



Town of Amherst
Regular Council Meeting
Agenda

Date: **Monday, December 18, 2023**
Time: **6:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGMENT	
<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>	
3. AGENDA APPROVAL / ACCEPTANCE OF MINUTES	
3.1 Approval of the Agenda	
3.2 Acceptance of Minutes	
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7.	ADJOURNMENT	

**Town of Amherst
Public Hearing
Minutes**

Date: November 23, 2023
Time: 5:00 pm
Location: Council Chambers, Town Hall

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

Members Absent Councillor George Baker
Councillor Lisa Emery

Staff Present Andrew Fisher, Director of Planning & Strategic Initiatives
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant
Sean Payne, Corporate Communications Officer

Others Present Greg Smith, Chief Operations Officer, Blackbay Real Estate Group
Creighton McCarthy, Citizen Representative, Planning Advisory Committee
Susan Costin, Resident
Sharon White, Resident

1. CALL TO ORDER

Mayor Kogon called the public hearing to order.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgement.

3. 105 South Albion Street Development Agreement

3.1 Staff Report

Andrew Fisher presented the application for a Development Agreement to permit the construction of two rows of five townhouses and two apartment buildings including an 8-storey building comprising of 128 units and a 4-storey building comprising of 48 units at 105 South Albion Street.

3.2 Council Questions / Comments

Deputy Mayor Fawthrop expressed that he did have concerns with traffic egress from the proposed site onto South Albion Street; however, Mr. Fisher addressed this.

Deputy Mayor Fawthrop asked if the applicant intended to request that Nova Scotia Power abandon the easement. Mr. Fisher replied that the applicant has redesigned the proposed development around the easement, and it does not present a significant impediment to the development. NS Power does not often give up easements, but the developer can certainly pursue that if they wish.

There were no further questions or comments from Council.

3.3 Public Questions / Comments

The Chief Operations Officer for the applicant Greg Smith was in attendance. He thanked Council and staff for their work on this application to date. He stated he believes this is a great project, and that any issues raised have been or will be addressed as they are committed to following all by-laws and policies.

There were no further questions or comments from the public.

4. **Adjournment**
Moved By: Councillor Landry
Seconded By: Councillor Chambers
To adjourn the public hearing.

Motion Carried

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: November 27, 2023
Time: 6:00 pm
Location: Council Chambers, Town Hall

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

Staff Present Jason MacDonald, Chief Administrative Officer
Dwayne Pike, Chief, Police Services
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Strategic Initiatives
Sarah Wilson, Director, Finance
Krista Crossman, Director, HR & Customer Services
Kim Jones, Director, Corporate Communications
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 6:00 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA/MINUTES

3.1 Approval of the Agenda

Moved By Councillor Emery
Seconded By Deputy Mayor Fawthrop
To approve the agenda as circulated.

Motion Carried

3.2 Approval of Minutes

3.2.1 October 30, 2023 Regular Council
Moved By Councillor Baker
Seconded By Councillor Chambers
To approve the minutes of the October 30, 2023 regular meeting as included in the agenda package.

Motion Carried

4. REQUESTS FOR DECISION

4.1 105 South Albion Street Development Agreement Second Reading-

As Councillor Baker and Councillor Emery were not in attendance at the Public Hearing for this item, they were unable to vote on the motion.

Moved By Councillor Davidson
Seconded By Councillor Landry
That Council give Second Reading to the development agreement for 105 South Albion Street to allow the construction of a residential community consisting of two, 5-unit townhouses and two apartment buildings with 48 and 128 units.

Motion Carried

This Agreement made this _____ Day of _____ 2023.

Between:

Black Bay Real Estate Group (owner of 105 South Albion Street, 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 RP-9 of the Municipal Planning Strategy of the Town of Amherst, to construct two, 5-unit townhouses, one, 128-unit apartment building, and one, 48-unit apartment building at 105 South Albion Street (formerly known as Blaine Street), as shown on Schedule B.

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 ____ Day of _____ 2023, approved 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 two, 5-unit townhouses and two apartment buildings, including one 8-story, 128-unit building and one 4-story 48-unit building on 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

Adam Barrett, President
Black Bay Real Estate Group
105 South Albion Street, Amherst

Schedule A

Terms and Conditions:

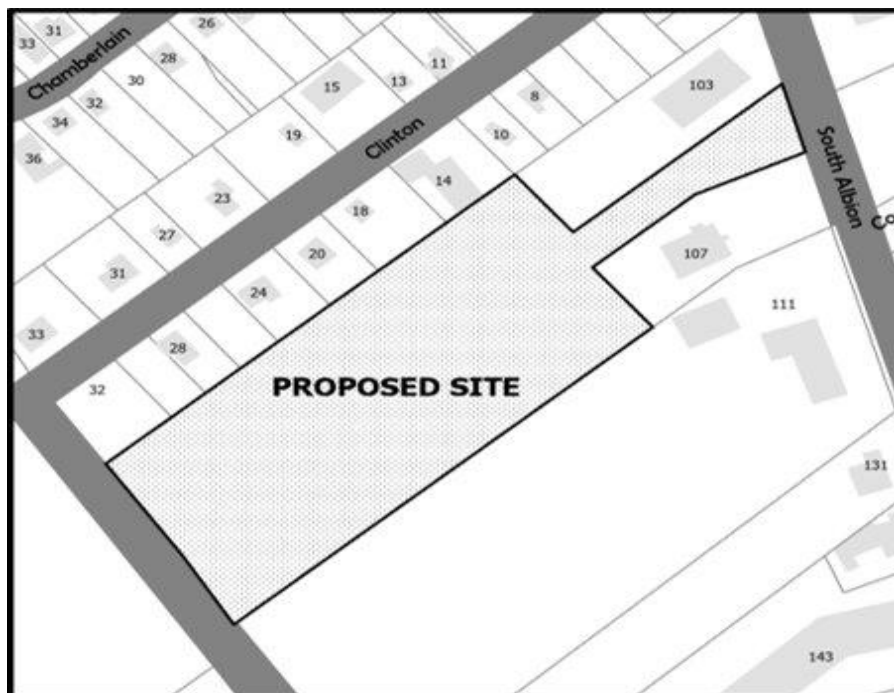
1.0 USE OF LAND AND BUILDINGS

- 1.1 The use of the property shall be limited to two, 5-unit townhouses and two apartment buildings, including one 8-story, 128-unit building and one 4-story 48-unit building in the general location as shown on Schedule 'C'.
- 1.2 A minimum of 203 parking spaces, including 81 surface parking, 112 underground and 10 garage parking spaces shall be provided on the Land and shall be generally configured as shown and explained 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 all elements of the Site Plan on the Land generally in accordance with Schedule 'C'. Variations to the Site Plan elements may be permitted, to the satisfaction of the Development Officer and shall not be considered substantial changes to this agreement.
- 1.7 The Owner shall be responsible for maintaining screened solid waste containment areas.
- 1.8 Paving of the driveways and parking areas shall be completed for the associated building within twelve (12) months from the date an Occupancy Permit is issued.
- 1.9 The Owner shall be responsible for constructing the access to the site will have the option to construct a public street, subject to conformance with the Amherst Subdivision Bylaw requirements.
- 1.10 The Owner shall be responsible for any changes to the location and configuration of access and parking that is required to accommodate access for emergency vehicles, to the satisfaction of the Development Officer and the authority having jurisdiction. Such changes shall not be considered substantial to this agreement.

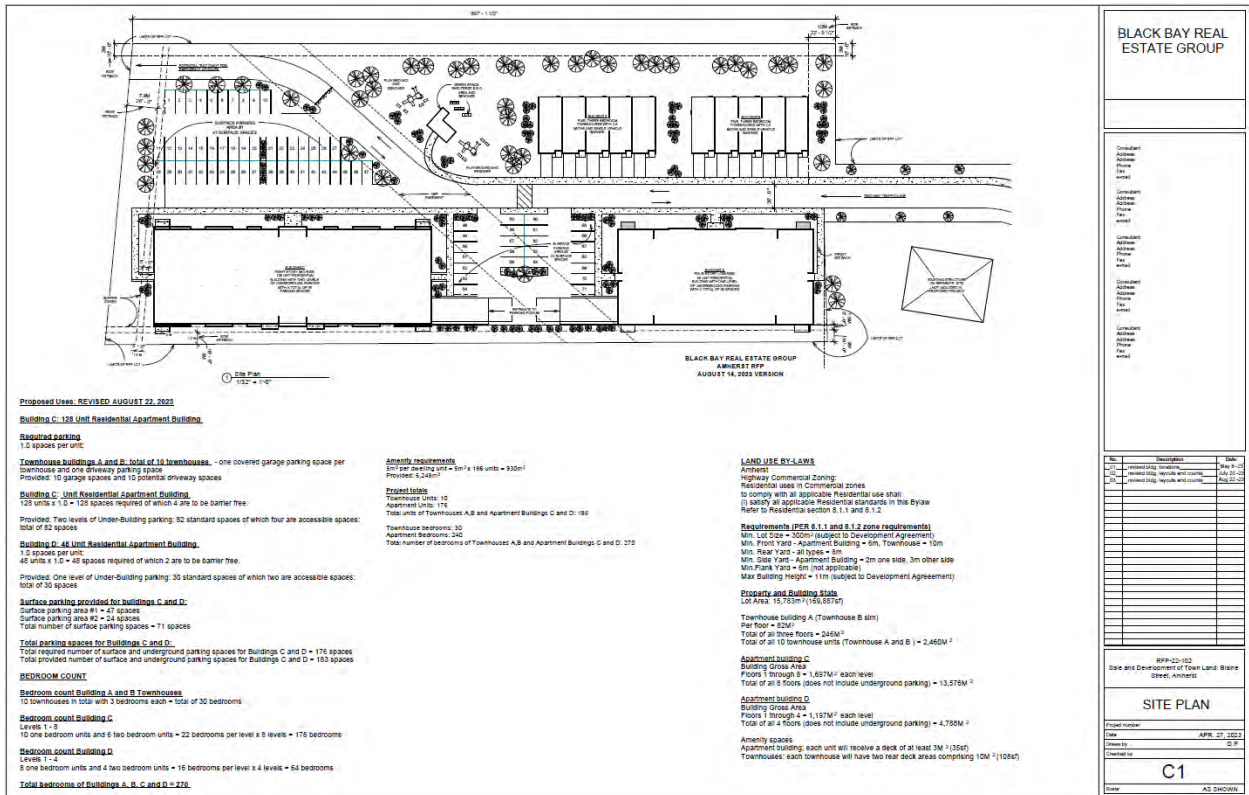
2.0 GENERAL REQUIREMENTS

- 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 submit a storm water management plan to satisfaction of the Development Officer and 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 and taking all reasonable measures to minimize dust on an ongoing basis during construction.

