

# Regular Council Meeting

## Minutes

**Date of Meeting:** Monday, June 24, 2013  
**Location:** Board Room, Town Hall

**Members Present:** Mayor Robert Small  
 Deputy Mayor George Baker  
 Councillor Frank Balcom  
 Councillor Robert Bird  
 Councillor Lisa Emery  
 Councillor David March  
 Councillor Terry Rhindress

**Staff Present:** Greg Herrett, CAO  
 Vince Arbing, Treasurer  
 Roger MacIsaac, Director CED  
 Jason MacDonald, Director of Planning  
 Ben Pitman, Director TPW  
 Bill Crossman, Fire Chief  
 Ian Naylor, Acting Police Chief  
 Rebecca Purdy, Executive Assistant  
 Kim Jones, Policy and HR

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### 1. PUBLIC HEARING AT 6:30 PM

#### 1.1. Amend LUB and MPS - Design Guidelines

Mayor Small stated that Council is considering amending the Town's Municipal Planning Strategy and Land Use Bylaw to implement the Centre First Downtown Amherst Action Strategy, which includes a suite of changes with respect to the vehicle oriented uses and building design requirements that apply to an area identified as the Core Area District. The purpose of this public hearing is to hear those in favour of or opposed to these amendments.

The Director of Planning, Jason MacDonald outlined the proposed amendments, saying a public hearing was held a few months ago, which resulted in them being referred back to the PAC. New, more concise amending bylaws have been developed and received first reading last month. It came to his attention since first reading that a further amendment is required to limit the size of appurtenances to less than .5 square meters; an amending motion will be introduced at second reading. Avis Chapman, 19 Lawrence Street, questioned if her property is excluded; the Director explained her zoning is not changing; design guidelines won't apply to that property. The public hearing concluded at 6:40 PM.

### 2. CALL TO ORDER AT 7:00 PM

### 3. O'CANADA

### 4. PRESENTATIONS / PETITIONS

### 5. APPROVAL OF AGENDA / MINUTES

#### 5.1. Amendments to the Agenda

#### 5.2. Approval of the Agenda

**Moved By:** Deputy Mayor George Baker  
**Seconded By:** Councillor Terry Rhindress  
 That the agenda be approved as circulated.

**Motion Carried**

5.3. Approval of Minutes

Moved By: Councillor Terry Rhindress

Seconded By: Councillor David March

That the minutes of the May 27, 2013 regular meeting be approved as circulated.

Motion Carried

6. REQUESTS FOR DECISION

6.1. Bylaws at 2nd Reading - MPS and LUB re Downtown Design Guidelines

Moved By: Councillor David March

Seconded By: Councillor Lisa Emery

That Council approve second reading of a bylaw to amend the Municipal Planning Strategy, P-1-6, to create a Core Area District with special design requirements.

Motion Carried

Bylaw to Amend the Municipal Planning Strategy By-Law, P-1

1. The purpose of this by-law is to amend the Municipal Planning Strategy of the Town of Amherst with respect to the recommended design guidelines from the Downtown Amherst Centre First Action Strategy.
2. The Municipal Planning Strategy of the Town of Amherst is hereby amended as follows:

AMENDMENT A

Include **Sustainability**, section 3.10 in the **Table of Contents**.

AMENDMENT B

Add the following Objective to section 3.3 Commercial:

- (g) **To transform the Downtown into a vibrant commercial, civic, cultural and shopping destination for Town residents and visitors through beautification, enhancement, and creation of a comfortable, safe and vital pedestrian environment.**

AMENDMENT C

Change the term “**Downtown Commercial**” Zone to “**Downtown**” Zone throughout the entire Municipal Planning Strategy document.

AMENDMENT D

Revise Policy CP-13 DA Automobile Uses in Downtown Zone to read as follows:

Within the Downtown zone, it shall be the intention of Council, **in areas where automobile uses are permitted**, to require that all motor vehicle related uses, including but not limited to, motor vehicle repair, sales and fueling stations, as well as any drive thru establishment, be subject to a Development Agreement. In negotiating such an agreement Council shall:

- (a) ensure that the development provides sufficient on-site parking, and appropriate access to, and egress from the street;
- (b) 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;
- (c) ensure that any on site outdoor lighting does not negatively impact the surrounding properties;
- (d) require the use of vegetation to improve the aesthetic quality of the development.

AMENDMENT E

Change the title of CP-3 to: **Downtown Zone and Core Area District**

**CP-3** It shall be the intention of Council to include in the Land Use Bylaw a Downtown zone. This zone shall be applied to the downtown commercial core and permit a range of commercial **and residential** uses appropriate to the unique character of the area. **The Downtown zone shall include an overlay Core Area District where a development permit shall be required for new developments, and exterior renovations that alter the architectural features of a building. Issuance of a development permit shall be contingent on compliance with both the Downtown zone and Core Area District requirements.**

It shall further be the intention of Council to include in the Land Use Bylaw provisions to regulate: signage, setbacks, building height, bulk, **architectural features, building materials**, and parking within the Downtown zone **and Core Area District**.

**AMENDMENT F**

Add new section **3.10 Sustainability**:

**3.10 Sustainability**

**Objectives**

- (a) **To promote the Downtown Zone as a place for living, working and playing.**
- (b) **To establish and promote a compact, walkable, mixed use core in favour of large lot sprawl development.**
- (c) **To encourage significant growth in Downtown residential development so that more people can work, live, learn and play within a self contained area.**

**SUSTAINABILITY POLICIES**

<b>Residential Development</b>	<b>SP-1 It shall be the intention of Council to encourage high density residential development in the Downtown Zone</b>
<b>Residential Development</b>	<b>SP-2 It shall be the intention of Council to encourage multi-unit residential on the upper floors in the Downtown Zone.</b>
<b>Access and Connections</b>	<b>SP-3 It shall be the intention of Council to provide public access to parks, green spaces, and trail connections in the Downtown Zone.</b>
<b>Active Transportation</b>	<b>SP-4 It shall be the intention of Council to encourage Active Transportation through implementation and maintenance of Active Transportation facilities</b>

**Moved By: Councillor Lisa Emery**

**Seconded By: Deputy Mayor George Baker**

**That Council approve second reading of a bylaw to amend the Land Use Bylaw, P-2-17, to create a Core Area District with special design requirements.**

**Amendment:**

**Moved By: Deputy Mayor George Baker**

**Seconded By: Councillor Terry Rhindress**

**To add the following subsection to Section 8.4.5:**

- i) Mechanical or communication appurtenances larger than 0.5 square meters shall not be visible from the street.**

**Amendment Carried  
Original Motion Carried**

**BY-LAW TO AMEND THE LAND USE BY-LAW, P-2**

1. The purpose of this by-law is to amend the Land Use By-law of the Town of Amherst with respect to the recommended design guidelines from the Downtown Amherst Centre First Action Strategy.
2. The Land Use By-law of the Town of Amherst is hereby amended as follows:

**Amendment A**

Add Core Area District as an overlay zone on the Land Use Zoning Map.

## Amendment B

Add the following definition to section 1.0 DEFINITIONS:

- 29) **Core Area District** means an overlay zone to the existing Downtown Zone that includes requirements for development that must be met in addition to Downtown Zone requirements.

## Amendment C

Change the term "**Downtown Commercial**" Zone to "**Downtown**" Zone throughout the entire Land Use By-law document.

## Amendment D

Add **Core Area District** to Section 2.1 under "Commercial Zones".

## Amendment E

Add a new requirement to SECTION 3.0 Administration; subsection 3.3 (e) Development Permit Required as follows:

- (e) **In a Core Area District, a development permit shall be required for all new development and exterior renovations that alter the architectural features of a building. The issuance of the permit shall be contingent on the development satisfying the Downtown Zone requirements and District requirements, which shall take precedence over any conflicting requirements of this Bylaw. In the case of renovations, the Core Area District requirements shall apply to the architectural features being altered.**

## Amendment F

SECTION 3.0 Administration, subsection 3.4 No Development Permit Required, part (i) as follows:

**Except those properties within a Core Area District** or unless otherwise specified, no development permit shall be required for:

- (i) a development that involves the interior or exterior renovation of a building that will not change the shape of the building or increase its volume, will not add more dwelling units, or will not involve a change in the use of the building

## Amendment G

Amend Section 8.3 as follows:

### **8.3 Downtown Zone**

#### **8.3.1 Downtown Zone Uses Permitted**

The following uses shall be permitted in the Downtown Zone:

Banks and Financial Institutions  
Business and Professional Offices  
Commercial Recreation Centres  
Commercial Schools  
Community Centres  
Funeral Homes  
Garden and Nursery Sales & Supplies  
Hotels and Motels  
Industrial uses existing as of the date of adoption of this bylaw  
Institutional Uses, (schools, government offices, churches, police stations, similar uses.)  
Lounges and Beverage Rooms  
Light manufacturing  
Medical Clinics  
Motor Vehicle Fuelling Stations **subject to section 8.3.2 and 8.4.1**  
Motor Vehicle Sales, Rental, and Repair **subject to section 8.3.2 and 8.4.1**  
Parking lots and Parking Structures  
Private Clubs and Fraternal Organizations  
Photography Studios  
Printing Establishments  
Outdoor Retail Display  
Religious Institutions  
Residential uses subject to section 8.1.1, 8.3.2, and 8.4  
Restaurants, Drive-thru (**subject to section 8.3.2 and 8.4.1**) or Take-Outs, Cabarets  
Retail Stores  
Self Storage Facilities **subject to section 8.4.1**  
Service and Personal Service Shops  
Taxi, Bus and Train Stations

#### **8.3.2 Permitted uses by Development Agreement**

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

- (a) Where the new development will be located on a lot that is adjacent to a designated heritage property in accordance with Policy CP-10 of the MPS.
- (b) Where the new development will have a ground floor area in excess of 1,500 m<sup>2</sup> in accordance with Policy CP-11 of the MPS.
- (c) Any use that involves the outdoor display of motor vehicles, vehicle stacking for drive thru purposes, and motor vehicle fueling stations, subject MPS Policy CP-13.
- (d) Ground floor residential uses subject to MPS-Policy CP-15.

