



Town of Amherst  
Committee of the Whole  
Agenda

Date: **Monday, January 19, 2026**  
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."	
<b>1.2 Approval of Agenda</b>	
<b>1.3 Approval of the Consent Agenda</b>	1 - 1
<b>1.4 Acceptance of Minutes - December 15, 2025</b>	2 - 5
<b>2. Council Direction Requests</b>	
<b>2.1 Curling Club Community Support Grant - Bristol</b>	6 - 15
<b>2.2 Request for Banners - Bourgeois</b>	16 - 16
<b>2.3 Street Light Policy - Bourgeois</b>	17 - 21
<b>2.4 Construction of New Residential Streets - Bourgeois</b>	22 - 25
<b>2.5 ATV Trail - Fisher</b>	26 - 30
<b>2.6 Requests for Proclamations and Flag Raising Ceremonies Policy - Jones</b>	31 - 36
<b>2.7 Christie Foundation Donation - Wilson</b>	37 - 39
<b>2.8 Write-Off Uncollectable Accounts Receivables - Wilson</b>	40 - 43
<b>2.9 By-law to Amend the Deed Transfer Tax By-law - Wilson</b>	44 - 49

2.10	Cumberland Public Libraries Request for Additional Board Members - MacDonald	50 - 52
2.11	YMCA Request for Funding - MacDonald	53 - 55
2.12	Joint Councils Terms of Reference Policy Repeal - MacDonald	56 - 58
2.13	Nova Scotia Strong Mayor Powers - MacDonald	59 - 60
2.14	Visitor Information Centre - MacDonald	61 - 61
2.15	Request for Policy Review - Davidson	62 - 88
2.16	Request for Policy Review - Furlong	89 - 89
3.	<b>Information Items</b>	
3.1	Amherst Community Christmas Dinner - MacDonald	90 - 90
3.2	Affordable Housing Fee Forgiveness Policy - Fisher	91 - 93
3.3	Economic Forum Update - Fisher	94 - 97
3.4	Transit Feasibility Study - Fisher	98 - 98
3.5	By-Law / Policy Review - Jones	99 - 107
3.6	CAO Task Report - MacDonald	108 - 108
4.	<b>Monthly Reports</b>	
4.1	Corporate	109 - 109
4.2	Community Living	110 - 113
4.3	Cumberland Business Connector	114 - 115
4.4	Financial Services	116 - 116
4.5	Fire Services	117 - 117
4.6	Human Resources	118 - 119
4.7	Operations	120 - 121
4.8	Planning & Economic Development	122 - 124

5. Closed Session

5.1 Approval of Closed Session Agenda

5.2 Acceptance of Closed Session Minutes - December 15, 2025

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

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

6. Adjournment

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Town of Amherst  
Committee of the Whole  
Monday, January 19, 2026

**Consent Agenda**

**MOTION:**

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

- 2.1 Curling Club Community Support Grant**
- 2.7 Christie Foundation Donation**
- 3.2 Affordable Housing Fee Forgiveness Policy**
- 3.3 Economic Forum Update**
- 3.4 Transit Feasibility Study**
- 3.5 By-law/Policy Review**
- 3.6 CAO Task Report**
- 4.1 Community Living Monthly Report**
- 4.2 Corporate Monthly Report**
- 4.3 Cumberland Business Connector Monthly Report**
- 4.4 Financial Services Monthly Report**
- 4.5 Fire Services Monthly Report**
- 4.6 Human Resources Monthly Report**
- 4.7 Operations Monthly Report**
- 4.8 Planning and Economic Development Monthly Report**
- 4.9 Police Services Monthly Report**

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

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

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

**Staff Present**  
Jason MacDonald, Chief Administrative Officer  
Aaron Bourgeois, Director, Operations  
Andrew Fisher, Director, Planning & Economic Development  
Dwayne Pike, Chief, Police Services  
Greg Jones, Director, Fire Services  
Kim Jones, Deputy Chief Administrative Officer  
Krista Crossman, Director, Human Resources  
Sarah Wilson, Director, Finance  
Sharon Bristol, Director, Community Living  
Mallory Klooster, Manager, Community Well-Being  
Jeff Bacon, Economic Development Officer  
Lori O'Connell, Marketing & Communications Officer  
Sean Payne, Marketing & Communications Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. Call to Order**

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

**1.1 Territorial Acknowledgement**

Mayor Small gave the Territorial Acknowledgement.

**1.2 Approval of Agenda**

Moved By Councillor Furlong

Seconded By Deputy Mayor Chambers

That the agenda be approved as circulated.

**MOTION CARRIED**

**1.3 Approval of the Consent Agenda**

Moved By Councillor Wells

Seconded By Councillor Ripley

To approve the consent agenda with the removal of items 3.1 Holiday Events, 3.2 User Fee Comparison, 3.3 Cumberland Business Connector and CBDC Comparison, 3.6 ATV Trail and 3.8 CAO Task Report.

**MOTION CARRIED**

**1.4 Acceptance of Minutes**

**1.4.1 November 17, 2025**

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

**2. Council Direction Requests**

**2.1 Community Support Grant**

**Moved By Councillor Furlong**

**Seconded By Councillor McManaman**

**That Council forward to the December 15, 2025, regular meeting, the application from the Nova Scotia Community College to be denied.**

**MOTION CARRIED**

**2.2 Brand, Marketing and Communications Strategies**

**Moved By Councillor Wells**

**Seconded By Councillor Furlong**

**That Council forward to the December 15, 2025, regular meeting approval of the Town of Amherst Brand Strategy and Strategic Marketing/ Communications Plan 2026-2028 with amendments including page 1 of the Brand Strategy under Mission change “a welcoming” to “an inclusive” and page 16 of the Marketing and Communications Plan within the Brand Pyramid under values change “welcoming” to “inclusive.”**

**Against (4): Mayor Small, Councillor Davidson, Councillor Furlong, and Councillor Ripley**

**MOTION DEFEATED**

**Moved By Councillor Ripley**

**Seconded By Councillor Davidson**

**That this item be on the agenda of the January 2026 Committee of the Whole meeting to allow Council time to discuss the Brand, Marketing and Communications Strategies with their constituents.**

**Against (1): Councillor McManaman**

**MOTION CARRIED**

**2.3 Demographics Strategy**

**Moved By Councillor Davidson**

**Seconded By Councillor Wells**

**That the 2025 Demographic Strategic Plan be amended under the Executive Summary section paragraph 4 to change the words "a welcoming" to "an inclusive".**

**MOTION CARRIED**

**Moved By Councillor McManaman**

**Seconded By Deputy Mayor Chambers**

**That Council forward to the December 15, 2025, regular meeting, approval of the 2025 Demographic Strategic Plan.**

**MOTION CARRIED**

**2.4 Accessibility, Inclusion, Diversity and Equity Committee Recommendations**

**Moved By Councillor McManaman**

**Seconded By Councillor Wells**

**That Council forward to the December 15, 2025, regular meeting, the following Accessibility, Inclusion, Diversity and Equity Committee motions for approval:**

- 1. That the Accessibility, Inclusion, Diversity and Equity Committee recommend that Council request staff to investigate the feasibility of having inclusive, all gender restrooms at all Town of Amherst facilities.**
- 2. That the Accessibility, Inclusion, Diversity and Equity Committee recommend Council request staff to complete an audit of all Town of Amherst facilities and infrastructures, including accessible parking spaces, to ensure they are fully accessible as it is laid out in the Council approved Strategic Plan and to bring a report back to this Committee for review.**

**MOTION CARRIED**

**2.5 Banner Request**

**Moved By Councillor McManaman**

**Seconded By Deputy Mayor Chambers**

**That staff be directed to investigate the appropriateness of hanging a banner at the Amherst Stadium in memory of Vaughn Martin.**

**MOTION CARRIED**

**2.6 Social Media and Communication Presentation**

**Information item only. Further to the motion passed at the December 16, 2024, Committee of the Whole meeting, staff will formally invite Bridgewater Mayor David Mitchell to do a presentation for Council regarding social media and communication.**

**2.7 Community Centre and Council Remuneration**

**Moved By Councillor Davidson**

**Seconded By Deputy Mayor Chambers**

**That the November 17, 2025, Committee of the Whole Closed Session motion be removed from the December 15, 2025, regular meeting of Council agenda, and that staff be directed to schedule a meeting in January 2026 with Council to discuss a new and/or renovated stadium and next steps.**

**MOTION CARRIED**

**3. Information Items**

**3.1 Holiday Events**

**Moved By Councillor Davidson**

**Seconded By Deputy Mayor Chambers**

**That staff be directed to have Council participate in future Christmas parades together as a group with one inclusive mode of transportation.**

**MOTION CARRIED**

**3.2 User Fee Comparisons**

Councillor Davidson asked for clarification on expenses incurred during special off-season events at the Amherst Stadium. The Director of Operations responded these expenses are mostly related to stadium employee wages.

**3.3 Cumberland Business Connector and CBDC Comparison**

Mayor Small clarified the purpose of this report is to outline the different services offered by the Cumberland Business Connector and the Community Business Development Corporation. Information item only.

**3.4 Color Themed Flowers**

Information item approved as part of the consent agenda.

**3.5 2026-2028 People Strategy**

Information item approved as part of the consent agenda.

**3.6 ATV Trail**

**Moved By Councillor Ripley  
Seconded By Councillor Furlong**

**That staff be directed to communicate with Maritime Sod about the potential of  
ATV access on their property.**

**MOTION CARRIED**

**3.7 By-Law / Policy Review**

Information item approved as part of the consent agenda.

**3.8 CAO Task Report**

Councillor Davidson asked about the status of the Committee Review, particularly the Joint Councils Policy. The CAO advised that he has consulted with the Municipality of the County of Cumberland CAO regarding this and that this policy will likely be repealed and that meetings between the Town of Amherst and Municipality of the County of Cumberland Mayors, Deputy Mayors and CAOs will continue as needed.

**5. Closed Session**

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

**MOTION CARRIED**

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Natalie LeBlanc  
Municipal Clerk

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Rob Small  
Mayor



## COMMITTEE OF THE WHOLE

CDR# 2026004

Date: January 19, 2026

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

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

**DATE:** January 19, 2026

**SUBJECT:** Community Support Grants 2025/26

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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 January 26, 2026, regular meeting, approval for the Amherst Curling Club to carry over into 2026 the 2025 Community Support Grant in the amount of \$8,000.

**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:** In May of 2025 Amherst Town Council awarded a community support grant of \$8,000 for improvements to the Amherst Curling Club, specifically for the installation of new siding. At the time they had also applied to the Province of NS rink revitalization program for a grant which was not approved.

The Amherst Curling Club contacted several contractors in early 2025 to submit proposals. The number of housing construction projects already underway in the area, while very positive, had an impact on contractor availability. This limitation on the competitive process, combined with the provincial grant being unsuccessful, made it prudent for them not to proceed in 2025.

The Amherst Curling Club has requested a carryover of these funds for 2026. At a meeting before Christmas a motion was approved to move forward with the project in early 2026 with or without the Provincial grant. The Amherst Curling Club applied for and were awarded a grant from the Municipality of Cumberland as well in 2025.

**FINANCIAL IMPLICATIONS:** None.



**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. Do not permit the Amherst Curling Club to keep the 2025 Community Support Grant.

**ATTACHMENTS:**

- Community Support Grants Policy, 72000-08

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

**APPROVAL DATE:** March 24, 2025

**CAO Signature:** 

### **POLICY STATEMENT**

- a. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are providing services that in the opinion of Council, are of a benefit to the residents and businesses of the Town. Applicants and Groups that actively support inclusion, diversity, accessibility and equity will be given priority consideration as will those applications that enhance community well-being and increase the social determinants of health, such as, but not limited to food insecurity, affordable housing, early childhood development, education, social inclusion and non-discrimination of the citizens of Amherst
- b. This program does not govern the following, which are separately administered:
  - i. Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
  - ii. Residential Property Tax Rebates (low-income homeowners)

### **POLICY OBJECTIVES**

The objectives of this policy are:

- a. to outline the requirements to apply and be considered for a Community Support Grant
- b. to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in a manner approved by Council.
- c. to ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
- d. to provide for public disclosure of a list of grant recipients and the amounts of those grants.

#### **1. SCOPE**

The Program includes financial grants in the form of cash and in-kind services (for use of municipal facilities, for example). The value of requests is not limited; however, applicants must be aware that:

- a. The application process is competitive;
- b. There are more grant applications received than available funding;
- c. Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient;
- d. The Town would like to support programs and events that promote community well being and health and safety of our citizens. With that in mind, events based on alcohol consumption (beer gardens, wine tasting tours etc.) may only receive support if other community benefits can be shown. Overall, the Town will show preference to events that are family friendly and support the overall well being of the community.

#### **2. EXCLUSIONS**

The following are exclusions from the grant program:

- a. While Council reserves the right to, it is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g., health, social services)
- b. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns

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

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- c. Funding applications will not be considered from the following:
  - i. Businesses;
  - ii. Provincial Government organizations;
  - iii. School Boards or quasi government organizations;
  - iv. Non-profit organizations for the purpose of funding accumulated deficits;
  - v. Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
  - vi. Organizations with political affiliations.
- d. Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief
- e. Funding will also not normally be provided to fundraising campaigns of national charitable organizations either directly or indirectly.
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

### **3. ALLOCATION OF FUNDS**

Council is not obligated to:

- a. Provide funding in the form of Community Support Grants;
- b. Spend all the funds allocated for grants in any given year;
- c. Award the full amount requested in an application; or
- d. Renew any grant

### **4. GUIDELINES**

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

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

### **5. PROGRAMS**

The following are a list of the grants available:

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

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

- i. This includes amounts for teams / groups and individuals traveling to Provincial, National and International competitions and events when the Amherst based teams or individual have been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization, or have been invited by such an organization;
- ii. The team / group is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team;

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

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- iii. The individual is competing / attending as an individual and has their principal residence in the Town of Amherst;
- iv. The Town of Amherst resident has been selected / qualified to represent the Province of Nova Scotia or Canada at a national or international competition / event.

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

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

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

**c. Organizational Equipment**

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

**d. Funding for Social Equity Initiatives**

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

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

**e. Large Scale Projects**

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

**6. APPLICATION PROCESS**

The following outlines the application process:

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

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

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

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

### **7. APPROVAL PROCESS**

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

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

The Chief Administrative Officer (CAO) may approve applications that are less than \$1000 provided such applications qualify in accordance with this policy. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the Town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December).

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

### **9. PAYMENT PROCESS**

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

### **10. CONDITIONS**

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

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

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- d. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted
- e. If the event/project does not occur for any reason, all grant monies must be returned
- f. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

**11. PUBLIC DISCLOSURE**

- a. The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis
- b. A summary of grant awards will be posted on the Town of Amherst's website in accordance with s.65C(1) of the *Municipal Government Act*

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

**Application for Funding**

Date: \_\_\_\_\_

**REQUEST FOR FINANCIAL SUPPORT**      **REQUEST FOR IN-KIND FACILITY RENTAL**

**1. ORGANIZATION INFORMATION:**

Name of Organization: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED**    \$ \_\_\_\_\_

Total cost of program event or activity                    \$ \_\_\_\_\_

**3. What is the purpose for the funding requested? (Sport and Physical Activity, Arts/Culture Events, Festivals, Organizational Equipment, Community Well-Being etc.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. Please attach all documents that support the funding request.**

**5. What are the expected benefits to the community? (Event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

NAME	FUNDING IF ANY

**7. How many volunteers contribute to this event or festival:** \_\_\_\_\_



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

**ROLES AND RESPONSIBILITIES**

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

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
Amendments to policy to collapse A fresh grants, streamline application process, increase CAO approval limit, inclusion of MAP requirements, rewording to ensure policy is more inclusive and promotes community well-being	Director Community Living, Bristol	Council	February 27, 2023
Amendment to policy to remove Deed Transfer reference from Poverty Funding. Rename Poverty Funding to Social Equity.	Director Community Living, Bristol	Council	April 24, 2023
Eliminate section 4 as it is exclusionary of other organizations; amend Section 9 Payment Process to eliminate the two phased payment approach as this is administratively time consuming and places undue pressure on community organizations; and amend Section 10 Conditions to include the reporting requirement for organizations who intend to reapply for future grants. This will allow for transparency on how funds are used and the impact on the community.	Director, Community Living, Bristol	Council	October 30, 2023

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

Change the requirement to send applications to the social equity committees from will to may	Director, Community Living, Bristol	Council	March 24, 2025
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Minutes reference date:    23 September 2013    27 October 2014    21 May 2015    25 June 2018    24 September 2018  
    28 October 2019    27 January 2020    25 October 2021    27 February 2023    24 April 2023  
    30 October 2023    24 March 2025

# MEMO

To: Mayor Small and Members of Council  
From: Aaron Bourgeois, Director of Operations  
Date: January 19, 2026  
Re: Banner Request

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At the December 2025 Committee of the Whole meeting the following motion was passed:

*Moved By Councillor McManaman*

*Seconded By Deputy Mayor Chambers*

*That staff be directed to investigate the appropriateness of hanging a banner at the Amherst Stadium in memory of Vaughn Martin.*

MOTION CARRIED

## **Background**

While recreation staff have previously done some work on this topic, the Town currently does not have formal criteria or a standardized process to guide decisions related to permanent banners at municipal facilities.

## **Discussion**

As the permanent display of banners at the Amherst Stadium or other Town facilities represents a significant and lasting form of public recognition it is imperative that decisions related to eligibility must be consistent, transparent, and defensible.

To ensure fairness and to avoid bias or favoritism staff believe a detailed eligibility criteria need to be established to determine who may be considered for this form of recognition. The criteria would ensure that recognition is merit-based and supported by clearly defined contributions to sport and the broader community, such as achievements as a player, builder, coach, official, or volunteer.

It is also important that considerations for banners or other forms of permanent recognition be conducted through a formal application and evaluation process. This would ensure nominations are assessed objectively against approved criteria rather than through individual motions of Council.

Perhaps a citizen-based advisory committee, supported by staff, and including representation from Council may be the best approach as it would promote community involvement, provide balanced perspectives, and reinforce the integrity of the decision-making process.

## **Recommendation**

That Council direct staff to:

1. Develop detailed eligibility criteria for permanent banner recognition at the Amherst Stadium;
2. Establish a formal, merit-based application and review process for nominations;
3. Draft a terms of reference for a committee to review applications and make recommendations to Council; and
4. Bring the draft documents to the March 2026 Committee of the Whole meeting for consideration.

## **Alternatives**

Council may also consider the following alternative:

1. Do not approve the proposed recommendations and direct staff to hang a banner at the Amherst Stadium in memory of Vaughn Martin.

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

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

**DATE:** January 19, 2026

**SUBJECT:** Street Light Policy Review

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

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

**RECOMMENDATION:** That Council forward to the January 26, 2026, regular meeting, the amended Street Light Policy for approval.

**BACKGROUND:** The Street Light Policy# 31600-02 was originally adopted in December 2003 and subsequently revised in 2011 and 2015. The existing policy focuses primarily on installation standards and general wattage guidelines for different roadway classifications.

As street lighting is a municipal asset with implications for public safety, energy efficiency, fiscal sustainability, and asset management the amended policy clarifies the policies intent and aligns it better with asset management best practices.

**DISCUSSION:** Upon review, staff are recommending the following amendments.

1. **Clear Purpose and Scope**  
The amended policy includes a clear purpose statement outlining the Town's intent to manage street lighting in a consistent, fiscally responsible, and sustainable manner and defines the scope of the policy. These elements are not clear in the existing policy.
2. **Policy Principles and Decision-Making Rationale**  
The amended policy expands the policy statement to identify guiding principles, including public safety, fiscal responsibility, consistency, asset management, and energy efficiency. The existing policy does not explain the reasons or principles used to make decisions.
3. **Installation Standards**  
The revised policy clarifies that streetlights are also required at intersections.



4. Removal of Wattage Guidelines

The existing policy included fixed wattage standards by road classification. The revised policy removed the wattage values. Wattage for LED lights refers to energy use not the brightness of the light.

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

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

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

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

**ALTERNATIVES:**

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

**ATTACHMENTS:**

Street Light Policy – Existing  
Street Light Policy - Amended

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**DEPARTMENT:** TRANSPORTATION AND PUBLIC WORKS

**TITLE:** **STREET LIGHT POLICY**

Minutes reference date: 16 December 2003; Revised: 26 April 2011 26 January 2015

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**PURPOSE:**

In 2011 the Town replaced the previously NSPI owned street lights to Town owned Light Emitting Diode (LED) lights. These lights use far less power and will last longer than the previous lights. Installation, maintenance and warranty work will be conducted by a third party provider under the request of the Town. This document is designed to establish a uniform guideline for the installation and inspection of these LED lights.

