



Town of Amherst
Regular Council Meeting
Agenda

Date: **Monday, December 16, 2024**
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. APPROVAL OF AGENDA/ACCEPTANCE OF MINUTES	
3.1 Approval of the Agenda	
3.2 Acceptance of Minutes	
3.2.1 December 10, 2024 Special Meeting	3 - 3
3.2.2 November 25, 2024 Regular Meeting	4 - 9
4. REQUESTS FOR DECISION	
4.1 Community Support Grants - Ripley	10 - 28
4.2 Audit Committee Citizen Appointment - Furlong	29 - 34
4.3 Amherst Youth Town Council Appointments - Wells	35 - 39
4.4 Police Body Worn Cameras - Davidson	40 - 42
5. INTERNAL COMMITTEE REPORTS	
5.1 Amherst Board of Police Commissioners - Davidson	43 - 43

5.2	Planning Advisory Committee - Chambers	44 - 44
6.	EXTERNAL COMMITTEE REPORTS	
6.1	Cumberland Public Libraries - McManaman	45 - 45
6.2	Cumberland YMCA - Chambers	46 - 47
6.3	Northern Region Solid Waste Management - Furlong	48 - 48
7.	ADJOURNMENT	

**Amherst Town Council
Special Meeting
Minutes**

Date: December 10, 2024
Time: 12:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Robert Small
Deputy Mayor Hal Davidson
Councillor Charlie Chambers
Councillor Nic Furlong
Councillor Terry McManaman
Councillor Dwayne Ripley
Councillor Kathy Wells

Staff Present Jason MacDonald, Chief Administrative Officer
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Strategic Initiatives
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
Sean Payne, Corporate Communications Officer
Tegan Tran, Events and Marketing Coordinator
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

Mayor Small called the Special Council meeting to order.

1.1 TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

2. REQUEST FOR DECISION

2.1 Fireworks

Moved By Councillor Ripley

Seconded By Councillor Chambers

That staff be directed to have fireworks as part of the New Year's Eve celebrations at the Amherst Stadium.

Motion Carried

3. CLOSED SESSION

Moved By Councillor Davidson

Seconded By Councillor Furlong

That Council move to a Closed Session.

Motion Carried

4. ADJOURNMENT

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

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor

**TOWN OF AMHERST
Regular Council Meeting**

Minutes

Date: November 25, 2024
Time: 6:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Rob Small
Councillor Charlie Chambers
Councillor Hal Davidson
Councillor Nic Furlong
Councillor Terry McManaman
Councillor Dwayne Ripley
Councillor Kathy Wells

Staff Present Jason MacDonald, Chief Administrative Officer
Andrew Fisher, Director, Planning & Strategic Initiatives
Dwayne Pike, Chief, Police Services
Greg Jones, Director, Fire Services
Kim Jones, Director, Corporate Communications
Krista Crossman, Director, Human Resources
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

Mayor Small called the meeting to order.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA/ACCEPTANCE OF MINUTES

3.1 Approval of the Agenda

Moved By Councillor McManaman

Seconded By Councillor Wells

To approve the agenda as circulated.

Motion Carried

3.2 Acceptance of Minutes

3.2.1 September 23, 2024 Regular Council

The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the September 23, 2024 regular meeting of Council were accepted as included in the agenda package.

3.2.2 October 3, 2024 Special Council

The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the October 3, 2024 special meeting of Council were accepted as included in the agenda package.

4. REQUESTS FOR DECISION

4.1 Election of Deputy Mayor

Mayor Small called for nominations for the office of Deputy Mayor. Councillor Chambers nominated Councillor Davidson. Councillor Furlong nominated Councillor Ripley. Votes were cast via secret ballot, once votes were tabulated, Councillor Davidson was elected as Deputy Mayor for a term ending October 31, 2025.

4.2 Council Committee Appointments

Moved By Councillor Ripley

Seconded By Councillor Chambers

That Council approve the following committee appointments effective November 25, 2024 to October 31, 2025, with the exception of the terms for the Amherst Board of Police Commissioners appointments as noted below:

Mayor Small

- GFL Community Liaison Committee
- Regional Emergency Management
- Tyndal Wellfield Advisory Committee

Councillor Chambers

- Amherst Board of Police Commissioners (expiring October 31/27)
- Planning Advisory Committee
- YMCA Board of Directors

Councillor Davidson

- Amherst Board of Police Commissioners (expiring October 31/26)
- Inclusion, Diversity and Equity Committee

Councillor Furlong

- Amherst Board of Police Commissioners (expiring October 31/27)
- Northern Region Solid Waste Committee
- Regional Emergency Management

Councillor McManaman

- Accessibility Advisory Committee
- Cumberland Public Libraries Board
- Planning Advisory Committee
- Tyndal Wellfield Advisory Committee

Councillor Ripley

- Intermunicipal Tourism Committee
- Planning Advisory Committee

Councillor Wells

- Accessibility Advisory Committee
- Inclusion, Diversity and Equity Committee
- Senior Safety Advisory Committee

AND FURTHER, that all members of Council are also appointed to the Committee of the Whole of Amherst Town Council and the Town of Amherst Audit Committee.

Motion Carried

4.3 Code of Conduct for Elected Municipal Officials

Moved By Councillor Davidson

Seconded By Councillor Furlong

That Council approve the new Code of Conduct for Elected Municipal Officials Policy and further repeal the former policy #10350-20 Code of Conduct.

Motion Carried

TITLE:	CODE OF CONDUCT FOR ELECTED MUNICIPAL OFFICIALS
SECTION:	EXECUTIVE OFFICE
POLICY NO:	10350-20

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

POLICY STATEMENT

Title

1 The title of this code of conduct is the Code of Conduct for Elected Municipal Officials.

Definitions

2 In this Code, the following definitions apply:

"Act" means the Municipal Government Act;
 "CAO" means chief administrative officer;
 "clerk" means the clerk of the municipality;
 "closely connected" to a council member, means any of the following:

- (i) a family member of the council member,
- (ii) an agent of the council member,
- (iii) a business partner of the council member,
- (iv) an employer of the council member;

"Code" means the *Code of Conduct for Elected Officials of the Town of Amherst, Nova Scotia*.

