



Town of Amherst
Regular Council Meeting
Agenda

Date: **Monday, January 27, 2025**
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/MINUTES	
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7.	ADJOURNMENT	

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: December 16, 2024
Time: 6:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Rob 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
Dwayne Pike, Chief, Police Services
Andrew Fisher, Director, Planning & Strategic Initiatives
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

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

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA/ACCEPTANCE OF MINUTES

3.1 Approval of the Agenda

Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers
To approve the agenda as circulated.

Motion Carried

3.2 Acceptance of Minutes

3.2.1 December 10, 2024 Special Meeting

The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the December 10, 2024 special meeting were accepted as included in the agenda package.

3.2.2 November 25, 2024 Regular Meeting

The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the November 25, 2024 regular meeting were accepted as included in the agenda package.

4. REQUESTS FOR DECISION

4.1 Community Support Grants

Councillor Ripley declared a conflict of interest due to his involvement with the Amherst Community Christmas Dinner, and took a seat in the galley for the discussion and vote on this item.

Moved By Councillor McManaman
Seconded By Councillor Wells
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

Motion Carried

- 4.2 **Audit Committee Citizen Appointment**
Moved By Councillor Furlong
Seconded By Deputy Mayor Davidson
That Council appoint Rae Burke as a citizen member to the Town of Amherst Audit Committee for a term ending October 31, 2025.

Motion Carried

- 4.3 **Amherst Youth Town Council Appointments**
Moved By Councillor Wells
Seconded By Councillor Ripley
That Council appoint Isla Crocker and Hanna Brunt to the Amherst Youth Town Council.

Motion Carried

- 4.4 **Police Body Worn Cameras**
Moved By Deputy Mayor Davidson
Seconded By Councillor McManaman
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.

Motion Carried

5. **INTERNAL COMMITTEE REPORTS**

- 5.1 **Amherst Board of Police Commissioners - Davidson**
Information item only.

- 5.2 **Planning Advisory Committee - Chambers**
Information item only.

6. **EXTERNAL COMMITTEE REPORTS**

- 6.1 **Cumberland Public Libraries - McManaman**
Information item only.

- 6.2 **Cumberland YMCA - Chambers**
Information item only.

- 6.3 **Northern Region Solid Waste Management - Furlong**
Information item only.

7. **ADJOURNMENT**

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

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor

SYNOPSIS

STRATEGIC PLAN

Following a two-day Strategic Priorities Workshop in November, a Strategic Plan has been developed which will be used to guide Council in decision making during their term, and provide staff with direction in developing and implementing their budgets and work plans. Milestone dates are included in the Plan; however, it is noted that these are not specific deadlines.

The Strategic Plan is designed to ensure sustainable growth, address challenges, and create a thriving community for current and future residents. By defining our long-term goals and vision, this plan offers direction for development while preserving our community's unique identity and values, as well as fostering collaboration and unity. Our goal is for Amherst to grow in a way that is sustainable, inclusive and true to our character. By setting and achieving goals, our plan is intended to build pride in our accomplishments and foster optimism for the future.

This plan establishes Economic Prosperity and a Vibrant Community as our two main priorities. The plan includes a number of outcomes and initiatives that are established to work toward these two main priorities. Specific items to be brought forward for Council consideration include a decision on a new community centre, the feasibility of a new transit system, a new marketing and communications plan and numerous initiatives to reduce barriers and make our community accessible, inclusive and equitable to all.

MOTION:

That Council adopt the 2024 – 2028 Strategic Plan.

TO: Mayor Small and Members of Council

SUBMITTED BY: Jason MacDonald, CAO

DATE: January 27, 2025

SUBJECT: 2025 Strategic Plan

ORIGIN: Following a two-day Strategic Priorities Workshop in November, a draft Strategic Plan has been developed with a view to formally adopt in January.

LEGISLATIVE AUTHORITY: MGA Section 9A The purposes of a municipality are to (a) provide good government; (b) provide services, facilities and other things that, in the opinion of the council, are necessary or desirable for all or part of the municipality; and (c) develop and maintain safe and viable communities.

RECOMMENDATION: That Council adopt the 2025 Strategic Plan.

BACKGROUND: Council reviewed and confirmed the Town’s Vision, Mission and Guiding Principles at the November Committee of the Whole meeting. In November 2024 Council and staff participated in a two-day Strategic Priorities workshop for the 2025–2028 time period. The attached Strategic Plan, which was reviewed by Council at the December Closed Session Committee of the Whole meeting, reflects those priorities. The following changes have been made to the plan since the meeting in December:

Page 5 removed the box for the Communication’s / IT / Procurement Department.
Page 9 changed the date of the expansion of the Industrial Park to October.
Page 15 changed the date of the viability of the Amherst Water supply to September 2025

DISCUSSION: The new Strategic Plan will be used to guide Council in decision making during their term, and provide staff with direction in developing and implementing their budgets and work plans. Milestone dates are included in the Plan; however, it is noted that these are not specific deadlines.

In the coming weeks the CAO will report back to Council with a plan on how staff will report progress on the Strategic Plan implementation.

The CAO will also be tasking staff with addressing some of the ‘Points to Capture’ that were recorded towards the end of the strategic planning workshop.





AMHERST TOWN COUNCIL

RFD# 2025012

Date: January 27, 2025

FINANCIAL IMPLICATIONS: Consideration of the outcomes and initiatives will be incorporated into the Capital and Operating Budget deliberations.

SOCIAL JUSTICE and ENVIRONMENTAL IMPLICATIONS: The Strategic Priorities are rooted in the concept of social justice and environmental sustainability.

COMMUNITY ENGAGEMENT: None specific to this issue, although engagement will take place at various points as the priorities are implemented.

ALTERNATIVES: Do not adopt the Strategic Priorities or direct staff to make further changes.

ATTACHMENTS: Vision, Mission, Guiding Principles, Project Priorities and Ongoing Core Priorities.

Report prepared by: J. MacDonald
Report and Financial approved by:



Amherst
NOVA SCOTIA

Strategic Plan



2024 - 2028

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Introduction



Amherst is a vibrant town that beautifully blends history, community spirit and a welcoming atmosphere.

Whether you're visiting or calling Amherst your home, we offer a blend of tradition, charm and warmth that leaves a lasting impression.

Amherst is a place where community comes first, and our residents take pride in our history and our future.

This plan is designed to ensure sustainable growth, address challenges, and create a thriving community for current and future residents.

By defining our long term goals and vision, this plan offers direction for development while preserving our community's unique identity and values, as well as fostering collaboration and unity.

Our goal is for Amherst to grow in a way that is sustainable, inclusive and true to our character. By setting and achieving goals, our plan is intended to build pride in our accomplishments and foster optimism for the future.

Mayor's Message



On behalf of all of Amherst Town Council I am very proud to present the Town of Amherst's newly developed strategic plan. As a newly elected Council we took what we heard during recent municipal election and met with our management team to develop a strategic plan that will guide our actions and work for the next four years.

This Council is committed to build on the strength of our residents, community groups and business community to propel Amherst forward as a growing, dynamic and inclusive community which grows in an environmentally friendly and financially responsible manner.

This plan establishes Economic Prosperity and a Vibrant Community as our two main priorities. The plan includes a number of outcomes and initiatives that are established to work toward these two main priorities. Specific items to be brought forward for Council consideration include a decision on a new community centre, the feasibility of a new transit system, a new communications plan and numerous initiatives to reduce barriers and make our community accessible and equitable to all.

I am very thankful for the hard work and dedication of all members of Council and senior management in developing this strategic plan. Collectively, our team will work collaboratively to realise our vision of 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.

Finally, I would like to point out that this is a 'living document' one which can be adjusted and altered as conditions warrant.

Mayor, Robert Small

Town Council



Hal Davidson



Charlie Chambers



Nic Furlong



Dwayne Ripley



Terry McManaman



Kathy Wells

Chief Administrative Officers Message



This strategic plan outlines the Town’s vision, mission and guiding principals that guide our day-to-day collective decision-making processes. Our strategic outcomes define what our goals are for the Town while our strategic initiatives focus our efforts to reach those outcomes. This plan is in effect a road map for staff and Council to guide our path over the next four years.

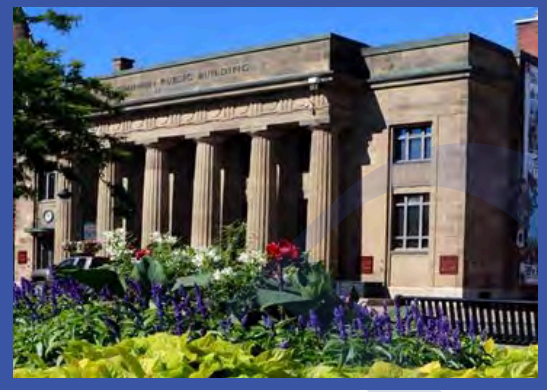
Through this plan we will work collaboratively with all community groups, business and government partners to ensure our strategic priorities of Economic Prosperity and a Vibrant Community are met. In doing this work we will always keep in mind our Mission which is to “provide quality leadership, services, opportunities and resources for the benefit of our citizens, and in support of our growth and development in our community in a fair, equitable and transparent manner”. In addition, we will be guided by our established Principles of Respect, Integrity, Collaboration, Accountability, Inclusivity, Evidence -based decision making and Sustainability.

Our administrative priorities continue to focus on improving service delivery, sound financial management and fostering a creative, safe and dynamic workforce dedicated to the wellbeing of our citizens and growth of our community. I am extremely proud of our team of dedicated staff that go above and beyond to keep us safe and secure, that build community partnerships, put on events, and keep the water and traffic flowing.

I am honoured and look forward to working with our Mayor, Council and Town Staff to implement this newly developed strategic plan which will guide the growth of our community in an environmentally friendly, fiscally responsible and socially equitable manner.

Jason MacDonald

Our Organization



Mayor & Council



CAO



Our Vision, Mission, and Guiding Principles

Vision

Our 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. **See Why We Love It!**

Mission

We provide quality leadership, services, opportunities and resources for the benefit of our citizens, and in support of our growth and development in our community in a fair, equitable and transparent manner.

Guiding Principles

Respect - Integrity - Collaboration - Accountability - Inclusivity - Evidence-based Decision Making - Sustainability



Strategic Priorities

Economic Prosperity



Vibrant Community





Economic Prosperity

Amherst will be a prosperous, growing, vibrant and welcoming community.

Priority Outcomes:



Economic Growth

Opportunities are seized to promote and maximize growth and minimize barriers for new and existing businesses to thrive.



Destination Community

By investing in infrastructure and hosting signature events, we will promote Amherst as the best place to live, work and play showcasing our unique culture, history and location.



Talent Attraction and Retention

Focus on attracting, developing and retaining a skilled and diverse population to meet the needs of Amherst's growing economy.



Housing Availability

We will deliver diverse housing opportunities, along the entire housing spectrum, to meet the needs of a growing workforce and attract new residents.



Environment

Amherst is committed to growing as an environmentally sustainable urban community.

Economic Prosperity Strategic Initiatives

Economic Growth

- Collaborate with our economic development partners to host two economic development forums within four years. October 2025 / 27.
- Develop a plan and decide on the expansion of the industrial park. October 2025.
- Develop new marketing/branding strategies and materials to promote Amherst as an economic destination. December 2025.
- Identify barriers to businesses growth and create opportunities/incentives to overcome such barriers. December 2025.
- Consider environmental factors in all of our development decisions.

Economic Prosperity Strategic Initiatives

Destination Community

- Invest in infrastructure to host inclusive and accessible signature events which attract visitors and residents.
- Develop a business case for a community market with input from partners. June 2025.
- Make a decision on the development of a new community centre (Rink, etc.). March 2025.
- Develop a branding strategy for Amherst as a destination community. December 2025.
- Develop a Town beautification strategy that actively engages community participation. October 2025.





Economic Prosperity Strategic Initiatives

Talent Attraction and Retention

- Develop a strategy to target specific demographics to move to Amherst. December 2025.
- Listen to, and engage youth in the community to keep them here. Develop three new engagement opportunities for youth. June 2025.
- Work with community educators (ie: NSCC) to provide programs/training customized to the needs of employers and the community. June 2027.
- Work with NS Health recruiters to attract health care professionals. March 2027.

