



Town of Amherst
Regular Council Meeting
Agenda

Date: Monday, June 22, 2020
Time: 4:00 pm
Location: Zoom Virtual Meeting

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGMENT	
"We [I] would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Mi'kmaw Peoples."	
3. APPROVAL OF AGENDA/MINUTES	
3.1 Approval of the Agenda	
3.2 Approval of Minutes	
3.2.1 May 25, 2020 Council	3 - 6
4. REQUESTS FOR DECISION	
4.1 Community Support Grants - Christie	7 - 9
4.2 User Fee Policy - MacKenzie	10 - 20
4.3 Tax Reduction Policy - Byrne	21 - 25
4.4 Plebiscite - Jones	26 - 28
4.5 Alternative Voting - Christie	29 - 31
4.6 Rotary Park Lease Agreement - Rhindress	32 - 40
4.7 Fires and Burning of Materials Bylaw C-07 Amendments - First Reading - Byrne	41 - 53
5. INTERNAL COMMITTEE REPORTS	

5.1 Planning Advisory Committee - No Report

5.2 Amherst Board of Police Commissioners - Jones

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5.3 Audit Committee - No Report

5.4 Amherst Youth Town Council - No Report

6. EXTERNAL COMMITTEE REPORTS

6.1 Cumberland Public Libraries - No Report

6.2 Cumberland YMCA - Christie

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6.3 Cumberland Joint Services Management Authority - Byrne

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6.4 Northern Region Solid Waste Committee - No Report

6.5 L. A. Animal Shelter - No Report

6.6 Senior Safety - No Report

6.7 Inter Municipal Tourism - No Report

6.8 Advisory Committee to Reduce Poverty

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7. ADJOURNMENT

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: May 25, 2020
Time: 4:00 pm
Location: Virtual Zoom Meeting

Members Present Mayor David Kogon
Deputy Mayor Sheila Christie
Councillor Vince Byrne
Councillor Darrell Jones
Councillor Wayne MacKenzie
Councillor Terry Rhindress

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Dwayne Pike, Police Chief
Greg Jones, Fire Chief
Shelley Rector, Chief Financial Officer
Sarah Wilson, Manager of Financial Services
Andrew Fisher, Manager of Planning & Strategic Initiatives
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

Due to the COVID-19 pandemic and the requirement for physical distancing, this was a virtual meeting held via Zoom.

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 4:07 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgement.

3. HEARINGS/PRESENTATIONS/PETITIONS

3.1 Library - Denise Corey

Denise Corey gave a presentation, included as part of the agenda package.

4. APPROVAL OF AGENDA/MINUTES

4.1 Approval of the Agenda

Moved By Councillor Byrne
Seconded By Councillor MacKenzie
To approve the agenda as circulated.

Motion Carried

4.2 Approval of Minutes

4.2.1 April 27, 2020 Regular Council

Moved By Councillor Jones
Seconded By Councillor Rhindress
To approve the minutes of the April 27, 2020 regular meeting of Council.

Motion Carried

4.2.2 May 19, 2020 Special Council

Moved By Councillor Rhindress
Seconded By Deputy Mayor Christie
To approve the minutes of the May 19, 2020 special meeting of Council.

Motion Carried

5. REQUESTS FOR DECISION

5.1 Use of the Permanent Register of Electors

Moved By Councillor Jones

Seconded By Councillor Rhindress

That Council approve the use of the Permanent List of Electors for the upcoming Municipal Elections and authorize the Chief Administrative Officer to enter into an agreement with Elections Canada to obtain said list.

Motion Carried

At this time, the CAO gave his annual budget commentary as follows:

I am pleased to present the Town's operating and capital budgets for the 2020/21 fiscal year.

First, I'd like to congratulate our senior management team and staff, led by Shelley Rector and Sarah Wilson, for the great work they've done in getting us to this point in very unfamiliar circumstances. I want to thank Mayor Kogon and Council for your support and patience as we worked through the budget process completely virtually. In addition, this year we have had to consider the impact of COVID-19 on the budget due to lost revenue and anticipated higher outstanding accounts receivable so the budget has been structured such that the Town can be responsive as things change with COVID-19 while maintaining the current tax rates. It's important to note that while this budget represents estimates based on the best information that we have to date, if we have learned anything through the pandemic, it's that some events are simply not predictable with any degree of accuracy and we expect that there will be significant variations from budget this year.

Just a few highlights:

1. The overall combined tax rate remains the same.
2. The Tax Exemption Policy is being amended to allow for housekeeping changes and to add one new applicant, the Cumberland County Transition House property at 44 Park Street.
3. An increase to commercial assessed values and thus to commercial tax revenue which is offset by the addition of an expense for the Commercial Phased-In Assessment per By-Law P-9. It is very encouraging to see businesses taking advantage of the By-Law.
4. This fall, all municipalities in Nova Scotia will be going through an election. The budget includes costs for this election as well as for technology for the new Council once they are sworn in. These costs are funding 100% from the operating reserve and do not impact the tax rate.
5. The budget also includes monies to fund the Town's Climate Action Plan including funds for an Onsite Energy Manager (although this is on hold for the present time)and Solar for Community Projects in the Capital Budget.

In spite of the challenges the Town is facing due to COVID 19, I feel optimistic about the next year for the Town of Amherst. This budget allows the Town to complete necessary infrastructure projects while maintaining tax rates. The Town is fortunate to be able to continue to deliver the level of services provided while not increasing taxes and while dealing with the impact and uncertainty caused by COVID19. Cash flow remains a significant uncertainty and we hope that the Property Tax Financing Program and the Province's Municipal Operating Loan Program provide the necessary assistance to help both our impacted taxpayers and the Town without significant negative long term impacts.

With that, Your Worship, I'll hand it back to you.

5.2 Tax Financing Program Policy

Moved By Councillor MacKenzie

Seconded By Deputy Mayor Christie

That Council approve the proposed COVID 19 Property Tax Financing Program Policy.

Motion Carried

5.3 Setting of the General Tax Rate

Moved By Councillor Byrne

Seconded By Deputy Mayor Christie

WHEREAS total estimated expenditures to be rated for the fiscal period

April 1, 2020 - March 31, 2021 are \$14,045,827.

THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year ending March 31, 2021:

1. The general tax rates are as follows:

Residential / Resource	\$1.187 per \$100 of assessment
Commercial	\$3.987 per \$100 of assessment

AND THAT these taxes are due and payable on September 30, 2020 with interest to be charged on all final tax accounts outstanding on or after October 1, 2020 at the rate of 1% per month, 12% per annum.

Motion Carried

5.4 Community Support Area Rate

Moved By Deputy Mayor Christie

Seconded By Councillor Byrne

WHEREAS the estimated expenditures for the community support for the 2020-21 fiscal period are \$378,575, net of own source funding in the amount of \$93,769.

THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year ending March 31, 2021, the Community Support Area Rate on all property assessments within the boundary of the Town of Amherst are as follows:

Residential / Resource	\$0.071 per \$100 of assessment
Commercial	\$0.071 per \$100 of assessment

AND THAT these area rates are due and payable on September 30, 2020 with interest to be charged on all final tax accounts outstanding on or after October 1, 2020 at the rate of 1% per month, 12% per annum.

Motion Carried

5.5 Capital Budget Carry Overs

Moved By Deputy Mayor Christie

Seconded By Councillor Jones

That Council approve the inclusion of carry forward projects to the Town of Amherst General Capital Budget and the Water Utility Capital Budget for the 2020-21 fiscal year. Adding the carry forward projects sets the overall General Capital Budget at \$3,505,883 (including \$1,354,932 for projects carried over) and the Amherst Water Utility Capital Budget for the 2020-21 fiscal year in the amount of \$753,000 (including \$40,000 for carryovers).

Motion Carried

5.6 User Fee Policy

Moved By Councillor Rhindress

Seconded By Councillor Jones

That Council approve the request to have the User Fee Policy, Policy number 3470-03, updated to reflect the changes noted above as attached.

Motion Carried

5.7 Tax Exemption Policy

Moved By Councillor Byrne

Seconded By Councillor Rhindress

That Council approve the request to have the Tax Exemption Policy, Policy number 3800-05, updated to the attached version.

Motion Carried

6. INTERNAL COMMITTEE REPORTS

6.1 Planning Advisory Committee

Information item; no direction given or action required.

6.2 Amherst Board of Police Commissioners

Information item; no direction given or action required.

6.3 Audit Committee – No Report

6.4 Amherst Youth Town Council – No Report

7. EXTERNAL COMMITTEE REPORTS

7.1 Cumberland Public Libraries – No Report

7.2 Cumberland YMCA - No Report

7.3 Cumberland Joint Services Management Authority - No Report

7.4 Northern Region Solid Waste Committee - No Report

7.5 L. A. Animal Shelter - No Report

7.6 Senior Safety – No Report

7.7 Inter Municipal Tourism – No Report

7.8 Poverty Reduction – No Report

8. ADJOURNMENT

Moved By Councillor Jones

Seconded By Councillor Rhindress

To adjourn the meeting at 4:57 p.m.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon
Mayor

Synopsis

Community Support Grants

An annual budget of \$120,569 has been approved for community support grants (Grants to Organizations, “A” Fresh Start, Poverty) in accordance with Council’s Community Support Grants policy so that the Town provides assistance in a fiscally responsible manner to organizations that qualify under the criteria set in the policy. In doing so, the Town will encourage and promote the success of these organizations. This year \$35,000 has been approved for “A” Fresh Start for the bi-annual presentations and award, \$30,569 has been ear-marked for poverty and 55,000 has been approved for grants. Below are the amounts that are proposed to be allocated for payment from the poverty amount and from the Community Grants amount.

