



Town of Amherst
Committee of the Whole
Agenda

Date: **Tuesday, May 20, 2025**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. Call to Order	
1.1 Territorial Acknowledgement	
“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”	
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5.	Closed Session	
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5.2.1	April 14, 2025 General Operating Budget	
5.2.2	April 15, 2025 Capital Budget Closed Session	

5.2.3 April 22, 2025 Committee of the Whole

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

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

5.5 MGA 22(2)(e) - contract negotiations

5.6 MGA 22(2)(e) - contract negotiations

6. Adjournment



Town of Amherst
Committee of the Whole
Tuesday, May 20, 2025

Consent Agenda

MOTION:

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

- 3.1 Speed Bumps in School Zones**
- 3.2 By-law / Policy Review**
- 3.3 Planning Application Memo**
- 4.1 Community Living Monthly Report**
- 4.2 Corporate Monthly Report**
- 4.3 Cumberland Business Connector Monthly Report**
- 4.4 Financial Services Monthly Report**
- 4.5 Fire Services Monthly Report**
- 4.6 Human Resources Monthly Report**
- 4.7 Operations Monthly Report**
- 4.8 Planning and Economic Development Monthly Report**
- 4.9 Police Services Monthly Report**

**Amherst Town Council
General Operating Budget
Minutes**

Date: April 14, 2025
Time: 3:00 pm
Location: Council Chambers, Town Hall

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

Staff Present
Jason MacDonald, Chief Administrative Officer
Aaron Bourgeois, Director, Operations (via Zoom)
Andrew Fisher, Director, Planning & Economic Development
Dwayne Pike, Chief, Police Services
Greg Jones, Director, Fire Services
Kim Jones, Deputy Chief Administrative Officer
Krista Crossman, Director, Human Resources
Sarah Wilson, Director, Finance
Denise Smith, Manager, Financial Services
Sharon Bristol, Director, Community Living
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. Call to Order

Mayor Small called the meeting to order, and welcome everyone to the budget meeting.

1.1 Territorial Acknowledgement

Mayor Small gave the Territorial Acknowledgement.

The CAO spoke to his memo regarding Strategic Priorities and the 2025/26 Operating Budget.

2. Information Items

The Director of Finance reviewed sections 2 through 5.

2.1 Tax Rate History

2.2 Assessment Comparison

2.3 Revenue Generated by \$0.01 on the Tax Rate

2.4 Debenture Schedule

2.5 Debt Service Ratio

2.6 Operating Reserve Balances

2.7 Capital Reserve Balances

2.8 Memo - Capital Reserve - Use of CJSMA Proceeds of Sale

2.9 Memo - Deed Transfer Tax Rate Increase

3. General Rate - Overall

3.1 General Rate - Overall Summary

3.2 General Rate - Overall Revenues Detail

3.3 General Rate - Overall Expenditure Detail

4. Executive Office

4.1 Executive Office Summary Including Revenue Detail

4.2 Executive Expenditure Detail

5. Finance

5.1 Finance Summary with Revenue Detail

5.2 Finance Expenditure Detail

6. Human Resources

The Director of Human Resources reviewed section 6.

6.1 Human Resources Summary with Revenue Detail

6.2 Human Resources Expenditure Detail

7. Police

The Chief of Police reviewed section 7.

7.1 Police Summary Including Revenue Detail

7.2 Police Expenditure Detail

7.3 RFD APD Dress Uniforms - Update and Replacement

7.4 RFD Workforce Stability & Attrition Management

8. Fire

The Director of Fire Services reviewed section 8.

8.1 Fire Summary Including Revenue Detail

8.2 Fire Expenditure Detail

9. Community Living

The Director of Community Living reviewed this section 9.

9.1 Community Living Summary Including Revenue Detail

9.2 Community Living Expenditure Detail

9.3 RFD Tourism Student

9.4 Navigator Revenue and Expenditure Detail

9.5 RFD Community Navigator Position Extension 2025-2027

9.6 OHPR Navigator Summary Including Revenue Detail

10. Planning

The Director of Planning & Economic Development reviewed section 10.

10.1 Planning Summary Including Revenue Detail

10.2 Planning Expenditure Detail

11. Strategic

The Director of Finance reviewed sections 11 and 12.

11.1 Strategic Summary Including Detail

12. Environmental Stewardship

12.1 Environmental Stewardship Summary Including Detail

13. Recreation Facilities

The Director of Operations reviewed sections 13 and 14.

13.1 Recreation Facilities Summary Including Revenue Detail

13.2 Recreation Facilities Expenditure Detail

14. Operations

14.1 Operations Summary Including Revenue Detail

14.2 Operations Expenditure Detail

15. Policies

15.1 User Fee Policy

The Director of Finance reviewed the proposed amendments to the User Fee Policy.

Moved by Deputy Mayor Davidson

Seconded by Councillor Furlong

That staff compare the Town's User Fee Policy with other municipalities for all user rates and report back to Council at the November 2025 Committee of the Whole meeting.

MOTION CARRIED

15.2 RFD Salary Administration Policy Amendments

The Director of Human Resources reviewed the proposed changes to the Salary Administration Policy.

16. Solid Waste

The Director of Finance reviewed sections 16 and 17.

16.1 Solid Waste Summary Including Revenue Detail

16.2 Solid Waste Expenditure Detail

17. Sewage

17.1 Sewage Summary Including Revenue Detail

17.2 Sewage Expenditure Detail

17.3 RFD Sanitary Sewer Rate Increases

18. Water Utility

The Director of Operations reviewed section 18.

18.1 Water Utility Summary Including Revenue Detail

18.2 Water Utility Expenditure Detail

19. Mandatory Provincial Contribution Area Rate

The Director of Finance reviewed sections 19 and 20.

19.1 Mandatory Provincial Contribution Area Rate Summary Including Revenue Detail

19.2 Mandatory Provincial Contribution Area Rate Calculation

20. Community Support Area Rate

20.1 Community Support Area Rate Summary Including Revenue Detail

20.2 Community Support Area Rate Calculation

20.4 RFD Tax Exemption Policy

Moved by Councillor Furlong

Seconded by Councillor Ripley

That staff review the Tax Exemption Policy and report back to Council at the November 2025 Committee of the Whole meeting.

MOTION CARRIED

20.5 Memo - Tax Reduction Policy

20.5.1 Tax Reduction Policy

Moved by Deputy Mayor Davidson

Seconded by Councillor McManaman

That staff amend the Tax Reduction Policy to increase the income limit to a modest \$30,000, with the rebate to remain at \$450.00.

MOTION CARRIED

Moved by Deputy Mayor Davidson

Seconded by Councillor Furlong

That the Committee go into a Closed Session.

MOTION CARRIED

There being no further business Mayor Small adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Rob Small
Mayor

**Town of Amherst
Capital Budget
Minutes**

Date: April 15, 2025
Time: 3:00 pm
Location: Council Chambers, Town Hall

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

Staff Present
Jason MacDonald, Chief Administrative Officer
Aaron Bourgeois, Director, Operations (via Zoom)
Andrew Fisher, Director, Planning & Economic Development
Dwayne Pike, Chief, Police Services
Greg Jones, Director, Fire Services
Kim Jones, Deputy Chief Administrative Officer
Krista Crossman, Director, Human Resources
Sarah Wilson, Director, Finance
Denise Smith, Manager of Finance
Sharon Bristol, Director, Community Living
Sean Payne, Corporate Communications Officer
Matthew Brown, Manager of Information Services
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

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1. **Call to Order**
Mayor Small called the meeting to order.
 - 1.1 **Territorial Acknowledgement**
Mayor Small gave the Territorial Acknowledgement.
 2. **2025-26 Capital Budget**
The Director of Finance reviewed section 2.
 3. **Water**
The Director of Operations reviewed section 3.
 4. **Equipment**
The Director of Operations reviewed section 3.
Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers
That staff complete a review of all 4-way stops for the need of solar powered red flashing beacons to be installed above the stop signs based on accident, incident and non-compliance stats.

MOTION WITHDRAWN

Moved By Deputy Mayor Davidson

Seconded By Councillor Furlong

That \$15,000 not be included in the capital budget for the installation of solar powered red flashing beacons above the stop signs at the intersection of Victoria and LaPlanche Street.

MOTION CARRIED

Due to technical difficulties, the Director of Operations left the meeting at this time.

5. Buildings/Land

The CAO reviewed section 5.

Moved By Councillor Ripley

Seconded By Councillor Wells

That \$100,000 not be included in the capital budget to replace the Welcome to Amherst Signage.

MOTION CARRIED

6. Operations

The CAO reviewed section 6.

Moved By Deputy Mayor Davidson

Seconded By Councillor McManaman

That the streets proposed for the 2025/26 capital paving program be approved as part of the capital budget, and in addition that staff be directed to bring back recommendations on the additional paving of Park Street, Queen Street from Croft Street to Albion Street, the Dayle's parking lot section immediately off of Ratchford Street, Dale Street from LaPlanche Street to Eddy Street, and the West Pleasant Street underpass.

MOTION CARRIED

7. Fire

The Director of Fire Services reviewed section 7.

8. Police

The Police Chief reviewed section 8.

Moved By Councillor Ripley

Seconded By Councillor Wells

That \$20,000 be removed from the capital budget for a new Mobile Speed Sign.

MOTION CARRIED

Moved By Deputy Mayor Davidson

Seconded By Councillor McManaman

That \$5,000 be included in the capital budget for staff to consider other alternatives to the mobile speed sign in the event the current system cannot be made operational.

MOTION CARRIED

9. Recreation

The CAO reviewed section 9.

Moved By Councillor Ripley

Seconded By Councillor Chambers

That \$100,000 not be included in the capital budget for decorative lighting.

Against (1): Mayor Small

MOTION CARRIED

Moved By Deputy Mayor Davidson
Seconded By Councillor Wells
That \$50,000 be included in the capital budget for decorative lighting.

MOTION CARRIED

Moved By Deputy Mayor Davidson
Seconded By Councillor Wells
That Council forward to the April 28, 2025 regular meeting of Council, approval of the operating budget as presented in the operating budget binder with the addition of the following:

That \$50,000 be added to the Strategic Priorities budget for a Market Scan and Appraisals for the Industrial Park Expansion to be funded from the Operating Reserve – Strategic Priorities.

To be clear this motion includes the approval of the following:

- **APD Dress Uniforms \$52,000 funded from Operating Reserve**
- **New Workforce Stability and Attrition Management Policy**
- **New Tourism Summer Student**
- **Extension of the Community Navigator Position for an additional two-year term.**
- **Increase in Sewer base charges, flat charges and uniform charge.**
- **Amendment to Salary Admin Policy for a CPI supplement for employees at the end of their pay scale.**
- **Amendment to Tax Exemption Policy to add Cumberland Homelessness and Housing Support Association as well as some minor revisions to the policy.**

MOTION CARRIED

Moved By Councillor Wells
Seconded By Councillor Furlong
That Council forward to the April 28, 2025 regular meeting of Council approval of the capital budget as presented in the capital budget binder, with the changes noted in the above motions made during this meeting, and further that Council also forward to the April 28, 2025 regular meeting of Council for approval the revised Capital Carry Over Projects list as per the document distributed at this meeting.

MOTION CARRIED

10. **Capital Years 2-5**
Provided in the Capital Budget binder, Information item only.
11. **Vehicle / Equipment Replacement Plan**
Provided in the Capital Budget binder, Information item only.
12. **Rating Factors**
Provided in the Capital Budget binder, Information item only.
 - 12.1 **Model for Determining Street Treatment**
 - 12.2 **PASER Street Ratings and Sidewalk Ratings**
13. **Reserve Balances**
Provided in the Capital Budget binder, Information item only.

14. Policies
Provided in the Capital Budget binder, Information item only.

14.1 Debt Management Policy

14.2 Budget Management Policy

14.3 Capital Investment Plan (CIP) Framework Policy

14.4 Sidewalk Inspection and Maintenance Policy

14.5 Street Inspection and Maintenance Policy

14.6 Street Rating System Policy

15. Closed Session
Moved By Deputy Mayor Davidson
Seconded By Councillor Furlong
To go into Closed Session.

MOTION CARRIED

Natalie LeBlanc
Municipal Clerk

Rob Small
Mayor

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

Date: April 22, 2025
Time: 2:30 pm
Location: Council Chambers, Town Hall

Members Present Mayor Rob Small
Deputy Mayor Hal Davidson
Councillor Charlie Chambers
Councillor Nic Furlong
Councillor Dwayne Ripley

Members Absent Councillor Terry McManaman
Councillor Kathy Wells

Staff Present Jason MacDonald, Chief Administrative Officer
Greg Jones, Director, Fire Services
Sarah Wilson, Director, Finance
Denise Smith, Manager, Financial Services
Sharon Bristol, Director, Community Living
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. Call to Order

Mayor Small called the meeting to order at 4:00 p.m.

1.1 Territorial Acknowledgement

Mayor Small gave the Territorial Acknowledgement.

2. Community Support Grants

The Director of Community Living Sharon Bristol reviewed the Community Support Grants spreadsheet included in the agenda package with Council.

Councillor Furlong declared a conflict of interest for this item and took a seat in the galley.

Moved By Deputy Mayor Davidson

Seconded By Councillor Chambers

That staff request the Cumberland County Museum refund the balance of the former grants in the amount of \$5,674 to the Town of Amherst.

MOTION CARRIED

Moved By Deputy Mayor Davidson

Seconded By Councillor Ripley

That Council forward to the April 28, 2025 regular meeting, approval of a grant in the amount of \$5,000 for the Cumberland County Museum for the Will R. Bird Interpretive Plan.

MOTION CARRIED

Councillor Furlong returned to his seat at the chamber.

**Moved By Councillor Chambers
Seconded By Councillor Ripley
That Council forward to the April 28, 2025 regular meeting, approval of a grant in the amount of \$1,000 for The Travelers.**

MOTION CARRIED

**Moved By Councillor Ripley
Seconded By Councillor Furlong
That Council forward to the April 28, 2025 regular meeting, approval of a grant in the amount of \$10,000 for the Bordertown Biker Bash.**

MOTION CARRIED

**Moved By Councillor Chambers
Seconded By Deputy Mayor Davidson
That Council forward to the April 28, 2025 regular meeting, approval of a grant in the amount of \$1,000 for Tantramar Quilts.**

MOTION CARRIED

**Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers
That Council forward to the April 28, 2025 regular meeting, approval of a grant in the amount of \$5,000 for Fundy Winds.**

MOTION CARRIED

**Moved By Councillor Furlong
Seconded By Councillor Chambers
To forward to the April 28, 2025 regular meeting the remaining grants to organizations as presented for approval.**

MOTION CARRIED

3. Adjournment

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

Natalie LeBlanc
Municipal Clerk

Rob Small
Mayor

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

Date: April 22, 2025
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Rob Small
Deputy Mayor Hal Davidson
Councillor Charlie Chambers
Councillor Nic Furlong
Councillor Dwayne Ripley

Members Absent Councillor Terry McManaman
Councillor Kathy Wells

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

1. Call to Order

Mayor Small called the meeting to order at 4:00 p.m.

1.1 Territorial Acknowledgement

Mayor Small gave the Territorial Acknowledgement.

1.2 Approval of Agenda

Moved By Councillor Furlong

Seconded By Deputy Mayor Davidson

That the agenda be approved as circulated.

MOTION CARRIED

1.3 Approval of the Consent Agenda

Moved By Deputy Mayor Davidson

Seconded By Councillor Chambers

To approve the consent agenda as circulated.

MOTION CARRIED

1.4 Acceptance of Minutes

1.4.1 March 17, 2025 Committee of the Whole

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the March 17, 2025 meeting of the Committee of the Whole were accepted as included in the agenda package.

2. Presentations

2.1 Cumberland Housing and Homelessness Support Association - Ashley Legere and Chief Pike

Ashley Legere and Chief Pike gave a presentation on the Cumberland Housing and Homelessness Support Association. Information item only.

3. Council Direction Requests

3.1 Employee Computer Purchase Policy

Moved By Councillor Furlong

Seconded By Councillor Chambers

That Council forward to the April 28, 2025 regular meeting of Council, approval of the amendments to the Employee Computer Purchase Policy #04530-02.

MOTION CARRIED

3.2 Public Participation and Notification Policy

Moved By Deputy Mayor Davidson

Seconded By Councillor Chambers

That Council forward to the April 28, 2025 regular meeting of Council, approval of the proposed amendments to the Public Participation and Notification Policy #66000-03.

MOTION CARRIED

3.3 Train Station Substantial Alteration

Moved By Councillor Chambers

Seconded By Councillor Ripley

That Council forward to the April 28, 2025 regular meeting of Council, approval of an application to substantially alter a municipally registered heritage property at 27 Station Street and to approve in principle the sale or lease of a portion of Town property to accommodate the staircase.

MOTION CARRIED

3.4 Legion Request to Name Green Space

Moved By Councillor Chambers

Seconded By Councillor Furlong

That staff consult with the Accessibility, Inclusion, Diversity and Equity Committee and our Indigenous community to determine potential naming of the park.

