



Town of Amherst  
Committee of the Whole  
Agenda

Date: **Monday, November 17, 2025**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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	Pages
<b>1. Call to Order</b>	
<b>1.1 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."	
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6.2	Acceptance of Closed Session Minutes	
6.2.1	October 20, 2025	
6.3	MGA 22(2)(e) - contract negotiations	

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

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

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

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

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

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

6.5.5 MGA 22(2)(e) - contract negotiation

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

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

7. Adjournment

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Town of Amherst  
Committee of the Whole  
Monday, November 17, 2025

**Consent Agenda**

**MOTION:**

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

- 3.4 2026 Meeting Dates**
- 4.1 Centre Village Renewables Integration and grid Security (RIGS) Project**
- 4.2 Annual Accessibility Report**
- 4.3 Dangerous/Unsightly Premises Semi-Annual Report**
- 4.4 Color Themed Flowers**
- 4.5 Bylaw/Policy Review**
- 4.6 CAO Task Report**
- 5.1 Community Living Monthly Report**
- 5.2 Corporate Monthly Report**
- 5.3 Cumberland Business Connector**
- 5.4 Financial Services Monthly Report**
- 5.5 Fire Services Monthly Report**
- 5.6 Human Resources Monthly Report**
- 5.7 Operations Monthly Report**
- 5.8 Planning and Economic Development Monthly Report**
- 5.9 Police Services Monthly Report**

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

**Date:** October 20, 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 (via Zoom)

**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  
Mallory Klooster, Community Well-Being Manager  
Lori O'Connell, Marketing & Communications Officer  
Sean Payne, Marketing & Communications Officer  
Jeff Bacon, Economic Development 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 Chambers**

**Seconded By Councillor McManaman**

**That the agenda be approved as circulated.**

**MOTION CARRIED**

**1.3 Approval of the Consent Agenda**

**Moved By Councillor McManaman**

**Seconded By Deputy Mayor Davidson**

**To approve the consent agenda with the removal of 3.4 Economic Forum and 4.7 Operations Monthly Report.**

**MOTION CARRIED**

**1.4 Acceptance of Minutes**

**1.4.1 September 15, 2025**

Mayor Small called for any errors or omissions. There being none, the minutes of the September 15, 2025, Committee of the Whole meeting were accepted as included in the agenda package.

**1.4.2 September 22, 2025**

Mayor Small called for any errors or omissions. There being none, the minutes of the September 22, 2025, Committee of the Whole meeting were accepted as included in the agenda package.

**1.4.3 October 14, 2025**

Mayor Small called for any errors or omissions. There being none, the minutes of the October 14, 2025, Committee of the Whole meeting were accepted as included in the agenda package.

**2. Council Direction Requests**

**2.1 Amherst Youth Town Council Appointment to the Accessibility, Inclusion, Diversity and Equity Committee**

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

**Moved By Councillor McManaman**

**Seconded By Deputy Mayor Davidson**

**That Council forward to the October 27, 2025, regular meeting, the appointment of Ava Tooley to the Town of Amherst Accessibility, Inclusion, Diversity and Equity Committee.**

**MOTION CARRIED**

**2.2 Community Support Grants**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor Chambers**

**That Council forward to the October 27, 2025 regular meeting approval of funding in the amount of \$1,500 to the Amherst Indian Association for the Diwali Festival, and that Council deny the request from the Amherst Cricket Club and request staff work with the club to come up with a solution to offer support through the equipment loan program, and further that Council deny the request from the Dollywood Foundation of Canada in the amount of \$5,322.74.**

**MOTION CARRIED**

**2.3 YMCA Funding Request**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor Chambers**

**That Council forward to the October 27, 2025, regular meeting, approval to contribute \$30,000 to the YMCA of Cumberland for development of Class B drawings of an affordable housing project at 1 Albion Street, to be funded from the Operating Reserve – Social Equity.**

**MOTION CARRIED**

- 2.4 Council Conference Attendance and Professional Development Policy**  
**Moved By Councillor Furlong**  
**Seconded By Councillor McManaman**  
That Council forward to the October 27, 2025, regular meeting, approval of the amendments to the Council Conference Attendance and Professional Development Policy.
- MOTION CARRIED**
- 2.5 Arts and Culture Policy**  
**Moved By Councillor Chambers**  
**Seconded By Councillor Wells**  
That Council forward to the October 27, 2025, regular meeting approval of the amendments to the Arts and Culture Policy.
- MOTION CARRIED**
- 2.6 Corrective Action Policy**  
**Moved By Councillor Furlong**  
**Seconded By Councillor Chambers**  
That Council forward to the October 27, 2025, regular meeting, the new Corrective Action Policy #04000-16 for approval.
- MOTION CARRIED**
- 2.7 Volunteer Code of Conduct Policy**  
Council unanimously agreed that they would like a legal opinion on the draft policy with regards to Freedom of Rights. Staff will have our legal counsel review the draft policy and bring it back to Council at a future meeting.
- 2.8 Land Sales & Development Policy**  
**Moved By Councillor Furlong**  
**Seconded By Councillor McManaman**  
That Council forward to the October 27, 2025, regular meeting the Land Sales and Development Policy for approval, and further that the current Sale of Usable Land Policy and Industrial Park Land Sales Policy be repealed.
- MOTION CARRIED**
- 2.9 ATV Trail**  
**Moved By Councillor Ripley**  
**Seconded By Councillor McManaman**  
That staff be directed to provide a letter of support for the designation of the Eddy Road as a potential ATV access to the Town, and communicate this with the Municipality of the County of the Cumberland; and further that staff also be directed to develop a preliminary discussion paper on this issue to aid Council in deciding if they want to undertake a full review, including public participation, of providing ATV access to specific streets within Town so that the ATV drivers can access services such as gas, food and lodging, indicating that the Town is in the process of commencing a study to decide if Council eventually wants to permit ATV access to Town streets, and as such ATV access is not guaranteed at this time.
- MOTION CARRIED**

**2.10 eScribe Voting**

Unanimous consensus of Council was to maintain status quo and not utilize the voting module in eScribe.

**3. Information Items**

**3.1 MPS/LUB First Reading**

Information item only, included in the agenda package.

**3.2 Commercial Development Support By-law**

**Moved By Councillor Furlong**

**Seconded By Councillor Wells**

**That staff be directed to review the Commercial Development Support By-law and bring draft by-law amendments to the November Committee of the Whole for consideration.**

**MOTION CARRIED**

**3.3 Bocce Court Verbal Update**

Mayor Small left the meeting at this time, with Deputy Mayor Davidson presiding as Chair for this item.

The Community Well-being Manager Mallory Klooster provided a verbal update, indicating that staff have had several meetings with Pomerleau over the past few months who are very interested in assisting the Town with this project in the spring once they have completed the landscaping at the new Roger Bacon nursing home. Staff have also met with the Rotary Club twice and will know by Wednesday if the Rotary Park is confirmed as the location for a new Bocce Court.

**Moved By Councillor Furlong**

**Seconded By Councillor Chambers**

**That staff be directed to continue the partnership with Pomerleau and complete the project in the spring before May 31, 2026.**

**MOTION CARRIED**

**3.4 Economic Forum**

Mayor Small returned to Chair the meeting at this time.

**Moved By Councillor Furlong**

**Seconded By Councillor Chambers**

**That staff be directed to pause the Business Engagement Forum planned for November 20, 2025, until the Dalhousie University representatives who hosted the recent Economic Prosperity Roundtable with business owners, operators, members of government, and community leaders to complete their *What We Heard* report.**

**MOTION CARRIED**

**3.5 Naming of Green Space**

Information item only included as part of the agenda package, approved as part of the consent agenda.

**3.6 Beautification Strategy**

Information item only included as part of the agenda package, approved as part of the consent agenda.

**3.7 By-law to Amend the Fire and Burning Materials By-law Second Reading**

Information item only included as part of the agenda package, approved as part of the consent agenda.

**3.8 Bylaw/Policy Review**

Information item only included as part of the agenda package, approved as part of the consent agenda.

**3.9 CAO Task Report**

Information item only included as part of the agenda package, approved as part of the consent agenda.

**4. Monthly Reports**

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

- 4.1 Community Living
- 4.2 Corporate
- 4.3 Cumberland Business Connector
- 4.4 Financial Services
- 4.5 Fire Services
- 4.6 Human Resources
- 4.8 Planning & Economic Development
- 4.9 Police Services

**4.7 Operations**

Deputy Mayor Davidson asked about the state of the Themed Crosswalks, specifically why the paint being used is not lasting. The Director of Operations replied that he believes part of the issue is the paint being used and part of it is the material of the crosswalks, and that staff are working to find a solution.

**5. Closed Session**

**Moved By Councillor Furlong  
Seconded By Councillor Ripley  
That the Committee move to a Closed Session.**

**MOTION CARRIED**

**6. 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

# From Green to Great

*Building for a Growing and Diverse Community*

*Presented With Passion*

***“Our department is committed to building a parks network that reflects who we are today – And who we’re becoming tomorrow.”***

*Building Community, Together.*

# Transforming Our Parks

*Amherst's park system includes spaces ready for renewal and adaptation. Practical, inclusive, and low-maintenance by design.*



- **Flexible Recreation**

- Multi-use, all ages, all seasons



- **Community Growth**

- Parks reflecting new residents and recreation trends



- **Health & Wellness**

- Active, Accessible design for everyone

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**Evolving local spaces into flexible, sustainable community recreation zones.**

# Purpose of the Plan

*This plan shifts Amherst's Parks system from maintenance-focused to momentum-driven — aligning people, priorities, and purpose.*

- **Align Amherst's parks with community growth and recreation demand**
- **Emphasize inclusion, accessibility, and adaptability**
- **Guide high-level decisions and future park investments**

# From Maintenance to Momentum

## Past Performance

- Reactive maintenance
- Standalone projects
- Uneven design standards
- Short-term fixes over long-term planning
- Parks measured by appearance

## Future Outlook

- Strategic reinvestment
- Unified, tiered system
- Consistent design language
- Phased, sustainable planning
- Parks measured by community impact

**From Green to Great captures this shift – from maintenance to momentum.**

# Emerging Recreation Trends in Nova Scotia

- **Cricket** – Reflecting Amherst’s growing cultural **diversity**.
- **Pickleball** – **Inclusive**, low-cost recreation.
- **Walking & Outdoor Fitness** – **Accessible** and family-friendly.
- **Community Integration** - Recreation as a bridge for belonging.
- **Unstructured Play** - Encouraging **creativity**, **well-being**, and **inclusive spaces**.

**“As Amherst grows more diverse, our Recreation network must grow more inclusive – where every resident feels welcome to play, gather, and belong.”**

*Theme : Recreation that reflects a growing, diverse Amherst.*

# Amherst's Park Network



**Transforming local spaces into flexible, sustainable community recreation zones.**

# Strategic Hubs

Amherst's cornerstone recreation spaces — high-use, multi-generational parks that anchor community life and attract regional visitors.

- **Lions Park – Family & Recreation Hub**
- **Dickey Park – Future Soccer & Athletic Complex**
- **Beacon Park – Accessible Playground Destination**
- **Rotary Park – Growth through Greenspace**

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The foundation of Amherst's Parks System — where community, sport, and connection meet.

# Lions Park

## Features

- Playground
- Splash Pad
- Walking Track
- Basketball Court
- Soccer Field
- Tennis Courts (x2)
- Open Green Space
- Seating
- Washrooms
- MOU with Lion's Club

## Future Potential

- Low maintenance upgrades with modern play structures
- Pave walking track – Cost Estimate \$75,000
- Lions Park is largely built out to its intended capacity — the focus moving forward is on maintaining quality, accessibility, and the overall experience rather than expansion
- Cost Estimate New Structure - \$200,000

# Dickey Park

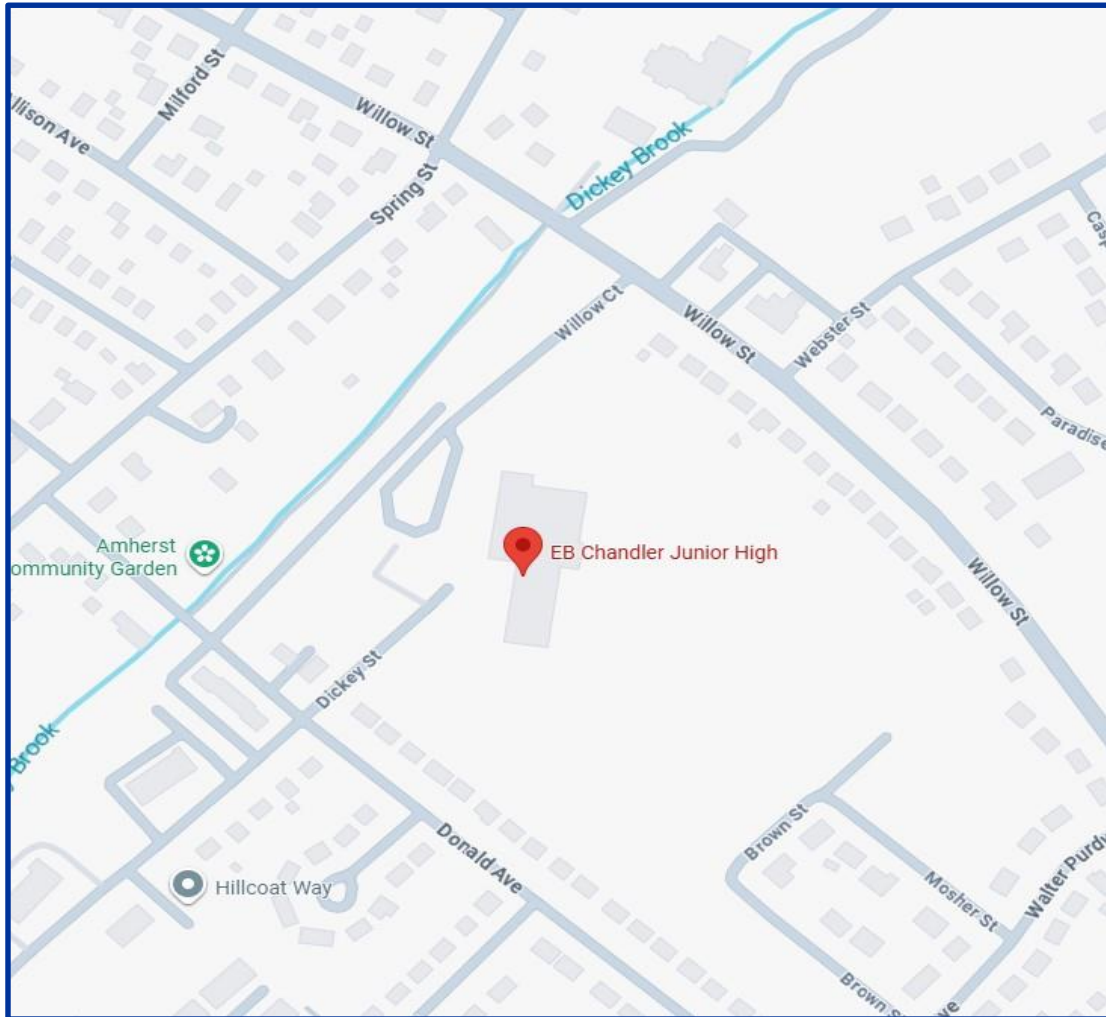
## Features

- Playground
- Splash Pad
- Dog Park
- Walking Track
- Soccer Field
- Open Green Space
- Benches
- Washroom

## Future Potential

- Future Soccer And Athletic Complex Site, driving tournaments, visitor traffic, and local spending to boost Amherst's sports tourism economy.
- Project Currently Underway

# Dog Park : Alternate Locations



- **Next to E.B. Chandler Junior High (Willow St and Donald Ave)**
- **Motor Avenue lot (Old dump site)**

# Beacon Park

## Features

- “Accessible” Playground
- Greenspace
- Picnic Tables
- Washrooms
- Volleyball Pit

## Future Potential

- Future site of Amherst’s Modern Accessible Playground
- Project Currently underway

# Rotary Park

## Features

- Greenspace
- Picnic Tables
- Washrooms
- Playground
- Long Jump Pit
- MOU with Rotary Club

## Future Potential

- Position Rotary Park as a central event and gathering space, with upgrades to lighting, pathways, and seasonal programming for adaptive recreation
- Potential spot for outdoor rink
- Future home of new Bocce Court

# Community Anchors – “Pocket Parks”

Small but essential spaces — neighborhood parks that support family life, walkability, and everyday recreation across Amherst

- **Harding Park – Family Neighborhood Park**
- **Ernie Mills Park – Central To A Growing Neighborhood**
- **Abbey Road Park – A Gathering Space in a Growing Neighborhood**
  - **Curry Park – From Green Space to Community Place**

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**Pocket Parks for Livability — connecting neighbors through everyday spaces.**

# Ernie Mills

## Features

- Playground
- Greenspace
- Picnic Table

## Future Potential

- Low maintenance upgrades with modern play structures, gardens, and shaded seating. Cost Estimate \$75,000
- Shared identity through signage, color, and plant choices
- Designed to enhance liveability, walkability, and community pride

# Abbey Road

## Features

- Playground
- Greenspace
- Picnic Table

## Future Potential

- Low maintenance upgrades with modern play structures – Cost Estimate \$100,000
- Shared identity through signage, color, and plant choices
- Designed to enhance liveability, walkability, and community pride
- Improve drainage infrastructure

# Harding Park

## Features

- Playground
- Greenspace
- Picnic Table

## Future Potential

- Low maintenance upgrades with modern play structures – Cost Estimate \$100,000
- Shared identity through signage, color, and plant choices
- Designed to enhance liveability, walkability, and community pride
- Aging trees need to be removed

# Curry Park

## Features

- Features aging walkways and tired flowerbeds requiring replacement.
- Open grass area with limited infrastructure and no defined gathering or event space.
- Primarily used for passive recreation and casual green space.

## Future Potential

- Transform into a vibrant neighborhood gathering space that balances beauty and function.
- Replace walkways with accessible concrete paths for durability and inclusion.
- Relocate performance area from Dickey Park, giving the ability to host markets, music, and community events.
- Add seasonal amenities, such as winter skating or pop-up recreation zones.
- Refresh flowerbeds and plantings with low-maintenance perennials and improved layout.
- Reinforce its identity as the heart of the neighborhood — a true community place surrounded by community itself.

# Opportunity Parks

**Transforming underused or aging spaces into vibrant, inclusive, and low-maintenance parks that reflect Amherst's evolving recreation needs.**

- **Victoria Square – Honoring Heritage, Modernizing Community Spaces**
- **Northern Telecom – Activating Space Through Youth Recreation**
  - **CN Side Hill – Enhancing Amherst's Everyday View**
  - **Christie Gardens – Where Amherst Blooms**

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**From overlooked spaces to inspired places**

# Victoria Square

## Features

- Cenotaph
- Picnic Tables
- Mature trees
- Bandshell
- Hardscape

## Future Potential

- Upgrade Bandshell with durable, multi use performance structure
- Replanting plan (tree succession, shaded seating)
- Accessible paths and surface upgrades
- Keep ceremonies front-and-center in the design

# Downtown Corners – Lunchtime Commons

Corners of Havelock/Ratchford and Havelock/Victoria

## Current Features

- Picnic tables
- Decorative Lighting
- Umbrellas (Havelock/Victoria)
- Large Blue “A” Chair

## Future Potential

- Picnic tables with café-style umbrellas
- String lights and planter accents
- Seating and shade for lunch hours
- Wayfinding to Victoria Square
- Consistent branding linking the three downtown parks

**Theme : Eat, Rest, Connect**

# Northern Telecom

## Features

- Natural Terrain
- Greenspace
- Garbage can

## Future Potential

- Develop Northern Telecom as a natural-terrain BMX/dirt track using existing grade

# C.N. Side Hill

## Features

- High visibility for traffic travelling between downtown and the mall, and East / West Amherst.
- Functions primarily as a visual corridor — a natural buffer that improves curb appeal.

## Future Potential

- Enhance the visual appeal with ornamental plantings, selective plant replacements, and simple aesthetic features that highlight this well-traveled area.
- Add low-profile fencing or boundary definition along Pleasant Street to improve safety while maintaining the park's open, natural appearance.

# Christie Park

## Features

- Picnic Tables
- Mature trees
- Beautiful, unused greenspace

## Future Potential

- Christie Gardens - a signature horticultural showcase and passive recreation space.
- Develop a formal garden layout with walking paths, seating areas, and floral displays.
- Preserve and enhance the existing tree corridor as a shaded natural aisle — ideal for yoga sessions, outdoor classes, and small wedding ceremonies
- Add benches, ornamental fencing, and lighting accents to create a safe, elegant atmosphere for daily enjoyment and special occasions.
- Position Christie Gardens as Amherst's premier horticultural destination — a space focused on beauty, tranquility, and community pride.
- Christie Park – Failing retaining wall along Dickey Brook requires replacement or major restoration, preserving safety and heritage from the former Christie Trunk & Baggage Company site.

# Recreation Facilities & Sport Hubs

*Spaces that inspire participation, pride, and performance*

- **Amherst Skate Park** – Revitalizing Youth Spaces for the Next Generation
- **Robb Centennial Complex** – Where Community and Competition Meet
- **Winston Soccer Field** – Expanding Play for a Growing Community
- **Church Street Court** – Revitalizing Core Spaces

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From action sports to organized sports — facilities that bring our community together

# Amherst Lions Skate Park

## Features

- Approximately 10,000 sq ft in size
- Plaza-style layout: various ledges, rails, stairs, and hips for street-style skateboarding
- Sun Shelter
- Drinking Fountain

## Future Potential

- Surface and safety improvements, with seating/viewing zones
- Lighting and sightlines to extend safe hours
- Suggested roof concept will be reviewed for feasibility, cost, and long-term practicality.

# Robb Centennial Complex

## Features

- Senior Hardball Field
- Softball Field
- Bantam Hardball Field
- Batting Cages
- Washrooms
- Lighting on all fields
- New Scoreboards 2024

## Future Potential

- Continue to develop as a regional hub in northern Nova Scotia, driving visitor traffic and local spending to boost Amherst's sports tourism economy.
- Evaluate options for multi-use integration, including pickleball resurfacing and off-season recreation opportunities.
- Refresh signage and naming recognition, celebrating community and local sport history.
- Strengthen partnerships with local leagues for ongoing maintenance and capital planning.

# Winston Avenue Soccer Field

## Features

- Soccer Field
- Unused space
- Not Town owned

## Future Potential

- Explore the addition of a multi-use layout to support emerging sports such as cricket, which is seeing increased local interest among new residents
- Minor upgrades to turf quality, drainage, and boundary fencing could enhance the site's usability for both sports without significant capital investment.

# Church Street Court

## Features

- Hockey Nets
- Basketball Hoop
- Pickleball Lines
- Paved Surface

## Future Potential

- Reimagine Church Street Court as a vibrant, multi-sport destination that celebrates connection, movement, and modern recreation.
- Replace the tired fencing with a new, durable enclosure that frames the court as a safe, welcoming gathering place.
- Layer in dynamic surface markings and adaptable features, creating space for basketball, pickleball, hockey — even cricket — as Amherst's recreation story evolves.
- With refreshed lighting, surfacing, and curb appeal, this once-quiet court becomes a central hub for community energy, where every game adds to the heartbeat of downtown.

# Amherst Recreation Fast Facts



## Parks per Resident

- 1 park per 430 residents
- Nearly 4x higher than the national small – city average of 1 per 1700 residents



## Soccer Field Network

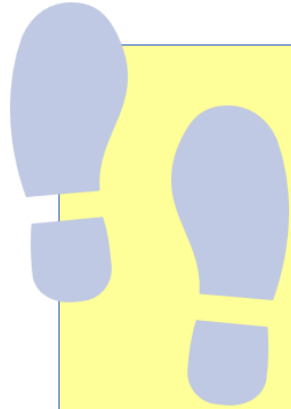
- 5 fields in play across Amherst
- Only 1 Town-owned : 4 are partnered, demonstrating regional collaboration and shared community investment.



## Green Space Leadership

- 22 maintained parks and open spaces
- One of the highest park densities per capita in Atlantic Canada

# Amherst Recreation Fast Facts



## Active Living Access

- Every Amherst resident lives within a 10 – minute walk or drive of a recreation space
- Proving accessibility is built into our design, not added later



## Partnership in Action

- Town + Schools + Community Groups
- Cooperative management ensures maximum community reach with shared resources

# The Future of Amherst's Parks

Amherst's parks will always evolve — not through one project or one plan, but through the steady work and pride of those who care for them.

*From Green to Great* is more than a strategy — it's a promise to keep building spaces that reflect who we are and where we're going.

The future of Amherst's parks will be built the same way they always have been:

**Together.**



## COMMITTEE OF THE WHOLE

CDR# 2025127

Date: November 17, 2025

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

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

**DATE:** November 17, 2025

**SUBJECT:** User Fee Policy Review

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**ORIGIN:** 2025/26 Operating Budget Deliberations.

**LEGISLATIVE AUTHORITY:** Town of Amherst User Fee Policy, #03470-03.

**RECOMMENDATION:** That Council forward the proposed amendments to the User Fee Policy #03470-03 to be included in the proposed operating budget for 2026/27. During budget deliberations staff will provide a quick refresher on the changes being proposed and the policy amendments will be approved with the 2026/27 operating budget.

**BACKGROUND:** The User Fee Policy was discussed during the 2025/26 budget deliberations and Council passed the following motion: ***That staff compare the Town's User Fee Policy with other municipalities for all user rates and report back to Council at the November 2025 Committee of the Whole meeting.***

**DISCUSSION:** Staff have completed the review and have proposed amendments to some of the rates, proposed removing some rates that are no longer applicable and made some minor wording changes.

Below are comments regarding the proposed amendments:

### Operational Services section

- Revised the equipment rental rates to be in line with the Nova Scotia Road Builders Association (NSRBA) recommended rental rates for equipment.
- Removal of Trash Pump & Diaphragm Pump.
- Addition of Excavator hourly rate.

### Solid Waste Rates section

- Increase the fees for replacement of green bins and white kitchen compost buckets.

### Recreation section

- Ice Time / Stadium - increased all hourly ice rental fees by 10%.
  - See attached document for Ice Time and Advertising comparison analysis provided by the Facility Manager.
- Stadium Advertising Rates – increases for ice logos (+100%), dashboard (+50%), ice making machine (+20%), score clock – small (+50%) and score clock – large (+20%).



- See attached document for Ice Time and Advertising comparison analysis provided by the Facility Manager.
- Off Season Stadium Rentals increased as follows:
  - Rink Floor Only – per hour increase to \$82.50 to be in line with ‘early time cost’ for ice. Increase per day cost by 50% to \$945.00
  - Entire Facility – per hour increase to \$99.00 to be in line with ‘fair time cost’ for ice. Increase per day cost by 50% to \$1,185.00
  - Added Electrical Use charge per event.
- Reallocated Photocopies Stadium to after Off Season Stadium Rentals. Proposing to remove Photocopy fees for Stadium as this service is no longer provided at the Stadium.
- Reallocated Ballfield to after Off Season Stadium Rentals and renamed Robb Ballfield. Also removed Lights and Tournament Lights as these are no longer charged. The policy reference is for a policy that has been repealed.
- Community Credit Union Business Innovation Centre
  - Removed Sound & Lighting Technician and Sound & Lighting Technician – Community as we don’t provide this service.

**FINANCIAL IMPLICATIONS:** Potential increase in operating revenues due to some user fees increasing. These rate changes would not be implemented until the 2026/27 fiscal year. It would be recommended that any changes to ice rental fees be effective when the new ice season begins in August 2026. Any ice rental fees in April 2026 would be at the existing rates.

**COMMUNITY ENGAGEMENT:** No community engagement required.

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications.

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

**ALTERNATIVES:**

1. Do not accept the recommended changes and keep policy as is.
2. Make additional changes to the policy.

**ATTACHMENTS:** User Fee Policy #03470-03 with changes noted in red. Ice Rates and Arena Advertising Comparisons.

---

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

---

**APPROVAL DATE:** June 23, 2025

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

**PURPOSE:**

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary, during the annual budgeting process.

**POLICY STATEMENT:**

It is appropriate for Council to charge fees, as authorized under the *Municipal Government Act*, in the Town's Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of the Schedule shall rest with the department to which a fee applies. Any additions/deletions to the Schedule will be updated by the Executive Office. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

**OBJECTIVES:**

To make the administration of the cost recovery portion of the Town's Bylaws, Policies and Procedures more efficient and to determine the impact on each year's projected revenues during the budget process. By combining all of the fees in one document, the review will be more visible and complete.

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

<b>Corporate Financial Services</b>		
<b>SERVICE/PRODUCT/ADMINISTRATIVE</b>	<b>FEE</b>	<b>HST STATUS</b>
Photocopies	.25/copy	Plus HST
Tax Certificates	\$50.00	HST Exempt
NSF Cheques	\$20.00	HST Exempt

<b>By-Law Fees Collected by Corporate Financial Services</b>		
<b>C-4 Dog-By-Law, Schedule A</b>		
Dog License spayed/neutered	\$15/yr	HST Exempt
Dog License un-spayed/un-neutered	\$30/yr	HST Exempt
Lost Tag Replacement	\$15	HST Exempt
Dog-1 <sup>st</sup> Impoundment	\$75	Plus HST
Licensed Dog-2 <sup>nd</sup> Impoundment	\$150	Plus HST
Licensed Dog-3 <sup>rd</sup> & Subsequent Impoundments	\$150	Plus HST
Unlicensed Dog-Impoundments	\$150	Plus HST
Maintenance fee – Impoundment period	\$25/per day	Plus HST
<b>C-11 False Alarms - After 2<sup>nd</sup> Notice</b>	<b>\$50/alarm</b>	<b>HST Exempt</b>

<b>Operational Services</b>		
It is not the intention of the policy to rent Town of Amherst equipment to the general public; these rates and the availability of this equipment are contemplated for use by commercial concerns only.		
<b>Equipment Charge out Rates</b>	<b>Rate per Hour</b>	<b>HST Status</b>
Backhoe	<del>\$93.00</del> \$110.00*	Plus HST
Loader	<del>\$97.25</del> \$125.00	Plus HST
1-ton trucks/Service trucks	<del>\$44.23</del> \$50.00*	Plus HST
3-5 ton trucks	<del>\$66.00</del> \$85.00*	Plus HST
Street Sweeper	<del>\$115.00</del> \$125.00*	Plus HST
Trackless	<del>\$70.00</del> \$85.00*	Plus HST
Sewer Camera	<del>\$100.00</del> \$115.00*	Plus HST
Line Locator	<del>\$50.00</del> \$60.00*	Plus HST
Hole Hog	<del>\$45.00</del> \$55.00*	Plus HST
Vermeer Brush Chipper	<del>\$60.00</del> \$75.00*	Plus HST
Steamer	<del>\$30.00</del> \$35.00*	Plus HST
Trash Pump	\$15.00	Plus HST
Diaphragm Pump	\$15.00	Plus HST
Line Painter	<del>\$115.00</del> \$130.00/hour	Plus HST

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

<b>Excavator</b>	<b>\$120.00/hour</b>	<b>Plus HST</b>
Overhead charges extra – see procedure		
* Price includes one operator and fuel during normal working hours; overtime labour rates are extra.		

<b>Operational Services By-Laws</b>		
<b>D-3 Wastewater Discharge By-Law</b>		
Existing Sanitary Sewer Lateral	\$750.00	HST Exempt
New Sanitary Sewer Services	Cost of Service	Plus HST
Storm Sewer Connection	Cost of Service	Plus HST
<b>D-19 Sanitary Sewer Rates By-Law</b>		
Residential Metered Customers	\$.99 m <sup>3</sup>	HST Exempt
Commercial/Industrial/Institutional metered customers	\$.49 m <sup>3</sup>	HST Exempt
Annual Base Charges – Meter Size		
5/8"	\$82.80	HST Exempt
3/4"	\$124.20	HST Exempt
1"	\$201.25	HST Exempt
1.5"	\$395.60	HST Exempt
2"	\$626.75	HST Exempt
3"	\$1,247.75	HST Exempt
4"	\$2,300.00	HST Exempt
Annual Non-metered Mobile Home Park Owner	\$189.23 /dwelling unit/year	HST Exempt
Uniform Charge for Wastewater Treatment Facility for unmetered mobile homes billed on the property Tax Bill	\$82.80/yr	HST Exempt

<b>Solid Waste Rates</b>		
Solid Waste Collection billed on Tax Bill	\$278.00/yr	HST Exempt
Replacement Green Bin (Composter)	<del>\$95.00</del> \$105.00	Plus HST
Replacement White Kitchen Compost (Bucket)	<del>\$5.00</del> \$10.00	Plus HST

<b>Services/Products – Operational Services</b>		
Electric Vehicle Charging Station User Fee	\$1.50/hr	HST Included

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

Street Breaking Permit (Policy 31600-08)	\$500.00	Plus HST
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<b>Planning and Development Department</b>		
Zoning Confirmation Letter	\$50.00	HST Exempt
Copy of Land Use Bylaw or Municipal Planning Strategy	\$20.00	HST Exempt
Copy of Zoning Map (11 x 17)	\$5.00	HST Exempt
Copy of Zoning Map (50 cm x 60 cm)	\$10.00	HST Exempt
Application to Amend the Land Use Bylaw	\$200.00	HST Exempt
Application for a Development Agreement	\$200.00	HST Exempt
Application to Amend the Municipal Planning Strategy	\$300.00	HST Exempt
Application for a Variance or Site Plan	\$75.00	HST Exempt
Creation of Mapping Document	\$60.00/hr (including 10 lineal metres of maps)	Plus HST
Print Existing Map – less than 50 cm x 50 cm	\$25.00	Plus HST
Print Existing Map – more than 50 cm x 50 cm	\$50.00	Plus HST

<b>Building Permits</b>		
New residential buildings, community centres, churches	\$50.00 + \$0.12 per square foot	HST Exempt
New Commercial, Industrial or other building not listed	\$50.00 + \$0.17 per square foot	HST Exempt
All alterations or repairs	\$50.00 + 0.25% of value	HST Exempt
Decks, accessory buildings and farm buildings	\$50.00 + \$0.04 per square foot	HST Exempt
Demolition	\$20.00	HST Exempt
Permit Renewals	\$50.00	HST Exempt
Development Permit	\$50.00	HST Exempt

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

<b>Police Department</b>		
Commissioner of Oaths Signing	\$15.98	HST Exempt
Criminal Record Check/Vulnerable Sector for Amherst citizens to participate as volunteers for community organizations.	Waived	N/A
Criminal Record Check	\$30.00	Plus HST
Criminal Record Check for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Serial # Verification (homemade trailers)	\$25.00	Plus HST
Fingerprints (for non-criminal reasons)	\$50.00	Plus HST
Accident Reports	\$25.00	Plus HST
Community Room Rental	\$125.00/day \$75.00/half day	Plus HST
<b>C-9 Taxi By-Law, Schedule E</b>		
Taxi Cab License	\$25/yr	HST Exempt
Taxi License Transfer	\$10	HST Exempt
Taxi Driver License	\$20/yr	HST Exempt
Taxi Driver License Replacement	\$10	HST Exempt
Taxi License Photo	\$10.00	Plus HST

<b>Fire Department</b>		
Firefighter	\$20.00/hour	HST Exempt
Apparatus	\$200.00/in use; \$100.00/standby	HST Exempt
Standby Jaws of Life Alarm	\$350.00	HST Exempt
Meters	\$50.00/hr	HST Exempt
Saws	\$50.00/hr	HST Exempt
Lighting System	\$25.00/hr	HST Exempt
Generator	\$25.00/hr	HST Exempt
Foam – All Types	\$185.00/jug	HST Exempt
Specialized Suits – Hazmat	Replacement cost	HST Exempt
PPE (bunker gear)	Replacement cost	HST Exempt
Fire Extinguisher Training	\$300.00 up to 15 people	Plus HST
Fire Inspections	\$75.00/hr	Plus HST
Inspection Confirmation Letter	\$50.00	HST Exempt

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

<b>Recreation</b>								
<b>Ice Time/Stadium</b>								
<b>The rates below are per hour plus HST.</b>								
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	<b>Holidays</b>
<b>Early Time</b> 6:30-8:30am	<del>\$75.00</del> \$82.50	<del>\$75.00</del> \$82.50	<del>\$75.00</del> \$82.50	<del>\$75.00</del> \$82.50	<del>\$75.00</del> \$82.50	<del>\$75.00</del> \$82.50	<del>\$75.00</del> \$82.50	<del>\$128.00</del> \$140.80
<b>Fair Time</b> 8:30-5:00pm	<del>\$99.00</del> \$108.90	<del>\$99.00</del> \$108.90	<del>\$99.00</del> \$108.90	<del>\$99.00</del> \$108.90	<del>\$99.00</del> \$108.90	-	-	<del>\$128.00</del> \$140.80
<b>Prime Time</b> 5:00-12:00am	<del>\$128.00</del> \$140.80	<del>\$128.00</del> \$140.80	<del>\$128.00</del> \$140.80	<del>\$128.00</del> \$140.80	<del>\$128.00</del> \$140.80	<del>\$128.00</del> \$140.80	<del>\$128.00</del> \$140.80	<del>\$128.00</del> \$140.80
<b>Youth Time</b> Monday-Sunday	<del>\$99.00</del> \$108.90	<del>\$99.00</del> \$108.90	<del>\$99.00</del> \$108.90	<del>\$99.00</del> \$108.90	<del>\$99.00</del> \$108.90	<del>\$99.00</del> \$108.90	<del>\$99.00</del> \$108.90	<del>\$99.00</del> \$108.90

**Youth Time Rates Include:**

- Groups affiliated with Amherst Skating Club; or
- Groups affiliated with another skating club; or
- Groups affiliated with Skate Nova Scotia and/or Skate Canada who are **18 years old and younger.**
- Groups affiliated with Cumberland County Minor Hockey; or
- Groups affiliated with another minor hockey association; or
- Groups affiliated with Hockey Nova Scotia or Hockey Canada who are **18 years old and younger.**
- Groups affiliated with Ringette Nova Scotia; or
- Groups affiliated with Ringette Canada who are **18 years old and younger.**
- Community groups who don't reside in the Town of Amherst and are **18 years old and younger.**

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

<b>Stadium Advertising Rates plus artwork, design and production*</b>		
Ice logos	<del>\$400.00</del> \$800.00	Plus HST
Dasherboard	<del>\$400.00</del> \$600.00	Plus HST
Wall Signage (4X6)	\$400.00	Plus HST
Ice Making Machine	<del>\$2,500.00</del> \$3,000.00	Plus HST
Red and Blue Line – per line (not per side)	\$100.00	Plus HST
Stairs Kick Plates	3 for \$150.00	Plus HST
Score clock Small	<del>\$600.00</del> \$900.00	Plus HST
Score clock Large	<del>\$850.00</del> \$1,020.00	Plus HST

\*In addition to the advertising rate, the customer will be responsible and invoiced for all cost(s) associated with the creation of artwork, design, production & installation if applicable. Actual quote will be provided at the time the service is requested.

<b>Off Season Stadium Rentals</b>		
Rink Floor Only	<del>\$50.00</del> \$82.50 per hr or <del>\$630.00</del> \$945.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Entire Facility including meeting rooms, team rooms	<del>\$70.00</del> \$99.00 per hr or <del>\$790.00</del> \$1,185.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Extra Employees	\$25.00 per person per hour	Plus HST
2 <sup>nd</sup> Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	Plus HST
<b>Electrical Use</b>	<b>\$250.00 per event</b>	<b>Plus HST</b>

\*Includes one employee during that time

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

<b>Photocopies/Stadium (Policy 72000-06)</b>		
8 ½ X 11 (Town Paper)	\$0.10/copy	Plus HST
8 ½ X 14 (Town Paper)	\$0.15/copy	Plus HST
11 X 17 (Town Paper)	\$0.25/copy	Plus HST
8 ½ X 11 (own paper)	\$0.05/copy	Plus HST
8 ½ X 14 (own paper)	\$0.05/copy	Plus HST
11 X 17 (own paper)	\$0.10/copy	Plus HST

<b>Robb Ballfield User Policy (Policy 72300-01)</b>		
Lights	\$18/diamond/game	Plus HST
Tournament Fee	\$100/day	Plus HST
Tournament Lights	\$30/day	Plus HST

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

<b>Community Credit Union Business Innovation Centre</b>			
<b>Rental Fee</b>	<b>Daily</b>	<b>1/2 Day</b>	<b>Hourly</b>
Conference Room	\$400.00	\$250.00	\$80.00
Conference Room – Community	\$240.00	\$150.00	\$48.00
Boardroom	\$125.00	\$80.00	\$25.00
Boardroom – Community	\$75.00	\$48.00	\$15.00
Hub	\$75	\$50	
Hub – Community	\$45	\$30	
Evening & Weekend Surcharge			\$20.00
Evening & Weekend Surcharge – Community			\$12.00
<del>Sound &amp; Lighting Technician</del>			<del>\$30.00</del>
<del>Sound &amp; Lighting Technician – Community</del>			<del>\$18.00</del>

\*HST shall be applied and be in addition to all rates noted for the Community Credit Union Business Innovation Centre

<b>Municipal Government Act Fees – FOI-POP Section 466, MGA</b>
The fees charged for access to information under Part XX of the MGA (Freedom of Information and Protection of Privacy) shall be in accordance with the Freedom of Information and Protection of Privacy Regulations of Nova Scotia, as amended from time to time.

Note: “All rates and charges with respect to the Amherst Water Utility will be in accordance with the schedule of rates for water and water services as approved by the Utility and Review Board of Nova Scotia from time to time and as reflected in the Order of the Board.”

**TITLE:** User Fee Policy  
**SECTION:** FINANCIAL MANAGEMENT  
**POLICY NO.:** 03470-03

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Finance	User Fee Policy is reviewed with departments annually as part of the operating budget process to determine if any updates / changes are required.

For Administrative Use Only:

## VERSION LOG

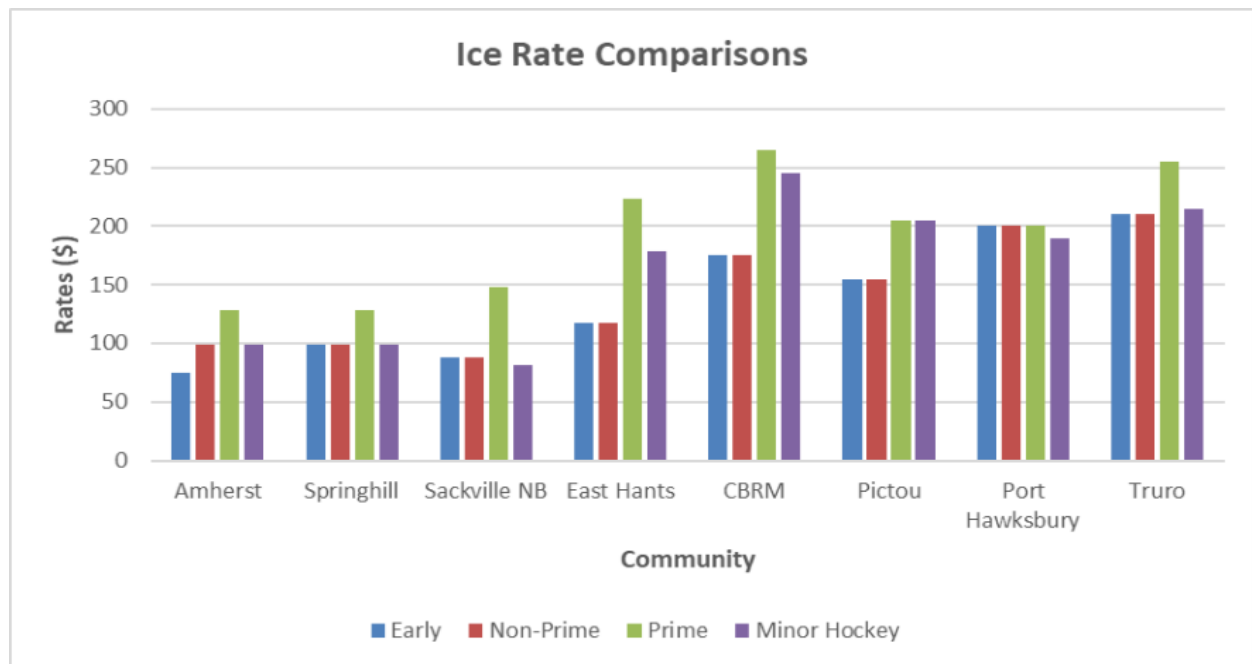
Amendment Description	Policy Owner	Approved By	Approval Date
Add Fee for Electric Vehicle Charging Station \$1.50/hr HST included.	Director of Finance - Wilson	Council	January 23, 2023
Increase Solid Waste Collection Uniform Charge from \$185 to \$268 per year.	Director of Finance – Wilson	Council	April 24, 2023
Increase the fees for Dog impoundments to reflect amendments made to the Companion Animal Bylaw	Director of Finance – Wilson	Council	January 22, 2024
Increase the Solid Waste Collection Uniform Charge from \$268/yr to \$278/yr, and remove the section for Beer/Liquor Concession Robb Centennial Park (Policy 72300-05)	Director of Finance - Wilson	Council	April 22, 2024
Increase Sewer Base Charges, Sewer Flat Charge and Wastewater Treatment Facility Uniform Charge.	Director of Finance – Wilson	Council	April 28, 2025
Change Policy to reflect changes to Wastewater Discharge By-Law	Director of Finance – Wilson	Council	June 23, 2025
Review of all rates in policy	Director of Finance – Wilson	Council	

Minutes Reference Dates:

30 April 2007	29 October 2007	18 April 2008	23 June 2025
28 May 2009	26 April 2010	24 May 2011	
23 May 2012	01 May 2013	30 April 2014	
12 June 2015	25 May 2016	03 October 2016	
23 January 2017	23 May 2018	15 May 2019	
25 May 2020	22 June 2020	27 September 2021	
08 June 2022	22 April 2024	28 April 2025	

### Ice Rates Comparisons & Arena Advertising

Community	Early	Non-Prime	Prime	Minor Hockey	Ice Logo's	Board Signs
Amherst	\$75.00	\$99.00	\$128.00	\$99.00	\$400.00	\$400.00
Springhill	\$99.00	\$99.00	\$128.00	\$99.00	\$1,000.00	\$600.00
Sackville, NB	\$87.96	\$87.96	\$147.83	\$80.87	N/A	\$600.00
East Hants	\$117.39	\$117.39	\$223.36	\$178.68	\$2,000.00	\$1,000.00
CBRM Facilities	\$175.00	\$175.00	\$265.00	\$245.00	\$1,000.00	\$1,000.00
Pictou	\$154.00	\$154.00	\$205.20	\$205.20	\$2,000.00	\$1,200.00
Port Hawkesbury	\$200.00	\$200.00	\$200.00	\$190.00	\$1,050.00	\$1,050.00
Truro	\$210.00	\$210.00	\$255.00	\$215.00	\$5,000.00	\$1,300.00





**Ice Rates Only Comparisons:**

- **Lowest Community Rate:** Amherst at \$75.00
- **Highest Community Rate:** Truro at \$210.00
- **Prime Ice Cheapest:** Amherst/Springhill at \$128.00
- **Prime Ice Most Expensive:** CBRM at \$265.00
- **Most Consistent Rates:** Port Hawkesbury (\$200 across nearly all categories).

**More Takeaways:**

- Amherst is the most affordable option for both ice rentals and advertising.
- Truro is the most expensive across the board, particularly for advertising.
- Communities like Port Hawkesbury and CBRM show high rates but are more balanced than Truro.
- There is no consistent discount for Minor Hockey — some communities keep rates low (Amherst, Sackville), while others (CBRM, Truro) charge near-prime prices.





## COMMITTEE OF THE WHOLE

CDR# 2025126

Date: November 17, 2025

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**TO:** Mayor Small and Members of Amherst Town Council  
**SUBMITTED BY:** Sarah Wilson, Director of Finance  
**DATE:** November 17, 2025  
**SUBJECT:** Policy Review – Debt Management Policy

---

**ORIGIN:** Policy Review.

**LEGISLATIVE AUTHORITY:** Town of Amherst Debt Management Policy, #03450-03.

**RECOMMENDATION:** That Council accept the Debt Management Policy as presented with no recommended changes.

**BACKGROUND:** The policy was originally adopted and approved in January 2007. The Debt Management Policy outlines the management methods for long-term borrowings and debt repayment.

**DISCUSSION:** As part of the policy review, this policy has been reviewed, and a copy of the policy is attached. There are no changes being recommended to this policy. The only change was putting this policy on the new policy template.

**FINANCIAL IMPLICATIONS:** This policy states that total annual payments of principal and interest for long term borrowings will not exceed 15% of the Town's total annual own source generated operating revenue.

**COMMUNITY ENGAGEMENT:** No community engagement required.

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications.

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

**ALTERNATIVES:**

1. Do not accept the policy as is and recommend changes.

**ATTACHMENTS:** Debt Management Policy, #03450-03.

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**TITLE: DEBT MANAGEMENT POLICY**  
**SECTION: FINANCIAL MANAGEMENT**  
**POLICY NO: 03450-03**

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

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

**PURPOSE**

The purpose of the Debt Management Policy is to outline the management methods for long-term borrowings and debt repayment.

**POLICY STATEMENT**

The Town will confine long-term borrowings to capital investments or projects that cannot be financed from current revenues. The Town will not use long-term debt to finance current operating expenditures. Considerations will be made before borrowing funds as to the level of existing debt and the impact on current and future operating budgets.

When the Town finances capital projects through the issuance of debentures, it will pay back the debentures within a period not to exceed the expected useful life of the project. Total annual payments of principal and interest for long term borrowings will not exceed 15% percent of the Town’s total annual own source generated operating revenue. Where possible, the Town may use special assessment or revenues instead of long term borrowings.

The Town will maintain a debt repayment schedule outlining debt principal and interest outstanding for each year.

Title/Role	Responsibilities
Director of Finance	Ensure Debt Management Policy is followed and that debt does not exceed 15%.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
Policy review – no changes	Director of Finance	Council	

Minutes reference date: January 22, 2007

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

**SUBMITTED BY:** Natalie LeBlanc, Municipal Clerk

**DATE:** November 17, 2025

**SUBJECT:** Written Submissions to Council Policy

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**ORIGIN:** Policy Review

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

**RECOMMENDATION:** That Council forward to the November 24, 2025, regular meeting, approval of the amended Written Submissions to Council Policy.

**BACKGROUND:** The Written Submissions to Council Policy is on the list of policies to be reviewed this month.

**DISCUSSION:** Staff have reviewed the policy and are recommending that email submissions be included in the policy, as well as adding the Mayor as a submission acknowledger.

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

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

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

**COMMUNITY ENGAGEMENT:** No community engagement is required.

**ALTERNATIVES:** Do not accept the policy as amended and propose further amendments.

**ATTACHMENTS:** Written Submissions to Council Policy.

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**TITLE: WRITTEN SUBMISSIONS TO COUNCIL POLICY**  
**SECTION: EXECUTIVE OFFICE**  
**POLICY NO: 10350-15**

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

**PURPOSE**

To set out the policy of the Town of Amherst regarding written **and email** submissions to Council.

**POLICY STATEMENT**

It shall be the policy that all submissions that are not part of a mass mailing, **or mass emailing**, shall be acknowledged by the Chief Administrative Officer **or Mayor** and distributed to the members of Council. Anonymous submissions to Council shall be destroyed.

If, in the opinion of the Mayor, any member of Council or the Chief Administrative Officer, any correspondence requires consideration, debate or action by Council, it shall be added to the agenda of a meeting of the Committee of the Whole.

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
CAO	Ensure submissions to Council that are not part of a mass mailing are distributed to Council, and if it requires consideration, debate or action by Council it is added to a Committee of the Whole agenda.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
Include email submissions in the policy, and add the Mayor as a submission acknowledger.	Clerk	Council	

Minutes reference date: November 27, 2008

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

**SUBMITTED BY:** Natalie LeBlanc, Municipal Clerk

**DATE:** November 17, 2025

**SUBJECT:** 2026 Meeting Dates

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**ORIGIN:** 2026 Holidays and Meeting Dates

**LEGISLATIVE AUTHORITY:** Proceedings of Council Policy 10350-24

**RECOMMENDATION:** That Council forward to the November 24, 2025 regular meeting, approval to change the February 2026 Committee of the Whole meeting date from Monday, February 16, 2026 to Tuesday, February 17, 2026 due to the Heritage Day holiday, change the May 2026 Committee of the Whole meeting date from Monday, May 18, 2025 to Tuesday, May 19, 2026 due to the Victoria Day holiday, change the start time of the December 2026 Committee of the Whole meeting to 3:00 p.m. and further the date of the regular Council meeting date from Monday, December 21, 2026 to Monday, December 14, 2026 due to the Christmas holiday season.

**BACKGROUND:** The Town's Proceedings of Council Policy sets the third Monday of the month for Committee of the Whole and the fourth Monday of the month for Council. The Policy also permits the rescheduling of such meetings by resolution of Council. Typically, Council will choose to reschedule by one day for minimal disruption. That is the recommended option, however Council may reschedule any of these meetings to other dates at their discretion.

**DISCUSSION:** In 2026, Heritage Day falls on Monday, February 16, and Victoria Day falls on Monday, May 19, our regular Committee of the Whole meeting dates. The December 2026 Council meeting date falls on Monday, December 21.

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

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

**SOCIAL JUSTICE IMPLICATIONS:** No social justice implications.

**COMMUNITY ENGAGEMENT:** The public and media will be notified of any changes.

**ALTERNATIVES:** Council may choose any other dates to reschedule the meetings.

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

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

**DATE:** November 17, 2025

**SUBJECT:** Ultraviolet Disinfection System and Capital Budget Amendment

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**ORIGIN:** 2025/26 general capital budget and levels of E. Coli bacteria in the treated wastewater exceed provincial limits.

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

**RECOMMENDATION:** That Council forward to the November 24, 2025 regular meeting, an amendment to the 2025/26 general capital budget to increase the budget from \$650,000 to \$750,000 with the funding increase to come from long term debt (sewer department), and further that Council award the supply and installation of the ultraviolet disinfection system for the Amherst Wastewater Treatment Facility to Filtrum Construction in the amount of \$721,000 plus applicable taxes.

**BACKGROUND:** The 2025/26 general capital budget included funding to install a new Ultraviolet Disinfection (UV) System at the Amherst Wastewater Treatment Facility. The UV disinfection system is required to ensure the plant is in compliance with Nova Scotia Environment and Climate Change (NSECC) limits for E. Coli bacteria counts.

When originally constructed the plant was allowed to operate without a UV system as it was hoped the engineered wetlands would provide the level of treatment required by NSECC. Unfortunately, the plant has not been able to obtain compliance, and the UV system must be installed.

**DISCUSSION:** A Request for Proposal (RFP) was issued for the procurement of the supply and installation of the UV disinfection system and closed on November 3, 2025.

The submitted proposals were evaluated based on the following criteria:

- Meets the needs of the Town of Amherst - Mandatory
- Price of project (45%)
- Delivery & Installation Schedule (20%)
- Warranty (15%)
- Contractor Qualification and Experience (20%)



Two proposals were received with both proponents offering a Trojan UV3000 Plus system, this system is the industry standard.

The evaluation results (out of 100 points) are as follows:

- Filtrum Construction 100 (recommended)
- Lindsay Construction 97.6

The total installed cost of the recommended proposal is \$721,000 plus HST. As both proposals came in higher than the budgeted amount of \$650,000 an amendment to the capital budget is required.

**FINANCIAL IMPLICATIONS:** This project was originally funded with \$431,879 from the Capital Reserve and \$218,121 from Long Term Debt (Sewer Department). The additional project funding of \$100,000 will come from an increase in long term debt.

However, staff have yet to be advised of the status of the Growth and Renewal for Infrastructure Development Program (GRID) funding application submitted in October. Should the funding application be approved we could receive up to \$325,000 to help offset the Town's financial contribution.

**COMMUNITY ENGAGEMENT:** No community engagement is required.

**ENVIRONMENTAL IMPLICATIONS:** Installing the UV treatment system at this time will ensure compliance with Provincial Legislation and demonstrates Council's commitment to protection of the environment.

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

**ALTERNATIVES:** Do not award the RFP for the supply and installation of the UV system, NSECC would need to be advised of Council's decision.

**ATTACHMENTS:** None

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

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

**DATE:** Monday November 17, 2025

**SUBJECT:** Beautification Strategy

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**ORIGIN:** As set out in the Town of Amherst’s Strategic Plan, staff were to develop a Town beautification strategy that actively engages community participation.

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

**RECOMMENDATION:** That Council forward to the November 24, 2025, regular meeting, approval of the 2025 Beautification Strategy.

**BACKGROUND:** Over the past several months staff have consulted with community groups, citizens, staff and Council members to learn about what initiatives should be moved forward to make Amherst more visually appealing. Through community outreach methods, information has been gathered to inform the Beautification Strategy, that actively engages community and promotes volunteerism.

**DISCUSSION:** Staff have been working on the development of the Beautification Strategy since June 2025. To engage the community and partners, surveys were administered over the Town’s communication platforms and printed on the back of the July water bills. Feedback was also gathered internally with staff and Council over the month of September. In total data was collected over 39 surveys.

Highlighting our unique culture and history through collaborative initiatives with our community members, the Beautification Strategy encourages volunteerism and promotes a sense of ownership and responsibility for our residents to care for their shared spaces.

**FINANCIAL IMPLICATIONS:** The expenses associated with the Beautification Strategy should be planned and delivered with consideration for both capital and operating budget impacts as well as staffing capacity. Projects should be assessed to ensure that appropriate staff resources are available for planning, implementation and ongoing maintenance.





## COMMITTEE OF THE WHOLE

CDR# 2025133

Date: November 17, 2025

**SOCIAL JUSTICE IMPLICATIONS:** The community through the delivery of this plan could see improved quality of life and health, enhanced community cohesion, and increased safety and well-being. When planned inclusively, these initiatives can provide opportunities for youth, elders, people with disabilities and minority groups to participate in decision-making processes, leading to more equitable and representative community outcomes.

**ENVIRONMENTAL IMPLICATIONS:** The Beautification Strategy can have significant positive environmental implications by incorporating elements like green infrastructure and native plantings but will need to be planned accordingly to address potentially increasing water and energy use or contributing to habitat fragmentation.

**COMMUNITY ENGAGEMENT:** Ongoing

**ALTERNATIVES:** 1. Send back to staff for further considerations  
2. Do not accept the Beautification Strategy

**ATTACHMENTS:** Town of Amherst Beautification Strategy

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# Purpose

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Well-designed and well-maintained spaces create vibrant environments that make neighborhoods more inviting.

These attractive areas that authentically highlight culture, tend to draw investment, foster economic growth, and attract a broader range of visitors who stay longer and spend more.

They also encourage residents to take ownership and responsibility for their shared spaces, strengthening communities and promoting a sense of pride.

The Town of Amherst Beautification Strategy was developed to restore our neighborhoods, showcase Amherst's unique culture and history, and become a prosperous, vibrant, and welcoming place for all.



This strategy is different from traditional plans that list fixed goals, timelines, and assigned responsibilities. Instead, it represents an ongoing collaboration between the Town, community groups, residents, and local organizations.

Progress will happen through small, incremental steps — each building on the last — as we work together to make Amherst more vibrant, safe, and welcoming.

Town staff will continue to encourage collaboration and integration of these beautification priorities into our everyday work. This strategy is designed to evolve over time, growing stronger as partnerships deepen and community participation expands.

# What we heard

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Over the summer of 2025, the Town of Amherst asked residents, staff, and community partners to share their ideas about how to make our town more vibrant, safe, and welcoming. We received feedback from 39 individuals through online and paper surveys, social media, along with input from town staff and Council.

Across all responses, several common themes emerged:

## Greenery and Landscaping

Residents want more trees, flowers, and pollinator-friendly plants throughout Amherst.

## Public Art and Culture

There is strong support for new public art that celebrates Amherst's culture, diversity, and history — including Indigenous, Acadian, African Nova Scotian, and LGBTQ+ communities.

## Safety, Accessibility, Inclusion, Diversity, and Equity

Crime Prevention Through Environmental Design (CPTED) principles — Natural Surveillance, Access Control, Territoriality, Maintenance— should be built into all projects. These principles not only reduce crime but also make public spaces more comfortable, inclusive, and accessible.

Beautification must benefit all neighborhoods, not just downtown.

## Events and Community Life

Residents want more festivals, markets, and cultural activities to bring energy back to the downtown.

## Maintenance and Operations

A clear plan for long-term maintenance is essential to preserve investments.

### **This plan highlights:**

**Town-Led Initiatives:** Projects primarily delivered or managed by town staff or contractors. These require municipal planning, oversight or funding due to the scope, safety or infrastructure involvement.

**Community-Led Initiatives:** Projects initiated or implemented by residents, community groups, business or artists in collaboration with the Town's Community Living Department who will foster development of community groups and support them in finding funding to move their initiatives forward.

# Beautification Initiatives

Clean-Up, Maintenance  
and Operations



Landscaping and Green  
Spaces



Public Art and  
Placemaking



Large Project



# Clean- Up, Maintenance and Operations

## Town- Led Initiative

### ➤ **Town-Wide Clean Up Blitz**

**Timeline: Spring and Fall Starting in 2026**

To build upon existing town initiatives, town-wide clean-up events would be held twice a year.

Town staff would take the lead in connecting with volunteers and community partners to highlight areas of concern and assign groups to targeted areas.

### ➤ **Departmental Work Plans**

Lead Departments: Community Living Department and Operations

Community Living- Organize volunteers, public messaging

Solid Waste Education and Enforcement Officer/Operations- Notified/ bring forward areas of concern

Public Works- Support with bag removal

# Landscaping and Green Spaces

## Community-Led Initiatives

### Living Walls/Vertical Gardens

**Pilot Project: 2026-2027**

Community Groups and volunteers to lead a project and add a vertical garden with town support to an approved building.

### Vacant Lot Renewal

**Pilot Project: 2027-2028**

Community Groups and volunteers to transform vacant lots into pollinator gardens or community orchards. Ensure gardens designed with raised beds and wide paths for mobility devices.

## Town-Led Initiative

### Maintenance/Natural Surveillance

**Timeline: Ongoing**

Trimmed landscaping, open sightlines, well-lit paths. Removal of old/dying foliage and trees.

### Departmental Work Plans

Lead Departments: Operations, Planning and Economic Development, Community Living

Planning and Development:

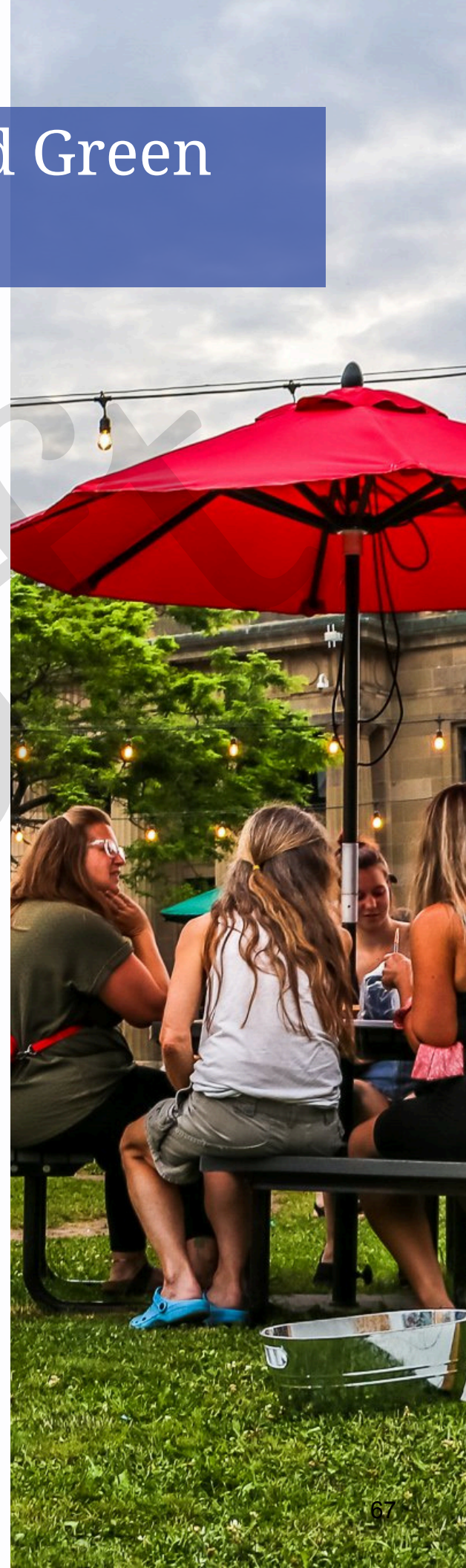
Urban design/zoning/façade guidelines, property standards

Public works and Facilities:

Site preparation, maintenance as needed.

Support native plant selection, site selection

Community Living: Organizing Community Groups and Volunteers for Community-Led Initiatives and support them in finding funding.





# Public Art and Placemaking

## Community-Led Initiatives

### ▶ Rotating Community Murals Pilot Project: 2026-2027

Local Artists and Community Groups, with town support, would have access to blank murals in approved locations to create artwork that can be viewed by the general public.

### ▶ “If this House Could Talk” Timeline: 2026-Ongoing

Community Groups such as the Culture, Heritage and History Group and volunteers to collect and present local history, and historical anecdotes, through a collaborative activity in which residents and businesses post hand written signs and graphics in front of their homes and businesses telling stories and offering information from the recent or not-so-recent past. The descriptive signs are on open display for passers-by to read and learn from as they walk along the streets.

### ▶ Departmental Work Plans

Community Living: Organize Community Groups and support them with finding funding to move initiatives forward.



# Public Art and Placemaking

## Community-Led Initiatives

### Alley Of Lights

**Pilot Project: 2027-2028**

Solar-powered installations between Dayle's Grand Market and Curly's. With permission from the property owners, string lights would be hung in alleys between the two buildings/ pedestrian areas for charm and safety.

## Town-Led Initiative

### Pop-Up Markets/Art Galleries

**Pilot Project: 2027-2028**

With permission from property owners and businesses, this initiative would turn empty plaza parking lots into pop-up markets or seasonal events (outdoor movies, night gardens, art shows).

### Departmental Work Plans

Lead Departments: Community Living Department, Planning and Economic Development, Operations.

Tourism & Community Living:  
Business/community engagement, branding, funding strategies

Planning and Development:  
Zoning, façade guidelines, property standards

Public Works:  
Site preparation, maintenance

Community Living: Organizing Community Groups and Volunteers for Community-Led Initiatives and support them in finding funding.

# Large Projects

## Town-Led Initiative

### Corridor Beautification

**Phased Projects: 2026-2028**

Redesign the entry ways of South Albion Street and Lower LaPlanche St to Amherst Town Hall.

Staff should collaborate with local business throughout the redesign of these spaces to align our work efforts, as these “corridors” are the first impression of our town.

#### **Phase 1: Lower LaPlanche to Town Hall 2026-Ongoing**

Priority should be placed on:

- Lighting
- Trimmed landscaping
- Tree planting/native landscaping
- Continue with signage redesign
- Encourage store front repairs through renewed Gritty to Pretty Program
- Ongoing maintenance plan

#### **Phase 2: Collaborative Project on South Albion 2026-2028**

Through this initiative, town staff and businesses will explore collaborative strategies for optimizing curb appeal and signage along South Albion St.



# Large Projects

## Departmental Work Plans

Lead Departments: Operations, Planning and Economic Development, Community Living, Finance

Planning and Development:

Urban/streetscape design, zoning, façade guidelines, property standards, signage

Public Works/Parks:

Landscaping, maintenance

Finance:

Budgeting, funding strategies

Tourism/Economic Development:

Visitor friendly area development, business engagement

Community Living:

Engagement, public messaging, branding





# Partnership and Community Involvement

Amherst will be an engaged, supportive, inclusive, progressive and vibrant community.

## Programming

There is strong support for reviving or adapting the “Gritty to Pretty” program to fund small-scale beautification projects by businesses, artists, and residents.

## Partnerships

Partner with Municipality of Cumberland County and organizations like TD Bank and local florists.

Continue to grow partnership with community programs such as Amherst in Bloom.

## Accessible and Inclusive

Partnerships with schools, youth employment programs, Indigenous leaders and diverse community groups are seen as key to long-term success.

## Engaged Community

Involving residents in the planning and implementation of beautification projects ensures that the strategy aligns with community needs and preferences.



# Funding Opportunities

Investing in our future means investing in an engaged, inclusive, and vibrant Amherst

## Community-Led Initiatives

Community Groups leading these initiatives can be supported through a diversified funding model that includes grants from local, provincial, and federal governments; community crowdfunding campaigns; and fundraising events.

In addition, community groups could seek in-kind contributions—such as donated materials, equipment, or volunteer labor—and develop sponsorships and partnerships with local businesses and organizations. Building strong community relationships and leveraging these resources will enhance project sustainability and increase the likelihood of long-term success.

## Town-Led Initiatives

Town-led beautification initiatives should be planned and delivered with consideration for both capital and operating budget impacts, as well as staffing capacity. Projects should be assessed to ensure that appropriate staff resources are available for planning, implementation, and ongoing maintenance.



# Results and Accomplishments

Amherst is a vibrant town that blends history, community spirit, and a welcoming atmosphere.

Through this strategy we aim to:

- Raise community and individual pride.
- Make public spaces safer, more accessible, and more inclusive.
- Leave a lasting impression on visitors, new residents, and potential businesses.
- Position Amherst as a leader in sustainable, inclusive, and safe community design.

## Next Steps

- Develop and approve an adapted Gritty to Pretty Program.
- Engage community to develop project plans, schedule
- Launch initial clean-up, landscaping, and public art projects.
- Evaluation: Track participation, maintenance costs, and community satisfaction.
- Celebrate community and volunteer efforts to reinforce community identity and values.



## COMMITTEE OF THE WHOLE

CDR# 2025134

Date: November 17, 2025

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

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

**DATE:** November 17, 2025

**SUBJECT:** Community Support Grants 2025

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**ORIGIN:** 2025-26 Operating Budget

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

**RECOMMENDATION:** That Council forward to the November 24, 2025, the request from the Amherst Community Christmas Dinner to be denied.

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

**DISCUSSION:** The Amherst Community Christmas Dinner hosts an annual meal on Christmas day to feed those who may be experiencing food insecurity and/or need of fellowship. Staff feel that the Town of Amherst provides significant funding to community organizations to assist with food insecurity and furthermore that the Christmas cheer program provides Christmas meals to anyone who registers between now and November 28. The cost of this meal is significant (\$17,000) and where the community support grant fund is depleted for this fiscal year any grants awarded would need to come from reserves.

**CAO NOTE:** At \$32.00 per meal the cost of this program seems excessive and there could be more efficient ways for this community group to have a similar impact on food security and Christmas cheer.

**FINANCIAL IMPLICATIONS:** Currently there is \$328.00 in the Community Support Grant fund to cover these expenses.

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



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

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

**ALTERNATIVES:**

1. Approve the funding requests as listed
2. Discontinue the practice of providing community support grants

**ATTACHMENTS:**

- Application
- Community Support Grants Policy, 72000-08

TOWN OF AMHERST  
COMMUNITY SUPPORT GRANTS POLICY

NUMBER 72000-08  
Page 7 of 7

Date: 04.00.25

COMMUNITY SUPPORT GRANTS  
TOWN OF AMHERST  
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: Amherst Community Christmas Dinner  
Full Mailing Address: 23 Franklyn Street  
Amherst NS B4H 3X4  
Contact Person: Nicole Schrader  
Email Address: amherstchristmasdinner@gmail.com  
Telephone: 902-694-6769

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ 5,000

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)  
To ensure that everyone in Amherst has access to a hot meal on Christmas Day. Community event. Food insecurity

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)  
last year we provided 527 meals to the community & left over food was delivered to first responders working on

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

NAME	FUNDING IF ANY
<u>local businesses in Amherst</u>	

7. How many volunteers contribute to this event or festival: Committee of 5  
& 40+ on Christmas Day

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



**Amherst Community Christmas Dinner  
Operating Budget  
For the 12 months ending December 31, 2025**

Revenue from Donations	
Revenue from Fund Raising	
Revenue from Other Sources (Government Grants)	
Interest Revenue	
<b>TOTAL PROJECTED REVENUE</b>	
<b>PROJECTED EXPENSES</b>	
Donations	
Interest and Bank Charges	
Supplies	
Catering Expense (The Warehouse Café - projecting 530 meals for 2025)	
<b>TOTAL PROJECTED EXPENSES</b>	
<b>PROJECTED NET INCOME (LOSS)</b>	
<b>OPENING CASH BALANCE - JANUARY 1</b>	
<b>PROJECTED ENDING CASH BALANCE - DECEMBER 31</b>	

Pro-forma	Actual Comparatives	
	2025	2024
\$ 2,000	\$ 2,765	\$ 2,015
\$ 10,000	\$ 14,300	\$ 12,100
\$ 5,000	\$ 5,000	\$ 5,000
\$ 100	\$ 100	\$ 38
<b>\$ 17,100</b>	<b>\$ 22,165</b>	<b>\$ 19,153</b>
\$ -	\$ -	\$ -
\$ 50	\$ 163	\$ 43
\$ 200	\$ 48	\$ 49
\$ 17,000	\$ 16,310	\$ 15,500
<b>\$ 17,250</b>	<b>\$ 16,521</b>	<b>\$ 15,593</b>
<b>-\$ 150</b>	<b>\$ 5,644</b>	<b>\$ 3,560</b>
\$ 10,818	\$ 5,174	\$ 1,614
<b>\$ 10,668</b>	<b>\$ 10,818</b>	<b>\$ 5,174</b>

<b>KPIs</b>
Meals Billed
Effective Cost Per Meal

2025	2024	2023
530	525	500
\$ 32.55	\$ 31.47	\$ 31.19

**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  
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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  
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**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
----------------------------------------------------------------------------------------------	-------------------------------------	---------	----------------

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:** Sharon Bristol, Director, Community Living

**DATE:** Monday, November 17, 2025

**SUBJECT:** Volunteer Report 2025

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**ORIGIN:** As set out in the Town of Amherst’s Strategic Plan, staff were to investigate options to form a Volunteer Committee/ Liaison/ Database or an Event Action Group.

**LEGISLATIVE AUTHORITY:** MGA 47 (1) 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 November 24, 2025, regular meeting, approval of the recommendations set out in the Volunteer Report.

**BACKGROUND:** While the existing volunteer engagement framework within the Town the Amherst has a solid foundation, there is an opportunity to create a more organized approach to leverage the community’s potential and meet the organization’s objectives effectively. To address this need, a research project with the primary objective of exploring and recommending viable options for establishing a formal volunteer management structure was initiated throughout the summer and concluded in September.

**DISCUSSION:** The research aimed to determine the feasibility of forming:

- A dedicated **Volunteer Committee** to provide leadership and strategic direction for all volunteer activities.
- A **Liaison Group** to serve as a bridge between the volunteers and the management, ensuring clear communication and addressing concerns.
- A centralized **Volunteer Database** to streamline volunteer information, track participation, manage communications, and facilitate recruitment and placement based on skills and interests.
- An **Event Action Group** to focus specifically on the planning and execution of events, ensuring dedicated resources and expertise.

The scope of research involved a comprehensive review of best practices in volunteer management, an overview assessment of our current volunteer structure and communications with organizations who provide Volunteer Database Services. The findings from this research were intended to provide actionable insights for developing a structured, sustainable and effective volunteer program that would enhance operational efficiency and have a positive community impact.





**COMMITTEE OF THE WHOLE**

**CDR# 2025132**

**Date: November 17, 2025**

Further feedback from our community regarding volunteer needs will be conducted in the new year with students and faculty from Amherst Regional High School.

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

**SOCIAL JUSTICE IMPLICATIONS:** Volunteer Management Initiatives can have significant social justice implications such as addressing social issues, promoting social inclusion, empowering communities, advocacy and awareness and individual growth and well-being.

**ENVIRONMENTAL IMPLICATIONS:** The Volunteer Management Initiatives set out in the report have positive environmental implications ranging from community and sustainability impact to reduced paper use.

**COMMUNITY ENGAGEMENT:** Ongoing

**ALTERNATIVES:**

1. Send back to staff for further considerations
2. Do not accept the recommendations in the Volunteer Report

**ATTACHMENTS:** Town of Amherst Volunteer Management Report 2025

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# VOLUNTEER REPORT 2025.DOCX

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Town of Amherst

PREPARED BY: MALLORY KLOOSTER  
Manager of Community Well Being

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### **Purpose of the Report**

The purpose of this report is to explore options for improving volunteer management in the Town of Amherst. The goal is to increase and better organize volunteer efforts across the municipality, in partnership with local organizations and community members. Effective volunteer coordination will enhance service delivery, support meaningful community engagement, and ensure volunteers feel valued and empowered.

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### **Current Context**

The Town of Amherst currently supports volunteerism through a range of initiatives, including the Learn 2 Lead Cumberland training program, annual recognition events, Provincial Volunteer Award nominations, and opportunities in areas such as fire services and senior programming. These initiatives are overseen by the Community Living Department and led by the Manager of Community Well Being. While this approach has built a solid foundation, there is an opportunity to create a more structured and sustainable system.

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### **Options for Strengthening Volunteer Management**

#### **1. Volunteer Retention Committee**

A Volunteer Retention Committee focuses on strategies to keep volunteers engaged and committed to an organization. The key roles would include:

- Recruitment and onboarding
- Ongoing communication and support
- Recognition and appreciation
- Training and leadership development
- Evaluation and improvement

Benefits:

- Improved retention and morale
- Enhanced quality of service
- Stronger community connections

Challenges:

- Resource demands (staff time, funding)
- Risk of conflict or burnout
- Need for consistent oversight

## **2. Volunteer Retention Liaison**

A dedicated liaison would serve as the primary contact for volunteers, ensuring they receive support, recognition, and appropriate placement.

Responsibilities include:

- Coordinating onboarding and training
- Gathering volunteer feedback
- Planning appreciation events
- Advocating for volunteer interests within the Town

Benefits:

- Improved communication
- Consistent volunteer experience
- Focused leadership for volunteer needs

Challenges:

- Funding a dedicated role
- Managing variable volunteer schedules
- Balancing volunteer and staff input

## **3. Volunteer Database Platform**

Implementing a centralized volunteer management system could include:

- Profile creation for volunteers
- Opportunity postings by the Town and partner organizations
- Tracking hours, interests, and recognition milestones

Benefits:

- Efficient communication and scheduling
- Data to support strategic planning
- Improved engagement and matching of skills to roles

Challenges:

- Privacy and data security
- Cost of software and maintenance
- Staff capacity for ongoing management

### **Platform Option 1: JustServe**

JustServe is a free, multilingual platform available across Canada and it eliminates most of the challenges that the municipality would face when choosing this option.

This platform connects volunteers with local opportunities, allows for remote volunteering, and offers **disaster recovery tools**. The Town could use JustServe to:

- Post municipal volunteer opportunities
- Support non-profits in doing the same
- Link to the platform through the Town website
- Work toward a JustServe City designation

### **Platform Option 2: Volunteer Nova Scotia**

Since 2018 Volunteer Nova Scotia's platform has been the province's premiere volunteer matching service. Their mission is to strengthen organizations and provide all individuals with the ability to help build a more vibrant Nova Scotia.

Volunteer Nova Scotia offers more than just volunteer recruitment- they **provide essential resources** for volunteers and organizations through their affiliate, the Kings Volunteer Resource Centre.

Volunteer Nova Scotia is a free platform which the Town could use to:

- Post municipal volunteer opportunities
- Support non-profits in doing the same
- Link to the platform through the Town website
- Offer additional resources and trainings, along with Learn 2 Lead to our Volunteers

## **4. Volunteer Events Action Group**

An action group could support event logistics, fundraising, outreach, and community building.

Benefits:

- Energizes local events
- Encourages diverse participation
- Builds team spirit and leadership

Challenges:

- Time-intensive coordination
- Risk of uneven participation or volunteer burnout
- Managing roles and expectations

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## Recommendations

To create a coordinated, inclusive, and sustainable volunteer program, the following steps are recommended:

### Phase 1: Planning and Stakeholder Input (In Progress)

- Form a temporary task force to define the volunteer program vision
- Consult with staff, community partners, and volunteers
- Identify key barriers and needs
- Volunteer forums and Opportunity Fairs are currently being planned within the Town of Amherst and Cumberland County

### Phase 2: Pilot Projects

- Trial the JustServe or Volunteer Nova Scotia platform with Town and partner postings
- Launch a small Volunteer Events Action Group to support one Town event
- Assign temporary liaison duties to an existing staff member to test feasibility (In Progress with Manager of Community Well Being)

### Phase 3: Evaluation and Expansion

- Evaluate pilot outcomes using surveys and participation data
- Decide on permanent structures: committee, liaison, platform investment
- Develop policies for volunteer recruitment, recognition, and training

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## Next Steps

- Present findings and recommendations to Council
- Draft a volunteer engagement strategy with timelines, goals, and evaluation tools

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## Conclusion

The Town of Amherst has a strong tradition of volunteerism. With thoughtful investment, inclusive practices, and coordinated tools, the Town can build on its strengths and create a modern, welcoming volunteer program that supports both community well-being and municipal services.

# MEMO

To: Mayor Small and Members of Council

From: Aaron Bourgeois, Director of Operations

Date: November 17, 2025

Re: Centre Village Renewables Integration and Grid Security (RIGS) Project

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## Purpose:

To provide Council with an update on CBCL's review of the Centre Village Renewables Integration and Grid Security Project (RIGS) and its potential implications for the Town's North Tyndal Well Field.

## Background:

Could the proposed project impact Amherst's municipal water supply. The RIGS involves the construction of a 500 MW power generation facility using natural gas and ultra-low sulfur diesel, with groundwater withdrawals of up to 7,000 m<sup>3</sup>/day for cooling. The plant is expected to begin construction in 2026 and operation in 2028.

## Discussion:

CBCL's hydrogeological review confirms:

- The RIGS site and the North Tyndal Well Field are in separate groundwater systems, approximately 14 km apart, and divided by two regional drainage and groundwater flow divides.
- The RIGS water source is geologically distinct from Amherst's source water area.
- No structural or hydrogeological connections exist between the two systems.
- Groundwater travel times between the areas would be on the order of hundreds to thousands of years, making any interaction infeasible.
- Wastewater from the RIGS project will be regulated by New Brunswick and federal agencies (DFO).

## Conclusion:

**The RIGS project poses no risk to the Town of Amherst's source water supply.**

<b>Project Name:</b>	Town of Amherst Source Water Protection	<b>Project No.:</b>	250851.01
<b>Date:</b>	November 5, 2025		
<b>Subject:</b>	Centre Village Renewables Integration and Grid Security Project (RIGS)		
<b>To:</b>	Aaron Bourgeois, Director of Operations, Town of Amherst		
<b>From:</b>	Colin Walker		
<b>Copies to:</b>			

## Background

The Amherst Source Water Protection committee has enquired whether the Centre Village Renewables Integration and Grid Security Project (RIGS) could affect the North Tyndal Well Field. The RIGS will use groundwater for cooling and will generate wastewater. CBCL has reviewed publicly available technical reporting on the RIGS, submitted to the Impact Assessment Agency of Canada by PROENERGY Holding Company.

The project will involve construction of a 500 MW power generating station near Centre Village, NB. The project site is:

- ▶ 16 km north of Sackville
- ▶ 35 km east of Moncton
- ▶ 14 km west of the North Tyndal well field

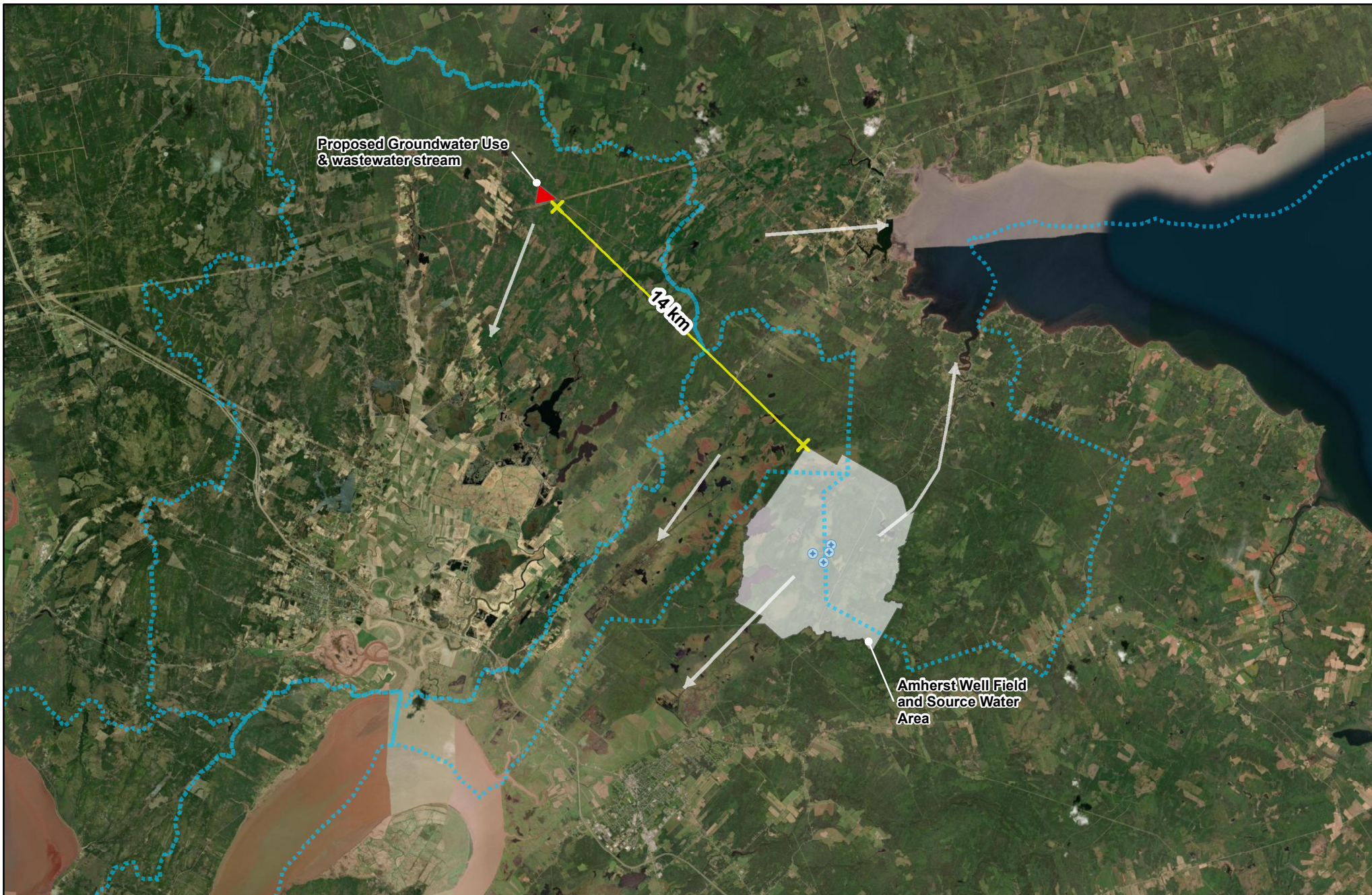
The plant will produce power using ten combustion turbine generators, with the ability to be fueled by both natural gas and ultra-low sulfur diesel. The site location will be leased from NB Power and is at the intersection of an existing transmission line and a natural gas pipeline. Pending regulatory approvals plant construction could begin as early as 2026 and begin operating in 2028.

Registration documents indicate that the plant will draw up to 7,000 m<sup>3</sup>/d from wells drilled into the bedrock unit of the area. Groundwater withdrawals in New Brunswick are regulated by the province as a part of the Water Source Supply Assessment process (WSSA). Testing was scheduled to be completed during the summer of 2025. The water will be treated using a Reverse Osmosis membrane filtration system (RO), which will generate wastewater containing elevated concentrations of trace metals and nitrite. Studies are reportedly underway to determine how and where the wastewater will be discharged, and whether the receiving wetlands and water courses have the capacity necessary to dilute and attenuate the waste stream. Wastewater handling and discharge are regulated by the province of New Brunswick and the federal Department of Fisheries and Oceans (DFO).

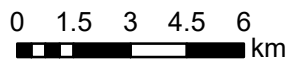
## Discussion

The attached figure provides regional mapping of the area between the RIGS and the North Tyndal well field. The hydrogeological settings of these areas indicate the following:

- ▶ Groundwater modelling indicated that all source water drawn by the North Tyndal well field is within the mapped PWA, 14 km from the RIGS study area.
- ▶ The two systems are separated by two regional drainage divides, which tend to coincide with regional groundwater flow divides. Groundwater flow paths do not cross regional flow divides.
- ▶ There are no mapped structural geologic features that would connect these two areas. Geology mapping shows major geologic contacts and faults that would tend to isolate the two systems from one another.
- ▶ Source water for the RIGS would be drawn from an area that is separate and distinct from the source water area that supplies water to Amherst.
- ▶ Groundwater travel times for a system travelling 14 km would typically be on the order of 100s or 1000s of years.
- ▶ Groundwater flow systems that will be affected by the RIGS are not connected to the groundwater systems of the Amherst area, and flow between these two areas appears to be infeasible.



1:200,000 @ 8.5 x 11





Coordinate System: NAD 1983 UTM Zone 20N  
 Projection: Transverse Mercator  
 Datum: North American 1983






**North Tyndal Wellfield  
 Source Water Protection Review  
 Town of Amherst**

**Regional  
 Flow Divides**

**Legend**

-  Production Well
-  Regional Flow (conceptual)

-  Regional Watershed Divide
-  RIGS Study Area
-  Amherst PWA

# MEMORANDUM

TO: Mayor Small and Members of Amherst Town Council  
FROM: Sharon Bristol, Director, Community Living  
DATE: November 17, 2025  
SUBJECT: Accessibility Strategic Plan - Reporting Tool 2024/25

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The Town of Amherst Accessibility Plan was adopted by Council in January 2023. Since that time multiple projects have been implemented and training sessions have been attended by staff. In keeping with the legislation of the Accessibility Act of Nova Scotia the committee is responsible to provide Council with a yearly report on progress.

## **Accessibility plans**

39 (1) Every public sector body shall prepare and make publicly available an accessibility plan within one year of the coming into force of this Act.

(2) A municipality, university or organization shall prepare and make publicly available an accessibility plan within one year of being prescribed as a public sector body. 2017, c. 2, s. 39.

Accessibility plan must include

40 An accessibility plan must include

- (a) a report on measures the public sector body has taken and intends to take to identify, remove and prevent barriers;
- (b) information on procedures the public sector body has in place to assess the following for their effect on accessibility for persons with disabilities:
  - (i) any of its proposed policies, programs, practices and services, and
  - (ii) any proposed enactments or by-laws it will be administering; and
  - (c) any other prescribed information. 2017, c. 2, s. 40.

A copy of the 2024/25 report is attached.

20251117  
Annual  
Report on  
Accessibility,  
Inclusion,  
Diversity and  
Equity.docx

2024-2025

Town of Amherst

Mallory Klooster,  
Manager of Community Well-Being

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## **Executive Summary**

The Nova Scotia Accessibility Act, *Access by Design 2030*, and the *Dismantling Racism and Hate Act* require municipalities to proactively work towards creating inclusive, accessible, and equitable communities. These frameworks mandate accessibility and anti-hate plans that identify, remove, and prevent barriers for people with disabilities and marginalized groups, ensuring full participation and equal opportunity for all. Municipalities were required to have such plans in place by April 1, 2025.

To meet these obligations, the Town of Amherst consolidated its Accessibility Committee and Inclusion, Diversity, and Equity Committee into a single, comprehensive Accessibility, Inclusion, Diversity, and Equity (AIDE) Committee and Strategy. This integrated approach addresses all four pillars—accessibility, inclusion, diversity, and equity—through coordinated planning, community consultation, and public accountability.

Since adopting the AIDE Strategy, the Town, Council, and staff have made significant progress in improving accessibility and inclusion across municipal services. Achievements include enhanced event coordination and communication, accessible digital platforms, and substantial investments in walkways, recreational areas, and year-round equipment to ensure usability for all residents.

The Town of Amherst Annual AIDE Report highlights the municipality's continued leadership and commitment to building a more inclusive, equitable, and accessible Nova Scotia by 2030.

## **Introduction and Overview**

The Nova Scotia Accessibility Act, *Access by Design 2030*, and the *Dismantling Racism and Hate Act* mandate that communities across the province take proactive steps to build inclusive, equitable, and accessible environments for all. These legislative frameworks require municipalities to develop and implement accessibility and anti-hate plans that identify, remove, and prevent barriers—ensuring full participation and equal opportunity for people of all abilities and backgrounds. Under the *Dismantling Racism and Hate Act*, all municipalities are required to have a plan in place by April 1, 2025.

In response, the Town of Amherst established a unified Accessibility, Inclusion, Diversity, and Equity (AIDE) Committee, combining its Accessibility Strategy and Inclusion, Diversity, and Equity Strategy into a single, comprehensive plan. This integrated approach reflects the Town’s commitment to addressing systemic inequities and promoting fairness through community collaboration, transparency, and continuous improvement.

Since the launch of the AIDE Strategy, Amherst Town Council, and staff, have made significant progress in improving accessibility, inclusion, and equity throughout municipal operations. Efforts have focused on making public events, facilities, services, and communications more inclusive and user-friendly, while investing in infrastructure and programs that enhance community participation for everyone.

The Town’s AIDE Strategy is guided by five key focus areas:

1. **Delivery of Goods and Services** – Ensuring equitable access to all municipal goods and services for residents and visitors.
2. **Information and Communication** – Providing accessible and inclusive information and communication channels for people with accessibility needs.
3. **Transportation** – Supporting the ability of residents and visitors with accessibility needs to move freely and access reliable transportation options.
4. **Employment** – Promoting the Town of Amherst as an equitable employer that supports the careers of employees with accessibility needs and seeks to attract and retain a diverse, skilled workforce.
5. **Built Environment** – Creating and maintaining buildings and outdoor spaces that provide meaningful, equitable access for all users.

## Our 2024-2025 Accessibility Accomplishments

<b>Accessible Standard: Goods and Services</b>		
<b>Accessible Objective</b>	<b>Equity and Anti-Racism Goals/Objectives</b>	<b>Accomplishment</b>
<p>Increase inclusive and accessible community resources and services</p>	<p>Work to build an equitable and inclusive community</p>	<p>Brochure holders installed at Accessibility Standard level.</p> <p>Water fountain was replaced and positioned at the proper height to meet accessibility standards.</p> <p>Built an upgraded entrance ramp with handrail on the side of town hall to meet accessibility standards and enable easier access to the building for those who use mobility devices.</p>
<p>Improve service delivery for residents</p>	<p>Provide educational opportunities for elected officials and employees on respect, cultural awareness and the promotion and protection of human rights.</p>	<p>Development of an Accessibility, Inclusion, Diversity, and Equity training plan has been completed. Will put resources on our website for community. HR and CL Director to work together to implement with staff and council.</p> <p>Staff currently completing the Foundations of Belonging in the Workplace training created by Placemaking 4G.</p> <p>Front counter at Town Hall was designed to meet Accessibility Standards in regards to not only height but</p>

		also the amount of overhang, resulting in a safe space to approach in a wheelchair to conduct business
Improve program delivery	Be the leader in the community known for equity, inclusion and diversity	Summer student orientation included online EDIA Training  Submitted an Anti-Hate application. If funded is granted, it would allow the town to hire a 2-year full time termed I.D.E Coordinator to move our goals and objectives forward in collaboration with community partners.
Ensure events are accessible for everyone	Ensure municipal services are equitable and accessible to all.	U17 considerations: Ticket support to equity deserving groups- free tickets to students to promote youth participation  Considerations for 55+ Games (Accessible Bocce Court, Equipment)

<b>Accessible Standard: Built Environment</b>		
<b>Accessible Objective</b>	<b>Equity and Anti-Racism Goals/Objectives</b>	<b>Accomplishment</b>
Review emergency management and building evacuation plan with a lens of accessibility	Existing documents will undergo a review to ensure we are updating documents to reflect our vision.	Review being done of Stadium Evacuation Procedure

<b>Accessible Standard: Information and Communication</b>		
<b>Accessible Objective</b>	<b>Equity and Anti-Racism Goals/Objectives</b>	<b>Accomplishments</b>
Ensure that all new public documents, website content, social media posts, publications, policies and procedures will be developed through an accessible and equitable lens	Shared Objective	Continued focus on using plain, concise language  Ensuring appropriate colour contrast in design materials  Repeating information contained within graphics as typed text  Providing text-based links for document downloads alongside clickable graphics  Ongoing review and update of website content for clarity and easy navigating.
Existing documents will undergo a review to ensure we are updating documents to reflect our vision	Shared Objective	Monthly review of policies and bylaws.  18 Policies and bylaws have been reviewed to date.  Inventory and review of all marketing, communications and branding documents in progress.
Improve Signage to meet provincial standards	Work to build an equitable and inclusive community	Funding has been secured to create accessible trail signage/wayfinding materials.

<p>Evaluate how we communicate to our external partners</p>	<p>Increase opportunities for engagement by launching an outreach campaign to gather public information with diverse groups (to understand how to improve our engagement strategies).</p>	<p>Development of comprehensive communications plan that identifies strategies on how to communicate to and engage with the public is in progress. Input from equity deserving groups, persons with disabilities and newcomers was considered.</p>
<p>Conduct built environment assessments</p>	<p>Ensure compliance with the NS Human Rights Act.</p>	<p>Nova Scotia Building Code Regulation Checklists are used in all new construction.</p> <p>Staff have undergone trainings on the Built Environment Standard and also have taken Rick Hansen Courses.</p>
<p>Improve ability to provide barrier free participation in events</p>	<p>Ensure municipal services are equitable and accessible to all.</p>	<p>Conducting facility audits for the 55+ Games.</p>
<p>Improve access to safe, affordable and accessible housing</p>	<p>Ensure compliance with the NS Human Rights Act.</p>	<p>United Way Maritimes, The River Philip Foundation, and The Shaw Group have partnered on a new housing community called <b>The Groves at Hillsdale</b>. Located on Church Street in Amherst, Nova Scotia, this development is a clustered residential community of compact, well-built homes for rent and sale. The Groves at Hillsdale is designed to fill growing gaps in the missing middle of housing options, where homeownership</p>

		<p>opportunities for working families with modest, stable incomes are in extremely short supply.</p> <p>When the project is complete, there will be 47 residential units in total. Most units will be available for sale through a <a href="#">modified shared-equity homeownership model</a>, with the remainder available at <a href="#">affordable monthly rents</a>.</p> <p>The Town of Amherst paid for all the infrastructure on Vista Drive totalling about \$625,000. This supported the development of water, sanitary sewer and storm sewer infrastructure as well as a curbed, built road.</p>
<p>Investigate and make recommendation on the establishment of an accessible playground</p>	<p>Ensure compliance with the NS Human Rights Act.</p>	<p>Proposed budget for the Accessible Playground Project has been finalized.</p> <p>Staff have received a Planning Assistance Grant to hire a landscape architect to assess the proposed park space.</p> <p>Staff have submitted an Expression of Interest to gauge funding possibility for various design options.</p>

<b>Accessible Standard: Transportation</b>		
<b>Accessible Objective</b>	<b>Equity and Anti-Racism Goals/Objectives</b>	<b>Accomplishment</b>
Improve pedestrian infrastructure	Ensure compliance with the NS Human Rights Act.	<p>Replacement of the sidewalk on the east side of Havelock Street - from Prince Arthur Street to Spring Street. \$40,000</p> <p>Additional sidewalk replacement projects planned for this year include: Wellington Street - Croft Street to Church Street (\$19,000); Dickey Street (North Side) - Rupert Street to Donald Avenue (\$18,000); and, Donald Avenue - Dickey Street to Dickey Brook (\$6,000).</p> <p>Ramp at the side of the Town Hall building was replaced to reduce the pitch which now is considered an 'elevated walkway' and not a ramp as to reduce fatigue while traversing.</p> <p>Doorways at Town Hall redone to allow for 36" passage. All transitions kept at 1" or below to fall within guidelines.</p> <p>Handrails installed at the two front doors of Town Hall to assist with entry and exit.</p>

<p>Continue to improve active transportation opportunities by reviewing accessibility of trails and sidewalks</p>	<p>Ensure compliance with the NS Human Rights Act.</p>	<p>The Town of Amherst is conducting a study to explore creating a public transit service, and WSP Canada Inc. has been retained to assist. A local transit service could provide:</p> <ul style="list-style-type: none"> <li>• More travel options for people who don't drive</li> <li>• Easier access to jobs, schools, healthcare, and shopping</li> <li>• A greener, more sustainable transportation choice</li> <li>• Better regional connections</li> </ul>
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<p><b>Accessible Standard: Education</b></p>		
<p><b>Accessible Objective</b></p>	<p><b>Equity and Anti-Racism Goals/Objectives</b></p>	<p><b>Accomplishment</b></p>
<p>Continue to grow partnerships with schools and education centres at all levels to offer supports where needed</p>	<p>Increase Community Engagement</p>	<p>Active Living engagement with schools- Scarecrow Strolls, Welcome Days,</p>

Provide training and opportunities for accessibility, equity and anti-racism	Continue to increase our promotion, respect, understanding and appreciation of our community’s diversity by organizing workshops, offering educational resources on equity and anti-racism.	Development of an Accessibility, Inclusion, Diversity, and Equity training plan has been completed. Will put resources on our website for community. HR and CL Director to work together to implement with staff and council.  Staff currently completing the Foundations of Belonging in the Workplace training created by Placemaking 4G.  Operations staff have completed Accessibility Directorate Built Environment Webinars
Work to ensure Community Safety	Work to build an Equitable and Inclusive Community	Senior scooter videos Sidewalk crossing

**Recommendations**

The following is a list of recommendations for the Amherst Town Council to review.

**1. Sidewalks and crosswalks continue to be a top priority.**

As the sidewalks are being revitalized, the demographics of the pedestrian population as well as the mix of road users at different time periods should be considered, and crossing facilities and control devices should be designed accordingly.

**2. Accessibility Standard Audits**

Comprehensive evaluations of our Goods and Services along with our Built Environment will be conducted to ensure we are meeting the guidelines and recommendations set out by the Accessibility Directorate. Recommendations will be brought to Council for review.

**3. Community Education Campaign**

<b>Accessible Standard: Employment</b>		
<b>Accessible Objective</b>	<b>Equity and Anti-Racism Goals/Objectives</b>	<b>Accomplishment</b>
Diversify recruitment methods	Work to create a diverse municipal workforce.	People Strategy, to be implemented in early 2026. This strategy will strengthen our accommodation processes and help remove barriers to employee participation and success.
Promote Amherst as an inclusive and diverse workforce	Provide educational opportunities for elected officials and employees on respect, cultural awareness and the promotion and protection of human rights.	<p>Conducted a comprehensive wellness survey to better understand the diverse needs of our employees (Dec 2024/Jan 2025)</p> <p>Launched a virtual health platform to improve access to care and supports (Feb 2025)</p> <p>Introduced more inclusive onboarding practices, including a tailored orientation for our summer students (Spring 2025)</p> <p>Established an official employee wellness committee, offering activities that reflect a diverse range of interests, abilities and perspectives (Sept 2025)</p>
Review of policies and procedures	Existing documents will undergo a review to ensure we are updating documents to reflect our vision.	We continued our HR policy review through an accessibility and equity lens and updated the Smokefree Workplace Policy (June 2025)

		and the Workplace Violence & Harassment Prevention Policy (Sept 2025) to support a safer, healthier, and more respectful work environment.
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Building on our success of the past few years, town staff should inform the public and also include how we announce our progresses in our Communication Plan. This could include updating our website to reflect our accomplishments.

### **Moving Forward 2025-2026**

The Accessibility Directorate has been working towards enacting the Accessibility Standards to meet their goal of having an accessible Nova Scotia by 2030. Most recently enacted is the "Built Environment Accessibility Standard" which has been in effect as of March 6, 2025, with enforcement beginning on April 1, 2026, for new construction and redevelopment projects. Next to be drafted is the "Goods and Services" accessibility standard which is currently in the government review and drafting phase, with a release timeline of 2025–2026.

The following are examples of the accessible work that the Accessibility, Inclusion, Diversity and Equity Committee and the Town of Amherst will undertake over the next year.

1. Staff are moving ahead with securing funding to complete the Accessible Playground Project at 51 Beacon Street.
2. Staff will be adding tactile plates to the intersection of Victoria & Lawrence Street.
3. Staff will be renovating the seminar room at the library to make it accessible. This project will be done in January/February 2026.

# MEMORANDUM

**TO:** Mayor Small and Members of Amherst Town Council  
**FROM:** Emily Wainwright, Dangerous & Unsightly Premises Administrator  
**DATE:** November 17, 2025  
**RE:** Dangerous & Unsightly Premises Semi-Annual Report

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As per the Municipal Government Act, Section 345 (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.

## **REPORTING PERIOD: June 1 – October 31, 2025**

Attached is the full report detailing all activity related to dangerous and unsightly properties during the above reporting period. Key statistics are summarized below:

- 58 new complaints were received:
  - 12 related to garbage, junk, or rubbish accumulation
  - 5 related to concerns over dangerous buildings
  - 3 related to violations of the *Minimum Standards for Residential Occupancies Bylaw* (Bylaw P-4)
  - 9 concerning dangerous properties, including vacant buildings
  - 19 regarding long grass
  - 2 related to derelict vehicles
  - 8 complaints were determined to be invalid or did not require action
- 17 properties were proactively identified by the Administrator
- 68 initial site inspections were conducted
- 141 follow-up inspections were completed
- 93 notices and orders were issued:
  - 12 First Notices
  - 25 Second Notices
  - 56 Orders
- 65 files were closed:
  - 45 properties were brought into compliance by the property owner
  - 20 properties were remediated through Town-hired services
- 9 files were invalid and did not require action

## **TOWN WIDE SCAN – FALL 2025**

During the semi-annual Town Wide Scan, 12 properties were identified as dangerous or unsightly under the Municipal Government Act. Action has been taken on these 12 properties.

### **DEMOLITIONS**

#### 19 Spring Street

On September 25, 2024, the Planning Advisory Committee ordered demolition of the building located at 19 Spring Street, with a deadline of November 25, 2024. An order to vacate the building was issued on September 12, 2024. As of May 2025, the building is still occupied. Staff have sought legal opinion on proceeding with demolition.

#### 77 Station Street

On September 25, 2024, the Planning Advisory Committee ordered demolition of the building located at 77 Station Street, with a deadline of December 24, 2024. As there had been no progress by the property owner, the town has completed a hazardous materials assessment, hazardous materials removal, and the removal of all contents of the building. Request for Proposal documents have been released for the demolition of the building with a submission deadline of November 20, 2025. CN must approve the winning proponents work plan before demolition can begin.

#### 16 Rupert Street

On June 2, 2025, the Planning Advisory Committee ordered demolition of the accessory building located at 16 Rupert Street with a deadline of September 1, 2025. The owner completed the required work, and the file was closed on June 24, 2025.

#### 27 Westminster Avenue

On June 2, 2025, the Planning Advisory Committee ordered demolition of the building and accessory building located at 27 Westminster Street with a deadline of October 1, 2025.

As the deadline was October 1, 2025, and no action had been taken by the property owner, the town issued a Request for Quotes and awarded the project to Fundy Landscaping Services. Demolition was completed on November 4, 2025. Costs will be charged to the tax account.

#### 2 York Street

On August 11, 2025, the Planning Advisory Committee ordered demolition of the building located at 2 York Street with a deadline of October 12, 2025.

Separately, the administrator ordered a clean-out of the interior of the building due to concerns over public health and safety. As the owner did not comply before the deadline, a contractor completed this work on September 8, 2025.

As there has not been progress by the owner regarding the demolition, Fundy Landscaping Services has been awarded the project, with a start date of January 12, 2026. This date was chosen due to an expected change in ownership of 2 York Street, occurring in early November. The new owner has been given until this date to complete the work, otherwise the Town will continue with the work.

## **CONCLUSION**

Ongoing challenges persist with repeat offender properties. However, with the recent approval of Special Constable status to the Administrator, staff are optimistic that this enhanced authority will support efforts to achieve compliance at these locations.

As of November 1, 2025, we have 34 open files, including:

- 12 related to vacant/dangerous buildings
- 10 related to garbage, junk, or rubbish accumulation
- 6 related to unsightly buildings
- 4 Minimum Standards for Residential Occupancies, P-4, violations
- 2 related to long grass
- 1 related to derelict vehicles

## **ATTACHMENTS**

- *20251117 D&U TS Plan Reporting*

# Bylaw Report

For Period: June 01 2025 To October 31 2025

AppType = US

Processes	Total
610110 Received Unsightly Complaint	58
610120 Site Visit	68
610210 No Action Required	9
610220 Educational Material	2
610230 First Notice	12
610250 Followup Inspection	141
610260 Second Notice	25
610310 Issue Order	56
610340 Compliance	45
610350 Inform Finance	31
610440 Close File	65
<b>Total</b>	<b>512</b>

Bylaw Types	Total
Dangerous Unsightly	512
<b>Total</b>	<b>512</b>

File No	File Type	Process	Date Entered	Location
<b>US2023-006</b>				
US2023-006	US	610230 First Notice	04-Jun-2025	80 Hickman St, Amherst
<b>US2023-026</b>				
US2023-026	US	610250 Followup Inspection	10-Oct-2025	14 Acadia St, Amherst
US2023-026	US	610310 Issue Order	14-Oct-2025	14 Acadia St, Amherst
US2023-026	US	610250 Followup Inspection	28-Oct-2025	14 Acadia St, Amherst
US2023-026	US	610340 Compliance	28-Oct-2025	14 Acadia St, Amherst
US2023-026	US	610440 Close File	28-Oct-2025	14 Acadia St, Amherst
<b>US2023-086</b>				
US2023-086	US	610230 First Notice	07-Aug-2025	54 Rupert St, Amherst
US2023-086	US	610260 Second Notice	21-Aug-2025	54 Rupert St, Amherst
US2023-086	US	610250 Followup Inspection	20-Oct-2025	54 Rupert St, Amherst
US2023-086	US	610340 Compliance	20-Oct-2025	54 Rupert St, Amherst
US2023-086	US	610440 Close File	21-Oct-2025	54 Rupert St, Amherst
<b>US2023-105</b>				
US2023-105	US	610110 Received Unsightly Complain	10-Sep-2025	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	10-Sep-2025	7 Spring St, Amherst
<b>US2023-106</b>				
US2023-106	US	610350 Inform Finance	04-Jun-2025	52 Albion St, Amherst
US2023-106	US	610110 Received Unsightly Complain	07-Jul-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	07-Jul-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	27-Aug-2025	52 Albion St, Amherst
US2023-106	US	610340 Compliance	27-Aug-2025	52 Albion St, Amherst
US2023-106	US	610440 Close File	27-Aug-2025	52 Albion St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
<b>US2024-006</b>				
US2024-006	US	610350 Inform Finance	11-Jun-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	12-Jun-2025	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	07-Jul-2025	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	11-Jul-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	11-Aug-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	25-Aug-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	28-Aug-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	09-Oct-2025	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	09-Oct-2025	77 Station St, Amherst
<b>US2024-008</b>				
US2024-008	US	610250 Followup Inspection	02-Jun-2025	19 Spring St, Amherst
US2024-008	US	610310 Issue Order	02-Jun-2025	19 Spring St, Amherst
US2024-008	US	610260 Second Notice	02-Jun-2025	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	10-Jun-2025	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	17-Jun-2025	19 Spring St, Amherst
US2024-008	US	610260 Second Notice	26-Jun-2025	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	08-Jul-2025	19 Spring St, Amherst
US2024-008	US	610260 Second Notice	08-Jul-2025	19 Spring St, Amherst
US2024-008	US	610250 Followup Inspection	16-Jul-2025	19 Spring St, Amherst
US2024-008	US	610350 Inform Finance	29-Jul-2025	19 Spring St, Amherst
US2024-008	US	610350 Inform Finance	05-Aug-2025	19 Spring St, Amherst
<b>US2024-021</b>				
US2024-021	US	610250 Followup Inspection	02-Oct-2025	4 Industrial Park Dr, Amherst
US2024-021	US	610250 Followup Inspection	28-Oct-2025	4 Industrial Park Dr, Amherst
<b>US2024-024</b>				
US2024-024	US	610250 Followup Inspection	06-Aug-2025	103 Willow St, Amherst
US2024-024	US	610310 Issue Order	06-Aug-2025	103 Willow St, Amherst
US2024-024	US	610250 Followup Inspection	06-Aug-2025	103 Willow St, Amherst
US2024-024	US	610340 Compliance	06-Aug-2025	103 Willow St, Amherst
US2024-024	US	610250 Followup Inspection	22-Oct-2025	103 Willow St, Amherst
US2024-024	US	610310 Issue Order	22-Oct-2025	103 Willow St, Amherst
US2024-024	US	610340 Compliance	28-Oct-2025	103 Willow St, Amherst
US2024-024	US	610440 Close File	30-Oct-2025	103 Willow St, Amherst
<b>US2024-041</b>				
US2024-041	US	610250 Followup Inspection	25-Aug-2025	22 Eddy St, Amherst
US2024-041	US	610230 First Notice	26-Aug-2025	22 Eddy St, Amherst
US2024-041	US	610310 Issue Order	26-Aug-2025	22 Eddy St, Amherst
US2024-041	US	610250 Followup Inspection	02-Sep-2025	22 Eddy St, Amherst
US2024-041	US	610350 Inform Finance	09-Sep-2025	22 Eddy St, Amherst
US2024-041	US	610350 Inform Finance	09-Sep-2025	22 Eddy St, Amherst
US2024-041	US	610350 Inform Finance	07-Oct-2025	22 Eddy St, Amherst
<b>US2024-042</b>				
US2024-042	US	610110 Received Unsightly Complain	02-Jun-2025	27 Westminster Ave, Amherst
US2024-042	US	610310 Issue Order	03-Jun-2025	27 Westminster Ave, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-042	US	610250 Followup Inspection	03-Jun-2025	27 Westminster Ave, Amherst
US2024-042	US	610250 Followup Inspection	12-Aug-2025	27 Westminster Ave, Amherst
US2024-042	US	610250 Followup Inspection	08-Sep-2025	27 Westminster Ave, Amherst
US2024-042	US	610250 Followup Inspection	03-Oct-2025	27 Westminster Ave, Amherst
US2024-042	US	610250 Followup Inspection	15-Oct-2025	27 Westminster Ave, Amherst
<b>US2024-065</b>				
US2024-065	US	610250 Followup Inspection	06-Aug-2025	29 Patterson St, Amherst
<b>US2024-092</b>				
US2024-092	US	610250 Followup Inspection	10-Jun-2025	1 Lawrence St, Amherst
US2024-092	US	610310 Issue Order	10-Jun-2025	1 Lawrence St, Amherst
US2024-092	US	610250 Followup Inspection	18-Jun-2025	1 Lawrence St, Amherst
US2024-092	US	610250 Followup Inspection	19-Jun-2025	1 Lawrence St, Amherst
US2024-092	US	610350 Inform Finance	07-Jul-2025	1 Lawrence St, Amherst
US2024-092	US	610260 Second Notice	04-Sep-2025	1 Lawrence St, Amherst
US2024-092	US	610250 Followup Inspection	16-Sep-2025	1 Lawrence St, Amherst
US2024-092	US	610340 Compliance	16-Sep-2025	1 Lawrence St, Amherst
US2024-092	US	610440 Close File	16-Sep-2025	1 Lawrence St, Amherst
<b>US2025-004</b>				
US2025-004	US	610310 Issue Order	03-Jun-2025	16 Rupert St, Amherst
US2025-004	US	610250 Followup Inspection	19-Jun-2025	16 Rupert St, Amherst
US2025-004	US	610340 Compliance	19-Jun-2025	16 Rupert St, Amherst
US2025-004	US	610440 Close File	24-Jun-2025	16 Rupert St, Amherst
<b>US2025-007</b>				
US2025-007	US	610250 Followup Inspection	22-Oct-2025	25 Palmer St, Amherst
US2025-007	US	610340 Compliance	22-Oct-2025	25 Palmer St, Amherst
US2025-007	US	610310 Issue Order	22-Oct-2025	25 Palmer St, Amherst
US2025-007	US	610250 Followup Inspection	28-Oct-2025	25 Palmer St, Amherst
US2025-007	US	610250 Followup Inspection	29-Oct-2025	25 Palmer St, Amherst
US2025-007	US	610440 Close File	30-Oct-2025	25 Palmer St, Amherst
<b>US2025-011</b>				
US2025-011	US	610250 Followup Inspection	22-Oct-2025	119 East Victoria St, Amherst
US2025-011	US	610210 No Action Required	22-Oct-2025	119 East Victoria St, Amherst
US2025-011	US	610440 Close File	22-Oct-2025	119 East Victoria St, Amherst
<b>US2025-017</b>				
US2025-017	US	610250 Followup Inspection	05-Aug-2025	166 Church St, Amherst
US2025-017	US	610250 Followup Inspection	22-Oct-2025	166 Church St, Amherst
US2025-017	US	610310 Issue Order	22-Oct-2025	166 Church St, Amherst
<b>US2025-018</b>				
US2025-018	US	610250 Followup Inspection	05-Jun-2025	10 Erncliff St, Amherst
US2025-018	US	610310 Issue Order	05-Jun-2025	10 Erncliff St, Amherst
US2025-018	US	610250 Followup Inspection	06-Aug-2025	10 Erncliff St, Amherst
US2025-018	US	610250 Followup Inspection	11-Aug-2025	10 Erncliff St, Amherst
US2025-018	US	610250 Followup Inspection	12-Aug-2025	10 Erncliff St, Amherst
US2025-018	US	610250 Followup Inspection	13-Aug-2025	10 Erncliff St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-018	US	610350 Inform Finance	26-Aug-2025	10 Erncliff St, Amherst
US2025-018	US	610350 Inform Finance	10-Sep-2025	10 Erncliff St, Amherst
US2025-018	US	610440 Close File	17-Sep-2025	10 Erncliff St, Amherst
<b>US2025-022</b>				
US2025-022	US	610440 Close File	18-Jun-2025	17 Patterson St, Amherst
<b>US2025-023</b>				
US2025-023	US	610250 Followup Inspection	11-Jun-2025	29 Clifford St, Amherst
US2025-023	US	610340 Compliance	11-Jun-2025	29 Clifford St, Amherst
US2025-023	US	610440 Close File	18-Jun-2025	29 Clifford St, Amherst
<b>US2025-024</b>				
US2025-024	US	610250 Followup Inspection	05-Jun-2025	2 York St, Amherst
US2025-024	US	610310 Issue Order	05-Jun-2025	2 York St, Amherst
US2025-024	US	610250 Followup Inspection	17-Jun-2025	2 York St, Amherst
US2025-024	US	610110 Received Unsightly Complain	17-Jun-2025	2 York St, Amherst
US2025-024	US	610250 Followup Inspection	20-Jun-2025	2 York St, Amherst
US2025-024	US	610250 Followup Inspection	08-Jul-2025	2 York St, Amherst
US2025-024	US	610260 Second Notice	08-Jul-2025	2 York St, Amherst
US2025-024	US	610110 Received Unsightly Complain	08-Jul-2025	2 York St, Amherst
US2025-024	US	610250 Followup Inspection	10-Jul-2025	2 York St, Amherst
US2025-024	US	610350 Inform Finance	11-Jul-2025	2 York St, Amherst
US2025-024	US	610310 Issue Order	14-Jul-2025	2 York St, Amherst
US2025-024	US	610260 Second Notice	16-Jul-2025	2 York St, Amherst
US2025-024	US	610250 Followup Inspection	22-Jul-2025	2 York St, Amherst
US2025-024	US	610250 Followup Inspection	24-Jul-2025	2 York St, Amherst
US2025-024	US	610310 Issue Order	12-Aug-2025	2 York St, Amherst
US2025-024	US	610310 Issue Order	12-Aug-2025	2 York St, Amherst
US2025-024	US	610250 Followup Inspection	26-Aug-2025	2 York St, Amherst
US2025-024	US	610350 Inform Finance	26-Aug-2025	2 York St, Amherst
US2025-024	US	610350 Inform Finance	09-Sep-2025	2 York St, Amherst
US2025-024	US	610350 Inform Finance	10-Sep-2025	2 York St, Amherst
US2025-024	US	610250 Followup Inspection	15-Oct-2025	2 York St, Amherst
US2025-024	US	610250 Followup Inspection	24-Oct-2025	2 York St, Amherst
<b>US2025-025</b>				
US2025-025	US	610250 Followup Inspection	10-Jun-2025	49 West Pleasant St, Amherst
US2025-025	US	610340 Compliance	10-Jun-2025	49 West Pleasant St, Amherst
US2025-025	US	610440 Close File	17-Jun-2025	49 West Pleasant St, Amherst
<b>US2025-026</b>				
US2025-026	US	610250 Followup Inspection	10-Oct-2025	31 East Victoria St, Amherst
US2025-026	US	610260 Second Notice	14-Oct-2025	31 East Victoria St, Amherst
US2025-026	US	610250 Followup Inspection	21-Oct-2025	31 East Victoria St, Amherst
US2025-026	US	610340 Compliance	21-Oct-2025	31 East Victoria St, Amherst
US2025-026	US	610440 Close File	27-Oct-2025	31 East Victoria St, Amherst
<b>US2025-028</b>				
US2025-028	US	610310 Issue Order	05-Jun-2025	3 Dale St, Amherst
US2025-028	US	610260 Second Notice	05-Jun-2025	3 Dale St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-028	US	610250 Followup Inspection	10-Jun-2025	3 Dale St, Amherst
US2025-028	US	610340 Compliance	10-Jun-2025	3 Dale St, Amherst
US2025-028	US	610310 Issue Order	27-Jun-2025	3 Dale St, Amherst
<b>US2025-029</b>				
US2025-029	US	610250 Followup Inspection	02-Jun-2025	11 Abbey Rd, Amherst
US2025-029	US	610340 Compliance	02-Jun-2025	11 Abbey Rd, Amherst
US2025-029	US	610440 Close File	18-Jun-2025	11 Abbey Rd, Amherst
<b>US2025-030</b>				
US2025-030	US	610120 Site Visit	02-Jun-2025	12 Melrose St, Amherst
US2025-030	US	610310 Issue Order	02-Jun-2025	12 Melrose St, Amherst
US2025-030	US	610260 Second Notice	02-Jun-2025	12 Melrose St, Amherst
US2025-030	US	610250 Followup Inspection	10-Jun-2025	12 Melrose St, Amherst
US2025-030	US	610250 Followup Inspection	17-Jun-2025	12 Melrose St, Amherst
US2025-030	US	610350 Inform Finance	17-Jun-2025	12 Melrose St, Amherst
US2025-030	US	610440 Close File	17-Jun-2025	12 Melrose St, Amherst
<b>US2025-031</b>				
US2025-031	US	610120 Site Visit	02-Jun-2025	196 East Victoria St, Amherst
US2025-031	US	610310 Issue Order	02-Jun-2025	196 East Victoria St, Amherst
US2025-031	US	610260 Second Notice	02-Jun-2025	196 East Victoria St, Amherst
US2025-031	US	610250 Followup Inspection	10-Jun-2025	196 East Victoria St, Amherst
US2025-031	US	610350 Inform Finance	17-Jun-2025	196 East Victoria St, Amherst
US2025-031	US	610440 Close File	17-Jun-2025	196 East Victoria St, Amherst
US2025-031	US	610250 Followup Inspection	17-Jun-2025	196 East Victoria St, Amherst
<b>US2025-032</b>				
US2025-032	US	610120 Site Visit	02-Jun-2025	23 Spring St, Amherst
US2025-032	US	610310 Issue Order	02-Jun-2025	23 Spring St, Amherst
US2025-032	US	610260 Second Notice	02-Jun-2025	23 Spring St, Amherst
US2025-032	US	610250 Followup Inspection	10-Jun-2025	23 Spring St, Amherst
US2025-032	US	610250 Followup Inspection	17-Jun-2025	23 Spring St, Amherst
US2025-032	US	610350 Inform Finance	17-Jun-2025	23 Spring St, Amherst
US2025-032	US	610440 Close File	17-Jun-2025	23 Spring St, Amherst
<b>US2025-033</b>				
US2025-033	US	610110 Received Unsightly Complair	02-Jun-2025	74 West Victoria St, Amherst
US2025-033	US	610120 Site Visit	04-Jun-2025	74 West Victoria St, Amherst
US2025-033	US	610310 Issue Order	05-Jun-2025	74 West Victoria St, Amherst
US2025-033	US	610250 Followup Inspection	05-Jun-2025	74 West Victoria St, Amherst
US2025-033	US	610260 Second Notice	17-Jul-2025	74 West Victoria St, Amherst
US2025-033	US	610250 Followup Inspection	22-Sep-2025	74 West Victoria St, Amherst
US2025-033	US	610250 Followup Inspection	20-Oct-2025	74 West Victoria St, Amherst
US2025-033	US	610260 Second Notice	21-Oct-2025	74 West Victoria St, Amherst
<b>US2025-034</b>				
US2025-034	US	610110 Received Unsightly Complair	05-Jun-2025	231 Duke St, Amherst
US2025-034	US	610120 Site Visit	05-Jun-2025	231 Duke St, Amherst
US2025-034	US	610230 First Notice	06-Jun-2025	231 Duke St, Amherst
US2025-034	US	610250 Followup Inspection	17-Jun-2025	231 Duke St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-034	US	610340 Compliance	17-Jun-2025	231 Duke St, Amherst
US2025-034	US	610440 Close File	17-Jun-2025	231 Duke St, Amherst
<b>US2025-035</b>				
US2025-035	US	610110 Received Unsightly Complair	05-Jun-2025	3 Duke St, Amherst
US2025-035	US	610120 Site Visit	05-Jun-2025	3 Duke St, Amherst
US2025-035	US	610310 Issue Order	06-Jun-2025	3 Duke St, Amherst
US2025-035	US	610250 Followup Inspection	12-Jun-2025	3 Duke St, Amherst
US2025-035	US	610340 Compliance	12-Jun-2025	3 Duke St, Amherst
US2025-035	US	610440 Close File	24-Jun-2025	3 Duke St, Amherst
<b>US2025-036</b>				
US2025-036	US	610120 Site Visit	05-Jun-2025	11 Duke St, Amherst
US2025-036	US	610310 Issue Order	06-Jun-2025	11 Duke St, Amherst
US2025-036	US	610250 Followup Inspection	17-Jun-2025	11 Duke St, Amherst
US2025-036	US	610440 Close File	24-Jun-2025	11 Duke St, Amherst
US2025-036	US	610350 Inform Finance	11-Jul-2025	11 Duke St, Amherst
<b>US2025-037</b>				
US2025-037	US	610120 Site Visit	10-Jun-2025	89 Willow St, Amherst
US2025-037	US	610310 Issue Order	10-Jun-2025	89 Willow St, Amherst
US2025-037	US	610250 Followup Inspection	17-Jun-2025	89 Willow St, Amherst
US2025-037	US	610340 Compliance	17-Jun-2025	89 Willow St, Amherst
US2025-037	US	610440 Close File	17-Jun-2025	89 Willow St, Amherst
<b>US2025-038</b>				
US2025-038	US	610120 Site Visit	10-Jun-2025	56 Spring St, Amherst
US2025-038	US	610310 Issue Order	10-Jun-2025	56 Spring St, Amherst
US2025-038	US	610250 Followup Inspection	17-Jun-2025	56 Spring St, Amherst
US2025-038	US	610340 Compliance	17-Jun-2025	56 Spring St, Amherst
US2025-038	US	610440 Close File	17-Jun-2025	56 Spring St, Amherst
<b>US2025-039</b>				
US2025-039	US	610120 Site Visit	10-Jun-2025	1 Park St, Amherst
US2025-039	US	610310 Issue Order	10-Jun-2025	1 Park St, Amherst
US2025-039	US	610250 Followup Inspection	18-Jun-2025	1 Park St, Amherst
US2025-039	US	610250 Followup Inspection	19-Jun-2025	1 Park St, Amherst
US2025-039	US	610440 Close File	24-Jun-2025	1 Park St, Amherst
US2025-039	US	610350 Inform Finance	07-Jul-2025	1 Park St, Amherst
<b>US2025-040</b>				
US2025-040	US	610120 Site Visit	10-Jun-2025	48 York St, Amherst
US2025-040	US	610310 Issue Order	10-Jun-2025	48 York St, Amherst
US2025-040	US	610250 Followup Inspection	17-Jun-2025	48 York St, Amherst
US2025-040	US	610250 Followup Inspection	18-Jun-2025	48 York St, Amherst
US2025-040	US	610440 Close File	24-Jun-2025	48 York St, Amherst
US2025-040	US	610350 Inform Finance	07-Jul-2025	48 York St, Amherst
<b>US2025-041</b>				
US2025-041	US	610120 Site Visit	12-Jun-2025	15 Park St, Amherst
US2025-041	US	610310 Issue Order	12-Jun-2025	15 Park St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-041	US	610250 Followup Inspection	17-Jun-2025	15 Park St, Amherst
US2025-041	US	610250 Followup Inspection	17-Jun-2025	15 Park St, Amherst
US2025-041	US	610440 Close File	24-Jun-2025	15 Park St, Amherst
US2025-041	US	610350 Inform Finance	07-Jul-2025	15 Park St, Amherst
US2025-041	US	610350 Inform Finance	07-Jul-2025	15 Park St, Amherst
<b>US2025-042</b>				
US2025-042	US	610110 Received Unsightly Complain	11-Jun-2025	6 Senator Ave, Amherst
US2025-042	US	610120 Site Visit	12-Jun-2025	6 Senator Ave, Amherst
US2025-042	US	610310 Issue Order	12-Jun-2025	6 Senator Ave, Amherst
US2025-042	US	610250 Followup Inspection	23-Jun-2025	6 Senator Ave, Amherst
US2025-042	US	610340 Compliance	23-Jun-2025	6 Senator Ave, Amherst
US2025-042	US	610250 Followup Inspection	23-Jun-2025	6 Senator Ave, Amherst
US2025-042	US	610440 Close File	24-Jun-2025	6 Senator Ave, Amherst
<b>US2025-043</b>				
US2025-043	US	610110 Received Unsightly Complain	20-Jun-2025	25 Brentwood Est, Amherst
US2025-043	US	610120 Site Visit	20-Jun-2025	25 Brentwood Est, Amherst
US2025-043	US	610250 Followup Inspection	21-Aug-2025	25 Brentwood Est, Amherst
US2025-043	US	610340 Compliance	21-Aug-2025	25 Brentwood Est, Amherst
US2025-043	US	610440 Close File	27-Aug-2025	25 Brentwood Est, Amherst
<b>US2025-044</b>				
US2025-044	US	610110 Received Unsightly Complain	24-Jun-2025	60 Summit Ave, Amherst
US2025-044	US	610120 Site Visit	25-Jun-2025	60 Summit Ave, Amherst
US2025-044	US	610310 Issue Order	25-Jun-2025	60 Summit Ave, Amherst
US2025-044	US	610250 Followup Inspection	07-Jul-2025	60 Summit Ave, Amherst
US2025-044	US	610340 Compliance	07-Jul-2025	60 Summit Ave, Amherst
US2025-044	US	610440 Close File	28-Jul-2025	60 Summit Ave, Amherst
<b>US2025-045</b>				
US2025-045	US	610120 Site Visit	25-Jun-2025	8 Albion St, Amherst
US2025-045	US	610310 Issue Order	26-Jun-2025	8 Albion St, Amherst
US2025-045	US	610250 Followup Inspection	07-Jul-2025	8 Albion St, Amherst
US2025-045	US	610340 Compliance	07-Jul-2025	8 Albion St, Amherst
US2025-045	US	610440 Close File	07-Jul-2025	8 Albion St, Amherst
<b>US2025-046</b>				
US2025-046	US	610120 Site Visit	26-Jun-2025	16 Willow St, Amherst
US2025-046	US	610260 Second Notice	26-Jun-2025	16 Willow St, Amherst
US2025-046	US	610250 Followup Inspection	10-Jul-2025	16 Willow St, Amherst
US2025-046	US	610310 Issue Order	10-Jul-2025	16 Willow St, Amherst
US2025-046	US	610250 Followup Inspection	22-Jul-2025	16 Willow St, Amherst
US2025-046	US	610340 Compliance	22-Jul-2025	16 Willow St, Amherst
US2025-046	US	610440 Close File	28-Jul-2025	16 Willow St, Amherst
<b>US2025-047</b>				
US2025-047	US	610110 Received Unsightly Complain	09-Jul-2025	7 Park Ave, Amherst
US2025-047	US	610120 Site Visit	09-Jul-2025	7 Park Ave, Amherst
US2025-047	US	610310 Issue Order	10-Jul-2025	7 Park Ave, Amherst
US2025-047	US	610230 First Notice	10-Jul-2025	7 Park Ave, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-047	US	610250 Followup Inspection	22-Jul-2025	7 Park Ave, Amherst
US2025-047	US	610340 Compliance	22-Jul-2025	7 Park Ave, Amherst
US2025-047	US	610440 Close File	28-Jul-2025	7 Park Ave, Amherst
<b>US2025-048</b>				
US2025-048	US	610120 Site Visit	10-Jul-2025	35 Park St, Amherst
US2025-048	US	610310 Issue Order	11-Jul-2025	35 Park St, Amherst
US2025-048	US	610250 Followup Inspection	22-Jul-2025	35 Park St, Amherst
<b>US2025-049</b>				
US2025-049	US	610120 Site Visit	08-Jul-2025	61 Hickman St, Amherst
US2025-049	US	610110 Received Unsightly Complain	08-Jul-2025	61 Hickman St, Amherst
US2025-049	US	610310 Issue Order	11-Jul-2025	61 Hickman St, Amherst
US2025-049	US	610250 Followup Inspection	24-Jul-2025	61 Hickman St, Amherst
US2025-049	US	610250 Followup Inspection	28-Jul-2025	61 Hickman St, Amherst
US2025-049	US	610350 Inform Finance	29-Jul-2025	61 Hickman St, Amherst
US2025-049	US	610350 Inform Finance	05-Aug-2025	61 Hickman St, Amherst
US2025-049	US	610230 First Notice	07-Aug-2025	61 Hickman St, Amherst
<b>US2025-050</b>				
US2025-050	US	610110 Received Unsightly Complain	07-Jul-2025	19 Russell St, Amherst
US2025-050	US	610120 Site Visit	10-Jul-2025	19 Russell St, Amherst
US2025-050	US	610310 Issue Order	11-Jul-2025	19 Russell St, Amherst
US2025-050	US	610250 Followup Inspection	24-Jul-2025	19 Russell St, Amherst
US2025-050	US	610340 Compliance	24-Jul-2025	19 Russell St, Amherst
US2025-050	US	610440 Close File	28-Jul-2025	19 Russell St, Amherst
<b>US2025-051</b>				
US2025-051	US	610120 Site Visit	10-Jul-2025	107 Church St, Amherst
US2025-051	US	610310 Issue Order	11-Jul-2025	107 Church St, Amherst
US2025-051	US	610250 Followup Inspection	24-Jul-2025	107 Church St, Amherst
US2025-051	US	610250 Followup Inspection	28-Jul-2025	107 Church St, Amherst
US2025-051	US	610440 Close File	31-Jul-2025	107 Church St, Amherst
US2025-051	US	610350 Inform Finance	11-Aug-2025	107 Church St, Amherst
<b>US2025-052</b>				
US2025-052	US	610110 Received Unsightly Complain	04-Jul-2025	23 East Pleasant St, Amherst
<b>US2025-053</b>				
US2025-053	US	610110 Received Unsightly Complain	30-Jun-2025	9 Spring St, Amherst
US2025-053	US	610120 Site Visit	07-Jul-2025	9 Spring St, Amherst
US2025-053	US	610340 Compliance	07-Jul-2025	9 Spring St, Amherst
US2025-053	US	610440 Close File	07-Jul-2025	9 Spring St, Amherst
<b>US2025-054</b>				
US2025-054	US	610120 Site Visit	14-Jul-2025	196 East Victoria St, Amherst
US2025-054	US	610250 Followup Inspection	16-Jul-2025	196 East Victoria St, Amherst
US2025-054	US	610440 Close File	28-Jul-2025	196 East Victoria St, Amherst
US2025-054	US	610350 Inform Finance	29-Jul-2025	196 East Victoria St, Amherst
<b>US2025-055</b>				

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-055	US	610120 Site Visit	14-Jul-2025	14 Melrose St, Amherst
US2025-055	US	610250 Followup Inspection	16-Jul-2025	14 Melrose St, Amherst
US2025-055	US	610440 Close File	28-Jul-2025	14 Melrose St, Amherst
US2025-055	US	610350 Inform Finance	29-Jul-2025	14 Melrose St, Amherst
<b>US2025-056</b>				
US2025-056	US	610110 Received Unsightly Complain	15-Jul-2025	25 Queen St, Amherst
US2025-056	US	610120 Site Visit	16-Jul-2025	25 Queen St, Amherst
US2025-056	US	610230 First Notice	16-Jul-2025	25 Queen St, Amherst
US2025-056	US	610220 Educational Material	16-Jul-2025	25 Queen St, Amherst
US2025-056	US	610250 Followup Inspection	30-Jul-2025	25 Queen St, Amherst
US2025-056	US	610340 Compliance	30-Jul-2025	25 Queen St, Amherst
US2025-056	US	610440 Close File	30-Jul-2025	25 Queen St, Amherst
<b>US2025-057</b>				
US2025-057	US	610120 Site Visit	24-Jul-2025	55 East Victoria St, Amherst
US2025-057	US	610310 Issue Order	25-Jul-2025	55 East Victoria St, Amherst
US2025-057	US	610250 Followup Inspection	29-Jul-2025	55 East Victoria St, Amherst
US2025-057	US	610340 Compliance	29-Jul-2025	55 East Victoria St, Amherst
US2025-057	US	610440 Close File	29-Jul-2025	55 East Victoria St, Amherst
<b>US2025-058</b>				
US2025-058	US	610110 Received Unsightly Complain	24-Jul-2025	89 East Victoria St, Amherst
US2025-058	US	610120 Site Visit	25-Jul-2025	89 East Victoria St, Amherst
US2025-058	US	610110 Received Unsightly Complain	26-Jul-2025	89 East Victoria St, Amherst
US2025-058	US	610230 First Notice	12-Aug-2025	89 East Victoria St, Amherst
US2025-058	US	610250 Followup Inspection	11-Sep-2025	89 East Victoria St, Amherst
US2025-058	US	610260 Second Notice	11-Sep-2025	89 East Victoria St, Amherst
US2025-058	US	610250 Followup Inspection	16-Sep-2025	89 East Victoria St, Amherst
US2025-058	US	610340 Compliance	16-Sep-2025	89 East Victoria St, Amherst
US2025-058	US	610440 Close File	16-Sep-2025	89 East Victoria St, Amherst
<b>US2025-059</b>				
US2025-059	US	610110 Received Unsightly Complain	28-Jul-2025	12 Charles St, Amherst
US2025-059	US	610120 Site Visit	28-Jul-2025	12 Charles St, Amherst
US2025-059	US	610310 Issue Order	30-Jul-2025	12 Charles St, Amherst
US2025-059	US	610250 Followup Inspection	11-Aug-2025	12 Charles St, Amherst
US2025-059	US	610350 Inform Finance	26-Aug-2025	12 Charles St, Amherst
US2025-059	US	610440 Close File	26-Aug-2025	12 Charles St, Amherst
<b>US2025-060</b>				
US2025-060	US	610340 Compliance	28-Jul-2025	132 Church St, Amherst
US2025-060	US	610110 Received Unsightly Complain	28-Jul-2025	132 Church St, Amherst
US2025-060	US	610120 Site Visit	28-Jul-2025	132 Church St, Amherst
US2025-060	US	610220 Educational Material	07-Aug-2025	132 Church St, Amherst
US2025-060	US	610440 Close File	07-Aug-2025	132 Church St, Amherst
<b>US2025-061</b>				
US2025-061	US	610110 Received Unsightly Complain	29-Jul-2025	10 Newton Ave, Amherst
US2025-061	US	610120 Site Visit	29-Jul-2025	10 Newton Ave, Amherst
US2025-061	US	610310 Issue Order	30-Jul-2025	10 Newton Ave, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-061	US	610250 Followup Inspection	07-Aug-2025	10 Newton Ave, Amherst
US2025-061	US	610340 Compliance	07-Aug-2025	10 Newton Ave, Amherst
US2025-061	US	610440 Close File	07-Aug-2025	10 Newton Ave, Amherst
<b>US2025-062</b>				
US2025-062	US	610110 Received Unsightly Complain	29-Jul-2025	8 Newton Ave, Amherst
US2025-062	US	610120 Site Visit	29-Jul-2025	8 Newton Ave, Amherst
US2025-062	US	610230 First Notice	07-Aug-2025	8 Newton Ave, Amherst
US2025-062	US	610250 Followup Inspection	11-Aug-2025	8 Newton Ave, Amherst
US2025-062	US	610440 Close File	09-Sep-2025	8 Newton Ave, Amherst
<b>US2025-063</b>				
US2025-063	US	610110 Received Unsightly Complain	05-Aug-2025	1 Central Ave, Amherst
US2025-063	US	610120 Site Visit	06-Aug-2025	1 Central Ave, Amherst
US2025-063	US	610310 Issue Order	07-Aug-2025	1 Central Ave, Amherst
<b>US2025-064</b>				
US2025-064	US	610110 Received Unsightly Complain	05-Aug-2025	3 Prince Arthur St, Amherst
US2025-064	US	610120 Site Visit	13-Aug-2025	3 Prince Arthur St, Amherst
US2025-064	US	610230 First Notice	28-Aug-2025	3 Prince Arthur St, Amherst
<b>US2025-065</b>				
US2025-065	US	610110 Received Unsightly Complain	29-Jul-2025	2 Pearl Pla, Amherst
US2025-065	US	610120 Site Visit	05-Aug-2025	2 Pearl Pla, Amherst
US2025-065	US	610440 Close File	06-Aug-2025	2 Pearl Pla, Amherst
<b>US2025-066</b>				
US2025-066	US	610120 Site Visit	06-Aug-2025	55 Havelock St, Amherst
US2025-066	US	610310 Issue Order	07-Aug-2025	55 Havelock St, Amherst
US2025-066	US	610250 Followup Inspection	19-Aug-2025	55 Havelock St, Amherst
US2025-066	US	610250 Followup Inspection	21-Aug-2025	55 Havelock St, Amherst
US2025-066	US	610260 Second Notice	02-Sep-2025	55 Havelock St, Amherst
<b>US2025-067</b>				
US2025-067	US	610110 Received Unsightly Complain	31-Jul-2025	17 Church St, Amherst
US2025-067	US	610120 Site Visit	31-Jul-2025	17 Church St, Amherst
US2025-067	US	610340 Compliance	07-Aug-2025	17 Church St, Amherst
US2025-067	US	610440 Close File	07-Aug-2025	17 Church St, Amherst
<b>US2025-068</b>				
US2025-068	US	610110 Received Unsightly Complain	07-Aug-2025	39 Rupert St, Amherst
US2025-068	US	610120 Site Visit	12-Aug-2025	39 Rupert St, Amherst
US2025-068	US	610210 No Action Required	05-Sep-2025	39 Rupert St, Amherst
US2025-068	US	610230 First Notice	19-Sep-2025	39 Rupert St, Amherst
US2025-068	US	610230 First Notice	23-Sep-2025	39 Rupert St, Amherst
US2025-068	US	610250 Followup Inspection	25-Sep-2025	39 Rupert St, Amherst
US2025-068	US	610250 Followup Inspection	26-Sep-2025	39 Rupert St, Amherst
US2025-068	US	610310 Issue Order	20-Oct-2025	39 Rupert St, Amherst
<b>US2025-069</b>				
US2025-069	US	610110 Received Unsightly Complain	15-Jul-2025	32 Fairview Ave, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-069	US	610120 Site Visit	15-Jul-2025	32 Fairview Ave, Amherst
US2025-069	US	610260 Second Notice	07-Aug-2025	32 Fairview Ave, Amherst
US2025-069	US	610250 Followup Inspection	12-Aug-2025	32 Fairview Ave, Amherst
US2025-069	US	610250 Followup Inspection	29-Aug-2025	32 Fairview Ave, Amherst
US2025-069	US	610250 Followup Inspection	17-Sep-2025	32 Fairview Ave, Amherst
US2025-069	US	610250 Followup Inspection	22-Sep-2025	32 Fairview Ave, Amherst
US2025-069	US	610310 Issue Order	23-Sep-2025	32 Fairview Ave, Amherst
US2025-069	US	610250 Followup Inspection	15-Oct-2025	32 Fairview Ave, Amherst
US2025-069	US	610340 Compliance	15-Oct-2025	32 Fairview Ave, Amherst
US2025-069	US	610440 Close File	15-Oct-2025	32 Fairview Ave, Amherst
<b>US2025-070</b>				
US2025-070	US	610110 Received Unsightly Complain	19-Aug-2025	5 Clifford St, Amherst
US2025-070	US	610120 Site Visit	21-Aug-2025	5 Clifford St, Amherst
US2025-070	US	610340 Compliance	21-Aug-2025	5 Clifford St, Amherst
US2025-070	US	610440 Close File	21-Aug-2025	5 Clifford St, Amherst
<b>US2025-071</b>				
US2025-071	US	610110 Received Unsightly Complain	15-Aug-2025	12 Fleming St, Amherst
US2025-071	US	610110 Received Unsightly Complain	15-Aug-2025	12 Fleming St, Amherst
US2025-071	US	610120 Site Visit	19-Aug-2025	12 Fleming St, Amherst
US2025-071	US	610250 Followup Inspection	26-Aug-2025	12 Fleming St, Amherst
US2025-071	US	610340 Compliance	26-Aug-2025	12 Fleming St, Amherst
US2025-071	US	610440 Close File	28-Aug-2025	12 Fleming St, Amherst
<b>US2025-072</b>				
US2025-072	US	610110 Received Unsightly Complain	15-Aug-2025	5 Fleming St, Amherst
US2025-072	US	610110 Received Unsightly Complain	15-Aug-2025	5 Fleming St, Amherst
US2025-072	US	610120 Site Visit	19-Aug-2025	5 Fleming St, Amherst
US2025-072	US	610210 No Action Required	19-Aug-2025	5 Fleming St, Amherst
US2025-072	US	610440 Close File	19-Aug-2025	5 Fleming St, Amherst
<b>US2025-073</b>				
US2025-073	US	610110 Received Unsightly Complain	08-Aug-2025	10 Costin Dr, Amherst
US2025-073	US	610120 Site Visit	14-Aug-2025	10 Costin Dr, Amherst
US2025-073	US	610250 Followup Inspection	18-Aug-2025	10 Costin Dr, Amherst
US2025-073	US	610310 Issue Order	18-Aug-2025	10 Costin Dr, Amherst
US2025-073	US	610250 Followup Inspection	05-Sep-2025	10 Costin Dr, Amherst
US2025-073	US	610340 Compliance	05-Sep-2025	10 Costin Dr, Amherst
US2025-073	US	610440 Close File	10-Sep-2025	10 Costin Dr, Amherst
<b>US2025-074</b>				
US2025-074	US	610110 Received Unsightly Complain	12-Aug-2025	16 Costin Dr, Amherst
US2025-074	US	610120 Site Visit	14-Aug-2025	16 Costin Dr, Amherst
US2025-074	US	610250 Followup Inspection	25-Aug-2025	16 Costin Dr, Amherst
US2025-074	US	610310 Issue Order	25-Aug-2025	16 Costin Dr, Amherst
US2025-074	US	610250 Followup Inspection	05-Sep-2025	16 Costin Dr, Amherst
US2025-074	US	610340 Compliance	05-Sep-2025	16 Costin Dr, Amherst
US2025-074	US	610440 Close File	10-Sep-2025	16 Costin Dr, Amherst
<b>US2025-075</b>				

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-075	US	610110 Received Unsightly Complain	12-Aug-2025	18 Costin Dr, Amherst
US2025-075	US	610120 Site Visit	14-Aug-2025	18 Costin Dr, Amherst
US2025-075	US	610250 Followup Inspection	25-Aug-2025	18 Costin Dr, Amherst
US2025-075	US	610310 Issue Order	25-Aug-2025	18 Costin Dr, Amherst
US2025-075	US	610250 Followup Inspection	05-Sep-2025	18 Costin Dr, Amherst
US2025-075	US	610340 Compliance	05-Sep-2025	18 Costin Dr, Amherst
US2025-075	US	610440 Close File	10-Sep-2025	18 Costin Dr, Amherst

**US2025-076**

US2025-076	US	610110 Received Unsightly Complain	12-Aug-2025	20 Costin Dr, Amherst
US2025-076	US	610120 Site Visit	14-Aug-2025	20 Costin Dr, Amherst
US2025-076	US	610250 Followup Inspection	25-Aug-2025	20 Costin Dr, Amherst
US2025-076	US	610310 Issue Order	25-Aug-2025	20 Costin Dr, Amherst
US2025-076	US	610250 Followup Inspection	05-Sep-2025	20 Costin Dr, Amherst
US2025-076	US	610250 Followup Inspection	10-Sep-2025	20 Costin Dr, Amherst
US2025-076	US	610340 Compliance	10-Sep-2025	20 Costin Dr, Amherst
US2025-076	US	610440 Close File	11-Sep-2025	20 Costin Dr, Amherst

**US2025-077**

US2025-077	US	610110 Received Unsightly Complain	12-Aug-2025	22 Costin Dr, Amherst
US2025-077	US	610120 Site Visit	14-Aug-2025	22 Costin Dr, Amherst
US2025-077	US	610250 Followup Inspection	25-Aug-2025	22 Costin Dr, Amherst
US2025-077	US	610310 Issue Order	25-Aug-2025	22 Costin Dr, Amherst
US2025-077	US	610250 Followup Inspection	05-Sep-2025	22 Costin Dr, Amherst
US2025-077	US	610250 Followup Inspection	10-Sep-2025	22 Costin Dr, Amherst
US2025-077	US	610340 Compliance	10-Sep-2025	22 Costin Dr, Amherst
US2025-077	US	610440 Close File	11-Sep-2025	22 Costin Dr, Amherst

**US2025-078**

US2025-078	US	610110 Received Unsightly Complain	05-Sep-2025	11 West Victoria St, Amherst
US2025-078	US	610120 Site Visit	29-Oct-2025	11 West Victoria St, Amherst
US2025-078	US	610310 Issue Order	29-Oct-2025	11 West Victoria St, Amherst

**US2025-079**

US2025-079	US	610110 Received Unsightly Complain	08-Sep-2025	147 Church St, Amherst
US2025-079	US	610120 Site Visit	09-Sep-2025	147 Church St, Amherst
US2025-079	US	610210 No Action Required	09-Sep-2025	147 Church St, Amherst
US2025-079	US	610440 Close File	09-Sep-2025	147 Church St, Amherst
US2025-079	US	610250 Followup Inspection	17-Sep-2025	147 Church St, Amherst

**US2025-080**

US2025-080	US	610110 Received Unsightly Complain	09-Sep-2025	107 Church St, Amherst
US2025-080	US	610120 Site Visit	09-Sep-2025	107 Church St, Amherst

**US2025-081**

US2025-081	US	610110 Received Unsightly Complain	10-Sep-2025	9 Spring St, Amherst
US2025-081	US	610340 Compliance	11-Sep-2025	9 Spring St, Amherst
US2025-081	US	610120 Site Visit	11-Sep-2025	9 Spring St, Amherst
US2025-081	US	610440 Close File	12-Sep-2025	9 Spring St, Amherst

**US2025-082**

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-082	US	610110 Received Unsightly Complain	15-Sep-2025	63 West Victoria St, Amherst
US2025-082	US	610120 Site Visit	22-Sep-2025	63 West Victoria St, Amherst
US2025-082	US	610210 No Action Required	22-Sep-2025	63 West Victoria St, Amherst
US2025-082	US	610440 Close File	22-Sep-2025	63 West Victoria St, Amherst
<b>US2025-083</b>				
US2025-083	US	610110 Received Unsightly Complain	08-Sep-2025	145 Church St, Amherst
US2025-083	US	610120 Site Visit	17-Sep-2025	145 Church St, Amherst
US2025-083	US	610210 No Action Required	17-Sep-2025	145 Church St, Amherst
US2025-083	US	610440 Close File	17-Sep-2025	145 Church St, Amherst
<b>US2025-084</b>				
US2025-084	US	610110 Received Unsightly Complain	19-Sep-2025	41 Brownell Ave, Amherst
US2025-084	US	610120 Site Visit	22-Sep-2025	41 Brownell Ave, Amherst
US2025-084	US	610260 Second Notice	23-Sep-2025	41 Brownell Ave, Amherst
<b>US2025-085</b>				
US2025-085	US	610110 Received Unsightly Complain	18-Sep-2025	3 Bayview Dr, Amherst
US2025-085	US	610120 Site Visit	22-Sep-2025	3 Bayview Dr, Amherst
US2025-085	US	610260 Second Notice	07-Oct-2025	3 Bayview Dr, Amherst
US2025-085	US	610250 Followup Inspection	28-Oct-2025	3 Bayview Dr, Amherst
US2025-085	US	610260 Second Notice	30-Oct-2025	3 Bayview Dr, Amherst
<b>US2025-086</b>				
US2025-086	US	610110 Received Unsightly Complain	18-Sep-2025	5 Bayview Dr, Amherst
US2025-086	US	610120 Site Visit	22-Sep-2025	5 Bayview Dr, Amherst
US2025-086	US	610260 Second Notice	07-Oct-2025	5 Bayview Dr, Amherst
US2025-086	US	610250 Followup Inspection	28-Oct-2025	5 Bayview Dr, Amherst
US2025-086	US	610310 Issue Order	30-Oct-2025	5 Bayview Dr, Amherst
<b>US2025-087</b>				
US2025-087	US	610110 Received Unsightly Complain	22-Sep-2025	2 Queen St, Amherst
US2025-087	US	610120 Site Visit	25-Sep-2025	2 Queen St, Amherst
US2025-087	US	610250 Followup Inspection	03-Oct-2025	2 Queen St, Amherst
US2025-087	US	610260 Second Notice	03-Oct-2025	2 Queen St, Amherst
US2025-087	US	610250 Followup Inspection	08-Oct-2025	2 Queen St, Amherst
US2025-087	US	610250 Followup Inspection	20-Oct-2025	2 Queen St, Amherst
US2025-087	US	610340 Compliance	20-Oct-2025	2 Queen St, Amherst
<b>US2025-088</b>				
US2025-088	US	610110 Received Unsightly Complain	22-Sep-2025	4 Queen St, Amherst
US2025-088	US	610120 Site Visit	25-Sep-2025	4 Queen St, Amherst
US2025-088	US	610250 Followup Inspection	03-Oct-2025	4 Queen St, Amherst
US2025-088	US	610260 Second Notice	03-Oct-2025	4 Queen St, Amherst
US2025-088	US	610250 Followup Inspection	08-Oct-2025	4 Queen St, Amherst
US2025-088	US	610250 Followup Inspection	20-Oct-2025	4 Queen St, Amherst
US2025-088	US	610340 Compliance	20-Oct-2025	4 Queen St, Amherst
<b>US2025-089</b>				
US2025-089	US	610110 Received Unsightly Complain	22-Sep-2025	1 Spring St, Amherst
US2025-089	US	610120 Site Visit	25-Sep-2025	1 Spring St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-089	US	610310 Issue Order	08-Oct-2025	1 Spring St, Amherst
US2025-089	US	610310 Issue Order	08-Oct-2025	1 Spring St, Amherst
US2025-089	US	610250 Followup Inspection	28-Oct-2025	1 Spring St, Amherst
US2025-089	US	610250 Followup Inspection	28-Oct-2025	1 Spring St, Amherst
<b>US2025-090</b>				
US2025-090	US	610120 Site Visit	22-Sep-2025	19 Russell St, Amherst
US2025-090	US	610250 Followup Inspection	25-Sep-2025	19 Russell St, Amherst
US2025-090	US	610340 Compliance	25-Sep-2025	19 Russell St, Amherst
US2025-090	US	610440 Close File	25-Sep-2025	19 Russell St, Amherst
<b>US2025-091</b>				
US2025-091	US	610110 Received Unsightly Complain	28-Sep-2025	10 Fleming St, Amherst
US2025-091	US	610120 Site Visit	03-Oct-2025	10 Fleming St, Amherst
US2025-091	US	610210 No Action Required	03-Oct-2025	10 Fleming St, Amherst
US2025-091	US	610440 Close File	03-Oct-2025	10 Fleming St, Amherst
<b>US2025-092</b>				
US2025-092	US	610110 Received Unsightly Complain	28-Sep-2025	12 Fleming St, Amherst
US2025-092	US	610120 Site Visit	03-Oct-2025	12 Fleming St, Amherst
US2025-092	US	610310 Issue Order	03-Oct-2025	12 Fleming St, Amherst
US2025-092	US	610250 Followup Inspection	07-Oct-2025	12 Fleming St, Amherst
US2025-092	US	610340 Compliance	07-Oct-2025	12 Fleming St, Amherst
US2025-092	US	610440 Close File	07-Oct-2025	12 Fleming St, Amherst
<b>US2025-093</b>				
US2025-093	US	610110 Received Unsightly Complain	28-Sep-2025	14 Fleming St, Amherst
US2025-093	US	610120 Site Visit	03-Oct-2025	14 Fleming St, Amherst
US2025-093	US	610310 Issue Order	03-Oct-2025	14 Fleming St, Amherst
US2025-093	US	610250 Followup Inspection	07-Oct-2025	14 Fleming St, Amherst
US2025-093	US	610340 Compliance	07-Oct-2025	14 Fleming St, Amherst
US2025-093	US	610440 Close File	07-Oct-2025	14 Fleming St, Amherst
<b>US2025-094</b>				
US2025-094	US	610110 Received Unsightly Complain	08-Oct-2025	58 Havelock St, Amherst
US2025-094	US	610120 Site Visit	08-Oct-2025	58 Havelock St, Amherst
US2025-094	US	610210 No Action Required	08-Oct-2025	58 Havelock St, Amherst
US2025-094	US	610440 Close File	20-Oct-2025	58 Havelock St, Amherst
<b>US2025-095</b>				
US2025-095	US	610110 Received Unsightly Complain	03-Oct-2025	22 Eddy St, Amherst
US2025-095	US	610120 Site Visit	08-Oct-2025	22 Eddy St, Amherst
US2025-095	US	610210 No Action Required	08-Oct-2025	22 Eddy St, Amherst
US2025-095	US	610440 Close File	20-Oct-2025	22 Eddy St, Amherst
<b>US2025-096</b>				
US2025-096	US	610120 Site Visit	22-Oct-2025	196 East Victoria St, Amherst
US2025-096	US	610250 Followup Inspection	30-Oct-2025	196 East Victoria St, Amherst
US2025-096	US	610440 Close File	30-Oct-2025	196 East Victoria St, Amherst
<b>US2025-097</b>				

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-097	US	610110 Received Unsightly Complain	27-Oct-2025	89 East Victoria St, Amherst
US2025-097	US	610120 Site Visit	28-Oct-2025	89 East Victoria St, Amherst
US2025-097	US	610260 Second Notice	29-Oct-2025	89 East Victoria St, Amherst
<b>US2025-098</b>				
US2025-098	US	610110 Received Unsightly Complain	22-Oct-2025	11 West Victoria St, Amherst
US2025-098	US	610120 Site Visit	29-Oct-2025	11 West Victoria St, Amherst
US2025-098	US	610310 Issue Order	29-Oct-2025	11 West Victoria St, Amherst

Total: 512

# MEMO

To: Mayor Small and Members of Council  
From: Aaron Bourgeois, Director of Operations  
Date: November 17, 2025  
Re: Colour Themed Flowers

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During last year's strategic priorities session Council asked staff to investigate the logistics, options, and costs associated with introducing a color theme to our annual floral displays.

We have approximately fifty flower beds and 140 hanging baskets throughout Town. Our floral displays are typically procured in January and are grown off-site by contracted nurseries and planted in June once weather conditions permit. Currently, flower colors are selected to provide a bright, multi-color mix that ensures seasonal coverage and visual appeal.

The annual cost for our bedding plants and hanging baskets is about \$20,000. Introducing an annual or rotating color theme could increase the cost by up to \$5,000 depending on the type of flowers required to match the theme.

## Options

1. Maintain the Status Quo – Continue with the current vibrant, multi-color displays chosen annually by staff to ensure variety and visual interest.
2. Introduce Annual Color Theme - Establish a coordinated and consistent annual color theme, applied consistently across all our hanging baskets and flower beds.
3. Develop a Multi-Year Rotation Plan - Create a five-year rotation of color themes aligned with the Town's beautification strategy and community branding. For example, year 1 - red and white theme for Canada, year 2 – green and blue Amherst colors...

## Recommendation

That Council direct staff to develop a plan for a 5-year rotating theme for the floral displays in the Downtown Core and present the plan to Council at December Committee of the Whole for consideration.



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
<b>Jan-23</b>				
	03400-01	SIGNING AUTHORITY POLICY (210-12)	FINANCE	updated january council
	03400-02	BANKING (211-2)	FINANCE	updated january council
	C 02	DISCHARGE OF FIREARMS BYLAW	POLICE	Reviewed at January COW - No changes
<b>Feb-23</b>				
	03800-05	COVID-19 PROPERTY TAX FINANCING PROGRAM POLICY	FINANCE	repealed Feb 2023
	10350-23	DOWNTOWN BUSINESS ADVISORY COMMITTEE	PLANNING	repealed feb 2023
	10350-22	COMMUNITY ARTS COUNCIL COMMITTEE	COMMUNITY LIVING	repealed Feb 2023
	72000-08	COMMUNITY SUPPORT GRANTS	COMMUNITY LIVING	updated Feb 2023
<b>Mar-23</b>				
	P 09	COMMERCIAL DEVELOPMENT SUPPORT BYLAW	PLANNING	reviewed, no change recommended March COW 2023
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	First reading March 2023
	04000-05	OVERTIME - NON-UNION EMPLOYEES (211-21)	CUSTOMER SERVICE/HR	updated March 2023
	10350-14	REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24)	CLERK / COMMUNICATIONS	updated March 2023
	10350-24	PROCEEDINGS OF COUNCIL	CLERK / COMMUNICATIONS	referred to April 2023
	317400-05	NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE POLICY	PLANNING	updated March 2023
	03700-01	PROCUREMENT POLICY	CLERK / COMMUNICATIONS	updated March 2023
	66000-01	PLANNING ADVISORY COMMITTEE (210-23)	PLANNING	updated March 2023
	04530-01	SALARY ADMINISTRATION (211-27)	CUSTOMER SERVICE/HR	updated March 2023
	3000-10	Inventory of Non Capital Equipment Policy - (New)	Finance	approved March 2023
<b>Apr-23</b>				
	01130-01	TOWN CREST (210)02)	CLERK / COMMUNICATIONS	amended April 2023
	01130-02	PURCHASE AND USE OF BOTTLED WATER	CLERK	amended April 2023
	03800-02	TAX REDUCTION POLICY (110-02)	FINANCE	updated to Customer Service/HR from Finance. Policy was included in the Operating Budget presentation, no changes recommended.
	03800-04	TAX EXEMPTION POLICY	FINANCE	updated to Customer Service/HR from Finance
	03470-03	USER FEES	FINANCE	updated to Finance from Customer Service/HR
<b>May-23</b>				
	C 09	C TAXI BYLAW	POLICE	given 1st reading at May 2023
	C07	FIRES AND BURNING OF MATERIALS BYLAW	FIRE	given 1st reading at May 2023
	C08	REGIONAL EMERGENCY MANAGEMENT BYLAW	FIRE	postponed to a later date pending consultation
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	amended at May 2023 Council
		Territorial Acknowledgement Policy (NEW)	CLERK	approved May 2023 Council
<b>Jun-23</b>				
	P 04	MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES	PLANNING	memo presented to COW, bring back in Fall for revisions



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
		Street Banner Policy	COMMUNITY LIVING	amended June 2023
<b>Sep-23</b>				
	10350-21	AMHERST YOUTH TOWN COUNCIL	COMMUNITY LIVING	Amended Sept 2023
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	memo presented to COW from Andrew Fisher
	04530-01	SALARY ADMINISTRATION (211-27)	CUSTOMER SERVICE/HR	Amended Sept 2023
<b>Oct-23</b>				
	72000-08	COMMUNITY SUPPORT GRANTS	COMMUNITY LIVING	Amended Oct 2023
	C 04	COMPANION ANIMAL BYLAW	POLICE	received first reading in October 2023
<b>Nov-23</b>				
	10350-31	INCLUSION, DIVERSITY AND EQUITY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	amended Nov 2023
	10350-21	AMHERST YOUTH TOWN COUNCIL	COMMUNITY LIVING	amendments approved Nov 2023
	C 04	COMPANION ANIMAL BYLAW	POLICE	received 2nd reading in Nov 2023
<b>Dec-23</b>				
	66000-04	PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM POLICY	PLANNING	recommended no change
	10350-29	POVERTY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	Amended
	04500-06	SUBSTANCE USE POLICY	CUSTOMER SERVICE/HR	forwarded to January
	P 06	TRANSIENT AUTOMOBILE VENDORS	PLANNING	recommended no change
<b>Jan-24</b>				
		Noise bylaw	POLICE	recommend to not proceed
		USER FEE POLICY	CLERK	amended
<b>Feb-24</b>				
	10350-08	APPOINTMENTS OF CITIZENS TO BOARDS (210-11)	CLERK / COMMUNICATIONS	repealed Feb 2024
	NEW	EMPLOYMENT EQUITY POLICY	CUSTOMER SERVICE/HR	Approved Feb 2024
<b>Mar-24</b>				
<b>Apr-24</b>				
	<a href="#">10359 24</a>	Proceedings of Council Policy	Clerk	
	10350 32	Council committees Policy	Clerk	
	4000 10	Vacation Holiday Policy Non Union employees	HR	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	4000 11	Maternity Parental and Adoption Leave policy	HR	
May-24				
	04000-10	VACATION/HOLIDAY - NON-UNION EMPLOYEES (211-31)	CUSTOMER SERVICE/HR	
Jun-24	04000-10	VACATION/HOLIDAY - NON-UNION EMPLOYEES (211-31)	CUSTOMER SERVICE/HR	amended June 2024
	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS	Clerk	amended June 2024
		AUXILLIARY POLICY BYLAW	POLICE	given 2nd reading
Sep-24				
	03800-01	TAX COLLECTION POLICY (110-01)	FINANCE	approved Sept Council
Oct 2024 -NONE				
Nov-24		new council orientation		
Dec-24				
Jan-25				
	03000-08	HOSPITALITY EXPENSE POLICY	FINANCE	Amended January Council
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	Amended January Council
	03000-05	AUDIT COMMITTEE TERMS OF REFERNCE POLICY	FINANCE	Approved January Council Status quo
	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK	Approved January Council Status quo
Feb-25				
	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS	Clerk	Amended February Council
		Sidewalk/Curb Construction Policy	Operations	Amended February Council



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
<b>Mar-25</b>	03800-03	INSTALLMENT BILLING POLICY (110-03) Themed Crosswalk Policy (new)	FINANCE Community Living	
	10350-25	ANNUAL PERFORMANCE REVIEW - CAO	HR	
	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	
		Sign Rental Policy - Stadium	OPERATIONS	
	03400-01	SIGNING AUTHORITY POLICY (210-12)	FINANCE	
<b>Jun-25</b>				
	04500-04	SMOKE FREE WORKPLACE POLICY	HR	
	P 05	VACANT BUILDING BY LAW	PLANNING	
	03700-01	PROCUREMENT POLICY	Communications	
<b>Sep-25</b>	66150-01	DANGEROUS OR UNSIGHTLY PREMISES POLICY (210-21)	PLANNING	amended Sept 2025
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	HR	Approved Sept 2025
		Fire and Burning of Materials Bylaw (C-07)	Fire	First reading Sept 2025
		Surplus Fill Policy	Operations	Approved Sept 2025
		Asset Management Policy	Operations	Approved Sept 2025
	New			deferred to Oct
<b>Oct-25</b>				
	72000-04	ARTS & CULTURE POLICY (211-38)	COMMUNITY LIVING	Approved Oct 2025
		Volunteer Code of Conduct Policy	Exec	deferred



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK	Approved Oct 2025
		Corrective Action Policy (new)	HR	Approved Oct 2025
		Land Sales and Development Policy	Planning	Approved Oct 2025
		Fire and Burning of Materials Bylaw (C-07)	Fire	2nd reading October 2025
<b>Nov-25</b>				
	10350-15	WRITTEN SUBMISSION TO COUNCIL (210-25)	CLERK	
		Commercial Development Support Bylaw	Finance	
		DEBT MANAGEMENT POLICY (211-37)	FINANCE	
		User Fee Policy	FINANCE	
<b>Dec-25</b>				
	P 08	LEASED LAND COMMUNITY BYLAW	PLANNING	
	04000-08	ATTENDANCE ADMINISTRATION (211-24)	HR	
	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	
	66580-01	NEW SUBDIVISION STREETS - FINAL SUBDIVISION APPROVAL PRIOR TO STREET PAVING	PLANNING	
<b>Feb-26</b>				
	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	
<b>Mar-26</b>				
		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	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	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	
	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	
		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	
	68500-01	<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	
	10350-10	RECOGNITION OF RETIRING MEMBERS OF COUNCIL (210-14)	CLERK	
Sep-26	C 11	ALARM BYLAW INTRUSION ROBBERY AND FIRE ALARM SYSTEMS	POLICE	
		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	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	HR	
	04000-07	HIRING POLICY (211-23)	HR	
Nov-26		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	
Dec-26				
	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	
Jan-27				
		Catch Basins and Laterals	Operations	
	03000-10	Inventory of Non Capital Equipment Policy	Finance	
	31700-04	NORTH TYNDAL LAND ACQUISTION (241-06)	PLANNING	
	02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	CLERK / COMMUNICATIONS	
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING	
	66150-02	ENFORCEMENT POLICY AND SUMMARY OFFENCE TICKETS (211-28)	POLICE	
Feb-27				
		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	
	66400-01	HERITAGE ADVISORY COMMITTEE	PLANNING	
Mar-27				
	72000-08	Community Support Grants Policy	Community Living	
		Adopt A Garden	Operations	
	66000-03	POLICY FOR PUBLIC PARTICIPATION AND NOTIFICATION	PLANNING	
	C 03	LOITERING BYLAW	POLICE	
	66000-01	PLANNING ADVISORY COMMITTEE (210-23)	PLANNING	updated March 2023
Apr-27				
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	
	04000-05	OVERTIME - NON-UNION EMPLOYEES (211-21)	CUSTOMER SERVICE/HR	



**TOWN OF AMHERST  
BYLAW LISTING**

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



TOWN OF AMHERST  
BYLAW LISTING

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Mar-28		Tree Planting on Town Owned Lands	Operations	
Apr-28	01130-02	PURCHASE AND USE OF BOTTLED WATER	CLERK	
May-28		Street Breaking Policy	Operations	
Jun-28	03800-01	Tax Collection Policy	Finance	

# CAO Task Report

November 2025

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## Task Updates:

<b>Task: Municipal Boundary Change</b> Still waiting on Board's decision. Status: In-progress
<b>Task: Committee Review</b> The only item left is to repeal the Joint Councils Policy, need to coordinate with Cumberland County. Status: In-progress
<b>Task: Request to Present – Social Media and Communication</b> No change. This will be undertaken when drafting our new marketing / communications plan. Status: In Progress
<b>Task: Extended Producer Responsibility</b> Reviewing final draft agreement. Status: In Progress
<b>Task: Nova Scotia Strong Mayor Powers</b> Draft letter sent to other CAOs, with no response. Will have Mayor Small sign letter. Status: In Progress
<b>Task: ATV Trail</b> Letter of support sent. Status: Completed

# Monthly Report

## Community Living

November 2025

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Over the months of October/November the Community Living Department has been working on the following things:

### Events:

- Scarecrow Stroll
- Amherst in Gloom
- The Great Amherst Street Party
- U17 Hockey Game
- Video Content (trying to do more of it)
- Foundations of Belonging in the Workplace Training
- Tree for Boston, Light up, Parade
- Christmas Markets page

### Community Well Being:

- Submission for Anti-Hate Program Funding
- E.O.I submission for Community ACCESS-ability Program
- Awarded Planning Assistance Funding

### Active Living:

- Learn to Lead
- Multisport
- 55+ Games
- Amherst Pickleball Club
- Wellness Committee
- Wayfinding

### Marketing/Communication

- Brand strategy, marketing plan, and communications plan
- Amherst TV commercial on CTV
- Foundations of learning workplace bias training
- U17 game including working with a videographer
- Radio station ad plan
- Firefighters' banquet speech and social posting
- Pet Mayor election
- Website updates inc. public notices, street closures

- Media relations activities
- Signpost Consulting new business open house and certificate
- Transit – Federal government media release preparation
- NSBOA meeting and article
- Attendance at various committee meetings
- Other daily communications activities

Community Health Navigator:

- Separate report attached

Task Updates:

<p>Task: Accessible Playground  Update: PAR approved. Company working on design  Status: in progress</p>
<p>Task :”A” Special Day  Update: Staff currently formulating options for 2026  Progress: ongoing</p>
<p>Task: Green Space Veterans Park  Update: More time required to develop name  Progress: Ongoing</p>

# Monthly Report

## Community Navigator

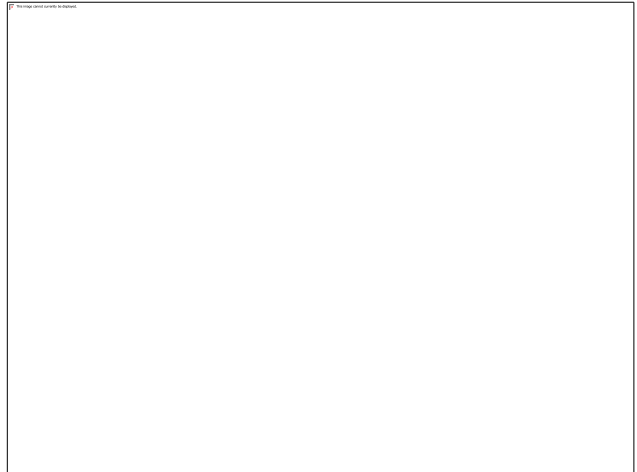
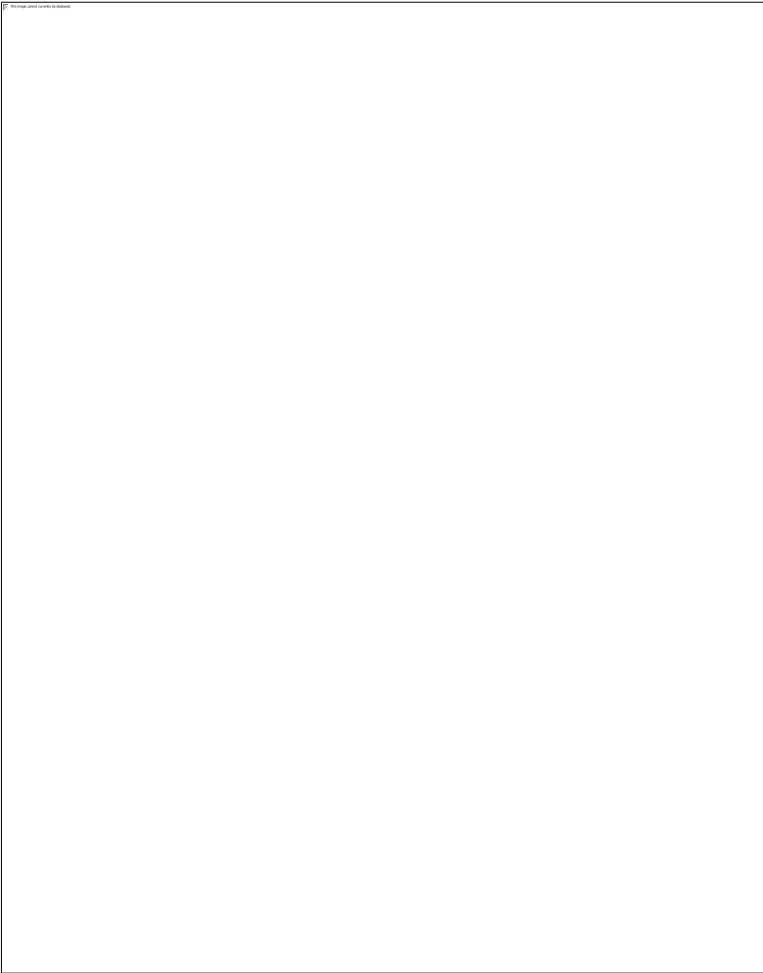
November 2025

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October was a busy month of meetings and organizing events. There is a lot of planning in the works for the remainder of the year.

### **Completed:**

- Met with the Physician Retention Committee where we discussed the Canadian Medical Staff Association (CMSA) holiday party, physician awards, recruitment update and other events to be planned.
  - Working on award design to present to award winners
- Met with the Leadership team at Cumberland Regional Health Care Centre (CRHCC) at the hospital to discuss what funding options are available to them.
  - Discussed options for upcoming events to increase staff morale.
  - Discussed issues they are hearing about from their staff
- Attended a Site Visit from Faculty of Medicine (FoM) and Department of Family Medicine (DFM) of Dalhousie University at Colchester East Hants Health Centre – October 9<sup>th</sup>.
  - Took part in a discussion with 30+ attendees about what challenges and successes we, as navigators face in our roles.
  - Received feedback from panel members who could notice a difference in residents they spoke to who have a navigator vs those residents who do not have a navigator.
- Provided a lunch of pizza for approximately 20 staff members who attended simulation training on October 3<sup>rd</sup>. The organizers were very happy with the turnout for the training.
- Sent out an email to 100 residents who provided their details at Family Medical Resident Education Workshop (FMREW) and expressed interest in coming to Amherst/Cumberland County for a site visit for possible recruitment.
  - Provided them with the email of the NS recruiter, Mindy LeBlanc to start the process.
- We had a family of 4, including 2 physicians move to Canada from UK and begin work in Amherst.
  - Provided information for local schools for their children, grades 4 & 7
  - Provided information on provincial health care
- Supported CRHCC in their Halloween events by providing prizes for the Monster Hunt.



Text received from Angela, CRHCC

We started the monster hunt today and everyone here is buzzing around! What a great day for morale I even had staff come in early to try to be the first to find them all! We are only 6 hours in and already have 51 winners! They love this so much and I've been asked to share a thank you to you for all that you do for us



- Purchased Halloween treats of chips and chocolate bars to provide for the spooky hot chocolate break on October 31<sup>st</sup> at 10:30.



**Coming up:**

- Monthly meeting with Nova Scotia navigators.
- Meet with the Physician Recruitment Committee.
- Research and plan upcoming recruitment conferences.
- Plan recognition events for physicians and all staff.
- North Nova Residents will have a 2-day training session in Amherst on November 6-7. They will require some support with meals and a team building event for the 1<sup>st</sup> year residents on the Thursday evening.
- Prepare for upcoming site visits for possible physician recruitment.
- Plan and order recognition items for staff.

# Monthly Report

## Corporate

### November 2025

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**IT Services:**

Completed Server updates.

Renewed and installed the Public Works Firewall licensing. Renewed Escribe Support licensing.

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. Connected the Server to the Network hard drives.

Changed the Town Hall server to connect properly to our monitoring system.

Looked at what's needed for Capital Budget 2026-27

Changed our Microsoft 365 to alert when sending external email to enhance security.

Rebuilt Templates on the Council Audio System and tested.

Working on reviewing the IT asset list to purge any old or unusable items.

Continuing to work on setting up the laptops for the Major Crimes Officers.

Day to Day IT issues.

**Procurement:**

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
	RFP	Structural Fire Fighting Gear	Regular	C			X	CAO
	RFQ	Bulk Salt	Regular	O			X	CAO
	RFQ	Salt Hauling	Regular	O			X	CAO
	RFQ	Landscape Architect Review of Accessible Playground space	Regular	C			X	CAO
	RFQ	Demo 27 Westminster Ave	Regular	O			X	CAO
	RFQ	Demo 2 York St	Regular	O			X	CAO
	RFQ	Supply/Deliver Gravel	Regular	O			X	CAO

**Other: E-11 Customer Service**

There were 74 cases opened in October

Top categories were: Solid Waste / Bin replacements or repairs (16 cases), Application for Development or Building Permit (10 cases), Dangerous/Unsightly Premises (8 cases), Traffic signs/lights damaged or missing (7 cases)

# Monthly Report

## Cumberland Business Connector

November 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:

- Referred one of the businesses to relevant government programs
- Worked on a work plan for the upcoming year with next steps outlined
- Continued to work with an entrepreneur who has an innovative concept product for the green energy sector. He's been working on this for the past five years. We have advised on organizing his information into a business plan, preparing an investor pitch deck, and next steps including the development of a prototype, identifying the skills needed both in the start-up and expansion phase.
- Reviewed work that they have completed for Invest Nova Scotia and identified next steps.

#### Social Media

- The Business Spotlight program continues to highlight small businesses on social media.
- We continue to share information that is relevant to the local business community from economic development partners and government departments.

Business Retention and Expansion visits are going well. Some highlights include:

- Provided advice and additional referrals to a business undertaking a multi-million dollar expansion and automation project
- Met with a number of small businesses and provided copies of Business Resources and Support Guide. Most businesses are in growth mode.

#### New Businesses

- We continue to see people interested in entrepreneurship and have met with several to discuss their potential business ideas. This includes new startups, or potentially buying an existing business.
- Provided advice to an entrepreneur on sales and marketing

#### Workshops

- Four workshops have been held during Small Business Week (October 20<sup>th</sup> – 24<sup>th</sup>) in collaboration with our local economic development partners. These were held in Amherst, Pugwash, and Parrsboro. Over 30 businesses in total attended these workshops
- An additional 5 workshops are in the planning stage for late fall and through the winter.

### Priority: Housing

- We have met with a young entrepreneur who has just started his own construction company. We are providing advice on practical areas such as remittance of HST, managing cash flow, hiring and paying workers, etc.

## Priority: Labour Availability and Workforce Development

- The Northern Connector Program continues to focus on connecting youth to apprenticeship opportunities in the trades, particularly in the Construction Sector. A.J. has attended both of our recent Career Fairs.
- 

## Other Work

- We are distributing the “Business Resources and Support Guide,” to businesses across our region as we meet with individual businesses.
- We continue 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 work 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 have attended industry association meetings and other meetings that are relevant to our region. This includes:
  - We held a follow-up meeting with the Executive Director of Forest Nova Scotia to discuss the Cumberland region’s potential for value adding to our low-grade wood supply.
- Monthly Team Cumberland meetings continue.
- We are moving ahead and having the Atlantic Economic Council undertake a high-level Economic Impact Assessment of the planned \$650 million Isthmus of Chignecto resiliency project. We expect to have this summary completed in the next 3 months.
- The Cumberland Business Connector is hiring another part time Business Development Officer.

# Monthly Report

## Finance

November 2025

### FINANCE

The second quarter financial review has been completed, and the report will be presented to the Audit Committee at the next meeting. Second quarter results are favourable for both the General and Water Operating budgets.

Staff have started preparing the capital and operating budgets for the 2026/27 fiscal year. Capital budget submissions from departments are due in November. Once all submissions have been received, they will be compiled and reviewed. The operating budgets are due from departments in mid December.

### TAX / ACCOUNTS RECEIVABLE / COLLECTIONS

**2025/26 Preliminary Tax Sale Notice** – There were 120 notices sent on October 17, 2025, with a response date of November 7, 2025.

**2025/26 – Water Collection Notices** – There were 70 collection notices sent on October 24, 2025, with a response date of November 7, 2025.

**2025 Assessment Appeals** – The 2025 assessment appeal inventory from PVSC has 79 accounts with appeals as of November 1, 2025.

	# of Accounts Appealing		Appeal Completed as of Nov 1/25	Pending as of Nov 1/25	Withdrawn as of Nov 1/25	Outstanding Appeals as of Nov 1/25	Appeals Successful as of Nov 1/25	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	67	\$32,370,100	51	0	4	12	7	\$150,200	\$2,508.34	1
Commercial	12	\$17,240,100	9	0	0	3	4	(\$771,200)	(\$34,472.64)	3
<b>TOTAL</b>	<b>79</b>	<b>\$49,610,200</b>	<b>60</b>	<b>0</b>	<b>4</b>	<b>15</b>	<b>11</b>	<b>(\$621,000)</b>	<b>(\$31,964.30)</b>	<b>4</b>

**Property Sales/Tax Certificates**– There were 8 residential property sales in October as well as 29 tax certificate requests completed during the month of October.

### WATER/SEWER

2<sup>nd</sup> quarter billing was completed and mailed out on November 5<sup>th</sup>. Meter reading was delayed by 2 weeks during the month of October due to equipment failure with the meter reading device. The due date on the bills has been extended from the last business day in November to December 12<sup>th</sup> to allow for time the delay had caused. Notification has been posted on social media to advise residents of the extended due date.

## **TASK UPDATES**

Task: Capital Budget Amendment – Live Fire Training Facility

Motion: That Council approve an amendment to the 2025/26 capital budget for the Live Fire Training Facility and increase the budget from \$2,000,000 to \$3,425,000 with funding of \$3,250,000 from the Amherst Fire Fighters Association and \$175,000 from the Town of Amherst Capital Reserve.

Update: Capital budget has been amended to increase the budget for this project with additional funding to come from the Amherst Fire Fighters Association.

Status: Complete.

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# Monthly Report

## Fire Services

### November 2025

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#### ANNUAL FIREFIGHTERS BANQUET

The Amherst Fire Department hosted its annual banquet on Saturday, November 1<sup>st</sup>. This event provided an opportunity to reflect on the past year, celebrate achievements, and recognize the dedication and years of service contributed by the members of the department. It was a time to come together in appreciation of the commitment and efforts that define our team.

#### Years of Special Awards Presented

This year, nine members of the Amherst Fire Department were recognized for their years of dedicated service. James Brundage and Stephen Chapman received awards for 5 years of service, while Donald Downey, Shawn Lepage, and Roger Gouchie Jr. were honored for 10 years of service. Adam White was recognized for 20 years of service, and Fire Chief Greg Jones, Deputy Chief Mark Goodwin, and Captain Andrew Wallis each received awards for 25 years of service.

#### Special Awards Presented

Several special awards were also presented to recognize outstanding contributions during the past year. The Recruit of the Year Award was presented to Steven Alder for demonstrating exceptional commitment and dedication to the organization. The Best Attendance Award went to Assistant Deputy Chief Bob Sperry for attending the highest number of volunteer firefighter functions throughout the year. The President's Award, given by the Fire Chief to the President of the Amherst Fire Fighters Association for leadership and commitment during the operational year, was awarded to President Michel Poirier. Finally, the Amherst Fire Fighters' Association Volunteer of the Year Award, voted on by association members to honor exceptional volunteer service, was presented to Lieutenant Raymond MacDonald.

#### PROFESSIONAL DEVELOPMENT

##### Weekly Fire Fighter Training

During October, the Amherst Fire Department focused its training initiatives on strengthening operational readiness and team coordination. Key areas of emphasis included ladder operations, flue fire response, and water supply management. In addition to these technical training sessions, the department dedicated time to planning and hosting Fire Prevention Week activities, including the community open house, as well as preparations for the annual banquet.

##### Emergency Management Meeting and Interoperability Forum

Chief Jones attended the Emergency Management Meeting and Interoperability Forum in Dartmouth on October 15<sup>th</sup> and 16<sup>th</sup>. The Emergency Management meeting covered draft municipal standards, regional updates, governance review findings, the Nova Scotia Alert App, funding opportunities, lessons from the Long Lake fires, and the new emergency management regions and staff. The Interoperability Forum focused on improvements to the Trunk Mobile Radio System, including system upgrades, technology enhancements, and planned additional tower placements across the province.

##### Chignecto Isthmus Exercise

On October 24<sup>th</sup>, Chief Jones participated in a full-day tabletop exercise in Moncton focused on preparing for a potential major breach of the Chignecto Isthmus dyke system. The exercise aimed to strengthen inter-provincial coordination and evaluate the ability of Nova Scotia and New Brunswick agencies, along with municipal EMOs, to jointly prioritize, communicate, and manage critical goods transportation within 24 hours of a severe storm event, in alignment with existing contingency plans. Additionally, the session provided an opportunity to build relationships and enhance networking among key stakeholders.

### Nova Scotia Fire Training Advisory Committee

Chief Jones and Deputy Chief Goodwin have been appointed to the Nova Scotia Fire Training Advisory Committee, which was established by the province following two major reviews: the Value-for-Money Audit of the Nova Scotia Firefighters School and the Fire Services Governance Review. This committee's focus is to create a standardized, NFPA-aligned training framework which includes at a minimum Level 1 certification, Class 3 licensing, and regional training hubs. The inaugural meeting of this committee was held October 25<sup>th</sup> in Dartmouth. More information will follow in the coming months.

### Helping the Helpers

Chief Jones attended the Helping the Helpers Conference at St. Francis Xavier University in Antigonish on October 25<sup>th</sup>. This annual full day event focuses on supporting first responders and frontline workers by addressing mental health challenges such as PTSD and operational stress injuries. Through expert presentations, lived experience stories, and practical strategies, the conference aims to reduce stigma, promote resilience, and provide resources for coping and recovery, ensuring that those who serve others receive the help they need.

### **EVENTS**

#### Pumpkin Patrol

Members of the Amherst Fire Department participated in the annual Pumpkin Patrol community safety initiative. This year's event saw 16 department members and six fire apparatus deployed throughout the community to help ensure a safe and enjoyable Halloween evening for residents. The patrol focused on providing a visible presence, promoting public safety, and supporting local families during the evening.

### **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 – October 2025**

	<u>Town of Amherst</u>	<u>District 2</u>
Pull station activated	1	
Smell of propane/natural gas	1	
Smell of smoke	1	
Smoke alarm activated	2	
Monitored alarm	7	2
Motor vehicle accident	1	2
Medical assist	1	
Carbon monoxide detector activated	1	
Wildland fire / open land		3
Vehicle fire		1
<b>Total events</b>	<b>15</b>	<b>8</b>
<b>Total responses (Year to date)</b>	<b>253</b>	

### **TASK UPDATES**

Task: **No open tasks at this time**

# Monthly Report

## Human Resources

November 2025

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### Staffing Updates

Term Positions: This month we say goodbye and thank you to our term employees, Burke Beed, Brad Doernbach & David Tupper, who have been filling in at the Public Works garage due to employee leaves. We appreciate your hard work and wish all the best!

Seasonal Layoff's: This month we also say goodbye and thank you to our seasonal CUPE employees until the spring. Thanks so much for your hard work during another busy season. Your hard work helps us complete capital projects and make Amherst a beautiful place to live, work and play!

### 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 being finalized.

APD Corporal: The recent promotion of Tom Wood to the Inspector position facilitates the need for a competition for the Corporal vacancy created from the promotion. Interviews for the Corporal position will be held in early December.

### Other HR News

#### HR Policy Review

Staff also continue to review all HR policies and procedures with the "Attendance Administration" policy currently under review for recommended revisions.

#### Market Review

HR staff are currently finalizing our triannual market review of salaries in preparation for operating budget 2026.

#### Wellness Committee

The Wellness Committee is busy with preparations for our annual Christmas party, which will be held December 6, 2025.

### Long Service Awards

HR staff are preparing for this year's employee long service awards, which will be presented at our Christmas party on December 6.

### People Strategy

HR staff are pleased to be in the final stages of development of our two-year human resources strategy. It is anticipated that the strategy will be finalized and communicated in December.

### APA Labour-Management Meeting

Staff are preparing for our next labour-management meeting with our police union. The meeting is scheduled for December 5, 2025.

### Annual Employee Survey

Staff are also preparing for our next annual staff survey, which will be released in January 2026.

### Foundations of Belonging Training

Staff continue to complete the training modules for the Foundations of Belonging training that was rolled out in October. This training directly supports the goals of our strategic plan and the AIDE plan to *"provide educational opportunities for elected officials and employees on respect, cultural awareness and the promotion of and protection of human rights."*

We look forward to feedback from all participants as we consider a second phase of training.

## **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.

November brings the annual payment of our firefighter honorariums which will be processed on the second pay in November.

HR staff have begun preparations for payroll year-end.

# Monthly Report

## Operations

November 2025

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

### **RECREATION & HORTICULTURE**

- Dickey Park washroom is open daily from 9:00am to 5:00pm.
- Stadium walking track is typically open daily from 7:00am to 9:00pm.
- All flowerbeds were cleaned up, annuals removed and prepared for winter.
- Mowing of parks and green spaces is finished for the season, leaf cleanup is ongoing.
- December 5-7 the Amherst Stadium is hosting the U18 AAA Stadium Series featuring teams from Nova Scotia, PEI and New Brunswick as well as 3 local Prep schools.
- The Stadium will be hosting the Amherst Figure Skating Club's The Nutcracker, date to be determined.
- Amherst Jr. Ramblers have 4 home games in November.
- Amherst Senior Ducks have 3 home game in November
- The World U17 game between Canada and Czechia was a huge success, Hockey Canada officials were very pleased with the event.
- Staff will be assisting with the annual Christmas light up, parade, and tree for Boston events.

### **PUBLIC WORKS**

- Quarterly meter reading was completed in October and related meter repairs, and investigation of high or low water consumption is ongoing.
- Contracted spreader patching and service cut repair is ongoing, this work should be completed by the end of November.
- Staff have been busy ensuring the decorative lighting is in place and operational prior to the annual light up celebration in Victoria Square on November 28.
- The mechanic and welder finished up work on our salt trucks and snow removal equipment, the winter equipment is ready when needed.
- Apart from the Marshview Drive sidewalk, all the capital sidewalk construction projects have been completed.
- Staff completed 3 sewer videos for residents; in all cases the obstructions were located on the private side of the lateral.
- Water levels in the Willow Street reservoirs will be lowered by 3m for the winter.
- Staff cleaned the wet well of the LaPlanche River lift station removing a large volume of accumulated fat, oil, and grease
- Asphalt recycler was out 3 days in the past month, as we transition to winter operations staff will be hand patching potholes on a regular basis.
- Staff have completed winterizing our fire hydrants.
- Staff completed the installation of 3 new i-hydrants that have been strategically located throughout our distribution system. These hydrants monitor water pressure in real-time and will alert staff in the event of a sudden pressure drop which typically indicates a leak in the system.
- New 3-way stop (and crosswalk) installed on Willow Street at Gallagher Street.
- New crosswalk on Church Street at Vista Drive also installed.

## **SOLID WASTE**

- The Solid Waste Hotline received 325 calls in October from residents of Amherst and Cumberland County
- Staff continue to post sorting information and collection & safety reminders, on the Cumberland Region Solid Waste Facebook page.
- With hockey season now in full swing, staff are promoting “Put Waste In Its Place” messaging in our local arenas. The Amherst stadium will be featured in upcoming Facebook posts, highlighting proper waste sorting.
- In celebration of Waste Reduction Week, Cumberland Region Solid Waste held Costume Swaps in Springhill and Amherst. Several costumes were donated and children walked away happy with a “new to them” costume!
- Staff met with Grade 4 students in Northport Elementary to discuss waste reduction and proper sorting. The students were knowledgeable and enthusiastic.
- EPR for PPP
  - The Regions continue to prepare for the December 1<sup>st</sup> implementation of EPR for PPP in Nova Scotia.
  - Regional Coordinators are meeting monthly with Circular Materials to discuss Promotion and Education.
  - The Regions are working on a communication plan to ensure consistent messaging across the province.
  - Messaging will begin after the official program announcement.

### Upcoming:

- Operations staff will be working on their Operating and Capital budgets for 2026/27.
- The frame and lighting for the outdoor rink will be installed in early December, weather permitting the rink will be ready for use over the Christmas holidays.
- There will also be many opportunities for free skating at the stadium over the Christmas holidays.

## **TASK UPDATES**

Task: GRID Funding Applications

Update: Funding applications have been submitted for the wastewater treatment plant UV disinfection system and for the extension of services to expand the Industrial Park

Status: Complete

Task: Capital Budget Amendment West Victoria Street Engineering Design

Update: The engineering design was awarded to RV Anderson Limited and is well underway

Status: In Progress

# Monthly Report

## Police Services

### November 2025

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#### TRAINING:

**Major Crime Management Investigators Course:** Both Cpl Derek Hebert and Cst Jeff Goodwin completed the 5-day Major Case Management (MCM) course which is aimed at providing our investigators with the knowledge, skills and experience of dealing with serious or major incident investigations. This course covers the fundamentals of Major Case Management, the command triangle, conducting major case investigations and included integrating MCM investigations into the Mass Casualty Commission Recommendations. The course ran from October 1<sup>st</sup> to October 7<sup>th</sup>, 2025 and was hosted at APD. In April/May of 2025, we hosted this training and had 5 members attend.

**Major Case Management – Team Leader:** This course was again hosted by APD from October 8<sup>th</sup> to the 10<sup>th</sup> with both Cpl Hebert and Cst Goodwin attending. This training takes the MCM training a step further providing the Team Leadership training needed for such investigations. The training included additional information on managing complex investigations which may involve multiple jurisdictions, agencies, conflicting priorities and legal authorities. In May of 2025, 2 other APD members attended and completed this training.

**Sexual Violence Investigators Workshop:** On November 3<sup>rd</sup>, 2025, Insp Wood, Cst Pratt and Cst Follows all attended a 1-day seminar hosted by Halifax Regional Police regarding sexual assault investigations. This workshop was hosted by the Department of Justice.

**Financial Crimes Seminar:** On November 15<sup>th</sup>, Insp Wood and Cst Jade Pratt attended a Financial Crimes Seminar in Halifax. The seminar focused on financial crime and frauds and navigating such complex investigations.

**Upcoming Training:** Scheduled training for the month of November includes Surveillance Techniques for one of our Street Crime Members and Criminal Code/Canadian Law training for our auxiliary members, courtesy of Inspector Curtis Fudge of the Atlantic Police Academy.

#### OPERATIONAL INCIDENTS:

**Fleeing Police/Stolen Vehicle:** Police are investigating an incident that occurred on October 29<sup>th</sup> at 4:45pm in which a vehicle had been spotted entering town with one tire riding on its rims. The vehicle was located and fled from APD members at a high rate of speed. Because of the risk, police discontinued the pursuit, but shortly afterwards, APD Street Crime Members observed the vehicle in the Fenwick area and successfully utilized a spike belt. The driver fled into the woods. Shortly afterwards, a truck was stolen from a nearby property. The suspect has been identified, is still at large and is facing several criminal charges.

**Indecent Exposure:** A 43-year-old male was arrested and has been charged with several charges that include committing an indecent act in public and three breaches of a release order. This was after police received several complaints concerning the male in the downtown area. The male was held in custody and held for court. He pleaded guilty to the indecent act and the breaches were withdrawn. He was released with time served.

**Frauds:** Police received numerous complaints of fraud in the month of October. Culprits will use a variety of techniques and story-lines in their attempts to defraud people. These include:

*October 30<sup>th</sup>, 2025:* Police received information that a local person was receiving messages and communicating with a person that was identifying as a famous actor who was asking them to purchase Apple gift cards and to send the codes to them through various messaging services. The matter is still under investigation.

October 28<sup>th</sup>, 2025: Complainant advised of receiving texts purporting to be in regard to unpaid parking tickets providing links and instructions to pay for the unpaid parking tickets. The complainant did not follow through or lose any money.

October 23<sup>rd</sup>, 2025: Complainant advised that they were contacted by a person purporting to be a lawyer reaching out in relation to an investment that had been made in 'bitcoin' a few years ago. Culprits gained access to personal information including banking information and were able to withdraw over \$1000 from their account.

October 17<sup>th</sup> 2025: Complainant advised that they were contacted by someone via text claiming to be their son, advising that they required some money be sent to them as they were behind on paying on some loans as a result of losing their phone. The complainant transferred money to an unknown account in the amount of several thousand dollars, later learning that the entire conversation and incident was fabricated in order to defraud the complainants.

**Sexual Exploitation/Assault etc:** An Amherst man has been arrested and charged with several charges that include Sexual Exploitation of a young person, luring a child and multiple counts of assault/strangulation. The names and details of both the accused and the victim are being withheld as the victim is a youth.

**Containment Team Call-out:** On October 14<sup>th</sup>, 2025, the Amherst Police Department Containment Team was called out to assist Cumberland RCMP in regard to a developing situation on the edge of town in the West Victoria Street area. As a result, 7 additional carbine/containment trained members, and a civilian scribe attended the scene. Containment assistance was provided as the Cumberland RCMP had requested the RCMP ERT attend. The APD SARV (Safe Approach and Rescue Vehicle) was also utilized and on scene. When the ERT arrived, the APD team fell back to the outer perimeter until the matter was resolved peacefully.

### **GENERAL OPERATIONAL UPDATES:**

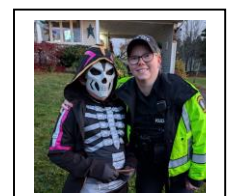
**PSAF – Public Safety Audit Function:** On September 29<sup>th</sup>, 2025, APD management was advised that Public Safety and Security Division would be auditing the Amherst Police Department in relation to the NS Policing Standards and 'Critical Incident Response'. Further information on this was provided to us at our October Amherst Board of Police Commissioners meeting and during an in-person meeting with the Auditors on November 4<sup>th</sup>, 2025. The audit is expected to take several months to complete. A *critical incident*, as defined in our APD policy is:

*"A critical incident is any event or situation that poses an immediate or significant threat to life, public safety, or major property damage, and typically exceeds the capacity of routine police operations. Examples include:*

- i. Active shooter situations*
- ii. Hostage/barricade incidents*
- iii. Large-scale civil disturbances*
- iv. Acts of terrorism*
- v. Mass casualty incidents*
- vi. Natural disasters*
- vii. Bomb threats/suspicious packages*
- viii. Officer-involved shootings or deaths*
- ix. Events requiring tactical or specialized response*

We have started the process of providing the auditors with requested information. The first request contains a fairly significant amount of information, including background of the Amherst Police Department, staffing, specialty sections, budget and other information. More specifically, they have also requested copies of policies that are related to Critical Incident Response as well as our MOUs with other departments. While attending the in-person meeting with APD management and staff, the Auditors were provided with a tour of our facility which included a display of the APD SARV and various weapons, tools and technology used by our members during a critical incident. This included such things as hard-body armour, ballistic helmets, carbines, shotguns, 40mm Launcher and less than lethal tools, TASER, Body-Worn Camera, beaching tools and other items. From discussions with other departments, the smaller municipal departments are all being audited on Critical Incident Response while the RCMP is being auditing on "Community Patrol and Service Response" which deals with proactive community patrol.

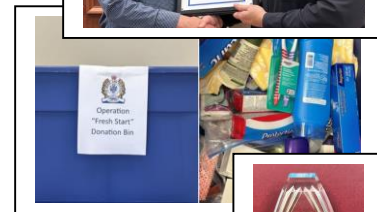
**Halloween/Haunted Hockey Night/Trail of Treats:** October 31<sup>st</sup> was a busy night for the town with several events happening throughout the day and night. Despite the initial rain, there was a fairly large turnout downtown for Trail of Treats and Halloween in general, followed by the U17 Hockey Game at the Amherst Stadium



**Inspector Tom Wood – Promotion:** On October 22<sup>nd</sup> at the Amherst Board of Police Commissioners regular meeting, Chief Pike presented Tom Wood with a certificate of Promotion congratulating him on his recent promotion to Inspector with the Amherst Police Department. Tom officially took over as Inspector on October 5<sup>th</sup>, 2025.



**Operation Fresh Start:** On October 22<sup>nd</sup>, the Amherst Police Department launched “Operation Fresh Start” which aims to assist with the collection and distribution of hygiene products for local students. With the current social and economic challenges, accessing basic items can be difficult, and sometimes, that can even create barriers to attending school. APD is asking for the community’s support in helping our youth feel confident and cared for. A donation bin will be located in our lobby for anyone wishing to contribute. Thank you, Amherst, for always showing up for our Kiddos! 💙



**Gift of Appreciation – NSCPA:** On October 21<sup>st</sup>, Chief Pike, Secretary of the Nova Scotia Chiefs of Police Association, presented Inspector Brian Gairns (retired) with a token of appreciation from the NSCPA, thanking him for his many years of dedicated service.



**Know our Number –** In line with our strategic Priorities, the Amherst Police Department made several posts throughout the month in regards to our “*Know our Number*” campaign”. We plan on doing more social media posts to ensure that as many people as possible remember our emergency number and call police when we are needed or to advise police of problems or matters that we should be attending to. [#APDKnowOurNumber](#)



**Police Pursuits/Failing to Stop:** During the month of October Police had 9 incidents in which motorists failed to stop for Police. This compares to 4 incidents in September, 4 incidents in August and 7 incidents in July.

*October 6<sup>th</sup> 2025 @11:02am:* Police attempted to pull over an Audi A4 with a NB license plate on South Albion Street. The vehicle fled at a high rate of speed, pulling around other cars and leaving town. The driver was not identified

*October 13<sup>th</sup>, 2025 @01:23am:* Police observed a vehicle believed to have been involved in a previous fleeing police incident. When emergency lights were activated, the vehicle fled, heading out Lawrence Street towards New Brunswick. The driver has not been identified at this time but was operating a brown/beige SUV.

*October 15<sup>th</sup>, 2025 @8:45pm:* Police attempted to pull over a White Silverado with damage. The vehicle had a NB license plate and fled out past the hospital at a high rate of speed. The matter is still under investigation at this time.

*October 19<sup>th</sup>, 2025 @2:03am:* Police attempted to pull over a small dark coloured sedan that was operating with no headlights and a very loud exhaust. The vehicle had been coming into town via Laplanche Street but fled at a very high rate of speed out Highway 366. The driver was not identified.

*October 24<sup>th</sup>, 2025 @11:21pm:* Police attempted to stop a blue Dodge Caravan on Albion Street. The police terminated the pursuit as the vehicle fled at a high rate of speed and was observed by several witnesses speeding through town and out South Albion towards the highway. The driver was not identified at this time

*October 26<sup>th</sup>, 2025 @12:37am:* Police observed a red Motorcycle on Robert Angus Drive which abruptly turned away from Police at an increased speed. The motorcycle had no license plate or tail-light. The officer was able to locate the motorcycle on East Pleasant and onto Poplar Street, refusing to stop for Police. Police discontinued as the motorcycle sped away. The driver has not yet been identified.

*October 29<sup>th</sup>, 2025 @ 4:45pm:* A vehicle had been spotted entering town with one tire riding on its rims and was located by APD but fled at a high rate of speed. Police discontinued the pursuit, but shortly afterwards, APD Street Crime Members observed the vehicle in the County and utilized a spike belt. The driver fled into the woods. Shortly afterwards, a truck was stolen from a nearby property. The suspect has been identified and is at large and is facing several criminal charges

October 29<sup>th</sup>, 2025 @ 9:03pm: Patrols observed a red Motorcycle with no lights on Robert Angus Drive with no lights on. The motorcycle driver refused to stop for the Police emergency equipment and the pursuit was discontinued. It was last seen headed into the Industrial Park. The driver has not been identified.

October 31<sup>st</sup>, 2025 @10:33pm: An off-duty APD officer observed a grey ½ ton truck in the area of the Industrial Park, driving all over the road. A marked APD car located the vehicle on the highway and attempted to stop it but the truck accelerated to speeds upwards of 150km/h and the pursuit was called off. The vehicle continued towards New Brunswick and the RCMP were notified. The driver has not yet been identified.

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:** During the month of October, police received 14 complaints of shoplifting. This compares to 19 complaints in September, 15 in August and 12 in July.

**Homelessness Files:** For the month of October, APD responded to 43 complaints that are associated to homelessness. Of these, the majority are related to trespassing, suspicious persons and well-being checks. In September 2025, APD logged 36 complaints associated to homelessness. This compares to 43 in August and 38 complaints in July. As in previous homelessness stats, the vast majority of complaints are around 2-3 of the same people, for example, Police had complaints about 1 person 15 times between October 23<sup>rd</sup> to November 2<sup>nd</sup>. That particular person has since left Amherst.

**OPERATIONAL STATS – PROS Occurrences – October 2025**

Occurrences:	437	Criminal Code Charges:	47
Impaired by Alcohol:	1	CDSA:	
Impaired by Drug:		CBCA:	
Traffic Tickets:	29	PPA:	
Traffic Written Warnings:	6	Vehicle Checks:	117
Liquor Control Act:	1	Foot Patrol Hours:	55 hrs 08 min
Parking Tickets:		Parking Warnings:	

**TASK REPORT**

<p><b>Task: SARV – Safe Approach and Rescue Vehicle:</b> GARDAWORLD has supplied APD with an armoured vehicle and we are slowly equipping it. It is operational, but requires additional emergency equipment. The members have added additional lighting and built a bench in the SARV. It was used in an operation on October 14<sup>th</sup>, 2025 and will be in the 2025 Christmas Parade. Marking this task complete.</p> <p><b>Update Status: Complete</b></p>
<p><b>Task: Marsh Trail ATV Issues:</b> That staff be directed to install signs, barriers and cameras along the centennial walking trail, and further that Council approves funding for such.</p> <p><b>Update Status: In Progress:</b> 2025-11-12: Matter is still under investigation and may be impacted by council and staff reviewing requests under the road trails act.</p>
<p><b>Task: School Zone Speeding:</b> 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. As this is ongoing we are marking this task complete.</p> <p><b>Update Status: Complete</b></p>
<p><b>Task: Crosswalk Safety Communication:</b> Continue to spread education and information through various mediums (social media, in person etc) for crosswalk safety. Several social media posts promoting safety over the last month. Continuing to build on this and planning to engage Teagan and her team in working on more. As this is ongoing we are marking this task complete.</p> <p><b>Update Status: Complete</b></p>