

**TOWN OF AMHERST  
Regular Council Meeting  
Minutes**

**Date:** October 30, 2023  
**Time:** 6:00 pm  
**Location:** Council Chambers, Town Hall

**Members Present**  
 Mayor David Kogon  
 Deputy Mayor Leon Landry  
 Councillor George Baker  
 Councillor Charlie Chambers  
 Councillor Hal Davidson  
 Councillor Lisa Emery  
 Councillor Dale Fawthrop

**Staff Present**  
 Greg Jones, Director, Fire Services  
 Aaron Bourgeois, Director, Operations  
 Andrew Fisher, Director, Planning & Strategic Initiatives  
 Sharon Bristol, Director, Community Living  
 Krista Crossman, Director, HR & Customer Services  
 Sarah Wilson, Director, Finance  
 Kim Jones, Director, Corporate Communications and IT  
 Natalie LeBlanc, Municipal Clerk

1. **CALL TO ORDER**  
 Mayor Kogon called the meeting to order.
2. **TERRITORIAL ACKNOWLEDGMENT**  
 Mayor Kogon gave the Territorial Acknowledgement.
3. **MOMENT OF SILENCE**  
 A moment of silence was held for the victims and their families of the recent tragic motor vehicle accident in Fort Lawrence, as well as the passing of long-time local physician Dr. Brian Ferguson.
4. **APPROVAL OF AGENDA/MINUTES**
  - 4.1 **Approval of the Agenda**  
 Moved By Councillor Baker  
 Seconded By Councillor Emery  
 To approve the agenda as circulated.
 

**Motion Carried**
  - 4.2 **Approval of Minutes**
    - 4.2.1 **September 25, 2023 Regular Meeting**  
 Moved By Councillor Fawthrop  
 Seconded By Deputy Mayor Landry  
 To approve the minutes of the September 25, 2023 regular meeting of Council as circulated.
 

**Motion Carried**
    - 4.2.2 **October 3, 2023 Special Meeting**  
 Moved By Councillor Davidson  
 Seconded By Deputy Mayor Landry  
 To approve the minutes of the October 3, 2023 special meeting of Council as circulated.
 

**Motion Carried**
5. **REQUESTS FOR DECISION**
  - 5.1 **Election of Deputy Mayor**  
 Mayor Kogon called for nominations for the position of Deputy Mayor. Deputy Mayor Landry nominated Councillor Fawthrop, Councillor Chambers seconded this nomination.

Mayor Kogon called for any further nominations. Councillor Baker nominated Councillor Emery, to which there was no seconder.

Mayor Kogon called for any further nominations. There being none, Mayor Kogon declared Councillor Fawthrop as the Deputy Mayor effective November 1, 2023 to October 31, 2024.

## **5.2 Council Committee Appointments**

**Moved By Councillor Emery**

**Seconded By Councillor Fawthrop**

**That Council approve the following committee appointments effective November 1, 2023 to October 31, 2024.**

### **Mayor Kogon**

- **Regional Emergency Management**
- **Community Center Steering Committee**

### **Councillor Baker**

- **CJSMA**
- **Northern Region Solid Waste Committee**

### **Councillor Chambers**

- **Amherst Board of Police Commissioners**
- **Planning Advisory Committee**

### **Councillor Davidson**

- **Planning Advisory Committee**
- **Amherst Board of Police Commissioners**
- **Inclusion, Diversity and Equity Committee**
- **Community Center Steering Committee**

### **Councillor Emery**

- **CJSMA**
- **Municipal Alcohol Project**
- **Regional Emergency Management**
- **Senior Safety Advisory Group**
- **North Tyndal Wellfield Advisory Committee**
- **Intermunicipal Tourism Committee**

### **Councillor Fawthrop**

- **Cumberland Public Libraries Board**
- **LA Animal Shelter**
- **Tree Advisory Committee**
- **North Tyndal Wellfield Advisory Committee**
- **YMCA Board of Directors**
- **Accessibility Advisory Committee**

### **Councillor Landry**

- **Intermunicipal Poverty Reduction Advisory Committee**
- **Planning Advisory Committee**
- **Accessibility Advisory Committee**
- **Community Center Steering Committee (alternate)**
- **Inclusion, Diversity and Equity Committee**

**AND FURTHER, that all members of Council are also appointed to the Committee of the Whole of Amherst Town Council and the Town of Amherst Audit Committee.**

**Motion Carried**

## **5.3 Audit Committee Citizen Appointments**

**Moved By Councillor Baker**

**Seconded By Councillor Emery**

**That Council appoint Jeff Brennan and Robert Small to the Town of Amherst Audit Committee for a two-year term ending October 31, 2025.**

**Motion Carried**

- 5.4 Inclusion, Diversity and Equity Committee Citizen Appointments**  
**Moved By Councillor Davidson**  
**Seconded By Deputy Mayor Landry**  
**That Council appoint Tammy Gero, Jolene Gouchie, Victoria Vance, Echo Metzger and Corey Chaisson to the Inclusion, Diversity and Equity Committee for a term beginning November 1, 2023 and ending March 31, 2025.**
- Motion Carried**

- 5.5 Creative Pathways Society Community Support Grant Request**  
**Moved By Councillor Fawthrop**  
**Seconded By Councillor Emery**  
**That Council approve funding in the amount of \$4,100.00 for the Creative Pathways Society under the Community Support Grants Policy.**
- Motion Carried**

- 5.6 Companion Animal Bylaw Amendments First Reading**  
**Moved By Councillor Chambers**  
**Seconded By Councillor Fawthrop**  
**That Council give First Reading of the By-law to Amend the Companion Animal By-law.**
- Motion Carried**

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**TITLE: COMPANION ANIMAL BY-LAW**  
**SECTION: PROTECTIVE SERVICES**  
**BYLAW NO: C-4**

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**APPROVAL DATE:** \_\_\_\_\_ **CAO Signature:** \_\_\_\_\_