Economic Prosperity Strategic Initiatives

Housing Availability

- Streamline the development process to eliminate red tape and barriers to new developments. Adoption of new Municipal Planning Strategy. September 2025.
- Advertise Amherst strengths and opportunities to business and developers. (ie: small town advantages, no commute, etc).

Draft



Vibrant Community

Amherst will be an engaged, supportive, inclusive, progressive and vibrant community.

Priority Outcomes:



Housing

Housing opportunities are available for residents and newcomers along the entire housing spectrum.



Safe Community

Collaboration with applicable agencies to enhance community safety and services.



Transportation

Foster safe and accessible options for movement within the Town.



Accessible and Inclusive

Infrastructure, programming, information and services are available that reduce barriers and make Amherst accessible and equitable to all.



Engaged Community

We listen to and seek input from all demographics of our community. We continually communicate with the public.

Vibrant Community Strategic Initiatives



Housing

- Facilitate the construction of 400 housing units. December 2027.
- Develop partnerships that will lead to increased housing opportunities along the entire housing spectrum.
- Plan and ensure we can provide quality municipal services for an ever-increasing population.
- Review parks and greenspace usage and allocation to accommodate growth and changing trends. October 2025.
- Support organizations that develop affordable housing.
- Develop a registry of developers to work and communicate with. September 2025.
- Ensure Amherst grows as an environmentally sustainable urban community.

Vibrant Community Strategic Initiatives



Safe Community

- Collaborate with agencies (police, social services, mental health addictions, etc.) to enhance community safety.
- Determine the feasibility of a live fire training solution. March 2025.
- Complete the Amherst Police Department Strategic Plan. June 2025.
- Continue active participation with the Regional Emergency Management Organization.
- Support community initiatives such as neighborhood watch. October 2025.
- Communicate crosswalk safety to pedestrians and motorists. March 2025.
- Ensure long term viability of the Amherst water supply. September 2025.
- Advocate for the protection of the Chignecto Isthmus.

Vibrant Community Strategic Initiatives



Transportation

- Review the Active Transportation Strategy to determine next actions. June 2025
- Determine the feasibility of a transit system ('A' Bus). October 2025.
- Develop a mobility strategy. March 2026.

Vibrant Community Strategic Initiatives



Accessible and Inclusive

- Develop infrastructure, programming, information and services that reduce barriers and make our community accessible and equitable to all.
- Combine IDE and Accessibility Committees and Strategies. April 2025.
- Make a decision on the continued use of brick sidewalks downtown. March 2025.
- Develop a plan for an Accessible Playground. June 2025.
- Prioritize developments that fast-track housing for social equity deserving groups.

Vibrant Community Strategic Initiatives



Engaged Community

- Foster community engagement on a wide range of leisure, social, cultural, recreational issues.
- Seek input from all demographics of the community, particularly newcomers and equity deserving groups.
- Actively promote volunteer recruitment, retention and recognition.
- Build and maintain strong relations with community organizations for festivals and events, explore naming partners.
- Investigate options to form a Volunteer Committee / Liaison / Database / Event Action Group. November 2025.
- Promote environmental initiatives to our town residents and businesses.
- Develop a Communications Plan / Strategy. December 2025.

A person wearing a blue patterned long-sleeve shirt, a grey cap, and a climbing harness is climbing a red rock wall. The wall has several climbing holds. The person is seen from the back, reaching up with their right hand.

Administrative Initiatives

Amherst will be the best place to work.

- Comprehensive human resources plan.
- Internal communications plan.

Amherst will be financially sound.

- Sound financial management.
- Ongoing financial projections.

Commitment to safety.

- Up to date policing standards.
- Ensure adequate training of all staff.
- Commitment to emergency preparedness.

Draft

SYNOPSIS

SALARY ADMINISTRATION POLICY

The new strategic plan will have a number of impacts on the distribution of work for Town staff. Several recommendations have been made to realign our resources to effectively implement our strategic plan. Amendments to the Salary Administration Policy are required as a result. The proposed changes include:

1. Removal of the Procurement Coordinator position;
2. Creation of a new Marketing and Communications Strategist position within the CAO's office;
3. Moving strategic priorities from the current Director of Planning & Strategic Initiatives to the CAO's office and renaming the position to Director of Planning & Economic Development and further renaming the current Business Development Officer position to Economic Development Officer to better align the title with the duties of the role.
4. Re-assign the current Director of Communications, Procurement and IT to the newly created Deputy CAO position;
5. Add the CAO's office to the Salary Administration Policy with the following positions:
 - a. Deputy CAO
 - b. Marketing and Communications Strategist
 - c. Communications Officer
 - d. Municipal Clerk
 - e. Administrative Assistant – Clerk's Office

MOTION:

That Council approve the amended Salary Administration Policy # 04530-01 with the following revisions:

1. **Remove the Procurement Coordinator position;**
2. **Add the new Marketing and Communications Strategist position with a salary range of \$67,624 to \$80,747;**
3. **Rename the position of Director of Planning & Strategic Initiatives to Director of Planning & Economic Development;**
4. **Rename the position of Business Development Officer to Economic Development Officer;**
5. **Reassign the Director of Communications, Procurement & IT to the new Deputy CAO position and;**
6. **Add the CAO's office to the Salary Administration Policy with the following positions:**
 - a. **Deputy CAO**
 - b. **Marketing and Communications Strategist**
 - c. **Communications Officer**
 - d. **Municipal Clerk**
 - e. **Administrative Assistant – Clerk's Office**



AMHERST TOWN COUNCIL

RFD# 2025013

Date: January 27, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Krista Crossman, Director of Human Resources

DATE: January 27, 2025

SUBJECT: **Amendments to Salary Administration Policy – Reorganization**

ORIGIN: Reorganization of resources to support our new Strategic Plan.

LEGISLATIVE AUTHORITY: MGA 47(1) The council shall make decision in the exercise of its powers and duties by resolution, by policy or by by-law.

RECOMMENDATION: That Council approve the amended Salary Administration Policy # 04530-01 with the following revisions:

1. Remove the Procurement Coordinator position;
2. Add the new Marketing and Communications Strategist position with a salary range of \$67,624 to \$80,747;
3. Rename the position of Director of Planning & Strategic Initiatives to Director of Planning & Economic Development;
4. Rename the position of Business Development Officer to Economic Development Officer;
5. Reassign the Director of Communications, Procurement & IT to the new Deputy CAO position and;
6. Add the CAO's office to the Salary Administration policy with the following positions:
 - a. Deputy CAO
 - b. Marketing and Communications Strategist
 - c. Communications Officer
 - d. Municipal Clerk
 - e. Administrative Assistant – Clerk's Office

BACKGROUND: The new strategic plan will have a number of impacts on the distribution of work for Town staff. Several recommendations have been made to realign our resources to effectively implement our strategic plan.

DISCUSSION: Several staffing changes are necessary to support the work to be completed on the new strategic plan. Amendments to the Salary Administration Policy are required as a result. The proposed changes include:

1. Removal of the Procurement Coordinator position;
2. Creation of a new Marketing and Communications Strategist position within the CAO's office;
 - a. A draft job description has been developed. A review of similar positions and the duties of similar positions in other municipalities has also been completed with the intention of determining an appropriate salary range for the new Marketing and Communications Strategist position:

Municipality	Position	Salary Low	Salary High	Required Education	Direct Reports
Municipality of Cumberland County	Marketing Officer	\$65,978	\$78,146	Undergrad degree	0
Town of New Glasgow	Marketing & Engagement Manager	\$66,875	\$66,875	Undergrad Degree	0
Town of Truro	Marketing & Communications Coordinator	\$63,428	\$72,516	No reference	0
Town of Bridgewater	Communications Coordinator	\$75,000	\$97,207	Undergrad degree	3
Town of Yarmouth	Communications Coordinator	\$60,000	\$80,000	Undergrad degree	0
Municipality of East Hants	Communications Officer*	\$74,460	\$92,820	Undergrad degree	1
	Avg:	\$67,624	\$81,261		

* East Hants Communications Officer reports directly to the CAO and is responsible for the administration of their Municipal Strategic Plan, all communications strategies, media relations, policy development and management of one Communications Coordinator.

From the above review, staff are recommending a proposed salary for the Marketing Manager position:

Municipality	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Town of Amherst	Marketing and Communications Strategist	\$67,624	\$69,653	\$71,742	\$73,895	\$76,111	\$78,395	\$80,747

3. Move strategic priorities from the current Director of Planning & Strategic Initiatives to the CAO's office and rename the position to Director of Planning & Economic Development and;
 - a. Rename the current Business Development Officer position to Economic Development Officer to better align the title with the duties of the role.
4. Re-assign the current Director of Communications, Procurement and IT to the newly created Deputy CAO position;
5. Add the CAO's office to the Salary Administration policy with the following positions:
 - a. Deputy CAO
 - b. Marketing and Communications Strategist
 - c. Communications Officer
 - d. Municipal Clerk
 - e. Administrative Assistant – Clerk's Office

FINANCIAL IMPLICATIONS: The elimination of the Procurement Coordinator position will require payment in-lieu of notice, which will be funded from the current year surplus.

The salary for the Marketing and Communications Strategist position will be determined by the qualifications and experience of the successful candidate. The majority of the salary will be offset by the elimination of the Procurement Coordinator position and will be accommodated within the 2025/26 operating budget.

COMMUNITY ENGAGEMENT: No community engagement is required.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications associated with this decision.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES:

1. Do not accept the recommendation.
2. Direct staff to develop alternative recommendations.

ATTACHMENTS:

04530-01 Salary Administration Policy

Report prepared by: Krista Crossman, Director, HR

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

APPROVAL DATE: January 27, 2025

CAO Signature: _____

PURPOSE

To set out the Policy of the Town of Amherst for salary administration for all non-union employees.

POLICY STATEMENT

The Town of Amherst will ensure the fair and equitable compensation of all non-union employees in relation to the duties of the position within the Town.

OBJECTIVES

1. To promote salary equity in the Town's non-union sector.
2. To establish a framework and procedure to determine categories of compensation for new positions.

DEFINITION OF TERMS

Salary Grid - shows all the salary scales applicable to positions within the Town. The salary grids are contained in Appendices A, A-1, B, & C. The salary grid in Appendix C has seven steps.

Step Adjustment – a move from one step, within a given salary range, to another (usually the next step) for individual employees is based on a satisfactory performance evaluation.

Salary Range - is defined as a range of pay for a category of duties, with a minimum and maximum. The range will be established by Council after considering the recommendation of the CAO.

Overall Market Review – A review of the appropriateness of the salary ranges for positions as listed in Appendix C. The review shall include a survey of the market value of similar positions.

Performance Evaluation – A formal evaluation of the employee's job performance. All employees will receive at least one Performance Evaluation in each year of service.

SALARY GRID:

An appropriate salary grid for all non-union positions shall be determined by the council:

New Positions: Recommendations for placement on the salary grid in Appendix C shall be prepared by the Chief Administrative Officer and forwarded to Council for approval.

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

STEP ADJUSTMENTS

Step adjustments shall be made only when:

1. The adjustment can be accommodated within the Salary budget of the appropriate department; and
2. A current Performance Evaluation form is on file.

Upon completion of a satisfactory annual evaluation, the employee may be moved to the next step of their salary range in Appendix C. All step movements must be approved by the CAO.

The CAO may, on the recommendation of the Director, authorize a movement of up to 3 steps in one year to recognize exceptional performance. In normal circumstances employees would move one step each year upon a satisfactory performance evaluation.

TRAVEL VEHICLE ALLOWANCES:

Mayor, Council and Directors of departments shall receive a monthly vehicle allowance of \$150.00. The monthly vehicle allowance is for reimbursement for all local travel using one's personal motor vehicle for travel within the boundary of the Town of Amherst. Travel outside the boundary is covered under Policy #03000-01. The monthly vehicle allowance shall be reviewed each year after considering any changes in the cost of operating a motor vehicle.

LUNCH BREAKS:

The lunch break period shall be for a one-hour period.

PERFORMANCE EVALUATION:

Performance appraisals shall be conducted by the Chief Administrative Officer/Director at the completion of the probation period, and at least annually thereafter recorded on Performance Evaluation forms.