**8.3.3 Uses Subject to Site Plan Approval**

In the Downtown Zone, sidewalk patios shall be subject to Site Plan approval in accordance with MPS Policy CP-14.

**8.3.4 Zone Requirements**

In the Downtown Zone, all development permits shall be issued in conformity with the following requirements:

**a) Downtown Zone Requirements**

Minimum lot area	200 m <sup>2</sup>
Minimum lot frontage	6 m
Minimum front yard	none
Minimum rear yard	none
Minimum side yard	none
Maximum height	22 m (72 ft)

- (b) All developments shall be exempt from **minimum** parking requirements outlined in Section 5.1

**8.3.5 Front Yard Setback on Albion Street**

Notwithstanding any other provision of the Bylaw, the front yard setback for a new building fronting on Albion Street within the Downtown Zone shall be 3 metres, and 6 metres from any residential property line where adjacent to a residential zone.

**8.4 Core Area District**

In addition to section 8.3 Downtown Zone requirements, properties located in the Core Area District shall satisfy the requirements of this section. For the purposes of this section, a principal street shall include: **East Victoria Street, Church Street, Havelock Street, Electric Street, King Street, and Ratchford Street.** **Where a property has frontage on more than one street, the principal street is considered the front of the property. Where a property has frontage on more than one principal street, East Victoria will be considered the front of the property.**

**8.4.1 Vehicular Oriented Uses in a Downtown District:**

In the Core Area District, the following shall not be permitted on Victoria Street, Church Street, Havelock Street, King Street, Electric Street, or Ratchford Street, and may be permitted elsewhere in a Downtown District, subject to any other relevant section of this bylaw:

- a) Motor Vehicle Fueling Stations
- b) Motor Vehicle Sales, Rental, or Repair
- c) Car Washes
- d) Drive-thru's
- e) Self Storage Facilities

**8.4.2 Parking**

In the Core Area District, parking shall conform to Section 5.4, 5.5, and 5.12 of this Bylaw, and shall:

- a) not be increased where it abuts East Victoria Street, Church Street, and Havelock Street;
- b) be designed and configured so as to minimize its visual dominance from the street;
- c) not be located between the building and the street; and,
- d) include a landscaped strip with a minimum width of 1.5 metres where parking facilities abut a street;

**8.4.3 Building Height**

In the Core Area District, new developments and additions to existing multiple-storey buildings that constitute a 10% or more increase in building footprint shall have a minimum height of 6.1 m (20 feet), two (2) floors that can be occupied.

**8.4.4 Building Materials**

In the Core Area District no building, except residential dwellings located on Prince Arthur, Maple Street, and Crescent Street, shall have vinyl or aluminum cladding along any wall that abuts or otherwise fronts on a street.

**8.4.5 Commercial and Institutional Requirements**

In the Core Area District, all non-residential uses within new developments and additions to existing buildings that constitute a 10% or more increase in building footprint, shall satisfy the following requirements:

- a) a minimum ground floor ceiling height of 3.2 metres;
- b) a public entrance located on the principle street frontage or the building wall closest the street, or at the corner in the case of a corner lot;
- c) windows that occupy no less than 50% of any street fronting wall below the second floor;
- d) clear windows and doors with at least 88% light transparency and no reflective or tinting treatment on the ground floor;
- e) an awning, overhang, or weather-protecting structure over all public entry ways;
- f) buildings with frontage greater than 12 meters shall be broken down into horizontal compartments with a distinct change in vertical architectural articulation using at least one of the following: different materials, projections, bays, roof changes, or colours.
- g) building setbacks shall align with the established front and flanking yard setbacks along any street frontage. Where no established setback exists a maximum front and flanking yard setback of one (1) metre for at least 60% of the building wall is required; and,
- h) areas for signage shall be incorporated in the initial building design.
- i) **Mechanical or communication appurtenances larger than 0.5 square meters shall not be visible from the street.**

### 8.4.6 Residential Uses

In the Core Area District, residential requirements shall be subject to the relevant sections of this Bylaw, and the following requirements:

- a) upper floor conversions of non-residential uses to a residential use shall be permitted;
- b) detached single and double dwellings are not permitted;
- c) ground floor residential uses may be permitted for developments containing twenty (20) or more dwelling units on principal streets, subject to MPS Policy CP-15;
- d) on any principal street, the first 12.2 m (40 feet) of building ground floor area, measured at 90 degrees from the property line abutting any principal street, or the front of the building facing the street in cases where the front of the building is not located directly on the front property line, shall be restricted to non-residential uses otherwise permitted in the zone;
- e) new residential buildings shall be no less than 2 stories;
- f) buildings shall align with the front and flanking yard setbacks established by existing buildings on the same block.
- g) primary entries to multi-unit buildings shall front on a street;
- h) the primary entry shall be a highly visible architectural feature incorporating elements such as awnings, roof overhangs, lighting, double doors, glazing and/or distinct architectural materials;
- i) buildings with multiple stories shall have an architecturally distinct base, middle, and top;
- j) mechanical or communication appurtenances larger than 0.50 square meters shall not be visible from the street;
- k) all patios shall be recessed into the building at least 1.5 meters, with no patio extending more than 2.0 meters beyond the outer building wall; and,
- l) buildings with frontage greater than 12 meters shall be broken down into horizontal compartments with a distinct change in vertical architectural articulation using at least one of the following: different materials, projections, bays, roof changes, or colours.

### Amendment H

Add 5.12 to Section 5.0 VEHICLE CONTROLS

#### 5.12 Core Area District Parking Standards

In the Core Area District, off-street parking facilities shall satisfy the following, and shall take precedence over any conflicting parking requirement of this Bylaw:

- a) On property that fronts on East Victoria Street, Church Street, or Havelock Street:
  - 1. No new off-street parking shall abut said streets.
  - 2. Entries to rear-lot parking will be permitted (no more than 6 m wide) and single loaded parking on these entries will be permitted provided that:
    - i. The street abutting stall is separated by no less than 1.5 m of landscaping between it and the sidewalk, where feasible.
    - ii. The width of the entry road and parking stall does not exceed the width of the building façade fronting on the street
- b) In a Core Area District:
  - 1. No parking shall be located between the street and the building.
  - 2. Where parking abuts a street, the parking frontage shall not exceed the building frontage.
  - 3. For every space which fronts on the street, the developer shall install a 1.5 m wide landscape bed and provide at least one 50 mm caliper street tree. A 1.5 m (minimum) impervious walkway must link the parking to the sidewalk.

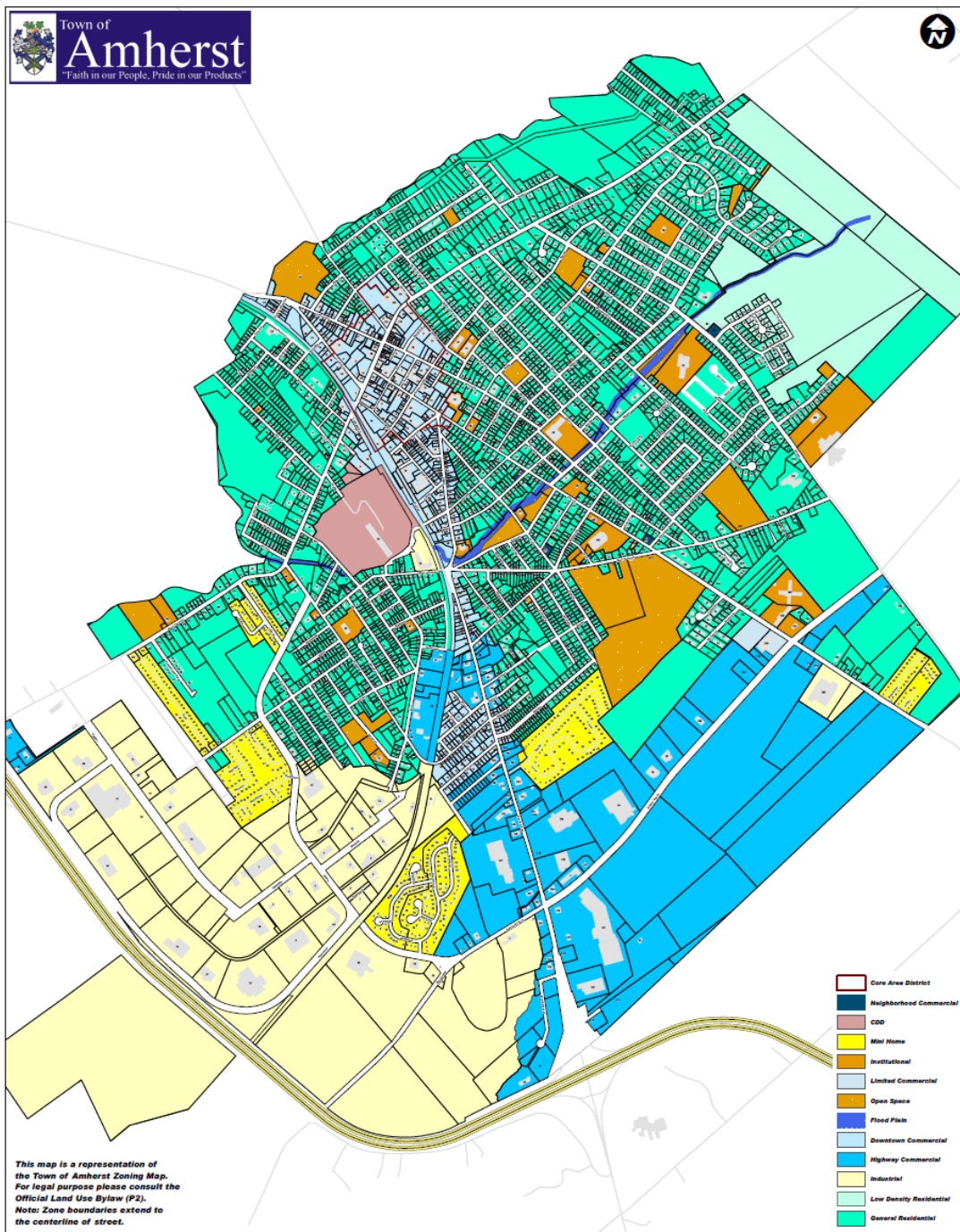
**Amendment I**

Add Section 6.14 to Section 6.0 SIGNAGE

**6.14 Sign Standards in Core Area District**

Signage within a Downtown District shall conform to the following, and shall take precedence over any conflicting signage requirement of this Bylaw:

- a) A sign board for commercial signage or awnings is required above the ground floor windows, and must be integrated into the architecture of the building.
- b) Signs on the top storey are permitted provided they are no greater than 0.3 sq m times the number of storeys (i.e. a 6 storey building can have 1.8 sq m sign).
- c) New Back-Lit or internally illuminated signs are not permitted in the Core Area District, except for backlight raised lettering only, where letters are greater than 200 mm high and no deeper than 150 mm.
- d) Projecting signs are permitted and encouraged. Projecting signs can be no larger than 3 sq metres, and have a minimum clearance of 2.7 m above grade.
- e) Spot lights, gooseneck light fixtures and other decorative light fixtures are permitted and encouraged for illuminating signs.
- f) Directory signs no larger than 2.5 sq m in area are permitted.
- g) Other than sandwich board signs, portable, and free standing reader board signs are not permitted.



6.2. **Bylaw at 1st Reading - Leased Land Community Bylaw**

**Moved By: Councillor Lisa Emery**

**Seconded By: Councillor David March**

**That Council approve first reading of the Leased Land Community Bylaw, P-7, which repeals and replaces the current Mobile Home Park Bylaw, D-9.**

**Motion Carried**

**Leased Land Community Bylaw**

Pursuant to Section 171 of the Municipal Government Act, BE IT ENACTED by the Council of the Town of Amherst as follows:

This Bylaw shall be known as the “Leased Land Community Bylaw”. It shall apply to all areas within the Town of Amherst located in the Mini Home Park Zone where the property is operated as a Land Leased Community under the Town of Amherst Land Use Bylaw P-2.

**1.0 DEFINITIONS**

For the purposes of this Bylaw the definitions and interpretations given in this section shall govern.

- 1) **Council** means the Town Council of the Town of Amherst
- 2) **Development Officer** means the officer appointed by the Town of Amherst charged with the responsibility of administering the provisions of the Municipal Government Act and this Bylaw in accordance with said Act.
- 3) **Engineer** means the engineer of the Town, or their designate.
- 4) **Expansion** means any increase in the number of Manufactured Home Spaces
- 5) **Frontage** means the width of a Manufactured Home Space measured at the minimum setback from the street upon which the Space fronts
- 6) **Land Leased Community** means a residential development located in the Mobile Home Park Zone under the Town Land Use Bylaw, and not having a registered subdivision plan of individual Manufactured Home lots, that contains a minimum of twenty (20) Manufactured Homes, and shall also mean a Mini Home Park under the Town Land Use Bylaw
- 7) **Manufactured Home** means a dwelling unit that is installed and occupied in a location other than its place of manufacture, with a length to width ratio greater than 3:1 (length to width) and certified by the Canadian Standards Association prior to placement on the site as complying with the CAN/CSA-Z240 Series “Mobile Homes” at the time of manufacture, but shall not include recreational vehicles as defined in the CAN/CSA-Z240 RV Series or “Park Model Trailers” as defined by CAN/CSA-Z241 Series, and shall also mean Mobile/Mini Homes under the Town Land Use Bylaw
- 8) **Manufactured Home Space** means an area of land within a Land Leased Community designed to accommodate one (1) detached dwelling
- 9) **Operator** means the registered owner of the Land Leased Communities
- 10) **Private Street** means a street owned and maintained by an Operator
- 11) **Public Street** means a street owned and maintained by the Town as a public right of way
- 12) **Town** means the Town of Amherst.

**2.0 PERMIT REQUIREMENTS**

- 2.1 No development of a new Land Leased Community or expansion of an existing Land Leased Community shall commence or be otherwise undertaken without first having obtained a Development Permit issued in accordance with the Town Land Use Bylaw, this Bylaw, and the Town Subdivision Bylaw.
- 2.2 No Manufactured Home shall be present in a Land Leased Community or be otherwise located on a Manufactured Home Space without first having obtained a Building Permit.

**3.0 STREETS AND INFRASTRUCTURE**

- 3.1 Any new Land Leased Community, or an expansion of an existing Land Leased Community, shall conform to the Town Subdivision Bylaw, except where the subdivision of separate Lots is required under said Bylaw.



- 3.2 Any expansion of an existing Land Leased Community shall have direct access to a Public Street, water service, sanitary sewer service, and storm water services, and shall provide a turnaround area that satisfies the Subdivision Bylaw at the junction of the Public Street and Private Street.
- 3.3 The Owner of an existing Land Leased Community with Private Streets, water services, sanitary sewer services, and open spaces shall maintain said facilities for the life of the Land Leased Community.
- 3.4 All Private Streets shall have a minimum of one street light for every 60 metres of street.

#### **4.0 LOCATION, SPACE, AND LAYOUT**

- 4.1 Manufactured Home Spaces in a Land Leased Community shall abut a Private Street or Public Street, and shall have a minimum frontage of 15 metres, and a minimum area of 450 square metres.
- 4.3 Any new Manufactured Home, or any addition to an existing Manufactured Home, shall have a minimum setback of 6 metres from any other Manufactured Home, a minimum setback of 5 metres from any street, and a minimum setback of 5 metres from the outer property line of the Land Leased Community boundary that abuts private property.
- 4.4 Notwithstanding section 4.3, where a Manufactured Home has been located on a Manufactured Home Space prior to the effective date of this Bylaw having less the minimum setback from a street or another structure, another Manufactured Home may be located on the same Manufactured Home Space provided that there is no further encroachment into the minimum setback.
- 4.5 A maximum of one (1) Manufactured Home shall be permitted in a Manufactured Home Space.
- 4.6 Every structure accessory to a Manufactured Home shall conform to the Town Land Use Bylaw.
- 4.7 All existing Land Leased Communities shall maintain as open space a minimum of 5% of the total land area of the park, exclusive of streets. New Land Leased Community developments shall be subject to the Public Open Space requirements of the Town Subdivision Bylaw.
- 4.8 A Manufactured Home shall not be located in a Land Leased Community outside a Manufactured Home Space for a period of time longer than seven days.
- 4.9 All Manufactured Homes shall be provided with skirting to be constructed in accordance with the Canadian Standards Association's Recommended Practice for the Site Preparation, Foundation and Anchorage of Manufactured Homes within 60 days of locating on a Manufactured Home Space.
- 4.10 All Manufactured Homes located in a Land Leased Community shall have the following:
- a) a roof pitch of at least 1 to 4 (rise to run);
  - b) horizontal clapboard style siding; and,
  - c) a standard of construction in accordance with the Nova Scotia Building Code.

#### **5.0 GENERAL REQUIREMENTS**

- 5.1 Land Leased Communities and all dwellings therein shall conform to Town Bylaws and policies, and Part XV of the Municipal Government Act regarding Dangerous and Unsightly Premises.

#### **6.0 PENALTIES**

- 6.1 Any person who violates or fails to comply with any provision of this Bylaw shall be liable, upon summary conviction, to a penalty not less than Five Hundred Dollars (\$500.00) and not exceeding Ten Thousand Dollars (\$10,000.00) and in default of payment to imprisonment for a period not exceeding sixty (60) days.

#### **7.0 REPEAL**

The Town of Amherst Mobile Home Park Bylaw, D-9, adopted by Council on May 16, 1988 with amendments on August 15, 1988 and further amendments by the Minister of Municipal Affairs on September 7, 1988 is repealed as of the date this Bylaw takes effect.

6.3. **Bylaw at 1st Reading - Taxi bylaw**

*Deputy Mayor Baker declared a conflict and excused himself from the Council for the discussion and voting on this issue.*

**Moved By: Councillor Lisa Emery**

**Seconded By: Councillor Frank Balcom**

**That Council approve first reading of the Bylaw Respecting the Transportation of Passengers for Hire, C-9 (Taxi Bylaw).**

**Motion Carried**

**BYLAW RESPECTING THE REGULATION OF THE TRANSPORTING OF PASSENGERS FOR HIRE**

Be it enacted by the Council of the Town of Amherst, under the authority of Section 305 of Chapter 293 of the Revised Statutes of Nova Scotia, 1967, as amended, the Motor Vehicle Act, as follows:

**SHORT TITLE**

- 1. This bylaw shall be known as the Town of Amherst Taxi Bylaw

**DEFINITIONS**

- 2. In this bylaw, unless the context of it requires:

- 1. **CAO** means the Chief Administrative Officer of the Town of Amherst

- 2. **Council** means the council of the Town of Amherst

- 3. **Disqualifying Convictions** means:

- a. an order prohibiting the possession of any firearm, ammunition or explosive substance pursuant to the Criminal Code of Canada;
    - b. a conviction for an offence in which the commission of violence against a person was used, threatened or attempted;
    - c. a conviction for any indictable offence; (For the purposes of this bylaw includes a dual offence which proceeds by indictment.)
    - d. a conviction for an offence of a sexual nature;
    - e. a conviction for an offence against vulnerable persons;
    - f. a conviction for an offence involving the illegal sale of any goods or the illegal possession of any goods for the purpose of sale or trafficking;
    - g. a conviction for any offence involving the possession, control or use of an automobile and the unlawful possession or use of liquor or narcotics;
    - h. convictions for three or more driving offences within the previous 60 months, or two or more convictions for such offences within any 12 month period unless, in the reasonable opinion of the Taxi Authority, the convictions were for offences unrelated to the possible safety of passengers or other persons using streets or highways irrespective of whether persons were actually endangered at the time of the infractions; or
    - i. convictions in another country or jurisdiction similar in nature to those described in the preceding paragraphs of this subsection.