Schedule "B"

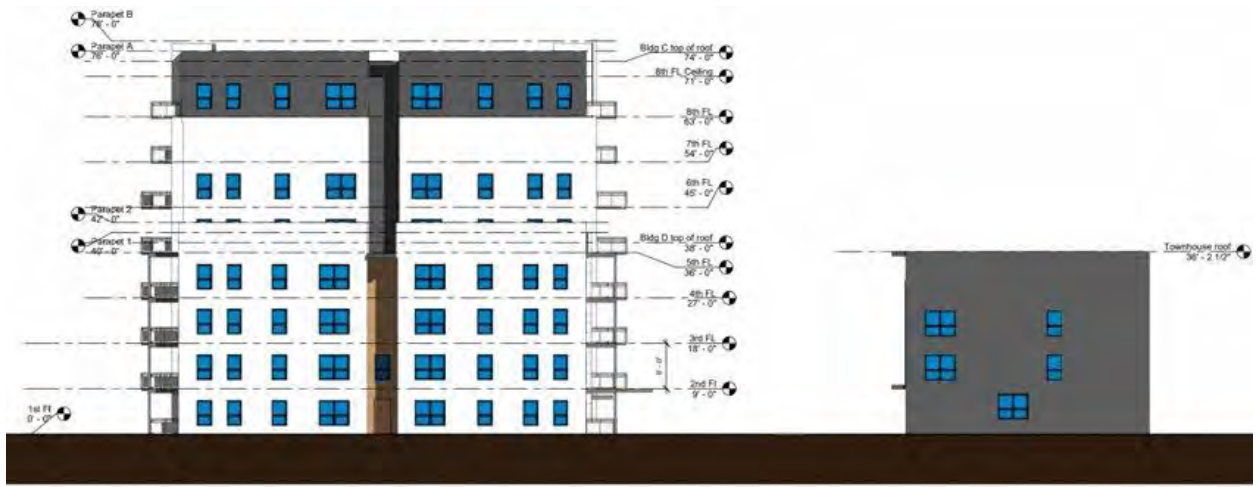


Schedule "C"



Schedule "D"







**4.2 Companion Animal By-law Amendments Second Reading
 Moved By Councillor Chambers
 Seconded By Councillor Baker
 That Council give Second Reading of the By-law to Amend the Companion
 Animal By-law.**

Motion Carried

TITLE: COMPANION ANIMAL BY-LAW
SECTION: PROTECTIVE SERVICES
BYLAW NO: C-4

APPROVAL DATE: _____ **CAO Signature:** _____

1. This By-law shall be known and may be cited as the "Companion Animal By-Law of the Town of Amherst.

INTERPRETATION

2. In this By-law, unless the context otherwise requires:
 - a. **"Animal Control Officer"** or **"ACO"** means the person designated by the Chief of Police to be the by-law enforcement officer for this by-law. An officer of the Amherst Police Department may destroy a dangerous dog where the circumstances call for that action in the normal course of carrying out the Officer's duties;
 - b. **"Accredited Training"** means a certificate from Assistance Dogs International or the International Guide Dog Federation. A dog that has not been trained by an accredited training school may be accredited if the handler and the dog pass a service dog assessment administered by an accredited organization;
 - c. **"At Large"** means being elsewhere than on the lands, premises owned or occupied by the dog owner and not on a leash;
 - d. **"Attack"** means an assault resulting in bleeding, bone breakage, sprains or serious bruising;
 - e. **"Bite"** means a wound to the skin causing it to puncture or break;
 - f. **"Cat"** means a male or female animal of the species feline;
 - g. **"Companion Animal"** means a domestic cat or dog;
 - h. **"Continuous Restraint and Control"** means the dog is on a leash controlled by a person of sufficient size and strength to completely restrain and control the dog;
 - i. **"Council"** means the Municipal Council of the Town of Amherst;
 - j. **"Dangerous Dog"** means a dog which:
 - i. Attacks or demonstrates a propensity, tendency or disposition to attack a human being or animal either on public or private property;
 - ii. Has caused injury to or otherwise endangered the safety of a human being or animal;
 - iii. Is owned or harbored primarily or in part for the purpose of dog fighting or is trained for dog fighting;
 - iv. Is a dog for which a muzzle order has been made.

- k. **“Dog”** means a male or female animal of the species canine over the age of sixteen (16) weeks;
- l. **“Dog License”** means a license for a dog for the current licensing year that has been paid for and that has been issued by the Town or an assignee of the Town;
- m. **“Dog Owner”** means any person:
 - i. whose name appears on a dog license;
 - ii. who is in possession of a dog;
 - iii. who has the care, custody or control of a dog; or
 - iv. who possesses, harbors or allows a dog to remain about a house, land or premises owned or occupied by that person.
- n. **“Extraordinary expense”** means any expense incurred in relation to an animal except for the provision of food and water;
- o. **“Impounded”** means seized and delivered into the pound or in the custody of the poundkeeper;
- p. **“Kennel”** means a licensed enterprise dealing with the breeding, buying, selling or boarding of dogs;
- q. **“Licensed Dog”** means a dog that is wearing, either on its collar or harness, a metal tag on which is stamped figures corresponding to a dog license for that specific dog;
- r. **“Licensing Year”** shall mean a period from April 1st in any year to March 31st in the following year;
- s. **“Mitigating Factor”** means a circumstance that may excuse the aggressive behavior of a dog where the dog:
 - i. At the time of the aggressive behavior, attacked or injured any person trespassing on property occupied by its owner; or
 - ii. While off the owner’s property and the continual restrain and control of the owner was reacting to a perceived aggressive or threatening behavior to the dog, it’s owner; or
 - iii. Immediately prior to the aggressive behavior, was being abused or tormented by the person attacked or injured.

Any other mitigating factors that may not be conveyed in the above definitions will be determined in a fair and unbiased manner by the Animal Control Officer, Police Officer or Delegate on a case-by-case basis.
- t. **“Muzzle”** shall mean a humane covering device of sufficient strength placed over a dog’s mouth to prevent it from biting;
- u. **“Muzzle Order”** means an Order issued by the Animal Control Officer to require that a dog’s muzzle be restricted while off the owner’s property as outlined in section 9(a)(ii);
- v. **“Pound”** means premises used by the poundkeeper to harbor and maintain dogs pursuant to this bylaw or any vehicle used by the poundkeeper;
- w. **“Poundkeeper”** means the person or organization appointed by resolution of Council to operate and maintain the facilities for the impounding of dog;
- x. **“Premises”** means a building or part of a building, structure or a place;
- y. **“Premises of the owner”** includes premises where a dog is habitually harboured or fed;
- z. **“Register”** means annual no-cost voluntary registration of domestic cats with the Town by cat owners;
- aa. **“Service Animal”** means an animal trained by a recognized school for service as a guide dog for the blind or visually impaired, a guide dog for the deaf or hearing impaired, or a special skills dog for other challenged persons and includes an animal used in therapy, registered with a recognized organization for that purpose;
- bb. **“Town”** means the Municipality of the Town of Amherst

IMPOUNDMENT

- 3. The Council may hereby authorize:
 - a. the establishment, maintenance and operation of facilities for the impounding of dogs at such place or places and upon such premises, as the Council may determine, by resolution;
 - b. The appointment, by resolution, of a poundkeeper to maintain and operate the pound or pounds established under this by-law;
 - c. The making of an agreement with such persons, firms, societies or corporations as may be fit for the purpose of maintaining and operating a pound, for regulating the conduct of the pound, and

providing for the collection, distribution and payment of revenue and expenditures derived from the operation of the Pound;

- d. Such Persons, Firms, Societies or Corporations responsible for the pound shall ensure:
 - i. There is adequate food and water to impounded animals;
 - ii. The pound is kept in a reasonable state of cleanliness;
 - iii. The pound premises are kept neat and tidy in appearance.

CONTROL, LICENSING, REGISTERING AND IMPOUNDING

Control of Dogs

4. Except as otherwise permitted by this by-law:
 - a. A dog owner shall not permit, suffer or allow a dog to be at large;
5. Every owner of a dog shall ensure that the dog is kept on a leash and under the control of some person when the dog is on any land in the Town unless:
 - a. the land is the premises of the owner of the dog;
 - b. the land is owned by a person who has given prior consent to the dog being off the leash;
6. The owner of a dog which is known to be aggressive must not permit the dog to be in a place other than the owner's property:
 - a. Unless the dog is on a leash no longer than one meter and in the control of a person who is responsible and capable of controlling the dog;
 - b. unless the dog is wearing a proper muzzle.
7. An unleashed or unharnessed dog, under continuous human restraint or control, shall not be deemed to be running at large at the time if the dog is:
 - a. Participating in a search and rescue operation or a law-enforcement operation; or
 - b. Assisting a person with a disability, provided the dog is professionally trained for such purpose; or
 - c. Within a municipal park where the area is designated by signage as an area in which dogs are permitted to be without a leash, subject to such limitations as posted.
8. Police Officers with the Amherst Police Department and any By-Law enforcement officers appointed by the Chief of Police, along with the ACO, are authorized to enforce this by-law.

DANGEROUS DOGS

9. The ACO has the power and authority hereunder, upon reasonable grounds, to make the determination that any dog is a dangerous dog.
 - a. Where the ACO has reason to believe that a dog has attacked a person or another animal, or has the propensity to do so, the ACO may:
 - i. Classify the dog as a dangerous dog;
 - ii. Issue the owner a notice to muzzle the dog;
 - iii. Order the owner to keep the dog securely restrained either indoors or inside an escape-proof enclosure that does not allow the dog to jump, climb or dig its way out of while it is on the property of the owner;
 - iv. Muzzle, securely leash and ensure the dog is under the control of a person who is responsible and capable of controlling the dog, when the dog is off the property of the owner;
 - v. Post a "Beware of Dog" sign in a conspicuous place on their property;
 - vi. Have the dog evaluated by a Certified Animal Behaviorist or a Certified Veterinary Behaviorist with the completion of any training or treatment as deemed appropriate by that expert; and
 - vii. Have the dog spayed or neutered, to assist with problem aggression, hardheaded and roaming behaviour.

Notice to Owner of a Dangerous Dog

10. The notice to an owner of a dangerous dog shall include:
 - a. A statement explaining why the ACO has deemed the dog to be a dangerous dog;
 - b. A statement of requirements that the owner must comply with, and in accordance with Section 9(a);
 - c. A statement that the owner may request, within five (5) working days of receipt of the notice, a council hearing which may affirm or rescind the Animal Control Officer's designation of the dog as dangerous.

Appeal of Designation

11. The owner of a dog who receives a "Notice to Owner of a Dangerous Dog" from the ACO may, within five (5) working days of receipt of such notice, provide a written notice of appeal delivered to the Town Clerk.
12. Council shall hear the appellant in accordance with the rules of natural justice and may:
 - a. Accept the Animal Control Officer's decision to deem the dog as a dangerous dog;
 - b. Rescind the Animal Control Officer's decision to deem the dog as a dangerous dog.
13. Section 9(a) requirements, which may be imposed on a dog owner by the Animal Control Officer, shall not come into effect until either the time for appeal under section 11 has elapsed without the dog owner requesting an appeal under that section, or after council has made a decision as per section 12 if an appeal is made.