"complaint" means a complaint regarding an alleged breach of the Code;

"confidential information" includes any information in the possession of the municipality that the municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under Part XX of the Act or other legislation, or that pertains to the business of the municipality and is generally considered to be of a confidential nature, including information about any of the following:

- (i) the security of the municipality's property,
- (ii) a proposed or pending acquisition or disposition of land or other property,
- (iii) a tender that has or will be issued but that has not been awarded,
- (iv) contract negotiations,
- (v) employment and labour relations,
- (vi) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been deliberated in a meeting open to the public,
- (vii) law enforcement matters,
- (viii) litigation or potential litigation, including matters before administrative tribunals,
- (ix) (xi) advice that solicitor-client privileged;

"council" means the council of the municipality;

"discrimination" has the same meaning as in the *Human Rights Act*;

"elected official" means any council member, including the mayor or warden;

"family member" means in relation to a person, any of the following, and includes a step-family member:

- (i) spouse,
- (ii) parent or guardian,
- (iii) child,
- (iv) sibling,
- (v) sibling of a parent,
- (vi) child of a sibling,
- (vii) grandchild,
- (viii) grandparent,
- (ix) parent-in-law,
- (x) sibling-in-law,
- (xi) spouse of a child;

"harass" has the same meaning as in the *Human Rights Act*;

"investigator" means a person or entity appointed by a municipality under subsection 23C(1) of the Act to receive and investigate complaints;

"mayor" means the council member elected at large to be the chair of the council;

"municipality" means the regional municipality, town or county or district municipality, except where the context otherwise requires;

"poisoned environment" means an environment where harassing or discriminatory conduct causes significant and unreasonable interference with a person's work environment;

"sexual harassment" has the same meaning as in the *Human Rights Act*;

"warden" means the council member chosen by the council to be the chair of the council.

General purpose

- 3**
- (1) The purpose of this Code is to set out the expectations for the behaviour of members elected to council in carrying out their functions and making decisions that benefit the constituents in their municipality.
 - (2) Nothing in this Code is intended to prevent elected officials from sharing or expressing dissenting opinions.

Interaction with laws and policies

- 4**
- (1) This Code is intended to operate together with, and as a supplement to, the applicable common law, the Criminal Code of Canada, the Act, the Municipal Conflict of Interest Act and any other applicable legislation.
 - (2) This Code is intended to operate together with, and as a supplement to, the other by-laws and policies of a municipality.
 - (3) This Code prevails in any conflict between the Code and any municipal resolution, policy or bylaw.

Guiding principles

- 5** All of the following are the guiding principles for council members' conduct:

Collegiality: council members must work together to further the best interests of the municipality in an honest and honourable way.

Respect: council members must demonstrate respect towards one another, the democratic decision-making process and the role of staff. Council members must not act in a manner that negatively impacts the municipality or tarnishes the municipality's reputation.

Integrity: council members must act lawfully and adhere to strong ethical principles by prioritizing the municipality's interests over individual interests.

Professionalism: council members must create and maintain an environment that is respectful and free from all forms of discrimination and harassment, including sexual harassment. Council members must show consideration for every person's values, beliefs and contributions, and support and encourage others to participate in council activities.

Transparency: council members must be truthful and open about their decisions and actions and make every effort to accurately communicate information openly to the public.

Responsibility: council members are responsible for the decisions that they make and must be held accountable for their actions and outcomes. Council members must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

General conduct

- 6**
- (1) A council member must be truthful and forthright and not deceive or knowingly mislead Council, the CAO, staff or the public.
 - (2) A council member must show respect for chairs of council meetings, chairs of committee meetings, colleagues, staff and members of the public that present during council meetings or other meetings of the municipality.
 - (3) A council member must adhere to the direction of the chairs of meetings with respect to rules of procedure.
 - (4) A council member must conduct council business and all duties in an open and transparent manner, other than for those matters that council is authorized by law to carry out in private.
 - (5) A council member must not be impaired by alcohol or drugs while attending any council meeting or other meeting of the municipality.
 - (6) A council member must comply with any sanction imposed under this Code, and failing to comply with a sanction imposed is considered a breach of the Code.

Confidential information

- 7**
- (1) A council member must not disclose or release any confidential information to the public in oral, written or any other form, other than when required by policy or law or authorized by the council to do so.
 - (2) A council member must not use confidential information for personal or private gain or for the private gain of any other person or entity.
 - (3) A council member must not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the municipality.
 - (4) A council member must not discuss any matters relating to an active investigation under the Code with anyone other than the investigator or their own legal counsel, unless required by law.

Gifts and benefits

- 8**
- (1) A council member must not accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, other than the following exceptions:
 - (a) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - (b) a suitable memento of a function honouring the council member;
 - (c) sponsorships and donations for community events organized or run by a council member or by a third party on behalf of a council member;
 - (d) compensation authorized by the municipality.
 - (2) A fee, advance, cash, gift, gift certificate or personal benefit paid or provided to a person closely connected to a council member, with the council member's knowledge, is deemed to be a gift to the council member.

Use of municipal property, equipment and services

- 9**
- (1) A council member must not use, or request the use of, any municipal property, including surplus material or equipment, for personal convenience or profit, unless the property meets 1 of the following:
 - (a) it is generally available for use by the public and the council member is receiving no special preference in its use;
 - (b) it is made available to the council member in the course of carrying out council activities and duties, and is used for purposes connected with the discharge of municipal duties.
 - (2) A council member must not obtain, or attempt to obtain, personal financial gain from the use or sale of intellectual property developed by the municipality.
 - (3) A council member must not use information, or attempt to use information, gained in the course of their duties that is not available to the general public for any purposes other than carrying out their official duties.
 - (4) A council member, or a person closely connected to a council member, must not tender on the sale of surplus municipal property, including old or extra equipment.

Building, development, planning, or procurement proposals before council

- 10** A council member must not solicit or accept support in any form from an individual, group or corporation with any building, development, planning or procurement proposal before council.

Improper use of influence

- 11** A council member must not use the influence of their office for any purpose other than for the exercise of their official duties.

Business relations

- 12**
- (1) A council member must not allow any prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.
 - (2) A council member must not borrow money from any person who regularly does business with the municipality, unless the person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
 - (3) A council member must not act as an agent of a person or entity before council or a committee of council or any agency, board or committee of the municipality.

Employment of persons closely connected to council members

- 13** (1) A council member must not attempt to influence any municipal employee to hire or promote a person closely connected to the member.

- (2) A council member must not make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

Fairness

- 14 (1) A council member must not give special consideration, treatment or advantage to any individual or entity beyond that which is given to all.
- (2) A council member must not give special consideration, treatment or advantage to an organization or group because the council member, or a person closely connected to the member, is involved with the organization or group.

Adherence to policies, procedures, bylaws and other laws

- 15 (1) Council members must adhere to all applicable federal and provincial legislation.
- (2) Council members must adhere to the procedures, resolutions, policies and bylaws of the municipality.
- (3) Council members must adhere to the expense and hospitality policy of the municipality.

Respect for council as a decision-making body

- 16 (1) A council member must abide by, and act in accordance with, any decision made by council, whether or not the member voted in favour of the decision.
- (2) A council member must not encourage non-compliance with any legislation, regulation, bylaw, resolution, policy or procedure.

Communicating on behalf of council

- 17 (1) A council member, other than the mayor or warden, must not claim to speak on behalf of council unless the council member is authorized to do so.
- (2) The mayor, warden or an individual designated by council may speak on behalf of council and must make every effort to convey the intent of council's decision accurately.