**POLICY STATEMENT:**

Street lights will be installed on all Town owned streets

1. All street lights will be installed on utility poles a height of not less than 8 meters.
2. Street lights will be installed on one side of residential streets, and, where possible, the same side as the sidewalk.
3. Lights will be located on utility poles no farther than 70 meters apart.
4. Inspections will be conducted by the Town's Operations Department biannually for the purpose of detecting non functioning lights.
5. On new streets, street lights will be installed after the Town takes ownership of the street.

General Wattage Guidelines

Arterial Streets	83 watts
Collector Streets	65 watts
Local Streets	55 watts (65 watts at intersections)

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**TITLE: STREET LIGHT POLICY**  
**SECTION: ENGINEERING & PUBLIC WORKS**  
**POLICY NO.: 31600-02**

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

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

### **PURPOSE**

The purpose of this policy is to establish a clear, consistent, and fiscally responsible framework for the planning, installation, operation, and maintenance of street lighting within the Town of Amherst.

### **SCOPE**

The Town of Amherst shall manage the illumination of public streets where the Town has authority or responsibility for street lighting.

The intent of this policy is to provide a level of street lighting that is affordable, appropriate, and consistent.

### **POLICY STATEMENT**

Street lighting shall be provided to support the safe movement of vehicles and pedestrians on all public streets. The Town of Amherst shall plan, implement, and manage street lighting considering: Public Safety, Fiscal Responsibility, Consistency, Asset Management, and Energy Efficiency.

Street lights shall be installed:

- On utility poles at a height of not less than 8 metres.
- On one side of residential streets and, where possible, on the same side as the sidewalk.
- Be installed no more than 70 metres apart, and
- At intersections

Public works staff will conduct biannual inspections for the purpose of detecting non-functioning lights.

Street lighting, on new streets, will be installed after the Town takes ownership of the street.

**TITLE: STREET LIGHT POLICY**  
**SECTION: ENGINEERING & PUBLIC WORKS**  
**POLICY NO.: 31600-02**

## ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy revised to include a clear purpose statement to identify guiding principles, clarifies that streetlights are also required at intersections and remove the wattage values	Director of Operations	Council	

Minutes Reference Dates: 16 December 2003    26 April 2011    26 January 2015

# MEMO

To: Mayor Small and Members of Council  
From: Aaron Bourgeois, Director of Operations  
Date: January 19, 2026  
Re: Construction of New Residential Streets

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## Purpose

Staff are seeking direction from Council to develop a new policy that would change the financial contribution from the Town for the construction of new public streets built by private developers.

## Background

The Town currently has a Paving of New Residential Streets Policy, under which the Town pays for the top lift of asphalt and the installation of concrete curb for new residential streets once certain conditions are met.

Under the current policy developers are required to pave a 6m wide by 50mm thick driving surface, with final curbing and top lift asphalt being completed after 50% occupancy has been reached and paid for by the Town. In practice, this results in asphalt being placed before curb installation. Constructing pavement prior to installing curb is not consistent with accepted road construction best practices, the main issues being:

- Pavement Performance and Longevity - The initial thin asphalt driving surface and lack of edge support (provided by a curb) increase the likelihood of cracking, settlement, and premature failure of the asphalt if left too long.
- Drainage and Grade Control - Curbs establish final roadway grades and define drainage pathways. When pavement is installed first, achieving consistent crossfall and positive drainage is very difficult.

The cost to installing the curb, widening the road, and applying the top lift of asphalt is approximately \$1,500 per meter. For example, the proposed 2026/27 capital budget includes a project to complete curb, widening, and top lift asphalt on Brown Street and Mosher Street at an estimated cost of \$420,000. Since this street was constructed in 2012 the installed costs of asphalt paving and concrete curb have increased significantly.

Item	2012 Price	2025 Price	% Increase
Type "D" Asphalt per metric tonne	\$100.00	\$287.00	187%
Concrete Curb per linear metre	\$89.00	\$335.00	276%

## **Discussion**

Staff are proposing the development of a new policy that would allow the Town to continue to contribute to the construction of new residential streets. The proposed policy would remove the requirements for the Town to widen the street and install the curb and top lift of asphalt. Instead, the funding contribution would be provided for the installation of the required water, sanitary, and storm sewer systems.

The implementation of the proposed policy would also require amendments to the Town's Subdivision Bylaw to ensure consistency between policy direction and the requirements of the bylaw related to street construction.

The proposed policy would need to address:

- Developer Responsibility - The developer would be 100% responsible for the design, installation, and cost of all required infrastructure, including underground services, road subgrade, granular base, curb and gutter, sidewalks, and asphalt paving.
- Construction Standards - All works must be designed and constructed in accordance with Town standards and specifications, and to the satisfaction of the Town.
- Timing of Surface Works - Asphalt paving and curb installation must be completed within 12 months of the installation of underground infrastructure and road gravel, unless otherwise approved by the Town.
- Financial Contribution - Up to \$1,500 per linear metre of new street constructed by a developer and accepted by the Town as a public road.
- Eligibility for Payment - The Town's financial contribution would only be payable after the street has been fully constructed and accepted by the Town as a public road.
- Payment Conditions - Payment would be calculated based on the accepted length of the public street and capped at the maximum per-metre rate established by Council. No payment would be made for private roads, streets not accepted by the Town, or public streets constructed with open ditches.

## **Financial Considerations**

The funding for qualifying projects would need to be included in the annual capital budget process and be subject to Council approval. The policy would not create an automatic entitlement but rather a defined framework under which funding contributions may be considered.

Changing from the current practice of paying for the curb and top lift asphalt to contributing to the installation of the water and sewer infrastructure would change the funding source from general revenue to putting the costs in the water and sewer rates.

**Recommendation**

That Council direct staff to prepare a new Public Street Contribution Policy for the Town of Amherst that:

1. Establishes a municipal contribution of up to \$1,500 per linear metre of new public street constructed and accepted by the Town;
2. Amends the Town's current practice of paying for the top lift of asphalt and concrete curb on new residential streets;
3. Ensures that developers are fully responsible for all construction costs and infrastructure installation;
4. Sets clear eligibility criteria tied to road acceptance and completion of a one-year warranty period;
5. Includes timing requirements for the installation of asphalt and curb works; and
6. Directs staff to bring forward any necessary amendments to the Subdivision Bylaw needed to implement the policy.

**Alternatives**

Council may also consider the following alternatives:

1. Do not approve the recommendations and maintain the status quo;
2. Repeal the Paving of New Residential Streets Policy and provide no financial contribution to developers, or;
3. Approve an amount less than the proposed \$1,500 per linear metre financial contribution for the construction of new residential streets.

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**DEPARTMENT:** OPERATIONAL SERVICES

**TITLE:** **PAVING NEW RESIDENTIAL SUBDIVISION STREETS**

Minutes reference date: 23 April 2001  
Revised: 21 June 2004

Page: 552  
Page: 908

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## **BACKGROUND**

The subdivision developer is required to pave the 6m (20ft) driving surface along the centre of new streets as part of our new subdivision requirements.

## **POLICY STATEMENT**

Council's policy for the completion of the paving and curbing on new residential subdivision streets is that this work will be scheduled by the Town after 50% of the lots have been occupied.

The developers of new residential subdivisions may pay the cost to finish paving and curbing at any time before the 50% occupancy is reached to enhance lot sales.

It is Council's intent to put the following formula in place for scheduling payment to these developers:

- 25% of cost when 25% of lots are occupied
- 50% of cost when 50% are occupied
- 100% when 75% of the lots are occupied

## **PURPOSE**

It is in the Town's best interest to get asphalt paving and curbing in place as soon as possible to enhance storm drainage and eliminate gravel maintenance in new subdivisions, while allowing the developer to have completely paved, curbed and landscaped streets to enhance in Town lot sales.

# MEMO

To: Mayor Small and Council  
From: Andrew Fisher, Director of Planning & Economic Development  
Date: January 19, 2026  
Subject: ATV access within town limits

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## **Council Direction**

### October 2025 motion:

*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.*

### December 2025 motion:

*That staff be directed to communicate with Maritime Sod about the potential of ATV access on their property.*

## **Legislation**

The *Road Trail Act*, recently enacted by the Province of Nova Scotia, gives Municipal Councils the authority to 'designate' a part of a roadway within their municipality as a 'road trail' to provide trail connectivity and access to amenities. Section 2 of the Act states: "*The purpose of this Act is to enable the operation of off-highway vehicles on designated parts of highways to allow for trail and amenity connectivity*". In other words, the legislation is not intended to provide general access on streets throughout town.

There are restrictions and conditions in relation to the use of Off-Highway Vehicles (OHV):

- Does not include snow machines
- Drivers must have a valid driver's license
- Vehicles must be insured and registered
- Helmets and seat belts if equipped are required
- The vehicle must have headlights, tail-lights and side mirrors
- Speeds cannot exceed 25 km/h

## **Eddy Road and Road Trail Access within Town Limits**

The province has given access to ATVs on the Eddy Road to the town's northern border. The Cumberland County Riders ATV Club have requested a 'road trail' via town streets to access amenities (food, lodging and fuel).

## **Amenities in Amherst**

The attached map identifies the three amenity areas and potential access routes.

### Downtown

The Eddy Road, located on the town's northern border, is not near amenities. Downtown Amherst does have food and retail services, but currently no fuel and limited accommodations. Eddy Street, if designated a road trail, could provide general access to downtown restaurants but not to a specific location. Short of allowing access on all streets throughout downtown, there would need to be a designated ATV parking area. Assuming a parking area can be provided, this situation is unlikely to provide the level of access desired by the ATV club.

### West Amherst

There is fuel, limited food and accommodation amenities located at the town's western border. The only plausible road trail would be from Eddy Road – along the trail by Robb's Field or Palmer Street – Lawrence or Erncliff and Copp Avenue – West Victoria Street. This route is shown in **Blue on the map**. The 2+ km distance along West Victoria, although wide, is not ideal given the high traffic levels and the potential to disrupt the residential uses along this street. The western-most portion of West Victoria Street is outside the town boundary, which would require approval from the province and the County.

### South Amherst

The Highway Commercial zone around the South Albion/Robert Angus Drive area offers the most amenities and is likely the most desirable destination for ATVs. High traffic levels in this area pose a problem, but more importantly, there is not a direct route via town streets from the Eddy Road – it is literally on the opposite end of town.

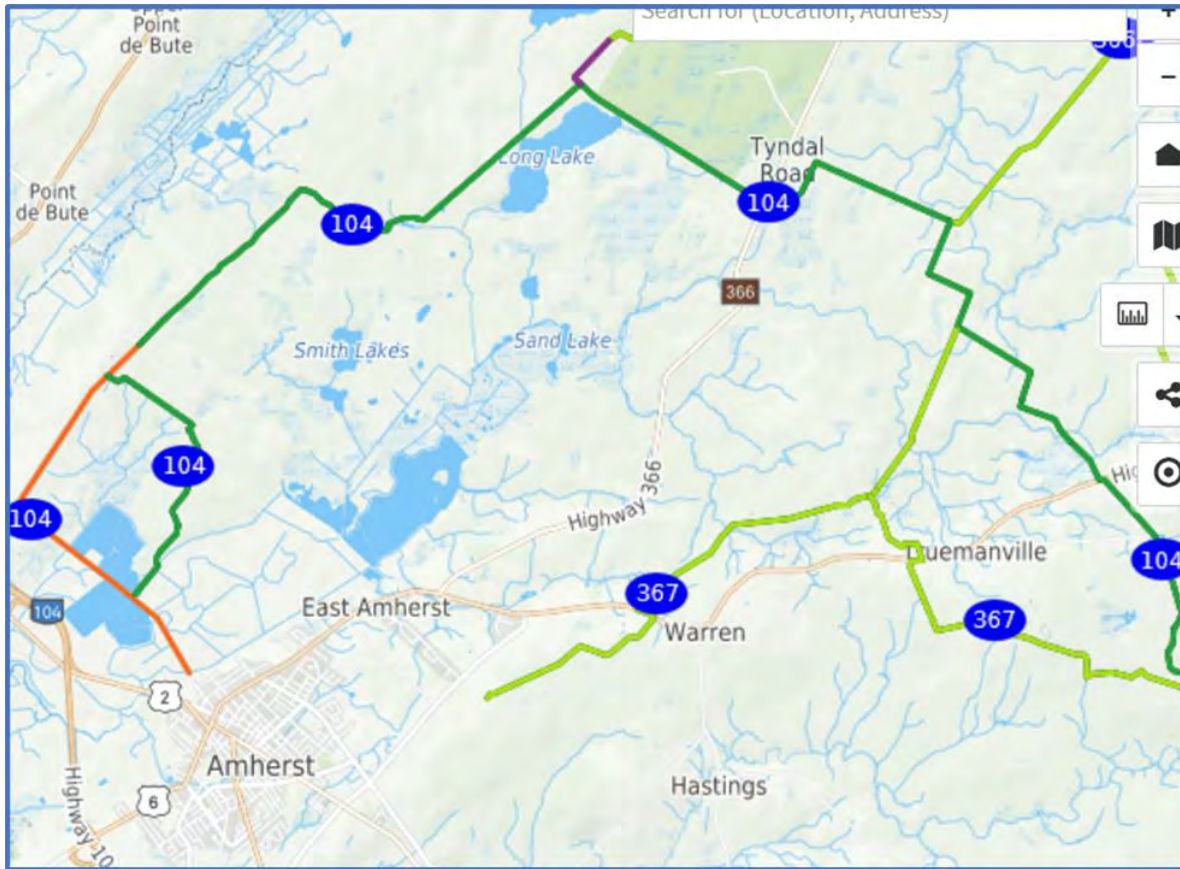
A potential route could be from Eddy Road –trail by Robb's or Palmer – Lawrence – West Victoria – Hickman – Anson – Industrial Park Drive. This is shown as a **black hash line**.

Staff strongly feel that designating a route over town streets between Eddy Road and the South Albion commercial area would pose significant public safety, land use, and enforcement issues. There is a significant chance that an attempt to designate a road trail through town would be perceived by the public as an opportunity to drive ATVs on all town streets, particularly for those ATV owners living 'a few blocks' from the designated route. This situation would not be in keeping with the trail-connecting intent of the above noted legislation.

### Off-Street Trail Options

Assuming the South Albion - Robert Angus Drive area is the most desirable destination; staff suggest the following potential routes that minimize road trails:

- 1) **Western Route Exit 3 (Solid Black Line on map)** – The route would start at Eddy Street – Lawrence Street – Erncliff – Sackville Road – Amherst Sod roads – Tupper Blvd – Anson Ave. – Industrial Park Dr. Amherst Sod have indicated a willingness to consider a designated route through the farm, subject to ongoing management by the ATV club. This route would then cross West Victoria Street and run along Tupper - Anson - Industrial Park Drive. Alternative to the street trail, staff feel there may be enough space adjacent to the street for a trail, or along the railway reserve. The route through the Industrial Park would pose the least amount of disruption to residential property. Creating a route through the new Business Park lands is also a possibility.
- 2) **Eastern Route (Yellow Line on Map)**– As shown on the trail map taken from the ATV Association of Nova Scotia (<https://atvans.wildapricot.org/ATVANS-Interactive-Map>), ATVs have trail access to the Amherst Golf Course. If the ATV club could gain access to the town boundary at Willow Street and Robert Angus Drive, a separate trail could be constructed along Robert Angus Drive to South Albion Street. This might provide the most direct route and have a relatively low potential for disruption to residential land uses. Staff feel that on-street ATV access along Robert Angus Drive is not advisable given the traffic and other issues noted for a route along West Victoria Street. A separate trail constructed along Robert Angus Drive would be a significant cost.



## Enforcement Considerations

- 1) Law abiding ATV users and groups are not necessarily a problem.
- 2) Law enforcement is a major concern as a significant number of ATV users do not follow laws, particularly with regard to operating under the influence. In 2025 alone, Amherst Police responded to over 20 complaints regarding ATV use within town limits.
- 3) Police occurrences involving ATV's center around excessive noise, speeding and dangerous driving.
- 4) In several of these instances, ATV's fled from police, violating sections of the Criminal Code and the Off-Road Vehicle Act. Of the 47 incidents of fleeing police in 2025, 4 of these were ATVs and 6 were motorcycles.
- 5) There has been a history of disruption caused by illegal ATV use in town, particularly along the Marsh Trail near Robb's Field and Eddy Road.
- 6) Police routinely get complaints concerning excessive vehicle noise, especially loud mufflers. This includes off-road vehicles.
- 7) If access is provided to the South Albion – Robert Angus Drive area there will need to be a designated ATV parking area. Private parking lot access for ATVs could be a significant safety hazard.

## Conclusion

- 1) **The Road Trails Act supports connectivity, not general town access.**  
The Act is intended to allow limited, designated connections to trails and amenities and does not support broad or town-wide ATV access on municipal streets.
- 2) **On-street routes from Eddy Road are poorly suited to Amherst's geography.**  
The location of Eddy Road relative to amenities means any on-street route would be long, indirect and disruptive to residential and high-traffic areas.

3) **Public safety and enforcement are the dominant constraints.**

Existing patterns of illegal and unsafe ATV use indicate that expanded on-street access would likely increase complaints, enforcement challenges, and public safety risks.

4) **Off-street trail solutions are the most viable option.**

Off-street or parallel-to-road trails better align with legislation, reduce neighbourhood impacts, and are easier to clearly define and enforce.

5) **Access to South Amherst requires structured planning at the destination.**

Any ATV access to the South Albion–Robert Angus Drive area would require designated parking and clear controls to avoid safety hazards on private properties.

### **Next Steps**

Should Council decide to undertake a more in-depth review of the ATV access issue, staff suggest the following next steps that generally aligns with the October 2025 motion:

- 1) **Confirm scope** – Council to confirm whether it wishes to explore limited ATV connectivity, with no commitment to permitting access and clearly communicate that off-street or trail-based options are the primary focus, consistent with provincial legislation.
- 2) **Engage the public** – Undertake early, high-level public engagement to understand community concerns and expectations.
- 3) **Consult key stakeholders** – Continue preliminary discussions with the ATV club, landowners, and police.
- 4) **Report back to Council** – Summarize public input and high-level options to determine whether a full review is warranted.

# Proposed Amherst ATV Trail



Eddy Road Connection







Downtown Amenities

West Amherst/Exit 3 Amenities

S. Albion/Robert Angus Dr. Amenities

Amherst Golf Club

Connection to Trail

-  West Route
-  West Route - Town Roads
-  East Route
-  East Route - Connection to Trail
-  Highway Trail
-  Amenity Destination

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

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

**DATE:** January 19, 2026

**SUBJECT:** Proclamations and Flag Raising Policy Amendments

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

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

**RECOMMENDATION:** That Council forward to the January 26, 2026, regular meeting, approval of the Proclamations and Flag Raising Policy as amended.

**BACKGROUND:** To recognize and honor community organizations and associations while ensuring resources are managed appropriately

**DISCUSSION:** The Town has historically accommodated a wide range of flag raising requests from community groups, including hosting formal ceremonies at the Church and Albion Street flagpole.

Over the past several years, the number of requests has increased while participation from the community at large has decreased. While the Town aims to be supportive and inclusive of community organizations, the current process has created challenges:

- **Staff time:** Each ceremony requires site clean up/setup and tear down, scheduling, staff presence, and coordination.
- **Low public participation:** Many ceremonies have minimal or no attendance, including from the requesting organization.
- **Operational impacts:** Short-notice requests and unpredictable weather conditions create pressures on staff workloads.

In response, staff have prepared options to provide recognition while ensuring operational sustainability.

**FINANCIAL IMPLICATIONS:** No new financial impacts are anticipated. The change will reduce staff time across multiple departments associated with ceremonies.





**COMMITTEE OF THE WHOLE**

**CDR# 2026008**

**Date: January 19, 2026**

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications. This approach ensures equitable access to the flagpole while aligning operational demands with available resources.

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

**COMMUNITY ENGAGEMENT:** The application from will be revised and communicated to requesting groups and associations

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

**ATTACHMENTS:** Amended Policy



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**TITLE: Requests for Proclamations and Flag Raising Ceremonies Policy**  
**SECTION: All Town Departments**  
**POLICY NO: 10350-14**

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

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

## **POLICY STATEMENT**

### **1. Proclamations**

Proclamations will only be made in support of specific community events or activities in or around the Town at the request of the organizing group.