Dangerous and Fierce Dogs

14. The Animal Control Officer may seize any dog that has exhibited dangerous and fierce behavior and shall kennel such animal until an evaluation of the animal has been done by the Animal Control Officer and an authority in dog behavior as recognized by the Town, which may also include quarantining if required vaccinations cannot be proven.
15. Based on the evaluation, the ACO, in consultation with a police manager, shall determine if a dog can be rehabilitated and safely returned to its owner. If it is proven that the dog poses a substantial risk of such behaviour recurring, and the owner is unable or unwilling to deal with the requirements imposed, based on the evaluation, the ACO, in consultation with a police manager, will determine if there are any remedies that might allow the dog to live safely with people. If no satisfactory remedy is found, the dog will be euthanized.
16. If it is determined that the dog can be rehabilitated, it will be returned to the pound-keeper with the stipulation that it may only be adopted if the requirements for rehabilitation are met.
17. Any kennel costs or extraordinary expenses incurred while the dog is impounded shall be borne by the dog owner, whether the dog is redeemed or not.
18. When the ACO determines that a dog is a dangerous and fierce dog, the ACO, if he/she determines in their discretion, that the dangerous dog poses an immediate and significant threat to the public safety, may, after consultation with a police manager, destroy the dangerous dog, without permitting the owner to claim it.
19. If the ACO destroys the dog, the ACO will arrange for the disposal of the remains and will make reasonable efforts to inform the dog owner that the dog has been destroyed. The owner of the dog will be responsible for all costs related to the destruction/disposal.
20. If a dog attacks a person and causes injury, the Amherst Police Department shall, along with the ACO, have the authority to investigate the circumstances of the attack if it is decided that it is appropriate to do so, and the Town of Amherst Police Department may make such recommendations to the ACO as it deems appropriate.
21. No dog shall be deemed fierce or dangerous if it is a professionally trained guard dog or a law enforcement dog while lawfully engaged as such

Feces and Scooping

22. Every owner of a dog shall immediately remove any feces left by the dog in the Town:
 - a. on any roadway, sidewalk or parking lot;
 - b. in a public park;
 - c. on any public property other than a public park; or
 - d. on any private property other than the property of:
 - i. The owner of the dog;
 - ii. or the person having care, custody or control of the dog.
23. Every owner of a dog shall dispose of any feces removed pursuant to this Section on his or her premises.
24. Every owner of a dog shall remove from his or her property, in a reasonable timely manner, feces left by such dog, so as not to disturb the enjoyment, comfort, convenience of any person in the vicinity of the property.
25. This section does not apply to a handler of a service dog, where the handler is not reasonably able to remove the feces left by such dog due to a physical disability or impediment.

Noise

26. No dog shall be permitted to consistently disturb the quiet of a neighborhood by barking, howling, or otherwise making noise to a degree beyond what the Animal Control Officer determines to be normal.
27. In determining what is "normal" in the context of this section, the ACO shall consider one or more, but not limited too, the following factors:
 - a. the time of day that the dog is reported as disruptive;

- b. the frequency and duration of the reported disruptive behavior;
 - c. the proximity of neighbors and population density of the neighborhood.
28. If the ACO determines, upon reasonable grounds, that a dog is being disruptive, as defined in this section, the ACO shall give a written warning to the dog owner before taking any other action under this by-law.

Interference with the ACO or Pound-keeper

29. Anyone who obstructs or interferes with the Animal Control Office, or **their** duly authorized delegate, or the pound-keeper, engage in the execution of their duties, commits an offense under this by-law.

Licensing of Dogs

30. No person shall own, possess or harbor an unlicensed dog within the boundaries of the Town.
31. A person who owns, possesses or harbors any dog before the first day of April in each year, shall obtain a dog license in accordance with the provisions of this by-law.
32. Applications for and the issuance of a dog license shall be the responsibility of the Town Hall staff, or person so designated by the Town of Amherst.
33. The Town of Amherst and/or its recognized agent for this purpose will maintain a record of all dogs registered, showing the date and number of the registration, and the name and address of the owner of the dog.
34. Every person who obtains a dog license shall be given a metal tag which shall be, at all times, fastened to a collar or harness worn by the dog for which the license was obtained.
35. Where a metal tag issued pursuant to this by-law has been lost, destroyed or mutilated, the dog owner shall acquire, for the remainder of the current licensing year, a replacement tag, upon producing proof of purchase of a valid dog license and upon payment of a prescribed fee.
36. Fees pursuant to this by-law are set out in Schedule "A" attached hereto.
37. Notwithstanding this section, the following dogs need not have a dog license:
- a. a trained guide dog owned or utilized by a blind person, or any dog determined by the ACO to be a service or assistance dog
 - b. a dog owned and utilized as a law enforcement service dog

Registering of Cats

38. Every owner of every cat may register the cat with the Town on the first day of April in each year, and may obtain a registration tag for the cat. There is no cost for such registration.
39. Applications for and the issuance of a cat registration shall be the responsibility of Town Hall staff, or person so designated by the Town of Amherst.
40. The Town of Amherst and/or its recognized agent for this purpose will maintain a record of all cats registered, showing the date and number of the registration, and the name and address of the owner of the cat.
41. Every person who obtains a cat registration shall be given a metal tag which shall be fastened to a collar or harness worn by the cat for which the registration was obtained.

Rabies

42. Every owner of a dog over the age of four months must have the dog vaccinated against rabies and must keep the rabies vaccinations of the dog up to date.
43. The ACO may seize and impound any animal which is suspected of being rabid, and must immediately notify the veterinary clinic.
44. Every owner of an animal who knows or suspects that the animal is rabid must immediately report the animal to a veterinary clinic and the ACO.
45. No dog license will be issued to an owner who does not present proof of such vaccination.
46. The Town of Amherst and/or its designate by resolution may, without notice to or complaint against the owner, impound any dog that:
- a. runs at large contrary to this by-law;
 - b. is not wearing a tag as required by this by-law
 - c. is not registered pursuant to this by-law
 - d. is fierce and dangerous
 - e. is rabid or appears to be rabid or exhibits symptoms thereof; or
 - f. persistently disturbs the quiet of the neighborhood by barking, howling or otherwise;
- after a written warning has been delivered to the dog owner

47. The pound-keeper, upon seizure or impoundment of a dog at large, shall make every effort to inform the dog owner, if known, that the dog has been seized and impounded, including review of available information from tags, tattoos or microchips.
48. If after the expiration of not less than 72 hours, the impounded dog is not claimed, the pound-keeper may, on the expiration of this period, destroy, or place for adoption, the impounded dog.
49. The pound-keeper, upon receiving a certificate from a qualified veterinarian that an impounded dog is suffering from infectious or contagious disease, may immediately destroy that impounded dog.
50. The pound-keeper shall maintain a recorded log, in which he/she shall record the description of every dog impounded, the name of the person who impounded the dog, the time and location of the impoundment, the fees owing and the manner of disposal of the impounded dog.
51. The owner of record of an impounded dog shall be responsible for all uncollected fees or costs in respect of an impounded dog whether or not he/she effects the release of the dog.

Enforcement

52. No companion animal owner shall do anything, or fail to do anything, where that action or omission, as the case may be, results in a violation of this by-law.
53. This by-law may be enforced, at the discretion of the Town: a. in accordance with the procedures set out in the Municipal Government Act; or
54. by means of a summary offence ticket under the Municipal Government Act.
55. The Summary Proceedings Act, where applicable, shall apply to proceedings under this by-law.
56. The Animal Control Officer may enter, at all reasonable times, upon any property subject to this by-law in order to ascertain whether this By-law is being obeyed.
57. Every person who contravenes any part of this by-law is guilty of an offense and is subject to the provisions of the *Summary Proceedings Act*.
58. Each day an offense continues shall be a separate offense.
59. The penalties prescribed are as follows:
 - a. with respect to the first contravention and/or impoundment in any consecutive 12-month period, payment of ~~\$60.00~~ **\$75.00**;
 - b. with respect to a second contravention and/or impoundment within any consecutive 12-month period, payment of ~~\$400.00~~ **\$150.00**;
 - ~~c. with respect to a third contravention and/or impoundment within any consecutive 12-month period, payment of a sum of \$150.00;~~
 - ~~d. with respect to any subsequent contravention and/or impoundment within any consecutive 12-month period, payment of a sum not less than \$300.00 and not more than \$500.00.~~
 - c. **Third and subsequent Impoundments - A dog impounded for a third time shall not be redeemable and shall become the property of the poundkeeper and will be dealt with accordingly, on a case-by-case basis**
60. Any contravention of any provision of this By-law, in the preceding twelve months by any person charged, shall be counted as a previous contravention for the purpose of the preceding paragraphs.
61. If payment is not made in accordance with these procedures, the fine is recoverable under the *Summary Proceedings Act*.

Costs

62. In all cases the Town shall have the right to recover from the owner of the dog the cost incurred by the Town in applying this by-law to the owner's dog.
63. In all cases the costs of the Town shall include the actual payments made by the Town, together with its reasonable administrative charges.
64. The provisions of this by-law shall be enforceable pursuant to the *Municipal Government Act*.

Interpretation

65. This by-law shall be read with all changes in gender and number, as may be appropriate.
66. Any part of this by-law found to be illegal shall be severed from the balance of the by-law.
67. Any and all fees referred to in the by-law shall be as set out in the Town of Amherst User Fee Policy #3470-03 and will be reviewed annually.
68. The Town of Amherst Companion Animal By-Law approved by Council on November 23rd, 2015 is hereby repealed.

SCHEDULE "A"

Dog License Fees

1. Dog License fees shall be:
 - a. \$15 for each spayed/neutered dog;
 - b. \$30 for each un-sprayed/un-neutered dog.
 - c. \$15 for tag replacement

Each license shall be payable to the Town of Amherst annually.

Dog Impound Fees

1. A dog owner may reclaim their impounded dog upon proving ownership and upon paying to the poundkeeper the following impound fees, maintenance fees and any overdue dog license fees pursuant to Schedule "A"
 - a. An impoundment fee in respect of a Licensed Dog:
 - i. First Impoundment - ~~\$30~~ **\$75**
 - ii. Second Impoundment - ~~\$70~~ **\$150**
 - iii. Third and subsequent Impoundments - ~~\$100~~ **A dog impounded for a third time shall not be redeemable and shall become the property of the poundkeeper and will be dealt with accordingly, on a case-by-case basis**
 - b. An impoundment fee in respect to an Unlicensed Dog - \$100.
 - c. A maintenance fee in respect of each day or part of a day on the impoundment period - ~~\$15~~ **\$25**

For Administrative Use Only:

Companion Animal Bylaw C-4 Adoption	
First reading:	
Notice of Publication:	
Second Reading:	
Notice of Publication and Effective Date of Bylaw:	
Notice to Service Nova Scotia & Municipal Relations:	

VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
Chief of Police, Pike	<ol style="list-style-type: none"> 1. Changes to numbering of sections; 2. Additional definitions in the interpretation section such as "Accredited Training", "Continuous Restraint and Control", "Mitigating Factor", "Muzzle Order" and "Town" to ensure more clarity in the roles, authority and decision-making; 3. A section that provides for the use of an animal for Search and Rescue, Law Enforcement Operations, Special Needs dogs, and for off-leash dog parks; 4. Additional options and authorities for the Animal Control Officer when dealing with dangerous dogs; 5. A mechanism for dog owners to appeal to council when their animal has been classified as a "dangerous dog" and is subject to restrictions; 6. Additional guidance for the ACO/Police when dealing with <i>Dangerous and Fierce Dogs</i> that includes risk assessments and the possibility of rehabilitation and other options for the animal; 7. The addition of 14 days to pay a fine before proceeding to court via the Summary Proceedings Act; 8. Change in the dog impound fees and actions that are in-line with the Cumberland County fees and actions and includes: <ol style="list-style-type: none"> a. First impoundment increased from \$30 to \$75 b. Second impoundment increased from \$70 to \$150 c. Third impound results in permanent seizure of the animal (case by case basis) d. Maintenance fee for each day/part of a day increase from \$15 to \$25; 9. Unregistered dog impoundment fee increased from \$100 to \$150 	

Minutes reference date: June 25, 2012 November 23, 2015

**4.3 Russell Street Development
Moved By Councillor Landry
Seconded By Deputy Mayor Fawthrop**

That Council approve the agreement between the Town of Amherst and Tony Aalders, as attached, as well as the required amendment to the 2023/24 capital budget, to develop a new residential subdivision off of Russell Street utilizing the Town’s Housing Infrastructure Investment Policy and Local Improvement Bylaw to allow the Town to finance the development in phases.

Motion Carried

4.4 Local Improvement By-law Amendment First Reading

Moved By Deputy Mayor Fawthrop

Seconded By Councillor Davidson

That Council give First Reading of a By-law to Amend the Local Improvement By-law, as attached, by adding the agreement for the Russell Street Subdivision to Schedule ‘A’ of the said By-Law.