It should be noted that all groups fill a significant role in the community; however, to ensure the intentions of the policy are adhered to, not all applications can be funded.

MOTION :

That Council approves funding in the amount of \$64,300 under the Community Support Grants Policy as follows:

Amherst Litte League Baseball Assoc.	\$ 1,500
Amherst Little League T-Ball Baseball	500
Autumn House	10,000
Cumberland County Museum	4,000
Cumberland Early Intervention Program	500
Food Assistance Network	2,000
Seniors Safety Program	6,500
Sexual Health Centre for Cumberland	500
MADD Cumberland-Tantramar	500
Multicultural Association of Cumberland	1,000
Fundy Youth Soccer Club	800
Fundy Winds Marsh	500
Amherst Community Christmas Dinner	1,000
CCTS - Cumberland County Transportation Services	5,000
Maggie's Place	10,000
NSCC	20,000
	\$ 64,300

* Grant funding listed in yellow is conditional on the program or event occuring in 2020/21.



AMHERST TOWN COUNCIL

RFD# 2020058

Date: June 22, 2020

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Shelley Rector, CPA, CMA, Chief Financial Officer

DATE: June 22, 2020

SUBJECT: Community Support Grants 2020

ORIGIN: 2020-21 Operating Budget

LEGISLATIVE AUTHORITY: MGA 65 confers on Council the authority to spend money for municipal purposes. Community Support Grants Policy 72000-08.

RECOMMENDATION: That Council approves funding in the amount of \$64,300 under the Community Support Grants Policy as follows:

Amherst Little League Baseball Assoc.	\$ 1,500
Amherst Little League T-Ball Baseball	500
Autumn House	10,000
Cumberland County Museum	4,000
Cumberland Early Intervention Program	500
Food Assistance Network	2,000
Seniors Safety Program	6,500
Sexual Health Centre for Cumberland	500
MADD Cumberland-Tantramar	500
Multicultural Association of Cumberland	1,000
Fundy Youth Soccer Club	800
Fundy Winds Marsh	500
Amherst Community Christmas Dinner	1,000
CCTS - Cumberland County Transportation Services	5,000
Maggie's Place	10,000
NSCC	20,000
	\$ 64,300

* Grant funding listed in yellow is conditional on the program or event occurring in 2020/21.

BACKGROUND: An annual budget is allocated for community support grants so that the Town can provide assistance in a fiscally responsible manner to organizations that qualify under the criteria set in the policy. In doing so, the Town encourages and promotes the success of these organizations. It should be noted that all groups fill a significant role in the community; however, to ensure the intentions of the policy are adhered to, not all can be funded.



DISCUSSION: The amount of \$64,300 includes \$55,500 in grants that are set out in the Policy. These amounts include Little League, T-Ball, Autumn House, Cumberland Early Intervention, Food Assistance Network, Cumberland County Museum, Seniors Safety Program, Sexual Health Centre, Maggie's Place and the NSCC.

There were various requests for support submitted by community organizations but a large portion of them were no longer holding their events due to the COVID-19 pandemic. You will notice that of the grants that have been approved, there are various amounts highlighted in yellow. The grant funding for these organizations is conditional on the program or event occurring in 2020/21 as the rules and regulations surrounding the COVID-19 pandemic and the Provincial State of Emergency may vary over the coming months.

FINANCIAL IMPLICATIONS: This year's community support grants amount to \$64,300 with funding coming from the Community Support Area Rate and the poverty fund. This amount does not include any requests to support events and activities that may be received throughout the year, which qualify for funding under the policy. An allowance remains in the budget to address these requests.

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

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

ALTERNATIVES:

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

ATTACHMENTS:

- Community Support Grants Policy, 72000-08
 - A binder containing the Community Support Grants Funding Requests is available.
-

Report prepared by: Shelley Rector, CPA, CMA, Chief Financial Officer
Report and Financial approved by:

SYNOPSIS

User Fee Policy

The User Fee Policy was amended as part of the annual budget process but there was an error in the application of HST for ice rentals at the Amherst Stadium and a header was removed stating the rates were for ice time.

The user fee policy has been changed regarding the following:

1. Ice times at the stadium has been changed to state that the rates are plus HST.
2. A header has been added under the Recreation section on page 5 indicating that the rates are for Ice Time/Stadium.

MOTION:

That Council approve the request to amend the User Fee Policy, Policy number 3470-03, for the HST application for ice times to read that rates are plus HST and to insert a header under the Recreation section on page 5 indicating the rates are for Ice Time/Stadium.



AMHERST TOWN COUNCIL

RFD# 2020051

Date: June 22, 2020

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Shelley Rector, CPA, CMA – Chief Financial Officer

DATE: June 22, 2020

SUBJECT: User Fee Policy

ORIGIN: 2020-21 Operating Budget

LEGISLATIVE AUTHORITY: Municipal Government Act, section 84 allows council to make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

RECOMMENDATION: That Council approve the correction to the User Fee Policy for fiscal 2020-21 in regard to the HST application for ice times and to insert a header that was removed stating the rates were for ice time.

BACKGROUND: The User Fee Policy was amended as part of the annual budget process but there was an error in the application of HST for ice rentals at the Amherst Stadium and a header was removed stating the rates were for ice time.

DISCUSSION: The User Fee Policy that was approved said that HST was included in the ice rental rates and it should have said the rates were BEFORE HST. This was an error by staff in amending the policy and it was never the intent to have the rates include HST. This policy change now is simply to correct the grammatical error. Also, the header was removed stating that the rates were for ice time.

FINANCIAL IMPLICATIONS: If this change is not made to the policy to correct the application of HST, it could have a significant impact on the ice rental revenue that the Town receives.

COMMUNITY ENGAGEMENT: No community engagement.

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

SOCIAL JUSTICE IMPLICATIONS: N/A

ALTERNATIVES:

1. Council could not approve the policy amendment as stated.
2. Council could request additional changes to the Policy.



ATTACHMENTS: Relevant page from the User Fee Policy to highlighting the corrected HST application wording as well as inserting a head indicating that the rates are for ice times.

Report prepared by: Shelley Rector, CPA, CMA – Chief Financial Officer
Report and Financial approved by: GD Herrett, CPA, CA - CAO

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Annual Review of User Fees**

Minutes reference date:	30 April 2007	29 October 2007	18 April 2008
	28 May 2009	26 April 2010	24 May 2011
	23 May 2012	01 May 2013	30 April 2014
	12 June 2015	25 May 2016	03 October 2016
	23 January 2017	23 May 2018	15 May 2019
	25 May 2020		

PURPOSE:

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary during the annual budgeting process.

POLICY STATEMENT:

It is appropriate for Council to charge fees, as authorized under the *Municipal Government Act*, in the Town's Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of the Schedule shall rest with the department to which a fee applies. Any additions/deletions to the Schedule will be updated by the Executive Office. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

OBJECTIVES:

To make the administration of the cost recovery portion of the Town's Bylaws, Policies and Procedures more efficient and to determine the impact on each year's projected revenues during the budget process. By combining all of the fees in one document, the review will be more visible and complete.

Corporate Services		
SERVICE/PRODUCT/ADMINISTRATIVE	FEE	HST STATUS
Photocopies	.25/copy	Plus HST
Tax Certificates	\$50.00	HST Exempt
NSF Cheques	\$20.00	HST Exempt

By-Law Fees Collected by Corporate Services		
C-4 Dog-By-Law, Schedule A		
Dog License spayed/neutered	\$15/yr	HST Exempt
Dog License un-spayed/un-neutered	\$30/yr	HST Exempt
Lost Tag Replacement	\$15	HST Exempt
Dog-1 st Impoundment	\$30	Plus HST
Licensed Dog-2 nd Impoundment	\$70	Plus HST
Licensed Dog-3 rd & Subsequent Impoundments	\$100	Plus HST
Unlicensed Dog-Impoundments	\$100	Plus HST
Maintenance fee – Impoundment period	\$15/per day	Plus HST
C-11 False Alarms - After 2nd Notice	\$50/alarm	HST Exempt

Operational Services		
It is not the intention of the policy to rent Town of Amherst equipment to the general public; these rates and the availability of this equipment are contemplated for use by commercial concerns only.		
Equipment Charge out Rates	Rate per Hour	HST Status
Backhoe	\$93.00*	Plus HST
Loader	\$97.25	Plus HST
1-ton trucks/Service trucks	\$44.23*	Plus HST
3-5 ton trucks	\$66.00*	Plus HST
Street Sweeper	\$115.00*	Plus HST
Trackless	\$70.00*	Plus HST
Sewer Camera	\$100.00*	Plus HST
Line Locator	\$50.00*	Plus HST
Hole Hog	\$45.00*	Plus HST
Vermeer Brush Chipper	\$60.00*	Plus HST
Steamer	\$30.00*	Plus HST
Trash Pump	\$15.00	Plus HST
Diaphragm Pump	\$15.00	Plus HST
Line Painter	\$115.00/hour	Plus HST
Overhead charges extra – see procedure		
* Price includes one operator and fuel during normal working hours; overtime labour rates are extra.		