Requests must:

- Be made in writing to the CAO at least two weeks in advance
- Include proposed wording for the proclamation.

Requests must be approved by the CAO or designate, who may, at their discretion, refer the request to Council.

### **2. Flag Raisings**

#### **2.1 Location and General Requirements**

Flags will only be placed on the Town-owned flagpole at the intersection of Church and Albion Streets in support of recognized community events or activities.

- Maximum duration: **five (5) days**
- The requesting organization must pick up their flag after the display period.
- Requests must be submitted in writing to the CAO at least two weeks in advance.
- Flag raising and Proclamation requests must be approved by the CAO or designate, who may refer them to Council at their discretion.

#### **2.2 Flag Raising Ceremonies**

Formal flag-raising ceremonies will be held at the Church Street flag poles for the following three annual civic observances:

1. African Heritage Month (1<sup>st</sup> week of February)
2. Pride Month (typically June or July)
3. National Indigenous Peoples Day (June 21<sup>st</sup>) For these events, the Town will coordinate a formal ceremony which may include remarks, participation by Council, and support from Town staff.

**TITLE: Requests for Proclamations and Flag Raising Ceremonies Policy**  
**SECTION: All Town Departments**  
**POLICY NO: 10350-14**

### 2.3 All Other Approved Flag Raisings

For all other approved flag raising requests:

- The flag will be raised by staff on the approved date without an on-site ceremony.
- Community organizations may request a ceremony in the lobby of town hall to read the proclamation and give remarks highlighting the organization.
- The flag and/or proclamation will be shared across Town social media platforms to help promote awareness.

This approach maintains inclusive recognition of community groups.

### 3. Conditions for Approval

In general, it shall be the policy of Council to approve requests only when:

- The message being conveyed is considered to be for the public good;
- The request does not promote one group or individual to the detriment of another;
- The flag is in good condition (no rips or fading);
- All ropes, attachments, or hardware are supplied by the applicant, if required.

### ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
<b>Director, Community Living</b>	Ensure the guidelines of the policy are clear to community organizations
<b>CAO</b>	Approve applications in a timely manner
<b>Council</b>	Continue to encourage and support the inclusive and equitable approval of this policy

For Administrative Use Only:

### VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Minor wording to make policy more inclusive and equitable</b>	Director, Community Living	Council	March 27, 2023
<b>Modify the procedures for flag raising requests and ceremonies</b>	Director, Community Living	Council	

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**TITLE:** Requests for Proclamations and Flag Raising Ceremonies Policy  
**SECTION:** All Town Departments  
**POLICY NO:** 10350-14

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**APPROVAL DATE:** March 27, 2023

**CAO Signature:** 

## **PURPOSE**

To set out the Policy of the Town in regard to requests from groups and organizations to have proclamations signed and to have flag raising ceremonies in an inclusive and equitable manner.

## **POLICY STATEMENT:**

### Proclamations

Proclamations will only be made in support of specific community events or activities in or around the Town at the request of the organizing group. Requests are to be made in writing to the CAO at least one week in advance of the date of the proposed proclamation, and must include the proposed proclamation. Proclamations must be approved by the CAO, with the provision that, at their discretion, they may submit the proclamation to Council for approval.

### Flag Raising Ceremonies

Flags will only be placed on a Town owned flag pole at the intersection of Church and Albion Streets, in front of the Cumberland YMCA in support of specific community events or activities in or around the Town at the request of the organizing group. The maximum duration of any individual flag display will be five days, and requesting organizations must pick up their flags once that period is over. Requests are to be made in writing to the CAO at least one week in advance of the date of the proposed flag raising. Flag raisings must be approved by the CAO, with the provision that, at their discretion, they may submit the request to Council for approval.

In general, it shall be the policy of Council to only approve requests under the following circumstances:

- a) The message being conveyed must be considered to be for the public good;
- b) No group or individual shall be promoted to the detriment of another group or individual;
- c) The flag must be in good condition no rips or fading;
- d) All ropes, attachments, etc. must be provided by the applicant

**TITLE:** Requests for Proclamations and Flag Raising Ceremonies Policy  
**SECTION:** All Town Departments  
**POLICY NO:** 10350-14

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
<b>Director, Community Living</b>	Ensure the guidelines of this policy are clear to community organizations.
<b>CAO</b>	Approve applications in a timely manner
<b>Council</b>	Continue to encourage and support the inclusive and equitable approval of this policy

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
Minor wording to make policy more inclusive and equitable	Director Community Living, Bristol	Council	March 27, 2023



## COMMITTEE OF THE WHOLE

CDR# 2026002

Date: January 19, 2026

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

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

**DATE:** January 19, 2026

**SUBJECT:** Donation Request from the Dr. & Mrs. H.E. Christie Community Foundation

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**ORIGIN:** Correspondence from the Dr. & Mrs. H.E. Christie Community Foundation that they will donate \$10,000 to the Town provided that the Town, in turn, provides a grant of \$10,000 to the Cumberland County Minor Hockey Association as an additional contribution to augment player and coach development programs.

**LEGISLATIVE AUTHORITY:** Income Tax Act – Canada Revenue Agency Charity Guideline Registered municipalities are considered qualified donees by the Canada Revenue Agency and therefore can issue official donation receipts and are eligible to receive gifts from registered charities.

**RECOMMENDATION:** That Council forward to the January 26, 2026, regular meeting, approval of the request to receive a donation of \$10,000 from the Dr. & Mrs. H.E. Christie Community Foundation to fund a corresponding grant of \$10,000 to the Cumberland County Minor Hockey Association.

**BACKGROUND:** The Town of Amherst has accepted donations of this nature in the past and provided a donation acknowledgement letter to the donor and disbursed funds to the requested recipient. The key is that the disbursement is approved by Council and is for an expenditure which the municipality has the authority to spend.

**DISCUSSION:** The Town received correspondence from the Dr. & Mrs. H.E. Christie Community Foundation advising that their board approved a conditional grant, pending approval from the Town of Amherst in the amount of \$10,000 to the Cumberland County Minor Hockey Association. The Foundation is asking if Council will accept this donation from them in the above amount, issue a donation acknowledgement letter and provide grants as listed above.

**FINANCIAL IMPLICATIONS:** There would be no financial implications for the Town in this transaction as the grant would be fully offset by the donation.

**COMMUNITY ENGAGEMENT:** No community engagement is contemplated in carrying out this request. The community engagement occurred between the Cumberland County Minor Hockey Association and the Dr. & Mrs. H.E. Christie Community Foundation.



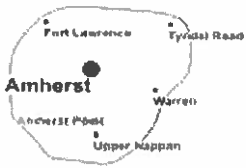
**ENVIRONMENTAL IMPLICATIONS:** No environmental implications are anticipated with this business process.

**ALTERNATIVES:**

1. Refer the matter to a future Council meeting for Council's consideration of accepting donation the from the Dr. & Mrs. H.E. Christie Community Foundation and providing a grant to the Cumberland County Minor Hockey Association.
2. Decline this request.

**ATTACHMENTS:**

- Letter from Dr. & Mrs. H.E. Christie Community Foundation re: conditional grant Cumberland County Minor Hockey Association.
-



**Christie - Smith Community Fund**  
*consisting of*  
 The Hugh E. Christie Fund and the Michael D. Smith Fund  
*administered by*



The Dr. & Mrs. H.E. Christie Community Foundation

Christie Fund

P.O Box 986, Amherst, Nova Scotia B4H 4E1  
 Phone: (902) 664-9779  
 E-mail: [christiesmithfoundation@gmail.com](mailto:christiesmithfoundation@gmail.com)

Smith Fund

**Trustees:**

6 January 2026

- David H. Christie
- Morris J. Haugg
- Jennifer Brennan
- Barry MacLeod
- Donna Fitzpatrick
- Mark Carter
- Linda Macleod

Town of Amherst  
 attn: Sarah Wilson  
 98 Victoria St. East  
 Amherst, NS  
 B4H 1X6

Dear Sarah,

At a recent meeting, the Trustees of The Dr. and Mrs. H.E. Christie Community Foundation approved a Conditional Grant of \$10,000 requested by the Cumberland County Minor Hockey Association to augment player and coach development programs.

This grant to a non-qualified donee is conditional on approval from the Town to facilitate handling of the grant. I am writing to request approval from the Town to receive our funds and forward an equivalent amount to the applicant:

Cumberland County Minor Hockey Association  
 c/o Adam Larkin, Secretary  
 80 Fox Ranch Road  
 East Amherst, NS B4H 3Y3

Please let me know at your earliest convenience your decision on this request.

If there are any questions regarding this matter, please advise. Thank you.

Sincerely,

John Matthews, Administrator

JM/hs



## COMMITTEE OF THE WHOLE

CDR# 2026003

Date: January 19, 2026

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

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

**DATE:** January 19, 2026

**SUBJECT:** Write-off Uncollectible Accounts Receivable

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**ORIGIN:** Analysis of aged accounts receivable listing

**LEGISLATIVE AUTHORITY:** Tax Collection Policy, #3800-01

**RECOMMENDATION:** That Council forward to the January 26, 2026, regular meeting, approval of the proposed write off of uncollectible accounts in the amount of \$44,334.07.

**BACKGROUND:** Staff have identified the attached listing of accounts as being uncollectible. All reasonable collection efforts have been exhausted. The last time any accounts were written off was 2018.

**DISCUSSION:** Staff would like old accounts that are uncollectible to be written off so that staff can concentrate on the accounts that are collectible. This is an established process used in sound financial planning for reconciliation of accounts.

**FINANCIAL IMPLICATIONS:** The Town has a valuation allowance for potential uncollectible accounts and therefore these adjustments will not affect the bottom line.

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

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications.

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

**ALTERNATIVES:** Do not write off the accounts and direct staff to continue with their collection efforts.

**ATTACHMENTS:** List of uncollectible accounts.

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**Town of Amherst**  
**List of Uncollectible Accounts**

**Water/Sewer Accounts**

Chignecto Central Regional Centre for Education (Acct #'s: 208005, 150015, 159186, 150027, 205109)	\$ 2,246.66
---	-------------

During 2021 and 2022 the Department of Education and Early Childhood were in discussions with the Department of Municipal Affairs to determine how to handle sewer and sprinkler charges for town schools. At this time the Chignecto Central Regional Centre for Education (CCRCE) were advised to hold off on any payments while these discussions were ongoing. Once discussions were finalized, they were directed to settle the outstanding charges. Payments were made late in 2022 except for interest charges. Interest has been accumulating since this time. In discussion with Chignecto Central Regional Centre for Education staff, they are proposing that we split the difference therefore we would be writing off 50% of the interest totalling \$2,246.66.

Bank of Montreal c/o Veranova Properties Limited (Acct # 201997)	\$5,592.90
---	------------

In 2020 due to circumstances of a larger than normal final water/sewer bill on this property the Town's solicitor Brian Creighton was instructed to accept a settlement on this water/sewer account of \$5,000. At the time of the settlement the account total was \$9,192.32 (of this \$8,792.19 related to the final bill). The \$5,000 settlement was received by the Town and applied to the account. This account has been collecting interest, and the outstanding balance is now \$5,592.90. As this account was settled legally the Town must write off the remaining balance. Staff are unable to locate a motion of Council from 2020 to write off the balance of this account and therefore are bringing it forward now.

**Town of Amherst**  
**List of Uncollectible Accounts (cont'd)**

**Miscellaneous Accounts**

Amherst Senior Team (former Ducks) (Acct #40271)	\$22,900.71
---	-------------

The balance relates to ice rentals for the 2024-2025 season. This account had been sent to Small Claims Court of Nova Scotia, and a pre-trial teleconference was held on October 20, 2025. The Amherst Senior Team subsequently filed a claim against A&A Hockey Group (current Ducks). The Amherst Senior Team does not have any assets in which to place a judgement against. Based on this and what it would cost in additional legal fees it has been decided to drop the claim against the Amherst Senior Team.

Southern Ontario Credit Bureau (Acct #30004)	\$ 9,078.58
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This relates to criminal record checks from 2021, and this company is now bankrupt.

Nustadia Recreation (Acct #40073)	\$ 1,027.50
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This relates to dasher board advertising from 2020. Customer did not feel amount was appropriate for advertising received due to cancellation of events during COVID.

Old Dutch Chips (Acct #40075)	\$ 760.95
----------------------------------	-----------

This relates to dasher board advertising from 2020. Customer did not feel amount was appropriate for advertising received due to cancellation of events during COVID.

Matthew Lepper (Acct #40222)	\$ 1,716.96
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This relates to dasher board advertising from 2023. Customer is now deceased.

John McLean (Acct #100772)	\$ 356.23
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This relates to Blue Cross payment from 2019. Customer is now deceased.

**Town of Amherst**  
**List of Uncollectible Accounts (cont'd)**

Foodland (Acct #100527)	\$ 296.07
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This relates to false alarms from 2018. Business has since closed.

Beans & Cocoa Toys (Acct #100946)	\$ 357.51
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This relates to a Christmas sponsorship from 2018. Business has since closed.



## COMMITTEE OF THE WHOLE

CDR# 2026005

Date: January 19, 2026

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

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

**DATE:** January 19, 2026

**SUBJECT:** Deed Transfer Tax By-law, B-2

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**ORIGIN:** By-law and Policy Review.

**LEGISLATIVE AUTHORITY:** Town of Amherst Deed Transfer Tax By-law, B-2, Municipal Government Act.

**RECOMMENDATION:** That Council forward to the January 26, 2026, regular meeting, first reading of the By-law to Amend the Deed Transfer Tax By-law, which changes the deed transfer tax rate effective April 1, 2026, from 1.25% to 1.5% of the value of the property transferred as well to correct a duplication in the numbering sequence from 1-7 to 1-8.

**Alternative:** Refer this decision to the upcoming budget process (the bylaw will not be effective April 1 which will reduce our overall revenue in 2026/27 to some degree).

**BACKGROUND:** In 2018 the Town of Amherst's Deed Transfer Tax By-law was amended to change the deed transfer tax rate from 1% to 1.25%. As per the Municipal Government Act section 102(1) "the rate of the deed transfer tax shall not exceed one- and one-half percent of the value of the property transferred."

**DISCUSSION:** As part of the by-law and policy review, this by-law has been reviewed and a copy of the marked up revised version is attached. The 2025/26 deed transfer tax budget is \$375,000, if the DTT rate increased from 1.25% to 1.5% this could generate an additional \$75,000 annually.

Other Municipal Unit Deed Transfer Tax Rates:

- 1.5% Municipality of the County of Cumberland
- 1.5% Municipality of the County of Colchester
- 1.5% Town of Truro
- 1.5% Town of Oxford

Of the total 49 municipalities in Nova Scotia 29 have a deed transfer tax (DTT) rate of 1.5%, 4 have a DTT rate of 1.25%, 15 have a DTT rate of 1.0% and 1 has a DTT rate of 0.5%.

**FINANCIAL IMPLICATIONS:** An increase of 0.25% to the deed transfer tax rate could generate approximately \$75,000 based on the 2025/26 deed transfer tax budget.

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



**ENVIRONMENTAL IMPLICATIONS:** No environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** This would increase the deed transfer tax paid by the purchaser of a property.

**ALTERNATIVES:** Do not accept the recommended change and keep the deed transfer tax rate at 1.25%.

**ATTACHMENTS:** Deed Transfer Tax By-law, B-2 with changes noted in red.

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## **BY-LAW TO AMEND THE DEED TRANSFER TAX BY-LAW, B-2**

The Town of Amherst Deed Transfer Tax By-Law, B-2, approved by Council on June 18, 2018 is hereby amended as follows:

a. Paragraph 3

Delete paragraph 3 in its entirety and replace it with the following:

The amount of the deed transfer tax shall be one- and one-half percent (1.50%) of the sale price or value of the property effective April 1, 2026.

b. Correct a duplication in the numbering sequence from 1-7 to 1-8.

c. Delete paragraph 8 in its entirety and replace it with the following

The Deed Transfer Tax By-law as amended by the Town Council of the Town of Amherst on 18<sup>th</sup> day of June 2018 is hereby replaced.

**TITLE: Deed Transfer Tax By-Law**  
**SECTION: Financial Services**  
**BYLAW NO: B-2**

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

(Consolidated Version as of July 1, 2018)

1. This By-law shall be known as the Deed Transfer Tax By-law.
2. A deed transfer tax shall apply to the Town of Amherst.
3. The amount of the deed transfer tax shall be ~~one and one quarter percent (1.25%)~~ **one- and one-half percent (1.5%)** of the sale price or value of the property effective ~~July 1, 2018~~ **April 1, 2026**.
- 3 4 Part V, "Deed Transfers" and Section 3 (Interpretations) of *Municipal Government Act*, Stats. N.S. 1998, chapter 18, shall apply to deed transfers.
- 4 5 For the purposes of this By-law, "persons married to one another" shall include those persons who have entered into a domestic partnership declaration and have registered such declaration in accordance with Part II of the Vital Statistics Act R.S.N.S., Chapter 494.
- 5 6 The Registrar of Deeds shall be the agent and collector of the deed transfer tax for the Town of Amherst.
- 6 7 Attached is Schedule A Deed Transfer – Affidavit of Value which will form a part of this by-law.
- 7 8 The ~~Municipal Deed Transfer Tax By-law as amended by the Town Council of the Town of Amherst on the 20<sup>th</sup> day of March 1989: Amended May 27, 2013~~ **18<sup>th</sup> day of June 2018** is hereby ~~repealed in its entirety~~ **replaced**.

**TITLE:** Deed Transfer Tax By-Law  
**SECTION:** Financial Services  
**BYLAW NO:** B-2

For Administrative Use Only:

Deed Transfer Tax Bylaw B-2	
First reading:	
Notice of Intent:	
Second Reading:	
Notice of Publication and Effective Date of Bylaw:	
Notice to Service Nova Scotia & Municipal Relations:	

### VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
Director of Finance	Increase rate from 1.25% to 1.5% effective April 1, 2026.	

Minutes reference date: June 18, 2018 May 27, 2013 December 21, 2009

Municipality: \_\_\_\_\_
This affidavit must accompany the deed upon registration.

I/We, \_\_\_\_\_ make oath/affirm
that I am/we are the grantee(s) (new owner(s)) or the duly authorized agent of the grantee(s) named
below and that I/we have personal knowledge of the facts and information in this affidavit and that
they are true.

1. Grantee(s) (new owner(s)) and mailing addresses: If insufficient space, check [ ] and attach
additional names and mailing addresses.

Name 1: Surname First Name Full Middle Name

Address: RR#/PO Box (if applicable) Civic # Street/Road Name Street Type Apt. or Suite
Municipality/Community County Province Postal Code Country

Name 2: Surname First Name Full Middle Name

Address: RR#/PO Box (if applicable) Civic # Street/Road Name Street Type Apt. or Suite
Municipality/Community County Province Postal Code Country

Telephone Name 1: Home Business Telephone Name 2: Home Business

2. Description of Property [ ] same as mailing address above

Location of property conveyed: Civic # Street/Road Name
Community Name Postal Code

Complete one or more
Property identifier (PID): Assessment account number:

3. Grantor(s) (previous owner(s)) If insufficient space, check [ ] and attach additional names

Name 1: Surname First Name Full Middle Name

Name 2: Surname First Name Full Middle Name

4. Municipal deed transfer tax (DTT) and sales information

Date of sale
1. Sale/purchase price\* x DTT Rate
\*Exclude HST and rebate (if applicable to this sale) = DTT Payable

Complete lines 2 to 4 for new residential construction
(if applicable).
2. Plus HST.
3. Less HST rebate.
4. Equals contract price.
Contract price (sale/purchase price + HST - HST rebate) for assessment purposes only
5. Statement of DTT exemption claimed (if applicable).

Certificate of Treasurer or Registrar Acting as Treasurer
[ ] I certify that the deed transfer tax according to this affidavit has been paid.
or
[ ] I certify that according to this affidavit no deed transfer tax is due or payable.
Treasurer or Registrar

Note: the sales price and related information may be published under s. 101A of the Municipal Government Act

(Severally) sworn/affirmed at \_\_\_\_\_ in the County of \_\_\_\_\_ Province of
Nova Scotia, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_(year) before me.