The Chief Administrative Officer/Director shall discuss the employee's performance evaluation in detail with the employee, in accordance with the employee evaluation system and standardized forms.

SCOPE OF RESPONSIBILITY:

The Town Council shall:

1. Authorize changes to the policies comprising the program of employee compensation.
2. Review and approve salary categories for all established positions within the Town.
3. Review and consider for approval the recommendations of the CAO in regard to the appropriateness of the salary classifications and ranges from time to time if necessary.

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

The Chief Administrative Officer shall:

1. Review and recommend changes to policy and procedures as they relate to the employee compensation program.
2. Ensure the maintenance of the salary rating and performance appraisal procedures.
3. Conduct salary rating and performance evaluation procedures relative to Director positions.
4. Monitor salary surveys and make recommendations to Council concerning market conditions as appropriate with an overall market review to be completed every three (3) years, or as directed by Council.
5. Grant step and/or merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.
6. Maintain all personnel files and records.
7. Determine salary ratings for temporary and casual positions.

The Director Shall:

1. Conduct performance evaluation procedures relative to the positions and employees within their respective departments and make appropriate recommendations to the Chief Administrative Officer.
2. Make recommendations to the Chief Administrative Officer regarding step adjustments for employees within their departments.

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

APPENDIX A

January 1, 2019

Town of Amherst
Salary Grid

Job Level	Salary Amount	
Mayor	Stipend	\$41,178.00
Deputy Mayor	Stipend	\$27,723.00
Councilor	Stipend	\$25,050.00

APPENDIX A-1

April 1, 2024

Salary Grid
Other Non-Union Positions

Job Level
Chief of Police
Deputy Chief of Police
Inspector - Police

** Effective April 1, 2018 the Chief of Police and Deputy Chief of Police salaries will be calculated on April 1st of each year as being 141% and 129% of the first-class constable rates.

** Effective April 1, 2024, the Inspector salary will be calculated on April 1st of each year as being 120% of the first-class constable rates.

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

APPENDIX B

Town of Amherst

Hourly Rates – Casual Positions

April 1, 2024

Position	Rate
Casual Firefighter	Provincial Minimum Wage + \$4.00/hr.
Jail Guard	Provincial Minimum Wage + \$4.00/hr.
School Crossing Guard	Provincial Minimum Wage + \$2.00/hr.
New Student	Provincial Minimum Wage
First Year Returning Student	Provincial Minimum Wage + \$2.00/hr.
Second+ Year Returning Student	Provincial Minimum Wage + \$3.00/hr.
Professional Student *	Provincial Minimum Wage + \$4.00/hr.

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

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

APPENDIX C

Town of Amherst - 2024/25 Salary Grid
Non-Union **JANUARY 27, 2025** **APRIL 1, 2024**

DEPARTMENT	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CLERK	Municipal Clerk	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Administrative Assistant—Clerk's Office	49,740	51,232	52,769	54,352	55,983	57,662	59,392
COMMUNICATIONS	Director, Communications and IT	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	IT Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	IT Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Procurement Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Communications Officer	54,414	56,046	57,728	59,460	61,243	63,081	64,973
COMMUNITY LIVING	Director of Community Living	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Community Well-Being Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Culture, Events & Marketing Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Active Living Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
FINANCE	Director, Finance	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Manager of Financial Services	80,200	82,606	85,084	87,637	90,266	92,974	95,763
	Revenue Officer	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Accounting Clerk/Accounts Payable	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Water/Sewer Billing Clerk	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Cashier/Customer Service	49,740	51,232	52,769	54,352	55,983	57,662	59,392
FIRE	Director, Fire Services	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Fire Inspector	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Firefighter	54,414	56,046	57,728	59,460	61,243	63,081	64,973
HUMAN RESOURCES	Director, Human Resources	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	HR Generalist	54,414	56,046	57,728	59,460	61,243	63,081	64,973
OPERATIONS	Director, Operations	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Public Works Foreman	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Facilities Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Parks & Recreation Foreman	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Solid Waste Education and Coordination Officer	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Engineering Technician	62,295	64,164	66,089	68,071	70,114	72,217	74,383
PLANNING	Director, Planning & Strategic Initiatives	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Building Official	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Land Use Planner	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Business Development Officer	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Dangerous and Unsanitary Premises Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
POLICE	Executive Assistant/Dispatch Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Bylaw Enforcement Officer	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Crime Prevention Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Dispatcher	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Criminal Records Check	41,454	42,698	43,979	45,298	46,657	48,057	49,498

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

Town of Amherst - 2024/25 Salary Grid
Non-Union

DEPARTMENT	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CAO's OFFICE	Deputy CAO	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Municipal Clerk	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Marketing & Communications Strategist	67,624	69,653	71,742	73,895	76,111	78,395	80,747
	Communications Officer	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Administrative Assistant - Clerk's Office	49,740	51,232	52,769	54,352	55,983	57,662	59,392
IT	IT Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	IT Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
COMMUNITY LIVING	Director of Community Living	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Community Well-Being Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Culture, Events & Marketing Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Active Living Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
FINANCE	Director, Finance	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Manager of Financial Services	80,200	82,606	85,084	87,637	90,266	92,974	95,763
	Revenue Officer	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Accounting Clerk/Accounts Payable	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Water/Sewer Billing Clerk	49,740	51,232	52,769	54,352	55,983	57,662	59,392
Cashier/Customer Service	49,740	51,232	52,769	54,352	55,983	57,662	59,392	
FIRE	Director, Fire Services	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Fire Inspector	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Firefighter	54,414	56,046	57,728	59,460	61,243	63,081	64,973
HUMAN RESOURCES	Director, Human Resources	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	HR Generalist	54,414	56,046	57,728	59,460	61,243	63,081	64,973
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	Facilities Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Parks & Recreation Foreman	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Solid Waste Education and Coordination Officer	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Engineering Technician	62,295	64,164	66,089	68,071	70,114	72,217	74,383
PLANNING + ECONOMIC DEVELOPMENT	Director, Planning & Economic Development	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Building Official	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Land Use Planner	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Economic Development Officer	62,295	64,164	66,089	68,071	70,114	72,217	74,383
Dangerous and Unightly Premises Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973	
POLICE	Executive Assistant/Dispatch Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Bylaw Enforcement Officer	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Crime Prevention Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Dispatcher	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Criminal Records Check	41,454	42,698	43,979	45,298	46,657	48,057	49,498

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

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<ol style="list-style-type: none"> NS minimum wage updates; Position name changes: Municipal Clerk, Dir. Corp. Communications + Info Technology, removal of GIS Coordinator, addition of Engineering Technician 	Crossman: Director, HR and Customer Services	Council	March 27, 2023
Appendix B – amendment to the pay structure for student hourly rate of pay.	Director of HR & Customer Services	Council	April 24, 2023
NS minimum wage updates	Director of HR & Customer Services	Council	September 25, 2023
Addition of new position: Manager of Financial Services	Director of HR & Customer Services	Council	February 26, 2024
<ol style="list-style-type: none"> Revision of hourly rates for casual positions Appendix B, removal of Appendix C “Job Categories”, revision to salary scales presented by department (new Appendix C), removal of Appendix C-1; Salary steps moved to 7 levels from 8, equal differential between each step, elimination of level 1, addition of new upper level; Language updates to reflect revisions to Appendices, Director, HR and Customer Services changed to Director, Human Resources. HR Administrator changed to HR Generalist. 	Director of HR & Customer Services	Council	April 22, 2024
Addition of Inspector salary to Appendix A-1	Director of HR	Council	June 11, 2024
Removal of Procurement Coordinator position, addition of Marketing Manager position, Dir. of Planning + Strategic Initiatives to Dir. Planning + Economic Development, Business Development	Director of HR	Council	January 27, 2025

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

Officer to Economic Development Officer, addition
of Deputy CAO and addition of CAO's Office

MINUTES REFERENCE DATE

- | | | |
|--------------------|---|--------------------|
| December 12, 2000 | November 2, 2004 (See April 26, 2004 Minutes) | November 27, 2006 |
| December 18, 2006 | February 26, 2007 | July 16, 2008 |
| September 29, 2008 | March 30, 2009 | March 29, 2010 |
| April 26, 2010 | March 28, 2011 | August 2, 2011 |
| May 23, 2012 | November 26, 2012 | December 17, 2012 |
| September 23, 2013 | October 28, 2013 | December 16, 2013 |
| May 21, 2015 | March 29, 2016 | May 25, 2016 |
| May 23, 2017 | June 26, 2017 | September 25, 2017 |
| February 26, 2018 | March 14, 2018 | February 28, 2019 |
| June 7, 2021 | October 5, 2021 | November 29, 2021 |
| March 27, 2023 | April 24, 2023 | September 25, 2023 |
| April 22, 2024 | June 11, 2024 | |
| | | September 28, 2022 |
| | | February 26, 2024 |

SYNOPSIS

96 CHURCH STREET DEVELOPMENT AGREEMENT FIRST READING

The attached development agreement would permit the conversion of a dwelling located at 96 Church Street into a 6-unit apartment building with a detached garden suite. Following a December 12, 2024 public participation opportunity where no comments from the public were received, the Planning Advisory Committee recommended that Council enter into the agreement.

The agreement would not only permit the creation of additional housing in a central location near downtown, but will also result in the repurposing of a historically significant building that had fallen into a state of disrepair.

MOTION:

That Council give First Reading to the Development Agreement for 96 Church Street and schedule a Public Hearing for February 12, 2025.

TO: Mayor Small and Members of Council

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

DATE: January 27, 2025

SUBJECT: Development Agreement – 96 Church Street

ORIGIN: An application by Six Point Star Homes for a development agreement (DA) to allow the development of an additional 2 units within an existing 4-unit structure, for a total of 6 units and one garden suite, for a total of 7 units.

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

PAC RECOMMENDATION: On January 13, 2025 the PAC recommended that Council enter into the attached Development Agreement for 96 Church Street that would permit the development of the additional 3 units, including a garden suite.

BACKGROUND: Attached is the draft development agreement, staff report to the PAC and a PPO application briefing. The developer proposes to add 3 units, 2 within an existing 4-unit structure and one garden suite. The existing building on the property is a registered heritage property and on July 2, 2024 the Heritage Advisory Committee approved a substantial exterior alteration. On October 16th permits were issued to convert the single dwelling unit into four units. Nine parking spaces will be provided onsite. One of the units will be barrier-free and one nine parking spaces will be designed and allocated for that unit.

DISCUSSION: As detailed in the attached staff report to the Planning Advisory Committee, the proposal meets the general intent of Municipal Planning Strategy policies. The Planning Advisory Committee recommended Council approval of the Development Agreement.

FINANCIAL IMPLICATIONS: There are no financial implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: This development can be characterized as infill that represents an efficient use of existing infrastructure. The location, adjacent to downtown, is in a highly walkable, central location that reduces the need for a personal vehicle.



COMMUNITY ENGAGEMENT: An advertised Public Participation Opportunity was held on December 12, 2024. No members of the public spoke to this development. If Council gives First Reading, a Public Hearing will be scheduled for February and published on the municipal website. At a future meeting of Council following the Public Hearing, Council will be asked to give Second Reading. If approved, notice of the right to appeal Council's decision will be published on the municipal website.

ALTERNATIVES:

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

ATTACHMENTS:

- 1) Development Agreement;
- 2) Staff report to PAC;
- 3) PPO Summary
- 4) PAC Application Summary

Report prepared by: T. Laux
Report and Financial approved by:



Town of Amherst
Public Participation Opportunity
Summary

Date: December 12, 2024
Time: 5:00 pm
Location: Council Chambers, Town Hall

Members Present Councillor Terry McManaman
Ronald Wilson, PAC Citizen Representative, Chair
Creighton McCarthy, PAC Citizen Representative

Staff Present Andrew Fisher, Director, Planning & Strategic Initiatives
Torben Laux, Planner/GIS
Marc Buske, Building Official
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. Call to Order

Andrew Fisher called the Public Participation Opportunity to order.

2. Territorial Acknowledgment

Andrew Fisher gave the Territorial Acknowledgement.