- 4. **Limousine** means:

- a. A full sized luxury class four or more door sedan motor vehicle having a standard seating capacity for at least five passengers excluding the driver which is used for hire for the conveyance of passengers;
    - b. Which has carpeted floors;
    - c. Which is not equipped with taxi roof signage;
    - d. Which is furnished with a minimum of four of the following features:
      - 1. Glass partition separating the front of the rear seats;
      - 2. Top quality interior appointments, being either leather or plush upholstery
      - 3. Power windows
      - 4. One-way tinted glass
      - 5. Television
      - 6. Stereo system
      - 7. Cellular telephone
      - 8. Air conditioning; and
    - e. Which is one of the following makes:
      - 1. Cadillac
      - 2. Lincoln
      - 3. Rolls Royce
      - 4. Jaguar
      - 5. Mercedes-Benz
      - 6. Bentley
      - 7. Royal Princess
      - 8. Any other vehicle approved by the Taxi Authority upon application by a prospective license as being of comparable limousine quality to the makes referred above.

- f. But excludes vehicles operated by a public utility as defined in the Public Utilities Act or by a motor carrier required to be licensed under the Motor Carrier Act.
- 5. **Limousine Driver** means the driver of a limousine as defined by the bylaw.
- 6. **Owner** means a person who holds the legal title of a vehicle or in the event a vehicle is the subject of an agreement for the conditional sale or lease thereof with the right of purchase upon performance of the condition stated in the agreement and with an immediate right of possession vested in the conditional vendee or lessee, or in the event a mortgagor of a vehicle is entitled to possession, then the conditional vendee or lessee, or mortgagor shall be deemed the owner for the purpose of this bylaw.
- 7. **Person** means a natural person or a body corporate and includes a partnership.
- 8. **Registrar** means the Taxi Bylaw Registration Officer as appointed by the CAO.
- 9. **Taxi Authority** means the Chief of Police of the Town of Amherst and includes any person designated by the Chief of Police as deputy or assistant or temporary Taxi Authority.
- 10. **Taxi** means a vehicle used or intended to be used to carry passengers for hire other than a limousine, but excludes vehicles operated by a public utility as defined in the Public Utilities Act or by a motor carrier required to be licensed under the Motor Carrier Act.
- 11. **Vehicle** has the meaning given to it under the Motor Vehicle Act and includes a Taxi or Limousine as defined under this bylaw.

#### CONTROL

- 3. Pursuant to the provisions of Section 305(1) of the Motor Vehicle Act, the Council shall have a general control, supervision and direction over all aspects of licensing and regulation pursuant to this bylaw and over any inspector or any other officer acting or carrying out the overall duties of this bylaw.

#### DUTIES OF TAXI AUTHORITY

- 4.
  - 1. Subject to the provisions of the Motor Vehicle Act and to the provisions of Section 3 hereof and to any specific direction from time to time given or issued by the Council, the Taxi Authority shall have supervision over persons licensed under this bylaw and over vehicles to which the same applies and the following shall constitute his/her duties under this bylaw:

The Taxi Authority shall:

- a. Report to Council respecting the performance of his/her duties under this bylaw whenever required to by Council;
  - b. Make all necessary inquiries concerning applications for the licenses or transfers thereof, as may be required to secure a due observation of the law and of this bylaw;
  - c. Examine or cause to be examined every vehicle for which a license is requested under this bylaw;
  - d. Carry out periodic inspections, without notice, of vehicles licenses under this bylaw;
  - e. Issue, refuse to issue, or suspend, revoke, cancel licenses in accordance with the requirements of this bylaw;
  - f. Advise the Registrar of the approval of applications for all licenses issued pursuant to this bylaw;
  - g. Advise the Registrar when an application has been denied, and when a license has been revoked, suspended or cancelled;
  - h. Ascertain by inspection, inquiry and investigation from time to time, and as often as may be required, whether persons holding licenses under this bylaw continue to comply with the provisions of this bylaw;
  - i. Upon completion of an investigation to decide whether or not to proceed with prosecution;
  - j. Take any other lawful steps in regards to the licensing and regulations of taxis as may be consistent with this bylaw.
- 2. Any act, authorized or directed by this bylaw to be done by the Taxi Authority may, in their absence or as circumstances require be performed by such other officer or any official as may be designated by the Council or the CAO. The power and authority of the officer or official so designated shall be the same as that of the Taxi Authority in the particular case except where prohibited by statutory conditions to the contrary.

#### DUTIES OF REGISTRAR

- 5. Subject to the provisions of the Motor Vehicle Act and to the provisions of Section 3 hereof and to any specific direction from time to time given or issued by the Council, the following shall constitute the duties of the Registrar under this bylaw.

The Registrar shall:

1. Maintain a register of all licenses issued, suspended, revoked, cancelled and of all applications refused under the authority of this bylaw. Such registrar shall contain the name or names of the applicants, the date of the license, and shall keep such other books and records as the Council may from time to time order.
2. Provide and receive all applications for licenses issued pursuant to this bylaw on behalf of the Taxi Authority.
3. Review insurance policies and confirm they meet all requirements.
4. Advise the Taxi Authority of any information that may require a suspension or cancellation of a license.
5. Shall cause to be made out, and to issue the license to the applicant, the fee as required under this bylaw first having been paid.
6. Keep a register of all payments made in relation to applications for all licenses pursuant to this bylaw.
7. Make available to every person receiving a license under this bylaw a copy of the bylaw and advising every such person of the availability of the bylaw.

**TYPES OF LICENSES**

6. Upon receiving notification from the Taxi Authority of an approved application the Registrar may issue the following licenses:
  1. Owner's License
  2. Driver's License

**PERIOD OF LICENSE**

7.
  1. Every license issued under this bylaw shall relate to the period from the 1<sup>st</sup> of April of each year to the 31<sup>st</sup> of March of the succeeding year.
  2. No license fee is refundable.

**OWNER'S LICENSE**

8.
  1. No vehicle shall be used for the transport of passengers for hire within the town unless and until the owner of such vehicle has first obtained a license. The license to be granted an owner of a vehicle to be used to transport passengers for hire shall be in the form as set out in Schedule "A" to this bylaw and shall be posted in the vehicle for which it has been issued.
  2. The owner's license fee shall be paid for any part of the registration period as defined in Section 7 "Period of License." This section does not apply to common carriers licensed by the Province of Nova Scotia.
  3. Every application for a license to use a vehicle for the transport of passengers for hire shall make application to the Registrar in the form prescribed from time to time by the Taxi Authority. A copy of the prescribed form is attached as Schedule "A".
  4. An owner's license that has been destroyed, lost or stolen will be replaced upon receipt of sufficient proof of the destruction, loss or theft, and upon payment of the required fee.
  5. A license granted to an owner of a vehicle to be used to transport passengers for hire shall also be a license to transport parcels, packages, or other articles of whatsoever nature.
9. No taxi or limousine owner's license shall be granted for any vehicle unless and until:
  1. The completed form of application shall be submitted to the Registrar. It shall be signed by the applicant and include information as follows:
    - a. The full name and address of the applicant;
    - b. Where the vehicle is owned by a corporation particulars of the registration of the corporation, names of the corporate officers of the corporation, and the head office of the said corporation;
    - c. Where the vehicle is owned by a partnership or is operating under a business name the full particulars under the Partnership and Business Name Registration Act, the names of the partners and their addresses, a copy of the Certificate of Registration under the Partnership and business Name Registration Act;
    - d. Names and addresses of all employees and their positions held in the business;

- e. The business name under which the taxi or limousine will be operated on the street and postal and civic address of the place of business from which the taxi or limousine will be operated;
  - f. The motor vehicle registration number, motor vehicle license plate number, make, model, colour, year and serial number of the vehicle;
  - g. A criminal record/vulnerable sector check of each person whose name and address is required to be provided pursuant to paragraphs a, b and c of this subsection, and duly executed consents sufficient to obtain verification of same from law enforcement agencies.
2. Payment is made to the Town of the annual fee for such license as stipulated in Schedule "E" to this bylaw.
  3. Proof of insurance that the vehicle carries on it an automobile insurance policy providing public liability insurance, passenger hazard insurance, and property coverage, in the minimum amount of \$1,000,000.00 without any limit or any particular claim up to the herein mentioned amount, regardless of the number of persons involved or the nature of the damage. **For the purposes of this section, proof of insurance is a copy of the current policy for the vehicle.**
  4. The applicant has provided permission for the insurance company to provide details on the insurance policy to the Taxi Authority or Registrar when requested.
  5. The applicant must also have directed the insurance company issuing the insurance policy required by this section to immediately advise the Registrar of any changes to the coverage and terms of the insurance policy during the term of the license and to notify the Registrar when the insurance policy is no longer in effect. Initial notification may be provided verbally, however a written notification confirming any changes must be provided to the Registrar. A notification by email will be accepted as a written notification.
  6. The Taxi Authority is satisfied that each person whose names and addresses are required to be provided pursuant to paragraphs a, b and c of subsection 1 of this section does not have, within the preceding five years:
    - a. **Disqualifying convictions** pursuant to subsection (3) of section 2 of this bylaw; and
    - b. any fines levied with respect to any summary offence tickets or other convictions that are unpaid.

