



Town of Amherst
Committee of the Whole

Date: **October 18, 2021**
Time: **4:00 pm**
Location: **Zoom Virtual Meeting**

	Pages
1. Call to Order	
1.1. Approval of Agenda	
1.2. Approval of the Consent Agenda	1 - 1
1.3. Approval of Minutes September 20, 2021	2 - 7
2. Council Direction Requests	
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5. In Camera

5.1. Approval of In Camera Agenda

5.2. Approval of In Camera Minutes

5.3. MGA 22(2)(c) - personnel matters

5.4. MGA 22(2)(c) - personnel matters

5.5. MGA 22(2)(c) - personnel matters

5.5.1. MGA 22(2)(c) - personnel matters

5.5.2. MGA 22(2)(c) - personnel matters

5.6. MGA 22(2)(e) - contract negotiation

5.7. MGA 22(2)(a) - acquisition, sale, lease and security of municipal property 1.9

5.8. MGA 22(2)(e) - contract negotiations

5.9. MGA 22(2)(e) - contract negotiations

6. Adjournment



Town of Amherst
Committee of the Whole
Monday, October 18, 2021

Consent Agenda

MOTION:

That Council approve the following items as part of the consent agenda:

- 1.3. Approval of Minutes**
- 2.1 The Dr. & Mrs. H.E. Christie Community Foundation Donation**
- 2.4 CIBC Wood Gundy – Amherst Little League Donations**
- 3.3 Contract Awards Less than 250K**
- 4.1. Corporate Services Monthly Report**
- 4.2. Operations Monthly Report**
- 4.3. Police Department Monthly Report**
- 4.4. Fire Department Monthly Report**
- 4.5. Planning & Strategic Initiatives Monthly Report**
- 4.6. Community Well-Being Report**

**Amherst Town Council
Committee of the Whole
Minutes**

Date: September 20, 2021
Time: 4:00 pm
Location: Zoom Virtual Meeting

Members Present Mayor David Kogon
Deputy Mayor Hal Davidson
Councillor George Baker
Councillor Sheila Christie
Councillor Lisa Emery
Councillor Dale Fawthrop
Councillor Leon Landry

Staff Present Jason MacDonald, Chief Administrative Officer
Michael Hunter, Chief Financial Officer
Dwayne Pike, Police Chief
Greg Jones, Fire Chief
Andrew Fisher, Manager of Planning & Strategic Initiatives
Aaron Bourgeois, Operations Manager
Cheryl Laliberte, Community Well-being Manager
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

Others Present Sean Borden, Director of Regional Operations, NSP
Mary Black, Government Relations, NSP
Amie Woodford, Manager of Customer Relations, NSP
Jason Lyver, Senior Forester, NSP
Baron Young, Operations Manager, NSP

Due to the COVID-19 pandemic this was a virtual meeting held via Zoom.

1. **Call to Order**
Mayor Kogon called the meeting to order at 4:00 p.m.
- 1.1 **Approval of Agenda**
Moved By Councillor Landry
Seconded By Councillor Emery
To approve the agenda as circulated.

MOTION CARRIED

- 1.2 **Approval of the Consent Agenda**
Moved By Councillor Landry
Seconded By Councillor Emery
To approve of the consent agenda.

MOTION CARRIED

- 1.3 **Approval of Minutes**
The following motion was approved as part of the consent agenda:
Moved By Councillor Landry
Seconded By Councillor Emery
That the minutes of the June 21, 2021 and August 4, 2021 Committee of the Whole meetings be approved as circulated.

MOTION CARRIED

2. Presentations

- 2.1 **Nova Scotia Power**
Representatives from Nova Scotia Power conducted their presentation, included as part of the agenda package.

3. Council Direction Requests

- 3.1 **Community Support Grants**
Due to their involvement with the organizations requesting grants, Councillor Fawthrop and Councillor Emery both declared conflict of interests.
Moved By Councillor Christie
Seconded By Councillor Baker
That Council forward the Community Support Grant requests to the September 27, 2021 regular Council meeting for consideration with the following amounts:
- | | |
|--|-------------------|
| West Highlands Home and School: | \$4,000.00 |
| Amherst Artisan Gallery: | \$3,000.00 |
| Trail of Treats: | \$ 750.00 |

MOTION CARRIED 4-1
NAY vote: Councillor Baker

- Moved By Councillor Baker**
Seconded By Deputy Mayor Davidson
That Council forward the Community Support Grant requests to the September 27, 2021 regular Council meeting for consideration with the following amounts:
- | | |
|--|-------------------|
| West Highlands Home and School: | \$ 500.00 |
| Amherst Artisan Gallery: | \$3,000.00 |
| Trail of Treats: | \$ 750.00 |

MOTION DEFEATED
NAY votes: Councillor Landry, Councillor Christie, Mayor Kogon

3.2 'A' Fresh Start Policy Amendment

Moved By Councillor Christie

Seconded By Councillor Baker

That Council forward the recommendation to cancel the fall A Fresh Start Initiative to the September 27, 2021 regular Council meeting for approval and further direct staff to review the Community Support Grants Policy and bring back recommendations to the October Council meeting.

MOTION CARRIED

3.3 Crosswalk 260 Church Street

Moved By Councillor Emery

Seconded By Councillor Christie

That Council approves of a 6-month pilot project utilizing 'crosswalk flags' at the crosswalk located at 260 Church Street as well as other crosswalks in town that share similar characteristics. If successful, findings will be developed into policy.

MOTION CARRIED

3.4 Scholarship and Bursary Policy Amendment

The following motion was approved as part of the consent agenda:

Moved By Councillor Landry

Seconded By Councillor Emery

That Council forward the Scholarship and Bursary Policy with the amendment to the September 27, 2021 meeting of Council for approval.

MOTION CARRIED

3.5 User Fee Policy

The following motion was approved as part of the consent agenda:

Moved By Councillor Landry

Seconded By Councillor Emery

That Council forward to the September 27, 2021 meeting of Council approval of an amendment to the User Fee Policy for fiscal year 2021/22 in regard to the HST application for sewer and storm sewer connections to be HST exempt.

MOTION CARRIED

3.6 Fall Debenture Approval

The following motion was approved as part of the consent agenda:

Moved By Councillor Landry

Seconded By Councillor Emery

That the Resolution for Pre-Approval of Debenture Issuance in the amount of \$390,000 for long term financing be referred to the September 27, 2021 meeting for Council's approval to fund the Albion Street water main replacement in the amount of \$390,000.

MOTION CARRIED

3.7 Year End Capital Financing Adjustments

Moved By Councillor Landry

Seconded By Councillor Baker

That Council forward approval of the following changes to the funding for the Water and General Capital Budget to the September 27, 2021 Council meeting for approval:

- 1. Approval of the increase of Water Operating capital from revenue from \$40,000 to \$114,497.16;**
- 2. Approval of the increase of General Operating capital from revenue from \$575,000 to \$606,018.17;**
- 3. Withdraw from the Operating Reserve of \$591,000.00 to fund the new pumper fire truck;**
- 4. Withdraw from the Operating Reserve – Stabilization Reserve of \$271,371.93 to fund the Stadium Solar project.**

MOTION CARRIED

3.8 Capital Budget Funding Adjustments - Zamboni

Moved By Deputy Mayor Davidson

Seconded By Councillor Fawthrop

That Council forward approval of the following change to the funding in the General Capital Budget to the September 27, 2021 Council meeting for approval:

- Withdraw from the Operating Reserve of \$200,000 to fund the new Zamboni.**

MOTION CARRIED

3.9 Year End Operating Reserve Transfer to General Operating - Solid Waste Deficit

Moved By Councillor Christie

Seconded By Deputy Mayor Davidson

That Council forward approval of the following transfer from the Operating Reserve to General Operating to the September 27, 2021 Council meeting for approval:

- 1. Withdraw from the Operating Reserve – Reserve for Solid Waste of \$14,378.17 to fund the deficit in the Solid Waste department for the 2020/21 fiscal year.**

MOTION CARRIED

3.10 Capital Funding Adjustment - Fire Station Parking Lot

Moved By Councillor Emery

Seconded By Councillor Baker

That Council forward approval of the increase in General Operating (capital from revenue) by \$80,000 to fund the asphalt overlay of the Fire Station parking lot to the September 27, 2021 Council meeting for approval:

MOTION CARRIED

3.11 Tactical Placemaking Funding Agreement

Moved By Councillor Fawthrop

Seconded By Deputy Mayor Davidson

That authorization for the CAO to sign the Contribution Agreement and Memorandum of Understanding to facilitate the Tactical Placemaking Program, be forwarded to the September 27, 2021 meeting of Council.

MOTION CARRIED

4. Information Items

4.1 Skate Park Update

Moved By Deputy Mayor Davidson

Seconded By Councillor Fawthrop

To approve, in principle, the installation of a shelter and outdoor drinking fountain at the Skate Park in the Spring of 2022.

MOTION CARRIED

4.2 Policy Review Update

This item was reviewed as part of the consent agenda.

