66%	15.00	15.55
STEP 3	14.50	15.54	7.17%	15.00	16.08
STEP 4	14.50	16.04	10.62%	15.00	16.59
STEP 5	14.50	16.61	14.55%	15.00	17.18

**FINANCIAL IMPLICATIONS:**

The increasing minimum wage will result in an approximate \$1,900 additional wage expense, which has been accommodated within the proposed operating budget for 2023/24.

**COMMUNITY ENGAGEMENT:**

No community engagement is required.

**ENVIRONMENTAL IMPLICATIONS:**

There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:**

There are no social justice implications. The increase to the hourly rate grid is required in order to be in compliance with the provincial minimum wage order legislation.

**ALTERNATIVES:**

1. Accept recommendation
2. Direct staff to develop alternative recommendation.

**ATTACHMENTS:**

Policy No. 04530-01, Salary Administration Policy

**TITLE:** SALARY ADMINISTRATION POLICY  
**SECTION:** HUMAN RESOURCE MANAGEMENT  
**POLICY NO:** 04530-01

---

**APPROVAL DATE:** \_\_\_\_\_

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

## **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.

---

**TITLE: SALARY ADMINISTRATION POLICY**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-01**

---

### **STEP ADJUSTMENTS**

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:**

Mayor, Council and Directors of departments shall receive a monthly vehicle allowance of \$150.00.

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:

---

**TITLE: SALARY ADMINISTRATION POLICY**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-01**

---

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.
7. Determine salary ratings for temporary and casual positions.

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.

**TITLE: SALARY ADMINISTRATION POLICY**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-01**

**APPENDIX A**

January 1, 2019

**Town of Amherst**  
Salary Grid

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.

**TITLE: SALARY ADMINISTRATION POLICY**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-01**

**APPENDIX B**

October 1, 2023

**Town of Amherst**

Hourly Rate Grid – Casual

Job Title	Hourly Rate				
	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Casual Firefighter</b>	<b>17.27</b>	17.55	17.86	18.17	18.46
<b>Jail Guards</b>	<b>17.27</b>	17.55	17.86	18.17	18.46
<b>Canine Control Officer</b>	<b>15.13</b>	15.64	16.16	16.68	17.28
<b>School Crossing Guards</b>	<b>15.13</b>	15.64	16.16	16.68	17.28
<b>Ice Marshall</b>	<b>15.07</b>	15.55	16.08	16.59	17.18
<b>Other</b>	Provincial Minimum Wage				
New Student	Provincial Minimum Wage				
Returning Student	Provincial Minimum Wage + \$1.00/hour				
Professional Student*	Provincial Minimum Wage + \$3.00/hour				

\* Applies to student employees enrolled in a professional post-secondary program for which the Town is requiring specialized educational requirements as a condition of employment. i.e. Engineering, Planning, Accounting, etc.

**TITLE: SALARY ADMINISTRATION POLICY**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-01**

## APPENDIX C JOB CATEGORIES

Category	Position
8	Director, Community Living
	Director, Communications and Information Technology
	Director, Finance
	Director, Fire Services
	Director, HR & Customer Services
	Director, Operations
	Director, Planning and Strategic Initiatives
7	Engineering Technologist
	Public Works Foreman
6	Building Official
	Business Development Officer
	Community Well-Being Manager
	Engineering Technician
	Facility Manager
	IT Manager
	Land Use Planner
	Municipal Clerk
	Parks & Recreation Foreman
	Solid Waste Education and Coordination Officer
5	Exec Asst/Dispatch Coordinator
	Fire Inspector
4	Accounting Clerk/Accounts Payable
	Corporate Communications Officer (CCO)
	Dangerous and Unightly Premises Administrator
	Fire Fighter
	HR Administrator
	Procurement Coordinator
Revenue Officer	
3	Active Living Coordinator
	Administrative Assistant – Clerk’s Office
	Bylaw Enforcement Officer
	Cashier/Customer Service
	Crime Prevention Coordinator
	Culture, Community Events & Marketing Coordinator
	Dispatcher
	IT Coordinator
Water/Sewer Billing Clerk	
2	Criminal Records Checks
1	Vacant

**TITLE: SALARY ADMINISTRATION POLICY**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-01**

**APPENDIX C-1**

September 28, 2022

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<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

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
<b>Chief Administrative Officer</b>	As indicated under “Scope of Responsibility”
<b>Directors and Managers</b>	As indicated under “Scope of Responsibility”

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<ol style="list-style-type: none"> <li>NS minimum wage updates;</li> <li>Position name changes: Municipal Clerk, Dir. Corp. Communications + Info Technology, removal of GIS Coordinator, addition of Engineering Technician</li> </ol>	Crossman: Director, HR and Customer Services	Council	March 27, 2023
Appendix B – amendment to the pay structure for student hourly rate of pay.	Director of HR & Customer Services	Council	April 24, 2023
<b>NS minimum wage updates</b>	<b>Director of HR &amp; Customer Services</b>	<b>Council</b>	