3. Introductions

Andrew Fisher introduced Town of Amherst staff, members of Council and members of the Planning Advisory Committee that were in attendance as observers.

4. 96 Church Street Development Agreement Application

4.1 Staff Reports / Presentations

Torben Laux presented the application for a Development Agreement to create 7 units, 6 units within a building and one standalone unit, at 96 Church Street (PID 25013814).

4.2 Public Participation Opportunity

There were no members of the public present.

5. Closing

There being nothing further, Mr. Fisher thanked everyone for coming and closed the public participation.

MEMO

TO: Planning Advisory Committee
FROM: Torben Laux, Land Use Planner
DATE: January 13, 2025
RE: **Development Agreement – 96 Church St (PID 25013814)**

PROPOSAL

An application by Tom Mattinson of Six Point Star Homes has been submitted for a development agreement (DA) to allow the construction of three units in addition to the four units already approved at 96 Church Street. Two of these units will be within the main structure, bringing the total to six units, while a garden suite located in the existing garage will make it a total of seven units.

BACKGROUND INFORMATION

The attached application briefing provides site details, neighborhood context, and building proposal specifics. The dwelling on the site is a municipally registered heritage building. On July 2, 2024, the Heritage Advisory Committee (HAC) agreed to allow alterations to the building's exterior, provided key heritage features were preserved. On October 16th, permits were issued for the conversion of the single-family dwelling into a four-unit dwelling. This development agreement would permit an additional two units within the existing dwelling and convert the existing garage into another unit. The property is 17,060 sqft. in area.

PUBLIC PARTICIPATION

A Public Participation Opportunity (PPO), advertised in accordance with the Policy for Public Participation and Notification, was held on December 12th. No members of the public were in attendance and no comments were voiced. Minutes of the PPO are included in the package.

RELEVANT POLICIES

1. General Land Use and Development Policies (GP)

GP-4 Efficient Development

It shall be the intention of Council to ensure that growth and development within the Town is efficient and cost effective by:

- (a) facilitating the contiguous expansion of the built up areas of the Town;*
- (b) limiting development in un-serviced areas of the Town;*
- (c) concentrating new development in adequately serviced and properly planned areas;*
- (d) encouraging and facilitating infill development on underutilized properties within the built up area of town*

The proposed development satisfies all aspects of this policy. It is infill development that will require no extension of town infrastructure.

2. Residential Policies (RP)

RP-9 (Medium and High Density By Development Agreement)

Within the Residential Designation, it shall be the intention of Council to ensure medium and high density residential development occur in a manner compatible with a low density residential neighbourhood. Specifically, Council shall require that all residential developments greater than 4 dwelling units per property, be subject to a Development Agreement. In negotiating such an agreement Council shall:

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

As an existing structure, there will be no impacts to the surrounding residential development. With 10 parking spaces provided for 7 units, a ratio of 1.48 spaces per unit, the parking requirement is exceeded

compared to the 1.25 standard set out in the Land Use Bylaw. These parking spaces will be accessible from the Robie Street side.

Outdoor lighting, signage provisions to address landscaping are addressed in the DA.

Regarding architectural sympathy, the proposed development will not alter the exterior significantly based on the July 2nd agreement from the heritage Advisory Committee.

RP-11 (Affordable Housing)

It shall be the intention of Council to encourage and promote the provision of affordable housing units within all residential areas of the Town by:

- (a) encouraging a mix of housing types and densities;*
- (b) permitting secondary apartments in all dwelling units;*
- (c) permitting a secondary residential structure (Garden Suite) on a lot;*
- (d) cooperating with Federal and Provincial Governments to*

The applicant stated that the units will be affordable based on eligibility for senior Government level capital funding.

RP-12 (Residential Area Design)

It shall be the intention of Council to ensure that new residential areas:

- (a) provide for the efficient use of land;*
- (b) provide for the efficient and economic extension of existing water, storm sewer and sanitary sewer systems and other utilities;*
- (c) incorporates a hierarchy of streets that efficiently and safely accommodates traffic flows and proper access to other areas of Town;*
- (d) provides for the efficient and safe movement of pedestrians and cyclists;*
- (e) minimizes adverse effects on the environment;*
- (f) provides for parks and other community uses in safe and central locations.*

The proposed development satisfies all aspects of this policy as it makes use of two existing structures.

RP-14 (Garden Suite)

It shall be the intention of Council to permit Garden Suites in all Residential areas by Development Agreement. In negotiating such an agreement Council shall have regard for the following:

- (a) the garden suite be secondary to the main dwelling on the lot;*
- (b) water and sewer services be provided independent from the main dwelling;*
- (c) two off street parking spaces be provided on the property;*
- (d) the garden suite be a minimum of 1.2 metres from the side property lines;*
- (e) the garden suite be a minimum of 6 metres from the rear property line;*
- (f) the garden suite be a minimum of 1.2 metres from the main dwelling;*
- (g) the garden suite not be located in the front yard of the property;*
- (h) no home occupation, group home, boarding house, day care or other such secondary use be permitted on the property;*

(i) the development agreement be discharged

The existing garage located to the right of the property looking at the site from Robie street will be converted into a single unit Garden Suite. It will have separate water and sewer services. While the 6 metre setback noted above will not be met, the impact on the adjacent property will be negligible as it is used for parking

3. Implementation Policy

A-5 (Amendment Criteria)

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

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

The proposal meets the intent of the relevant town bylaws and regulations. In terms of subsection (b), there would be no significant burden on the Town's finances. The street network and town water, sanitary and storm sewer services can accommodate the development.

DISCUSSION & CONCLUSION

Staff feel the draft DA is in keeping with the general intent of the relevant policies of the MPS. The proposal will have a positive impact on the provision of suitable and affordable housing in a central location. This development is appropriate for the area in terms of its height, bulk, and general built form.

The following decision options are therefore put forward:

OPTIONS:

Option One: **Recommend that Council enter into the Development Agreement for 96 Church Street as drafted.**

Option Two: Recommend that Council not enter into the Development Agreement for 96 Church Street.

Option Three: Defer a decision and request additional information and /or changes to the proposal.

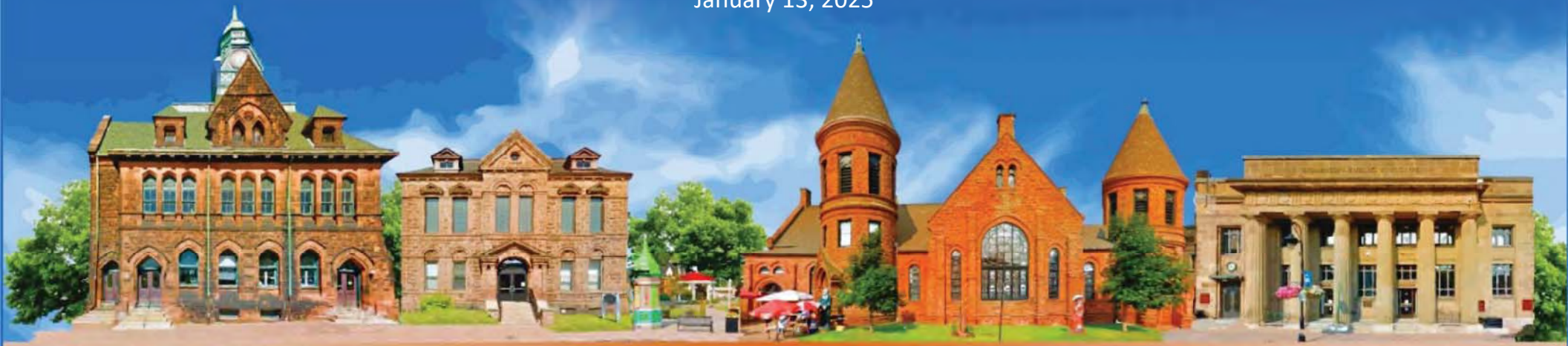
STAFF RECOMMENDATION: Option One.



Planning Advisory Committee

Development Agreement to Permit the Construction of Three Additional Units (Total of 7 Units)

January 13, 2025



Disclaimer

These applications are not the Town's proposal. It is a property owner's right to make an application for a development agreement or a zoning map amendment. No approval or decisions have been made.

Development Agreement

What is a Development Agreement (DA)?

A development agreement is a **legally binding contract between a property owner and the Town that stipulates standards, design requirements, terms, and conditions** to which the property owner must adhere.

Aspects of a development that may be addressed in this agreement include:



Architectural Design

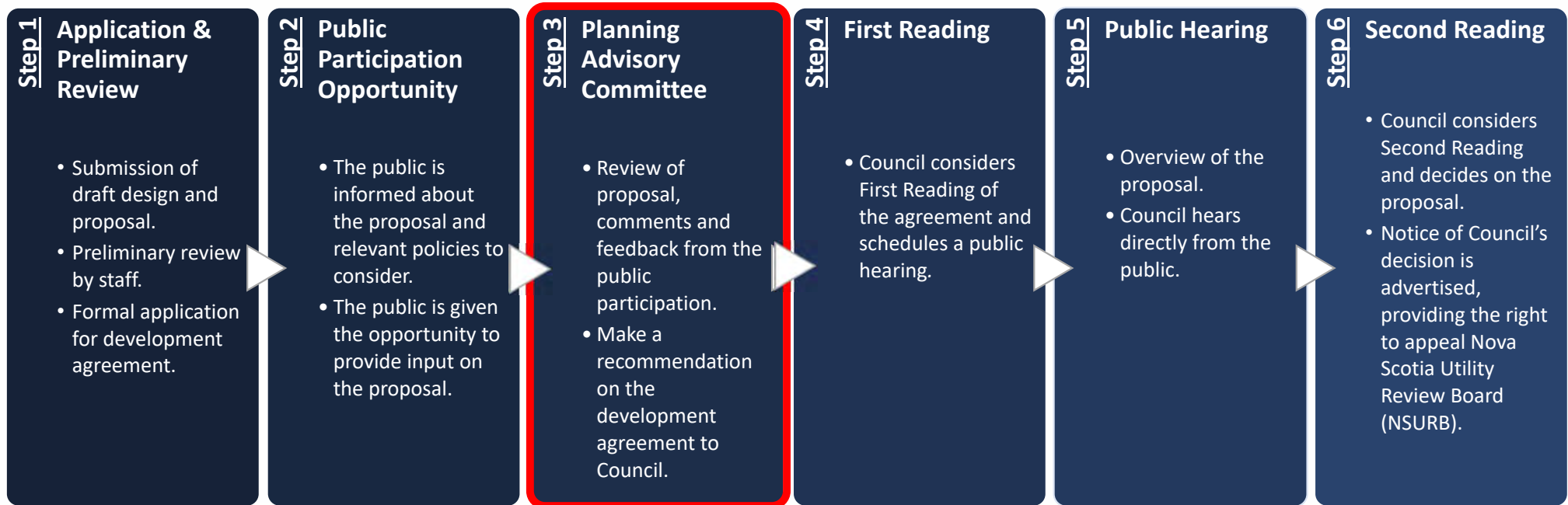
Parking

Landscaping

Drainage

A development agreement may also influence the use, of fencing and other similar site features to ensure the matter is addressed adequately, stipulate how the project should be phased, enforce certain special requirements, and require the developer to make contribution towards funding public infrastructure.

Development Agreement Process



Application Details

Applicant/ Owner: Tom Mattinson, Six Point Star Homes.