Interactions of council with staff and service providers

- 18 (1) A council member must respect the role of the CAO as head of the administrative branch of the municipality's government and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
- (2) A council member must not direct, or attempt to direct, the CAO or clerk other than through a direction provided by the council as a whole.
- (3) A council member must be respectful of the role of the CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or group of the council.
- (4) A council member must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions, unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act, and unless council as a whole has provided direction regarding same.
- (5) If a CAO has been appointed under Section 28 of the Act, a council member must not direct municipal employees except through the CAO.
- (6) Contractors, tenderers, consultants or other service providers to the municipality must not be issued instructions by council members
 - (a) if a CAO has been appointed under Section 28 of the Act; or
 - (b) unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act and council as a whole has provided direction regarding same.
- (7) A council member must not require or request that a municipal employee undertake personal chores or tasks for the member that are unrelated to municipal business.
- (8) A council member must not make public statements that are critical of specific or identifiable municipal employees or service providers.

Respectful interactions

- 19 (1) A council member must not engage in discrimination or harassment as prohibited by the *Human Rights Act*.
- (2) A council member must not sexually harass any person.
- (3) A council member must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at 1 or more individuals or groups that creates a poisoned environment.

Reprisals

- 20 A council member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code or any person providing relevant information in relation to a matter under this Code.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
CAO	Ensure Council understands the code
Investigator	Reviews reports
Council	Adhere to the code

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Repeal Former Policy, Implement New Policy	Clerk, LeBlanc	Council	

Minutes Reference Date:

4.4 **Signing Authority**
Moved By Councillor Furlong
Seconded By Councillor Ripley
That Council appoint Councillor McManaman to be the Designated Councillor for signing cheques, bank documents, etc.
Motion Carried

4.5 **Christie Foundation Donation**
Moved By Councillor Wells
Seconded By Councillor Chambers
That Council approve the request to receive a donation of \$60,000 from the Dr. & Mrs. H.E. Christie Community Foundation to fund a corresponding grant of \$60,000 to Amherst Little League.
Motion Carried

4.6 **Fire Services Agreement**
Moved By Councillor Chambers
Seconded By Councillor Davidson
That Council approve the Fire Services Agreement between the Town of Amherst and the Municipality of Cumberland County, and authorize the Mayor and CAO to execute the agreement.
Motion Carried

4.7 **Fireworks**
Moved By Councillor Ripley
Seconded By Councillor McManaman
That Council direct staff to investigate if ordering and using fireworks to celebrate New Years is still a viable option.
Motion Carried

5. **INTERNAL COMMITTEE REPORTS**

- 5.1 **Planning Advisory Committee - Chambers**
Information item only; no direction given or action required.
- 5.2 **Amherst Board of Police Commissioners - Davidson**
Information item only; no direction given or action required.
- 5.3 **Amherst Youth Town Council - Leah Brunt**
Information item only; no direction given or action required.
- 5.4 **Poverty Reduction Advisory Committee - Wells**
Information item only; no direction given or action required.

6. **EXTERNAL COMMITTEE REPORTS**

- 6.1 **Cumberland Public Libraries - McManaman**
Information item only; no direction given or action required.
- 6.2 **Cumberland YMCA - Chambers**
Information item only; no direction given or action required.
- 6.3 **Northern Region Solid Waste Management - Furlong**
Information item only; no direction given or action required.

7. **ADJOURNMENT**

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

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor

SYNOPSIS

COMMUNITY SUPPORT GRANTS

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

The Town of Amherst Community Support Grant and Social Equity funds provide assistance to organizations that promote equity, inclusion and accessibility to the greater community. These two requests meet these requirements and are geared towards food insecurity/social inclusion and elevating education through reading.

The Amherst Community Christmas dinner is open to anyone regardless of their ability to pay. This provides an inclusive environment for those experiencing food insecurity and a welcoming holiday meal. The dinner will host approximately 500 people.

The Dolly Parton Imagination Library provides books to over 220 children in Amherst to inspire their quest for learning. This is a valuable resource to our community and speaks to the Poverty Reduction Advisory Committee strategic plan around youth outreach and education.

MOTION:

That Council approve funding in the amount of \$8,100.00 under the Community Support Grants Policy, Social Equity fund as follows:

Amherst Community Christmas Dinner - \$5,000.00 Social Equity

Dolly Parton Imagination Library - \$3,100.00 Social Equity



AMHERST TOWN COUNCIL

RFD# 2024097

Date: December 16, 2024

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: December 16, 2024

SUBJECT: Community Support Grants 2024

ORIGIN: 2024-25 Operating Budget

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

RECOMMENDATION: That Council approve funding in the amount of \$8,100.00 under the Community Support Grants Policy, Social Equity fund as follows:

Amherst Community Christmas Dinner - \$5,000.00 Social Equity

Dolly Parton Imagination Library - \$3,100.00 Social Equity

BACKGROUND: An annual budget is allocated for community support grants so that the Town can provide assistance in a fiscally responsible manner to organizations that qualify under the criteria set in the policy. In doing so, the Town encourages and promotes the success of these organizations. It should be noted that these groups fill a significant role in the community.

DISCUSSION: The Town of Amherst Community Support Grant and Social Equity fund provides assistance to organizations that promote equity, inclusion and accessibility to the greater community. These two requests meet these requirements and are geared towards food insecurity/social inclusion and elevating education through reading.

The Amherst Community Christmas dinner is open to anyone regardless of their ability to pay. This provides an inclusive environment for those experiencing food insecurity and a welcoming holiday meal. The dinner will host approximately 500 people.

The Dolly Parton Imagination Library provides books to over 220 children in Amherst to inspire their quest for learning. This is a valuable resource to our community and speaks to the PRAC strategic plan around youth outreach and education.

FINANCIAL IMPLICATIONS: An allowance remains in the budget to address these requests. Currently there is \$6,725 in Community Support Grants and \$23,175.00 in social equity.



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

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications attached to this request.

SOCIAL JUSTICE IMPLICATIONS: Community not for profit organizations, sports teams, festivals and events help weave the fabric of our society. When a community has a strong base of supportive organizations dedicated to improving the quality of life for our residents in addition to sports, culture, arts, and events it is enriched in so many key ways. In most all cases these organizations rely heavily on outside sources of funding to stay afloat. Due to the nature of the not-for-profit world, it is our opportunity to assist those who work so tirelessly to make our community better. The Town of Amherst, as a funding contributor, helps create a community that all can be proud to live, work and play.

