

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: February 27, 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 Jason MacDonald, Chief Administrative Officer
Dwayne Pike, Chief, Police Services
Greg Jones, Director, Fire Services
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Strategic Initiatives
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
Krista Crossman, Director, HR & Customer Services
Kim Jones, Director, Corporate Communications
Tom McCoag, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 6:00 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA/MINUTES

3.1 Approval of the Agenda

Moved By Councillor Emery

Seconded By Councillor Baker

To approve the agenda as circulated.

Motion Carried

3.2 Approval of Minutes

3.2.1 Regular Council - January 23, 2023

Moved By Deputy Mayor Landry

Seconded By Councillor Davidson

To approve the minutes of the January 23, 2023 regular meeting of Council as included in the agenda package.

Motion Carried

3.2.2 Public Hearing - February 8, 2023

Moved By Councillor Fawthrop

Seconded By Councillor Emery

To approve the minutes of the February 8, 2023 Public Hearing as included in the agenda package.

Motion Carried

4. REQUESTS FOR DECISION

4.1 3,4,5,7 Robie Street Development Agreement First Reading

Moved By Councillor Davidson

Seconded By Councillor Fawthrop

That Council give First Reading of the Development Agreement for 3,4,5,7 Robie Street to permit the construction of a commercial office, and schedule a Public Hearing for March 22nd at 12 noon.

Motion Carried

- 4.2

264 Church Street Development Agreement First Reading
Moved By Deputy Mayor Landry
Seconded By Councillor Emery
That Council give First Reading of the Development Agreement for 264 Church Street to permit the construction of a 2-storey, 96 bed long term care facility, and schedule a Public Hearing for March 22nd at 12 noon.

Motion Carried
- 4.3

155 East Victoria Street Development Agreement First Reading
Moved By Councillor Davidson
Seconded By Councillor Baker
That Council refer the application for a development agreement at 155 East Victoria Street back to the Planning Advisory Committee for consideration of a revised plan when received.
Against (2): Councillor Emery, and Councillor Fawthrop

Motion Carried 4-2
- 4.4

Community Arts Council Policy Repeal
Moved By Councillor Fawthrop
Seconded By Councillor Emery
That Council repeal the Community Arts Council Committee Policy.

Motion Carried

DEPARTMENT: Community and Economic Development

TITLE: **Community Arts Council Committee Policy**

Minutes reference date: 26 March 2012 25 June 2012

PURPOSE:
To establish a policy for the governance of the Community Arts Council (CAC) Committee to carry out the Arts, Culture and Heritage Strategy.

BASIS:
The basis for the CAC Committee comes from the Town’s Arts Culture and Heritage Strategy known as Authentically Amherst.

ROLE OF COMMITTEE:
The role of a Community Arts Council Committee is to:

1. Provide advice to the Arts, Culture and Heritage Coordinator;
2. Assist the Coordinator in the implementation of the Arts, Culture & Heritage Strategy;
3. Monitor and evaluate and make recommendations concerning all the Town’s plans and policies which are expected to have an impact on cultural life in the community;
4. Increase communication and cooperation amongst the community stakeholders;
5. Take leadership in setting community arts direction;
6. Take an active role in promotion of the arts, culture and heritage community;
7. To act as a liaison between Council and the cultural community;
8. To act as an informed resource for staff and Council by responding to requests for information or advice.

- MEMBERSHIP:**
1. The Council shall appoint members to the Community Arts Council Committee by resolution.
 2. Membership shall include:
 - 2 members of Town Council
 - 5 members at large up to 2 from outside the Amherst geographic boundary, but based in Cumberland County)
 - 1 member for the hospitality/accommodation sector
 - 1 member from Amherst Youth Town Council
 - The Mayor will be appointed as an ex-officio member.
 - The Director of Community and Economic Development will be a non-voting member and will participate in meetings as required.
 3. The term for public members shall be two or three years, and members may be re-appointed to the Committee.
 4. In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper.
 5. At the beginning of the first meeting of the fiscal year the Committee will elect a chairperson as well as a vice-chairperson. Terms for such shall be one year. The chairperson and vice-chair may be re-elected.