Operational Services By-Laws		
D-3 Wastewater Discharge By-Law		
One Connection	\$750.00	Plus HST
Storm Sewer Connection (if done at the same time as sewer connection)	\$250.00	Plus HST
D-19 Sanitary Sewer Rates By-Law		
Residential Metered Customers	\$.99 m ³	HST Exempt
Commercial/Industrial/Institutional metered customers	\$.49 m ³	HST Exempt
Annual Base Charges – Meter Size		
5/8"	\$72.00	HST Exempt
3/4"	\$108.00	HST Exempt
1"	\$175.00	HST Exempt
1.5"	\$344.00	HST Exempt
2"	\$545.00	HST Exempt
3"	\$1,085.00	HST Exempt
4"	\$2,000.00	HST Exempt
Annual Non-metered Mobile Home Park Owner	\$178.53 /dwelling unit/year	HST Exempt
Uniform Charge for Wastewater Treatment Facility for unmetered mobile homes billed on the property Tax Bill	\$72.00/yr	HST Exempt

Solid Waste Rates		
Solid Waste Collection billed on Tax Bill	\$185.00/yr	HST Exempt
Replacement Green Bin (Composter)	\$95.00	Plus HST
Replacement White Kitchen Compost (Bucket)	\$5.00	Plus HST

Services/Products – Operational Services		
Street Breaking Permit (Policy 31600-08)	\$500.00	Plus HST
Commercial Sewer Service (Policy 31600-14) Estimated by Engineer and final adjustment when work is done	Cost of Service	Plus HST

Planning and Development Department		
Zoning Confirmation Letter	\$50.00	HST Exempt
Copy of Land Use Bylaw or Municipal Planning Strategy	\$20.00	HST Exempt
Copy of Zoning Map (11 x 17)	\$5.00	HST Exempt
Copy of Zoning Map (50 cm x 60 cm)	\$10.00	HST Exempt
Application to Amend the Land Use Bylaw	\$200.00	HST Exempt
Application for a Development Agreement	\$200.00	HST Exempt
Application to Amend the Municipal Planning Strategy	\$300.00	HST Exempt
Application for a Variance or Site Plan	\$75.00	HST Exempt
Creation of Mapping Document	\$60.00/hr(including 10 lineal metres of maps)	Plus HST
Print Existing Map – less than 50 cm x 50 cm	\$25.00	Plus HST
Print Existing Map – more than 50 cm x 50 cm	\$50.00	Plus HST

Building Permits		
New residential buildings, community centres, churches	\$50.00 + \$0.12 per square foot	HST Exempt
New Commercial, Industrial or other building not listed	\$50.00 + \$0.17 per square foot	HST Exempt
All alterations or repairs	\$50.00 + 0.25% of value	HST Exempt
Decks, accessory buildings and farm buildings	\$50.00 + \$0.04 per square foot	HST Exempt
Demolition	\$20.00	HST Exempt
Permit Renewals	\$50.00	HST Exempt
Development Permit	\$50.00	HST Exempt

Police Department		
Commissioner of Oaths Signing	\$15.98	HST Exempt
Commissioner of Oaths Signing – Child Abuse Register for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Criminal Record Check	\$25.00	Plus HST
Criminal Record Check for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Serial # Verification (homemade trailers)	\$25.00	Plus HST
Fingerprints (for non-criminal reasons)	\$50.00	Plus HST
Accident Reports	\$25.00	Plus HST
Community Room Rental	\$125.00/day \$75.00/half day	Plus HST

C-9 Taxi By-Law, Schedule E		
Taxi Cab License	\$25/yr	HST Exempt
Taxi License Transfer	\$10	HST Exempt
Taxi Driver License	\$20/yr	HST Exempt
Taxi Driver License Replacement	\$10	HST Exempt
Taxi License Photo	\$10.00	Plus HST

Fire Department		
Firefighter	\$20.00/hour	HST Exempt
Apparatus	\$200.00/in use; \$100.00/standby	HST Exempt
Standby Jaws of Life Alarm	\$350.00	HST Exempt
Meters	\$50.00/hr	HST Exempt
Saws	\$50.00/hr	HST Exempt
Lighting System	\$25.00/hr	HST Exempt
Generator	\$25.00/hr	HST Exempt
Foam – All Types	\$185.00/jug	HST Exempt
Specialized Suits – Hazmat	Replacement cost	HST Exempt
PPE (bunker gear)	Replacement cost	HST Exempt
Fire Extinguisher Training	\$300.00 up to 15 people	Plus HST
Fire Inspections	\$75.00/hr	Plus HST
Inspection Confirmation Letter	\$50.00	HST Exempt

Recreation

Ice Time/Stadium								
The rates below are per hour plus HST.								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holidays
Early Time 6:30-8:30am	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$128.00
Fair Time 8:30-5:00pm	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	-	-	\$128.00
Prime Time 5:00-12:00am	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00
Youth Time Monday-Sunday	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00

Youth Time Rates Include:

- Groups affiliated with Amherst Skating Club; or
- Groups affiliated with another skating club; or
- Groups affiliated with Skate Nova Scotia and/or Skate Canada who are **18 years old and younger.**

- Groups affiliated with Cumberland County Minor Hockey; or
- Groups affiliated with another minor hockey association; or
- Groups affiliated with Hockey Nova Scotia or Hockey Canada who are **18 years old and younger.**

- Groups affiliated with Ringette Nova Scotia; or
- Groups affiliated with Ringette Canada who are **18 years old and younger.**

- Community groups who don't reside in the Town of Amherst and are **18 years old and younger.**

Photocopies/Stadium (Policy 72000-06)		
8 ½ X 11 (Town Paper)	\$0.10/copy	Plus HST
8 ½ X 14 (Town Paper)	\$0.15/copy	Plus HST
11 X 17 (Town Paper)	\$0.25/copy	Plus HST
8 ½ X 11 (own paper)	\$0.05/copy	Plus HST
8 ½ X 14 (own paper)	\$0.05/copy	Plus HST
11 X 17 (own paper)	\$0.10/copy	Plus HST

Ballfield User Policy (Policy 72300-01)		
Lights	\$18/diamond/game	Plus HST
Tournament Fee	\$100/day	Plus HST
Tournament Lights	\$30/day	Plus HST

Stadium Advertising Rates plus artwork, design and production*		
Ice logos	\$400.00	Plus HST
Dasherboard	\$400.00	Plus HST
Wall Signage (4X6)	\$400.00	Plus HST
Ice Making Machine	\$2,500.00	Plus HST
Red and Blue Line – per line (not per side)	\$100.00	Plus HST
Stairs Kick Plates	3 for \$150.00	Plus HST
Score clock Small	\$600.00	Plus HST
Score clock Large	\$850.00	Plus HST

*In addition to the advertising rate, the customer will be responsible and invoiced for all cost(s) associated with the creation of artwork, design, production & installation if applicable. Actual quote will be provided at the time the service is requested.

Off Season Stadium Rentals		
Rink Floor Only	\$50.00 per hr or \$630.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Entire Facility including meeting rooms, team rooms	\$70.00per hr or \$790.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Extra Employees	\$25.00 per person per hour	Plus HST
2 nd Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	Plus HST

Beer/Liquor Concession Robb Centennial Park (Policy 72300-05)		
Concession only. NSAGA requirements responsibility of organizing committee	\$100.00/day	Plus HST

*Includes one employee during that time Community Credit Union Business Innovation Centre			
Rental Fee	Daily	1/2 Day	Hourly
Conference Room	\$400.00	\$250.00	\$80.00
Conference Room – Community	\$240.00	\$150.00	\$48.00
Boardroom	\$125.00	\$80.00	\$25.00
Boardroom – Community	\$75.00	\$48.00	\$15.00
Hub	\$75	\$50	
Hub – Community	\$45	\$30	
Evening & Weekend Surcharge			\$20.00
Evening & Weekend Surcharge – Community			\$12.00
Sound & Lighting Technician			\$30.00
Sound & Lighting Technician – Community			\$18.00

*HST shall be applied and be in addition to all rates noted for the Community Credit Union Business Innovation Centre

Municipal Government Act Fees – FOI-POP Section 466, MGA
The fees charged for access to information under Part XX of the MGA (Freedom of Information and Protection of Privacy) shall be in accordance with the Freedom of Information and Protection of Privacy Regulations of Nova Scotia, as amended from time to time.

Note: “All rates and charges with respect to the Amherst Water Utility will be in accordance with the schedule of rates for water and water services as approved by the Utility and Review Board of Nova Scotia from time to time and as reflected in the Order of the Board.”

Synopsis

Tax Reduction Policy

Each year the Tax Reduction Policy is reviewed to ensure fair and equitable treatment of tax payers on low or fixed incomes who are challenged to pay their property taxes. In this year's review Council asked staff to review the income level and the impact of the OAS and GIS incomes. Upon review, staff recommended that the income level of the policy be set just above the amount that a couple receive if the Old Age Security and Guaranteed Income Supplement were their only source of income (for this year \$28,000) and that the income amount be revisited each year when the budget is approved.

MOTION :

That Council approves amendments to the Tax Reduction Policy 3800-02 to change the income level from \$25,000 to \$28,000.



AMHERST TOWN COUNCIL

RFD# 2020057

Date: June 22, 2020

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Shelley Rector, CPA, CMA – Chief Financial Officer

DATE: June 22, 2020

SUBJECT: Tax Reduction Policy

ORIGIN: Review of Tax Reduction Policy in relation to 2020/21 budget.

