



Town of Amherst
Regular Council Meeting
Agenda

Date: **Monday, February 24, 2025**
Time: **6:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGMENT	
<p>“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”</p>	
3. APPROVAL OF AGENDA/ACCEPTANCE OF MINUTES	
3.1 Approval of the Agenda	
3.2 Acceptance of Minutes	
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4. REQUESTS FOR DECISION	
4.1 Sidewalk Curb Construction Policy - Wells	23 - 27
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4.3 96 Church Street Development Agreement Second Reading - Chambers	36 - 61
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6.	EXTERNAL COMMITTEE REPORTS	
6.1	Cumberland YMCA - Chambers	66 - 66
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7.	ADJOURNMENT	

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: January 27, 2025
Time: 6:00 pm
Location: Council Chambers, Town Hall

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

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

1. CALL TO ORDER

Mayor Small called the meeting to order.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA/MINUTES

3.1 Approval of the Agenda

Moved By Councillor Ripley
Seconded By Councillor McManaman
To approve the agenda as circulated.

Motion Carried

3.2 Acceptance of Minutes - December 16, 2024

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the December 16, 2024 meeting of Council were accepted as included in the agenda package.

4. REQUESTS FOR DECISION

4.1 Strategic Plan

Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers
That Council adopt the 2024 – 2028 Strategic Plan.

Motion Carried

4.2 Salary Administration Policy

Moved By Councillor Ripley
Seconded By Councillor Wells
That Council approve the amended Salary Administration Policy # 04530-01 with the following revisions:

1. Remove the Procurement Coordinator position;
2. Add the new Marketing and Communications Strategist position with a salary range of \$67,624 to \$80,747;

3. **Rename the position of Director of Planning & Strategic Initiatives to Director of Planning & Economic Development;**
4. **Rename the position of Business Development Officer to Economic Development Officer;**
5. **Reassign the Director of Communications, Procurement & IT to the new Deputy CAO position and;**
6. **Add the CAO's office to the Salary Administration Policy with the following positions:**
 1. **Deputy CAO**
 2. **Marketing and Communications Strategist**
 3. **Communications Officer**
 4. **Municipal Clerk**
 5. **Administrative Assistant – Clerk's Office**

Motion Carried

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

APPROVAL DATE: January 27, 2025

CAO Signature: _____

PURPOSE

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

POLICY STATEMENT

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

OBJECTIVES

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

DEFINITION OF TERMS

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

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

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

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

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

SALARY GRID:

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

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

STEP ADJUSTMENTS

Step adjustments shall be made only when:

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

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

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

TRAVEL VEHICLE ALLOWANCES:

Mayor, Council and Directors of departments shall receive a monthly vehicle allowance of \$150.00.

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

LUNCH BREAKS:

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

PERFORMANCE EVALUATION:

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

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

SCOPE OF RESPONSIBILITY:

The Town Council shall:

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

The Chief Administrative Officer shall:

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

The Director Shall:

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

APPENDIX A

January 1, 2019

Town of Amherst

Salary Grid

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

APPENDIX A-1

April 1, 2024

Salary Grid

Other Non-Union Positions

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

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

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

APPENDIX B

Town of Amherst

Hourly Rates – Casual Positions

April 1, 2024

Position	Rate
Casual Firefighter	Provincial Minimum Wage + \$4.00/hr.
Jail Guard	Provincial Minimum Wage + \$4.00/hr.
School Crossing Guard	Provincial Minimum Wage + \$2.00/hr.

New Student	Provincial Minimum Wage
First Year Returning Student	Provincial Minimum Wage + \$2.00/hr.
Second+ Year Returning Student	Provincial Minimum Wage + \$3.00/hr.
Professional Student *	Provincial Minimum Wage + \$4.00/hr.

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

APPENDIX C

JANUARY 27, 2025 APRIL 1, 2024

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

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

Town of Amherst - 2024/25 Salary Grid

Non-Union

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

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
1. NS minimum wage updates; 2. Position name changes: Municipal Clerk, Dir. Corp. Communications + Info Technology, removal of GIS Coordinator, addition of Engineering Technician	Crossman: Director, HR and Customer Services	Council	March 27, 2023
Appendix B – amendment to the pay structure for student hourly rate of pay.	Director of HR & Customer Services	Council	April 24, 2023
NS minimum wage updates	Director of HR & Customer Services	Council	September 25, 2023
Addition of new position: Manager of Financial Services	Director of HR & Customer Services	Council	February 26, 2024
1. Revision of hourly rates for casual positions Appendix B, removal of Appendix C "Job Categories", revision to salary scales presented	Director of HR & Customer Services	Council	April 22, 2024

by department (new Appendix C), removal of Appendix C-1; 2. Salary steps moved to 7 levels from 8, equal differential between each step, elimination of level 1, addition of new upper level; 3. Language updates to reflect revisions to Appendices, Director, HR and Customer Services changed to Director, Human Resources. HR Administrator changed to HR Generalist.			
Addition of Inspector salary to Appendix A-1	Director of HR	Council	June 11, 2024
Removal of Procurement Coordinator position, addition of Marketing Manager position, Dir. of Planning + Strategic Initiatives to Dir. Planning + Economic Development, Business Development Officer to Economic Development Officer, addition of Deputy CAO and addition of CAO's Office	Director of HR	Council	January 27, 2025

MINUTES REFERENCE DATE

- | | | |
|--------------------|---|--------------------|
| December 12, 2000 | November 2, 2004 (See April 26, 2004 Minutes) | November 27, 2006 |
| December 18, 2006 | February 26, 2007 | July 16, 2008 |
| September 29, 2008 | March 30, 2009 | March 29, 2010 |
| April 26, 2010 | March 28, 2011 | January 30, 2012 |
| May 23, 2012 | November 26, 2012 | May 1, 2013 |
| September 23, 2013 | October 28, 2013 | April 30, 2014 |
| May 21, 2015 | March 29, 2016 | September 2, 2016 |
| May 23, 2017 | June 26, 2017 | December 18, 2017 |
| February 26, 2018 | March 14, 2018 | September 28, 2020 |
| June 7, 2021 | October 5, 2021 | September 28, 2022 |
| March 27, 2023 | April 24, 2023 | February 26, 2024 |
| April 22, 2024 | June 11, 2024 | |

**4.3 96 Church Street Development Agreement First Reading
 Moved By Councillor McManaman
 Seconded By Councillor Furlong
 That Council give First Reading to the Development Agreement for 96
 Church Street and schedule a Public Hearing for February 12, 2025.**

Motion Carried

Case No: DA-2025-XX

This Agreement made this _____ Day of _____ 2025.
 Between:

Six Point Start Homes (owner of property located at 96 Church Street [PID 25013814], hereinafter called the "Owner"),

of the one part, and

The Town of Amherst (a body corporate in the Province of Nova Scotia, hereinafter called the "Town"),

of the other part.

WHEREAS the Owner wishes to obtain permission pursuant to Policy RP-9 of the Municipal Planning Strategy of the Town of Amherst, to add three additional units, including one garden suite located at 96 Church Street (PID 25013814).

AND WHEREAS a condition of the granting of approval of Council is that the Owner enter into an Agreement with the Town;

AND WHEREAS the Council of the Town, at its meeting on the ___ Day of _____2025, approved the said Development Agreement, subject to the registered Owner of the land described herein entering into this Agreement;

AND WHEREAS the following Schedules shall be attached to and form part of this Agreement:

- (a) Schedule 'A' - Terms and Conditions
- (b) Schedule 'B' - Property Location Map
- (c) Schedule 'C' - Site Plan

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the granting by the Town of the Development Agreement requested by the Owner, the Owner agrees as follows:

- 1) That the Owner is the registered owner of the aforesaid Lands in the Town of Amherst, hereinafter called the "Lands". The aforesaid Lands are the only lands in the Town of Amherst to which this Agreement applies, and the Lands are illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may construct three additional units, for a total of seven, including a Garden Suite situated in the existing garage on the said Lands, subject to Schedules A, B, and C.

- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any Provincial or Federal statute, act, or regulation.
- 4) Any failure of the Town to insist upon strict enforcement of any requirements or conditions contained in this Agreement shall not be deemed a waiver of any rights or remedies that the Town may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.
- 5) Should the Owner fail to act in accordance with any aspect of this Agreement, the Town shall retain the right to discharge the Agreement upon 30 days notification and / or enter the property and conduct the required work. The cost of the said work will become a lien on the property tax bill.
- 6) The Town shall issue the necessary Development Permit for the development upon expiration of the appeal period specified for Development Agreements under Section 249 of the *Municipal Government Act*, as the same may be amended from time to time, or upon the withdrawal or dismissal of any appeal which may be taken.
- 7) The Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Town in accordance with Section 229 of the *Municipal Government Act*.

SIGNED AND DELIVERED

In the presence of

THE TOWN OF AMHERST

Rob Small, Mayor

Jason MacDonald, MCIP, LPP, CAO

\FOR THE OWNER

Tom Mattinson
Six Point Star Homes

Schedule A

**96 Church Street, PID 25013814-
Development Agreement**

Terms and Conditions:

1.0 USE OF LAND AND BUILDINGS

- 1.1 The use of the property shall be limited to a six (6) unit dwelling and one Garden Suite for a total of seven (7) dwelling units on property shown on Schedule 'B'.
- 1.2 The location of the main building, Garden suite, driveway, parking area shall be generally configured on the Lands as shown on Schedule 'C'. Variations to the location of any parts of the site plan may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.3 A minimum of 1.48 parking spaces shall be provided for each dwelling unit for a total of 10 spaces on the Lands and shall be generally configured as shown on Schedule 'C'.
- 1.4 The Owner shall be responsible for maintaining a screened solid waste containment area(s) at minimum six (6) metres from the rear property line of adjacent properties.

2. GENERAL REQUIREMENTS

- 2.1 The Owner shall keep the Lands and buildings and any portion thereof clean and in good repair. All elements of the development on the Lands shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.
- 2.2 In addition to *Part 5 – Hours of Construction* under the Town of Amherst Building Bylaw D-6, operation of heavy equipment and electrical generators shall not take place on the property from 8:00 P.M. to 7:00 A.M.
- 2.3 Signage on the property shall conform to the Town of Amherst *Land Use Bylaw*.
- 2.4 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties.
- 2.5 Solid waste management shall be in conformance with the Town of Amherst *Solid Waste Bylaw*.

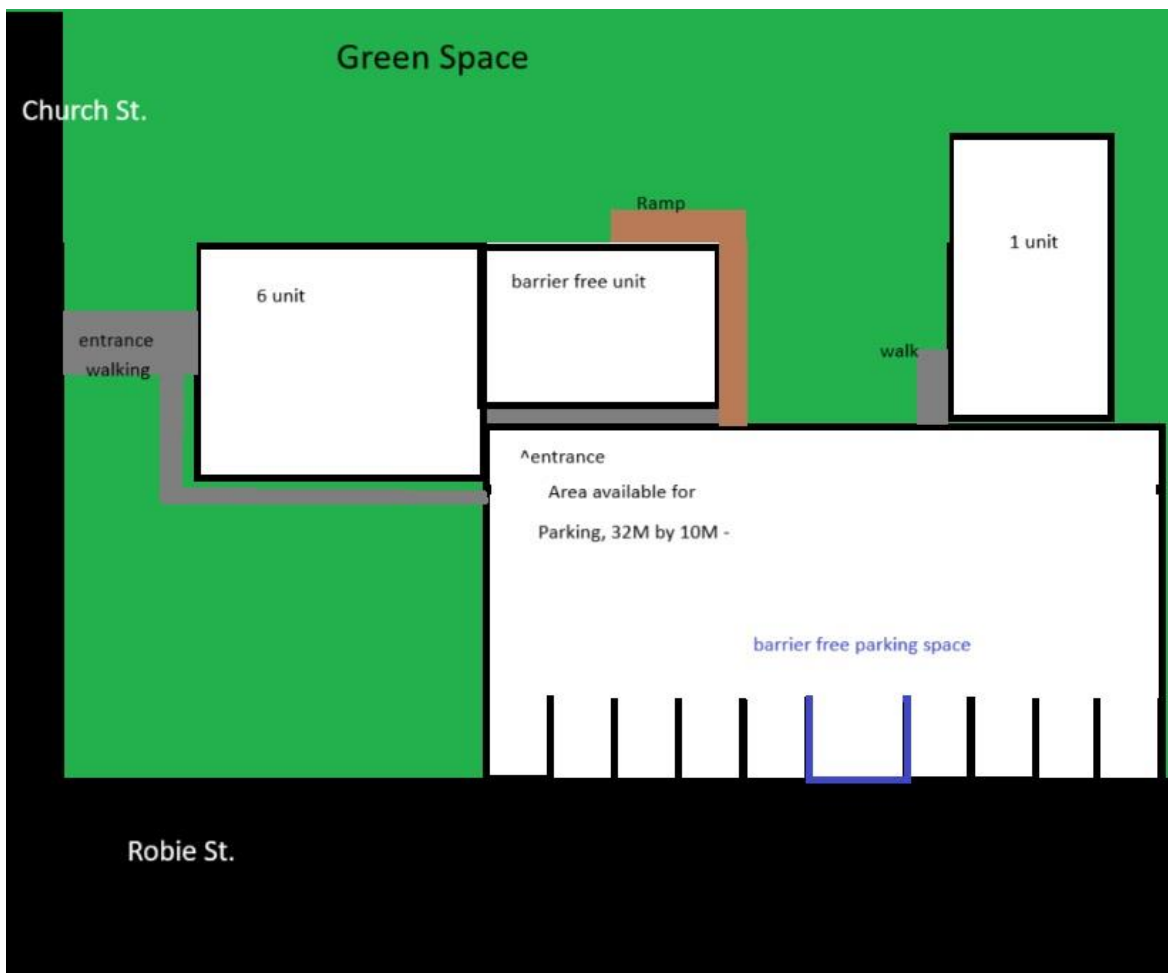
2.6 The Owner shall take all reasonable steps to maintain a clean worksite during construction by picking up building material waste, and taking all reasonable measures to minimize dust.

2.7 Accessory buildings may be permitted on the Lands in accordance with the Town of Amherst Land Use Bylaw.

Schedule B
Location Map



Schedule C
Site Plan



**4.4 Audit Committee Terms of Reference Policy
Moved By Councillor Furlong
Seconded By Councillor Chambers
That Council readopt the Audit Committee Terms of Reference Policy as
recommended by the Audit Committee.**

TOWN OF AMHERST POLICY

Motion Carried
NUMBER 03000-05
PAGE 9 of 19

DEPARTMENT: Council and Corporate Services

TITLE: Audit Committee Terms of Reference

Minutes reference date: 29 March 2016 27 February 2017

Purpose

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

Composition, Operations and Accountability

3. The Committee shall be comprised of all members of Council plus two citizen appointments. The Committee shall be appointed by Council.
4. The initial citizen appointments (effective November 1, 2016) will be for one-year terms, as a transitional measure, and subsequent citizen appointments will be for two-year terms. Citizen appointees shall possess knowledge and understanding of financial and investment matters.
5. The Chief Administrative Officer (CAO) of the Town or his or her appointee shall be the secretary of the Committee
6. The Chief Administrative Officer, Treasurer and Accountant shall be non-voting members of the Committee.
7. The Chair shall be a member of Council and shall be elected annually by the Committee.

8. The Committee shall meet at least four times each year. The Committee Chair will make periodic reports to Council on matters relating to the Committee's duties and responsibilities.
9. The Committee shall meet with the external auditors as it deems appropriate to consider any matter that the Committee or auditors determine should be brought to the attention of Council.
10. Through the CAO the Committee may request members of the Town's senior management to attend meetings of the Committee as deemed necessary.
11. The Committee provides open avenues of communication among management, employees, external auditors and Council.