1. This By-law shall be known and may be cited as the "Companion Animal By-Law of the Town of Amherst.

**INTERPRETATION**

2. In this By-law, unless the context otherwise requires:
- a. "Animal Control Officer" or "ACO" means the person designated by the Chief of Police to be the by-law enforcement officer for this by-law. An officer of the Amherst Police Department may destroy a dangerous dog where the circumstances call for that action in the normal course of carrying out the Officer's duties;
  - b. "Accredited Training" means a certificate from Assistance Dogs International or the International Guide Dog Federation. A dog that has not been trained by an accredited training school may be accredited if the handler and the dog pass a service dog assessment administered by an accredited organization;
  - c. "At Large" means being elsewhere than on the lands, premises owned or occupied by the dog owner and not on a leash;
  - d. "Attack" means an assault resulting in bleeding, bone breakage, sprains or serious bruising;
  - e. "Bite" means a wound to the skin causing it to puncture or break;
  - f. "Cat" means a male or female animal of the species feline;
  - g. "Companion Animal" means a domestic cat or dog;
  - h. "Continuous Restraint and Control" means the dog is on a leash controlled by a person of sufficient size and strength to completely restrain and control the dog;
  - i. "Council" means the Municipal Council of the Town of Amherst;
  - j. "Dangerous Dog" means a dog which:
    - i. Attacks or demonstrates a propensity, tendency or disposition to attack a human being or animal either on public or private property;
    - ii. Has caused injury to or otherwise endangered the safety of a human being or animal;
    - iii. Is owned or harbored primarily or in part for the purpose of dog fighting or is trained for dog fighting;
    - iv. Is a dog for which a muzzle order has been made.
  - k. "Dog" means a male or female animal of the species canine over the age of sixteen (16) weeks;
  - l. "Dog License" means a license for a dog for the current licensing year that has been paid for and that has been issued by the Town or an assignee of the Town;
  - m. "Dog Owner" means any person:
    - i. whose name appears on a dog license;
    - ii. who is in possession of a dog;
    - iii. who has the care, custody or control of a dog; or

- iv. who possesses, harbors or allows a dog to remain about a house, land or premises owned or occupied by that person.
- n. **“Extraordinary expense”** means any expense incurred in relation to an animal except for the provision of food and water;
- o. **“Impounded”** means seized and delivered into the pound or in the custody of the poundkeeper;
- p. **“Kennel”** means a licensed enterprise dealing with the breeding, buying, selling or boarding of dogs;
- q. **“Licensed Dog”** means a dog that is wearing, either on its collar or harness, a metal tag on which is stamped figures corresponding to a dog license for that specific dog;
- r. **“Licensing Year”** shall mean a period from April 1st in any year to March 31st in the following year;
- s. **“Mitigating Factor”** means a circumstance that may excuse the aggressive behavior of a dog where the dog:
  - i. At the time of the aggressive behavior, attacked or injured any person trespassing on property occupied by its owner; or
  - ii. While off the owner’s property and the continual restrain and control of the owner was reacting to a perceived aggressive or threatening behavior to the dog, it’s owner; or
  - iii. Immediately prior to the aggressive behavior, was being abused or tormented by the person attacked or injured.

Any other mitigating factors that may not be conveyed in the above definitions will be determined in a fair and unbiased manner by the Animal Control Officer, Police Officer or Delegate on a case-by-case basis.
- t. **“Muzzle”** shall mean a humane covering device of sufficient strength placed over a dog’s mouth to prevent it from biting;
- u. **“Muzzle Order”** means an Order issued by the Animal Control Officer to require that a dog’s muzzle be restricted while off the owner’s property as outlined in section 9(a)(ii);
- v. **“Pound”** means premises used by the poundkeeper to harbor and maintain dogs pursuant to this bylaw or any vehicle used by the poundkeeper;
- w. **“Poundkeeper”** means the person or organization appointed by resolution of Council to operate and maintain the facilities for the impounding of dog;
- x. **“Premises”** means a building or part of a building, structure or a place;
- y. **“Premises of the owner”** includes premises where a dog is habitually harboured or fed;
- z. **“Register”** means annual no-cost voluntary registration of domestic cats with the Town by cat owners;
- aa. **“Service Animal”** means an animal trained by a recognized school for service as a guide dog for the blind or visually impaired, a guide dog for the deaf or hearing impaired, or a special skills dog for other challenged persons and includes an animal used in therapy, registered with a recognized organization for that purpose;
- bb. **“Town”** means the Municipality of the Town of Amherst

## IMPOUNDMENT

- 3. The Council may hereby authorize:
  - a. the establishment, maintenance and operation of facilities for the impounding of dogs at such place or places and upon such premises, as the Council may determine, by resolution;
  - b. The appointment, by resolution, of a poundkeeper to maintain and operate the pound or pounds established under this by-law;
  - c. The making of an agreement with such persons, firms, societies or corporations as may be fit for the purpose of maintaining and operating a pound, for regulating the conduct of the pound, and providing for the collection, distribution and payment of revenue and expenditures derived from the operation of the Pound;
  - d. Such Persons, Firms, Societies or Corporations responsible for the pound shall ensure:
    - i. There is adequate food and water to impounded animals;
    - ii. The pound is kept in a reasonable state of cleanliness;
    - iii. The pound premises are kept neat and tidy in appearance.

## CONTROL, LICENSING, REGISTERING AND IMPOUNDING

### Control of Dogs

- 4. Except as otherwise permitted by this by-law:
  - a. A dog owner shall not permit, suffer or allow a dog to be at large;
- 5. Every owner of a dog shall ensure that the dog is kept on a leash and under the control of some person when the dog is on any land in the Town unless:

- a. the land is the premises of the owner of the dog;
  - b. the land is owned by a person who has given prior consent to the dog being off the leash;
6. The owner of a dog which is known to be aggressive must not permit the dog to be in a place other than the owner's property:
- a. Unless the dog is on a leash no longer than one meter and in the control of a person who is responsible and capable of controlling the dog;
  - b. unless the dog is wearing a proper muzzle.
7. An unleashed or unharnessed dog, under continuous human restraint or control, shall not be deemed to be running at large at the time if the dog is:
- a. Participating in a search and rescue operation or a law-enforcement operation; or
  - b. Assisting a person with a disability, provided the dog is professionally trained for such purpose; or
  - c. Within a municipal park where the area is designated by signage as an area in which dogs are permitted to be without a leash, subject to such limitations as posted.
8. Police Officers with the Amherst Police Department and any By-Law enforcement officers appointed by the Chief of Police, along with the ACO, are authorized to enforce this by-law.