LEGISLATIVE AUTHORITY: MGA 69 (2) *The council may, by policy (a) grant an exemption from taxation, in the amount or to the extent set out in the policy, for a person whose income is below the amount set out in the policy;*

RECOMMENDATION: That Council approve amendments to the Tax Reduction Policy 03800-02 to reflect a change in the income threshold from \$25,000 to \$28,000.

BACKGROUND: The Tax Reduction Policy tries to ensure fair and equitable treatment of taxpayers on low or fixed incomes who are challenged to pay their property taxes.

DISCUSSION: In this year's review Council asked staff to review the income level and the impact of the OAS and GIS incomes. Upon staff review it was recommended that the income level of the policy be set just above the amount that a couple receive if the OAS and GIS were their only source of income (for this year \$28,000) and that the income amount be revisited each year when the budget is approved.

FINANCIAL IMPLICATIONS: The approximate financial impact to the 2020/21 fiscal year with the change in income is unknown as staff are not able to determine how many more applicants may apply due to the increase in income level.

COMMUNITY ENGAGEMENT: We advertise annually on the Town of Amherst website and through social media. We also notify by letter the taxpayers who received the reduction in the previous year

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications with this policy.

ALTERNATIVES:

1. Do not make any changes to the policy
2. Repeal the policy and do not provide any tax relief to low income taxpayers
3. Make further changes to the policy



ATTACHMENTS:

Tax Reduction Policy – 03800-02 with proposed changes.

Report prepared by: Shelley Rector, Chief Financial Officer
Report and Financial approved by:

DEPARTMENT: CORPORATE SERVICES

TITLE: **TAX REDUCTION POLICY**

Minutes reference date:	19 December 2005	Revision date: 24 April 2006	Revision date: 18 April 2008
	Revision date: 28 May 2009	Revision date: 24 May 2011	Revision date: 23 May 2012
	Revision date: 30 April 2014	Revision date: 21 May 2015	Revision date: 25 May 2016
	Revision date: 23 May 2017	Revision date: 23 May 2018	Revision date: 21 May 2019

PURPOSE:

To establish a policy to determine the reduction in taxes for a person (s) whose income from all sources for the calendar year preceding the fiscal year of the Town of Amherst is below the amount set out in this policy AND to determine the reduction in taxes for the owner(s) of a building which has been completely or partially destroyed.

POLICY STATEMENT (1): LOW INCOME

It shall be the policy of the Amherst Town Council that an exemption from taxes will be granted, pursuant to Section 69(2) (a) of the Municipal Government Act, according to the following income levels and amounts:

- Less than \$28,000 - a credit of \$450

The following conditions will apply:

- a) That the exemption be granted to every person assessed with respect to taxable property in the Town of Amherst, who is a resident of the Town of Amherst, and whose total household income from all sources for the calendar year preceding the fiscal year of the Town of Amherst must be \$28,000 or less, including the income of all other members of the same family residing in the same household but does not include allowances paid pursuant to the War Veterans Allowance Act (Canada) or pension paid pursuant to the Pension Act (Canada);
- b) That the exemption shall only be available for residents where the property is their primary residence occupied by him/her year-round;
- c) That, where two or more persons, one or more of whom are entitled to an exemption, are the owners of taxable property together, the person(s) is entitled to that portion of the amount of the exemption that the amount of his/her assessment bears to the whole property assessment;
- d) That the person applying for the exemption provide a copy of their Notice of Assessment from Revenue Canada for the prior year and make an affidavit regarding his/her income for that period and return such affidavit to the Town Office not later than September 30 of the year in which the taxes are payable.

-
- e) To qualify for the exemption, a property owner's previous year's rates and taxes must be paid in full at the time of their application. In the case of owners with taxes in arrears, the owner can qualify if they have signed a Payment Arrangement Agreement and have made at least twelve consecutive payments of the agreed upon amount.

POLICY STATEMENT (2): BUILDING DESTROYED

In accordance with Section 69(A) of the Municipal Government Act, that where a building(s) situate on a property has become permanently unlivable or unusable due to fire and the current assessment of the property does not reflect that the building (s) has been destroyed, it shall be the policy of the Amherst Town Council to permit the reduction or rebate of property taxes on the building(s) alone for the balance of the taxation year under the following conditions.

- a) The taxpayer shall apply in writing to the Clerk asking for a reduction or rebate of property taxes.
- b) The Clerk shall ask the Building Inspector to confirm the complete destruction of the building(s).
- c) The Clerk shall ask the Regional Assessment Office to determine the following years assessment value before any subsequent rebuilding or construction.
- d) Upon receipt of the Building Inspectors and Provincial Assessments report, the Clerk shall authorize the Treasurer to reduce the amount of the taxes on the building(s) by pro rating the same over the balance of the taxation year from the date of destruction.
- e) This policy section shall be made retroactive to April 1, 2005; provided that if, as a result of this policy being made retroactive, it results in property taxes being rebated such sums shall be paid without interest.
- f) If the owner of the property in question is found guilty of arson, either civilly or criminally, the Clerk shall not rebate any taxes. In the event that taxes have already been rebated, then that rebate shall be void ab initio, and the taxes with interest accrued thereon will become immediately due and payable, it being the overriding policy of the Town of Amherst that a person shall not benefit from his or her own wrongdoing.

SYNOPSIS

Fluoridation of Water Supply

In October of 2018 the Springhill, Oxford, Amherst Region Community Health Board made a presentation to Council requesting that fluoride be added to the municipal water supply.

Council considered this request and determined that as this is a very personal issue that Council they want to hear from citizens and water utility customers on the issue and decided to hold a plebiscite during the October 17, 2020 municipal election to gauge citizen opinion on the issue. Council further determined that citizens should be encouraged to educate themselves on the subject as it can be difficult to find credible material regarding both the pros and cons of water supply fluoridation. Furthermore, in order to obtain the opinion of customers of the Amherst Water Utility who do not live in the Town, Council intends to include a one question survey on the topic in the July water bills to be sent to Amherst Water Utility customers located within the Municipality of the County of Cumberland.

Finally, it should be made clear that both the plebiscite and survey are non-binding and are intended to gauge the opinion of the users of the Water Utility on the issue of fluoridation of the water supply.

MOTION:

That a plebiscite be held during the October 17, 2020 municipal election asking the following question:

‘Should the Amherst Water Utility fluoridate the municipal drinking water supply? Yes or No’

And further that the above question, including a self addressed stamped return envelope, be included in the July 2020 water bills to all Water Utility Customers located in the Municipality of the County of Cumberland.



AMHERST TOWN COUNCIL

RFD# 2020050

Date: June 22 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: June 22, 2020

SUBJECT: Fluoridation of Water Supply Public Engagement

ORIGIN: Presentation by SOAR at the October 22, 2018 regular meeting of Council, requesting Amherst Town Council add fluoride to the municipal water supply; and the following motion passed at the May 21, 2019 Committee of the Whole:

That Committee of the Whole direct staff to draft a question for the ballot and bring forward the necessary resolution of Council to hold a plebiscite during the October 17, 2020 municipal election.

RECOMMENDATION: That a plebiscite be held during the October 17, 2020 municipal election asking the following question:

'Should the Amherst Water Utility fluoridate the municipal drinking water supply? Yes or No'

And further that the above question, including a self-addressed stamped return envelope, be included in the July 2020 water bills to all Water Utility Customers located in the Municipality of the County of Cumberland.

And further, that the Clerk be directed to hold a public meeting on the issue during the month of September 2020.

BACKGROUND: Council has stated that they want to hear from citizens and water utility customers on this issue, and therefore had passed a motion to hold a plebiscite on the issue during the 2020 municipal election. Council's previous direction was to encourage customers and citizens to educate themselves on the matter. The issue was further discussed at the May 19, 2020 Committee of the Whole where the discussion centered around the challenges presented by the fact that water customers outside the boundary of the Town would not be able to vote in a plebiscite.

DISCUSSION: In order to obtain the opinion of the most customers and users of the Amherst Water Utility, customers within the County can be surveyed on their opinion in addition to holding a plebiscite for Town residents. This would be undertaken by including the survey question in the second quarter (July) water bills to all Water Utility customers located within the Municipality of the County of Cumberland. Included in the survey would be a self-addressed stamped envelope to return the questionnaire.



Neither the plebiscite nor the survey are binding. Both processes will simply allow Council to understand the water utility customer’s opinions prior to making their decision.

The recommended question is:

‘Should the Town of Amherst fluoridate the municipal drinking water supply? Yes or No’

FINANCIAL IMPLICATIONS: The cost to survey the customers outside of the Town would be less than \$1,000. The costs for the plebiscite during the October municipal election is negligible.

The capital costs of the equipment required to add fluoride to the water supply is approximately \$60,000. The annual operating cost would be approximately \$25,000.

COMMUNITY ENGAGEMENT: A public meeting will be organized by the Town Clerk during the month of September. This meeting will provide a background on the SOAR request, outline the capital and operational costs of adding fluoride to the water supply and encourage interested citizens to educate themselves on the issue.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to surveying water utility costumers on this issue.

SOCIAL JUSTICE IMPLICATIONS: Both those for and against fluoridation cite social justice issues as the basis of their argument. A plebiscite and survey question would be appropriate forums to acquire water utility customer and citizen opinion on the issue.