Duties and Responsibilities

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

Financial Information

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

Internal Control, Risk Management and Financial Information Systems

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

Investment Management Activity

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

Banking Services

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

Insurance Coverage of Significant Risks and Uncertainties

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

Terms of Reference for the Committee

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

**4.5 Expense Reimbursement Policy
 Moved By Councillor Wells
 Seconded By Deputy Mayor Davidson
 That Council approve the amendments to the Expense Reimbursement
 Policy # 3000-07.**

Motion Carried

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

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

PURPOSE

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

APPLICATION

SIGNING AUTHORITY:

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

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

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

INDIVIDUAL RESPONSIBILITIES

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

PERMITTED EXPENSES

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

AUTHORIZED TRAVEL

- 7. Council members shall be reimbursed for the reasonable expenses incurred in attending:
 - (1) Conferences and professional development authorized by Policy 10350-26 Council Conference Attendance and Professional Development;
 - (2) Meetings or conferences at which the Council member’s attendance is authorized or requested by Council;

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

TRAVEL OUTSIDE OF THE MARITIMES

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

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

LIMITS ON REIMBURSEMENT OF EXPENSES

15. Notwithstanding any other provision of the policy, the following limits shall apply to the reimbursement of expenses:
- (1) Subject to payment of per diem, a claimant shall only be reimbursed for costs that they have incurred;
 - (2) The expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Town of Amherst;
 - (3) Airplane travel shall be booked by Town of Amherst staff or shall only be reimbursed at the lowest rate which would have been available if Town of Amherst staff had booked the airfare. Reasonable costs for airport improvement or similar fees and luggage shall be reimbursed at actual costs.
 - (4) Accommodation costs shall be reimbursed at actual costs. Government rates should be obtained whenever possible. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements included, but not limited to, wheel chair accessibility;
 - (5) Reimbursement for meals shall not exceed the per diem meal amounts set out in this policy, except in the case of travel outside of the Maritimes, in which event the applicable Signing Authority may authorize reimbursement of meals expenses at a comparable standard. Reimbursement for meals shall not be claimed in respect of meals that are included as part of registration fees for conferences or seminars;
 - (6) The cost of any alcoholic beverages shall not be reimbursed;
 - (7) Fees, deposits, interest and surcharges incurred on a personal credit card shall not be reimbursed;
 - (8) When personal and Town of Amherst travel is combined, only documented expenses directly related to the Town of Amherst portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense;

- (9) Reimbursement shall not be provided for loss of personal effects; for medical and hospital treatment; for purchase of luggage, clothing and other personal equipment; or for personal services such as shoe shines, valet services, dry-cleaning, laundry, haircuts and other personal services;
- (10) There shall be no reimbursement of travel and related expense for individuals other than a Council member, the CAO, or an employee, Committee member or Commissioner of the Town of Amherst;
- (11) There shall be no reimbursement for travel by a Council member within the Town of Amherst because such travel is deemed to be included in the monthly vehicle allowance.
- (12) If a personal vehicle is used in lieu of airplane travel, reimbursement will be based on the lesser of the lowest airfare rate which would have been available had the flight been booked by Town of Amherst staff or the kilometrage reimbursement.
- (13) Hotel services including room service and video rentals shall not be charged to the room.

TRAVEL ADVANCES

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

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

USE OF TOWN OF AMHERST CREDIT CARDS

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

PER DIEM MEAL ALLOWANCES

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

KILOMETRAGE

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

VEHICLE RENTALS

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

EXPENSE CLAIMS

25. Expense claims must be submitted on the form provided by the Town of Amherst and shall be signed by the Claimant.

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

TIMEFRAME

32. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.
33. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

FRAUD, MISUSE OR MISAPPROPRIATION OF MUNICIPAL FUNDS

34. Fraudulent irregularity, misuse or misappropriation of Town of Amherst funds may result in disciplinary action up to and including termination of employment.
35. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO it must be reported immediately to the Mayor.

REPORTING REQUIREMENTS

36. Pursuant to section 65D of the *Municipal Government Act*, the CAO shall ensure that the **Town of Amherst Municipality** does the following:
 - (1) within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Town of Amherst website for the Mayor, CAO (including an employee of the Town of Amherst delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Council on their expenses regarding the following:
 - a. Travel and travel related expenses, including transportation, accommodation and incidentals;
 - b. Meals; and
 - c. Training and education.
 - (2) by September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the expenses for the preceding fiscal year for each reportable individual that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.
 - ~~(3) On a monthly basis, posts the expense reports of each reportable individual on the Town of Amherst website on their expenses regarding the following:

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

REVIEW REQUIREMENTS

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

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy Review updates. Amend Out of Province Travel to Travel Outside of Maritimes, updated meal per diems. Other updates for clarity.	Director of Finance	Council	May 23, 2023
Policy review following municipal election. Minor grammar and reporting requirement revisions.	Director of Finance	Council	

Minutes reference date: March 25, 2019 November 26, 2018 February 24, 2020
 May 23, 2023

**4.6 Hospitality Policy
 Moved By Councillor Chambers
 Seconded By Councillor Ripley
 That Council approve the amendments to the Hospitality Policy # 3000-08.**

Motion Carried

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

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

POLICY STATEMENT:

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

POLICY OBJECTIVES

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

HOSPITALITY AND HOSPITALITY EVENTS

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

SIGNING AUTHORITY

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

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

46. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.

47. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

PRIOR AUTHORIZATION

48. Subject to this policy, all hospitality events require prior authorization.

49. A request for prior authorization for hospitality events requires the following information:

- (a) rationale/purpose of the event;
- (b) estimated numbers of attendees and their respective affiliations;
- (c) if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances; and
- (d) estimated itemized costs including gratuities and supplementary expenses.

50. Requests for hospitality events shall be reviewed by the appropriate Signing Authority as set out in paragraph 7 of this policy, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.

51. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.

SERVING OF ALCOHOL

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

53. The Town of Amherst and its employees and members of Council are expected to act ~~responsibility~~ responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.

54. The Town of Amherst will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.

55. If alcohol is provided at a hospitality event, food must be served.

GIFTS

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

CLAIMS FOR REIMBURSEMENT OF HOSPITALITY EXPENSES

57. By April 1 of each year any individual claiming reimbursement pursuant to this policy must sign an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.

58. Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Town of Amherst and shall be signed by the Claimant.

59. Hospitality expense claims must include the following:

- (1) a copy of the signed prior authorization for the hospitality event for which the expense was incurred;
- (2) the names and positions of the guests at the hospitality event;
- (3) the business objective for the expense; and
- (4) a detailed itemized receipt for the expense.

60. In instances where prior approval of the hospitality event was not possible, the hospitality expense claim must also provide the information required in paragraph 11 of this policy and an explanation of why prior approval was not possible.

61. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.

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

REPORTING REQUIREMENTS

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

REVIEW REQUIREMENTS

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

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

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

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

4.7 Tax Sale
Moved By Deputy Mayor Davidson
Seconded By Councillor Furlong
That Council approve setting the minimum bid for 59 Church Street at \$15,000 for the tax sale scheduled on February 11, 2025.

Motion Carried

- 4.8 **2025 Meeting Dates**
Moved By Councillor Furlong
Seconded By Deputy Mayor Davidson
That Council approve changing the February 2025 Committee of the Whole meeting date from Monday, February 17, 2025 to Tuesday, February 18, 2025 due to the Heritage Day holiday, changing the April 2025 Committee of the Whole date from Monday, April 21, 2025 to Tuesday, April 22, 2025 due to the Easter holiday, changing the May 2025 Committee of the Whole meeting date from Monday, May 19, 2025 to Tuesday, May 20, 2025 due to the Victoria Day holiday, changing the December 2025 Committee of the Whole start time from 4:00 p.m. to 3:00 p.m. and further changing the December 2025 Council meeting date from Monday, December 22, 2025 to Monday, December 15, 2025 due to the holiday season.

Motion Carried

- 4.9 **Amherst Youth Town Council Appointment**
Moved By Councillor Chambers
Seconded By Councillor Wells
That Council appoint Avery Hoeg Burbine to the Amherst Youth Town Council.

Motion Carried

- 4.10 **Council Appointment to the L.A. Animal Shelter**
Moved By Councillor Ripley
Seconded By Councillor Chambers
That Council appoint Deputy Mayor Davidson to the L.A. Animal Shelter for a term ending October 31, 2025.