ALTERNATIVES:

1. Approve the funding requests as listed
2. Discontinue the practice of providing community support grants

ATTACHMENTS:

- Community Support Grants Policy, 72000-08

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

APPROVAL DATE: October 30, 2023

CAO Signature: 

POLICY STATEMENT

- a. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are providing services that in the opinion of Council, are of a benefit to the residents and businesses of the Town. Applicants and Groups that actively support inclusion, diversity, accessibility and equity will be given priority consideration as will those applications that enhance community well-being and increase the social determinants of health, such as, but not limited to food insecurity, affordable housing, early childhood development, education, social inclusion and non-discrimination of the citizens of Amherst
- b. This program does not govern the following, which are separately administered:
 - i. Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
 - ii. Residential Property Tax Rebates (low-income homeowners)

POLICY OBJECTIVES

The objectives of this policy are:

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

1. SCOPE

The Program includes financial grants in the form of cash and in-kind services (for use of municipal facilities, for example). The value of requests is not limited; however, applicants must be aware that:

- a. The application process is competitive;
- b. There are more grant applications received than available funding;
- c. Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient;
- d. The Town would like to support programs and events that promote community well being and health and safety of our citizens. With that in mind, events based on alcohol consumption (beer gardens, wine tasting tours etc.) may only receive support if other community benefits can be shown. Overall, the Town will show preference to events that are family friendly and support the overall well being of the community.

2. EXCLUSIONS

The following are exclusions from the grant program:

- a. While Council reserves the right to, it is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g., health, social services)
- b. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns

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

- c. Funding applications will not be considered from the following:
 - i. Businesses;
 - ii. Provincial Government organizations;
 - iii. School Boards or quasi government organizations;
 - iv. Non-profit organizations for the purpose of funding accumulated deficits;
 - v. Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - vi. Organizations with political affiliations.
- d. Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief
- e. Funding will also not normally be provided to fundraising campaigns of national charitable organizations either directly or indirectly.
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

3. ALLOCATION OF FUNDS

Council is not obligated to:

- a. Provide funding in the form of Community Support Grants;
- b. Spend all the funds allocated for grants in any given year;
- c. Award the full amount requested in an application; or
- d. Renew any grant

4. GUIDELINES

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

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

5. PROGRAMS

The following are a list of the grants available:

a. Sport, Arts, and Culture

Maximum funding considered will be \$1000 for a team and \$250 for an individual:

- i. This includes amounts for teams / groups and individuals traveling to Provincial, National and International competitions and events when the Amherst based teams or individual have been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization, or have been invited by such an organization;
- ii. The team / group is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team;

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

- iii. The individual is competing / attending as an individual and has their principal residence in the Town of Amherst;
- iv. The Town of Amherst resident has been selected / qualified to represent the Province of Nova Scotia or Canada at a national or international competition / event.

b. Festivals, Arts and Cultural Events Grants

Under this component will generally not exceed \$5,000

- i. Event must demonstrate broad community support;
- ii. Provides an experience not duplicated by other ongoing events, festivals or activities.
- iii. Draw spectators locally, from the Maritimes, nationally or internationally and increases the profile of our community;
- iv. Must be affiliated with a local community non-profit organization.

c. Organizational Equipment

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

d. Funding for Social Equity Initiatives

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

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

e. Large Scale Projects

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

6. APPLICATION PROCESS

The following outlines the application process:

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

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

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

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

7. APPROVAL PROCESS

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

8. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) may approve applications that are less than \$1000 provided such applications qualify in accordance with this policy. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the Town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December).

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

9. PAYMENT PROCESS

For amounts over \$1,000 payment will be made at time of award as follows:

- a. 75% at the time of award
- b. 25% at the time of receipt of the final report, including receipts. Reports must be received by no later than one year after the event/project is held

10. CONDITIONS

- a. Grant recipients shall:
 - i. Make no misrepresentation on their application
 - ii. Use the grant as described in the application
 - iii. Use the funds in the year granted
 - iv. Council and/or the CAO may request an in-depth report for grants over \$5,000 at their discretion
 - v. Recipients from previous years who received over \$2,000 will be asked to complete a report detailing expenses and impact on the community or individual. This report will be sent prior to the call for applications each year. This report must be completed prior to the new application being considered.
- b. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.

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

- c. Non-compliance, in any aspect could result in no funding being awarded in the future year(s)
- d. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted
- e. If the event/project does not occur for any reason, all grant monies must be returned
- f. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

11. PUBLIC DISCLOSURE

- a. The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis
- b. A summary of grant awards will be posted on the Town of Amherst's website in accordance with s.65C(1) of the *Municipal Government Act*

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

Application for Funding

Date: _____

REQUEST FOR FINANCIAL SUPPORT

REQUEST FOR IN-KIND FACILITY RENTAL

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

Total cost of program event or activity \$ _____

3. What is the purpose for the funding requested? (Sport and Physical Activity, Arts/Culture Events, Festivals, Organizational Equipment, Community Well-Being etc.)

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. Please attach all documents that support the funding request.

5. What are the expected benefits to the community? (Event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

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

NAME	FUNDING IF ANY

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



98 East Victoria Street, PO Box 516, Amherst, NS, Canada B4H 4A1
 Phone: 902-667-3352 Fax 902-667-5409

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

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

Amendments Description	Policy Owner	Approved By	Approval Date
Amendments to policy to collapse A fresh grants, streamline application process, increase CAO approval limit, inclusion of MAP requirements, rewording to ensure policy is more inclusive and promotes community well-being	Director Community Living, Bristol	Council	February 27, 2023
Amendment to policy to remove Deed Transfer reference from Poverty Funding. Rename Poverty Funding to Social Equity.	Director Community Living, Bristol	Council	April 24, 2023
Eliminate section 4 as it is exclusionary of other organizations; amend Section 9 Payment Process to eliminate the two phased payment approach as this is administratively time consuming and places undue pressure on community organizations; and amend Section 10 Conditions to include the reporting requirement for organizations who intend to reapply for future grants. This will allow for transparency on how funds are used and the impact on the community.	Director, Community Living, Bristol	Council	October 30, 2023

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

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018
28 October 2019 27 January 2020 25 October 2021 27 February 2023 24 April 2023
30 October 2023

**TOWN OF AMHERST
COMMUNITY SUPPORT GRANTS POLICY**

**NUMBER 72000-08
Page 7 of 7**

Date: November 23rd 2024

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

1. ORGANIZATION INFORMATION:

Name of Organization: Amherst Community Christmas Dinner

Full Mailing Address: 6 Birch crt Amherst, NS B4H 4K3

Contact Person: Nicole Schrader

Email Address: nicole.schrader@nsc.ca

Telephone: 902-694-6769

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED

\$ 5000

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

Community event to ensure that everyone in Amherst is provided with the option of a christmas dinner on Christmas day.
Food insecurity initiative

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. Please attach all documents that support the funding request.

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

Last year we provided 490 meals to the citizens in our community. Ayn remaining food we delivered to first responders working on Christmas day
By providing a free, hot meal on Christmas day which includes a delivery option or the sit down meal, ensures that everyone has the option to have a meal and be inclusive of everyone.