ALTERNATIVES: 1. Change the wording of the plebiscite / survey question. 2. Make a determination on this issue without the benefit of obtaining citizen / customer opinion.

ATTACHMENTS:

Report prepared by: Jason MacDonald, Deputy CAO/Operations
Report and Financial approved by:

SYNOPSIS

Alternative Voting

Municipal elections are set for October 17, 2020 across the province. With the declaration of a State of Emergency by the provincial government on March 22, and ongoing directives and guidelines on social distancing and limits on gathering size from the Chief Medical Officer, staff have been exploring options to safely conduct an election this Fall.

Early in 2018 Council approved the Alternative Voting Bylaw A-7, which gave Council the ability to authorize voters to vote electronically or by telephone. At that time, the intention was to authorize an extended advanced polling period using electronic/telephone voting, and use paper ballots only on election day. However, considering the impacts of the COVID-19 pandemic and the uncertainty and safety concerns this issue causes, staff have recommended that the 2020 municipal election be conducted by a fully electronic/telephone voting system in which there will be no traditional paper balloting.

Intelivote Systems Inc. has been selected as the service provider, through an RFP coordinated through the Halifax Regional Municipality. The ability to conduct the election process fully electronically will also amount to savings of approximately \$20,000 - \$25,000.

MOTION: That Council approve of the proposed alternative voting solution of a full electronic voting process, with no paper balloting for the October 2020 Municipal Election. And further that Council authorize alternative voting to commence on 12 noon October 5th and to continue through to the close of polls on October 17, 2020.



AMHERST TOWN COUNCIL

RFD# 2020055

Date: June 22, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Kimberlee Jones, Municipal Clerk/Returning Officer

DATE: June 22, 2020

SUBJECT: Alternative Voting

ORIGIN: October 17, 2020 Municipal Election

LEGISLATIVE AUTHORITY: *Municipal Elections Act*. R.S., c. 300, s. 1. **Sec 146A (1)** A council may by by-law authorize voters to vote by mail, electronically or by another voting method.
Alternative Voting Bylaw A-7

RECOMMENDATION: That Council approve of the proposed alternative voting solution of a full electronic voting process.

BACKGROUND: In 2018 Council approved the Alternative Voting Bylaw. At that time the intention was to do a combination electronic voting for an extended advance poll, and then traditional paper ballots only on election day.

DISCUSSION: COVID-19 has created a tremendous amount of uncertainty and has made traditional election planning a challenge.

A means of ensuring the safety of voters and staff is to consider a fully electronic election – with the convenience and safety of voting from home, either on a computer, tablet, mobile device or telephone.

I would recommend we open up voting at noon on Monday, October 5 and it would run through election day on October 17th. This would allow 12 full days of voting opportunities for citizens. A Voter Assistance Centre would be established and would be staffed during business hours, as well as a telephone help line to assist voters.

FINANCIAL IMPLICATIONS: It is anticipated that a fully electronic election will reduce the cost of the October 2020 election by \$20,000 - \$25,000. The majority of savings are in salaries and benefits (CPP, EI) of poll workers, postage, printing of ballots, supplies (voting booths, ballot boxes etc), hall rentals. There will be an increase in some budgeted amounts such as advertising, however this will be more than offset by the savings listed above. Also important to note that the budget was prepared pre-Covid and does not account for required PPE. If we were to have traditional polling stations with paper ballots it is expected that the cost of PPE for voters and staff could be in the \$5,000 range.



COMMUNITY ENGAGEMENT: There has been no community engagement

ENVIRONMENTAL IMPLICATIONS: An all electronic election will benefit the environment. No paper ballots, disposable ballot boxes, less emissions as people are not driving to the polls. As well, polling stations would require significant PPE, such as chemical sanitizers, disposable gloves, and masks which will end up in a landfill.

SOCIAL JUSTICE IMPLICATIONS: There are none

ALTERNATIVES: 1) Do not use alternative voting. 2) Use a different configuration of voting methods

ATTACHMENTS: Alternative Voting Bylaw A-7

Report prepared by: Kimberlee Jones, Municipal Clerk/Returning Officer
Report and Financial approved by:

SYNOPSIS

Rotary Park Lease Agreement

The Amherst Rotary Club purchased the former Pythian's Field a number of years ago so they could provide sport, recreation and leisure opportunities for residents of the Town. In 2004 a lease agreement between the Town and the Club was entered into for the ongoing maintenance and capital improvements to the park. This lease agreement has since expired and both the Town and the Amherst Rotary Club feel it will be beneficial to enter into a new lease agreement governing the operation of this park for the next ten years.

The lease agreement covers such issues as lawn and flower maintenance, a process for future capital improvements, potential changes to the use of the park, and the fact that the park will be operated to the same standards and by the same polices and procedures as all Town owned parks.

Since the first lease agreement was signed in 2004 the Town of Amherst and the Amherst Rotary Club have enjoyed a positive and mutually beneficial relationship which proves a benefit to all citizens that utilize this beautiful facility.

MOTION:

That Council approve the attached lease agreement between the Town and the Amherst Rotary Club for the continued operation of Rotary Park.



AMHERST TOWN COUNCIL

RFD# 2020053

Date: June 22, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: June 22, 2020

SUBJECT: Rotary Park Lease Agreement

ORIGIN: Existing lease agreement with the Rotary Club for the operation of the park has expired.

LEGISLATIVE AUTHORITY: Municipal Government Act Section 31 (2) The chief administrative officer may (i) make or authorize expenditures, and **enter into contracts on behalf of the municipality**, for anything required for the municipality where the amount of the expenditure is budgeted or within the amount determined by the council by policy, and may delegate this authority to employees of the municipality.

RECOMMENDATION: That Council approve the attached lease agreement between the Town and the Amherst Rotary Club for the operation of Rotary Park.

BACKGROUND: The Amherst Rotary Club purchased the former Pythian's Field so they could provide sport, recreation and leisure opportunities for residents of the Town. In 2004 an agreement between the Town and the Club was entered into for the ongoing maintenance and capital improvements to the park. This agreement expired in 2014.

DISCUSSION: The original agreement has expired and staff have negotiated the attached lease with the Club. The lease is for 10 years and is renewable for two additional ten-year terms. The lease stipulates that the park will be used for recreational, sports and leisure activities. Significant alterations or additions to the park must be approved by both parties. The park will be operated to the same standards and by the same polices and procedures as all Town owned parks.

FINANCIAL IMPLICATIONS: During the term(s) of the lease the Town will pay the property taxes on the property. The general maintenance of the Park is already included in the operational budget of the Department. Capital expenditures will be approved by Council on an individual basis.

COMMUNITY ENGAGEMENT: As this is a lease between the Town and the Rotary Club community engagement has not taken place.



ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to entering into the lease, however leasing the property for park purposes ensures that it remains an open greenspace within the Town for the term of the lease.

SOCIAL JUSTICE IMPLICATIONS: Operation of property as a public park ensures fair access to sport, recreation, and leisure activities on the property for all residents and visitors.

ALTERNATIVES: 1. Do not enter into the lease and inform the Rotary Club that the Town is not interested in maintaining the park. 2. Direct staff to negotiate specific changes to the terms of the lease.

ATTACHMENTS: Lease Agreement

Report prepared by:

Report and Financial approved by:

THIS LEASE made this day of , 2020.

BETWEEN;

ROTARY CLUB OF AMHERST, a body corporate of Amherst in the County of Cumberland and Province of Nova Scotia,

Hereinafter called the “**CLUB**”,

OF THE FIRST PART,

- and -

TOWN OF AMHERST, a municipal corporation in the said County of Cumberland,

Hereinafter called the “**TOWN**”,

OF THE SECOND PART.

WHEREAS the Club owns certain lands in the Town of Amherst in the County of Cumberland, situated on the southerly side of Agnew Street and the westerly side of Willow Street and more particularly bounded and described in the following deed to Rotary Club of Amherst, or their Trustees. Deed registered at the Registry of Deeds located in Amherst, County of Cumberland as Document #3846, in Book 800, Page 462-466.

AND WHEREAS the Town has agreed to lease the lands from the Club for use by the general public as a sports and recreation area, hereinafter referred to as the “Park”;

NOW THEREFORE in consideration of the mutual covenants herein contained, the Club hereby leases to the Town and the Town hereby leases from the Club, the Park in accordance with the following terms and conditions:

1. The term of the lease shall be for a period of ten years, commencing on the date of execution of this lease and ending on the tenth anniversary thereof.
2. The Town shall pay to the Club the sum of One Dollar (\$1.00) as rent for the term of the lease, receipt of which is hereby acknowledged.
3. Subject to clauses 9 and 10 below, the Park shall be used for sports and recreation only, subject to such reasonable terms and restrictions as the Town deems appropriate for the effective administration of its sports field and recreation facilities.
4. The Town covenants and agrees that during the term of the lease and any renewal thereof, pursuant to clause (D), it shall maintain the Park as a Park for sports, recreation,

and leisure activities and shall be responsible for the general maintenance of the Park in accordance with the Town's park standards. Without detracting from the generality of the foregoing, Schedule "A" to this Agreement lists some details or particulars of this commitment. Notwithstanding the provisions of this clause and of Schedule "A" the Town is not obligated to replace any equipment, structure, or improvement of any kind of a capital expense nature, which has been placed or has been constructed in the Park.