- STAFF RESOURCES:**
1. The Arts, Culture and Heritage Coordinator is responsible for all functions of the Committee including:
 - a. Calling meetings;
 - b. Taking minutes;
 - c. Distributing reports and other information as required;
 - d. Notifying and contacting public as required; and
 - e. Providing Committee motions to the Chief Administrative Officer for inclusion on the Council agenda.

- 2. Where additional information or work is required of staff by the Committee the Director of Community and Economic Development will be responsible for prioritizing staff resources, in conjunction with the Chief Administrative Officer when required.
- 3. Meetings are to be attended by the Arts, Culture and Heritage Coordinator or designate. At the discretion of the Coordinator, other staff may be invited / asked to attend as well. Standing invitations to Committee meetings will be given to the Chief Administrative Officer, the Director of Transportation and Public Works, the Director of Planning and Development and the Director of Community and Economic Development.

MEETINGS:

- 1. Meetings will be scheduled by the Chairperson in consultation with the Arts, Culture and Heritage Coordinator.
- 2. All meetings are open to the public
- 3. Meeting agenda packages are to be delivered to Committee members and the CAO at least 48 hours prior to any scheduled meeting.

Amherst Town Council may at any time by resolution repeal this policy and therefore release the committee members of their obligations as members.

4.5 **COVID-19 Property Tax Financing Program Policy Repeal**
Moved By Councillor Baker
Seconded By Councillor Emery
That Council repeal the COVID-19 Property Tax Financing Program Policy.

Motion Carried

TOWN OF AMHERST POLICY

NUMBER 03800-05
Page 3 of 5

DEPARTMENT: CORPORATE SERVICES

TITLE: COVID-19 Property Tax Financing Program Policy

Minutes reference date: September 28, 2020 July 10, 2020 May 25, 2020

- 1. This Policy is entitled the “COVID-19 Property Tax Financing Program Policy.”
- 2. **Objective:**
The Town of Amherst is concerned about the health and safety of residents. The Town of Amherst recognizes that facilitating the payment of property taxes in installments will better allow citizens of Amherst to follow the public health directives endorsed by the Government of Nova Scotia. This Policy responds to that need by establishing a one-time property tax installment payment program (the “Program”) for owners of residential and commercial properties negatively affected by the COVID-19 global pandemic.
- 3. **Authority:**
Sections 111 and 112 of the *Municipal Government Act* give Council the authority to provide for the payment of taxes by installments.
Section 113 of the *Municipal Government Act* allows Council to charge interest for non-payment of taxes when due, at a rate determined by policy.
- 4. **Scope:**
 - 4.1 Residential - The following owners of residential property are eligible to participate in the Program:
 - 4.1.1 An owner of a residential property that is the owner’s primary residence, where the owner has experienced financial hardship through a significant reduction in income due to the State of Emergency declared by the Government of Nova Scotia in response to COVID-19, demonstrated through receipt of Provincial or Federal program assistance, or a Record of Employment (ROE) demonstrating layoff from employment after March 1, 2020;
 - 4.1.2 An owner of a residential property where the owner was a registered Tourism Operator with Tourism Nova Scotia for the 2019 tourist season (excluding AirBNBs);
 - 4.2 Commercial - The following owners of commercial property are eligible to participate in the Program:
 - 4.2.1 An owner of a taxable commercial property where the property has a total taxable 2020 property assessment value equal to or less than \$2,000,000 and where the owner’s business or building located on the property has experienced financial hardship through loss of sales related to the State of Emergency, demonstrated through the following:
 - 4.2.1.1 For a business that was in operation before March 1, 2019 - that the sum of total sales for March, April and May of 2020 is less than 70% of the sum of total sales for March, April and May of 2019. The owner will be required to provide and certify a schedule of sales by month to support the application.
 - 4.2.1.2 For a business that was established on or after March 1, 2019 – an analysis of all monthly sales from the inception of the business to May 31, 2020 clearly establishing loss of expected sales of 30% or more due to the State of Emergency for the period from March 1, 2020 to May 31, 2020. The analysis may be required to be supported by further documentation such as, but not limited to, cash flow projections prepared the purpose of obtaining financing at the time of establishing the business
 - 4.2.2 An owner of a taxable commercial or resource property who has experienced financial hardship through loss of revenue related to the State of Emergency, regardless of the assessed value, where:

4.2.2.1 The owner of the property is a tourism operator registered under the *Tourist Accommodations Registration Act*;

4.3 Exclusions: Regardless of sections 4.1 and 4.2 of this policy, the following are not eligible to participate in the Program:

4.3.1 Property owners who have not experienced financial hardship through loss of revenue related to the State of Emergency;

4.3.2 Property owners who have received compensation from Business Interruption Insurance as a result of the State of Emergency;

4.3.3 Properties occupied by daycare centres in receipt of federal or provincial funding, or those in receipt of other emergency funding;

4.3.4 Properties used for landfill, pipeline, managed forest, parking, and commercial vacant land;

4.3.5 Properties for which there is an active tax agreement with the Town through legislation or bylaw;

4.3.6 Properties owned by non-profit organizations that are funded by the Town or that are partially exempted from property tax;

4.3.7 All properties managed under payment-in lieu-programs.

4.4 General Requirements

4.4.1 Installments shall be payable by the person, company or other entity assessed for the property for the current fiscal year.

4.4.2 In order for taxes for a property to qualify for the Program, the taxes for the property must not be in arrears at the time of application. For greater clarity, an account is not in arrears if it has a balance of \$0 or less in respect of prior years, or if the property owner has a signed payment arrangement and has fulfilled all obligations under the arrangement to the date of application.

4.5 Application

4.5.1 Property owners wishing to apply to participate in the Program for a property must complete and submit to the Town an application in the form as determined by the Town from time to time.

4.4.3 The application deadline to participate in the Program is October 31, 2020.

5. **Administration**

5.1 Tax Installments

5.1.1 For applications meeting the Program criteria set out above, property tax payments normally due between April 1st, 2020 and September 30th, 2020 for approved properties may be paid in installments as follows.

5.1.2 For each property, Program participants will pay tax installments as follows:

5.1.2.1 Payments of \$25 per month for six months, payable on or before the last day of each month, commencing in the month the property tax payment is normally due.

5.1.2.2 Following these six months at \$25 per month, 24 equal monthly payments to amortize the balance of the amount eligible for the Program including interest as set out below. These monthly payments are payable on or before the last day of each month and continue for 24 months.

5.1.4 The rate of interest for the Program will be 1.35% per year.

5.1.5 Interest on amounts owing under the Program will be calculated commencing on the date the property tax payment is normally due and continuing until all installments have been paid.

5.2 Terms of the Program

5.2.1 The Treasurer, or his or her delegate, shall approve qualifying applicants.

5.2.2 Payments under the Program must remain in good standing with the Town throughout the duration of the Program.

5.2.3 Default in payment of an installment when due will result in the following:

5.2.3.1 The balance of outstanding taxes on the applicable property and interest will become immediately due and payable; and

5.2.3.2 The outstanding taxes and interest then owing will become subject to the Town's regular rate of interest for overdue taxes of 12% per annum.

5.2.4 All amounts owing and payable on the property tax account that are not included in the Program, including existing signed payment arrangements, are due on their normal dates and any amounts not paid when due will be subject to the Town's regular rate of interest for overdue taxes of 12% per annum.

5.2.5 Payments received by the Town from a property owner will first be applied to any installments due under the Program, in priority to any other taxes or other amounts owing by the owner to the Town.