Signed \_\_\_\_\_
A Barrister, Commissioner or Notary Public Grantee (new owner) or agent of the Grantee

Name \_\_\_\_\_
(please print) Grantee (new owner) or agent of the Grantee

# MEMORANDUM

TO: Mayor Small and Members of Council

FROM: Jason MacDonald, CAO

DATE: January 19, 2026

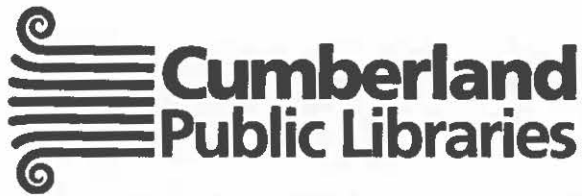
SUBJECT: Cumberland Public Libraries Request for Additional Board Members

In the attached letter dated November 25, 2025, Library Director Denise Corey outlined the need for additional members on the Library Board. Currently the Board is made up of one member from each of the three municipalities and one member at large. There are two vacant positions that are to be appointed by the Province (there has been a longstanding issue with provincial appointments on this and other boards / commissions).

The CAO's of the three units have discussed this issue. We agree with the additional Board members, as this would add much needed capacity. We do have an issue with the Board appointing the two additional members at large. The CAO's feel that these additional members at large should be appointed by the municipal councils. The process could be that Amherst and Cumberland both appoint a member at large, recommended (or not) by the Board. Or all three councils appoint the two members at large (this is somewhat cumbersome but fairer to Oxford).

If Council agrees, the following motion would be appropriate:

That the CAO be directed to inform the Library Director that Council agrees with expanding the composition of the Library Board by three members: one municipal councillor from Cumberland and two members at large. However, Council would like the two additional members at large to be appointed by the municipal councils, the process to be determined.



PO Box 220  
21 Acadia St., 2<sup>nd</sup> floor  
Amherst, Nova Scotia  
B4H 3Z2  
information@cumberlandpubliclibraries.ca

Mayor Small and Municipal Council  
Town of Amherst,  
98 Victoria Street East,  
Amherst, NS  
B4H 1X6

November 25, 2025

Dear Mayor Small and Council:

I am writing to request council's input on a change to the Cumberland Regional Library Board. The Library Board has been struggling due to its small size. Currently, the board is made up of 4 appointed members, one from each of the municipalities of Cumberland, Amherst, and Oxford, and one community member appointed by the board itself to increase inclusion, equity, and/or diversity. There are also supposed to be 2 members appointed by the province of Nova Scotia, but those positions have been vacant for several years.

We wish to add two community representatives to be selected by the Library Board in an effort to strengthen the library board's connection to the community and aid us in making decisions that will benefit a larger sector of the population. The Library Board would control the selection process in order to have board members that represent different parts of the community or who have specific needed skills.

The Library Board is also seeking to have an additional representative from the Municipality of Cumberland.

In total, that would mean a board comprised of;

- 1 Town of Amherst councillor;
- 1 Town of Oxford councillor;
- 2 Municipality of Cumberland councillors;
- 1 Equity, Diversity, Inclusion or Accessibility community member;
- 2 community members at large;
- and 2 provincially appointed representatives,

leading to a board of 9 individuals. A board of that size would allow for much more responsible governance, give the Library Board the ability to create subcommittees, and to allow for more perspectives.

Section 10 (2c) of the Libraries Act specifies that the appointment of additional members requires agreement from all parties:

- (2) A regional library board shall consist of*
- (a) one member appointed by each city, town and municipality that is a party to the agreement;*
  - (b) two members appointed by the Governor in Council; and*
  - (c) additional members appointed in such manner and number as the parties to the agreement agree.*

Therefore I am reaching out to you to ensure that the Council is in agreement with the proposed change to the makeup of the board. The library board will be discussing this at the February 5, 2026 meeting. If council has an objections to addition of a community board member I would ask that they contact me by January 23, 2026.

Please contact me if you have any questions regarding this matter.

Sincerely,



Denise Corey  
Library Director, Cumberland Public Libraries

cc. Kim Ford, Library Board Chair  
Terry McManaman, Town of Amherst Councillor and Library Board Member



## COMMITTEE OF THE WHOLE

CDR# 2026009

Date: January 19, 2026

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

**SUBMITTED BY:** Jason MacDonald, CAO

**DATE:** January 19, 2026

**SUBJECT:** YMCA Funding Request

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**ORIGIN:** Letter from the YMCA of Cumberland

**LEGISLATIVE AUTHORITY:** MGA 65(a) Authorized Municipal Expenditures

**RECOMMENDATION:** That Council forward to the January 26, 2026, regular meeting approval of the funding request from the YMCA of Cumberland in the amount of \$9,000 to come from the Strategic Priority Reserve.

**BACKGROUND:** The Town is considering partnering with the YMCA to develop a public gymnasium at the YMCA location as part of their potential upcoming expansion project.

**DISCUSSION:** This study will bring the YMCA, Amherst and Cumberland closer to determining how best to utilize the current and potentially adjacent space at the YMCA for recreational and community services.

**FINANCIAL IMPLICATIONS:** The \$9,000 can be funded from the Strategic Priority Reserve as a new gymnasium is part of our 'community centre' project.

**COMMUNITY ENGAGEMENT:** No community engagement at this time, but there will be significant community engagement later in the process.

**SOCIAL JUSTICE IMPLICATIONS:** The YMCA is committed to social justice and there may be no better way to further this initiative than to partner with the YMCA on community facilities.

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

**ALTERNATIVES:** Do not approve the funding request or approve the request for a different amount.

**ATTACHMENTS:** YMCA Request for Funding





YMCA of Cumberland  
92 Church Street  
PO Box 552  
Amherst, NS  
B4H4A1  
(902)667-9112

## **Investing in Community Well-Being: Support for YMCA Expansion Planning**

Dear Mayor and Members of Council,

The YMCA of Cumberland is a cornerstone of our community, providing accessible recreation, wellness, and support services to more than 2,400 members across Cumberland County. As demand for programs and services continues to grow, our current facility has reached its functional limits. To continue serving residents effectively and responsibly, the YMCA must now plan for the future.

We are writing to respectfully request the Town's support in the amount of \$9,000 to assist with Phase One planning for a proposed facility expansion. This investment represents a critical first step toward addressing long-standing and documented community recreation needs while ensuring thoughtful, cost-effective, and sustainable development.

Phase One will establish a strong foundation for future decision-making through essential site evaluation and conceptual design work. This will include a comprehensive analysis of existing visible site conditions—such as topography, drainage, vegetation, environmental considerations, access points, utilities, and surrounding land uses—that may influence design and feasibility. While limited to visible conditions at this stage, this work is vital to identifying opportunities, constraints, and potential risks early in the process.

In parallel, conceptual design services will provide a clear vision for how an expanded facility could best serve the community. This work will include a site tour with consultants and YMCA representatives, user requirement meetings, room data sheets, a preliminary high-level building code review, space and functional programming, spatial adjacency diagrams, an opinion of probable costs, and the creation of three to four massing model renderings. Together, these deliverables will equip both the YMCA and the Town with the information needed to make informed, transparent decisions about next steps.



YMCA of Cumberland  
92 Church Street  
PO Box 552  
Amherst, NS  
B4H4A1  
(902)667-9112

The YMCA of Cumberland is the primary recreation and wellness provider in the County, ensuring residents can access essential programs locally rather than seeking services elsewhere. This proposed expansion directly responds to a need identified in a feasibility study conducted by the Town of Amherst, which confirmed a significant gap in access to a community gymnasium. By incorporating a gymnasium into the expansion, the YMCA will help fulfill this identified need, creating a shared, multi-purpose space that benefits not only YMCA members but also schools, community groups, and local organizations.

Beyond meeting immediate recreation needs, this project represents a strategic investment in community health, youth development, and social connection. An expanded facility will increase program capacity, reduce waitlists, and ensure programs remain affordable and accessible to residents of all ages and abilities. The project will also stimulate local economic activity through planning, construction, employment, and increased use of local services.

The YMCA of Cumberland values its strong partnership with the Town and shares Council's commitment to building a healthy, vibrant, and inclusive community. Support for this planning phase will demonstrate leadership and foresight, positioning Amherst to proactively address recreation needs rather than react to growing service gaps.

Thank you for your consideration of this request. We would welcome the opportunity to discuss this proposal further or provide any additional information that may assist Council in its decision-making.

Sincerely,

A handwritten signature in black ink that reads "Trina Clarke". The signature is fluid and cursive, with the first name "Trina" being more prominent than the last name "Clarke".

Trina Clarke

CEO  
YMCA of Cumberland

cc. Terry Farrell, YMCA of Cumberland Board Chair



## COMMITTEE OF THE WHOLE

CDR# 2026006

Date: January 19, 2026

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

**SUBMITTED BY:** Jason MacDonald, Chief Administrative Officer

**DATE:** January 19, 2026

**SUBJECT:** **Repeal of Joint Councils Terms of Reference Policy**

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**ORIGIN:** December 16, 2024 Committee of the Whole closed session meeting motion of Council *that the Joint Councils Committee be disbanded, and that the CAO communicate this motion with the CAO of the Municipality, indicating the desire to continue to meet and collaborate as needed.*

**LEGISLATIVE AUTHORITY:** MGA Section 24(1) The Council may establish standing, special and advisory committees.

**RECOMMENDATION:** That Council forward to the January 26, 2026, regular meeting, the repeal of the Joint Councils Terms of Reference Policy 10350-27.

**BACKGROUND:** The Councils of the three municipal units in the Cumberland region began meeting informally in early 2017 to facilitate cooperation and collaboration between the units. In late 2018 it was agreed that each municipal unit would create a Joint Councils Terms of Reference Policy to provide structure around these meetings. The attached Joint Council Terms of Reference was adopted by Amherst Town Council in February 2019.

**DISCUSSION:** Since the implementation of the Town of Amherst Joint Councils Terms of Reference Policy, only a handful of Joint Council meetings have been held. Repealing this policy will not remove the ability for the Councils to meet as needed, such as at the upcoming meeting regarding the municipal boundary change.

**FINANCIAL IMPLICATIONS:** There are no financial implications with repealing this policy.

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

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to repealing this policy. All three municipal units in the region will continue to work together on any issues that may arise that involve more than one municipal unit.

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications with repealing this policy.

**ALTERNATIVES:** Do not repeal the Joint Councils Terms of Reference Policy.

**ATTACHMENTS:** Joint Councils Terms of Reference Policy.



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**DEPARTMENT:** Executive

**TITLE: Joint Councils Terms of Reference**

Minutes reference date: February 25, 2019

1<sup>st</sup> Revision date:

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### **Introduction**

The Councils of the Municipality of the County of Cumberland (“the County”), the Town of Oxford (“Oxford”) and the Town of Amherst (“Amherst”) wish to establish a committee through which issues of mutual interest may be discussed at the council level. To this end, the Joint Council Committee has been established as a standing committee of each of the Councils.

### **1. Goals**

To assist the Councils in an effort to:

- Identify opportunities for and encourage coordination, cooperation or sharing of services and/or programs between the municipal units.
- Promote the Cumberland region as a vibrant and healthy community that is a great place to live, work and play.

### **2. Purpose**

The purpose of Committee is to:

- Facilitate communication between and among elected officials and provide a forum for the exchange of information on issues of mutual interest;
- Review studies, plans and proposals related to the approved committee goals and provide comments to staff and recommendations Councils.
- Propose policy changes that would encourage or enable the Committee’s approved goals.
- Act as a single forum for presentations or report to both municipalities when appropriate. (example – grants to organizations )

### **3. Membership**

- All elected members of the Councils of all three units are voting members of this committee.
- The CAO’s are non-voting members of the Committee.
- The Warden and Mayors shall act as the chair on a rotating basis.
- The Municipal Advisor who has been appointed by the Department of Municipal Affairs for the region shall be an ex-officio member

### **4. Meetings**

- The Committee will meet on the first Tuesday of February, May, September, and December of each year.
- Together, the Warden and Mayors may convene additional meetings as deemed necessary in consultation with the CAO’s.
- A quorum will consist of fifteen voting members including at least two voting members of each Council.
- Meeting location and coordination shall rotate among the three municipal units.

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**DEPARTMENT:** Executive

**TITLE: Joint Councils Terms of Reference**

Minutes reference date: February 25, 2019

1<sup>st</sup> Revision date:

- 
- Minutes shall be kept and the municipality coordinating the meeting will provide administrative support.
  - Agenda items will be compiled by the hosting Municipal Clerk or CAO. Any agenda items must be forwarded to staff at least two weeks in advance of meetings.
  - Agendas and staff reports shall be made available to the Committee on the Friday immediately preceding the scheduled meeting. Agendas and staff reports shall also be posted to the Amherst website prior to the meeting. The County and Oxford shall post a link to the agenda on their respective websites.
  - No additions to the agenda will be permitted at the beginning of a meeting unless unanimously accepted.

**5. Role and Responsibility of Staff**

Staff representatives from the County, Oxford and Amherst shall provide administrative and research support to the Committee. This includes, but is not limited to the preparation and distribution of agendas and staff reports. Staff of each municipal unit will maintain a copy of all official records pertaining to the committee within their organization in accordance with their records management policy.

**6. Reporting and Communication**

Meetings of the Committee shall take place in accordance with Section 22 of the Municipal Government Act.

A meeting report including the meeting agenda, draft minutes and any forthcoming recommendations shall be presented to all councils at their next regular meeting.

Approved motions of the committee shall constitute recommendations to each of the Councils of the County, Oxford and Amherst.

**7. Conflict of Interest**

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

**8. Amendments**

The Committee may recommend amendments to these terms of reference to each of the participating councils. Any amendments must be approved by all three Councils to be effective.



## COMMITTEE OF THE WHOLE

CDR# 2026010

Date: January 19, 2026

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

**SUBMITTED BY:** Jason MacDonald, CAO

**DATE:** January 19, 2026

**SUBJECT:** Nova Scotia Strong Mayor Powers

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**ORIGIN:** The following motion was passed at the September 22, 2025, Committee of the Whole meeting:

*That Council, in conjunction with other municipalities in the northern region, send a letter to the Nova Scotia Federation of Municipalities, with copies to all municipal units, expressing the lack of support for strong mayor powers and encourage NSFM to take a position on our behalf.*

**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 direct staff to not send a letter to the Nova Scotia Federation of Municipalities expressing the lack of support for Strong Mayor Powers.

**BACKGROUND:** In the summer of 2025, the Province was considering granting some or all municipalities in Nova Scotia Strong Mayor Powers.

In July of 2025, a memo was sent to municipalities from the Association of Municipal Administrators of Nova Scotia (AMANS) regarding this issue. Staff brought this issue to Council and Council passed the above noted motion.

**DISCUSSION:** Staff drafted a letter on behalf of the Town of Amherst and other municipal units in Northern Nova Scotia indicating they did not support Strong Mayor Powers. Two of the other municipalities had originally agreed to sign the letter after providing input. During the next few weeks, Premier Houston announced that he would not be granting Strong Mayor Powers at the upcoming legislative session.

Discussion around this issue seems to have stalled for the time being, and staff feel sending a letter at this point would be inconsequential.

**FINANCIAL IMPLICATIONS:** None

**COMMUNITY ENGAGEMENT:** None



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

**ENVIRONMENTAL IMPLICATIONS:** None

**ALTERNATIVES:** Direct staff to write to the province as previously directed.

**ATTACHMENTS:** None

# MEMORANDUM

TO: Mayor Small and Members of Council  
FROM: Jason MacDonald, CAO  
DATE: January 19, 2026  
SUBJECT: Visitor Information Centre

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In the strategic priority points to capture document the CAO was to “Explore options / prepare a memo for Council discussion” for a Visitor Information Centre in Amherst.

Currently, we have a visitor information board at Town Hall. In conjunction last year we hired a summer student to be a tourist ambassador. This student was available to meet tourists, welcome them and provide information if needed. A comprehensive report was provided to Council at the end of the summer which was positively received. **Staff are recommending that we continue and possibly build on this program this summer.**

We would also like to have a greater presence at the Provincial Visitor Information Centre at the Nova Scotia boarder. I understand that other municipal units in this area would like the same. **Therefore, it is further recommended that the Mayor write a letter to the province outlining our need and desire for a larger presence at the VIC, potentially in conjunction with the Municipality of the County of Cumberland.**

A more robust initiative would entail procuring and staffing dedicated VIC space within the Town. Such an initiative would have significant operational and capital costs, the details of which have not been explored. Costs would include monthly rent and one time construction costs to fit up a space in a building. Seasonal staff would also be required. Staff do not have any evidence on the need for such a facility. It is likely that most travel decisions are made prior to arriving in Amherst and once a tourist is here, information needed can be obtained at Town Hall or from our many business establishments. Given the significant costs of a dedicated VIC and limited benefit over what we have now at Town Hall, staff are not recommending this option.

# MEMORANDUM

TO: Mayor Small and Members of Council

FROM: Councillor Davidson

DATE: January 19, 2026

SUBJECT: Request for Policy Changes

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I would like to have staff review the policies (process) for appointing Council Members to both internal and external Committees (Policies 10350-28 and 10350-32). More specifically, I would like to have Council return to the recommendations being placed on the COW agenda with a motion to send them to Council for approval in accordance with the Proceedings of Council Policy 10350-24.

As we did not appoint a Council member to the Senior Safety Board last October in accordance with Policy 10350-28, I would also like staff to look at amending that policy to remove the Senior Safety Board to maintain transparency or appoint someone to align with policy.

Therefore, I move that staff be directed to review the Appointment of Members of Council to External Boards 10350-28, and the Council Committees Policy 10350-32 and bring amendments back to the February Committee of the Whole meeting for Council's consideration.

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**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,  
COMMITTEES AND COMMISSIONS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-28**

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**APPROVAL DATE:** February 24, 2025

**CAO Signature:** 

**Short Title**

1. This Policy may be known as the *Appointments of Members of Council to External Bodies Policy*.

**Purposes**

2. The purposes of this Policy are to determine:
  - (a) when Council may appoint or decline appointment of Members to external bodies;
  - (b) the reporting requirements regarding other bodies on which Members may choose to serve without the appointment of Council.

**Interpretation**

3. In this Policy:
  - (a) "CAO" means the Chief Administrative Officer of the Municipality;
  - (b) "Clerk" means the Clerk of the Municipality, and includes a person acting under the direction or supervision of the Clerk;
  - (c) "Council" means the Council of the Town;
  - (d) "External body" means any board, commission, committee, body or local authority of any kind established to exercise or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes of a municipality or parts thereof or of two or more municipalities or parts thereof, or to which a municipality or municipalities are required to provide funds.
  - (e) "Member" means a member of Council, including the Mayor; and
  - (f) "Municipality" means the Town of Amherst.

**Roles and Responsibilities**

4.
  - (a) Only Council may appoint Members to external bodies.
  - (b) Any appointment by Council of Members to external bodies shall be made pursuant to section 8 of this Policy.
5. Council shall only make appointments to external bodies after having received and considered the terms of reference from external bodies.
6. The Clerk shall keep a list of the appointments of Members to external bodies made by Council, known as Appendix A.

**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,  
COMMITTEES AND COMMISSIONS**  
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**External Bodies**

7. Council shall not be bound by the by-laws or articles of incorporation adopted by an external body providing for the appointment of a Member to such body.

**Council Appointments to External Bodies**

8. (1) Council may appoint Members to external bodies as required by enactment, by-law or agreement:
- (a) in accordance with any enactment of the Government of Canada or Province of Nova Scotia;
  - (b) in accordance with the By-laws of the Municipality or an agreement to which the Municipality is a party; or
  - (c) as otherwise directed by Council.

- (2) Council may appoint Members to bodies, including external bodies, which in the opinion of Council are community organizations providing a service to the community and which:
- a. the Municipality is providing funding; and/or
  - b. where Council determines that municipal involvement is required or beneficial.

- (3) An external body Council considers meets the purpose of subsection 1 or 2 of this section shall be named in Appendix A. Council may amend Appendix A to add or remove the name of an external body.

**(4) Reporting**

Councillors appointed to external bodies will submit a report to regular Council meetings. Information that generally should be included in the report includes:

- a. Governance issues;
- b. Financial issues;
- c. Requests to Council; and
- d. Service delivery capacity.

These reports are intended to provide important information to Council regarding the operation of the external body and are not intended to be a medium to promote issues / events to the general public.

**External Bodies Without Council Appointment**

9. (1) A Member who sits on a body that has not been appointed to such body by Council shall advise the Clerk of the name of the body on which he or she sits.