Motion Carried

5. INTERNAL COMMITTEE REPORTS

- 5.1 **Planning Advisory Committee - Chambers**
Report included as part of the agenda package. Information item only.
- 5.2 **Amherst Board of Police Commissioners - Davidson**
Report included as part of the agenda package. Information item only.
- 5.3 **Audit Committee - McManaman**
Report included as part of the agenda package. Information item only.
- 5.4 **Amherst Youth Town Council**
Report included as part of the agenda package. Information item only.
- 5.5 **Accessibility Advisory Committee - Wells**
Report included as part of the agenda package. Information item only.
- 5.6 **Inclusion Diversity and Equity Committee - Davidson**
Report included as part of the agenda package. Information item only.

6. EXTERNAL COMMITTEE REPORTS

- 6.1 **Cumberland Public Libraries - McManaman**
Report included as part of the agenda package. Information item only.
- 6.2 **Cumberland YMCA - Chambers**
Report included as part of the agenda package. Information item only.
- 6.3 **Northern Region Solid Waste Management - Furlong**
Report included as part of the agenda package. Information item only.

7. ADJOURNMENT

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

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor

**Town of Amherst
Public Hearing
Minutes**

Date: February 12, 2025
Time: 12:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Robert Small
Deputy Mayor Hal Davidson (via Zoom)
Councillor Charlie Chambers
Councillor Nic Furlong
Councillor Terry McManaman
Councillor Dwayne Ripley

Members Absent Councillor Kathy Wells

Staff Present Jason MacDonald, Chief Administrative Officer
Greg Jones, Director, Fire Services
Andrew Fisher, Director, Planning & Economic Development
Torben Laux, Planner/GIS
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

Mayor Small called the meeting to order.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

Councillor Ripley arrived at 12:07 p.m.

3. 96 Church Street Development Agreement Application

3.1 Staff Report

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

3.2 Council Questions / Comments

There were no questions from Council.

3.3 Public Questions / Comments

There were no members of the public present.

4. Adjournment

There being no further business, Mayor Small closed the Public Hearing.

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor

SYNOPSIS

SIDEWALK AND CURB CONSTRUCTION POLICY

As part of our Accessibility Strategy, the Sidewalk and Curb Construction Policy was reviewed at the January 8, 2025 meeting of the Accessibility Advisory Committee. Following some discussion the committee made a motion that the language of the policy be updated to include replacing the existing brick pavers with concrete to improve accessibility.

The existing brick paver sidewalks present challenges for wheelchair users and persons with limited mobility. Amending the policy to use concrete for all new sidewalks or the reconstruction of existing sidewalks regardless of the materials used in the original construction will greatly improve the accessibility of our sidewalk network, especially in the downtown core.

Language has also been added to the policy to include the use of tactile warning indicator plates to improve accessibility for the visually impaired.

MOTION:

That Council approve the amendments to the Sidewalk and Curb Construction Policy.

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: February 24, 2025

SUBJECT: **Sidewalk and Curb Construction Policy**

ORIGIN: This policy was reviewed by the Accessibility Advisory Committee.

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

RECOMMENDATION: That Council approve the amendments to the Sidewalk and Curb Construction Policy.

BACKGROUND: This policy was reviewed at the January 8, 2025 meeting of the Accessibility Advisory Committee. Following some discussion the following motion was made:

That the Accessibility Advisory Committee recommend to Council that the language of the Sidewalk and Curb Construction Policy be updated to include replacing existing brick pavers with concrete to improve accessibility.

DISCUSSION: The brick paver sidewalks in the downtown core will soon be in need of replacement or significant repairs due to age and the effects of seasonal freeze thaw cycles.

Brick pavers also present a challenge for wheelchair users and persons with limited mobility. Amending the policy so that all reconstructed sidewalks are replaced with concrete regardless of the materials used in the original construction will greatly improve the accessibility of our sidewalk network, especially in the downtown core. Language has also been added to include the use of tactile warning indicator plates where required.

If approved, staff will prepare a brick paver replacement plan and include brick paver replacements in future capital budgets for consideration.

FINANCIAL IMPLICATIONS: Replacing brick pavers with concrete will realize some savings as concrete is approximately 15% cheaper than traditional interlocking pavers.

SOCIAL JUSTICE IMPLICATIONS: Replacing the brick pavers with concrete will improve the accessibility of our downtown sidewalks for all users but in particular those persons with limited mobility or persons using a wheelchair or scooter.





AMHERST TOWN COUNCIL

RFD# 2025016

Date: February 24, 2025

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

COMMUNITY ENGAGEMENT: There is no community engagement contemplated at this time.

ALTERNATIVES:

1. Direct staff to draft further changes to the policy;
2. Do not adopt any changes to the policy.

ATTACHMENTS: Sidewalk / Curb Policy 31600-18 - AMENDED

Report prepared by: A. Bourgeois
Report and Financial approved by:



TITLE: SIDEWALK / CURB CONSTRUCTION POLICY
SECTION: ENGINEERING & PUBLIC WORKS
POLICY NO.: 31600-18

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

PURPOSE:

The purpose of this policy is to define materials to be used for sidewalk and curb construction or maintenance.

POLICY STATEMENT:

Sidewalk construction is an important part of the Town of Amherst infrastructure. ~~The following will be used by staff when developing plans for sidewalk and curb reconstruction or construction. Materials used in the construction of all new sidewalks in the Town of Amherst will be recommended by staff, and reviewed and approved by Amherst Town Council during the capital budget process.~~

1. New Sidewalk Construction

Materials used in the construction of all new sidewalks in the Town of Amherst will be **concrete and include the installation of tactile warning indicator plates as needed.** ~~Other construction materials may be~~ recommended by staff and reviewed and approved by Amherst Town Council during the capital budget process.

2. Repair of Existing Sidewalks

Existing concrete, asphalt or interlocking brick paver sidewalks will be repaired using the same materials used in the original construction.

~~Construction material for replacement of entire sections of sidewalks (i.e. between two parallel streets) shall be at the discretion of Council.~~

3. Reconstruction of Existing Sidewalks

When entire sections of existing concrete, asphalt or interlocking brick paver sidewalks are replaced the material used for reconstruction shall be concrete and include the installation of tactile warning indicator plates as needed

4.-3. New Curbs

All new curbs will be concrete with barrier curbs required on arterial streets to provide safety relative to higher speed traffic. Roll over curbs will be installed on local and collector streets except at tee intersections and sharp corners where barrier curbs will be used to reduce the possibility of vehicles sliding into the sidewalk.

TITLE: **SIDEWALK / CURB CONSTRUCTION POLICY**
SECTION: **ENGINEERING & PUBLIC WORKS**
POLICY NO.: **31600-18**

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Ensure policy is reviewed on a regular basis to determine if any updates / changes are required.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Amended policy language; brick pavers will be replaced with concrete when reconstructing downtown sidewalks	Director of Operations, Bourgeois	Council	

Minutes Reference Dates:

25 June 2007

29 June 2010

SYNOPSIS

APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES AND COMMISSIONS POLICY

Following the municipal election in October, Council completed a review of external Boards, Committees and Commissions to which they appoint members of Council. Appendix A of the Appointment of Members of Council to External Boards, Committees and Commissions Policy needs to be amended to reflect the appointments made at that time.

MOTION:

That Council approve the proposed amendments to the Appointment of Members of Council to External Boards, Committee & Commissions Policy Appendix A.



AMHERST TOWN COUNCIL

RFD# 2025017

Date: February 24, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: February 24, 2025

SUBJECT: Appointment of Members of Council to External Boards, Committees and Commissions

ORIGIN: Recent review of Council Committee appointments

LEGISLATIVE AUTHORITY: Section 24 of the Municipal Government Act provides the statutory authority to Council with respect to standing, special and advisory committees.

RECOMMENDATION: That Council approve the proposed amendments to the Appointment of Members of Council to External Boards, Committee & Commissions Policy Appendix A.

DISCUSSION: Following the municipal election in October, Council completed a review of external Boards, Committees and Commissions to which they appoint members of Council. Appendix A of the Appointment of Members of Council to External Boards, Committees and Commissions Policy needs to be amended to reflect these appointments.

FINANCIAL IMPLICATIONS: There are no financial implications arising from these amendments.

COMMUNITY ENGAGEMENT: Letters have been sent to all organizations advising of the Council appointments to their board, committee or commission, as well as to those organizations where Council agreed to no longer appoint a member.