**TITLE: SALARY ADMINISTRATION POLICY**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-01**

**MINUTES REFERENCE DATE**

December 12, 2000	November 2, 2004 (See April 26, 2004 Minutes)	November 27, 2006
December 18, 2006	February 26, 2007	July 16, 2008
September 29, 2008	March 30, 2009	March 29, 2010
April 26, 2010	March 28, 2011	August 2, 2011
May 23, 2012	November 26, 2012	December 17, 2012
September 23, 2013	October 28, 2013	December 16, 2013
May 21, 2015	March 29, 2016	May 25, 2016
May 23, 2017	June 26, 2017	September 25, 2017
February 26, 2018	March 14, 2018	February 28, 2019
June 7, 2021	October 5, 2021	November 29, 2021
		September 28, 2022

# SYNOPSIS

## Community Support Grants

---

An annual budget is allocated for community support grants so that the can Town provide assistance in a fiscally responsible manner to organizations that qualify under the criteria set in the policy. In doing so, the Town encourages and promotes the success of these organizations.

The Amherst Downtown Business Association are doing a few activities during Ester Fest which includes a Monster Ball, Street Market Giveaways and Graveyard Walk. They will be selling tickets on some events but are unsure as to the response to the Monster Ball. They are requesting \$3000.00 to assist with getting the events started. This is a collaborative partnership this year to offer more events and increase the volunteer base to carry out activities.

The Museum is requesting \$4000.00 to construct modular walls to increase their ability to display exhibits. This will enable more space to provide a better viewing experience by Museum goers.

### **MOTION:**

**That Council approve of funding in the amount of \$7,000 under the Community Support Grants Policy as follows:**

**Amherst Downtown Business Association - \$3,000.00 Esther Fest activities**

**Cumberland County Museum - \$4,000.00 modular walls for displays**



## AMHERST TOWN COUNCIL

RFD# 2023116

Date: September 25, 2023

---

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

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

**DATE:** September 25, 2023

**SUBJECT:** Community Support Grants 2023

---

**ORIGIN:** 2023-24 Operating Budget

**LEGISLATIVE AUTHORITY:** MGA 65A Authorized Municipal Expenditures. Community Support Grants Policy, 72000-08

**RECOMMENDATION:** That Council approve of funding in the amount of \$ 7,000 under the Community Support Grants Policy as follows:

Amherst Downtown Business Association    \$3,000.00 Esther Fest activities

Cumberland County Museum                      \$4,000.00 modular walls for displays

**BACKGROUND:**

An annual budget is allocated for community support grants so that the can Town provide assistance in a fiscally responsible manner to organizations 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.

**DISCUSSION:** The Amherst Downtown Business Association are doing a few activities during Ester Fest which includes a Monster Ball, Street Market Giveaways and Graveyard Walk. They will be selling tickets on some events but are unsure as to the response to the Monster Ball. They are requesting \$3000.00 to assist with getting the events started. This is a collaborative partnership this year to offer more events and increase the volunteer base to carry out activities. Any grant provided to this event will not be used for alcohol based activities.

The Museum is requesting \$4000.00 to construct modular walls to increase their ability to display exhibits. This will enable more space to provide a better viewing experience by Museum goers. The Museum is listed in Section 4 of the Community Support Grants Policy which indicates that special consideration will be given to a number of listed groups.



**FINANCIAL IMPLICATIONS:**

An allowance remains in the budget to address these requests.

YTD balance for CSG 18,565.00 and Social Equity \$10,598.75

**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 requests as listed
2. Discontinue the practice of providing community support grants

**ATTACHMENTS:**

- Community Support Grants Policy, 72000-08
- Applications

Date: August 14, 2023

COMMUNITY SUPPORT GRANTS  
TOWN OF AMHERST  
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: Amherst Downtown Business Association

Full Mailing Address: 129 Victoria Street East Amherst NS B4H1X9

Contact Person: Marion Pipes

Email Address: Marion\_pipes@live.com

Telephone: 902-614-6000

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$3000

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

The ADBA is looking to build off the town of Amherst Esther Fest by hosting, an outdoor fall market, a graveyard walk, The Great Amherst Monster Ball ( held at the Travelers Lodge) downtown business window decorations (each participating business will be given ESTHER swag to give out)

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)

We are looking to add to the excitement of the Ether Fest and hoping to grow it to draw in larger crowds and attendees from other communities

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

NAME	FUNDING IF ANY

7. How many volunteers contribute to this event or festival: We currently have approximately 15 volunteers with more interested as needs grow