**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,  
COMMITTEES AND COMMISSIONS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-28**

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(2) The Clerk shall retain a list of the names of the bodies provided by the Members pursuant to subsection 1 of this section and the list shall indicate the name of the Member and the name of the body provided.

(3) The Clerk shall retain the list created pursuant to subsection 2 of this section in the Office of the Municipal Clerk as a public record.

(4) The Clerk shall provide the list annually to the Members for their review and the Members shall advise the Clerk of any errors or omissions on such list.

#### **Conflict of Interest**

10. (1) All members of Council are encouraged to consider the Municipal Conflict of Interest Act in all matters that come before them in their duties as a public representative on any group in which they serve in a capacity other than formally appointed by Council.

(2) If you feel you are in a position where you may be in a direct, indirect or even perceived conflict you should:

- As soon as practicable after the commencement of the meeting disclose the interest and the general nature thereof; then withdraw from his/her place as a member and
- In the case of a closed meeting, leave the room in which meeting is held for the duration of the consideration of the matter, and
- In the case of a meeting that is open to the public, leave his/her seat and take a seat in the public gallery until the matter is concluded.

(3) When in doubt, Councillors are encouraged to err on the side of caution and declare a conflict.

#### **Appendices**

11. Any Appendix attached to this Policy shall form part of the Policy.

- Appendix A – External Bodies to which Members are appointed pursuant to section 8

**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,  
COMMITTEES AND COMMISSIONS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-28**

**Appendix A  
External Bodies to which Members  
are appointed pursuant to Section 8**

<b>Board, Committee or Commission</b>	<b>Members Appointed</b>	<b>Act, Legislation, By-Law, Agreement or Membership</b>
Cumberland Public Libraries Board	1 Member appointed	By-laws of Board
Regional Emergency Management	2 Members appointed	Intermunicipal Agreement
Northern Region Solid Waste	1 Member appointed	Intermunicipal Agreement
Cumberland YMCA	1 Member appointed	Contribution Agreement
LA Animal Shelter	1 Member appointed	Capital Funding
Senior Safety Advisory Committee	1 Member appointed	By Request of Organization
GFL Community Liaison Committee	1 Member appointed	Residential Three Stream Solid Waste Collection Agreement

**TITLE: APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES AND COMMISSIONS**  
**SECTION: EXECUTIVE OPERATIONS**  
**POLICY NO: 10350-28**

**ROLES AND RESPONSIBILITIES**

Title Role	Responsibilities
<b>Council</b>	Appoint members to external boards, committees and commissions. Notify Clerk of any boards, committees or commissions to which they are members of without Council appointment
<b>Clerk</b>	Ensure Appendix A of this policy, as well as the list of boards, committees and commissions council are members of without Council appointment, is kept up to date.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Amend Appendix A to reflect current Council appointments</b>	Clerk, LeBlanc	Council	February 24, 2025
<b>Include a provision that states: The report should include any matters that affect the organizations governance, financial structure, or service delivery capacity, remove Appendix B and C.</b>	Clerk, LeBlanc	Council	June 24, 2024

Minutes reference date: February 26, 2018 February 22, 2021 April 25, 2022 June 24, 2024 February 24, 2025



**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

**APPROVAL DATE:** April 22, 2024

**CAO Signature:** 

**General**

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation. Authority to enact this policy is under Section 23(1)(a) and (b) of the *Municipal Government Act*. The rules of order set out in this policy shall apply to all Town committees and commissions.

**Definitions**

2. In this Policy, unless the context otherwise requires,
  - (a) "business day(s)" means a day when the Town of Amherst office is open for business;
  - (b) "Chair" means the presiding officer;
  - (c) "Council" means the Council of the Town of Amherst;
  - (d) "Council Member(s)" include(s) the Mayor unless the context indicates otherwise;
  - (e) "majority" means more than one half of those present, unless the context indicates otherwise.
  - (f) "Consent Agenda" means routine items or non -controversial items that are listed under the Consent Agenda section of the Agenda.

**Time, Place, Date and Notice of Meetings of Council and Committee of the Whole**

3. Unless otherwise specified pursuant to section 5, regular meetings of Council shall be held:
  - (a) In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst.
  - (b) On the fourth Monday of every month except that there shall be no regular meeting during the months of July and August.
  - (c) Commencing at 6:00 PM and concluding not later than 8:00 PM.
  - (d) Public hearings will be scheduled as required.
  - (e) Council members must attend Council meetings in person, or if requested in advance to the Clerk, for a valid reason, one or more Council members may appear at a meeting by videoconference.
  - (f) Council members attending a meeting by videoconference shall be considered present at the meeting. If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the Council member shall notify the Clerk as soon as possible. The minutes will reflect that the member be considered to have left the meeting at the time of disconnection, unless they are able to rejoin and that shall be recorded.
  - (g) Council meetings will be recorded and live-streamed. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.
4. Unless otherwise specified to section 5, regular meetings of Committee of the Whole shall be held:

**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

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- (a) In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst;
- (b) On the third Monday of every month except that there shall be no regular meeting during the months of July and August;
- (c) Commencing at 4:00 PM and concluding not later than 6:00 PM, unless unanimously agreed to by Council to continue past 6:00 PM.
  - i. Should there remain unfinished business on the agenda, the meeting shall be adjourned and a date and time for a continuation meeting will be set when the balance of the business on the agenda shall be addressed.
- (d) Council members must attend Committee of the Whole meetings in person, or if requested in advance to the Clerk, for a valid reason, one or more Council members may appear at a meeting by videoconference.
- (e) Council members attending a meeting by videoconference shall be considered present at the meeting. If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the Council member shall notify the Clerk as soon as possible. The minutes will reflect that the member be considered to have left the meeting at the time of disconnection, unless they are able to rejoin and that shall be recorded.
- (g) Committee of the Whole meetings will be recorded and live-streamed. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.

#### 5. Requirements for Virtual Attendance

- (a) A Council or committee member may request in advance to join a meeting electronically. The reason for the request shall be communicated to the Clerk at the time of the request and is subject to review. Attendance shall be reviewed quarterly.
- (b) All participants must have access to the necessary equipment for participation. A right of membership is participation; therefore, the technology used must be accessible to all members to be included in the meeting. All rules pertaining to in-person Council or Committee of the Whole meetings apply equally to electronic meetings, for example, notice, pre-meeting package requirements, quorum, minute-taking, voting, confidentiality requirements, etc.
- (c) Participants are to login 10 minutes before the scheduled meeting time to resolve any technical issues before the meeting starts.
- (d) During closed sessions, all meeting participants must ensure they maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting.
- (e) All provisions and policy related to closed meetings and conflict of interest will apply equally for all electronic meetings.

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**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

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Subject to any conditions or limitations provided for under the Act, Regulations, Bylaws or this Policy, a Council member who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded as in attendance at and part of the quorum of the meeting.

6. Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled:
  - (a) By resolution of Council at a previous meeting three or more days in advance of the additional or special meeting;
  - (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
  - (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.
  
7. Additional or special meetings of Council or Committee of the Whole may be convened
  - (a) By resolution of Council at a previous meeting three or more days in advance of the additional meeting;
  - (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
  - (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances provided the Mayor believes that the majority of Council Members would support, or are requesting, such a step.
  - (d) Business conducted at a special meeting must conform to what is specified in the call of the meeting.
  
8. Specific notice to Council Members and to the public need not be provided of
  - (a) Meetings held pursuant to section 3 or 4; or
  - (b) Meetings held pursuant to subsection (a) and (b) of section 5 or 6; but, subject to any statutory relaxation of notice requirements, three days' notice shall be specifically provided for other meetings to Council Members in the manner described in section 9 and to the public in the manner described in section 10.
  
9. Within 30 days following the first meeting of Council after a municipal election or by-election:
  - (a) The CAO shall provide a cellular phone to each Council Member which the Council Member will check at least once per day; and
  - (b) The CAO shall provide an electronic email address to each Council Member, and the Council Member will check at least once per day;
  
10. Subject to section 7, notice of meetings shall be provided by electronic mail to each Council member through the Town electronic mail address as provided in section 8.
  
11. Subject to section 7, notice of meetings shall be posted on the Town's website, a "Notice of Council Meeting" containing the time, date and place of the meeting.

**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

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### Conduct of Meetings

12. It shall be the duty of the Chair to:
- (a) Open the meeting of Council by taking the chair and calling the Council Members to order;
  - (b) Receive and submit to Council motions properly presented by a Council Member;
  - (c) Put to a vote a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote.
  - (d) Decline to put to a vote, a motion which infringes upon the rules of procedure;
  - (e) Restrain the Council Members, when engaged in debate, within the rules of conduct of debate;
  - (f) Enforce on all occasions, the observance of order and decorum;
  - (g) Call by name any Council Member persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
  - (h) Inform the Council when necessary, or when referred to, on a point of order;
  - (i) Permit the Chief Administrative Officer to speak on any point upon request;
  - (j) Permit proper questions to be asked through the Chair or any official or employee of the Town of Amherst, to provide information to assist any debate;
  - (k) Declare a meeting dissolved if no quorum has been achieved within 15 minutes of the scheduled meeting time; and
  - (l) Adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or when the adjournment time has been reached, except when it is extended by unanimous consent.

### Council Agenda

13. All items appearing on the Council agenda will only consist of items that have been:
- (a) Recommended or referred to Council by motion through either Committee of the Whole or a committee of Council;
  - (b) Placed on the agenda by Council through a motion or notice of motion at a previous meeting;
  - (c) Submitted by a member of Council prior to the issuing of the final agenda;
14. Consent Agenda – Regular Meetings of Council
- (a) Subject to subsection (b), the Consent Agenda may contain routine or non-controversial items;
  - (b) The following matters shall not be set on the Consent Agenda:
    - i. Second Readings of by-laws and land use bylaws, including any amendments
    - ii. Policies
    - iii. Planning documents as defined by the Municipal Government Act;
    - iv. Development agreements, including any amendments thereto;
    - v. Appeals;
    - vi. Motions of rescission, or motions requiring a 2/3 vote of Council;
    - vii. Closed session matters; and
    - viii. Late or added items to the agenda

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**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

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- (c) After the Consent Agenda motion has been duly moved and seconded, any member may move that an item be removed from the Consent Agenda, with no seconder, the motions shall be granted as of right.
  - (d) During the consideration of the motion to approve the Consent Agenda, there shall be no discussion or debate on the specific items contained therein.
  - (e) The Chair shall clarify the items that remain on the Consent Agenda, before a vote shall be taken.
  - (f) The vote on the Consent Agenda shall require a majority vote of the Council Members present.
  - (g) Items listed under the Consent Agenda are deemed approved when the vote as described in subsection (f) is passed.
  - (h) An item removed during the Consent Agenda, will be dealt with where it has been placed on the agenda.
15. Except for matters arising from correspondence, committee or other reports, agenda items, or notices of motion or other material circulated to Council Members on or before the business day before the meeting, and except for matters arising from closed session meeting, no motion committing the Town of Amherst to the expenditure of funds shall be accepted by the Chair for the consideration of Council except with the unanimous consent of Council Members present.
16. Preliminary Council agendas will be issued by 4:30 PM on the Thursday preceding the regularly scheduled meeting.
17. Final Council agendas will be issued by noon on the day of the meeting.
18. Items included on the Council agenda will include a copy of the motion to be made when the item arises on the agenda.
19. Copies of the agenda and supporting documentation will be made available to the public in electronic format by 9:00 AM the day of the meeting except for the supporting documents related to matters to be dealt with in a closed session.
20. At Council meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
- (a) Call to Order
  - (b) Territorial Acknowledgement
  - (c) Presentations
  - (d) Approval of agenda
  - (e) Consent Agenda
  - (f) Acceptance of minutes from the previous meetings (no motion required)
  - (g) Requests for Decision
  - (h) Information / Discussion Items
  - (i) Internal Committee Reports
  - (j) External Committee Reports
  - (k) Adjournment (no motion required)

**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

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21. Councillors who have been appointed to outside Boards and Agencies shall provide a written report to the Council to be included in the agenda package. Recognizing that such reports provide Council with the ability to make informed decisions, reports may contain such elements as:
- (a) The date the meeting was held;  
A review of the key issues or discussion points covered that have an impact on the Town;
  - (b) Information and decisions that may impact a current Council position, or future Council course of action;
  - (c) A summary of the organization's key operations and events.

#### **Committee of the Whole Agenda**

22. The Committee of the Whole will meet for the purpose of discussion and possible referral to Council and no formal decisions will be made by Committee of the Whole, except to the extent that Committee of the Whole is specifically designated bylaw, policy or delegated by a resolution of Council as having the authority to make a decision.
23. Items appearing on the Committee of the Whole agenda will only consist of items as follows:
- (a) Placed on the agenda by Council or Committee of the Whole through a motion or notice of motion from a previous meeting;
  - (b) Submitted by a member of Council prior to the issuing of the final agenda;
  - (c) Staff reports;
  - (d) Items from the administration requiring a decision or direction;
24. Consent Agenda – Committee of the Whole
- (a) Subject to subsection (b), the Consent Agenda may contain routine or non-controversial items;
  - (b) The following matters shall not be set on the Consent Agenda:
    - i. Policies
    - ii. Planning documents as defined by the Municipal Government Act;
    - iii. Development agreements or any amendments thereto;
    - iv. Motions of rescission, or motions requiring a 2/3 vote of Council;
    - v. Closed session matters; and
    - vi. Late or added items to the agenda
  - (c) After the Consent Agenda motion has been duly moved and seconded, any member may move that an item be removed from the Consent Agenda, with no seconder, the motions shall be granted as of right.
  - (d) During the consideration of the motion to approve the Consent Agenda, there shall be no discussion or debate on the specific items contained therein.
  - (e) The Chair shall clarify the items that remain on the Consent Agenda, before a vote shall be taken.
  - (f) The vote on the Consent Agenda shall require a majority vote of the Council Members present.

**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

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- (g) Items listed under the Consent Agenda are deemed approved when the vote as described in subsection (f) is passed.
  - (h) An item removed during the Consent Agenda, will be dealt with where it has been placed on the agenda.
25. Preliminary Committee of the Whole agendas will be issued by 4:30 pm on the Thursday preceding the regularly scheduled meeting.
26. Final Committee of the Whole agendas will be issued by 10:00 am on the day of the meeting.
27. Items included on the Committee of the Whole agenda will include a copy of the motion to be made when the item arises on the agenda.
28. Copies of the Committee of the Whole agenda and supporting documentation will be made available to the public in electronic format by 10:00 AM the day of the meeting, except for the supporting documents related to matters to be dealt with in a closed session.
29. At Committee of the Whole meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
- (a) Call to Order
  - (b) Territorial Acknowledgement
  - (c) Approval of Agenda
  - (d) Consent Agenda
  - (e) Approval of Minutes
  - (f) Presentations
  - (g) Council Direction Requests
  - (h) Information / Discussion Items
  - (i) Monthly Departmental Reports
  - (j) Adjournment

### **Minutes**

30. At regular meetings of Council, except when Council resolves to defer acceptance of minutes for a maximum of one additional meeting, the minutes of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes accepted, the accepted minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
31. The minutes shall be kept by the Clerk who may, in his or her discretion, appoint recording secretaries as appropriate
32. The Minutes shall:
- (a) Record the time when any Council Member joins or leaves a meeting which is in progress;

**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

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- (b) Contain all resolutions, decisions by consensus and motions, with the name of the movers and seconders, and shall record the outcome of each vote;
- (c) Mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.

### **Motions, Voting and Speaking**

- 33. The Chair shall start every question properly presented to Council and before putting it to a vote, shall ask, "Is Council ready for the question" and if no Council Member offers to speak, the Chair shall put the question, after which no Council Member shall be permitted to speak upon it.
- 34. The usual form of voting shall be by the Chair calling for "yeas" and "nays", but any Council Member, before or after a voice vote can call for, and obtain through the Chair, a show of hands and any two Council Members can call for, and obtain through the Chair, a recorded vote with each Council Member's vote entered into the minutes.
- 35. A motion must be seconded and then repeated by the Chair or read aloud by the Chief Administrative Officer before it is debated. The Chair may direct that the motion be put in writing.
- 36. After reading of a motion by the Chair or Chief Administrative Officer, it shall be open for discussion.
- 37. A motion may at any time before the Council has voted on it be withdrawn by the mover with the consent of the seconder.
- 38. The Chair must vote and shall be deemed to have voted in the affirmative on any resolution unless the Chair indicates clearly it is voting in the negative.
- 39. When any question is before the Council, the only motions in order shall be:
  - (a) A motion in amendment of the original motion;
  - (b) A motion to refer the question, including the motion and amendment if one is moved, to any committee;
  - (c) A motion to defer the consideration of the question either indefinitely or to a specified time;
  - (d) A motion to close the debate at a specified time;
  - (e) A motion that the question be put to a vote;
  - (f) A motion to adjourn.
- 40. When any one of the motions mentioned in the next preceding section has been made as an amendment to the original motion, no other motion may be made as an amendment except to the original motion or to the amendment, except the following:
  - (a) To refer to a committee;
  - (b) To defer the consideration of the question;
  - (c) To close the debate at a specified time;
  - (d) That the question be put to a vote;
  - (e) To adjourn.

**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

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Any of which may be moved either to the original motion or to the amendment of the original motion.

41. A motion:

- (a) That the debate be closed at a specified time; or
- (b) That the question be put to a vote,

Shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not itself be put to a vote until every Council Member who has not spoken on the question and claims a right to speak has been heard.

42. A motion that the question be put to a vote shall preclude all amendments to the main question until the motion is decided, and shall be put to a vote, without debate, in the following words: "That this question be put to a vote". If this motion is resolved in the affirmative, the original question shall be put to a vote immediately, without any amendment or debate, but if such motion is resolved in the negative, then the Council shall proceed to other business.

43. A motion to adjourn shall always be in order except in the following cases:

- (a) When a Council Member is in possession of the floor;
- (b) When the "yeas" and "nays" are being called;
- (c) While the Council Members are voting;
- (d) When the adjournment was the last preceding motion; or
- (e) When the business of the agenda is completed, at which time the Chair shall adjourn the meeting.

44. The following questions shall be decided without debate:

- (a) A motion to reconsider;
- (b) All motions as to priority of business or as to the suspension of the order of the day;
- (c) Applications to speak more than the prescribed number of times;
- (d) A motion to allow any person other than the Council Members or CAO to address the Council;
- (e) A motion to postpone to a specified time or day;
- (f) A motion to lay on the table when claiming a privilege over another person; and
- (g) A motion to adjourn.

45. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided or withdrawn before the main question is put to a vote. Only one amendment shall be allowed to an amendment and any further amendment must be to the main question.

46. Any notice of motion given by a Council Member for a subsequent meeting may, in the absence of the Council Member giving such notice, be taken up by any other Council Member.

47. Every Council Member, prior to speaking on any question or motion, shall indicate such and wait to be recognized by the Chair. When two or more Council Members wish to speak, the Chair shall recognize the first Council Member who, in the opinion of the Chair, indicated so first.

**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

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48. No Council Member may speak more than twice, without the leave of Council, on any motion except to explain a misconception of his remarks, but the mover of a motion shall have the right to reply and sum up in closing the debate.
49. When a Council Member wishes to explain, the Council Member shall ask leave of the Chair, without further comment, and if permitted by the Chair, shall explain only an actual misunderstanding of language.
50. No Council Member shall speak more than two minutes upon any matter at one time, without the leave of Council.
51. If after asking for nominations once for an appointment and there are no further nominations, the Chair or the Clerk will declare nominations closed.
52. During a meeting Council may adjourn for short periods or move to another place, without ending the meeting.

### **Reconsideration**

53. After any question has been decided in the affirmative, any Council Member who has voted in the affirmative, may, after the decision has been announced from the Chair but before adjournment of the meeting, give notice of an intention to move a reconsideration at the next meeting of the Council. The giving of such a notice operates as a stay or suspension of Council's decision.
54. Unless reconsideration is moved at the next meeting, the right of reconsideration shall be lost.
55. No discussion of the main question shall be allowed on the motion for reconsideration.
56. The following matters are not eligible for reconsideration:
  - (a) A motion approving the first or second reading of a bylaw enactment, amendment or repeal;
  - (b) A motion to decide upon a matter which was the subject of a statutory hearing by Council;
  - (c) A matter which has been reconsidered once; and
  - (d) A vote to reconsider.

