

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: January 27, 2020
Time: 7:00 pm
Location: Council Chambers, Town Hall

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

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

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 7:00 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgement.

3. O CANADA

4. APPROVAL OF AGENDA/MINUTES

4.1 Approval of the Agenda

Moved By Councillor Byrne
 Seconded By Deputy Mayor Christie
 To approve the agenda as circulated.

Motion Carried

4.2 Approval of Minutes

4.2.1 December 16, 2019

Moved By Councillor MacKenzie
 Seconded By Councillor Rhindress
 To approve the minutes of the December 16, 2019 regular Council meeting as circulated.

Motion Carried

5. REQUESTS FOR DECISION

5.1 LUB / MPS Amendments - 13 West Pleasant Street Rezone - Second Reading

Moved By Councillor Rhindress
 Seconded By Councillor MacKenzie
 That Council give Second Reading of the amendments to the Future Land Use Designations Map of the Municipal Planning Strategy, and the Zoning Map of the Land Use Bylaw to change the zoning of 13 West Pleasant Street from the Industrial Zone to the Downtown Zone.

Motion Carried

5.2 Capital Budget Short List**Moved By Councillor Byrne****Seconded By Councillor Blanch****That Council approve the Capital Budget short list.****Motion Carried****5.3 Forestry Committee Representative****Moved By Councillor Jones****Seconded By Councillor Blanch****That Council appoint Deputy Mayor Christie to the Future of Forestry****Advisory Committee, and appoint Mayor Kogon as an alternate.****Motion Carried****5.4 Community Support Grants Policy****Moved By Councillor Byrne****Seconded By Deputy Mayor Christie****That Council approve the attached Community Support Grants Policy.****Motion Carried**

TOWN OF AMHERST POLICY

NUMBER 72000-08

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

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 of 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:
 - (1) Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws); and
 - (2) Residential Property Tax Rebates (low-income homeowners).

POLICY OBJECTIVES

3. The objectives of this policy are:
 - (1) To outline the requirements to apply and be considered for a Community Support Grant from the Town of Amherst;
 - (2) To ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
 - (3) To provide for public disclosure of a list of grant recipients and the amounts of those grants.

EXCLUSIONS

4. The following are exclusions from the grant program:
 - (1) 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, housing).
 - (2) The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns.
 - (3) Funding applications will not be considered from the following:
 - Businesses;
 - Provincial Government organization like
 - 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.
- (4) Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief.
- (5) Funding will also not normally be provided to fundraising campaigns of national charitable organizations.
- (6) Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

ALLOCATION OF FUNDS

5. Council is not obligated to:
- (1) Provide funding in the form of Community Support Grants;
 - (2) Spend all the funds allocated for grants in any given year;
 - (3) Award the full amount requested in an application; or
 - (4) Renew any grant.

SPECIAL CONSIDERATION

6. 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 note the main source of funding for the above organizations.

LIMITATIONS

7. 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 Festivals and Events Grant.
 - e) Those organizations receiving funding under number seven above are not eligible for funding under the programs listed below.

PROGRAMS

8. The following are a list of the grants available:
- a) "A" Fresh Start

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

b) 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.

c) Festivals and Events Grants

- i. Less than 1,000 people anticipated to participate:
 - 1. Maximum funding considered under this component will be \$1,000
 - 2. Must demonstrate broad community support; and
 - 3. Provides a unique experience not duplicated by other ongoing events, festivals or activities.
- ii. More than 1,000 people participating:
 - 1. Maximum funding will be determined by Council but will not exceed \$5,000;
 - 2. Draw spectators from the Maritimes, nationally or internationally and increases the profile of our community; and

3. Must be a minimum of three days in length and must be affiliated with a local community non-profit organization.
- d) **Organizational Equipment**
Operational and capital equipment purchase requests will be considered by Council to a maximum of \$500.
- e) **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.
 - i. Applications will be considered up to a maximum of \$5,000

APPLICATION PROCESS

9. The following outlines the application process:
 - a) Applications may be submitted throughout the year. Council reserves the right to refer the request to the following year's budget process if they deem so appropriate. 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) 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.\
 - c) An applicant 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 proposed budget for the project.
 - d) An applicant 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 proposed budget for the project.
 - b. 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) The Town of Amherst may request additional information.

APPROVAL PROCESS

10. 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.
11. 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.
12. 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

13. The Chief Administrative Officer (CAO) may approve applications submitted under this sections 6 B (1, 2 & 3) and 6 C (1) of this policy that are \$500 and less, provided such applications qualify in accordance with this policy and fall within the thresholds established. 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

14. 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. 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.

CONDITIONS

15. 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.

16. Grant recipients receiving less than \$1,000 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. 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.
17. 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. 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.
18. 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.
19. Non-compliance in number 17 above, could result in no funding being awarded in the future year(s).
20. 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.
21. 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

22. The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis.
23. 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 money would be granted in a program called "A" Fresh Start- Community Initiative. This program would be twice per year, with up to \$17,500 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) Organizations may only be chosen once every two years
 - (c) Application Deadlines
 - (i) April 1st for first public voting- in June
 - (ii) August 1st for second public voting- in October.
- (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
 - (a) All qualifying applicants, are eligible to be one of 5 FINALISTS reviewed by a staff committee and approved by Council at both the May and the September council meetings.
 - (b) The 5 selected are required to present at the public event in June and October.
- (4) 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
 - (e) Selected applicants are required to make presentations of 10 minutes each.
- (5) 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 5.
 - (c) Awards
 - (i) Up to \$17,500.00 to be awarded, but all 5 chosen get an award- the money at the door is donated to charity.
 - (ii) Public vote on top 5– council then votes on final ranking of all 5.
- (6) Other
 - (a) Where applicable While voting is going on- previous winner makes a presentation on how they spent the money for their cause.
- (7) Transition – As 2018/19 is the initial year of the program there will only be a fall event in the 2018/19 fiscal year.