5. Subject to clauses 9 and 10 below, the Town shall have quiet enjoyment of the Park and the Club shall not interfere with the right of the public to use the Park for sports, recreational purposes and leisure activities.
6. During the term of the lease, the Town shall pay all real property taxes assessed against the Park.
7. The Town will not make any alterations or additions to the Park prior to consultation with the Club and without obtaining the written consent of the Club.
8. The Town shall make every reasonable effort to keep the Park for pedestrian use only and keep cars, horses, snowmobiles, and other vehicles off the field, except insofar as vehicles are necessary to properly maintain the Park and its facilities.
9. The Club shall be permitted to use such portion of the Park, as is mutually agreed upon between the Parties hereto, to erect and maintain at its own expense any signage to identify its ownership and use of the Park and to promote itself and its projects.
10. The Club may be able to contribute, from time to time, financially to the Park's development and improvement for its enhanced public use, which shall only take place in consultation and with the consent of and in co-operation with the Town.

AND IT IS FURTHER AGREED by and between the parties hereto:

- (A) that should the Park cease to be used as in herein provided, the Club may re-enter the same and deal with it as it sees fit;
- (B) notwithstanding the generality of the provisions of (A) above, or any part of this Lease, the reduction of services consistent with the treatment for all of the Town's Parks, caused by economic factors or financial hardships shall not be treated as a breach of any part of this Lease;
- (C) that all consultations, notifications or negotiations pursuant to this lease, shall in the first instance be communicated

**PROVINCE OF NOVA SCOTIA
COUNTY OF CUMBERLAND**

ON THIS ____ day of _____, A.D., 2020, before me the subscriber personally came and appeared _____ a subscribing witness to the foregoing Indenture, who, having been by me duly sworn, made oath said that the ROTARY CLUB of AMHERST, one of the parties hereto, signed, sealed, and delivered the same in ____ presence.

A Commissioner of the
Supreme Court of Nova Scotia

**PROVINCE OF NOVA SCOTIA
COUNTY OF CUMBERLAND**

ON THIS ____ day of _____, A.D., 2020, before me the subscriber personally came appeared _____ a subscribing witness to the foregoing Indenture, who, having been by me duly sworn, made oath said that the TOWN OF AMHERST, one of the parties hereto, signed, sealed, and delivered the same in ____ presence.

A Commissioner of the
Supreme Court of Nova Scotia

Schedule “A”

- Maintain the grass cover and repair any damage due to usage or winter kill;
- Regularly mow the grass;
- Maintain all walkways by keeping them free of vegetation and repairing any holes or dents in the walking surface;
- Maintain the walking/running path by keeping it clear of vegetation and by periodic grooming so as to keep a smooth and safe surface;
- Maintain the exercise equipment, including minor repairs that may be required to keep the equipment operating in good order. This duty does not include major repairs or replacement of parts or any piece of equipment;
- Maintain all trees and bushes in the Park, which includes any required pruning;
- Maintain the flower beds, casings, and carry out any repairs that may be necessary from time to time, but this clearly does not include the replacement of flowerbed casings or structures;
- To plant flowers, annuals, and perennials as it sees fit and keep them weeded and watered as may be required;
- To maintain the LED lights and light standards and replace any parts that may wear out over time;
- To keep the toilet facilities in clean and working order and to regularly provide the necessary supplies to its proper usage.

DATED: _____ day of _____,
2020.

BETWEEN:

ROTARY CLUB OF AMHERST

- and -

TOWN OF AMHERST

LEASE

Hicks LeMoine Law
15 Princess Street
PO Box 279
Amherst, N.S.
B4H 3Z2

SYNOPSIS

Fires and Burning of Materials Bylaw C-7 By-law Amendment

The current bylaw was adopted by council in 2002, with the intent to establish requirements around the ignition, setting fire to or burn any materials, articles or substances, out of doors, within the limits of the Town of Amherst.

Staff has reviewed the current bylaw with a view of amending the bylaw to address current day needs. Staff is recommending that the following changes be considered:

1. The addition of detailed requirements around preventing the spread of fire by defining spacing requirements between the fire and adjacent buildings and/or combustibles; and limiting the size and height of the pile of combustibles being burnt, and fire control measures that need to be in place.
2. The addition of detailed requirements for a person in charge of a fire; who shall remain present at all times while the fire is burning or smoldering, including until the fire is completely extinguished;
3. The addition of CSA (Canadian Standards Association) and ULC (Underwriters' Laboratories of Canada) approved outdoor propane/natural gas heaters, propane/ natural gas fireplaces and other types of approved outdoor appliances.
4. The addition of a progressive fine structure to be used when enforcing the requirements of this bylaw.

MOTION:

That Council give first reading to the Bylaw to Amend the Fire and Burning of Materials Bylaw C-7 as attached.

Bylaw to Amend the Fires and Burning of Materials Bylaw, C-7

1. This is a Bylaw to Amend the Town of Amherst Fires and Burning of Materials Bylaw, C-7, approved by Council on _____.

2. The Town of Amherst Fires and Burning of Materials Bylaw is hereby amended as follows:

a. Under the heading “**Definitions**” by adding the following definition as 2 (a) and renumbering the subsequent paragraphs:

“owner” has the same meaning as in the Municipal Government Act;

And by adding the following definition as 2 (b) and renumbering subsequent paragraphs:

“Recreational outdoor burning appliance” means an appliance that is approved by CSA (Canadian Standards Association) or ULC (Underwriters’ Laboratories of Canada) and is designed to contain a small fire for recreation and entertainment purposes, equipped with a spark arrester and includes an outdoor fireplace, an outdoor dome fireplace, or fire pit. This does not include an appliance that is designed or used to provide heat to a building.

Deleting the definition “Out of doors” at paragraph 2.

b. Under the heading “**Fires and Burning of Materials**”, by adding the following as 4 and renumbering the subsequent paragraphs:

“For greater clarity, the burning of materials, articles or substances in any container outside a building shall be considered burning outdoors. This means any place on a property that is not a building. A structure used mainly for the purpose of containing a burning facility or housing a vessel used for burning of materials or substances, does not qualify as a building. No person shall burn rubber tires, oil, plastic, petroleum products or domestic waste, such as leaf and yard waste including grass and grass clippings, twigs, and house and garden plants; and construction or demolition material, including saw dust, wood shavings, planking, siding, wood beams, plastic and rubber.”

And by adding the following as 5 and renumbering subsequent paragraphs:

“Only recreational outdoor burning appliances may be used throughout the Town of Amherst without permit as long as they meet the requirements of this bylaw. Further, the user of these types of appliance shall ensure that the manufactures operating instructions for these appliances are followed and a copy is retained and readily available upon request. In the case where the manufactures operating instructions are stricter than the requirements of defined in this bylaw, then the position and operation of the appliance shall comply with the manufacturer’s instructions, followed by the remaining requirements of this bylaw.”

- c. Under the heading “**Exception for Barbeques**”, paragraph 4, all content in this paragraph has been removed; and the heading has been changed to “**Person in charge of the fire**” adding the following as 6 (a – j) and renumbering subsequent paragraphs:
6. There shall be a person designated as being charge of the fire. This person shall be the owner of the property upon which the burning is taking place, or a person who has the owner consents to conduct the burning. The person in charge shall ensure that:
 - a. They are at least the age of nineteen (19) years of age or older and shall have the ability to act quickly without delay if an issue or incident occurs in relation to the fire, and has the means to call 911 from the site, without delay. Shall be present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;
 - b. They are present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;
 - c. They are equipped with tools or equipment to contain an outdoor fire (which may include brooms, rakes, back tanks, shovels and an extinguisher or garden hose shall be available on the property within a reasonable distance from where the fire is located, that has an adequate water supply;
 - d. The operating instructions that came with the recreational outdoor burning appliance shall be retained and readily available upon request. In addition, in the cause where the operating instructions from the manufacture are stricter than the requirements of in this Bylaw, then the position and operation of the appliance must comply with those operating instructions;
 - e. Where the recreational outdoor burning appliance burns wood instead of natural gas or propane:
 - i. it shall have a spark arrestor or mesh screen used to contain any sparks or blowing debris, that has no openings larger than 9.65 mm (3/8”). A spark arrestor is a device fitted to a recreational outdoor burning appliance to prevent the release of sparks into the atmosphere or surrounding area;
 - ii. In the case of using wood, you shall ensure that only clean, dry, untreated wood or charcoal is burned. This means wood that has not been chemically treated, stained or painted, and has been stored in a manner to deter dampness;
 - iii. The fire shall not exceed 60 centimeters in width at the largest point and not piled higher than 45 centimeters in height; and shall not create an unreasonable interference with a neighboring property owner’s enjoyment of his or her property;

- f. Where the recreational outdoor burning appliance burns natural gas or propane it shall not have combustible products added to it while in operation.
- g. Recreational outdoor burning appliances shall not be placed on wooden decks or combustible surfaces or under or near a combustible structure; and that only one recreational outdoor burning appliance is used on a property at a time;
- h. Burning does not take place within 4.75 metres (15 feet) of any dwelling, accessory building, flammable structure, combustible material or property line;
- i. No fire is to be ignited or remain active when the wind speed is in excess of 25 km per hour as reported on the Environment Canada Website for Amherst, Nova Scotia;
- j. Shall ensure that no fires are ignited when a “Non-burn day – Burning is not permitted” indicator is issued for the Cumberland region, by the Nova Scotia department of Lands & Forestry, between the period of March 15th to October 15th or as determined from time to time by the Province of Nova Scotia as set out in the Forest Fire Protection Regulations.