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

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications with amending this policy

ALTERNATIVES:

- Do not approve the policy as amended and recommend alternative amendments.



ATTACHMENTS: Appointment of Members of Council to External Board, Committees & Commissions with proposed amendments.

Report prepared by: Natalie LeBlanc, Municipal Clerk

**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,
COMMITTEES AND COMMISSIONS**
SECTION: EXECUTIVE OPERATIONS
POLICY NO: 10350-28

APPROVAL DATE: June 24, 2024 **CAO Signature:** _____

Short Title

1. This Policy may be known as the *Appointments of Members of Council to External Bodies Policy*.

Purposes

2. The purposes of this Policy are to determine:
 - (a) when Council may appoint or decline appointment of Members to external bodies;
 - (b) the reporting requirements regarding other bodies on which Members may choose to serve without the appointment of Council.

Interpretation

3. In this Policy:
 - (a) “CAO” means the Chief Administrative Officer of the Municipality;
 - (b) “Clerk” means the Clerk of the Municipality, and includes a person acting under the direction or supervision of the Clerk;
 - (c) “Council” means the Council of the Town;
 - (d) “External body” means any board, commission, committee, body or local authority of any kind established to exercise or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes of a municipality or parts thereof or of two or more municipalities or parts thereof, or to which a municipality or municipalities are required to provide funds.
 - (e) “Member” means a member of Council, including the Mayor; and
 - (f) “Municipality” means the Town of Amherst.

Roles and Responsibilities

4.
 - (a) Only Council may appoint Members to external bodies.
 - (b) Any appointment by Council of Members to external bodies shall be made pursuant to section 8 of this Policy.
5. Council shall only make appointments to external bodies after having received and considered the terms of reference from external bodies.
6. The Clerk shall keep a list of the appointments of Members to external bodies made by Council, known as Appendix A.

**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,
COMMITTEES AND COMMISSIONS**
SECTION: EXECUTIVE OPERATIONS
POLICY NO: 10350-28

External Bodies

7. Council shall not be bound by the by-laws or articles of incorporation adopted by an external body providing for the appointment of a Member to such body.

Council Appointments to External Bodies

8. (1) Council may appoint Members to external bodies as required by enactment, by-law or agreement:
- (a) in accordance with any enactment of the Government of Canada or Province of Nova Scotia;
 - (b) in accordance with the By-laws of the Municipality or an agreement to which the Municipality is a party; or
 - (c) as otherwise directed by Council.

- (2) Council may appoint Members to bodies, including external bodies, which in the opinion of Council are community organizations providing a service to the community and which:
- a. the Municipality is providing funding; and/or
 - b. where Council determines that municipal involvement is required or beneficial.

- (3) An external body Council considers meets the purpose of subsection 1 or 2 of this section shall be named in Appendix A. Council may amend Appendix A to add or remove the name of an external body.

(4) Reporting

Councillors appointed to external bodies will submit a report to regular Council meetings. Information that generally should be included in the report includes:

- a. Governance issues;
- b. Financial issues;
- c. Requests to Council; and
- d. Service delivery capacity.

These reports are intended to provide important information to Council regarding the operation of the external body and are not intended to be a medium to promote issues / events to the general public.

External Bodies Without Council Appointment

9. (1) A Member who sits on a body that has not been appointed to such body by Council shall advise the Clerk of the name of the body on which he or she sits.

**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,
COMMITTEES AND COMMISSIONS**
SECTION: EXECUTIVE OPERATIONS
POLICY NO: 10350-28

(2) The Clerk shall retain a list of the names of the bodies provided by the Members pursuant to subsection 1 of this section and the list shall indicate the name of the Member and the name of the body provided.

(3) The Clerk shall retain the list created pursuant to subsection 2 of this section in the Office of the Municipal Clerk as a public record.

(4) The Clerk shall provide the list annually to the Members for their review and the Members shall advise the Clerk of any errors or omissions on such list.

Conflict of Interest

10. (1) All members of Council are encouraged to consider the Municipal Conflict of Interest Act in all matters that come before them in their duties as a public representative on any group in which they serve in a capacity other than formally appointed by Council.

(2) If you feel you are in a position where you may be in a direct, indirect or even perceived conflict you should:

- As soon as practicable after the commencement of the meeting disclose the interest and the general nature thereof; then withdraw from his/her place as a member and
- In the case of a closed meeting, leave the room in which meeting is held for the duration of the consideration of the matter, and
- In the case of a meeting that is open to the public, leave his/her seat and take a seat in the public gallery until the matter is concluded.

(3) When in doubt, Councillors are encouraged to err on the side of caution and declare a conflict.

Appendices

11. Any Appendix attached to this Policy shall form part of the Policy.

- Appendix A – External Bodies to which Members are appointed pursuant to section 8

**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,
COMMITTEES AND COMMISSIONS**
SECTION: EXECUTIVE OPERATIONS
POLICY NO: 10350-28

**Appendix A
External Bodies to which Members
are appointed pursuant to Section 8**

Board, Committee or Commission	Members Appointed	Act, Legislation, By-Law, Agreement or Membership
Cumberland Public Libraries Board	1 Member appointed	By-laws of Board
Regional Emergency Management	2 Members appointed	Intermunicipal Agreement
Northern Region Solid Waste	1 Member appointed	Intermunicipal Agreement
Cumberland YMCA	1 Member appointed	Contribution Agreement
LA Animal Shelter	1 Member appointed	Contribution Agreement Capital Funding
Cornerstone Board of Directors	1 Member appointed	Contribution Agreement
Municipal Alcohol Project	1 Member appointed	By Request of Organization
Senior Safety Advisory Committee	1 Member appointed	By Request of Organization
GFL Community Liaison Committee	1 Member appointed	Residential Three Stream Solid Waste Collection Agreement

TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES AND COMMISSIONS
SECTION: EXECUTIVE OPERATIONS
POLICY NO: 10350-28

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Council	Appoint members to external boards, committees and commissions. Notify Clerk of any boards, committees or commissions to which they are members of without Council appointment
Clerk	Ensure Appendix A of this policy, as well as the list of boards, committees and commissions council are members of without Council appointment, is kept up to date.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Amend Appendix A to reflect current Council appointments	Clerk, LeBlanc		
Include a provision that states: The report should include any matters that affect the organizations governance, financial structure, or service delivery capacity, remove Appendix B and C.	Clerk, LeBlanc	Council	June 24, 2024

Minutes reference date: February 26, 2018 February 22, 2021 April 25, 2022 June 24, 2024

SYNOPSIS

96 CHURCH STREET DEVELOPMENT AGREEMENT SECOND READING

The attached development agreement would permit the conversion of a dwelling located at 96 Church Street into a 6-unit apartment building with a detached garden suite. Following a December 12, 2024 public participation opportunity where no comments from the public were received, the Planning Advisory Committee recommended that Council enter into the agreement. Council gave first reading at their regular meeting on January 27, 2025. A Public Hearing was held on February 12, 2025, no members of the public were in attendance and no members of Council had any questions or concerns.

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

MOTION:

That Council give Second and final Reading to the Development Agreement for 96 Church Street to permit the conversion of a dwelling located at 96 Church Street into a 6-unit apartment building with a detached garden suite.

TO: Mayor Small and Members of Council

SUBMITTED BY: Andrew Fisher, Director of Planning & Economic Development

DATE: February 24, 2025

SUBJECT: Development Agreement – 96 Church Street

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

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

RECOMMENDATION: That Council give Second and final Reading to the Development Agreement for 96 Church Street to permit the conversion of a dwelling located at 96 Church Street into a 6-unit apartment building with a detached garden suite.

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

DISCUSSION: Following a December 12, 2024 public participation opportunity where no comments from the public were received, the Planning Advisory Committee recommended that Council enter into the agreement. Council gave first reading at their regular meeting on January 27, 2025. A Public Hearing was held on February 12, 2025, no members of the public were in attendance and no members of Council had any questions or concerns.

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

FINANCIAL IMPLICATIONS: There are no financial implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.



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

COMMUNITY ENGAGEMENT: An advertised Public Participation Opportunity was held on December 12, 2024. No members of the public spoke to this development. An advertised Public Hearing was held on February 12, 2025 where again no comments from the public were received. Should Council give second reading, notice of the right to appeal Council's decision within 14 days will be published on the municipal website.

