



Town of Amherst  
Committee of the Whole  
Agenda

Date: **Monday, September 15, 2025**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

Pages

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<b>1.</b>	<b>Call to Order</b>	
1.1	<b>Territorial Acknowledgement</b>	
	"I would like to acknowledge that our gathering today is taking place in Mi'kma'ki (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, the people of African descent whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people."	
1.2	<b>Approval of Agenda</b>	
1.3	<b>Approval of the Consent Agenda</b>	1 - 1
1.4	<b>Acceptance of Minutes</b>	
1.4.1	June 16, 2025	2 - 6
1.4.2	July 23, 2025	7 - 7
<b>2.</b>	<b>Council Direction Requests</b>	
2.1	<b>Capital Budget Amendment Fire Vehicle - Jones</b>	8 - 9
2.2	<b>Year End Operating Reserve Transfer to General Operating Solid Waste and Sewer Deficit - Wilson</b>	10 - 11
2.3	<b>Year End Capital Financing Adjustments - Wilson</b>	12 - 13
2.4	<b>Community Support Grants - Bristol</b>	14 - 25
2.5	<b>Capital Budget Amendment West Victoria Street - Bourgeois</b>	26 - 27
2.6	<b>Amherst Youth Town Council Policy Amendment - Bristol</b>	28 - 33

2.7	Workplace Violence Policy Amendments - Crossman	34 - 39
2.8	Asset Management Policy - Bourgeois	40 - 43
2.9	Surplus Fill Policy Amendments - Bourgeois	44 - 48
2.10	Volunteer Code of Conduct Policy - Jones	49 - 52
2.11	Dangerous and Unsightly Premises Policy Amendments- Fisher	53 - 62
2.12	Keeping of Chickens - Fisher	63 - 85
2.13	Bylaw to Amend the Fire and Burning of Materials Bylaw First Reading - Jones	86 - 96
2.14	United Way Request - MacDonald	97 - 98
<b>3.</b>	<b>Information Items</b>	
3.1	Basic Income Guarantee - Bristol	99 - 114
3.2	Themed Crosswalks - Bristol	115 - 115
3.3	Decorative Lighting - Bourgeois	116 - 116
3.4	Naming of Green Space - Bristol	117 - 117
3.5	Traffic Line Marking - Bourgeois	118 - 120
3.6	Water Supply Review - Bourgeois	121 - 123
3.7	Bylaw/Policy Review - Jones	124 - 132
3.8	CAO Task Report - MacDonald	133 - 133
3.9	NSFM Bylaw Review - MacDonald	134 - 135
3.10	Nova Scotia Strong Mayor Powers - MacDonald	136 - 140
<b>4.</b>	<b>Monthly Reports</b>	
4.1	Community Living	141 - 156
4.2	Corporate	157 - 157
4.3	Cumberland Business Connector	158 - 159
4.4	Financial Services	160 - 161

4.5	Fire Services	162 - 163
4.6	Human Resources	164 - 165
4.7	Operations	166 - 167
4.8	Planning & Economic Development	168 - 172
4.9	Police Services	173 - 176
5.	<b>Closed Session</b>	
5.1	Approval of Closed Session Agenda	
5.2	Acceptance of Closed Session Minutes	
5.2.1	June 16, 2025	
5.2.2	July 23, 2025	
5.3	MGA 22(2)(c) - contract negotiations	
5.4	MGA 22(2)(c) - personnel matters	
5.5	MGA 22(2)(a) - acquisition, sale, lease and security of municipal property	
5.6	MGA 22(2)(e) - contract negotiations	
5.7	MGA 22(2)(e) - contract negotiations	
5.8	MGA 22(2)(e) - contract negotiations	
5.9	MGA 22(2)(h) - public security	
5.10	MGA 22(2)(a) - acquisition, sale, lease and security of municipal property	
5.11	MGA 22(2)(e) - contract negotiations	
6.	<b>Adjournment</b>	

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Town of Amherst  
Committee of the Whole  
Monday, September 15, 2025

**Consent Agenda**

**MOTION:**

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

- 1.4 Acceptance of Minutes**
- 2.1 Capital Budget Amendment Fire Vehicle**
- 2.2 Year End Operating Reserve Transfer to General Operating Solid Waste and Sewer Deficit**
- 2.3 Year End Capital Financing Adjustments**
- 3.1 Basic Income Guarantee**
- 3.2 Themed Crosswalks**
- 3.3 Decorative Lighting**
- 3.4 Naming of Green Space**
- 3.5 Traffic Line Marking**
- 3.6 Water Supply Review**
- 3.7 Bylaw/Policy Review**
- 3.7 CAO Task Report**
- 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  
Committee of the Whole  
Minutes**

**Date:** June 16, 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 Terry McManaman  
Councillor Dwayne Ripley  
Councillor Kathy Wells

**Staff Present**  
Jason MacDonald, Chief Administrative Officer  
Aaron Bourgeois, Director, Operations  
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  
Sharon Bristol, Director, Community Living  
Mallory Klooster, Community Well-Being Manager  
Corey Crocker, Recreation Supervisor, Facility Coordinator  
Jeff Bacon, Business Development Officer  
Lori O'Connell, Marketing & Communications Officer  
Sean Payne, Marketing & Communications Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**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 Ripley  
Seconded By Councillor Wells

That the agenda be approved as circulated.

**MOTION CARRIED**

**1.3 Approval of the Consent Agenda**

Moved By Deputy Mayor Davidson  
Seconded By Councillor McManaman

To approve the consent agenda as circulated.

**MOTION CARRIED**

**1.4 Acceptance of Minutes - May 20, 2025**

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the May 20, 2025 Committee of the Whole meeting were accepted as included in the agenda package.

**2. Presentations**

**2.1 YMCA of Cumberland**

YMCA of Cumberland CEO Trina Clarke and Community Development Manager Aiden Kivisto gave a presentation to Council. Information item only.

**3. Council Direction Requests**

**3.1 Christie Foundation Donation**

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

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor McManaman**

**That Council forward to the June 23, 2025 regular meeting, approval of the request to receive a donation of \$26,500 from the Dr. & Mrs. H.E. Christie Community Foundation to fund the grants listed below:**

- **\$15,000 to the Amherst 50+ Seniors Club;**
- **\$10,000 to the Amherst Pre-School Association; and**
- **\$1,500 to the Fibre Arts Festival Society of NS.**

**MOTION CARRIED**

**3.2 Capital Paving**

**Moved By Councillor Furlong**

**Seconded By Councillor Chambers**

**That Council forward to the June 23, 2025 regular meeting, award of the Capital Paving Tender (RFT-25-02) to the lowest compliant bidder, Dexter Construction, at their unit prices based on our estimated quantities in the total amount of \$884,800 plus HST.**

**MOTION CARRIED**

**3.3 Summer Camp Students**

**Moved By Councillor Chambers**

**Seconded By Deputy Mayor Davidson**

**That Council forward to the June 23, 2025 regular meeting approval to transfer \$18,000 from the Social Equity Reserve to cover the wages for three additional summer students for 8 weeks to help meet the increase in demand for this program.**

**MOTION CARRIED**

**3.4 Legion Request to Name Green Space**

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

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor McManaman**

**That staff be directed to consult with local indigenous communities to investigate an appropriate word or phrase in Mi'kma'ki for Healing Place.**

**MOTION CARRIED**

**3.5 Transit Feasibility Study Authorization**

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

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor McManaman**

**That Council forward the following motion to the June 23, 2025 regular meeting of Council: That the Town of Amherst confirms that it can meet all the requirements of Canada - Rural Transit Solution Fund Agreement to carry out a transit feasibility study, and that Jason MacDonald, Chief Administrative Officer is authorized to execute the agreement on behalf of the Town of Amherst.**

**MOTION CARRIED**

**3.6 Cumberland Museum Society Community Support Grant**

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

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor McManaman**

**That staff follow through with the letter dated May 10, 2025 requesting the funds granted to the Cumberland County Museum in the amount of \$5,674 be refunded to the Town of Amherst, and further that staff advise the Cumberland Museum Society to apply for another Community Support Grant as per policy for their new request.**

**MOTION CARRIED**

**3.7 Multicultural Association of Cumberland Community Support Grant**

**Moved By Councillor Chambers**

**Seconded By Councillor McManaman**

**That Council forward to the June 23, 2025 regular meeting approval of funding in the amount of \$2,500 to the Multicultural Association of Cumberland under the Community Support Grants Policy.**

**MOTION CARRIED**

**3.8 Community Market**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor Furlong**

**That staff be directed to increase support to strengthen the existing market, including things such as:**

- **Provide access to a public space:** the existing market operators indicated that they like the Lion's Club as the venue, but perhaps this space could be expanded into the street or nearby parking lots.
- **Include the market in event planning:** invite the market to participate in downtown events like Canada Day and Date Night.
- **Assign a staff liaison:** staff could be assigned to play a more active role in promotion, coordination, and accessing grant funding.
- **Boost visibility through promotion:** in addition to the promotion the Town already does, by website and social media channel promotion. More wayfinding signage and VIC promotion would also help attract more attention to the market.

Against (1): Councillor Ripley

**MOTION CARRIED**

**3.9 Accessible Playground**  
**Moved By Councillor Chambers**  
**Seconded By Councillor Wells**  
That staff be directed to proceed with the applications for funding for an Accessible Playground in Amherst, and further that the current Beacon Street playground be the chosen location.

**MOTION CARRIED**

**3.10 Territorial Acknowledgement Policy**  
**Moved By Councillor Wells**  
**Seconded By Councillor McManaman**  
That Council forward to the June 23, 2025 regular meeting approval of the amendments to the Territorial Acknowledgement Policy.

**MOTION CARRIED**

**3.11 Ice Allocation Policy**  
**Moved By Councillor Ripley**  
**Seconded By Councillor Chambers**  
That Council forward to the June 23, 2025 regular meeting, approval of the amendments to the Ice Allocation Policy #72300-09 as drafted by staff, and further that the definition of Community Groups be better defined and a section be added to address late payment of ice fees.

**MOTION CARRIED**

**3.12 Sign Rental Policy**  
**Moved By Councillor Furlong**  
**Seconded By Councillor Chambers**  
That Council forward to the June 23, 2025 regular meeting, approval of the amendments to the Sign Rental Policy #72300-08.

**MOTION CARRIED**

**3.13 Procurement Policy**  
**Moved By Councillor Furlong**  
**Seconded By Councillor Chambers**  
That Council forward to the June 23, 2025 regular meeting, approval of the amendments to the Procurement Policy #3700-01.

**MOTION CARRIED**

**3.14 Smokefree Workplace Policy**  
**Moved By Councillor Wells**  
**Seconded By Councillor Chambers**  
That Council forward to the June 23, 2025 regular meeting, approval of the amended Smoke-Free Workplace Policy #04500-04.

**MOTION CARRIED**

**Moved By Deputy Mayor Davidson**  
**Seconded By Councillor Chambers**  
That the meeting continue past 6:00 p.m.

**MOTION CARRIED**

**3.15 Affordable Housing Fee Forgiveness Policy**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor McManaman**

**That Council forward to the June 23, 2025 regular meeting the proposed Affordable Housing Fee Forgiveness Policy.**

**MOTION CARRIED**

**4. Information Items**

The following Information Items were approved as part of the consent agenda:

4.1 55+ Senior Games

4.2 Three New Engagement Opportunities for Youth

4.3 McCully Street Booster Station Upgrades

4.4 Active Transportation Plan

4.5 Dangerous and Unightly Premises Semi-Annual Report

4.6 By-law / Policy Review

4.7 CAO Task Report

**4.8 Cumberland Museum Society Request for Operational Funding**

**Moved By Councillor Furlong**

**Seconded By Councillor Wells**

**That Council forward to the June 23, 2025 regular meeting, the request from the Cumberland Museum Society for ongoing operational funding.**

**MOTION CARRIED**

**5. Monthly Reports**

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

5.1 Community Living

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 Ripley**

**Seconded By Councillor Wells**

**That the Committee move to a Closed Session.**

**MOTION CARRIED**

**7. Adjournment**

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

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Natalie LeBlanc  
Municipal Clerk

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Rob Small  
Mayor

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

**Date:** July 23, 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 Terry McManaman (Zoom)  
Councillor Dwayne Ripley  
Councillor Kathy Wells

**Staff Present** Jason MacDonald, Chief Administrative Officer  
Kim Jones, Deputy Chief Administrative Officer

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1. **Call to Order**  
Mayor Small called the meeting to order at 4:05 p.m.
  - 1.1 **Territorial Acknowledgement**  
Mayor Small gave the Territorial Acknowledgement.
2. **Closed Session**  
**Moved By Councillor Wells**  
**Seconded By Councillor Chambers**  
**That the Committee move to a Closed Session.**

**MOTION CARRIED**

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

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Kim Jones  
Deputy Chief Administrative Officer

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Rob Small  
Mayor

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**TO:** Mayor Small and Members of Amherst Town Council

**SUBMITTED BY:** Greg Jones, Director of Fire Services

**DATE:** September 15, 2025

**SUBJECT:** Capital Budget Amendment – Fire Chief’s Response Vehicle

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**ORIGIN:** 2025 – 2026 Capital Budget request

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy

**RECOMMENDATION:** That Council forward to the September 22, 2025, regular meeting, approval of an amendment to the 2025/26 capital budget in the amount of \$75,000 to replace the Fire Chief’s command vehicle, including the operational accessories.

**BACKGROUND:** Unit #101 serves as the designated response vehicle for the Fire Chief. This all-wheel-drive vehicle is utilized for a range of operational functions, including command and control at emergency scenes, daily activities, and operational travel. The vehicle experienced significant engine-related issues, rendering it inoperable. As a result, the Fire Chief was unable to perform regular duties and travel requirements effectively; and used his personal vehicle as required. The loss of this vehicle had impacted operational readiness and response capabilities.

**DISCUSSION:** While returning from a training session in Truro, the Fire Chief’s command vehicle (Unit #101) began experiencing engine performance issues. Upon inspection by the dealership, it was determined that the engine had a broken camshaft. Unfortunately, replacement parts were not available, with over 13,000 camshaft units on backorder. The estimated wait time for a new part is between three to five months.

The dealership advised that the vehicle could be cautiously operated within town limits for short distances; however, it should not be used for travel outside of town due to the risk of further mechanical failure. Despite efforts to continue using the vehicle for local operational tasks, additional issues were encountered, further limiting its reliability.

Unit #101 had been in service for just under seven years and had accumulated approximately 49,000 kilometers at the time the mechanical issues began. Given the vehicle’s critical role in supporting emergency response and operational duties, an emergency replacement was approved by the Chief Administrative Officer in accordance with the procurement policy.

A new 2025 Chevrolet Traverse LT model was purchased to replace the inoperable unit. Decals have been applied, and installation of emergency equipment has commenced.



It is recommended that the camshaft in Unit #101 be replaced once parts become available. Following repair, the vehicle will be repurposed to support other operational needs within the organization. This vehicle has been formally decommissioned from its use as a frontline fire service response vehicle.

**FINANCIAL IMPLICATIONS:** The cost to procure a new all-wheel-drive (AWD) command vehicle, including the installation of essential emergency equipment (radios, lighting, and warning devices), is \$75,000, excluding applicable taxes.

**SOCIAL JUSTICE IMPLICATIONS:** The purchase of a new vehicle will not have or promote social justice implication within the community.

**ENVIRONMENTAL IMPLICATIONS:** This will not present environmental implications. Following repair, the vehicle will be repurposed to support other operational needs within the organization.

**COMMUNITY ENGAGEMENT:** The emergency purchase process was used to procure this product, as per our Procurement Policy.

**ALTERNATIVES:** There are no alternatives as the new vehicle has been purchased.

**ATTACHMENTS:** No attachments

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## COMMITTEE OF THE WHOLE

CDR# 2025095

Date: September 15, 2025

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Sarah Wilson, Director of Finance

**DATE:** September 15, 2025

**SUBJECT:** 2024/25 Year End Operating Reserve Transfers to General Operating

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**ORIGIN:** Budget Management Policy 03450-04.

**LEGISLATIVE AUTHORITY:** MGA section 65.

**RECOMMENDATION:** That Council forward to the September 22, 2025, regular meeting, approval of the following transfers from the Operating Reserve to General Operating:

- Withdraw from the Operating Reserve – Reserve for Solid Waste of \$2,137.73 to fund the deficit in the Solid Waste department for the 2024/25 fiscal year.
- Withdraw from the Operating Reserve – Reserve for Sewage of \$2,548.98 to fund the deficit in the Solid Waste department for the 2024/25 fiscal year.

**BACKGROUND:** At the end of a fiscal year if there are surplus funds in the Solid Waste or Sewage departments, they are transferred to a special reserve within the Operating Reserve called Reserve Solid Waste/Green Bin Replacement or Reserve Sewage. Likewise, if there is a deficit in the funds, a request is made of Council to withdraw from the reserve to fund the deficit.

**DISCUSSION:** The purchase of 50 green carts resulted in the Solid Waste budget having a deficit of \$2,137.73 at the end of 2024/25. The Solid Waste/Green Bin Replacement reserve within the Operating Reserve had a balance at March 31, 2025 of \$126,754. With this request to withdraw \$2,137.73 it leaves a revised balance at March 31, 2025 of \$124,616.

The deficit in the Sewage department of \$2,548.98 was due to the lost revenue from the wind turbine that was out of commission for most of the year. While there were some savings in other areas to offset this lost revenue it wasn't quite enough. The total lost revenue from the wind turbine was \$33,000. The Sewage reserve within the Operating Reserve had a balance at March 31, 2025 of \$134,286. With this request to withdraw \$2,548.98 it leaves a revised balance at March 31, 2025 of \$131,737.

**FINANCIAL IMPLICATIONS:** In order to have the Solid Waste and Sewage budget not affect the general rate, it is important to fund these deficits from the funds that have been put into the Operating Reserve for this very purpose.



**COMMUNITY ENGAGEMENT:** Any community engagement would be through social media and through the publishing of our Financial Statements once approved.

**ENVIRONMENTAL IMPLICATIONS:** None

**SOCIAL JUSTICE IMPLICATIONS:** None

**ALTERNATIVES:**

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

**ATTACHMENTS:** None

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**COMMITTEE OF THE WHOLE**

**CDR# 2025096**

**Date: September 15, 2025**

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Sarah Wilson, Director of Finance

**DATE:** September 15, 2025

**SUBJECT:** Year End Adjustment to 2024/25 Water Capital Budget Funding

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**ORIGIN:** Budget Management Policy 03450-04.

**LEGISLATIVE AUTHORITY:** MGA section 65.

**RECOMMENDATION:** That Council forward to the September 22, 2025, regular meeting, approval of the following changes to the funding for the 2024/25 Water Capital Budget:

- Approval of the increase of Water Operating capital from revenue from \$40,000 to \$134,000;

**BACKGROUND:** The Water Operating budget had a surplus for the March 31, 2025 year end. During the 2017/18 audit, it was recommended that Council formally approve any changes to how Capital Projects are funded. The recommendation is basically a year-end housekeeping item that we are bringing forward to Council per the audit recommendation and to ensure awareness.

**DISCUSSION:**

1. Water Operating – Capital from Revenue increase from \$40,000 to \$134,000.

Prior to the increase of \$94,000 in capital from revenue, the surplus in the water operating fund was \$97,949. In keeping with the Town’s philosophy of paying for capital projects in cash whenever possible, staff is recommending that capital from revenue be increased from \$40,000 to \$134,000. In prior years when capital from revenue was increased it was offset with a decrease in long term debt. In the 2024/25 water capital budget there were no projects funded by long term debt, so the additional \$94,000 capital from revenue reduced the amount of funding from the Water Depreciation fund. This will allow the Water Depreciation fund the ability to fund future projects.

**FINANCIAL IMPLICATIONS:** The funding of the capital projects from additional capital from revenue reduces the surplus in the water utility but it leaves more funds in the Water Depreciation fund for future year projects.

**COMMUNITY ENGAGEMENT:** Any community engagement would be through social media and through the publishing of our Financial Statements once approved.

**ENVIRONMENTAL IMPLICATIONS:** None



**SOCIAL JUSTICE IMPLICATIONS:** None

**ALTERNATIVES:**

1. Leave the funding source in the Water Capital budget as Water Depreciation Funds per the original Capital Budget.

**ATTACHMENTS:** None

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## COMMITTEE OF THE WHOLE

CDR# 2025105

Date: September 15, 2025

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**TO:** Mayor Small and Members of Amherst Town Council

**SUBMITTED BY:** Sharon Bristol, Director Community Living

**DATE:** September 15, 2025

**SUBJECT:** Community Support Grants 2025

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**ORIGIN:** 2025-26 Operating Budget-Community Support Grants

**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 September 22, 2025, regular meeting approval of the request from Maggie's Place for \$2,000 for back-to-school supplies for children in Amherst and Cumberland County.

**BACKGROUND:** Maggie's Place applied for a Community Support Grant in late July to assist with back-to-school supplies for children of Cumberland County.

**DISCUSSION:** Maggie's Place ran a successful campaign partnered with the Superstore and the Amherst Police Department to purchase 300 backpacks and school supplies for the children of Cumberland County, with the total cost being approximately \$19,500.

**FINANCIAL IMPLICATIONS:** The Community Support Grant fund currently has a balance of \$4,828.00. Social Equity has \$1,400.00

**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. Deny the request as listed

**ATTACHMENTS:**

- Community Support Grant Application, Community Support Grant Policy.

# TOWN OF Amherst NOVA SCOTIA

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

**Application for Funding**

Date: July 23/25

REQUEST FOR FINANCIAL SUPPORT

REQUEST FOR IN-KIND FACILITY RENTAL

**1. ORGANIZATION INFORMATION:**

Name of Organization: Maggie's Place - A Resource Centre for Families  
 Full Mailing Address: 11 Elmwood Drive  
Amherst NS B4H 2G7  
 Contact Person: Sheri MacDonald  
 Email Address: Sheri@maggiesplace.ca  
 Telephone: (902) 667-7250 ext. 105

**2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED** \$ 2000.00  
 Total cost of program event or activity \$ 22,945.00

**3. What is the purpose for the funding requested? (Sport and Physical Activity, Festivals and events, Organizational Equipment, Community Well-Being etc.)**  
To provide backpacks filled with <sup>school</sup> supplies to community members within Amherst and the County who are attending school. Free of charge.

**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)**  
Backpacks will be distributed within Amherst and throughout Cumberland County Aug 25/25 to September 5/25. Benefits to reduce financial stress and barriers for families. Approx. 300+ backpacks provided. Support rec'd from various local business, community <sup>supplies and community donations</sup>

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

NAME	FUNDING IF ANY
Zonta	\$200.00
Amherst Fire Dept	\$2500.00
Parrsboro Lions	\$200.00
Community + Business Donations	

**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

Partners include: Amherst Police Dept, Amherst Superstore, CKDH (manpower, publicity, etc)

**Maggie's Place 2025 Backpack & School Supply Giveaway**

**EXPENSES**

Item	Rate/Hour/ or Cost/ Unit	Hours or Units	Total cost
Backpacks	\$35.00	300.00	\$10,500.00
Supplies	\$30.00	300.00	\$9,000.00
Staffing	\$29/hr	40 hours	\$1,160
Staffing	\$30/hr	20 hours	\$600
Staffing	\$20/hr	70 hours	\$1,400
Travel (delivery)	.57 cents/ km @	500km	\$285.00
		<b>Total Expense</b>	<b>\$22,945.00</b>

**INCOME**

Source	Items covering	Amount
Maggie's Place	Staffing & Travel & supplies	\$8,445.00
Amherst Fire Dept	money for supplies	\$2,500.00
Zonta	money for supplies	\$200.00
Parrsboro Lion's Club	money for supplies	\$200.00
Springhill Lion's Club	monetary & sundry	unsure- TBD
Community Donations	monetary & sundry	unsure- TBD
	<b>Total</b>	<b>~\$11,345.00</b>
	<b>Total need</b>	<b>\$11,600.00</b>
	<b>Requesting</b>	<b>\$2,000</b>

**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**  
**POLICY NO: 72000-08**

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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**  
**SECTION: All Town Departments**  
**POLICY NO: 72000-08**

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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**  
**POLICY NO: 72000-08**

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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.

#### **10. CONDITIONS**

- a. Grant recipients shall:
  - i. Make no misrepresentation on their application
  - ii. Use the grant as described in the application
  - iii. Use the funds in the year granted
  - iv. Council and/or the CAO may request an in-depth report for grants over \$5,000 at their discretion
  - v. Recipients from previous years who received over \$2,000 will be asked to complete a report detailing expenses and impact on the community or individual. This report will be sent prior to the call for applications each year. This report must be completed prior to the new application being considered.
- b. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.
- c. Non-compliance, in any aspect could result in no funding being awarded in the future year(s)

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

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- 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:** \_\_\_\_\_



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

## 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    24 March 2025

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Aaron Bourgeois, Director of Operations

**DATE:** September 15, 2025

**SUBJECT:** Capital Budget Amendment – West Victoria Street Engineering Design

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**ORIGIN:** Anticipation of federal infrastructure programs seeking “Shovel Ready” projects.

**LEGISLATIVE AUTHORITY:** MGA Section 65A (4)

**RECOMMENDATION:** That Council forward to the September 22, 2025, regular meeting, approval of an amendment to the 2025/26 general capital budget, and the 2025/26 water utility capital budget to include the engineering design to reconstruct West Victoria Street from the CNR tracks to Hickman Street to be funded with:

- \$15,000 from the Operating Reserve – Sewer
- \$37,000 from the Operating Reserve – Unrestricted, and
- \$15,000 from the water utility depreciation fund

For a total of \$67,000 inclusive of applicable taxes.

**BACKGROUND:** The existing underground infrastructure on West Victoria Street from the CNR tracks to Hickman Street is over 100 years old and in poor condition. As all the underground piping will need to be replaced and a full street reconstruction is needed.

**DISCUSSION:** Completing the engineering design for West Victoria Street at this time will provide staff with accurate cost estimates for developing future capital budgets and position the Town to be prepared in the event infrastructure funding opportunities are announced.

Having a fully engineered shovel-ready project in place ensures the Town can respond quickly in the event an infrastructure program is announced, as funding programs often have tight application timelines and often prioritize projects that are ready to proceed.

If approved by Council, the engineering design work will be awarded with a deadline for the complete tender ready package by mid December. The project deliverables will include:

- Detailed Design Drawings
- Tender and Specifications Documents
- Class “A” cost estimate



**FINANCIAL IMPLICATIONS:** The cost of the engineering design for this project is approximately \$67,000 and will be funded with:

- \$15,000 from the Operating Reserve – Sewer
- \$37,000 from the Operating Reserve – Unrestricted, and
- \$15,000 from the water utility depreciation fund

**COMMUNITY ENGAGEMENT:** No community engagement is required at this time.

**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 amendment to the capital budget at this time.

**ATTACHMENTS:** None

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Mallory Klooster, Community Well-Being Manager

**DATE:** Monday, September 15, 2025

**SUBJECT:** Amherst Youth Town Council Policy Amendments

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**ORIGIN:** Amherst Youth Town Council

**LEGISLATIVE AUTHORITY:** Amherst Youth Town Council Policy, #10350-21

**RECOMMENDATION:** That Council forward to the September 22, 2025, regular meeting approval of the amendments to the Amherst Youth Town Council Policy as presented.

**BACKGROUND:** In accordance with the existing Amherst Youth Town Council Policy, there is an ability to appoint members to the Poverty Reduction Advisory Committee, Accessibility Committee and the Inclusion Diversity and Equity Committee for a one-year term.

In fall of 2024 the Poverty Reduction Advisory Committee was dissolved and the Accessibility, Inclusion, Diversity and Equity Committees were combined to form the Accessibility, Inclusion, Diversity and Equity Committee (AIDE).

The existing policy needs to be updated to reflect the formation of the new AIDE Committee.

**DISCUSSION:** Involving youth in the community adds value to youth development; it empowers our young people to be active participants in their community through positive engagement. The Amherst Youth Town Council also provides Council with a young perspective on issues pertaining to the youth in Amherst.

**FINANCIAL IMPLICATIONS:** The expenses associated with this committee are accounted for in the Community Living Department's operating budget for the current fiscal year.

**SOCIAL JUSTICE IMPLICATIONS:** Involving youth in decision making empowers them to become responsible members of society. Youth have creativity in problem solving and should be taken into consideration when making municipal decisions.

**ENVIRONMENTAL IMPLICATIONS:** Involvement of the younger generation tends to support protection and preservation of the environment.





**COMMITTEE OF THE WHOLE**

**CDR# 2025102**

**Date: September 15, 2025**

**COMMUNITY ENGAGEMENT:** Changes to the policy were discussed with members of the AYTC.

**ALTERNATIVES:** Do not to accept the policy amendment as presented.

**ATTACHMENTS:** 10350-21 Amherst Youth Town Council Policy



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**TITLE: AMHERST YOUTH TOWN COUNCIL POLICY**  
**SECTION: EXECUTIVE OFFICE**  
**POLICY NO: 10350-21**

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**APPROVAL DATE:** November 27, 2023

**CAO Signature:** \_\_\_\_\_

### **POLICY STATEMENT**

This policy will govern the rules and requirements for the operation of the Youth Town Council.

### **PURPOSE:**

The Amherst Youth Town Council will act as an advisory body to Town Council on those matters within the influence of the Town of Amherst which have an impact on the youth of the Town, regardless of their cultural and religious identity, socio-economic background, intellectual and physical abilities, sexuality or gender. The Amherst Youth Town Council will improve the image of the Town of Amherst by raising the profile of the Town's youth. The Council will create community awareness of youth facilities, youth services, youth organizations and the opportunities and programs they provide.

### **ROLE OF YOUTH COUNCIL:**

1. The Amherst Youth Town Council will identify and bring forward issues which have an impact on the youth of Amherst and, while *indirectly* under the control of the Town of Amherst, may be of sufficient significance to warrant the Town's consideration or support.
2. The Amherst Youth Town Council shall encourage its members to become more familiar with the workings of local government through education, involvement and participation *in council meetings*.
3. The Amherst Youth Town Council will, through researching issues and presenting constructive solutions, act as a realistic advocate for the youth of our community.
4. The Amherst Youth Town Council will endeavor to participate actively in community events and activities, as well as host events they deem fit, in Amherst, and through this involvement, foster a positive image for all young people.
5. The Amherst Youth Town Council may address, foster discussion, or make recommendations to Town Council on issues that they believe need to be addressed for the benefit of the youth.

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**TITLE: AMHERST YOUTH TOWN COUNCIL POLICY**  
**SECTION: EXECUTIVE OFFICE**  
**POLICY NO: 10350-21**

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**MEMBERSHIP:**

1. The Town of Amherst is an inclusive and equitable organization. We value inclusivity & diversity in all areas of the workplace, including the Amherst Youth Town Council. We encourage membership from members of groups who are typically underrepresented and with historical and/or current barriers to equity.
2. The Council shall appoint members of the Amherst Youth Town Council by resolution.
3. The maximum number of appointees on the Amherst Youth Town Council is 15.
4. Members shall be students attending Amherst schools from grade 7 to 12 with a maximum of three members being residents of the Municipality of the County of Cumberland.
5. The term for citizen youth appointees shall be two years and members may be reappointed to the committee without limitations. Members who do not complete their two-year term may be replaced, with their replacement finishing their term and eligible for reappointment without limitations. Citizen appointee terms shall commence in September of each year.
6. By April of each year, advertisement for expression of interest will be posted using appropriate media to reach youth. Council will appoint members for the new term in June of each year. Members will convene in September of each year.

**MEETINGS:**

1. Meetings will be scheduled by the *Junior Mayor*, in consultation with staff and fellow members. Meetings will be held at an accessible location as determined by the Junior Mayor and Staff.
2. The committee will meet bi-monthly or as required. Each month a member of the Amherst Youth Town Council will attend an Amherst Town Council regular meeting and provide a report on the activities of the month.
3. All meetings are open to the public. If local organizations wish to present to the Amherst Youth Town Council, they must previously inform the elected Junior Mayor of their presentation plans.

**TITLE: AMHERST YOUTH TOWN COUNCIL POLICY**  
**SECTION: EXECUTIVE OFFICE**  
**POLICY NO: 10350-21**

- All meetings of the Amherst Youth Town Council are mandatory. If a member is unable to attend, they are required to notify a member of the executive committee if they are to miss a meeting. If two meetings are missed without regrets sent, the committee will discuss attendance improvement for that individual. If further action is required it will be brought to the Amherst Town Council for review.

**PARTICIPATION ON TOWN COMMITTEES:**

- The Amherst Youth Town Council may, at their discretion, nominate one member to sit on ~~each of the Inclusion, Diversity, and Equity Committee, the Accessibility Advisory Committee and the Poverty Reduction Advisory~~ **the Accessibility, Inclusion, Diversity and Equity (AIDE) Committee** as a voting member to be appointed by Amherst Town Council. Each appointment will be for a 1 year term.

Title/Role	Responsibilities
<b>Director, Community Living</b>	Work with the AYTC while adhering to the policy; make recommendations to Council on AYTC appointments.
<b>Council</b>	Consider recommendations from the AYTC, appoint members annually.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Change the number of appointments from 12 to 15, and minor housekeeping amendments.</b>	Director, Community Living, Bristol	Council	September 25, 2023
<b>Ad section to appoint AYTC member to IDE, PRAC and AAC Committees</b>		Council	November 27, 2023
<b>Remove the requirement to appoint an AYTC member to IDE, PRAC and AAC Committees and add a requirement to appoint an AYTC member to the new AIDE Committee</b>		Council	

**TITLE: AMHERST YOUTH TOWN COUNCIL POLICY**  
**SECTION: EXECUTIVE OFFICE**  
**POLICY NO: 10350-21**

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Minutes reference date:    25 May, 2010    24 October, 2011    25 November, 2013    23 October, 2017  
   25 June, 2018    26 April, 2021    25 September 2023    27 November 2023

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Krista Crossman, Director of Human Resources

**DATE:** September 15, 2025

**SUBJECT:** Workplace Violence & Harassment Prevention Policy

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**ORIGIN:** Council priority to review all policies and bylaws, legislative amendments to the *Stronger Workplaces of Nova Scotia Act*.

**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 September 22, 2025, regular meeting approval of the amended Workplace Violence & Harassment Prevention Policy #04500-02.

**BACKGROUND:** Staff have reviewed the policy in response to recent legislative changes to the *Stronger Workplaces of Nova Scotia Act*.

**DISCUSSION:** The updated Workplace Violence & Harassment Prevention Policy enhances the Town's commitment to a safe and respectful workplace and aligns with recent legislative changes made to the *Stronger Workplaces of Nova Scotia Act*. Key amendments include:

- **Expanded scope:** Now includes harassment, bullying, and psychological harm, in addition to physical violence.
- **Applicability:** Covers all employees, contractors, volunteers, and visitors, including remote and virtual work settings.
- **Updated definitions:** Harassment, bullying, psychological harm, and psychological safety.
- **Strengthened objectives:** Prevention, regular risk assessments, support and accommodations for impacted employees, and ongoing training for staff.
- **Other:** Formal reporting, record-keeping, and non-retaliation measures to ensure accountability and protection for employees reporting incidents in good faith.

**FINANCIAL IMPLICATIONS:** There are no financial implications.

**COMMUNITY ENGAGEMENT:** No community engagement is required. The policy and recommended revisions have been reviewed and endorsed by the Town's Safety Compliance Officer.



**ENVIRONMENTAL IMPLICATIONS:** No environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** The recommended revisions to the policy reinforce employees' rights to a safe, respectful workplace and establishes clear guidelines to address incidents and provide support when needed.

**ALTERNATIVES:**

1. Accept recommendation to adopt the amended policy
2. Direct staff to make alternative revisions to the policy

**ATTACHMENTS:**

Policy #04500-02, Workplace Violence & Harassment Prevention Policy

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**TITLE:                   WORKPLACE VIOLENCE & HARASSMENT PREVENTION POLICY**  
**SECTION:             HUMAN RESOURCE MANAGEMENT**  
**POLICY NO.:         04500-02**

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

## **PURPOSE**

The Town of Amherst is committed to providing a safe and respectful workplace that promotes the physical and psychological well-being of all employees. This policy outlines our commitment to preventing workplace violence, harassment, and psychological harm, and to fostering a psychologically safe environment in compliance with the *Stronger Workplaces for Nova Scotia Act* and the *Occupational Health and Safety Act*.

~~To establish and maintain a policy regarding Workplace Violence. This policy, in conjunction with the Safety Policy, will help ensure the Town's commitment to a safe working environment~~

## **POLICY STATEMENT**

The Town of Amherst recognizes that workplace violence, harassment, and psychological harm are serious occupational health and safety hazards. We are committed to:

- Preventing workplace violence, harassment, and bullying.
- Protecting employees from psychological harm.
- Promoting psychological safety.
- Responding promptly and effectively to incidents.
- Providing training and resources to support a respectful and psychologically safe workplace.

~~The Town of Amherst acknowledges that violence in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. We view any acts of violence or threats of violence in the workplace as unacceptable. We are committed to working to prevent workplace violence and to responding appropriately if workplace violence does occur. Town Council and all employees are responsible for creating and maintaining a safe working environment.~~

## **SCOPE**

This policy applies to all employees, contractors, volunteers, and visitors at all Town of Amherst workplaces, including municipal buildings, vehicles, remote work settings, and off-site locations where Town activities occur.

## **DEFINITIONS**

**Workplace Violence:** as per the *Occupational Health and Safety Act*, workplace violence includes the attempted, threatened, or actual conduct of a person that endangers the health or safety of another person.

**Harassment:** Defined by the *Stronger Workplaces for Nova Scotia Act*, harassment includes any vexatious behavior or comment that is known, or ought reasonably to be known, to be unwelcome, and includes bullying, intimidation, threats, and unwanted behavior that causes harm.

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**TITLE:                   WORKPLACE VIOLENCE & HARASSMENT PREVENTION POLICY**  
**SECTION:             HUMAN RESOURCE MANAGEMENT**  
**POLICY NO.:         04500-02**

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**Bullying:** Repeated, unreasonable behavior directed at an employee or group that creates a risk to health and safety. Examples can include verbal abuse, spreading malicious rumors, or deliberately undermining a person's work.

**Psychological Harm** Any mental or emotional injury, distress, or adverse impact on an employee's psychological well-being resulting from workplace violence, harassment, bullying, or other unsafe or threatening work conditions.

**Psychological Safety:** A workplace environment in which employees feel safe to speak up, contribute, and participate without fear of humiliation, intimidation, or negative consequences to their dignity, health or career.

**Workplace:** Any location where an employee is engaged in work on behalf of the Town, including municipal buildings, community sites, vehicles, and virtual/remote work settings.

~~Workplace Violence— is the attempted, threatened, or actual conduct of a person that endangers the health or safety of another person. It does not include verbal abuse or harassing behaviour that does not give a person “reasonable grounds” to believe they are at risk. It can also include violence that occurs away from work, but resulting from work.~~

~~Workplace— means any place where an employee is or is likely to be engaged in any occupation and includes any vehicle or mobile equipment used or likely to be used by an employee in an occupation. (Occupational Health and Safety Act, S.N.S. 1996, c.7)~~

~~Reasonable Grounds— a set of facts or circumstances that would satisfy any ordinary, cautious, and prudent person that there is reason to believe, and which goes beyond mere suspicion.~~

~~Disruptive behaviour— can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.~~

## **OBJECTIVES**

1. Prevent and eliminate workplace violence, harassment, and psychological harm.
2. Ensure all reports of workplace violence and harassment are taken seriously and addressed promptly, confidentially, and without retaliation.
3. Conduct regular risk assessments of worksites and job functions.
4. Maintain clear reporting, documenting, and investigation processes.
5. Provide appropriate support and accommodations to employees impacted by workplace violence.
6. Provide regular training to employees and managers on violence prevention, harassment awareness, psychological safety, and reporting procedures.

➤ ~~We are committed to working to prevent workplace violence and to responding appropriately if workplace violence does occur.~~

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**TITLE:                   WORKPLACE VIOLENCE & HARASSMENT PREVENTION POLICY**  
**SECTION:             HUMAN RESOURCE MANAGEMENT**  
**POLICY NO.:         04500-02**

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- ~~Violence, threats, harassment, intimidation and other disruptive behaviour in our workplace will not be tolerated: that is, all reports of incidents will be taken seriously and will be dealt with appropriately~~
- ~~Through the creation and constant updating of a prevention plan that addresses risk assessment of our worksites, as well as the reporting, documenting and investigating incidents of violence, the Town of Amherst and its employees will minimize or eliminate workplace violence.~~

### **REPORTING AND RECORD KEEPING**

~~Employees shall report incidents of violence or harassment in accordance with 04500-02-P Workplace Violence Procedure.~~

~~All complaints, investigations, and outcomes will be documented and retained in accordance with privacy and legislative requirements.~~

### **TRAINING AND EDUCATION**

~~All managers and supervisors will receive training on preventing workplace violence, harassment, bullying, and promoting psychological safety. Training records will be maintained, and refresher training will be provided every three years, or after significant policy or legislative changes.~~

### **NON-RETALIATION**

~~Employees who report incidents or participate in investigations in good faith will be protected from retaliation. Retaliation of any kind is strictly prohibited and will result in corrective action.~~

**TITLE:** WORKPLACE VIOLENCE & HARASSMENT PREVENTION POLICY  
**SECTION:** HUMAN RESOURCE MANAGEMENT  
**POLICY NO.:** 04500-02

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
<b>Chief Administrative Officer</b>	The CAO will: <ol style="list-style-type: none"> <li>Provide resources for training, risk assessment, and support</li> <li>Promote a safe and respectful workplace</li> </ol>
<b>Council</b>	Members of Council will: <ol style="list-style-type: none"> <li>Promote a safe and respectful workplace by endorsing and upholding the policy</li> <li>Approve updates as required.</li> </ol>
<b>Directors/Managers/Supervisors</b>	Directors, Managers and Supervisors will: <ol style="list-style-type: none"> <li>Maintain a safe and respectful work environment</li> <li>Respond promptly to reports of violence, harassment, or bullying</li> </ol>
<b>Human Resources</b>	Human Resources staff will: <ol style="list-style-type: none"> <li>Support reporting, investigations, and resolution</li> <li>Ensure appropriate confidential record keeping and manage training programs.</li> </ol>
<b>Employees</b>	All Employees will: <ol style="list-style-type: none"> <li>Follow the policy and report incidents</li> <li>Cooperate with investigation and support a safe workplace</li> </ol>

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Amended:</b> added harassment, bullying, & psychological harm; scope broadened to include employees, contractors, volunteers, & visitors in all work settings; new definitions added for harassment, bullying, psychological harm, & psychological safety; objectives expanded to include prevention, risk assessment, support for affected employees & regular training, introduces reporting, record-keeping & non-retaliation language to ensure accountability and confidentiality.	Director, Human Resources	Council	

Minutes Reference Date: May 26, 2008

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Aaron Bourgeois, Director of Operations

**DATE:** September 15, 2025

**SUBJECT:** Asset Management Policy

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**ORIGIN:** The adoption of an Asset Management Policy is a key step in the development and implementation a comprehensive Asset Management Program.

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

**RECOMMENDATION:** That Council forward to the September 22, 2025, regular meeting, approval of the new Asset Management Policy.

**BACKGROUND:** The Town of Amherst owns and manages a wide range of assets that are essential to the effective delivery of municipal services.

Asset management has become an important tool to ensure assets are managed in a structured, sustainable, and cost-effective manner. The Province of Nova Scotia, along with organizations like the Federation of Canadian Municipalities, has encouraged municipalities to develop formal asset management policies and programs to ensure long-term financial sustainability and effective service delivery.

**DISCUSSION:** The adoption of this policy will demonstrate Council's commitment to transparent, evidence-based decision making.

The policy will also serve as the foundation for the development of an Asset Management Program. The program, when complete, will provide staff with the tools and processes needed to balance risk, cost, and performance, while considering Council's strategic priorities while ensuring our residents continue to receive reliable and affordable services.

**FINANCIAL IMPLICATIONS:** The policy strengthens the Town's ability to link asset needs directly to the capital and operating budget process and ensures that financial planning aligns with asset condition, service levels, and strategic priorities.

**SOCIAL JUSTICE IMPLICATIONS:** Asset management helps ensure all residents, regardless of neighborhood or socio-economic status, receive fair access to safe and reliable infrastructure.





**COMMITTEE OF THE WHOLE**

**CDR# 2025098**

**Date: September 15, 2025**

**ENVIRONMENTAL IMPLICATIONS:** There are no direct environmental implications.

**COMMUNITY ENGAGEMENT:** There is no community engagement required at this time.

**ALTERNATIVES:**

1. Direct staff to make additional changes to the policy.
2. Do not approve the new policy.

**ATTACHMENTS:**

Asset Management Policy

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**TITLE:** ASSET MANAGEMENT POLICY  
**SECTION:** ENGINEERING & PUBLIC WORKS  
**POLICY NO.:** 31600-03

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

### PURPOSE

Asset management is the process of acquiring, operating, maintaining, upgrading, replacing and eventually disposing of assets in the most cost-effective manner using a standardized method of decision-making to balance costs, risks, performance, and sustainability across the lifecycle of an asset.

The Town of Amherst is responsible for delivering a wide range of services that support community well-being, public safety, economic growth, and environmental sustainability. To achieve this, the Town owns and manages a diverse asset portfolio, including roads, sidewalks, streetlights, water, wastewater and stormwater systems, fleet and equipment, land, buildings, recreation facilities, parks, and trails.

The purpose of this policy is to:

- Demonstrate the Town’s commitment to responsible stewardship of community assets.
- Provide direction to staff to implement and maintain a municipal asset management program.
- Align the management of assets with the Town’s strategic priorities.
- Ensure that services are delivered reliably, cost-effectively, and sustainably for current and future generations.

### SCOPE

This Policy applies to all assets owned, leased, managed, and operated by the Town of Amherst.

### POLICY STATEMENT

The Town shall adopt an asset management program to ensure sustainable delivery of services. The asset management program will provide the data required to ensure the responsible management of all Town owned infrastructure and shall include:

- **Inventories:** Capture all asset types, records and historical data.
- **Current Valuations:** Calculate current condition ratings and replacement values.
- **Life Cycle Analysis:** Identify maintenance and renewal strategies and life cycle costs.
- **Service Level Targets:** Define measurable levels of service targets.
- **Risk and Prioritization:** Rank all assets categories through risk and prioritization strategies.
- **Sustainable Financing:** Identify sustainable financing strategies for all asset categories.
- **Continuous Processes:** Provide continuous processes to ensure asset information is kept current and accurate.
- **Decision Making and Transparency:** Integrate the asset data into all purchases, acquisitions, assumptions, and disposals.
- **Monitoring and Reporting:** At defined intervals, assess the assets and report on condition and performance

The data, when compiled, will provide the critical information needed for Council to make evidence-based decisions regarding the timely acquisition and disposal of all Town owned assets.

**TITLE: ASSET MANAGEMENT POLICY**  
**SECTION: ENGINEERING & PUBLIC WORKS**  
**POLICY NO.: 31600-03**

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
<b>Director of Operations</b>	<ul style="list-style-type: none"> <li>Ensure the policy is reviewed periodically and updated as needed to reflect changes in best practices and ensure it meets the needs of the Town.</li> <li>Be able to interpret and explain policy content</li> </ul>
<b>Council</b>	<ul style="list-style-type: none"> <li>Review Policy recommendations for approval consideration (approve, reject or edit)</li> <li>Support the Asset Management Program; and</li> <li>Authorize the CAO to maintain oversight over the Asset Management Program.</li> </ul>

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<b>New Policy</b>	Director of Operations – Bourgeois	Council	

Minutes Reference Dates:

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Aaron Bourgeois, Director of Operations

**DATE:** September 15, 2025

**SUBJECT:** Surplus Fill Policy Review

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**ORIGIN:** A complete policy and bylaw review.

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

**RECOMMENDATION:** That Council forward to the September 22, 2025, regular meeting, the existing Surplus Fill Policy to be repealed and forward the new Surplus Fill Policy for approval.

**BACKGROUND:** This policy was originally approved by Council in 2003 and simply states, Surplus fill from Town operations will only be used as fill on Town owned properties.

**DISCUSSION:** Upon review, staff are recommending the existing policy be repealed and a new policy be adopted that provides staff with options for managing the use and disposal of surplus fill in an efficient and economical manner.

The proposed policy provides a prioritized list for the use or disposal of surplus fill material. The order of priority is as follows:

- Reuse on Town Projects
- Stockpile for Future Use
- Sale to Local Contractors or Developers

Language was also added with respect to dealing with contaminated fill or fill that is suspected of being contaminated.

**FINANCIAL IMPLICATIONS:** The proposed changes, in some cases, will eliminate or minimize the costs associated with removing surplus fill material from our jobsites.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ENVIRONMENTAL IMPLICATIONS:** There are no direct environmental implications.

**COMMUNITY ENGAGEMENT:** There is no community engagement required at this time.





**COMMITTEE OF THE WHOLE**

**CDR# 2025097**

**Date: September 15, 2025**

**ALTERNATIVES:**

1. Direct staff to make additional changes to the policy.
2. Do not approve the new policy.

**ATTACHMENTS:**

Surplus Fill Policy – Existing

Surplus Fill Policy - New

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**DEPARTMENT:** OPERATIONAL SERVICES

**TITLE:** **SURPLUS FILL**

Minutes reference date: 16 December 2003

Page: 841

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**POLICY**

Surplus fill from Town operations will only be used as fill on Town owned properties.

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**TITLE: SURPLUS FILL POLICY**  
**SECTION: ENGINEERING & PUBLIC WORKS**  
**POLICY NO.: 31600-17**

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**APPROVAL DATE:** \_\_\_\_\_

**CAO Signature:** \_\_\_\_\_

**PURPOSE:**

The purpose of this policy is to establish guidelines for the responsible and efficient use / disposal of surplus fill generated from Town of Amherst construction, maintenance, and repair projects. This policy aims to ensure the best use of municipal resources while considering environmental, economic, and community interests.

**POLICY STATEMENT:**

From time to time, when undertaking municipal infrastructure projects, the Town finds itself in a position of having surplus fill material on our jobsites. The removal or disposal of surplus fill can be costly; this policy provides guidance to staff to ensure the disposal of surplus fill material is completed in an efficient and economical manner with minimal impacts to the environment.

The disposal or redistribution of surplus fill shall follow the order of priority below:

1. Reuse on Town Projects:

Surplus fill will first be evaluated for reuse on current or upcoming Town projects, provided it meets the needs of the project.

2. Stockpile for Future Use:

If feasible and cost-effective, the Town may stockpile surplus fill at an approved Town site for use in future Town projects.

3. Sale to Local Contractors or Developers:

If there is no municipal use for the material, the Town may sell surplus fill to local developers at fair market value. When surplus material is offered for sale to contractors the material is offered on an "as-is" basis and all transportation costs will be the contractors' responsibility.

**ENVIRONMENTAL COMPLIANCE**

Fill deemed unsuitable for reuse due to contamination must be disposed of in accordance with the applicable acts and regulations as of the Nova Scotia Department of Environment and Climate Change.

Fill suspected of contamination shall be tested prior to use or disposal.

**TITLE:** SURPLUS FILL POLICY  
**SECTION:** ENGINEERING & PUBLIC WORKS  
**POLICY NO.:** 31600-17

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Ensure the policy is reviewed periodically and updated as needed to reflect changes in regulations, best practices, and the needs of the Town of Amherst.

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New policy, old surplus fill policy repealed	Director of Operations- Bourgeois	Council	

Minutes Reference Dates:

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Kim Jones, Deputy CAO

**DATE:** September 15, 2025

**SUBJECT:** Volunteer Code of Conduct Policy

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**ORIGIN:** A complete policy and bylaw review is a one of Council's strategic priorities.

**LEGISLATIVE AUTHORITY:** MGA sections 47 and 48 authorize council to make, amend and repeal bylaws and policies.

**RECOMMENDATION:** That Council forward to the September 22, 2025, regular meeting, approval of the Volunteer Code of Conduct Policy.

**BACKGROUND:** It is important to establish the guidelines and expectations of municipal volunteers serving our organization.

**DISCUSSION:** Volunteers who serve our Town on various Boards, committees and events are an extension of our organization. In their role, they are representatives of the Town of Amherst. This new policy outlines the values of the Town of Amherst and clarifies the expectations of volunteers.

**FINANCIAL IMPLICATIONS:** There are no financial implications associated with the proposed policy.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**COMMUNITY ENGAGEMENT:** There is no community engagement required at this time.

**ALTERNATIVES:** Do not approve the policy or direct staff to make additional revisions.

**ATTACHMENTS:** Draft Policy



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**TITLE: CODE OF CONDUCT FOR MUNICIPAL VOLUNTEERS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-02**

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

### 1. Purpose

The purpose of this policy is to establish clear expectations for the conduct of volunteers serving the Municipality. Volunteers play an essential role in delivering programs, services, and events, and are expected to uphold the highest standards of integrity, professionalism, and respect in representing the Municipality.

### 2. Scope

This policy applies to all individuals who volunteer their time, skills, and services to the Municipality, whether on a regular, seasonal, or one-time basis, including members of advisory committees, boards, community events, and recreational programs.

### 3. Principles

Volunteers are expected to:

- Act in the best interests of the Municipality and its residents.
- Conduct themselves in a professional, respectful, and inclusive manner.
- Comply with all applicable laws, municipal policies, and safety regulations.
- Avoid any conflicts of interest or actions that could harm the Municipality's reputation.
- Maintain a high standard of integrity

### 4. Standards of Conduct

Volunteers must:

#### a) Respect and Inclusivity

- Treat all persons with courtesy, dignity, and fairness, regardless of race, gender, age, disability, sexual orientation, religion, or other protected characteristics.
- Avoid harassment, discrimination, or bullying of any kind.

#### b) Integrity and Accountability

- Perform volunteer duties honestly, ethically, and to the best of their ability.
- Follow through on commitments and notify the appropriate supervisor if unable to attend or complete assigned tasks.
- Avoid using their volunteer position for personal gain.

#### c) Confidentiality

- Protect confidential and sensitive information obtained through volunteer activities.
- Refrain from disclosing personal or municipal information without proper authorization.

#### d) Safety and Conduct in the Workplace

- Comply with all municipal health and safety rules.
- Report hazards, unsafe conditions, or incidents immediately.
- Avoid the use of alcohol, cannabis, or impairing substances while performing volunteer duties.

#### e) Use of Municipal Resources

- Use municipal property, equipment, and materials only for authorized purposes.
- Return any borrowed items promptly and in good condition.

**TITLE: CODE OF CONDUCT FOR MUNICIPAL VOLUNTEERS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-02**

**5. Conflict of Interest**

Volunteers must:

- Disclose any personal, financial, or professional interest that may conflict with their volunteer role.
- Refrain from participating in decisions or activities where such conflicts exist or could be perceived.

**6. Social Media and Public Representation**

- Volunteers shall not speak on behalf of the Municipality unless specifically authorized.
- When expressing personal opinions publicly, volunteers must make it clear they do not represent the Municipality's official position.
- Avoid posting or sharing content that could damage the Municipality's reputation.

**7. Non-Compliance**

Failure to comply with this Code of Conduct may result in:

- Verbal or written warnings.
- Reassignment of duties.
- Dismissal from the volunteer position.

**8. Acknowledgment**

All volunteers must review and sign the **Volunteer Code of Conduct Acknowledgment Form** before commencing their duties, confirming that they have read, understood, and agree to abide by the policy.

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
CAO	Administer policy
Directors/Supervisors	Report any potential breaches of the policy to the CAO

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy		Council	

Minutes Reference Date

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**TITLE: CODE OF CONDUCT FOR MUNICIPAL VOLUNTEERS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-02**

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APPENDIX



I, \_\_\_\_\_ declare that as a volunteer for the Town of Amherst, I acknowledge that I have read and support the Volunteer Code of Conduct Policy.

Signed: \_\_\_\_\_

Dated this \_\_\_ day of \_\_\_\_\_, 2025.

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**TO:** Mayor Small and Members of Council

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

**DATE:** September 15, 2025

**SUBJECT:** Dangerous and Unsightly Premises Policy

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**ORIGIN:** Review of the Dangerous and Unsightly Premises Policy.

**LEGISLATIVE AUTHORITY:** Part XV of the *Municipal Government Act* provides Council authority to ensure properties are maintained so as not to be dangerous or unsightly.

**RECOMMENDATION:** That Council forward to the September 22, 2025, approval of the recommended amendments to the Dangerous or Unsightly Premises Policy.

**BACKGROUND:** The attached policy shows the suggested draft revisions that include minor 'housekeeping changes', as well as the following more substantial revisions:

1. Section 13 currently requires that the Administrator report to Council monthly. The proposed change would require a semi-annual report, which reflects MGA requirements and current practice. Council can always ask for a status report and/or an update on a specific issue at any time throughout the year.
2. Section 14 removes the requirement that the complaints be signed. This requirement is redundant so long as the complaint is in writing and includes the complainant's name and contact information.
3. Add as Section 21 that the Administrator may act without the requirement of a complaint. This change reflects the Administrator's more proactive semi-annual survey of town streets.  
**21. The Administrator may act in the absence of a complaint where the Administrator has determined that site conditions warrant the issuance of an Order immediately.**

**DISCUSSION:** The above noted suggested changes provide further clarity around the requirements and processes related to Dangerous or Unsightly properties.

**FINANCIAL IMPLICATIONS:** Enforcement of this policy in relation to Part XV of the MGA often creates a financial burden on property owners. In situations where property owners are unable to cover the costs of the work, the financial burden may ultimately fall upon the Town. This is particularly the case for demolitions, where the cost to demolish a building often exceeds the value of the property. Staff make all reasonable attempts to minimize costs for both the property owner and the Town.





## COMMITTEE OF THE WHOLE

CDR# 2025099

Date: September 15, 2025

**SOCIAL JUSTICE IMPLICATIONS:** While Town staff will always try to work with property owners to achieve compliance in a cost-effective manner, in some cases there will be a financial impact on low-income property owners.

**ENVIRONMENTAL IMPLICATIONS:** Removal and proper disposal of garbage and unsanitary conditions will have positive environmental implications.

**COMMUNITY ENGAGEMENT:** There is no community engagement required at this time.

**ALTERNATIVES:** 1) Make no change to the policy; 2) Direct staff to make further changes to the policy.

**ATTACHMENTS:** 1) Revised Policy 66150-01; 2) MGA section XV

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**TITLE: DANGEROUS OR UNSIGHTLY PREMISES POLICY**  
**DEPARTMENT: PLANNING AND DEVELOPMENT**  
**PROCEDURE NO: 66150-01**

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**APPROVAL DATE:** \_\_\_\_\_

**CAO Signature:** \_\_\_\_\_

## **PURPOSE**

1. The purpose of this policy to delegate the Town's ~~powers~~ authority and set priority with regard to Part XV of the *Municipal Government Act* (Dangerous or Unsightly Premises).
2. Part XV of the *Municipal Government Act* states, "Every property in a municipality shall be maintained so as not to be dangerous or unsightly".

## **POLICY STATEMENT**

3. Council delegates its authority to declare a property as dangerous or unsightly to the Dangerous or Unsightly Premises Administrator. The Administrator will determine whether or not a property is considered dangerous or unsightly in accordance with the definition of such in the *Municipal Government Act*.
4. Council delegates its authority under the provisions of the Dangerous or Unsightly Premises contained in the *Municipal Government Act* to issue an order to demolish a building to the Planning Advisory Committee.
5. Council delegates its authority to bring into compliance a property which has been declared dangerous or unsightly to the Administrator. The Administrator will utilize any and all tools listed in the Dangerous or Unsightly Premises Procedure to achieve compliance.
6. Council retains its authority under the provisions of the Dangerous or Unsightly Premises provisions contained in the *Municipal Government Act* to conduct appeal hearings when an appeal is launched against an order to demolish a building issued by the Planning Advisory Committee.
7. Council delegates its authority to conduct appeal hearings when an appeal is launched against a decision of the Administrator to the Planning Advisory Committee.

## **ROLES AND RESPONSIBILITIES**

### **Administrator**

8. Receive all complaints in relation to this policy;
9. Conduct an initial investigation of the complaint and determine if the property is dangerous or unsightly in accordance with the relevant provisions contained within the *Municipal Government Act*;

**TITLE: DANGEROUS OR UNSIGHTLY PREMISES POLICY**  
**DEPARTMENT: PLANNING AND DEVELOPMENT**  
**PROCEDURE NO: 66150-01**

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10. Utilize any and all tools listed in the Dangerous or Unsightly Premises Procedure to bring a property into compliance;
11. Provide a **monthly semi-annual** report to Council detailing number of complaints, number of open files, number of resolved files, type of infraction, etc.

#### **Planning Advisory Committee**

12. Upon recommendation by the Administrator, the Planning Advisory Committee will make a decision on the issuance of an order to demolish a building.
13. Upon an appeal of a decision of the Administrator, the Planning Advisory Committee will determine if a property is dangerous or unsightly and any remedial action to be taken.

#### **COMPLAINTS**

14. Complaints shall be received in a written format either on a Town of Amherst Complaint Form or via letter or email. Each complaint must include the complainant's name and contact information. ~~The complaint must be signed by complainant.~~ Anonymous complaints will not be investigated.
15. Complaints shall contain specific information, including the address of property where the ~~complaint~~ **alleged dangerous or unsightly condition** exists, the date that the dangerous or unsightly condition existed and what specifically the complainant believes is causing the dangerous or unsightly condition.
16. Complaints may be received by staff or Council.
17. All complaints shall be submitted to the Administrator.
18. The Administrator shall acknowledge receipt of a complaint by regular mail to the complainant.
19. Complaints shall be considered confidential but are subject to Part XX of the *Municipal Government Act, Freedom of Information Protection of Privacy*.

#### **ENFORCEMENT**

20. The Administrator shall survey all streets at least twice per year, typically in spring and fall, to identify properties that fall within the definition of dangerous or unsightly as defined under the *Municipal Government Act*.

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**TITLE: DANGEROUS OR UNSIGHTLY PREMISES POLICY**  
**DEPARTMENT: PLANNING AND DEVELOPMENT**  
**PROCEDURE NO: 66150-01**

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21. The Administrator may act in the absence of a complaint where the Administrator has determined that site conditions warrant the issuance of an Order immediately.

22. The following priority will be followed when dealing with dangerous or unsightly files:
- a. Dangerous Properties
  - b. Properties for which a written complaint is received
  - c. Properties identified by the Administrator under Section 21 of this Policy.
  - d. Properties identified by the Administrator under Section 20 of this Policy.

## HEARINGS

23. Notification of any hearing will be sent via registered mail no less than 10 days prior to the hearing. In cases where the owner cannot be located, notice of the hearing may be posted on the property no less than 10 days prior to the hearing.
24. The complainant will be notified of the hearing in writing no less than seven days prior to the hearing.
25. The Administrator's report will not be made public prior to the hearing.

## APPEALS (OF ~~ADMINISTRATOR~~ ADMINISTRATOR DECISIONS)

26. Any decision of the Administrator may be appealed to the Planning Advisory Committee within seven days of such decision. Such appeal must be submitted in writing to the ~~Chief Administrative Officer~~ Town of Amherst Office of the Clerk.
27. Appeals may be lodged by the property owner or complainant.
28. The Planning Advisory Committee may make any decision that the Administrator could have made.
29. A decision of the Planning Advisory Committee is not appealable.

## APPEALS (OF PLANNING ADVISORY COMMITTEE DECISIONS ON DEMOLITIONS)

30. Decisions of the Planning Advisory Committee in relation to the demolition of a building may be appealed to Amherst Town Council within seven days of such decision. Such appeal must be submitted in writing to the ~~Chief Administrative Officer~~ Town of Amherst Office of the Clerk.
31. Appeals may be lodged by the property owner or complainant.
32. Council may make any decision that the Planning Advisory Committee could have made.

**TITLE: DANGEROUS OR UNSIGHTLY PREMISES POLICY**  
**DEPARTMENT: PLANNING AND DEVELOPMENT**  
**PROCEDURE NO: 66150-01**

33. A decision of Council is not appealable.

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
<b>Dangerous and Unsightly Premises Administrator</b>	Responsible for the provisions of this policy, except where otherwise stated.
<b>Director of Planning and Economic Development</b>	Approves the closing of Dangerous and Unsightly files.
<b>Office of the Clerk</b>	Receives appeals from owners or complainants regarding decisions of the Administrator and Planning Advisory Committee.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Procedure Owner	Approved By	Approval Date
<p>Minor 'housekeeping changes', as well as the following more substantial revisions:            Section 13 currently requires that the Administrator report to Council monthly. The proposed change would require a semi-annual report, which reflects MGA requirements and current practice. Council can always ask for a status report and/or an update on a specific issue at any time throughout the year.            Section 14 removes the requirement that the complaints be signed. This requirement is redundant so long as the complaint is in writing and includes the complainant's name and contact information.            Add as Section 21 that the Administrator may act without the requirement of a complaint. This change reflects the Administrator's more proactive semi-annual survey of town streets.</p> <p>21. The Administrator may act in the absence of a complaint where the Administrator has determined that site conditions warrant the issuance of an Order immediately.</p>	<p>Director of Planning &amp; Economic Development</p>	<p>Council</p>	

**TITLE: DANGEROUS OR UNSIGHTLY PREMISES POLICY**  
**DEPARTMENT: PLANNING AND DEVELOPMENT**  
**PROCEDURE NO: 66150-01**

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Minutes Reference Date:      February 27, 2006      May 26, 2008      April 27, 2009      April 26, 2010  
   March 24, 2014      March 29, 2016      June 28, 2021

## PART XV

## DANGEROUS OR UNSIGHTLY PREMISES

**Requirement to maintain property**

**344** Every property in a municipality shall be maintained so as not to be dangerous or unsightly. 1998, c. 18, s. 344.

**Authority to delegate and requirement to report**

**345 (1)** The council may, by policy, delegate some or all of its authority pursuant to this Part, except the authority to order demolition, to the administrator.

**(2)** The council may, by policy, delegate its authority pursuant to this Part, or such of its authority as is not delegated to the administrator, to a community council or to a standing committee, for all or part of the municipality.

**(3)** The administrator shall at least twice per year table a public report to the council describing the status of dangerous or unsightly property orders including remedial progress made regarding properties for which orders were issued pursuant to this Part. 1998, c. 18, s. 345; 2011, c. 4, s. 7.

**Order to remedy condition**

**346 (1)** Where a property is dangerous or unsightly, the council may order the owner to remedy the condition by removal, demolition or repair, specifying in the order what is required to be done.

**(2)** An owner may appeal an order of the administrator to the council or to the committee to which the council has delegated its authority within seven days after the order is made.

**(3)** Where it is proposed to order demolition, before the order is made not less than seven days notice shall be given to the owner specifying the date, time and place of the meeting at which the order will be considered and that the owner will be given the opportunity to appear and be heard before any order is made.

**(3A)** Where the council or the committee varies or overturns the order of the administrator, the council or committee shall provide reasons to be recorded in the minutes of the council or committee meeting.

**(4)** The notice may be served by being posted in a conspicuous place upon the property or may be served upon the owner. 1998, c. 18, s. 346; 2000, c. 9, s. 51; 2011, c. 4, s. 8.

**Order to remedy condition**

**347 (1)** A municipality may apply to a court of competent jurisdiction for a declaration that a property is dangerous or unsightly and an order specifying the work required to be done to remedy the condition by removal, demolition or repair.

(2) The court may order any property found to be dangerous or unsightly to be vacated until the condition is remedied.

(3) The court may, where any property is found to be dangerous or unsightly, order that no rent becomes due, or is payable by, any occupants until the condition is remedied. 1998, c. 18, s. 347.

#### **Effect of order**

**348 (1)** In this Section, “order” means an order made by the administrator, committee, council or court pursuant to this Part.

(2) An order may be served by being posted in a conspicuous place upon the property or may be served upon the owner.

(3) Where the owner fails to comply with the requirements of an order within the time specified in the order, the administrator may enter upon the property without warrant or other legal process and carry out the work specified in the order.

**(3A)** *repealed 2003, c. 9, s. 77.*

(4) After the order is served, any person who permits or causes a dangerous or unsightly condition, continues to permit or cause a dangerous or unsightly condition or who fails to comply with the terms of the order is liable, on summary conviction, to a penalty of not less than one hundred dollars and not more than five thousand dollars, and in default of payment to imprisonment for not more than three months.

**(4A)** Any monetary penalty payable pursuant to subsection (4) may not be remitted pursuant to the *Remission of Penalties Act* unless the penalty relates to a property that is the primary residence of the person required to pay the penalty.

(5) Every day during which the condition is not remedied is a separate offence.

(6) Where an order requires the demolition or removal of a building, the administrator may cause the occupants to be removed, using force if required, in order to effect the demolition or removal. 1998, c. 18, s. 348; 2001, c. 35, s. 22; 2003, c. 9, s. 77; 2006, c. 40, s. 15; 2011, c. 4, s. 9.

#### **Order to vacate unsafe property**

**349 (1)** A property within a municipality that is unsafe shall be vacated forthwith upon order of the administrator.

(2) The administrator shall post notice that the property is unsafe in a conspicuous place on the property.

(3) The notice shall remain posted until the unsafe condition is remedied. 1998, c. 18, s. 349.

#### **Immediate action**

**350** Where public safety requires immediate action, the administrator may immediately take the necessary action to prevent danger or may remove the dangerous structure or condition. 1998, c. 18, s. 350.

#### **Notice**

**351** Where land is sold for non-payment of taxes and the period for its redemption has not expired, proceedings may be taken in respect of the repair, removal or destruction of any structure on the land by reason of its condition, and where the purchaser of the land is

(a) the municipality, any notice required to be given with respect to an order for removal or destruction shall be given to the person who was entitled to receive it immediately before the day on which the land was sold; and

(b) any person other than the municipality, the notice shall be given to both the person entitled to receive it immediately before the day on which the land was sold and the purchaser at the tax sale. 1998, c. 18, s. 351.

#### **Power to enter land**

**352 (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 the 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.

#### **No action**

**353** No action shall be maintained against a municipality or against the administrator or any other employee of a municipality for anything done pursuant to this Part. 1998, c. 18, s. 353.

# MEMO

**TO:** Mayor Small and Members of Council  
**FROM:** Councillor Dwayne Ripley  
**DATE:** September 15, 2025  
**RE:** Chicken Bylaw

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I am requesting that Council explore the possibility of adopting a chicken bylaw. Several residents have approached me expressing interest in keeping hens, and my research found that many municipalities in Nova Scotia have already implemented similar bylaws with success.

Given the above, I put forward the following motion:

Therefore be it resolved that: Council direct staff to report back within 90 days with a concise options report and draft to permit and regulate backyard hens on residential properties, addressing; eligible zones/lot types; limits (no roosters/amount of hens); coop/free run and animal welfare standards; feed/waste management; licensing/fees; enforcement approach; consultation with Public Health and NS Department of Agriculture; a brief public engagement plan; an optional 12 month pilot; costs and timeline for implementation.

Staff Note:

For reference, the keeping of chickens is prohibited under the Land Use Bylaw. In 2018 Council referred the issue of keeping chickens to the PAC who, after undertaking a public participation session, recommended that Council not allow them. On October 22, 2018 Council followed this recommendation and maintained the restriction. Attached are the reports and minutes related to the 2018 review.

# Synopsis

## Keeping of Chickens within Town Limits

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Currently the Land Use Bylaw includes chickens under the definition of an Agricultural Animal (LUB section 1.0 (7)). Section 4.3 of the Bylaw prohibits the keeping of Agricultural Animals in town, except for three specified land parcels that contain existing pasture along Robert Angus Drive (McInnis' farm).

The Planning Advisory Committee held a Public Participation Opportunity in October, with approximately 18 residents in attendance, and has received five written submissions.

After considering all of the information presented the Planning Advisory Committee approved the following motion: *"That the Planning Advisory Committee recommend that Council not amend the Land Use Bylaw to allow chickens"*

### **MOTION:**

**That Council accept the recommendation of the Planning Advisory Committee and not amend the Land Use Bylaw to allow chickens within Town limits.**

# REQUEST FOR PLANNING DECISION

**RPD# 2018141**

Date: October 22, 2018

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**SUBJECT:** Amendments to the Land Use Bylaw to allow the Keeping of Chickens within Town Limits.

**RECOMMENDATION OF THE PLANNING ADVISORY COMMITTEE:** That Council not amend the Land Use Bylaw to allow chickens.

**NEXT COURSE OF ACTION:** Should the recommendation of the PAC be accepted, no further action is required. If the recommendation is rejected and first reading is approved, schedule a public hearing and consider second reading of the amendments.

**PLANNING MANAGER COMMENTS:** The PAC considered this matter in August, then held a Public Participation Opportunity (PPO) in September that was advertised per the Policy for Public Notifications. There were approximately 18 residents that attended the PPO along with five written submissions. In summary of the verbal comments, one expressed that they were not against keeping chickens but felt the draft regulations needed improvements. Most attendees expressed concerns about enforcement and compliance and felt there bylaws already in place are not adequately enforced. Some felt that keeping chickens in town is not appropriate and allowing them will create problems. Those in favour of allowing chickens felt the issue is being blown out of proportion relative to the presence of other animals in town, including dogs and cats. There was general agreement with the intent of the draft regulations, although it was expressed that the potential negative impact of 6 hens would be negligible.

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**RECOMMENDATION:** Report/Document: *Attached PAC report and draft Bylaw amendments*

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**KEY ISSUE(S) CONCEPTS DEFINED:** The attached draft amendment takes into account PAC's direction and incorporates regulations from other jurisdictions, particularly those of Moncton and Fredericton. These cities underwent pilot projects before establishing their regulations. The requirements were also cross referenced with a Best Practices Manual for Chicken-Keepers created by the chicken-keeping community of New Haven, Connecticut. The draft amendments shown in the Attachment would allow chickens, subject to the following:

1. Option A – no minimum lot area Option B - minimum lot area 1/2 acre (2,023 m<sup>2</sup>)
2. Minimum setbacks of 3 metres of any property line, and 10 metres from adjacent dwellings
3. Single detached dwellings only
4. Maximum of 6 hens, roosters are prohibited
5. No sale of products, and no slaughtering
6. Minimum coop requirements that reflect best practice
7. Provisions to control manure and food storage.
8. Screened requirements from the street and adjacent dwellings.

In developing the draft amendment, staff contacted a selection of other municipalities that allow chickens within their jurisdiction. While some noted minor isolated issues, most municipalities reported no significant problems.

A key consideration of this issue relates to ongoing enforcement. While the Development Permit process is intended to ensure the location and details of the chicken coop meet the LUB regulations at the time of construction, ongoing maintenance and treatment of the animals will be a determining factor around whether the practice is a nuisance to neighbouring properties. As such, ongoing enforcement may have an impact on staff capacity and resources.

**RELEVANT POLICY:** Currently the Land Use Bylaw includes chickens under the definition of an Agricultural Animal (LUB section 1.0 (7)). Section 4.3 of the Bylaw prohibits the keeping of Agricultural Animals in town, except for three specified land parcels that contain existing pasture along Robert Angus Drive (McInnis' farm).

**RESPONSE OPTIONS:**

1. Give First Reading of Option A or Option B of the draft amendments to allow chickens.
2. Reject the draft amendments and maintain status quo that prohibits chickens.
3. Defer a decision and direct Staff to provide more information or alternative amendments.

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**IMPLICATIONS OF PAC RECOMMENDATION:**

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**GENERAL:** After considering the staff report and hearing input from the public, the PAC recommended that Council not amend the LUB to allow chickens. In general, it was felt that allowing chickens could create nuisance problems in the community that would difficult to regulate. Ongoing enforcement was a significant concern.

**FOLLOW UP ACTION:** First reading; public hearing; second reading, if amendments are approved

**COMMUNICATION:** Should Council give first reading to the amendments; an advertised public hearing will be scheduled.

**OTHER COMMENTS:** None

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**Submitted by:** *Andrew Fisher, Manager of Planning and Strategic Initiatives*

**Reviewed by:** *CAO*

To: Planning Advisory Committee  
From: Andrew Fisher, Manager of Planning & Strategic Initiatives  
Date: October 1, 2018  
Subject: LUB amendments to allow keeping chickens

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## INTRODUCTION

In June Council referred the issue of keeping chickens within town limits to the PAC for review and to provide a recommendation to Council following a Public Participation Opportunity. On August 13<sup>th</sup> staff provided a report to the PAC to introduce the topic and get direction with regard to the character of the regulations that might be forwarded to Council for consideration. The PAC subsequently directed staff to draft regulations that in part: prohibit roosters and the sale of products, require large lot sizes and setbacks, and only allow chickens on lots with single detached dwellings.

## BACKGROUND

*Note: The August 13 staff report stated that Cumberland County does not allow chickens in the Lower Density Zone (ex. D'Orsay Road, Fox Ranch) on properties smaller than approximately 4.9 acres. Upon further review of the Bylaw and discussions with County staff, this statement was found to be incorrect. The LUB does permit up to 5 chickens on any lot in the Lower Density Zone without a development permit. The chickens must not be permitted to run at large, and slaughtering is not permitted.*

The attached draft amendment takes into account PAC's direction and incorporates regulations from other jurisdictions, particularly those of Moncton and Fredericton. These cities underwent pilot projects before establishing their regulations. The requirements were also cross referenced with a Best Practices Manual for Chicken-Keepers created by the chicken-keeping community of New Haven, Connecticut.<sup>1</sup> The draft amendments shown in the Attachment would allow chickens, subject to the following:

1. Option A – no minimum lot area Option B - minimum lot area 1/2 acre (2,023 m<sup>2</sup>)
2. Minimum setbacks of 3 metres of any property line, and 10 metres from adjacent dwellings
3. Single detached dwellings only
4. Maximum of 6 hens, roosters are prohibited
5. No sale of products, and no slaughtering
6. Minimum coop requirements that reflect best practice
7. Provisions to control manure and food storage.
8. Screened requirements from the street and adjacent dwellings.

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<sup>1</sup> <https://www.ctnofa.org/documents/Chicken%20Manual.pdf>

## RELEVANT POLICY

Currently the Land Use Bylaw includes chickens under the definition of an Agricultural Animal (LUB section 1.0 (7)). Section 4.3 of the Bylaw prohibits the keeping of Agricultural Animals in town, except for three specified land parcels that contain existing pasture along Robert Angus Drive (McInnis' farm). Below are aforementioned LUB sections:

- 6) **Agricultural Use** means an operation involving the keeping of agricultural animals.
- 7) **Agricultural Animal** means an animal kept for the purpose of breeding, milking, egg or meat production, assistance in performing farm chores or recreation and shall include horses, cattle, swine, poultry, sheep, goats, mink, foxes, chinchillas, bees, but shall not include cats, dogs, parakeets, canaries, hamsters, tropical fish, and similar household pets. A rabbit is an agricultural animal if located on a lot on which in excess of ten rabbits are kept; if ten or fewer are involved, the rabbits shall be deemed to be house- hold pets.

### 4.3 Agricultural Animals

*The keeping of agricultural animals is prohibited in Town except for the following lots which have agricultural uses existing at the date of this bylaw:*

- i) PID# 25047010
- ii) PID# 25037219
- iii) PID# 25358086

Any amendment to the LUB must be in keeping with the intent of the policies of the Municipal Planning Strategy (MPS). There are no policies specific to agricultural animals or chickens, so the amendment should have consideration for the general criteria set out in Policy A-5:

**A-5** *It shall be the intention of Council, when considering an amendment to this or any other planning document, including the entering into or amendment of a development agreement, to consider the following matters, in addition to all other criteria set out in the various policies of this planning strategy:*

- (a) *That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.*
- (b) *That the proposal is not premature or inappropriate by reason of:*
  - (i) *the financial capability of the Town to absorb any costs relating to the development;*
  - (ii) *the adequacy of municipal water, sanitary sewer and storm sewer services;*
  - (iii) *the adequacy of road networks, in, adjacent to, or leading to the development;*
- (c) *That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:*
  - (i) *type of use;*
  - (ii) *height, bulk and lot coverage of any proposed building;*
  - (iii) *parking, traffic generation, access to and egress from the site;*
  - (iv) *any other matter of planning concern outlined in this strategy.*

Regarding Policy A-5 (c), the extent to which the keeping of chickens could conflict with adjacent or nearby land uses is most relevant. The draft amendment includes minimum setbacks to adjacent properties and other provisions to mitigate this potential conflict.

As per Policy, notice of the Public Participation Opportunity was posted in the local newspaper and the Town's website.

## **DISCUSSION:**

Interest in urban agriculture has experienced a resurgence in the last 1-2 decades since the regulatory practices tended to separate rural from urban land uses after WW II. Industrial farming practices, the need to address poverty, increased food security, and the desire for locally sourced food are some of the reasons for the resurgence. There are benefits to allowing the keeping of chickens; however, there are also potential negatives the practice could create for the surrounding neighbourhood. Noise, smell, attraction of rodents, and aesthetics are some of the potential negative impacts on surrounding property. However, it should be noted that none of the jurisdictions that were contacted reported significant problems with keeping chickens.

As noted previously, the draft amendment incorporates PAC's direction from August 13<sup>th</sup> and regulations from other jurisdictions. In general, the regulations are an attempt to minimize the potential negative impacts on surrounding properties while providing minimum standards for the animals. Two options are provided for section 4.3.2, one with a minimum ½ acre lot requirement, and the other with no minimum lot area requirement.

The minimum ½ acre lot area requirement restricts chicken keeping to larger lots, but staff feel this is not an effective way to address the potential negative impacts on surrounding properties. Regardless of the size of the property it is the minimum setback requirements to lot lines and adjacent dwellings that provides effective separation. For further context, the attached map identifies residential properties an acre or more in area (red), ½ - 1 acre (dark Green), and ¼ - ½ acre (yellow). The map points to the fact that setting minimum lot creates an uneven distribution of lots where chicken keeping is permitted amongst lots where the use is restricted.

To mitigate impacts, it is more effective to establish minimum setbacks to property lines and adjacent dwellings than setting minimum lot area requirements. The draft amendment requires a 3 metre (10 ft) setback to property lines, and a 10 metre (33 ft) setback to adjacent dwellings. These requirements generally reflect the more restrictive requirements in other jurisdictions.

## **CONCLUSION:**

As previously noted, there can be benefits to the keeping of chickens and many jurisdictions that permit the practice have reported very few problems. The draft amendments attempt to address potential negative impacts on the surrounding neighborhood; however, negative impacts will greatly depend on how well the property owner maintains the operation. The health of the flock, food, and manure management are all ongoing issues that go beyond the scope of land use planning.

## **MOTION OPTIONS:**

Option One: I move that the Planning Advisory Committee recommend that Council amend the Land Use Bylaw as shown in the Attachment with **Option A** to allow the keeping of chickens.

Option Two: I move that the Planning Advisory Committee recommend that Council amend the Land Use Bylaw as shown in the Attachment with **Option B** to allow the keeping of chickens.

Option Three: I move that the Planning Advisory Committee recommend that Council **not** amend the Land Use Bylaw to allow chickens

**STAFF RECOMMENDATION:** Option One should the PAC wish Council to allow chickens.

# Attachment

## Town of Amherst By-Law P-2-XX to amend the Land Use By-Law, P-2

1. This is a by-law to amend the Land Use By-Law of the Town of Amherst with respect to the matter of regulating the keeping of chickens.
  
2. In the Land Use By-law, Section 4.3 *Agricultural Animals* is amended by adding the subsection number "4.3.1", removing the words, "in town", and adding the words, "where permitted in Section 4.3.2 and", removing the words, "which have", adding the word, "with", and adding Section 4.3.2.

### 4.3 Agricultural Animals

4.3.1 The keeping of agricultural animals is prohibited except where permitted in Section 4.3.2 and the following lots with agricultural uses existing at the date of this bylaw:

- i) PID# 25047010
- ii) PID# 25037219
- iii) PID# 25358086

### OPTION A

- 4.3.2 In any residential zone, a Development Permit shall be issued for the keeping of female chickens (hens) as an accessory use, subject to the following requirements:
- a) ~~the lot is a minimum of 2,023 m<sup>2</sup> in area and~~ contains an existing Single Detached Dwelling only;
  - b) a maximum of six (6) hens are present on the lot;
  - c) the sale of eggs, meat, or manure on the lot is prohibited;
  - d) the slaughtering or euthanizing of hens on the lot is prohibited;
  - e) all hens shall be kept at all times in a chicken coop;
  - f) a chicken coop shall be visually screened from a street and neighbouring properties by a fence or landscaped buffer of at least 1.2 m in height;
  - g) a chicken coop shall not be located closer to any street than the dwelling, and have a minimum setback of 3 m from any property line, and a minimum setback of 10 m from any existing dwelling on an adjacent property;
  - h) a chicken coop shall be enclosed on all sides and have:
    - I. a roof and doors capable of being locked;
    - II. a minimum of 0.37 m<sup>2</sup> of coop floor area per hen;
    - III. a minimum of 0.92 m<sup>2</sup> of enclosed outdoor roofed area per hen;
    - IV. predator and bird-resistant wire mesh no greater than 2.5 cm over all openings;
    - V. one perch that provides at least 15 cm<sup>2</sup> of space per hen, and one nest box per hen;
  - i) not more than 0.1 cubic metres of manure generated by the hens shall be stored on a lot, and shall be stored within a fully enclosed structure no closer to the property line than the chicken coop; and,
  - j) stored food for the hens shall be kept indoors or in a weather resistant container sufficient to prevent access by animals.

**OPTION B**

- 4.3.2 In any residential zone, a Development Permit shall be issued for the keeping of female chickens (hens) as an accessory use, subject to the following requirements:
- a) the lot is a minimum of 2,023 m<sup>2</sup> in area and contains an existing Single Detached Dwelling only;
  - b) a maximum of six (6) hens are present on the lot;
  - c) the sale of eggs, meat, or manure on the lot is prohibited;
  - d) the slaughtering or euthanizing of hens on the lot is prohibited;
  - e) all hens shall be kept at all times in a chicken coop;
  - f) a chicken coop shall be visually screened from a street and neighbouring properties by a fence or landscaped buffer of at least 1.2 m in height;
  - g) a chicken coop shall not be located closer to any street than the dwelling, and have a minimum setback of 3 m from any property line, and a minimum setback of 10 m from any existing dwelling on an adjacent property;
  - h) a chicken coop shall be enclosed on all sides and have:
    - I. a roof and doors capable of being locked;
    - II. a minimum of 0.37 m<sup>2</sup> of coop floor area per hen;
    - III. a minimum of 0.92 m<sup>2</sup> of enclosed outdoor roofed area per hen;
    - IV. predator and bird-resistant wire mesh no greater than 2.5 cm over all openings;
    - V. one perch that provides at least 15 cm<sup>2</sup> of space per hen, and one nest box per hen;
  - i) not more than 0.1 cubic metres of manure generated by the hens shall be stored on a lot, and shall be stored within a fully enclosed structure no closer to the property line than the chicken coop; and,
  - j) stored food for the hens shall be kept indoors or in a weather resistant container sufficient to prevent access by animals.

**Clerk's Annotation for Official By-Law Book**

Date of First Reading:

Date of Notice of Intent to Consider:

Date of Second Reading:

\*Date of Advertisement/Notice of Publication\* (to be published following Ministerial approval)

Date of mailing to Minister a certified copy:

I certify that this **By-Law P-X, a By-Law to Amend the Land Use By-Law**, was adopted by Council and published as indicated above.

\_\_\_\_\_  
Gregory D. Herrett, CA  
Chief Administrative Officer

\_\_\_\_\_  
Date

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



LESLEY HARDER  
AMHERST, NS  
902-661-1204



August 5, 2018

ANDREW FISHER  
Manager of Planning & Strategic Initiatives  
AMHERST, NS

Dear ANDREW FISHER,

GAME OF CHICKEN

**Do we want this in the town of Amherst??**

Some aspects of the urban environment are not compatible with keeping backyard hens and crowing roosters. The attraction to rats and other wild animals such as foxes and skunks etc. are of a concern. Foxes will dig a hole 12 ft. deep in order to get under a coop. Happy chickens require 3' - 4' sq. feet per chicken inside and 8' to 10' square feet per chicken outside. Skimping on space can cause stress, cannibalism, pecking and death. The approximate 10 hens and 1 rooster which were the subject of the article in the Amherst News, were not given this required space. These birds were kept confined for days at a time when they should be let out daily. SPCA quote "not a suitable practice for individuals with little or no knowledge for keeping of chickens". On a positive note, four chickens will provide enough eggs for a family of four. Some municipalities across Canada do allow this but not the keeping of a rooster which can have a negative impact on surrounding property.

Sincerely

Lesley Harder

cc: JASON BLANCH (Councilor)

cc: DAVID KOGAN (Mayor of Amherst)



### **The draft LUB amendment that would allow the keeping of chickens**

I am opposed to this for the following reasons: While I believe some people will take care of their chickens. Most will not properly maintain them to prevent negative impact on the neighbourhood, including but not limited to, attracting nuisance animals, the spread of food & dropping over the property/enclose and excessive smells or noise.

Councillor Darrell Jones

Written Submission via Email: Jeff Smith

From: Jeff Smith <[r\\_ugby@hotmail.com](mailto:r_ugby@hotmail.com)>  
Sent: September 25, 2018 5:44 PM  
To: Kim Jones <[KJones@amherst.ca](mailto:KJones@amherst.ca)>  
Subject: Written submission

Hello,

I would like to make a submission regarding the planning advisory committees upcoming meeting on making amendments to the land use bylaw, regarding chickens.

I am neither for or against the keeping of chickens within town limits; as long as they aren't for commercial use and have limited numbers. Also if they can be kept away from neighbours living premises.(ie: I should not have to smell them while I use and enjoy my own property.) I would like to be heard about the keeping of roosters within town limits. They are loud and obnoxious, they cannot be controlled, and/or brought inside, their noise cannot be mitigated. They make loud noise from before sunrise to after sunset. This has many problems for residents from all walks of life.

I would like to be heard about my opposition to roosters or any other noisy food source, within town limits.

Thank your for letting me write this, and giving me a chance to have my say,

Sincerely,  
Jeff Smith

Written Submission via Email: Denise Allan

**From:** denise allan <[allandenise@hotmail.com](mailto:allandenise@hotmail.com)>

**Sent:** September 29, 2018 12:41 PM

**To:** Kim Jones <[KJones@amherst.ca](mailto:KJones@amherst.ca)>

**Cc:** Andrew Fisher <[AFisher@amherst.ca](mailto:AFisher@amherst.ca)>

**Subject:** CHICKENS

I realize this email is late, but then the 'Public Participation Opportunity Notice' was a little late getting in the paper (six days before the meeting) and I never received my paper until Thursday. Didn't leave much time to respond.

I think that if people want to keep chickens for eggs, they should be allowed. They would be keeping hens, not roosters, so there is no noise concern. And even meat birds are not kept long enough for noise to be an issue.

In today's economy, if people are inspired enough to do something healthy to augment their food supply, they should be encouraged.

There can be bylaws that discourage chickens from disturbing other peoples' property and that limit the number kept.

If anything, we should be assisting people who want to be part of the urban farming trend, not discouraging and banning them.

I hope you include my submission though it is late.

Thanks,

denise allan  
29 N. Adelaide St.  
902 667 8491

Written Submission via Email: Darlene Arsenault

**From:** Darlene <[darstablet2@gmail.com](mailto:darstablet2@gmail.com)>

**Sent:** September 30, 2018 11:04 AM

**To:** Andrew Fisher <[AFisher@amherst.ca](mailto:AFisher@amherst.ca)>; Kim Jones <[KJones@amherst.ca](mailto:KJones@amherst.ca)>; Darrell Jones <[DJones@amherst.ca](mailto:DJones@amherst.ca)>

**Subject:** BY law amendment for Chickens

My question is easy., what is the difference between living in the county & living in town? Does this also mean roosters? which crow all hours of the day( which then become part of a noise complaint? where do you draw the line . Is this amendment only for chickens? How many and what happens to all the racoons & skunks & weasels that will come , because of this chickens & eggs. It will be a feeding ground for them. If you want fresh eggs go to the store? Maritime Pride Eggs ? or rent a space outside town. I will be at this meeting as I believe chickens should NOT be in town limits.

Thank you

Respectfully

Darlene Arsenault

Sent from [Mail](#) for Windows 10



# **Town of Amherst Planning Advisory Committee Minutes**

**Date of Meeting:** Monday, October 1, 2018  
**Location:** Council Chambers, Town Hall

**Members Present:** Deputy Mayor Sheila Christie  
Councillor Terry Rhindress (Vice Chair)  
Citizen Appointee Gordon Goodwin

**Members Absent:** Citizen Appointee Ronald Wilson

**Staff Present:** Manager of Planning and Strategic  
Priorities, Andrew Fisher  
Municipal Clerk Kimberlee Jones  
Admin Assistant Emily Wainwright

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## **1. Call to Order**

Vice-Chair called the meeting to order at 4:31 p.m.

### **1.1. Approval of Agenda**

**Moved By:** Deputy Mayor Christie  
**Seconded By:** Councillor MacKenzie  
**That the agenda be approved.**

**Motion Carried**

### **1.2. Approval of Minutes**

**Moved By:** Deputy Mayor Christie  
**Seconded By:** Councillor MacKenzie  
**That the minutes of the September 11, 2018 PAC meeting be approved.**

**Motion Carried**

2. **Motion to go In-Camera**

**Moved By: Deputy Mayor Christie  
Seconded By: Councillor MacKenzie  
That the Committee go In-Camera.**

**Motion Carried**

**Motion to go Back to Open Session**

**Moved By: Deputy Mayor Christie  
Seconded By: Councillor MacKenzie  
That the Committee go back to Open Session.**

**Motion Carried**

3. **LUB Amendment to Allow the Keeping of Chickens**

3.1 **Staff Report**

Mr. Fisher reviewed his report as included as part of the agenda package. Mr. Fisher also wanted to make the Committee aware that at the September 11, 2018 PAC meeting, he had misread and therefore incorrectly reported on the livestock and related setbacks allowed in Cumberland County.

3.2 **Committee Questions**

Deputy Mayor Christie stated that she felt that 3 meters does not seem far enough for the set backs, and asked staff how they found that number. Mr. Fisher replied that they took the most restrictive requirements, taken from Fredericton and Moncton, and conversations with those jurisdictions have not had any issues with these setbacks.

Councillor MacKenzie asked who is going to police this, will there be inspectors going out once a month? Mr. Fisher responded that this report is in regard to land use bylaw issues, if someone comes in and says they want chickens, they would have to apply for a development permit, supply staff with setbacks, etc. Keeping chickens will be a day-to-day thing, and it does go beyond land use planning. It also dips into animal welfare; it sort of goes beyond the knowledge of the Town and what the Town currently has capacity to do. Councillor MacKenzie followed up asking if Sackville allows chickens. Mr. Fisher replied no, Sackville does not permit them, but Wolfville does, who have similar restrictions to the County.

Citizen Appointee Goodwin also asked if there were neighbours complaining that someone was not looking after their chickens, how do we police that? Mr. Fisher responded with that it would be difficult to answer at the moment, that may be a question for the SPCA.

#### **4. Public Participation Opportunity – LUB Amendment to Allow the Keeping of Chickens**

##### **4.1 Staff Report**

Mr. Fisher reviewed his report as included as part of the agenda package

##### **4.2 Committee Questions**

Deputy Mayor Christie stated that she believed there will be some issues with bylaw enforcement and asked if those issues would come through the Committee. Mr., Fisher responded that from a planning and development standpoint, we would look at the size of the coop, and the screening and fencing, and then a development permit may be issued. But the day-to-day health of the chicken would not be part of planning, it may be more.

Citizen Appointee Goodwin asked if someone were to submit an application, how will we measure the size of the lot. Would it need to be measured by a licensed surveyor to make sure it has met the size requirements? Mr. Fisher responded that like any other development, there is supporting documentation that we would request. If the lot was exactly one acre, or close, we would have the option to bring in a surveyor to confirm the size of the lot.

##### **4.3 Public Questions & Comments**

Prior to hearing questions and comments from the public, Municipal Clerk Kimberlee Jones read 5 written submissions. Submissions included those from Leslie Harder, Darrell Jones, Jeff Smith, Denise Allan, and Darlene Arsenault.

John Hudson, Durley Street Amherst. I have lived there for 6 years now, and what drives the interest in urban chickens at this time. Thank you.

Ed Childs, I am not against this bylaw of chickens, I am disappointed in the report saying that there are more issues than land use. My list of concerns includes that 6 is too many, coop requirements need to be spelled out, they need a chicken run and not to be stuck in a building, with the amount of manure on the property you gave no way to dispose of it, and the disposal of dead chickens, you can't slaughter on the property which you said, you'll need yearly inspections of chickens by a veterinarian as they carry disease that can spread to humans, you haven't dealt with the feeding requirements, chickens should be banded. You should get a band for each chicken with a number on it so if one gets away you know whose chicken it is. There should be noise restrictions for chickens, because they are noisy. The number of chickens should be related to space. You haven't addressed any enforcement capability at all, you can't say it doesn't cover your area. What if the bylaw is not followed, who is going to follow up on it, you need someone working full time on it. Can you fix the screen over there so the public can read it and not stretch our necks – put it over there. Fencing - you

didn't say the height – it's way too low for the height, and I have done quite a bit of research out West. Have a good time with chickens, if they come in my area I know a good fox. Who is going to enforce this and what are the penalties. You are just creating yourself more problems.

Elaine Hudson, Durley Street Amherst, there is absolutely no control of people complying. We already have chickens on Durley Street and they run onto the street. I have reported it, and nothing has been done. We already have bylaws that are not being adhered to. If you don't have one, get one. If we don't have bylaws, fine. I'm greatly concerned that compliance is an issue and it is paramount to address it.

Todd Vance, 30 Townshend Avenue, I think you are creating a problem we don't have right now. I haven't heard anything on policing or stench. We are taxed high enough, I would like to see more things cut rather than added, to cut taxes. If I wanted to live on a farm, I would move out there.

Denise Allan, I think you're making a big issue out of something not big. We already have nuisance animals. We have raccoons and skunks in our yard, dogs and cats, and I live with it, I don't care. I think if people want to have chickens, if people want to have health food for their family, I don't think that's a big deal. 6 chicken? Why not 10? There're dogs running around. It is not a smell issue, it can go in the compost. I think it's getting blown out of proportion.

Leslie Childs, Durley Street, if you're going to make a bylaw, make sure the bylaw officer comes around and enforces it. Deeply concerned about lack of provision for enforcement.

Jill Brewster and Jeff Brewster. Jill Brewster, we're probably the reason why everyone is here right now. We moved here from Saint John and were interested in having some chickens. Maybe we jumped the gun in purchasing and creating a coop. We purchased some babies, not knowing the gender, and once we found out we had roosters, we got rid of them as soon as we could. It turned into an issue, and we are interested in the urban chicken trend happening across Canada right now. I agree with the recommendations with being strict with what people are allowed to do. I would be disappointed if a Town would be discouraging people from an extremely positive thing. I think that if we all live here, and all pay our taxes we have a say. Jeff Brewster, I agree with everything she said, that it's becoming a bigger deal than what it really is. I would challenge anyone who can detect the smell of 6 hens. I have the understanding of chickens and other animals, and how they operate. I challenge if you can really hear or smell that. I agree that roosters should not be kept on property in the Town. In regard to the disposal of waste, the waste of 6 hens wouldn't produce enough waste to fill one of our Town compost bins, and if there was a death in the coop – compost bin.

Nolan Black, 28 Brownell Avenue, I think its being made into a bigger deal than it needs to be. They make a lot less noise and mess than neighbour's cats. As far

as enforcement goes, the Town doesn't do annual inspections if you're dealing with your dogs or kids to make sure they're being fed. I don't support Option B (lot size), as long as you meet the set back requirements. It is being blown out of proportion.

Darlene Arsenault, when I first read this, I did not want them, but then I researched them. I'm not disagreeable anymore other than the enforcement does have to happen. Everything we have done in this Town gets extreme. Someone always pushes the buttons. Not that I have done this, I have changed my opinion. When I looked at Moncton and Vancouver, they all allowed 4 hens. I wanted to come out and admit I was wrong. They can attract rats, mice, lice, disease, skunks, that's what I Googled. If people take care of them, we won't have these problems. I agree with it, as long as it's enforced. It needs to be included, there has to be some kind of spot where it needs to be. Be fair; and since there's no roosters, I'm happy. There are chickens right now next to me, and I don't smell them.

Being no further speakers, the Public Participation Opportunity closed.

#### **4.4 Recommendation**

**Move By: Deputy Mayor Christie**

**Seconded By: Councillor MacKenzie**

**That the Planning Advisory Committee recommend that Council not amend the Land Use Bylaw to allow chickens.**

### **5. Staff Reports / Presentations**

#### **5.1 Discussion Item – Amendments to the LUB for Cannabis-related Land Uses**

Mr. Fisher reviewed his report as included as part of the agenda package.

##### **5.1.1 Committee Questions**

Councillor MacKenzie asked, if this goes through, will the business at the old jail have to be shut down. Mr., Fisher responded that he believes they are doing that with medical marijuana. If you have a license to use, you are also allowed to grow, or you're allowed to assign that under someone else. My understanding of the Cannabis Act is that you can't grow for someone else at all. Councillor MacKenzie added that he doesn't want to see them shut down because they spent a lot of money here.

Deputy Mayor Christie stated that she believes there needs to be a conversation on retail spaces.

Vice-Chair Rhindress was wondering about bigger cities allowing edibles. Mr. Fisher replied that they are illegal right now. They will need to pass legislation to allow edibles.

## 5.2 Discussion Item – Signage Review

Mr. Fisher reviewed his report as included as part of the agenda package.

### 5.2.1 Committee Questions

Deputy Mayor Christie commented that she thinks it would be great for the Town to continue with the same look and feel as the County when coming in on LaPlanche Street, and to have uniformity. Something similar to the Malagash sign, where they show the different businesses. The Irving lot on LaPlanche Street would be a great spot, or by Robbs ball field. There may be a possibility of extending the downtown core, and the reason is because there is one big billboard sign that is now allowable because it was moved a few feet. There may also be a need to do away with political sign, or only being permitted in certain areas. I think this needs to be revisited.

Councillor MacKenzie agreed with Deputy Mayor Christie. He mentioned that Birkinshaw's just won an award and they can't really display that. These signs may draw business in to that place in particular.

Citizen Appointee Goodwin added that he agrees with a sign near Robbs, but advertising for one a couple businesses may be difficult, as one person may be left out of the group.

Mr. Fisher stated that in terms of entrance signage, those are not really something the land use bylaw would address. Extending the uniform signage from the County until at least the entrance of Town, that can be done outside of the land use bylaw as there are already provisions in place. I could do some research and see if other municipalities have, if any, control that they impose for election signs.

## 6. Adjournment

**Deputy Mayor Christie motioned to adjourn the meeting at 6:26 p.m**

**Motion Carried**

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Kimberlee Jones, Municipal Clerk

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Vice Chairman Terry Rhindress

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**TO:** Mayor Small and Members of Amherst Town Council

**SUBMITTED BY:** Greg Jones, Director of Fire Services

**DATE:** September 15, 2025

**SUBJECT:** **Bylaw Amendment – C-07 Fires and Burning of Materials Bylaw**

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**ORIGIN:** Bylaw review

**LEGISLATIVE AUTHORITY:** MGA sections 47 and 48 authorize council to make, amend and repeal bylaws and policies.

**RECOMMENDATION:** That Council forward to the September 22, 2025, regular meeting, first reading of the Bylaw to Amend the Fires and Burning of Materials Bylaw C-7.

**BACKGROUND:** The current bylaw was approved by Council in 2023. The intent of this bylaw was to establish requirements around the ignition, setting fire to or burning of any materials, articles or substances, out of doors, within the limits of the Town of Amherst.

**DISCUSSION:** During the review of the current bylaw, it was identified that additional clarification was needed regarding the use of recreational outdoor burning appliances fueled by propane or natural gas. This clarification is intended to ensure consistent understanding and application of the bylaw’s requirements.

The following amendments aim to improve clarity and ensure the bylaw accurately reflects the intent and scope of regulations concerning outdoor burning appliances.

- Clauses 4(g), 4(h), and 4(i) have been relocated under Clause 4(e), as they pertain specifically to recreational outdoor burning appliances that utilize wood or other combustible materials. This reorganization excludes appliances fueled by propane or natural gas, which are governed under Clause 4(j).
- Clause 4(j) has been renumbered to Clause 4(g) to reflect the structural changes above. Additionally, the reference to the “Nova Scotia Department of Natural Resources and Renewables” has been updated for accuracy. An exception statement has also been added to clarify the applicability of Clause 4(f) in relation to propane and natural gas appliances.





## COMMITTEE OF THE WHOLE

CDR# 2025109

Date: September 15, 2025

**FINANCIAL IMPLICATIONS:** The proposed changes to this bylaw will have no financial implications on the Town of Amherst.

**SOCIAL JUSTICE IMPLICATIONS:** This bylaw amendment will have no social justice implications for the Town of Amherst.

**ENVIRONMENTAL IMPLICATIONS:** There is potential for environmental implications with amending this bylaw as it relates to the products of combustion.

### **ALTERNATIVES:**

1. Accept the recommended changes and proceed with 1<sup>st</sup> reading of this bylaw
2. Provide further direction to staff
3. Reject these recommended changes

### **ATTACHMENTS:**

1. Bylaw to Amend the Fires and Burning of Materials Bylaw C-07
  2. C-07 Fires and Burning of Materials Bylaw – Amendment 2025
  3. C-07 Fires and Burning of Materials Bylaw – Approved 2023
- 



## **BY-LAW TO AMEND THE FIRES AND BURNING OF MATERIALS BY-LAW, C-07**

The Town of Amherst Fires and Burning of Materials By-law is hereby amended as follows:

- Clauses 4(g), 4(h), and 4(i) have been relocated under Clause 4(e) as #s 4, 5 and 6 as they pertain specifically to recreational outdoor burning appliances that utilize wood or other combustible materials. This reorganization excludes appliances fueled by propane or natural gas, which are governed under Clause 4(j).
- Clause 4(j) has been renumbered to Clause 4(g) to reflect the structural changes above. Additionally, the reference to the “Nova Scotia Department of Natural Resources and Renewables” has been updated for accuracy. An exception statement has also been added to clarify the applicability of Clause 4(f) in relation to propane and natural gas appliances.

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**TITLE: FIRES AND BURNING OF MATERIALS BYLAW**  
**SECTION: PROTECTIVE SERVICES**  
**BYLAW: C-7**

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**APPROVAL DATE:** \_\_\_\_\_

**CAO Signature:** \_\_\_\_\_

1. SHORT TITLE

This By-Law shall be known as the Fires and Burning By-Law.

2. DEFINITIONS

In this By-Law,

“**owner**” has the same meaning as in the Municipal Government Act;

“**Recreational outdoor burning appliance**” means an appliance that is designed to contain a small fire for recreation and entertainment purposes, equipped with a spark arrester and includes an outdoor fireplace, an outdoor dome fireplace, or fire pit. This does not include an appliance that is designed or used to provide heat to a building.

3. FIRES AND BURNING OF MATERIALS

No person shall light, ignite, start, allow or cause to be lit, ignited or started, or add fuel to, or otherwise permit or encourage to burn, a fire of any kind whatsoever in the open air, except as permitted by this bylaw within the limits of the Town of Amherst. For greater clarity, the burning of materials, articles or substances in any container outside a building shall be considered burning outdoors. This means any place on a property that is not a building. A structure used mainly for the purpose of containing a burning facility or housing a vessel used for burning of materials or substances, does not qualify as a building. No person shall burn rubber tires, oil, plastic, petroleum products or domestic waste, such as leaf and yard waste including grass and grass clippings, twigs, and house and garden plants; and construction or demolition material, including saw dust, wood shavings, planking, siding, wood beams, plastic and rubber.

Only recreational outdoor burning appliances may be used throughout the Town of Amherst without permit as long as they meet the requirements of this bylaw. Further, the user of these types of appliances shall ensure that the manufacturers operating instructions for these appliances are followed and a copy is retained and readily available upon request. In the case where the manufacturers operating instructions are stricter than the requirements of defined in this bylaw, then the position and operation of the appliance shall comply with the manufacturer’s instructions, followed by the remaining requirements of this bylaw.

4. PERSON IN CHARGE OF THE FIRE

There shall be a person designated as being charge of the fire. This person shall be the owner of the property upon which the burning is taking place, or a person who has the owner consents to conduct the burning. The person in charge shall ensure that:

- a. They are at least the age of nineteen (19) years of age or older and shall have the ability to act quickly without delay if an issue or incident occurs in relation to the fire, and has the means to call

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**TITLE: FIRES AND BURNING OF MATERIALS BYLAW**  
**SECTION: PROTECTIVE SERVICES**  
**BYLAW: C-7**

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911 from the site, without delay. Shall be present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;

b. They are present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;

c. They are equipped with tools or equipment to contain an outdoor fire (which may include brooms, rakes, back tanks, shovels and an extinguisher or garden hose) shall be available on the property within a reasonable distance from where the fire is located, that has an adequate water supply;

d. The operating instructions that came with the recreational outdoor burning appliance shall be retained and readily available upon request. In addition, in the case where the operating instructions from the manufacture are stricter than the requirements of in this Bylaw, then the position and operation of the appliance must comply with those operating instructions;

e. Where the recreational outdoor burning appliance burns wood instead of natural gas or propane:

1. it shall have a spark arrestor or mesh screen used to contain any sparks or blowing debris, that has no openings larger than 9.65 mm (3/8"). A spark arrestor is a device fitted to a recreational outdoor burning appliance to prevent the release of sparks into the atmosphere or surrounding area;
2. In the case of using wood, you shall ensure that only clean, dry, untreated wood or charcoal is burned. This means wood that has not been chemically treated, stained or painted, and has been stored in a manner to deter dampness;
3. The fire shall not exceed 60 centimeters in width at the largest point and not piled higher than 45 centimeters in height; and shall not create an unreasonable interference with a neighboring property owner's enjoyment of his or her property;
4. Recreational outdoor burning appliances shall not be placed on wooden decks or combustible surfaces or under or near a combustible structure; and that only one recreational outdoor burning appliance is used on a property at a time;
5. Burning does not take place within 4.75 metres (15 feet) of any dwelling, accessory building, flammable structure, combustible material or property line;
6. No fire is to be ignited or remain active when the wind speed is in excess of 25 km per hour as reported on the Environment Canada Website for Amherst, Nova Scotia;

f. Where the recreational outdoor burning appliance burns natural gas or propane it shall not have combustible products added to it while in operation.

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**TITLE: FIRES AND BURNING OF MATERIALS BYLAW**  
**SECTION: PROTECTIVE SERVICES**  
**BYLAW: C-7**

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~~g. Recreational outdoor burning appliances shall not be placed on wooden decks or combustible surfaces or under or near a combustible structure; and that only one recreational outdoor burning appliance is used on a property at a time;~~

~~h. Burning does not take place within 4.75 metres (15 feet) of any dwelling, accessory building, flammable structure, combustible material or property line;~~

~~i. No fire is to be ignited or remain active when the wind speed is in excess of 25 km per hour as reported on the Environment Canada Website for Amherst, Nova Scotia;~~

~~j~~ g. Shall ensure that no fires are ignited when a “non-burn day—Burning is not permitted **Burning is not allowed**” indicator is issued for the Cumberland region, by the Nova Scotia department of ~~Lands & Forestry~~ **Natural Resources and Renewables**, between the period of March 15th to October 15th or as determined from time to time by the Province of Nova Scotia as set out in the Forest Fire Protection Regulations. **Exception: this clause does not apply if the recreational outdoor burning appliance complies with 4(f).**

#### 5. SPECIAL BURNING PERMIT

In addition, to the requirements and allowances defined in this bylaw there may be a situation where the burning of materials is not defined within this bylaw. In these cases, an application for special burning permit shall be requested by making application to the Fire Chief.

The Fire Chief may issue a special burning permit to an applicant and may prescribe additional requirements within the permit. The Fire Chief, in issuing a permit may specify conditions upon which the permit is granted.

The Fire Chief, in considering an application for a permit may refuse to issue a permit if the Fire Chief is not satisfied that the proposed burning complies with the other provisions of this Bylaw or if the Fire Chief is not satisfied that the proposed burning could be carried out safely. The Fire Chief may revoke a permit issued under this bylaw at any time.

#### 6. AUTHORITY

The Fire Chief or anyone who is directed by the Town of Amherst to enforce this bylaw shall have control over the prevention and suppression of fires governed by this bylaw; and may enter upon any land, at any reasonably necessary time, for the purpose of performing their duties and functions pursuant to this Bylaw.

Where it is determined that a fire poses a fire hazard to persons or property, or where there is a failure to meet the requirements of this bylaw, they shall have the authority to extinguish or order extinguished any fire which poses a health or safety hazard to persons or property, or in their opinion that the fire causing a nuisance; or does not comply with the provisions of this Bylaw.

**TITLE: FIRES AND BURNING OF MATERIALS BYLAW**  
**SECTION: PROTECTIVE SERVICES**  
**BYLAW: C-7**

**7. PENALTY**

Any person who violates or contravenes any of the provisions of this bylaw shall, upon conviction thereof, be subject on summary conviction to a fine of not less than one hundred dollars and not more than ten thousand dollars, in accordance with section 505(2) of the Municipal Government Act.

A fine can be applied on an individual by anyone who is directed by the Town of Amherst to enforce this bylaw as follows:

- |                             |                               |
|-----------------------------|-------------------------------|
| a. First offence: \$250.00  | c. Third offence: \$1,000.00  |
| b. Second offence: \$500.00 | d. Fourth offence: \$1,500.00 |

**8. EXCEPTION**

This By-Law shall not apply to persons acting directly under the authority of the Fire Chief of the Amherst fire department in the performance of their duties.

**9. REPEAL**

All Fires and Burning of Materials Bylaws of the Town now in force are hereby repealed and this by-law substituted therefor.

For Administrative Use Only

<b>Fires and Burning of Materials Bylaw C-7 Adoption</b>	
<b>First reading:</b>	May 23, 2023
<b>Notice of Intent:</b>	June 7, 2023
<b>Second Reading:</b>	June 26, 2023
<b>Notice of Publication and Effective Date of Bylaw:</b>	July 5, 2023
<b>Notice to Service Nova Scotia &amp; Municipal Relations:</b>	July 5, 2023

**VERSION LOG**

<b>Bylaw Owner</b>	<b>Amendment Description</b>	<b>Council Approval Date</b>
<b>Director of Fire Services, Jones</b>	Remove the requirement that an appliance is approved by CSA (Canadian Standards Association) or ULC (Underwriters' Laboratories of Canada)	June 26, 2023
<b>Director of Fire Services, Jones</b>	Clauses 4 (g)(h)(i) have been placed under 4(e); Clause 4(j) is now 4(g) - changed to include Nova Scotia Department of Natural Resources and Renewables, and a exception statement added that is related to 4(f).	

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**TITLE: FIRES AND BURNING OF MATERIALS BYLAW**  
**SECTION: PROTECTIVE SERVICES**  
**BYLAW: C-7**

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**APPROVAL DATE:** June 26, 2023

**CAO Signature:** 

**1. SHORT TITLE**

This By-Law shall be known as the Fires and Burning By-Law.

**2. DEFINITIONS**

In this By-Law,

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**TITLE: FIRES AND BURNING OF MATERIALS BYLAW**  
**SECTION: PROTECTIVE SERVICES**  
**BYLAW: C-7**

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- a. They are at least the age of nineteen (19) years of age or older and shall have the ability to act quickly without delay if an issue or incident occurs in relation to the fire, and has the means to call 911 from the site, without delay. Shall be present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;
- b. They are present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;
- c. They are equipped with tools or equipment to contain an outdoor fire (which may include brooms, rakes, back tanks, shovels and an extinguisher or garden hose) shall be available on the property within a reasonable distance from where the fire is located, that has an adequate water supply;
- d. The operating instructions that came with the recreational outdoor burning appliance shall be retained and readily available upon request. In addition, in the case where the operating instructions from the manufacture are stricter than the requirements of in this Bylaw, then the position and operation of the appliance must comply with those operating instructions;
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- o it shall have a spark arrestor or mesh screen used to contain any sparks or blowing debris, that has no openings larger than 9.65 mm (3/8"). A spark arrestor is a device fitted to a recreational outdoor burning appliance to prevent the release of sparks into the atmosphere or surrounding area;
  - o In the case of using wood, you shall ensure that only clean, dry, untreated wood or charcoal is burned. This means wood that has not been chemically treated, stained or painted, and has been stored in a manner to deter dampness;
  - o The fire shall not exceed 60 centimeters in width at the largest point and not piled higher than 45 centimeters in height; and shall not create an unreasonable interference with a neighboring property owner's enjoyment of his or her property;
- f. Where the recreational outdoor burning appliance burns natural gas or propane it shall not have combustible products added to it while in operation.
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**TITLE: FIRES AND BURNING OF MATERIALS BYLAW**  
**SECTION: PROTECTIVE SERVICES**  
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i. No fire is to be ignited or remain active when the wind speed is in excess of 25 km per hour as reported on the Environment Canada Website for Amherst, Nova Scotia;

j. Shall ensure that no fires are ignited when a “non-burn day – Burning is not permitted” indicator is issued for the Cumberland region, by the Nova Scotia department of Lands & Forestry, between the period of March 15th to October 15th or as determined from time to time by the Province of Nova Scotia as set out in the Forest Fire Protection Regulations.

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Where it is determined that a fire poses a fire hazard to persons or property, or where there is a failure to meet the requirements of this bylaw, they shall have the authority to extinguish or order extinguished any fire which poses a health or safety hazard to persons or property, or in their opinion that the fire causing a nuisance; or does not comply with the provisions of this Bylaw.

#### 7. PENALTY

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**TITLE: FIRES AND BURNING OF MATERIALS BYLAW**  
**SECTION: PROTECTIVE SERVICES**  
**BYLAW: C-7**

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For Administrative Use Only

Fires and Burning of Materials Bylaw C-7 Adoption	
<b>First reading:</b>	May 23, 2023
<b>Notice of Intent:</b>	June 7, 2023
<b>Second Reading:</b>	June 26, 2023
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**VERSION LOG**

Bylaw Officer	Amendment Description	Council Approval Date
Director of Fire Services, Jones	Remove the requirement that an appliance is approved by CSA (Canadian Standards Association) or ULC (Underwriters' Laboratories of Canada)	June 26, 2023

# MEMORANDUM

To: Mayor Small and Members of Amherst Town Council  
From: Jason MacDonald, CAO  
Date: September 15, 2025  
**Subject: United Way Tax Relief Request**

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## Background

Shaw Rural Housing, the River Phillip Foundation, the United Way, the Province of Nova Scotia, Canada Mortgage and Housing Corporation and the Town of Amherst have partnered in an affordable housing development at the top of Church Street known as Hillsdale.

The Town's financial contribution included paying for the street, water, sanitary sewer, storm sewer and pedestrian infrastructure on Vista Way valued at over \$450,000. In addition, administratively we supported and processed a development agreement for a new community concept which could prove to be a model for housing in rural Nova Scotia. This process also led to a successful negotiation of a municipal boundary change agreement with the Municipality of the County of Cumberland.

Underlying the recommendation and ultimate decision to invest over \$450,000 in this project was the fact that the new development would pay property tax used primarily to pay for the services provided to the new residents of the community, and to some limited degree 'offset' the Town's financial contribution over time.

**During the negotiation process with all parties, it was made clear that the Town would not be providing property tax relief.**

## United Way Request

The following email is self explanatory.

*Hi Jason,*

*Thanks for meeting with Sarah and I yesterday. Truly appreciate all the support the municipality has offered this project over the course of its development.*

*As discussed, due to our federal and provincial funding contracts obligations, rental revenue for the project is severely limited. This, of course, results in highly accessible/affordable rental housing opportunities for essential workers and middle-to-low income earners, but challenges our operational capacity.*

*We have calculated the property tax rate for the 28 homeownership units at \$98,864/year based on a rate of \$1.67 and a total asset valuation of \$5,920,000. This cost has been worked into the affordability equation (equal to or less than 30% of target demographic household income) and will be paid by homebuyers/owners, providing the town with essential revenues.*

*However, the portion of the property tax attached to rental units will be born by United Way. This total amounts to \$40,172.96 based on an asset valuation of \$2,510,810.*

*Although our operational budget is currently balanced, it is bare bones and leaves little room for cost increases and/or emergent issues.*

*If, through its grant program or other means, the municipality could offer complete (or partial) relief from the property tax obligations for our rental units it would put United Way in a much stronger position to maintain units, serve the community, and expand the portfolio of affordable housing opportunities for working households in the area.*

*Thanks in advance for considering this request.*

*Please feel free to get in touch if needed.*

*Kevin Hooper*

*Director of Affordable Housing*

*United Way*

### **Discussion**

While I understand desire for financial flexibility, property tax is the primary source of revenue for the Town. Providing tax relief on this scale would be unprecedented and would undoubtedly result in requests for similar relief from other organizations. This would result in significant and continued financial loss to the Town.

Furthermore, it would result in the homeowners of the community paying property tax, while the renters effectively do not.

### **Recommendation**

That Committee of the Whole place the following motion on the agenda of the September 22, 2025 regular Council meeting:

**That the request for property tax relief from the United Way be denied.**

# MEMO

TO: Mayor Small and Members of Council

FROM: Mallory Klooster, Manager of Community Well-Being

DATE: Monday, September 15, 2025

RE: Basic Income Guarantee Update

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With a new Council being elected in October 2024, staff felt that an update regarding the **Basic Income Guarantee (BIG)** initiative was appropriate at this time.

Basic Income Guarantee (BIG) is a program that aims to provide regular, unconditional cash payments to individuals to cover essential needs, ensuring income security and dignity regardless of employment status. It acts as an income floor, and could reduce poverty, food insecurity, improve health and support economic stability.

The Municipality has demonstrated steadfast support for the BIG initiative, following Council's approval in 2022 to endorse a resolution by the Atlantic Mayors Congress advocating for a Basic Income Guarantee.

On March 2, 2024, a public forum on BIG was held in Springhill, with Council in attendance. A letter of support for BIG was also sent to all elected officials in Cumberland County. The Town of Amherst registered the municipality's letter of support with Basic Income NS.

In May 2025, Bill (S-206), which seeks to create a national framework for Basic Income had its introduction and first reading completed and is currently in its second reading in the Senate.

The **PEI Project**, a pilot initiative to explore the implementation of a guaranteed basic income, is a key area of focus. Currently, PEI has a smaller-scale, targeted pilot program called T-BIG (Targeted Basic Income Guarantee), which began in 2021 and are calling for the federal government to support and work with the PEI Government to implement the PEI Project as a path towards creating a Canada-wide basic income guarantee.

It is recommended that Council continue to support the **Basic Income Guarantee (BIG)** initiative by maintaining our position of advocacy at both the provincial and federal levels. Continued dialogue with MPs, Senators, and other stakeholders will be essential in advancing this important program, which has the potential to alleviate poverty and support economic stability for all citizens.

**Attached:** 2023-FAQ's, Basic Income Advocacy Letter, BIG+AtlanticConsensus+Statement  
**Petition for PEI Project:** <https://www.ourcommons.ca/petitions/en/Petition/Details?Petition=e-6772>

## Frequently Asked Questions

### Q1: What is a basic income?

A basic income is a periodic, unconditional cash payment provided by government to individuals. It ensures recipients can meet their basic needs and live with dignity regardless of their work status. Different terms are used for similar policy proposals to emphasize different key characteristics of basic income:

- i) a *Basic Income Guarantee (BIG)* creates an income floor, preventing people from falling into poverty. It is unconditional, and (like health care) universally *available*, but income tested and so delivered only to those who need it, regardless of their work status.
- ii) a *Guaranteed Livable Income (GLI)*. GLI and BIG are essentially the same. Many Canadian advocates have adopted the use of GLI to emphasize the importance of the benefit's sufficiency. It must be high enough not just to survive, but to live with dignity. The sufficiency requirement is also part of all detailed definitions of BIG but is not highlighted in the acronym. Therefore, this document uses *livable BIG* throughout to keep sufficiency to the fore.
- iii) a *Universal Basic Income (UBI)*. A UBI is an unconditional payment made to *all* adults, rich or poor, and is not clawed back. It contrasts directly with income tested models. A UBI benefit is often set at \$500 or \$1000 per month—not a livable benefit. In Canada, UBI is often used to refer to any kind of basic income program. This leads to confusion exploited by opponents to attack a livable BIG's affordability.

### Q2: What program do we propose for Canada?

The Coalition advocates for a basic income consistent with the principles described [here](#) – that is, an income-tested livable BIG for adults aged 18-64, functioning as part of a comprehensive array of social supports, and respectful of indigenous self-determination.

The benefit for a single adult without other income should be set at or above the [poverty line](#) and indexed to the cost of living. The reduction rate for paid work should be set at a level which will make paid work always worthwhile – certainly no higher than 50%. The Coalition supports a reduction rate lower than 50%, but the precise reduction rate will depend on various aspects of the final design. People with exceptional costs due to a disability should receive additional monetary support to allay those costs. Additionally, administration of a livable BIG should be flexible and able to respond nimbly to individual's changing circumstances. As can be seen from the [Parliamentary Budget Office's 2021 report](#), a basic income has the potential to completely transform the rate of poverty in Canada.

### Q3: How high should a livable BIG be set?

Since the purpose of a livable BIG is to address income insecurity and poverty, the benefit should be set at or above the poverty line.

The MBM is Canada's official poverty line and so necessarily sets the standard for measuring the rate of poverty in every region. However, MBM does not necessarily determine a suitable benefit level for any one of those regions. The most appropriate benefit level for a specific MBM area will depend on various aspects of the ultimate design for that area. The benefit level should be high enough to lift everyone out of poverty, even those in the very deepest poverty. To do so, in some cases the benefit level may need to be set above the official MBM measure.

#### *Q4: What existing income support programs would a national livable BIG replace?*

A national livable BIG should replace provincial and territorial income assistance programs (welfare).

Accessing them is humiliating and [stigmatizing](#), and interactions with multiple intermediaries leave applicants [vulnerable](#) to racism, sexism and other forms of discrimination. Welfare rates vary widely across the country, but all are [far too low](#) to meet basic needs. Struggling to subsist on too little income is time consuming and exhausting. It causes [stress and ill health](#). Additionally, current welfare programs are counterproductive because they create [barriers](#) to employment. The federal government has the wherewithal to administer a consistent, fair, and more robust income security program set at a livable benefit level appropriate to the various regions of Canada.

#### *Q5: What existing income support programs should be retained with a national livable BIG?*

Together with a livable BIG, the federal programs below should be retained, ensuring that income security is accessible and equitably delivered to everyone in need.

A livable BIG would work effectively with the Canada Child Benefit (CCB) and Old Age Security (OAS)/Guaranteed Income Supplement (GIS) and should be retained. The GIS may need an upward adjustment to ensure it raises incomes to a livable level. Both CCB and OAS/GIS resemble basic income programs but target specific age groups. That is why we advocate for a program for people 18-64 years of age—they are not covered by these benefits. EI should be continued, but surely needs redesigning in light of the radically changing world of work if it is to be effective for people engaged in precarious work and gig economies. Contributory programs like The Canada Pension Plan and Employment Insurance should also be continued.

[Bill C-22](#), the amended Canada Disability Benefit Act was ratified by the House on June 22, 2023. The government has 1 year to develop regulations and implement a Canada Disability Benefit (CDB). If a livable CDB is instituted that adequately addresses the extraordinary costs of having a disability, [expanding the livable BIG to all who need it](#) would be the next step.

#### *Q6: What are the benefits of a livable BIG?*

There are many benefits of a well-designed national livable BIG program.

BIG would provide a reliable and [steady income](#) for all—people currently receiving welfare, precarious workers struggling with low paying or temporary jobs, those who farm, fish and do other seasonal work, those working in the creative arts, and others. A livable BIG would [empower precarious workers](#) and give them more choices. It would value both paid and unpaid work (e.g., caring for family members).

A livable BIG would dramatically reduce poverty and in so doing reduce the high costs of poverty (e.g., for the [Atlantic Region](#) and [Ontario](#)). Once people know they could meet their most basic needs for [food](#), shelter, transportation, etc., the [stress of living](#) on an inadequate income is immediately reduced and [mental health improves](#). A [recent study](#) showed that when people have a reliable livable income, fewer calls on other social support services can be expected. Accidents, hospitalizations, abuse, and [crime](#) due to desperation go down. The costs of [health](#), policing, and [incarceration](#) costs go down, [general health](#) and educational outcomes improve, community participation increases, and alternative living possibilities for abused family members are created. Altogether, the cost of remedial programs would be reduced, [saving taxpayers money](#).

It is common sense that people living on low incomes tend to spend their money locally. As [was found with CCB](#), a livable BIG would infuse money into local economies, potentially even growing businesses. And the resulting financial stability in the lives of recipients would restore dignity and autonomy, increase well-being and improve community cohesion, involvement, safety and security.

Finally, as we strive to meet Canada's environmental protection and climate change goals, individuals, businesses and whole communities will need financial support to undertake the many changes required for the transition. A livable BIG, together with an improved Employment Insurance program, would provide the community resilience needed to [move Canada towards an environmentally sustainable economy](#).

*Q7: Should provincial programs - other than welfare - be replaced by a livable BIG?*

In general, no. Both income security and a comprehensive array of social supports and services are necessary for all people, including those with unique challenges and vulnerabilities to live with dignity.

A federal livable BIG should be [designed](#) to harmonize with other provincial, territorial, and indigenous social support and service programs. Federal, provincial and Indigenous governments should determine collaboratively which programs, if any, should be replaced and which continued when a livable BIG is implemented. Provincial employment and training programs, counselling and rehabilitative services and supports must remain and should be updated or expanded where needed.

*Q8: Will people stop working if they get a BIG?*

Canadian research has identified two main reasons people leave the workforce when receiving a basic income: to stay home and care for very young children and to stay in school or extend schooling.

Studies of a basic income pilot program in Manitoba in the 1970s - [Mincome](#) - show that [most people continued to work](#). Those who did not tended to be youth or heads of single parent households. [Research](#) on the truncated Ontario Basic Income Pilot at McMaster University found similar results - most recipients who had jobs continued to work after receiving a basic income and more than a third reported that basic income actually helped them find higher-paying jobs with better working conditions. Consistent with these findings, the 2021 [Parliamentary Budget Office study](#) estimated that a national BIG would result in only a slight change in labour supply. Canadian evidence accords with that from basic income trials [throughout the world](#).

[Systemic disincentives to work](#) currently exist, including the high clawback rates and intrusive demands of welfare, temporary and part-time work, low wages, unfair labour practices, lack of benefits, unsafe work conditions, unavailability of safe and affordable daycare, changing economies, and need for skill training. Poverty itself can be a [barrier](#) to finding employment. However, there is no evidence that income support systems have a significant or worrisome effect on labour participation. On the contrary – there is [evidence](#) that [adequate income support](#) helps people to acquire necessary skills and education for jobs, encourages entrepreneurial start-ups, and contributes to travel and daycare costs as well as better physical and mental health. A well-designed basic income could actually improve the incentive to work by ensuring a gradual reduction in benefit level as earned income increases. Everyone will be better off.

### *Q9: How is basic income different from CERB?*

Unlike BIG, CERB - designed to slow the progress of COVID-19 - was temporary, conditional, and deliberately designed to support people so they would NOT risk contagion by going to work.

CERB support payments were conditional on applicants having lost their jobs, had their hours reduced, or had childcare responsibilities associated with school closures due to the pandemic. In addition, applicants had to have earned at least \$5,000 in the previous 12 months. Because of its conditions, CERB [failed to reach](#) all those in need as the Government's frequent modifications to the program indicated. In contrast to CERB, a livable BIG would be [permanent](#) and unconditionally available to those whose income fell below the benefit level. CERB did have some [similarities](#) to livable BIG, however. It recognized that an adequate monthly income was essential both for individual financial security and to keep the economy going. It was easily accessible, and the stigma associated with welfare was eliminated. In these ways, CERB provided a direct contrast to provincial welfare programs. There have been complaints from businesses that CERB has led to 'people not wanting to work'. This claim is not supported by [recent research](#) and fails to differentiate CERB, which was deliberately designed to keep people home, from BIG.

### *Q10: How much would a national income-tested livable BIG cost?*

A livable BIG is affordable and a more effective use of tax dollars than current income support systems.

The ultimate cost of any basic income program cannot be separated from the cost of living at implementation, or the many design details of the particular program. Precisely because it is income tested, the livable BIG we propose would cost a fraction of the amount a Universal Basic Income (UBI) would cost, as shown in the comparative costings of the BICN [Policy Options](#) document. Three PBO calculations ([2018](#), [2020](#), [2021](#)) have costed a BIG, most recently estimating the 2022-2023 gross cost to be \$87.6 billion. The cost of a BIG would be offset by welfare replacement savings and down-the-road savings described in Q11.

### *Q11: How do we pay for a national income-tested livable BIG?*

A livable BIG could be paid for by harmonizing the provincial/territorial social transfer with the new national basic income program, replacing federal non-refundable with refundable tax credits, and/or introducing other tax fairness measures.

There are multiple [ways](#) to pay for a basic income program, regardless of how it is [designed](#). In part, the cost of a livable BIG would be offset by savings from federal transfers to provinces for welfare, much of which would no longer be needed. Changes to the current tax system to make it more equitable (e.g., changing non-refundable to refundable tax credits and increasing corporate taxes) could provide further revenue. The introduction of new tax fairness measures (e.g., wealth, inheritance, financial transaction, robotics, or AI productivity taxes) have all been proposed as additional or alternative financial resources. We can also expect a reduction in poverty-related costs (as discussed in Q6) which would further offset the cost.

### *Q 12: Have any Provinces or Territories in Canada indicated an interest in Basic Income?*

BIG is gaining traction across the country. Manitoba and Ontario both implemented BIG pilot projects. PEI is currently seeking to partner with the federal government on a 5 – 7-year province-wide demonstration project. Other provinces are studying the feasibility of BIG and some have implemented targeted basic income programs.

In 2020, a PEI all-party committee [report](#), recommending the premier work with the federal government to implement a province-wide BIG demonstration project, was accepted by the legislature and continues to be supported by the [Premier, all provincial Party leaders](#), and [First Nations chiefs](#). To assist with this goal, a 20-person team of economists, politicians, public servants and advocates, led by two members of Coalition Canada, worked to address issues of design, cost, financing, impact on the poverty rate, labour market effects, and more. The final report represents a feasible way forward for a potentially permanent basic income program for PEI. It has been released to key elected officials in an effort to facilitate federal-provincial negotiations.

The Manitoba Mincome project (1974-79) included both a saturated site and control sites. It ended in 1979 before substantive analysis of the data until much later when University of Manitoba researchers accessed the archived data. Analysis revealed considerable health, social, education, and employment [benefits](#). A second pilot project began in Ontario in 2017 but was cancelled after only one year with a change in government. A MacMaster [study](#) of data from a single year showed that, for many recipients, BIG was “transformational, fundamentally reshaping their living standards as well as their sense of self-worth and hope for a better future.”

Other provinces and territories have studied BIG and some have implemented targeted programs. The BC government [commissioned](#) a panel to examine the question of a provincial basic income in 2021. The mandate did not include consideration of a national basic income or partnership with the federal government. The panel recommended against adopting a provincial basic income, instead proposing substantial modifications of the provincial social support system. In 2022 they instituted an [income support program for youth](#) aging out of care which provides a maximum benefit of \$1,250 per month for up to 4 years to cover living expenses while going to school, doing job training, or attending rehabilitation, mental health, or life skills programs. In 2018, a UBC researcher studied the impact of a [one-time cash transfer of \\$7500](#) to homeless individuals without serious addiction problems. A team examining the feasibility of a federal-provincial partnership to implement a basic income demonstration project in BC has been convened by Basic Income BC.

Quebec [established](#) the permanent Cree Income Security Program in 1976. It provided income support for James Bay Cree hunters and trappers, as partial compensation for flooding Cree and Inuit lands without consultation. [The program resulted](#) in increased engagement in traditional harvesting practices, conservation efforts, and improved [health](#) and community outcomes. More recently, Quebec implemented a [basic income program for individuals with disabilities](#). A large number of [health professionals recently signed a letter](#) calling for the program to be extended to all those living in poverty in the province.

BIG was a key recommendation of Newfoundland and Labrador’s “Health Accord”, a [10-year plan](#) to restructure the provinces health care system completed in 2022. Subsequently, a provincial all-party committee was formed to [study basic income](#), with a report and recommendations expected soon. NL recently [implemented](#) a \$600 monthly cash grant to Youth receiving residential services in the province.

Nunavut commissioned a study on the feasibility of a basic income program for the Territory in 2022. A report has been submitted but is not publicly available at this time. In 2023 Alternatives North released a government funded [report](#) recommending implementation of a basic income in the NWT. The government however [did not embrace the recommendation](#).



October 18, 2022

Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON  
K1A 0A2

Dear Prime Minister Trudeau,

At a recent Atlantic Mayors Congress meeting a Resolution was passed advocating for a National Guaranteed Livable Basic Income. Due to the growing crisis of available affordable housing and rising food and energy costs the impacts of poverty have put considerable unsustainable pressure on our limited resources to deliver necessary public services and social supports as we struggle to keep up with downloaded responsibilities.

The resolution is as follows:

#### **Atlantic Mayors Congress 2022 Guaranteed Livable Basic Income RESOLUTION**

WHEREAS, the growing social crisis and impacts of poverty have downstream effects on municipalities, putting unsustainable pressure on their limited resources to deliver necessary public services and social supports as they struggle to keep up with downloaded responsibilities.

WHEREAS, Basic Income addresses key social determinants of health, such as income and housing, it can alleviate pressures on municipalities to address poverty and fill gaps in social supports, such as shelter, housing, food security and mental health. Research and pilots shows that when people have a sufficient and secure income their mental and physical health improves; they have the capacity to secure more affordable, suitable, and safe housing, childcare, healthy food, and transportation; and poverty rates decrease.

WHEREAS, the provision of a guaranteed livable basic income would benefit individuals, families and communities and protect the most vulnerable in society, it would also support community resilience by facilitating the transition to a local economy that responds to the climate crisis and other major challenges. Evidence shows that a federally funded basic income that improves people's financial stability is possible, as successful income transfer programs already exist in Canada for seniors (Old Age Security and the Guaranteed Income Supplement) and parents (Canada Child Benefit (CCB)).

THEREFORE, be it resolved that the Atlantic Mayors Congress write a letter to the Prime Minister, Atlantic Members of Parliament, and Premiers of New Brunswick, Prince Edward Island, Newfoundland and Labrador, and Nova Scotia, calling on these orders of government to implement a Guaranteed Livable Basic Income to eradicate



poverty and homelessness, and ensure everyone has sufficient income to meet their basic needs.

As Mayor of the Town of Amherst I am in full support of this resolution and call on you to act on this request.

Yours truly,

A handwritten signature in blue ink, appearing to read 'DKogon', is written over a faint, illegible background.

Mayor David Kogon, MD  
Town of Amherst, NS

# Basic Income NOW, Atlantic Canada

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Basic Income NOW, Atlantic Canada is a coalition of Atlantic Canadian organizations and individual advocates working in solidarity to call for the implementation of a basic income. We have reached consensus regarding the approach to a basic income program that we believe would greatly benefit the lives and well-being of Atlantic Canadians, as well as the social, economic, and cultural prosperity of the region. We present this consensus statement as a shared vision that allows us to strive together for a basic income guarantee as a poverty elimination strategy which is vital to future-proofing Atlantic Canada.

We believe that all people have the right to have their basic needs met and to live a dignified life. We know, however, that this is not the reality for millions of people in Canada. No one should be forced to live without access to safe housing, nutritious food, health care supports, or decent childcare. While an integrated, coordinated approach is needed to address these issues, without a guaranteed, regular, sufficient income, many if not all of these needs are out of reach. We believe a basic income guarantee will provide new possibilities for the well-being of everyone and help people to flourish.

## What is the basic income guarantee (BIG) we want?

We join Coalition Canada Basic Income-revenu de base, Basic Income Canada Network, and Basic Income Canada Youth Network in advocating for a progressive BIG defined as ***a regular payment, made to people who need it, and distributed with minimal bureaucracy***. A BIG is an essential component of a just society but must not replace the social supports and services that currently exist, and which, in many cases, should be strengthened.

*The following principles should guide the implementation of a BIG:*

- ✓ **Universally accessible**. Everyone who needs it gets it.
- ✓ **Unconditional**. Subject only to income and residency requirements. Migrant workers and refugee claimants are eligible.
- ✓ **An essential component of a broad social safety net of universal supports and services**. A full, adequate BIG replaces income assistance but not other vital social programs. Housing, childcare, education, disability, addiction, mental health, and other supports should remain. BIG should coexist alongside efforts to strengthen social supports in other ways, such as implementing a livable minimum wage, pay equity, affordable housing options, corporate regulation, and universal pharmacare, dental care, and vision care.
- ✓ **Sufficient**. Set at a livable level, above the poverty line, enhanced for those with disabilities, and indexed to the cost of living.
- ✓ **Responsive to changing circumstances**. Simple to access. Delivered monthly or biweekly.
- ✓ **Respectful of autonomy**. Payable to individuals to be used at their sole discretion. No intrusive and degrading application or oversight processes.

- ✓ **Respectful of Indigenous self-determination.** Respecting autonomy and rights of Indigenous people to determine whether a basic income is delivered in their communities and, if so, what form it will take and how it will be implemented.

### Why is a basic income necessary?

“The primary factors that shape the health of Canadians are not medical treatments or lifestyle choices but rather the living and working conditions they experience”, that is, social determinants of health ([Raphael et al., 2020](#), p. 11). Income is the single most impactful social determinant of health. When people do not have enough money to meet their basic needs, they are often also inadequately housed and food insecure, experience difficulty accessing health care, face barriers to education and employment, are more susceptible to chronic diseases and mental health problems and die prematurely. A [Statistics Canada study](#) estimated that, in Canada, over 40,000 preventable deaths per year result from income inequality. Recommendations for policy guidelines published in the *Canadian Medical Association Journal* ([Persaud and colleagues, 2021](#)) strongly recommend cash transfers to improve health outcomes and ensure all people have “a living income” and “can afford basic necessities such as food” (p. 7) as we transition out of the pandemic.

Rates of poverty and food insecurity are high and continue to climb. Poverty and food insecurity rates in Atlantic Canada are among the highest in Canada (e.g., [Frank, Fisher, & Saulnier, 2021](#); [Saulnier & Plante, 2021](#); [Health Accord NL Report, 2022](#)) and have only increased during the COVID pandemic. Colonial practices, systemic racism, ableism, sexism, and negative stereotypes are key factors influencing poverty rates and their health impacts. Hence, racialized people, persons with disabilities, single parents, recent immigrants, and adults aged 45-64 deemed able to work are particularly impacted.

Income assistance is inadequate and locks families in an intergenerational cycle of poverty. Our income assistance (welfare) system is broken and attempts to fix it have failed (e.g., see [Vince Calderhead’s analysis](#) of the Nova Scotia income assistance ‘transformation’ process). Across Canada income assistance rates are far below the poverty line, benefits are clawed back drastically with employment income, and rates have remained relatively stagnant since 1986. In Nova Scotia, for example, a single unemployed person currently receives only \$686 per month if they rent or own their home, an amount “enhanced” to \$950 per month if they have a disability. Further, income assistance systems are complex and difficult to navigate, and require recipients to submit to invasive and repeated scrutiny to ensure they qualify for the meager benefits they receive, which robs them of their dignity, but also their basic human rights to food, housing, and other necessities of life. Social assistance requires “employable” recipients to seek paid work, but not all work is paid work. Important work, such as child and elder care, is unpaid but should also be valued. Further, employment opportunities are very limited in some jurisdictions.

Poverty costs us all. Poverty is expensive. Higher health and crime costs, lost opportunities, forgone revenue, and intergenerational trauma due to poverty have been estimated to cost the Atlantic Provinces \$4.5 billion per year ([Saulnier & Plante, CCPA, 2021](#)). These costs could conceivably be reallocated if poverty were eliminated.

Targeted cash transfer programs confirm the benefits of BIG. We know a lot about the benefits of a BIG. Canada has implemented several forms of basic income already--for children and the elderly. These programs have reduced poverty and improved well-being in seniors and families with children (e.g.,

[Statistics Canada, 2012](#)). The proposed Canada Disability Benefit could do the same for those with disabilities, [if designed well](#), and should be expeditiously implemented with collaborative input from disabilities groups. These programs provide important supports to targeted groups but exclude many. A basic income would exclude no one.

[BIG will benefit local and regional economies and boost entrepreneurship](#). Studies of the Canada Child Benefit (CCB) show it [stimulated local economies](#). Indeed, “the economic activity generated by the CCB is almost twice the size of the CCB payments themselves” (CANCEA, 2019). Why? Because when people with low incomes receive support, they spend their money in the communities where they live, thus supporting local businesses. Increases in local spending lead to higher demand and, at times, job expansion for local businesses. A basic income also provides stability for those engaged in precarious paid work, such as entrepreneurs, artists, and those in low-paid jobs and serves as a [power equalizer for workers](#).

[BIG will return dignity and quality of life to all Atlantic Canadians](#). BIG pilot studies, including [reports](#) on the short-lived Ontario pilot, have shown that a basic income dramatically improves people’s life circumstances, reduces health care costs, increases the ability of people to make decisions for themselves, allows people to stay in school or pursue higher education, and has little effect on involvement in paid work (e.g., [Segal, Forget, & Banting, 2020](#)).

[The Canadian public supports BIG](#). There is considerable support for a basic income. A recent [poll](#) demonstrated that 3 in 5 Canadians support implementing a basic income. The final report of the Commission on Missing and Murdered Indigenous Women and Girls included two calls for a basic income. Open letters from [50 Senators](#), groups representing over [1 million Youth](#), 75,000 artists, United, Anglican, Evangelical Lutheran, and Presbyterian church leaders, [167 Health professionals](#), [120 CEOs](#), and others have called for a basic income.

*Additional resources can be found on the [Coalition Canada](#), [Basic Income Canada Network](#), and [Basic Income Canada Youth Network](#) websites. The [FAQ document](#) developed by the [Coalition Canada](#) and the [Case for a Basic Income Series](#) are particularly useful.*

## Can We Afford It?

Affordable models for funding a BIG have been developed by the Basic Income Canada Network (BICN). These models show that it is possible to fund a BIG without increasing government expenditures by modifying federal and provincial tax credits to benefit those who really need them ([Pasma & Regehr, 2019](#)). These models also demonstrate that a BIG could be distributed through the tax system, similar to the administration of the Canada Emergency Response Benefit. To ensure success, barriers to filing income tax returns must be dismantled in any roll-out of a BIG.

## The Atlantic Provinces are Leaders

Community-based advocacy efforts are on-going in all four Atlantic provinces. Recent reports from Newfoundland and Labrador identify a BIG as essential to a [just recovery from the pandemic](#) and [better health and well-being in the province](#). In PEI, an all-party [committee](#) of the Legislative Assembly recommended a fully-funded province-wide BIG be implemented. The [government of PEI](#) has requested that the federal government engage in discussions around its implementation. So far this has not happened. PEI could be the starting point for implementing a BIG across Canada, paving the way for

other provinces to follow; just as Saskatchewan was the starting point for universal health care. It is essential that the federal government engage with provincial, territorial, and Indigenous governments to develop a sustainable BIG.

We must take action to eliminate poverty, food insecurity, and other threats to the future prosperity of our region. COVID will not be the only global crisis we encounter. Transitioning to a green, sustainable economy will require huge economic and societal adjustments. Canada, in adopting the [United Nations' 2030 Agenda for Sustainable Development](#), has expressed a commitment to sustainable change. Implementing a basic income would support that commitment to “leave no one behind.”

When we raise our voices together, there is an opportunity for real change to take place.

Signatories,

### **Organizations**

A Roof Over Your Head (NS)	Ally Centre of Cape Breton (NS)
AIDS Coalition of Nova Scotia (NS)	Annapolis Community Health Board (NS)
Antigonish Coalition to End Poverty (NS)	Halifax Food Policy Alliance (NS)
Antigonish Community Transit Society (NS)	International Association for Premenstrual Disorders (NS)
Antigonish Women's Resource Centre & Sexual Assault Services Association (NS)	Kings County Community Food Council (NS)
Basic Income Nova Scotia (NS)	Latin American Mission Program of the Roman Catholic Diocese of Charlottetown (PE)
Canadian Mental Health Association (CMHA) Halifax-Dartmouth (NS)	Leeside Society (NS)
Cape Breton Coalition for Social Justice (NS)	Les Religieuses Notre-Dame-du-Sacré-Coeur (NB)
Charlotte Street Arts Centre (NB)	Martha Justice Ministry, Sisters of St. Martha, Antigonish (NS)
Circle of Trust Canada (NS)	Nova Scotia Action Coalition for Community Well-Being (NS)
Coady Institute (NS)	NS Community Health Boards Basic Income Group (NS)
Community Advocates Network (NS)	Peer Outreach Support Services and Education (NS)
Cooper Institute (PE)	PEI Advisory Council on the Status of Women (PE)
Conseil de santé de Clare / Clare Community Health Board (NS)	PEI Working Group for a Livable Income (PE)
Digby and Area Community Health Board (NS)	Pictou County Women's Resource and Sexual Assault Centre (NS)
Eastern Shore Musquodoboit Community Health Board (NS)	POSSE Project (NS)
Facilitators for Social Change (NS)	
Greater Fredericton Social Innovation (NB)	

Religious Social Action Coalition NL (NL)  
 Sisters of Charity of Halifax (NS)  
 Sisters of Charity of the Immaculate Conception (NB)  
 Sisters of St. Martha of Prince Edward Island Earth Justice Committee and Leadership Team (PE)  
 Social Justice Committee, St James United Church (NS)  
 Springhill Oxford Amherst and Area Community Health Board (NS)

Tri-County Women’s Center (NS)  
 Truro Housing Outreach Society (NS)  
 Urban Jars Halifax (NS)  
 WA Action (NB)  
 Women Centres Connect (NS)  
 Women’s Network PEI (PE)  
 Yarmouth County Community Health Board (NS)  
 YMCA of Western NL (NL)  
 Young Canadians Roundtable on Health (NB)

### Individuals

Aaron Morrisey (NB)	Andrew MacInnis (PE)	Becky Evans (NS)	Candace DeLorey (NS)
Dr. AC Silver (NS)	Angela Wylie (NS)	Ben Lemphers (NS)	Candy Wigmore (PE)
Adam Baden-Clay (NS)	Ann Hennigar (NS)	Benjamin Fraser (NS)	Carl Wigmore (PE)
Adelia Rankin (NB)	Ann Wheatley (PE)	Bettina Pelley (NS)	Carole Betts (PE)
Aisha Zaman (NS)	Anna Keenan (PE)	Betty O’Neil (NS)	Carole MacLeod (NS)
Alexander Matheson (PE)	Annabelle Singleton (NS)	Blair Cowan (PE)	Caroline Hemstock (NS)
Alisa Snyder (NS)	Anne Camozzi (NS)	Blythe Martin (PE)	Carolyn Clackdoyle (NS)
Alison H. Lee (NS)	Anne Gallant (PE)	Brad MacDougall (NB)	Cassie Matheson (PE)
Alison Lloy (NS)	Anne Putnam (PE)	Brandon Hussey (NS)	Catherine Hart (NS)
Allison Campbell (NS)	Anouk Sander (NS)	Brandon Kelley (NB)	Catherine Littler (NS)
Amanda Cook (NB)	Anuj Jain (NS)	Braeden Way (NB)	Catherine Sweet (NS)
Amanda Julien (NS)	April Surette (NS)	Brenda Morrison (NS)	Cecelia d’Entremont (NS)
Amy Brierley (NS)	April Worden (NB)	Brian Bell (NS)	Celeste Gottel (NS)
Amy Moonshadow (NS)	Ashley Todd (NS)	Brian Sauntry (NS)	Charles Rennison (NS)
Andrew Glencross (NS)	Barbara McDowell (PE)	Brittany Orav-Lakaski (NS)	
	Barry McClatchey (NS)	Bryan Price (NB)	
	Beata Gesicka (NS)	Caley Chisholm (NS)	

Charlotte Lloyd (NS)	Donna Brady, CSM (NS)	Georgina Chambers (NS)	Jane Rogers (NS)
Cheryl MacDonald (NS)	Donna Maguire (NS)	Georgina Richards (NS)	Janet Adams (NS)
Chloe Walls (NS)	Donna Wigmore (PE)	Gillian Doucet Campbell (NS)	Janet Hudgins (NS)
Chris Craig (NB)	Dorothy Barnard (NS)	Glenn Roil (NL)	Jayne MacCarthy (NS)
Christie Ragan (NS)	Dorothy Bennett (NS)	Gord Cunningham (NS)	Jean Harris, CSM (NS)
Christina Holmes (NS)	Douglas Malcolm (PE)	Gordon Wigmore (PE)	Jean MacQueen (NS)
Christine Briand (NS)	Edd Ywohig (NS)	Greg Bradley (PE)	Jeanne Maki (PE)
Christine Porter (NS)	Edith Perry (PE)	Gwen O'Neil (NS)	Jeff McKee (NB)
Cindy Brown (NB)	Edith Turner (NS)	Hallett Llewellyn (NS)	Jeffrey Riley (NB)
Coady Marsh (NS)	Eileen Alma (NS)	Hannah Steeves (NS)	Jennifer Angelo (NS)
Colleen Collins (NS)	Elizabeth Kay-Raining Bird (NS)	Heather Blackburn (NS)	Jennifer L Marshall (NS)
Colleen Cameron (NS)	Elizabeth Lee (NL)	Heather Wigmore (PE)	Jennifer Mombourquette (NS)
Colleen Walsh-Bouman(NS)	Elizabeth Riopelle, CSM (NS)	Helen Leger (NS)	Jennifer Powley (NS)
Cora Cole (NS)	Ellen Martin (PE)	Hope Graham (NS)	Jenny MacDonald (NS)
Chrystal MacAulay (NS)	Emily Lerhe (NS)	Hugo Rousseaux-Bridle (PE)	Jessie Katrina Davenport (NS)
Dan Fougere (NS)	Emily Stewart (NS)	Irene Burge (PE)	Jill Lightwood (PE)
Darcy MacPhail (NS)	Emily Van Toever (PE)	Irene Doyle (PE)	Jillian Kilfoil (PE)
Darlene O'Leary (NS)	Emma Norton (NS)	Irene Leger (NB)	Jillian Ruhl (NS)
Darlene Scott (NL)	Erica Pretzlaw (NS)	Isaac Williams (PE)	Jim Morton (NS)
Dave Connolly (PE)	Erin MacDonald (PE)	I Ross Bartlett (NS)	Joan Diamond (PE)
Debbie Baxter (NB)	Ethan Paul (NS)	Ivy Wigmore (PE)	Joanne Sulman (NS)
Debra Schwartz (NS)	Fern Bennett (NS)	James Douglas Fanning (NS)	Joanne Tompkins (NS)
Denise Belliveau (NB)	Florence Larkin (PE)	James Tilley (NS)	Joanne Wells (NS)
Dmitry Myzdrikov (NB)	Francis Morley (NS)	Senator Jane Cordy (NS)	Jo-Anne Redden (NS)
Dominique Amit (NS)	Franklyn Ferguson, CSM (NS)	Jane Ledwell (PE)	Joe Trainor (PE)
	Georgia-Rae Connolly (PE)		Joel Garrod (NS)

Jonas Pantera (NS)	Krista Cousins (PE)	Marisa DiCosta (NS)	Nancy MacPhail (NS)
Joost Van Dorp (NS)	Kristel Fleuren (NS)	Marney Simmons (NS)	Nancy Nickerson (NS)
Joseph F. Venedam (NS)	Kyle Bostelmann (NS)	Mary Haley (NS)	Nancy Turniawan (NS)
Jovita MacPherson, CSM (NS)	Laura Chapman (NS)	Mary Snyder (NS)	Nat Quathamier (NS)
Juliana Davis (NS)	Laura Diamond (PE)	Mary Lynn MacLeod (NS)	Nathan Hatt (NB)
Judy Turpin (PE)	Lauren Fawcett (NB)	Matthew Haughn (PE)	Nicholas Hickens (NS)
Julie Frenette (NB)	Laurie Michael (PE)	Matthew Patton (NB)	Nicholas Laugher (NS)
Julie Shanks (NS)	Leah Callfas (NL)	Mathieu Henley (NS)	Nicole Slaunwhite (NS)
Kailey Rushton (NS)	Lily DeYoung (NS)	Maureen Kerr (PE)	Nikki Jamieson (NS)
Kaitlyn McLaren (NS)	Linda Wigmore (PE)	Maureen Langsford (NS)	Noreen Kamal (NS)
Kaitlyn Mills (NS)	Lindsay Gloade-Raining Bird (NS)	Maudie Wigmore (PE)	Norman Findlayson (PE)
Kara Lackie (NS)	Liz Townsend (NS)	Meaghan Morrison (NS)	Olga Gladkikh (NS)
Karen Avery (NB)	Lora Lewis (NB)	Meghan Ross (NS)	Pablo Navarro (NL)
Karen Avery (NS)	Lore Ingersoll (NB)	Melody Wolfe (NS)	Pam Johnston (NB)
Karen Dauphinee (NS)	Lori Forbes (NS)	Mia Hill (PE)	Pat Charlton (PE)
Karen Fish (NS)	Louise Lalonde (PE)	Michael Smith (NS)	Pat Poole, SCIC (NB)
Karen Foster (NS)	Lucas Diamond (PE)	Michele MacPhee (NS)	Patricia Cartwright (NS)
Karly Wurnig (NS)	Lucille Harper (NS)	Michelle Ashby (NS)	Paul Harrell (NB)
Kathleen Campbell (NS)	Lynn O'Donnell (NS)	Michelle Ferris (NS)	Paul Mosher (NS)
Kathleen Power (NS)	Madonna van Vonderen (NS)	Michelle Jay (PE)	Perry Williams (PE)
Kayleen Cook (NB)	Marc Boudreau (NS)	Myles Jeffrey Hunter (NS)	Peter Fajner (NS)
Keagan Teasdale (NS)	Marcie McKay (NS)	Morgan Sheridan (NS)	Philip Callaghan (PE)
Keith Collier (NS)	Mark Embrett (NS)	Morgane Stocker (NS)	Pierre Stevens (NS)
Kendall Worth (NS)	Margaret Sagar (NS)	Nancy DeCourville (NB)	Rachel Matheson (PE)
Khol Schwartz (NS)	Margie Giddings (PE)		Reese Parker (NS)
Kimberly Smith (NS)	Marie Burge (PE)		Rebecca Knott (NB)
Kimberly Tilsley (NS)	Marie Welton (NS)		
Kira Daube (NS)	Marion Pardy (NL)		
	Marion Sheridan, CSM (NS)		

Rebecca Wilson (NS)	Sarah Saunders (PE)	Susan Christensen (PE)	Ursula Snyder (NS)
Rob Fennell (NS)	Scott Amsden (NS)	Susan Forsyth (NS)	Valerie Beer (PE)
Robbie Moses (PE)	Scott Daley (NB)	Susan Hartley (PE)	Valerie Campbell (PE)
Robert E. A. Fadelle (NS)	Sean Boyer (NB)	Susana Rutherford (PE)	Vanessa Allen (NS)
Roberta Beaver (NS)	Sean Casey, MP (PE)	Susanne White (NB)	Vangie Babin (NS)
Roger Greaves (PE)	Selvi Roy (PE)	Susan- Lea Manning (PE)	Veronica Richards (NS)
Ronald Mclsaac (NB)	Seth Avery (NB)	Sylvia Parris-Drummond (NS)	Victor Bedoya (NS)
Rosalee Lavelle, CSM (NS)	Shannon Stone (NS)	Tamara Jardine (NS)	Victoria Rivers-Bowerman (NS)
Roy Johnstone (PE)	Shawn Brown (NS)	Tammy Kelly (NS)	Victoria Van Dorp (NS)
Sabrina Monika (NS)	Deputy Mayor Sheilagh O'Leary (NL)	Tanya Felix (NS)	Vitaly Fainitsky (NL)
Samantha McLean (NS)	Sheldon Scott (NB)	Tanya Wilson (NB)	Wayne MacNaughton (NS)
Samantha Radford (NS)	Shelley Curtis-Thompson (NS)	Tasha Brubaker (NS)	Waye Mason (NS)
Sandi MacDonald (NS)	Shelley Sprague (NS)	Teralee Sampson (NS)	Wendy Venedam (NS)
Sandi MacKinnon (NB)	Sheri Taylor (NS)	Teresa Doyle (NS)	Wil Robertson (NB)
Sandi MacDonald (NS)	Sherry Eveleigh (NS)	Terry D. Stevenson (PE)	Wilfred Allen (NS)
Sandra Tomsons (NS)	Sherry Harvey (NS)	Terry O'Toole (NS)	Wilfred Walsh (PE)
Sara avMaat (NS)	Skylar Allard (NS)	Tiffany Manstan (NS)	William Graham (NS)
Sara Brushett (NS)	Stacie Smith (NB)	Tomi McCarthy (NS)	Wyanne Sandler (NS)
Sara Richey (NS)	Stella Arsenault, (NB)	Tony Dorrian (NS)	Yanira Greener (PE)
Sarah Barnes (NS)	Stephen MacNeil (NS)	Tracy Copeland (NB)	Yarrow F Vallance (NB)
Sarah Carter (NS)	Sterling Diamond (PE)	Trisha Augustine (NB)	Yogi Fell (PE)
Sarah E Howell (NS)	Sterling McKay (NS)	Trudy MacDonald (PE)	Yolande Whalen (NB)
	Susan Adams (NS)		

# MEMORANDUM

TO: Mayor Small and Amherst Town Council  
FROM: Sharon Bristol, Director Community Living  
DATE: September 15, 2025  
SUBJECT: Themed Crosswalk Project

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Staff have met with a local artist who will be painting our crosswalks at Havelock, Church and Victoria Street in culturally appropriate images. Staff have met with Indigenous Affairs and CANSA to determine the image to be painted. The crosswalk on Havelock Street will be themed in Every Child Matters imagery and aim to be unveiled on September 29, 2025 in time for National Truth and Reconciliation Day. The African Nova Scotia crosswalk will have the colours of the ANS flag and the military soldiers will be repainted at the Victoria Street crosswalks as last year.

# MEMO

To: Mayor Small and Members of Council  
From: Aaron Bourgeois, Director of Operations  
Date: September 15, 2025  
Re: Decorative Lighting

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This memo is being provided as an update on the status of the decorative lighting that was included in the 2025/26 capital budget.

A Request for Proposal (RFP) has been issued for the supply and installation of decorative lighting on the buildings adjacent to Victoria Square and the Bandstand. We are however, waiting on approval from Christ Church but do not expect it to be an issue.

The RFP also included optional pricing for Town Hall, Amherst Stadium, Fire Station, and Police Station. There is no obligation to install lighting on these facilities, but they were included in RFP in the event they can be accommodated within the approved budget for the decorative lighting.

The project schedule is:

- RFP issued: September 9, 2025
- Mandatory Site Visit: September 18, 2025
- RFP Closing Date: September 26, 2025
- RFP award: September 29, 2025
- Project Completion Deadline: November 19, 2025 (7 weeks and 3 days from award)
- Holiday Light Up: November 28, 2025

# MEMORANDUM

TO: Mayor Small and Amherst Town Council  
FROM: Sharon Bristol, Director Community Living  
DATE: September 15, 2025  
SUBJECT: Green space (Veterans Park) next to Town Hall (update)

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Since staff met with the Accessibility, Inclusion, Diversity and Equity Committee on May 28, 2025, we have been seeking input into the naming and further development of the green space next to Town Hall, currently Veterans Park. Staff have had a couple of meetings with Jeff Purdy who is the Great-Great grandson of Sam Gloade of Milton, NS, one of the highest decorated veterans of Indigenous descent.

Staff feel that honoring Sam Gloade's service to Canada and Nova Scotia would be a fitting addition to the park and would like to recommend further discussions with the family and Veterans Affairs continue to create a lasting tribute to those of Indigenous decent who served in the Canadian Armed Forces.

We are currently reviewing options for an indigenous name for the park and will bring a recommendation to Council in October. If Council gives the green light to proceed with this project we will be applying for funding in November/December from Veterans Affairs and pending the outcome looking to make a recommendation on capital funding for the 2026/27 fiscal year to complete the work. We would be tentatively looking to have the work complete by June 2026 to tie into Indigenous Peoples Day on the 21<sup>st</sup>.

Here is a little info on Sam from Wikipedia:

“Sergeant **Sam Gloade** (Glode), [DCM](#) (April 20, 1878 – October 25, 1957) was a decorated [Mi'kmaq](#) soldier from [Milton, Nova Scotia](#). He served in [World War I](#) and was awarded the [Distinguished Conduct Medal](#), the [British War Medal](#) and the [Victory Medal](#).<sup>[1][2]</sup> He trained first with the [64th Battalion, CEF](#), an infantry reinforcement holding unit in England, and then joined the [1st Canadian Tunnelling Company, Canadian Engineer](#)”

## References

1. [Nova Scotia Museum](#)
2. [Brittany W. Verge. 'Our Sam Gloade': First World War Mi'kmaq veteran was from Queens County. The Queen's County Advance. August 19, 2014](#)

# MEMO

To: Mayor Small and Members of Council  
From: Aaron Bourgeois, Director of Operations  
Date: September 15, 2025  
Re: Traffic Line Marking

---

Traffic line marking is an annual activity that ensures roadway safety, improves traffic flow, and enhances the overall appearance of the Town's streets. This year, the line painting was completed later than anticipated, and there have been concerns raised regarding both the timing and the quality of the markings.

To address these concerns, staff are presenting the following alternatives for Council's consideration:

- Option 1 – Tender all the traffic line marking
- Option 2 – Tender centreline painting and complete the remainder in-house
- Option 3 – Complete all traffic line markings in-house

## **Tendering all traffic line marking**

### **Benefits**

Expertise: A contractor has dedicated painting staff that would have access to a wide range of specialized painting equipment that can lay down high quality precise lines.

Efficiency: A contractor will complete the work faster due to their access to equipment and availability of multiple experienced painting crews.

Accountability: Performance standards and deadlines included in a tender help to ensure a quality product.

Reduced Capital Investment: Replacing our existing centre line striping equipment would be over \$100,000.

Multi-Year Contract: Beneficial for budgeting purposes and should help ensure the work is completed in a timely manner

Workload: Will free up time for staff to work on other projects

### **Drawbacks**

Scheduling: Contractors often experience delays due to equipment or staffing issues that can and will delay having the work completed when expected.

Higher cost: The estimated cost to contract the work is \$75,000 vs \$36,000 (materials and labour) to do the work in-house.

## **Tender centreline painting and complete the remainder in-house**

### **Benefits**

Quality: The lines put down by a dedicated centreline striping truck will be straight and crisp.

Reduced Capital Investment: Replacing our existing centre line striping equipment would be over \$100,000.

Multi-Year Contract: Beneficial for budgeting purposes and should help ensure the work is completed in a timely manner.

Workload: Will free up some time for staff to work on other projects.

Scheduling: Staff have control over having stop bars, crosswalks, and parking stalls completed, ie; downtown will be completed before Canada Day.

### **Drawbacks**

Scheduling: Contractors often experience delays due to equipment or staffing issues that can and will delay having the work completed when expected.

Higher cost: The estimated cost to contract the centerline painting is \$25,000 vs \$9,000 (materials and labour) to do the work in-house.

For options 1 and 2 we will still have to have some stock of traffic paint to “touch up” any areas that are paved or patched over during the summer.

## **Complete all traffic line markings in-house**

### **Benefits**

Scheduling: Staff have control over supply and delivery of required materials and know when the work will commence.

Cost savings: As previously mentioned, completing the work in-house is half the cost of contracting the service.

### **Drawbacks**

Experience: Our centerline painter is used 8 hours a year, would become more proficient if the equipment was used regularly.

Time: Typically, the line marking starts in mid-May and is completed in mid-August. Contractor may be able to do the work in 3 days.

Equipment issues: Any issues with the equipment will cause delays.

Scheduling: Employee vacations and reluctance to work overtime create delays in having the work completed.

## **Recommendation**

There are pros and cons to all options, however I believe the most important items to consider are cost, schedule, and quality. My recommendation is to complete the 2026 traffic line marking program using our unionized staff and equipment.

Concerns regarding delays in completing the line painting, and quality of the lines can be addressed through the following measures:

Additional Staff Resources: Temporary assignment of additional staff during the painting season to ensure the work is completed promptly, with an all-hands-on-deck approach in the Spring to prepare the streets for painting and complete the work.

Street Closures: Where feasible, closing streets to traffic during the day will reduce reliance on overtime.

Pre-Marking of "Crooked" Centerlines: Identifying and pre-marking sections of centerline that are misaligned will help ensure straighter, higher-quality results.

Reassignment of Duties: Some of the duties normally performed by the Utility Crew can be reassigned to other staff to limit interruptions in the work.

Enhanced Oversight: Daily reports on work completed and issues encountered.

It is also important to mention that when the centerline painting was contracted out, we faced significant challenges with the timing of the work, it was rarely completed before the end of July.

# MEMO

To: Mayor Small and Members of Council

From: Aaron Bourgeois, Director of Operations

Date: September 15, 2025

Re: North Tyndal Wellfield – Water Supply Sustainability

---

I have reviewed the available documentation and data regarding the sustainability of the Town's water supply from the North Tyndal Wellfield. Based on the information assessed, all indications confirm that the Town has an ample and secure supply of water to meet current and future needs.

However, future water demands requiring increased pumping rates will need to be closely monitored to ensure operating water levels and drawdown does not exceed the sustainable yield of the aquifer.

## **Documents Reviewed**

- Porter Dillon – 1987 Wellfield Exploration Program
- Jacques Whitford Limited – 1992 Wellfield Development Report
- MGI Limited – 2000 Hydrogeological Modelling Report, North Tyndal Wellfield
- GHD Limited – Groundwater and Surface Water Monitoring Program Annual Reports
- CBCL – 2021 Review of Available Wellfield Yield
- CBCL – 2023 Amherst Water Utility 10 Year Assessment Report
- Historical pumping and water level data from Amherst Water Utility SCADA System

## **Summaries**

### Porter Dillon – 1987 Wellfield Exploration Program

Three sites were considered for Amherst's water supply: John Black Road, the Marsh, and Tyndal Road. Tyndal Road site was the recommended site due to its water quality, water volume, and lower risk of contamination.

### Jacques Whitford Limited – 1992 Wellfield Development Report

Flow testing and hydraulic modelling of the test wells on Tyndal Road confirmed the site could produce a sustainable volume of water up to 6,000 l/min. Continuous pumping rates of more than 6,000 l/min would require the construction of another production well.

Our current average flow rate is approximately 3,000 l/min.

### MGI Limited – 2000 Hydrogeological Modelling Report, North Tyndal Wellfield

This project was undertaken to evaluate the water level information and actual pumping rates at each well location, gathered since 1993.

The 10, 20, and 50-year hydraulic model simulations of the wellfield showed no increase in the levels of drawdown in the 4 observation wells, indicating that the wellfield is being pumped at a sustainable rate. This report also confirmed the protection zones are adequate.

#### GHD Limited – 2020 to 2024 Groundwater and Surface Water Monitoring Program Annual Reports

In accordance with the Town of Amherst’s North Tyndal Wellfield Groundwater Protection Strategy and the associated Long-Term Water Quality Monitoring Plan, GHD Limited completes quarterly groundwater and surface monitoring. This program establishes records of water quality for groundwater and surface water, and monitors water levels in our sampling wells within the wellfield’s recharge area so any changes in water quality or water levels can be detected at the earliest possible opportunity.

Static water levels (measured from top of well casing) in the monitoring wells have remained consistent since this program started in 2017. This is another indication that we are pumping at a sustainable rate.

#### CBCL – 2021 Review of Available Wellfield Yield

CBCL reviewed the records of water use and water levels in the production wells that service the Town’s water system. Production data from 2013 to 2021 was compared to initial predictions of the wellfield yield provided as a part of aquifer testing completed when the well field was commissioned.

This technical memorandum confirmed that current pumping rates are sustainable, withdrawal rates of up to 9,000 m<sup>3</sup>/d are possible and calculations suggest the aquifer could yield as much as 15,840 m<sup>3</sup>/d. Any increase of pumping rates over 6,000 m<sup>3</sup>/d needs to be closely monitored.

#### CBCL – 2023 Amherst Water Utility 10 Year Assessment Report

System Assessment Reports are completed every 10 years. The purpose of the report is to verify that the operation, supply, and distribution of water provided by the Amherst Water Utility complies with the environmental standards for safe drinking water as outlined in the Nova Scotia Treatment Standards for Municipal Drinking Water Systems.

Sustainability of our water supply is not the focus of the system assessment report, but it is briefly discussed. “Given the current population trends and production rate of the Town’s system, demand growth is expected to be met by the current drinking water system.”

#### Historical pumping and water level data from Amherst Water Utility SCADA System

Staff reviewed historical pumping data from our SCADA system for the years 2010 to 2025. The average daily consumption and annual consumption are outlined in the table below. Overall, our water consumption has decreased in the past 15 years, some of this can be attributed to water saving appliances such as front load washers and low flow toilets and shower heads but the primary reason has been the water utility’s proactive approach to locate and repair “unknown” leaks in the distribution system. While there are some fluctuations in annual water consumption, our current water consumption is approximately 25% less than it was in 2010.

The production wells at the wellfield are also equipped with level transducers that measure the water level above the pump. At rest there is typically 40m of water above the pump and when in operation the water is drawn down to approximately 25m of water above the pump. This drawdown has remained consistent over the years, even during the drought conditions we are experiencing. Staff have been monitoring water levels all summer and there has been no change.

YEAR	AVERAGE CONSUMPTION (m <sup>3</sup> /Day)	ANNUAL CONSUMPTION (m <sup>3</sup> )
2010	5,881	2,146,550
2011	6,448	2,353,637
2012	5,482	2,000,959
2013	5,263	1,921,068
2014	5,036	1,838,023
2015	4,787	1,747,094
2016	5,027	1,834,870
2017	4,838	1,766,016
2018	4,941	1,803,334
2019	5,527	2,017,253
2020	5,515	2,013,048
2021	5,508	2,010,420
2022	4,938	1,802,282
2023	4,697	1,714,507
2024	4,229	1,543,687
2025	4,362	1,592,042



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO
<b>Jan-25</b>			
	03000-08	HOSPITALITY EXPENSE POLICY	FINANCE
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE
	03000-05	AUDIT COMMITTEE TERMS OF REFERENCE POLICY	FINANCE
	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK
<b>Feb-25</b>			
	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS	Clerk
		Sidewalk/Curb Construction Policy	Operations
<b>Mar-25</b>			
	03800-03	INSTALLMENT BILLING POLICY (110-03)	FINANCE
		Themed Crosswalk Policy (new)	Community Living
	10350-25	ANNUAL PERFORMANCE REVIEW - CAO	HR
		Surplus Fill Policy	Operations
	10350-30	ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING
<b>Apr-25</b>			
	03800-02	TAX REDUCTION POLICY (110-02)	FINANCE
	03800-04	TAX EXEMPTION POLICY	FINANCE
	03470-03	USER FEES	FINANCE
	04530-02	EMPLOYEE COMPUTER PURCHASED POLICY (211-29)	HR
<b>May-25</b>			
		Ice Allocation Policy	OPERATIONS



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO
		Sign Rental Policy - Stadium	OPERATIONS
	03400-01	SIGNING AUTHORITY POLICY (210-12)	FINANCE
Jun-25			
	04500-04	SMOKE FREE WORKPLACE POLICY	HR
	P 05	VACANT BUILDING BY LAW	PLANNING
	03700-01	PROCUREMENT POLICY	Communications
Sep-25	66150-01	DANGEROUS OR UNSIGHTLY PREMISES POLICY (210-21)	PLANNING
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	HR
		Fire and Burning of Materials Bylaw (C-07)	Fire
	66150-02	ENFORCEMENT POLICY AND SUMMARY OFFENCE TICKETS (211-28)	POLICE
		Asset Management Policy	Operations
	New	Volunteer Code of Conduct Policy	Exec
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



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO
<b>Nov-25</b>			
	10350-15	WRITTEN SUBMISSION TO COUNCIL (210-25)	CLERK
	66580-01	NEW SUBDIVISION STREETS - FINAL SUBDIVISION APPROVAL PRIOR TO 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
<b>Dec-25</b>			
	03450-03	DEBT MANAGEMENT POLICY (211-37)	FINANCE
	P 08	LEASED LAND COMMUNITY BYLAW	PLANNING
	04000-06	RENUMERATION FOR ACTING POSITIONS (211-22)	HR
<b>Jan-26</b>			
	31600-02	Street Light Policy	Operations
	10350-17	MEMBERSHIP ON NATIONAL BOARDS AND COMMITTEES (211-32)	CLERK
	B 02-1	DEED TRANSFER TAX BYLAW	FINANCE
	10350-18	MEMBERSHIP IN CLUBS, SOCIETIES AND ASSOCIATIONS (211-33)	CLERK
	P 07	SUBDIVISION BYLAW	PLANNING
	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	HR
<b>Feb-26</b>			



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO
	04000-11	MATERNITY, PATERNAL AND ADOPTION LEAVE POLICY (20071126)	HR
	P 03	CIVIC ADDRESS BY LAW	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
	03450-03	Debt Management Policy	Finance
Mar-26			
		Sale of Beer/Liquor - Robbs Park	Operations
		Beer Garden Policy - Stadium	Operations
		PACE BYLAW	FINANCE
	02300-03	SALE/DISPOSAL OF SURPLUS EQUIPMENT (211-19)	FINANCE
	10350-05	INQUIRIES FROM COUNCIL (210-07)	CLERK / COMMUNICATIONS
	03000-04	ROUNDING OF CASH TRANSACTIONS	FINANCE
	04500-03	SCENT REDUCTION POLICY	HR
	D 06	BUILDING BY LAW	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	POLICE



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO
		Vehicular Idling Control Policy	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
	<del>68500-01</del>	<del>FEMALE POLICE CONSTABLE AND EXPENSE (220-01)</del>	<del>POLICE</del>
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	POLCE
		Snow and Ice Management Policy	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			
	03450-01	CAPITAL BUDGETING (211-14)	FINANCE
	01000-01	MEDIA POLICY (210-19)	COMMUNICATIONS
	04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	HR
	04000-07	HIRING POLICY (211-23)	HR
Nov-26			



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO
		Solid Waste Bylaw	Operations
	03450-02	CAPITAL INVESTMENT PLAN (CIP) FRAMEWORK/BUDGET POLICY (211-36)	FINANCE
	03450-04	Budget Management Policy	Finance
	05000-02	INFORMATION/COMMUNICATION/TECHNOLOGY USAGE POLICY	CLERK / COMMUNICATIONS
<b>Dec-26</b>			
	68300-04	FIRE INSPECTION POLICY	FIRE
	31600-23	STREET NAMING POLICY	PLANNING
	31000-01	Standard Specifications for Municipal Services	OPERATIONS
	68000-03	TRAFFIC AUTHORITY	POLICE
	31600-26	STREET RENAMING COPP LANE TO ERNIE LANE POLICY	PLANNING
<b>Jan-27</b>			
		Catch Basins and Laterals	Operations
	03000-10	Inventory of Non Capital Equipment Policy	Finance
	31700-04	NORTH TYNDAL LAND ACQUISITION (241-06)	PLANNING
	02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	CLERK / COMMUNICATIONS
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING
<b>Feb-27</b>			
		PACE Bylaw	Finance
	C 02	Discharge of Firearms Bylaw	Police
	P 04	MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES	PLANNING
	04000-03	STAFF TRAINING (211-06)	HR
<b>Mar-27</b>			
	72000-08	Community Support Grants Policy	Community Living



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO
		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
<b>Apr-27</b>			
	P 09	COMMERCIAL DEVELOPMENT SUPPORT BYLAW	PLANNING
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE
	04000-05	OVERTIME - NON-UNION EMPLOYEES (211-21)	CUSTOMER SERVICE/HR
<b>May-27</b>			
		Encroachment on Public Streets	Operations
	10350-14	REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24)	Communications
	10350-24	PROCEEDINGS OF COUNCIL	Clerk
	317400-05	NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE POLICY	PLANNING
<b>Jun-27</b>			
	02300-03	Sale/Disposal of Surplus Equipment	Finance
	C 09	C TAXI BYLAW	POLICE
	C07	FIRES AND BURNING OF MATERIALS BYLAW	FIRE
<b>Sep-27</b>			
		Street Rating System	Operations
	04000-01	RECOGNITION OF EMPLOYEES (210-15)	HR
	04000-02	SUGGESTION AWARDS (211-16)	HR
	04000-14	PERSONAL LEAVE OF ABSENCE POLICY	HR



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO
<b>Oct-27</b>			
	<b>01130-01</b>	<b>TOWN CREST (210)02)</b>	<b>CLERK</b>
<b>Nov-27</b>			
		<b>Ice Helmet Policy</b>	<b>Operations</b>
		<b>Smoke Free Recreational Places Bylaw</b>	<b>Operations</b>
	<b>03450-02</b>	<b>Capital Investment Plan (CIP) Framework/Budget Policy</b>	<b>Finance</b>
<b>Dec-27</b>			
	<b>03000-03`</b>	<b>Fund Raising</b>	<b>Finance</b>
<b>Jan-28</b>			
		<b>Sidewalk Inspection and Maintenance</b>	<b>Operations</b>
		<b>Street Inspection and Maintenance</b>	<b>Operations</b>
	<b>03400-02</b>	<b>Banking Policy</b>	<b>Finance</b>
<b>Feb-28</b>			
	<b>C 04</b>	<b>COMPANION ANIMAL BYLAW</b>	<b>POLICE</b>
<b>Mar-28</b>			
		<b>Tree Planting on Town Owned Lands</b>	<b>Operations</b>



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO
<b>Apr-28</b>	<b>01130-02</b>	<b>PURCHASE AND USE OF BOTTLED WATER</b>	<b>CLERK</b>
<b>May-28</b>		<b>Street Breaking Policy</b>	<b>Operations</b>
<b>Jun-28</b>	<b>03800-01</b>	<b>Tax Collection Policy</b>	<b>Finance</b>

# CAO Task Report

## September 2025

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### Task Updates:

<b>Task: Municipal Boundary Change</b>
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Application sent to UARB. Notice posted in paper. Appeal period ends mid September.
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Status: Ongoing
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<b>Task: Committee Review</b>
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No change. The only item left is to repeal the Joint Councils Policy, need to coordinate with Cumberland County.
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Status: In-progress
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<b>Task: Request to Present – Social Media and Communication</b>
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No change. This will be undertaken when drafting our new marketing / communications plan.
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Status: In Progress
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<b>Task: Extended Producer Responsibility</b>
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Continue to refine the agreement with Circular materials. Should be signed by end of September.
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Status: In Progress
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# MEMORANDUM

To: Mayor Small and Members of Amherst Town Council  
From: Jason MacDonald, CAO  
Date: September 15, 2025  
Subject: **Nova Scotia Federation of Municipalities Proposed Bylaw Changes**

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**(This document was written by the Association of Municipal Administrators of Nova Scotia President Kim Ramsay (CAO of East Hants) and provided to all CAOs to use for presentation to their councils).**

The NSFM is proposing several bylaw changes at the Fall 2025 Conference, at its AGM. There are two amendments that I would like to bring to your attention, amendments which relate to the role/relationship between NSFM and CAO's and the Association of Municipal Administrators (AMANS).

- I. **Motion #3 to remove the right for elected officials to have staff present at "Member Meetings", defined as the AGM or Special Meetings (per Section 6.3 – meetings called throughout the year)**

#### **ARTICLE 3 – MEMBERSHIP - 3.6 Rights of Members**

**Delete 3.6 c) "A Member Unit may send municipal staff to Members' Meetings as advisors to Elected Municipal Officials. Staff advisors shall not have voting rights but shall be entitled to speak at such meetings."**

#### **Discussion:**

The NSFM did not bring this change to light in their introduction email on August 19, 2025. It is included in the list of 16 motions to amend the bylaws.

In 2022, the NSFM bylaw changes attempted to give the CEO and the President the power to exclude staff advisors and other elected officials from certain Special Meetings. Amendments were made (and passed by the membership) to strike these powers from the bylaw. Elected officials were vocal in 2022 that they rely on their staff advisors to help them work through complex municipal issues and support them at NSFM meetings and in their discussions about these issues at the Council table. Municipal staff play a key role in disseminating information for Council.

Although generally the "staff" at these meetings is the CAO, Councillors/Mayors/Wardens may want to have the Municipal Solicitor, their Director of Transportation, the Fire Chief, a Building Official or their Director of Planning at topical meetings (a few examples). Imagine having a meeting to discuss Fiscal Review where your Director of Finance was not permitted in the room or on the call.

A member's right to have municipal staff attend these meetings in an advisory capacity will be removed with this proposed amendment. The discretion of whether staff can be present will rest with the Board (who I assume will delegate this to the CEO or a member of the Executive).

The NSFM's Act of Incorporation recitals (attached) read in S4.a, "...to represent the interests of local governments in the Province, and to act as the advocate for member units on all such matters as are properly within the jurisdiction of the government of the Province;". Few, if any, NSFM staff have worked in municipal government. The practical day-to-day application of local government issues facing Councils isn't available from the staff team at the NSFM. Having staff advisors in your NSFM meetings is key to ensuring this advocacy is accurate and representative of our units' best interest.

There is no context provided in the NSFM package explaining why staff would be excluded from member meetings.

**As elected officials you rely heavily on our staff to provide advice on a variety of issues. If you believe that you are better served when NSFM information shared with elected officials is available to your staff advisors, you may want to make or support a motion that votes down Motion #3 amendments or vote against the motion if/when put on the floor at the NSFM AGM.**

## **II. Motion #5 to Amend the Composition of the Board**

### **ARTICLE 5 - BOARD OF DIRECTORS - 5.2 Composition – Delete 5.2 a) xi. A representative appointed by the Association of Municipal Administrators**

#### **Discussion:**

For many years, the Boards of the NSFM and the Association of Municipal Administrators (AMANS) included one seat from each other's Board, typically the Past President of each organization. The NSFM Board is recommending to its members that they move away from this. This move follows decisions of the NSFM Board to sever office space with AMANS after a 30+ year relationship and to move away from billing and receiving administration fees on behalf of AMANS in 2026.

Although they respect the NSFM's decision to bring this amendment forward, AMANS has taken the position that the move to sever the Board relationship is not in the best interest of either organization or municipal government as a whole. AMANS will NOT be amending its By-laws to remove the NSFM seat on their Board. A letter from the President of AMANS, Kim Ramsay, is attached for your reference.

This move comes as we need more than ever to have a united front of all member units when dealing with downloading, power erosion and improving our fiscal realities in our collective work with the Province. The presence of a municipal administrator at NSFM Board meetings can enhance the Federation's decision making, and subsequent representation of municipal interests, by the NSFM Board.

**As elected officials you rely heavily on the NSFM Board to represent the interest of our municipal unit. If you believe that the presence of an experienced municipal administrator on the NSFM Board supports our municipal unit's interest, you may want to make or support a motion that votes down Motion #5 amendments or vote against the motion if/when put on the floor at the NSFM AGM.**

## **III. Conclusion**

Please review the full slate of proposed by-law changes (attached) and make an informed decision when it comes time for you to vote at the NSFM Annual General Meeting this fall. There are 16 changes in total, I have provided background on two. If you want a more fulsome discussion on the other amendments, please let me know.

# MEMORANDUM

To: Mayor Small and Members of Amherst Town Council  
From: Jason MacDonald, CAO  
Date: September 15, 2025  
**Subject: Strong Mayor Powers**

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As Council is aware, the Province is considering granting some or all municipalities in Nova Scotia strong mayor powers. These changes would fundamentally change how municipalities operate and could have a negative impact on municipal units granted such powers.

Attached is a memo from the Association of Municipal Administrators of Nova Scotia regarding this issue. I will not repeat the information in this memo.

Yesterday the Municipality of the County of Cumberland decided to send correspondence to the Nova Scotia Federation of Municipalities expressing the lack of support for strong mayor powers and encouraging them to take a position on their behalf with copies to all municipal units.

I recommend that our Council follow suit and send a letter to the Nova Scotia Federation of Municipalities expressing the lack of support for strong mayor powers and encouraging them to take a position on our behalf with copies to all municipal units.

## Briefing Note: Strong Mayor Legislation Association of Municipal Administrators of Nova Scotia

July 2025

### Overview:

The Mayor as a leader among equals and having a single vote at council, remains as the form of local government in place across Canada, with the only exception now being in Ontario. Although Strong Mayor Powers (SMP) in Ontario focus on three main elements (Administrative, Provincial Priorities, Municipal Budgets), the Association of Municipal Administrators (AMANS) takes a position on only Administrative and Budgeting powers. Provincial Priority powers, as legislated in Ontario, deal with the power balance of Council and Committees, which is a political matter.

Based on Ontario's Housing Supply Tracker<sup>1</sup>, there is no evidence that SMP in Ontario is helping to build housing. Of the 46 municipalities who have had SMPs, only 37% were at a rate of pace of 80% or more to achieve their 10-year housing targets and 24% were on track or exceeded (80 per cent or more starts) in 2024.<sup>2</sup>

As advocates of excellence in local government, management and leadership, in consideration of the implementation of SMP in Nova Scotia, AMANS offers the following:

### Administrative Powers

- The politicization of the CAO and senior management roles will set Nova Scotia municipalities back decades. The independence of municipal administrators, such as the CAO, is vital for non-partisan, expert-driven decision-making. Removing or weakening this independence risks politicizing municipal administration.
- Local government needs functional foundations, administrations with consistent and stable leadership, proper succession planning and proactive long-term planning of infrastructure and building communities.
- The CAO and leadership team manage these complex organizations with multimillion-dollar budgets, infrastructure systems, regulatory frameworks, legal compliance, economic development, and public safety.
- Running the day-to-day operations of a municipality is a difficult role, one that must balance the needs of the community, the execution of Council's strategic plans and keeping the public safe from harm. Disruption in this balance, created through execution of Administrative SMP, will be detrimental to Nova Scotians.
- Council as a whole body should maintain the ability to hire, and fire, the CAO. The CAO should remain the only employee of Council.
  - When a Council decision is made, which under the Ontario SMP could be through a veto used by the Mayor, Council provides instructions to the CAO, their

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<sup>1</sup> Alana Del Grego, AMP, OCT, Dipl.M.A. "Strong Mayor Powers" Municipal Monitor, Q2 2025, pp. 15-19. Reference to <https://www.ontario.ca/page/tracking-housing-supply-progress>

<sup>2</sup> Alana Del Grego, AMP, OCT, Dipl.M.A.. "Strong Mayor Powers" Municipal Monitor, Q2 2025, pp. 15-19.

one employee. Council expects that he or she will carry out its instructions as the CAO's job is to ensure that the public service carries out the will of Council. The CAO is the accountability link between council and the public service.

- The CAO must remain accountable to Council and not be beholden to a Strong Mayor.
  - Administrative SMP will result in a significant cultural shift in how municipalities operate – resulting from structural changes, staffing changes, loss of institutional knowledge and leadership.
  - If a Mayor's actions trigger politically embarrassing severance packages or human rights challenges, administrative SMP could result in significant legal and financial costs for Municipalities as well as reputational harm.
    - Council will have no say into or control over these expenses or the impact these decisions have on qualified individuals applying for jobs with the Municipality.
  - The public sector needs strong management professionals. Municipal culture will erode, as it is in Ontario, to where people will not step forward to take the volatile roles of CAO or that of a senior leader.
- The CAO's role as a neutral, professional administrator is vital for effective governance, transparency, and accountability. Maintaining the integrity of the CAO's position is essential to uphold public trust and ethical standards.

### **Budget Powers**

- The Municipal Budget is a complex tool that takes into consideration complex capital and operational planning, debt policies and formulas, long term reserve planning and tax burdens for local citizens, businesses and developers.
- Any legislation that shifts the powers and responsibilities for the preparation and presentation of the municipal budget to one person, a Strong Mayor, is not taking into consideration the legal or financial framework under which Municipal budgets are prepared.
- In the current system, a mayor who runs on a mandate to keep the tax rates flat must work with their Council to adjust the level of service delivery to keep rates flat. Unless the CAO is given this as a mandate of Council, the budget is prepared based on business planning, Council policy and service level standards. The Council then has a choice to cut projects or services based on their priorities. A strong mayor would make those cuts before the budget gets to Council, potentially altering capital planning, service level standards, long-term planning, etc.
- Often, the professional advice of a CAO, Director of Finance or Municipal Engineer is overridden by a Council, voting in favour of one direction over another. This is part of the public process and record. The ability to give this objective advice without fear or favour maintains the professional integrity of staff preparing recommendations to Council. Advice that consistently contradicts the will of Council becomes a performance issue between Council and the CAO.
- 'Strong mayor' powers risk compromising administrative neutrality. In areas like budgeting and land-use planning advice, recommendations to council that are filtered

through or developed by the mayor's office make it more difficult to rely upon the information that council receives and for council to perform its oversight and policymaking functions.<sup>3</sup>

In Ontario, of the 46 municipalities granted strong mayor powers, about 76% of mayors directed staff to prepare the budget. For 13%, the Mayor or Mayor's Office prepared the budget, 4% directed their Budget Committee to prepare the budget, and the remainder are unclear. Where staff or the Budget Committee prepared the draft budget, about 17% of mayors outlined content, policy or outcome specifics as to how staff should develop the budget. 2% (or one municipality) experienced the mayor using the budget veto.<sup>4</sup>

## Delegation of Authority

Although the powers in Ontario can be delegated to the CAO or Council, or both, this delegation is only good for so long as the Mayor maintains it. The delegation of powers rests solely with the Mayor and can be withdrawn. The delegation does not transfer to the next Mayor.

## The Ontario Legislation

AMANS understands that Nova Scotia is not considering a cut and paste of the Ontario model, it is the only Canadian model that currently exists and it is not, by most accounts, meeting the objectives of the *Strong Mayors, Building Homes Act, 2022*.

### Key Changes Introduced by the Legislation:

The 'strong mayor' legislation enacted in Ontario can be summarized as follows<sup>5</sup>:

- The mayor's ability to initiate or stop municipal activity has been formally enhanced by giving the mayor control over committee structure and committee leadership appointments, as well as more control over the 'municipal purse';
- The ultimate responsibility for preparing and presenting the city's annual operating and capital budgets and for proposing annual tax rates has been transferred from the city manager and treasurer to the mayor. The ability of the council to change the mayor's budget proposals has also been cut back, as it now requires a 2/3rd vote to approve any amendment;
- Although the CAO position may be maintained, the staff organization now effectively reports to the mayor, rather than to the council through the CAO. The mayor has direct hire/fire/direct authority over the city manager and a range of senior officials (chief

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<sup>3</sup> The Role and Significance of the Chief Administrative Officer Position in Canadian Municipal Government: A CAMA "White Paper" on Ontario's Strong Mayor Legislation and the Pivotal Role of the CAO in Providing Good Governance, p.14

<sup>4</sup> Strong Mayor Authorities Scan: How Mayors are Using their Powers; October 2024, AMCTO

<sup>5</sup> The Role and Significance of the Chief Administrative Officer Position in Canadian Municipal Government: A CAMA "White Paper" on Ontario's Strong Mayor Legislation and the Pivotal Role of the CAO in Providing Good Governance, p.8

planner, city engineer, heads of human resources, IT, parks and recreation, etc.), although with some key exceptions (clerk, treasurer, chief building official, police chief, fire chief, municipal integrity commissioner or ombudsman, etc.). (For a large municipality such as Toronto, the mayor's personnel authority descends well into the professional civil service.)

- Most controversially, for designated 'provincial priorities' (as the mayor interprets them locally), the mayor can veto council measures - subject to a 2/3rd override by council. More remarkably, the mayor can force through a legislative proposal related to provincial priorities, provided it enjoys the minimum support of 1/3rd of council.

## Summary

In summary, adopting "Strong Mayor" legislation in Nova Scotia or elsewhere threatens to undermine the foundational democratic principles that ensure accountable, transparent, and effective municipal governance. It risks politicizing local government, weakening the role of the municipal senior management and members of Council, and reducing public confidence in municipal institutions, all of which are crucial for healthy democracy.

# Monthly Report

## Community Living

September 2025

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Over the months of July, August and September the Community Living Department has been working on the following things:

### Events:

- Hosting Canada Day
- Planning/hosting Thursday in the Park
- Planning/hosting the End of Summer Party
- Creating Tourism videos
- Updating Materials for Tourism
- Assisting with community events (Emancipation Day, Acadian Kitchen Party, Bordertown Biker Bash, Music event with Delaney Robinson, We remember celebration and play for Emancipation Day etc., Cumberland County Charity Fair and Chignecto Arts Council)

### Community Well Being:

- Finalized No. 2 Construction Battalion storyboard and hosted ceremony for unveiling
- Beautification survey
- Hosted collaborative meetings with Cultural, Heritage and History groups
- Ongoing meetings regarding the design, funding and development of the Accessible playground
- Working on Youth engagements opportunities with Anchor
- Working with new members of AYTC at various events and team building events

### Community Health Navigator:

- New hire on July 21, 2025
- Separate report attached

### Tourism Student:

- Report attached

### Active Living:

- Multisport final celebration/planning for 2025/26 year
- Heartland Tour hosting
- Submission 55+ games pitch package presented and secured
- Supported the Maggie's place/YMCA end of summer Kids party
- Parks Program (separate report attached)

## Marketing/Communication

- Community engagement surveys
- Hosted Community stakeholder meetings
- Planned community proclamations and flag raisings

## Task Updates:

Task: Accessible playground Update: working on design and grant applications Status: Ongoing
Task: Downtown Business Taskforce Update: Expressions of interest received from Community Status: Community Committee first meeting in September/October
Task: Anson Aircraft Update: meetings to discuss the development of a memorial Status: Ongoing
Task :”A” Special Day Update: Staff currently formulating options for 2026 Progress: ongoing

## **Summary of Town of Amherst Summer Programming**

Throughout the months May – August the students were fully engaged, immersed and present within our community. Students participated in, offered support and represented the Town of Amherst at the following events and functions:

### **Training:**

- Town of Amherst - Student Orientation
- Online EDIA Training
- Fundy Regional Practitioners Summer Students (46 in total hosted at Camp Tidnish)
- Tennis/Pickleball Training

### **May**

- Tennis NS Training & Rookie Tour – West Highlands & Spring Street Academy
- Community Day – Rotary Park
- Town of Amherst Equipment Loan Program
- Homeshow
- Town of Amherst NS Walks Program
- West Highlands – All Kids Bike Program
- Alzheimer’s Walk

### **June**

- Gutsy Walk – Chrones Prevention
- Bluenose Run - Spring Street Academy
- Autism Walk - Dickie Park
- Town of Amherst Scooter Safety
- Town of Amherst - Pride Parade
- School Field Day (West Highlands/Spring Street Academy)
- School Field Trips to the Stadium (CNA/Cyrus Eaton Elementary)
- CCRCE Family Fun Day – Dickie Park

### **July / August**

- Park features days
- Canada Day
- Heartland Tour
- Summer Nights (Movies, Park Nights, Piyo in the Park)
- Marketing and Communication Public Forum
- All Ages Acoustic Night

## Summer Day Camps

Summer Camp overall was a success! More productive staff, happier campers and positive feedback from parents. We offered seven themed weeks of Daycamp inclusive of lunch and healthy snacks. The camps were held at our local parks and we were able to access local venues Library, YMCA, Amherst Theatre and Rick and Joys Funny Farm.

Typically, were able to accommodate two groups of campers each week for a total of 36. This year we were able to accommodate 54 weekly We were able to accommodate more campers. Tables below demonstrate the breakdown of number.

### Original Registration/Waitlists:

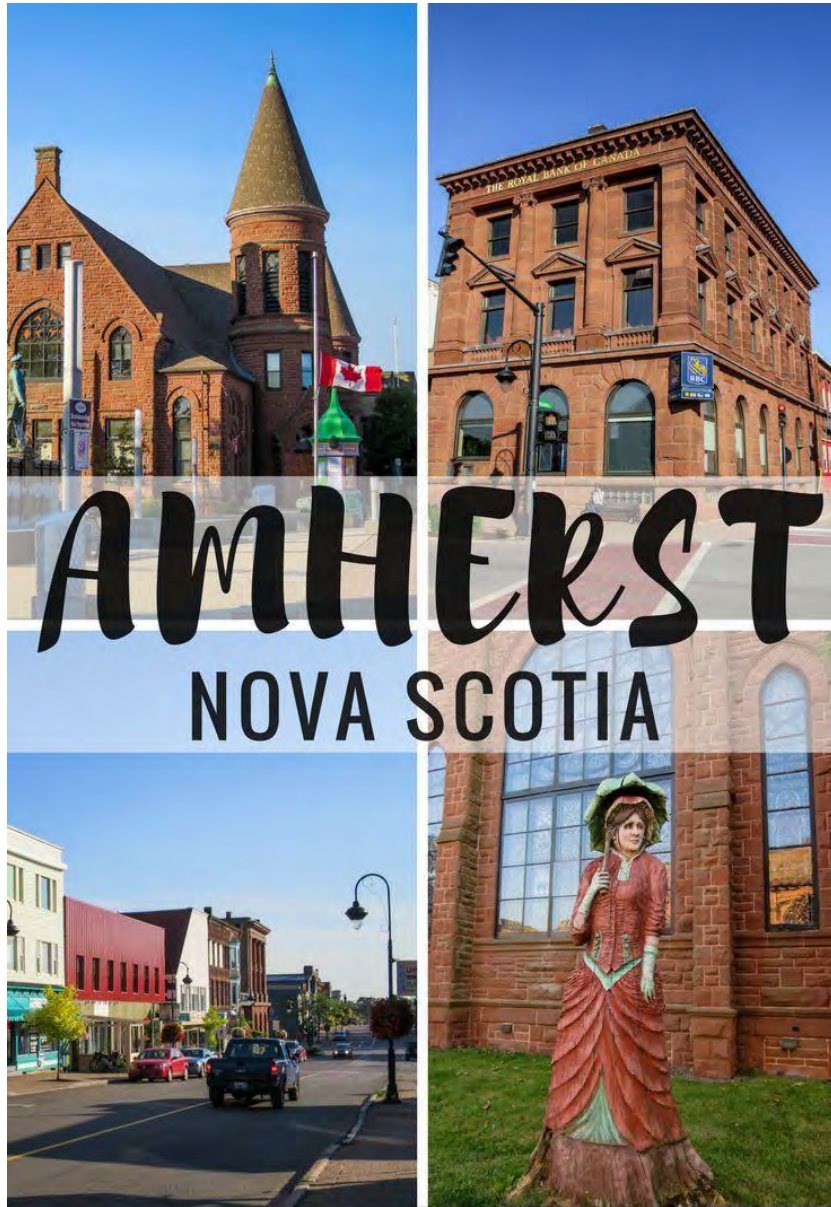
Summer Camp Waitlists	Registered	Enrolled	Waitlist
<b>Aloha Summer: July 7th-10th</b>			
Grades P-2	40	27	13
Grades 3-6	52	27	25
<b>Cycle &amp; Score: July 14th-17th</b>			
Grades P-2	28	27	1
Grades 3-6	52	27	25
<b>Rainbow: July 21st-24th</b>			
Grades P-2	44	27	17
Grades 3-6	54	27	27
<b>Under the Sea: July 28th-31st</b>			
Grades P-2	36	27	9
Grades 3-6	57	27	30
<b>Survivor: Aug 5th-8th</b>			
Grades P-2	33	27	6
Grades 3-6	56	27	29
<b>Fairytale/ Scientist: Aug 11th-14th</b>			
Grades P-2	33	27	6
Grades 3-6	60	27	33
<b>Water Carnival/ Splish Splash: Aug 18th-21st</b>			
Grades P-2	43	27	16
Grades 3-6	64	27	37

**Actual Participation:**

<b>Summer Camp Attendance</b>	<b>Grades P-2</b>	<b>Grades 3-6</b>	<b>Total Kids /54</b>
<b>Aloha Summer</b>	Attended	Attended	Total For Day
Monday, July 7	27	25	52
Tuesday, July 8	26	27	53
Wednesday, July 9	27	25	52
Thursday, July 10	26	20	46
<b>Cycle &amp; Score</b>	Attended	Attended	Total
Monday, July 14	19	23	42
Tuesday, July 15	22	26	48
Wednesday, July 16	22	27	49
Thursday, July 17	22	21	43
<b>Rainbow Week</b>	Attended	Attended	Total
Monday, July 21	23	19	42
Tuesday, July 22	24	13	37
Wednesday, July 23	24	19	43
Thursday, July 24	21	16	37
<b>Under the Sea</b>	Attended	Attended	Total
Monday, July 28	23	20	43
Tuesday, July 29	24	21	45
Wednesday, July 30	23	13	36
Thursday, July 31	25	13	38
<b>Survivor Week</b>	Attended	Attended	Total
Tuesday, August 5	17	19	36
Wednesday, August 6	21	17	38
Thursday, August 7	19	21	40
Friday, August 8	15	18	33
<b>Fairytale/ Scientist</b>	Attended	Attended	Total
Monday, August 11	20	22	42
Tuesday, August 12	18	20	38
Wednesday, August 13	22	22	44
Thursday, August 14	22	18	40
<b>Water Carnival/ Splish Splash</b>	Attended	Attended	Total
Monday, August 18	25	26	51
Tuesday, August 19	27	28	55
Wednesday, August 20	24	25	49
Thursday, August 21	23	21	44

There were 56 camp days in total and only eight would have been able to operate with the staffing structure from last season.

With the additional staff we were also able to accommodate additional tennis players and Adult Tennis and Pickleball evening lessons.



# Tourism 2025

FINAL REPORT

Braley Bickerton | August 29, 2025

## Contents

Introduction .....	2
Visitor Log Book.....	2
Duties & Responsibilities .....	4
Writing Blogs.....	4
Visitor Services .....	4
Amherst Merchandise & Information .....	4
Video Creation .....	4
Skills Developed.....	5
Achievements & Highlights .....	5
Challenges & Solutions .....	6
Reflection .....	6
Conclusion.....	7

## Introduction

This report summarizes my work as a summer tourism student with the Town of Amherst. My position was focused on community engagement, visitor services, and promotional projects to showcase Amherst as a welcoming destination place. Over the course of the summer, I wrote blogs, assisted tourists, distributed Amherst branded merchandise, and created videos that highlighted our community's history, local attractions, and more. This report will also give insight on where people are touring from, why they came to Amherst, and an estimate around how many tourists came to Amherst.

## VISITOR LOG BOOK

This visitor log book was created to record and celebrate how many people stopped by our location. It was made to be a simple way to keep a tally on where people were coming from, where they're going to, and why they sopped in Amherst. There was also a place to leave feedback and comments. Not only did this help us track an estimated number of guests, but it also creates a lasting record of the connections we made with travelers, community members, and more. Next year it would definitely be beneficial to make a collum to record how many are traveling in a group together. Normally, only one member of the group would fill this out, which makes it difficult to get an exact number. Here's a brief overview and copy of the visitor log book I created.

Where from?	Where to?	Reason for visit?	Comments
Winnipeg, MB	Summerside	Stop in/visit	
Ponoka, AB	Summerside	Visiting	
Quebec	Nova Scotia	Visiting	
Quebec	Nova Scotia	Visiting	
Quebec	Nova Scotia	Visiting	
Quebec	Nova Scotia	Visiting	
Oxford	New Brunswick	Sr. Softball	
Nova Scotia	Nova Scotia		Love this town!
Nashville, TN	Amherst Shore	Summer cottage	
Moncton, NB	Amherst	Visiting downtown	Hubcityfoodie
Moncton, NB	Downtown Amherst	Food!	
Yarmouth	Amherst	To move here!	Thanks
Ottawa	Amherst Shore	Vacation	Thank you
Ottawa	Amherst Shore	Holiday	Best wishes!
Toronto	Amherst	Moving here	Love it!

British Columbia	Amherst	Vacation	Great town
British Columbia	Amherst	Vacation	Nice place
British Columbia	Amherst	Vacation	
Ontario	Amherst	Visit	Nice place
Toronto	Amherst	Visit	Magnificent!
Calgary	Amherst	Visiting friends & Family	Great town
Peggy's cove	Charlottetown	Stop for lunch	
Ottawa, Ontaria	Newfoundland	Hiking	
Ontario	Fredericton	Family	
Ontario	Halifax	Walking	
Texas	All over	Geocaching	
Paris	Charlottetown	Family trip	
New Zealand	Montreal	Vacation	Totally excellent
Clover, South Carolina	Amherst	Vacation	Very nice
Moyock, North Carolina	Cabot Trail	Vacation	Beautiful!!!
Florida	Cabot Trail	Vacation	Great!!!

Over the course of the summer, we had the opportunity to engage with approximately 300-500 tourists, both inside Town Hall and throughout the community. These interactions gave us valuable chances to share information about Amherst, answer questions, and highlight local attractions, businesses, and events. Whether visitors stopped in to gather resources, ask for directions, or simply learn more about the town history, each conversation helped us promote Amherst as a welcoming and vibrant destination.

## Duties & Responsibilities

### WRITING BLOGS

I researched, wrote and am on the way to publish blogs highlighting Amherst's history, historic buildings, and community events. The blogs were written to be engaging and informative, appealing to both locals and visitors. Although the process of getting them posted has been extended, hopefully this will help Amherst's online presence as a tourist destination.

### VISITOR SERVICES

I welcomed tourists at Town Hall and outside with a table set up. I was providing maps, brochures, and gave my personal recommendations. This included answering questions, suggesting itineraries, and ensuring visitors left with helpful resources to enjoy their stay in Amherst.

### AMHERST MERCHANDISE & INFORMATION

I distributed Amherst merchandise, including items such as shirts, magnets, water bottles, and more. Along with the merchandise, I provided visitors with tourism guides, maps, and information to help them navigate the area.

### VIDEO CREATION

I wrote scripts, filmed, and edited a series of promotional videos that showcased Amherst's greenspace, downtown businesses, parks, and local attractions. These videos were taken to capture Amherst's welcoming atmosphere, encourage visitors to explore our town, and keep locals updated on what's happening in our community. As of August 28, 2025, our average share count is 32 people and our average views are 8,930. Our most popular video has 87 shares and 20.9k (20,900) views.

## Skills Developed

Through this role, I developed and strengthened a wide range of skills, including:

- **Communication:** Actively greeting visitors, sharing information, and keeping locals updated in a clear and welcoming way.
- **Creativity:** Designing, creating, and coming up with creative ideas on how to promote and showcase Amherst.
- **Customer Service:** Providing professional and friendly assistance to visitors in and outside of Town Hall.
- **Marketing & Promotion:** Using digital content and merchandise to highlight Amherst as a tourism destination.

## Achievements & Highlights

- Assisted numerous visitors at Town Hall by offering maps, guides, and personalized recommendations.
- Distributed Amherst-branded merch as both souvenirs and promotional tools.
- Produced several short videos showcasing Amherst's highlights, including local parks, history, and family friendly activities.
- Contributed to Amherst's overall tourism strategy by making the town resources more accessible and appealing to visitors (giving personal feedback).
- Created a visitor log book and made it a priority to get as many visitors as possible to fill it out to get more insight on where people were touring from and why they stopped in Amherst.

## Challenges & Solutions

One challenge I faced was the wide range of questions visitors asked, which required quick and accurate answers. To solve this, I used my references like the dining and shopping guides but also memorized things to do and local attractions in Amherst. It was also super important to know directions to provide helpful information on the spot. Questions I really struggled with were about the history of Amherst but honestly, the visitors were very patient with me to reach out for help or do a brief google search.

Another challenge was managing my time efficiently while producing content, such as blogs and videos, alongside daily visitor services. To address this, I created some of my scripts and outlines in advance, which made the production of the videos easier and more efficient. While writing blogs I didn't have access to photos that I needed, which made them difficult to complete. When I needed pictures, I would have to outsource from other staff members which made timing hard to align.

## Reflection

Working with the community living department as a tourism student for the Town of Amherst was an educational and rewarding experience. I gained valuable insight into how local tourism supports both economic growth and community pride. The role helped me develop stronger communication, marketing, and customer service skills while also deepening my appreciation for Amherst's history and culture.

I am proud to have contributed to Amherst's tourism initiatives and to have played a part in welcoming visitors to our community.

## Conclusion

Overall, my work this summer hopefully supported the Town of Amherst's goal of promoting tourism, enhancing visitor experiences, and fostering pride in the community. I am so grateful I've had this opportunity to work in this position and to showcase what Amherst is really about. I want to give a big thank you to the community living department, they were supportive, inclusive, and really made me feel like I was a part of the team.

Community Navigator Town of Amherst Council Report  
July - August 2025

I took on the role of Community Navigator on July 21, 2025. Since that time, I have been making numerous connections within the community to provide support to ongoing projects and create new ones.

**Completed:**

- Sent out email to connect with the site leads for Cumberland Regional Health Care Centre.
- Met with NS Health Recruiters Mindy LeBlanc and Alana Rondeau virtually.
- Met with Debbie Brown, Advisor, Medical Education (Undergrad/Postgrad Cumberland) & Advisor, Physician Affairs (Cumberland)
- Met with Angela Sangster Site Administrative Assistant for Cumberland Regional Health Care Centre. Received a tour of the facility.
- Connected with the Physician Recruitment committee, attended one of their meetings. Took minutes to assist in the Physician BBQ held August 23<sup>rd</sup>, 2025
  - Well attended by approximately 60 people, physicians and their families.
- Assisting with the organization of the Dalhousie Medical Center Academic Days being held in Pugwash in September. Completed gift bags, confirmed catering and day of event plans for a total of 19 of our North Nova Family Medicine Residents
- Secured housing for 2 physicians and their families in Amherst
  - Assisted with school registration for 1 of the families.
  - Confirmed they are still on childcare waitlist
  - While they are awaiting their belongings, I secured a few essentials such as beds, couch, kitchenware, etc with the assistance of the Retention Committee Members.
- Provided rental information to 3 other physician and health care workers.
- Reached out to landlords to verify availability
- Created a form for incoming physician and potential landlords to fill out to verify needs to narrow down a list of upcoming rentals.

### **Coming up:**

- Monthly meeting with Nova Scotia navigators.
- Family Medicine Resident Education Symposium (FMRES) Conference.
  - Preparing by setting up booth here first to make an easier transition while at the conference.
  - Putting together giveaways which include a branded backpack with a bag of smaller items inside.
- Connect with Physician retention committees.
- Connect with Recognition committees.
- Dalhousie Medical group Academic days in Pugwash.
- Plan recognition events for physicians and all staff.
- Take over welcome bags from the Be Kind committee which is currently dissolved. Partnering with Debbie Brown and Angela Sangster to ensure packets are delivered to each unit.
  - Need 10 to bring up to date in Med/Surg

Amy Menzies

[amenzies@amherst.ca](mailto:amenzies@amherst.ca)

902 694 0831

# Monthly Report

## Corporate

### September 2025

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**IT Services:**

The VOIP phone system at APD was installed in June and the audio recording has been set up as well. Since the installation of the Bell BTC phone system, it has gone down twice for several hours. It seems like there is a power issue with the battery backup for the phone equipment. We are replacing the battery backup and installing a new power bar for the phone equipment.

The Boardroom equipment at CCUBIC has been installed and seems to be working well.

The camera security system has been replaced at CCUBIC.

Updated the firmware and other drivers on a CISCO server.

Installed a new version of VMWare on one of the servers with different licensing. Testing the server and configuring it to work in our environment.

Configured and replaced the Wireless Access Point at the waste treatment plant.

Modified the Active Directory groups for the body cameras at APD.

Day to Day IT issues.

**Procurement:**

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
	RFP	Half Ton Service Truck	Regular	C			X	CAO
	RFQ	Clean Out 2 York St	Regular				X	CAO
	ALT	Fire Hydrant Replacement	Alternative	C			X	CAO
	ALT	SCADA Upgrades	Alternative	C			X	CAO
	RFQ	Marshview Ext Equipment Rental	Regular	C			X	CAO
	RFP	Transit Feasibility Study	Regular	C			X	CAO
	ALT	VMWare Subscription	Alternative	O			X	CAO
	RFP	Compact SUV (Bldg Ins)	Regular	C			X	CAO

**Other:**

**E-11 Customer Service**

There are 78 open cases in August. Top categories were: Solid Waste / Bin replacements or repairs (21 cases), Pot holes/Damaged asphalt (18 cases), applications for development/building permits (24 cases) and Dangerous/Unsanitary Premises (12 cases)

# Monthly Report

## Cumberland Business Connector

### September 2025

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#### 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:

- Connected one of our businesses to Invest NS to investigate the potential for his Edge AI technology (that he created to improve productivity in his own business) to see if it can be marketed to other businesses across North America that are in the same industry.
- Met with another client for a product demonstration of their training technology. After they attended a trade show, we met to strategize next steps in bringing their service to market. This was followed up by providing a meeting summary of where they see their next steps that they've agreed to.
- Currently documenting their work plan over the fall months for them to initiate in January.
- After a detailed meeting with another client, we prepared for him a summary of workable opportunities which were consistent with his plans for the business and within his available capital.
- Identified key KPI's that he could keep an eye on to track his progress.
- Wrote up a summary so that he could keep track of his short-term goals that he wants to accomplish.

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 continue 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.
- Made a number of cold calls with small businesses to see where we could potentially assist them.
- Followed up with emails to the businesses that may need support in the future.
- Connected a business we had had multiple planning conversations with to a potential customer. They had asked for the introduction.
- We are working with a potential entrepreneur who has a concept product for the green energy sector. He's been working on this for the past five years and believes it is ready to prototype and patent. This business concept has the potential to become an Accelerator client.
- 
- Workshops
  - Four workshops have been planned for Small Business Week in October. These will be held in Amherst, Pugwash and Parrsboro. An additional five workshops are in the planning stage for the winter.

## New Businesses

- Met for a follow up conversation with a new resident that we had met at the spring trade show at the Amherst Arena where she shared her plans and portfolio. Together we identified two products she's currently well suited to deliver and use to build her credibility with potential customers, and her future business while she continues to work at her current employment.
- Another entrepreneur (also an immigrant) is looking to get established assisting businesses with programming, robotics, and drone technology. We have connected them to Invest Nova Scotia for additional assistance
- We continue to see interest from other entrepreneurs in starting businesses.
- The Youth Entrepreneurship Challenge was completed and some students have moved ahead in creating their own businesses.

## Other Work

- We have developed a concise brochure, "Business Resources and Support Guide," to have a comprehensive summary of resources from governments and non-profits that can assist businesses across our region.
- The Cumberland Business Connector continues to work with the Regional Enterprise Networks and the Halifax Partnership to help businesses with trade challenges as well as share relevant resources and tools that we create to help our businesses.
- 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 our regions. We continue to work on this initiative.
- Monthly Team Cumberland meetings are ongoing to ensure that each of us who are serving businesses know what other resources are available to businesses that we meet with
- Our 2025 Annual General Meeting was in Parrsboro. Steven O'Regan was our keynote speaker.

# Monthly Report

## Finance

September 2025

### FINANCE

The 2024/25 year end audit commenced in June and was completed in September. The financial statements were presented to the Audit Committee on September 11, 2025 as well as the first quarter financial report and the 2022/23 Municipal Profiles and Financial Condition Indicators Report (which was released by the Province in July).

Capital Investment Plan (5 year capital budget) was submitted to the Province in July. The Statement of Estimates (SOE) A and B and the Financial Information Return (FIR) are due to the Province on September 29<sup>th</sup>. The Financial Statement submissions to the Provincial Department of Municipal Affairs and the Nova Scotia Utility and Review Board are also due on September 29<sup>th</sup>.

### TAX / ACCOUNTS RECEIVABLE / COLLECTIONS

**2025/26 Tax Billings** – The 2025/26 final tax bills were mailed out in August and are due on Sept 29, 2025.

**2025 Assessment Appeals** – The 2025 assessment appeal inventory from PVSC has 79 accounts with appeals as of September 1, 2025.

	# of Accounts Appealing		Appeal Completed as of Sept 1/25	Pending as of Sept 1/25	Withdrawn as of Sept 1/25	Outstanding Appeals as of Sept 1/25	Appeals Successful as of Sept 1/25	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	67	\$32,467,900	51	0	4	12	7	\$150,200	\$2,508.34	1
Commercial	12	\$17,142,300	7	0	0	5	3	(\$635,600)	(\$28,411.32)	3
<b>TOTAL</b>	<b>79</b>	<b>\$49,610,200</b>	<b>58</b>	<b>0</b>	<b>4</b>	<b>17</b>	<b>10</b>	<b>(\$485,400)</b>	<b>(\$25,902.98)</b>	<b>4</b>

### Property Sales/Tax Certificates

There were 29 residential property sales and 6 commercial property sales in June as well as 37 tax certificate requests completed during the month of June.

There were 36 residential property sales in July as well as 34 tax certificate requests completed during the month of July.

There were 14 residential property sales in August as well as 18 tax certificate requests completed during the month of August.

**WATER/SEWER**

First quarter water bills for 2025/26 were processed and sent out in July and were due on August 29. Though out August and September staff have been contacting residents that require repairs or replacements of their water meters.

**TASK UPDATES**

Task: Christie Foundation Donations

Motion: That Council approve the request to receive a donation of \$26,500 from the Dr. & Mrs. H.E. Christie Community Foundation to fund the grants listed below:

- \$15,000 to the Amherst 50+ Seniors Club;
- \$10,000 to the Amherst Pre-School Association; and
- \$1,500 to the Fibre Arts Festival Society of NS.

Update: Donations cheques were received from the Christie Foundation and corresponding Donation Acknowledgement letters were issued along with grant cheques to the organizations.

Status: Complete.

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# Monthly Report

## Fire Department

### September 2025

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#### **PROMOTIONS**

Over the summer months, the Amherst Fire Department has made several key leadership appointments and one leadership transfer, reflecting our commitment to professional development and operational excellence. These changes enhance our leadership capacity and support long-term succession planning.

- Mark Goodwin – Deputy Chief
- Stephen Landry – Assistant Deputy Chief of Operations
- Bob Sperry – Assistant Deputy Chief of Administration
- Kelly Chappell – Captain, Engine 1
- John Michels – Captain, Ladder 4
- Chris Clark – Captain, Engine 3
- Eric Graham – Lieutenant, Unit 6
- Jordan Cole – Lieutenant, Engine 2
- Kurt Fawthrop – Lieutenant, Engine 1
- Raymond MacDonald – Transferred to Ladder 4 as Lieutenant

Their dedication, professionalism, and leadership will continue to serve the department and our community with pride.

#### **PROFESSIONAL DEVELOPMENT**

Recruit Fire Fighter Training – Recruit firefighter training continues with the implementation of the new Essentials 8 Level 1 & Level 2 platform. Upcoming phases include Mental Health Resiliency training and a blend of online and in-house instruction.

Atlantic Fire Service Leadership Conference - In July, Chief Jones, Captain Chappell, Captain Clark, and Lieutenant MacKenzie attended the Atlantic Fire Service Leadership Conference in Summerside, PEI. The event featured keynote speakers, emergency management sessions, and a trade show showcasing innovative fire service products and techniques.

#### **FIRE PREVENTION**

The department hosted several in-person fire prevention sessions with youth groups over the summer. Planning is underway for Fire Prevention Week (October 5–11), themed: “Charge into Fire Safety: Lithium-Ion Batteries in Your Home™”. This campaign will focus on safe usage, charging, and disposal of lithium-ion batteries commonly found in household devices.

#### **COMMUNITY EVENTS**

Over the summer months the members of the Amherst Fire Department took part in various community events. This included the Canada Day celebration, Rolling Barrage and the Amherst Little League Honor Wall Celebration, just to name a few.

#### **UPCOMING EVENTS**

Fire Fighter’s Memorial: This is an important time to recognize all emergency first responders, past and present for their dedicated service. This year’s event is scheduled for September 28<sup>th</sup> starting at 10:10 AM.

Annual Fire Fighters' Banquet - On Saturday, November 1<sup>st</sup> the Amherst Fire Department will hold its annual banquet. This is an opportunity to look back on the past year and acknowledge the service and efforts that the members of the Amherst Fire Department put forth.

**RECRUITMENT**

We are actively seeking **8–12 new members** to join our team before fall. Interested individuals can learn more at: [www.amherst.ca/volunteer-firefighter.html](http://www.amherst.ca/volunteer-firefighter.html)

**INCIDENT RESPONSES – June to August 2025**

	<u>Town of Amherst</u>	<u>District 2</u>
Appliance fire (Dryer)	1	
Assist Police / RCMP	3	
BBQ on Fire	1	
Check Air Quality	6	1
Confirm Extinguished Fire	1	
Dumpster fire	2	
Electrical Fire		1
Flue Fire	1	
Human Error (Pinned arm)	1	
Medical Assist	2	2
Monitored Alarm	32	3
Motor Vehicle Accident	5	13
Mutual Aid	4	
Natural Gas Leak	1	
Oven/Stove malfunction	1	
Phone crash notification		2
Power Lines on Fire/Arcing	2	
Structure Fire	1	1
Trapped in elevator	1	
Vehicle Fire	1	
Wildland Fire / open land	3	1
<b>Total events</b>	<b>69</b>	<b>24</b>
<b>Total responses (Year to date)</b>	<b>209</b>	

**TASK UPDATES**

Task: No open tasks at this time
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# Monthly Report

## Human Resources

### September 2025

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#### Staffing Updates

Dispatcher: APD welcomed Brett Holmes as their new Dispatcher in mid-August. Welcome Brett!

Retirement: In August, we bid farewell to long-time APD officer, Brian Gairns. Brian worked with APD for 36+ years, and we are very grateful for his service. All the best to Brian in this new chapter!

APD Inspector: Following Brian's retirement, a competition was held to appoint a new Inspector. Following the conclusion of the competition, current APD Corporal Tom Wood was named as the successful candidate. We know Tom will do an amazing job in his new role, which will commence October 5, 2025. Congratulations Tom and thanks for all you do!

Community Navigator: We welcomed Amy Menzies to the Community Living department in mid-July for a term position as Community Navigator. Amy will support Sharon and the department in continuing to recruit and retain health care professionals to our area. Welcome Amy!

Deputy Fire Chief: We are pleased to have concluded a competition for the position of Deputy Fire Chief. Congratulations to Mark Goodwin (Deputy Fire Chief), Stephen Landry and Bob Sperry (Assistant Deputy Chief's) on their promotions!

Operator (Public Works): Following a staff leave, Brad Doernbach was awarded a term position with our Public Works department. Thanks for filling in, Brad, and welcome!

Summer Students: Most of our annual summer students have returned to their studies for the fall. Their amazing work was evident all across Town this summer whether it was our beautiful flowerbeds and parks, running our fun summer camp days or assisting our Public Works crews as our Engineering student. We hope you had a great summer work experience, and we wish you all the best in your studies this fall!

Multi-Sport Program: As we head into September, our Community Living department is preparing for our annual Multi-Sport program which runs from September to June each year. We are fortunate to have retained summer students Mia Farrow, Audrey Hoeg and Jaxon Harrison to continue as Multi-Sport Leaders. In addition, we've welcomed Katie McIlvena and Colin Murphy to assist as back-up Multi-Sport Leaders. Welcome Katie and Colin!

## **Current Recruitment**

Police Cadet Program: We are pleased to have sponsored Cameron MacLeod as the successful applicant for the police cadet program for 2025. Cam is currently attending the cadet program at the Atlantic Police Academy, and we look forward to hosting him in the coming weeks for the on-the-job training component of the program.

APD has also been awarded two student positions in the January 2026 police cadet class. Applicant screening is currently underway.

## **Other HR News**

### HR Policy Review

Staff also continue to review all HR policies and procedures with the “Personnel & Code of Ethics” policy currently under review for recommended revisions.

### Market Review

HR staff are currently gathering data to complete a market review of salaries in preparation for operating budget 2026.

## **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

### September 2025

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In addition to their routine maintenance work Operational services staff worked on and completed the following projects during the summer:

#### **RECREATION and HORTICULTURE**

- Park washrooms will remain open daily from 9:00am to 5:00pm until October 12.
- Ice was installed in August, had some minor issues due to heat and humidity.
- Amherst Jr. Ramblers played exhibition games on August 29 and September 6.
- Amherst Skating Club started their regular season on Monday, August 25
- Roy Maltby Fundy Hockey School started on September 2.
- Cumberland County Minor Hockey starting their season on September 15.
- Public skating will commence on October 1.
- No issues with using and mowing the school properties for Fundy Youth Soccer.
- Staff are happy to report there was minimal vandalism in our parks over the summer compared to previous years.
- The splash pad will be turned off and winterized on September 15.
- Robb Complex hosted the 13U provincials in August 29 to August 31.
- ARHS (High School) ball started in September and will run until Mid October.
- We have several capital items that will be completed in September/October:
  - Pickleball Courts at Robb Complex
  - Event Tables & Chairs
  - Chain Link Dugouts at Robb Complex
  - Victoria Square decorative lighting
  - Skatepark Repair was tendered, no bids were received, staff are working with ProPour to have the work completed.
- Bedding plants and hanging baskets held up well despite the heat and dry conditions, staff will begin removing some of the plants in the coming weeks.
- Completed the landscaping for the new sign in the Industrial Park.
- Turf maintenance program (aerating and fertilizing) will commence late September.

#### **PUBLIC WORKS**

- Quarterly meter reading was completed in July and followed up with meter repairs and investigation of high or no recorded flows for the billing period.
- Staff installed several new water and sewer services over the summer for new single family and multi unit residential construction.
- Capital paving is expected to be completed the week of September 15.

- The water and sanitary sewer for Phase 2 and 3 for Marshview Drive extension is completed, the storm sewer will be finished up when the catch basins arrive.
- Capital sidewalk replacements are ongoing; Abbey Road and Wellington Street will be completed this fall.
- Sewer crew investigated and repaired 4 plugged sewers and performed sewer lateral video inspections for 7 residents.
- Wastewater Treatment Plant wind turbine has been serviced and has been working well.
- Annual sampling of 30 sites for suspected lead water laterals has been completed. 5 sites exceeded Health Canada Guidelines, staff are investigating the source and will replace the water utility owned portion of the lateral if needed.

## **SOLID WASTE**

- The first round of Household Hazardous Waste (HHW) events took place on June 7 and 21. Both the Blitz & Amherst event were well attended with 135 vehicles served at the Blitz event and 203 at the Amherst event.
- The fall HHW events are scheduled for Saturday, September 13 (Blitz) and Saturday, September 20<sup>th</sup> in Amherst.
- The Solid Waste Hotline that receives calls from residents from all over Cumberland County received over 1100 calls over the summer months, most of the calls received were inquiries on the collection schedule.
- Staff continue to post sorting information and collection & safety reminders on the Cumberland Region Solid Waste Facebook page.
- The annual Shred Event took place on Friday, September 5 from 9:00 a.m. – 12:00 p.m.
- Cumberland Region Solid Waste is in the process of creating wildlife themed litter prevention signage. The signs will showcase images of local wildlife—such as fox, moose, eagles, and seals captured by a local photographer, highlighting animals that may be harmed by litter and paired with short, impactful messaging encouraging proper waste disposal. The signs will be strategically placed along trails, at parks, and on beaches throughout Cumberland County which experience high traffic during the summer through fall seasons.
- Staff have been preparing for the launch of the Extended Producer Responsibility (EPR) Program which is scheduled to take place on December 1, 2025. More information will be provided over the next few months regarding the education and communication plan for the community.

### Upcoming and ongoing projects:

- Contracted patching of service cuts and spreader patching streets is ongoing.
- Quarterly meter reading will be completed in October.
- Amherst Jr. Ramblers season opener September 27.
- Amherst Senior Ducks home opener October 12.
- CCMHA: Bluenose Weekend #1, October 17 to October 19.
- CCMHA: Bluenose Weekend #2, October 24 to October 26.
- World U17 Exhibition game on October 31.
- Water will be turned off in the Dog Park on October 15.
- Intermediate baseball provincials at Robb Complex on weekend of September 19.
- Expecting Robb Complex to be shut down by October 20 for the season.

# Monthly Report

## Planning & Economic Development

### September 2025

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#### Planning & Development

The attached report outlines permits issued from June to September and provides a 2024/2025 year-to-date comparison. Residential approvals remain strong, with 141 units approved in 2025 to date.

On September 3, an appeal hearing was held regarding Council's approval of Six Point Star Homes' development agreement for an apartment complex at 112 Victoria Street West. The proposal includes two 16-unit and three 8-unit buildings. Written closing arguments will be submitted in September, with a decision expected in October.

Public engagement on the draft MPS and LUB documents took place in May. Based on community input and provincial feedback, the consultant and staff have revised the drafts. Newly released provincial flood mapping data is also under review. A special meeting will be scheduled in the coming weeks to consider first reading.

#### Planning Advisory Committee (PAC)

At its August 11 meeting, PAC issued a demolition order for a fire-damaged building, requiring removal by October 12, 2025. After the property owner failed to act, staff hired a contractor to clean out organic material and apply rodent control measures. At its September 2 meeting, PAC reviewed a proposed demolition order for 8 Newton Avenue but instead of ordering demolition a motion was passed directing staff to continue monitoring the property and report back on new issues. In October, PAC will hear an appeal of the Dangerous or Unsanitary Administrator's decision regarding a complaint at 39 Rupert Street.

#### Transit Feasibility Study

The Transit Feasibility Study is progressing on schedule. The consultant is collecting and analyzing data and meeting with stakeholders. A public survey is being promoted via Town social media channels and direct mail, it is also available at [Amherst.ca/transit](https://Amherst.ca/transit) or on the Planning & Economic Development page. A drop-in open house will be held Wednesday, September 17, from 6:30–8:30 p.m. at the Community Credit Union Business Innovation Centre.

#### Business Recognition & Growth

Over the summer four businesses—Greco & Capt. Submarine, Smitty's Fine Wine, Your Fitness, and CostCove Supermarket—were presented with New Business Recognition certificates by Council members. The businesses were also highlighted on the Town's social media pages. Local businesses continue to benefit from the Commercial Development Support Program. New investments supported by the program include facility renovations for Mansteel Rebar Ltd. and an expansion at Maritime Pride Egg.

### Tourism Promotion

Amherst's summer tourism efforts were supported by Tourism student Braley Bickerton and the Community Well Being team. Several projects were completed, including the creation of vibrancy videos, brochures, and blogs, as well as constructing a visitor information space at Town Hall. Many visitor interactions and outreach efforts also took place.

Although Tourism Nova Scotia declined Amherst's request for staff presence at the Border Visitor Information Center in 2025, discussions are ongoing for 2026.

The ExploreCumberland marketing campaign, "Close to Home, Far from Ordinary," continued to see growth in online engagement. Town staff promoted the brand across the Cumberland Region and worked to support local tourism operators. Through the Tourism NS Emerging Destination Program, the Municipality of Cumberland is leading a project to expand content for the Northumberland Strait area.

In addition, the Fall 2025 Digital Marketing Campaign is now underway. Targeting residents in Ontario and the Maritimes, it uses images and videos on social media to influence travel decisions. The campaign will run until October.

### Amherst Farmer's Market Engagement

Throughout the summer, Town staff met regularly with organizers of the Amherst Farmer's Market to build stronger partnerships and explore new ideas for the market's growth. The 2025 season has shown strong growth, with increased attendance from both visitors and locals over previous years. The Town supported these efforts by producing promotional videos, which vendors reported led to a noticeable increase in customer traffic.

### Wellfield Land Acquisition

To support the Town's commitments under the NS Nature Agreement with the Department of Environment and Climate Change, a local land agent has been hired to reach out to property owners in and around the North Tyndal Wellfield. These efforts aim to secure land for long-term protection. At the same time, negotiations continue with JD Irving Ltd. for a potential land trade that would preserve a significant portion of the wellfield.

### Business Promotion & Signage

Three new business promotional signs were installed along the Laplanche Street (Trunk #2) entrance to Amherst. One sign, located at the Gateway Billboard Park near the Visitor Information Center, highlights businesses at the three entrances to Amherst. Two additional signs were placed just beyond the underpass toward Amherst. The Municipality of Cumberland invited Amherst businesses to apply for logo placement on the signs, and the strong response may lead to the installation of a fourth sign in the future.

### Upcoming Events

Planning is currently underway for several major initiatives, including the Town of Amherst Economic Forum, October's Small Business Week, and the 2025/26 Mind Your Business workshop series. Staff will be participating or supporting the following upcoming events listed below:

Date	Event / Organizer	Topic
Oct 3	Dal University Economic Prosperity Roundtable	Nova Scotia Engagement Days Program Event – NSCC Amherst Campus
Oct 6- 8	International Council of Shopping Centers	National Retailer Conference connecting the marketplace industry – Toronto
Oct 20	Marketing for Rural Business	Presented by Michelle McCann – Parrsboro
Oct 21	Thriving as a Business Owner	Presented by Melanie Bower – Amherst CCUBIC
Oct 22	NS Works Fall Job Fair	Event for local companies to meet local job seekers. -Amherst Lions Den
Oct 22	Marketing for Rural Business	Presented by Michelle McCann – Pugwash
Oct 23	Trade and Exports Navigation Workshop	Presented by Invest NS – Amherst CCUBIC
Nov 4	Atlantic Economic Council	Business Outlook Conference – Charlottetown

### Task Updates:

<p><b>Task: Community Market</b> Staff continue to engage with the market organizers. Summer promotional efforts by staff have reportedly increased traffic to the market significantly. Status: Closing this task</p>
<p><b>Task: 112 West Victoria Street DA Second Reading</b> Appeal hearing held September 3<sup>rd</sup>. Written closing arguments to be submitted over September with a decision anticipated in October. Status: In-progress</p>
<p><b>Task: Amherst Train Station Substantial Alteration</b> Status: Complete – closing this task.</p>
<p><b>Task: Marketing Levy Feasibility</b> No further updates are available at this time. Tourism efforts have been added to the meeting agenda scheduled with town/county CAOs, Mayors, and Deputy Mayors. Status: In Progress</p>
<p><b>Task: Transit Feasibility Study</b> Stakeholder engagement meetings are ongoing. Public surveys are open and being promoted. Public open house scheduled for September 17<sup>th</sup>. Status: In Progress</p>
<p><b>Task: Blaine Street Purchase and Sale Agreement</b> The land purchase is closed, and the development agreement has been signed. Black Bay has until the end of 2026 to commence construction before the town can exercise its buy-back option. Status: Closing this task</p>
<p><b>Task: 15 &amp; 31 East Victoria Street DA Second Reading</b> This development has been paused indefinitely. Status: Closing this task</p>
<p><b>Task: 8 Lower LaPlanche Street Purchase &amp; Sale Agreement</b> The purchase will remain paused until the estate is settled. Status: Ongoing</p>

# Permits Issued: June 1<sup>st</sup> – September 1<sup>st</sup>

## PERMIT APPLICATIONS

For Period: June 01 2025 To September 01 2025

<i>Number</i>	<i>PID</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
C2025-049	25518242	91 Rupert St	18	Construction	Apartments	Apartment Building	832.00	3,000,000.00
B2025-050	25010257	69 South Albion St	0	Renovate	Commercial	Automobile Service and Ca	550.00	200,000.00
D2025-051	25028127	60 Prince Arthur St	0	Construction	Single Detached Dwelling	Home business/occupation	50.00	0.00
C2025-052	25503160	27 Station St	0	Renovate	Commercial	Restaurants	97.00	19,000.00
B2025-053	25028036	33 Prince Arthur St	0	Renovate	Commercial	Office	150.00	40,000.00
C2025-054	25460981	10 Ridgewood Crt	0	Construction	Garage/Carport/Shed	Deck	50.00	5,000.00
B2025-055	25012345	7 Central Ave	0	Repair	Single Detached Dwelling	Foundation	56.00	2,500.00
D2025-056	25489451	112 South Albion St	0	Construction	Commercial	Industry - Permanent Sign	50.00	50.00
B2025-057	25007261	5 Copp Lan	0	Construction	Garage/Carport/Shed	Shed	65.00	40,000.00
C2025-058	25030867	12 Russell St	0	Construction	Garage/Carport/Shed	Shed	63.00	6,000.00
C2025-059	25519414	1 Vista Dr	1	Construction	Single Detached Dwelling	Single Detached Dwelling	144.00	270,000.00
D2025-060	25471103	3 Casper Crt	0	Construction	Garage/Carport/Shed	Residential Accessory Use	50.00	800.00
C2025-061	25343815	27 Christie St	0	Construction	Garage/Carport/Shed	Porch/Patio	80.00	30,000.00
C2025-062	25030701	94 Rupert St	0	Construction	Garage/Carport/Shed	Garage	65.00	25,000.00
C2025-063	25452707	3 Donald Ave	0	Renovate	Garage/Carport/Shed	Porch/Patio	87.00	15,000.00
C2025-064	25029471	3 Robie St	4	Construction	Apartments	Apartment Building	50.00	200,000.00
C2025-065	25394214	45 Anson Ave	0	Addition	Industrial	Office	262.50	1,750,000.00
B2025-066	25016973	22 Croft St	0	Renovate	Double Dwelling	Duplex	75.00	10,000.00
B2025-067	25025909	29 Patterson St	0	Renovate	Single Detached Dwelling	Single Detached Dwelling	225.00	70,000.00
C2025-068	25462094	30 Fernwood Dr	1	Construction	Single Detached Dwelling	Moble/Mini Homes	192.00	140,000.00
C2025-069	25462094	32 Fernwood Dr	1	Construction	Single Detached Dwelling	Moble/Mini Homes	161.00	110,000.00
C2025-070	25462094	34 Fernwood Dr	1	Construction	Single Detached Dwelling	Moble/Mini Homes	192.00	130,000.00
B2025-071	25028036	33 Prince Arthur St	0	Renovate	Commercial	Office	162.00	45,000.00
C2025-072	25521774	2 Aspen Way	1	Construction	Double Dwelling	Semi-Detached Dwelling	121.00	200,000.00
C2025-073	25521782	4 Aspen Way	1	Construction	Double Dwelling	Semi-Detached Dwelling	121.00	200,000.00
C2025-074	25521790	6 Aspen Way	1	Construction	Double Dwelling	Semi-Detached Dwelling	121.00	190,000.00
C2025-075	25521808	8 Aspen Way	1	Construction	Double Dwelling	Semi-Detached Dwelling	121.00	190,000.00
C2025-076	25521816	10 Aspen Way	1	Construction	Double Dwelling	Semi-Detached Dwelling	121.00	190,000.00
C2025-077	25521824	12 Aspen Way	1	Construction	Double Dwelling	Semi-Detached Dwelling	121.00	190,000.00
C2025-078	25521832	14 Aspen Way	1	Construction	Apartments	Triplex	96.00	150,000.00
C2025-079	25521840	16 Aspen Way	1	Construction	Apartments	Triplex	96.00	150,000.00
C2025-081	25521865	20 Aspen Way	1	Construction	Double Dwelling	Semi-Detached Dwelling	121.00	200,000.00
C2025-082	25521873	22 Aspen Way	1	Construction	Double Dwelling	Semi-Detached Dwelling	121.00	200,000.00
C2025-083	25521923	1 Aspen Way	1	Construction	Single Detached Dwelling	Single Detached Dwelling	144.00	270,000.00
C2025-084	25521915	3 Aspen Way	1	Construction	Single Detached Dwelling	Single Detached Dwelling	144.00	270,000.00
C2025-085	25521907	5 Aspen Way	1	Construction	Single Detached Dwelling	Single Detached Dwelling	144.00	270,000.00
C2025-086	25521899	7 Aspen Way	1	Construction	Single Detached Dwelling	Single Detached Dwelling	144.00	270,000.00
B2025-087	25521881	9 Aspen Way	1	Construction	Single Detached Dwelling	Single Detached Dwelling	144.00	270,000.00
<b>Total</b>	<b>38</b>		<b>41</b>				<b>5,588.50</b>	<b>9,318,350.00</b>

# September YTD Comparison

## ACTIVITY REPORT

For Month of September 2025-09-30

Type	Sep 2024			Sep 2025		
	Permits	Units	Value of Construction	Permits	Units	Value of Construction
Single Family	3	1	260,882	4	11	620,000
Duplex/Semi	0	0	0	0	0	0
Apartments	0	0	0	0	0	0
Other Residential	12	0	26,500	1	0	35,000
Commercial	0	0	0	2	0	360,000
Industrial	0	0	0	1	0	1,500,024
Inst & Gov	0	0	0	0	0	0
Agriculture	0	0	0	0	0	0
Other	0	0	0	0	0	0
<b>Total</b>	<b>15</b>	<b>1</b>	<b>287,382</b>	<b>8</b>	<b>11</b>	<b>2,515,024</b>
<b>Year To Date</b>	<b>88</b>	<b>69</b>	<b>17,326,750</b>	<b>95</b>	<b>141</b>	<b>29,012,936</b>

# Monthly Report

## Police Services

### September 2025

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#### GENERAL OPERATIONAL UPDATES:

**Inspector Gairns – Retirement:** After completing over 36 years of Policing with the Amherst Police Department, Inspector Brian Gairns advised of his intentions to retire at the end of August. Brian came to APD in 1989 from Prince Edward Island and for his first few years here, worked as our drug investigator. Fast forward a few years and Brian was promoted to Sergeant, followed by Staff Sergeant until the rank was changed to Inspector. Brian will be greatly missed by the members and staff. He has taken a new position with the Nova Scotia Health Authority, managing security concerns and issues in the hospitals, something that he had advocated for during his policing career. We will continue to work with Brian in his new role and wish him all the best!



**Vehicle Collision: August 6<sup>th</sup>, 2025:** A Lunenburg County woman is facing multiple charges following a motor vehicle collision on Victoria Street which occurred in Amherst on August 6, 2025, at approximately 10:40am. Emergency Services and the Amherst Fire Department assisted with the call that resulted in the 33-year-old female driver facing several charges and a second person being transported to the hospital. Stacey Dykstra, aged 33, has been charged with numerous charges that include impaired driving, Criminal Negligence Causing Bodily Harm, Possession of Property Obtained by Crime Under \$5,000.00, Resisting/Obstructing a Peace Officer. On August 6, 2025, at approximately 10:40am, members of the Amherst Police Department were patrolling in the area of Victoria Street and came upon the scene of an accident. One of the vehicles involved in the accident, a KIA Forte, was facing westbound on the wrong side of the road and had collided with a parked car facing eastbound in front of a local business. Responding officers noted that the driver of the vehicle displayed signs of drug impairment and she was subsequently placed under arrest. During the investigation, police also learned that the KIA had been reported stolen from the Halifax area and that the driver was the subject of an outstanding arrest warrant. Dykstra had been remanded into custody. She was scheduled to appear in court on Thursday, August 7, 2025, on the charges. The passenger in the KIA sustained moderate injuries and was transported to the Cumberland Regional Health Care Centre by EHS. The matter is still under investigation.

**Missing Person – August 14<sup>th</sup>, 2025:** A vulnerable man was located safely with the assistance of multiple first responder agencies and the public. A patient at Gables Nursing Home was able to make his way from the building and was reported missing. When police were contacted, hours had passed and the weather had changed, with rain, wind, thunder and lightning. A Facebook post with a description and details of the male was posted and our members, along with over 20 volunteers and staff from the Amherst Fire Department assisted. Additional resources from the Amherst Sheriff Department and our auxiliaries-in-training also assisted and the APD/AFD Drone was utilized. The matter was resolved when a motorist travelling on the 104 observed the male and had seen the Facebook posting. She recognized the missing person and one of our members located the person on the highway near Exit 5.

**Recognition - August 21<sup>st</sup>, 2025** – The quick thinking of 2 Amherst Little League employees may have saved the life of a male who had been observed lying on the ground near the little league field. Isaac Vansnick and Daniel Terrio had been working at the little league field and responded, placing the male in the recovery position and contacted 911. Both were recognized by the Town of Amherst and presented with certificates of recognition for their actions.

**Cram-A-Cruiser - August 22<sup>nd</sup> 2025:** The annual Cram-A-Cruiser event was held on August 22<sup>nd</sup> to support students by supplying school supplies for the upcoming year, including backpacks, lunch bags, pencil cases etc. Several community partners and business partnered with the Amherst Police Department for this successful initiative.

**Theft of Wire – August 25<sup>th</sup>, 2025:** Police are investigating theft of wire from Nova Scotia Power after Amherst Fire Department was dispatched to a complaint of sparking power lines. On arrival, they discovered a male who appeared to be engaged in the theft of active/charged power lines. The suspect fled on foot and the Amherst Police are continuing to investigate.

**Stolen Side by Side Recovered - August 24<sup>th</sup>, 2025:** Police are investigating the theft of a 2012 Polaris Razor 900xp that occurred overnight on July 23/24, 2025 from the Brownell Avenue area. It is suspected that it was pushed from the yard and onto Eddy Street where it was driven onto the Eddy Road. The Side by Side was recovered on August 25, 2025 by the Street Crime Unit after information was received concerning its whereabouts. It was located in a wooded area outside of town and has been returned to the owner. The matter is still under investigation.

**Police Pursuits/Failing to Stop:** Police had 4 incidents of motorists failing to stop for police. This compares to 7 incidents in July, no incidents in June and 10 incidents in May.

- On August 3<sup>rd</sup>, at approximately 1:47am, patrols attempted to stop a vehicle that had been speeding on Albion Street. The vehicle, a grey Buick with a New Brunswick plate turned onto Church Street and increased speed and the officer disengaged. The vehicle has reportedly been involved in other incidents in other jurisdictions, and the matter is being investigated.
- On August 18<sup>th</sup> at approximately midnight, patrols observed a Honda Odyssey with the driver's side window smashed out and damage. The plate also did not match the vehicle. When the officer attempted close in on the vehicle and to pull the vehicle over, the vehicle sped off on East Pleasant Street. The matter is still under investigation.
- On August 26<sup>th</sup>, at 2:00pm, a Ford Fiesta fled from police when an attempt was made to pull the vehicle over. The plate did not belong to the vehicle; the owner of the plate had been deceased for many years. The vehicle was later located parked on the side of the road and was towed by police. The matter is still under investigation.
- On August 26<sup>th</sup> at 5:15pm, a blue off-road motorcycle fled from police when police attempted to stop it. The motorcycle fled through the industrial park and across several properties. Police did not pursue.

In all these cases, the pursuits were terminated as per policy and as a public safety issue. All pursuit files are subject to a review to ensure that members are following policy.

**Shoplifting/Theft Complaints:** In August, police responded to 15 complaints of shoplifting from local businesses. This compares to 12 In July. In total for August, police also responded to 26 additional complaints of theft. Three of these incidents were regarding gas drive-offs, three were regarding theft of wire and there was one stolen vehicle. On August 5<sup>th</sup>, police received a report of a stolen Dodge Charger from the East Victoria Street area. The vehicle had been taken sometime overnight and was located the following day in the East Hants area and had been completely destroyed by fire. The matter is still under investigation.

**Homelessness Files:** APD has been tracking homelessness complaints for the past few years. For the month of August, police logged 43 complaints that were associated to homelessness, as compared to 38 complaints in July. As in previous homelessness stats, the vast majority of complaints are around 2-3 of the same people. Many of the complaints are concerning trespassing type issues, suspicious persons, or well-being checks.

**OPERATIONAL STATS – August 2025**

Total Occurrences:	464
911 act	6
Abandoned vehicles	2
Animal calls	3
Assault	12
Assault on Police Officer	1
Assist General Public	8
Assist another agency	16
Breach of peace	2
Break and enter	8
Controlled Drugs and Substances Act	8
Sudden Death (not suspicious)	2
Crime prevention	16
Criminal harassment	3
Dangerous driving	4
Causing a disturbance	6
Driving without due care and attention	7
Fail to stop at accident	4
False alarms	9
Fraud	11
Harassing communications	10
Information file	3
Lost/found items	22
Liquor Control Act	3
Mental Health Act	11
Mischief – Damage	12
Mischief – Obstruct enjoyment of property	9
Flight from Police	4
Operation while impaired	7
Other theft	20
Person reported missing	3
Property check	7
Sex Offender Registration – Compliance Checks	4
Sexual assault	1
Suspicious person/vehicle/property	45
Theft of bicycle	4
Shoplifting	15
Traffic Collision	17
Trespass Act (Provincial Act)	22
Trespass at night	4
Uttering threats	16
Wellbeing check	15

## Task Report

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

**Update Status:** 2025-09-10: New system has been installed and is currently in use. Task can be concluded.

**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:** 2025-09-10: Have received additional funding/donations for SARV for designing the inside. Also will be displaying SARV at Fire Department with Sgt Graham, Cpl Babineau and Cst Pavlovic on October 8<sup>th</sup>, AFD Open House.

**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 2025-09-10: Wooded areas and trails are closed as a result of Provincial Fire Ban. Public works has placed barricades at each entrance. Matter still in the hands of Public Works.

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

**Update Status:** 2025-09-10 - Body Worn Cameras are now in use by members. Task can be closed.

**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 2025-09-10: Continuing to monitor areas and will be utilizing speed sign. We did a social media post on Sept 3<sup>rd</sup> on back to school and school zones, crosswalks. We have also re-shared some posts we did last year. We will build on this.

**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 .2025-09-10. We did a social media post on Sept 3<sup>rd</sup> on back to school and school zones, and crosswalks. We have also re-shared some posts we did last year. Will continue to do this.