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



**The Great Amherst Halloween Ball**

**\$25 ticket (first year estimated 150 people) = \$3750**

**\$460- Venue (wandlynn)**

**\$75- Bar Tender**

**\$450- DJ- 4hours**

**\$250- lighting**

**\$350- decorations**

**\$150- tickets/poster/ advertising**

**\$300- photo prop station**

**\$200- 3 trophies for costume winners (The Esther's)**

**\$250- door prizes**

**\$450- finger foods**

**Total: \$2935**

**The Great Amherst Graveyard Walk**

**Free but must preregister**

**\$100- flash lights for guides and rear escort**

**\$120- 2 fog machines**

**\$ 150- 2 light machines**

**\$100- blue tooth sound maker**

**Total: \$470**

**Street Market- hay, corn stalks and pumpkins for entry décor. Total \$400**

**Swag- Esther key chains, buttons, lanyards etc. -\$2250**

**SnapChap Esther photo prop-\$400**

<b>Total Event Cost</b>	<b>\$2935</b>
	<b>\$ 470</b>
	<b>\$ 400</b>
	<b>\$2250</b>
	<b><u>\$ 400</u></b>
	<b>\$6455</b>

**Total Projected Rev: \$3750**

**Total Ask: \$2705**



Grove Cottage 2021

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

August 21, 2023

Town Of Amherst  
P O Box 516  
Amherst NS  
B4H 4A1  
Attn: Sharon Bristol, Community Living Director

Dear Sharon:

The Cumberland County Museum receives thousands of visitors to our facility to review our artifacts, do research and use the Wells data base for family cemetery records.

We are located in R. B. Dickey's historic house on Church Street and we need to constantly make changes to our facility in order to meet Canadian Museum Association standards.

The Board of Directors and staff has taken on a number of steps to improve our Museum to meet the needs of our visitors.

We have restructured our ramp entrance, which allows greater accessibility for individuals in wheelchairs and our washroom has been renovated so it is now wheelchair accessible too.

We have relocated our offices and research area upstairs and moved our artifacts downstairs so they are more visible and offer easier access.

The next step is to create a modular interpretive model for our exhibits.

We are enclosing a grant request to the Town of Amherst to be able to complete the next phase of changes to our facility.

I am enclosing the grant form as well as the proposed budget.

Thank you

Wayne Bishop

Secretary Treasurer



Grove Cottage 2021

August 21, 2023

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

**Budget for creating a modular interpretive model for our exhibits:**

<b>Verbal quote from We Like Work for panels</b>	<b>\$3,800.00 + Tax. = \$4,370.00</b>
<b>Cumberland County Museum would have to purchase shelving &amp; hardware</b>	<b>= \$2,000.00</b>
<b>Total Cost</b>	<b>= \$6,370.00</b>

## Federation of Canadian Municipalities Annual Conference 2023

### Councillor Leon Landry

From May 25<sup>th</sup> to May 28<sup>th</sup>, 2023, I attended the Federation of Canadian Municipalities Annual Conference and Trade Show. Town of Amherst CAO, Jason MacDonald also attended.

One of my most notable observations was how relevant the issues that we are tackling as an organization are within a national context – Diversity, Equity and Inclusion, Climate change, Housing and Homelessness, Community Vibrancy, and Rural Transportation, were all topics that were underscored at FCM 2023 conference. In most cases, representatives from municipalities who were discussing these issues in workshops and panels were speaking on points that we've discussed in our own Council Chambers. To be clear, it was evident that the priorities that we've adopted as a Council are being championed across the country as necessary steps for Municipalities who wish to be successful at providing vibrant communities for their constituents. Over the course of the weekend, I was reminded often that we should be proud of our efforts as Municipality.

Another highlight of the weekend was some local representation at the Trade Show portion of the event. Livable Cities – A Division of LED Roadway Lighting (<https://www.liveablecities.com>) had a booth that demonstrated some of their cutting-edge technology. Both CAO MacDonald and I had opportunities to meet with them and have lengthy discussions. I posted a photo on my social media reflecting our Municipality's connection to a local business being spotlighted on a national stage.

Below I have included other highlighted topics and some bullet notes/suggestions for each:

#### Climate Resiliency

- engage Charlottetown regarding their Climate Action Plan.
- We could improve both the vibrancy of our community and reduce our carbon footprint by adopting a policy and strategy to plant climate appropriate trees – especially in our downtown core.
- Explore connecting with Selkirk, Manitoba as another example – Strong climate lens, “treat trees like roads and pipes”, climate resilient infrastructure, Urban Canopy Program, replacing infrastructures with renewable/sustainable assets
- Explore the Green Municipal Fund

#### Housing

- Housing issues were intertwined with almost every aspect of the conference. It is unavoidable and impacts every municipality in the country.
- Explore Housing Accelerator Fund
- Continue to empower non-profits in the fight against homelessness
- Explore options to obtain more developable land in Amherst

#### Rural transportation

- Develop a public transit strategy for Amherst

- Engage the county on a Cumberland Wide rural transport initiative

#### **Diversity and Inclusion**

- 'Diversity Strategies should be looked at as opportunities to gain different perspectives and considered a competitive advantage rather than a checkbox.'
- Reference Canadian Race Relations Foundation - <https://crrf-fcrr.ca/>

#### **Prime Minister's keynote**

- Discussed the housing needs across the country.
- Discussed Rapid Housing Initiative
- Discussed Housing Accelerator Fund that had just launched
- Discussed Permanent Transit Funding
- Alluded to more funding to be announced this fall further related to housing.