Summary of Proposal: to create 3 additional units, two within the existing structure and one Garden Suite

Location: 96 Church St. (PID: 25013814)

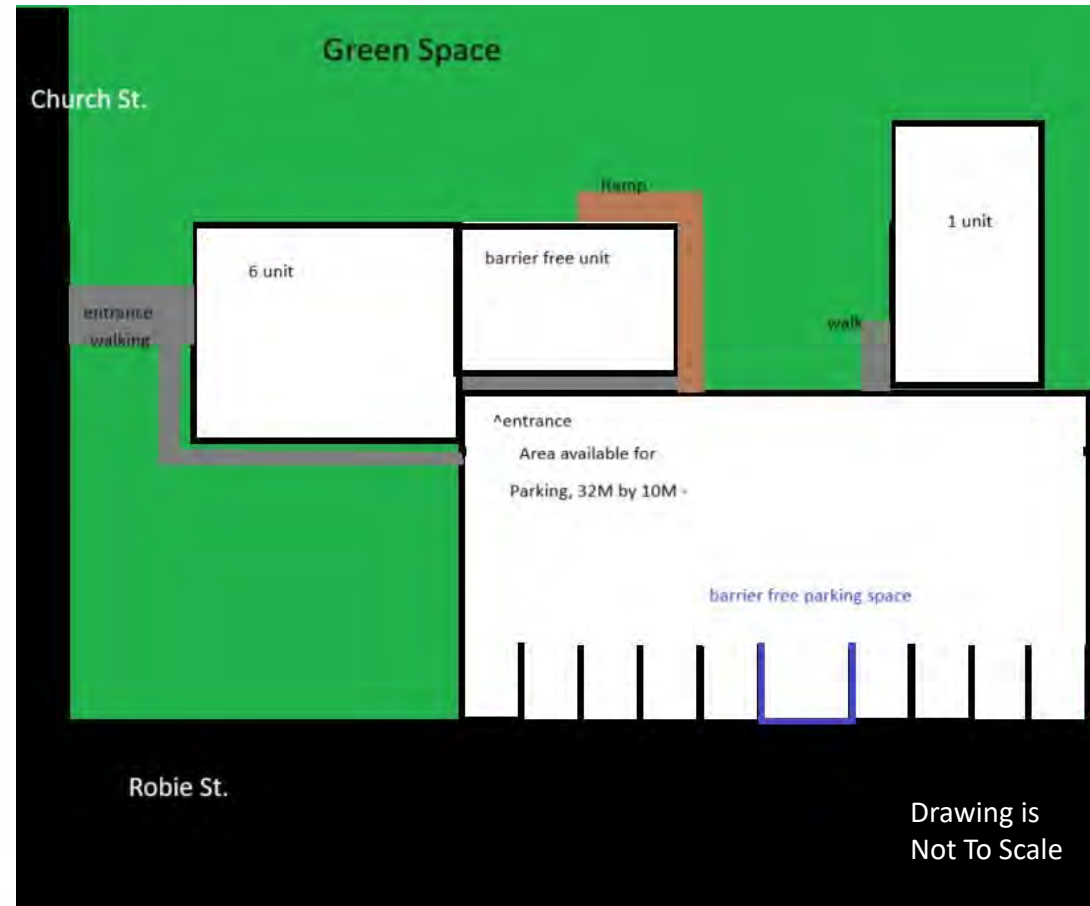
Total Property Area: 1585 sqm (17060 sq ft)

Existing Zoning: General Residential

Existing Land Use: Residential

Parking: 10 Parking Spaces (1.48/unit)

Street Frontage: 29m along Church St. & 56m along Robie St



Neighbourhood Context

- Located to the right of the YMCA on the corner of Church Street and Robie Street.
- Beside Campbell's Funeral Home
- 8-minute walk to Town Hall.
- 15-minute walk to the Amherst Stadium.



View from Church Street



View from Robie Street

#seewhyweloveit

Amherst
NOVA SCOTIA

Relevant Planning Bylaws & Policies

1. General Land Use and Development Policies

GP-4 (Efficient Development)

It shall be the intention of Council to ensure that growth and development within the Town is efficient and cost effective by:

- (a) facilitating the contiguous expansion of the built up areas of the Town;
- (b) limiting development in un-serviced areas of the Town;
- (c) concentrating new development in adequately serviced and properly planned areas;
- (d) encouraging and facilitating infill development on underutilized properties within the built up area of town.

Relevant Planning Bylaws & Policies

2. Residential Policies

RP-9 (Medium and High Density By Development Agreement)

Within the Residential Designation, it shall be the intention of Council to ensure medium and high density residential development occur in a manner compatible with a low density residential neighbourhood. Specifically, Council shall require that all residential developments greater than 4 dwelling units per property, be subject to a Development Agreement. In negotiating such an agreement Council shall:

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

Relevant Planning Bylaws & Policies

2. Residential Policies

RP-11 (Affordable Housing)

It shall be the intention of Council to encourage and promote the provision of affordable housing units within all residential areas of the Town by:

- (a) encouraging a mix of housing types and densities;
- (b) permitting secondary apartments in all dwelling units;
- (c) permitting a secondary residential structure (Garden Suite) on a lot;
- (d) cooperating with Federal and Provincial Governments to

Relevant Planning Bylaws & Policies

2. Residential Policies

RP-12 (Residential Area Design)

It shall be the intention of Council to ensure that new residential areas:

- (a) provide for the efficient use of land;
- (b) provide for the efficient and economic extension of existing water, storm sewer and sanitary sewer systems and other utilities;
- (c) incorporates a hierarchy of streets that efficiently and safely accommodates traffic flows and proper access to other areas of Town;
- (d) provides for the efficient and safe movement of pedestrians and cyclists;
- (e) minimizes adverse effects on the environment;
- (f) provides for parks and other community uses in safe and central locations.

Relevant Planning Bylaws & Policies

2. Residential Policies

RP-14 (Garden Suite)

It shall be the intention of Council to permit Garden Suites in all Residential areas by Development Agreement. In negotiating such an agreement Council shall have regard for the following:

- (a) the garden suite be secondary to the main dwelling on the lot;
- (b) water and sewer services be provided independent from the main dwelling;
- (c) two off street parking spaces be provided on the property;
- (d) the garden suite be a minimum of 1.2 metres from the side property lines;
- (e) the garden suite be a minimum of 6 metres from the rear property line;
- (f) the garden suite be a minimum of 1.2 metres from the main dwelling;
- (g) the garden suite not be located in the front yard of the property;
- (h) no home occupation, group home, boarding house, day care or other such secondary use be permitted on the property;
- (i) the development agreement be discharged

Relevant Planning Bylaws & Policies

3. Implementation Policy

A-5 (Amendment Criteria)

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

1. That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.

(b) That the proposal is not premature or inappropriate by reason of:

- (i) the financial capability of the Town to absorb any costs relating to the development;
- (ii) the adequacy of municipal water, sanitary sewer and storm sewer services;
- (iii) the adequacy of road networks, in, adjacent to, or leading to the development

(c) That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:

- (i) type of use;
- (ii) height, bulk and lot coverage of any proposed building;
- (iii) parking, traffic generation, access to and egress from the site;
- (iv) any other matter of planning concern outlined in this strategy.

SYNOPSIS

AUDIT COMMITTEE TERMS OF REFERENCE POLICY

This policy was originally adopted and approved in March 2016. The purpose of the Audit Committee is to assist Council in fulfilling its oversight responsibilities relating to finance and audit matters delegated to management by Council. Further to this, it aims to ensure accountability and transparency for the use of tax payers' dollars and the administration of the Town of Amherst.

Immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy by January 31st and following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended as per the Financial Reporting and Accounting Manual for the Province of Nova Scotia.

This policy has been reviewed with the Audit Committee and no changes are recommended at this time. As the majority of the members are new on the Audit Committee, this policy will be reviewed again once a fiscal cycle has been completed.

MOTION:

That Council readopt the Audit Committee Terms of Reference Policy as recommended by the Audit Committee.



AMHERST TOWN COUNCIL

RFD# 2025005

Date: January 27, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: January 27, 2025

SUBJECT: Audit Committee Terms of Reference Policy Review

ORIGIN: Policy Review and Municipal Election.

LEGISLATIVE AUTHORITY: Town of Amherst Audit Committee Terms of Reference Policy # 3000-05, Financial Reporting and Accounting Manual 5(3)(a)(iii).

RECOMMENDATION: That Council readopt the Audit Committee Terms of Reference Policy as recommended by the Audit Committee.

BACKGROUND: This policy was originally adopted and approved in March 2016. The purpose of the Audit Committee Terms of Reference Policy is to assist Council in fulfilling its oversight responsibilities relating to finance and audit matters delegated to management by Council.

Immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy by January 31st and following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended as per the Financial Reporting and Accounting Manual (FRAM) for the Province of Nova Scotia.

DISCUSSION: This policy has been reviewed with the Audit Committee and no changes are recommended at this time. As the majority of the members are new on the Audit Committee, this policy will be reviewed again once a fiscal cycle has been completed.

FINANCIAL IMPLICATIONS: There are no financial implications.

COMMUNITY ENGAGEMENT: No community engagement required.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: Ensures accountability and transparency for the use of tax payers' dollars and the administration of the Town of Amherst.

ALTERNATIVES: Do not accept the policy as is and suggest changes.

ATTACHMENTS: Audit Committee Terms of Reference Policy, # 3000-05.

Report prepared by: Sarah Wilson, Director of Finance 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

EXPENSE REIMBURSEMENT POLICY

This policy was originally adopted and approved in November 2018. Prior to this policy the Town had a Travel Policy for many years but with amended legislation in the MGA and regulations in the Financial Reporting and Accounting Manual clarifying and tightening the rules, the Expense Reimbursement Policy was approved.

The purpose of the Expense Reimbursement Policy is to safeguard the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the CAO and Town of Amherst employees, Committee members and Commissioners in relation to Town of Amherst business.

Immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy by January 31st and following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended as per the Municipal Government Act and the Financial Reporting and Accounting Manual for the Province of Nova Scotia.

This policy has been reviewed and the following changes are being recommended:

- Minor grammar corrections in sections 5(4), 18, 36 and 38.
- Addition under Reporting Requirements 36(2) to include that the Town shall file an annual summary report of expenses for the preceding fiscal year for each reportable individual. This has always been done as this reporting requirement is included in the Financial Information Return (FIR) that is completed annually but it was not stated in this policy.
- Removal of section 36 (3 previously 2) that expenses will be posted on the website monthly. The reporting requirements are quarterly but the Town posts the expenses monthly. The monthly reporting has been moved to the staff internal procedure instead of the policy.
- In section 37 update the date from October 31 to September 30 as all year end financial information must be submitted to the Province before September 30.

MOTION:

That Council approve the amendments to the Expense Reimbursement Policy # 3000-07.



AMHERST TOWN COUNCIL

RFD# 2025006

Date: January 27, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: January 27, 2025

SUBJECT: Policy Review – Expense Reimbursement Policy

ORIGIN: Policy Review and Municipal Election.

LEGISLATIVE AUTHORITY: Town of Amherst Expense Reimbursement Policy # 3000-07, Municipal Government Act 23(4) and Financial Reporting and Accounting Manual 3(3)(b).

RECOMMENDATION: That Council approve the amendments to the Expense Reimbursement Policy # 3000-07.

BACKGROUND: This policy was originally adopted and approved in November 2018. Prior to this policy the Town had a Travel Policy for many years but with amended legislation in the MGA and regulations in FRAM clarifying and tightening the rules, the Expense Reimbursement Policy was approved.

The purpose of the Expense Reimbursement Policy is to safeguard the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the CAO and Town of Amherst employees, Committee members and Commissioners in relation to Town of Amherst business.

Immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy by January 31st and following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended as per the Municipal Government Act and the Financial Reporting and Accounting Manual (FRAM) for the Province of Nova Scotia.

DISCUSSION: This policy has been reviewed and the following changes are being recommended:

- Minor grammar corrections in sections 5(4), 18, 36 and 38.
- Addition under Reporting Requirements 36(2) to include that the Town shall file an annual summary report of expenses for the preceding fiscal year for each reportable individual. This has always been done as this reporting requirement is included in the Financial Information Return (FIR) that is completed annually but it was not stated in this policy.
- Removal of section 36 (3 previously 2) that expenses will be posted on the website monthly. The reporting requirements are quarterly but the Town posts the expenses monthly. The monthly reporting has been moved to the staff internal procedure instead of the policy.



- In section 37 update the date from October 31 to September 30 as all year end financial information must be submitted to the Province before September 30.

FINANCIAL IMPLICATIONS: There are no financial implications relating to the changes suggested.

COMMUNITY ENGAGEMENT: No community engagement required.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: Ensures accountability and transparency for the use of tax payers' dollars and the administration of the Town of Amherst.

ALTERNATIVES:

1. Do not accept the recommended changes and keep policy as is.
2. Make additional changes to the policy.

ATTACHMENTS: Expense Reimbursement Policy, # 3000-07 with changes noted in red.