## VEHICLE REQUIREMENTS

10. In addition to the requirements of Section 9 of this bylaw, each applicant, in order to receive an owner's license, must establish that the vehicle meets the following requirements:
  1. Has been properly registered under the provisions of the Motor Vehicle Act as a vehicle for operation within the Province of Nova Scotia;
  2. Shall have been inspected by the Taxi Authority, and within 30 days of the application being filed with the Registrar, by a licensed mechanic selected by the Taxi Authority, the costs of which shall be paid by the applicant;
  3. Bears a valid Province of Nova Scotia motor vehicle safety sticker;
  4. In the case of a **taxi**, meets the following requirements:
    - a. Is a four door sedan, hard top or station wagon, SUV or mini van with four or more doors (such doors to be on the sides of the vehicle) with a design capacity of seven (7) passengers or less, excluding the driver;
    - b. Has a height from the top of the floor to the underneath side of the roof of at least 114 cm;
    - c. Has a width from the inside of one door post to the inside of the door post on the opposite side of at least 137 cm;
    - d. Has a length from the dashboard, excluding extremities, to the front of the back seat of at least 160 cm;
    - e. Is equipped with a sign affixed upon the roof of such taxi capable of being illuminated electrically, and such sign:
      1. Shall not exceed two feet six inches (76 cm) in any dimension;
      2. Shall bear the business name of the taxi company under which the taxi is being operated;
      3. Shall be removed from the roof or covered by opaque material when the vehicle is not in service as a taxi.
    - f. Is identified with a sign affixed to the driver's door and the passenger's door, and such sign:
      1. Shall be painted or attached to the door of driver and opposite passenger door;
      2. Shall be in legible print with each letter or number not less than 5 cm in height;
      3. Shall bear the business name of the taxi company under which the taxi is being operated;

- g. The taxi owner's license number preceded by the abbreviation "AM" shall be shown on each door or both sides of the roof sign in print, with each letter or number not less than 5 cm in height.
5. In the case of a **limousine**, meets the requirements in the definition for a limousine contained in section 2 of this bylaw.
6. In the case of a **taxi and a limousine**, shall meet the following requirements:
- a. The body of the vehicle shall not be damaged and shall be clean and in good repair. Paint shall be maintained in good condition and shall match.
  - b. The interior shall be clean and sanitary and shall not contain any refuse.
  - c. The upholstery shall be clean, free of holes, cuts and tears and shall not show excessive wear.
  - d. The side windows in a vehicle which are intended to open and close shall be in good repair and working order.
  - e. No portion of the exterior shall be bent or broken and no such portion shall protrude in such a way as to be a hazard to persons or vehicles.
  - f. No fender, grill hubcaps or bumpers on a taxi shall be removed or missing.
  - g. Every door and trunk lid shall close securely.
  - h. All door handles and catches on a taxi shall be in good working order.
  - i. Every seat shall be equipped with a seat belt, shall be securely mounted and shall maintain its position and its adjustments.
  - j. Shall have an interior dome light which shall be in good working order and shall operate when any of the doors are opened.

**ADDITIONAL OWNER'S OBLIGATIONS**

11. All owners shall comply with the following:

- 1. Shall not permit any person to operate the vehicle to which the license relates as a vehicle for hire unless the person is in possession of both a valid provincially issued Nova Scotia minimum Class 4 license, to operate a passenger vehicle and a valid driver's license in accordance with this bylaw.
  - 2. Not permit smoking in the vehicle at any time, whether or not the vehicle is being operated at the time as a vehicle for hire.
  - 3. Neither the owner nor the driver of a licensed vehicle may represent that it is a non-smoking vehicle or a smoke free vehicle if it has been smoked in while owned by the current owner.
  - 4. Notify the Registrar in writing not less than one week in advance of any change in the business name under which the vehicle is operated.
  - 5. Notify the Registrar forthwith of any change in the Provincial Registration of the vehicle.
  - 6. File with the Registrar, in writing, the names and addresses and telephone numbers of every driver who operates the owner's licensed vehicle or vehicles and shall notify the Registrar in writing within 72 hours of any new appointments and any dismissals, or other changes in employment of such drivers.
  - 7. Not operate or permit the operation of a vehicle when the conditions described in subsections 1, 3, 4 and 6 of Section 10 are no longer met or the insurance policy of the vehicle no longer complies with the requirements of subsection 3 of Section 9.
  - 8. Immediately advise the Registrar of any change in the insurance policy and shall provide the Registrar with a copy of the updated policy forthwith.
  - 9. At least three days before making the change, the owner must notify the Registrar of any change in:
    - a. The business name under which the licensed vehicle is operated;
    - b. The business address from which the licensed vehicle is operated; or
    - c. The owner's residential address.
- Saturday, Sunday and holidays are not to be included in calculating the three-day period.
10. Upon request, submit such vehicle for inspection by the Taxi Authority at the time and place directed.
11. Immediately notify the Registrar when they have become the subject to a court order, undertaking, charge or conviction.

**VEHICLE INSPECTIONS**

- 12.
1. A vehicle licensed under this bylaw may, at any time, be inspected by the Taxi Authority, and/or a licensed mechanic selected by the Taxi Authority to determine that such vehicle complies with the requirements under this bylaw. There is no requirement for the Taxi Authority to provide advanced notice of the inspection. The costs of the licensed mechanic shall be paid by the owner.
  2. If the inspection determines the vehicle does not meet the requirements of this bylaw, it may result in the immediate suspension of the license until such requirements are met.

**DRIVER'S LICENSE**

13. No person shall transport passengers for hire within the town or be on any highway, street, road, lane, alley or other public place in the town in control of a motor vehicle for the purpose of transporting for hire or soliciting within the Town the transportation of passengers for hire unless they are in possession of a valid driver's license issued pursuant to this bylaw. Such license shall be conspicuously displayed in the vehicle and be readily visible to any passengers who may be in the vehicle.
14. No driver's license shall be granted unless and until:
1. An application in the form prescribed by the Taxi Authority completed and signed by the applicant;
  2. The applicant is in possession of and submits to the Registrar for examination and for the purposes of photocopying, a valid, minimum Class 4 motor vehicle operator's license issued under the provisions of the Motor Vehicle Act of the Province of Nova Scotia;
  3. A written consent in form satisfactory for the Taxi Authority to obtain an abstract of the applicant's driving record from the Registrar of Motor vehicles is provided;
  4. A criminal record/vulnerable sector check and a duly executed consent sufficient to obtain verification of same from law enforcement agencies is provided;
  5. The Taxi Authority is satisfied the applicant does not have, within the preceding five (5) years:
    - a. **Disqualifying convictions** pursuant to subsection 3 of Section 2 of this bylaw; and
    - b. Any fines levied with respect to any summary offence ticket or other convictions that are unpaid.
  6. Two professionally taken passport style photographs of the applicant are provided to the Registrar, dated within 30 days of the date of application, which are neither heat sensitive nor subject to fading;
  7. The applicant pays to the Town the fee for a driver's license as set at the time of the application.
15. A driver's license that has been destroyed, lost or stolen will be replaced upon receipt of sufficient proof of the destruction, loss or theft, and upon payment of a \$5.00 fee.
16. A taxi driver's license shall not be transferrable

**ADDITIONAL DRIVER OBLIGATIONS**

17. All drivers shall comply with the following:
1. Maintain a high standard of personal hygiene which will be reflected in a neat, clean and professional appearance and personal cleanliness at all times;
  2. Shall transport any personal luggage accompanying any passenger, not exceeding 25 kilograms per item, and shall place the luggage in or out of the vehicle for the passenger if requested to do so;
  3. Must not smoke or permit smoking in the vehicle at any time, whether or not the vehicle is being operated at the time as a vehicle for hire;
  4. Not use abusive or insulting language;
  5. At all times while in the control of a vehicle, in any public place, conduct themselves in an orderly manner;
  6. Not permit any additional passengers in the vehicle without the consent of the passenger who first engaged them;

7. Proceed to the destination indicated by his or her passenger by the quickest route; however, they may take another route if directed to do so by the passenger;
8. A driver may determine whether persons may eat or drink while passengers are in the vehicle, and may also determine where the passengers sit, except that passengers may decline to sit in the front seat;
9. Immediately notify the Registrar when they have become the subject to a court order, undertaking, charge or conviction.

#### SUSPENSION AND REVOCATION OF LICENSES

18.

1. The Taxi Authority may suspend or revoke the owner's or driver's license or both, of any license holder or refuse any applicant who:
  - a. Contravenes this bylaw;
  - b. Is either charged or convicted pursuant to any municipal bylaw or provincial or federal legislation;
  - c. Fails to meet the requirements of this bylaw or, being an owner, their vehicle fails to meet the requirements of this bylaw;
  - d. Has committed any act or acts that, in the opinion of the Taxi Authority, it is in the public interest that the person not hold either an owner's license or driver's license;
  - e. Refuses to respond or cooperate with an investigation conducted by the Taxi Authority;
  - f. Where, in the opinion of the Taxi Authority, the license holder may be a danger to passengers or others if they possess a license.
2. In making a determination under subsection 1. f. of this Section, the Taxi Authority shall consider any credible and relevant information as to whether the applicant:
  - a. Suffers from a mental illness or instability;
  - b. Abuses drugs or alcohol;
  - c. Has a propensity for violence or other objectionable behaviourthat could cause the applicant to be a danger to passengers or others.
3. At any time, a person holding a driver's license under this bylaw ceases to hold a valid minimum class 4 motor vehicle operator's license issued under the provisions of the Motor Vehicle Act of the Province of Nova Scotia, the driver's license shall be deemed suspended and shall be surrendered forthwith to the Registrar:
  - a. Any person whose driver's license or owner's license is suspended pursuant to this section may apply for reinstatement when:
    1. The period of suspension has expired; and
    2. The minimum class 4 license is renewed or reinstated as the case may be.
4. The Taxi Authority shall suspend an owner's license forthwith upon having reasonable and probable grounds to believe that such vehicle is not covered by insurance as required by this bylaw, and the suspension shall remain in force until:
  - a. The period of suspension has expired; and
  - b. Proof of insurance is provided to the Registrar that the vehicle meets the requirements of this bylaw.
5. The Taxi Authority shall suspend or revoke a license when they become aware that the license holder has been convicted of an offence or offences which meet the definition of a **disqualifying condition**.