- d. Under the heading “**Special Burning Permit**”, paragraph 5, all content in this paragraph has been removed; and replaced by adding the following as 7 and renumbering the subsequent paragraphs:

“In addition to the requirements and allowances defined in this bylaw there may be a situation where the burning of materials is not defined within this bylaw. In these cases, an application for special burning permit shall be requested by making application to the Fire Chief.”

And by adding the following as 8 and renumbering subsequent paragraphs:

“The Fire Chief may issue a special burning permit to an applicant and may prescribe additional requirements within the permit. The Fire Chief, in issuing a permit may specify conditions upon which the permit is granted.”

And by adding the following as 9 and renumbering subsequent paragraphs:

“The Fire Chief in considering an application for a permit may refuse to issue a permit if the Fire Chief is not satisfied that the proposed burning complies with other provisions of this Bylaw or if the Fire Chief is not satisfied that the proposed burning could be carried out safely. The Fire Chief may revoke a permit issued under this bylaw at any time.”

- e. Addition of the heading “**Authority**”, paragraph 10 has been added and renumbering the subsequent paragraphs:

“The Fire Chief or anyone who is directed by the Town of Amherst to enforce this bylaw shall have control over the prevention and suppression of fires governed by this bylaw; and may enter upon any land, at any reasonably necessary time, for the purpose of performing their duties and functions pursuant to this Bylaw.”

And by adding the following as 11 and renumbering subsequent paragraphs:

“Where it is determined that a fire poses a fire hazard to persons or property, or where there is a failure to meet the requirements of this bylaw, they shall have the authority to extinguish or order extinguished any fire which poses a health or safety hazard to persons or property, or in their opinion that the fire causing a nuisance; or does not comply with the provisions of this Bylaw”

- f. Under the heading “**Penalty**”, paragraph 13 has been added and renumbering the subsequent paragraphs:

“A fine can be applied on an individual by anyone who is directed by the Town of Amherst to enforce this bylaw as follows:

- a. First offence: \$ 250.00
- b. Second offence: \$ 500.00
- c. Third offence: \$1,000.00
- d. Fourth offence: \$1,500.00



AMHERST TOWN COUNCIL

RFD# 2020056

Date: June 22, 2020

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Greg Jones, Fire Chief

DATE: June 22, 2020

SUBJECT: Bylaw C-7 "Fires and Burning of Materials Bylaw"

ORIGIN: At the June 11th, 2020 Committee of the Whole meeting, staff was directed to proceed with the recommended amendments to the current bylaw C-7 "Fires and burning of materials bylaw" and proceed with 1st reading on or before July 1st, 2020.

LEGISLATIVE AUTHORITY: MGA sections 47 and 48 authorize council to make, amend and repeal bylaws and policies.

RECOMMENDATION: That Council give first reading to the Bylaw to Amend the Fires and Burning of Materials Bylaw C-7 to include the recommended amendments.

BACKGROUND: The current bylaw was adopted by council in 2002. The intent of this bylaw was to establish requirements around the ignition, setting fire to or burn any materials, articles or substances, out of doors, within the limits of the Town of Amherst.

DISCUSSION: During the review of this bylaw it was determined that amendments are required to bring the current bylaw up to date. Besides requesting a "Special burning permit" from the Fire Chief, there were no other provisions in the bylaw to allow for the use of ULC or CSA approved outdoor propane/natural gas heaters, propane/ natural gas fireplaces or other types of outside appliances that can be readily purchased for use.

This proposed amendment establishes a requirement to have a person placed in charge of a fire. This person would be the owner of the property upon which the burning would take place, or a person who has been designated by the owner to conduct the burning as defined in this bylaw. The person in charge of a fire shall be at least 19 years of age or older and shall be present at all times, while the fire is burning or embers are smoldering, and shall remain there until the fire is completely extinguished. This person shall also have the ability to act quickly in the event that an issue of incident occurs in relation to the fire.

In addition, this proposed amendment incorporates CSA and ULC approved appliances and recommends that these under not require inspections or permitting under this bylaw, unless the intended fire and burning of materials, does not comply with the requirements of the bylaw.

This proposed amendment also provides a progressive fine structure be implemented and applied when enforcing the requirements of this bylaw; and defines detailed requirement around preventing the spread of fire by defining spacing requirements between the fire and adjacent buildings and/or combustibles, limiting the size and height of the pile of combustibles being burnt, and fire control measures that need to be in place.



It is extremely important that we provide requirements around the use of fire within our community, with the goal of ensuring limited impact to our residents, visitors, properties and the environment.

FINANCIAL IMPLICATIONS: Acceptance of this policy will have no financial implications on the Town of Amherst.

COMMUNITY ENGAGEMENT: Not applicable

ENVIRONMENTAL IMPLICATIONS: With the acceptance of these bylaw amendments there is potential for environmental implications, as it relates to the products of combustion.

SOCIAL JUSTICE IMPLICATIONS: Acceptance of this bylaw amendment will have no social justice implications for the Town of Amherst.

ALTERNATIVES: Council may choose to:

1. Accept the recommended changes and proceed with 1st reading of this bylaw
2. Provide further direction to staff
3. Reject these recommended changes

ATTACHMENTS:

1. Synopsis – Fires and Burning of Materials - Bylaw C-7
2. Bylaw to amend - Fires and Burning of Materials - Bylaw C-7
3. Proposed change to Fires and burning of materials - Bylaw C-7
4. Current bylaw - Fires and burning of materials - Bylaw C-7

Report prepared by: Greg Jones, Fire Chief
Report and Financial approved by:

TOWN OF AMHERST

FIRES AND BURNING OF MATERIALS BY-LAW (C-7)

SHORT TITLE

1. This By-Law shall be known as the Fires and Burning By-Law.

DEFINITIONS

2. In this By-Law,
 - a. “**owner**” has the same meaning as in the Municipal Government Act;
 - b. “**Recreational outdoor burning appliance**” means an appliance that is approved by CSA (Canadian Standards Association) or ULC (Underwriters’ Laboratories of Canada) and is designed to contain a small fire for recreation and entertainment purposes, equipped with a spark arrester and includes an outdoor fireplace, an outdoor dome fireplace, or fire pit. This does not include an appliance that is designed or used to provide heat to a building.

FIRES AND BURNING OF MATERIALS

3. No person shall light, ignite, start, allow or cause to be lit, ignited or started, or add fuel to, or otherwise permit or encourage to burn, a fire of any kind whatsoever in the open air, except as permitted by this bylaw within the limits of the Town of Amherst.
4. For greater clarity, the burning of materials, articles or substances in any container outside a building shall be considered burning outdoors. This means any place on a property that is not a building. A structure used mainly for the purpose of containing a burning facility or housing a vessel used for burning of materials or substances, does not qualify as a building. No person shall burn rubber tires, oil, plastic, petroleum products or domestic waste, such as leaf and yard waste including grass and grass clippings, twigs, and house and garden plants; and construction or demolition material, including saw dust, wood shavings, planking, siding, wood beams, plastic and rubber.
5. Only recreational outdoor burning appliances may be used throughout the Town of Amherst without permit as long as they meet the requirements of this bylaw. Further, the user of these types of appliance shall ensure that the manufactures operating instructions for these appliances are followed and a copy is retained and readily available upon request. In the case where the manufactures operating instructions are stricter than the requirements of defined in this bylaw, then the position and operation of the appliance shall comply with the manufacturer’s instructions, followed by the remaining requirements of this bylaw.

PERSON IN CHARGE OF THE FIRE

6. There shall be a person designated as being charge of the fire. This person shall be the owner of the property upon which the burning is taking place, or a person who has the owner consents to conduct the burning. The person in charge shall ensure that:
 - a. They are at least the age of nineteen (19) years of age or older and shall have the ability to act quickly without delay if an issue or incident occurs in relation to the fire, and has the means to call 911 from the site, without delay. Shall be present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;

- b. They are present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;
- c. They are equipped with tools or equipment to contain an outdoor fire (which may include brooms, rakes, back tanks, shovels and an extinguisher or garden hose shall be available on the property within a reasonable distance from where the fire is located, that has an adequate water supply;
- d. The operating instructions that came with the recreational outdoor burning appliance shall be retained and readily available upon request. In addition, in the case where the operating instructions from the manufacture are stricter than the requirements of in this Bylaw, then the position and operation of the appliance must comply with those operating instructions;
- e. Where the recreational outdoor burning appliance burns wood instead of natural gas or propane:
 - i. it shall have a spark arrestor or mesh screen used to contain any sparks or blowing debris, that has no openings larger than 9.65 mm (3/8"). A spark arrestor is a device fitted to a recreational outdoor burning appliance to prevent the release of sparks into the atmosphere or surrounding area;
 - ii. In the case of using wood, you shall ensure that only clean, dry, untreated wood or charcoal is burned. This means wood that has not been chemically treated, stained or painted, and has been stored in a manner to deter dampness;
 - iii. The fire shall not exceed 60 centimeters in width at the largest point and not piled higher than 45 centimeters in height; and shall not create an unreasonable interference with a neighboring property owner's enjoyment of his or her property;
- f. Where the recreational outdoor burning appliance burns natural gas or propane it shall not have combustible products added to it while in operation.
- g. Recreational outdoor burning appliances shall not be placed on wooden decks or combustible surfaces or under or near a combustible structure; and that only one recreational outdoor burning appliance is used on a property at a time;
- h. Burning does not take place within 4.75 metres (15 feet) of any dwelling, accessory building, flammable structure, combustible material or property line;
- i. No fire is to be ignited or remain active when the wind speed is in excess of 25 km per hour as reported on the Environment Canada Website for Amherst, Nova Scotia;
- j. Shall ensure that no fires are ignited when a "Non-burn day – Burning is not permitted" indicator is issued for the Cumberland region, by the Nova Scotia department of Lands & Forestry, between the period of March 15th to October 15th or as determined from time to time by the Province of Nova Scotia as set out in the Forest Fire Protection Regulations.