### **Rescission**

57. No motion to rescind any resolution of Council shall be made unless Notice of intention to move the same has been given at the regular meeting of Council just previous to that at which the same is moved.
58. A Notice of motion to rescind any previous resolution of the Council may be given by any member at any regular meeting of Council.

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**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

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59. When giving Notice of motion to rescind, the member shall provide a brief explanation of the reason for the Notice.
60. A Notice of motion to rescind shall be dealt with at the next meeting of the Council.
61. At such meeting, the giver of such Notice, or in the absence of the giver, any other member on the giver's behalf shall move the motion to rescind and shall briefly state the reasons therefore.
62. If the motion to rescinded is seconded the same becomes subject to debate according to the normal rules except that it may not be amended.
63. A motion to rescind requires the same vote as was required for the resolution which is subject to rescission. That is, if the resolution subject to rescission required a majority vote of Council the motion to rescind such resolution shall require a majority vote of Council.

#### **Points of Order**

64. It shall be the duty of the Chair, and the privilege of any Council Member, to call any Council Member to order, who violates any established rule or order. A point of order must be decided before the subject under consideration is proceeded with.
65. When a Council Member is called to order, the Council Member shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
66. A point of order is not debatable amongst other Council Members, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Council Member shall speak more than once.
67. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council Chambers pursuant to sections 65 and 66, are not debatable but are appealable to Council by any Council Member. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
68. No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.
69. If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair or otherwise disrupts the proceedings of council, the Council Member may be ordered by the Chair to leave the Council Member's seat provided that a majority vote of Council shall be required to sustain the expulsion.
70. If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.

**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

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71. Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.
72. Persons who are not Council Members or officers or employees of the Town of Amherst shall observe silence and order in the Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council shall be called to order by the Chair, and, if they fail to comply, shall be ordered by the Chair to be expelled and excluded from the Council Chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
73. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting, be permitted to re-enter Council Chambers with or without conditions.
74. An order of the Chair to expel a person from the Council Chambers pursuant to section 68 of this Policy constitutes a direction from the Town of Amherst to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.
75. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability but the Chair shall not be expected to conform its decisions with parliamentary procedure texts or precedents.
76. Any of the rules of order may be suspended in its operation by the unanimous consent of the Council Members present.

#### **Presentations to Council**

77. Persons wishing to make a presentation to Council shall write at least one week in advance of the next Committee of the Whole meeting to the CAO or the Clerk outlining their issue and the decision they wish Council to consider, and request to make a presentation.
78. The request will be approved by the Mayor, with the provision that, at their discretion, they may submit the request to Committee of the Whole for approval. If required, the request will be added to the next Committee of the Whole agenda to be approved.
79. If required, Committee of the Whole will discuss the matter when it appears on the agenda, and will determine if they wish to have the presentation at a future meeting.
80. If the request is approved, the CAO or the Clerk shall advise the person or group requesting to make a presentation of the decision, the date and time of the presentation.
81. Presentations shall be limited to 15 minutes, unless Committee of the Whole determines a longer period of time is needed.

**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

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82. When a delegation is recognized and offered an opportunity to speak, the Mayor or Chairperson of the meeting will request the spokesperson to come forward from the gallery to present. Only one person shall be permitted to speak.
83. No debate or decision on the presentation will occur during the meeting in which the presentation is made, unless the item was previously an agenda item for that meeting.

### **Petitions**

84. Persons wishing to present a petition to Council shall file a copy of the petition with the CAO before 12:00 noon on the Wednesday prior to the meeting of Council at which it is proposed to be presented.
85. The CAO shall circulate a copy of any such petition to each member of Council before the meeting at which it is proposed to be presented.
86. The body of the petition itself, excluding the list of names, shall, if determined by the Chairperson to be practical, be read by the CAO on behalf of the group supporting the petition.
87. No petition shall be presented which Council determines to contain impertinent or improper matter.
88. No persons shall be permitted to speak, whether supporting or opposing the petition, unless the petition comes up for discussion which shall be at the next regular meeting of Council unless Council decides according to the rules to hold a special meeting of Council for that purpose.

**TITLE: Proceedings of Council Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-24**

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
Mayor/Council/CAO/ Committee Members	Adhere to the Policy
Municipal Clerk	Review the Policy as necessary to ensure content is relevant and accurate

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<p><b>Remove date and time of when public hearings will be held, add Territorial Acknowledgement to the Committee of the Whole agenda, remove the requirement to end Committee of the Whole meetings at 6:00pm if unanimously agreed to by Council, remove the requirement to raise a hand to be recognized by the Chair, and remove the definition of committee.</b></p>	Clerk, LeBlanc	Council	April 24, 2023
<p><b>To remove the requirement to approve minutes, to have a motion to adjourn a meeting, change reference of in camera to closed session</b></p>	Clerk, LeBlanc	Council	November 27, 2023
<p><b>Include provision that the Mayor, or designate can approve a request to present to Council.</b></p>	Clerk, LeBlanc	Council	April 22, 2024

Minutes reference date: 23 February 2015 22 June 2015 2019 January 21 2020 November 23 2021 May 25  
 24 April 2023 27 November 2023 2024 April 22

**TITLE:** Council Committees Policy  
**SECTION:** Executive Operations  
**POLICY NO:** 10350-32

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**APPROVAL DATE:** April 22, 2024

**CAO Signature:** 

1. This policy is entitled the *Council Committees Policy*.
2. This policy is made pursuant to section 24 of the MGA, which empowers Council to establish committees, and section 23(1)(c) of the MGA, which empowers Council to make policies providing for committees and conferring powers and duties upon them.
3. Where the terms of this Policy are inconsistent with the Terms of Reference for a committee, another Council policy or bylaw, or statute or agreement, the provisions of the Terms of Reference, other policy or bylaw, or statute or agreement shall prevail over the terms of this Policy.

#### **Definitions**

4. In this Policy:

- (a) "CAO" means the Chief Administrative Officer for the Town;
- (b) "MGA" means the *Municipal Government Act* (Nova Scotia);
- (c) "Special Committee" means a short-term committee established by Council to inquire into or deal with a specific issue;
- (d) "Standing Committee" means a committee of indefinite duration established by Council;
- (e) "Statutory Committee" means a board, commission, or committee established pursuant to a specific enabling statute or agreement.
- (f) "Town" means Town of Amherst.

#### **Membership**

5. Membership of committees:

- (a) will be inclusive and diverse, and broadly reflective of the community.
- (b) will also reflect desired experience, knowledge, expertise, and geographic representation in the community.

**TITLE: Council Committees Policy**  
**SECTION: Executive Operations**  
**POLICY NO: 10350-32**

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## **6. Qualifications**

In order to be eligible for membership of a committee, an individual must be a member of Council, or a citizen appointed by Council who resides in the Town of Amherst (unless otherwise indicated in Terms of Reference for the Committee) and not be in arrears in payment of any property taxes to the Town.

## **7. Appointments of Council Members of Committees**

- (a) Council members will be appointed to Committees annually in October unless the terms of the appointment are for more than one year.
- (b) Any member of Council not appointed to a committee may attend committee meetings as an observer but is not entitled to participate in committee discussions or to vote.
- (c) The CAO is a non-voting member of every Standing and Special Committee, but is not obligated to attend meetings and is not counted in determining if a quorum is present.

## **8. Appointments of Citizen Members to Committees**

- (a) As and when required, the opportunities to serve as committee members will be widely advertised in a local paper and on Town of Amherst social media so that interested citizens can apply.
- (b) Council will meet in closed session to review the applications and consider the applicants for committees.
- (c) Following the closed session meeting, Council will appoint citizen members to committees at their next regular Council meeting.
- (d) In considering appointments of citizens to committees Council will consider the following:
  - i) Lived and professional experience and background of the applicants in a field related to the work of the committee;
  - ii) Applicants' education in a field related to the work of the committee;

**TITLE:** Council Committees Policy  
**SECTION:** Executive Operations  
**POLICY NO:** 10350-32

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- iii) Experience of the applicants in serving on committees and boards;
  - iv) Ensuring that committee membership is inclusive and diverse and representative of the community;
  - v) Recommendations made by the applicable committee, if applicable;
  - vi) The Terms of Reference for each individual committee will specify the number of members to be appointed to the committee, and the term of the appointments.
- (e) Committee members will be volunteers, with no financial incentives.
- (f) Committee stability and membership continuity will be taken into consideration when considering re-appointments for a consecutive term.

## **9. Attendance of Members at Meetings**

Any member who is absent from three consecutive committee meetings without leave of absence by resolution from the committee will cease to be a member of the committee, and the CAO shall advise Council of the vacancy.

## **10. Removal of Member from Committee**

At the request of the committee or on its own initiative, Council may remove or request the resignation of any of its committee appointees, whether a citizen member or Council member, for malfeasance or any other good and sufficient cause.

## **11. Resignation of Member**

- (a) Any citizen member of a committee wishing to resign from the committee is requested to provide the resignation in writing to the committee Chair with a copy to the CAO, who will inform Council of the vacancy.
- (b) A Council member of a committee may ask to leave a committee prior to the expiration of their term, and Council may grant such request if the Mayor believes it would not unduly impact the work of the committee.

**TITLE:** Council Committees Policy  
**SECTION:** Executive Operations  
**POLICY NO:** 10350-32

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## 12. Staff Support

Staff will be appointed to committees by the CAO. The staff is not a member of the committee and therefore is not entitled to vote. The responsibilities of the staff include:

- (i) Providing information and professional advice;
- (ii) Supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning;
- (iii) Ensuring the preparation of draft minutes; and approval of such at the next meeting;
- (iv) Preparing presentations for the committee;
- (v) Providing an orientation to the work of the committee when required;
- (vi) Any other projects or tasks approved by the CAO.

## 13. Meeting Schedules

Committee meeting schedules will be established by the Terms of Reference of the Committee.

## 14. Quorum

- (a) A majority of the members constitutes a quorum, provided that at least one Council member is in attendance.
- (b) In the event of no quorum after 20 minutes past the scheduled start time, or if quorum is lost during a meeting, the committee's official business will cease, the names of those present will be recorded, members will be permitted to leave, and staff will excuse themselves from the meeting.

## 15. Chair and Vice-Chair

- (a) Each committee will elect a Chair and Vice-Chair as per the Terms of Reference or enabling statute, bylaw or policy.
- (b) The role of the Chair is to carry out the following duties:

**TITLE:** Council Committees Policy  
**SECTION:** Executive Operations  
**POLICY NO:** 10350-32

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- (i) Set the agenda, which will include the territorial acknowledgement;
- (ii) Ensure the committee follows the agenda;
- (iii) Prevent new issues from side-tracking the agenda;
- (iv) Limit additions to the agenda;
- (v) Establish and maintain order and decorum;
- (vi) Respect members' views and be open-minded;
- (vii) Ensure all members have the opportunity to participate by encouraging those who hold back and preventing others from dominating the discussion;
- (viii) Seek agreement and build consensus;
- (ix) Close debate and guide the group to resolution in a timely manner;
- (x) Assist members to word motions clearly and succinctly;
- (xi) Participate in discussion but focus on presiding over the meeting.

(c) The role of the Vice-Chair is to chair meetings as required in the absence of the Chair.

## 16. Agendas

The Chair, in consultation with staff, sets the committee agendas, which are prepared and distributed to committee members by 4:30 p.m. at least two business days prior to the meeting.

## 17. Rules of Procedure

Committees shall follow the meeting procedures set out in the Town of Amherst Proceedings of Council Policy #10350-25.

## 18. New Committees

In considering the formation of a new committee, Council will request staff to prepare a report to Council that includes a Terms of Reference for consideration by Council prior to establishing the committee.

## 19. Meetings Open to Public

- (a) All meetings of committees are open to the public and no person shall be excluded except in cases of improper conduct, or where the committee is considering an item where, in accordance with section 22 of the MGA, the committee is permitted or required to meet in *closed session*.

**TITLE:** Council Committees Policy  
**SECTION:** Executive Operations  
**POLICY NO:** 10350-32

- (b) Statutory Committee meetings will be recorded and livestreamed. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.
  
- (c) Special Committee and Standing Committee meetings will be recorded and livestreamed as required when decisions or motions to recommend items to Council are included on the agenda. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
<b>Mayor/Council/Committee Members</b>	Adhere to this policy, as well as the Proceedings of Council Policy.
<b>Municipal Clerk</b>	Review the policy as necessary to ensure content is relevant and accurate.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<b>New Policy</b>	Clerk, LeBlanc	Council	April 24, 2023
<b>Change “in camera” to “closed session”</b>	Clerk, LeBlanc	Council	April 22, 2024

Minutes Reference Date: April 22, 2024 April 24, 2023

# MEMORANDUM

TO: Mayor Small and Members of Council

FROM: Councillor Furlong

DATE: January 19, 2026

SUBJECT: Request for Policy Review

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I would like to request a review of our existing Snow and Ice Management Policy #31600-25, with the goal of better understanding our current standards and determining whether updates are warranted to reflect modern best practices and risk-based winter maintenance, and to clearly understand how our snow and ice control standards are defined, implemented, and evaluated.

Therefore, I move that staff be directed to undertake a comprehensive review of the Snow and Ice Management Policy and report back to Council no later than the March Committee of the Whole meeting.

# MEMORANDUM

TO: Mayor Small and Members of Council

FROM: Jason MacDonald, CAO

DATE: January 19, 2026

SUBJECT: Amherst Community Christmas Dinner

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At the November 2025 Council meeting a community support grant application from the Amherst Community Christmas Dinner was discussed. The organization has requested that a few points be clarified. Therefore, I offer the following:

1. The Association has clarified that a competitive process to procure the food and services for the event was followed that demonstrates due diligence and responsible use of funds.
2. Regarding fundraising, the Association has clarified that over the last three years an average of 27 business / individuals have been approached for donations raising an average of \$19,000 and that the Town of Amherst's percentage of funding in 2022 was 13%, in 2023 it was 15.8% and in 2024 it was 21.7%.
3. The Association has clarified that the event is more than just a meal, it is an opportunity to provide a place for newcomers and those that cannot be with family to gather and share in Christmas cheer.

# MEMO

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

**FROM:** Andrew Fisher, Director of Planning & Economic Development

**DATE:** January 19, 2026

**RE:** **Affordable Housing Fee Forgiveness Policy - 6-month review**

---

The purpose of this memo is to provide a six-month review of the Affordable Housing Fee Forgiveness Policy (66000-06). This review fulfills the Town's commitments under the Housing Accelerator Fund.

Council adopted the policy on June 23, 2025, to support the construction of affordable housing. Under the policy, the Town may waive development and building permit fees, as well as water and sanitary sewer connection fees up to a maximum of \$5,000. Key conditions of the policy include the following:

1. At least 25% of the dwelling units within the development must be affordable.
2. The development must be receiving senior government capital funding.
3. The CAO may determine that the policy does not apply where other Town financial support has been committed to the development.

Since the policy was adopted in late June 2025, permits have been issued for 18 affordable housing units, all within the Hillsdale development. In accordance with the third condition noted above, fees were not waived, as a total of \$639,000 in other financial support was provided to Phase 1 of this development.

Looking ahead, staff are aware of at least two potential developments that could provide approximately 70 affordable dwelling units and may be eligible to benefit from this policy.

Staff recommend status quo with regard to this policy.

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**TITLE:** Affordable Housing Fee Forgiveness Policy  
**SECTION:** Planning & Development  
**POLICY NO:** 66000-06

---

**APPROVAL DATE:** June 23, 2025

**CAO Signature:** 

**PURPOSE:**

To establish a policy in support of the construction of affordable housing by waiving municipal fees and charges related to the development.

**DEFINITION:**

**Affordable Housing** means a residential development that is awarded funding by a provincial and/or federal government capital funding program for affordable housing.

**POLICY STATEMENT:**

In support of the construction of affordable housing in Amherst, municipal fees and charges related to the construction of said housing may be waived in whole or in part, subject to the following terms and conditions:

1. At minimum, 25% of the dwelling units within the residential building shall be Affordable Housing.
2. In the case of a mixed-use development containing residential and non-residential uses, only those fees attributable to the residential uses may be waived. Water, sanitary sewer and storm sewer connections shall be calculated based on the percentage of the building used for residential purposes.
3. This policy applies only to those developments approved after the date this policy is approved.
4. Where other financial supports from the Town have been negotiated, the Chief Administrative Officer, at their sole discretion, may determine that this policy does not apply to an Affordable Housing development.
5. The development shall be in compliance with all Town of Amherst Bylaws.
6. The following fees and charges defined under the User Fee Policy (Policy 0470-03) may be waived:
  - a. Development and Building Permits for residential buildings.
  - b. One Sanitary Sewer Connection and One Storm Sewer Connection fee under the D-3 Wastewater Discharge Bylaw.
  - c. New water and sanitary sewer connections from existing street mains to the property line up to a maximum of \$5,000.

**TITLE:** Affordable Housing Fee Forgiveness Policy  
**SECTION:** Planning & Development  
**POLICY NO:** 66000-06

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
Direction, Planning & Economic Development	Administers the Policy

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Fisher, Director of Planning & Economic Development	Council	June 23, 2025

Minutes reference date: June 23, 2025

# MEMO

**TO:** Mayor Small and Members of Council  
**FROM:** Jeff Bacon, CET, Economic Development Officer  
**DATE:** January 19, 2025  
**RE:** **Strategic Priority – Economic Development Forum**

---

The purpose of this memo is to discuss the re-engagement of Council's strategic priority to:

Collaborate with our economic development partners to host two economic development forums within four years.

In October 2025, Council agreed to pause the Business Engagement Forum planned for November 20, 2025, in order to align the Forum with the findings and recommendations of the Dalhousie University Economic Prosperity Roundtable held on October 3<sup>rd</sup>, 2025.

Informed by area business owners, operators, members of government, and community leaders, Dalhousie released the attached Economic Prosperity Report for the Cumberland Region. The report outlined key themes with detailed insights, including topics of focus for the future. Key topics like Economic Development and Workforce and Talent Retention are captured, which detail points of focus such as Tourism and Labour Shortages.

Economic Development staff propose that these findings provide the utility to re-initiate the Business Engagement Forum in April. The facilitator can be reengaged to support the organization of the event, and the timing of the event will be adjusted to their availability. The forum will be tailored to address the findings that are relevant and impacting Amherst with a focus on creating strategies to tackle them.

# Nova Scotia Engagement Days

## Executive Summary

The **Cumberland County Region Roundtable** convened a diverse group of stakeholders—including business owners, developers, not-for-profit leaders, students, educators, energy experts, and municipal leaders—to **address pressing challenges** and **explore opportunities for regional growth**. The discussion revealed barriers such as high taxation, infrastructure deficits, housing shortages, and workforce gaps, while also identifying promising avenues for development in renewable energy, tourism, and interprovincial collaboration.

Participants emphasized the need for **innovative policy reform, improved connectivity, and stronger regional cooperation**. There was a shared belief that Cumberland holds untapped potential that, if strategically developed, could lead to greater prosperity. Key recommendations included **investing in geothermal energy, reforming zoning and taxation policies, enhancing workforce development, and improving access to housing, healthcare, and digital infrastructure**.

## Key Themes and Detailed Insights

### 1. Infrastructure and Connectivity

- **Roads:** Group described how developers must build roads to provincial standards without government support, making projects cost prohibitive.
- **Internet and Cell Service:** Rural areas suffer from poor internet and cell connectivity, which poses safety and economic risks.
- **Utilities:** Groundwater issues and infrastructure gaps hinder growth.

## 2. Housing and Affordability

- **Housing:** Housing prices surged following the pandemic. Group raised concerns about housing quality. A lack of access to appropriate housing limits options for workers and their families.
- **Affordable Housing Solutions:** Ideas included government offering free land to developers with long-term commitments for development.

## 3. Economic Development

- **Taxation:** Nova Scotia's high tax rates (including deed transfer taxes up to 11.5%) deter investment and reduce spending power.
- **Energy Potential:** Geothermal energy in Springhill is a major opportunity, and the community is seeking partnerships.
- **Tourism:** Outdoor recreation (trails, boating, ATVs, snowmobiling) presents growth opportunities for local tourism and hospitality industries. Infrastructure investment is needed to support year-round tourism.

## 4. Workforce and Talent Retention

- **Labour Shortages:** Difficulty attracting skilled trades (e.g., Red Seal mechanics, CPAs) and senior executives.
- **Immigration Barriers:** Approval processes are perceived as slow and error prone. The region depends on immigrant workers.
- **Education Alignment:** Disconnect between training programs and local needs. Group described a need for interprovincial collaboration and community-based continuing education. The group also described a need for data to make informed decisions on the skills gap and called on NSCC and post secondary institutions to continue to work together on curriculum to address gaps in skills.