Motion Carried

4.5 Extended Producer Responsibility

Moved By Councillor Emery

Seconded By Councillor Landry

That Council approve “Opting-In” to the EPR program for packaging, paper products, and packaging like products and direct staff to register for the program with Divert NS.

Motion Carried

4.6 Safe Approach and Rescue Vehicle

Moved By Councillor Davidson

Seconded By Councillor Chambers

That Council approve entering into an MOU with GardaWorld for the purchase of a decommissioned Armoured Cash Vehicle for the price of \$2.00 + applicable taxes, and further authorize the CAO and Mayor to sign the MOU.

Motion Carried

November 27, 2023

BUYER Amherst Police Department
21 Havelock Street
Amherst, NS
B4H 1W6

SELLER GardaWorld Cash Services Canada Corporation
170 Joseph Zatzman, Unit #13
Dartmouth, NS
B3B 1L9

The seller sells, assigns, and transfers free of any ties and fees, used vehicle described below for the sum of \$2.00:

VEHICLE	SERIAL NUM8ER	DESCRIPTIONS & YEAR
CS5070	1HTMSADR94J019109	2004 International MF035 ODO: 81,239 KM

The buyer agrees to accept the vehicle, as viewed, purchased, and indemnifies the seller of any defectiveness and potential problems.

The buyer has a minimum of three (3) weeks from the date of full payment for removal of Garda logos on the vehicle.

The buyer agrees that upon discontinued use of the vehicle, it will not sell the vehicle and agrees to destroy vehicle making it in operatable for future use.

Buyer: Town of Amherst Police Department

Witness:

Seller: GardaWorld

Witness:

4.7 Community Support Grant Application

Moved By Deputy Mayor Fawthrop

Seconded By Councillor Landry

That Council approve of funding in the amount of \$3,000.00 for the Amherst Community Christmas Dinner under the Community Support Grants Policy.

Motion Carried

4.8 Committee Policies Amendments

Moved By Councillor Davidson

Seconded By Deputy Mayor Fawthrop

That Council approve of the amendments to the Amherst Youth Town Council Policy, the Inclusion, Diversity and Equity Committee Terms of Reference and the Accessibility Advisory Committee Terms of Reference.

Motion Carried

TITLE: AMHERST YOUTH TOWN COUNCIL POLICY
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-21

APPROVAL DATE: September 25, 2023 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 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.

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 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.
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.

- 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:

- Meetings will be scheduled by the *Junior Mayor*, in consultation with staff and fellow members. Meetings will be held at an accessible location as determined by the Junior Mayor and Staff.
- 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.
- 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.
- All 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.

PARTICIPATION ON TOWN COMMITTEES:

- The Amherst Youth Town Council may, at their discretion, nominate one member to sit on each of the **Inclusion, Diversity, and Equity Committee, the Accessibility Advisory Committee and the Poverty Reduction Advisory Committee** as a voting member to be appointed by Amherst Town Council. Each appointment will be for a 1 year term.

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

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Change the number of appointments from 12 to 15, and minor housekeeping amendments.	Director, Community Living, Bristol	Council	September 25, 2023

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

TITLE: ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE
SECTION: EXECUTIVE OPERATIONS
POLICY NO: 10350-30

1.0 BACKGROUND

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

2.0 PURPOSE

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

3.0 DEFINITIONS

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

4.0 POLICY

4.1 Role

The Accessibility Advisory Committee shall:

- Advise Council on the preparation, implementation, and effectiveness of its accessibility plan. In accordance with the Accessibility Act, the plan must include:

- i. a report on measures the municipality has taken and intends to take to identify, remove, and prevent barriers
 - ii. information on procedures the municipality has in place to assess the following for their impact on accessibility for people with disabilities:
 - any proposed policies, programs, practices, and services
 - any proposed enactments or by-laws
 - iii. any other prescribed information
- 4.1.2 Review and update its accessibility plan at least every three years, in accordance with the Act.
- 4.1.3 Consult with the community on accessibility in the Town of Amherst.
- 4.1.4 Advise Council on the impact of Town of Amherst policies, programs, and services on people with disabilities.
- 4.1.5 Review and monitor existing and proposed Town of Amherst bylaws to promote full participation of people with disabilities, in accordance with the Act.
- 4.1.6 Identify and advise on the accessibility of existing and proposed municipal services and facilities.
- 4.1.7 Advise and make recommendations about strategies designed to achieve the objectives of the Town’s accessibility plan.
- 4.1.8 Receive and review information from Council and its committees, and make recommendations, as requested.
- 4.1.9 Monitoring federal and provincial government directives and regulations.

4.2 Membership

- 4.2.1 In accordance with the Act, at least half of the committee membership must be people with disabilities or represent organizations that represent people with disabilities with preference for the former.
- 4.2.2 All members must adhere to and abide by the Code of Ethics Policy, Policy #04000-12.
- 4.2.3 When making appointments to the Committee, Council will give consideration to representation from different sectors of the community.
- 4.2.4 Appointees shall possess knowledge and understanding of accessibility related issues and services currently being provided by the community. Appointments shall be approved by Council annually at their October meeting.
- 4.2.5 The Committee shall have **up to 9** & voting membership that includes:
 - a) 2 Town of Amherst Council members
 - b) 6 community members
 - c) **1 Amherst Youth Town Council member as appointed by Council**
- 4.2.6 Non-voting members shall include:
 - a) Municipal Accessibility Coordinator – Town of Amherst staff

4.3 Terms of Appointment

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

5. OTHER

- 5.1 The Committee shall meet at least quarterly but may meet more frequently, as required.
- 5.2 Meetings of the Committee shall be open to the public; however, they are subject to the provision of Section 22 of the Municipal Government Act with respect to closed meetings.
- 5.3 The Committee provides open avenues of communication to stakeholders and Council.
- 5.4 The Committee may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities. Members of the Working Group may consist of additional members of the community.
- 5.5 Meetings shall convene at 4:00 pm on the day selected, unless otherwise specified.
- 5.6 The Committee and its members shall follow the rules of order, as set in the Proceedings of Council Policy, Policy #10350-24.

6. TERMS OF REFERENCE REVIEW

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

7. REFERENCES

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

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Clerk	Schedule meetings, review Terms of Reference, advertise for citizen members
Council	Appoint Council and citizen members to the Committee, consider recommendations from the Committee
CAO	Appoint non-voting staff members to the Committee
Director, Community Living	Adhere to the strategy, make recommendations to Council when required

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Add a provision to appoint an Amherst Youth Town Council member to the Committee, change length of appointments, remove requirement that the Chair be a Town of Amherst Councillor	Clerk, LeBlanc	Council	

Minutes reference date: February 24, 2020

TITLE: Inclusion, Diversity and Equity Committee Terms of Reference
SECTION: Executive Operations
POLICY NO: 10350-31

APPROVAL DATE: _____ **CAO Signature:** _____

1.0 PURPOSE

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

2.0 MANDATE

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

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

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

3.0 MEMBERSHIP

The membership of the Committee will be as follows:

- a. Voting Members:
 - i. Two (2) Councillors;
 - ii. Up to 5 Town of Amherst residents
 - iii. A member of the Amherst Youth Town Council as appointed by Council
- b. Non-voting Members:
 - i. ~~Two Municipal staff, appointed by Council;~~ Town staff as determined by the Chief Administrative Officer
 - ii. ~~Other Town staff as resources as needed~~

4.0 COMMITTEE MEMBERSHIP SELECTION PROCESS

Members of the Committee will be selected as follows:

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

5.0 DELEGATED AUTHORITY

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

6.0 FUNCTIONING OF THE COMMITTEE

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

7.0 BUDGET AND RESOURCES REMUNERATION

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

8.0 LOCATION OF THE MEETINGS

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

9.0 FREQUENCY OF MEETINGS

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

10.0 ABSENTEEISM

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

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Clerk	Schedule meetings, review Terms of Reference
Council	Appoint Council and citizen members to the Committee, consider recommendations from the Committee
CAO	Appoint non-voting staff members to the Committee
Director, Community Living	Adhere to the strategy, make recommendations to Council when required

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Add a provision to appoint a member of the AYTC, change how staff are appointed to the Committee, and how the Chair and Vice Chair are elected	Clerk, LeBlanc	Council	

Minutes reference date: 2021 August 4

**4.9 Proceedings of Council Policy Amendments
 Moved By Councillor Davidson
 Seconded By Deputy Mayor Fawthrop
 That Council approve of the amendments to the Proceedings of Council Policy #10350-24.**

Motion Carried

TITLE: Proceedings of Council Policy
SECTION: Executive Operations
POLICY NO: 10350-24

APPROVAL DATE: _____ **CAO Signature:** _____

General

- The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation. Authority to enact this policy is under Section 23(1)(a) and (b) of the *Municipal Government Act*. The rules of order set out in this policy shall apply to all Town committees and commissions.

Definitions

- In this Policy, unless the context otherwise requires,
 - “business day(s)” means a day when the Town of Amherst office is open for business;
 - “Chair” means the presiding officer;
 - “Council” means the Council of the Town of Amherst;
 - “Council Member(s)” include(s) the Mayor unless the context indicates otherwise;
 - “majority” means more than one half of those present, unless the context indicates otherwise.
 - “Consent Agenda” means routine items or non -controversial items that are listed under the Consent Agenda section of the Agenda.

Time, Place, Date and Notice of Meetings of Council and Committee of the Whole

- Unless otherwise specified pursuant to section 5, regular meetings of Council shall be held:
 - In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst.
 - On the fourth Monday of every month except that there shall be no regular meeting during the months of July and August.
 - Commencing at 6:00 PM and concluding not later than 8:00 PM.
 - Public hearings will be scheduled as required.
 - Council members must attend Council meetings in person, or if requested in advance to the Clerk, for a valid reason, one or more Council members may appear at a meeting by videoconference.
 - Council members attending a meeting by videoconference shall be considered present at the meeting. If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the Council member shall notify the Clerk as soon as possible. The minutes will

reflect that the member be considered to have left the meeting at the time of disconnection, unless they are able to rejoin and that shall be recorded.

- (g) Council meetings will be recorded and live-streamed. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.

4. Unless otherwise specified to section 5, regular meetings of Committee of the Whole shall be held:

- (a) In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst;
- (b) On the third Monday of every month except that there shall be no regular meeting during the months of July and August;
- (c) Commencing at 4:00 PM and concluding not later than 6:00 PM, unless unanimously agreed to by Council to continue past 6:00 PM.
 - i. Should there remain unfinished business on the agenda, the meeting shall be adjourned and a date and time for a continuation meeting will be set when the balance of the business on the agenda shall be addressed.
- (d) Council members must attend Committee of the Whole meetings in person, or if requested in advance to the Clerk, for a valid reason, one or more Council members may appear at a meeting by videoconference.
- (e) Council members attending a meeting by videoconference shall be considered present at the meeting. If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the Council member shall notify the Clerk as soon as possible. The minutes will reflect that the member be considered to have left the meeting at the time of disconnection, unless they are able to rejoin and that shall be recorded.
- (g) Committee of the Whole meetings will be recorded and live-streamed. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.

5. Requirements for Virtual Attendance

- (a) A Council or committee member may request in advance to join a meeting electronically. The reason for the request shall be communicated to the Clerk at the time of the request and is subject to review. Attendance shall be reviewed quarterly.
- (b) All participants must have access to the necessary equipment for participation. A right of membership is participation; therefore, the technology used must be accessible to all members to be included in the meeting. All rules pertaining to in-person Council or Committee of the Whole meetings apply equally to electronic meetings, for example, notice, pre-meeting package requirements, quorum, minute-taking, voting, confidentiality requirements, etc.
- (c) Participants are to login 10 minutes before the scheduled meeting time to resolve any technical issues before the meeting starts.
- (d) During ~~In-Camera~~ **closed** sessions, all meeting participants must ensure they maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting.
- (e) All provisions and policy related to ~~in-camera~~ **closed** meetings and conflict of interest will apply equally for all electronic meetings.