SPECIAL BURNING PERMIT

- 7. In addition, to the requirements and allowances defined in this bylaw there may be a situation where the burning of materials is not defined within this bylaw. In these cases, an application for special burning permit shall be requested by making application to the Fire Chief.

8. The Fire Chief may issue a special burning permit to an applicant and may prescribe additional requirements within the permit. The Fire Chief, in issuing a permit may specify conditions upon which the permit is granted.
9. The Fire Chief in considering an application for a permit may refuse to issue a permit if the Fire Chief is not satisfied that the proposed burning complies with other provisions of this Bylaw or if the Fire Chief is not satisfied that the proposed burning could be carried out safely. The Fire Chief may revoke a permit issued under this bylaw at any time.

AUTHORITY

10. The Fire Chief or anyone who is directed by the Town of Amherst to enforce this bylaw shall have control over the prevention and suppression of fires governed by this bylaw; and may enter upon any land, at any reasonably necessary time, for the purpose of performing their duties and functions pursuant to this Bylaw.
11. Where it is determined that a fire poses a fire hazard to persons or property, or where there is a failure to meet the requirements of this bylaw, they shall have the authority to extinguish or order extinguished any fire which poses a health or safety hazard to persons or property, or in their opinion that the fire causing a nuisance; or does not comply with the provisions of this Bylaw.

PENALTY

12. Any person who violates or contravenes any of the provisions of this bylaw shall, upon conviction thereof, be subject on summary conviction to a fine of not less than one hundred dollars and not more than ten thousand dollars, in accordance with section 505(2) of the Municipal Government Act.
13. A fine can be applied on an individual by anyone who is directed by the Town of Amherst to enforce this bylaw as follows:
 - a. First offence: 250.00
 - b. Second offence: \$500.00
 - c. Third offence: \$1,000.00
 - d. Fourth offence: \$1,500.00

EXCEPTION

14. This By-law shall not apply to persons acting directly under the authority of the Fire Chief of the Amherst fire department in the performance of their duties.

REPEAL

15. All Fires and Burning of Materials by-laws of the Town now in force are hereby repealed and this by-law substituted therefor.

TOWN OF AMHERST

FIRES AND BURNING OF MATERIALS BY-LAW

SHORT TITLE

1. This By-Law shall be known as the Fires and Burning By-Law.

DEFINITIONS

2. In this By-Law, “**Out of doors**” means any place on a property that is not a building. A structure used mainly for the purpose of containing a burning facility or housing a vessel used for burning of materials or substances, does not qualify as a building. For greater clarity, the burning of materials, articles or substances in any container outside a building shall be considered burning out of doors.

FIRES AND BURNING OF MATERIALS

3. No person shall ignite, set fire to or burn any materials, articles or substances whatsoever, out of doors, within the limits of the Town of Amherst, except as provided by this By-Law.

EXCEPTION FOR BARBECUES

4. This By-Law shall not apply to the setting on fire or burning of charcoal or other flammable materials commonly used for the purpose of a barbecue or similar outdoor cooking, when intended only for the purpose of food preparation.

SPECIAL BURNING PERMIT

5. The Fire Chief may, from time to time, issue a special permit to an applicant and may prescribe within the permit:
 1. The number of people required to supervise the burning;
 2. The conditions under which the fire may be set;
 3. The types of materials that will be permitted to be burned;
 4. The hours and day on which burning shall take place;
 5. The location at which the fire may be set.

PENALTY

- 6. Any person who violates or contravenes any of the provisions of this bylaw shall, upon conviction thereof, be subject on summary conviction to a fine of not less than one hundred dollars and not more than ten thousand dollars, in accordance with section 505(2) of the Municipal Government Act.

EXCEPTION

- 7. This By-Law shall not apply to persons acting directly under the authority of the Fire Chief of the Amherst Fire Department in the performance of his duties.

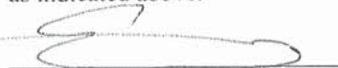
REPEAL

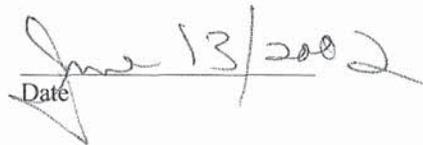
- 8. All Fires and Burning of Materials by-laws of the Town now in force are hereby repealed and this by-law substituted therefor.

Clerk's Annotation For Official By-Law Book

Date of first reading: April 22, 2002
Date of advertisement of Notice of Intent to Consider: May 1, 2002
Date of second reading: May 27, 2002
Date of advertisement of Passage of By-Law: June 12, 2002
Date of mailing to Minister a certified copy of By-Law: June 13, 2002

I certify that this FIRES AND BURNING BY-LAW was adopted by Council and published as indicated above.


Clerk


Date

NOTICE OF PUBLICATION

SUBJECT: **TOWN OF AMHERST FIRES AND BURNING OF MATERIALS BYLAW (C-7)**

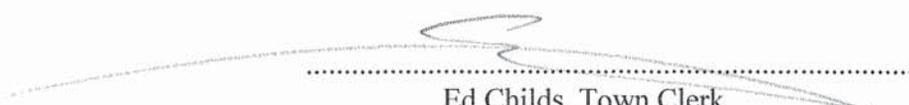
At the May 27, 2002 meeting of the Amherst Town Council, following first and second reading of a proposed Town of Amherst Fires and Burning of Materials Bylaw (C-7) a motion to repeal the existing bylaw and replace it with the above mentioned new bylaw was approved.

The object of the bylaw is to prohibit the igniting, setting fire to or burning of materials, out of doors, within the limits of the Town of Amherst. There is an exception for barbecues and a provision to make application for a burning permit with conditions. The complete bylaw may be inspected and/or a copy obtained at the office of the Town Clerk, Confederation Memorial Building, Ratchford Street during regular business hours.

Ed Childs, CA
Town Clerk

THIS IS TO CERTIFY that the foregoing is a Notice of Publication regarding the approval of a new Fires and Burning of Materials Bylaw as published in the local paper on **June 12, 2002**.

Given under the hand of the Town Clerk and under the Seal of the Town of Amherst this 13th day of June, 2002.



Ed Childs, Town Clerk

Internal Committee Report

Amherst Board of Police Commissioners

June 2020

The Amherst Board of Police Commissioners met on June 10, 2020 at 3:00 p.m via a virtual zoom meeting.

Items on the agenda included a review of standing orders, a COVID-19 update, as well as the Chief's report.

As the Commission typically does not meet in July and August unless business arises, the next meeting will be scheduled in September.

External Committee Report

Cumberland YMCA

June 2020

Lots has been going on with the YMCA during COVID times:

- The YMCA, due to its nature of business, along with their child care program had to be shut down for several months under the state of emergency.
- The Board met many times in the past 3 months to discuss and make decisions about the facility and are very proud of the entire YMCA team, and Trina Clarke for their dedication during such trying times.
- During the closure, many members continued their monthly membership payments as a donation to the YMCA- which was greatly appreciated. The YMCA staff continued community engagement with workouts and classes virtually for the entire town and used the time to give the YMCA rooms fresh coats of paint and complete pool maintenance.
- They have once again reopened the facility under limited capacity, with many health and safety measures in place.
- The child care was reopened on Monday, June 15th.
- The YMCA AGM was held on Tuesday, June 16th

Included with my report is a video shown at the AGM with some statistics on the Y this past year.

Thank you

External Committee Report

Cumberland Joint Services Management Authority

June 2020

The CJSMA Board of Directors met on May 26, 2020.

The budget was passed as presented, with all tipping fees remaining the same.

There was a review of FY19/20 budget results. Staff are projecting a surplus, mainly due to received tonnages being above forecast and staffing vacancies. Once staff have completed the year end work the information will be passed on to the auditors. A special Board meeting will be scheduled once the audit is completed.

Scotia Recycling is having capacity issues due to social distancing requirements. CJSMA has only shipped 6 loads of material over the last 7 weeks. Recycling markets have also been negatively impacted by the global pandemic.

External Committee Report

Advisory Committee to Reduce Poverty Issues

June 2020

The Committee had a presentation by Maddie Bristol a local university student who attends, Saint Mary's University, on "Square Roots", which is an organization associated with Saint Mary's University that distributes good food that may not normally make it into the supermarket because of its shape/ form, which helps with food waste and food insecurity.

Different Poverty Reduction Strategies, from other areas in the country were reviewed, and explored.

Mapping exercises are continuing each meeting.

Discussion around the Terms of Reference was had and some changes were made to be brought to Council.

On June 18th members had a zoom call for coaching with the Tamarack Institute, to define goals and firm up a strategy for community engagement and gathering of current data to form the bases of deciding on priorities. A follow up call and coaching has been scheduled for next month.