## 5. Social and Community Wellbeing

- **Food Insecurity:** Some smaller communities were described as “food deserts” lacking basic services.
- **Healthcare Access:** Limited services hinder resident retention and attraction.
- **Demographics:** Aging population with insufficient workforce replacement. Group described need for inclusive immigration and youth engagement.

## 6. Policy and Governance

- **Government Support:** Government perceived as risk-averse and slow to innovate. Group suggested advocacy needed around zoning, taxation, and infrastructure reform.
- **Regional Collaboration:** Municipalities are beginning to work together on shared infrastructure projects.

- **Certification Barriers:** Tradespeople face interprovincial hurdles. Group suggested that harmonization of standards is needed.

## 7. Vision for the Future

- **Population Growth:** Grow the population for sustainable prosperity.
- **Lifestyle Promotion:** Emphasis on showcasing outdoor recreation to attract new residents.
- **Embrace emerging industries**
- **Capitalize on natural resources to grow industry**
- **Lift vulnerable members of community**
- **Youth Engagement:** Youth voices must be included in planning. More data is needed on what encourages youth to stay in community.
- **Improve access to health care**
- **Remove barriers to post secondary education**
- **Improve digital connectivity**
- **Capitalize on tourism opportunities to spur the economy**
- **Increase collaboration between municipalities**
- **Reduce barriers for developers**

# MEMO

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

**FROM:** Andrew Fisher, Director of Planning & Economic Development

**DATE:** January 19, 2026

**RE:** **Transit Feasibility Study Update**

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The purpose of this memo is to provide an update on the status of the above-noted study. The original delivery date for the draft report was the end of November; however, the consultant requested additional time. The draft report was delivered on Monday, December 22.

Staff reviewed the draft and requested clarification and/or additional detail from the consultant in the following areas:

- Additional detail in the Executive Summary that clearly links key findings to the study's recommendations.
- A more detailed explanation of how the recommended route was determined.
- A more fulsome analysis comparing fixed-route and flexible (on-demand) transit models.
- A per capita cost breakdown.
- An analysis of weekend service options versus weekday-only service.
- A clearer explanation of anticipated operator and administrative staffing costs.
- Revisions to the route map options.
- Additional detail on the methodology used to develop ridership projections.

The consultant has advised that a revised draft can be delivered within approximately one week. Staff will review the revisions upon receipt and anticipate presenting the study to Council in February.



**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
Sep-23				
	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
Oct-23				
	72000-08	COMMUNITY SUPPORT GRANTS	COMMUNITY LIVING	Amended Oct 2023
	C 04	COMPANION ANIMAL BYLAW	POLICE	received first reading in October 2023
Nov-23				
	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
Dec-23				
	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
Jan-24				
		Noise bylaw	POLICE	recommend to not proceed
		USER FEE POLICY	CLERK	amended
Feb-24				
	10350-08	APPOINTMENTS OF CITIZENS TO BOARDS (210-11)	CLERK / COMMUNICATIONS	repealed Feb 2024
	NEW	EMPLOYMENT EQUITY POLICY	CUSTOMER SERVICE/HR	Approved Feb 2024
Mar-24				
Apr-24				
	<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	
		DEBT MANAGEMENT POLICY (211-37)	FINANCE	
<b>Dec-25</b>				
	P 08	LEASED LAND COMMUNITY BYLAW	PLANNING	
	04000-06	RENUMERATION FOR ACTING POSITIONS (211-22)	HR	
<b>Jan-26</b>				
	31600-02	Street Light Policy	Operations	
	B 02-1	DEED TRANSFER TAX BYLAW	FINANCE	
	66000-05	HOUSING, INFRASTRUCTURE INVESTMENT POLICY	PLANNING	
	66580-01	NEW SUBDIVISION STREETS - FINAL SUBDIVISION APPROVAL PRIOR TO STREET PAVING	PLANNING	
<b>Feb-26</b>	10350-14	REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24)	CAO	
	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	
	10350-17	MEMBERSHIP ON NATIONAL BOARDS AND COMMITTEES (211-32)	CLERK	
	10350-18	MEMBERSHIP IN CLUBS, SOCIETIES AND ASSOCIATIONS (211-33)	CLERK	
<b>Mar-26</b>				
		Sale of Beer/Liquor - Robbs Park	Operations	
		Beer Garden Policy - Stadium	Operations	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
		PACE BYLAW	FINANCE	
	02300-03	SALE/DISPOSAL OF SURPLUS EQUIPMENT (211-19)	FINANCE	
	10350-05	INQUIRIES FROM COUNCIL (210-07)	CLERK / COMMUNICATIONS	
	03000-04	ROUNDING OF CASH TRANSACTIONS	FINANCE	
	04500-03	SCENT REDUCTION POLICY	HR	
	D 06	BUILDING BY LAW	PLANNING	
	04000-08	ATTENDANCE ADMINISTRATION (211-24)	HR	
Apr-26				
	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	
	<del>68500-01</del>	<del>FEMALE POLICE CONSTABLE AND EXPENSE (220-01)</del>	<del>POLICE</del>	
	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	HR	
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	POLCE	
		Snow and Ice Management Policy	Operations	
	05000-04	ROUTINE ACCESS POLICY	CLERK	
	68300-02	NEW FIRE STATION, ALBION STREET (221-02)	FIRE	
	72200-01	R. H. SMITH BEQUEST LIBRARY (274-01)	COMMUNITY LIVING	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Oct-26				
	03450-01	CAPITAL BUDGETING (211-14)	FINANCE	
	01000-01	MEDIA POLICY (210-19)	COMMUNICATIONS	
	04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	HR	
	04000-07	HIRING POLICY (211-23)	HR	
Nov-26				
		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				



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	
	04000-05	OVERTIME - NON-UNION EMPLOYEES (211-21)	CUSTOMER SERVICE/HR	
	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	
	P 07	SUBDIVISION BYLAW	PLANNING	
<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	



# CAO Task Report

## January 2026

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### Task Updates:

**Task: Municipal Boundary Change**

Board has issued an order to approve pending Board notification. Board notification will not be sent until we confirm that the Town and County has adopted all required policies and bylaws. Joint meeting with the County scheduled for January 21, 2026 to complete this process and to give second reading to our Sewer Bylaw.

Status: In Progress

**Task: Committee Review**

MCC never adopted a policy. The repeal of the TOA policy is on the January COW agenda.

Status: In Progress

**Task: Request to Present – Social Media and Communication**

Spoke to Bridgewater Acting CAO. He will ask Mayor Mitchell to contact me to set up a meeting. I suggested in person or zoom would be fine and that we would pay his expenses if he travelled here. Won't be a 'meeting' will be a professional development workshop. I suggested that the Mayor suggest a time, but we would prefer prior to end of January or early February.

Status: In Progress

**Task: Nova Scotia Strong Mayor Powers**

On the January COW agenda.

Status: In Progress

**Task: Marshview Drive Sale of Lots - Tom Mattinson**

Transaction is complete.

Status: Complete

**Task: Community Centre and Council Remuneration**

Tour and discussion held January 15<sup>th</sup> at the Amherst Stadium

Status: In Progress

# Monthly Report

## Corporate

### January 2026

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**IT Services:**

Completed Server updates. Updated the firewall at Town Hall.

Moved some virtual servers to the new version of VMWare.

Working on the Hardware and Software Operating budget for 2026/27

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

Working on Billing issues with Bell Mobility Accounts

Working to restore Internet access to the Wastewater Treatment Plant

Researched and ordered a new server for the police department.

**Procurement:**

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
	ALT	Replace APD Server	Regular	C			X	CAO
	RFP	Ind. Park Exp Engineering Design	Regular	C			X	CAO
	RFP	E-Permit System	Regular	C			X	CAO

**Other:**

**E-11 Customer service**

There were 61 cases opened in December

Top categories this month were: Solid Waste / Bin replacements or repairs (11 cases), Traffic Signals/Signage missing (7 cases), Icy Street (7 cases)

Task: Volunteer Code of Conduct Policy.

In Progress. The search for similar municipal policies has not been very successful. We are awaiting our legal representatives to review the draft for reasonableness. The holidays have slowed this down somewhat. I will bring this back to COW for Council's consideration in February.

# Monthly Report

## Community Living

January 2026

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Over the months of December and January the Community Living Department has been working on the following things:

### Events:

- New Years Eve celebrations
- Video Christmas messaging
- Winter Carnival planning
- Development of ads for Marketing

### Community Well Being:

- African Heritage Month grant writing and planning for reception
- Meeting with Accessible Playground designers
- Grant writing for Accessible Playground
- Implementing Just Serve volunteer platform
- Developing volunteer screening and training procedure
- Working with Amherst Youth Town Council and Anchor
- Indigenous celebrations planning

### Community Health Navigator:

- Separate report attached

### Active Living:

- Volunteer recruitment 55+ Committee
- Multisport scheduling and promotion January to June
- Wellness Committee
- Wayfinding Trail signage

### Marketing/Communication:

- Brand strategy, marketing plan, and communications plan follow up
- Radio station Mayoral address preparation
- Website updates inc. public notices, street closures
- Tourism communications planning
- Proclamations for upcoming events

## Task Updates:

Task: Accessible Playground

Update: Draft design was presented to staff. As it was significantly over budget, the consultant will review for efficiencies, and suggest a phasing program.

Status: Design plan received and being updated. Working on submission for provincial funding. Target date for presentation to Council is February COW.

Task: "A" Special Day

Update: Working on concept of a multi-day music festival.

Status: Will be scheduling meeting for January with interested partners

Task: Green Space Veterans Park

Update: Meeting January 29<sup>th</sup> with Indigenous Elders and Indigenous Affairs to discuss multiple initiatives including this.

Status: Meeting scheduled for January 29

Community Navigator Town of Amherst Council Report  
December 2025

December was a short but busy month of meetings and organizing and implementing events.

**Completed:**

- Met with the site lead for CRHCC via phone to discuss what funding options are available to them.
  - The staff holiday party was cancelled due to low ticket sales
  - Held a Hot Chocolate Social in partnership with the hospital who presented on the new ongoing projects for CRHCC



- North Nova Residents were invited to the annual Physician AGM/Holiday event where they were able to meet and network with current physicians.
- On behalf of the Cumberland Physician Retention Committee, there were 3 welcome and supports baskets to be purchased and delivered.
- Met with my Nova Scotia Navigators group for our monthly meeting.
  - Discussed OHPR funding, deadlines, reporting.
    - Special guest speaker, Mary Ellen Tingley with OHPR was on the call to answer any questions we had.
- A recruitment dinner event was held in mid December in partnership with NS Health. We hosted it at One Door Chronic Disease Centre in Amherst and it was catered by Portlander Jamaican Cuisine. It was an opportunity to showcase what we have available for these residents to stay in Cumberland County.

### **Coming up:**

- Monthly meeting with Nova Scotia navigators.
- Research and plan upcoming recruitment conferences
- Plan recognition events for physicians and all staff.
- Prepare for upcoming site visits for possible physician recruitment.
- Plan and order recognition items for staff
- Organizing a “Healthcare night” on January 17<sup>th</sup> with the Amherst Jr. A Ramblers hockey team in Amherst.
  - CRHCC will be provided a set number of tickets to the game.
    - Coupons have been created to add to the tickets to allow these staff members to receive a small French fry and drink from the canteen which will be covered with OHPR funds.
  - Sign up sheets will be posted in early January.

Amy Menzies

[amenzies@amherst.ca](mailto:amenzies@amherst.ca)

902 694 0831

# Monthly Report

## Cumberland Business Connector

### January 2026

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#### Priority: Support Businesses (primarily 0-50 employees)

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

- I discussed with business owners their desire to sell a business and their valuation of the business assets. They have come to the conclusion that their business assets are probably worth more than the business is worth as a going concern. This business will likely continue to operate but may be split into 2 or more entities
- I connected a business to Invest Nova Scotia who can help them with business travel costs to investigate new equipment to establish another manufacturing plant in this region.
- I met with an employer in the automotive sector who is struggling to attract skilled tradespeople. I provided a few suggestions to try and tap into labour markets that he hadn't considered.
- I had several calls with the manager at Aquashell. I compiled a list of resources for the immediate crisis as well as in the rebuilding stage. We will be meeting in January to see where else we can be of assistance.
- We are investigating an opportunity to potentially have a fish hatchery in the Springhill area for fish that have a high mortality in their first winter in cold water. The Geothermal heat in Springhill is of interest.
- I met with a local business whose sales are primarily in the US. They are facing tariffs of over 40% and it has priced them out of the US market. They have an interest in pivoting to a different industry. We will be working together in the coming months to try and accomplish this. In the meantime, they have laid off employees to reduce their losses

#### New Businesses

- Every month, we meet individuals who are interested in entrepreneurship. This has been consistent throughout 2025 and has continued through until the end of December. It is a good indicator for the future of our communities.

#### Workshops

- In collaboration with our local economic development partners, workshops are being planned for the winter and spring of 2026. The topic of the next two workshops are "Tax Filing for Small Businesses."

#### 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.

## Priority: Labour Availability and Workforce Development

- We met with the Principal at NSCC - Cumberland, to discuss some of the training needs and gaps that local businesses see in the labour market. This discussion included how to utilize the College's space to its potential, including customized training, and shorter courses.

## Other Work

- We met with the United Way. One area of common interest that we discussed was related to housing.
  - We recommended that they contact Cross Roads as a potential partner for some of their housing projects.
  - We discussed the work that Sunset Community is doing with the subdivision, Sunrise Landing, that is being built in Pugwash.
- We have attended industry association meetings and other meetings that are relevant to our region. This includes:
  - Attended the Wild Blueberry Producers Association of Nova Scotia's Annual General Meeting and talked with a number of farmers and other industry people.
    - The Province of Nova Scotia is currently working on an Agri-Recovery application to the federal government for the blueberry sector, as well as other agricultural sectors impacted by the drought.
- I met with the NS Wild Blueberry Producers Association of NS
  - The industry is hurting, many of the federal/provincial risk management programs have not worked well for the industry in the past and therefore haven't been utilized well.
  - The Association is using some of their accumulated surplus to subsidize is subsidizing the crop insurance cost by \$100,000 for next year (the province is matching this).
- Denis Kushnir started work with us on December 1<sup>st</sup>, as a Business Development Officer supporting local businesses.
- We hired the Atlantic Economic Council to develop an overview of the potential economic impact of the multi-year Isthmus of Chignecto Resiliency Project. We want to prepare our region to be able to maximize the impact of this project on our local economy.

# Monthly Report

## Finance

January 2026

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### FINANCE

The 2026/27 operating budget preparation is underway. Staff have submitted their departmental budgets, and they are being reviewed by finance. The CAO and Director of Finance have reviewed the 5-year capital budgets and Directors are working on the RFDs for year 1 capital projects.

The third quarter results are being analyzed and are expected to be presented to the Audit Committee in February.

### TAX / ACCOUNTS RECEIVABLE / COLLECTIONS

**2025/26 Title Search** – There were 5 properties sent to lawyer on December 12, 2025, for title search. Title searches were completed on December 15, 2025. The tax sale is anticipated to be on March 26, 2026.

**2025/26 – Final Water notices** – There were 13 postponed water disconnection notices hand delivered on December 10, 2025; however, we were unable to disconnect due to weather, will reevaluate in the new year.

**2025 Assessment Appeals** – The 2025 assessment appeal inventory from PVSC has 79 accounts with appeals as of January 1, 2026.

	# of Accounts Appealing		Appeal Completed as of Jan 1/26	Pending as of Jan 1/26	Withdrawn as of Jan 1/26	Outstanding Appeals as of Jan 1/26	Appeals Successful as of Jan 1/26	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	10	0	0	2	5	(\$1,130,400)	(\$50,528.88)	3
TOTAL	79	\$49,610,200	61	0	4	14	12	(\$980,200)	(\$48,020.54)	4

**Property Sales/Tax Certificates**– There were 14 residential and 7 commercial property sales in December as well as 6 tax certificate requests completed during the month of December.

### WATER/SEWER

Meter reading for the 3<sup>rd</sup> quarter is underway. Public Works read meters from January 2 through to mid January and we anticipate bills will be in the mail by January 30.

Task Updates: No outstanding tasks

# Monthly Report

## Fire Services

January 2026

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### PROFESSIONAL DEVELOPMENT

#### Weekly Fire Fighter Training

During December, the Amherst Fire Department concentrated its training efforts on the application and effectiveness of fire-suppressing foams. Additionally, the department paused its regular weekly training sessions for a two-week period to allow members valuable time with their families during the holiday season.

### EVENTS

During the month of December, the Amherst Fire Firefighter's Association held their annual food drive at the Amherst Superstore. Thank-you to the Superstore and the community for your support.

### RECRUITMENT

We are actively seeking new members to join our team. Interested individuals can learn more at: [www.amherst.ca/volunteer-firefighter.html](http://www.amherst.ca/volunteer-firefighter.html)

### INCIDENT RESPONSES – December 2025

	<u>Town of Amherst</u>	<u>District 2</u>
Check Air Quality	1	1
Dumpster fire		1
Electrical Fire	3	1
Flue Fire	2	
Hazardous materials	1	
Medical assist	1	
Monitored alarm	3	1
Motor vehicle accident		4
Open Burning	1	1
Power Lines on Fire/Arcing		4
Smell of smoke	3	
Smoke alarm activated	2	
Structure fire	2	
Vehicle fire	1	
<b>Total events</b>	<b>20</b>	<b>13</b>
<b>Total responses (Year to date 2025)</b>	<b>309</b>	

### TASK UPDATES

Task: No open tasks at this time

# Monthly Report

## Human Resources

January 2026

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### 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 has completed the Cadet program at the Atlantic Police Academy and has officially started his on-the-job training (OJT) with APD. Congrats Cam and we are happy to have you!

APD is also hosting an information session on January 21, 2026, for individuals who may be interested in applying to attend the Atlantic Police Academy for future Cadet sponsorship opportunities.

APD Corporal: A competition was held in December to fill the Corporal vacancy with long-term employee, Constable John Haggerty being the successful candidate. Congratulations Corporal Haggerty!

CUPE Lead Hand, Utilities and Operator (Internal): Internal competitions are currently underway to fill vacancies for the Lead Hand (Utilities) position and Operator position. Selection will take place in the coming weeks.

### Other HR News

#### Market Review

HR staff have concluded the triannual salary market review. Findings and recommendations will be presented to Council in the New Year.

#### Wellness Committee

The Wellness Committee is busy planning the next three months of employee wellness initiatives.

#### People Strategy

Our two-year People Strategy was included for Council's review at the December meeting. HR staff are excited to get started actioning the initiatives in the strategy, including an introduction to the strategy to all staff this month.

#### Annual Employee Survey

Staff are also preparing for our next annual staff survey, which will be released in late January/early February.

#### Foundations of Belonging Training

Most staff have completed the training modules for the Foundations of Belonging training that was initially rolled out in late 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."*

A feedback survey is currently being prepared so HR staff can collect data on participant experience and identify any additional trainings or support that may be beneficial moving forward.

## **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.

HR staff have begun preparations for payroll year-end.

# Monthly Report

## Operations

January 2026

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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 8:00am to 5:00pm.
- The walking track at the stadium is generally available for use daily from 7:00am to 9:00pm.
- Staff helped with the New Year's Eve event, everything went well, and it was well attended.
- The Dugout replacement project is ongoing, the demolition was completed by Public Works and the contractor will have the new dugouts completed before the end of March.
- The outdoor rink is open for use, weather permitting staff will scrape, flood, and maintain the surface daily.
- Ramblers played 4 home games in December and have a full schedule in January with 7 home games;
  - January 2: Ramblers vs Valley
  - January 9: Ramblers vs Edmunston
  - January 10: Ramblers vs Miramichi
  - January 17: Ramblers vs Truro
  - January 23: Ramblers vs Yarmouth
  - January 24: Ramblers vs Summerside
  - January 31: Ramblers vs Pictou
- The Senior Ducks hockey team has relocated to Springhill for the remainder of the season

### **PUBLIC WORKS**

- Quarterly meter reading has started and will be ongoing until late January.
- Staff have began preparing the RFDs for the proposed 2026/27 Capital Budget.
- There were 4 broken watermains repaired in December, this is above average for early winter.
- The asphalt recycler was used 7 days in December, placing approximately 18 tonnes of recycled asphalt.
- Streets and sidewalks were plowed 4 times in December.
- Salt trucks were dispatched 12 times during the month to address icy conditions on streets and parking lots.
- Sidewalks were salted 10 times during the month.
- Staff hauled snow from the downtown core on one occasion.
- Staff assisted Killam Properties with a broken watermain in Brentwood Estates.
- Staff renewed their railway safety training; this is a requirement of Via rail for anyone performing snow removal duties on their platform.
- Staff replaced a failing circulating pump for the heating system at Town Hall.
- Staff updated the Paser Ratings for streets, sidewalks, and parking lots.