- (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.

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

5.5 Recognition of Athletic Achievers Policy**Moved By Councillor MacKenzie****Seconded By Councillor Rhindress****That Council approve the attached Recognition of Athletic Achievers Policy.****Motion Carried****TOWN OF AMHERST POLICY****NUMBER 72000-01****DEPARTMENT: COUNCIL AND COMMUNITY & ECONOMIC DEVELOPMENT****TITLE: RECOGNITION OF ATHLETIC ACHIEVERS**

Minutes reference date: 16 February 2004

PURPOSE:

To set out the Policy of the Town to establish a standard procedure for the recognition of Amherst residents and Amherst teams who have excelled in sanctioned Provincial, Maritime, Atlantic, Eastern Canada, National and International Athletic Championships / Games.

POLICY STATEMENT:

Amherst Town Council will recognize annually:

Amherst residents participating in individual or team sporting events,

1. Athletic Teams based in Amherst,
2. Amherst Residents who are members of Athletic Teams in other municipalities,
3. Non residents who are members of Amherst Athletic Teams,

who have achieved a gold medal performance, as an amateur, in sanctioned provincial, maritime, Atlantic, Eastern Canadian athletic championships/games or a bronze, silver or gold in national or international athletic championships/games, or have received special recognition for their achievements from their governing sports body during the previous calendar year.

The Mayor and Council will host an Awards Ceremony annually to honor these Athletes and Teams. A Town certificate will be presented to each Athlete, Team Member and/or Team in recognition of their achievements.

The following should receive personal invitations to the Ceremony from the Mayor:

- (a) The Award Recipients
- (b) Mayor and members of Council
- (c) Department Heads
- (e) The Local Media
- (f) Any special Guests or Dignitary as dictated by council

Members of the general public will be encouraged to attend and congratulate those being recognized.

The awards ceremony will be held by no later than March 15th annually.

5.6 Multi-Purpose Center**Moved By Deputy Mayor Christie****Seconded By Councillor MacKenzie**

That Council direct staff to draft the terms of reference for a consultant assignment to consult stakeholders, potential partners and funders and prepare a preliminary project scope, initial cost estimate and preliminary business case for a multi-purpose community sport/cultural centre in Amherst. Once the terms of reference have been approved by Council they would be issued in a request for proposals. The estimated cost of such an assignment would be determined when the terms of reference are complete.

Motion Carried

5.7 Climate Change Emergency Response

5.7.1 Climate Change Emergency Report

Councillor Blanch read the report included as part of the agenda package.

5.7.2 Partners for Climate Protection Program

Council Resolution to Join the FCM-ICLEI Partners for Climate Protection Program

WHEREAS The Federation of Canadian Municipalities (FCM) and ICLEI-Local Governments for Sustainability (ICLEI Canada) have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 350 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

BE IT RESOLVED that the Town of Amherst review the guidelines on PCP Member Benefits and Responsibilities and then communicate to FCM and ICLEI Canada its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the Town of Amherst appoint the following:

- a) Corporate staff person: Andrew Fisher
 Manager, Planning & Strategic Initiatives
 902.667.3352
 afisher@amherst.ca
- b) Elected official: David Kogon, MD
 Mayor
 902.667.3352
 dkogon@amherst.ca

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

_____ Signature

_____ Date

Moved By Councillor Blanch

Seconded By Councillor Byrne

That Council approve the resolution to join the Partners for Climate Protection Program.

Motion Carried

5.7.3 On-site Energy Manager Agreement

Moved By Councillor Blanch

Seconded By Deputy Mayor Christie

That Council authorize the CAO to enter into an agreement with Efficiency One to hire an Onsite Energy Manager as an imbedded independent contractor for a two-year term at a cost of \$100,000 per year funded by Operating Reserves in the 2020/21 Operating Budget.

Motion Carried

6. INFORMATION / DISCUSSION ITEMS

6.1 Mail Delivery

A discussion ensued further to a complaint received by Councillor Blanch regarding the suspension of mail delivery due to winter conditions. The Deputy CAO stated that he has spoken with Canada Post and they will make every effort to contact Public Works if street and/or sidewalk conditions are not suitable for delivery. He

also reiterated that mail delivery has not been suspended permanently, only in cases where it has been deemed unsafe at that time due to winter conditions.

7. INTERNAL COMMITTEE REPORTS

- 7.1 **Planning Advisory Committee – No Report**
- 7.2 **Amherst Board of Police Commissioners**
Information item; no direction given or action required.
- 7.3 **Audit Committee – No Report**
- 7.4 **Amherst Youth Town Council**
Information item; no direction given or action required.


8. EXTERNAL COMMITTEE REPORTS

- 8.1 **Cumberland Public Libraries – No Report**
- 8.2 **Cumberland YMCA**
Information item; no direction given or action required.
- 8.3 **Cumberland Joint Services Management Authority – Verbal Report**
Information item; no direction given or action required.
- 8.4 **Northern Region Solid Waste Committee – No Report**
- 8.5 **L.A. Animal Shelter – No Report**
- 8.6 **Senior Safety – No Report**
- 8.7 **Inter Municipal Tourism – No Report**
- 8.8 **Poverty Reduction**
Information item; no direction given or action required.


9. ADJOURNMENT

Moved By Councillor Jones
Seconded By Councillor Blanch
To adjourn the meeting at 7:55 p.m.

Motion Carried



Kimberlee Jones
Municipal Clerk



David Kogon, MD
Mayor