ALTERNATIVES:

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

ATTACHMENTS: Staff report to PAC; PAC Application Summary

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



MEMO

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

PROPOSAL

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

BACKGROUND INFORMATION

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

PUBLIC PARTICIPATION

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

RELEVANT POLICIES

1. General Land Use and Development Policies (GP)

GP-4 Efficient Development

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

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

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

2. Residential Policies (RP)

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

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

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

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

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

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

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

RP-11 (Affordable Housing)

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

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

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

RP-12 (Residential Area Design)

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

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

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

RP-14 (Garden Suite)

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

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

(i) the development agreement be discharged

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

3. Implementation Policy

A-5 (Amendment Criteria)

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

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

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

DISCUSSION & CONCLUSION

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

The following decision options are therefore put forward:

OPTIONS:

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

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

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

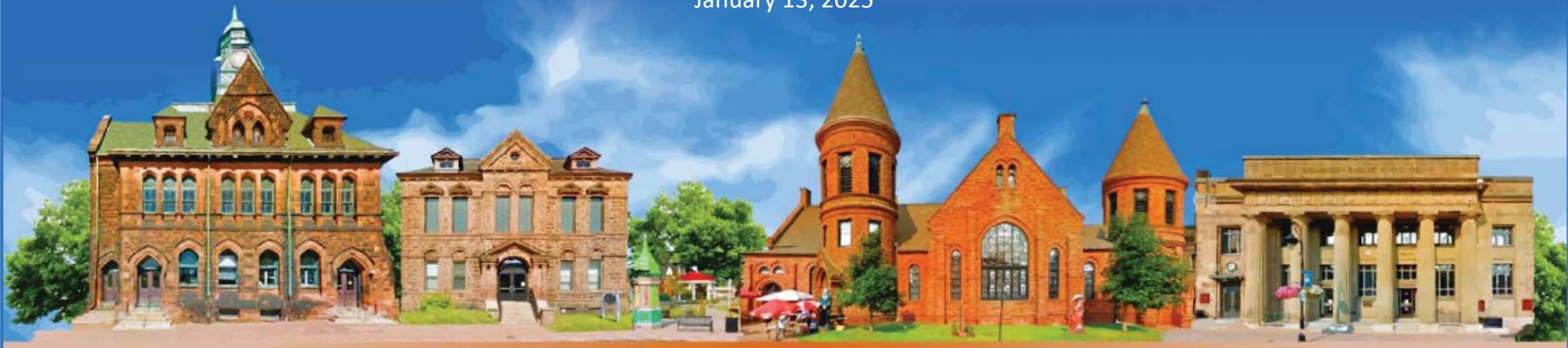
STAFF RECOMMENDATION: Option One.



Planning Advisory Committee

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

January 13, 2025



Disclaimer

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

Development Agreement

What is a Development Agreement (DA)?

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

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



Architectural Design

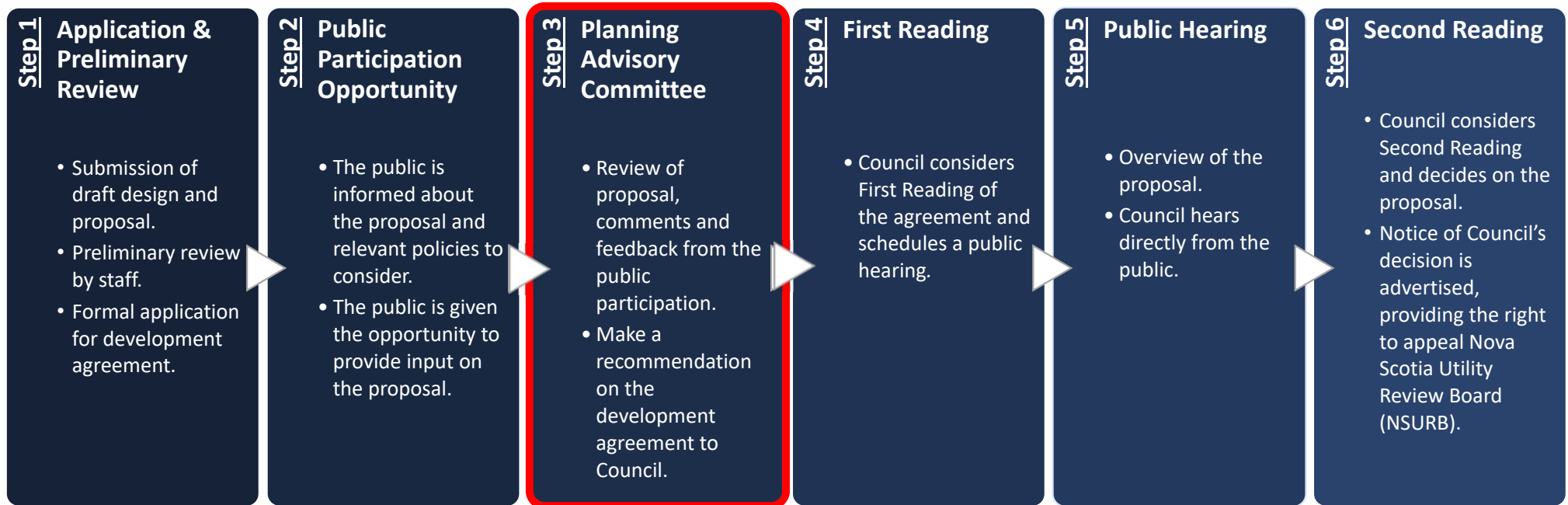
Parking

Landscaping

Drainage

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

Development Agreement Process



Application Details

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

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

Location: 96 Church St. (PID: 25013814)

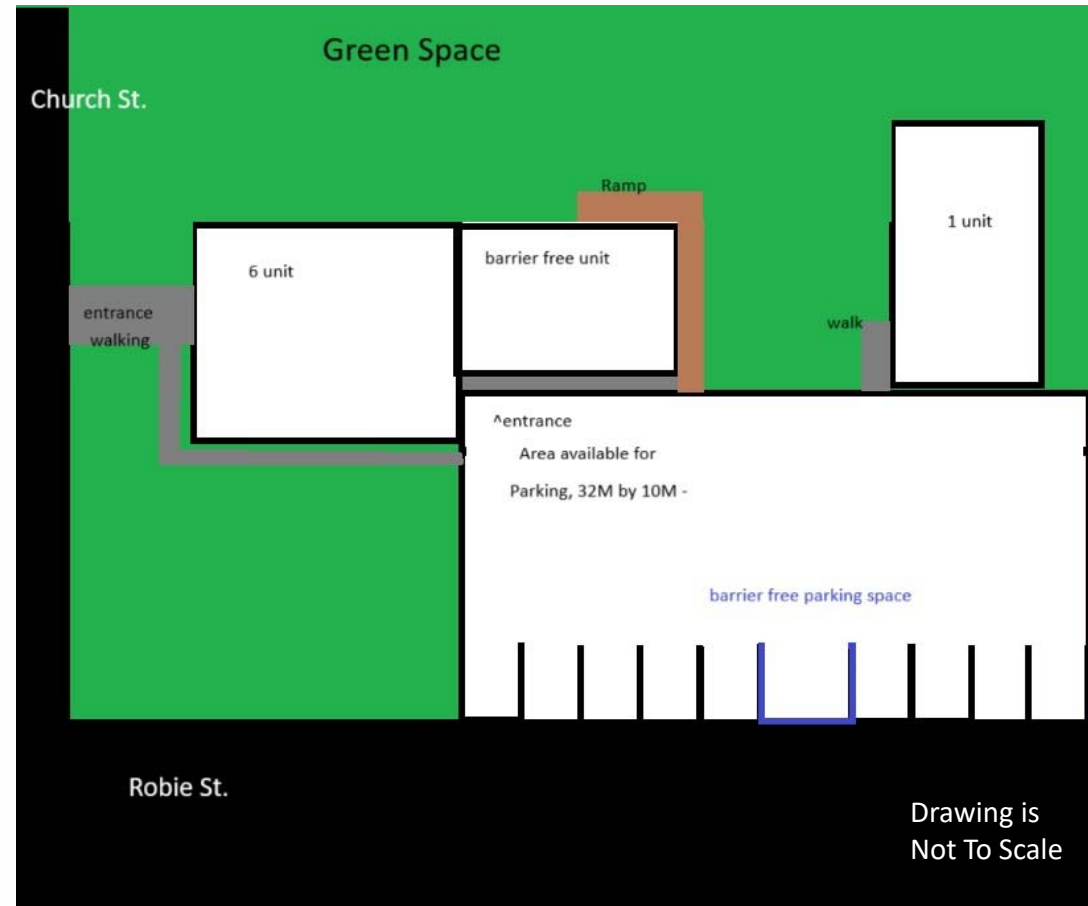
Total Property Area: 1585 sqm (17060 sq ft)