#### **Attachment**

- FCM Highlight Document

 LOCAL ACTION  
 NATIONAL RESULTS



**HIGHLIGHTS FROM FCM'S ANNUAL  
CONFERENCE AND TRADE SHOW 2023**

MAY 25-28  
TORONTO, ONTARIO





**JUSTIN TRUDEAU**  
Prime Minister of Canada

*"We are taking a collaborative approach to addressing the housing crisis that treats municipalities as partners. To meet the needs of Canadians, all of us need to step up to confront the challenges ahead and be bold in our solutions."*

 [Watch video](#)



**MELISSA LANTSMAN**  
Deputy Leader of the Conservative Party of Canada

*"I want to talk about housing not because it's at the core of what many of you do as municipalities... but because it is the core of what it means to be Canadian and what our country offers to so many people who come here."*

 [Watch video](#)



**ELIZABETH MAY**  
Leader of the Green Party of Canada

*"The climate crisis is real. We are in a climate emergency... we are not acting like it's an emergency. We need to pull together around the same table and not after the next extreme weather event."*

 [Watch video](#)



**JAGMEET SINGH**  
Leader of the New Democratic Party of Canada

*"I really believe in mental health being a part of our healthcare system; we have to treat it like it's a healthcare issue. People need to have public access... municipalities cannot do it alone. You're being asked to do so much."*

 [Watch video](#)

## DELIVERING LOCAL ACTION TO DRIVE NATIONAL IMPACT

From May 25-28, over 2,900 delegates—including 1,500 municipal leaders from coast to coast to coast—came together in Toronto for *Local Action, National Results*, **FCM's 2023 Annual Conference and Trade Show**. Delegates participated in panel discussions, learned from workshops, visited and connected with exhibitors at the Trade Show and networked with colleagues and partners.

AC 2023 continues to be a flagship event for federal political party leaders and representatives, providing the unique opportunity to address their municipal counterparts on pressing issues and the chance for our members to influence this country's priorities. While each of our four political keynotes addressed different topics, they delivered one unified, underlying message—**that supporting municipalities improves the lives of Canadians across the country.**



**SPECIAL THANKS**  
to the City of Toronto and its sponsors for hosting AC 2023 and showcasing the best the City has to offer.



## TRENDING ALERT!

#FCM2023AC, our English Annual Conference 2023 Twitter hashtag, hit the #3 trending spot in Canada!

### Canada trends

#### #TheLittleMermaid 🧜‍♀️

Experience it only in theatres now!

📺 Promoted by Walt Disney Studios Canada

1 · Trending

#### Tina Turner

188K Tweets

2 · Movies & TV · Trending

#### Barbie

613K Tweets

3 · Trending

#### #FCM2023AC

## A NEW MUNICIPAL GROWTH FRAMEWORK

During *Local Action, National Results*, the importance of a national conversation on a new Municipal Growth Framework that Canadian municipalities can rely on was at the forefront of discussions. With local governments facing diverse challenges that draw more and more on municipal resources, a resolution was successfully passed at this year's conference to support conversations around the development of a modernized Municipal Growth Framework—a top advocacy priority for FCM going forward.



*“Municipalities should not be expected to pull off the impossible time and time again. That is why we need a new Municipal Growth Framework—a revenue tool that grows with the economy and redefines the way we engage across orders of government. And I promise you this a top priority for FCM until we get it done.”*

Carole Saab, CEO, set the stage for discussions around a new Municipal Growth Framework during the opening ceremony.

[Watch the full speech here.](#)



*“It's right to highlight what more can be done with a new fiscal framework to support communities in Canada. Working together, FCM is putting forward a strong agenda for change.”*

Scott Pearce, FCM's President, highlighted in his inaugural speech how FCM will be focusing on a new Municipal Growth Framework in its advocacy efforts.

[Watch the full speech here.](#)



### A PANEL EXPLORING HOW TO MEET THE NEEDS OF ALL CANADIANS

In the panel, A New Fiscal Framework for Municipalities led by FCM CEO Carole Saab, experts discussed how a new Municipal Growth Framework could create the right conditions for Canadian municipalities of all sizes—from rural to northern to big cities—to thrive in the coming decades. The panel included Chair of the Ville de Montréal's External Advisory Committee on Fiscal Policy and Gatineau Former Mayor Maxime Pedneaud-Jobin, Executive Director of the Gattuso Centre for Social Medicine at the University Health Network Andrew Boozary, Co-Chair for the Coalition for a Better Future Lisa Raitt and Director of the Institute of Municipal Finance and Governance Enid Slack. *Presented by Addenda Capital*

# PROVIDING THE TOOLS AND RESOURCES TO STRENGTHEN LOCAL CAPACITY

In tune with this year's theme, *Local Action, National Results*, AC 2023 offered delegates a wide range of forums, plenary sessions, workshops, study tours and Ask-the-Experts sessions to learn best practices and gain new insights to drive local impact.