6. **Responsibilities**

6.1 Council will:

7.1.1 Monitor the implementation and administration of this policy and make any amendments required for the effective and efficient operation of the Program.

7.2 The Chief Administrative Officer will:

7.2.1 Be responsible for the administration and implementation of this policy and the Program; and

7.2.2 Identify necessary amendments to this policy in consultation with Council and managerial staff and make recommendations accordingly to Council.

7. **General Provisions**

Payments received by mail are deemed to be paid on the date received by the Town.

**4.6 Downtown Business Advisory Committee Policy Repeal
Moved By Councillor Emery
Seconded By Councillor Fawthrop
That Council repeal the Downtown Business Advisory Committee Policy.**

Motion Carried

TOWN OF AMHERST POLICY

**NUMBER 10350-23
Page 5 of 11**

DEPARTMENT: Community and Economic Development

TITLE: **Downtown Business Advisory Committee Policy**

Minutes reference date: 28 May 2012

PURPOSE:

The Downtown Business Advisory Committee is the voice for the downtown business community in Amherst and the conduit to Amherst Town Council. The Committee shall:

- 1) Provide advice and guidance to Town Council on matters including policies and programs related to the downtown;
- 2) Suggest and recommend to Town Council ways the Town can support, retain and/or attract business investment to the downtown core;
- 3) Assist in dissemination of information from the Town Council to the downtown business community;
- 4) Assist in coordinating existing and planned downtown projects, initiatives, marketing programs and other new opportunities to increase use of Downtown Amherst.

DEFINITIONS:

- 1) The Downtown Business Advisory Committee area is defined in the map attached as appendix “A”.

ROLE OF COMMITTEE:

- 1) To strengthen and enhancing pride in the downtown by Amherst residents;
- 2) To provide support on specific opportunities and projects as requested by Council;
- 3) To advise on promotional and marketing opportunities that will increase traffic to downtown businesses and motivate participation by all stakeholders;
- 4) To act as an informed resource for Council by responding to requests for information or advice sent directly to the Advisory Committee by Council;
- 5) To participate in, monitor and regularly evaluate and/or make recommendation on all the Town’s plans and policies which are expected to have an impact on the downtown;
- 6) To act as a liaison between Council and the downtown community by anticipating and responding to the information needs of both.

MEMBERSHIP:

Council shall appoint members to the Downtown Business Advisory Committee by resolution. The Committee will include:

- 1) At least five (5) members and no more than seven (7) members at large from the downtown business community;
- 2) Two (2) members of Amherst Town Council;
- 3) The Mayor will be appointed as an ex-officio member;
- 4) The Director of Community and Economic Development will be a non-voting member and will participate in meetings as required.

The following is the criteria for members:

- 1) Members at Large must be business owners or managers or designates doing business in the Downtown Core Area District;
- 2) Members need to demonstrate a positive attitude on growing the downtown and be willing ambassadors promoting the downtown to Amherst residents and visitors alike.
- 3) Members from Amherst Town Council will be appointed every two years.

At the beginning of the first meeting of each fiscal year the Committee will elect a chairperson as well as a vice-chairperson. Terms for such shall be one year. The chairperson and vice chairperson may be re-elected.

Members will be appointed as required for either two or three year terms effective April 1st of that year on the Committee.

MEMBER RESPONSIBILITIES:

- 1) Take the leadership role in planning initiatives, events and promotions in support of downtown business;
- 2) Help identify problems or issues the Town needs to deal with to assist downtown business;
- 3) Help identify opportunities and leads for potential new business investment for the downtown;
- 4) Facilitate and lead in the implementation of the Centre First – Downtown Amherst Action Strategy;
- 5) Consult with relevant downtown stakeholders regarding issues and opportunities related to growing Downtown Amherst;
- 6) Report to Council regarding the status of the Centre First – Downtown Amherst Action Strategy and other initiatives carried out in support of Downtown Amherst.