Existing Zoning: General Residential

Existing Land Use: Residential

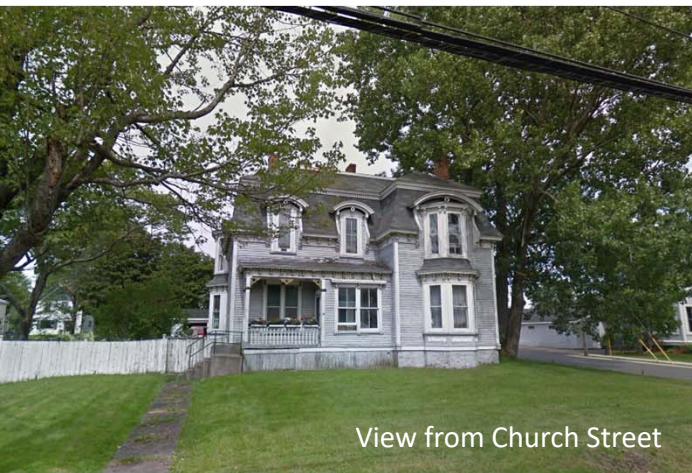
Parking: 10 Parking Spaces (1.48/unit)

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



Neighbourhood Context

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



View from Church Street



View from Robie Street

#seewhyweloveit

Amherst
NOVA SCOTIA

Relevant Planning Bylaws & Policies

1. General Land Use and Development Policies

GP-4 (Efficient Development)

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

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

Relevant Planning Bylaws & Policies

2. Residential Policies

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

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

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

Relevant Planning Bylaws & Policies

2. Residential Policies

RP-11 (Affordable Housing)

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

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

Relevant Planning Bylaws & Policies

2. Residential Policies

RP-12 (Residential Area Design)

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

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

Relevant Planning Bylaws & Policies

2. Residential Policies

RP-14 (Garden Suite)

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

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

Relevant Planning Bylaws & Policies

3. Implementation Policy

A-5 (Amendment Criteria)

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

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

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

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

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

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

This Agreement made this _____ Day of _____ 2025.

Between:

Six Point Start Homes (owner of property located at 96 Church Street [PID 25013814], hereinafter called the "Owner"),

of the one part, and

The Town of Amherst (a body corporate in the Province of Nova Scotia, hereinafter called the "Town"),

of the other part.

WHEREAS the Owner wishes to obtain permission pursuant to Policy RP-9 of the Municipal Planning Strategy of the Town of Amherst, to add three additional units, including one garden suite located at 96 Church Street (PID 25013814).

AND WHEREAS a condition of the granting of approval of Council is that the Owner enter into an Agreement with the Town;

AND WHEREAS the Council of the Town, at its meeting on the ___ Day of _____ 2025, approved the said Development Agreement, subject to the registered Owner of the land described herein entering into this Agreement;

AND WHEREAS the following Schedules shall be attached to and form part of this Agreement:

- (a) Schedule 'A' - Terms and Conditions
- (b) Schedule 'B' - Property Location Map
- (c) Schedule 'C' - Site Plan

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the granting by the Town of the Development Agreement requested by the Owner, the Owner agrees as follows:

- 1) That the Owner is the registered owner of the aforesaid Lands in the Town of Amherst, hereinafter called the "Lands". The aforesaid Lands are the only lands in the Town of Amherst to which this Agreement applies, and the Lands are illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may construct three additional units, for a total of seven, including a Garden Suite situated in the existing garage on the said Lands, subject to Schedules A, B, and C.
- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any Provincial or Federal statute, act, or regulation.

- 4) Any failure of the Town to insist upon strict enforcement of any requirements or conditions contained in this Agreement shall not be deemed a waiver of any rights or remedies that the Town may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.
- 5) Should the Owner fail to act in accordance with any aspect of this Agreement, the Town shall retain the right to discharge the Agreement upon 30 days notification and / or enter the property and conduct the required work. The cost of the said work will become a lien on the property tax bill.
- 6) The Town shall issue the necessary Development Permit for the development upon expiration of the appeal period specified for Development Agreements under Section 249 of the *Municipal Government Act*, as the same may be amended from time to time, or upon the withdrawal or dismissal of any appeal which may be taken.
- 7) The Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Town in accordance with Section 229 of the *Municipal Government Act*.

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SIGNED AND DELIVERED

In the presence of

THE TOWN OF AMHERST

Rob Small, Mayor

Jason MacDonald, MCIP, LPP, CAO

FOR THE OWNER

Tom Mattinson
Six Point Star Homes

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Schedule A

96 Church Street, PID 25013814- Development Agreement

Terms and Conditions:

1.0 USE OF LAND AND BUILDINGS

- 1.1 The use of the property shall be limited to a six (6) unit dwelling and one Garden Suite for a total of seven (7) dwelling units on property shown on Schedule 'B'.
- 1.2 The location of the main building, Garden suite, driveway, parking area shall be generally configured on the Lands as shown on Schedule 'C'. Variations to the location of any parts of the site plan may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.3 A minimum of 1.48 parking spaces shall be provided for each dwelling unit for a total of 10 spaces on the Lands and shall be generally configured as shown on Schedule 'C'.
- 1.4 The Owner shall be responsible for maintaining a screened solid waste containment area(s) at minimum six (6) metres from the rear property line of adjacent properties.

2. GENERAL REQUIREMENTS

- 2.1 The Owner shall keep the Lands and buildings and any portion thereof clean and in good repair. All elements of the development on the Lands shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.
- 2.2 In addition to *Part 5 – Hours of Construction* under the Town of Amherst Building Bylaw D-6, operation of heavy equipment and electrical generators shall not take place on the property from 8:00 P.M. to 7:00 A.M.
- 2.3 Signage on the property shall conform to the Town of Amherst *Land Use Bylaw*.
- 2.4 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties.
- 2.5 Solid waste management shall be in conformance with the Town of Amherst *Solid Waste Bylaw*.
- 2.6 The Owner shall take all reasonable steps to maintain a clean worksite during construction by picking up building material waste, and taking all reasonable measures to minimize dust.
- 2.7 Accessory buildings may be permitted on the Lands in accordance with the Town of Amherst Land Use Bylaw.