Subject to any conditions or limitations provided for under the Act, Regulations, Bylaws or this Policy, a Council member who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded as in attendance at and part of the quorum of the meeting.

6. Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled:

- (a) By resolution of Council at a previous meeting three or more days in advance of the additional or special meeting;
- (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
- (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.

7. Additional or special meetings of Council or Committee of the Whole may be convened

- (a) By resolution of Council at a previous meeting three or more days in advance of the additional meeting;
- (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
- (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances provided the Mayor believes that the majority of Council Members would support, or are requesting, such a step.
- (d) Business conducted at a special meeting must conform to what is specified in the call of the meeting.

8. Specific notice to Council Members and to the public need not be provided of

- (a) Meetings held pursuant to section 3 or 4; or
- (b) Meetings held pursuant to subsection (a) and (b) of section 5 or 6; but, subject to any statutory relaxation of notice requirements, three days' notice shall be specifically provided for other meetings to Council Members in the manner described in section 9 and to the public in the manner described in section 10.

9. Within 30 days following the first meeting of Council after a municipal election or by-election:
 - (a) The CAO shall provide a cellular phone to each Council Member which the Council Member will check at least once per day; and
 - (b) The CAO shall provide an electronic email address to each Council Member, and the Council Member will check at least once per day;
10. Subject to section 7, notice of meetings shall be provided by electronic mail to each Council member through the Town electronic mail address as provided in section 8.
11. Subject to section 7, notice of meetings shall be posted on the Town's website, a "Notice of Council Meeting" containing the time, date and place of the meeting.

Conduct of Meetings

12. It shall be the duty of the Chair to:
 - (a) Open the meeting of Council by taking the chair and calling the Council Members to order;
 - (b) Receive and submit to Council motions properly presented by a Council Member;
 - (c) Put to a vote a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote.
 - (d) Decline to put to a vote, a motion which infringes upon the rules of procedure;
 - (e) Restrain the Council Members, when engaged in debate, within the rules of conduct of debate;
 - (f) Enforce on all occasions, the observance of order and decorum;
 - (g) Call by name any Council Member persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
 - (h) Inform the Council when necessary, or when referred to, on a point of order;
 - (i) Permit the Chief Administrative Officer to speak on any point upon request;
 - (j) Permit proper questions to be asked through the Chair or any official or employee of the Town of Amherst, to provide information to assist any debate;
 - (k) Declare a meeting dissolved if no quorum has been achieved within 15 minutes of the scheduled meeting time; and
 - (l) Adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or when the adjournment time has been reached, except when it is extended by unanimous consent.

Council Agenda

13. All items appearing on the Council agenda will only consist of items that have been:
 - (a) Recommended or referred to Council by motion through either Committee of the Whole or a committee of Council;
 - (b) Placed on the agenda by Council through a motion or notice of motion at a previous meeting;
 - (c) Submitted by a member of Council prior to the issuing of the final agenda;
14. Consent Agenda – Regular Meetings of Council
 - (a) Subject to subsection (b), the Consent Agenda may contain routine or non-controversial items;
 - (b) The following matters shall not be set on the Consent Agenda:
 - i. Second Readings of by-laws and land use bylaws, including any amendments
 - ii. Policies
 - iii. Planning documents as defined by the Municipal Government Act;
 - iv. Development agreements, including any amendments thereto;
 - v. Appeals;
 - vi. Motions of rescission, or motions requiring a 2/3 vote of Council;
 - vii. ~~In-Camera~~ Closed session matters; and
 - viii. Late or added items to the agenda
 - (c) After the Consent Agenda motion has been duly moved and seconded, any member may move that an item be removed from the Consent Agenda, with no seconder, the motions shall be granted as of right.
 - (d) During the consideration of the motion to approve the Consent Agenda, there shall be no discussion or debate on the specific items contained therein.
 - (e) The Chair shall clarify the items that remain on the Consent Agenda, before a vote shall be taken.
 - (f) The vote on the Consent Agenda shall require a majority vote of the Council Members present.
 - (g) Items listed under the Consent Agenda are deemed approved when the vote as described in subsection (f) is passed.
 - (h) An item removed during the Consent Agenda, will be dealt with where it has been placed on the agenda.
15. Except for matters arising from correspondence, committee or other reports, agenda items, or notices of motion or other material circulated to Council Members on or before the business day before the meeting, and except for matters arising from an ~~in-camera~~ closed session meeting, no motion committing the Town of Amherst to the expenditure of funds shall be accepted by the Chair for the consideration of Council except with the unanimous consent of Council Members present.
16. Preliminary Council agendas will be issued by 4:30 PM on the Thursday preceding the regularly scheduled meeting.
17. Final Council agendas will be issued by noon on the day of the meeting.
18. Items included on the Council agenda will include a copy of the motion to be made when the item arises on the agenda.
19. Copies of the agenda and supporting documentation will be made available to the public in electronic format by 9:00 AM the day of the meeting except for the supporting documents related to matters to be dealt with in ~~camera~~ a closed session.
20. At Council meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
 - (a) Call to Order
 - (b) Territorial Acknowledgement
 - (c) Presentations
 - (d) Approval of agenda
 - (e) Consent Agenda
 - (f) ~~Approval~~ Acceptance of minutes from the previous meetings (no motion required)

- (g) Requests for Decision
 - (h) Information / Discussion Items
 - (i) Internal Committee Reports
 - (j) External Committee Reports
 - (k) Adjournment (no motion required)
21. Councillors who have been appointed to outside Boards and Agencies shall provide a written report to the Council to be included in the agenda package. Recognizing that such reports provide Council with the ability to make informed decisions, reports may contain such elements as:
- (a) The date the meeting was held;
A review of the key issues or discussion points covered that have an impact on the Town;
 - (b) Information and decisions that may impact a current Council position, or future Council course of action;
 - (c) A summary of the organization's key operations and events.

Committee of the Whole Agenda

22. The Committee of the Whole will meet for the purpose of discussion and possible referral to Council and no formal decisions will be made by Committee of the Whole, except to the extent that Committee of the Whole is specifically designated bylaw, policy or delegated by a resolution of Council as having the authority to make a decision.
23. Items appearing on the Committee of the Whole agenda will only consist of items as follows:
- (a) Placed on the agenda by Council or Committee of the Whole through a motion or notice of motion from a previous meeting;
 - (b) Submitted by a member of Council prior to the issuing of the final agenda;
 - (c) Staff reports;
 - (d) Items from the administration requiring a decision or direction;
24. Consent Agenda – Committee of the Whole
- (a) Subject to subsection (b), the Consent Agenda may contain routine or non-controversial items;
 - (b) The following matters shall not be set on the Consent Agenda:
 - i. Policies
 - ii. Planning documents as defined by the Municipal Government Act;
 - iii. Development agreements or any amendments thereto;
 - iv. Motions of rescission, or motions requiring a 2/3 vote of Council;
 - v. ~~In Camera~~ Closed session matters; and
 - vi. Late or added items to the agenda
 - (c) After the Consent Agenda motion has been duly moved and seconded, any member may move that an item be removed from the Consent Agenda, with no seconder, the motions shall be granted as of right.
 - (d) During the consideration of the motion to approve the Consent Agenda, there shall be no discussion or debate on the specific items contained therein.
 - (e) The Chair shall clarify the items that remain on the Consent Agenda, before a vote shall be taken.
 - (f) The vote on the Consent Agenda shall require a majority vote of the Council Members present.
 - (g) Items listed under the Consent Agenda are deemed approved when the vote as described in subsection (f) is passed.
 - (h) An item removed during the Consent Agenda, will be dealt with where it has been placed on the agenda.
25. Preliminary Committee of the Whole agendas will be issued by 4:30 pm on the Thursday preceding the regularly scheduled meeting.
26. Final Committee of the Whole agendas will be issued by 10:00 am on the day of the meeting.
27. Items included on the Committee of the Whole agenda will include a copy of the motion to be made when the item arises on the agenda.
28. Copies of the Committee of the Whole agenda and supporting documentation will be made available to the public in electronic format by 10:00 AM the day of the meeting, except for the supporting documents related to matters to be dealt with in ~~camera~~ a closed session.
29. At Committee of the Whole meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
- (a) Call to Order
 - (b) Territorial Acknowledgement
 - (c) Approval of Agenda
 - (d) Consent Agenda
 - (e) Approval of Minutes
 - (f) Presentations
 - (g) Council Direction Requests
 - (h) Information / Discussion Items
 - (i) Monthly Departmental Reports
 - (j) Adjournment

Minutes

30. At regular meetings of Council, except when Council resolves to defer approval acceptance of minutes for a maximum of one additional meeting, the minutes of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved accepted, the ~~approved~~ accepted minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.

31. The minutes shall be kept by the Clerk who may, in his or her discretion, appoint recording secretaries as appropriate
32. The Minutes shall:
 - (a) Record the time when any Council Member joins or leaves a meeting which is in progress;
 - (b) Contain all resolutions, decisions by consensus and motions, with the name of the movers and seconders, and shall record the outcome of each vote;
 - (c) Mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.

Motions, Voting and Speaking

33. The Chair shall start every question properly presented to Council and before putting it to a vote, shall ask, "Is Council ready for the question" and if no Council Member offers to speak, the Chair shall put the question, after which no Council Member shall be permitted to speak upon it.
34. The usual form of voting shall be by the Chair calling for "yeas" and "nays", but any Council Member, before or after a voice vote can call for, and obtain through the Chair, a show of hands and any two Council Members can call for, and obtain through the Chair, a recorded vote with each Council Member's vote entered into the minutes.
35. A motion must be seconded and then repeated by the Chair or read aloud by the Chief Administrative Officer before it is debated. The Chair may direct that the motion be put in writing.
36. After reading of a motion by the Chair or Chief Administrative Officer, it shall be open for discussion.
37. A motion may at any time before the Council has voted on it be withdrawn by the mover with the consent of the seconder.
38. The Chair must vote and shall be deemed to have voted in the affirmative on any resolution unless the Chair indicates clearly it is voting in the negative.
39. When any question is before the Council, the only motions in order shall be:
 - (a) A motion in amendment of the original motion;
 - (b) A motion to refer the question, including the motion and amendment if one is moved, to any committee;
 - (c) A motion to defer the consideration of the question either indefinitely or to a specified time;
 - (d) A motion to close the debate at a specified time;
 - (e) A motion that the question be put to a vote;
 - (f) A motion to adjourn.
40. When any one of the motions mentioned in the next preceding section has been made as an amendment to the original motion, no other motion may be made as an amendment except to the original motion or to the amendment, except the following:
 - (a) To refer to a committee;
 - (b) To defer the consideration of the question;
 - (c) To close the debate at a specified time;
 - (d) That the question be put to a vote;
 - (e) To adjourn.