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

NAME	FUNDING IF ANY
Local businesses in Amherst and surrounding areas	

7. How many volunteers contribute to this event or festival: 40 + on Christmas day and 5 throughout the year

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



**Amherst Community Christmas Dinner
Operating Budget
For the 12 months ending December 31, 2024**

TOTAL PROJECTED REVENUE

PROJECTED EXPENSES

- Donations
- Interest and Bank Charges
- Supplies
- Catering Expense (The Warehouse Café - projecting 500 meals for 2024)

TOTAL PROJECTED EXPENSES

PROJECTED NET INCOME (LOSS)

OPENING CASH BALANCE - JANUARY 1

PROJECTED ENDING CASH BALANCE - DECEMBER 31

KPIs

Meals Billed

Effective Cost Per Meal

Pro-forma	Actual Comparatives		
	2024	2023	2022
TOTAL PROJECTED REVENUE	\$ 15,000	\$ 19,153	\$ 14,987
PROJECTED EXPENSES			
Donations	\$ -	\$ -	\$ -
Interest and Bank Charges	\$ 50	\$ 43	\$ 46
Supplies	\$ 200	\$ 49	\$ -
Catering Expense (The Warehouse Café - projecting 500 meals for 2024)	\$ 15,500	\$ 15,500	\$ 15,500
TOTAL PROJECTED EXPENSES	\$ 15,750	\$ 15,593	\$ 15,546
PROJECTED NET INCOME (LOSS)	-\$ 750	\$ 3,560	-\$ 559
OPENING CASH BALANCE - JANUARY 1	\$ 5,174	\$ 1,614	\$ 2,172
PROJECTED ENDING CASH BALANCE - DECEMBER 31	\$ 4,424	\$ 5,174	\$ 1,614

	2023	2023	2022
Meals Billed	500	500	500
Effective Cost Per Meal	\$ 31.50	\$ 31.19	\$ 31.09

**Amherst Community Christmas Dinner
Financial Statements
For the year ended December 31, 2023
(Notice to Reader - Unaudited)**

**Amherst Community Christmas Dinner
Income Statement (Unaudited)
For the 12 months ending December 31, 2023**

	Actual	Budget	Actual	Actual	Actual	Actual	Actual
REVENUE	2023	2023	2022	2021	2020	2019	2018
Revenue from Donations	\$ 2,015	\$ 1,500	\$ 2,287	\$ 397	\$ -	\$ 1,506	\$ 1,231
Revenue from Fund Raising	12,100	10,500	8,700	8,000	-	4,500	5,000
Revenue from Government Grants	5,000	4,000	4,000	-	-	1,500	-
Interest Income	38	-	-	-	-	-	-
TOTAL REVENUE	\$ 19,153	\$ 16,000	\$ 14,987	\$ 8,397	\$ -	\$ 7,506	\$ 6,231
EXPENSES							
Catering Expense	\$ 15,500	\$ 15,500	\$ 15,500	\$ 9,500	\$ -	\$ 6,500	\$ 6,250
Supplies	43	200	-	-	-	-	125
Donations	-	-	-	100	-	-	-
Interest and Bank Charges	49	50	46	47	46	50	75
TOTAL EXPENSES	\$ 15,593	\$ 15,750	\$ 15,546	\$ 9,647	\$ 46	\$ 6,550	\$ 6,450
NET REVENUE OVER EXPENSES (EXPENSES OVER REVENUE)	\$ 3,560	\$ 250	-\$ 559	-\$ 1,250	-\$ 46	\$ 956	-\$ 219
KPIs							
	Actual	Budget	Actual	Actual	Actual	Actual	Actual
	2023	2023	2022	2021	2020	2019	2018
Meals Billed	500	500	500	350	-	250	250
Effective Cost Per Meal	\$ 31.19	\$ 31.50	\$ 31.09	\$ 27.56	\$ -	\$ 26.20	\$ 25.80

Amherst Community Christmas Dinner
 Balance Sheet (Unaudited)
 December 31, 2023

	Actual 2023	Budget 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019	Actual 2018
ASSETS							
Cash	\$ 5,174	\$ 1,864	\$ 2,114	\$ 2,172	\$ 3,422	\$ 3,468	\$ 2,512
Accounts Receivable	-	-	2,000	-	-	-	-
TOTAL ASSETS	\$ 5,174	\$ 1,864	\$ 4,114	\$ 2,172	\$ 3,422	\$ 3,468	\$ 2,512
LIABILITIES							
Accounts Payable	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -
NET ASSETS							
Opening Net Assets	\$ 1,614	\$ 1,614	\$ 2,172	\$ 3,422	\$ 3,468	\$ 2,512	\$ 2,731
Current Year Change in Net Assets	3,560	250	559	1,250	46	956	219
Ending Net Assets	5,174	1,864	1,614	2,172	3,422	3,468	2,512
TOTAL NET ASSETS AND LIABILITIES	\$ 5,174	\$ 1,864	\$ 4,114	\$ 2,172	\$ 3,422	\$ 3,468	\$ 2,512

REQUEST FOR FINANCIAL SUPPORT

Date: Feb. 28/24

1. ORGANIZATION INFORMATION:

Name of Organization: Dolly Parton Imagination Library - Cumberland Co, NS
 Full Mailing Address: 3925 Malagash Rd., Malagash Pt NS B0K 1E0
 Contact Person: Cathy Bates
 Email Address: Cathy.bates1212@gmail.com
 Telephone: 506-866-4084

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ 3100.00

3. What is the purpose for the funding requested? (Sport and Physical Activity, Festivals and events, Organizational Equipment, Community Well-Being etc.)

To provide books to all children in Cumberland Co. Presently there are 581 children in the program. There are 222 children from Amherst enrolled. The amount requested would fund approx. 33% of children in Amherst. $\$46.20/\text{child}/\text{yr} \times 222 = \$10,256.40 \div 33\% =$

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs \$ 3100.00

Please attach all documents that support the funding request.
See #'s in #3 Total costs based on 581 children = $\$26,847.20/\text{yr}$ (100% of funds are used for books)

5. What are the expected benefits to the community? (Event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

Increased word recognition! sounds increasing literacy skills for pre-school readiness. Getting books in to the hands of young learners is the greatest predictor of success.

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

2024 Commitments to date:

NAME	FUNDING IF ANY
<u>Cleanwater Foods</u>	<u>5000</u>
<u>River Philip Foundation</u>	<u>5000</u>

7. How many volunteers contribute to this event or festival: 2
Several funding requests are in the works or have been submitted.



98 Victoria Street East, P.O. Box 516, Amherst, Nova Scotia, Canada B4H 4A1
 Phone: (902) 667-3352 Fax: (902) 667-5409

Quantity	Item Code	Description	Price Each	Amount
29	Group 6	Number of Group 6 Books	1.83	53.07
135	Group 5	Number of Group 5 Books	1.80	243.00
152	Group 4	Number of Group 4 Books	1.85	281.20
139	Group 3	Number of Group 3 Books	2.40	333.60
121	Group 2	Number of Group 2 Books	2.25	272.25
20	Group 1	Number of Group 1 Books	1.74	34.80
11	LETC	Welcome Books	2.48	27.28
13	GRAD	Graduation Books	2.35	30.55
620	Mailing - COM	Mail Shipping Expense	1.85	1,147.00

Payments/Credit \$-2,422.75

Total \$2,422.75

This invoice is payable within 10 days of the invoice date, and has been calculated in your national currency.