Schedule B

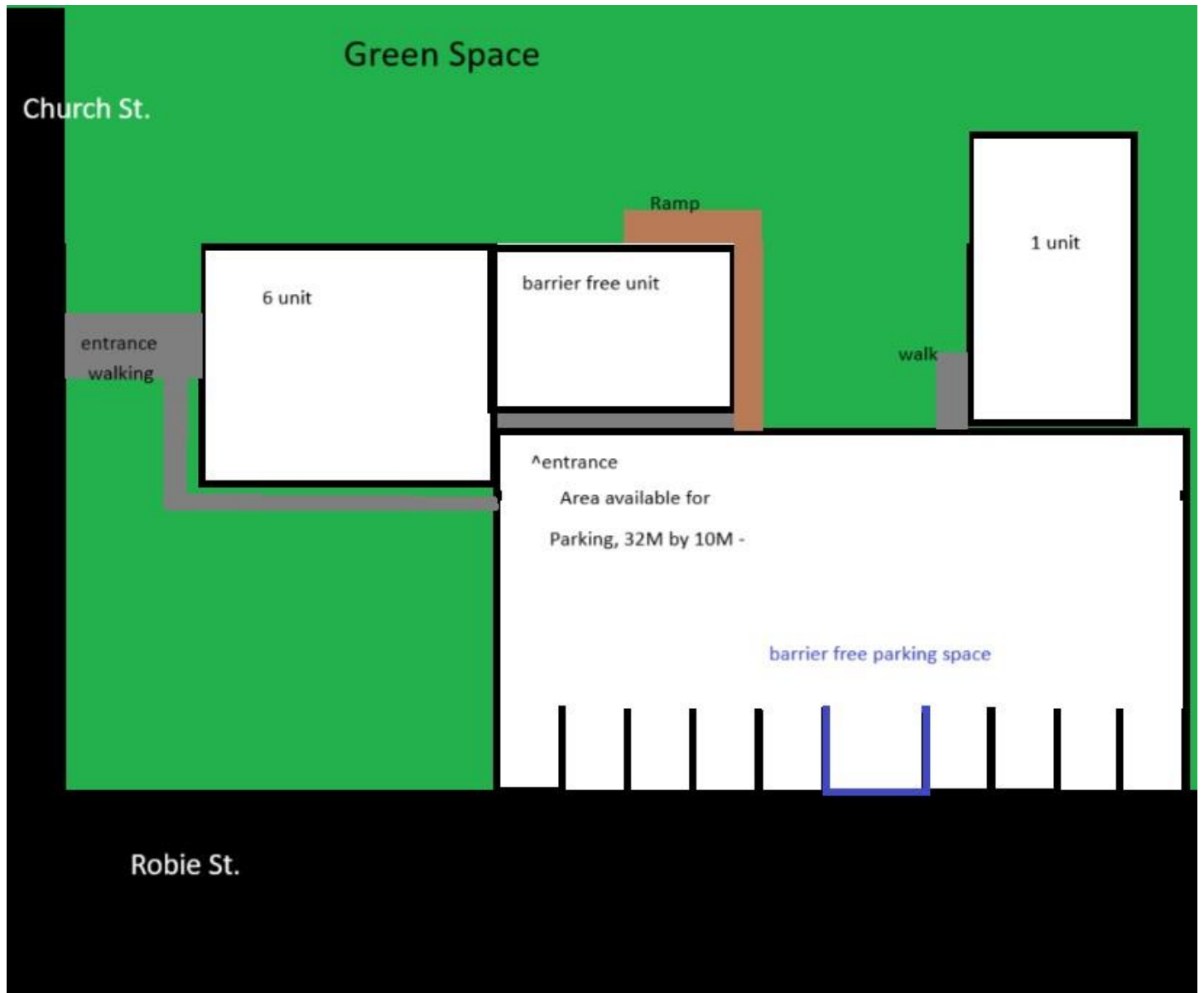
Location Map



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Schedule C

Site Plan



Internal Committee Report

Planning Advisory Committee

February 2025

The Planning Advisory Committee met on Monday, February 3rd in Town Hall Council Chambers.

The PAC reviewed the revised drafts of the Municipal Planning Strategy and Land Use Bylaw. Committee members provided feedback, which Staff will consider as they make further revisions. These revised drafts will be reviewed at the March PAC meeting, where the Committee will also consider a recommendation to Council regarding the new planning documents. This will position Council to consider the first reading of the drafts in March, followed by public engagement in April and May. The goal is to give Council the opportunity to approve the new planning documents by the end of June.

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

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

Internal Committee Report

Amherst Board of Police Commissioners

February 2025

The Amherst Board of Police Commissioners met on Tuesday, January 28, 2025 at 3:00 p.m. in Town Hall Council Chambers.

Representatives from Department of Justice attended via Zoom and gave Board members an orientation presentation on their roles as Commissioners.

The Board reviewed the proposed 2025/26 Amherst Police Department capital budget and passed the following motion:

That the Amherst Board of Police Commissioners approve the 2025/2026 Capital Budget of the Amherst Police Department which includes \$85,000 for a replacement for Patrol Vehicle #6, \$20,000 for a mobile radar speed sign, \$26,000 for a new server, \$60,000 to replace our Crime Prevention vehicle, \$40,000 to replace the Live Scan Fingerprint system, and \$24,000 for Police Dress Uniforms, for a total request for 2025/26 of \$255,000.00, and further that this budget request be forwarded to Council for approval.

An update on the Amherst Police Department Strategic Plan was also given, and the Chief reviewed his monthly report.

The next meeting is scheduled for tomorrow, Tuesday, February 25, 2025 at 3:00 p.m. in Town Hall Council Chambers.

Internal Committee Report

Amherst Youth Town Council

February 2025

The Amherst Youth Town Council has been meeting with the YMCA of Cumberland and the Integrated Youth Services site manager to coordinate assistance in the opening of the new Youth site April 1, 2025. We had the opportunity to visit the site and were very impressed with the progress being made. The Amherst Youth Town Council made the decision to assist with food for the centre. We are currently exploring ways to collect non perishable food items and to this end recently attended the Amherst Regional High School basketball tournaments collecting donations at the door. This was very successful and we will be continuing this practice into March.

Internal Committee Report

Inclusion, Diversity and Equity Committee

February 2025

The Inclusion, Diversity and Equity Committee met on Wednesday, January 29, 2025 at 4:30 p.m. in Town Hall Council Chambers.

A discussion was had around combining the Inclusion, Diversity and Equity Committee and the Accessibility Advisory Committee going forward, which will include a new combined Strategic Plan, as well as an update on planned events for African Heritage Month. The Director of Community Living also provided an update on the status of the Amherst Police Department Strategic Plan.

External Committee Report

YMCA of Cumberland

February 2025

Monthly General Overview

Membership

We have 2190 Members with 272 Members on Financial Assistance.

Our last Promo, First Payment Free, ended on February 15th and had 109 sign ups. Our next Promo, Introductory Offer, will be offered until March 31st.

Child Care

Friday Night Fun, in partnership with the Town of Amherst, has been going very well and started back up after the holidays and will run until the end of March this year.

We hosted a babysitting course in Oxford this month in partnership with the Town of Amherst and the Learn to Lead Program.

Fund Development

Coldest Night of the Year took place February 22, 2025.

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

Our goal is to raise \$20,000

Teams Registered - 14

Walkers Registered – 71

Total Funds raised to date - \$14,073 (70% of goal)

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

Community Development

April 1, 2024 until January 29, 2025

244 clients (both new and returning) received services.

62 evictions prevented.

Status changed from homeless to housed – 58.

External Committee Report

Northern Region Solid Waste

February 2025

Monthly General Overview

The Northern Region Committee met on January 17th in Elmsdale. The focus of this meeting was to give members an overview on the different committees and programs in Nova Scotia.

Next Meeting: Friday, March 7th- virtual.

Extended Producer Responsibility (EPR) Update

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

- **February 14, 2024:** Compensation offers to be circulated to each municipality or organization.
- **February 28, 2025:** Municipalities to provide clear written intent to opt-in or opt-out.
- **May 16, 2025:** Deadline for council approval for municipality opt-in agreement execution.
- **December 1, 2025:** Launch of EPR program.

External Committee Report

L.A. Animal Shelter

February 2025

Financial

The financial statements of the LA Animal Shelter reflect a significantly higher than normal electrical bill due to construction of the new building. Postal stamp increases and cost of all envelopes is significant when issuing tax receipts. It is approximately 10% of a \$20 donation. A decision was made to automatically issue receipts for donations of \$50 or more or when requested for lesser amounts.

Funding for the new building is consistent with actual cost to date, but the shelter may need bridge financing with the last expenses. Timely payment of staggered municipal grants will be important as construction is scheduled to be completed at the end of March or early April.

Fundraising remains extremely important with cost to demolish and dispose of the old facility projected to be extremely costly

Save the Dates - The Spring Tea is scheduled for May 10th and the yard sale has been scheduled for June 14th.

Board Governance

All voting members will be participating in a board survey to review board governance proactively.

Other

The board is receiving a donation of new dog and cat blankets from Maritime Tartan which will create less washer and dryer loads and more efficient storage.

Something which was very evident during a tour I took of the old and new facilities are the operational and ventilation efficiencies which will be created with the new facility. The latter is particularly important with airborne respiratory diseases and the extremely high veterinary costs associated with same.

The next meeting is scheduled for March 20th.