## RURAL PLENARY

### SUCCESSFUL STORYTELLING AND ADVOCATING FOR RURAL COMMUNITIES

We zeroed in on the big issues facing our rural communities through first-hand stories of rural advocates who are driving real change in their areas. Our expert speakers included former Grand Chief of Manitoba Keewatinowi Okimakanak Sheila North, Cypress Country Councillor Robin Kurpjuweit, President of the Fédération québécoise des municipalités Jacques Demers and Deputy Mayor of New Glasgow Dawn Peters. *Presented by Canadian Telecommunications Association*



## PRESIDENT'S FORUM

### BUILDING WELCOMING COMMUNITIES FOR A GROWING CANADA

FCM's leadership, mayors and experts from across the country discussed the challenges and opportunities facing municipalities as they seek to build healthy, safe and inclusive communities. Led by moderator, CEO & Co-Founder of Monumental Zahra Ebrahim, our panel included Morden Mayor Brandon Burley, Calgary Mayor Jyoti Gondek and Victoriaville Mayor Antoine Tardif. *Presented by Chandos Construction*



## CLOSING PLENARY

### THE NEXT FEDERAL ELECTION AND THE STATE OF THE RACE

Ahead of the next federal election, David Coletto, CEO of Abacus Data, shared insights into Canada's political landscape and where municipal priorities fit in the national conversation.



## EXPLORING TORONTO THROUGH STUDY TOURS

Members explored how Canada's largest and most diverse city has tackled municipal challenges and implemented unique programs and projects. In partnership with the City of Toronto, we offered nearly 40 study tours for delegates to participate in.



### FROM NATIONAL ADAPTATION STRATEGY TO LOCAL CLIMATE RESILIENCE

Climate adaptation and municipal experts like former Edmonton Mayor Don Iveson, discussed the urgency, new funding and innovation support available for municipalities preparing to tackle impending climate risks.



### HOW TO BUILD GREAT PUBLIC SPACES AND FACILITIES

Experts, including Longueuil's Mayor Catherine Fournier, shared what it takes to create impactful, attractive and sustainable public spaces, thereby fostering a strong local sense of community.



### THE RIPPLE EFFECT OF FOOD PRODUCTION

Participants explored how rural and urban centres contribute to a thriving Canadian food system, a strong economy and ongoing innovation.

## AC 2023 WORKSHOPS

From housing to climate resiliency, from food production to building equity within our communities, AC 2023's wide range of workshops connected delegates with new ideas, tools and opportunities to best serve their residents.

Special thanks to our speakers and sponsors for the following workshops and Ask-the-Experts sessions:

#### Your equity journey: From getting started to keeping the momentum

*Presented by the Canadian Race Relations Foundation (CRRF) and the Canadian Commission for UNESCO (CCUNESCO)*

#### Help FCM's Green Municipal Fund build a national climate resilience program

#### Inter-community Transit: Closing the rural and regional gap

#### Becoming asset managers: Building team and self-resiliency

*Presented by the Mental Health Commission of Canada*

#### How to build great public spaces and facilities

*Presented by CSA Group*

#### Fight the municipal brain drain: Attracting and retaining talent

*Presented by CIRA and SAP Canada Inc.*

#### Driving municipal sustainability priorities through CIB financing

*Presented by Canada Infrastructure Bank*

#### Future-proofing Canada's agricultural sector

*Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada*

#### Finding home: Canada's next generation of housing

*Presented by Canadian Mortgage and Housing Corporation (CMHC)*

#### Everything everywhere all at once: "Multi-solving" climate solutions

*Presented by Intact Public Entities*

#### Think globally, act locally: Municipalities and global challenges

#### From National Adaptation Strategy to local climate resilience

*Presented by Co-operators*

#### Taking action against online harassment: Ideas, innovations, allyship

*Presented by Rogers Communications together with Shaw*

#### How P3s put private profit ahead of public interest

*Presented by the Canadian Union of Public Employees (CUPE)*

#### The ripple effect of food production

*Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada*

## FCM RESOLUTIONS AND ANNUAL GENERAL MEETING

An abiding strength of FCM's Annual Conference is uniting communities and providing the forum for municipal leaders to discuss critical issues and make lasting decisions to better the lives of Canadians.

This year, delegates voted overwhelmingly in favour of three important resolutions that have the potential to improve the quality of life for Canadians and scale up growth in their communities.



### NEW GROWTH FRAMEWORK FOR MUNICIPALITIES ↪

**RESOLVED**, that Canada needs a modernized fiscal framework for municipalities.

**RESOLVED**, that FCM lead the development of a new Municipal Growth Framework that results in municipal financial capacity being more accurately linked to items such as national population growth, inflation, economic growth and the role of Canadian municipalities in the 21st century.

**RESOLVED**, that FCM call on the federal government and provincial and territorial governments to engage FCM and provincial territorial associations in the development of a Municipal Growth Framework through a process by which new sources of municipal revenue—including predictable intergovernmental transfers and new direct taxation powers—are proposed, evaluated and implemented.

### ESTABLISHING AN URGENT INTERGOVERNMENTAL PLATFORM ON MENTAL HEALTH ↪

**RESOLVED**, that FCM calls on the federal government to take urgent action to address mental health by:

- » acknowledging that mental health is a national emergency that demands urgent attention and action from all levels of government in Canada.
- » committing to tripartite policy discussions aimed at making mental health care an integral part of Canada's universal health care system.
- » developing a comprehensive national mental health strategy.



### URGENT ACTION NEEDED TO ADDRESS THE CRISIS OF HOMELESSNESS ↪

**RESOLVED**, that FCM calls on the federal government to provide needed long-term capital and operating funding and resource supports for local governments to address the growing homelessness crisis.

**RESOLVED**, that the federal government ensure the sustainability of new permanent supportive housing by urging provinces and territories to ensure long-term funding for wraparound services and participate in government public sector housing programs.

**RESOLVED**, that the federal government create a national strategy to support local governments on scaling up and making permanent programs that give tools directly to local governments to tackle homelessness including building on an improved Rapid Housing Initiative and the Reaching Home program.



# FCM ELECTIONS

Members elected their **2023-2024 FCM BOARD OF DIRECTORS AND TABLE OFFICERS** at FCM’s Annual General Meeting.

Scott Pearce, Mayor of Gore, QC, was acclaimed as FCM President after serving two months as Acting President.

## CONGRATULATIONS TO ALL WHO WERE ELECTED TO THE FCM BOARD OF DIRECTORS AND TO OUR TABLE OFFICERS



**FIRST VICE-PRESIDENT  
GEOFF STEWART**  
Deputy Mayor, Colchester, NS



**SECOND VICE-PRESIDENT  
REBECCA BLIGH**  
Councillor, Vancouver, BC



**THIRD VICE-PRESIDENT  
TIM TIERNEY**  
Councillor, Ottawa, ON

See the full list of [FCM Board Members](#).

# ON THE TRADE SHOW FLOOR

FCM's sector-leading Trade Show once again offered an impressive range of products and services to delegates seeking ways to address their municipal challenges. Trusted partners and vendors shared their experience, know-how and solutions with delegates who are gearing up for growth in their municipalities.

This year, our Trade Show set a record with 212 exhibitors representing a range of corporate, non-profit, labour and inter-governmental interests in local government. FCM welcomed exhibitors offering services, solutions and innovations for everything from waste management, decorative lighting and play structures, to infrastructure, affordable housing, electric buses and so much more.



## LUNCH-AND-LEARN SESSIONS

This year's popular Lunch-and-Learn sessions succinctly outlined ways to strengthen municipal government and encourage economic competitiveness. Special thanks to CIMCO, Moneris, Catalis, Liveable Cities, Canadian Internet Registration Authority (CIRA) and Communities in Bloom for their participation.



## NETWORKING AND IDEA SHARING

AC 2023 provided endless opportunities to connect and exchange ideas with other delegates. From our official Trade Show opening and reception to our Host City welcome reception and our Host City closing gala dinner, our events provided the space for delegates across the country to connect in ways that would otherwise not be possible.



## JOIN US NEXT YEAR

Don't miss FCM's 2024 Annual Conference and Trade Show happening in Calgary, AB from June 6-9, 2024. Stay tuned for more information in the coming months. We hope to see you there!

## A SPECIAL THANKS TO OUR SPONSORS

We're grateful to the many sponsors who made AC 2023 possible.

**[View the full list of sponsors](#)**

# **Internal Committee Report**

## **Audit Committee**

### **September 2023**

---

The Audit Committee met on July 18, 2023 at 12:00 p.m. Rob Small was elected Vice-Chair. Cindy Costin-Fury of Mclsaac Darragh Inc. presented the Audit Engagement and Planning Letters for the Town of Amherst General and Amherst Water Utility. The Town's Director of Finance Sarah Wilson presented the fourth quarter report.

The Audit Committee also met on September 20, 2023 at 4:00 p.m. Cindy Costin-Fury was once again in attendance to present the Audit Findings Report and the Auditor's Management Letter. The Audited Consolidated Financial Statements were also presented and a motion was passed to forward them to Council for acceptance. The Town's Director of Finance Sarah Wilson presented the First Quarter Financial Report and the Capital Budget Actuals.

# Internal Committee Report

## Accessibility Advisory Committee

### September 2023

---

The Accessibility Advisory Committee met on Wednesday, September 13, 2023 at 6:00 p.m. in Town Hall Council Chambers.

The Community Well-Being Manager Mallory Klooster presented the Accessible Playgrounds report. A motion was passed that the Accessibility Advisory Committee request the CAO to request staff to develop a Community Committee to consult on a truly Accessible Playground by mid-November.

Ms. Klooster also discussed the Accessibility Reporting Cycle noting the Accessibility Strategy will need to be updated by April 2025 as per Provincial regulations. The Town of Amherst will be responsible for submitting an Accessibility Report Card to the Amherst Town Council by November 30<sup>th</sup> each year that will track and report on the progress made toward the commitments in this plan.

A motion was passed that the Accessibility Advisory Committee request the CAO to request Town of Amherst staff who require the Communication Disabilities Access Canada Training to participate in a webinar.

Committee members were asked to provide individual feedback on the Public Review of Proposed Built Environment Accessibility Standard Phase 2 by October 30, 2023.

An update on the stadium elevator and the accessible raised platform was also provided.

The next meeting was scheduled for November 15, 2023 at 6:00p.m.

# **External Committee Report**

## **Inclusion, Diversity and Equity Report**

**September 2023**

---

The Committee met on July 17<sup>th</sup> at 6:00 p.m.

There was only one agenda item, a Community Support Grant application from the Cumberland County Museum. A motion was made that the Inclusion, Diversity and Equity Committee recommend that Amherst Town Council not support the application.

The next meeting is scheduled for September 26<sup>th</sup> at 6:00 p.m. A full report from this meeting will be provided next month.

# External Committee Report

## Cumberland Public Libraries

### September 2023

---

#### **Summer Reading Club (SRC) 2023**

SRC 2023 is over for another year! We were very excited to be back to a full load of programs in all our locations. We used the proceeds from our book sale and our 2 Knit-a-thons to purchase prizes for this year's SRC. Prizes included 2 Nintendo Switch (one for kids and one for teens), 2 bikes from the Bike Specialist, a \$100 gift card and two \$100 gift card packs for our teens.

Amherst had 132 kids register for SRC and they submitted a total of 2,179 ballots. At 15 minutes per ballot that is 545 hours read! 847 kids participated in our SRC programs from June- August.

Teens in Amherst submitted 419 ballots and adults, from all over the county, entered over 1,100 ballots to win prizes.

#### **Rapid Test Still Available**

Cumberland Public Libraries are still distributing Covid-19 tests at all our locations.

#### **Statistics**

In the month of July, Cumberland Public Libraries signed out over 14,000 items, 3,625 items in Amherst alone. This includes books, movies, TV shows, magazines, e-books and more.

In July Amherst Library offered 18 programs with 255 people in attendance. The Four Fathers Library had 2,241 in person visits.

**Next Board meeting is November 21, 2023.**

# External Committee Report

## YMCA of Cumberland

### September 2023

---

#### Membership

We have 1468 Active Members

Our current promo is first payment free when signing up for a continuous membership. We are also running a Refer a Friend promo.

#### Medavie Update

Since December 15<sup>th</sup>, we have grown our subsidized membership database by 192 members, with Community Partner referrals. With Medavie funds, we have been able to provide fully subsidized memberships to 124 individuals around Cumberland County.

We are pleased to have **SMILE**, in partnership with Cumberland Early Intervention, return this Fall.

#### Fitness

Registration is open for fall programming. Programs such as Dance Dance, Soccer Stars, Junior Ballers, Tai Chi, Yoga for Beginners, and much more! will be offered. Member inclusive recreation drop ins such as Pickleball, Play Pals, Basketball, etc. will also be available.

Two New Personal Trainers have been trained and certified, to be able to provide these services to our members, starting in the Fall.

#### Aquatics

Fall programming registration is open. Programs such as Group and Private Swim Lessons, as well as the Intro to Comp, Jr. Lifeguards and Bronze Star will be offered.

This Summer, we had 198 Town of Amherst Summer Swim Lesson participants, as well as, on average, 75 patrons for our Town Free Swims, 3x a week.

#### Donations/Fundraising

Give the Gift of Camp Campaign

For the month of July, Kent Building Supplies hosted a POS Campaign in all 48 locations for the Give the Gift of Camp Campaign. We also hosted a book sale and a bbq with proceeds going to the Campaign.

With funds raised, we were able to send kids to over 12 weeks of day camps (specialty camps) as well as sent 3 local kids to Big Cove Camp.

# External Committee Report

## Northern Region Solid Waste Resource Committee

### September 2023

---

#### Provincial Updates

##### Extended Producer Responsibility (EPR)

- The government announced on August 2, Extended Producer Responsibility (EPR) Programs for batteries, lamps, and small household electric appliances, as well as packaging, paper products and other blue bag materials. The Extended Producer Responsibility for Printed Paper, and Packaging (PPP) implementation date is December 1, 2025.
- Municipalities will soon have to decide if they want to opt into EPR for PPP and if they want to continue with collection under a contract (“in”) or hand over collection (“out”). Staff will be providing more information to Council prior to asking them to make this decision.

##### C&D Regulation Changes

- The education documents from Nova Scotia Environment and Climate Change have been circulated to municipalities and facilities. As a reminder the first year with the new regulations will be a year for education and will allow facilities to phase in compliance.

##### Northern Region

- The next scheduled date for the Northern Region meeting is September 22<sup>nd</sup>.
- The Regional Chairs sent a letter to the Minister of Environment supporting the Northern Region’s motion to request that the government consider banning biodegradable and compostable packaging in Nova Scotia.