Balance Due \$0.00

Community Support Grant

Final Report

Name of Organization: Dolly Parton Imagination Library Cumberland County, NS

Address of Organization: 3925 Malagash Rd., Malagash Point, NS B0K 1E0

Contact Person (First, Last Name): Cathy Bates

Email: cathybates1212@gmail.com

Phone: 438-951-4084

Amount of Community Support Grant received: \$2310

Breakdown of expenses (Please provide an itemized list):

Cost of books for children in our catchment area mth is approx. \$2400. I will include a copy of our most recent invoice from Sept./24 All funds raised are used for this purpose only

What was the outcome of the event/festival? (Community reach if applicable): Ongoing, we anticipate children will be better prepared for preschool and increased literacy skills.

How did this grant help to achieve the overall goals? By providing support to our group to ensure we can keep registering kids.

Signature Date

X Cathy Bates Sept 3/24

SYNOPSIS

AUDIT COMMITTEE CITIZEN APPOINTMENT

The current terms of appointment for the two citizen appointees to the Audit Committee expire on October 31, 2025. One of these appointees, Rob Small, was recently elected as Mayor, therefore his appointment to the Committee as a citizen is now vacant.

Expressions of interest were sought through The Casket and Town of Amherst social media. Three people submitted applications to sit on the committee.

MOTION:

That Council appoint _____ as a citizen member to the Town of Amherst Audit Committee for a term ending October 31, 2025.

TO: Mayor Small and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: December 16, 2024

SUBJECT: Citizen Appointment to the Town of Amherst Audit Committee

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

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

RECOMMENDATION: That Council appoint XXX as a citizen member to the Town of Amherst Audit Committee for a term ending October 31, 2025.

BACKGROUND: The current terms of appointment for the two citizen appointees to the Audit Committee expire on October 31, 2025. One of these appointees, Rob Small, was recently elected as Mayor, therefore his appointment to the Committee as a citizen is now vacant.

DISCUSSION: Expressions of interest were sought through The Casket and Town of Amherst social media. The policy states that “Citizen appointees shall possess knowledge and understanding of financial and investment matters.” Following calls for expressions of interest, staff received three, one from Vince Byrne, one from Samantha Legere and one from Rae Burke, attached. This appointment is at Council’s discretion.

FINANCIAL IMPLICATIONS: There are no financial implications to these appointments as citizen appointments to Committees are volunteer positions.

SOCIAL JUSTICE IMPLICATIONS: None of the three applicants have self identified as being members of equity deserving groups. Rae Burke and Samantha Legere are female applicants and thus represent a group who are currently underrepresented in government decision making processes.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: A notice was placed in The Casket November 27, 2024 and December 4, 2024, as well as on Town of Amherst social media advertising for this vacancy.





AMHERST TOWN COUNCIL

RFD# 2024100

Date: December 16, 2024

ALTERNATIVES: 1. Delay the appointments and continue to solicit expressions of interest; however, this would leave the Committee with only one citizen appointment at this time.

ATTACHMENTS: Audit Committee Terms of Reference Policy, Expressions of Interest

Report prepared by: Natalie LeBlanc

Report and Financial approved by:



DEPARTMENT: Council and Corporate Services

TITLE: Audit Committee Terms of Reference

Minutes reference date: 29 March 2016 27 February 2017

Purpose

1. The Audit Committee (the “Committee”) assists Town Council (“Council”) in fulfilling its oversight responsibilities relating to finance and audit matters delegated to management by Council.
2. In particular, the Committee assists Council by reviewing:
 - a. Key financial information that will be provided to the province or made public;
 - b. Compliance with strategic financial plans, operating and capital budgets;
 - c. External and/or internal audit activities;
 - d. The system of internal controls, risk management and financial information technology;
 - e. Cash and investment management activities;
 - f. Insurance coverage of significant risks and uncertainties;
 - g. Financial Condition Indicators.

Composition, Operations and Accountability

3. The Committee shall be comprised of all members of Council plus two citizen appointments. The Committee shall be appointed by Council.
4. The initial citizen appointments (effective November 1, 2016) will be for one-year terms, as a transitional measure, and subsequent citizen appointments will be for two-year terms. Citizen appointees shall possess knowledge and understanding of financial and investment matters.
5. The Chief Administrative Officer (CAO) of the Town or his or her appointee shall be the secretary of the Committee
6. The Chief Administrative Officer, Treasurer and Accountant shall be non-voting members of the Committee.
7. The Chair shall be a member of Council and shall be elected annually by the Committee.
8. The Committee shall meet at least four times each year. The Committee Chair will make periodic reports to Council on matters relating to the Committee’s duties and responsibilities.
9. The Committee shall meet with the external auditors as it deems appropriate to consider any matter that the Committee or auditors determine should be brought to the attention of Council.
10. Through the CAO the Committee may request members of the Town’s senior management to attend meetings of the Committee as deemed necessary.
11. The Committee provides open avenues of communication among management, employees, external auditors and Council.

Duties and Responsibilities

12. The Committee has the following responsibilities and will perform the following duties.

Financial Information

- a. The Committee will review the following financial information that will be provided to the Province or made public:
 - i. Annual audited financial statements;
 - ii. Management discussion and analysis that accompanies the audited financial statements
- b. Ensure that meaningful financial information regarding current financial results and up to date forecasts is received on a timely basis, and that it provides information required for decision making.
- c. Review quarterly internal financial reports.
- d. Review:
 - i. the appropriateness of accounting policies and financial reporting practices and any proposed changes thereto;
 - ii. any new or pending developments in accounting and reporting standards; and
 - iii. significant estimates contained in the financial statements and other financial information.
- e. The Committee will:
 - i. assess the performance of the external auditor;
 - ii. review and recommend that Council approve the engagement or reappointment of the external auditor as required;
 - iii. oversee the activities of the external auditor by:
 1. reviewing, assessing and receiving assurances as to the independence of the external auditor;
 2. reviewing the provision of non-audit services performed by the external auditor;
 3. reviewing the external audit plan including the engagement letter, materiality limits, staffing, timetable and proposed fees;
 4. if necessary, requesting to meet with the external auditor without management present;
 5. reviewing matters with respect to the conduct and reporting of the external audit with particular reference to any difficulties encountered or restrictions imposed by management; and
 6. receiving and reviewing the external auditor's:
 - a. audit report;
 - b. findings with respect to the appropriateness of accounting policies, management estimates and significant accounting and/or reporting issues;
 - c. management letter including managements responses thereto and the evaluation of the internal control system; and
 - d. other matters of relevance identified in the audit.