## **SOLID WASTE**

- The Solid Waste Hotline (902-667-5141) received 295 calls in December from residents across Cumberland County.
- Staff continue to share sorting information, collection updates, and safety reminders on the Cumberland Region Solid Waste Facebook page. With the launch of the new Extended Producer Responsibility (EPR) program, staff are also promoting upcoming changes to recycling.
- Christmas tree collection in the Town of Amherst will take place on Monday, January 19<sup>th</sup>.
- The EPR for PPP program officially launched on December 1, 2025.
  - The Cumberland County Solid Waste App has been updated to reflect the new sorting requirements that took effect on December 1<sup>st</sup>.
  - An updated sorting guide has been posted on municipal websites and is available to residents upon request (on demand mail out).
- The GFL Community Liaison Committee met on December 10<sup>th</sup>. Highlights from the meeting include:
  - GFL reported a 15-20% increase in incoming tonnages across all waste streams compared to last year.
  - GFL requested that, when tenders are issued for Solid Waste Collection, staff consult with GFL to ensure the materials can be accepted at the facility.
  - GFL advised that residential recycling is transported to Colchester, while commercial recycling will continue to be transported to Prince Edward Island.

## **UPCOMING**

- Following quarterly meter reading, staff will investigate any high or zero consumption meter reads.
- Snow and de-icing operations of streets, sidewalks and VIA rail platform as needed.
- Patching of potholes with recycled asphalt is ongoing.
- February 28 - Dickey Park hosting Coldest Night Event.
- February 13 to 15 – Hosting U9 Hockey Jamboree
- February 27 to March 1 – Hosting Nova Scotia Provincial Figure Skating Championships

## Task Updates:

<p>Task: <b>GRID Funding Applications</b> <u>Update:</u> 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: In Progress – estimated timeline for approvals has passed. Mayor wrote to Premier to solicit support.</p>
<p>Task: <b>Capital Budget Amendment West Victoria Street Engineering Design</b> <u>Update:</u> Capital Budget was amended, and the work is ongoing. Engineering design is at 50% complete. Status: In Progress</p>
<p>Task: <b>Banner Request</b> <u>Update:</u> Motion: That staff be directed to investigate the appropriateness of hanging a banner at the Amherst Stadium in memory of Vaughn Martin. Memo has been included in the January COW package. Status: In Progress</p>

# Monthly Report

## Planning & Economic Development

### January 2026

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#### Planning & Development

The attached report outlines permits issued in December and provides a 2024-25 year-over-year comparison. It should be noted that the total permits issued for new dwelling units decreased from a reported 154 in November to 148 by the end of December as a result of a quality control review of the permit software.

Council approved new planning documents (MPS & LUB) in November. The province's review is anticipated to be complete by the end of January. In addition to communicating the new regulations to developers, staff are preparing guides and other materials to assist the public in their understanding of what will be permitted.

Delivery of a draft Transit Feasibility Study was delayed to December 22<sup>nd</sup>. Staff have reviewed the draft and asked for changes that are summarized in a separate report included in this package.

Staff submitted a 12-month report for the Housing Accelerator Fund in early January. Of the five initiatives, four are on track to meet milestones and can be considered complete once the new planning documents take effect. One initiative, adoption of a new E-permitting system, is delayed but is progressing. Within the first twelve months of the program that started December 10, 2024, 161 new units were approved, and 68 units were approved for occupancy. Only another 16 units for a total of 177 units must be permitted over the 3-year program to receive the full funding.

A new business recognition certificate was presented to Amherst PharmaChoice from members of Council, and the business was promoted on the Town's social media page.

Tourism NS released the Town of Amherst Digital Marketing Campaign End Report for the 2025 program. The campaign saw a significant increase in viewers over the 2024 campaign from 29,000 to 40,500. Viewer traffic was directed to the Town of Amherst landing page on novascotia.com. An internal review of the content of the page and options to direct traffic to another page is underway in advance of a new campaign.

Amherst will be promoted in the upcoming 2026 Canada Travel March Break 2026 Magazine. Along with a promotional article for the magazine, the opportunity to place a billboard advertisement along the Gardner Expressway is included. This year's offer provides two weeks' worth of billboard advertising instead of one week.

This February, the Economic Development Officers from Amherst and the Municipality of Cumberland, along with TNS staff, will be presenting an Experiential Tourism Education Workshop for Tourism Operators in the Cumberland Region. As a part of this year's series of Mind Your Business Workshops, this event will share ideas and opportunities tourism operators can include in their offer to visitors that will expand their experience and have a lasting impact.

The trade for JD Irving land still progresses with the completion of all appraisals and survey work. The expected closing of the trade is by the end of February. Negotiations for an additional acquisition of property located directly in the wellfield protection zones is being expedited so that Nature Agreement funding, that ends March 31, 2026, can be used for this purchase.

The Town has entered into Purchase and Sale Agreements for five of the seven properties of interest in the RaceTrack Road area to secure the area for a future business park expansion. Owners for the remaining two properties have agreed to sell, and we are expecting signed agreements in January. The consultant firm CBCL was awarded the contract to develop a conceptual design of the park, including proposed roads and infrastructure. A marketing media plan is in development to begin the promotion and announcement of the park to Industry.

Dalhousie University released the economic prosperity report with its findings from its Community Engagement sessions last fall in the Cumberland Region. Key recommendations in the report included enhancing workforce development and improving access to housing and healthcare. The Town of Amherst 2025 Fall Business Engagement Forum was postponed to an early 2026 spring date to ensure alignment with the findings and recommendations of the report, and key topics are incorporated in the agenda of the forum.

Planning for the Amherst Home Show and the NS Works Job Fair has kicked off, with both being slated for May. The Town will be asked to provide support for these events through sponsorship.

**Task Updates**

<p><b>Task: Nature Challenge Fund Land Acquisition</b>          Status: Survey and legal work to complete an approved land trade with JDI is on track for a close at the end of February. An additional acquisition has been identified and may be on Council agenda for consideration, subject to receiving the necessary appraisal reports.</p>
<p><b>Task: 112 West Victoria Street DA Second Reading</b>          The appeal of Council’s approval was denied. The DA is signed and registered. Construction is anticipated in spring of 2026.          Status: Complete</p>
<p><b>Task: ATV Access Discussion Paper</b>          A discussion paper is on the January COW agenda.          Status: Ongoing</p>
<p><b>Task: Industrial Park Land Purchase – Cumberland Ridge Inc. Property</b>          Purchase and Sale Agreement signed by all parties.          Status: On track</p>
<p><b>Task: Industrial Park Land Purchase – Roop property</b>          Vendor is undertaking legal work to establish marketable title.          Status: Ongoing</p>
<p><b>Task: Industrial Park Land Purchase – Pederson property</b>          Purchase and Sale Agreement is being signed by the parties.          Status: Ongoing</p>
<p><b>Task: 8 Lower LaPlanche Street Purchase &amp; Sale Agreement</b>          The transaction closed in December.          Status: Complete</p>
<p><b>Task: Economic Forum</b>          Plans for a forum in April 2026 have started.          Status: Ongoing</p>
<p><b>Task: Transit Feasibility Study</b>          Draft delivery was delayed. Staff have reviewed and asked for additional information.          Status: Delayed but progressing. Updated report should be received for council review in late January / early February.</p>

# Permits Issued: December 2025

PERMIT APPLICATIONS								For the Month of December
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value
C2025-126	25017112	51 Croft St	0	Renovate	Single Detached Dwelling	Single Detached Dwelling	119.00	80,000.00
C2025-127	25519802	33 Marshview Dr	1	Construction	Single Detached Dwelling	Single Detached Dwelling	248.00	300,000.00
<b>Total</b>	<b>2</b>		<b>1</b>				<b>367.00</b>	<b>380,000.00</b>

## 2024 – 2025 Comparison

ACTIVITY REPORT							For Calendar Year 2025
Type	2024			2025			
	Permits	Units	Value of Construction	Permits	Units	Value of Construction	
Single Family	31	17	3,938,118	50	37	8,432,320	
Duplex/Semi	8	9	1,490,000	10	10	1,720,000	
Apartments	11	64	11,698,800	12	101	19,000,300	
Other Residential	50	0	775,560	24	0	620,268	
Commercial	16	0	3,138,172	26	0	6,194,654	
Industrial	0	0	0	3	0	3,251,424	
Inst & Gov	0	0	0	0	0	0	
Agriculture	0	0	0	0	0	0	
Other	0	0	0	0	0	0	
<b>Total</b>	<b>116</b>	<b>90</b>	<b>21,040,650</b>	<b>125</b>	<b>148</b>	<b>39,218,966</b>	

# Monthly Report

## Police Services

January 2026

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### TRAINING:

**CCIS Training:** Constable Chapman, who will be starting a new assignment in the Street Crime Unit, attended training on December 1<sup>st</sup> at RCMP Headquarters on the new CCIS system which stores criminal intelligence for police agencies across the country. This system is replacing the ACIIS system which is being discontinued. This system is a vital instrument in utilizing intelligence in criminal investigations in relation to organized crime groups.

### PERSONNEL:

**Promotion:** With the recent promotion of Cpl Tom Wood to Inspector, a vacancy was created in the patrol ranks resulting in a competition for this role. The successful candidate was Cst John Haggerty who was promoted to Corporal effective December 8<sup>th</sup>, 2025. Corporal Haggerty has been with APD since March of 2007 and has the reputation of a solid investigator who has been at the helm of several major incidents over the course of his career. While much of Cpl Haggerty's career has been in uniform patrol, he was assigned to the Cumberland Integrated Street Crime Unit for three years.



### OPERATIONAL INCIDENTS:

**Traffic Collisions:** On December 2<sup>nd</sup> and 3<sup>rd</sup>, as a result of very poor weather, APD members responded to multiple traffic collisions in town, including 2 fail to remain accidents. There were also numerous complaints of downed wires throughout town as a result of the weather.

**Multiple Charges** – A 58-year-old Amherst man was arrested and remanded on December 2, 2025, in regards to complaints received by the Amherst Police Department. The male is facing charges that include assault with a weapon, assault, assault causing bodily harm, aggravated assault and uttering threats. The male was later released on conditions. On December 24<sup>th</sup>, he was arrested and remanded again following a complaint concerning a breach of his release conditions.

**Fleeing Police/Impaired Driving Charges:** A 43-year-old Halifax woman is facing charges in relation to an incident on December 10, 2025. Shortly after 7:00am, Amherst Police were provided with details concerning a driver suspected to be impaired that had fled from the RCMP. Shortly afterwards, APD units observed a vehicle matching the description coming into Amherst via Exit 4. The driver did not stop for police and continued through town until a second police vehicle positioned itself in front of the suspect vehicle when police were able to box the vehicle in safely. The driver exhibited signs of intoxication and was arrested. Charges include fleeing police, impaired driving, dangerous driving and refusal to comply with breath demand. She was brought to court and later released. She is also facing applicable charges from the RCMP.

**Multiple MVA charges:** On December 14, 2025, APD stopped a vehicle that was displaying a plate that had been reported as 'lost'. The driver, a 38-year-old New Brunswick man is facing charges under the Motor Vehicle Act that includes displaying fictitious plates, driving without a valid drivers license and without proof of insurance. The vehicle in question was also towed.

**Firearms Charges:** On December 17, 2025, shortly before 8:00am, APD members responded to a vehicle parked outside a business in a 'no parking area'. When police arrived, they observed ammunition and a long-gun case in the back seat. The vehicle was towed to APD and a warrant was drafted and approved.

Police located an unsecured 20-gauge shotgun and ammunition. As a result of this incident, a 42-year-old Amherst man is facing firearms charges that include unsafe storage of a firearm, unauthorized possession of a firearm and possession of a firearm in a vehicle.

**GENERAL OPERATIONAL UPDATES:**

**Police Pursuits/Failing to stop:** In December police recorded 2 incidents in which motorists failed to stop for police. This compares to 2 incidents in November and 9 incidents in October. In total for 2025, police logged 47 incidents where vehicles fled from police. This is an increase from 33 in 2024.

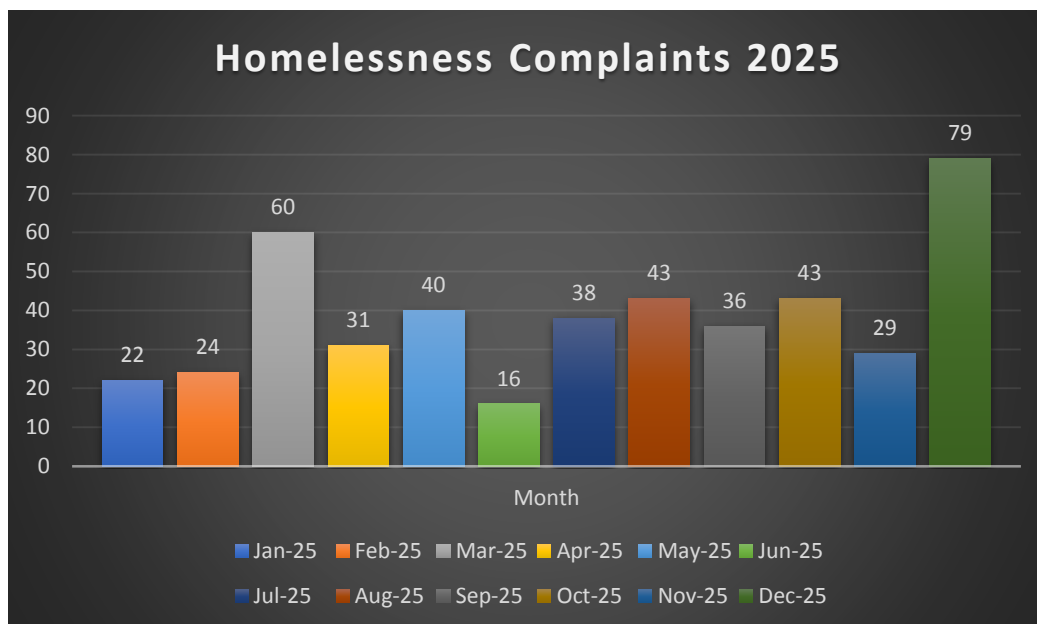
**Off-Road Vehicle Complaints:** In December 2025, police responded to 4 complaints of off-road vehicles. These included complaints of ATVs on the road as well as ATV noise. In 2025 police logged 6 complaints where ATV's fled from police when police attempted to stop them

**Shoplifting/Theft Complaints:** December saw a sharp decline in shoplifting complaints with only one occurrence logged. This compares to 17 in November, 14 in October and 19 complaints in September. Overall, for the year, APD logged 145 complaints. This compares to 146 in 2024 and 199 in 2023.

**Homelessness Files:** There was a sharp increase in the number of files associated to homelessness in the month of December. Police logged 79 complaints for the month as compared to 29 in November and 43 in October.

For the month of November APD responded to 29 complaints that were associated to homelessness. Of these, the majority are related to trespassing, suspicious persons and well-being checks. In October police logged 43 complaints as compared to 36 in September, 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. As an example, one person was involved in 12 of these occurrences, another was involved in 9.

Our increased incidents in December are partially a result of trespassing complaints overnight in ATM banking areas and more complaints uptown in the South Albion Street area. This is very likely related to the extreme cold during that time as people who are not able to attend the shelter are living rough at the other end of town and have been attending locations there to try and keep warm or rest. We also saw a return of 2-3 people to town that are not able to stay at the shelter for various reasons.

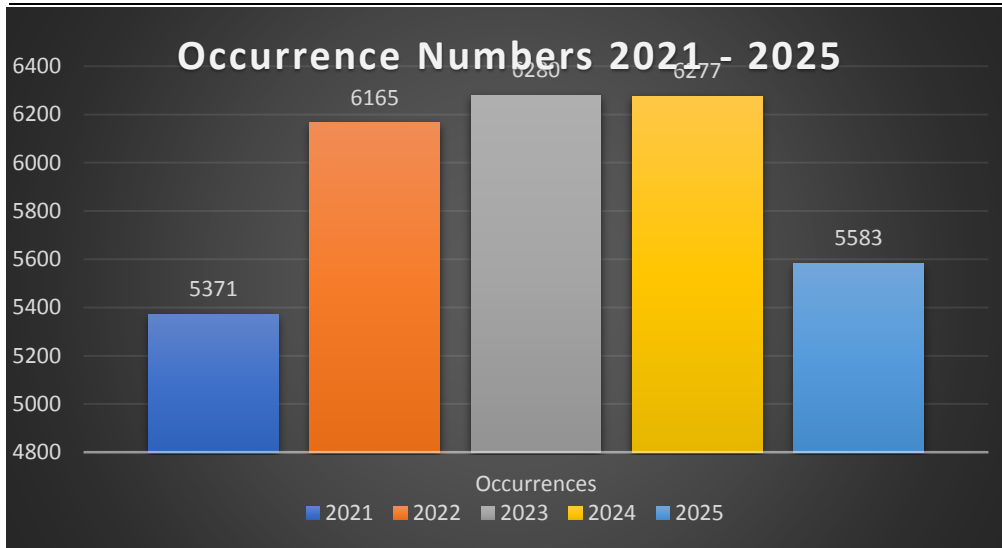
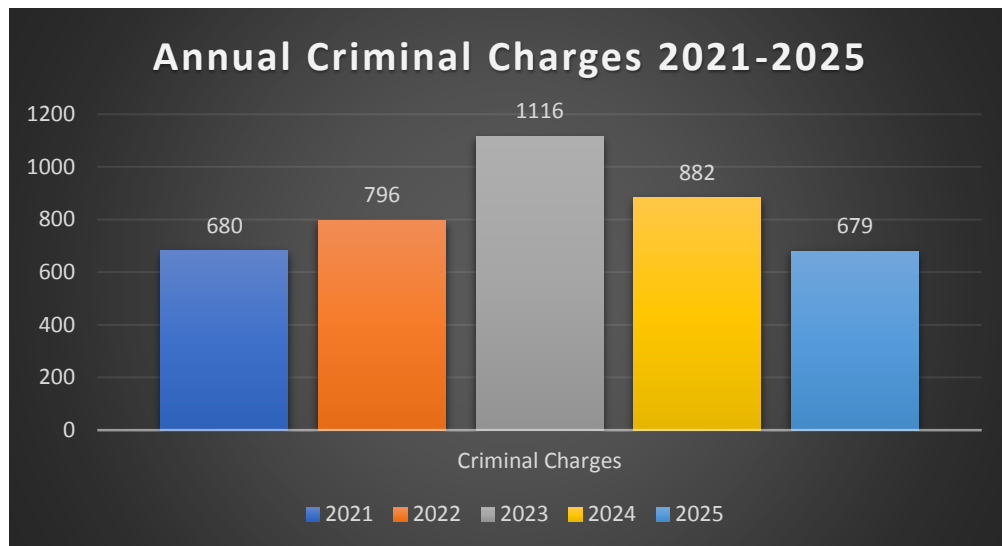


**OPERATIONAL STATS – December 2025**

Occurrences:	399	Criminal Code Charges:	52
Impaired by Alcohol:	2	CDSA:	1
Impaired by Drug:	2	CBCA:	0
Traffic Tickets:	14	Traffic Written Warnings:	3
Vehicle Checks:	37	LCA:	2
Foot Patrol Hours:	8 hrs, 50 min	PPA:	0
Parking Tickets(police):	15 (members)	Parking Tickets(bylaw):	0
Parking Warnings:	0		

**OPERATIONAL STATS – 2025 YEAR END**

Occurrences:	5583	Criminal Code Charges:	679
Impaired by Alcohol:	29	CDSA:	18
Impaired by Drug:	2	CBCA:	0
Traffic Tickets:	275	Traffic Written Warnings:	69
Vehicle Checks:	1247	LCA:	22
Foot Patrol Hours:	407hrs, 50 min	Parking Tickets(police):	48
Parking Warnings:	5		



**TASK REPORT** - Currently no outstanding tasks