Any of which may be moved either to the original motion or to the amendment of the original motion.
41. A motion:
 - (a) That the debate be closed at a specified time; or
 - (b) That the question be put to a vote,

Shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not itself be put to a vote until every Council Member who has not spoken on the question and claims a right to speak has been heard.
42. A motion that the question be put to a vote shall preclude all amendments to the main question until the motion is decided, and shall be put to a vote, without debate, in the following words: "That this question be put to a vote". If this motion is resolved in the affirmative, the original question shall be put to a vote immediately, without any amendment or debate, but if such motion is resolved in the negative, then the Council shall proceed to other business.
43. A motion to adjourn shall always be in order except in the following cases:
 - (a) When a Council Member is in possession of the floor;
 - (b) When the "yeas" and "nays" are being called;
 - (c) While the Council Members are voting;
 - (d) When the adjournment was the last preceding motion; or
 - (e) **When the business of the agenda is completed, at which time the Chair shall adjourn the meeting.**
44. The following questions shall be decided without debate:
 - (a) A motion to reconsider;
 - (b) All motions as to priority of business or as to the suspension of the order of the day;
 - (c) Applications to speak more than the prescribed number of times;
 - (d) A motion to allow any person other than the Council Members or CAO to address the Council;
 - (e) A motion to postpone to a specified time or day;
 - (f) A motion to lay on the table when claiming a privilege over another person; and
 - (g) A motion to adjourn.

45. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided or withdrawn before the main question is put to a vote. Only one amendment shall be allowed to an amendment and any further amendment must be to the main question.
46. Any notice of motion given by a Council Member for a subsequent meeting may, in the absence of the Council Member giving such notice, be taken up by any other Council Member.
47. Every Council Member, prior to speaking on any question or motion, shall indicate such and wait to be recognized by the Chair. When two or more Council Members wish to speak, the Chair shall recognize the first Council Member who, in the opinion of the Chair, indicated so first.
48. No Council Member may speak more than twice, without the leave of Council, on any motion except to explain a misconception of his remarks, but the mover of a motion shall have the right to reply and sum up in closing the debate.
49. When a Council Member wishes to explain, the Council Member shall ask leave of the Chair, without further comment, and if permitted by the Chair, shall explain only an actual misunderstanding of language.
50. No Council Member shall speak more than two minutes upon any matter at one time, without the leave of Council.
51. If after asking for nominations once for an appointment and there are no further nominations, the Chair or the Clerk will declare nominations closed.
52. During a meeting Council may adjourn for short periods or move to another place, without ending the meeting.

Reconsideration

53. After any question has been decided in the affirmative, any Council Member who has voted in the affirmative, may, after the decision has been announced from the Chair but before adjournment of the meeting, give notice of an intention to move a reconsideration at the next meeting of the Council. The giving of such a notice operates as a stay or suspension of Council's decision.
54. Unless reconsideration is moved at the next meeting, the right of reconsideration shall be lost.
55. No discussion of the main question shall be allowed on the motion for reconsideration.
56. The following matters are not eligible for reconsideration:
 - (a) A motion approving the first or second reading of a bylaw enactment, amendment or repeal;
 - (b) A motion to decide upon a matter which was the subject of a statutory hearing by Council;
 - (c) A matter which has been reconsidered once; and
 - (d) A vote to reconsider.

Rescission

57. No motion to rescind any resolution of Council shall be made unless Notice of intention to move the same has been given at the regular meeting of Council just previous to that at which the same is moved.
58. A Notice of motion to rescind any previous resolution of the Council may be given by any member at any regular meeting of Council.
59. When giving Notice of motion to rescind, the member shall provide a brief explanation of the reason for the Notice.
60. A Notice of motion to rescind shall be dealt with at the next meeting of the Council.
61. At such meeting, the giver of such Notice, or in the absence of the giver, any other member on the giver's behalf shall move the motion to rescind and shall briefly state the reasons therefore.
62. If the motion to rescind is seconded the same becomes subject to debate according to the normal rules except that it may not be amended.
63. A motion to rescind requires the same vote as was required for the resolution which is subject to rescission. That is, if the resolution subject to rescission required a majority vote of Council the motion to rescind such resolution shall require a majority vote of Council.

Points of Order

64. It shall be the duty of the Chair, and the privilege of any Council Member, to call any Council Member to order, who violates any established rule or order. A point of order must be decided before the subject under consideration is proceeded with.
65. When a Council Member is called to order, the Council Member shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
66. A point of order is not debatable amongst other Council Members, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Council Member shall speak more than once.
67. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council Chambers pursuant to sections 65 and 66, are not debatable but are appealable to Council

by any Council Member. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"

68. No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.
69. If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair or otherwise disrupts the proceedings of council, the Council Member may be ordered by the Chair to leave the Council Member's seat provided that a majority vote of Council shall be required to sustain the expulsion.
70. If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.
71. Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.
72. Persons who are not Council Members or officers or employees of the Town of Amherst shall observe silence and order in the Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council shall be called to order by the Chair, and, if they fail to comply, shall be ordered by the Chair to be expelled and excluded from the Council Chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
73. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting, be permitted to re-enter Council Chambers with or without conditions.
74. An order of the Chair to expel a person from the Council Chambers pursuant to section 68 of this Policy constitutes a direction from the Town of Amherst to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.
75. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability but the Chair shall not be expected to conform its decisions with parliamentary procedure texts or precedents.
76. Any of the rules of order may be suspended in its operation by the unanimous consent of the Council Members present.

Presentations to Council

77. Persons wishing to make a presentation to Council shall write at least one week in advance of the next Committee of the Whole meeting to the CAO or the Clerk outlining their issue and the decision they wish Council to consider, and request to make a presentation.
78. The request will be added to the next Committee of the Whole agenda to be issued.
79. Committee of the Whole will discuss the matter when it appears on the agenda, and will determine if they wish to have the presentation at a future meeting.
80. The CAO or the Clerk shall advise the person or group requesting to make a presentation of the decision of Committee of the Whole including, if approved, the date and time of the presentation.
81. Presentations shall be limited to 15 minutes, unless Committee of the Whole determines a longer period of time is needed.
82. When a delegation is recognized and offered an opportunity to speak, the Mayor or Chairperson of the meeting will request the spokesperson to come forward from the gallery to present. Only one person shall be permitted to speak.
83. No debate or decision on the presentation will occur during the meeting in which the presentation is made, unless the item was previously an agenda item for that meeting.

Petitions

84. Persons wishing to present a petition to Council shall file a copy of the petition with the CAO before 12:00 noon on the Wednesday prior to the meeting of Council at which it is proposed to be presented.
85. The CAO shall circulate a copy of any such petition to each member of Council before the meeting at which it is proposed to be presented.
86. The body of the petition itself, excluding the list of names, shall, if determined by the Chairperson to be practical, be read by the CAO on behalf of the group supporting the petition.
87. No petition shall be presented which Council determines to contain impertinent or improper matter.
88. No persons shall be permitted to speak, whether supporting or opposing the petition, unless the petition comes up for discussion which shall be at the next regular meeting of Council unless Council decides according to the rules to hold a special meeting of Council for that purpose.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Mayor/Council/CAO/Committee Members	Adhere to the Policy
Municipal Clerk	Review the Policy as necessary to ensure content is relevant and accurate

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Remove date and time of when public hearings will be held, add Territorial Acknowledgement to the Committee of the Whole agenda, remove the requirement to end Committee of the Whole meetings at 6:00pm if unanimously agreed to by Council, remove the requirement to raise a hand to be recognized by the Chair, and remove the definition of committee.	Clerk, LeBlanc	Council	April 24, 2023
To remove the requirement to approve minutes, to have a motion to adjourn a meeting, change reference of in camera to closed session	Clerk, LeBlanc	Council	

Minutes reference date: 23 February 2015 22 June 2015 2019 January 2019 2020 November 23 2021 May 25
24 April 2023

4.10 Capital Budget Amendments

Moved By Councillor Emery

Seconded By Councillor Baker

That Council approve of the amendments to the 2023/24 Capital Budget including \$21,100 for the West Victoria Street sidewalk, and \$19,900 for the replacement of the lighting over the stadium ice surface for a total of \$41,000 to be funded from capital from revenue and an Efficiency Nova Scotia rebate.

Motion Carried

4.11 2024 Meeting Dates

Moved By Councillor Chambers

Seconded By Councillor Emery

That Council approve of changing the date of the February 2024 Committee of the Whole meeting date from Monday, February 19, 2024 to Tuesday, February 20, 2024 due to the Heritage Day holiday, and further change the date of the May 2024 Committee of the Whole meeting date from Monday, May 20, 2024 to Tuesday, May 21, 2024 due to the Victoria Day holiday.

Motion Carried

4.12 Appointment of Auditor

Moved By Councillor Baker

Seconded By Councillor Emery

That Council appoint Mclsaac Darragh Inc. as the municipal auditor for auditing services for the 2023/24 fiscal year.

Motion Carried

5. INFORMATION ITEM

5.1 Poverty Reduction Advisory Committee Terms of Reference - Landry

Information item only at this time. This item will be on the December Committee of the Whole agenda.

5.2 Nova Scotia Federation of Municipalities Fall Conference Report - Emery

Information item only; no direction given or action required.

6. INTERNAL COMMITTEE REPORTS

- 6.2 Amherst Board of Police Commissioners - Davidson**
Information item only; no direction given or action required.
- 6.1 Planning Advisory Committee - No Report**
- 6.3 Audit Committee - Baker**
Information item only; no direction given or action required.
- 6.4 Amherst Youth Town Council**
Information item only; no direction given or action required.
- 6.5 Accessibility Advisory Committee - Fawthrop**
Information item only; no direction given or action required.
- 6.6 Inclusion Diversity and Equity Committee - Davidson**
Information item only; no direction given or action required.
- 6.7 Poverty Reduction Advisory Committee - No Report**
- 6.8 North Tyndal Wellfield Advisory Committee - Emery**
Information item only; no direction given or action required.

7. EXTERNAL COMMITTEE REPORTS

- 7.1 Cumberland Public Libraries - Fawthrop**
Information item only; no direction given or action required.
- 7.2 Cumberland YMCA - Fawthrop**
Information item only; no direction given or action required.
- 7.3 Northern Region Solid Waste Management - Baker**
Information item only; no direction given or action required.
- 7.4 L. A. Animal Shelter - Fawthrop**
Information item only; no direction given or action required.
- 7.5 Senior Safety - Emery**
Information item only; no direction given or action required.
- 7.6 Cumberland Central Landfill Community Liaison Committee - Emery**
Information item only; no direction given or action required.

8. ADJOURNMENT

Mayor Kogon adjourned the meeting at 7:09 p.m.

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor

**Amherst Town Council
Special Meeting
Minutes**

Date: November 29, 2023
Time: 12:00 pm
Location: Council Chambers, Town Hall

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

Members Absent Councillor George Baker

Staff Present Jason MacDonald, Chief Administrative Officer
Dwayne Pike, Chief, Police Services
Natalie LeBlanc, Municipal Clerk

1. CALL TO ORDER

Mayor Kogon called the Special Council Meeting to order.

1.1 TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgement.

2. APPEAL HEARING - CHAISSON TAXI APPEAL

2.1 Staff Presentation

Chief Pike reviewed his memo included as part of the agenda package. He also reviewed the section of the Taxi Bylaw that pertains to the denial of a taxi license, and an appeal hearing.

2.2 Committee Questions

Councillor Chambers advised he agrees with the Taxi Authority's denial of Mr. Chaisson's taxi license application.

Councillor Emery asked for clarification regarding the current charges against Mr. Chaisson. Chief Pike replied that drug related charges were withdrawn; however, there are still three counts of weapons charges and two counts of unlawful confinement charges pending.

Councillor Landry asked which taxi business Mr. Chaisson was previously driving for. Chief Pike replied that it was Amherst Taxi at the time, which is now Ross McClelland.

Councillor Chambers asked if Mr. Chaisson can reapply again for a taxi license. Chief Pike responded that he can next year.