- f. The Committee will periodically evaluate the need for the establishment of an internal audit function and make appropriate recommendations to the Council.

Internal Control, Risk Management and Financial Information Systems

- g. The Committee will review:
- i. the system of internal control;
 - ii. financial policies;
 - iii. the strategic and financial risk assessment process to ensure that key strategic and financial risks are identified, assessed and risk mitigation strategies are implemented;
 - iv. financial information technology to ensure that it effectively supports or provides for current and future planning, financial activities;
 - v. the security of financial information, financial information technology and financial information disaster recovery plans; and
 - vi. compliance with financial statutory and regulatory obligations.

Investment Management Activity

- h. The Committee shall be responsible for the management of the Town's investment portfolio in accordance with paragraph 5 (c) of the Investment Policy, #03600-01.

Banking Services

- i. The Committee will periodically assess banking services and oversee the procurement of these services in accordance with Council policy.

Insurance Coverage of Significant Risks and Uncertainties

- j. The Committee will review the adequacy of insurance program and coverage for significant risks and uncertainties.

Terms of Reference for the Committee

13. The Committee will review its terms of reference annually.

SYNOPSIS

AMHERST YOUTH TOWN COUNCIL APPOINTMENTS

In accordance with the Amherst Youth Town Council Policy, there is an ability to accept up to 15 members to the Amherst Youth Town Council. In June 2024, 7 students expressed interest in returning and since then 2 new persons have been recruited.

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

MOTION:

That Council appoint Isla Crocker and Hanna Brunt to the Amherst Youth Town Council.



Amherst Town Council

RFD# 2024098

Date: December 16, 2024

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: December 16, 2024

SUBJECT: Appointments to Amherst Youth Town Council

ORIGIN: Ongoing recruitment of members to the Amherst Youth Town Council

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

RECOMMENDATION: That Council appoint Isla Crocker and Hanna Brunt to the Amherst Youth Town Council.

BACKGROUND: In accordance with the Amherst Youth Town Council Policy, there is an ability to accept up to 15 members. In June 2024, 7 students expressed interest in returning and since then 2 new persons have been recruited.

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

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

SOCIAL JUSTICE IMPLICATIONS: Involving youth in decision making is the first step to growing an engaged prosperous community. Youth have an unfiltered and creative outlook when giving feedback and much can be learned from them. Creating an environment for youth to flourish like AYTC helps youth to develop these skills and make for a more just, inclusive society.

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

COMMUNITY ENGAGEMENT: Ongoing

ALTERNATIVES: These appointments are at Council's discretion,

ATTACHMENTS: 10350-21 Amherst Youth Town Council Policy; Resumes



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

APPROVAL DATE: November 27, 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.
-

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

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.
6. By April of each year, advertisement for expression of interest will be posted using appropriate media to reach youth. Council will appoint members for the new term in June of each year. Members will convene in September of each year.

MEETINGS:

1. Meetings will be scheduled by the *Junior Mayor*, in consultation with staff and fellow members. Meetings will be held at an accessible location as determined by the Junior Mayor and Staff.
2. The committee will meet bi-monthly or as required. Each month a member of the Amherst Youth Town Council will attend an Amherst Town Council regular meeting and provide a report on the activities of the month.
3. All meetings are open to the public. If local organizations wish to present to the Amherst Youth Town Council, they must previously inform the elected Junior Mayor of their presentation plans.

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

- 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.

Position	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 To	Approval Date
Change the number of appointments from 12 to 15, and minor housekeeping amendments.	Director, Community Living, Bristol	Council	September 25, 2023
Ad section to appoint AYTC member to IDE, PRAC and AAC Committees		Council	November 27, 2023

Minutes reference date: 25 May, 2010 24 October, 2011 25 November, 2013 23 October, 2017
 25 June, 2018 26 April, 2021 25 September 2023 27 November 2023

SYNOPSIS

POLICE BODY WORN CAMERAS

The purchase of ten body worn cameras for the amount of \$50,000 has been approved in the 2024/25 Capital Budget with Capital from Operating as the funding source. Body Cameras have become widely used in police departments and public safety agencies. Body camera footage is used not only in criminal courts but in investigations relating to civil liability and internal/public complaints.

During the procurement process it was realized that technology and pricing has changed since this purchase was initially considered resulting in the purchase of the equipment being considerably over budget. In addition, the purchase will result in additional costs and resources to upgrade and maintain in-house servers and digital storage. A solution is to lease the equipment instead of purchasing it.

In leasing the equipment, the provider will ensure that the cameras are integrated with our in car digital equipment and that the data is stored in the cloud, as opposed to our local servers. Repair and replacement of the equipment is also included in the lease price.

MOTION:

That Council remove the purchase of 10 body worn police cameras from the 2024/25 Capital Budget and authorize the lease of 12 body worn cameras at a cost of approximately \$20,000 annually, to be funded from the Police Department Operating Budget.



AMHERST TOWN COUNCIL

RFD# 2024101

Date: December 16, 2024

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Chief Administrative Officer

DATE: December 16, 2024

SUBJECT: Police Body Worn Camera System

ORIGIN: 2023/2024 Capital Budget

AUTHORITY: Town of Amherst Procurement Policy and MGA Section 65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality

RECOMMENDATION: That Council remove the purchase of 10 body worn police cameras from the 2024/25 Capital Budget and authorize the lease of 12 body worn cameras at a cost of approximately \$20,000 annually, to be funded from the Police Department Operating Budget.

BACKGROUND: The purchase of ten body worn cameras for the amount of \$50,000 has been approved in the 2024/25 Capital Budget with Capital from Operating as the funding source. Body Cameras have become widely used in police departments and public safety agencies. Body camera footage is used not only in criminal courts but in investigations relating to civil liability and internal/public complaints.

DISCUSSION: During the procurement process it was realized that technology and pricing has changed since this purchase was initially considered resulting in the purchase of the equipment being considerably over budget. In addition, the purchase will result in additional costs and resources to upgrade and maintain in house servers and digital storage. A solution is to lease the equipment instead of purchasing it.

In leasing the equipment, the provider will ensure that the cameras are integrated with our in car digital equipment and that the data is stored in the cloud, as opposed to our local servers. Repair and replacement of the equipment is also included in the lease price. The details of this issue are included in the attached memo from Chief Pike.

FINANCIAL IMPLICATIONS: Removal of \$50,000 from the 2024/25 Capital Budget and including approximately \$20,000 annually in the Police Department Operating Budget.

COMMUNITY ENGAGEMENT: There has been no community engagement at this time.



ENVIRONMENTAL IMPLICATIONS: None to my knowledge.

SOCIAL JUSTICE IMPLICATIONS: Police are expected to be transparent in their duties. The use of Body Worn Cameras provides information that can clarify the truth of what took place and ease allegations and rumours around police conduct and activities.