#### **DANGEROUS DOGS**

9. The ACO has the power and authority hereunder, upon reasonable grounds, to make the determination that any dog is a dangerous dog.
- a. Where the ACO has reason to believe that a dog has attacked a person or another animal, or has the propensity to do so, the ACO may:
    - i. Classify the dog as a dangerous dog;
    - ii. Issue the owner a notice to muzzle the dog;
    - iii. Order the owner to keep the dog securely restrained either indoors or inside an escape-proof enclosure that does not allow the dog to jump, climb or dig its way out of while it is on the property of the owner;
    - iv. Muzzle, securely leash and ensure the dog is under the control of a person who is responsible and capable of controlling the dog, when the dog is off the property of the owner;
    - v. Post a "Beware of Dog" sign in a conspicuous place on their property;
    - vi. Have the dog evaluated by a Certified Animal Behaviorist or a Certified Veterinary Behaviorist with the completion of any training or treatment as deemed appropriate by that expert; and
    - vii. Have the dog spayed or neutered, to assist with problem aggression, hardheaded and roaming behaviour.

#### **Notice to Owner of a Dangerous Dog**

10. The notice to an owner of a dangerous dog shall include:
- a. A statement explaining why the ACO has deemed the dog to be a dangerous dog;
  - b. A statement of requirements that the owner must comply with, and in accordance with Section 9(a);
  - c. A statement that the owner may request, within five (5) working days of receipt of the notice, a council hearing which may affirm or rescind the Animal Control Officer's designation of the dog as dangerous.

#### **Appeal of Designation**

11. The owner of a dog who receives a "Notice to Owner of a Dangerous Dog" from the ACO may, within five (5) working days of receipt of such notice, provide a written notice of appeal delivered to the Town Clerk.
12. Council shall hear the appellant in accordance with the rules of natural justice and may:
- a. Accept the Animal Control Officer's decision to deem the dog as a dangerous dog;
  - b. Rescind the Animal Control Officer's decision to deem the dog as a dangerous dog.
13. Section 9(a) requirements, which may be imposed on a dog owner by the Animal Control Officer, shall not come into effect until either the time for appeal under section 11 has elapsed without the dog owner requesting an appeal under that section, or after council has made a decision as per section 12 if an appeal is made.

#### **Dangerous and Fierce Dogs**

14. The Animal Control Officer may seize any dog that has exhibited dangerous and fierce behavior and shall kennel such animal until an evaluation of the animal has been done by the Animal Control Officer and an authority in dog behavior as recognized by the Town, which may also include quarantining if required vaccinations cannot be proven.
15. Based on the evaluation, the ACO, in consultation with a police manager, shall determine if a dog can be rehabilitated and safely returned to its owner. If it is proven that the dog poses a substantial risk of such behaviour recurring, and the owner is unable or unwilling to deal with the requirements imposed, based on the evaluation, the

ACO, in consultation with a police manager, will determine if there are any remedies that might allow the dog to live safely with people. If no satisfactory remedy is found, the dog will be euthanized.

16. If it is determined that the dog can be rehabilitated, it will be returned to the pound-keeper with the stipulation that it may only be adopted if the requirements for rehabilitation are met.
17. Any kennel costs or extraordinary expenses incurred while the dog is impounded shall be borne by the dog owner, whether the dog is redeemed or not.
18. When the ACO determines that a dog is a dangerous and fierce dog, the ACO, if he/she determines in their discretion, that the dangerous dog poses an immediate and significant threat to the public safety, may, after consultation with a police manager, destroy the dangerous dog, without permitting the owner to claim it.
19. If the ACO destroys the dog, the ACO will arrange for the disposal of the remains and will make reasonable efforts to inform the dog owner that the dog has been destroyed. The owner of the dog will be responsible for all costs related to the destruction/disposal.
20. If a dog attacks a person and causes injury, the Amherst Police Department shall, along with the ACO, have the authority to investigate the circumstances of the attack if it is decided that it is appropriate to do so, and the Town of Amherst Police Department may make such recommendations to the ACO as it deems appropriate.
21. No dog shall be deemed fierce or dangerous if it is a professionally trained guard dog or a law enforcement dog while lawfully engaged as such

#### **Feces and Scooping**

22. Every owner of a dog shall immediately remove any feces left by the dog in the Town:
  - a. on any roadway, sidewalk or parking lot;
  - b. in a public park;
  - c. on any public property other than a public park; or
  - d. on any private property other than the property of:
    - i. The owner of the dog;
    - ii. or the person having care, custody or control of the dog.
23. Every owner of a dog shall dispose of any feces removed pursuant to this Section on his or her premises.
24. Every owner of a dog shall remove from his or her property, in a reasonable timely manner, feces left by such dog, so as not to disturb the enjoyment, comfort, convenience of any person in the vicinity of the property.
25. This section does not apply to a handler of a service dog, where the handler is not reasonably able to remove the feces left by such dog due to a physical disability or impediment.

#### **Noise**

26. No dog shall be permitted to consistently disturb the quiet of a neighborhood by barking, howling, or otherwise making noise to a degree beyond what the Animal Control Officer determines to be normal.
27. In determining what is "normal" in the context of this section, the ACO shall consider one or more, but not limited too, the following factors:
  - a. the time of day that the dog is reported as disruptive;
  - b. the frequency and duration of the reported disruptive behavior;
  - c. the proximity of neighbors and population density of the neighborhood.
28. If the ACO determines, upon reasonable grounds, that a dog is being disruptive, as defined in this section, the ACO shall give a written warning to the dog owner before taking any other action under this by-law.