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

TITLE: Expense Reimbursement Policy
SECTION: Financial Management **Corporate Services**
POLICY NO: 03000-07

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

PURPOSE

1. This policy safeguards the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the Chief Administrative Officer (“CAO”), and Town of Amherst employees, Committee members and Commissioners in relation to Town of Amherst business.

APPLICATION

SIGNING AUTHORITY:

2. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Mayor	CAO / Designate
Members of Council & CAO	Mayor / Designate
Town Employees	Director or CAO / Designate
Committee member or Commissioner	CAO / Designate

3. A Signing Authority may designate a second signing authority in their absence. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
4. A Signing Authority is prohibited from authorizing expenses incurred on their own behalf.

INDIVIDUAL RESPONSIBILITIES

5. Everyone who incurs an expense in relation to Town business is responsible for:
 - (1) Familiarizing themselves and complying with the provisions of this policy;
 - (2) By April 1 of each year signing an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.
 - (3) Completing and submitting expense claims with necessary supporting documentation;
 - (4) Exercising reasonable diligence and **are** incurring expenses prudently and responsibly; and
 - (5) With respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as teleconferencing and videoconferencing.

TITLE: Expense Reimbursement Policy
SECTION: Financial Management **Corporate Services**
POLICY NO: 03000-07

PERMITTED EXPENSES

6. Subject to and in accordance with this policy, the following expenses incurred by a member of Council, the CAO or a Town employee, Committee member or Commissioner are eligible for reimbursement:
- (1) Pre-approved travel including transportation, accommodation, meal costs and training or continuing education costs.

AUTHORIZED TRAVEL

7. Council members shall be reimbursed for the reasonable expenses incurred in attending:
- (1) Conferences and professional development authorized by Policy 10350-26 Council Conference Attendance and Professional Development;
 - (2) Meetings or conferences at which the Council member's attendance is authorized or requested by Council;
 - (3) A meeting of any Board, Commission, Committee or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Town if the Council member is entitled to reimbursement of expenses directly from the applicable organization;
 - (4) If the Mayor or Deputy Mayor are invited to attend a function, meeting or conference on behalf of the Town, and if reimbursable expenses are less than \$500, pre-approval by Council will not be required.
 - (5) If a Council member attends a function, meeting or conference on behalf of the Town, and if reimbursable expenses are less than \$500, pre-approval of Council will not be required if:
 - a) At the request of the Mayor or Deputy Mayor to attend on their behalf;
 - b) At the request of the Mayor or Deputy Mayor to attend as a Council member who has a special interest in, or connection with the subject of the meeting or conference or because of special knowledge and experience of the Council member relative to the subject of the meeting or conference; and
 - (6) A training or continuing education event in accordance with the provisions of this policy concerning training and education.
8. The CAO shall be reimbursed for the reasonable expenses pursuant to the CAO's employment contract.
9. An employee of the Town of Amherst, Committee member or Commissioner shall be reimbursed for the reasonable expenses, if pre-approved, incurred:
- (a) In the carrying out of the duties and responsibilities associated with their employment and duly authorized by the Director and/or CAO on the Prior Approval Form;
 - (b) For meetings, conferences, or professional development events at which the attendance of the employee, Committee member or Commissioner is authorized or is requested by the CAO;

TITLE: Expense Reimbursement Policy
SECTION: Financial Management **Corporate Services**
POLICY NO: 03000-07

- (c) For attendance at a meeting of any Board, Commission, Committee or other organization to which the employee has been appointed, except that no reimbursement shall be provided by the Town of Amherst if the employee, Committee member or Commissioner is entitled to reimbursement of expenses directly from the applicable organization; and
- (d) At a training or continuing education event in accordance with the provisions of this policy concerning training or education.

TRAVEL OUTSIDE OF THE MARITIMES

Travel Outside of the Maritimes means travel outside of Nova Scotia, New Brunswick and Prince Edward Island.

- 10. All requests for travel outside of the Maritimes shall be made in writing and shall contain the following information:
 - (a) The purpose and duration of the trip;
 - (b) The location(s) to be visited;
 - (c) The dates and times of arrival and departure;
 - (d) Any pre-paid transportation, meals, or accommodation; and
 - (e) Any other anticipated expenses.
- 11. All requests for travel outside of the Maritimes by Council members shall be reviewed by the CAO, Mayor or Designate who shall consider the necessity of travel based on the information provided.
- 12. All travel outside of the Maritimes by the CAO, other than that pursuant to the employment contract, shall be reviewed by the Mayor or Designate who shall follow the same guidelines established for Council members.
- 13. If a request for travel outside of the Maritimes is approved, and the Claimant (not Town of Amherst) pays all or some of the expenses for the travel, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this policy.
- 14. All requests for travel outside of the Maritimes by Town of Amherst employees, Committee members or Commissioners shall be reviewed by the CAO, who shall follow the same guidelines established for Council members.

LIMITS ON REIMBURSEMENT OF EXPENSES

- 15. Notwithstanding any other provision of the policy, the following limits shall apply to the reimbursement of expenses:

TITLE: Expense Reimbursement Policy
SECTION: Financial Management **Corporate Services**
POLICY NO: 03000-07

- (1) Subject to payment of per diem, a claimant shall only be reimbursed for costs that they have incurred;
- (2) The expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Town of Amherst;
- (3) Airplane travel shall be booked by Town of Amherst staff or shall only be reimbursed at the lowest rate which would have been available if Town of Amherst staff had booked the airfare. Reasonable costs for airport improvement or similar fees and luggage shall be reimbursed at actual costs.
- (4) Accommodation costs shall be reimbursed at actual costs. Government rates should be obtained whenever possible. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements included, but not limited to, wheel chair accessibility;
- (5) Reimbursement for meals shall not exceed the per diem meal amounts set out in this policy, except in the case of travel outside of the Maritimes, in which event the applicable Signing Authority may authorize reimbursement of meals expenses at a comparable standard. Reimbursement for meals shall not be claimed in respect of meals that are included as part of registration fees for conferences or seminars;
- (6) The cost of any alcoholic beverages shall not be reimbursed;
- (7) Fees, deposits, interest and surcharges incurred on a personal credit card shall not be reimbursed;
- (8) When personal and Town of Amherst travel is combined, only documented expenses directly related to the Town of Amherst portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense;
- (9) Reimbursement shall not be provided for loss of personal effects; for medical and hospital treatment; for purchase of luggage, clothing and other personal equipment; or for personal services such as shoe shines, valet services, dry-cleaning, laundry, haircuts and other personal services;
- (10) There shall be no reimbursement of travel and related expense for individuals other than a Council member, the CAO, or an employee, Committee member or Commissioner of the Town of Amherst;
- (11) There shall be no reimbursement for travel by a Council member within the Town of Amherst because such travel is deemed to be included in the monthly vehicle allowance.
- (12) If a personal vehicle is used in lieu of airplane travel, reimbursement will be based on the lesser of the lowest airfare rate which would have been available had the flight been booked by Town of Amherst staff or the kilometrage reimbursement.
- (13) Hotel services including room service and video rentals shall not be charged to the room.

TRAVEL ADVANCES

16. Advances are not routinely approved. The following limits shall apply to the use of advances:

- (1) All advances must be approved by the CAO;

TITLE: Expense Reimbursement Policy
SECTION: Financial Management **Corporate Services**
POLICY NO: 03000-07

- (2) Advances will only be issued where an overnight stay is required;
- (3) Advances will not be made for less than \$200;
- (4) The CAO must not approve an advance unless the CAO is satisfied that there is a reasonable need for the advance;
- (5) Upon completion of the travel for which an advance has been made, the recipient must complete an expense claim in relation to the travel costs that reconciles the amount of the advance with the actual reimbursable expenses incurred. The recipient must repay any part of the advance owing to the Town of Amherst within 10 days of completing the travel.

USE OF TOWN OF AMHERST CREDIT CARDS

17. Town of Amherst credit cards, in respect of travel expenses, shall only be used for parking, accommodations, airfare, vehicle rentals and event registration fees. Town of Amherst credit cards shall not be used for tolls or per diem meal allowances.

PER DIEM MEAL ALLOWANCES

18. For each day or part day **or** when overnight accommodation forms part of an authorized expense, the Claimant shall be paid a meal allowance for each meal for which the Claimant is required to pay, in the amounts authorized as per diem meal allowances in the amount of \$15 for breakfast, \$20 for lunch, and \$30 for supper. This allowance includes gratuities and taxes.
19. Claimants whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware the appropriate meals can normally be obtained from caterers, provided that adequate notice of a special requirement is given. Should special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as a result the Claimant must pay for a meal, they shall be paid a meal allowance for that meal.

KILOMETRAGE

20. The kilometrage allowance reimbursed for Claimants using personal vehicles for authorized travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees.
21. Where several Council members, the CAO, and/or employees, Committee members or Commissioners of the Town of Amherst, or any combination thereof, attend the same meeting, conference, or function, each shall make reasonable efforts to share a vehicle.

VEHICLE RENTALS

22. The cost of rental of a vehicle shall be a reimbursable expense in instances where:

TITLE: Expense Reimbursement Policy
SECTION: Financial Management **Corporate Services**
POLICY NO: 03000-07

- (1) Reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or
 - (2) Two or more Council members, the CAO, and/or employees, Committee members or Commissioners of the Town of Amherst or any combination thereof, are traveling together, and it is more economical than the combined cost of other reasonable ground transportation.
23. Compact, economical vehicles must be used unless three or more persons are travelling together, the bulk or weight of goods being transported necessitates a larger vehicle or a compact, economical vehicle is unavailable.
24. For the protection of the Claimant and the Town of Amherst, Claimants must ensure that adequate insurance (collision, comprehensive and third-party liability insurance) is in place for all drivers by either renting the vehicle using a personal credit card with an insurance option, or by purchasing a policy from the rental agency. The applicable deductible must be the lowest available given the coverage described above.

EXPENSE CLAIMS

25. Expense claims must be submitted on the form provided by the Town of Amherst and shall be signed by the Claimant.
26. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:
- (1) Claims for per diem meal allowances;
 - (2) Tolls and parking under \$10 only; and
 - (3) Claims for personal vehicle kilometrage for authorized travel.
27. If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.
28. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
29. No expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
- (1) The claim is consistent with policy;
 - (2) The expenses claimed were necessarily incurred in the performance of municipal business;
 - (3) Appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed; and

TITLE: Expense Reimbursement Policy
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(4) The expenses claimed have appropriate justification.

30. In considering an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.

31. The use of petty cash to pay an expense claim is prohibited.

TIMEFRAME

32. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.

33. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

FRAUD, MISUSE OR MISAPPROPRIATION OF MUNICIPAL FUNDS

34. Fraudulent irregularity, misuse or misappropriation of Town of Amherst funds may result in disciplinary action up to and including termination of employment.

35. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO it must be reported immediately to the Mayor.

REPORTING REQUIREMENTS

36. Pursuant to section 65D of the *Municipal Government Act*, the CAO shall ensure that the **Town of Amherst Municipality** does the following:

(1) within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Town of Amherst website for the Mayor, CAO (including an employee of the Town of Amherst delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Council on their expenses regarding the following:

- a. Travel and travel related expenses, including transportation, accommodation and incidentals;
- b. Meals; and
- c. Training and education.

(2) **by September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the expenses for the preceding fiscal year for each reportable individual that is compliant with the requirements of the Department of**

TITLE: Expense Reimbursement Policy
SECTION: Financial Management **Corporate Services**
POLICY NO: 03000-07

Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

- ~~(3) On a monthly basis, posts the expense reports of each reportable individual on the Town of Amherst website on their expenses regarding the following:~~
- ~~a. Travel and travel related expenses, including transportation, accommodation and incidentals;~~
 - ~~b. Meals; and~~
 - ~~c. Training and education.~~

REVIEW REQUIREMENTS

37. The Town of Amherst Audit Committee shall review the expense annual summary report, relevant to section 36, by ~~September 30th~~ ~~October 31st~~ of each year.
38. By ~~the~~ January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Finance	Ensure policy is reviewed by January 31 st following an election year and that annual summary is filed with the Province by September 30 th each year.
Accounts Payable	Ensure all Expense Reimbursements submitted are per policy.
Council, CAO, Employees, Committee Members	Ensure policy is followed when claiming expense reimbursements.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy Review updates. Amend Out of Province Travel to Travel Outside of Maritimes, updated meal per diems. Other updates for clarity.	Director of Finance	Council	May 23, 2023

TITLE: Expense Reimbursement Policy
SECTION: Financial Management **Corporate Services**
POLICY NO: 03000-07

Policy review following municipal election. Minor grammar and reporting requirement revisions.	Director of Finance	Council	
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Minutes reference date: March 25, 2019 November 26, 2018 February 24, 2020 May 23, 2023

SYNOPSIS

HOSPITALITY POLICY

This policy was originally adopted and approved in November 2018 when a Hospitality Policy became a requirement of the Municipal Government Act (section 23(5)).

The purpose of the Hospitality Policy is to provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses and to ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

Immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy by January 31st and following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended as per the Municipal Government Act and the Financial Reporting and Accounting Manual for the Province of Nova Scotia.

This policy has been reviewed and the following changes are being recommended:

- Minor grammar corrections in sections 8 and 15.
- Removal of section 28(3) that expense reports will be posted on the website monthly. The reporting requirements are quarterly for the Town as a whole and not exclusive to reportable individuals as described in section 28(1).
- Addition of new section Review Requirements to include that the Audit Committee will review the hospitality annual summary report by September 30th of each year. Also, that Council shall review the policy by January 31st following a regular election and either re-adopt, amend or adopt the policy as amended.

MOTION:

That Council approve the amendments to the Hospitality Policy # 3000-08.



AMHERST TOWN COUNCIL

RFD# 2025007

Date: January 27, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: January 27, 2025

SUBJECT: Policy Review – Hospitality Policy

ORIGIN: Policy Review and Municipal Election.

LEGISLATIVE AUTHORITY: Town of Amherst Hospitality Policy # 3000-08, Municipal Government Act 23(5) and Financial Reporting and Accounting Manual 3(3)(c).

RECOMMENDATION: That Council approve the amendments to the Hospitality Policy # 3000-08.

BACKGROUND: This policy was originally adopted and approved in November 2018 when a Hospitality Policy became a requirement of the Municipal Government Act (section 23(5)).

The purpose of the Hospitality Policy is to provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses and to ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

Immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy by January 31st and following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended as per the Municipal Government Act and the Financial Reporting and Accounting Manual (FRAM) for the Province of Nova Scotia.

DISCUSSION: This policy has been reviewed and the following changes are being recommended:

- Minor grammar corrections in sections 8 and 15.
- Removal of section 28(3) that expense reports will be posted on the website monthly. The reporting requirements are quarterly for the Town as a whole and not exclusive to reportable individuals as described in section 28(1).
- Addition of new section Review Requirements to include that the Audit Committee will review the hospitality annual summary report by September 30th of each year. Also, that Council shall review the policy by January 31st following a regular election and either re-adopt, amend or adopt the policy as amended.

FINANCIAL IMPLICATIONS: There are no financial implications relating to the changes suggested.



COMMUNITY ENGAGEMENT: No community engagement required.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: Ensures accountability and transparency for the use of tax payers' dollars and the administration of the Town of Amherst.

ALTERNATIVES:

1. Do not accept the recommended changes and keep policy as is.
2. Make additional changes to the policy.

ATTACHMENTS: Hospitality Policy, # 3000-08 with changes noted in red.

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

TITLE: Hospitality Policy
SECTION: Financial Management **Corporate Services**
POLICY NO: 03000-08

APPROVAL DATE: _____

CAO Signature: _____

POLICY STATEMENT:

1. The Town of Amherst recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business for reasons of diplomacy, protocol, business development or promotional advocacy.
2. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council members, the Chief Administrative Officer (“CAO”) and Town of Amherst employee hospitality claims.

POLICY OBJECTIVES

3. To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the Town of Amherst’s objectives.
4. To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.
5. To ensure taxpayers’ dollars are used prudently and responsibly with a focus on accountability and transparency.

HOSPITALITY AND HOSPITALITY EVENTS

6. A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the Town of Amherst. Hospitality may be offered under the following circumstances in accordance with this policy:
 - (1) hosting foreign dignitaries;
 - (2) engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
 - (3) sponsoring or hosting conferences;
 - (4) hosting ceremonies / recognition events; and
 - (5) other official functions, as approved by the CAO, their designate or Town of Amherst Council.

TITLE: Hospitality Policy
SECTION: Financial Management **Corporate Services**
POLICY NO: 03000-08

SIGNING AUTHORITY

7. The following are the Signing Authority for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Mayor	CAO/Designate
Members of Council & CAO	Mayor/ Designate
Town Employees	CAO/Designate

- 8. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
- 9. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

PRIOR AUTHORIZATION

- 10. Subject to this policy, all hospitality events require prior authorization.
- 11. A request for prior authorization for hospitality events requires the following information:
 - (a) rationale/purpose of the event;
 - (b) estimated numbers of attendees and their respective affiliations;
 - (c) if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances; and
 - (d) estimated itemized costs including gratuities and supplementary expenses.
- 12. Requests for hospitality events shall be reviewed by the appropriate Signing Authority as set out in paragraph 7 of this policy, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.
- 13. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.

SERVING OF ALCOHOL

- 14. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by the appropriate Signing Authority, as set out in paragraph 7 of this policy.

TITLE: Hospitality Policy
SECTION: Financial Management **Corporate Services**
POLICY NO: 03000-08

15. The Town of Amherst and its employees and members of Council are expected to act **responsibility responsibly** in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.
16. The Town of Amherst will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
17. If alcohol is provided at a hospitality event, food must be served.

GIFTS

18. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed \$40.00) is sometimes appropriate. Any giving of gifts requires prior approval by the appropriate Signing Authority as set out in paragraph 7 of this policy.

CLAIMS FOR REIMBURSEMENT OF HOSPITALITY EXPENSES

19. By April 1 of each year any individual claiming reimbursement pursuant to this policy must sign an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.
20. Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Town of Amherst and shall be signed by the Claimant.
21. Hospitality expense claims must include the following:
 - (1) a copy of the signed prior authorization for the hospitality event for which the expense was incurred;
 - (2) the names and positions of the guests at the hospitality event;
 - (3) the business objective for the expense; and
 - (4) a detailed itemized receipt for the expense.
22. In instances where prior approval of the hospitality event was not possible, the hospitality expense claim must also provide the information required in paragraph 11 of this policy and an explanation of why prior approval was not possible.
23. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.

TITLE: Hospitality Policy
SECTION: Financial Management **Corporate Services**
POLICY NO: 03000-08

24. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
25. No hospitality expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
- (1) the claim is consistent with this policy;
 - (2) the expenses claimed were necessarily incurred in the performance of municipal business;
 - (3) appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed; and
 - (4) the expenses claimed have appropriate justification.
26. In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense that did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.
27. The use of petty cash to pay a hospitality expense claim is prohibited.

REPORTING REQUIREMENTS

28. Pursuant to s. 65D of the *Municipal Government Act*, the CAO shall ensure that the Town of Amherst does the following:
- (1) within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the Town of Amherst website that describes all of the hospitality expenses incurred by the Town of Amherst, including purchases of alcohol during the quarter.
 - (2) by September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.
 - ~~(3) On a monthly basis, posts the expense reports of each reportable individual on the Town of Amherst website on their expenses related to hospitality.~~

TITLE: Hospitality Policy
SECTION: Financial Management **Corporate Services**
POLICY NO: 03000-08

REVIEW REQUIREMENTS

- 29. The Town of Amherst Audit Committee shall review the hospitality annual summary report, relevant to section 28, by September 30th of each year.
- 30. By January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Finance	Ensure policy is reviewed by January 31 st following an election year and that annual summary is filed with the Province by September 30 th each year.
Accounts Payable	Ensure all Hospitality expenses are captured and posted on Town website within 90 days of the end of each fiscal quarter.
Council, CAO, Employees, Committee Members	Ensure policy is followed when hospitality-related activities occur.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy review following municipal election. Minor grammar correction. Addition of Review Requirements section.	Director of Finance	Council	

Minutes reference date: November 26, 2018 February 24, 2020

SYNOPSIS

TAX SALE

The property located at 59 Church Street had been vacant since September 18, 2017 and was deemed unsightly and unsafe. Demolition of the property was completed on October 31, 2019. The property was included at the public auction tax sale held on May 16, 2023. No bids were received.

The current balance outstanding on the account is \$126,667.04 and consists of outstanding property taxes from 2020 to 2025 in addition to dangerous and unsightly charges and interest charged on overdue amounts.

Given the location and size of the property its value is severely limited. The property is only 2,200 square feet and has an assessment of \$5,500. A value of \$15,000 (\$6.81 / square foot) is similar to the purchase price for the lot at 95 Victoria Street which was purchased by the Town in 2021 for \$6.82 / square foot.

Staff are recommending that council set a minimum bid of \$15,000 for tax sale scheduled for February 11, 2025.

MOTION:

That Council approve setting the minimum bid for 59 Church Street at \$15,000 for the tax sale scheduled on February 11, 2025.



AMHERST TOWN COUNCIL

RFD# 2025003

Date: January 27, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: January 27, 2025

SUBJECT: Tax Sale Property - 59 Church Street – Minimum Bid

ORIGIN: Property failed to solicit any bids at the previous tax sale held on May 16, 2023.

LEGISLATIVE AUTHORITY: MGA Section 141(3) The Council may direct the treasurer as to what constitutes an acceptable minimum tender or bid, if the treasurer is of the opinion that the property might not realize sufficient to cover the outstanding taxes, interest and expenses.

RECOMMENDATION: That Council approve setting the minimum bid for 59 Church Street at \$15,000 for the tax sale scheduled on February 11, 2025.

BACKGROUND: The property located at 59 Church Street had been vacant since September 18, 2017 and was deemed unsightly and unsafe. Demolition of the property was completed on October 31, 2019. The property was included at the public auction tax sale held on May 16, 2023. No bids were received.

The current balance outstanding on the account is \$126,667.04 and consists of outstanding property taxes from 2020 to 2025 in addition to dangerous and unsightly charges and interest charged on overdue amounts.

DISCUSSION: Given the location and size of the property its value is severely limited. The property is only 2,200 square feet and has an assessment of \$5,500. A value of \$15,000 (\$6.81 / square foot) is similar to the purchase price for the lot at 95 Victoria Street which was purchased by the Town in 2021 for \$6.82 / square foot.

Staff are recommending that council set a minimum bid of \$15,000 for the pending February 11, 2025 tax sale.

FINANCIAL IMPLICATIONS: A valuation allowance for unsightly premises for this property has been recorded in the amount of \$104,023.12 at March 31, 2024. The allowance is recorded to recognize the potential reduction in value due to the outstanding amount not likely to be fully recovered. This is an offset to determine the net realizable value of the property.

COMMUNITY ENGAGEMENT: The February 11, 2025 tax sale has been advertised in the local newspaper and the Town of Amherst website as stipulated in the MGA.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.



SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES: Do not set a minimum price or set an alternative minimum price.

ATTACHMENTS: None

Report prepared by: Denise Smith, Manager of Financial Services Report and Financial approved by:

SYNOPSIS

2025 MEETING DATES

The Town's Proceedings of Council Policy sets the third Monday of the month for Committee of the Whole and the fourth Monday of the month for Council. The Policy also permits the rescheduling of such meetings by resolution of Council when changes are required.

In 2025, Heritage Day falls on Monday, February 19, Easter Sunday falls on Sunday, April 20, Victoria Day falls on Monday, May 19, our regular Committee of the Whole meeting dates. The December 2025 Council meeting date falls on Monday, December 22.

MOTION:

That Council approve changing the February 2025 Committee of the Whole meeting date from Monday, February 17, 2025 to Tuesday, February 18, 2025 due to the Heritage Day holiday, changing the April 2025 Committee of the Whole date from Monday, April 21, 2025 to Tuesday, April 22, 2025 due to the Easter holiday, changing the May 2025 Committee of the Whole meeting date from Monday, May 19, 2025 to Tuesday, May 20, 2025 due to the Victoria Day holiday, changing the December 2025 Committee of the Whole start time from 4:00 p.m. to 3:00 p.m. and further changing the December 2025 Council meeting date from Monday, December 22, 2025 to Monday, December 15, 2025 due to the holiday season.

TO: Mayor Small and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: January 27, 2025

SUBJECT: 2025 Meeting Dates

ORIGIN: 2025 Holidays and Meeting Dates

LEGISLATIVE AUTHORITY: Proceedings of Council Policy 10350-24

RECOMMENDATION: That Council approve changing the February 2025 Committee of the Whole meeting date from Monday, February 17, 2025 to Tuesday, February 18, 2025 due to the Heritage Day holiday, changing the April 2025 Committee of the Whole date from Monday, April 21, 2025 to Tuesday, April 22, 2025 due to the Easter holiday, changing the May 2025 Committee of the Whole meeting date from Monday, May 19, 2025 to Tuesday, May 20, 2025 due to the Victoria Day holiday, changing the December 2025 Committee of the Whole start time from 4:00 p.m. to 3:00 p.m. and further changing the December 2025 Council meeting date from Monday, December 22, 2025 to Monday, December 15, 2025 due to the holiday season.

BACKGROUND: The Town's Proceedings of Council Policy sets the third Monday of the month for Committee of the Whole and the fourth Monday of the month for Council. The Policy also permits the rescheduling of such meetings by resolution of Council. Typically, Council will choose to reschedule by one day for minimal disruption. That is the recommended option, however Council may reschedule any of these meetings to other dates at their discretion.

DISCUSSION: In 2025, Heritage Day falls on Monday, February 19, Easter Sunday falls on Sunday, April 20, Victoria Day falls on Monday, May 19, our regular Committee of the Whole meeting dates. The December 2025 Council meeting date falls on Monday, December 22.

FINANCIAL IMPLICATIONS: There are no financial implications.

COMMUNITY ENGAGEMENT: The public and media will be notified of any changes.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: No social justice implications.





AMHERST TOWN COUNCIL

RFD# 2025008

Date: January 27, 2025

ALTERNATIVES: Council may choose any other dates to reschedule the meetings.

Report prepared by: Natalie LeBlanc, Municipal Clerk

Report and Financial approved by:



SYNOPSIS

AMHERST YOUTH TOWN COUNCIL APPOINTMENT

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

Avery contacted staff before Christmas indicated her interest to join the AYTC and staff believe she will be a great addition to the Youth Town Council. 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 Avery Hoeg Burbine to the Amherst Youth Town Council.



AMHERST TOWN COUNCIL

RFD# 2025002

Date: January 27, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: January 27, 2025

SUBJECT: Appointment 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 Avery Hoeg Burbine 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: Avery contacted the Director before Christmas indicated her interest to join the AYTC and staff believe she will be a great addition to the Youth Town Council. 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.

COMMUNITY ENGAGEMENT: Ongoing

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.

SOCIAL JUSTICE IMPLICATIONS: All positive when involving youth in the community.

ALTERNATIVES: These appointments are at Council's discretion.

ATTACHMENTS: 10350-21 Amherst Youth Town Council Policy

Report prepared by: Sharon Bristol



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

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.

Individual	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

COUNCIL APPOINTMENT TO THE L.A. ANIMAL SHELTER

Council has recently undertaken a review of all committees, boards and commissions to which we have historically appointed council members. Council has appointed a member of Council to the L.A. Animal Shelter annually for several years. Generally, Council appoints members when Town oversight and reporting is required. Council has committed a Community Support Grant in the amount of \$50,000 per year for three years to assist with the construction of the L.A. Animal Shelter's new facility.

Council agreed they would like to continue making a Council appointment to the L.A. Animal Shelter, and Deputy Mayor Davidson volunteered to be appointed.

MOTION:

That Council appoint Deputy Mayor Davidson to the L.A. Animal Shelter for a term ending October 31, 2025.

TO: Mayor Small and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: January 27, 2025

SUBJECT: Council Appointment to the L.A. Animal Shelter

ORIGIN: Council Committee Review at December Committee of the Whole where the following motion was passed:

That Council forward to a future meeting, the appointment of Deputy Mayor Davidson to the L.A. Animal Shelter.

LEGISLATIVE AUTHORITY: Appointments of Members of Council to External Bodies Policy #10350-28.

RECOMMENDATION: That Council appoint Deputy Mayor Davidson to the L.A. Animal Shelter for a term ending October 31, 2025.

BACKGROUND: Council has recently undertaken a review of all committees, boards and commissions to which we have historically appointed council members. Council has appointed a member of Council to the L.A. Animal Shelter annually for several years. Council has committed a Community Support Grant in the amount of \$50,000 per year for three years to assist with the construction of the L.A. Animal Shelter's new facility.

DISCUSSION: Generally, Council appoints members when Town oversight and reporting is required. Council agreed they would like to continue making a Council appointment to the L.A. Animal Shelter, and Deputy Mayor Davidson volunteered to be appointed. Staff are recommending the term for this appointment end October 31, 2025, as Council will be doing their annual review of Council appointments to Committees at that time.

FINANCIAL IMPLICATIONS: There are no financial implications with this appointment.

COMMUNITY ENGAGEMENT: There has been no community engagement.

ENVIRONMENTAL IMPLICATIONS: No environmental implications with this appointment.

SOCIAL JUSTICE IMPLICATIONS: No social justice implications with this appointment.





AMHERST TOWN COUNCIL

RFD# 2025015

Date: January 27, 2025

ALTERNATIVES: Council may choose to appoint a different Councillor, or make no appointment.

Report prepared by: Natalie LeBlanc, Municipal Clerk

Report and Financial approved by:



Internal Committee Report

Planning Advisory Committee

January 2025

The Planning Advisory Committee met on Monday, January 13, 2025.

New councillor appointments to the Committee necessitated that a new Vice-Chair be elected. Citizen representative Jim Lamplugh was nominated and accepted the position.

A motion was passed recommending that Council enter into a Development Agreement for 96 Church Street to allow the historic property to be converted into a 6-unit with a garden suite.

The PAC were also provided with revised Municipal Planning Strategy and Land Use Bylaw draft documents. The committee was asked to review the documents ahead of a more detailed review and discussion in February.

An update on dangerous and unsightly premises demolitions was also provided to the Committee.

The next meeting of the Planning Advisory Committee is scheduled for Monday, February 3, 2025 at 4:30 p.m. in Town Hall Council Chambers.

Internal Committee Report

Amherst Board of Police Commissioners

January 2025

The Amherst Board of Police Commissioners are scheduled to meet tomorrow, Tuesday, January 28, 2025 at 3:00 p.m.

Items on the agenda include a presentation from Department of Justice as part of Board member orientation, an update on the Amherst Police Department Strategic Plan, as well as a review of the proposed 2025/26 Amherst Police Department capital budget.

Internal Committee Report

Audit Committee

January 2025

The Audit Committee met on Wednesday, January 15, 2025 at 4:00 p.m. in Town Hall Council Chambers.

The annual election of Chair and Vice-Chair was held, with Mayor Small being elected as Chair and Deputy Mayor Davidson being elected as Vice-Chair.

The Town's Director of Finance Sarah Wilson gave an orientation presentation of the Audit Committee for new members of Council and the newest citizen appointment to the Committee, Rae Burke.

The Committee reviewed the Audit Committee Terms of Reference Policy and passed a motion recommending Council re-adopt the Policy as is.

The Committee was also presented with the Hospitality Expense Summary for 2023/24, the Second Quarter Financial Report and the Capital Budget Actuals-to-Date for review.

Internal Committee Report

Amherst Youth Town Council

January 2025

This month the Amherst Youth Town Council met with Lesley Ann Shire, the Project Coordinator for the new Integrated Youth Services site. Lesley Ann gave an update on the new space and was seeking input on what youth might like to have in the centre to make it feel welcoming and supportive. It was great to give Lesley our input into design, colours, need for bike racks, and other amenities. A tour was scheduled for January 20th however it was postponed due to the storm. We hope to reschedule soon to view the space.

Internal Committee Report

Accessibility Advisory Committee

January 2025

The Accessibility Advisory Committee met on Wednesday, January 8, 2025 at 4:30 p.m. in Town Hall Council Chambers.

An election of Chair and Vice-Chair was held, with Councillor Wells being elected as Chair and Councillor McManaman being elected as Vice-Chair.

Staff presented the Accessibility Report Card and the Committee passed a motion that it be forwarded to Council.

Staff also provided updates on the Town of Amherst website access improvements, and the accessible playground project.

The Committee reviewed the Sidewalk and Curb Construction Policy and passed a motion recommending Council amend the Policy to update the language to include that existing brick pavers will be replaced with concrete to improve accessibility.

With the recent changes to legislation around accessibility, inclusion, diversity and equity, the Committee passed a motion recommending that the Town of Amherst Accessibility Advisory Committee be amalgamated with the Town of Amherst Inclusion, Diversity, and Equity Committee to form the Town of Amherst Equity, Diversity, Inclusion and Accessibility Committee.

Internal Committee Report

Inclusion, Diversity and Equity Committee

January 2025

The Inclusion, Diversity and Equity Committee is scheduled to meet Wednesday, January 29, 2025 at 4:30 p.m. in Town Hall Council Chambers.

Items on the agenda will include an update on combining the Inclusion, Diversity and Equity Committee and the Accessibility Advisory Committee going forward, which will include a new combined Strategic Plan, as well as an update on planned events for African Heritage Month.

External Committee Report

Cumberland Public Libraries

January 2025

Literacy Day 2025

The Amherst Library will be partnering with Maggie's Place, Y-Reach and CAN-U for this year's Family Literacy Day on Saturday, January 27th from 10:00 a.m. until 12:00 noon at the Amherst Lions Club. This year's theme is *Learn to be Green Together*. Library staff will be in attendance to help with activities, as have purchased copies of 'Sing in the Spring' by Sheree Fitch, which will be handed out to all families who attend. Author Sheree Fitch and artist Deb Plestid will also be in attendance.

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 government in September. Work on this was paused during the provincial election.

Statistics

In the month of December 2024, Cumberland Public Libraries signed out over 10,000 items, 4,340 items in Amherst alone. This includes books, movies, TV shows, magazines, ebooks and more.

Also in December, Amherst held 19 in-person programs with 608 people in attendance. The Amherst Library had 1,637 in person visits.

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

External Committee Report

Cumberland YMCA

January 2025

Membership

We currently have 196 members. Our current promotion is First Payment Free when signing up for a continuous bi-weekly membership. This promotion will run until February 15, 2025.

Child Care

Friday Night Fun, in partnership with the Town of Amherst, resumed after a break over the holidays.

Fund Development

Coldest Night of the Year is happening February 22, 2025. The Coldest Night of the Year is a wonderful, family-friendly walk aimed at raising funds for the YMCA that assist those experiencing pain, hunger, and homelessness.

Our goal is to raise \$20,000

Teams Registered - 9

Walkers Registered - 41

Total Funds raised to date - \$3,340

For more information about CNOY visit: <https://cnoy.org/location/amherst>

Community Development

The total number of Santas for Seniors gifts that were delivered this year was 547.

The Community Kitchen is a donation-run initiative that provides a free hot meal on Wednesdays for approximately 40 individuals each week. In 2024 we served over 2000 meals.

External Committee Report

Northern Region Solid Waste Management

January 2025

Extended Producer Responsibility (EPR)- reminder

During our monthly meeting with Circular Materials, they released an updated timeline:

- **December 20, 2024:** Deadline for communities to provide feedback- **feedback was provided.**
- **January 31, 2025:** Circular Materials responds to questions and feedback received.
- **February 14, 2025:** Circular Materials to circulate compensation offers to municipalities.
- **February 28, 2025:** Municipalities provide clear written intent to opt-in or opt-out.
- **May 16, 2025:** Municipalities to confirm council approval of opt-in decision.
- **December 1, 2025:** Launch of EPR program.

Northern Region Meeting

A Northern Region Solid Waste Management meeting was held on January 17th in Elmsdale. During this meeting, Councillor Paul Weatherbee of the Municipality of Colchester was elected as Chair, and Councillor Nic Furlong was elected as Vice Chair.