ALTERNATIVES: Do not purchase a Body-Worn Camera system.

ATTACHMENTS: NIL.

Report prepared by: Dwayne Pike, Chief of Police
Report and Financial approved by:

Internal Committee Report

Amherst Board of Police Commissioners

December 2024

The Amherst Board of Police Commissioners met on Tuesday, December 10, 2024 at 3:00 p.m. in Town Hall Council Chambers.

Chief Pike gave Councillor Nic Furlong his official Oath, and introduced the new Police Chaplain Rev. Evan Oxner.

Sharon Bristol gave a verbal update on the Amherst Police Department Strategic Planning process. She stated that the next step will be the public engagement sessions which have been scheduled for Thursday, January 16th from 6:00 to 8:00 p.m. and Saturday, January 18th from 11:00 a.m. to 1:00 p.m. both being held at the Community Credit Union Business Innovation Center.

Chief Pike reviewed the Bylaw Respecting the Amherst Board of Police Commissioners and gave a presentation on the Amherst Police Department as part one of Board member orientation. Staff from Department of Justice will be invited to a future meeting to present on the roles and responsibilities of the Board.

The Chief's report was reviewed. It was noted that the Amherst Police Department will be hosting a recruitment drive for candidates for the Atlantic Police Academy. Academy representatives will also be present as APD is going through a selection process to sponsor a cadet to attend the Academy. This session will be held in Amherst on Saturday, January 18, 2025 at 6:00 p.m. at the Amherst Police Station.

Following the meeting Deputy Chief Hunter gave a demonstration of the new drone.

The next meeting is scheduled for Tuesday, January 28, 2025 at 3:00 p.m.

Internal Committee Report

Planning Advisory Committee

December 2024

Staff held an orientation session for members of the Planning Advisory Committee and Council on Monday, December 2, 2024 at 4:30 p.m.

The next meeting of the Planning Advisory Committee has been scheduled for Monday, January 13, 2025 at 4:30 p.m. in Town Hall Council Chambers.

External Committee Report

Cumberland Public Libraries

December 2024

Election of Officers

The Board elected Kim Ford (Community Board member) as Chair, and re-elected Councillor Black (Town of Oxford) as Treasurer. The new Board also includes Councillor Terry McManaman from the Town of Amherst and Councillor Angela McCormick from the Municipality of Cumberland. The Cumberland Public Library Board is still waiting the appointment of two Provincial members. These positions have been vacant for four years.

Funding Review

The current funding formula will expire in March 2025. This summer a committee consisting of Board members, CAOs, librarians, municipal councilors and provincial government members worked to create recommendations for new funding to the Nova Scotia government. These recommendations were presented to the government in September. Due to the provincial election these recommendations will not be determined in 2024-25 fiscal year.

Statistics

In the month of October, Cumberland Public Libraries signed out over 13,000 items, 5,715 items in Amherst alone. This includes books, movies, TV shows, magazines, ebooks and more.

Also, in October, Amherst held 19 in-person programs with 650 people in attendance. The Amherst Library had 2,047 in person visits.

The next Board meeting is scheduled for February 18, 2025.

External Committee Report

Cumberland YMCA

December 2024

Membership

Total Active Members: 2,080, with 343 members on financial assistance.

Our current Promotion is the 12 Days of Fitness Promo, offering new members their first payment free when signing up for a continuous bi-weekly membership. This promotion runs from December 2-31.

Home for the Holidays is offered again this year, beginning on December 9. This offer is available for Post Secondary Students home from school for the holiday season, giving them a membership from December 9 to January 5 for \$50.

Child Care

Friday Night Fun, in partnership with the Town of Amherst, will wrap up until the New Year with a Christmas themed evening of fun on Friday, December 20.

Community Development

The team has been working hard on Santas for Seniors, which is looking to have around 600 gifts delivered to individuals in Cumberland County this year! Tags can be picked up from the tree in the YMCA lobby and gifts are to be returned by December 16. Donations of wrapping paper, Christmas cards and gift bags are welcomed.

Fund Development

2024 Peace Medallions were awarded November 22.

The YMCA believes peace is more than the absence of violence and conflict. Peace is the ongoing work of building and rebuilding conditions of fairness, inclusion, empathy, security, and respect for diversity. When Canadians embody the values of PEACE through our daily actions, we can build a better Canada, and we want to recognize the efforts of those who make our communities better.

We awarded three Peace Medals this year and the recipients were:

Alison Lair: Equity, Diversity and Inclusion-Peacemakers ignite inclusivity and ensure there is a place for everyone and that everyone can be themselves. They champion this commitment in their work and as a voice in our communities.

Dale Fawthrop: Health and Wellbeing-Peacemakers help to enrich and renew the health and wellbeing of others, whether physically, mentally or socially.

Holly MacDonald: Empowering Youth-Peacemakers help young people shine through belonging, connection, and programming that ignite both mind and spirit.

CNOY Launch

The YMCA of Cumberland will be hosting Coldest Night of the Year on Saturday, February 22, 2025. There are currently six teams registered.

Food for Christmas

A donation hamper is available in the YMCA lobby for our Christmas Food initiative. Contributions will assist in filling Christmas food hampers and stocking the community food pantry during the holiday season. We kindly request donations until December 15, allowing us ample time to distribute food baskets to families in need.



Food for Christmas

Help fill Christmas boxes for families in need this Christmas.

- December 1- Box of Cereal
- December 2- Canned Fruit
- December 3- Box of Stuffing
- December 4- Shampoo/Conditioner
- December 5- Pasta/ Pasta Sauce
- December 6- Rice
- December 7- Instant Pudding/ Jello
- December 8- Canned Meat
- December 9- Box of Oatmeal
- December 10- Cleaning Supplies
- December 11- Body Wash
- December 12- Canned Vegetables
- December 13- Tooth Brush/ Tooth Paste
- December 14- Potatoes
- December 15- Laundry Detergent

Donations can be drop off to the YMCA Lobby- Donation Box

The image shows a yellow hamper with 'Food Drive' printed on it, a 'thank you for your donation' message, and the YMCA logo with 'Shine On Cumberland' and another 'thank you!' message.

External Committee Report

Northern Region Solid Waste Management Report

December 2024

Northern Region Update

Extended Producer Responsibility (EPR)

Circular Materials released the community contracts which outline the service agreements for curbside collection.

As a reminder, below are the community transition and contracting timelines:

- **December 20, 2024:** Deadline for communities to provide questions and feedback.
- **January 17, 2025:** Circular Materials responds to questions and feedback received.
- **January 31, 2025:** Communities to provide clear written intent to opt-in or opt-out.
- **April 18, 2025:** Deadline for council approval for community opt-in agreement execution.
- **December 1, 2025:** Launch of EPR program.

Northern Region Meeting

Due to scheduling conflicts the Northern Region meeting was rescheduled to January 17th.