5. Monthly Reports

The following monthly reports were approved as part of the consent agenda:

5.1 Corporate Services

5.2 Operations

5.3 Police Services

5.4 Fire Services

5.5 Planning & Strategic Initiatives

5.6 Community Well-being

6. In Camera

Moved By Councillor Landry

Seconded By Councillor Emery

That the Committee move to an in camera session.

MOTION CARRIED

7. **Adjournment**
Moved By Councillor Landry
Seconded By Councillor Fawthrop
To adjourn the meeting.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Cheryl Laliberté

DATE: October 18 2021

SUBJECT: Community Support Grant Policy Amendment

ORIGIN: A policy review was part of Council's strategic priorities.

LEGISLATIVE AUTHORITY: Authority is provided under Section 65, *Municipal Government Act*, as amended and the Community Support Grants Policy.

RECOMMENDATION: That Council forward the Community Support Grant policy revisions to the October 25, 2021 regular Council meeting for approval.

BACKGROUND: At the regular Council meeting held September 27, Council directed staff to review the Community Support Grants Policy and bring back recommended changes to the October Committee of the Whole meeting.

DISCUSSION: At the regular Council meeting held September 27, a Synopsis was presented that detailed the A Fresh Start Initiative challenges and declining number of applications. The Community Support Grants policy outlines the process for the A Fresh Start Initiative in Appendix A, as well as the process for community support grants. Council approved a motion that cancelled the Fall round of the A Fresh Start Initiative and further direct staff to review the Community Support Grants Policy and bring back recommended changes to the October Committee of the Whole meeting. Staff have made revisions to the policy in the hopes of streamlining the process and making it somewhat easier for applicants to understand. The most significant change is to the A Fresh Start program, and the recommendation to do it once a year as opposed to twice yearly. It is hoped this change may improve the quantity and quality of applications. Also, should the entire budgeted allotment not be spent, it allows some flexibility for Council to consider worthy applications that may come up later in the year.

FINANCIAL IMPLICATIONS: There are no financial implications to the amendments proposed.

COMMUNITY ENGAGEMENT: There was no community engagement.

ENVIRONMENTAL IMPLICATIONS: There are no environment implications.



COMMITTEE OF THE WHOLE

CDR# 2021083

Date: October 18, 2021

SOCIAL JUSTICE IMPLICATIONS: Hopefully streamlining this process will it easier for community groups to access funding.

ALTERNATIVES: Council may choose to forward all, some or none of the Community Support Grant policy revisions the next regular Council meeting on October 25, 2021.

ATTACHMENTS:

1. Tracking Community Support Grants Policy, 72000-08
2. Revised Community Support Grants Policy 72000-08

Report prepared by: Cheryl Laliberté



DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: COMMUNITY SUPPORT GRANTS POLICY

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

POLICY STATEMENT

1. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are considered by Council to enhance the lives-well-being and quality of life of Amherst residents. ~~Every year the Town receives more grant requests than it can fund. The purpose of this policy is to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in the community in a manner approved by Council.~~
2. This program does not govern the following, which are separately administered:
 - a. Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws); ~~and~~
 - b. Residential Property Tax Rebates (low-income homeowners)

POLICY OBJECTIVES

The objectives of this policy are:

- a. To outline the requirements to apply and be considered for a Community Support Grant ~~from the Town of Amherst;~~
- ~~(1)~~b. establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in a manner approved by Council.
- ~~(2)~~c. To ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
- ~~(3)~~d. To provide for public disclosure of a list of grant recipients and the amounts of those grants.

SCOPE

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

- a. The application process is competitive;
- b. There are more grant applications received than available funding;
- c. Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient;
- a-d. Preference is given to new initiatives, but a promising event/project may receive, in its infancy, a grant for more than one year provided there is evidence that the

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event/project is developing successfully and is sustainable in the future without continued program support

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EXCLUSIONS

The following are exclusions from the grant program:

- a. It is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g. health, social services)
- b. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns
- c. Funding applications will not be considered from the following:
 - Businesses;
 - Provincial Government organization
 - School Boards or quasi government organizations;
 - Non-profit organizations for the purpose of funding accumulated deficits;
 - Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - Organizations with political affiliations.
- d. Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief
- e. Funding will also not normally be provided to fundraising campaigns of national charitable organizations
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

ALLOCATION OF FUNDS

Council is not obligated to:

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

SPECIAL CONSIDERATION

The following Grants are provided annually, and the recipients must comply with the applicable requirements under the **application process** below. Failure to do so could result in future funding being suspended.

- a. Amherst Food Assistance Network
- b. Cumberland Early Intervention Program
- c. Sexual Health Centre for Cumberland County
- d. Cumberland County Transition House (Autumn House)
- e. Senior's Safety Advisory Committee
- f. Cumberland County Museum

- g. Amherst Little League Baseball Association
- h. Amherst Little League T-Ball Baseball
- i) NSCC Grant last payment fiscal 2021/22
- i. Maggie's Place

Council reserves the right to discontinue and/or alter funding for these organizations without notice. Council will ensure consideration is made to provide notice to applicants or a gradual decrease to the amounts above wherever possible. Support for these organization and the amounts are reviewed annually. It is anticipated that funding from the Town of Amherst is not the main source of funding for the above organizations.

LIMITATIONS

The following limitations apply to funding for the Programs listed below:

- a. Funding shall be limited to no more than 40% of overall costs for an event or program.

~~Funding will be provided for a maximum of five consecutive years.~~

~~e.b.~~ Funding cannot be used to purchase alcohol

~~e.c.~~ An organization can only apply for funding under either the regular Community Grant or "A" Fresh start for the same activity, item or event. For example, an event cannot apply under "A" Fresh Start and under the ~~Festivals and Events Grant~~ Community Support Grant

~~Those organizations receiving funding under number seven above are not eligible for funding under the programs listed below.~~

~~a)~~

PROGRAMS

The following are a list of the grants available:

- a. "A" Fresh Start

There ~~are two annual~~ is one annual intakes with a maximum annual allocation \$35,000. See Appendix A.

- b. Community Support Grant

Sport and Physical Activity Grants and Assistance

i. Maximum funding considered under this component will be \$500 for a team and \$250 for an individual.

ii. This includes amounts for teams traveling to Provincial, National and International competitions when the team or individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g. Hockey Nova Scotia or Skate Canada).

iii. The team is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team.

iv. The individual is competing as an individual and has their principal residence in the Town of Amherst.

Festivals and Events Grants

Less than 1,000 people anticipated to participate:

- a. Maximum funding considered under this component will be \$1,000

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- b-ii. Must demonstrate broad community support; and
- e-iii. Provides a unique experience not duplicated by other ongoing events, festivals or activities.
 - More than 1,000 people participating:
 - d-i. Maximum funding will be determined by Council but will not exceed \$5,000;
 - e-ii. Draw spectators from the Maritimes, nationally or internationally and increases the profile of our community; and
 - f-iii. Must be a minimum of three days in length and must be affiliated with a local community non-profit organization.
 - Organizational Equipment
 - Operational and capital equipment purchase requests will be considered by Council to a maximum of \$500

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Community Well-Being

a) Funds have been allocated for initiatives that directly impact community well-being and result in a reduction in poverty in the community. The reporting requirements and limitations in section 8 apply to these grants.

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- i. Applications will be considered up to a maximum of \$5,000

APPLICATION PROCESS

The following outlines the application process:

- a) Applications may be submitted throughout the year.
- a)b) ~~An annual callout occurs in October, with a submission deadline of December 31st. Budget deliberations begin in November of each year. Deadline for submission is December 1st of each year for the following fiscal year. The Town's fiscal years runs April 1-March 31.~~
- b)c) Council will only approve one application per year per group in addition to the "A" Fresh Start grant. Applications for "A" Fresh Start must be for new initiatives and must not include events applied for under the Community Support Grant process.
- e)d) ~~An applicant~~Applications for amounts under \$1,000 must submit the following information ~~as application for grant funds:~~
 - a. A complete Community Grant Application ~~in the form prescribed by the Town of Amherst, including~~
 - a-b. a proposed budget for the project.
- e)e) ~~An applicant~~Applications for amounts over \$1,000 must submit the following information ~~as application for grant funds:~~
 - a. A complete Community Grant Application ~~in the form prescribed by the Town of Amherst, including~~
 - a-b. a proposed budget for the project.

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~~b-c.~~ The most current financial statements of the organization designated to receive the grant funds in the application, ~~as well as a budget for the upcoming year.~~

~~e-f)~~ The Town of Amherst may request additional information.

APPROVAL PROCESS

3. The follow outlines the approval process for applications:

- (1) Staff will review the applications to ensure the proper information has been provided. Applicants who have not provided proper information will be identified in the information provided for the Committee of the Whole meeting;
- (2) Applications will be reviewed at Committee of the Whole for eligibility, evaluation and recommendation to Council;
- (3) Council determines all grant levels per organization as per maximum allocations identified in number 9 above.

4. Council retains the authority to provide amounts over the maximum amounts in unusual or special circumstances where it is in the Town's best interest to do so.

5. Following annual Council budget deliberations, successful applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the applicant in order to receive the full amount of funding offered.

AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) may approve applications submitted under ~~this sections 6 B (1, 2 & 3) and 6 C (1)~~ section 8a, b, c, d of this policy that are \$500 and less, provided such applications qualify in accordance with this policy. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December)

PAYMENT PROCESS

6. For amounts over \$1,000 payment will be made as follows:

- (1) 75% at the time of award
- (2) 25% at the time of receipt of the final report, ~~including receipts.~~ Reports must be received by no later than ~~March 31 in the year of award. Failure to submit final reports by March 31, will result in the final 25% not being awarded, one year after the event/project is held.~~

CONDITIONS

7. Grant recipients shall:

- (1) Make no misrepresentation on their application;
- (2) Use the grant as described in the application;
- (3) Provide a final report after the completion of the activity; and
- (4) Use the funds in the year granted.

8. Grant recipients receiving less than \$1,000 shall submit a final report once the activity has been completed ~~but not later than within one year of the occurrence of the event March 31 of the fiscal year in which it was awarded.~~ The report shall include:

- (1) A copy of receipts for funding used; and
- (2) An outline of the impact of the grant upon the organization and community.

9. Grant recipients receiving \$1,000 or more shall submit a final report once the activity has been ~~completed but not later than March 31 of the fiscal year in which it was awarded. within one year of the occurrence of the event~~ The report shall include:

- (1) A copy of receipts for funding used;
- (2) An outline of the impact of the grant upon the organization and community; and
- (3) The proposed project budget submitted with the original application with updates for actual revenue and expenditures.

10. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.

11. Non-compliance in number ~~17-13~~ above, could result in no funding being awarded in the future year(s).

~~12.~~ Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted.

~~12-13.~~ If the event/project does not occur for any reason, all grant monies must be returned

~~13-14.~~ Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

PUBLIC DISCLOSURE

~~14-15.~~ The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis.

~~15-16.~~ A summary of grant awards will be posted on the Town of Amherst's website in accordance with s.65C(1) of the *Municipal Government Act*.

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Appendix A – “A” FRESH START – Maximum Annual Allocation \$35,000

~~This money would be granted in a program called “A” Fresh Start – Community Initiative. This program would be held twice-once per year, with up to \$17,50035,000 available each time. The process would be administered, and events convened, by the Amherst Recreation Department.~~

(1) Applications

~~(a) Organizations may apply twice a year~~

~~(b)(a)~~ Organizations may only be chosen once every two years

~~(c)(b)~~ Application Deadlines

~~(i) Application call-out on April 1st in February of each year~~

~~(ii) Public vote in May of each year~~

~~(i) August 1st for second public voting in October.~~

~~(2)~~ (2) Qualifying applications

(a) In order to qualify, the ~~presentation, idea, or use of the money~~ must be for creative, new events or initiatives ~~or that enhance current programs~~. For example: a new cultural play, new event, festival, fundraising event with funds going back into Amherst and area, ~~or new enhancement to an existing service or event.~~

(b) Normal ongoing operations of an organization do not qualify.

(3) Selection Process

(4) ~~A maximum of five finalists will be selected using an evaluation criteria~~

(a) All qualifying applicants, are eligible to be one of ~~5 FINALISTS finalists~~ reviewed by a staff committee and approved by Council at ~~both the MayApril and the September~~ council meetings.

(b) The ~~5-five (or fewer)~~ selected are required to present at the public event in ~~JuneMay and October.~~

(5) Presentations

(a) The public meeting would be for 1 ½ hours ~~from 7pm – 8:30 pm June and October~~ at the Community Credit Union Business Innovation Centre.

(b) All presenters and public are welcomed to attend.

~~(c) Those persons 16 years of age and over will be charged a \$2.00 fee at the door and will receive a ballot to vote.~~

~~(d) The door proceeds will be donated to a local charity~~

~~(c)~~ Selected applicants are required to make presentations of 10 minutes each.

(6) Decision making

(a) After all presentations are complete, members of the public ~~who have paid for a ballot at the door~~ will vote to rank the quality of the presentation.

(b) Council will review the applications immediately following the public event, taking into consideration the results of the presentation vote and other factors, and determine by vote final decision on funding to be allocated to the ~~final~~ ~~5finalists~~.

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(c) Awards

~~(i)~~ Up to \$~~17,500~~35,000.00 to be awarded, but all ~~5 chosen finalists receive get~~
an award ~~the money at the door is donated to charity.~~

~~(i)~~

(ii) Public vote on ~~top 5 the finalists~~ – council then votes on final ranking of all
5 finalists

(7) Other

~~(-)~~ Where applicable While voting is going on previous winner makes a
presentation on how they spent the money for their cause.

~~(9)~~ Transition – As 2018/19 is the initial year of the program there will only be a fall
event in the 2018/19 fiscal year.

~~(10)~~(8) Those receiving grants will receive 80% of the funding granted in advance of
their event with the remaining 20% issued after completion of a final report that
must be presented to the Town following the completion of the event.

(9) Those receiving grants will have 12-months after the approval date to plan and
execute the event.

(i) Council may decide to not award the full \$35,000.00. The remainder of the
\$35,000.00 may be made available to Community Support Grant requests
submitted throughout the year

~~(11)~~

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Date: _____

REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

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

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

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

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

NAME	FUNDING IF ANY

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



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

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **COMMUNITY SUPPORT GRANTS POLICY**

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

1. POLICY STATEMENT

- a. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are considered by Council to enhance the well-being and quality of life of Amherst residents.
- b. This program does not govern the following, which are separately administered:
 - i. Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
 - ii. Residential Property Tax Rebates (low-income homeowners)

2. POLICY OBJECTIVES

The objectives of this policy are:

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

3. SCOPE

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

- a. The application process is competitive;
- b. There are more grant applications received than available funding;
- c. Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient;
- d. Preference is given to new initiatives, but a promising event/project may receive, in its infancy, a grant for more than one year provided there is evidence that the event/project is developing successfully and is sustainable in the future without continued program support

4. EXCLUSIONS

The following are exclusions from the grant program:

- a. It is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g., health, social services)
- b. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns
- c. Funding applications will not be considered from the following:
 - i. Businesses;
 - ii. Provincial Government organization
 - iii. School Boards or quasi government organizations;

- iv. Non-profit organizations for the purpose of funding accumulated deficits;
 - v. Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - vi. Organizations with political affiliations
- d. Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief
- e. Funding will also not normally be provided to fundraising campaigns of national charitable organizations
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

5. ALLOCATION OF FUNDS

Council is not obligated to:

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

6. SPECIAL CONSIDERATION

The following Grants are provided annually, and the recipients must comply with the applicable requirements under the **application process** below. Failure to do so could result in future funding being suspended.

- a. Amherst Food Assistance Network
- b. Cumberland Early Intervention Program
- c. Sexual Health Centre for Cumberland County
- d. Cumberland County Transition House (Autumn House)
- e. Senior's Safety Advisory Committee
- f. Cumberland County Museum
- g. Amherst Little League Baseball Association
- h. Amherst Little League T-Ball Baseball
- i. NSCC Grant last payment fiscal 2021/22
- j. Maggie's Place

Council reserves the right to discontinue and/or alter funding for these organizations without notice. Council will ensure consideration is made to provide notice to applicants or a gradual decrease to the amounts above wherever possible. Support for these organization and the amounts are reviewed annually. It is anticipated that funding from the Town of Amherst is not the main source of funding for the above organizations.

7. LIMITATIONS

The following limitations apply to funding for the Programs listed below:

- a. Funding shall be limited to no more than 40% of overall costs for an event or program
- b. Funding will be provided for a maximum of five consecutive years.
- c. Funding cannot be used to purchase alcohol
- d. An organization can only apply for funding under either the regular Community Grant or "A" Fresh start for the same activity, item or event. For example, an event cannot apply under "A" Fresh Start and under the Community Support Grant

8. PROGRAMS

The following are a list of the grants available:

1. A" Fresh Start

One annual intake with a maximum annual allocation \$35,000. See Appendix A.

2. Community Support Grants

a. Sport and Physical Activity

Maximum funding considered will be \$500 for a team and \$250 for an individual

- i. This includes amounts for teams traveling to Provincial, National and International competitions when the team or individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g. Hockey Nova Scotia or Skate Canada).
- ii. The team is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team
- iii. The individual is competing as an individual and has their principal residence in the Town of Amherst.

b. Festivals and Events Grants

Less than 1,000 people anticipated to participate:

- i. Maximum funding considered under this component will be \$1,000
- ii. Must demonstrate broad community support; and
- iii. Provides a unique experience not duplicated by other ongoing events, festivals or activities.

More than 1,000 people participating:

- i. Maximum funding will be determined by Council but will not exceed \$5,000;
- ii. Draw spectators from the Maritimes, nationally or internationally and increases the profile of our community; and
- iii. Must be a minimum of three days in length and must be affiliated with a local community non-profit organization

c. Organizational Equipment

Operational and capital equipment purchase requests will be considered by Council to a maximum of \$500.

d. Community Well-Being

Funds have been allocated for initiatives that directly impact community well-being and result in a reduction in poverty in the community. The reporting requirements and limitations in section 8 apply to these grants. Applications will be considered up to a maximum of \$5,000.