MOTION CARRIED

3.5 Downtown Business Survey

Moved By Councillor Ripley

Seconded By Councillor Chambers

That the Community Living Department, along with the Amherst Police Department and staff from Economic Development collaborate with downtown businesses to understand their concerns and work with the Cumberland Homelessness and Housing Support Association to addresses them.

MOTION CARRIED

3.6 Public Communication

No direction given at this time. This will be addressed once the new Marketing Strategist is hired.

3.7 Fracking Discussion Paper
Information item only; no direction given.

3.8 Territorial Acknowledgement
Moved By Councillor Furlong
Seconded By Deputy Mayor Davidson
That the Town of Amherst Territorial Acknowledgement be forwarded to the Accessibility, Inclusion, Diversity and Equity Committee for their review and a recommendation to Council.

MOTION CARRIED

4. Information Items
Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers
That the following information items be approved as part of the consent agenda:
4.1 Need for Recreation Department/Sports Liaison Position/Tournaments
4.2 Carnival / Commercial Circus
4.3 Motorized Mobility Scooter / Wheelchair Use
4.4 Planning Advisory Committee Recommendations
4.5 Taxi By-law Annual Report
4.6 Waste Water Treatment Plant Grey Water Energy Extraction
4.7 Amherst Police Department 2025 Strategic Plan
4.8 By-Law and Policy Review
4.9 CAO Task Report

5. Monthly Reports
Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers
That the following monthly reports be approved as part of the consent agenda:
5.1 Community Living Department
5.2 Corporate
5.3 Cumberland Business Connector
5.4 Financial Services
5.5 Fire Services
5.6 Human Resources
5.7 Operations
5.8 Planning & Economic Development
5.9 Police Services

6. Closed Session
Moved By Councillor Furlong
Seconded By Deputy Mayor Davidson
That the Committee move to a Closed Session.

MOTION CARRIED

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

TO: Mayor Small and Members of Council

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

DATE: May 20, 2025

SUBJECT: Building Bylaw Amendments

ORIGIN: Adoption of new Nova Scotia Building Code Regulations necessitates updates to the town's Building Code Bylaw.

LEGISLATIVE AUTHORITY: NS Building Code Act

RECOMMENDATION: That Council forward to the May 26, 2025 regular meeting, first reading of the By-law to Amend the Building Bylaw.

BACKGROUND: The National Building Code (NBC) is the model building code of Canada and forms the basis for all provincial building codes. Nova Scotia adopts the NBC under the Nova Scotia Building Code Act and corresponding Building Code Regulations. The Town of Amherst Building Bylaw formally adopts the Nova Scotia Building Code Act and Regulations and provides building officials authority to administer and enforce the codes.

As of April 1, 2025, Nova Scotia adopted the new Building Code Regulations (BCR) and the 2020 edition of the National Building Code of Canada (NBC). Due to changes in the new regulations, the Town of Amherst's current Building Bylaw D-6 is no longer aligned with the updated codes.

The amendments, mostly housekeeping in nature, update definitions to align with the NBC and BCR wording.

DISCUSSION: The proposed amendments to the Town's Building Bylaw are intended to align with the new BCR and NBC requirements.

FINANCIAL IMPLICATIONS: None specific to this issue.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue.





COMMITTEE OF THE WHOLE

CDR# 2025071

Date: May 20, 2025

COMMUNITY ENGAGEMENT: None specific to this issue.

ALTERNATIVES: Do not give first reading and defer a decision to request additional information or changes to the Bylaw.

ATTACHMENTS: By-law to Amend the Building By-law; Draft Town of Amherst Building Bylaw with proposed amendments.



TITLE: Building By-law
SECTION: Operational Services
BYLAW NO: D-6

APPROVAL DATE: _____

CAO Signature: _____

This By-Law shall be known as By-Law Number D-6, and may be cited as the “Building By-Law”. The Town’s Authority to enact this By-Law comes from the Building Code Act, R.S., c. 46, s. 1.

PART 1 – DEFINITIONS

- 1.1 a) “authority having jurisdiction” means the Town Council of the Town of Amherst and its officials, acting pursuant to Section 5 of the Building Code Act.
- b) “Building Official” means a qualified individual as designated by the Nova Scotia Building Code Training and Certification Board (NSBCTCB).
- c) “Code” means Nova Scotia Building Code Regulations or ~~NSBCR~~ **National Building Code of Canada.**
- d) “construct” means **to do anything in the** erection, installation, extension, relocation, material alteration or material repair of a building and includes the installation of a factory-made building fabricated or moved from elsewhere.
- e) “demolition” means **the doing of anything in** the removal of a building or any material part thereof.
- f) “material alteration” and “material repair” means the alteration or repair of a building which work is covered by the Building Code.
- g) “owner” **means any person, firm or corporation controlling the property under consideration.** ~~includes a person controlling the property under consideration, and also includes prima facie the assessed owner of the property whose name appears on the assessment roll prepared in accordance with the Assessment Act.~~
- h) “location certificate” means a surveyed drawing containing the geographic location of the footings in relation to the property lines. Dimensions will be shown from the footing to the property lines.
- i) “occupancy permit” means an acceptable final inspection has been performed and occupancy has been granted, as per the scope of work as listed in the “Use Description” area of the building permit.

- 1.2 **The definitions in Section 1.4.1.2(1) of Division A of the National Building Code and the Nova Scotia Building Code Regulation apply to this bylaw, unless otherwise defined.**

TITLE: Building By-law
SECTION: Operational Services
BYLAW NO: D-6

PART 2 – PERMITS

2.1 Application

- a) This by-law applies to the administration and enforcement of the Building Code Act in the design, construction, erection, placement and occupancy of new buildings, and the alteration, reconstruction, demolition, removal relocation, occupancy and change of occupancy classification of existing buildings and to the work necessary to correct unsafe conditions in existing buildings reported to the authority having jurisdiction of observed during an inspection.
 - b) Any construction or condition that lawfully existed prior to the effective date of this bylaw need not conform to this by-law provided that such construction or condition does not constitute an unsafe condition in the opinion of the authority having jurisdiction.
 - c) Where a building or any part thereof is altered, this by-law applies to the parts of the building that are altered.
- 2.2 A footing permit, building permit, occupancy permit and demolition permit shall be in the form as provided by the Building Official.
- 2.3 Before a permit is issued, an applicant must complete an application form, to be provided by the Building Official.
- 2.4 Every application for a permit shall:
- a) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
 - b) describe the land on which the work is to be done by a description that will readily identify and locate the proposed building;
 - c) include plans and specifications as required by the Building Code and show the occupancy of all parts of the building;
 - d) state the valuation and cumulative area of the proposed work and be accompanied by the required fee;
 - e) state the names, addresses and telephone numbers of the owner, architect, professional engineer, other designer and constructor; and
 - f) the Building Official may require proof that the plumber is a qualified licensed journeyman (either Red Seal or Provinces of Nova Scotia).
- 2.5 When an application for a permit has not been completed in conformance with the requirements of the Bylaw within six months after it is filed, the application shall be deemed to have been abandoned.
- 2.6 A building permit is valid for 12 months from the date of issuance and is renewable.

TITLE: Building By-law
SECTION: Operational Services
BYLAW NO: D-6

- 2.7 A building permit may be renewed within 30 days of expiration subject to the conditions set forth in Sub-Section 2.8 that an inspection discloses that the project may safely be continued.
- 2.8 A building permit that is renewed pursuant to Section 2.7 is provisional and subject to the following conditions:
- a) Work on the subject property must begin within thirty (30) days from the time the permit is renewed and shall reasonable and seriously continue until completion;
 - b) A building permit may only be renewed once and the duration of the extension shall be based on the estimated completion date of the project;
 - c) Any revised plans deemed necessary by the Building Official or required as a result of any change in the scope of the work are to be submitted to and approved by the Building Official prior to commencement of any work; and
 - d) A fee for renewal is to be paid in accordance with the Town of Amherst User Fee Policy 3470-03, and as amended from time to time.
- 2.9 If any of the conditions set forth in Section 2.8 are not met or having been met are subsequently violated, the renewed building permit may be suspended or cancelled by the Building Official.
- 2.10 The Code applies, but a building permit is not required for:
- a) Accessory buildings not greater than 20 square meters (215.2 square feet) in area;
 - b) Interior and exterior non-structural material alterations and material repairs with a monetary value of five thousand dollars or less;
 - c) Replacement or installation of a new plumbing fixture that does not increase the hydraulic load of the drainage system or require alterations to an existing water distribution system or drainage system;
 - d) Siding replacement provided that there are no structural changes or repairs required regardless of cost;
 - e) Roof covering replacement provided that there are not structural changes or repairs required regardless of cost;
 - f) Window and door replacement provided that there are no structural changes or repairs required regardless of cost.
- 2.11 An occupancy permit is required for all building permits as per the requirements of the Code. In addition, an occupancy permit shall require that the exterior of the building be completely finished.
- 2.12 Before issuing a demolition permit, the Building Official shall be satisfied that:
- a) the building is not subject to the provisions of a by-law passed pursuant to the Heritage Property Act;

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BYLAW NO: D-6

- b) the remaining structural integrity of a building will not be jeopardized if only a portion of a building is being demolished;
 - c) that a “Notice of Approval” has been filled out by the applicant and signed by the authority having jurisdiction for the Amherst Fire Department. See Appendix “A”; and
 - d) See Section 4.3 for inspection requirements.
- 2.13 A permit is required for a temporary structure, tent or air supported structure if:
- a) the area exceeds 30m² or more;
 - b) it will be occupied for more than three days;
 - c) the permit shall be posted on the structure and shall state the conditions and the date for which the permit is no longer valid;
 - d) the permit may be extended in writing by the Building Official
 - e) see Section 4.4-3 for inspection requirements.
- 2.14 A permit “at owners risk”:
- a) may be issued at the risk of the owner, with conditions to ensure compliance with the Code, to excavate or to construct a portion of a building before all the plans of the project have been submitted or accepted, and
 - b) shall be clearly marked “at owner’s risk”.
- 2.15 Other Information Required:
- a) A permit for a whole project may be issued conditional upon the submission of additional information prior to commencing the work for which the information is pertinent, provided that the information is of such a nature that withholding the permit until the information was available would delay the work unreasonably.
 - b) The condition shall be set out on the face of the permit.

PART 3 – PERMIT FEES

- 3.1 Fees for permits shall be as prescribed in the Town of Amherst User Fee Policy, Policy 3470-03, and as amended from time to time.

PART 4 – INSPECTIONS

- 4.1 The owner/agent of/for a building being constructed under the scope of Part 9 of the Code shall notify the Building Official to inspect for compliance with the Code at the following stages of construction as noted on the building permit by the Building Official:
- a) For most conventional styles of construction:

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1. Footings in place;
 2. ICF foundations to be inspected prior to placing any concrete in the forms;
 3. Foundation insulation is placed on exterior of foundation;
 4. Water/sewer/storm line connections between footing and property line prior to covering;
 - ~~5. Foundation before backfilling;~~
 - ~~6. All under slab water/sewer connections;~~
 - ~~7. Basement floor slab insulation (if required);~~
 8. Prior to placing concrete over a hydronic heating system;
 - ~~9. Framing inspection once all rough in work is complete including plumbing, electrical, ventilation and heating;~~
 - ~~10. Insulation/vapor barrier inspection prior to covering~~
 - ~~11. Final inspection prior to allowing occupancy.~~
- b) For mini homes (manufactured housing) site preparation, foundation installation and anchorage are to be in accordance with GSA Z240 MH and the inspection requirements are as follows:
1. Pad preparation (if required)
 2. Anchorage inspection
 3. Water/sewer connection inspection, and
 4. Final inspection prior to occupancy.
- c) For modular homes certified to CAN/CSA-A277-08 "Procedure for Factory Certification of Buildings" as complying with the technical requirements of this Code, the inspection requirements are for all site built components only and they include all relevant inspections as per Sub-Section 4.1.4.
- 4.2 The owner of a building being constructed outside the scope of Part 9 of the Code shall notify the authority having jurisdiction to inspect for compliance with the code:
- a) of the intent to undertake construction that will be inspected and will be reviewed as required by Article 2.1.1.5., 2.1.1.6., or 2.1.1.7., of the Provincial Building Code Regulations;
 - b) of intent to cover construction that has been ordered to be inspected by the authority having jurisdiction before covering;
 - c) at intervals deemed necessary by the authority having jurisdiction based on the complexity of the building; and
 - d) when construction has been completed so that a final inspection can be made.
- 4.3 Inspection requirements for a demolition permit are as follows:
- a) A final inspection to ensure that no debris has been left behind and that there are no unsafe conditions or damage caused as a result of the demolition.

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- 4.4 Inspection requirements for a temporary structure, tent or air supported structure are as follows:
- a) Prior to any use or occupancy;
 - b) Final inspection once structure has been removed from site.
- 4.5 Location Certificates are required for all new main building construction. They are required once footings or pads have been put in place and prior to the footing inspection being performed. The Building Official will provide the permit holder instructions to continue the work once the required setbacks have been approved.
- a) The following will be excluded from the requirement of a location certificate:
 - 1. temporary buildings, and
 - 2. buildings not having a permanent foundation.
- 4.6 The Building Official shall be given a minimum of 24 hours notice to inspect the various stages of construction. Each stage of construction is to be complete in full prior to inspection, or no inspection will occur.
- 4.7 It is the responsibility of the permit owner (or their agent) to ensure that all required inspections are scheduled and that work does not proceed until such time as the Building Official gives written permission to proceed.

PART 5 – HOURS OF OPERATION

- 5.1 No person shall engage in construction or the operation of any construction equipment in connection with construction between the hours of 10:00 p.m. and 6:00 a.m. except where such construction or operation of equipment is on any highway, Town-owned street, sidewalk, or water or sewer utility.
- 5.2 Any person may make application to the Building Official to be granted an exemption from Part 5.1 of this Bylaw. Any exemption so granted shall:
- (a) specify a time period of not greater than three days during which the exemption shall be effective, and
 - (b) shall include such terms and conditions as the Building Official deems appropriate, which may include a requirement that the applicant provide advance notice to abutting land owners or tenants of the hours of the construction or operation of construction equipment to occur in accordance with the exemption.
- 5.3 In deciding whether or not to grant an exemption under Part 5.2 or in determining terms or conditions of the exemption, the Building Official shall give consideration to:

TITLE: Building By-law
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- (a) the volume, nature, duration and consistency of noise emission from the construction or operation of construction equipment;
- (b) the proximity and nature of abutting or adjacent land uses;
- (c) the proposed hours of operation;
- (d) the nature and degree of any inconvenience to adjacent or abutting land owners;
- (e) the reason for the requested exemption, and the effect on the applicant if the exemption is not granted; and
- (f) any other factor relevant to balancing the interests of the applicant in the proposed activity against the interests of those persons who might be disturbed by the proposed activity.

5.4 Any contravention of the terms or conditions of an exemption pursuant to Part 5.2 shall constitute a contravention of this Bylaw. In addition to any other available remedies for such contravention, the Building Official may suspend or cancel an exemption.

PART 6 - PENALTIES

6.1 Every person who contravenes any provision of this By-law, the Building Code Act or the Nova Scotia Building Code Regulations is guilty of an offence and on summary conviction is liable to a fine of not less than five hundred dollars (\$500.00) and not exceeding twenty-five thousand dollars (\$25,000) or to imprisonment for a term of not more than one year or both as per the provision set forth in Section 19 of the Building Code Act.

PART 6 – REPEAL

~~6.1 The Town of Amherst Building By Law D-6 as amended by Council on 24 August 1998 and filed with the Minister of Housing and Municipal Affairs on 1 October 1998 is hereby repealed.~~

EFFECTIVE DATE

This Bylaw shall come into effect from and after the date of publication.

TITLE: Building By-law
SECTION: Operational Services
BYLAW NO: D-6

For Administrative Use Only:

Building Bylaw D-6 Adoption	
First reading:	
Notice of Intent:	
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
Director of Planning & Economic Development, Fisher	Mostly housekeeping in nature, update definitions to align with the NBC and BCR wording.	

Minutes reference date: May 24, 2011 May 5, 2008

BY-LAW TO AMEND

THE TOWN OF AMHERST BUILDING BYLAW D-6

The Town of Amherst Building Bylaw, D-6, approved by Council on May 24, 2011 is hereby amended as follows:

1. Part 1 – Definitions under section c) replace NSBCR with National Building Code of Canada
2. Part 1 – Definitions under section d) add the words “to do anything in the”
3. Part 1 – Definitions under section g) update the entire definition of “owner” to read “means any person, firm or corporation controlling the property under consideration.”
4. Add section 1.2 to Definitions to read “The definitions in Section 1.4.1.2(1) of Division A of the Nation Building Code and the Nova Scotia Building Code Regulation apply to this bylaw, unless otherwise defined.”
5. Part 2 – Permits add a new section 2.1 Application to read:
 - a) This by-law applies to the administration and enforcement of the Building Code Act in the design, construction, erection, placement and occupancy of new buildings, and the alteration, reconstruction, demolition, removal relocation, occupancy and change of occupancy classification of existing buildings and to the work necessary to correct unsafe conditions in existing buildings reported to the authority having jurisdiction of observed during an inspection.
 - b) Any construction or condition that lawfully existed prior to the effective date of this bylaw need not conform to this by-law provided that such construction or condition does not constitute an unsafe condition in the opinion of the authority having jurisdiction.
 - c) Where a building or any part thereof is altered, this by-law applies to the parts of the building that are altered.
6. Part 4 – Inspections replace section a) with
 1. Footings in place;
 2. ICF foundations to be inspected prior to placing any concrete in the forms;
 3. Foundation insulation is placed on exterior of foundation;
 4. Water/sewer/storm line connections between footing and property line prior to covering;

And remove

 5. Foundation before backfilling;
 6. All under slab water/sewer connections;
 7. Basement floor slab insulation (if required);
 8. Prior to placing concrete over a hydronic heating system;
 9. Framing inspection once all rough in work is complete including plumbing, electrical, ventilation and heating;
 10. Insulation/vapor barrier inspection prior to covering
 11. Final inspection prior to allowing occupancy.

TO: Mayor Small and Members of Council

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

DATE: May 20, 2025

SUBJECT: Vacant Building Bylaw P-5

ORIGIN: Scheduled review of Council Bylaws and Policies.

LEGISLATIVE AUTHORITY: MGA sections 171(1) *A council may make by-laws, for municipal purposes respecting:*

(ja) the condition or maintenance of vacant buildings, structures and properties and, without restricting the generality of the foregoing, may

(i) adopt property maintenance and performance standards,

(ii) prescribe the manner in which buildings or structures must be secured by owners or the municipality, and

(iii) limit the length of time that buildings or structures may remain boarded up;

(jb) the maintenance and sightliness of property including grounds, lawns, buildings and structures;

RECOMMENDATION: That Council forward to the May 26, 2025 regular meeting, first reading of the Bylaw to Repeal the Town of Amherst Vacant Building Bylaw.

BACKGROUND: The subject Bylaw, adopted in 2011, sets out requirements and standards for vacant buildings. In particular, it requires that vacant buildings be kept weather tight and secure from unauthorized entry. These requirements are already covered and enforced under the Dangerous or Unightly Premises sections of the Municipal Government Act. The subject Bylaw also requires property owners of vacant buildings to obtain a Boarding Up Permit that is valid for 14 days and can be renewed upon approved by the Director of Planning.

Under section 10 Penalty of the Bylaw, the Town can apply to a court to fine the property owner and/or request an order to remove or demolish the building.

DISCUSSION: The subject Bylaw does not serve a useful purpose. As noted above, the Dangerous or Unightly provisions of the MGA covers maintenance of the building. Regarding the Boarding Up Permit, it seems the intent is to limit the time a building is boarded up, but the consequences of exceeding the time limit set out in the Bylaw are problematic.



Ordering removal of the boarded-up openings and replace any broken windows or doors does not achieve anything of significance. Seeking fines issued by the courts is expensive and time consuming, and might appear heavy handed by the public. The Town would be better served by focusing on conditions that make it attractive to invest in the Town's building stock rather than leave them vacant.

It has been suggested that a higher tax rate or area rate could be applied to vacant buildings to financially penalize vacant building owners, and that doing so could push them to sell the property to another party with the wherewithal to invest in the property. The MGA does not appear to give municipalities authority to assign different tax rates beyond commercial, residential and agriculture (resource) property. The Service Area Rate provision in the MGA relates to a service being provided. As such, the tax service area rate options are not practicable.

For the reasons discussed above, staff feel this Bylaw should be repealed.

FINANCIAL IMPLICATIONS: Enforcement of the Bylaw would incur significant legal costs.

SOCIAL JUSTICE IMPLICATIONS: Strict enforcement of the Bylaw could be considered as a heavy-handed way to deal with vacant buildings.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue.

COMMUNITY ENGAGEMENT: Public notice of Council's intention to repeal the Bylaw.

ALTERNATIVES: 1) Maintain status Quo; 2) defer a decision and direct staff to make changes or provide additional information.

ATTACHMENTS: Vacant Building Bylaw P-5; Bylaw to Repeal

NOTICE OF PUBLICATION

Vacant Building By-law

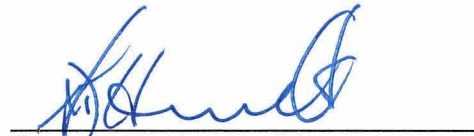
NOTICE IS HEREBY GIVEN that Amherst Town Council, at a meeting held on May 24, 2011, adopted a new Vacant Building By-law, P-5.

The new by-law requires vacant buildings to be maintained so as not to be unsightly. It requires all vacant buildings to be secure from entry, and all windows and doors to be maintained in good working order. A permit is required to board a building up, and is only valid for 14 days, and sightlines into vacant buildings from the street are to be blocked by decorated panels.

Copies of the new by-law may be inspected at the office of the Town Clerk, Confederation Memorial Building, Ratchford Street, during regular business hours. The by-law can also be viewed on the Town's web page at www.amherst.ca

THIS IS TO CERTIFY that the foregoing is a Notice of Publication regarding the adoption of the above Town of Amherst Vacant Building By-Law as published in the local newspaper on June 9, 2011.

GIVEN under the hand of the Town Clerk and under the seal of the Town of Amherst this 9th day of June 2011.



Gregory D. Herrett, CA
Town Clerk and Chief Administrative Officer

TOWN OF AMHERST
Vacant Building By-law
P-5

Pursuant to Section 171 and 172 of the Municipal Government Act, BE IT ENACTED
by the Council of the Town of Amherst as follows:

1. (1) This By-law shall be known as the Vacant Building By-law. It shall apply to all vacant buildings within the Town of Amherst.
- (2) Where a provision of this By-law conflicts with the provision of another By-law in force within the Town, the provision that establishes the higher standards to protect the health, safety, and welfare of the general public shall prevail.

DEFINITIONS

2. (1) Unless otherwise defined herein, definitions contained in the *Nova Scotia Building Code Act, Nova Scotia Building Code Regulations, The Municipal Government Act, The Town of Amherst Land Use Bylaw, Town of Amherst Minimum Standards for Residential Occupancies Bylaw* and the *National Building Code* also apply to this By-law.
- (2) In this By-law
 - (a) “Administrator” means the person appointed by the Town to be the Dangerous or Unsightly Premises Administrator or their designate.
 - (b) “Building”, for the purposes of this by-law, means any structure having a roof supported by columns or walls and used, or intended to be used to support or shelter any use or occupancy.
 - (c) “Boarding Permit”, means a Boarding Up permit provided for in this Bylaw.
 - (d) “Council”, means the Council for the Town of Amherst.
 - (e) “Inspector”, means the person appointed by the Town to be the Building Inspector or their designate.
 - (f) “Town”, means the Town of Amherst.
 - (g) “Order to Comply”, means a notice to the owner of a building to correct any violations of this bylaw.
 - (h) “Owner”, includes any one or combination of the following as defined in the *Municipal Government Act*:

- (i) a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or building,
 - (ii) in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building, in the absence of proof to the contrary, the person assessed for the property.
- (i) "Provincial Building Code", means the National Building Code as adopted pursuant to the Nova Scotia Building Code Regulations including amendments as may be made from time to time.
 - (j) "Vacant", in relation to a building means a building that is not being used or occupied for a period exceeding 28 days.

For the purposes of this Bylaw, a building is not being used or occupied solely by reason of:

- (i) Individuals who are present in the building without the consent of the owner; or
- (ii) The existence of equipment or stock in trade within a building or the occasional operation of such equipment, excluding a warehousing operation for which a development permit has been issued.

GENERAL DUTIES AND OBLIGATIONS

- 3. (1) The owner of a vacant building must ensure that the building is secure from unauthorized entry at all times.
- (2) The owner of a vacant building must ensure that the building is maintained so as not to be dangerous or unsightly, as defined in the *Municipal Government Act*.

FOUNDATIONS AND EXTERIOR WALLS / YARDS OF VACANT BUILDINGS

- 4. (1) The components of every exterior wall of a vacant building shall be maintained, weather tight, free from loose or unsecured objects and materials, prevent the entrance of insects and animals and prevent deterioration due to weather, insects, birds or animals.
- (2) All foundation supports forming part of a vacant building shall be maintained in good repair so as to prevent settlement of the building.
- (3) Vacant buildings shall be kept free of rodents and vermin at all times. Methods used for exterminating such pests shall be in accordance with the provisions of the *Pest Control Products (Nova Scotia) Act*.
- (4) All yards shall be kept clean and free of all debris, tall grass and weeds.

BOARDED UP VACANT BUILDING PERMIT REQUIRED

5. (1) The owner of a vacant building must obtain a Boarding Up permit prior to boarding up of the building.
- (2) For clarification purposes, please note that there is no requirement to board up a vacant building provided all other relevant provisions of this bylaw are satisfied.
- (3) Permit Requirements:
 - (a) A Boarding Up permit shall be valid for a maximum of fourteen days.
 - (b) A second Boarding Up permit may be issued by the Administrator within a calendar year provided a request is received in writing from the owner.
 - (c) The third or any subsequent Boarding Up permits within a single calendar year require the approval of the Director of Planning and Development.
- (4) Notwithstanding Section 4 (1) of this Bylaw, a building may be boarded up at the discretion of the Town of Amherst Fire Chief or his designate without first obtaining a permit. Upon notification of the Fire Chief that the said building is no longer required to be boarded up for the purposes of the Town of Amherst Fire Department and if the building is to remain boarded up, a permit will be required.

VACANT BUILDING CONDITION

6. (1) Windows, exterior doors, skylights, and basement or cellar hatchways shall be maintained in good repair and be weather tight.
- (2) The interior side of any windows shall not be directly covered with paper, cloth, plastic or other such material unless written permission is granted by the Administrator.
- (3) The sightline into a vacant building through any street facing ground floor window shall be blocked by a decorated panel not more than 2 meters from the interior side of the window. The design of such panel shall be approved by the Administrator.
- (4) Exterior stairs, porches, balconies and landings shall be maintained in good repair so as to be free of holes, cracks, and other defects which may constitute accident hazards.

INSPECTIONS

7. (1) The Administrator may, for the purpose of ensuring compliance with this Part, enter in or upon any land or premises at any reasonable time without a warrant.

- (2) Except in an emergency, the Administrator shall not enter any room or place actually being used as a dwelling without the consent of the occupier unless the entry is made in daylight hours and written notice of the time of entry has been given to the occupier at least twenty four hours in advance.
- (3) If a person refuses to allow the Administrator to exercise, or attempts to interfere or interferes with the administrator in the exercise of a power pursuant to this Act, the administrator may apply to a judge of the Supreme Court of Nova Scotia for an order to allow the administrator entry to the building and an order restraining a person from further interference. *1998, c.18, s. 352.*

ORDERS BY THE ADMINISTRATOR

8. If after an inspection, the Administrator is satisfied that in some respect, the building does not conform to the standards prescribed in this By-law the Administrator shall serve or cause to be served by personal delivery or registered mail to the owner(s) of the property, an Order to Comply.

(1) Every Order to Comply shall contain:

- (a) the standards with which the building does not comply;
 - (b) actions to be taken in order to bring the building into compliance with the standards;
 - (c) the date after which the building will be subject to a re-inspection to ascertain compliance with the Order;
 - (d) the action that will be taken against the owner, should the building not comply to the prescribed standards at the time of the re-inspection; and
 - (e) Where an Order has been served upon an owner, and the owner provides the Inspector with a schedule outlining specific time frames within which the work specified in the Order will be completed, the Inspector may accept or amend the schedule at which time the schedule will become a part of the Order
- (2) Where an owner fails to comply with the requirements of an Order within the time frame stipulated therein, the Administrator, his designate or contractors may enter upon the property without warrant or other legal process and carry out the work, specified in the Order.
 - (3) Where the Town carries out the work specified in the Order, the Town may charge and collect the costs thereof either from the owner or as a first lien on the property affected.

TRANSITION PROVISIONS

9. Upon the adoption of this Bylaw, owners of vacant buildings which are currently boarded up will have 60 days to obtain the necessary permit.

PENALTY

10. (1) Every person who contravenes any provision of this By-law is guilty of an offence and shall be liable, upon summary conviction, to a penalty not less than One Hundred Dollars (\$100.00) and not exceeding Five Thousand Dollars (\$5,000.00) and in default of payment to imprisonment for a period not exceeding ninety (90) days.
- (2) In any prosecution or proceeding in respect to any contravention of, or failure to comply with any provision of this By-law, which contravention or failure of compliance continues from day to day, the Court or Judge before whom the matter of such contravention or failure of compliance is heard, may, in addition to the penalty imposed for such contravention or failure, impose a further penalty not exceeding one hundred dollars or in default of payment ten (10) days imprisonment, for each day during which such contravention or failure has been continued.
- (3) In addition to any other remedy open to law, the judge may:
- (a) make an Order restraining the continuance of repetition of any such contravention or failure;
 - (b) make an Order directing the removal or destruction of any building or structure or part thereof so contravening or failing to comply, or in respect of which any such contravention or failure has taken place, and that upon failure to comply with such Order, the Inspector may remove, repair or destroy such building or part thereof at the expense of the owner;
 - (c) make such other Order as is required to enforce the provisions of this By-law, and the recovery of the expense of any such removal, repair or destruction by the Inspector, as to the Court or Judge seems fit.

Clerk's Annotation for Official By-Law Book

Date of First Reading: _____ 26 April 2011
Date of Notice of Intent to Consider: _____ 10 May 2011
Date of Second Reading: _____ 24 May 2011
Date of Advertisement/Notice of Publication _____ 9 June 2011
Date of mailing to Minister a certified copy: * _____ 9 June 2011

I certify that this **Building By-law** was adopted by Council and published as indicated above.



Chief Administrative Officer

9 June 2011

Date

*Effective Date of the By-Law unless otherwise specified in the text of the By-Law.

TOWN OF AMHERST
BYLAW TO REPEAL THE VACANT BUILDING BYLAW, P-5

1. This is a bylaw to repeal the Vacant Building Bylaw, P-6.
2. The Vacant Building Bylaw approved by Council on the May 24, 2011 is hereby repealed.

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: May 20, 2025

SUBJECT: Capital Budget Amendment – Capital Paving

ORIGIN: The April 15, 2025 Capital Budget meeting.

LEGISLATIVE AUTHORITY: MGA Section 65A (4)

RECOMMENDATION: That Council forward to the May 26, 2025 regular meeting, an amendment to the 2025/26 general capital budget in the amount of \$463,700 including applicable taxes for the paving of:

- Queen Street from Croft Street to Albion Street
- Park Street from West Pleasant Street to Mission Street, and
- South Albion Street from Robert Angus Drive to the Town Boundary

BACKGROUND: At the April 15, 2025 capital budget meeting, the following motion was passed:

That the streets proposed for the 2025/26 capital paving program be approved as part of the capital budget, and in addition that staff be directed to bring back recommendations on the additional paving of Park Street, Queen Street from Croft Street to Albion Street, the Dayle's parking lot section immediately off of Ratchford Street, Dale Street from LaPlanche Street to Eddy Street, and the West Pleasant Street underpass.

On April 28, 2025 the CAO received notice from the Nova Scotia Department of Public Works that that our submission under the Cost Shared Program for Municipally owned Trunks and Routes Paving for fiscal year 2025/26 was approved for South Albion Street from Robert Angus Drive to the Town Boundary. This program will see the province pay for 50% of the eligible costs to cold mill and overlay a portion of South Albion Street.

DISCUSSION: As directed, staff inspected each of the streets Council asked to be considered for additional paving. Based on the current condition of the asphalt and the condition and age of the underground infrastructure staff are recommending overlaying Park Street from West Pleasant Street to Mission Street and Queen Street from Croft Street to Albion Street. Dayle Street and the Ratchford Street parking lot will be addressed with spreader patching and Public Works Staff will modify the drainage grates on West Pleasant Street to smooth out the “bumps”.



Staff are further recommending that we take advantage of the 50% funding being offered by the province to cold mill and pave South Albion Street from Robert Angus Drive to the Town Boundary.

FINANCIAL IMPLICATIONS: The source of funding for the additional street paving will be:

- Park Street (West Pleasant to Mission) \$125,000 Canada Community Building Fund
- Queen Street (Croft to Albion) \$64,000 Capital Reserve
- South Albion Street (Robert Angus to Town Boundary) \$137,350 Capital Reserve and \$137,350 Provincial Contribution

COMMUNITY ENGAGEMENT: Public advisories would be issued as needed to facilitate this work.

ENVIRONMENTAL IMPLICATIONS: There are minimal environmental implications to this decision.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications associated with this decision.

ALTERNATIVES: Do not approve the additional paving projects at this time.

ATTACHMENTS: None

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: May 20, 2025

SUBJECT: Asphalt Patching Tender (RFT-25-01)

ORIGIN: Operating Budget for the year ending March 31, 2026.

LEGISLATIVE AUTHORITY: 31700-01 Procurement Policy

RECOMMENDATION: That Council forward to the May 26, 2025 regular meeting, the award of the Asphalt Patching Tender (RFT-25-01) to the lowest compliant bidder, Dexter Construction, at their unit prices based on our estimated quantities in the amount of \$449,350.00 plus HST.

BACKGROUND: A tender for the asphalt patching program was issued with a closing date of May 12, 2025. The following two bids were received, excluding applicable taxes:

- Miller Group \$ 492,161.00
- Dexter Construction \$ 449,350.00

DISCUSSION: Awarding of the tender at this time will allow for timely completion of the Town's contracted spreader patching and service cut restoration.

FINANCIAL IMPLICATIONS: The recently approved operating budget for 2025/26 includes \$330,000 in Operations, \$44,050 in Sewage and \$120,000 in the Water Utility operating budgets for a total of \$494,050 for contracted patching services. The cost of the proposed work including non-refundable taxes, based on the estimated quantities is \$466,681.43. As the tender is a unit price contract based on estimated quantities the final cost will be determined by the actual quantities of material used and will not exceed the budget approved by Council.

COMMUNITY ENGAGEMENT: Social media posts will advise residents of the planned locations for asphalt patching activities.

ENVIRONMENTAL IMPLICATIONS: There are no direct environmental implications to the award of this contract. Asphalt patching does generate greenhouse gas emissions, however there is currently no alternative method of completing the work.



SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to the award of this contract.

ALTERNATIVES: As both bidders were compliant with the tendering process, Council has no alternative but to award the contract to the low bidder, unless the project were to be cancelled altogether.

ATTACHMENTS: None



COMMITTEE OF THE WHOLE

CDR# 2025066

Date: May 20, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance / Treasurer

DATE: May 20, 2025

SUBJECT: Signing Authorities – Adding Third Staff Member

ORIGIN: Suggestion from Mayor to have three staff members since there are three elected officials.

LEGISLATIVE AUTHORITY: Town of Amherst Signing Authority Policy, #03400-01

RECOMMENDATION: That Council forward to the May 26, 2025 regular meeting, approval of an amendment to the Signing Authority Policy #03400-01 to add the Manager of Financial Services as a third staff member to section for signing cheques, bank documents, etc.

BACKGROUND: The Signing Authority Policy currently states in section 2:

For all Town bank accounts any cheques, bank documents, etc., of the Town shall be signed by two signing officers. The signing officers of the Town shall be:

- a) Mayor, Deputy Mayor, Designated Councillor (any one of them)
- and
- b) Chief Administrative Officer or Treasurer (any one of them).

DISCUSSION: The purpose of the Signing Authority Policy is to identify signing authorities for the Town. Cheques require two signatures, one elected official (Mayor, Deputy Mayor or Designated Councillor) and one administrative official (either the Chief Administrative Officer or Treasurer).

In the event neither the Chief Administrative Officer or the Treasurer are available, having a third staff member would be beneficial in the timely issuance of cheques. Currently the Treasurer signs cheques as the staff member (and will continue to) and when she is on vacation the CAO signs in her absence. Having a third staff member would be beneficial especially during summer vacations.

The Master Client Agreement with Royal Bank (signature card) would need to be updated with this policy change. The Master Client Agreement authorizes the individuals listed to sign bank documents on behalf of the Town.



FINANCIAL IMPLICATIONS: There are no financial implications to designating an additional staff member as a signing authority.

COMMUNITY ENGAGEMENT: This is an internal operation; no community engagement.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: N/A

ALTERNATIVES:

1. Do not add a third staff member to the policy.

ATTACHMENTS: Signing Authority Policy, 03400-01 with amendment.

TITLE: SIGNING AUTHORITY POLICY
SECTION: FINANCE
POLICY NO.: 03400-01

APPROVAL DATE: 23 January 2023

CAO Signature: _____

PURPOSE:

To identify signing officers of the Town of Amherst

POLICY STATEMENT:

1. All documents signed under the seal of the Town shall be signed by the:
 - a) Mayor or Deputy Mayor (any one of them)

And

 - b) Chief Administrative Officer, Town Clerk or Treasurer (any one of them).

2. For all Town bank accounts any cheques, bank documents, etc., of the Town shall be signed by two signing officers. The signing officers of the Town shall be:
 - a) Mayor, Deputy Mayor, Designated Councillor (any one of them)

And

 - b) Chief Administrative Officer, ~~or~~ Treasurer, **Manager of Financial Services** (any one of them).

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Chief Administrative Officer	CAO: <ol style="list-style-type: none"> a. To ensure all documents are signed by the proper signing authorities.
Director of Finance	Director of Finance: <ol style="list-style-type: none"> a. To ensure all documents are signed by the proper signing authorities. b. To ensure any changes to signing authorities are corresponded to the proper external organizations.

For Administrative Use Only:

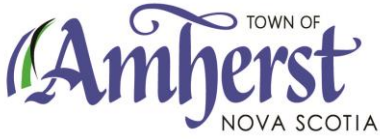
VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy review – remove CFO, update bank account names.	Director of Finance - Wilson	Council	January 23, 2023

TITLE: SIGNING AUTHORITY POLICY
SECTION: FINANCE
POLICY NO.: 03400-01

Amend policy to add third staff member to section 2.	Director of Finance - Wilson		
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21 September 1992; 25 September 1995; 25 March 1996; 21 May 1996; 12 December 2000; 25 November 2002; 26 January 2015; 23 November 2020



COMMITTEE OF THE WHOLE

CDR# 2025070

Date: May 20, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Krista Crossman, Director of Human Resources

DATE: May 20, 2025

SUBJECT: **Salary Administration Policy Amendments – Marketing Position**

ORIGIN: Addition of Marketing position to support strategic initiatives.

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

RECOMMENDATION: That Council forward to the May 26, 2025, regular meeting of Council, approval of the amendments to the Salary Administration Policy #04530-01.

BACKGROUND: At the January 27, 2025 Council meeting, Council approved the creation of a Marketing Strategist position to reside in the CAO’s office to support the initiatives developed within the strategic plan.

DISCUSSION: A hiring competition took place for the Marketing Strategist position. Following the conclusion of the competition where no applicant with the required managerial experience was identified, the hiring committee felt the best path forward would be to move to a team approach with two new marketing and communications positions and to relocate these from the initially proposed CAO’s office to the Community Living department. Council approved staff to proceed in this direction.

This requires the following revisions to the Salary Administration policy:

- Remove the Marketing Strategist position from the CAO’s office;
- Add the Marketing & Communications Officer position to the Community Living department and;
- Develop a new salary range of \$61,019 to \$72,860. This is the average between the initial salary range proposed for the Strategist position and our existing salary range for the Communications Officer position:

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Marketing Strategist	67,624	69,653	71,742	73,895	76,111	78,395	80,747
Communications Officer	54,414	56,046	57,728	59,460	61,243	63,081	64,973

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
NEW - Marketing & Communications Officer	61,019	62,850	64,735	66,677	68,677	70,738	72,860

FINANCIAL IMPLICATIONS: There are no new costs associated with this revision. The wages & benefit costs were included in the 2025/26 operating budget.

COMMUNITY ENGAGEMENT: No community engagement is required.

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

SOCIAL JUSTICE IMPLICATIONS: Splitting this into two positions will likely improve work-life balance and allow for a more even distribution of workload which supports our commitment to equitable workplace practices.

ALTERNATIVES:

1. Do not accept the recommendation.
2. Direct staff to develop alternative recommendations.

ATTACHMENTS:

#04530-01 Salary Administration Policy

Report prepared by: Krista Crossman, Director, HR

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

APPROVAL DATE: _____

CAO Signature: _____

PURPOSE

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

POLICY STATEMENT

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

OBJECTIVES

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

DEFINITION OF TERMS

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

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

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

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

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

SALARY GRID:

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

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

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

STEP ADJUSTMENTS

Step adjustments shall be made only when:

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

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

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

TRAVEL VEHICLE ALLOWANCES:

Mayor, Council and Directors of departments shall receive a monthly vehicle allowance of \$150.00. The monthly vehicle allowance is for reimbursement for all local travel using one's personal motor vehicle for travel within the boundary of the Town of Amherst. Travel outside the boundary is covered under Policy #03000-01. The monthly vehicle allowance shall be reviewed each year after considering any changes in the cost of operating a motor vehicle.

LUNCH BREAKS:

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

PERFORMANCE EVALUATION:

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

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

SCOPE OF RESPONSIBILITY:

The Town Council shall:

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

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

The Chief Administrative Officer shall:

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

The Director Shall:

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

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

APPENDIX A

January 1, 2019

Town of Amherst
Salary Grid

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

APPENDIX A-1

April 1, 2024

Salary Grid
Other Non-Union Positions

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

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

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

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

APPENDIX B

April 1, 2024

Town of Amherst

Hourly Rates – Casual Positions

Position	Rate
Casual Firefighter	Provincial Minimum Wage + \$4.00/hr.
Jail Guard	Provincial Minimum Wage + \$4.00/hr.
School Crossing Guard	Provincial Minimum Wage + \$2.00/hr.
New Student	Provincial Minimum Wage
First Year Returning Student	Provincial Minimum Wage + \$2.00/hr.
Second+ Year Returning Student	Provincial Minimum Wage + \$3.00/hr.
Professional Student *	Provincial Minimum Wage + \$4.00/hr.

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

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

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

APPENDIX C
MAY 26, 2025

DEPARTMENT	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CAO's OFFICE	Deputy CAO	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Municipal Clerk	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Marketing & Communications Strategist	67,624	69,653	71,742	73,895	76,111	78,395	80,747
	Communications Officer	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Administrative Assistant - Clerk's Office	49,740	51,232	52,769	54,352	55,983	57,662	59,392
IT	IT Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	IT Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
COMMUNITY LIVING	Director of Community Living	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Community Well-Being Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Marketing & Communications Officer	61,019	62,850	64,735	66,677	68,677	70,738	72,860
	Culture, Events & Marketing Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Active Living Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
FINANCE	Director, Finance	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Manager of Financial Services	80,200	82,606	85,084	87,637	90,266	92,974	95,763
	Revenue Officer	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Accounting Clerk/Accounts Payable	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Water/Sewer Billing Clerk	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Cashier/Customer Service	49,740	51,232	52,769	54,352	55,983	57,662	59,392
FIRE	Director, Fire Services	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Fire Inspector	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Firefighter	54,414	56,046	57,728	59,460	61,243	63,081	64,973
HUMAN RESOURCES	Director, Human Resources	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	HR Generalist	54,414	56,046	57,728	59,460	61,243	63,081	64,973
OPERATIONS	Director, Operations	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Public Works Foreman	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Facilities Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Parks & Recreation Foreman	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Solid Waste Education and Coordination Officer	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Engineering Technician	62,295	64,164	66,089	68,071	70,114	72,217	74,383
PLANNING + ECONOMIC DEVELOPMENT	Director, Planning & Economic Development	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Building Official	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Land Use Planner	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Economic Development Officer	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Dangerous and Unsightly Premises Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
POLICE	Executive Assistant/Dispatch Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Bylaw Enforcement Officer	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Crime Prevention Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Dispatcher	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Criminal Records Check	41,454	42,698	43,979	45,298	46,657	48,057	49,498

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

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<ol style="list-style-type: none"> NS minimum wage updates; Position name changes: Municipal Clerk, Dir. Corp. Communications + Info Technology, removal of GIS Coordinator, addition of Engineering Technician 	Crossman: Director, HR and Customer Services	Council	March 27, 2023
Appendix B – amendment to the pay structure for student hourly rate of pay.	Director of HR & Customer Services	Council	April 24, 2023
NS minimum wage updates	Director of HR & Customer Services	Council	September 25, 2023
Addition of new position: Manager of Financial Services	Director of HR & Customer Services	Council	February 26, 2024
<ol style="list-style-type: none"> Revision of hourly rates for casual positions Appendix B, removal of Appendix C “Job Categories”, revision to salary scales presented by department (new Appendix C), removal of Appendix C-1; Salary steps moved to 7 levels from 8, equal differential between each step, elimination of level 1, addition of new upper level; Language updates to reflect revisions to Appendices, Director, HR and Customer Services changed to Director, Human Resources. HR Administrator changed to HR Generalist. 	Director of HR & Customer Services	Council	April 22, 2024
Addition of Inspector salary to Appendix A-1	Director of HR	Council	June 11, 2024
Removal of Procurement Coordinator position, addition of Marketing Manager position, Dir. of Planning + Strategic Initiatives to Dir. Planning + Economic Development, Business Development Officer to Economic Development Officer, addition of Deputy CAO and addition of CAO’s Office	Director of HR	Council	January 27, 2025

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

Include the proposed CPI supplement, not to exceed 3%, for staff who are at the end of their salary range.	Director of HR	Council	April 28, 2025
Removal of Marketing Strategist position, creation of new Marketing & Communications Officer position along with new salary range.	Director of HR	Council	

MINUTES REFERENCE DATE

- | | | | |
|--------------------|-------------------|------------------------------|--------------------|
| December 12, 2000 | November 2, 2004 | (See April 26, 2004 Minutes) | November 27, 2006 |
| December 18, 2006 | February 26, 2007 | March 31, 2008 | July 16, 2008 |
| September 29, 2008 | March 30, 2009 | September 28, 2009 | March 29, 2010 |
| April 26, 2010 | March 28, 2011 | August 2, 2011 | January 30, 2012 |
| May 23, 2012 | November 26, 2012 | December 17, 2012 | May 1, 2013 |
| September 23, 2013 | October 28, 2013 | December 16, 2013 | April 30, 2014 |
| May 21, 2015 | March 29, 2016 | May 25, 2016 | September 2, 2016 |
| May 23, 2017 | June 26, 2017 | September 25, 2017 | December 18, 2017 |
| February 26, 2018 | March 14, 2018 | February 28, 2019 | September 28, 2020 |
| June 7, 2021 | October 5, 2021 | November 29, 2021 | September 28, 2022 |
| March 27, 2023 | April 24, 2023 | September 25, 2023 | February 26, 2024 |
| April 22, 2024 | June 11, 2024 | January 27, 2025 | April 28, 2025 |



COMMITTEE OF THE WHOLE

CDR# 2025074

Date: May 20, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: May 20, 2025

SUBJECT: Community Support Grant Westcumb Amateur Radio Club (WARC)

ORIGIN: 2025-26 Operating Budget

LEGISLATIVE AUTHORITY: MGA 65 Power to expend money: (au) a grant or contribution to (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the province; Community Support Grants Policy, 72000-08

RECOMMENDATION: That Council forward to the May 26, 2025 regular meeting, approval of funding in the amount of \$15,000 for the Westcumb Amateur Radio Club under the Community Support Grants Policy and further fund this out of the Community Support Area Rate Reserve in the Operating Reserve.

BACKGROUND: An annual budget is allocated for community support grants so that the Town can provide assistance in a fiscally responsible manner to organizations that qualify under the criteria set in the policy.

DISCUSSION: The role of the Westcumb Amateur Radio Club is to promote amateur radio in Cumberland County as well as support Regional Emergency Management Operations (REMO) with communications in the event of a disaster. The REMO catchment covers a vast area and thereby presents many logistical and communication issues. A presentation was recently done to the Municipality of Cumberland County to request funding for a mobile communications trailer that is self contained and can be deployed where needed providing valuable communication links as required in remote areas. The estimate for the trailer is \$41,000.00.

FINANCIAL IMPLICATIONS: Funding for this Community Support Grant is possible through reserves.

COMMUNITY ENGAGEMENT: None

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications attached to this request.

SOCIAL JUSTICE IMPLICATIONS: Improved communication in widescale disasters.



ALTERNATIVES:

1. Do not approve the funding request as listed
2. Approve funding in a different amount

ATTACHMENTS:

- Community Support Grants Policy, 72000-08
- Westcumb Amateur Radio Club application



Emergency Communications Trailer Project



Westcumb Amateur Radio Club – WARC
Cumberland Counsel Meeting – Feb 26th - 2025

WHO is the Westcumb Amateur Radio Club

- Non-Profit Group
- Established in 1980 (45 Years)
- 52 Federally Licensed **Radio** Operators

- Based in Cumberland County
 - REMO Office
 - 11 Fire Halls – 5 Health Care Centers

- Affiliated with **Radio Amateurs** of Canada (RAC)
- Community Support focused



ROLE of WARC



- Promote Amateur Radio in Cumberland County
 - Radio Operator Mentoring and Training
 - Support Community Events
 - Annual SMART Symposium - Springhill
- Support REMO Emergency [Communications](#)
 - Operational Readiness - Practice & Training
 - Weekly Radio Nets
 - Monthly- [Exercise Handshake](#)
 - Canadian Weather Amateur Radio Network (CANWARN)
 - Mock Disasters - Advocate Harbour
- Nova Scotia Guard
 - Provincial Support for Amateur Radio
 - Leverage People, Knowledge and Radio Skills

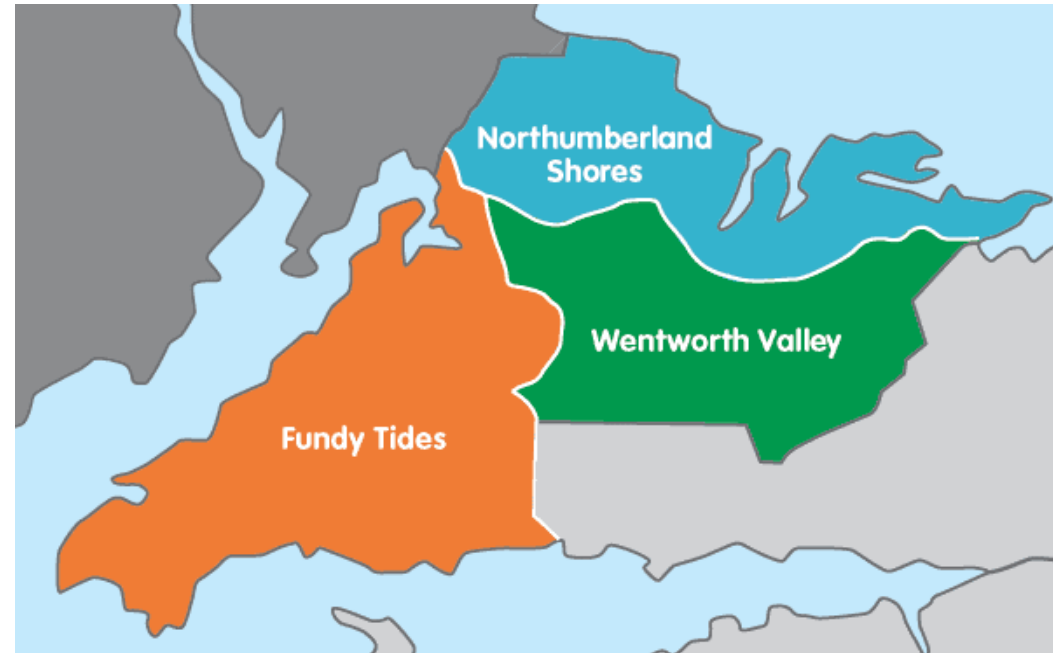
WHY Amateur Radio

- When Normal Communications Fail
 - Telephone & Internet
 - Outage
 - TMR Sites
 - Overloaded or Offline
- Extreme Events
 - Snow Events
 - Hurricanes / Flooding
 - Fire



The Challenge

- Cumberland
 - Large Geographic Area
- Wide Variation in Terrain
 - Impact on Communications
- Variety of Scenarios
 - Having Equipment WHERE Needed



The Solution



- Mobile Communications Trailer
- Can be Deployed Where Needed
- Self Contained
- Easily Operated
- Provides Missing Comm Links

Fully Equipped



- TMR (Trunked Mobile Radio)
 - Provincial Mobile Radio System
- VHF (Very High Frequency)
 - Local & Provincial
 - Amateur Infrastructure
- HF (High Frequency)
 - Provincial - National
 - No Infrastructure Required

Some Current Examples



Examples Deployed



Interior Examples



Project Costs

- Three Categories
 - Trailer Acquisition
 - Equipment and Outfitting
 - Ongoing Maintenance
- Current Estimate \$41 K
 - Detailed Breakdown Available



Project Funding



- Club Members
 - Donations
 - In-Kind Labor / Materials
- Corp Contributions
 - Equipment Suppliers
- Provincial
 - Nova Scotia Guard Support
- County
 - Local Service / Presence



Questions



Westcumb Amateur Radio Club



COMMITTEE OF THE WHOLE

CDR# 2025075

Date: May 20, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director Community Living

DATE: May 20, 2025

SUBJECT: Community Support Grants 2025

ORIGIN: 2025-26 Operating Budget

LEGISLATIVE AUTHORITY: MGA 65 Power to expend money: (au) a grant or contribution to (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the province; Community Support Grants Policy, 72000-08

RECOMMENDATION: That Council forward to the May 26, 2025 regular meeting approval of funding in the amount of \$18,320 under the Community Support Grants Policy to be funded as follows:

Bridge Adult Service Centre \$1,600 Social Equity
Spring Street Academy Home and School Association \$2,000 Community Support Grants
Bridge Adult Service Centre \$14,720 Operating Reserve Social Equity Fund

BACKGROUND: An annual budget is allocated for community support grants so that the Town can provide assistance in a fiscally responsible manner to organizations that qualify under the criteria set in the policy. In doing so, the Town encourages and promotes the success of these organizations. It should be noted that all groups fill a significant role in the community; however, to ensure the intentions of the policy are adhered to, not all can be funded.

DISCUSSION: The Bridge Adult Service Centre is requesting \$1600 for transportation costs to attend a tournament in Summerside. They are also resubmitting a grant from 2024/25 that was deferred due to a pending application to the Accessibility NS which has recently been denied. The other grant application is for the Spring Street Academy Home and School Spring Fling for \$2,000 which will assist with renting bounce castles for the children in attendance.

FINANCIAL IMPLICATIONS: Currently there is \$9,754 in the Community Support Grant Fund and \$3,000 in Social Equity.

COMMUNITY ENGAGEMENT: In response to a public invitation to apply, funding requests were submitted by community groups. Future community and sporting event requests will be dealt with on an individual basis.



ENVIRONMENTAL IMPLICATIONS: There are no environmental implications attached to this request.

SOCIAL JUSTICE IMPLICATIONS: Community not for profit organizations, sports teams, festivals and events help weave the fabric of our society. When a community has a strong base of supportive organizations dedicated to improving the quality of life for our residents in addition to sports, culture, arts, and events it is enriched in so many key ways. In most all cases these organizations rely heavily on outside sources of funding to stay afloat. Due to the nature of the not-for-profit world, it is our opportunity to assist those who work so tirelessly to make our community better. The Town of Amherst, as a funding contributor, helps create a community that all can be proud to live, work and play.

ALTERNATIVES:

1. Approve the funding requests as listed
2. Approve the request in different amounts

ATTACHMENTS:

- Community Support Grants Policy, 72000-08
- Applications

Date: April 20/2025

**COMMUNITY SUPPORT GRANTS
TOWN OF AMHERST
REQUEST FOR FINANCIAL SUPPORT**

1. ORGANIZATION INFORMATION:

Name of Organization: Bridge Adult Service Center
 Full Mailing Address: 16 Station Street, Amherst NS B4H 0C2
 Contact Person: Nancy Cunningham (Fund raising committee)
 Email Address: nancykathleen@hotmail.com
 Telephone: (902)297-5131

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$(1600.00)/(737.10)

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)

The clients at the Bridge have been invited to attend to compete in the Noah Dobson Hockeyfest tournament, in Summerside PEI. We have been working hard all year and have acquired new helmets for our team and cages (cages donated by the Amherst Fire Dept). .
We have been gathering sticks, gloves, goalie gear and shin pads and have been practicing twice a month at the YMCA, @\$50.00 a day. We are looking for funding for transportation to Summerside, via charter bus that can accommodate 42, with wheel chair access, (1400
We are also looking for funding for name bars for our Jerseys, (generously donated by the Amherst Ramblers),(42 x \$15.00) plus tax.

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)

All of the clients at the Bridge will be either playing or taking part in this event, along with their families, friends, and community supporters. We have had support from The Amherst Fire Dept, The Amherst Ramblers, Community members with equipment donations and fina
The event is one day, June 21,2025

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

NAME	FUNDING IF ANY
Those listed above +	
The Elm Tree	equipment, practice funds and refreshments
Hound Dog Homes Ltd	equipment, coaching

7. How many volunteers contribute to this event or festival: 21volunteers from Amherst, hundreds from across Atlantic Canada.

www.amherst.ca
 P.O. Box 516, Amherst, NS B4H 4A1
 (902)667-3352



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

Application for Funding

Date: May 13, 2025

REQUEST FOR FINANCIAL SUPPORT REQUEST FOR IN-KIND FACILITY RENTAL

1. ORGANIZATION INFORMATION:

Name of Organization: Bridge Adult Service Centre
 Full Mailing Address: 16 Station Street
Amherst, N.S. B4H 0C2
 Contact Person: Joanne Hopper
 Email Address: joannehopper@bridgeadultservicecentre.ca
 Telephone: 902-667-8433

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ 14,720
 Total cost of program event or activity \$ 14,720

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

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)
Please Find Attached.

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: _____





16 Station Street
Amherst, N.S.
B4H 0C2
902-667-8433

Community Support Grants Town of Amherst

#3 The purpose of this funding request is to build a walking track that encircles the Bridge Adult Service Centre.

#5 The expected benefits of the construction of a walking track are to offer an inclusive space to take part in active living for people with disabilities that participate in programming and services at the Bridge Adult Service Centre. Due to the nature of our facility and the clients we serve there are not many opportunities for daily exercise. This will provide a safe, accessible and supported environment for clients to enhance their health and wellbeing.

The primary outcome of this renovation will be to assist our clients in improving their physical activity and mental health. It will also improve the entry to the building for users to shop or receive services such as laundry.



ATTN: Joanne Hopper
Executive Director
Bridge Adult Service Centre
16 Station St, Amherst NS
(902) 667-8433

DATE: **May 13, 2025**

RE: Estimate to install new concrete walking track, new concrete wheelchair ramps, and asphalt paint walking track onto existing asphalt as discussed during site visit:

- 1) **NEW CONCRETE WALKING TRACK BEHIND BUILDING and TWO NEW CONCRETE WHEELCHAIR RAMPS:** (approximately 175FT x 4FT x 4" thick, using 32MPA concrete, 6" compacted gravel base, steel and fibre reinforcing) = **\$10,900.00 +HST**

- 2) **PAINT NEW 4FT WIDE WALKWAY ON EXISTING ASPHALT TO COMPLETE THE TRACK LOOP:** (approximately 40FT x 4FT, includes cleaning/pressure washing asphalt then applying professional grade asphalt paint,) = **\$1,900.00 +HST**

NOTES:

- 1) This quote is valid for 60 days from date shown.
- 2) If customer wants to change dimensions or layout, price may need to be adjusted.
- 3) All concrete will be reinforced with ½" Rebar 18" o/c as well as fibre-mesh reinforcement in concrete
- 4) Price includes 6" compacted ¾" Class A sub-grade bedding material, and 4" thick concrete
- 5) Concrete surface to be finished with standard broom finish
- 6) Price includes minor landscaping remediation, including fixing up mixer truck ruts, re-topsoiling and seeding around finished concrete.
- 7) Concrete is made from natural materials and colour variations will occur.

Kraig Morris,
PENMOR Construction
penmorconstruction@gmail.com
(902) 664-4110

Date: April 17th 2025.

COMMUNITY SUPPORT GRANTS
TOWN OF AMHERST
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: Spring Street Home + School Association
 Full Mailing Address: 59 Spring Street Amherst NS
B4H 1S9
 Contact Person: Rachel Walsh
 Email Address: rachelwalsh815@gmail.com
 Telephone: 902 694 3688

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ 2000

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)
Community Event - Spring Fling Sat June 7th 2025
to help with costs of equipment + rentals for event

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)
This event aims to bring the school and community of Amherst together. Open to everyone in the community
Bouncy castles, petting zoo, facepainting, BBA ^{sitting} Auction etc
games Bakesale

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

NAME	FUNDING IF ANY
<u>Spring Street Academy Home + School</u>	

7. How many volunteers contribute to this event or festival: 20



Maritime
Event
Rentals.

✓ Quote ID# 36763843

 Book This Event

Contact Details

Name	Rachel Walsh	Email	rachelwalsh815@gmail.com
Organization	Spring Street Academy Home & School	Phone	(902) 694-8260
Billing Address	59 Spring Street Amherst, NS B4H	Tax Exempt	No



Event Details

Event Start	10:00am Sat, Jun 7, 2025	Address	59 Spring Street Amherst, NS B4H
Event End	2:00pm Sat, Jun 7, 2025	Surface	Grass - Allow Stakes
		Delivery	Fully Staffed



Items



Generator - 4500W/5500W

2 - \$125.00 (Discount -125.00)



Toy Story Bounce House

1 - \$325.00 (Discount)



35' Retro Obstacle Course

1 - \$395.00 (Discount)



Crayola Bouncer

1 - \$395.00 (Discount)



Hyper Cone Trailer

1 - \$0.00 (Discount)



Mini Donuts

1 - \$0.00 (Discount)

\$ Prices

(All quotes are subject to staff approval and pricing may be adjusted)

Rentals	\$1,240.00
Staff Costs	\$525.00
Distance Charges	\$20.00
Discount	-\$100.00
Subtotal	\$1,685.00
Tax	+\$235.90
Total	\$1,920.90

Event Notes: Shaved Ice and mini donuts sold to the public at \$5 per serving.

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

APPROVAL DATE: March 24, 2025

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

TITLE: Community Support Grants Policy
SECTION: All Town Departments
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- 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. 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.

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;

TITLE: Community Support Grants Policy
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- 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 may 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.

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.

TITLE: Community Support Grants Policy
SECTION: All Town Departments
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- 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.

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.

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.

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

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.

TITLE: Community Support Grants Policy
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- 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.

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*

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

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)

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

TITLE: Community Support Grants Policy
SECTION: All Town Departments
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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.	Director, Community Living, Bristol	Council	October 30, 2023

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

Change the requirement to send applications to the social equity committees from will to may	Director, Community Living, Bristol	Council	March 24, 2025
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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
 30 October 2023

MEMO

TO: Mayor Small and Members of Council

FROM: Jeff Bacon, Economic Development Officer
Andrew Fisher, Director, Planning & Economic Development

DATE: May 20, 2025

RE: Community Market – Strategic Priorities “Points to Capture”

The purpose of this memo is to report on the following Council Strategic Priority Points to Capture:

Develop a business case for a community market with input from partners.

Staff met with members of the existing Downtown Amherst Farmers’ Market to discuss ideas and opportunities to expand their market or participate in the development of a new market.

The existing Amherst Farmers’ Market is held from May into December every Friday from 9:30 am to 1:30 pm at the Amherst Lion’s Den. The volunteer organizers, led by President Merrill Murray, have a membership of over thirty vendors with an average of 20-25 participating each week. Organizers are looking to continue the market’s growth after rebounding from Covid with marketing and promotion. They have created flyers and are exploring funding for a student to help develop brochures and digital media.

With their focus on growing the Amherst Farmers’ Market, members were only moderately receptive to creating a new market in addition to the current one. Merrill and the majority of members stated they are not in a position to start a new market and would not be willing to take the lead of its creation, however, a number of participants would support a new market. They confirmed there is no interest to stop the Friday Market and if there were to be two markets, they would continue to run the Friday market and would like to see the new weekend market either led by another organization or in partnership, but the group has no interest in creating and running the new event themselves.

It was felt another organization would have more capacity to organize funding opportunities with agencies like the NS Department of Community, Culture Tourism and Heritage or the Farmers Market Association of NS which offers programs like market bucks.

There was specific concern about where a new venue would be. They explained the reason the market does not currently operate on the weekend is because the Lion’s Club could not guarantee its availability every weekend as it offers the opportunity to rent its facility to other parties throughout the year. Participants agreed if a new outdoor market was created the preferred location would be downtown. There was brief discussion around possible locations such as the Victoria Street or Havelock Street parks but it was felt the Town would have to provide the new market space. Some said they wouldn’t mind an outside venue, but others said they would only participate inside a facility in order to avoid weather issues such as temperature and inclement weather. They also prefer to have a kitchen option available.

Some vendors participate in the local market circuit and attend Pugwash or Sackville markets on the weekends. If there was to be an Amherst weekend market, they would have to consider which provided the best benefit to attend. They questioned if there were enough vendors in our area and if the markets would be competing for them.

Community markets can be organized in a number of ways. Example formats include:

- a street vendor market that is set up and torn down after each event.
- a dedicated location but multipurpose when not in use.
- an outside permanent location with various dedicated structures built.
- inside a dedicated facility.

In all cases, important consideration must be given to the location and its accessibility. Other considerations include: available parking, the style and look of buildings, washroom access, electricity supply, kitchen access, and organizational capacity and budget to run the market.

Further to the development of a business case for a market, Rachel MacDonald, a NSCC Business Administration student is working on a report that will include:

- A jurisdictional scan of farmers' markets across Nova Scotia (Truro, New Glasgow, Wolfville, Kentville, Bridgewater, Yarmouth, Lunenburg, Tatamagouche, and Antigonish), focusing on operations, municipal involvement, and economic impacts.
- A measure of community demand and market viability.
- A look at who the market would serve and who would benefit from its development.
- Key findings and potential paths forward.

Upon completion, staff will bring this additional information back to Council for direction on if and how to proceed.

Staff are seeking Council's direction on how to proceed and if they would like staff to develop a feasibility study to summarize the most appropriate options for Amherst, the cost impacts, and the capacity of organizations to manage a new ongoing market.

MEMORANDUM

To: Mayor Small and Council
 From: Dwayne Pike, Chief of Police
 Date: May 20, 2025
 Subject: School Zone Safety – Traffic Calming Devices

Road safety is an important priority for the Police Department, most importantly in those areas adjacent to schools and playgrounds where our children are most vulnerable to traffic hazards.

Since September 2012, school zones in Nova Scotia have been established in areas that are within close proximity to schools in efforts to maximize safety. These areas are marked by signage to ensure that motorists are aware of the boundaries of the school zone. Within Town of Amherst boundaries, regardless of the time of day, motorists are required to slow to 30 km/h in a school zone when children are present. Penalties for speeding in a school zone are as below:



Exceeds School Area Speed	Total Fine	Penalty Points
1-15 km/h	\$352.50	2
16-30 km/h	\$467.50	3
31 km/h or more	\$697.50	4

School zone enforcement can be done any day of the week and any time of the day as long as children are present in the area. This provides for the many extra-curricular activities that may happen after hours at schools. There are often many questions concerning “*when children are present*”. This phrase is defined in the Motor Vehicle Act as “*Children being on the (i) highway in the school area, or (ii) outdoors within 30metres of the highway, in the school area.*”

Our members regularly monitor school zones for speeding and as noted in a memo to council in March of 2025, our members regularly conduct focused enforcement which concentrates on speeding infractions, with many members monitoring school zone areas, especially during the start of the school year. As noted, in April of 2024, our focused enforcement initiative was speeding and 16 speeding tickets were written, but none in relation to speeding in a school zone. After reviewing, one member did note that on occasion, he adjusted issued tickets to reflect a regular speeding charge as a ‘break’ to the offender, but was unable to recall if this was done during this initiative. Our members wrote 29 speeding tickets and 28 warnings during 2024. All tickets, with the exception of one, were for exceeding the speed limit between 1-15 km/h. During 2024, we also received three complaints specific to speeding in school zones. Our members monitored the areas, but noted no issues, with the fastest noted speed being 38 km/h. One member indicated that reported speeds often seem to be higher than they actually are as police radar monitoring appears to indicate there are no significant issues.

Traffic Calming Devices

Traffic Calming Devices are often used to slow vehicular traffic and promote safety. Examples of a traffic calming devices include speed bumps/humps, traffic circles, chicanes and rumble strips.

Speed Bumps/Humps: Speed bumps/humps are very similar in design, with bumps generally being higher than humps. Bumps are primarily used in low traffic volume areas, such as private roads and parking lots where speeds are usually already reduced. Bumps are generally 7 to 11 cm high and are designed to slow traffic to between 8 and 16 km/h. Speed humps are usually smaller than bumps and have a longer ramp length and are often used to slow traffic to speeds of 24 – 32 km/h.



Traffic Circles: Commonly known as 'roundabouts', traffic circles slow traffic by creating a circular intersection in which incoming traffic has to yield to traffic already in the circle. All traffic flows in the same direction and the tight radius and central island design ensures that head-on collisions are not possible and speeds are lowered.



Chicanes: Chicanes create a winding path for vehicular traffic that generally results in slower speeds and making streets safer for pedestrians and other traffic. These can be used anywhere, but are particularly effective in high-speed areas. They may often be S-shaped or zig-zag to be more effective.



Rumble Strips: This traffic calming device slows traffic by alerting drivers by causing the vehicle to vibrate as it passes over a grooves section in the roadway. They are especially effective in areas where speeds are changing and slowing and are a tool used for drivers who may be distracted or weary. These are utilized in the area of the Cobequid Pass when approaching the toll booths and the speeds are reduced from 110 to 80 and then to 50 km/h. They may traverse the road or be on the shoulder of the road where they can impact drivers who may drift to the side of the road.



School Zones – Speed Bumps

The question has come in regard to the use of speed bumps/humps for school zones in town to influence vehicular speeds. There are four (4) schools within the town: Amherst Regional High School, E.B. Chandler Junior High School, Spring Street Academy and West Highlands Elementary. This translates into multiple 'school zones' on nearby streets which can be found on the attached Appendix A.

As noted, speed bumps are utilized to drastically reduce the speed of vehicles and are usually utilized in areas such as parking lots, school/hospital driveways and areas where there is a high volume of pedestrian activity in the same area. Speed humps, while they do not create such a drastic reduction, are similarly utilized in such areas. Both may also be used in school zones, particularly near crosswalks, especially if there is a demonstrated safety issue, but not usually in areas that are considered major routes or streets.

Speed bumps/humps, if permanently placed, would impact traffic regardless of the presence of children and would have an impact on activities such as snow removal and emergency response. Several of the areas in Appendix A are also on major streets such as Willow Street and Spring Street. On Spring Street, during school hours, there are 2 crossing guards in the area to assist with pedestrian traffic, one at Spring/Havelock/Academy and another at Spring Street and Charles. These resources are in place to mitigate pedestrian risks.

To place speed humps/bumps in school zones would require further study as it would not at all be feasible to put them in all areas, nor would it be appropriate to place them in areas considered major roads or emergency response routes. It would also require additional signage to warn motorists as they approach. Speed bumps/humps can also inflict damage on vehicles if such traffic calming devices are not adhered to properly. There is also the noise that speed bumps/humps also generate when vehicles drive over them.

From the information that we currently have available, there does not appear to be an ongoing issue with speeding in school zones, but we will continue to monitor. In my opinion, speed bumps would be affective in school parking lots and driveways, but there is currently no need to utilize them on public streets in school areas.

As Traffic Authority for the Town of Amherst, I am recommending that there be no changes to school zones by adding speed humps/bumps at this time, but recommend we continue to monitor for any developing risks or concerns. A radar speed sign, such as the one approved in the 2025/26 Capital Budget will be a valuable tool for this purpose, as it can collect data and provide reports that will assist with such an analysis.

Appendix A Amherst School Zones

- Willow Street by ARHS
- East Pleasant Street, East End
- Willow Street near E.B. Chandler
- Donald Ave by E.B Chandler
- Dickey Street from Rupert Street to Donald Ave
- Dickey Street by Spring Street Academy
- Charles Street by Spring Street Academy
- Academy Street by Spring Street Academy
- Spring Street by Spring Street Academy
- Clarence Street near Spring Street
- Melrose Street near Spring Street
- Havelock Street near Spring Street
- Dunlap Street near Charles Street
- Queen Street near Academy Street
- Hickman Street from Mission Street to Park Street
- Park Street from Hickman Street past Maltby Court
- Mission Street from Hickman to Cornwall Ave
- Cornwall Avenue from Mission Street to West Highlands
- Maltby Court

Jan-25	03000-08	HOSPITALITY EXPENSE POLICY	FINANCE	Amended January Council
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	Amended January Council
	03000-05	AUDIT COMMITTEE TERMS OF REFERNCE POLICY	FINANCE	Approved January Council Status quo
	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK	Approved January Council Status quo
Feb-25	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS	Clerk	Amended February Council
		Sidewalk/Curb Construction Policy	Operations	Amended February Council
Mar-25	03800-03	INSTALLMENT BILLING POLICY (110-03) Themed Crosswalk Policy (new)	FINANCE Community Living	Amended March Council Approved March Council
	10350-25	ANNUAL PERFORMANCE REVIEW - CAO	HR	Amended March Council
	10350-30	ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	Combined with IDE and approved March Council
Apr-25	03800-02	TAX REDUCTION POLICY (110-02)	FINANCE	Amended April Council
	03800-04	TAX EXEMPTION POLICY	FINANCE	Amended April Council
	03470-03	USER FEES	FINANCE	Amended April Council
	04530-02	EMPLOYEE COMPUTER PURCHASED POLICY (211-29)	HR	Amended April Council
		Workforce Stability & Attrition Mgmt Policy (new)	HR	Approved April Council
May-25	P 05	VACANT BUILDING BY LAW	PLANNING	
	03400-01	SIGNING AUTHORITY POLICY (210-12)	FINANCE	

Jun-25	04500-04	SMOKE FREE WORKPLACE POLICY	HR
	01000-01	MEDIA POLICY (210-19)	COMMUNICATIONS
	03700-01	PROCUREMENT POLICY Ice Allocation Policy Sign Rental Policy - Stadium	Communications OPERATIONS OPERATIONS
Sep-25	66150-01	DANGEROUS OR UNSIGHTLY PREMISES POLICY (210-21)	PLANNING
	04000-14	PERSONAL LEAVE OF ABSENCE POLICY	HR
	31000-01	Standard Specifications for Municipal Services	OPERATIONS
	66150-02	ENFORCEMENT POLICY AND SUMMARY OFFENCE TICKETS (211-28)	POLICE
Oct-25	72000-04	ARTS & CULTURE POLICY (211-38)	COMMUNITY LIVING
	04000-08	ATTENDANCE ADMINISTRATION (211-24)	HR
	66400-01	HERITAGE ADVISORY COMMITTEE	PLANNING
	10350-10	RECOGNITION OF RETIRING MEMBERS OF COUNCIL (210-14)	CLERK
Nov-25	10350-15	WRITTEN SUBMISSION TO COUNCIL (210-25) NEW SUBDIVISION STREETS - FINAL SUBDIVISION APPROVAL PRIOR TO	CLERK
	66580-01	STREET PAVING	PLANNING
	04500-01	Safety Policy (211-25)	FIRE
	01700-01	REPORTING ACCIDENTS (211-03)	FIRE
	31600-09	Paving New Residential Subdivision Streets (230-11)	Operations
	02000-03	NAMING PUBLIC LANDS AND TOWN OWNED FACILITIES	CLERK

	03450-03	DEBT MANAGEMENT POLICY (211-37)	FINANCE
Dec-25	P 08 04000-06	LEASED LAND COMMUNITY BYLAW RENUMUNERATION FOR ACTING POSITIONS (211-22)	PLANNING HR
Jan-26	31600-02	Street Light Policy	Operations
	10350-17 B 02-1	MEMBERSHIP ON NATIONAL BOARDS AND COMMITTEES (211-32) DEED TRANSFER TAX BYLAW	CLERK FINANCE
	10350-18 P 07	MEMBERSHIP IN CLUBS, SOCIETIES AND ASSOCIATIONS (211-33) SUBDIVISION BYLAW	CLERK PLANNING
	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	HR
Feb-26	04000-11 P 03	MATERNITY, PATERNAL AND ADOPTION LEAVE POLICY (20071126) CIVIC ADDRESS BY LAW	HR PLANNING
	72000-01	RECOGNITION OF ATHLETIC ACHIEVERS (210-22)	COMMUNITY LIVING
	10350-01	RECOGNITION OF SERVICE OF BOARDS (210-01)	CLERK
	03000-05	AUDIT COMMITTEE TERMS OF REFERENCE POLICY	FINANCE
Mar-26		Sale of Beer/Liquor - Robbs Park Beer Garden Policy - Stadium	Operations Operations
	10350-05	INQUIRIES FROM COUNCIL (210-07)	CLERK / COMMUNICATIONS
	04500-03 D 06	SCENT REDUCTION POLICY BUILDING BY LAW	HR PLANNING
Apr-26	10350-04	REPORTS TO COUNCIL (210-06)	CLERK

	68300-03	JUNIOR FIREFIGHTER PROGRAM	FIRE
	A 05	HERITAGE PROPERTIES	PLANNING
	D 19	Sanitary Sewer Rates	FINANCE
	10350-20	CODE OF CONDUCT OF ELECTED MUNICIPAL OFFICIALS	CLERK
	04000-12	PERSONNEL POLICY & CODE OF ETHICS	HR
May-26	C 01	BY LAW RESPECTING THE AMHERST BOARD OF POLICE COMMISSIONERS Vehicular Idling Control Policy	POLICE Operations
	03000-04	Rounding of Cash Transactions	FINANCE
	05000-01	RECORDS MANAGEMENT (211-26)	CLERK
	10350-19	SCHOLARSHIP AND BUSARY POLICY (NEW)	CLERK
	02300-01	SALE OF USABLE TOWN OWNED LAND (211-07)	PLANNING
	02300-02	SALE OF NON-USABLE TOWN OWNED LAND (211-08)	PLANNING
	68500-01	FEMALE POLICE CONSTABLE AND EXPENSE (220-01)	POLICE
Jun-26	68300-01	PERMANENT FIREFIGHTERS (221-01)	FIRE
	68300-05	RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT	FIRE
	03600-01	Investment Policy	FINANCE
	10350-11	GIFTS, CARDS, FLOWERS	CLERK/COMM
	A 07	ALTERNATIVE VOTING BYLAW 2018	CLERK
Sep-26	C 11	ALARM BYLAW INTRUSION ROBBERY AND FIRE ALARM SYSTEMS Snow and Ice Management Policy	POLICE Operations
	05000-04	ROUTINE ACCESS POLICY	CLERK
	68300-02	NEW FIRE STATION, ALBION STREET (221-02)	FIRE
	72200-01	R. H. SMITH BEQUEST LIBRARY (274-01)	COMMUNITY LIVING
Oct-26	04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	HR
	04000-07	HIRING POLICY (211-23)	HR

Nov-26		Solid Waste Bylaw	Operations
	03450-04	Budget Management Policy	FINANCE
Dec-26	05000-02	INFORMATION/COMMUNICATION/TECHNOLOGY USAGE POLICY	CLERK / COMMUNICATIONS
	68300-04	FIRE INSPECTION POLICY	FIRE
	31600-23	STREET NAMING POLICY	PLANNING
Jan-27	68000-03	TRAFFIC AUTHORITY	POLICE
	31600-26	STREET RENAMING COPP LANE TO ERNIE LANE POLICY	PLANNING
		Surplus Fill Policy	Operations
Jan-27		Catch Basins and Laterals	Operations
	03000-10	Inventory of Non Capital Equipment Policy	Finance
	31700-04	NORTH TYNDAL LAND ACQUISTION (241-06)	PLANNING
	02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	CLERK / COMMUNICATIONS
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	FIRE
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING
Feb-27		PACE BYLAW	FINANCE
	C 02	Discharge of Firearms Bylaw	Police
	P 04	MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES	PLANNING
Mar-27	04000-03	STAFF TRAINING (211-06)	HR
	72000-08	Community Support Grants Policy	Community Living
		Adopt A Garden	Operations
	66000-03	POLICY FOR PUBLIC PARTICIPATION AND NOTIFICATION	PLANNING
	C 03	LOITERING BYLAW	POLICE
	66000-01	PLANNING ADVISORY COMMITTEE (210-23)	PLANNING

updated March 2023

Apr-27	P 09 C 10 04000-05	COMMERCIAL DEVELOPMENT SUPPORT BYLAW MOBILE VENDORS ON STREETS AND SIDEWALKS OVERTIME - NON-UNION EMPLOYEES (211-21)	PLANNING POLICE CUSTOMER SERVICE/HR
May-27	10350-14 10350-24 317400-05	Encroachment on Public Streets REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24) PROCEEDINGS OF COUNCIL NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE POLICY	Operations Communications Clerk PLANNING
Jun-27	02300-03 C 09 C07	Sale/Disposal of Surplus Equipment C TAXI BYLAW FIRES AND BURNING OF MATERIALS BYLAW	FINANCE POLICE FIRE
Sep-27	04000-01 04000-02	Street Rating System RECOGNITION OF EMPLOYEES (210-15) SUGGESTION AWARDS (211-16)	Operations HR HR
Oct-27	01130-01	TOWN CREST (210)02)	CLERK
Nov-27		Ice Helmet Policy Smoke Free Recreational Places Bylaw	Operations Operations

	03450-02	Capital Investment Plan (CIP) Framework/Budget Policy	FINANCE
Dec-27	03000-03	Fund Raising	FINANCE
Jan-28		Sidewalk Inspection and Maintenance	Operations
		Street Inspection and Maintenance	Operations
	03400-02	Banking Policy	FINANCE
Feb-28	C 04	COMPANION ANIMAL BYLAW	POLICE
Mar-28		Tree Planting on Town Owned Lands	Operations
Apr-28	01130-02	PURCHASE AND USE OF BOTTLED WATER	CLERK
May-28		Street Breaking Policy	Operations
Jun-28	03800-01	Revenue Collection Policy	FINANCE

MEMO

TO: Mayor Small and Members of Council

FROM: Andrew Fisher, Director, Planning & Economic Development

DATE: May 20, 2025

RE: **Development Agreement Application for 2nd Reading**

At the May 26, 2025 regular meeting, Council will be asked to consider 2nd and final reading of the development agreement to permit construction of two, 16-unit and three, 8-unit apartment buildings at 112 Victoria Street West. A complete information package including details about the application, draft development agreement, staff reports, and input from the public will be included in the Council meeting package.

Monthly Report

Community Living Department

May 2025

This month the Community Living Department has been working on the following things:

- Planning/promoting Town Wide Yard Sale
- Conducting Site Visits with NS Health
- Mental Health Week Postings
- Red Dress Event support
- Hosted Volunteer Appreciation Event
- Planning for Canada Day
- Community Support Grant Presentation Event planning
- Easter Egg event (around 300 people reached)
- Multisport
- Onboarding efforts for new Marketing and Communications Officer employee
- Continuation of daily communications activities
- Beginning the process of actioning projects outlined in the 2024-2028 Strategic Plan

Task Updates:

<p>Task: Accessible Playground</p> <p>Update: An internal committee of staff has been struck to determine plan, design and cost moving forward</p> <p>Status: Report going to June COW</p>
<p>Task: Downtown Business Taskforce</p> <p>Update: Meetings held with Jennifer Furlong and Natasha Galloway. Restorative approach to commence immediately</p> <p>Status: Ongoing will update at June COW</p>
<p>Task: Territorial Acknowledgement</p> <p>Update: Will be review at AIDE committee on May 28</p> <p>Status: Ongoing</p>
<p>Task: Community Navigator</p> <p>Update: MOU developed for review by MCC and TOA</p> <p>Status: In progress</p>
<p>Task: Green Space</p> <p>Update: Will be reviewed by AIDE committee on May 28</p> <p>Status: Ongoing</p>
<p>Task: Senior Scooter Safety</p> <p>Update: Scooter safety session planned for June 2025</p> <p>Status: In progress</p>
<p>Task :”A” Special Day</p> <p>Update: Staff currently formulating options for 2026</p> <p>Progress: Ongoing</p>
<p>Task: Carnivals</p> <p>Update: Staff currently researching options</p> <p>Update: In progress</p>

Monthly Report

Corporate

May 2025

IT Services:

Completed Server updates.

Order and installed new support key on Town Hall firewall.

Dispatch remodel is still on going. We are still waiting for the VOIP phone system to be installed. We have a tentative date to start the setting up of the new Bell circuit on Jun 5, 2025.

Setup laptops for 4 Police Officers that were going on Training for a week at the end of April.

We began purchasing the new computers and Monitors for this fiscal year now that the budget has been passed.

Getting Laptops and Fobs ready for the summer students that are starting for Community Wellness, Stadium and Parks and Engineering.

Day to Day IT issues.

Procurement:

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
	PNS SO	Watchguard Firewall Renewal	Regular	O			X	CAO
	PNS SO	Laptops	Regular	O			X	CAO
	PNS SO	Computer switches, cords, licenses For dispatch console	Regular	C			X	CAO
	RFQ	Traffic Paint	Regular	O			X	CAO
	ALT	Compost bins and lids	Alternative	O			X	CAO

Other:

E-11 Customer service

There were 73 open cases in April

Top categories were: Solid Waste / Bin replacements or repairs (21 cases), Pot holes/Damaged asphalt (11 cases)

Monthly Report

Cumberland Business Connector

May 2025

Priority: Support Businesses (primarily 0-50 employees)

- The Cumberland Business Accelerator Program continues to support businesses with high growth potential. Accelerator businesses have been supported in the following ways:
 - One client has implemented a new product handling system that we discussed a couple of months ago. This will improve produce flow in the facility as well as improve workforce productivity and safety.
 - Continued meetings with a new Business Accelerator client that is planning a growth strategy for their business. Progress is being made to business processes and operations.
 - A client is improving their operational process to improve efficiencies.
 - We are continuing to work with a client that has had a couple of poor years financially. They are now focusing on growing one area of their business which has a better profit margin. The other part of their business is being scaled back. We are helping them identify ways to move the legacy part of their business into producing higher value products. We are also making introductions to a marketer that can assist with the retail sales initiatives
- The Business Spotlight program continues to highlight small businesses on social media.
- Business Retention and Expansion visits are going well. Some highlights include:
 - Exports and tariff uncertainty continues to be a concern for some businesses. We are promoting new programs that the province has created to diversify markets to regions outside of the United States.
 - We have visited over 30 businesses in the past month to see how we can help them the most and also invited them to the Partners 4 Progress Conference on April 29th and 30th if it was relevant to their business needs.
- Workshops –
 - A Women in Business workshop is planned for Parrsboro for May 22nd

New Businesses

- We assisted an entrepreneur by advising them on their draft business plan. This included advice on managing debt and cash flow.
- We provided another entrepreneur with practical advice as he looks to purchase a large, existing business in the region, whose owners are retiring.
- The Youth Entrepreneurship Challenge is underway with almost 50 students signed up, and business plan training getting underway.

Priority: Labour Availability and Workforce Development

- We provided a business with relevant information on supports that are available to hire people with disabilities.
- I discussed potential new training opportunities that an entrepreneur who is interested in bringing new workforce training opportunities to the region.

Other Work

- The Cumberland Business Connector continues to work with the Regional Enterprise Networks and the Halifax Partnership to help businesses with trade challenges.
- We continue to collaborate with the Valley Regional Enterprise Network and with the Truro Colchester Partnership on a potential Agricultural Technology Corridor to benefit agricultural businesses in all of our regions.
- We continue to attend monthly Team Cumberland meetings to ensure that all of us know what other resources are available to businesses that we meet with.
- We prepared for and hosted the Partners 4 Progress conference that was held at Fox Harb’r on April 29th and 30th. This is the largest Economic Development Conference held annually in Nova Scotia. This is the first time that this provincial conference was hosted in the Cumberland Region. Approximately 150 people attended the conference. The focus of the conference was (1) Productivity Growth and Streamlined Regulations, (2) Innovation and Growth in Strategic Sectors, and (3) Diversifying Trade with Dependable Partners. We had 4 Keynote speakers:
 - Colton LeBlanc, Minister of Growth and Development
 - Kevin Toth, President and CEO of Fox Harb’r
 - David Campbell, Jupia Consulting
 - Lana Asaff, Chief Economist with the Atlantic Economic Council

The remaining 38 speakers spoke on the following panels:

Theme # 1: Productivity Growth and Streamlined Regulations

- Making Housing More Affordable and Available (by Reducing Regulatory Barriers and Increasing Public-Private Collaboration)
- Regulatory Certainty and Efficiency
- Renewable Energy Growth and Exports
- Agricultural Technology to Enhance Productivity

Theme # 2: Innovation and Growth in Strategic Sectors

- Innovation and Growth in Existing Industries
- Innovative Financing Solutions
- Indigenous Business Developments in Strategic Sectors

Theme # 3: Diversifying Trade with Dependable Partners

- Market Diversification and Growth
- Managing Risk in Exporting
- Export Facilities and Logistics
- Lessons from Exporting Businesses

The conference was very well received and provided a lot of relevant information to Municipal Business Development Officers, business development professionals, businesspeople and elected officials.

Monthly Report

Finance

May 2025

FINANCE

The 2025/26 operating and capital budgets were approved by Council on April 28th. A report on the 2025/26 operating and capital budgets has been placed on the Town of Amherst website at <https://www.amherst.ca/town-departments/finance/budgets.html>

Work on the year end review has commenced. There are many year end tasks to complete such as ensuring invoices relating to March are properly accounted for in the correct fiscal year, year end accruals, capital asset additions, G/L analysis, etc. The year end audit is anticipated to commence in early summer.

TAX / ACCOUNTS RECEIVABLE / COLLECTIONS

2025/26 Tax Billings – The 2025/26 interim tax bills were mailed out in April and are due on May 30, 2025.

2025 Tax Sale – There is a tax sale scheduled for July 3, 2025 with two properties. Both properties were included in the February 11, 2025 tax sale and neither sold. Staff have received inquiries on these two properties with interest to purchase.

2025 Assessment Appeals – The Town received the 2025 assessment appeal inventory from PVSC. There was a total of 71 appeals.

	# of Accounts Appealing		Appeal Completed as of May 1/25	Pending as of May 1/25	Withdrawn as of May 1/25	Outstanding Appeals as of May 1/25	Appeals Successful as of May 1/25	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	58	\$25,804,900	17	0	1	40	4	\$266,400	\$4,448.88	0
Commercial	13	\$17,240,100	4	0	0	9	2	(\$476,700)	(\$21,308.49)	0
TOTAL	71	\$43,045,000	21	0	1	49	6	(\$210,300)	(\$16,859.61)	0

Property Sales/Tax Certificates– There was 1 commercial property sale, 8 residential property sales and 1 resource exempt sale in April as well as 11 tax certificate requests completed during the month.

WATER/SEWER

The 4th quarter water / sewer billing is now complete and bills were mailed out on May 1 with a due date of June 30. We will proceed with booking appointments with residents that require meter repair or replacement through the month of May.

TASK UPDATES

Task: 2025/26 Operating Budget

- Estimate of Revenues and Expenditures
- General Tax Rate
- Area Rate – Community Support
- Area Rate – Mandatory Provincial Contribution Area Rate
- Sanitary Sewer Rates
- Wastewater Treatment Facility Uniform Charge
- Solid Waste Management Uniform Charge
- Water Utility Operating Budget
- General Borrowing Resolution

Update: 2025/26 Budget report has been posted to the Town website. Rate changes (if applicable) have been made in SAP.

Status: All operating budget tasks are complete.

Task: 2025/26 Capital Budget including Carry Over Projects - General and Water Capital

Update: A capital budget spreadsheet with all projects including carry overs has been emailed to staff. The 2025/26 capital budget including carry over projects was included in the 2025/26 Budget Report which is posted on the Town website.

Status: Complete.

Task: 2 Pearl Place Minimum Tax Sale Bid

Motion: That Council approve setting the minimum bid for 2 Pearl Place at \$15,000 for the tax sale tentatively scheduled for July 3, 2025.

Update: Minimum bid will be included on tax sale advertisement in newspaper and on website.

Status: Complete

Monthly Report

Fire Department

May 2025

RESPONSES (April)

	<u>Town of Amherst</u>	<u>District 2</u>
Dumpster fire	1	
Monitored alarm	10	2
Motor vehicle accidents	1	3
Hazardous materials	2	1
Oil Burning Appliance Malfunction	1	
Oven/Stove malfunction	2	
Smell of smoke / Air quality check	2	
Trapped in elevator	1	
Vehicle fire		1
Wildfire / Open land	2	5
Total events	22	12

PROFESSIONAL DEVELOPMENT

Weekly Training - During the month of April, the fire department joined forces with the Sackville department to cross training on several topics which included a refresher on rapid invention teams, water supply training, forcible entry and fire suppression search and rescue. In addition, members of the Amherst, Sackville and Springhill fire departments took part in hands on vehicle extrication training at Nova 4 Recycles in Amherst on April 19th.

Fire Service Association of Nova Scotia Conference - From April 25th – 27th Chief Jones and Deputy Chief Farrow attended the Fire Service Association of Nova Scotia conference in Truro. This conference featured information sessions on updates on the Trunk Mobile Radio (TMR2) system, Changes at Public Safety & Field Communication, as well as updates from the Nova Scotia Office of the Fire Marshal, and from the National Fire Protection Association on public education, NFPA standard updates, single means of egress and lithium-ion batteries. The Canadian Institute for Public Safety Research and Treatment provided information on PSPNET; and Nova Scotia Power provided information on their grid scale battery projects.

FIRE PREVENTION

As we get into the nicer weather, we are all reminded of the requirements of “The Fires and Burning of Materials By-law (C-7)” as it relates to Recreational outdoor burning appliances. This bylaw defines requirements to prevent the spread of fire to adjacent buildings and/or combustibles, the size and height of the pile of combustibles being burnt, establishes fire control measures that need to be in place, and requirements to have a person in charge of a fire at all times, until it is completely extinguished. A copy of the bylaw can be found on the Town of Amherst website under bylaws.

RECRUITMENT

The fire department continues to look for new members to join our team. For more information on becoming a member of the Amherst fire department, please go to www.amherst.ca/volunteer-firefighter.html

TASK UPDATES

Task: No open tasks at this time

Monthly Report

Human Resources

May 2025

Staffing Updates

Recreation Facilities: Andy Kierstead, a long-term employee at the Amherst Stadium, will be retiring on May 30 after 23+ years of service to the Town and our citizens! Planning for a celebration to honor Andy's incredible service is underway.

Following the conclusion of a hiring competition to fill Andy's vacancy, we are pleased to welcome Sam Pike as the successful candidate to take Andy's position. Sam has been a pleasant and hard-working summer student for the Town for many years now and it is our pleasure to welcome him on a full-time permanent basis.

In addition to Sam, we have also concluded a hiring competition to fill the vacancy for a Seasonal Parks Attendant. Jagger Vandewiel temporarily filled this vacancy last year and has also been a long-term summer student of ours. We are very pleased to welcome both Sam and Jagger to our group permanently.

Issac Atkinson is back for the season as our other Seasonal Parks Attendant based out of the Amherst Stadium. Welcome back Isaac!

Public Works: Our Seasonal Operators based out of the Public Works garage are also back for the season. This includes Marshall MacDonald, Steve Simpson, Kiley Bickerton and Dan Riemersma. Welcome back to you all!

Community Living: Following the conclusion of a hiring competition, we are so pleased to have established a new marketing team! Sean Payne, our existing Communications Officer, and Lori O'Connell have accepted their new Marketing & Communications Officer positions. We are very excited to have them grow with us in this new capacity and help drive our strategic goals forward.

The Community Living Department will say farewell to NSCC student Rachel MacDonald on May 23. We thoroughly enjoyed having Rachel with us on a placement for five (5) weeks and wish her all the best in her future endeavours.

Summer Students: We have started to welcome back this year's summer students. From parks to public works to community events & programming, our summer students help keep everything running smoothly and we are thankful to have them onboard to make this summer another great one.

Police Department: One of our part-time Dispatchers, Scott MacKay, has taken a position with another organization. Scott's last day was May 1. All the best in the future Scott!

Current Recruitment

Police Constable: Our recruitment campaign for an additional Officer remains open. Staff had previously developed a video to promote the benefits of living and working in Amherst and becoming a member of the Amherst Police Department family to support the recruitment efforts. The video and posting will continue to be circulated online until the position is filled.

Dispatcher: This competition is currently underway and closed on May 16.

Other HR News

Annual Performance Evaluations

Staff evaluations are currently in progress.

HR Policy Review

Staff also continue to review all HR policies and procedures with the “Staff Training and Professional Development” policy currently under review for recommended revisions.

Payroll

Payroll and WCB remittances are up to date.

Payroll remittances are remitted to CRA bi-weekly by the payroll company.

WCB is remitted automatically via our payroll provider.

Monthly Report

Operations

May 2025

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

RECREATION & HORTICULTURE

- Dickey Park washroom is open daily 8:00am to 5:00pm.
- The stadium walking track is open daily from 8:30am to 4:00pm.
- Mowing operations have started for the season and preparations are ongoing for seasonal flower plantings.
- The electrical work for the new scoreboards at the Robb Complex has been completed. Staff need to replace a faulty switch prior to commissioning the scoreboards. It is expected they will be fully functional no later than May 20.
- Stadium is hosting several events in May:
 - May 16: Wrestling Event
 - May 21: Job Fair
 - May 24 and May 25: Home Show
 - May 30: Rotary Wine, Beer, and Spirits Tasting event
- Dickey Park events for the month of May;
 - APD Event at Dickey Park (May 15)
 - Alzheimer's Walk at Dickey Park (May 25)
- Regular season use of the Robb Complex started on May 12

PUBLIC WORKS

- Town Hall office renovations and accessibility improvements are 95% complete. The new front stairwell door, new signage for the lobby, and new front entrance handrails will be installed when delivered from the suppliers.
- Staff have sourced a service technician for the Waste Water Treatment Plant wind turbine. We expect to have them on site before the end of May to complete an assessment of the repairs that are needed.
- Staff patched potholes 10 days in April, using approximately 30 tonnes of recycled asphalt.
- Sewer department completed lateral videos for 3 residents and had to excavate and repair 2 sewer laterals.
- Street line painting and replacement of broken traffic signs from the winter is ongoing.
- Our seasonal employees and our engineering summer student, Jake Walker, started on May 5th.
- Quarterly meter reading has been completed and staff are working on meter repairs and investigating high and no consumption meter reads
- Two Publics Works Foreman and 2 CUPE Leadhands recently attended the Maritime Provinces Water and Wastewater Associations annual 3-day training seminar in Halifax. The MPWWA training seminars provide "hands on" workshops for operators and supervisors and helps to provide a better understanding of the management and operation of water and wastewater treatment facilities.

- The Amherst Water Utility will be starting the annual unidirectional flushing program on May 15th.

SOLID WASTE

Community Clean ups

- Through social media, staff encouraged groups and individuals to conduct a cleanup in their community/neighborhood. Litter kits were made available at the Dr. Carson & Marion Murray Community Center, Oxford Town Hall, and the Amherst Stadium.
- On April 21st staff were set up at the Amherst Stadium to hand out bags, gloves, compost vouchers, and seeds for residents interested in participating in a cleanup.
- Emmerson Packaging organized their annual “Pick up the Park” cleanup in celebration of Earth Day. The Town of Amherst Public Works Department collected & disposed of the 39 bags of litter gathered by Costin Paving, Emmerson Packaging, Wonder Bread, and LED Roadway Lighting.
- Town of Amherst staff participated in an Earth Day Cleanup on April 22nd. Staff collected 10 bags of litter from Victoria Square, Havelock Park, Robb’s Field, Christie Park, and Strawberry Fields Park.

School Cleanups

- Staff reached out to all schools in Cumberland County encouraging staff and students to take part in an Earth Day Cleanup. Cumberland County Solid Waste provided bags and gloves to interested schools. We were very pleased that we had 10 schools sign up to collect litter around their community. All schools that took place had their name entered to win \$100 for their breakfast program.

Girl Guides- Amherst

- Staff gave a presentation on waste management to 25 girl guides in Amherst which was followed by a Litter Cleanup of Dickey Park. Members that participated were also awarded the Girl Guide Litter Crest.

Household Hazardous Waste (HHW)

- As a reminder, the first round of HHW Events are scheduled for June 7th in Parrsboro, Pugwash, Oxford, and Springhill and June 21st at the Amherst Fire Station.

Solid Waste Hotline

- The Solid Waste Hotline (902-667-5141) which receives calls from residents all over Cumberland County received 375 phone calls during the month of April.

Progressive Agriculture Safety Day

- Staff once again participated in the Agriculture Safety Day held at the Oxford Arena. Approximately 280, Grade 4 students from schools across Cumberland County participated in the event where staff spoke about the importance of source separation.

Curbside Rejections

Town of Amherst Curbside Rejections (April 2025)

Garbage stored in green cart	70
Not Dual Stream	39
Late	37
Recycle contains garbage/organics	13
Recycle & garbage in same pile	9
Other	17

185

- Due to the large number of rejections caused by residents storing garbage in their green cart, staff have provided education through both social media (FB Page) and through a banner on the Recollect App.

UPCOMING

- Upcoming events include;
 - Gutsy Walk at Dickey Park (June 1)
 - Autism Walk at Dickey Park (June 7)
 - Pride Event at Victoria Square (June 14)
 - Fun Fair at Dickey Park (June 27)
 - Relay for Life (June 7)
 - Circus (June 17)
 - Car Show at Robb Complex (June 21 to June 23)

TASK UPDATES

Task: PCAP Funding for WWTP UV System

Update: Application has been submitted to Nova Scotia Department of Municipal Affairs for review.

Status: In Progress

Task: Water Utility Dump Truck

Update: Waiting on delivery, latest indication is now late May

Status: In Progress

Task: Capital Paving

Update: Capital paving list has been updated to include a portion of Park Street, Queen Street, and South Albion Street.

Status: In Progress

Monthly Report

Planning & Economic Development

May 2025

The attached development activity report shows permits issued in April and a 2024/2025 YTD comparison. As shown, 80 dwelling units have been permitted to-date in 2025, which nears the 90 units approved for all of 2024. Value of Construction so far in 2025 is strong at \$14.9 million compared to \$21 million in all of 2024.

Council held a public hearing in consideration of a development agreement application by Six Point Star Homes to permit an apartment complex including two 16-unit buildings and three 8-unit buildings at 112 Victoria Street West. Council will be asked to consider 2nd reading of the development agreement at its May 26th regular meeting.

Following a presentation of the draft MPS and LUB documents to Council on April 28th, public consultation was launched on May 1st through social media channels. Planamherst.ca provides various ways for the public to learn more about the documents and provide feedback. An online public forum was held Thursday, May 15th and a pop-up 'open house' will be at the Amherst Home Show on May 24th & 25th.

The 2025 Digital Marketing Campaign will begin at the end of May in the target market of Ontario. Potential travelers will see promotional images and videos across their social media platforms, influencing their travel decisions. A larger campaign targeting visitors in the Maritimes will commence in June and run until October.

The installation of the new Industrial Park Welcome Sign is scheduled for the week of May 26th. Public Works will be prepping the site in the coming weeks. New lighting and landscaping around the sign will be completed this spring-summer by Town staff. The improved area will showcase the Industrial Park to travelers along Hwy 104.

Staff completed the Close Out report for the 2024/2025 Gritty to Pretty Program. This year's program had three participating businesses using the majority of the budget for the program. The Town also used its portion of funding for the purchase of 4 stream waste receptacles and decorative flower baskets. The Town received notification from the Minister of Municipal Affairs that the Beautification and Streetscaping Program, which the Gritty to Pretty Program was funded by, will not be available next year.

Staff participated in the SaltScapes East Coast Expo at the Halifax Exhibition Center from May 9-11. The new tradeshow booth for the ExploreCumberland tourism brand was on display for attendees to learn what to do and where to go in the Cumberland Region. Hundreds of people visiting the booth were given maps and ideas to plan their visit.

The 2025 Youth Entrepreneurship Challenge is underway with participating grade school-aged youth across Cumberland County learning the process of building a business plan with the chance to win cash prizes for their business. The pitch night for contest finalists is slated for June 16th.

The Cumberland Business Connector will be holding its Annual General Meeting on Wednesday, June 18th at the Glooscap Restaurant in Parrsboro at 6:00 p.m. The Keynote speaker of the event will be Stephen O'Regan from O'Regan's Automotive.

Task Updates:

<p>Task: Transit Feasibility Study Update: An RFP has been drafted and is ready to be released pending public announcement of senior government funding. Status: Started</p>
<p>Task: Train Station Alteration Update: Council approved the substantial alteration. Staff are waiting on more information from the owner about the land required. Status: Ongoing</p>
<p>Task: 91 Rupert Street DA Update: Council approved a DA for an 18-unit apartment building. The appeal period has lapsed with no appeals received, currently awaiting to have agreement signed and registered. Status: Ongoing</p>
<p>Task: 3 Robie Street DA Update: Council approved a DA for 8-unit apartment building. The appeal period has lapsed with no appeals received, currently awaiting to have agreement signed and registered. Status: Ongoing</p>
<p>Task: 105 South Albion (Blaine Street) and Ottawa Avenue Acquisitions Update: This sale of Blaine Street is now complete. Status: Blaine Street is complete. Development of the Ottawa Avenue property is paused.</p>
<p>Task: Hotel Levy Update: Staff provided a summary of the report recommendations to Council in March. Further discussion on the levy and an Explore Cumberland presentation are being scheduled for June. Status: Ongoing</p>
<p>Task: 15 & 31 East Victoria Street Development Agreement Update: The agreement is ready to be signed but the developer is not likely to proceed as approved due to unforeseen circumstances. Status: Paused and unlikely to proceed as approved.</p>
<p>Task: 8 Lower Laplanche Purchase Update: This purchase has been waiting for settlement of the estate, which is being contested. The possibility remains that the sale will go through once the estate has been settled. Status: Paused, pending settlement and registration of the vendor's estate.</p>

Monthly Report

Police Services

May 2025

TRAINING

Counter-Terrorism Information Officer Workshop: On April 29th and 30th, Chief Pike attended the Halifax Regional Police Training Centre in Dartmouth and, along with the CTIO team presented on various topics relating to counter-terrorism. These topics included Terrorism Awareness, Right-Wing Extremism, Radicalization, Foreign Interference, Woman and Radicalization, Critical Infrastructure and Dangers of Migrant Smuggling. Present in the classroom were representatives of Halifax Regional Police, EHS and other first responder organizations. Chief Pike has been a part of the CTIO facilitators group since 2017.

Major Case Management: Six members of the Amherst Police Department attended Major Case Management/Investigator training in Debert from April 28th to May 2nd. This course was arranged by D/Chief Hunter in partnership with the Department of Justice who provided funding for municipal departments to attend. The course is essential training for investigators who are involved in major cases or complex investigations and is in line with NS Standards and has been a strategic priority for our department for some time. In May, two (2) members of APD, Cpl Tom Wood and Sgt Aaron Graham will attend MCM Team Leader Training in Debert, again, training arranged by APD in partnership with DOJ.

Major Crime Table-Top: On April 24th, Cpl Wood and Chief Pike travelled to Truro and met with investigators representing the municipal departments in the Northern Zone and conducted a table-top exercise to work through a scenario that would utilize our collective major crime resources. By providing the team with an expanding scenario to work through, it provided an opportunity to explore the team dynamics and the strengths, skills and experience that each person and agency brings to the table.



RPAS Drone Training: On April 16th and 17th, our Drone Operators, D/Chief Hunter, Cst Goodwin and Cst Chapman attended training in Halifax. Two members of the Amherst Fire Department also attended along with representatives from numerous agencies which included DND, Transport Canada, and GSAR. The training included discussions on best practices, policy and SOP's, which will be used in updating our draft policy.

GENERAL OPERATIONAL UPDATES:

Homelessness Presentations: Chief Pike and CHHSA Executive Director Ashley Legere continued to do Homelessness presentations in the month of April. On April 22nd, a presentation was done for TOA Council at Committee of the Whole. They were also invited and presented to the Chamber of Commerce at their AGM on April 24th. These presentations are a result of a request by the Chamber after the ABPC Chair Paul Calder and Chief Pike attended a meeting with them to discuss issues relating to homelessness. The presentation explains the complex nature of homelessness, and explores some of the issues relating to substance use disorder as well as mental illness. It expresses the need for the community and its partners to work together and have a better understanding of these issues.



Police Pursuits/Failing to Stop: April stats for vehicles failing to stop for police generated 5 incidents where vehicles fled police. These included an incident where the suspect initially pulled over and then fled when the officer exited the Police car, a motorcycle with no taillights that fled police, an ATV that was on the train tracks and fled and a vehicle that was spotted with his rear windshield smashed out which fled to the highway towards New Brunswick. In one incident, an off-duty member observed the suspect from the incident on March 30th in which 2 police vehicles were damaged. The vehicle fled, but was met by another member who forced the vehicle off the road and the suspect was arrested and now faces numerous charges.

All pursuit files are subject to a review to ensure that members are following policy.

Shoplifting/Theft Complaints: April stats for shoplifting/thefts saw 13 complaints of shoplifting. Of these, 5 were from stores that primarily sell groceries. There were 28 other reports of thefts, 7 of which were gas drive-offs, 7 were thefts from vehicles, 1 bicycle was reported stolen, there was one report of a theft from mail, 3 reports of thefts of industrial materials and 9 other thefts. In addition to these thefts, there were three reports of stolen vehicles, one of which was unfounded and was located and determined not to be stolen.

Homelessness: In April, our homelessness stats dropped to 31 from the 60 occurrences in March. Many of the files also involve the same people repeatedly while some people who are homeless have no such interactions with police. In February we had 24 complaints. While police do often get calls concerning homelessness, the majority of homelessness issues are likely being dealt with and handled by other agencies and the homeless shelter instead of the Police Department.

Safe Approach and Rescue Vehicle (SARV): On April 24th, the Amherst Legion presented a cheque for \$750 to the Amherst Police Department for the upgrading and equipping of the Safe Approach and Rescue Vehicle that was provided to APD by GardaWorld in 2023. This was after D/Chief Hunter, Sgt Aaron Graham and Cst Greg Pavlovic



did a presentation to the Legion on the SARV and its impact and uses for public safety and protecting our frontline members in the event of a critical incident. The SARV was shown to the Legion members in attendance.

Arrest/Multiple Charges: Amherst Police have arrested and charged a 31-year-old male who was involved in several incidents. Normand Gautreau, aged 31, was arrested on the evening of Sunday, April 20th, 2025 after he allegedly fled from police and was forced off the road. In early April, a warrant of arrest had been issued for Gautreau in relation to an incident that happened in Amherst on March 30th, 2025 shortly after 2:00am. Amherst Police had located an occupied parked vehicle in the industrial park and took measures to box the vehicle in using 3 police vehicles. The driver, who appeared to be sleeping awoke and rammed two police cars and was able to push the vehicles enough to escape, fleeing at a high rate of speed. One of the officers, who had approached the driver's side windows, was able to identify the driver. The vehicle had been reported stolen from Dieppe, NB on March 23, 2025. Gautreau is facing multiple charges in relation to this incident.

On Sunday, April 20th, shortly after 11:00am, Police received a call concerning a theft of gas from a local business. Police attended and reviewed the video, identified the driver and noted that the vehicle license plate had been reported stolen in New Brunswick on April 15th, 2025. Later that evening, at approximately 5:30pm, an off-duty APD member observed the accused and the vehicle in the marsh area outside of town and contacted members who were on duty and took measures to block and stop the vehicle. The vehicle fled the area from Police as they arrived, but was forced off the road by an unmarked police vehicle that was coming from the opposite direction. The accused exited the vehicle and a foot-chase ensued. The TASER was deployed successfully and the accused was taken into custody without injury. This incident occurred in a remote area. As a result of this incident, Gautreau has been charged with additional charges relating to fleeing police, driving offenses, stolen property and resisting arrest. Gautreau was remanded and is scheduled to reappear in court for a showcase hearing on May 31st, 2025 at 9:30am.

Break, Enter and Theft Charges: Two men have been arrested and charged in relation to an early morning break and enter into a building in the Amherst Industrial Park on April 10th, 2025. Christopher Lee Glennie, aged 48 and Jason Edward Glennie, aged 52, both of River Hebert, NS have been charged with Break and Enter as well as theft under \$5000. At approximately 4:00am on Thursday April 10th, 2025, an Amherst Police Officer observed a vehicle in a parking lot of a local business that was closed. The vehicle was occupied by a lone male. The officer checked the occupant of the vehicle while other members attended and checked an adjacent property and located a second vehicle that was occupied by a lone male. The second vehicle had numerous items that had allegedly been taken from inside the building that it was parked behind. Both men were arrested and both vehicles were seized. The matter is still under investigation by the Amherst Police Department and the accused parties were held in custody for a brief court appearance on April 10th, 2025. Both men were released by the courts and are scheduled to appear in court again on May 12th, 2025.

APD Vehicles – As previously reported, APD has been experiencing issues with our patrol vehicles. Most recently, two (2) vehicles were damaged in an incident that occurred on March 30th, 2025. Unit 5 (the truck) received minor damage and but is still operational and awaiting repairs. Unit 2 is currently being repaired. Unit 4 (the unmarked Major Crime Car) was slightly damaged in the incident on April 20th and has since been returned to the fleet. Unit 6, one of the Durango’s, has been out of service for about 2 weeks and has been waiting for parts and is expected to be completed and back within the next few days. The new Unit 1, from the 2024/2025 Capital Budget arrived in the first week of May and is currently operational and in use. Unit 7, the Crime Prevention Vehicle has been experiencing mechanical issues and is not reliable. As a result, its use is restricted to local trips and when Cst Harrison (and Rocky) are required to leave town, she takes another vehicle. The SCEU Durango (unmarked) continues to be utilized by Patrol Units at this time, along with the new Unit 1, Unit 3, Unit 4 (MCU) and Unit 5.

OPERATIONAL STATS – APRIL 2025

Occurrences:	417	Criminal Code Charges:	50
Impaired by Alcohol:	1	CDSA:	1
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	26	PPA:	1
Traffic Written Warnings:	9	Vehicle Checks:	130
LCA:	1	Parking Tickets:	4
Foot Patrol Hours:	28hrs, 21min	Parking Warnings:	1

TASK REPORT

Task: LiveScan Fingerprint System: Council approved the Capital Purchase of a new LiveScan system

Update Status: In Progress: 2025-05-09: New System was ordered and was delivered on Monday, May 5th. Still needs to be installed. Invoice also arrived and to be paid.

Task: SARV – Safe Approach and Rescue Vehicle: GARDAWORLD has supplied APD with an armoured vehicle and we are slowly equipping it. It is operational, but requires additional emergency equipment

Update Status: In Progress: 2025-05-09: A considerable amount of work has been done on this project by Sgt Aaron Graham and his team. A new bumper has been built and added, and a rear step has been added. Floors have been redone and some lighting has been added. Decals are expected to be completed in the next week or so. The Amherst Legion provided some funding for this project in the amount of \$750 to purchase materials to fabricate benches and the front bumper.

Task: Marsh Trail ATV Issues: That staff be directed to install signs, barriers and cameras along the centennial walking trail, and further that Council approves funding for such.

Update Status: In Progress: 2025-05-09: Matter is still being looked after at this point by Public Works. Shared some information to our FB page - Safety Services courses available for ATV training and also "Who Can Ride an Off-highway Vehicle in NS"

Task: Body Worn Cameras: Switch capital budget for Body Worn Cameras to annual operational budget lease.

Update Status: In Progress 2025-05-09: Policy has been drafted and provided to staff. It also includes the courthouse policy for use of recording devices at court. Training is continuing to ensure that staff are clear on Body Worn Camera use, policy and disclosure.

Task: School Zone Speeding: Continue to spread education and information through various mediums (social media, in person etc) and through active enforcement of the applicable sections of the Motor Vehicle Act. In the event of specific complaints about speeding in school zones, or during focused enforcement initiatives, we will ensure that additional attention is given to this concern and the areas are monitored and information is shared via the various mediums available.

Update Status: In Progress 2025-05-09: File started and assigned to Cst Harrison and Crime Prevention Mel Siddall. 1st step - Drafting Social media messaging for this purpose. Memo also completed for Council for May COW regarding Speed Bumps and Traffic Calming Devices.

Task: Crosswalk Safety Communication: Continue to spread education and information through various mediums (social media, in person etc) for crosswalk safety.

Update Status: In Progress 2025-05-09: Some media has been drafted and shared. Uploaded an ad on Crosswalk safety to Facebook. "Stop. Look. Listen". Will continue to do so.