#### **Interference with the ACO or Pound-keeper**

29. Anyone who obstructs or interferes with the Animal Control Office, or their duly authorized delegate, or the pound-keeper, engage in the execution of their duties, commits an offense under this by-law.

#### **Licensing of Dogs**

30. No person shall own, possess or harbor an unlicensed dog within the boundaries of the Town.
31. A person who owns, possesses or harbors any dog before the first day of April in each year, shall obtain a dog license in accordance with the provisions of this by-law.
32. Applications for and the issuance of a dog license shall be the responsibility of the Town Hall staff, or person so designated by the Town of Amherst.
33. The Town of Amherst and/or its recognized agent for this purpose will maintain a record of all dogs registered, showing the date and number of the registration, and the name and address of the owner of the dog.
34. Every person who obtains a dog license shall be given a metal tag which shall be, at all times, fastened to a collar or harness worn by the dog for which the license was obtained.
35. Where a metal tag issued pursuant to this by-law has been lost, destroyed or mutilated, the dog owner shall acquire, for the remainder of the current licensing year, a replacement tag, upon producing proof of purchase of a valid dog license and upon payment of a prescribed fee.
36. Fees pursuant to this by-law are set out in Schedule "A" attached hereto.

37. Notwithstanding this section, the following dogs need not have a dog license:
- a. a trained guide dog owned or utilized by a blind person, or any dog determined by the ACO to be a service or assistance dog
  - b. a dog owned and utilized as a law enforcement service dog

#### Registering of Cats

38. Every owner of every cat may register the cat with the Town on the first day of April in each year, and may obtain a registration tag for the cat. There is no cost for such registration.
39. Applications for and the issuance of a cat registration shall be the responsibility of Town Hall staff, or person so designated by the Town of Amherst.
40. The Town of Amherst and/or its recognized agent for this purpose will maintain a record of all cats registered, showing the date and number of the registration, and the name and address of the owner of the cat.
41. Every person who obtains a cat registration shall be given a metal tag which shall be fastened to a collar or harness worn by the cat for which the registration was obtained.

#### Rabies

42. Every owner of a dog over the age of four months must have the dog vaccinated against rabies and must keep the rabies vaccinations of the dog up to date.
43. The ACO may seize and impound any animal which is suspected of being rabid, and must immediately notify the veterinary clinic.
44. Every owner of an animal who knows or suspects that the animal is rabid must immediately report the animal to a veterinary clinic and the ACO.
45. No dog license will be issued to an owner who does not present proof of such vaccination.
46. The Town of Amherst and/or its designate by resolution may, without notice to or complaint against the owner, impound any dog that:
  - a. runs at large contrary to this by-law;
  - b. is not wearing a tag as required by this by-law
  - c. is not registered pursuant to this by-law
  - d. is fierce and dangerous
  - e. is rabid or appears to be rabid or exhibits symptoms thereof; or
  - f. persistently disturbs the quiet of the neighborhood by barking, howling or otherwise;
 after a written warning has been delivered to the dog owner
47. The pound-keeper, upon seizure or impoundment of a dog at large, shall make every effort to inform the dog owner, if known, that the dog has been seized and impounded, including review of available information from tags, tattoos or microchips.
48. If after the expiration of not less than 72 hours, the impounded dog is not claimed, the pound-keeper may, on the expiration of this period, destroy, or place for adoption, the impounded dog.
49. The pound-keeper, upon receiving a certificate from a qualified veterinarian that an impounded dog is suffering from infectious or contagious disease, may immediately destroy that impounded dog.
50. The pound-keeper shall maintain a recorded log, in which he/she shall record the description of every dog impounded, the name of the person who impounded the dog, the time and location of the impoundment, the fees owing and the manner of disposal of the impounded dog.
51. The owner of record of an impounded dog shall be responsible for all uncollected fees or costs in respect of an impounded dog whether or not he/she effects the release of the dog.

#### Enforcement

52. No companion animal owner shall do anything, or fail to do anything, where that action or omission, as the case may be, results in a violation of this by-law.
53. This by-law may be enforced, at the discretion of the Town: a. in accordance with the procedures set out in the Municipal Government Act; or
54. by means of a summary offence ticket under the Municipal Government Act.
55. The Summary Proceedings Act, where applicable, shall apply to proceedings under this by-law.
56. The Animal Control Officer may enter, at all reasonable times, upon any property subject to this by-law in order to ascertain whether this By-law is being obeyed.
57. Every person who contravenes any part of this by-law is guilty of an offense and is subject to the provisions of the *Summary Proceedings Act*.
58. Each day an offense continues shall be a separate offense.

59. The penalties prescribed are as follows:

- a. with respect to the first contravention and/or impoundment in any consecutive 12-month period, payment of ~~\$60.00~~ **\$75.00**;
- b. with respect to a second contravention and/or impoundment within any consecutive 12-month period, payment of ~~\$100.00~~ **\$150.00**;
- ~~c. with respect to a third contravention and/or impoundment within any consecutive 12-month period, payment of a sum of \$150.00;~~
- ~~d. with respect to any subsequent contravention and/or impoundment within any consecutive 12-month period, payment of a sum not less than \$300.00 and not more than \$500.00.~~
- c. **Third and subsequent Impoundments - A dog impounded for a third time shall not be redeemable and shall become the property of the poundkeeper and will be dealt with accordingly, on a case-by-case basis**

60. Any contravention of any provision of this By-law, in the preceding twelve months by any person charged, shall be counted as a previous contravention for the purpose of the preceding paragraphs.

61. If payment is not made in accordance with these procedures, the fine is recoverable under the *Summary Proceedings Act*.

**Costs**

62. In all cases the Town shall have the right to recover from the owner of the dog the cost incurred by the Town in applying this by-law to the owner's dog.

63. In all cases the costs of the Town shall include the actual payments made by the Town, together with its reasonable administrative charges.