9. APPLICATION PROCESS

The following outlines the application process:

- a. Applications may be submitted throughout the year
- b. An annual callout occurs in October, with a submission deadline of December 31st
- c. Council will only approve one application per year per group in addition to the "A" Fresh Start grant. Applications for "A" Fresh Start must be for new initiatives and must not include events applied for under the Community Support Grant process.

- a) Applications for amounts under \$1,000 must submit the following information
 - i. A complete Community Grant Application
 - ii. a proposed budget for the project
- b) Applications for amounts over \$1,000 must submit the following information:
 - i. A complete Community Grant Application
 - ii. a proposed budget for the project.
 - iii. The most current financial statements of the organization designated to receive the grant funds in the application, as well as a budget for the upcoming year.
- c) The Town of Amherst may request additional information.

10. APPROVAL PROCESS

- a. The follow outlines the approval process for applications:
 - i. Staff will review the applications to ensure the proper information has been provided. Applicants who have not provided proper information will be identified in the information provided for the Committee of the Whole meeting;
 - ii. Applications will be reviewed at Committee of the Whole for eligibility, evaluation and recommendation to Council;
 - iii. Council determines all grant levels per organization as per maximum allocations identified in number 9 above.
- b. Council retains the authority to provide amounts over the maximum amounts in unusual or special circumstances where it is in the Town's best interest to do so
- c. Following annual Council budget deliberations, successful applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the applicant in order to receive the full amount of funding offered.
- d. Funding will be determined by council upon reviewing the proposal and recommendations from staff

11. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) may approve applications submitted under section 8a, b, c, d of this policy that are \$500 and less, provided such applications qualify in accordance with this policy. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December).

12. PAYMENT PROCESS

For amounts over \$1,000 payment will be made as follows:

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

13. CONDITIONS

- a. Grant recipients shall:
 - i. Make no misrepresentation on their application
 - ii. Use the grant as described in the application
 - iii. Provide a final report after the completion of the activity

- iv. Use the funds in the year granted
- b. Grant recipients receiving less than \$1,000 shall submit a final report once the activity has been completed within one year of the occurrence of the event The report shall include:
 - i. A copy of receipts for funding used
 - ii. An outline of the impact of the grant upon the organization and community
- c. Grant recipients receiving \$1,000 or more shall submit a final report once the activity has been within one year of the occurrence of the event The report shall include:
 - i. A copy of receipts for funding used
 - ii. An outline of the impact of the grant upon the organization and community
 - iii. The proposed project budget submitted with the original application with updates for actual revenue and expenditures
- d. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.
- e. Non-compliance in number 13 above, could result in no funding being awarded in the future year(s)
- f. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted
- g. If the event/project does not occur for any reason, all grant monies must be returned
- h. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

14. PUBLIC DISCLOSURE

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

Appendix A – “A” FRESH START – Maximum Annual Allocation \$35,000

This program is held once per year, with up to \$35,000 available.

1. Applications
 - a. Organizations may only be chosen once every two years
 - b. Application Deadlines
 - i. Application call-out in February of each year
 - ii. Public vote in May of each year
2. Qualifying applications
 - a. In order to qualify, the presentation, idea, or use of the money must be for creative, new events or initiatives. For example: a new cultural play, new event, festival, fundraising event with funds going back into Amherst and area
 - b. Normal ongoing operations of an organization do not qualify
3. Selection Process
 - a. A maximum of five finalists will be selected using an evaluation criteria
 - b. All qualifying applicants, are eligible to be one of the finalists reviewed by a staff committee and approved by Council at the April council meetings.
 - c. The five (or fewer) selected are required to present at the public event in May.
4. Presentations
 - a. The public meeting would be for 1 ½ hours at the Community Credit Union Business Innovation Centre
 - b. All presenters and public are welcomed to attend
 - c. Selected applicants are required to make presentations of 10 minutes each
5. Decision making
 - a. After all presentations are complete, members of the public will vote to rank the quality of the presentation
 - b. Council will review the applications immediately following the public event, taking into consideration the results of the presentation vote and other factors, and determine by vote final decision on funding to be allocated to the finalists
6. Awards
 - a. Up to \$35,000.00 to be awarded, but all finalists chosen receive an award
 - b. Public vote on the finalists. Council then votes on final ranking of all the finalists
7. Other
 - a. Those receiving grants will receive 80% of the funding granted in advance of their event with the remaining 20% issued after completion of a final report that must be presented to the Town following the completion of the event
 - b. Those receiving grants will have 12-months after the approval date to plan and execute the event.
 - c. Council may decide to not award the full \$35,000.00. The remainder of the \$35,000.00 may be made available to Community Support Grants requests submitted throughout the year

Date: _____

REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

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

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

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

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

NAME	FUNDING IF ANY

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



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

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Michael Hunter – Chief Financial Officer

DATE: October 18, 2021

SUBJECT: **Green Bins – Request to Transfer from Reserves**

ORIGIN: Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY: MGA section 65A – Authorized Municipal Expenditures.

RECOMMENDATION: That Council forward the transfer from the Green Bin Replacement Reserve up to \$47,000 to fund the purchase of replacement green bins to the October 25, 2021 regular council meeting for approval.

BACKGROUND: The Town maintains a Green Bin Replacement Reserve within the Operating Reserve. The balance at March 31, 2021 was \$198,853.

DISCUSSION: The current supply of Green Bins is low and we need to restock the supply. The cost to order in lots of 100 is approximately \$120 / green bin. Orders of 500+ have a unit cost of approx. \$85-\$95 per green bin. Our projected usage is 150 – 200 units per year. A bulk order will provide us with approximately a 3-year supply with savings in the range of \$17,500 over the 3 year period.

FINANCIAL IMPLICATIONS: Funding from the reserve allows us to maintain the tax rate at current levels.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: There is no community engagement required.

ALTERNATIVES: Do not use the Solid Waste/Green Bin Replacement funds in the Operating Reserve and reduce the General Operating surplus at year end.

ATTACHMENTS: None

Report prepared by: Michael Hunter, CPA, CA – Chief Financial Officer
Report and Financial approved by:



TO: Mayor Kogon and Members of Council

SUBMITTED BY: Michael Hunter, Chief Financial Officer

DATE: October 18, 2021

SUBJECT: **Donation for Children’s Programs from The Dr. & Mrs. H.E. Christie Community Foundation**

ORIGIN: The Town received a request from Paul Mahaney, Executive Director of The Dr. & Mrs. H.E. Christie Community Foundation, to accept a \$10,000 donation to be used for Cumberland County Minor Hockey Association Programs

LEGISLATIVE AUTHORITY: Income Tax Act - Canada Revenue Agency Charity Guidelines

RECOMMENDATION: That Council forward to the October 25, 2021 regular meeting approval of the acceptance of the donation from The Dr. & Mrs. H.E. Christie Community Foundation and disbursement to Cumberland County Minor Hockey Association, in accordance with the request of the donor.

BACKGROUND: The Town, in the past, has accepted donations of this nature to issue a charity receipt to the donor and disburse funds to the requested program

DISCUSSION: We, in the past, have accepted donations on behalf of local children’s programs and ensure proper tax receipts are issued to the donors.

FINANCIAL IMPLICATIONS: Programs are fully funded by donations, no financial cost to Town

SOCIAL JUSTICE IMPLICATIONS: This donation will assist with the financial cost of those who participate in the Cumberland County Minor Hockey Association.

ENVIRONMENTAL IMPLICATIONS: There are none

COMMUNITY ENGAGEMENT: Community engagement not required for this type of request

ALTERNATIVES: Other alternative not considered at this time

ATTACHMENTS: No additional support for this request

Report prepared by: Michael Hunter, Chief Financial Officer

Report and Financial approved by:



TO: Mayor Kogon and Members of Council

SUBMITTED BY: Michael Hunter, Chief Financial Officer

DATE: October 18, 2021

SUBJECT: **Donations – CIBC Wood Gundy**

ORIGIN: CIBC Wood Gundy is raising monies from their offices in the Atlantic Region to support Amherst Little League Association and has requested that we accept the funds on behalf of the Organization to issue receipts and forward monies to support local children’s activities in our community. To date there has been \$20,550 raised and more is expected.

LEGISLATIVE AUTHORITY: Income Tax Act - Canada Revenue Agency Charity Guidelines

RECOMMENDATION: That Council forward to the October 25, 2021 regular meeting approval of the acceptance of donations from CIBC Wood Gundy offices and disburse funds to Amherst Little League Association, in accordance with the request of the donors.

BACKGROUND: It is normal practice for the Town to accept donations of this nature to issue a charity receipt to the donor and disburse funds to the requested program

DISCUSSION: We, in the past, have accepted donations on behalf of local children’s programs and ensure proper tax receipts are issued to the donors

FINANCIAL IMPLICATIONS: Programs are fully funded by donations, no financial cost to Town

SOCIAL JUSTICE IMPLICATIONS: This donation will assist with the financial cost of those who participate in the Amherst Little League Association

ENVIRONMENTAL IMPLICATIONS: There are none

COMMUNITY ENGAGEMENT: Community engagement not required for this type of request

ALTERNATIVES: Other alternative not considered at this time

ATTACHMENTS: No additional support for this request

Report prepared by: Michael Hunter, Chief Financial Officer

Report and Financial approved by:



MEMORANDUM

TO: Mayor Kogon and Members of Council
From: Dwayne Pike, Chief of Police
Date: October 18, 2021
Subject: Noise Bylaw

On September 21st, 2020, Council directed staff conduct research into the development and possible adoption of a noise bylaw. Outside of a bylaw, we have several options that may apply when dealing with noise complaints which include using sections of the Criminal Code, the Provincial Protection of Property Act or the Motor Vehicle Act.

The draft 'Noise Bylaw', which is officially titled "The Noise and Disturbances Bylaw" has been the subject of considerable discussion by council since it was first presented in December 2020. The presented draft is similar to current bylaws in other Nova Scotia jurisdictions, including the Municipality of Cumberland, the Town of Truro, the Town of New Glasgow and other Nova Scotia municipalities.

The proposed draft for the Noise Bylaw was given first reading on June 21st, 2021.

Given some of the feedback from individual councilors, staff is looking for direction from Council in relation to next steps. Some options are:

1. Bring the bylaw as currently written to Council for second reading in November;
2. Have staff suggest changes in order to simplify the bylaw and bring to Council for second reading in November;
3. Direct staff not to bring forth the bylaw for second reading.

TOWN OF AMHERST

RESPECTING EXCESSIVE NOISE AND DISTURBANCES

The Town of Amherst under authority of the *Municipal Government Act*, in Section 172(1) (a), (c) and (d) authorizes a council to make by-laws for municipal purposes respecting the health, well-being, safety and protection of persons; persons and activities in public places and places open to the public; and nuisances, including burning, odours and fumes.

Short Title

- 1) This By-law may be cited as By-law #, the “Noise and Disturbances By-law”.

Interpretation

- 2) In this By-law

(a) "**CAO**" means the Chief Administrative Officer of the Town of Amherst;

(b) "**Construction**" includes erection, alteration, repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or felled trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any related work, but does not include blasting;

(c) "**Council**" means the Council of the Town of Amherst;

(d) "**Dwelling unit**" means self-contained living quarters fit for occupancy that are accessible from a private entrance, either outside the building or in a common area within the building, that are occupied, or if unoccupied are reasonably fit for occupancy, and that contain kitchen facilities within the unit, and have toilet facilities that are not shared with the occupants of other dwelling units;

"**Dwelling Unit**" also includes the real property upon which the dwelling unit is located as well as the lawns, yards and surrounding areas;

(e) "**Emergency Response Personnel**" includes police, fire departments or brigades, registered emergency service providers, search and rescue personnel, provincial, regional or municipal Emergency Measures Organizations, ambulance or emergency health service providers and includes volunteer or military personnel responding to an apparent conditional of emergency;

(f) **“Fireworks”** means any article containing a combustible or explosive composition or any substance or combination of substances prepared for, capable of, or discharged for the purposes of producing a pyrotechnical display which may or may not be proceeded by, accompanied with, or followed by an explosion, or an explosion without any pyrotechnical display;

(g) **“Municipality”** means the Town of Amherst;

(h) **“Police Officer”** means a member of the Amherst Police Department or a member of the Provincial Police as defined by Police Act, SNS 2004, c 31;

(i) **“Point of Reception”** means any point on the premises of a person where sound originating from other than those premises, is received;

(j) **“Premise”** means a tract of land or property which may include buildings;

(k) **“Occupant(s)”** shall mean anyone who resides at, or has care and control of a dwelling unit;

(l) **“Recreational Vehicle”** means any motor vehicle which is designed to be, or intended to be, used other than on a public highway or on the surface of the water and includes, without limiting the generality of the foregoing all-terrain vehicles, trail bikes and snowmobiles but does not include a motor home or travel trailer for the purposes of this By-Law;

General Prohibition

3.

(a) No person shall engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood;

(b) Without limiting the generality of subsection (a), the activities listed in Schedule “A” during the prohibited times and places as set out therein are presumed to be activities that unreasonably disturb the peace and tranquility of a neighbourhood;

(c) In the absence of other evidence or by way of corroboration of other evidence, a summary conviction court may infer from the evidence of a peace officer relating to the conduct of a person or person, whether ascertained or not, that a disturbance described in paragraph 3(a) or Schedule “A” of this by-law was caused or occurred.

(d) No occupier of premises or a dwelling unit, or a person who has care of control of a premise or a dwelling unit shall permit any activity that is prohibited by this By-Law.

Fixed Exemptions

4. Except where noted, this by-law does not apply to:

- a) Emergency response personnel engaged in the execution of their emergency response duties;
- b) Persons acting at the request of emergency response personnel during an actual or apparent emergency condition;
- c) Persons involved in the repair of essential services such as electrical power, sewer systems, water distribution, and telephone services;
- d) Construction activities between the hours of 7:00am and 10:00pm for which all necessary permits have been obtained;
- e) Parades, processions or demonstrations for which a permit or permission has been granted by the Municipality or the traffic authority;
- f) Any community or community-group sponsored festival, jubilee, event or activity for which a permit or permission has been granted by the Municipality;
- g) Athletic, recreational or school activities in arenas, playing fields, courts, school grounds and the like between the hours of 7:00am and 12:00am;
- h) The reasonable ringing of a bell or chimes of a church:
- i) Noise relating to industrial or commercial activities that are occurring or located in Industrial or Commercial Zones.

Grant of Exemptions by Council

- 5. Any person may make application to Council to be granted an exemption from any of the provisions of this by-law with respect to the emission of noise from an industrial, institutional, commercial or community activity for which that person may otherwise be prosecuted. Council, by resolution, may refuse to grant the exemption or may grant the exemption applied for or any exemption of lesser effect. Any exemption so granted shall:
 - a) Specify a time period of not greater than 2 years for which the exemption shall be effective;
 - b) Shall be confirmed in writing by the CAO before becoming effective; and
 - c) Shall include such terms and conditions as Council deems appropriate
- 6. In deciding whether or not to grant an exemption under section 5 or in determining terms or conditions of the exemption, Council shall give consideration to:
 - a) The social or economic benefit of the proposed activity to the Municipality;

- b) The volume, nature, duration and consistency of noise emission from the proposed activity;
 - c) The proximity and nature of abutting or adjacent land uses;
 - d) The hours of operation of the proposed activity; and
 - e) Any other factor relevant to balancing the interests of the applicant in the proposed activity against the interests of those persons who might be disturbed by the proposed activity.
7. In those cases where an exemption is granted, Council may revoke the exemption if it believes that a breach of same has occurred;
8. Any alleged breach by the applicant of any of the terms and conditions of any exemption granted by Council shall be investigated by Municipality Staff and reported to Council in writing. Council shall determine whether or not a breach has occurred and where it has been determined that a breach has taken place, as much as five (5) days may be allowed for ceasing the activity.

Penalty

9. Every person who violates the provisions of this Part shall be liable to a penalty of not less than Two Hundred Dollars (\$200.00) and not exceeding Two Thousand Dollars (\$2,000.00) for each offence.
10. Every day during which an offence pursuant to section 9 continues is a separate offense.

Schedule "A"

Part 1 – Activities prohibited at all times

Activities that are presumed to unreasonably disturb the peace and tranquillity of a neighbourhood throughout the Municipality, and at all times, where the sound resulting therefrom is audible at a point of reception.

1. The operation of any combustion engine or pneumatic device without an effective exhaust in intake muffling device in good order and in constant operation;
2. The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sounds due to an improperly secured load or equipment or inadequate maintenance;
3. The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices;
4. The operation of any public address system, television set, radio, disc player, tape deck, phonograph or other electronic sound reproduction or amplification system if the resulting sound is audible beyond the bounds of the property where it is being created
5. The detonation or use of fireworks within the Municipality limits except where an exemption has been granted by Council;
6. Fighting, screaming, shouting that causes any loud and unnecessary noise;
7. The operation of a recreational vehicle within 30 meters of a residence except for the reason of operation for the purpose of parking or storage on one's own property;
8. Persistent barking, calling, whining or the making of any similar persistent noise-making by an animal;
9. The operation of an engine or motor in, or on, any motor vehicle or item of attached auxiliary equipment for a continuous period exceeding five minutes, while such vehicle is stationary in a residential area unless;
 - a. Weather conditions justify the use of heating or refrigerating powered by the motor or engine for the safety and welfare of the operator, passenger or animals, or the preservation of perishable cargo, and where the vehicle is stationary for purposes of delivery or loading;
 - b. Prevailing low temperatures make longer idling periods necessary immediately after starting the engine

Part 2 – Activities prohibited any day before 7:00am and after 10:00pm

1. The operation outdoors of any power tool for domestic purposes other than snow removal

Capital Projects Update

October 2021

Current status of capital Projects for 2021/22 fiscal year:

<u>PROJECT</u>	<u>STATUS</u>
<u>WATER</u>	
Monitoring Wells (<i>carry over</i>)	Project Awarded
Wellfield Generator (<i>carry over</i>)	Project Awarded
Land Purchase - Hwy 366 Fort Lawrence (Wellfield - protected land) (<i>carry over</i>)	Complete
Spring Street ~ Croft to Church - water main replacement	Complete
New Dump Truck	Scope 90% Complete
New Overhead Doors - Works Garage (Water) - Qty 4	With procurement
Future project design cost	Staff working on scope of work
Central Avenue - design (future project)	Complete
Water Meter Reading Handheld Device	To be completed in November
Fire Hydrant Replacement	To be completed in November
Water Meter Replacement	To be completed in November
<u>EQUIPMENT</u>	
New Trackless Salt Spreader	Awaiting delivery
<u>BUILDINGS / LAND</u>	
Solar for Community Buildings - WWTF (<i>carry over</i>)	Agreements signed
Solar for Community Buildings - Reservoir property (<i>carry over</i>)	Agreements signed
Fire Station Bldg Repairs - installation of card access system (<i>carry over</i>)	Not started
Works Garage - Security Doors (<i>carry over</i>)	With Procurement
Town Hall Council Chambers Upgrades (\$30,000 <i>carry over</i> + \$30,000 new)	In Progress
New Overhead Doors - Works Garage (Streets) - Qty 4	With Procurement
Video Conference System for 5 Ratchford Street	Not started
Industrial Park Directory Sign Replacement	Not started
Fire Dept - Server - replacement	In Progress
Fire Station - Parking Lot (overlay)	Complete
Land Sale - 31 West Pleasant Street	Complete

<u>PROJECT</u>	<u>STATUS</u>
<u>LARGE MULTI - CATEGORY PROJECTS</u>	
Spring Street ~ Croft to Church - street paving, sanitary sewer, storm sewer, sidewalk	In Progress
Franklyn Street - asphalt overlay and storm sewer (corrugated)	In Progress
Future project design cost	Staff working on scope of work
<u>STREETS</u>	
Tupper Blvd ~ TIR Office Driveway to Chandler Road (overlay)	Complete
Summit Avenue ~ (overlay)	Complete
Haliburton Street ~ (CM)	Complete
Townshend Avenue ~ Church to Academy (overlay)	Complete
Dickey Street ~ Charles to Rupert (overlay)	Complete
North Adelaide Street ~ Victoria to Brownell (pulverize & pave)	In Progress
Victor Avenue (overlay)	Complete
Pender Street (overlay)	Complete
Industrial Park Drive ~ CNR to Southgate (overlay)	Complete
Central Avenue (overlay)	Complete
<u>SIDEWALKS</u>	
Dickey Brook Trail ~ Donald to Charles - Gravel Trail (Active Transportation Plan) (Town Crew) (<i>carry over</i>)	Partially completed. Easement required to complete work
Willow Street Trail - East to Abbey - Gravel Trail (Active Transportation Plan) (Town Crew) (<i>carry over</i>)	DOE Permits - June 1, 2022
Croft Street ~ Beacon to East Pleasant (town crews)	Complete
Park Street ~ Patterson to Patterson (town crews)	Complete
LaPlanche Street ~ extension of existing sidewalk to beginning of marsh trail	Complete
<u>STORM /SANITARY SEWER</u>	
Racetrack Road - Pump Station Upgrades (Surcharge Tank) (<i>carry over</i>)	Complete
Willow Street Trail - East to Abbey (under new trail) - new sanitary sewer main (Town Crew) (<i>carry over</i>)	DOE Permits - June 1, 2022
Mallard Drive - storm sewer project - option 2 (town crews)	90% Complete
<u>FIRE DEPARTMENT</u>	
Fire Station Bldg Repairs - Repair floor and wall finishes in south entrance (<i>carry over</i>)	Work to be completed by PW staff
Fire Station Bldg Repairs - Replace the two main exterior entrances (<i>carry over</i>)	In Progress
Fire Station Bldg Repairs - concrete ramp and stairs remove & replace (<i>carry over</i>)	Complete

<u>PROJECT</u>	<u>STATUS</u>
Replacement - Self Contained Breathing Apparatus (SCBA) (Qty 8) (HAZMAT OPS) (carry over)	With Procurement
Structural Firefighting Bunker Gear - replacement (6-9 sets)	In Progress
Relocation of a portion of the existing vehicle exhaust rail system (Nederman)	In Progress
Fire Suppression Hose (set #1) - replacement	In Progress
Air Lift Bag System (rescue) - replacement	In Progress
<u>POLICE DEPARTMENT</u>	
Patrol Vehicle # 6 (carry over)	Complete
Ballistic Helmets - Carbine (carry over)	Awaiting delivery
Pistols & Mags (Qty - 10) (carry over)	Complete
Patrol Vehicle #2	Awaiting delivery
Ballistic Plates - Hard Body Armour - Carbine - 15 sets	With Procurement
Smart Board - Community Room	Staff working on scope of work
<u>RECREATION</u>	
Vehicle - Car/SUV for Community Wellbeing Team (carry over)	Awaiting delivery
Sprinkler System Back Flow Preventor (carry over)	Not started
Zamboni	Awaiting delivery
New Outdoor Skating Rink / Tourist Center / Market / Take Out Seating	Pending funding in 2022
Zero Turn Grass Catcher	Staff getting quotes
Trackless Aerator	With Procurement
Brine Pump - Stadium	Awaiting delivery
Cenotaph Renovations	Tendered - no response
Robbs Basketball Court (multi-purpose) (overlay)	Complete
Batting Cage at Robbs - to complete project	Complete
<u>*** Year 2 Commitments:</u>	
Fire Truck - replace Ladder 4 - Aerial device	Scope of completed
Patrol Vehicle #3	Awaiting delivery
New Backhoe - sewer	With Procurement



TOWN OF AMHERST
PROCUREMENT AWARDS LESS THAN \$250,000
Approved by CAO or Designate
QUARTERLY REPORT FOR July, August, September - 2021



CONTRACT	# OF BIDS	AWARDED TO:	BUDGET AMOUNT	AMOUNT OF AWARD	APPROVAL DATE	BUDGET TYPE	APPROVING AUTHORITY	TYPE
ALT-21-33 Vehicle Exhaust System Modifications	1	BSM	\$16,000	\$13,904	28-SEP-21	Capital	CAO	Alternative
ALT-21-64 Capital Paving Materials	1	IMP Group, Castings	\$750,000	\$9,622	7-JUL-21	Capital	CAO	Alternative
ALT-21-74 Street Sweeper Rental	2	OTG Property	\$1,000	\$17,083	21-SEP-21	Operational	CAO	Alternative
ALT-21-78 Organic Bins	1	Rehrig Pacific	\$44,000	\$43,789	21-SEP-21	Operational	CAO	Alternative
CAN-21-39 Zamboni	1	Saunders Equipment	\$200,000	\$174,426	14-JUL-21	Capital	CAO	Alternative
OTH-21-07 Bulk Road Salt	1	K + S Windsor Salt	\$95,000	\$92,497	30-AUG-21	Operational	CAO	Alternative
OTH-21-15 FireAde Foam	1	Rocky Mountain Phoenix	\$7,416	\$6,721	13-SEP-21	Operational	CAO	Alternative
OTH-21-71 eScribe Web & Publishing	1	eScribe	\$10,500	\$10,429	13-SEP-21	Operational	CAO	Alternative
OTH-21-75 Chlorine Controller Repair	1	Nulantic Water Solutions	\$10,000	\$2,575	17-SEP-21	Operational	CAO	Alternative
OTH-21-80 (RFP-19-27)Floor and Wall Repair – AFD	1	Cancellation and approval to Negotiate	\$7,000	\$7,000	28-SEP-21	Capital	CAO	Alternative
RFP-21-43 Brine Pump Repair	2	Black & MacDonald	\$20,000	\$12,202	17-SEP-21	Capital	CAO	Regular
RFP-21-44 Cenotaph Restorations	0	No Proponents	\$40,000	\$0	17-SEP-21	Capital	CAO	Regular
RFP-21-47 Ballistic Helmets	3	Rampart	\$10,000	\$10,716	23-JUL-21	Capital	CAO	Regular
RFP-21-51 Wellness Vehicle	5	Tantramar Chev	\$25,000	\$22,584	16-AUG-21	Capital	CAO	Regular
RFQ-21-30 Frankly Infrastructure Pipe	4	EMCO Amherst	\$220,000	\$9,755	5-JUL-21	Capital	CAO	Regular
RFQ-21-31 Mallard Drive Infrastructure Materials	3	McLennan Sales	\$40,000	\$35,180	21-JUL-21	Capital	CAO	Regular
RFQ-21-65 Cellular Booster – DPB	2	Insight	\$6,828	\$1,287	7-JUL-21	Operational	CAO	Regular
RFQ-21-69 Water Materials	2	McLennan Sales	\$65,000	\$10,249	30-AUG-21	Operational	CAO	Regular
RFQ-21-76 Council Chamber Upgrades: Carpet	3	FRS Flooring	\$60,000	\$2,611	23-SEP-21	Capital	CAO	Regular

Monthly Report

Corporate Services

October 2021

CORPORATE SERVICES

FINANCIAL

The March 31, 2021 Consolidated Town of Amherst and Water Utility (UARB) financial statements were approved by Council at the September meeting. Financial Statements have been sent to the required agencies as well as the required financial reporting documents were submitted to the Province before the September 30 deadline.

2021/22 TAX REDUCTION POLICY – LOW INCOME REDUCTION

Applications were sent out in the mail the first week of June to those who qualified in prior years. As of October 1, 2021, we have received 101 applications, with two not eligible as they were over the threshold. Applications were due on September 30, 2021.

2021/22 FINAL TAX SALE NOTICES

There were 12 properties forwarded to our solicitor on September 13, 2021 for title search. The tax sale is scheduled for Tuesday, December 7, 2021.

2021 ASSESSMENT APPEALS

As of October 1st, there were 50 accounts who have appealed their assessment, 4 of these are outstanding, 11 are withdrawn, 35 are complete.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Oct 1/21	Pending as of Oct 1/21	Withdrawn as of Oct 1/21	Outstanding Appeals as of Oct 1/21	Appeals Successful as of Oct 1/21	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Resource	28	\$14,920,700	20	0	7	3	14	\$ 526,400	\$ 8,791	0
Commercial	22	\$26,387,200	15	0	4	1	10	\$ 799,400	\$ 35,733	6
TOTAL	50	\$41,307,900	35	0	11	4	24	\$1,325,800	\$ 44,524	6

WATER / SEWER BILLING & COLLECTION

Water reads are currently being done by public works staff for the second quarter water/sewer bills. The bills will be sent out by the end of October. There were 194 statements for customers with at least 2 quarters outstanding, sent on September 10, with a collection notice to pay in full or call for payment arrangement by September 30.

CUSTOMER SERVICE TRACKING – E11

There was a total of 93 opened cases in September and 104 cases closed. The category with the most opened/closed cases in September was related to compost bin replacement/repairs.

HUMAN RESOURCES

Recent Hiring Competitions:

Jaeden Macphee was also hired to complete a term position as Operator with the Public Works Department in order to fill vacancies created as a result of staff medical leaves.

Part-time casual Constables with the Amherst Police Department: Robert Edgar and Mitchell Ferguson were brought on board as the successful candidates from the competition process that concluded in early August.

Dangerous & Unsightly Administrator: Emily Wainwright was the successful candidate for this competition that concluded in early September. Emily began her new role effective September 20, 2021.

PROCUREMENT

Staff continues with preparing, coordinating and completing the procurement process for both capital projects and operational requirements. Continued work with insurance requirements, vendor file management and project work, as necessary.

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep
Capital													
Expected Procurement from Capital Budget: 49:													
Scopes for capital received in the month	3	5	2	0	0	4	0	8	12	2	3	4	5
All procurement:													
Total new scopes of work received in month	7	19	3	0	6	6	4	14	12	5	4	8	13
Released to the public in the month	10	23	4	4	7	5	3	7	7	6	6	2	12
Closed during the month	7	21	9	4	6	7	4	7	4	6	6	2	12
Awarded by par/council during the month	7	15	8	3	10	5	7	7	2	2	6	3	10
Open at the end of month (released month a, closed month b)	2	6	5	5	1	1	2	3	4	2	2	2	1

Monthly Report

Operational Services

October 2021

In addition to their routine maintenance work Operational Services staff worked on and will be working on:

RECREATION & HORTICULTURE

- Splash Pads shut off for the season on September 21, 2021.
- Parks washrooms winterized and closed for the season in October. Dickey Park washroom will remain open daily 8:00am to 5:00pm. (Once the damage from the fire is repaired)
- The walking track is open daily from 7:00am to 9:00pm.
- Robb Complex closed for the season on October 11, batting cage netting to be removed and stored for the winter.
- Tennis nets and wind break removed from Lions Park.
- Resurfacing of Robb's basketball court completed on October 11, 2021.
- Hanging baskets removed, annuals to be removed from beds and bulbs planted in October.
- Working on tactical place making project.
- Casual staff have been hired to check POV at the stadium.

PUBLIC WORKS

- Renovations of the town Hall council chamber.
- Unidirectional flushing will be completed in late October.
- Quarterly meter reading and related repairs and high/low consumption investigations ongoing in October.
- Mallard Drive storm sewer 90% complete. Waiting on delivery of 1 catch basin to complete the project.
- North Adelaide sidewalk completed.
- Sewer crew to complete sludge sampling of the WWTP lagoons.
- Sidewalk maintenance work to be completed on Cornwall St. , Anson Ave., Rupert St. and South Albion Street
- Mechanic beginning to prepare equipment for snow removal operations.
- Five new water services installed in the last month (Tyndal Rd. John Black Rd. and Willow St.)
- Crosswalk flags installed at 3 locations as a pilot project.

Upcoming projects:

- Put up Remembrance Day Banners.
- Check and repair Christmas decorations and lighting.
- Winterizing fire hydrants.
- Stockpile road salt and have both salt trucks ready for use by November 15, 2021.

Monthly Report

Police Services

October 2021

TRAINING

In September, our department hosted three separate training courses by hiring Canadian Critical Incident Inc, and sharing the cost with other agencies. This allowed us to provide excellent instruction for our staff while keeping costs to a minimum. Each course was facilitated by Insp. Monique Rollins (ret) who has a vast amount of knowledge and experience with the subject matter. Rollins utilized scenarios to challenge and engage each participant.

Major Incident Front Line Officer Response Course -September 20th-23rd: Eight (8) of our members, along with 12 other candidates from other police agencies, attended this 4-day course designed for front line supervisors. This course provided them with instruction on dealing with major incidents from an 'Incident Command' approach, teaching roles, responsibilities and procedures for major incidents such as an active shooter, hostage situations, or a barricaded/suicidal person. The course emphasized the role of the first supervisor on the scene in regards to planning, directing and command operations in critical incidents prior to the arrival of an Incident Commander and/or Tactical Units.

Crisis Communication – September 24th: Eight (8) of our dispatch and admin staff, along with 9 additional candidates from other agencies/organizations attended this 1-day designed for dispatchers or call-takers who regularly deal with individuals suffering from mental illness or are in a state of crisis. The training introduced them to the larger responsibilities of the Command Triangle and associated resources so that can better understand the critical and crucial role they play.

Major incident – SCRIBE – September 27th – 30th: three (3) of our staff attended this 4-day training course along with representatives from other agencies. The scribe position is a critical part of any command structure when dealing with a major incident. As a scribe, candidates are trained to document how the events unfold and how and when critical decisions are made. While it can be often overlooked, tracking this information is imperative as it is an essential part of keeping track of information, decisions, resources and is utilized heavily post event in reviews and or inquiries.

PROS Course – September 13th – 17th: In August we hired new part-time members Mitchell Ferguson and Robert Edgar as well as our new Crime Prevention Coordinator attended and completed the PROS Course. This course is required by all staff and allows the candidates access to the Police database that is used for our file management system. They are now able to access PROS, generate and score occurrences, add and edit information and assign tasks to members and or staff. The PROS course is only offered a limited number of times per year

Annual Firearms Training - September 15th and 17th: Mandatory annual firearms qualifications in 9mm pistols, shotguns was completed for those members who are not Carbine Operators The training was provided by Cst. Jeff Walsh and Cst Hebert. Officers are required to successfully complete the department's qualifications and each officer also has to successfully complete use of force scenarios which includes legal articulation. Legal articulation by the officer is an important component of the training. Even if their use of force was appropriate, if they can not effectively explain their decision process important information could be missing and could impact the findings of a review of their actions. Carbine training is scheduled for Carbine Operators in October and includes qualification and additional training for 9mm and shotgun.

PROS Supervisors Training (September 27th/28th): Cst Jeff Goodwin, newly appointed to our Major Crime Unit, attended the PROS supervisors training course held at RCMP headquarters in Halifax. This course provided him with the ability to access and review investigative files on the system used for File maintenance. Once completed, his access rights changed so that could complete all supervisor functions on the system. While he is not a full-time supervisor, Cst Goodwin often works in an 'acting' capacity when a supervisor is required.

PERSONNEL:

New part-time officers: While we hired 2 part-time members to cover shortages as a result of staffing changes over the summer, we have since advertised for more part-time positions that are staffed on a 'call-in' basis only. We expect that we will have additional staff in place by mid-October who will cover any sick time shortages, cutting down on overtime call-outs.

OPERATIONAL

Stolen Vehicle/Fleeing Police – September 13th, 2021: A 27-year-old New Brunswick man is facing charges that include possession of stolen property and fleeing police following an incident at approximately 4:00pm on September 13th. Police had responded to a complaint of a vehicle swerving around traffic and driving recklessly. The vehicle had been reported stolen in New Brunswick the day previous. The vehicle was located by an APD member on patrol but fled at a high rate of speed from the APD member who had engaged the emergency lights and siren. As a result of the heavy pedestrian and vehicle traffic, a decision was made not to pursue the vehicle for safety reasons. The vehicle was last seen headed east on East Victoria Street and out of town. A witness to the event was able to ID the driver.