2.3 Appellant Presentation

The appellant was not present at the meeting; however, his written statement was included in the agenda package.

2.4 Committee Decision

Moved By Councillor Landry

Seconded By Councillor Davidson

That Council, upon considering the information in the agenda package, including the written statement from the appellant, uphold the decision of the Taxi Authority and deny the appeal.

Motion Carried

3. ADJOURNMENT

There being nothing further Mayor Kogon adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor

**Amherst Town Council
Special Meeting
Minutes**

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

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

Members Absent Councillor George Baker
Councillor Hal Davidson

Staff Present Jason MacDonald, Chief Administrative Officer
Greg Jones, Director, Fire Services
Aaron Bourgeois, Director, Operations
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

Mayor Kogon called the Special Council meeting to order.

1.1 TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgement.

2. CLOSED SESSION

Moved By Deputy Mayor Fawthrop

Seconded By Councillor Chambers

That the Committee move to a closed session.

Motion Carried

3. REQUEST FOR DECISION

3.1 Municipal Capital Growth Program Funding Application

Moved By Deputy Mayor Fawthrop

Seconded By Councillor Emery

That Council approve of the Municipal Capital Growth Program funding application for a \$639,950 below market rate housing development on Upper Church Street, and authorize the CAO to submit the application on behalf of the Town.

Motion Carried

4. ADJOURNMENT

There being no further business, Mayor Kogon adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor

SYNOPSIS

Poverty Reduction Advisory Committee Terms of Reference

The Intermunicipal Poverty Reduction Advisory Committee was established in 2020 and was comprised of three municipal units and community representatives from across the county. Each community member brought a unique but important voice to the table on issues of poverty. The committee was tasked with the development of a strategic plan that would address the issues of equity deserving groups across Cumberland County. After months of research, consultation with stakeholders and discussions, a strategic plan was formulated. Each respective municipality adopted the strategic plan in May/June 2023. The strategic plan document centres around the three pillars of food insecurity, housing and homelessness and youth outreach and education. The strategic plan was developed itemizing key actionable goals that the three municipalities could work on collectively or individually moving forward.

Since the adoption of this Strategy, it has become clear that the implementation of the specific actions of the plan are very localized in nature, and best achieved by each individual municipal unit and their local partners. As such, the three municipal units will be implementing the plan individually and therefore it is recommended that the Town of Amherst develop a new Terms of Reference for a committee comprised of staff, council and community stakeholders who can best support the Town of Amherst action plan on poverty reduction. This being said in areas of mutual interest, staff and councils of the three municipal units will continue to stay in contact, share ideas and collaborate to achieve the best outcomes for our collective area.

MOTION:

That Council approve the revised Poverty Reduction Advisory Committee Terms of Reference for the Town of Amherst.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: December 18, 2023

SUBJECT: Poverty Reduction Advisory Committee Terms of Reference

ORIGIN: In 2020 the Municipalities of Oxford, Amherst and Cumberland County formed a joint committee to address issues of poverty in the community. The committee was tasked to develop a strategic plan.

LEGISLATIVE AUTHORITY: MGA Section 26 Citizen advisory committees

The council may establish, by policy, citizen advisory committees which shall advise the council, as directed by the council. 1998, c. 18, s. 26.

RECOMMENDATION: That Council approve the revised Poverty Reduction Advisory Committee Terms of Reference for the Town of Amherst.

BACKGROUND: The Intermunicipal PRAC committee was established in 2020 and was comprised of three municipal units and community representatives from across the county. Each community member brought a unique but important voice to the table on issues of poverty. The committee was tasked with the development of a strategic plan that would address the issues of equity deserving groups across Cumberland County. After months of research, consultation with stakeholders and discussions, a strategic plan was formulated. Each respective municipality adopted the strategic plan in May/June 2023. The strategic plan document centres around the three pillars of food insecurity, housing and homelessness and youth outreach and education. The strategic plan was developed itemizing key actionable goals that the three municipalities could work on collectively or individually moving forward.

DISCUSSION: Since the adoption of this Strategy, it has become clear that the implementation of the specific actions of the plan are very localized in nature, and best achieved by each individual municipal unit and their local partners. As such, the three municipal units will be implementing the plan individually and therefore it is recommended that the Town of Amherst develop a new Terms of Reference for a committee comprised of staff, council and community stakeholders who can best support the Town of Amherst action plan on poverty reduction. This being said in areas of mutual interest, staff of the three municipal units will continue to stay in contact, share ideas and collaborate to achieve the best outcomes for our collective area.





AMHERT TOWN COUNCIL

RFD# 2023147

Date: December 18, 2023

FINANCIAL IMPLICATIONS: Adoption of the terms of reference will have future financial implications as the actions are operationalized. This will be reviewed by senior management and factored into operational budgets as we move forward.

SOCIAL JUSTICE IMPLICATIONS: The Town of Amherst Poverty Reduction Advisory Committee will allow all residents to have more opportunities to thrive in our community thereby enhancing the quality of life for everyone.

ENVIRONMENTAL IMPLICATIONS: None

COMMUNITY ENGAGEMENT: Community engagement and collaboration will be ongoing. It is not the intent of this committee that work will be done in a silo but rather building on relationships with key stakeholders. This will broaden the reach of our efforts and enhance the support of existing organizations who are doing great work in this area.

ALTERNATIVES:

- 1 Decline acceptance of the terms of reference
- 2 Refer back to staff for further revisions

ATTACHMENTS: Poverty Reduction Advisory Committee Terms of Reference

Report prepared by: Sharon Bristol
Report and Financial approved by:



TITLE: Poverty Reduction Advisory Committee Terms of Reference
SECTION: Executive Office
POLICY NO: 10350-29

APPROVAL DATE:

CAO Signature: _____

POLICY STATEMENT

This policy will govern the terms of reference for the Poverty Reduction Advisory Committee for the Town of Amherst.

PURPOSE:

The purpose of the Poverty Reduction Advisory Committee (PRAC) is to advise Amherst Town Council on matters regarding poverty reduction through the application of social equity lenses within our community. The primary goals of the PRAC are:

1. Assist with increasing awareness of wellness and quality of life for all constituents living in Amherst focusing on what is needed to prevent people from experiencing poverty.
2. To support those who are equity deserving by focusing on inclusion, empowerment, capacity building, and cross-sectoral collaboration

ROLE OF COMMITTEE:

Mandate:

The mandate of the Poverty Reduction Advisory Committee is to:

- Provide advice and recommendations to Municipal Council as determined by the goals of strategic plan, or as determined by ongoing collaboration with the community
- Work collaboratively with community organizations and neighboring municipalities to carry out priorities as identified in the strategic plan
- Create awareness and education around poverty and its impact on social wellness;
- Function as a hub of community-based poverty reduction assets;
- Consider and integrate the advice and activities of other council committees with mandates aligned with poverty reduction;
- Align with strategic priorities of councils that are matters related to the committee's purpose; and
- Review these Terms of Reference every three years.

TITLE: Poverty Reduction Advisory Committee Terms of Reference
SECTION: Executive Office
POLICY NO: 10350-29

MEMBERSHIP:

Committee Composition and Term

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

The Chair and Vice Chair will be elected by the committee at the first meeting of each calendar year.

The membership of the PRAC will be as follows:

- Two Councillors as voting members
- Up to six members of the public as voting members ideally with experience in a social equity field or lived experience. This will not be limited to those residing in the town of Amherst.
- Staff are not voting members.
- Applications for community representatives may be solicited using radio, newspaper, social media and municipal websites. Interested citizens will be invited to submit a letter of interest and experience. Staff will review the applications with the Councillor appointed to the Committee and make a recommendation to Amherst Town Council for approval of the citizen appointments.

MEETINGS:

Delegated Authority

The PRAC is established as an advisory committee to the Amherst Town Council and does not have any delegated authority. The Committee has no authority to direct staff but may request direction from the CAO as needed.

Functioning of the Committee

The Clerks Office will manage the scheduling and facilitation of Committee meetings.

A quorum consists of a majority of the members of the Committee. The Committee will attempt to make decisions by consensus, in the absence of such a vote will be held.

TITLE: Poverty Reduction Advisory Committee Terms of Reference
SECTION: Executive Office
POLICY NO: 10350-29

Budget and Resources Remuneration

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

Frequency of Meetings

It is expected the PRAC will meet quarterly or as determined by the Committee.

Absenteeism

If a committee member misses three consecutive meetings without giving notice to the Committee, the position will be considered vacated and a new representative will be appointed.

Title/Role	Responsibilities
Director Community Living	Ensure the Committee meets quarterly, follows the terms of reference and brings forward recommendations from the committee to Council
CAO	Ensures recommendations are reviewed by Council at Committee of the Whole meetings and communication on meetings is forward to PRAC
Council	Reviews monthly reports on progress and considers any recommendations brought forward with due diligence

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Revise the Terms of Reference to be a Town of Amherst Committee	Director of Community Living, Bristol	Council	

SYNOPSIS

Nature Challenge Fund Land Acquisition

The Town of Amherst is a partner in the Provincial Nature Challenge Fund and is committed to securing land to protect the North Tyndal Wellfield Groundwater Zone. The subject property is a 110-acre woodlot south of the Green Road in the Tidnish River area and abuts two parcels already owned by the Town. These two properties and four others are being packaged for a potential trade for lands in the strategic wildlife corridor area and within or near the Town's wellfield protection Zone Three.

Funding for the land purchase and closing costs will come from the Nature Challenge Fund program.

MOTION:

That Council approve the purchase of a 110-acre parcel of woodland off the Green Road for \$99,000, plus any applicable tax and closes costs, subject to an appraisal, to be fully funded through the Nature Challenge Fund; and further, that the Mayor and CAO be authorized to execute the necessary documents.



AMHERST TOWN COUNCIL

RFD# 2023147

Date: December 18, 2023

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jeff Bacon, Business Development Officer

DATE: December 18, 2023

SUBJECT: Nature Challenge Fund Land Acquisition

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

LEGISLATIVE AUTHORITY: MGA 50 (5) A municipality may (a) acquire property, including property outside the municipality, that the municipality requires for its purposes or for the use of the public.

RECOMMENDATION: That Council approve the purchase of a 110-acre parcel of woodland off the Green Road for \$99,000, plus any applicable tax and closes costs, subject to an appraisal, to be fully funded through the Nature Challenge Fund; and further, that the Mayor and CAO be authorized to execute the necessary documents.

BACKGROUND: The Town of Amherst is a partner in the NS Department of Environment and Climate Control's Nature Challenge Funding program and is committed to securing land to protect the North Tyndal Wellfield Groundwater Zone. The subject property (PID 25099466), is a 110 acre woodlot south of the Green Road in the Tidnish River area as shown in the attached map. This property abuts two parcels owned by the Town of Amherst, PID# 25256157 and PID# 25099474. These two properties and four others are being used to negotiate a trade with JD Irving Ltd. for a portion of their property in the strategic wildlife corridor focus area and within or near the Town's wellfield protection Zone Three. The asking price is \$99,000 plus legal fees. An appraiser will be hired to assess market value.

DISCUSSION: This property would be included in the trade offer with JDI for an increased portion of their land. If the trade is unsuccessful, this property could be used for future trade opportunities or the titles could be transferred to the province for protection. The 2023 funding budget from the Nature Challenge Fund for TOA land acquisitions of \$338,470 allows for the subject property purchase and continued land acquisition efforts in 2023.





AMHERST TOWN COUNCIL

RFD# 2023147

Date: December 18, 2023

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

COMMUNITY ENGAGEMENT: No community engagement is necessary.

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

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

ALTERNATIVES:

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

ATTACHMENTS: Property Map of the subject property.