#### FALSE STATEMENTS

19. If an applicant or holder of a license makes a false statement in a statutory declaration made pursuant to this bylaw, the Taxi Authority may:
  1. Refuse to issue the license that is the subject of the application;
  2. Revoke any other owner's licenses and or any driver's licenses held by the applicant; and
  3. Direct that the applicant is ineligible to apply for or to be granted a license under this bylaw for a period of up to five (5) years.
20. No license fee is refundable upon suspension, revocation or termination for any reason for any license granted under this bylaw.

#### NOTICE OF SUSPENSION OR REVOCATION

21.

1. With exception to suspension covered by subsection 4 of Section 18 of this bylaw, no license shall be revoked or suspended without giving notice of the suspension to the license holder, and the reasons for the suspension.



- 2. A verbal notice of a suspension or revocation and the reasons for the suspension or revocation shall be deemed proper notification. A written notice with the reasons for the suspension or revocation shall be made available for the license holder at the Amherst Police Department within seven (7) days of the verbal notice.
- 3. Notice of suspension may be given as per subsection 2. Above or upon delivery by registered mail to the address of the application on the license application form, a written notice. In the case of a driver, the notice may also be delivered to the owner, by registered mail to the address of the applicant on the owner's license application form.

**APPEALS**

22.

- 1. A refusal to issue or renew or a revocation or suspension of the license by the Taxi Authority may be appealed to Council.
- 2. Despite subsection 1 of this Section, where the Taxi Authority's refusal to issue or renew or to suspend or revoke a license is based on the applicant having a disqualifying conviction, except as to the existence of a disqualifying conviction, the Taxi Authority's decision is final and is not subject to appeal.
- 3. No appeal shall be taken from any decision of the Taxi Authority except upon written notice of appeal being delivered to the CAO within 15 days from the date of the notice of the suspension.
- 4. Council shall hear the appellant in accordance with the rules of natural justice and may:
  - a. Confirm or vary the decision of the Taxi Authority;
  - b. Order that the license be revoked and surrendered; or
  - c. Order that a license be granted or reinstated.

23. In exercising its discretion in an appeal, Council shall consider:

- 1. The nature and severity of the violation of this bylaw or nature and severity of the disqualification of the appellant that led to the Taxi Authority's decision;
- 2. The protection of the public;
- 3. The circumstances of the appellant, including whether the appellant suffers from mental illness or mental instability, abuses drugs or alcohol, or has a propensity for violence or other objectionable behaviour that could cause the applicant to be a danger to passengers or others;
- 4. The likelihood of a recurrence of a violation of this bylaw;
- 5. All other circumstances that Council determines are relevant.

**OFFENCES AND PENALTIES**

24. Any person who violates or fails to comply with any provisions of this bylaw shall be guilty of an offence and shall be liable on conviction to a fine pursuant to Section 299 of the Motor Vehicle Act but of not more than five hundred dollars (\$500.00) and in default of payment, to imprisonment for a term of not more than 60 days.

**REPEAL**

25. All previous Town of Amherst Taxi Bylaws and amendments thereto now in force are hereby repealed.

**TOWN OF AMHERST  
TAXI BYLAW**

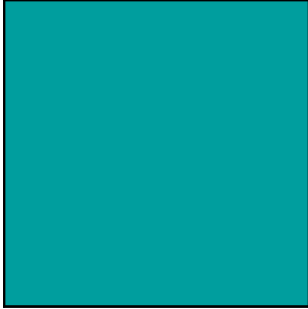
**SCHEDULE "A"**

<p><b>TOWN OF AMHERST</b> TAXI LICENSE # AM:</p> <p>NAME:</p> <p>ADDRESS:</p> <p>The owner of motor vehicle</p> <p>N.S. License #</p> <p>is licensed to operate the said vehicle as a taxi within the Town of Amherst for the period ending March 31, 20 ____.</p>
--

TOWN OF AMHERST  
TAXI BYLAW

SCHEDULE "B"

**TOWN OF AMHERST  
TAXI DRIVER LICENSE**



(Photo)

\_\_\_\_\_  
NAME

is licensed to carry on the trade or profession as a taxi driver within the Town of Amherst for the period ending March 31st, 20\_\_\_\_\_.

TOWN OF AMHERST  
TAXI BYLAW

SCHEDULE "C"

**TOWN OF AMHERST  
APPLICATION - TAXI OWNER'S LICENSE**

To the Taxi Authority, Amherst, Nova Scotia

I hereby make application for an Owner's License in the Town of Amherst pursuant to the regulations and requirements as set out in the Town of Amherst Taxi By-Law.

My full name is\* .....

My address is .....

My telephone number is .....

Name Operating Under .....

Address of Operations .....

**INSURANCE PARTICULARS \*\***

Insurance Company .....

Policy No. .... Agent ..... Date of Policy .....

Amount of Coverage .....

**AUTOMOBILE PARTICULARS**

Make ..... Model .....

Year ..... N.S. Plate Number .....

N.S. License No. .... Serial No. ....

Color ..... M.V.I. Date \*\*\* .....

I further undertake to provide said vehicle(s) for purposes of inspection and enclose the appropriate application and license fee.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Received by Registrar \_\_\_\_\_ Date \_\_\_\_\_

.....

\* If incorporated or under business name, please supply particulars of officers or partners

\*\* Attach copy of insurance policy

\*\*\* Attach copy of Vehicle Inspection

TOWN OF AMHERST  
TAXI BYLAW

SCHEDULE "D"

TOWN OF AMHERST
APPLICATION - TAXI DRIVER'S LICENSE

To the Taxi Authority, Amherst, Nova Scotia

I hereby make application for a Driver's License in the Town of Amherst pursuant to the regulations and requirements as set out in the Town of Amherst Taxi By-Law.

My full name is .....

My address is .....

My telephone number is .....

My employer is .....

Address of Employer .....

I hold a valid, unexpired minimum Class 4 Drivers License issued by the Province of Nova Scotia bearing License Master Number\* .....

I enclose \$20 for application and license fee together with two personal photographs\*\*

Date Signature of Applicant
Date Signature of Owner

Received by Registrar \_\_\_\_\_(Date)

\* Attach copy of Minimum Class 4 License
\*\* Photographs should measure 2 inches by 2 inches and have been taken within one month of the application

TOWN OF AMHERST
TAXI BYLAW

SCHEDULE "E"

FEES FOR LICENSES

- 1. OWNER'S LICENSE ..... \$25.00
2. OWNER'S LICENSE TRANSFER ..... \$10.00
3. DRIVER'S LICENSE ..... \$20.00
4. REPLACEMENT LICENSE ..... \$10.00

6.4. Purchase and Sale Agreement - Pumping Station

Moved By: Councillor Frank Balcom

Seconded By: Councillor Lisa Emery

That Council accept the offer from the Province on the Pumping Station property in the amount \$76,000, and authorize the Mayor and CAO to sign the Agreement of Purchase and Sale on behalf of the Town.

Motion Carried

THIS AGREEMENT OF PURCHASE AND SALE made as of and effective the 28th day of May, 2013.

BETWEEN:

THE TOWN OF AMHERST, a municipal body corporate, with its municipal offices at Amherst, in the County of Cumberland and Province of Nova Scotia, hereinafter called the "VENDOR"

OF THE ONE PART

-and-

**THE PROVINCE OF NOVA SCOTIA** as represented by its  
Department of Transportation and Infrastructure Renewal,  
hereinafter called the "PURCHASER"

OF THE OTHER PART

**THIS AGREEMENT OF PURCHASE AND SALE WITNESSETH THAT**

and the parties hereto covenant, promise, undertake and agree as follows:

1. Subject to and in accordance with the terms and provisions of this Agreement, the Vendor agrees to sell to the Purchaser and the Purchaser agrees to purchase from the Vendor those lands and premises situate at or in the vicinity of Pumping Station Road, Brookdale, in the County of Cumberland and Province of Nova Scotia, being all of PIDs 25070426, 25474644, 25474669 and 25474651, and all of which four parcels are herein, collectively, called the "Property".
2. The purchase price payable by the Purchaser to the Vendor for the Property is the sum of Seventy-six Thousand Dollars (\$76,000.00) payable on closing on the closing date, subject to any adjustments as hereinafter referred to.
3. This Agreement shall be completed on or before September 6, 2013 (herein called the "Closing Date") and upon completion vacant possession of the Property shall be given to the Purchaser.
4. With the approval, consent and cooperation of the Vendor, the Purchaser, at the expense of the Purchaser, agrees to convert/migrate the Property to the Land Registration System, all pursuant to the *Land Registration Act* of Nova Scotia ("LRA"), at least one week before the Closing Date. The Vendor hereby consents to the Purchaser attending to all required matters which will result in the migration of the Property pursuant to the LRA. The Vendor confirms that, to the best of the Vendor's knowledge, information and belief, neither the Property nor any portion of the Property is occupied by any person or legal entity of any kind (other than the Vendor) with or without the permission of the Vendor, and the Vendor consents to the Purchaser's solicitor signing LRA Form 5 to that effect as part of the migration process. If, during the migration process, any valid objection to title is made in writing to the Vendor which the Vendor is unable to remove and which the Purchaser will not waive then this Agreement shall be null and void without liability by the Vendor for any expenses incurred or damages sustained by the Purchaser. The Vendor confirms that the Vendor has examined the relationship between the legal descriptions comprising the Property with the Property Online graphic depictions of the Property and the Vendor confirms that the graphic mapping of the Property reasonably matches the said legal descriptions.
5. The conveyance and transfer of the Property shall be by Warranty Deed to be delivered on payment of the Purchase Price on the Closing Date. The Property shall be conveyed and transferred free from encumbrances, except as to any easements, registered restrictions or covenants that affect the Property and, in the opinion of the Purchaser acting reasonably, do not materially affect the enjoyment and marketability of the Property.
6. All of the property being purchased hereby shall be and remain at the risk of the Vendor pending closing on the Closing Date.
7. There shall be no property tax adjustment. The Vendor shall pay and be liable and responsible for payment of all property taxes relating to the period up to the Closing Date. The cost of municipal improvements (including, but without limiting the generality of the phrase "municipal improvements", betterment charges and capital charges for utilities or municipal services) completed as of the Closing Date, whether billed or not, are to be paid by the Vendor on or before the Closing Date.
8. Any tender of documents to be delivered or money payable hereunder may be made upon the Vendor or the Purchaser or any party acting for them and the money to be legal tender, or by way of solicitor's trust cheque.
9. Time shall in all respects be of the essence in this Agreement and in the event of a written agreement of extension, time shall continue to be of the essence.
10. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.
11. This Agreement shall be read with all changes of gender or number required of the context.
12. The Vendor will keep the Property in good condition and repair pending the closing on the Closing Date, according to the nature and description of the Property, and shall deliver up vacant possession of the Property on the Closing Date.

13. All of the Vendor's warranties and representations contained in this Agreement shall survive the closing and shall continue in full force and effect following the closing unless otherwise stated in this Agreement.

14. The Vendor and Purchaser each warrant that there are no representations, collateral agreements, collateral warranties or conditions affecting this Agreement other than as expressed in this Agreement.

15. a) The Vendor shall prior to 15 days before the Closing Date advise the Purchaser in writing whether or not the sale and transfer of the Property as herein contemplated (the "Transaction") is subject to Harmonized Sales Tax ("HST");
- b) In the event that the Vendor shall advise the Purchaser in writing that the Transaction is not subject to HST, then and in that event, the Vendor certifies to the Purchaser that the Transaction is not subject to HST and the Vendor shall provide to the Purchaser on or before the Closing Date a Certificate in a form reasonably satisfactory to the Purchaser certifying that the Transaction is not subject to HST pursuant to the *Excise Tax Act* (Canada) (the "Act");
- c) In the event that the Vendor shall advise the Purchaser in writing that the Transaction is subject to HST, and the Purchaser shall agree that the Transaction is subject to HST, then and in those events the parties agree as follows:
- i. HST is in addition to the purchase price;
  - ii. The Purchaser certifies that the Purchaser is registered and is a Registrant under and pursuant to the Act and will continue to be so registered and a Registrant at the time of closing on the Closing Date;
  - iii. The Purchaser acknowledges that the Vendor shall not be liable or responsible for collection of HST at the time of closing and that the Purchaser shall deal with any applicable HST in accordance with the Act;
  - iv. Based upon the foregoing undertakings and representations by the Purchaser, the Vendor will not collect and will not be liable or responsible to collect any HST applicable to this Transaction; and
  - v. Alternatively the Purchaser may choose to pay any applicable HST to the Vendor at the time of closing on the Closing Date.

16. The Vendor represents and warrants that the Vendor is not a non-resident of Canada within the meaning of the *Income Tax Act* (Canada).

17. For all purposes of this Agreement, this Agreement shall be effective and valid if executed in counterpart and email and fax transmissions and receipt is and shall be effective and valid.

18. This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.

19. From and after the date of signing and execution of this Agreement, and extending to the Closing Date, the Purchaser and the Purchaser's employees, agents, contractors and invitees shall have the right to enter and may enter the Property and have access to the Property together with any required vehicles for the purpose of inspecting and examining the Property. It is understood that the Vendor shall not be responsible or liable for any damage to property or injury or death of persons caused by the wilful act or negligence of the Purchaser and the Purchaser's employees, agents, contractors and invitees occurring on the Property during any such inspections or examinations.

20. The Vendor makes not representation, warranty or guarantee as to the condition, fitness or state of repair of the Property or any dam, fish ladder, wing dam or any other structure or fixture contained in or on the Property and with regard to all of the foregoing items and matters the parties acknowledge that the Property is being sold "as is/where is.

21. The Vendor and Purchaser acknowledge and agree that after the closing on the Closing Date the Purchaser shall be wholly and solely liable and responsible for the maintenance and repair of, or the decommissioning/demolition of, any dam, fish ladder or wing dam or any other structure or fixture contained in or on the Property. The Purchaser acknowledges

and declares that, following the closing on the Closing Date, any upstream or downstream land remediation work which HMQ shall be legally obligated to do as a result of reduced water levels caused by any decommissioning/demolition by the Purchaser of any dam in or on the Property shall be the responsibility of the Purchaser.

22. This Agreement is subject to the approval of the Minister of Transportation and Infrastructure Renewal or his designate. Such approval shall be deemed to have been given unless the Vendor is notified to the contrary, in writing, on or before August 15, 2013. If such notice to the contrary is delivered to the Vendor then this Agreement shall be null and void and terminated without liability by the Purchaser for any expenses incurred or damages sustained by the Vendor.

**IN WITNESS WHEREOF** the Vendor has properly executed this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2013 and the Purchaser has properly executed this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2013.

SIGNED & DELIVERED

**6.5. Water Utility Budget**

**Moved By: Councillor Robert Bird**

**Seconded By: Deputy Mayor George Baker**

**That Council approve the 2013-14 Amherst Water Utility operating budget in the amount of \$1,804,646 and capital budget in the amount of \$224,000, and further, that Council approve in principle the following Amherst Water Utility capital budgets:**

<b>Fiscal Year</b>	<b>Total Amount</b>
2014 – 2015	262,000
2015 – 2016	483,000
2016 – 2017	301,000
2017 – 2018	159,000

**Motion Carried**

*To be clear, this motion contemplates the approval of the amounts for the years 2014-2015 to 2017-2018 for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.*

**6.6. Wellfield Advisory Committee**

**Moved By: Councillor Terry Rhindress**

**Seconded By: Councillor David March**

**That Council approve the Terms of Reference for the North Tyndal Wellfield Advisory Committee and reactivate the committee.**

**Motion Carried**

NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE  
Terms of Reference

1. ADVISORY COMMITTEE

There shall be a Committee which shall consist of eight members appointed in the manner hereinafter set out and which shall be known as the "North Tyndal Wellfield Advisory Committee."

2. DEFINITIONS

- (a) "Committee" means North Tyndal Wellfield Advisory Committee
- (b) "County Council" means the Council of the Municipality of the County of Cumberland
- (c) "Town Council" means the Council of the Town of Amherst.

3. MEMBERSHIP SHALL CONSIST OF:

- (a) Three members of the Town Council;
- (b) Three members of the County Council;

(c) Two members of the public, preferably owners of land within the designated protected water area.

(d) Resource staff shall include:

- CAO – Town of Amherst
- CAO-Municipality of the County of Cumberland
- Town Engineer-Town of Amherst
- Engineer – County of Cumberland
- Operations Manager-Town of Amherst
- Director of Planning –Town of Amherst
- Director of Planning – Municipality of the County of Cumberland
- Department of Health & Fitness
- Department of Municipal Affairs
- Department of Environment
- Department of Natural Resources
- Department of Agriculture
- Secretarial support from Town of Amherst
- One representative from area landowner – District Forester for J.D. Irving

4. TERMS OF MEMBERSHIP

- (a) Members shall serve for a term of two years commencing at the annual meeting. All members shall be eligible to be reappointed.
- (b) When a member of the Committee ceases to be a member of a Council, his term on the Committee will be terminated.

5. QUORUM

Five members of the Committee will constitute a quorum.

6. CHAIR

Prior to the first meeting of the fiscal year, Amherst Town Council shall appoint a chairperson and vice chairperson. .

7. THE ROLE OF THE NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE SHALL BE:

- To advise the Councils on policy issues to do with the protection of the groundwater quality, including land use planning issues, regulated under the *Municipal Government Act*.
- To advise the Water Utility on operating policy issues as contained in the Groundwater Protection Strategy and Management Plan, as prepared by Porter Dillon and accepted in September 1991.
- To ensure effective integration of current and proposed provincial government legislation through representation by staff from provincial departments.

8. THE ROLE OF THE AMHERST WATER UTILITY SHALL INCLUDE:

- Will act as the operating arm for the North Tyndal Wellfield.
- Will provide funding for the work of this Committee in the protected water area.

9. MEETINGS

Meetings of the Committee shall be held at least twice in every year, the first of which shall be considered the annual meeting. The Chairman may convene a meeting of the Committee at any time provided seven days advance written notice is given.

**6.7. Appointment of Fire Inspector**

**Moved By: Deputy Mayor George Baker**

**Seconded By: Councillor Terry Rhindress**

**That Council appoint Robert Sperry as a Fire Inspector for the Town of Amherst, and forward notification of this appointment to the Fire Marshall's Office.**

**Motion Carried**

**6.8. Rescind Welding Tender Motion**

**Moved By: Councillor Terry Rhindress**

**Seconded By: Councillor Lisa Emery**

**That Council rescind the following motion of March 25, 2013:**

*“That Council award the tender for Welding Services to the lowest compliant bidder, B. J.’s Custom Welding, for the 2013-14 fiscal year, with an option for a second year.”*

**Motion Carried**

**6.9. Funding Request - Senior Safety Coordinator**

**Moved By: Councillor Lisa Emery**

**Seconded By: Councillor Frank Balcom**

**That Council approve \$5,000 in funding to the Seniors Safety Coordinator of Cumberland County.**

**Motion Carried**

**6.10. Funding Request - Amherst Ramblers**

**Moved By: Councillor Robert Bird**

**Seconded By: Councillor Terry Rhindress**

**That Council approve annual funding support for Amherst Jr. “A” Ramblers in the amount of \$10,000 each year for a term of three years, 2013, 2014 and 2015.**

**Amendment:**

**Moved By: Deputy Mayor George Baker**

**Seconded By: Councillor Lisa Emery**

**That the motion be amended to say: That Council approve funding support for the Amherst Jr. "A" Ramblers in the amount of \$10,000 for the current year, and that the Ramblers submit a business plan for the subsequent two years by 31 January 2014 for Council's consideration of a request for the subsequent two years.**

**Recorded**

Robert Small	Yes
George Baker	Yes
Frank Balcom	Yes
Robert Bird	Yes
Lisa Emery	Yes
David March	Yes
Terry Rhindress	No