Sears Family Funeral – September 24th: A funeral was held in Victoria Square in Amherst Nova Scotia for a family of 6 that had died tragically in a fire. The funeral arrangements and planning were completed by Campbells Funeral Home with the assistance of the Town of Amherst and in consultation with APD and Chief Greg Jones, the town's Safety Compliance Officer. Public Works and other resources within the town were also heavily involved as permission had been granted by Public Health to exceed normal covid gathering limits of 250 people outdoors. APD had 11 members, which included resources from the Cumberland Integrated Street Crime unit, in attendance to assist as large crowds were expected to attend. An operational plan was developed in regards to police resources and assignments. No issues were encountered during the event.

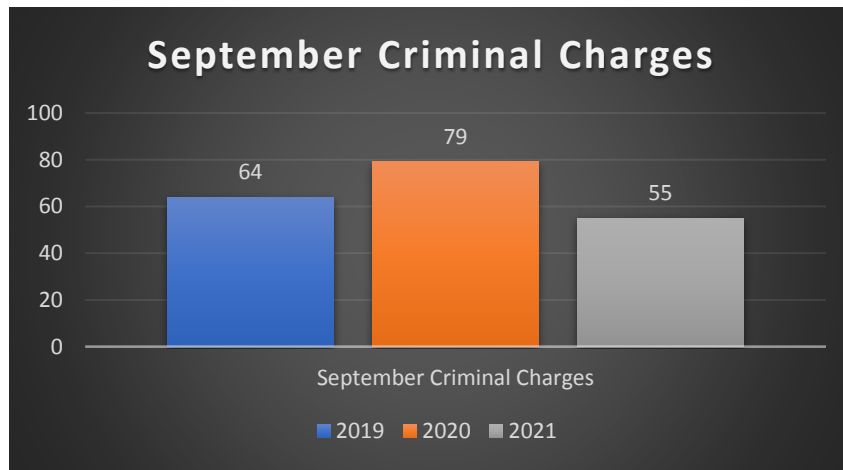
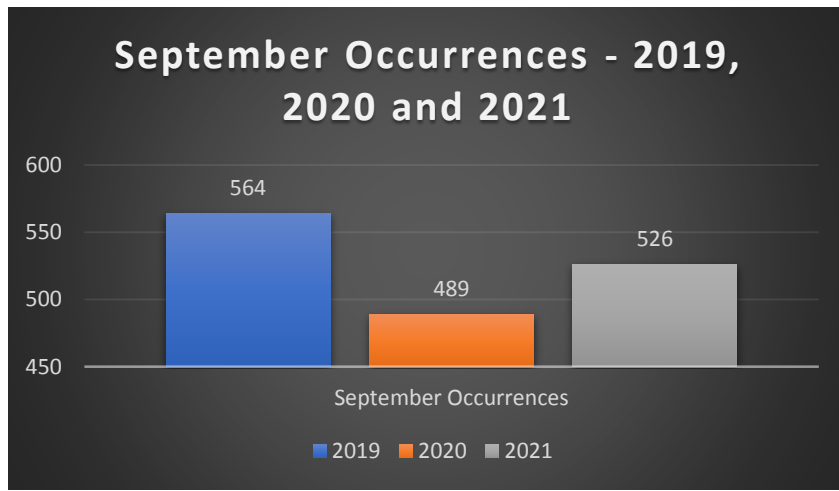
ATV Complaints: APD has received several complaints in regards to ATVs on the road within town limits. In some cases, APD members have encountered ATVs while on patrol who more than often flee at high rates of speed. These incidents are happening in numerous streets in town and are a significant safety issue and concern. We will be working with our Crime Prevention Coordinator to come up with a plan to address these issues.

CRIME PREVENTION/SCHOOL RESOURCE

Through the month Cst Harrison and our new Crime Prevention Coordinator Melanie Siddall worked closely together to introduce Melanie to her new role and continued to engage with the schools and in other crime prevention initiatives. As has been for the last year and a half, many of these engagements continue to be through online platforms such as Zoom, Skype or Teams. Constable Harrison also provided shift coverage during some of the training initiatives and attended Firearms training on September 15th and the Major Incident Frontline Supervisors Course. Melanie attended the PROS course for a week from the 13th to the 17th of September.

OPERATIONAL STATS – September 2021

Occurrences:	526	Criminal Code Charges:	55
Impaired by Alcohol:	1	CDSA:	0
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	34	PPA:	1
HPA:	0	Traffic Written Warnings:	29
Vehicle Checks:	176	LCA:	4
Foot Patrol Hours:	14 hrs 0 min	Bike Patrol Hours:	0



Monthly Report

Fire Services

October 2021

RESPONSE #'s (September)

Town of Amherst – 12 events

- 3 Structure fire
- 6 Monitored alarm activations
- 1 Smell of smoke / Air quality check
- 1 Dumpster fire
- 1 Garbage can fire

Contract area (District 2) – 6 events

- 2 Monitored alarm activations
- 3 Motor vehicle accidents
- 1 Vehicle fire

RECRUITMENT

Following a recruitment drive in September the department received forty-seven applications for individuals interested in becoming volunteer firefighters. Over the last few weeks, interviews have been conducted and later this month the successful candidates will be notified of their acceptance as volunteer firefighters. These candidates will start their volunteer firefighting journey as recruit firefighters on November 1st, 2021, and will commence an 8-month training program.

WEEKLY TRAINING & PROFESSIONAL DEVELOPMENT

The department continues to focus its training on leadership, operational skills development and preplanning responses to various locations within our response area, while continuing to adjust to the pandemic environment and adapt our operational objectives to meet the changing needs. Chief Jones and fire inspector Bob Sperry will be attending a five-day level two fire inspector training session later this month. This session will focus on the fire safety requirements of hazard processes.

ANNUAL MEMORIAL SERVICE

Each year we take an opportunity to remember those who have served before us and those that we have lost, with dedication and respect. On October 24th at 2:00 pm we will be holding our annual memorial service at the First Baptist Church. Unfortunately, due to COVID-19 this event will be attended by public safety members only. Members of the general public are encouraged to join us by watching the live video feed of the church service. By going to <https://www.youtube.com/channel/UCq7qMXEILZuY0pNWTdKBFEQ>

FIREFIGHTERS' AWARDS EVENT

In early November the fire department will be holding its annual firefighters' banquet. Unfortunately, because of the COVID-19 this will be the second year that we will have a smaller scale event. Annually, this is an opportunity to look back on the past year and acknowledge the years of service and efforts that the members of the Amherst Fire Department and the Amherst Fire Firefighters Association put forth. This year, eight individuals will receive service awards.

Monthly Departmental Report

Planning & Strategic Initiatives

October 2021

Planning and Building Inspection staff continue to experience high volumes of permit applications, as well as high volumes of inquiries related to the development potential of newly acquired properties. In particular, staff are engaged with developers in the planning stages of two significant residential developments, and the potential addition of a tenant in the Industrial Park. Staff will update Council on these developments as soon as appropriate to do so.

The new Dangerous or Unightly Premises Administrator is quickly getting up to speed in the position. Outstanding files are being addressed and responses to inquiries and complaints are now at an acceptable level of service. Staff are reviewing the relevant policies and procedures, and are planning to conduct a town-wide scan over the coming months.

In spite of difficulty getting materials, the contractor has advised that construction of the two Solar for Community Building projects at the Waste Water Treatment Facility and the Water Reservoir properties are anticipated to take place in early December.

Planning Staff continue to provide planning and development services for the Town of Oxford, and cover for the currently vacant Business Development Officer position.

Monthly Departmental Report

Community Well Being

October 2021

COMMUNITY WELL-BEING

- Community Support Grants given: West Highlands Home and School Committee, Trails of Treats, Amherst Artisan Gallery, Striders
- Assisted in planning the Community Memorial event. Planned the Truth and Reconciliation flag raising. Co-led the Family Fun Day at Dickey Park. Planning the first AYTC meeting
- Upcoming Community Engagement: NSCC – International Students, Engage NS and Quality of Life, Physician Recruitment swag, Youth Development Centre, Communities Ending Poverty All-Convenor call, Tamarack webinars

CULTURE MARKETING AND EVENTS

- Planned Service Awards, evening staff event
- Planned and created a video for Truth and Reconciliation
- Upcoming: Planning for Esther Fest, Scarecrow Stroll, Cookie Crawl and holiday events
- Creating marketing posts for Volunteer nominations, Amherst Stadium and October events

ACTIVE LIVING

- Public skating begins October 4 2021
- Multisport is full and is continuing
- Friday Night Fun begins October 8 2021
- Upcoming: Planning self-guided scarecrow stroll scavenger hunt and the spooky big block walk, Make your Move

With the modified Phase 5 requirements from the Province some of our planned events for the Fall had to be cancelled as they could not comply with the existing restrictions.