# External Committee Report

## Senior Safety Report

### September 2023

---

The Committee met on September 19<sup>th</sup> at Noon at the Stadium in person.

During the summer months (July) the Senior Safety Coordinator was moved from the office she had in the Amherst Police Department to an office inside the Amherst Stadium. Thank you to our Facilities Manager Corey Crocker and our CAO Jason MacDonald for finding her a spot to work from and thanks to APD for allowing the coordinator to work from there for several years.

The coordinator has been attending various events throughout the town and county to let seniors know about the services she helps with. At this time the Seniors Grant information from the Federal Department of Seniors has come out and she is very busy answering information on how to apply for this as well as for Home Heating rebates and other grants to help seniors live and stay at home.

The coordinator also receives clients and referrals from other organizations. Year to date totals = 42 requests for service in Amherst and 36 requests for service in the county. She also does home visits when time allows. There have been 21 home visits in town and 13 within the county. These home visits can be multiple times.

There was a small grant applied for through the Community Links program that was used to create emergency kits for seniors. Some of these were given out due to the threat of Tropical Storm Lee.

In May there were five Senior Safety Academies set up in Amherst. All were held at Jones Funeral Home with guest speakers on topics that relate to the safety of seniors. In June the committee hosted World Elder Abuse Awareness Day at the First Baptist Church with cake and sandwiches. The window at CANSA also held information regarding WEAAD.

In July, Paige did an interview with the Springhill Gazette discussing the work she does to help seniors in the area. In September she attended the Pugwash Market on the 9<sup>th</sup> to again get information out to seniors in the area. She will also be attending a Dementia Training session for caregivers in September and the Springhill Market later in the month.

The next meeting is scheduled for October 17<sup>th</sup> at 1:00pm again at the Stadium.

# External Committee Report

## Municipal Alcohol Project

September 2023

---

The Provincial Alcohol Policy Forum was held on June 14, 2023 via zoom. There were many great speakers over a two day period.

**Dr. Bowes** is the Chief Medical Examiner in Nova Scotia. He has followed the deaths caused by too much alcohol and the effects of alcohol on the body. There are 130 deaths per year for motor vehicle accidents caused by intoxication. There are the one-punch accidental manslaughter or homicides that he testifies are due to alcohol content. A person with chronic alcoholism can bleed to death from their stomach, he sees one or two of these a month. Suicides usually have alcohol involved during the decision making and goes to state of mind at the time. For every death there are many people around that person that are affected. He plans to continue to keep data to help save lives.

**Dr. Strang** is the Chief Medical Officer of Health for the Province of Nova Scotia. He has worked on alcohol policy for the past 15-20 years. In order to make a difference community engagement and buy in is needed. The alcohol industry has a huge influence nationally. Politicians want to hear from their communities regarding harm reduction and engagement. The main focus needs to be evidence based on firsthand accounts with anecdotes, storytelling, raw emotions on top of the evidence. We need to have a policy conversation provincially. Labelling of alcohol is the perfect opportunity to discuss why alcohol is different from drugs, food, cigarettes etc.

**Labeling:** This is the best place to start and it will begin to further the conversation on other policy issues. On the labels they should link alcohol with other health issues like cancer. There are impacts on surgery wait times as well. Alcohol related issues take priority over a knee or hip replacement. Young people are now socializing by bringing alcohol into the equation. We need non-alcohol social activities for youth too.

### **Municipal Alcohol Project Meeting – July 5, 2023 via zoom.**

The Town of Amherst has done quite well with a list of Family Friendly events both planned and already held. Most of the events held are both alcohol and smoke free events and should be shared as such (Acadian Festival, Carly Day, Multicultural Association). There were several events this past year that gave out free water, which goes to supporting those that choose not to drink. (Rotary Dinner, Ducks Unlimited Dinner, Bacon Elliott Bursary Dinner)

Dr. Bowes will be a great resource going forward. Questions like are alcohol related deaths preventable. He will be keeping stats on this.

Next year's alcohol forum is starting to be planned. They want to make the information more municipal to move the policy information forward. There are zero regulations for alcohol promotions on social media. The radio stations use MADD Canada ads to offset any alcohol related content.

### **Municipal Alcohol Project Meeting – September 5, 2023 via zoom.**

The committee will be working on a list of events that provide alcohol and send harm reduction messaging to the organizers.

The committee will also be working on a list of yearly Family Friendly events.

One thing to watch for is some events are listed as family friendly but may still have alcohol involved. This is where the harm reduction messages will come in handy. As a recent example, the Oxford Exhibition, which involves 4-H youth had a pub in one of the exhibition buildings called the Horse and Heifer Pub. There was nothing separating this area from other events happening in the same venue. People could walk right into the pub and out the door to the grounds. This operated both weekends Friday and Saturday from 4:00 to midnight.

Our committee will receive a harm reduction checklist from the Pictou MAP committee to share with event planners.

Next meeting will be October 3, 2023.