<b>Results</b>	<b>6</b>	<b>1</b>
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**Motion Carried**

**6.11. Summer Meetings**

**Moved By: Councillor Terry Rhindress**

**Seconded By: Councillor David March**

**That the regular meetings of Council and Committee of the Whole be cancelled for July and August, and that special meetings be convened to address any issues which may arise prior to the next regular Committee of the Whole meeting scheduled for Monday, September 16, 2013 and the next regular Council meeting, scheduled for Monday, September 23, 2013.**

**Motion Carried**



**6.12. Grants to Organizations**

**Moved By: Councillor Frank Balcom**

**Seconded By: Councillor David March**

**That Council approve the schedule of grants totaling \$21,500 to various organizations.**

**Motion Carried**

Amherst Food Assistance Network	\$	2,000
Amherst Little League		1,500
Autumn House		10,000
Cumberland County Museum		4,000
Cumberland Early Intervention Program		1,200
Sexual Health Centre for Cumberland County		500
Showcase Productions Society		1,000
NS Highlander Regimental Museum		800
T-Bar		500
TOTAL	\$	21,500

**6.13. Funding Request - RCASC Association Reunion**

**Moved By: Councillor Lisa Emery**

**Seconded By: Deputy Mayor George Baker**

**That Council approve funding in the amount of \$500 under the Town's Festivals & Events Policy in support of the RCASC (Atlantic) Associations reunion being held September 27, 28 and 29 in Amherst.**

**Motion Carried**

**6.14. Purchase and Sale Agreement - 217 East Victoria Street**

**Moved By: Councillor Terry Rhindress**

**Seconded By: Councillor David March**

**That Council accept the counter offer of \$46,000 to purchase the property located at 217 East Victoria Street from John and Kitty Baxter, and authorize the Mayor and CAO to sign the Agreement of Purchase and Sale on behalf of the Town.**

**Recorded**

Robert Small	Yes	
George Baker	Yes	
Frank Balcom	Yes	
Robert Bird		No
Lisa Emery	Yes	
David March	Yes	
Terry Rhindress	Yes	
<b>Results</b>	<b>6</b>	<b>1</b>

**Motion Carried**

**7. INFORMATION / DISCUSSION ITEMS**

**8. INTERNAL COMMITTEE REPORTS**

**8.1. Amherst Board of Police Commissioners**

Councillor Emery presented the following report on behalf of the Amherst Board of Police Commissioners:

The last meeting of the Amherst Board of Police Commissioners was held on Wednesday, June 19.

Francis Smith Bursary

The Commission will begin to work with the police union members to formalize the Francis Smith Bursary process for next year. Sgt. Gairns will inform us of whom will be receiving this award in June.

NSAPB/NSCPA Annual Conference

We are working together with the Springhill Police and the Cumberland RCMP detachment to put together the conference in September. We will be bringing in several speakers that will be discussing such topics as; bullying, the economics of policing and some of the new technological advances in policing.

Summer Meetings

We will not be having regular commission meetings during the summer months; however, we will be having meetings in regards to the conference.

Annual Report

Acting Chief Ian Naylor presented his annual yearly report to the Commission. The Commission thanks A/Chief Naylor and the administration of the Amherst Police Department for putting this information together.

**8.2. Amherst Youth Town Council**

Councillor Bird presented the following report on behalf of the Amherst Youth Town Council:

AYTC members met last on June 3rd in the Amherst Stadium heated room. At that time, members were busy preparing for Relay for Life, which was held on June 7th at Robb's Centennial Complex. At this event AYTC was presented with a "Rising Star" award in recognition of fundraising being over the \$3,000 mark.

Members were extremely busy at the event, beginning at 4pm serving dinner to cancer survivors. Throughout the night they helped the Relay Events Committee run games such as "Minute to Win It" and "Amazing Race. Some members participated in Zumba at 3am while most participated in yoga at 4am. A very tired committee departed in the rain at almost 7am, after a long and tiring but extremely worthwhile night. AYTC was a visible component at the Relay for Life event and this facilitated community members learning about the committee for the first time and for others, reinforcing just how involved this group is in the community.

Throughout the summer AYTC will once again be involved with leadership for the second Cops for Kids Camp as they partner with the Amherst Police Department

Another focus for AYTC throughout the summer and into September is member recruitment for the 2013/2014 year. There will be at least three available positions, when three dedicated and reliable members, James Gaudet, Daniel Ripley and Peter Woo, graduate at the end of June.

AYTC will meet as needed throughout the summer in preparation for the Cops for Kids Program with their next regular meeting will be held on September 9th.

**8.3. Community Arts Council Committee**

Councillor March presented the following report on behalf of the Community Arts Council Committee:

The Community Arts Council Committee met on Thursday, June 13th at 6pm in Council Chambers in Amherst Town Hall. Various housekeeping items were discussed related to business arising from the May meeting.

Committee members questions what would be happening with the position recently vacated by Andrew MacGregor. The Committee was advised that this was an ideal opportunity for a review of the Authentically Amherst Strategy, the Community Arts Council Policy and the role of the Arts Coordinator in the coming months to determine next steps. Once staff have completed this, a recommendation for the future will be made to Council for consideration.

The primary focus of discussion during the meeting was on whether the Committee had accomplished the objectives of the policy under which it was appointed by Council a year ago. There was significant discussion examining if Committee members were satisfied with the direction taken by the Committee and the outcomes to date.

The majority of the Committee strongly believe that little has been accomplished over the past year and it is time to step back and review the terms of reference and objectives for the Committee and what actions the Committee need to address in the future to ensure that these objectives as defined by Council will be achieved.

It was decided that the next meeting of the Community Arts Council Committee will be dedicated on reviewing the mandate of the Committee and planning strategies that will address the objectives of Council as they were defined in the policy.

The next meeting will take place on July 10th at 6pm in Amherst Town Council Chambers.

**Moved By: Deputy Mayor George Baker**

**Seconded By: Councillor Terry Rhindress**

**That staff be directed to review the Community Arts Council Committee Terms of Reference and the minutes since its inception, and provide a report to Council on the successes and failures of the committee, with recommendations for changes for the September meeting.**

**Motion Carried**

**8.4. Downtown Business Advisory Committee**

Deputy Mayor Baker presented the following report on behalf of the Downtown Business Advisory Committee:

The Downtown Business Advisory Committee has met once since the last report, on June 4, 2013.

During the last meeting of the Downtown Business Advisory Committee, more discussion was held regarding the recent proposed amendment to the Land-use Bylaw. Committee Chair, Mark Casey suggested a letter be sent to Council from the DBAC to encourage offices to remain in the downtown as well as for Council to keep talking to officials and keeping the lines of communication open in regards to this issue.

Staff wanted to let the Committee know that the Town of Amherst would be hosting a World Host Customer Service Training day at NSCC on Tuesday, June 18. This training would be open to all Town of Amherst business owners/operators at a small fee. DBAC members were strongly encouraged to spread the word about this training to all fellow business owners.

Monthly reports were given as usual from each sub-committee as to the activity taking place in each group.

**9. EXTERNAL COMMITTEE REPORTS**

**9.1. Cumberland Public Libraries**

Councillor Balcom presented the following report on behalf of Cumberland Public Libraries:

**Read Away Your Fines**

From June 1st to 15th, students in grades Primary to 12 with fines will be able to drop in to any of the Cumberland Public Libraries, read for 30 minutes and have their fines forgiven!

**Summer Reading Clubs for All Ages**

Summer Reading Clubs will start on June 18th. Everyone from ages 3 to 100+ can sign up for one of our Summer Reading Clubs, read library books throughout the summer and win prizes. Pop by the library for more information and check the Calendar of Events on our website to see some of the fun programs planned for the summer.

**Ancestry Library Edition**

Ancestry gives access to millions of worldwide genealogical resources including images of census records, birth, marriage, and death records, passenger lists, and much, much more. Ancestry Library Edition is available on all computers at all locations of the Cumberland Public Libraries.

**3D Printer**

The library is very excited to announce that we have a 3D printer. We will be organizing demonstrations of our Makerbot Replicator 2 throughout Cumberland County this summer. Go to [www.cumberlandpubliclibraries.ca](http://www.cumberlandpubliclibraries.ca) for the schedule of demonstrations.

The Makerbot Replicator 2 printer prints 3D models that have been either downloaded from the Internet or created using free software such as Google Sketchup. The objects are printed in PLA, a strong natural substance made from plants.

**Looking for something good to read?**

Library staff post some of their favourite reads on the library's website. Find them in the Read, Watch, Listen section of [www.cumberlandpubliclibraries.ca](http://www.cumberlandpubliclibraries.ca).

**9.2. Cumberland YMCA**

Councillor Bird presented the following report on behalf of the Cumberland YMCA:

The annual general meeting of the Cumberland YMCA was held on Tuesday, June 18. In the annual report distributed at the AGM, the Board Chair and CEO report says:

*"This annual report highlights new and exciting growth for our YMCA in 2012-13. Together with the Y's across the country we are working towards building Healthier Communities and Healthier Children, Teens and Young Adults."*

*"Please read how we are increasing our capacity through reaching new participants with new partnerships as well as developing young leaders through our Cumberland Youth on the Move After School Program.*

*"Our YMCA has strengthened our impact in the past year by launching a brand new program allowing the youth in our After School Programs the opportunity to learn firsthand how to prepare healthy eating choices.*

*"Together with the Town of Oxford, we are extending our reach by expanding our YMCA into a new branch that enables more people to have a meaningful YMCA experience through Child Care, After School Programs and Fitness Classes.*

*"Together with our partners, staff and volunteers we are truly building healthy communities."*

We have distributed the annual report separately.

**10. ADJOURNMENT**

On motion by Councillor Rhindress, the meeting adjourned at 8:37 PM

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Gregory D. Herrett, CA  
Town Clerk and CAO

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Robert Small  
Mayor