64. The provisions of this by-law shall be enforceable pursuant to the *Municipal Government Act*.

**Interpretation**

65. This by-law shall be read with all changes in gender and number, as may be appropriate.

66. Any part of this by-law found to be illegal shall be severed from the balance of the by-law.

67. Any and all fees referred to in the by-law shall be as set out in the Town of Amherst User Fee Policy #3470-03 and will be reviewed annually.

68. The Town of Amherst Companion Animal By-Law approved by Council on November 23<sup>rd</sup>, 2015 is hereby repealed.

**SCHEDULE "A"**

**Dog License Fees**

- 1. Dog License fees shall be:
  - a. \$15 for each spayed/neutered dog;
  - b. \$30 for each un-sprayed/un-neutered dog.
  - c. \$15 for tag replacement

Each license shall be payable to the Town of Amherst annually.

**Dog Impound Fees**

1. A dog owner may reclaim their impounded dog upon proving ownership and upon paying to the poundkeeper the following impound fees, maintenance fees and any overdue dog license fees pursuant to Schedule "A"

- a. An impoundment fee in respect of a Licensed Dog:
  - i. First Impoundment - ~~\$30~~ **\$75**
  - ii. Second Impoundment - ~~\$70~~ **\$150**
  - iii. Third and subsequent Impoundments - ~~\$100~~. **A dog impounded for a third time shall not be redeemable and shall become the property of the poundkeeper and will be dealt with accordingly, on a case-by-case basis**
- b. An impoundment fee in respect to an Unlicensed Dog - \$100.
- c. A maintenance fee in respect of each day or part of a day on the impoundment period - ~~\$15~~ **\$25**

For Administrative Use Only:

Companion Animal Bylaw C-4 Adoption	
First reading:	
Notice of Publication:	
Second Reading:	
Notice of Publication and Effective Date of Bylaw:	
Notice to Service Nova Scotia & Municipal Relations:	

VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
Chief of Police, Pike	<ol style="list-style-type: none"> <li>1. Changes to numbering of sections;</li> <li>2. Additional definitions in the interpretation section such as "Accredited Training", "Continuous Restraint and Control", "Mitigating Factor", "Muzzle Order" and "Town" to ensure more clarity in the roles, authority and decision-making;</li> <li>3. A section that provides for the use of an animal for Search and Rescue, Law Enforcement Operations, Special Needs dogs, and for off-leash dog parks;</li> <li>4. Additional options and authorities for the Animal Control Officer when dealing with dangerous dogs;</li> <li>5. A mechanism for dog owners to appeal to council when their animal has been classified as a "dangerous dog" and is subject to restrictions;</li> <li>6. Additional guidance for the ACO/Police when dealing with <i>Dangerous and Fierce Dogs</i> that includes risk assessments and the possibility of rehabilitation and other options for the animal;</li> <li>7. The addition of 14 days to pay a fine before proceeding to court via the Summary Proceedings Act;</li> <li>8. Change in the dog impound fees and actions that are in-line with the Cumberland County fees and actions and includes:               <ol style="list-style-type: none"> <li>a. First impoundment increased from \$30 to \$75</li> <li>b. Second impoundment increased from \$70 to \$150</li> <li>c. Third impound results in permanent seizure of the animal (case by case basis)</li> <li>d. Maintenance fee for each day/part of a day increase from \$15 to \$25;</li> </ol> </li> <li>9. Unregistered dog impoundment fee increased from \$100 to \$150</li> </ol>	

Minutes reference date: June 25, 2012 November 23, 2015

**5.7 Lighting Retrofits Municipal Buildings**

**Moved By Councillor Emery  
Seconded By Councillor Baker**

**That Council approve amendments to the 2023/24 Capital Budget to include lighting retrofits at the Police Department, Town Hall, Public Works Building and Library in the amount of \$60,000 to be funded from the capital reserve, and further that the retrofit contract be awarded to Nichent Energy Inc. for a total amount of \$147,500 including a guaranteed \$87,500 Efficiency Nova Scotia energy rebate.**

**Motion Carried**

**5.8 105 South Albion Street Development Agreement First Reading**

**Moved By Deputy Mayor Landry  
Seconded By Councillor Davidson**

**That Council give First Reading to the development agreement for 105 South Albion Street and schedule a Public Hearing for Thursday, November 23, 2023 at 5:00 p.m.**

**Motion Carried**

Case No: DA-2023-XX

This Agreement made this \_\_\_\_\_ Day of \_\_\_\_\_ 2023.

Between:

**Black Bay Real Estate Group** (owner of 105 South Albion Street, hereinafter called the "Owner"),

of the one part, and

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

of the other part.

WHEREAS the Owner wishes to obtain permission pursuant to Policy RP-9 of the Municipal Planning Strategy of the Town of Amherst, to construct two, 5-unit townhouses, one, 128-unit apartment building, and one, 48-unit apartment building at 105 South Albion Street (formerly known as Blaine Street), as shown on Schedule B.

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

AND WHEREAS the Council of the Town, at its meeting on the \_\_\_\_\_ Day of \_\_\_\_\_ 2023, approved said Development Agreement, subject to the registered Owner of the land described herein entering into this Agreement;

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

- (a) Schedule 'A' - Terms and Conditions
- (b) Schedule 'B' - Property Location Map

- (c) Schedule 'C' – Site Plan
- (d) Schedule 'D' – Building Elevations

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

- 1) That the Owner is the registered owner of the aforesaid Land in the Town of Amherst, hereinafter called the "Land". The aforesaid Land is the only land in the Town of Amherst to which this Agreement applies, and the Land is illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may construct a maximum of two, 5-unit townhouses and two apartment buildings, including one 8-story, 128-unit building and one 4-story 48-unit building on said Land, subject to Schedules A, B, C, and D attached.
- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any Provincial or Federal statute, act, or regulation.
- 4) Any failure of the Town to insist upon strict enforcement of any requirements or conditions contained in this Agreement shall not be deemed a waiver of any rights or remedies that the Town may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.
- 5) Should the Owner fail to act in accordance with any aspect of this Agreement, the Town shall retain the right to discharge the Agreement upon 30 days notification and / or enter the property and conduct the required work. The cost of the said work will become a lien on the property tax bill.
- 6) The Town shall issue the necessary Development Permit for the development upon expiration of the appeal period specified for Development Agreements under Section 249 of the *Municipal Government Act*, as the same may be amended from time to time, or upon the withdrawal or dismissal of any appeal which may be taken.
- 7) The Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Town in accordance with Section 229 of the *Municipal Government Act*.

**SIGNED, SEALED AND DELIVERED**

In the presence of

**THE TOWN OF AMHERST**

\_\_\_\_\_  
David Kogon MD, Mayor

\_\_\_\_\_  
Jason MacDonald, MCIP, LPP, CAO

**FOR THE OWNER**

\_\_\_\_\_  
Adam Barrett, President  
Black Bay Real Estate Group

**Schedule A**

**105 South Albion Street, Amherst**

Terms and Conditions:

**1.0 USE OF LAND AND BUILDINGS**

- 1.1 The use of the property shall be limited to two, 5-unit townhouses and two apartment buildings, including one 8-story, 128-unit building and one 4-story 48-unit building in the general location as shown on Schedule 'C'.
- 1.2 A minimum of 203 parking spaces, including 81 surface parking, 112 underground and 10 garage parking spaces shall be provided on the Land and shall be generally configured as shown and explained on Schedule 'C'.
- 1.4 Accessory buildings may be permitted on the Land in accordance with the *Town of Amherst Land Use Bylaw* and shall not be considered a substantial change to this agreement.
- 1.5 The building shall generally conform to the designs shown on Schedule 'C' and 'D'. Variations to the architectural details and footprint of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.6 The Owners shall be responsible for all elements of the Site Plan on the Land generally in accordance with Schedule 'C'. Variations to the Site Plan elements may be permitted, to the satisfaction of the Development Officer and shall not be considered substantial changes to this agreement.
- 1.7 The Owner shall be responsible for maintaining screened solid waste containment areas.

- 1.8 Paving of the driveways and parking areas shall be completed for the associated building within twelve (12) months from the date an Occupancy Permit is issued.
- 1.9 The Owner shall be responsible for constructing the access to the site will have the option to construct a public street, subject to conformance with the Amherst Subdivision Bylaw requirements.
- 1.10 The Owner shall be responsible for any changes to the location and configuration of access and parking that is required to accommodate access for emergency vehicles, to the satisfaction of the Development Officer and the authority having jurisdiction. Such changes shall not be considered substantial to this agreement.

2.0 GENERAL REQUIREMENTS

- 2.1 The Owner shall keep the Land, building and any portion thereof clean and in good repair. All elements of the development on the Land shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.
- 2.2 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties.
- 2.3 Solid waste management shall be in conformance with the Town of Amherst *Solid Waste Bylaw*.
- 2.4 The Owner shall submit a storm water management plan to satisfaction of the Development Officer and shall be responsible for storm water management during and after construction.
- 2.5 The Owner shall take all reasonable steps to maintain a clean worksite during construction by picking up building material waste and taking all reasonable measures to minimize dust on an ongoing basis during construction.

Schedule B



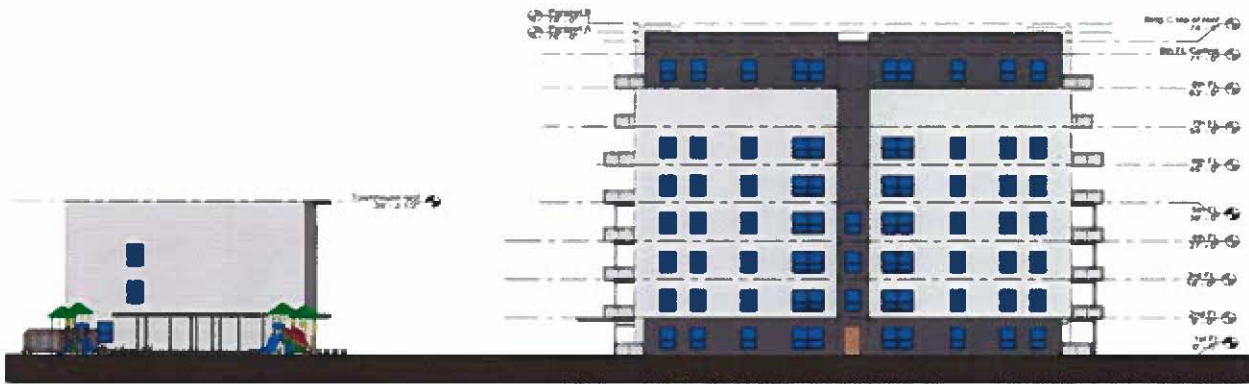
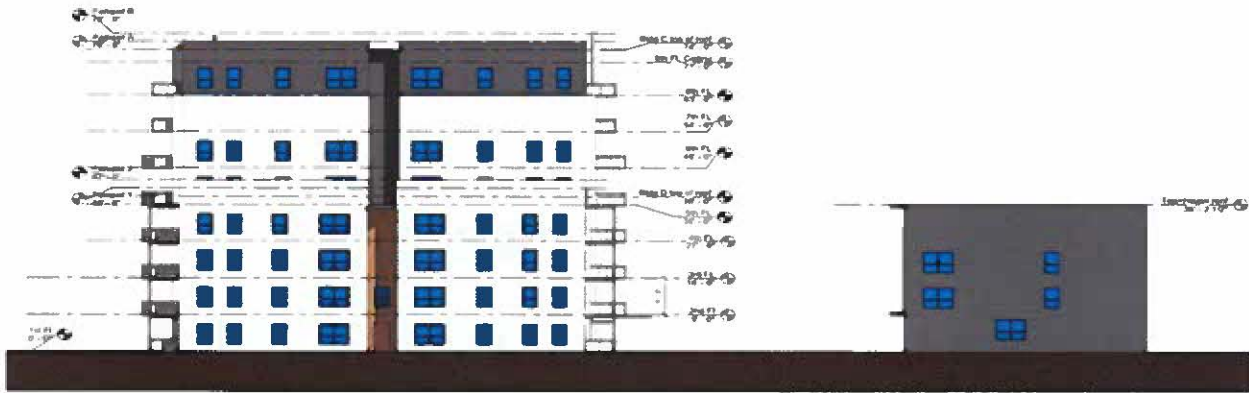
Schedule C

The site plan shows a large building with multiple wings, a parking lot with marked spaces, and landscaping including trees and shrubs. A title block on the right side contains the following information:

BLACK BAY REAL ESTATE GROUP	
Project Name: [Illegible]	
Site Plan	
C1	

Below the title block is a table with columns for 'NO.', 'DATE', and 'REVISIONS'. The table contains several rows of revision information.





North - Bag D



**5.9 Community Support Grants Policy Amendments**  
**Moved By Councillor Davidson**  
**Seconded By Councillor Chambers**  
**That Council approve the following amendments to the Community Support Grants Policy:**

- Eliminate section 4 as it is exclusionary of other organizations;
- Amend Section 5 Programs to include Arts, Music and Culture;
- Amend Section 9 Payment Process to eliminate the two phased payment approach as this is administratively time consuming and places undue pressure on community organizations; and
- Amend Section 10 Conditions to include the reporting requirement for organizations who intend to reapply for future grants. This will allow for transparency on how funds are used and the impact on the community.

**Motion Carried**

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**TITLE:** Community Support Grants Policy  
**SECTION:** All Town Departments  
**POLICY NO:** 72000-08

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**APPROVAL DATE:** \_\_\_\_\_ **CAO Signature:** \_\_\_\_\_

**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 providing services that in the opinion of Council, are of a benefit to the residents and businesses of the Town. Applicants and Groups that actively support inclusion, diversity, accessibility and equity will be given priority consideration as will those applications that enhance community well-being and increase the social determinants of health, such as, but not limited to food insecurity, affordable housing, early childhood development, education, social inclusion and non-discrimination of the citizens of Amherst
- 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)

**POLICY OBJECTIVES**

The objectives of this policy are:

- a. to outline the requirements to apply and be considered for a Community Support Grant
- b. to 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.

**1. 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. The Town would like to support programs and events that promote community well being and health and safety of our citizens. With that in mind, events based on alcohol consumption (beer gardens, wine tasting tours etc.) may only receive support if other community benefits can be shown. Overall, the Town will show preference to events that are family friendly and support the overall well being of the community.

**2. EXCLUSIONS**

The following are exclusions from the grant program:

- a. While Council reserves the right to, 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 organizations;
  - 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 either directly or indirectly.
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

### 3. 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

### 4. SPECIAL CONSIDERATION

The following organizations are usually supported annually; however, the recipients must still 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. 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.

### 5. 4. GUIDELINES

The following guidelines apply to all grant requests except those listed in 4 above:

- a. Funding will generally be limited to no more than 40% of overall costs for an event or program
- b. Funding cannot be used to directly purchase products regulated by the Liquor Control Act R.S., c. 260, s. 1. or the Cannabis Control Act 2018, c. 3, s. 1.
- c. Preference is given to new initiatives; however, grants may be provided in multiple years for the same initiative.

### 6. 5. PROGRAMS

The following are a list of the grants available:

#### a. Sport, Arts, and Culture

Maximum funding considered will be \$1000 for a team and \$250 for an individual:

- i. This includes amounts for teams / groups and individuals traveling to Provincial, National and International competitions and events when the Amherst based teams or individual have been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization, or have been invited by such an organization;
- ii. The team / group 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 / attending as an individual and has their principal residence in the Town of Amherst;
- iv. The Town of Amherst resident has been selected / qualified to represent the Province of Nova Scotia or Canada at a national or international competition / event.

#### b. Festivals, Arts and Cultural Events Grants

Under this component will generally not exceed \$5,000

- i. Event must demonstrate broad community support;
- ii. Provides an experience not duplicated by other ongoing events, festivals or activities.
- iii. Draw spectators locally, from the Maritimes, nationally or internationally and increases the profile of our community;
- iv. Must be affiliated with a local community non-profit organization.

#### c. Organizational Equipment

Operational and capital equipment purchase requests will be considered on an individual basis.

#### d. Funding for Social Equity Initiatives

For the purposes of this policy, "Social Equity Funding" is defined as the annual funding allotment within the Community Support Area Rate, including any reserves for this purpose, to be used for initiatives that specifically target social equity issues. All applications which Council feels meet this definition and for which Council is considering funding from the annual Social Equity Funding allotment or associated reserves set aside for this purpose will be referred to the respective committees for a recommendation.

Notwithstanding the above, Council reserves the right to fund such poverty initiatives from other sources in addition to or in lieu of the annual Social Equity Funding allotment.

#### e. Large Scale Projects

Applications for large scale projects (generally greater than \$5,000 or multi-year initiatives) will be evaluated on an individual basis. In these cases, Council may require Municipal representation on a board, the development of an MOU and/or other reporting requirements etc.

### 7. 6. APPLICATION PROCESS

The following outlines the application process:

A call out for applications will be issued by the Town in the months leading up to budget time. Community organizations will be encouraged to apply during this initial call out however applications can and will be received throughout the year and be considered based on budget availability.

Community groups may submit more than one application per year however Council will prioritize funding over a diverse collection of applications to ensure fairness and equity for all.

- a) Applications - must submit the following information
  - i. A complete Community Grant Application
  - ii. a proposed budget for the project
- b) The Town of Amherst may request additional information as deemed necessary.

**8. 7.APPROVAL PROCESS**

- a. For applications over \$1,000 staff will review applications, ensure requirements have been met and make recommendations to Council. Funding will be determined by council upon reviewing the proposal and recommendations from staff.

**9. 8.AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer (CAO) may approve applications that are less than \$1000 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).

The CAO may waive the cost for Town owned facility rentals for organizations carrying out an event or service that satisfies the intent of this policy to a maximum of four rental waivers per year per organization.

**10. 9.PAYMENT PROCESS**

For amounts over \$1,000 payment will be made at time of award 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~~

**11. 10. CONDITIONS**

- a. Grant recipients shall:
  - i. Make no misrepresentation on their application
  - ii. Use the grant as described in the application
  - iii. Use the funds in the year granted
  - iv. Council and/or the CAO may request an in-depth report for grants over \$5,000 at their discretion
  - v. **Recipients from previous years who received over \$2,000 will be asked to complete a report detailing expenses and impact on the community or individual. This report will be sent prior to the call for applications each year. This report must be completed prior to the new application being considered.**
- b. 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.
- c. Non-compliance, in any aspect could result in no funding being awarded in the future year(s)
- d. 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
- e. If the event/project does not occur for any reason, all grant monies must be returned
- f. 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.

**12. 11.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*

Application for Funding Date: \_\_\_\_\_  
REQUEST FOR FINANCIAL SUPPORT      REQUEST FOR IN-KIND FACILITY RENTAL

**1. ORGANIZATION INFORMATION:**

Name of Organization: \_\_\_\_\_  
Full Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED**      \$ \_\_\_\_\_  
Total cost of program event or activity      \$ \_\_\_\_\_

**3. What is the purpose for the funding requested? (Sport and Physical Activity, Arts/Culture events, Festivals, 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)

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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 East Victoria Street, PO Box 516, Amherst, NS, Canada B4H 4A1  
 Phone: 902-667-3352 Fax 902-667-5409

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
Director Community Living	To ensure adherence to the policy. Advise staff of Policy changes and create awareness in the community of policy changes.
Mayor and Council	Review and approve applications as required.
CAO	Ensure applications under \$1,000 are reviewed and decision made in accordance with policy.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
Amendments to policy to collapse A fresh grants, streamline application process, increase CAO approval limit, inclusion of MAP requirements, rewording to ensure policy is more inclusive and promotes community well-being	Director Community Living, Bristol	Council	February 27, 2023
Amendment to policy to remove Deed Transfer reference from Poverty Funding. Rename Poverty Funding to Social Equity.	Director Community Living, Bristol	Council	April 24, 2023
Eliminate section 4 as it is exclusionary of other organizations; amend Section 9 Payment Process to eliminate the two phased payment approach as this is administratively time consuming and places undue pressure on community organizations; and amend Section 10 Conditions to include the reporting requirement for organizations who intend to reapply for future grants. This will allow for transparency on how funds are used and the impact on the community.			

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018  
 28 October 2019 27 January 2020 25 October 2021 27 February 2023 24 April 2023

**5.10 Special Collections Policy Repeal  
 Moved By Councillor Emery  
 Seconded By Deputy Mayor Landry  
 That Council repeal the Solid Waste Special Collections Policy (31800-01).**

**Motion Carried**

TOWN OF AMHERST POLICY  
 PAGE 1 of 1  
 DEPARTMENT: Operations  
 TITLE: Solid Waste Special Collections Policy  
 Minutes reference date: 22 September 2014

NUMBER 31800-01

Purpose

The Town of Amherst provides annual special solid waste collections, one for bulky items, one for construction and demolition debris, and two for leaf and yard waste. In the interest of providing this service in a timely and cost effective manner, the Town of Amherst has adopted a Solid Waste Special Collections Policy.

**Policy Statement**

The Town of Amherst shall provide for an annual special collection of bulky items, construction and demolition debris, and leaf and yard waste which will be held in the spring of each year, as well as a second leaf and yard waste collection to be held in the fall. Dates The specific dates of these special collections shall be determined by the Town of Amherst and its contracted solid waste collector before the solid waste collection schedule is distributed in September of each year. Collections Both the construction and demolition debris collection and the bulky item collection will take place on the same day, which will be the actual day of each resident's regular solid waste collection. The spring leaf and yard waste special collection will be held during a separate week from the bulky item and construction and demolition debris collection. Such items will be collected on the actual day of each resident's regular solid waste collection. Information regarding the weight, dimensions and number of items to be collected is contained within the Solid Waste Bylaw, Number D-20.

**6. INTERNAL COMMITTEE REPORTS**

- 6.1 Planning Advisory Committee - Landry**  
Information item only; no direction given or action required.
- 6.2 Amherst Board of Police Commissioners - Davidson**  
Information item only; no direction given or action required.
- 6.3 Audit Committee - No Report**
- 6.4 Amherst Youth Town Council**  
Information item only; no direction given or action required.
- 6.5 Accessibility Advisory Committee - No Report**
- 6.6 Inclusion Diversity and Equity Committee - Davidson**  
Information item only; no direction given or action required.
- 6.7 Poverty Reduction Advisory Committee - No Report**  
Information item only; no direction given or action required.

**7. EXTERNAL COMMITTEE REPORTS**

- 7.1 Cumberland Public Libraries - Fawthrop**  
**Moved By Councillor Fawthrop**  
**Seconded By Councillor Davidson**  
**That the Mayor write to the appropriate provincial authorities recommending they make provincial appointments of new members to vacant positions on Boards as required, particularly Library Boards.**

**Motion Carried**

Jason MacDonald arrived at this time.

- 7.2 Cumberland YMCA - Fawthrop**  
Information item only; no direction given or action required.
- 7.3 Northern Region Solid Waste Management - Baker**  
Information item only; no direction given or action required.
- 7.4 L. A. Animal Shelter - Fawthrop**  
Information item only; no direction given or action required.

**8. ADJOURNMENT**

**Moved By Councillor Davidson**  
**Seconded By Councillor Emery**  
**To adjourn the meeting.**

**Motion Carried**



Natalie LeBlanc  
Municipal Clerk



David Kogon, MD  
Mayor