MEETINGS:

- 1) Meetings will be scheduled by the Chairperson in consultation with the Director of Community and Economic Development;
- 2) All meetings are open to the public;

- 3) Meeting agenda packages are to be delivered to Committee members and the CAO at least 48 hours prior to any scheduled meeting.

APPLICATION PROCESS FOR APPOINTMENTS FROM THE PUBLIC:

- 1) In January of each year, if any terms are about to expire or vacancies have occurred, advertisements will be posted in the local media and the Town's website requesting expressions of interest from the public to serve on the Downtown Business Advisory Committee.
- 2) All expressions of interest will be reviewed by the Committee and a recommendation made to Amherst Town Council for appointments.

Amherst Town Council may at any time by resolution repeal this policy and therefore release the committee members of their obligations as members.

4.7 Community Support Grants Policy Amendments
Moved By Councillor Fawthrop
Seconded By Deputy Mayor Landry
That Council approve the amended Community Supports Grants Policy.

Motion Carried

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

APPROVAL DATE: February 27, 2023

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. 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. PROGRAMS

The following are a list of the grants available:

- 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 Amherst based teams 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.
 - 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 such as the Olympics or the Canada Games.
- b. **Festivals and Events Grants**
 - i. Maximum funding considered under this component will generally not exceed \$5,000;
 - ii. Event must demonstrate broad community support;
 - iii. Provides an experience not duplicated by other ongoing events, festivals or activities.
 - iv. Draw spectators locally, from the Maritimes, nationally or internationally and increases the profile of our community;
 - v. 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 Poverty Reduction Initiatives**
For the purposes of this policy, "Poverty Reduction Funding" is defined as the annual funding allotment within the Community Support Area Rate (currently 0.25 of the 1.25% deed transfer tax), including any reserves for this purpose, to be used for initiatives that specifically target poverty reduction or specifically reduce the impacts of poverty on individuals or the community. All applications which Council feels meet this definition and for which Council is considering funding from the annual Poverty Reduction Funding allotment or associated reserves set aside for this purpose will be referred to the Poverty Reduction Action Committee 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 Poverty Reduction 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. 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. 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. 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. 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

11. 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
- 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. 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

REQUEST FOR FINANCIAL SUPPORT

REQUEST FOR IN-KIND FACILITY RENTAL

Date: _____

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, 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: _____

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.

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

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

4.8 8/10 Prince Arthur Street Transfer of Ownership
Moved By Deputy Mayor Landry
Seconded By Councillor Baker
That Council approve of the ownership transfer of 8/10 Prince Arthur Street to the Cumberland Homelessness and Housing Support Association, direct staff to have the Town’s solicitor prepare the necessary legal documents, and authorize the Mayor and CAO to sign the documents.

Motion Carried

4.9 8 Lower LaPlanche Street Purchase and Sale Agreement
Moved By Councillor Emery
Seconded By Councillor Fawthrop
That Council approve of the purchase 8 Lower LaPlanche Street for \$5,000, plus any applicable HST and legal costs, and authorize the Mayor and CAO to execute the associated agreement of purchase and sale.

Motion Carried

4.10 Appointment to Cornerstone Board of Directors
Moved By Councillor Davidson
Seconded By Councillor Emery
That Council appoint Deputy Mayor Landry as a representative to serve on the Cornerstone Board of Directors.

Motion Carried

4.11 Capital Budget Approval
Moved By Deputy Mayor Landry
Seconded By Councillor Davidson
That Council approves the Town of Amherst General Capital Budget for the 2023-24 fiscal year as presented in the amount of \$2,141,500 and the Amherst Water Utility Capital Budget for the 2023-24 fiscal year in the amount of \$410,000 to be funded as follows:

Town of Amherst - General Capital		Amherst Water Utility	
Capital from Revenue	\$ 845,700	Capital from Revenue	\$ 40,000
Capital Reserve	10,000	Water Depreciation	370,000
Canada Community Building Fund (formerly Gas Tax Fund)	919,000		<u>\$ 410,000</u>
Grants - Federal/Provincial	366,800		
	<u>\$ 2,141,500</u>		