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



SYNOPSIS

Water Utility Dump Truck Purchase

A reliable dump truck is necessary to help ensure the integrity and safety of our water distribution system. The Amherst Water Utility uses a dump truck on a regular basis to complete their daily maintenance work that may include; repairing broken water mains, installing new water mains and service laterals, maintaining the roadways at the wellfield and reservoir, and hauling the backup generator to the wellfield during power outages. During the winter the truck is equipped with a plow and wing to perform snow removal operations at the wellfield, reservoir, and the Utilities pressure reducing valve chambers to ensure these facilities are always accessible.

The proposed equipment will meet the needs of the Amherst Water Utility and will replace the Utilities 2010 single axle dump truck. The cost of the truck, complete with a snow plow and wing is \$339,500 + applicable taxes and will be funded from the Water Depreciation Fund. The estimated balance of the Water Depreciation Fund at March 31, 2024 is \$1,200,000.

MOTION:

That Council approve of an amendment to the 2023/24 Water Utility Capital Budget to include \$355,000 from the water depreciation fund for the purchase of a dump truck for the Amherst Water Utility, and further, the contract to supply the dump truck be awarded to Nova Truck Centres in the amount of \$339,500 plus applicable taxes.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: December 18, 2023

SUBJECT: Water Utility Dump Truck

ORIGIN: 2021/22 Water Utility Capital Budget

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

RECOMMENDATION: That Council approve of an amendment to the 2023/24 Water Utility Capital Budget to include \$355,000 from the water depreciation fund for the purchase of a dump truck for the Amherst Water Utility, and further, the contract to supply the dump truck be awarded to Nova Truck Centres in the amount of \$339,500 plus applicable taxes.

BACKGROUND: \$175,00 was originally approved in the Utility's 2021/22 capital budget. An RFP was issued with a closing date of February 3, 2022 with two compliant bids received. However, the highest scoring and lowest priced proposal was approximately \$300,000 (including taxes). As such the RFP was canceled.

The expenditure was carried over to the 2023/24 fiscal year and council approved an amendment to the Water Utility capital budget on April 24, 2023 to increase the budget from \$175,000 to \$320,000.

The RFP was reissued with a closing date of June 3, 2023. There was one compliant proposal received from Nova Truck Centres in the amount of \$345,000 plus applicable taxes.

As the cost was in excess of \$250,000 the Utility required approval from the UARB. An application was made to the Board and approval to spend up to \$360,000 was granted on September 12, 2023.

Unfortunately, by the time the UARB approval was granted the dump truck chassis was no longer available as it had been sold. Once again, the RFP was cancelled.

Since Nova Truck Centres was the only proponent that had responded to the previous RFP our procurement policy permitted staff to contact this supplier directly to negotiate the purchase of a new dump truck. On November 22, 2023 Nova Truck Centres submitted a proposal to supply a dump truck in the amount of \$339,500 plus applicable taxes.





AMHERST TOWN COUNCIL

RFD# 2023149

Date: December 18, 2023

DISCUSSION: The proposed equipment, a 2025 Western Star 5-Ton dump truck, will meet the needs of the Utility. The new dump truck, if approved, will replace the Utilities 2010 Freightliner single axle dump truck. The Utility uses the dump truck on a regular basis to perform their daily maintenance work hauling materials to and from job sites when repairing broken water mains, installing new water mains and service laterals, hauling gravel to the wellfield and reservoir to maintain the roadways, and hauling the emergency backup generator to the wellfield during power outages. In the winter the truck is equipped with a plow and wing to perform snow removal operations at the wellfield, reservoir, and the Utilities pressure reducing valve chambers to ensure these facilities are always accessible. A reliable dump truck is necessary to help ensure the integrity and safety of our water distribution system.

FINANCIAL IMPLICATIONS: The dump truck purchase, \$339,500 + applicable taxes, will be funded from the Water Depreciation Fund. The estimated balance of the Water Depreciation Fund at March 31, 2024 is \$1,200,000.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications associated with this decision.

ENVIRONMENTAL IMPLICATIONS: With advances in technology over the last 15 years a new truck will have improved fuel efficiency and reduced emissions as compared to older trucks.

COMMUNITY ENGAGEMENT: There is no community engagement required.

ALTERNATIVES: Do not amend the capital budget and do not approve the purchase at this time.

ATTACHMENTS: None

Report prepared by: Aaron Bourgeois, Director of Operations

Report and Financial approved by:



SYNOPSIS

Appointment of Development Officer

The Municipal Government Act requires that in order to sign a development permit that person must be designated as a Development Officer by Council. Torben Laux has recently been hired as a Land Use Planner with the Town of Amherst. With his appointment as Development Officer, Torben will continue to be brought up to speed with development permitting processes and will gradually get into a position to be able to process applications with increasing complexity.

MOTION:

That Council appoint Torben Laux as a Development Officer for the Town of Amherst.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Andrew Fisher, Director of Planning & Strategic Initiatives

DATE: December 18, 2023

SUBJECT: **Development Officer appointment – Torben Laux**

ORIGIN: Efforts to improve operational capacity, efficiency and customer service levels.

LEGISLATIVE AUTHORITY: MGA section 243 (1) *A council shall appoint a development officer to administer its land-use by-law and subdivision by-law.*

RECOMMENDATION: That Council appoint Torben Laux as a Development Officer for the Town of Amherst.

BACKGROUND: The Municipal Government Act requires that in order to sign a development permit that person must be designated as a Development Officer by Council. Torben has recently been hired as a Land Use Planner. He comes to the town with a Diploma in Architectural Technology and a Bachelor of Arts, specializing in Urban Planning and Geospatial Technology. Previous to this position, Torben worked for a land use planning consultancy in Montreal that focused on planning with indigenous communities.

DISCUSSION: With his appointment as Development Officer, Torben will continue to be brought up to speed with development permitting processes and will gradually get into a position to be able to process applications with increasing complexity.

FINANCIAL IMPLICATIONS: None specific to this issue.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: None specific this issue.

COMMUNITY ENGAGEMENT: None specific to this issue.

ALTERNATIVES: Do not make the appointment.

ATTACHMENTS: None.

Report prepared by: A.Fisher

Report and Financial approved by:



Internal Report

Amherst Board of Police Commissioners

December 2023

The Amherst Board of Police Commissioners met on Tuesday, November 28, 2023 at 3:00 p.m. in Town Hall Council Chambers.

Items on the agenda included an update on the purchase of a Safe Approach Vehicle, a memo regarding staffing updates and the Chief's Report.

The Board also passed a motion recommending that Amherst Town Council approve the 2024/2025 Capital Budget of the Amherst Police Department including \$115,000 for a new Dispatch Console, \$15,000 for Containment/Carbine Equipment, \$75,000 for the replacement of a Police Vehicle, \$50,000 for Body-Worn Cameras and a storage solution, \$12,000 for an extra Base Radio (APX500) for Dispatch and \$65,000 for a Drone (APD/AFD) for a total request for 2024/25 of \$332,000.

The next meeting is scheduled for Tuesday, January 23, 2024 at 3:00 p.m.

Internal Committee Report

Amherst Youth Town Council

December 2023

The AYTC met on November 29th in the ARHS library. This meeting did not have quorum; therefore, we were unable to make any decisions and instead discussed upcoming events.

We talked about the Youth Summit that will take place on December 15th and came up with some questions to ask our peers to be presented at the Youth Summit.

Our next meeting will be January 10, 2024.

Internal Report

Inclusion, Diversity and Equity Committee

December 2023

The Inclusion, Diversity and Equity Committee held an orientation session with the new members on Wednesday, November 29th at 6:00 p.m. This included an introduction of all Committee members, a review of the Terms of Reference for the Committee and the IDE Strategic Plan, as well as meeting processes and Council Chambers meeting set-up.

The next meeting has been scheduled for Wednesday, January 17th, 2024 at 6:00 p.m.

External Committee Report

Cumberland Public Libraries

December 2023

Book Sale

Cumberland Public Libraries' Annual Book sale took place from December 4- December 16. This year we raised over \$1000 in Amherst. Proceeds from the book sale go towards Summer Reading Club 2024.

Family Movie

The Amherst Library will be showing 'The Little Mermaid' at 1pm Friday December 22.

Reduced Holiday Hours

The Four Fathers Library will be operating with reduced hours from December 25 2023 – January 1, 2024.

Statistics

In the month of October, Cumberland Public Libraries signed out over 13,279 items, 3,327 items in Amherst alone. This includes books, movies, TV shows, magazines and more.

Also, in October Four Father Library offered 19 in-person programs with 650 people in attendance. The Four Fathers library had 2,047 in person visits.

Next Board meeting February 20, 2024.

External Committee Report

Cumberland YMCA

December 2023

Membership

For Membership Promos, we are running 12 Days of Fitness (First Payment Free) until December 22nd, and Home for the Holidays from December 8th (aimed at students and adults visiting from out of town...sign up and pay \$50 for a membership that expires January 5th)

Fitness/Aquatics

Planning Family Membership inclusive programming in the New Year. Programs such as Dance Dance, Soccer Stars, and Group Swimming Lessons will be included in all Family Memberships.

Training the future lifeguards of our YMCA! Bronze Medallion and Cross courses being offered this December, and into the New Year.

Community Development

The community development department has been organizing Santas for Seniors and we have close to 500 gifts requested for all of Cumberland County. This program has grown from last year and we are excited to bring more holiday joy to those in our community.

We are also going to receive some holiday food boxes in partnership with Maggie's Place to give to some of our housing support clients that are in need. These food boxes are supported by the Community Food Network at Maggie's Place Family Resource Centre.

Donations/Fundraising

For our Winter Fundraiser, we hosted Christmas Trees for Communities. This was the first year for this event and it was a great starting point. We reached out to businesses in the community and asked if they would like to purchase a Christmas Tree for \$100, and then join us on December 1st for an afternoon of decorating, treats, and making connections. This year we sold 5 trees, making \$500. Everyone had a great afternoon, and the trees all look unique and festive.

External Committee Report

Northern Region Solid Waste Resource Committee December 2023

Provincial Updates

Extended Producer Responsibility (EPR)

- Staff recently submitted the registration/data collection file to Divert NS for EPR.

300kg Goal

- Nova Scotia Environment received feedback on the consultation on reducing the province's solid waste disposal rate to 300 kg per person per year by 2030 and are now working on a "What We Heard" document.

Northern Region

- The Committee was scheduled to meet on December 15th via zoom however due to a lack of agenda items the meeting has been rescheduled to February 2, 2024.

External Committee Report

L.A. Animal Shelter

December 2023

Our big Paws'n Claus Gala was held on December 9th. The tickets sold out quickly! Second Toe performed and we hosted silent and live auctions. The amazing planning committee turned the upstairs at Dayles into a Christmas Wonderland. At the Gala we announced that we are 80% funded for our new building - meaning that we are set to start construction in the spring. Thanks to the Town of Amherst and donors near and far!

External Committee Report

Municipal Alcohol Project

December 2023

The Committee met on Tuesday, December 5th at 1:30 via Teams.

As we get closer to Christmas there will be more parties. This committee is all about harm reduction and not about prohibition of alcohol. As we have done over the past couple of years at this time, we will be sharing information with regards to being safe and enjoying fancy drinks without alcohol. This information sharing will occur on the public health Facebook page and shared by members of this committee.

Thinking ahead, we are at the beginning stages of planning an event in the New Year – probably around Winter Carnival time. For this event we will start collecting recipes for drinks without alcohol or can be served without alcohol. The recipes will be shared and a possible taste testing of some of the recipes will be a part of this event. So stay tuned.

The next meeting will be scheduled in January 2024 also via Teams.