Motion Carried

Moved By Deputy Mayor Landry
Seconded By Councillor Emery
And further, that Council approve in principle the subsequent four years’ Capital Budget plans as presented:

Fiscal Year	General Capital Total Amount	Water Capital Total Amount
2024-2025	\$ 4,395,000	\$ 475,000
2025-2026	\$ 2,262,000	\$ 450,000
2026-2027	\$ 2,456,000	\$ 470,000
2027-2028	\$ 3,026,000	\$ 590,000

To be clear, the second part of this motion contemplates the approval of the amounts for the years 2024-2025 to 2027-2028 for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.

Motion Carried

5. INTERNAL COMMITTEE REPORTS

- 5.1 Planning Advisory Committee
Deputy Mayor Landry presented the Planning Advisory Committee report included as part of the agenda package. Information item only; no direction given or action required.
- 5.2 Amherst Board of Police Commissioners
Councillor Davidson presented the Amherst Board of Police Commissioners report included as part of the agenda package. Information item only; no direction given or action required.
- 5.3 Audit Committee - No Report
- 5.4 Amherst Youth Town Council
Amherst Youth Town Council Junior Mayor Rowan Blanch presented the AYTC report included as part of the agenda package. Information item only; no direction given or action required.
- 5.5 Accessibility Advisory Committee - No Report
- 5.6 Inclusion Diversity and Equity Committee
Councillor Davidson presented the Inclusion, Diversity and Equity Committee report included as part of the agenda package. Information item only; no direction given or action required.

6. EXTERNAL COMMITTEE REPORTS

- 6.1 Cumberland Public Libraries
Councillor Fawthrop presented the Cumberland Public Libraries report included as part of the agenda package. Information item only; no direction given or action required.
- 6.2 Cumberland YMCA
Councillor Fawthrop presented the Cumberland YMCA report included as part of the agenda package. Information item only; no direction given or action required.
- 6.3 Northern Region Solid Waste Resource Committee
Councillor Baker presented the Northern Region Solid Waste Resource Committee report included as part of the agenda package. Information item only; no direction given or action required.
- 6.4 L. A. Animal Shelter
Councillor Fawthrop presented the L.A. Animal Shelter report included as part of the agenda package. Information item only; no direction given or action required.
- 6.5 Senior Safety
Councillor Emery presented the Senior Safety report included as part of the agenda package. Information item only; no direction given or action required.
- 6.6 Inter Municipal Tourism - No Report
- 6.7 Poverty Reduction Advisory Committee
Deputy Mayor Landry presented the Poverty Reduction Advisory Committee report included as part of the agenda package. Information item only; no direction given or action required.
- 6.8 Municipal Alcohol Project
Councillor Emery presented the Municipal Alcohol Project report included as part of the agenda package. Information item only; no direction given or action required.

7. SWEARING IN OF COUNCILLOR ELECT CHARLES CHAMBERS

The Returning Officer Kimberlee Jones read the special elections final results report as follows:

In accordance with Section 129 (1) of the Municipal Elections Act, for a Special Election held February 11, 2023, I declare the following elected having received the largest number of votes cast:

For the office of Councillor (1 position):			
Bill Archer:	77 votes		
Charlie Chambers	1740 votes	ELECTED	
Allan (Max) Davidson	76 votes		
Vaughn Martin	205 votes		

There were 7545 eligible voters, with 2103 casting ballots for a voter participation rate of 27.9%.

Alternative voting was available for a 12 day period from January 30 – February 11. Voting via an internet enabled device was 80.3%, and telephone voting was 19.7%.

The Returning Officer then officially swore Charles Chambers in as Councillor.

8. **ADJOURNMENT**
 Moved By Councillor Chambers
 Seconded By Councillor Fawthrop
 To adjourn the meeting.

Motion Carried

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor