



Town of Amherst
Committee of the Whole
Agenda

Date: **Monday, April 20, 2026**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

Pages

1.	Call to Order	
1.1	Territorial Acknowledgement	
	"I would like to acknowledge that our gathering today is taking place in Mi'kma'ki (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi'kmaw people. I would also like to acknowledge that Nova Scotia has another unique people, the people of African descent whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people."	
1.2	Approval of Agenda	
1.3	Approval of the Consent Agenda	1 - 1
1.4	Acceptance of Minutes	
1.4.1	March 16, 2026	2 - 5
1.4.2	April 13, 2026	6 - 10
2.	Council Direction Requests	
2.1	Community Support Grants - Bristol	11 - 13
2.2	Capital Budget Carry Overs - Wilson	14 - 16
2.3	Property Assessed Clean Energy (PACE) By-law and Policy - Wilson	17 - 30
2.4	Sanitary Sewer Rates By-law - Wilson	31 - 33
2.5	2025-26 Capital Budget Amendment - LaPlanche Pumping Station Display and PLC - Bourgeois	34 - 35
2.6	2026-27 Capital Budget Amendment - Town Hall Generator Replacement - Bourgeois	36 - 37

2.7	Asphalt Patching Tender - Bourgeois	38 - 39
2.8	LA Animal Shelter Memorandum of Understanding - Pike	40 - 44
2.9	By-law to Amend the Companion Animal By-law - Pike	45 - 62
2.10	Cumberland Regional Emergency Management Organization Emergency Management Plan - Jones	63 - 91
2.11	Sport and Recreation Hall of Fame Policy and Procedure - MacDonald	92 - 98
2.12	Soccer / Track and Field Complex Fundraising Committee Terms of Reference - MacDonald	99 - 102
2.13	Proposed New Brunswick Tolls - Small	103 - 103
2.14	Bill Riley Recognition - Davidson	104 - 105
3.	Information Items	
3.1	ATV Update - Fisher	106 - 109
3.2	By-law to Amend the Deed Transfer Tax By-law Second Reading - LeBlanc	110 - 110
3.3	By-law / Policy Review - Jones	111 - 117
3.4	CAO Task Report - MacDonald	118 - 118
4.	Monthly Reports	
4.1	Community Living	119 - 125
4.2	Corporate	126 - 126
4.3	Cumberland Business Connector	127 - 128
4.4	Financial Services	129 - 130
4.5	Fire Services	131 - 131
4.6	Human Resources	132 - 133
4.7	Operations	134 - 136
4.8	Planning & Economic Development	137 - 139
4.9	Police Services	140 - 143

5. Closed Session

5.1 Approval of Closed Session Agenda

5.2 Acceptance of Closed Session Minutes

5.2.1 March 16, 2026

5.2.2 April 15, 2026

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

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

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

5.6 MGA 22(2)(h) - public security

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

6. Adjournment



Town of Amherst
Committee of the Whole
Monday, April 20, 2026

Consent Agenda

MOTION:

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

- 3.1 ATV Update**
- 3.2 By-law to Amend the Deed Transfer Tax By-law Second Reading**
- 3.3 By-law/Policy Review**
- 3.4 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: March 16, 2026
Time: 4:00 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
Sharon Bristol, Director, Community Living
Sean Payne, Marketing & Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. **Call to Order**
Mayor Small called the meeting to order at 4:00 p.m.
 - 1.1 **Territorial Acknowledgement**
Mayor Small gave the Territorial Acknowledgement.
 - 1.2 **Approval of Agenda**
Moved By Councillor McManaman
Seconded By Deputy Mayor Chambers
To approve the agenda as circulated.

MOTION CARRIED

- 1.3 **Approval of the Consent Agenda**
Moved By Councillor McManaman
Seconded By Deputy Mayor Chambers
To approve the consent agenda as circulated.

MOTION CARRIED

1.4 Acceptance of Minutes

1.4.1 February 17, 2026, Committee of the Whole

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the February 17, 2026, meeting of Committee of the Whole were accepted as included in the agenda package.

1.4.2 February 27, 2026, General Operating Budget

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the February 27, 2026, general operating budget meeting were accepted as included in the agenda package.

1.4.3 February 27, 2026, Capital Budget

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the February 27, 2026, capital budget meeting were accepted as included in the agenda package.

1.4.4 March 4, 2026, Strategic Priorities

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the March 4, 2026, strategic priorities meeting were accepted as included in the agenda package.

2. Council Direction Requests

2.1 Procurement Policy

**Moved By Councillor Furlong
Seconded By Councillor Wells**

That Council forward to the March 23, 2026, regular meeting the amendments to the Procurement Policy #3700-01 for approval.

MOTION CARRIED

2.2 Inquiries from Council Policy

**Moved By Councillor Ripley
Seconded By Deputy Mayor Chambers**

That Council forward to the March 23, 2026, regular meeting the amendments to the Inquiries from Council Policy #10350-05 for approval.

MOTION CARRIED

2.3 Performance Management Policy

**Moved By Councillor Furlong
Seconded By Councillor Wells**

That Council forward to the March 23, 2026, regular meeting the new Performance Management & Development Policy #04000-17 for approval.

MOTION CARRIED

- 2.4 Snow and Ice Management Policy**
Moved By Councillor McManaman
Seconded By Councillor Furlong
That Council forward to the March 23, 2026, regular meeting, the amendments to the Snow and Ice Management Policy for approval.
- MOTION CARRIED**
- 2.5 Street Light Policy**
Moved By Councillor Furlong
Seconded By Councillor Wells
That Council forward to the March 23, 2026, regular meeting the amendments to Street Light Policy #31600-02 for approval.
- MOTION CARRIED**
- 2.6 Christ Church Parking Lot Lease**
Moved By Councillor Wells
Seconded By Councillor McManaman
That Council forward to the March 23, 2026, regular meeting the lease agreement between the Parish of Christ Church and the Town of Amherst for approval and further authorize the Mayor and CAO to sign on behalf of the Town.
- MOTION CARRIED**
- 2.7 Housing Accelerator Fund**
Moved By Councillor McManaman
Seconded By Councillor Furlong
That Council direct staff to apply for additional Housing Accelerator Funding by undertaking an initiative to adopt the CMHC Housing Design Catalogue and explore the option to digitize the Town's planning documents as an optional initiative, and further that Council forward approval to apply for additional Housing Accelerator Funding to the March 23, 2026, regular Council meeting.
- MOTION CARRIED**
- 2.8 Economic Forum**
Moved By Deputy Mayor Chambers
Seconded By Councillor Ripley
That Council agree to postpone an Economic Development Forum until Fall.
- MOTION CARRIED**

3. Information Items

The following information items were approved as part of the consent agenda:

3.1 By-Law / Policy Review

3.2 CAO Task Report

4. Monthly Reports

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

4.1 Corporate

4.2 Community Living

4.3 Financial Services

4.4 Fire Services

4.5 Human Resources

4.6 Operations

4.7 Planning & Economic Development

4.8 Police Services

5. Closed Session

Moved By Councillor Furlong

Seconded By Councillor Wells

To go into a closed session.

MOTION CARRIED

Natalie LeBlanc
Municipal Clerk

Rob Small
Mayor

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

Date: April 13, 2026
Time: 4:00 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
Sarah Wilson, Director, Finance
Denise Smith, Manager, Financial Services
Sharon Bristol, Director, Community Living
Mallory Klooster, Manager, Community Well-Being
Sean Payne, Marketing & Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. Call to Order

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

1.1 Territorial Acknowledgement

Mayor Small gave the Territorial Acknowledgement.

2. Community Support Grants

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

Moved By Councillor Davidson

Seconded By Councillor Furlong

That Council does not approve a Community Support Grant application from the Royal Canadian Legion Branch #10.

MOTION CARRIED

Against: Councillor Wells and Councillor McManaman

Moved By Councillor Ripley

Seconded By Deputy Mayor Chambers

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$10,000 from the Social Equity Grant budget for the After the School Bell Program.

MOTION CARRIED

Moved By Councillor Davidson

Seconded By Councillor Wells

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$15,000 from the Social Equity Grant budget for the Amherst Food Assistance Network Association.

MOTION CARRIED

Moved By Councillor Ripley

Seconded By Deputy Mayor Chambers

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$2,000 from the Social Equity Grant for the Amherst Pre-School Association.

MOTION CARRIED

Moved By Councillor Furlong

Seconded By Councillor Ripley

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$15,000 from the Community Support Grant budget for Amherst Little League.

MOTION CARRIED

Moved By Councillor Furlong

Seconded By Councillor Wells

That staff be directed to contact the Cumberland Hospice and Palliative Care Society for more information regarding the number of clientele they have in Amherst and if they submitted an application for funding to the Municipality of the County of Cumberland and bring this information back to the April Committee of the Whole meeting.

MOTION CARRIED

Moved By Councillor Furlong

Seconded By Councillor Wells

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$5,000 from the Community Support Grant budget for the Lillian Allbon Animal Shelter.

MOTION CARRIED

Moved By Councillor Ripley

Seconded By Councillor McManaman

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$6,000 to come from the Social Equity Grant budget for the Cumberland African Nova Scotian Association.

MOTION CARRIED

Moved By Councillor Davidson

Seconded By Councillor Wells

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$10,000 to come from the Social Equity Grant budget for the Cumberland County Transition House Association.

MOTION CARRIED

**Moved By Deputy Mayor Chambers
Seconded By Councillor McManaman**

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$5,000 to come from the Social Equity Grant budget for the Society of St Vincent De Paul.

MOTION CARRIED

**Moved By Councillor Furlong
Seconded By Councillor Davidson**

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$5,000 to come from the Community Support Grant budget for the 50+ Club.

MOTION CARRIED

**Moved By Councillor Wells
Seconded By Deputy Mayor Chambers**

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$4,000 to come from the Social Equity Grant budget for Autism Nova Scotia.

MOTION CARRIED

Councillor McManaman declared a conflict of interest and took a seat in the galley.

**Moved By Councillor Wells
Seconded By Councillor Ripley**

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$1,500 to come from the Social Equity Grant budget for the Bridge Adult Service Centre.

MOTION CARRIED

Councillor McManaman returned to his seat in chambers.

Councillor Ripley, Councillor Furlong and Councillor Wells all declared a conflict of interest and took a seat in the galley.

**Moved By Councillor McManaman
Seconded By Deputy Mayor Chambers**

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$10,000 to come from the Community Support Grant budget for the Bordertown Biker Bash.

MOTION CARRIED

Councillor Ripley, Councillor Furlong and Councillor Ripley returned to their seats in chambers.

**Moved By Deputy Mayor Chambers
Seconded By Councillor Furlong**

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$7,000 to come from the Community Support Grant budget for the Great Amherst Cultural Society.

MOTION CARRIED

**Moved By Councillor Furlong
Seconded By Deputy Mayor Chambers**

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$2,500 to come from the Community Support Grant budget for the Fibre Arts Festival.

MOTION CARRIED

**Moved By Councillor Davidson
Seconded By Deputy Mayor Chambers**

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$1,000 to come from the Community Support Grant budget for the Relay for Life.

MOTION CARRIED

Councillor Ripley and Councillor Wells declared a conflict of interest and took a seat in the galley.

**Moved By Councillor Davidson
Seconded By Councillor McManaman**

That Council direct staff to get more information from the Amherst Downtown Business Association regarding their application for \$20,000 to host a concert at the Amherst Stadium in August, particularly around the composition of the Amherst Downtown Business Association, expenses and anticipated revenue relating to the event and where any potential profit would go, and further obtain legal advice regarding the Town entering a Memorandum of Understanding with the Amherst Downtown Business Association limiting the Town from any financial liability regarding this event, and bring this information back to the April Committee of the Whole meeting.

MOTION CARRIED

Councillor Ripley and Councillor Wells returned to their seats in chambers.

**Moved By Councillor Furlong
Seconded By Councillor McManaman**

That Council does not approve a Community Support Grant application from the YMCA for the Kids of Steel Triathlon.

MOTION CARRIED

**Moved By Councillor McManaman
Seconded By Councillor Wells**

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$1,500 to come from the Community Support Grant budget for the Amherst Minor Basketball Association.

MOTION CARRIED

Councillor McManaman declared a conflict of interest and took a seat in the galley.

**Moved By Councillor Furlong
Seconded By Councillor Davidson**

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$5,000 to come from the Community Support Grant budget for the Cumberland Minor Baseball Association.

MOTION CARRIED

Councillor McManaman returned to his seat in chambers.

Council agreed to not approve the application from the Dolly Parton's Imagination Library of Cumberland County.

Council directed staff to contact the Cumberland Twirlers Square Dance Club regarding their application for funding in the amount of \$2,116 to purchase an automated external defibrillator to ask where their Club is located, if they applied to the Municipality of the County of Cumberland for funding, and investigate if there is other funding available from organizations such as EHS and bring this information back to the April Committee of the Whole meeting.

Moved By Councillor Furlong
Seconded By Councillor McManaman
To continue the meeting past 6:00 p.m.

MOTION CARRIED

Moved By Councillor Wells
Seconded By Deputy Mayor Chambers
That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$5,000 to come from the Community Support Grant budget for the All-Saints Parish Truth and Reconciliation Committee contingent on them receiving other funding.

MOTION CARRIED

Moved By Councillor Davidson
Seconded By Councillor McManaman
That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$15,000 to come from the Social Equity Grant budget for the Nova Scotia Community College, and further that staff draft a Memorandum of Understanding to continue providing this funding in future years.

MOTION CARRIED

Moved By Councillor Davidson
Seconded By Councillor Furlong
That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$3,720 to come from the Community Support Grant budget for the Fundy Winds Marsh.

MOTION CARRIED

3. Adjournment

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

Natalie LeBlanc
Municipal Clerk

Rob Small
Mayor



COMMITTEE OF THE WHOLE

CDR# 2025051

Date: April 20, 2026

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: April 20, 2026

SUBJECT: Community Support Grants

ORIGIN: 2026/27 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 April 27, 2026, regular meeting, approval of funding under the Community Support Grants Policy and Social Equity fund as follows:

Organization/Applicant	Amount Recommended	Funding Stream
Cumberland Hospice and Palliative Care Society	\$750.00	Social Equity
Amherst Downtown Business Association**	\$20,000.00	Community Support
Cumberland Twirlers Square Dance Club	Defer	Defer to May

**Pending receipt of legal advice on Town Liability and Memorandum of Understanding regarding Town Liability and future use of potential profits. Staff hope to have this information prior to the April 27, 2026, Council meeting.

BACKGROUND: An annual budget is allocated for community support grants so that the can Town 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: Staff were directed to reconnect with the above organizations regarding their Community Support Grant applications and bring back more information to Council in order to make a more informed decision on funding allocations.

Cumberland Hospice has 8 clients within Amherst and 4 from the County of Cumberland regularly visited by volunteers. Staff requested they apply to the County of Cumberland for funding as well to assist. Staff are therefore recommending a grant be considered in the amount of \$750.



Staff also reached out to the Cumberland Twirlers for more information. We are suggesting this grant be deferred until this information is received.

Staff are also closely working with the Amherst Events Committee of the Amherst Downtown Business Association and have enclosed the attached further information.

FINANCIAL IMPLICATIONS: An allowance remains in the budget to address these requests.

SOCIAL JUSTICE IMPLICATIONS: Our strategic priorities around creating a prosperous economic and vibrant community which is diverse, inclusive and welcoming, are only strengthened by funding community organizations that work to these goals.

ENVIRONMENTAL 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

ALTERNATIVES:

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

ATTACHMENTS: Amherst Downtown Business Association – Amherst Events Revenue and Expense Breakdown

Amherst Downtown Business Association-Community Support Grant

Amherst Events Committee

Membership: Karen MacKinnon, Karen Legere Boulerville, Jennifer Rose, Bradley Harrison, Emma Brown, Evelyn MacIsaac Partridge, Jaret Burbine, Jessica Jones Sarson, Joan Fillmore, Kathy Chapelle, Kristy Brown, Tamara Porter, Kathy Wells, Nic Furlong, Sharon Bristol, Tegan Tran, Lori O’Connell, and Corey Crocker.

Revenue:

Ticket Sales	1200 @ 50.00 (Upper Bowl)	\$60,000.00
	600 @ 75.00 (floor)	\$45,000.00
Sponsorship	10,000 (4500.00 secured)	\$10,000.00
Onsite sales (merch)		\$ 3,000.00
Town of Amherst grant		\$20,000.00
Total:		\$138,000.00

Expenses:

Artists cost		\$43,000.00
Stage Lighting/sound		\$30,000.00 (maximum. Note: still securing quotes and coordinating with bands and logistics capacity of Stadium through Corey)
Electrical Upgrades (if req)		\$6,000.00
Ticket sales (Mand Costs 6%)		\$6,300.00
Stadium Rental		\$2,400.00
Security		\$4,500.00
Merchandise		\$1,500.00
Total:		\$93,700.00
Potential Profit:		44,300.00

Any profit will be used to create future event opportunities in the 2026/27 year.



COMMITTEE OF THE WHOLE

CDR# 2026043

Date: April 20, 2026

TO: Mayor Small and Members of Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: April 20, 2026

SUBJECT: 2026/27 Capital Budget Carry Overs - Water Utility & General Capital

ORIGIN: 2026/27 budget preparations

LEGISLATIVE AUTHORITY: Section 65 of the Municipal Government Act requires that council shall adopt an operating budget and a capital budget for each fiscal year.

RECOMMENDATION: That Council forward to the April 27, 2026, regular meeting approval of capital carry over projects (see attached listing) to be included in the Town of Amherst Water Utility and General Capital Budgets for the 2026/27 fiscal year. The capital budget spending authority for 2026/27 is amended by \$4,999,000 for the capital carry over projects (\$15,000 for the Water Utility and \$4,984,000 for General Capital).

BACKGROUND: During last year's Capital Budget, capital projects were presented to Council who provided approval for the 2025/26 fiscal year. Although most of these projects were completed through the year, staff could not complete some of them. There are various reasons for this such as long delivery timelines and resource limitations for example.

On March 9, 2026, Council approved new projects for the 2026/27 General and Water Capital Budgets as well as in principle the years 2-5 proposed Capital Budgets. This request amends the year 1 Capital Budget to add the carry over projects (approved in the 2025/26 budget) to the Capital Budget to allow for spending authority during 2026/27.

DISCUSSION: During the Capital Budget presentation and discussion, staff indicated to Council that we were uncertain of the projects that would require a carry over to the 2026/27 fiscal year and that once we were past year end we would come back to Council to obtain authority to add these to the Capital Budget to ensure we have spending authority in the current fiscal year.

As stated above, these projects have already been approved by Council and we are simply requesting that the spending authority be carried over into the current fiscal year. There is one project that requires the funding to be changed under the Storm Sewer category, this project is the culvert at the AFD parking lot. Staff have not been able to secure a grant for this project, and the project needs to be completed. The funding was originally \$90,000 from Operating Reserve and \$210,000 from grant. The Town has not been successful in obtaining a grant for this project and the project needs to move forward, therefore it is being recommended to fund the \$210,000 from long term debt. Whenever long-term debt is used as a funding source, staff will review at year end and make a recommendation to Council to either proceed with long term debt borrowing or to alternatively fund out of reserves.



A list of the carry over projects is attached for Council's reference.

FINANCIAL IMPLICATIONS: The carry over projects were approved by Council and financing was set in place in last fiscal year, except for the change in funding for the AFD culvert replacement. The financial implication is simply to move the spending authority from fiscal 2025/26 to 2026/27 and amend the funding for the AFD culvert (from grant to long term debt).

The capital budget spending authority for 2026/27 would be amended by \$4,999,000 (\$15,000 for the Water Utility and \$4,984,000 for General Capital). The projects are itemized in the attached listing. These projects will be funded by:

Water Utility Capital:

Water Depreciation	<u>\$ 15,000</u>
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General Capital:

Operating Reserve	\$ 90,000
Capital Reserve	\$ 431,879
Capital Reserve – Carry Overs	\$ 644,000
Grant – Housing Accelerator Fund	\$ 20,000
Grants/Contributions	\$3,270,000
Long Term Debt – General/Sewer	<u>\$ 528,121</u>
	<u>\$4,984,000</u>

COMMUNITY ENGAGEMENT: Information on the budget has been shared via social media as approvals occur.

ENVIRONMENTAL IMPLICATIONS: None anticipated.

SOCIAL JUSTICE IMPLICATIONS: None anticipated.

ALTERNATIVES: Delay the decision on carry over projects to a future meeting.

ATTACHMENTS: Listing of Capital Project Carry Overs for 2026/27.

Capital Budget		Sources of Financing						
CARRY OVER PROJECTS FROM 2025/26 to 2026/27								
Projects	Estimated Gross Cost with non-recoverable HST included	Water Depreciation	Operating Reserve	Capital Reserve	Capital Reserve (Carry Overs)	Federal Grant - Housing Accelerator Fund	Grant or Contribution	Long Term Debt - Water / General / Sewer
WATER CAPITAL								
West Victoria St ~ CNR tracks to Hickman St - engineering design	15,000	15,000						
WATER TOTAL	15,000	15,000	-	-	-	-	-	-
GENERAL CAPITAL								
BUILDINGS / LAND								
Landscaping, fence and/or welcome sign - 8 Lower LaPlanche St (carry over)	8,000				8,000			
Victoria Square Lights	65,000				65,000			
CCUBIC - 1st Floor Conference Room - new stage lighting control system	15,000				15,000			
Subtotal	88,000	-	-	-	88,000	-	-	-
LARGE MULTI - CATEGORY PROJECTS								
Marshview Drive - Phase 1 - sidewalk	20,000					20,000		
West Victoria St ~ CNR tracks to Hickman - engineering design (street & sanitary sewer)	52,000				52,000			
Subtotal	72,000	-	-	-	52,000	20,000	-	-
STORM SEWER								
Replace / reline culvert in AFD parking lot	300,000	-	90,000	-	-	-	-	210,000
SANITARY SEWER								
WWTP UV Disinfection System	750,000	-	-	431,879	-	-	-	318,121
FIRE DEPARTMENT								
VHF / Digital Radios - replacement	150,000				150,000			
AFD Renovations to remodel staff quarters (sleeping and kitchen area)	16,000				16,000			
Live Fire Training Facility	3,425,000				175,000		3,250,000	
Subtotal	3,591,000	-	-	-	341,000	-	3,250,000	-
POLICE DEPARTMENT								
Vehicle - Patrol # 6	85,000				85,000			
APD Server	26,000				26,000			
Subtotal	111,000	-	-	-	111,000	-	-	-
RECREATION								
Skate Park Repairs	20,000				20,000			
Robb Complex - Surface Treatment and Pickle Ball Court Lines	12,000				12,000			
Anson Aircraft Monument	10,000				10,000			
Bocce Ball Court [contingent on grant funding]	30,000				10,000		20,000	
Subtotal	72,000	-	-	-	52,000	-	20,000	-
GENERAL TOTAL	4,984,000	-	90,000	431,879	644,000	20,000	3,270,000	528,121
GRAND TOTAL WATER & GENERAL	4,999,000	15,000	90,000	431,879	644,000	20,000	3,270,000	528,121

TO: Mayor Small and Members of Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: April 20, 2026

SUBJECT: Bylaw and Policy Review – Property Assessed Clean Energy (PACE) Program

ORIGIN: Bylaw and Policy Review. In 2018 The Town of Amherst adopted the PACE By-Law B-8, along with the PACE Policy 66000-04. The By-Law and Policy enable the Town to finance energy efficient upgrades to qualifying residential properties within Amherst.

LEGISLATIVE AUTHORITY: Town of Amherst PACE Bylaw B-8 and PACE Policy 66000-04. Municipal Government Act (MGA) section 81A (1) the Council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for the financing and installation of any of the following on private property with the consent of the property owner: (a) energy-efficient equipment, 81A (2) A by-law passed pursuant to this Section may provide (a) that the charges fixed by, or determined pursuant to, the by-law may be chargeable according to a plan or method set out in the by-law ...

RECOMMENDATION: That Council forward to the April 27, 2026 regular meeting, First Reading of a By-law to Repeal the Property Assessed Clean Energy (PACE) Program By-Law B-8 as well as the repeal of the Property Assessed Clean Energy Policy 66000-04 due to lack of participation in the program, and further advise the Clean Foundation that the Town of Amherst is no longer participating in this program and therefore not renewing the service agreement that expired on March 31, 2026.

BACKGROUND: The PACE program finances owner-occupied, home energy retrofits and renewable energy adoption through the property tax bill at a fixed interest rate (municipal cost of borrowing + 2%) for up to ten years. Eligibility requirements include a home energy assessment, a credit check of the property owner(s) and no outstanding municipal taxes or charges of the property owner(s). In addition, any energy retrofit must have a payback period of less than ten years. The PACE program is administered for the Town by the Clean Foundation, which manages resident applications and project outcomes. The Town of Amherst is one of twelve municipalities participating in the program.

DISCUSSION: The uptake in the program has been minimal from the start. From 2018 to date there have only been four participants who have completed the program and currently have loans with the Town, with the last loan set up in 2024. The Town has advertised this program since its inception (FaceBook, signs in Town Hall, etc.) but there hasn't been much interest.



This program has been mostly used for heat pumps and the heat pump market has addressed the financing part of this directly through contractors or other loans available.

The Town of Amherst has a service agreement with Clean Foundation that expired on March 31, 2026. Clean Foundation receives funding for this program from FCM and the funding is expiring on November 1, 2026. At that time Clean Foundation will decide if it will continue managing this program and if so what changes there may be. Clean Foundation has reached out to the Town regarding signing a new service agreement from April – November. The new service agreement includes an increase in program participation fees charged by Clean Foundation to the property owner(s) from \$400 to \$1,000. Due to the lack of uptake in this program and the uncertainty surrounding the future of this program, it is being recommended to discontinue the program and not sign the new agreement.

FINANCIAL IMPLICATIONS: The maximum amount that the Town could cumulatively finance each year is \$250,000, this is derived from a maximum of ten homes entering the program with a maximum eligible amount per home of \$25,000. If the Town had a huge uptake in this program it could have to borrow long term debt to help offset the cashflow of these loans. The interest rate charged on these loans is the municipal cost of borrowing plus a 2% interest premium which is intended to cover the Town's costs and risks associated with the program.

SOCIAL JUSTICE IMPLICATIONS: Increased program fees and lack of participation in the program outweigh the benefits of continuing to offer this program.

ENVIRONMENTAL IMPLICATIONS: Not applicable as recommending to repeal bylaw and policy.

COMMUNITY ENGAGEMENT: No community engagement required.

ALTERNATIVES: Do not accept the recommendation to repeal the bylaw and policy.

ATTACHMENTS: Property Assessed Clean Energy (PACE) Program By-Law B-8, Property Assessed Clean Energy (PACE) Program Policy #66000-04, Clean Foundation Service Agreement for April 1 – October 31, 2026, By-law to Repeal the Property Assessed Clean Energy (PACE) Program By-law.

TITLE: Bylaw Respecting Charges for the Property Assessed Clean Energy (PACE) Program
SECTION: Planning Services
BYLAW NO: B-8

APPROVAL DATE: December 18, 2023

CAO Signature: 

TITLE

1. This Bylaw shall be known as "*The Property Assessed Clean Energy Program*" Bylaw.

PURPOSE

2. The purpose of this Bylaw is to enable financing of energy efficiency upgrades to qualifying residential properties within the Municipality.

DEFINITIONS

3. In this Bylaw:
- a) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality;
 - b) "Chief Financial Officer" means the Chief Financial Officer of the Municipality;
 - c) "Clean Energy Upgrade" means an installation that is permanently affixed to the qualifying property and which
 - i. will result in improved energy efficiency, the generation of renewable energy, or substantially reduced energy use;
 - ii. involves building envelope upgrades such as caulking and weather stripping, duct / air sealing, insulating, or energy efficient windows and doors, building heating, ventilation and air conditioning system upgrades such as heat pumps, wood or pellet stoves, or furnaces or boilers; renewable energy upgrades such as solar thermal panels, solar photovoltaic panels, or wind turbines; or such other clean energy upgrades as are approved and agreed to in writing by the Town; and,
 - iii. is identified as an eligible upgrade in the PACE Program Clean Energy Upgrade Standards Policy, and meets or exceeds applicable energy efficiency standards as defined in the Policy.
 - d) "Municipality" means the Town of Amherst;
 - e) "PACE Customer Agreement" means the written, signed Property Assessed Clean Energy Efficiency Program Customer Agreement between the owner of a qualifying property and the Municipality for financing of an Energy Efficiency Upgrade to the property.

TITLE: Bylaw Respecting Charges for the Property Assessed Clean Energy (PACE) Program
SECTION: Planning Services
BYLAW NO: B-8

- f) "PACE Charge" means the Property Assessed Clean Energy improvement tax levied on the property pursuant to s.81A of the Nova Scotia *Municipal Government Act*.
- g) "PACE Program" means the program established by the Municipality under which owners of Qualifying Properties may apply for and obtain financing for Clean Energy Upgrades.
- h) "Qualifying Property" means an owner-occupied residential property located within the Municipality, but does not include multi-unit residential with more than 2 dwelling units, non-profit owned buildings and does not include business or industrial premises.

APPLICATION AND APPROVAL

- 4. An owner of a Qualifying Property within the Municipality who is not otherwise in default of any municipal taxes, rates or charges, may apply for Municipal financing of Clean Energy Upgrades to the property.
- 5. Financing shall be subject to the approval and agreement in writing of the CAO, or designate, on behalf of the Town, and the execution of a PACE Customer Agreement by the owner of the Qualifying Property. The conditions that must be met for approval include that:
 - a. the owner of the Qualifying Property is not in default of any municipal taxes, rates or chargers;
 - b. the Clean Energy Upgrade achieves an overall savings to debt ratio of the property owner equal to or greater than the ratio specified in the PACE Customer Agreement, as estimated by a qualified energy assessment generated through the PACE Program; and,
 - c. any additional conditions specified in the PACE Customer Agreement are met.

PAYMENT OF CHARGE

- 6. The PACE charge shall become payable in full on completion of installation of the Clean Energy Upgrade in accordance with the PACE Customer Agreement.

TITLE: Bylaw Respecting Charges for the Property Assessed Clean Energy (PACE) Program
SECTION: Planning Services
BYLAW NO: B-8

7. The PACE charge may consist of:
 - a. the cost of the Clean Energy Upgrade, including all labour costs, permitting fees, and applicable taxes;
 - b. applicable PACE Program service fees; and,
 - c. interest accrued on the charge including any additional interest arising due to any default of payment.
8. The Chief Financial Officer shall maintain a separate account of all monies due for PACE charges levied pursuant to this By-law, identifying:
 - a. The names of the property owners and assessment, PID and civic address information of the subject property;
 - b. The amount of the PACE charge levied on the property;
 - c. The amount paid on the PACE charge.
9. The owner of a Qualified Property may elect to pay the PACE Charge by equal installments over a period of not more than 10 years, on which interest shall be payable as set out in the PACE Customer Agreement, pursuant to the PACE Program Policy.
10. In the event of a default of any payment under the PACE Customer Agreement, the outstanding balance shall be immediately due and payable. Interest shall be accrued on the amount then due and payable at the same rate applied by the Municipality for unpaid taxes and charges in default.

LIEN

11. On completion of a Clean Energy Upgrade pursuant to a PACE Customer Agreement, the PACE Charge shall be levied against the property.
12. Where the owner of a Qualifying Property opts for installment payments:
 - a. the portion of the PACE charge payable annually shall be equal to the total PACE charge outstanding divided by the number of years remaining; and,the amount outstanding on the PACE charge shall become due and payable in the event of default payment.
13. A PACE Charge imposed pursuant to this Bylaw constitutes a first lien on the subject property and has the same effect as rates and taxes under the *Municipal Government Act*.

TITLE: Bylaw Respecting Charges for the Property Assessed Clean Energy (PACE) Program
SECTION: Planning Services
BYLAW NO: B-8

13. A PACE Charge imposed pursuant to this Bylaw constitutes a first lien on the subject property and has the same effect as rates and taxes under the *Municipal Government Act*.
14. A PACE Charge pursuant to this Bylaw is collectable in the same manner as rates and taxes under the *Municipal Government Act* and, at the option of the Chief Financial Officer, is collectable at the same time and by the same proceedings as taxes.
15. The lien provided for in this Bylaw shall become effective on the date on which the Chief Administrative Officer files with the Chief Financial Officer a certificate that the agreed improvement has been completed.
16. The lien provided for in this Bylaw shall remain in effect until the total charge, plus interest and administrative charges have been paid in full.

INTEREST

17. Interest will be payable on any balance owing on the PACE Charge at a rate specified in the Town of Amherst PACE Program Policy.
18. Interest shall accrue on any PACE Charge or portion thereof which remain outstanding from the date of billing.
19. Interest is payable annually on the entire amount outstanding and unpaid, whether or not the owner has elected to pay by installments.

EFFECTIVE DATE

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

TITLE: Bylaw Respecting Charges for the Property Assessed Clean Energy (PACE) Program
SECTION: Planning Services
BYLAW NO: B-8

For Administrative Use Only:

ROLES AND RESPONSIBILITIES

Transient Automobile Vendors Bylaw P-6 Adoption	
First reading:	May 21, 2019
Notice of Publication:	June 5, 2019
Second Reading:	June 24, 2019
Notice of Publication and Effective Date of Bylaw:	June 26, 2019
Notice to Service Nova Scotia & Municipal Relations:	June 26, 2019

VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
Director of Planning & Strategic Initiatives, Fisher	By-law incorporated onto new By-law template, no amendments requiring formal approval.	December 18, 2023

Minutes reference date: December 18, 2023 June 24, 2019

TOWN OF AMHERST

BY-LAW TO REPEAL

THE PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM BY-LAW, B-8

1. This is a by-law to repeal the Property Assessed Clean Energy (PACE) Program By-law, B-8.
2. The Property Assessed Clean Energy (PACE) Program By-law originally approved by Council on October 22, 2018 and amended by Council on June 24, 2019 is hereby repealed.

TITLE: Property Assessed Clean Energy (PACE) Program Policy
SECTION: Planning Services
POLICY NO: 66000-04

APPROVAL DATE: December 18, 2023

CAO Signature: _____



1. PURPOSE

- 1.1 This Policy identifies the eligible types of Clean Energy Upgrades that may be financed by the Town of Amherst through the Property Assessed Clean Energy (PACE) Program Bylaw, and establishes the program financing details in Section 2.
- 1.2 The table in Section 3 lists the eligible Clean Energy Upgrade types that may be financed. Each type of upgrade must be evaluated by a specific energy evaluation procedure and may need to conform to a particular energy standard, which is identified beside each upgrade type. The required evaluation procedure or standard ensures that the upgrade is studied from an energy science perspective, and that a definable energy benefit is determined.
- 1.3 In administering this Policy, the Town will ensure that any Clean Energy Upgrades requested by property owners to be financed through the PACE program are identified as being eligible types in the table in Section 3. Furthermore, the Town will ensure that for each requested upgrade, the required evaluation procedure or standard has been met and that a definable energy benefit has been determined or recommended by a qualified energy professional. These minimum conditions must be met before permitting a requested upgrade to be financed on the subject property.
- 1.4 The ability to approve financing for Clean Energy Upgrades on specific properties may be subject to further restrictions through the conditions set out in the PACE Bylaw and the PACE Customer Agreement.

2. FINANCING DETAILS

- 2.1 Interest will be charged on PACE charges at a rate of municipal cost of borrowing plus 2%.
- 2.2 The maximum number of homes entering this program is 10 per year.
- 2.3 The Maximum Eligible Amount is \$15,000 for homes with full assessed property values of less than or equal to \$150,000. For homes with full assessed property values of more than \$150,000, the Maximum Eligible Amount is lesser of \$25,000 or 10% of the full assessed property value.

TITLE: Property Assessed Clean Energy (PACE) Program Policy
SECTION: Planning Services
POLICY NO: 66000-04

3. PACE PROGRAM CLEAN ENERGY UPGRADE STANDARDS

Clean Energy Upgrade Type	Required Evaluation or Standard
A. Insulation for ceilings, floors, main walls, knee-walls, foundation walls, foundation headers, foundation slabs, and crawlspaces	Home Energy Assessment
B. Draft-proofing including caulking, weather stripping, and duct sealing	Home Energy Assessment
C. Exterior doors	Home Energy Assessment
D. Exterior windows	Home Energy Assessment
E. Domestic Hot Water Tanks	Home Energy Assessment
F. Drain Water Heat Recovery Systems	Home Energy Assessment
G. Heat Pumps	Home Energy Assessment
H. Wood & Pellet Heating Systems	Home Energy Assessment
I. Exhaust Ventilation	Home Energy Assessment
J. Balanced Heat Recovery Ventilation	Home Energy Assessment
K. Electric Vehicle Charging Stations	Home Energy Assessment and Time- Of-Day Savings Assessment
L. Electric Thermal Storage (ETS) Systems	Home Energy Assessment and Time- Of-Day Savings Assessment
M. Solar Hot Water Systems	Home Energy Assessment and Solar Potential Site Assessment

TITLE: Property Assessed Clean Energy (PACE) Program Policy
SECTION: Planning Services
POLICY NO: 66000-04

N. Solar Hot Air Systems	Home Energy Assessment and Solar Potential Site Assessment
O. Solar Photovoltaic Systems	Home Energy Assessment and Solar Potential Site Assessment
P. Swimming Pool Heating & Circulation Systems	Home Energy Assessment, Existing Load Assessment, and Solar Potential Site Assessment
Q. Supplementary work required to successfully complete the above listed upgrades. This may include but is not limited to removal of existing equipment or components, repairs and maintenance required, installation of vapour barriers and other water controls and freeze protection, testing and abatement of asbestos and vermiculite, and electrical upgrades.	Home Energy Assessment

Initiative	Responsibilities
Director, Planning & Strategic Initiatives	Administering the PACE Bylaw and the service agreement with Clean Foundation
Director, Finance	Determining participant eligibility and billing

For Administrative Use Only:

VERSION LOG

Assessment Description	Policy Owner	Approved By	Approval Date
Put the existing policy into the new format.	Director, Planning & Strategic Initiatives, Fisher	Council	December 18, 2023

Minutes reference date: 18 December 2023 24 June 2019

THIS FIRST AMENDING AGREEMENT effective as of April 1, 2026 (the “**Effective Date**”).

BETWEEN:

CLEAN NOVA SCOTIA FOUNDATION, a body corporate established pursuant to the Clean Nova Scotia Foundation Act, SNS 1988, c. 7 (“**Clean Foundation**”)

-and-

TOWN OF AMHERST, a municipality continued pursuant to the Municipal Government Act, SNS 1998, c. 18 (the “**Town**”)

(each a “**Party**” and collectively the “**Parties**”)

- A. **WHEREAS** the Parties entered into an Agreement on September 22, 2025 (the “**Original Agreement**”) that set out the terms and conditions under which Clean Foundation would deliver the Clean Energy Financing program (the “**Program**”) on behalf of the Municipality;
- B. **AND WHEREAS** the Original Agreement expires on March 31, 2026;
- C. **AND WHEREAS** the Parties wish to extend the term of the Original Agreement under substantially the same terms and conditions as set out in the Original Agreement.

NOW THEREFORE in consideration of the promises and the mutual covenants and obligations herein and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. The following amendments to the Original Agreement shall take effect as of the Effective Date:

1.1. Section 3.01 and 3.02 of the Original Agreement are deleted and replaced with:

3.01 Clean Foundation will commit to maintaining and updating the CleanEnergyFinancing.ca website and responding to public and media inquiries about the Program.

1.2. Section 4.01 (a) is deleted and replaced with:

4.01 (a) \$1000 per Customer Agreement signed pursuant to paragraph 2.01(b) above. Clean Foundation covers costs of administering the program and any required home visits (such as home energy assessments performed by Clean) through an admin fee paid by the homeowner. Fees are presently being supplemented by grant funding received through the Federation of Canadian Municipalities. The current fee is \$1400 minus a \$400 supplement from the grant funding. This fee structure is subject to change.

Should a homeowner exit the program early a reduced administration fee of \$300 will be charged;

1.3. The phrase “a weekly” in Article 4.02 (b) of the Original Agreement is deleted and replaced with “an as-needed”.

1.4. Sections 9.01 and 9.02 of the Original Agreement are deleted and replaced with:

9.01 This Agreement shall be in effect from the Effective Date through to the later of:

(a) November 1, 2026; or

(b) the date on which the Town pays to Clean Foundation all funds referenced under Section 9.02 (the “**Term**”).

9.02

1.5. Except as specifically amended herein, the Agreement continues in full force and effect, unamended.

1.6. This First Amending Agreement shall be governed by and construed in accordance with the laws of the Province and the laws of Canada applicable therein.

1.7. All capitalized terms utilized in this First Amending Agreement shall, unless otherwise defined herein, have the meanings ascribed thereto in the Agreement.

1.8. This First Amending Agreement shall ensure to the benefit of and be binding upon the Parties and their respective successors and assigns.

1.9. This First Amending Agreement may be executed and delivered by the parties in original or electronic counterparts, each of which when so executed and delivered shall be deemed to be an original and when taken together shall be deemed to be one and the same instrument. The electronic delivery, including, without limitation, by email or facsimile transmission, of any signed original of this Second Amending Agreement shall be the same as the delivery of an original.

[Signature page follows]

IN WITNESS WHEREOF the Parties have properly executed this Agreement the day and year first above written.

SIGNED, SEALED AND DELIVERED
in the presence of:

Witness:

Witness:

CLEAN NOVA SCOTIA FOUNDATION

Per: _____
Scott Skinner, President & Chief Executive
Officer

TOWN OF AMHERST

Per: _____



COMMITTEE OF THE WHOLE

CDR# 2026046

Date: April 20, 2026

TO: Mayor Small and Members of Amherst Town Council
SUBMITTED BY: Sarah Wilson, Director of Finance
DATE: April 20, 2026
SUBJECT: Bylaw and Policy Review – Sanitary Sewer Rates Bylaw D-19

ORIGIN: Bylaw and Policy Review.

LEGISLATIVE AUTHORITY: Town of Amherst Sanitary Sewer Rates Bylaw, D-19.

RECOMMENDATION: That Council accept the Sanitary Sewer Rates Bylaw, D-19 with no changes other than putting the bylaw on the new bylaw template.

BACKGROUND: This bylaw was last amended in June 2015 when the sewer base charges and uniform charge were implemented. At the time these charges were implemented to aid in the funding of the new Wastewater Treatment Facility.

DISCUSSION: As part of the bylaw and policy review, this bylaw has been reviewed, and no changes are being recommended.

FINANCIAL IMPLICATIONS: This bylaw sets out the methods that sanitary sewer can be rated, the User Fee Policy sets out the actual rates that are charged.

COMMUNITY ENGAGEMENT: No community engagement required.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES:

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

ATTACHMENTS: Sanitary Sewer Rates Bylaw, D-19.



TITLE: Sanitary Sewer Rates Bylaw
SECTION: Finance
BYLAW NO: D-19

APPROVAL DATE: _____

CAO Signature: _____

CONSOLIDATION EFFECTIVE JUNE 19, 2015

- I. In this Bylaw, the expression:
- (a) "Building" means any dwelling, house, shop, store, office, or any structure which would require sewerage services;
 - (b) "Town" means the Town of Amherst;
 - (c) "Owner" means a part owner, joint owner, tenant in common or joint tenant of the whole or any part of any land or building and includes a trustee, an executor, an administrator, a guardian, an agent, a mortgagee in possession or any land or building in case of the absence or disability of the person having title thereto, and includes anyone with any legal interest in a building.
 - (d) "Sanitary Sewer" means a pipe, conduit or drain, used for the collection and transmission of waste water;
 - (e) "Sanitary Sewer System" means all pipes, mains, equipment, buildings and structures for collecting, pumping or treatment of wastewater and operated by the Town, but does not include a storm sewer;
 - (f) "Storm Sewer System" means all pipes, mains and related structures designed exclusively for the collection and transmission of uncontaminated water, stormwater, drainage from land or from any watercourse or any of them;
 - (g) "Council" means the Town Council of the Town of Amherst;
2. Every owner of an unmetered mobile home within a land leased community which is connected to the Town of Amherst sanitary sewer system shall pay to the Town an annual Uniform Charge for the operation of the sanitary sewer system of the Town.
3. Council, from time to time, shall, by resolution, set rates, base charges and uniform charges for sewer services.
4. For the purposes of this Bylaw, a new sewer has been installed when the Town Engineer has certified that the system or project of which the sewer forms part is substantially complete.

TITLE: Sanitary Sewer Rates Bylaw
SECTION: Finance
BYLAW NO: D-19

5. (1) Sewer Service Charges shall be levied on the owners of all properties liable to pay the same commencing on October 1, 1999.
- (2) The Sewer Service Charge shall be billed quarterly thereafter.
- (3) The Sewer Service Charge shall be due and payable 30 days after billing.
- (4) The Sewer Service Charge, if not paid by the due date, shall bear interest in the same manner and at the same rate as charged on unpaid taxes.
6. The Sewer rates, the sewer base charges and uniform charges are liens on the real property and may be collected in the same manner as other taxes in accordance with Section 81(3)(f) of the Municipal Government Act.
7. The Town of Amherst Sanitary Sewer Rates Bylaw as approved by Council on 13 September 1999, is hereby repealed.

For Administrative Use Only:

Sanitary Sewer Rate By-law D19 Adoption	
First reading:	May 21, 2015
Notice of Intent:	May 29, 2015
Second Reading:	June 12, 2015
Notice of Publication and Effective Date of Bylaw:	June 19, 2015
Notice to Service Nova Scotia & Municipal Relations:	June 19, 2015

VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
Director of Finance	No changes to bylaw, just put on new template	

Minutes reference date:



COMMITTEE OF THE WHOLE

CDR# 2026040

Date: April 20, 2026

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: April 20, 2026

SUBJECT: 2025/26 Capital Budget Amendment – Laplanche River Pumping Station

ORIGIN: Failed equipment at the LaPlanche River Pumping Station

LEGISLATIVE AUTHORITY: MGA Section 65A (4)

RECOMMENDATION: That Council forward to the April 27, 2026, regular meeting, approval of an amendment to the 2025/26 general capital budget to include \$18,000 for the replacement of the display and programmable logic controller for the Laplanche River pumping station SCADA system to be funded from the Operating Reserve – Sewer Reserve.

BACKGROUND: On March 11, 2026, the display screen and programmable logic controller (PLC) — which function as the primary interface and controls of the SCADA system at the LaPlanche River Pumping Station—failed. This lift station is a critical piece of infrastructure as the entirety of the Town’s wastewater flows enter this facility and are then pumped, via forcemain, to the wastewater treatment facility.

While the mechanical components of the lift station (pumps, wet well operations, etc.) remained fully operational, the equipment failure resulted in a complete loss of remote monitoring and control capability through the SCADA system.

DISCUSSION: The loss of SCADA functionality at the LaPlanche River Pumping Station presented a significant operational risk, meaning any failure—such as pump issues, power loss, or high wet well levels—could go undetected until a site visit occurred.

To reduce the risk of overflows, environmental impacts, and regulatory non-compliance the CAO authorized an emergency repair to restore monitoring as quickly as possible.

As the repair involved replacing capital equipment, an amendment to the 2025/26 capital budget is required. The work was completed on March 31, 2026.

FINANCIAL IMPLICATIONS: \$18,000 be allocated from the Operating Reserve – Sewer Reserve.



COMMUNITY ENGAGEMENT: No community engagement is required.

ENVIRONMENTAL IMPLICATIONS: Replacing the failed equipment helps to ensure there are no wastewater overflows or other regulatory non-compliances from this pumping station.

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

ALTERNATIVES: None.

ATTACHMENTS: None



COMMITTEE OF THE WHOLE

CDR# 2026040

Date: April 20, 2026

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: April 20, 2026

SUBJECT: 2026/27 Capital Budget Amendment – Town Hall Generator

ORIGIN: Emergency backup generator at Town Hall failed and should be replaced.

LEGISLATIVE AUTHORITY: MGA Section 65A (4)

RECOMMENDATION: That Council forward to the April 27, 2026, regular meeting, approval of an amendment to the 2026/27 general capital budget to include \$50,000 from the Capital Reserve – Unrestricted, for the replacement of the emergency backup generator at Town Hall.

BACKGROUND: The Town Hall emergency backup generator (60KW Generac installed in 2014) has been experiencing ongoing operational and mechanical issues over the past year.

Beginning in August 2025, the generator exhibited performance issues, including difficulty reaching operating speed and inconsistent operation. Multiple service calls were undertaken between August and December 2025 to diagnose and address the issues. Despite component replacements and system adjustments, the generator continued to demonstrate unreliable performance, including failure to sustain operation RPM's and overheating.

A subsequent inspection in March 2026 identified more significant structural and mechanical deficiencies. These include misaligned flex discs, a cracked radiator support, and issues with the crankshaft pulley. These issues indicate a serious mechanical failure.

DISCUSSION: The Town Hall generator is critical to ensuring continuity of operations during power outages or other emergency events. Based on the recent history of repeated failures, escalating repair requirements, and newly identified structural deficiencies, the generator should be replaced as the recent technical assessment clearly indicates that further investment in the existing generator would represent a significant cost with an uncertain outcome.

From an asset management and risk perspective, continuing to invest in a generator with compounding mechanical issues is not a practical long-term strategy.

Replacing the generator is therefore recommended as the most cost-effective and reliable solution as new unit will provide:



- Full warranty coverage
- Improved reliability and operational performance
- Increased efficiency and modernized controls
- Reduced maintenance requirements, and
- Greater assurance of functionality during emergency situations

As such, it is appropriate to amend the 2026–2027 General Capital Budget to include funding for the replacement of the emergency backup generator.

FINANCIAL IMPLICATIONS: \$50,000 be allocated from the Capital Reserve – Unrestricted.

COMMUNITY ENGAGEMENT: No community engagement is required.

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

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

ALTERNATIVES: Do not approve the capital budget amendment at this time and postpone the generator replacement to the 2027/28 budget year.

ATTACHMENTS: None

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: April 20, 2026

SUBJECT: Asphalt Patching Tender (RFT-25-29)

ORIGIN: Operating Budget for the year ending March 31, 2027.

LEGISLATIVE AUTHORITY: 31700-01 Procurement Policy

RECOMMENDATION: That Council forward to the April 27, 2026, regular meeting, the award of the Asphalt Patching Tender (RFT-25-29) to the lowest compliant bidder, Dexter Construction, at their unit prices based on our estimated quantities in the amount of \$519,600.00 plus HST.

BACKGROUND: A tender for the asphalt patching program was issued with a closing date of April 14, 2026. The following two bids were received, excluding applicable taxes:

- Miller Group \$ 611,611.00
- Dexter Construction \$ 519,600.00

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

FINANCIAL IMPLICATIONS: The recently approved operating budget for 2026/27 includes \$355,000 in Operations, \$50,000 in Sewage and \$130,000 in the Water Utility operating budgets for a total of \$535,000 for contracted patching services. The cost of the proposed work including non-refundable taxes, based on the estimated quantities is \$539,641. As the tender is a unit price contract based on estimated quantities the final cost will be determined by the actual quantities of material used and will not exceed the budget approved by Council.

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

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



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

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

ATTACHMENTS: None

TO: Mayor Small and Members of Council

SUBMITTED BY: Dwayne Pike, Chief of Police

DATE: April 20, 2026

SUBJECT: LA Animal Shelter MOU

ORIGIN: Request from the LA Animal Shelter to increase funding from the Town of Amherst.

LEGISLATIVE AUTHORITY: MGA Section 65A(1)(a)

RECOMMENDATION: That Council forward to the April 27, 2026, regular meeting, approval of the Memorandum of Understanding between the Town of Amherst and the LA Animal Shelter as submitted and authorize the Mayor and CAO to sign on behalf of the Town.

BACKGROUND: The current Memorandum of Understanding between the Town of Amherst and the LA Animal shelter is outdated and is over 15 years old, it was signed on the 30th of September 2010. It contains information and procedures that are outdated and includes financial agreements that are being renegotiated.

DISCUSSION: The MOU between the Town of Amherst and the LA Animal Shelter is due for review and updates as it has been in effect for over 15 years. The MOU provides detail concerning financial support and services provided by the LA Animal Shelter and is inherently connected to the Companion Animal By-Law which was last amended in November 2023. Since that time, there has been several changes that impact the MOU, including the request from the LA Animal Shelter for an increase in funding from \$10,000 to \$25,000. In recent years, enforcement of the licensing and registration of dogs in town has also not been enforced and should be changed as a result. Additional changes in the draft MOU include:

- Reference to APD Bylaw Officers and Police Officers in performing animal control duties
- Increase in the costs associated to euthanizing an animal
- Deletion of any reference to the sale or issuance of dog licenses or permits
- Change in compensation amount from \$10,000 to \$25,000

FINANCIAL IMPLICATIONS: Increased funding as per MOU from \$10,000 per annum to \$25,000 per annum. This increase was recently approved as part of the operational budget.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications





COMMITTEE OF THE WHOLE

CDR# 2026042

Date: April 20, 2026

COMMUNITY ENGAGEMENT: There is no need for community engagement.

ALTERNATIVES: Do not make changes to the current MOU between the Town of Amherst and the LA Animal Shelter.

ATTACHMENTS:

1. Draft MOU between the Town of Amherst and the LA Animal Shelter



Memorandum of Understanding

THE TOWN OF AMHERST

(Hereinafter referred to as “the Town”)

AND

THE LA ANIMAL SHELTER

(Hereinafter referred to as “the Shelter”)

WHEREAS the Shelter has requested that the Town compensate the Shelter for pound services; and

WHEREAS the Town supports the work of the Shelter; and

WHEREAS the goal of the relationship between the Town and the Shelter is the protection and humane treatment of dogs and the well being of the citizens of Amherst; and

WHEREAS the Town and the Shelter agree that the protection and control of dogs is an issue that concerns many citizens,

THEREFORE it is agreed that:

1. The Shelter will “pound” services to the Town in respect of canine control as defined in the Town’s ~~Dog~~ **Companion Animal** By-law, including but not limited to:
 - a. Basic Housing
 - b. Transportation of dogs (after they have been delivered by the Town’s Animal Control Officer, **By-Law Officers or Police Officers**)
 - c. Basic food, water and hygiene
 - d. Appropriate veterinary care
 - e. Provide a mechanism to;
 - i. Find homes for healthy pets
 - ii. Euthanize dogs when deemed necessary
 - iii. Provision to pay vet costs for dogs in need of immediate veterinary attention up to the cost of euthanization and disposal of the body, estimated at the time of signing this agreement to be approximately ~~\$150.00~~ **\$550.00**.
 - ~~f. Sell dog licenses/permits on behalf of the Town, in accordance with the Dog By-law. For clarity, this is intended to mean that both the Town and the Shelter would sell license / permits~~
2. The procedures to be followed in respect of dogs coming to the shelter shall be in accordance with ~~Appendix A~~ **the agreed upon protocol that may exist from time to time**.
3. All Actions taken and procedures followed in respect of this MOU shall be in accordance with the Town’s ~~Dog~~ **Companion Animal** By-law.
4. The Town shall continue to retain the services, at its own expense, of an Animal Control Officer, **contracted through the Municipality of the County of Cumberland**, reporting to the Chief of Police, who shall continue to have the responsibility to administer and enforce the ~~Dog~~ **Companion Animal** By-law and who will continue to be responsible for the capture of and delivery to the Shelter of dogs which have been identified as being required to be impounded.

5. The Town shall also utilize APD By-law Officers and Police Officers as Animal Control Officers who will have the responsibility to administer and enforce the Companion Animal By-law and be responsible for the capture of and delivery to the Shelter dogs which have been identified as being required to be impounded.
6. The Town shall appoint the Shelter as its "Poundkeeper" under the provisions of the Town's Dog Companion Animal By-law.
7. The Town and the Shelter shall cooperate on a program of education for the citizens of Amherst with respect to the provisions of the Town's Dog Companion Animal By-law and canine health and wellness in general.
8. The Shelter shall report monthly to the Town on statistics and activities in respect of dogs delivered to the Shelter from the Town.
9.
 - a. The Town shall compensate the Shelter in the base amount of \$10,000 \$25,000 annually, payable in two equal installments. The first such installment shall be payable on the signing of this MOU and on each April 1st thereafter during the term of this MOU. The second annual installment shall be payable on October 1st of each year during the term of this MOU.
 - b. Provision for the Town to pay if the Shelter holds dogs while waiting for a determination as to how the dog will be dealt with (court proceeding, etc.)
- ~~10. The Town shall, in addition to the amounts identified in paragraph 8 above, compensate the Shelter in an amount equal to the gross amount of the proceeds of the sale of dog licenses/permits subject to the limits described in paragraph 10 below. Such payments will be made to the Shelter on a monthly basis.~~
- ~~11. The total amount paid to the Shelter, by the Town, in respect of paragraphs 8 and 9 above shall not exceed \$20,000.00 in any fiscal year of the Town. (April 1 – March 31).~~
10. This MOU shall be in effect from the time of signing and shall continue in effect until Canceled by either of the parties using the procedures set out in paragraph 13~~2~~.
11. The terms and conditions shall be reviewed annually by the parties.
12. Either party to this MOU may terminate its participation in this relationship by giving six months' notice, in writing, of its intention to discontinue the relationship. The following positions are designated of the Parties for the purpose of this MOU and notices and/or reports required under the MOU shall be delivered as follows:
 - a. In the case of the Shelter, president of the association
 - b. In the case of the Town, the Chief Administrative Officer

TO: Mayor Small and Members of Council

SUBMITTED BY: Dwayne Pike, Chief of Police

DATE: April 20, 2026

SUBJECT: Town of Amherst Companion Animal By-Law

ORIGIN: Request from the LA Animal Shelter to increase funding from the Town of Amherst used to compensate for pound services.

LEGISLATIVE AUTHORITY: MGA Sections 47 and 48 authorize council to make, amend and repeal by-laws and policies.

RECOMMENDATION: That Council forward to the April 27, 2026, regular meeting, First Reading of the By-law to amend the Town of Amherst Companion Animal By-law.

BACKGROUND: The LA Animal Shelter has approached the Town in regards to increasing funding for pound services from \$10,000 per year to \$25,000. This will require a change in the current MOU between the Town of Amherst and the LA Animal shelter which is outdated. It contains information and procedures that are outdated as well including financial agreements that are being renegotiated. The Town of Amherst Companion Animal By-Law will be impacted by the suggested changes in the MOU and is due for minor amendments based on current practices and protocol.

DISCUSSION: The MOU between the Town of Amherst and the LA Animal Shelter is due for review and updates as it has been in effect for over 15 years. The MOU provides detail concerning financial support and services provided by the LA Animal Shelter and is inherently connected to the Companion Animal By-Law which was last amended in November 2023. Since that time, there has been several changes that impact the MOU, including the request from the LA Animal Shelter for an increase in funding from \$10,000 to \$25,000. In recent years, enforcement of the licensing and registration of dogs in town has also not been enforced and should be changed as a result. Additional changes in the draft MOU include:

- Reference to APD Bylaw Officers and Police Officers in performing animal control duties
- Increase in the costs associated to euthanizing an animal
- Deletion of any reference to the sale or issuance of dog licenses or permits
- Change in compensation amount from \$10,000 to \$25,000



As noted, these changes also impact the Companion Animal By-Law:

- Deletion of any reference to the sale or issuance of dog licenses or permits
- Deletion of references to 'licensed dog', 'Licensing year' and fees associated to 'unlicensed dogs'

In addition to the changes as a result of the MOU changes, there are amendments suggested that include:

- Changes related to additional control and restraint over animals
 - Added a definition in regards to a 'Enclosed Fenced Yard';
 - Added a definition of 'tether';
 - A new section that deals with the issue of the ability to keep animals under effective restraint, including while on privately-owned property;
- Changes in regard to the disposing of animal feces by including the option of utilizing public receptacles.
- Removing the optional licensing and registration of cats

With these changes, the Town of Amherst Companion Animal By-Law would very closely resemble the Animal Control By-Law of the Municipality of the County of Cumberland, especially in relation to offenses and fines.

FINANCIAL IMPLICATIONS: The changes in the Companion Animal By-Law impact the sale of licenses and permits for dogs, which is minimal and has not been enforced. Last fiscal year, 44 dog licenses were issued for total revenue of \$660. There are approximately 1,500 – 2,000 dogs within the Town of Amherst.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications

COMMUNITY ENGAGEMENT: There is no need for community engagement.

ALTERNATIVES: Do not approve of amendments to the Companion Animal By-Law.

ATTACHMENTS: By-law to Amend the Companion Animal By-law
Companion Animal By-Law with recommended amendments



BY-LAW TO AMEND THE COMPANION ANIMAL BY-LAW C-04

The Companion Animal By-law, C-04 is hereby amended as follows:

Under the Interpretation Section 2:

Remove section l. "Dog License" means a license for a dog for the current licensing year that has been paid for and that has been issued by the Town or an assignee of the Town.

Remove section m(i). whose name appears on a dog license

Add section n. "Enclosed Fenced Yard" means an area surrounded by a physical barrier of sufficient height and strength to prevent the dog from jumping over, digging under, or reaching through the barrier to contract people or animals outside the area.

Remove section r. "Licensed Dog" means a dog that is wearing, either on its collar or harness, a metal tag on which is stamped figures corresponding to a dog license for that specific dog.

Remove section s. "Licensing Year" shall mean a period from April 1st in any year to March 31st in the following year

Add section cc "Tether" means a rope or chain or similar restraining device that prevents an animal from moving beyond a localized area, with "Tethered" and "Tethering" having a corresponding meaning

Remove the title "Control, Licensing, Registering and Impounding"

Under Control of Dogs add a new section 5 "Every owner of a dog shall ensure the dog is kept under effective restraint at all times. On the premises of the owner, a dog is only considered under effective restraint if it is:

- a. Securely confined within a building or a fully enclosed fenced yard: or
- b. Securely tethered in a manner that prevents the dog from reaching within 2.0 metres of any public sidewalk or property line; or
- c. On a leash held by a person capable of controlling the dog."

Under Control of Dogs section 6(a) add the words "and is in compliance with Section 5 of this by-law."

Under Control of Dogs section 6(b) add the words "and is in compliance with Section 5 of this by-law."

Section 24 remove the words "his and hers" and replace with "their" and add the words "in a public receptacle designed for the disposal of animal feces."

Remove sections 31 through to and including section 42.

Licensing of Dogs

31. No person shall own, possess or harbor an unlicensed dog within the boundaries of the Town.
32. A person who owns, possesses or harbors any dog before the first day of April in each year, shall obtain a dog license in accordance with the provisions of this by-law.
33. Applications for and the issuance of a dog license shall be the responsibility of the Town Hall staff, or person so designated by the Town of Amherst.
34. The Town of Amherst and/or its recognized agent for this purpose will maintain a record of all dogs registered, showing the date and number of the registration, and the name and address of the owner of the dog.
35. Every person who obtains a dog license shall be given a metal tag which shall be, at all times, fastened to a collar or harness worn by the dog for which the license was obtained.
36. Where a metal tag issued pursuant to this by-law has been lost, destroyed or mutilated, the dog owner shall acquire, for the remainder of the current licensing year, a replacement tag, upon producing proof of purchase of a valid dog license and upon payment of a prescribed fee.
37. Fees pursuant to this by-law are set out in Schedule "A" attached hereto.
38. Notwithstanding this section, the following dogs need not have a dog license:
 - a. a trained guide dog owned or utilized by a blind person, or any dog determined by the ACO to be a service or assistance dog
 - b. a dog owned and utilized as a law enforcement service dog

Registering of Cats

39. Every owner of every cat may register the cat with the Town on the first day of April in each year, and may obtain a registration tag for the cat. There is no cost for such registration.
40. Applications for and the issuance of a cat registration shall be the responsibility of Town Hall staff, or person so designated by the Town of Amherst.
41. The Town of Amherst and/or its recognized agent for this purpose will maintain a record of all cats registered, showing the date and number of the registration, and the name and address of the owner of the cat.

42. Every person who obtains a cat registration shall be given a metal tag which shall be fastened to a collar or harness worn by the cat for which the registration was obtained.

Remove section 46 “No dog license will be issued to an owner who does not present proof of such vaccination.”

Under section 47 remove (b) “is not wearing a tag as required by this by-law” and (c) “is not registered pursuant to this by-law”

Under Schedule “A” remove the entire section as follows:

Dog License Fees

1. Dog License fees shall be:
 - a. \$15 for each spayed/neutered dog;
 - b. \$30 for each un spayed/un neutered dog;
 - c. \$15 for tag replacement

Under Schedule “A” section 2 remove the words “and any overdue dog license fees”

Under Schedule “A” section 2(a) remove the word “licensed”

Under Schedule “A” section 2(a)(i) add the words “and a maintenance fee in respect of each day or part of a day on the impoundment period of \$25

Under Schedule “A” section 2(a)(ii) add the words “and a maintenance fee in respect of each day or part of a day on the impoundment period of \$50.”

Under Schedule “A” section 2 remove (b) “An impoundment fee in respect to an Unlicensed Dog - \$150.00” and (c) “A maintenance fee in respect of each day or part of a day on this impoundment period - \$25.”

TITLE: COMPANION ANIMAL BY-LAW
SECTION: PROTECTIVE SERVICES
BYLAW NO: C-4

APPROVAL DATE: _____ **CAO Signature:** _____

1. This By-law shall be known and may be cited as the “Companion Animal By-Law of the Town of Amherst.

INTERPRETATION

2. In this By-law, unless the context otherwise requires:
 - a. **“Animal control Officer”** or **“ACO”** means the person designated by the Chief of Police to be the by-law enforcement officer for this by-law. An officer of the Amherst Police Department may destroy a dangerous dog where the circumstances call for that action in the normal course of carrying out the Officer’s duties.
 - b. **“Accredited Training”** means a certificate from Assistance Dogs International or the International Guide Dog Federation. A dog that has not been trained by an accredited training school may be accredited if the handler and the dog pass a service dog assessment administered by an accredited organization.
 - c. **“At Large”** means being elsewhere than on the lands, premises owned or occupied by the dog owner and not on a leash.
 - d. **“Attack”** means an assault resulting in bleeding, bone breakage, sprains or serious bruising
 - e. **“Bite”** means a wound to the skin causing it to puncture or break.
 - f. **“Cat”** means a male or female animal of the species feline
 - g. **“Companion Animal”** means a domestic cat or dog
 - h. **“Continuous restraint and control”** means the dog is on a leash controlled by a person of sufficient size and strength to completely restrain and control the dog
 - i. **“Council”** means the Municipal Council of the Town of Amherst
 - j. **“Dangerous Dog” means a dog which:**
 - i. Attacks or demonstrates a propensity, tendency or disposition to attack a human being or animal either on public or private property

- ii. Has caused injury to or otherwise endangered the safety of a human being or animal
 - iii. Is owned or harbored primarily or in part for the purpose of dog fighting or is trained for dog fighting
 - iv. Is a dog for which a muzzle order has been made
- k. **“Dog”** means a male or female animal of the species canine over the age of sixteen (16) weeks.
- ~~l. **“Dog License”** means a license for a dog for the current licensing year that has been paid for and that has been issued by the Town or an assignee of the Town.~~
- m. **“Dog Owner”** means any person:
- ~~i. whose name appears on a dog license~~
 - ii. who is in possession of a dog
 - iii. who has the care, custody or control of a dog; or
 - iv. who possesses, harbors or allows a dog to remain about a house, land or premises owned or occupied by that person.
- n. **“Enclosed Fenced Yard”** means an area surrounded by a physical barrier of sufficient height and strength to prevent the dog from jumping over, digging under, or reaching through the barrier to contact people or animals outside the area.
- o. **“Extraordinary expense”** means any expense incurred in relation to an animal except for the provision of food and water
- p. **“Impounded”** means seized and delivered into the pound or in the custody of the poundkeeper.
- q. **“Kennel”** means a licensed enterprise dealing with the breeding, buying, selling or boarding of dogs.
- ~~r. **“Licensed Dog”** means a dog that is wearing, either on its collar or harness, a metal tag on which is stamped figures corresponding to a dog license for that specific dog.~~
- ~~s. **“Licensing Year”** shall mean a period from April 1st in any year to March 31st in the following year.~~
- t. **“Mitigating Factor”** means a circumstance that may excuse the aggressive behavior of a dog where the dog:
- i. At the time of the aggressive behavior, attacked or injured any person trespassing on property occupied by its owner; or
 - ii. While off the owner’s property and the continual restraint and control of the owner was reacting to a perceived aggressive or threatening behavior to the dog, its owner; or

- iii. Immediately prior to the aggressive behavior, was being abused or tormented by the person attacked or injured;
Any other mitigating factors that may not be conveyed in the above definitions will be determined in a fair and unbiased manner by the Animal Control Officer, Police Officer or Delegate on a case-by-case basis.
- u. **“Muzzle”** shall mean a humane covering device of sufficient strength placed over a dog’s mouth to prevent it from biting.
- v. **“Muzzle Order”** means an Order issued by the Animal Control Officer to require that a dog’s muzzle be restricted while off the owner’s property as outlined in section 9(a)(ii);
- w. **“Pound”** means premises used by the poundkeeper to harbor and maintain dogs pursuant to this bylaw or any vehicle used by the poundkeeper.
- x. **“Poundkeeper”** means the person or organization appointed by resolution of Council to operate and maintain the facilities for the impounding of dogs.
- y. **“Premises”** means a building or part of a building, structure or a place.
- z. **“Premises of the Owner”** includes premises where a dog is habitually harboured or fed.
- aa. **“Register”** means annual no-cost voluntary registration of domestic cats with the Town by cat owners
- bb. **“Service Animal”** means an animal trained by a recognized school for service as a guide dog for the blind or visually impaired, a guide dog for the deaf or hearing impaired, or a special skills dog for other challenged persons and includes an animal used in therapy, registered with a recognized organization for that purpose.
- cc. **“Tether”** means a rope or chain or similar restraining device that prevents an animal from moving beyond a localized area, with “Tethered” and “Tethering” having a corresponding meaning;
- dd. **“Town”** means the Municipality of the Town of Amherst

IMPOUNDMENT

- 3. The Council may hereby authorize:
 - a. the establishment, maintenance and operation of facilities for the impounding of dogs at such place or places and upon such premises, as the Council may determine, by resolution.
 - b. The appointment, by resolution, of a poundkeeper to maintain and operate the pound or pounds established under this by-law.
 - c. The making of an agreement with such persons, firms, societies or corporations as may be fit for the purpose of maintaining and operating a pound, for regulating the conduct

of the pound, and providing for the collection, distribution and payment of revenue and expenditures derived from the operation of the Pound.

- d. Such Persons, Firms, Societies or Corporations responsible for the pound shall ensure:
 - i. There is adequate food and water to impounded animals
 - ii. The pound is kept in a reasonable state of cleanliness
 - iii. The pound premises are kept neat and tidy in appearance

~~CONTROL, LICENSING, REGISTERING AND IMPOUNDING~~

CONTROL OF DOGS

4. Except as otherwise permitted by this by-law:
 - a. A dog owner shall not permit, suffer or allow a dog to be at large
5. Every owner of a dog shall ensure the dog is kept under effective restraint at all times. On the premises of the owner, a dog is only considered under effective restraint if it is:
 - a. Securely confined within a building or a fully enclosed fenced yard; or
 - b. Securely tethered in a manner that prevents the dog from reaching within 2.0 metres of any public sidewalk or property line; or
 - c. On a leash held by a person capable of controlling the dog.
6. Every owner of a dog shall ensure that the dog is kept on a leash and under the control of some person when the dog is on any land in the Town unless:
 - a. the land is the premises of the owner of the dog and is in compliance with Section 5 of this by-law;
 - b. the land is owned by a person who has given prior consent to the dog being off the leash and is in compliance with Section 5 of this by-law.
7. The owner of a dog which is known to be aggressive must not permit the dog to be in a place other than the owner's property
 - a. Unless the dog is on a leash no longer than one meter and in the control of a person who is responsible and capable of controlling the dog.
 - b. unless the dog is wearing a proper muzzle
8. An unleashed or unharnessed dog, under continuous human restraint or control, shall not be deemed to be running at large at the time if the dog is:
 - a. Participating in a search and rescue operation or a law-enforcement operation; or
 - b. Assisting a person with a disability, provided the dog is professionally trained for such purpose; or
 - c. Within a municipal park where the area is designated by signage as an area in which dogs are permitted to be without a leash, subject to such limitations as posted
9. Police Officers with the Amherst Police Department and any By-Law enforcement officers appointed by the Chief of Police, along with the ACO, are authorized to enforce this by-law.

DANGEROUS DOGS

10. The ACO has the power and authority hereunder, upon reasonable grounds, to make the determination that any dog is a dangerous dog.
 - a. Where the ACO has reason to believe that a dog has attacked a person or another animal, or has the propensity to do so, the ACO may:
 - i. Classify the dog as a dangerous dog;
 - ii. Issue the owner a notice to muzzle the dog
 - iii. Order the owner to keep the dog securely restrained either indoors or inside an escape-proof enclosure that does not allow the dog to jump, climb or dig its way out of while it is on the property of the owner;
 - iv. Muzzle, securely leash and ensure the dog is under the control of a person who is responsible and capable of controlling the dog, when the dog is off the property of the owner.
 - v. Post a “Beware of Dog” sign in a conspicuous place on their property;
 - vi. Have the dog evaluated by a Certified Animal Behaviorist or a Certified Veterinary Behaviorist with the completion of any training or treatment as deemed appropriate by that expert; and
 - vii. Have the dog spayed or neutered, to assist with problem aggression, hardheaded and roaming behaviour

NOTICE TO OWNER OF A DANGEROUS DOG

11. The notice to an owner of a dangerous dog shall include:
 - a. A statement explaining why the ACO has deemed the dog to be a dangerous dog
 - b. A statement of requirements that the owner must comply with, in accordance with Section 10(a)
 - c. A statement that the owner may request, within five (5) working days of receipt of the notice, a council hearing which may affirm or rescind the Animal Control Officer’s designation of the dog as dangerous

APPEAL OF DESIGNATION

12. The owner of a dog who receives a “Notice to Owner of a Dangerous Dog” from the ACO may, within five (5) working days of receipt of such notice, provide a written notice of appeal delivered to the Town Clerk
13. Council shall hear the appellant in accordance with the rules of natural justice and may:
 - a. Accept the Animal Control Officer’s decision to deem the dog as a dangerous dog;
 - b. Rescind the Animal Control Officer’s decision to deem the dog as a dangerous dog

14. Section 10(a) requirements, which may be imposed on a dog owner by the Animal Control Officer, shall not come into effect until either the time for appeal under section 12 has elapsed without the dog owner requesting an appeal under that section, or after council has made a decision as per section 13 if an appeal is made.

DANGEROUS AND FIERCE DOGS

15. The Animal Control Officer may seize any dog that has exhibited dangerous and fierce behavior and shall kennel such animal until an evaluation of the animal has been done by the Animal Control Officer and an authority in dog behavior as recognized by the Town, which may also include quarantining if required vaccinations cannot be proven.
16. Based on the evaluation, the ACO, in consultation with a police manager, shall determine if a dog can be rehabilitated and safely returned to its owner. If it is proven that the dog poses a substantial risk of such behaviour recurring, and the owner is unable or unwilling to deal with the requirements imposed, based on the evaluation, the ACO, in consultation with a police manager, will determine if there are any remedies that might allow the dog to live safely with people. If no satisfactory remedy is found, the dog will be euthanized.
17. If it is determined that the dog can be rehabilitated, it will be returned to the poundkeeper with the stipulation that it may only be adopted if the requirements for rehabilitation are met.
18. Any kennel costs or extraordinary expenses incurred while the dog is impounded shall be borne by the dog owner, whether the dog is redeemed or not.
19. When the ACO determines that a dog is a dangerous and fierce dog, the ACO, if he/she determines in their discretion, that the dangerous dog poses an immediate and significant threat to the public safety, may, after consultation with a police manager, destroy the dangerous dog, without permitting the owner to claim it.
20. If the ACO destroys the dog, the ACO will arrange for the disposal of the remains and will make reasonable efforts to inform the dog owner that the dog has been destroyed. The owner of the dog will be responsible for all costs related to the destruction/disposal.
21. If a dog attacks a person and causes injury, the Amherst Police Department shall, along with the ACO, have the authority to investigate the circumstances of the attack if it is decided that it is appropriate to do so, and the Town of Amherst Police Department may make such recommendations to the ACO as it deems appropriate.
22. No dog shall be deemed fierce or dangerous if it is a professionally trained guard dog or a law enforcement dog while lawfully engaged as such

FECES AND SCOOPING

23. Every owner of a dog shall immediately remove any feces left by the dog in the Town:
- a. on any roadway, sidewalk or parking lot
 - b. in a public park
 - c. on any public property other than a public park, or
 - d. on any private property other than the property of:
 - i. The owner of the dog,
 - ii. or the person having care, custody or control of the dog.
24. Every owner of a dog shall dispose of any feces removed pursuant to this Section on his or her ~~her~~ **their** premises or **in a public receptacle designed for the disposal of animal feces.**
25. Every owner of a dog shall remove from his or her property, in a reasonable timely manner, feces left by such dog, so as not to disturb the enjoyment, comfort, convenience of any person in the vicinity of the property.
26. This section does not apply to a handler of a service dog, where the handler is not reasonably able to remove the feces left by such dog due to a physical disability or impediment.

NOISE

27. No dog shall be permitted to consistently disturb the quiet of a neighborhood by barking, howling, or otherwise making noise to a degree beyond what the Animal Control Officer determines to be normal.
28. In determining what is "normal" in the context of this section, the ACO shall consider one or more, but not limited too, the following factors:
- a. the time of day that the dog is reported as disruptive;
 - b. the frequency and duration of the reported disruptive behavior;
 - c. the proximity of neighbors and population density of the neighborhood.
29. If the ACO determines, upon reasonable grounds, that a dog is being disruptive, as defined in this section, the ACO shall give a written warning to the dog owner before taking any other action under this by-law.

INTERFERENCE WITH THE ACO OR POUNDKEEPER

30. Anyone who obstructs or interferes with the Animal Control Office, or **their** duly authorized delegate, or the poundkeeper, engage in the execution of their duties, commits an offense under this by-law.

Licensing of Dogs

- ~~31. No person shall own, possess or harbor an unlicensed dog within the boundaries of the Town.~~

- ~~32. A person who owns, possesses or harbors any dog before the first day of April in each year, shall obtain a dog license in accordance with the provisions of this by-law.~~
- ~~33. Applications for and the issuance of a dog license shall be the responsibility of the Town Hall staff, or person so designated by the Town of Amherst.~~
- ~~34. The Town of Amherst and/or its recognized agent for this purpose will maintain a record of all dogs registered, showing the date and number of the registration, and the name and address of the owner of the dog.~~
- ~~35. Every person who obtains a dog license shall be given a metal tag which shall be, at all times, fastened to a collar or harness worn by the dog for which the license was obtained.~~
- ~~36. Where a metal tag issued pursuant to this by-law has been lost, destroyed or mutilated, the dog owner shall acquire, for the remainder of the current licensing year, a replacement tag, upon producing proof of purchase of a valid dog license and upon payment of a prescribed fee.~~
- ~~37. Fees pursuant to this by-law are set out in Schedule "A" attached hereto.~~
- ~~38. Notwithstanding this section, the following dogs need not have a dog license:
 - ~~a. a trained guide dog owned or utilized by a blind person, or any dog determined by the ACO to be a service or assistance dog~~
 - ~~b. a dog owned and utilized as a law enforcement service dog~~~~

Registering of Cats

- ~~39. Every owner of every cat may register the cat with the Town on the first day of April in each year, and may obtain a registration tag for the cat. There is no cost for such registration.~~
- ~~40. Applications for and the issuance of a cat registration shall be the responsibility of Town Hall staff, or person so designated by the Town of Amherst.~~
- ~~41. The Town of Amherst and/or its recognized agent for this purpose will maintain a record of all cats registered, showing the date and number of the registration, and the name and address of the owner of the cat.~~
- ~~42. Every person who obtains a cat registration shall be given a metal tag which shall be fastened to a collar or harness worn by the cat for which the registration was obtained.~~

RABIES

- ~~43. Every owner of a dog over the age of four months must have the dog vaccinated against rabies and must keep the rabies vaccinations of the dog up to date.~~
- ~~44. The ACO may seize and impound any animal which is suspected of being rabid and must immediately notify the veterinary clinic.~~
- ~~45. Every owner of an animal who knows or suspects that the animal is rabid must immediately report the animal to a veterinary clinic and the ACO.~~
- ~~46. No dog license will be issued to an owner who does not present proof of such vaccination.~~

47. The Town of Amherst and/or its designate by resolution may, without notice to or complaint against the owner, impound any dog that:
- a. runs at large contrary to this by-law;
 - ~~b. is not wearing a tag as required by this by-law~~
 - ~~c. is not registered pursuant to this by-law~~
 - d. is fierce and dangerous
 - e. is rabid or appears to be rabid or exhibits symptoms thereof; or
 - f. persistently disturbs the quiet of the neighborhood by barking, howling or otherwise; after a written warning has been delivered to the dog owner
48. The poundkeeper, upon seizure or impoundment of a dog at large, shall make every effort to inform the dog owner, if known, that the dog has been seized and impounded, including review of available information from tags, tattoos or microchips.
49. If after the expiration of not less than 72 hours, the impounded dog is not claimed, the poundkeeper may, on the expiration of this period, destroy, or place for adoption, the impounded dog.
50. The poundkeeper, upon receiving a certificate from a qualified veterinarian that an impounded dog is suffering from infectious or contagious disease, may immediately destroy that impounded dog.
51. The poundkeeper shall maintain a recorded log, in which he/she shall record the description of every dog impounded, the name of the person who impounded the dog, the time and location of the impoundment, the fees owing and the manner of disposal of the impounded dog.
52. The owner of record of an impounded dog shall be responsible for all uncollected fees or costs in respect of an impounded dog whether or not he/she effects the release of the dog.

ENFORCEMENT AND PENALTIES

53. No companion animal owner shall do anything, or fail to do anything, where that action or omission, as the case may be, results in a violation of this by-law.
54. This by-law may be enforced, at the discretion of the Town:
- a. in accordance with the procedures set out in the Municipal Government Act; or
 - b. by means of a summary offence ticket under the Municipal Government Act.
55. The Summary Proceedings Act, where applicable, shall apply to proceedings under this by-law.
56. The Animal Control Officer may enter, at all reasonable times, upon any property subject to this by-law in order to ascertain whether this By-law is being obeyed.
57. Every person who contravenes any part of this by-law is guilty of an offense and is subject to the provisions of the *Summary Proceedings Act*.

58. Each day an offense continues shall be a separate offense.

59. The penalties prescribed are as follows:

- a. with respect to the first contravention and/or impoundment in any consecutive 12-month period, payment of \$75.00;
- b. with respect to a second contravention and/or impoundment within any consecutive 12-month period, payment of \$150.00;
- c. Third and subsequent Impoundments - A dog impounded for a third time shall not be redeemable and shall become the property of the pound-keeper and will be dealt with accordingly, on a case-by-case basis.

60. Any contravention of any provision of this By-law, in the preceding twelve months by any person charged, shall be counted as a previous contravention for the purpose of the preceding paragraphs.

61. If payment is not made in accordance with these procedures within 14 days of the notice, the fine is recoverable under the *Summary Proceedings Act*.

COSTS

62. In all cases the Town shall have the right to recover from the owner of the dog the cost incurred by the Town in applying this by-law to the owner's dog.

63. In all cases the costs of the Town shall include the actual payments made by the Town, together with its reasonable administrative charges.

64. The provisions of this by-law shall be enforceable pursuant to the *Municipal Government Act*.

INTERPRETATION

65. This by-law shall be read with all changes in gender and number, as may be appropriate.

66. Any part of this by-law found to be illegal shall be severed from the balance of the by-law.

67. Any and all fees referred to in the by-law shall be as set out in the Town of Amherst User Fee Policy #3470-03 and will be reviewed annually.

68. The Town of Amherst Companion Animal By-Law approved by Council on November 23, 2015 is hereby repealed.

SCHEDULE "A"

~~Dog License Fees~~

~~1. Dog License fees shall be:~~

- ~~a. \$15 for each spayed/neutered dog;~~
- ~~b. \$30 for each un-sprayed/un-neutered dog.~~
- ~~c. \$15 for tag replacement~~

~~Each license shall be payable to the Town of Amherst annually.~~

DOG IMPOUND FEES

2. A dog owner may reclaim their impounded dog upon proving ownership and upon paying to the poundkeeper the following impound fees, maintenance fees ~~and any overdue dog license fees~~ pursuant to Schedule "A"

a. An impoundment fee in respect of a ~~Licensed Dog~~:

- i. First Impoundment - \$75 **and a maintenance fee in respect of each day or part of a day on the impoundment period of \$25**
- ii. **Second Impoundment - \$150 and a maintenance fee in respect of each day or part of a day on the impoundment period of \$50**
- iii. Third and subsequent Impoundments - A dog impounded for a third time shall not be redeemable and shall become the property of the poundkeeper and will be dealt with accordingly, on a case-by-case basis

~~b. An impoundment fee in respect to an Unlicensed Dog - \$150.00~~

~~c. A maintenance fee in respect of each day or part of a day on the impoundment period - \$25~~

For Administrative Use Only:

Companion Animal Bylaw C-4 Adoption	
First reading:	October 30, 2023
Notice of Publication:	November 8, 2023
Second Reading:	November 27, 2023
Notice of Publication and Effective Date of Bylaw:	December 6, 2023
Notice to Service Nova Scotia & Municipal Relations:	December 14, 2023

VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
Chief of Police	<ol style="list-style-type: none"> 1. Changes to numbering of sections; 2. Additional definitions in the interpretation section such as "Accredited Training", "Continuous Restraint and Control, "Mitigating Factor", "Muzzle Orde' and "Town" to ensure more clarity in the roles, authority and decision making; 3. A section that provides for the use of an animal for Search and Rescue, Law Enforcement Operations, Special Needs dogs, and for off-leash dog parks; 4. Additional options and authorities for the Animal Control Officer when dealing with dangerous dogs; 5. A mechanism for dog owners to appeal to council when their animal has been classified as a "dangerous dog" and is subject to restrictions; 6. Additional guidance for the ACO/Police when dealing with Dangerous and Fierce Dogs that includes risk assessments and the possibility of rehabilitation and other options for the animal; 7. The addition of 14 days to pay a fine before proceeding to court via the Summary Proceedings Act; 8. Change in the dog impound fees and actions that are in-line with the Cumberland County fees and actions and includes: <ol style="list-style-type: none"> a. First impoundment increased from \$30 to \$75 b. Second impoundment increased from \$70 to \$150 c. Third impound results in permanent seizure of the animal (case by case basis) d. Maintenance fee for each day/part of a day increase from \$15 to \$25; 9. Unregistered dog impoundment fee increased from \$100 to \$150 	November 27, 2023

	<ul style="list-style-type: none">• Deletion of any reference to the sale or issuance of dog licenses or permits• Deletion of references to 'licensed dog', 'Licensing year' and fees associated to 'unlicensed dogs'• Changes related to additional control and restraint over animals<ul style="list-style-type: none">○ Added a definition in regards to a 'Enclosed Fenced Yard';○ Added a definition of 'tether';○ A new section that deals with the issue of the ability to keep animals under effective restraint, including while on privately-owned property;• Changes in regard to the disposing of animal feces by including the option of utilizing public receptacles.• Removing the optional licensing and registration of cats	
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Minutes reference date: November 27, 2023

DRAFT

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Greg Jones, Director of Fire Services

DATE: April 20, 2026

SUBJECT: Emergency Management Strategic Plan

ORIGIN: Following a review by the Cumberland Regional Emergency Management Organization, it was determined that an updated Emergency Management Plan was required.

LEGISLATIVE AUTHORITY: Emergency Management Act - Section 10, Sub section 1, Para b

RECOMMENDATION: That Council forward to the April 27, 2026, regular meeting, approval of the newly developed Emergency Management Plan.

BACKGROUND: Provincial legislation requires that each municipal unit in Nova Scotia maintain an emergency management plan. The Town of Amherst, the Town of Oxford, and the Municipality of Cumberland County currently operate under a joint emergency management plan. This new Emergency Management Plan will modernize and update the existing operational framework to ensure it aligns with current risks, responsibilities, and operational requirements.

DISCUSSION: Following a review conducted by the Cumberland Regional Emergency Management Organization, it was determined that an updated plan was required to effectively support all municipal units that are parties to the Inter-Municipal Emergency Services Agreement.

The Cumberland Regional Emergency Management Plan (CREMP) outlines how the Cumberland Regional Emergency Management Organization (CREMO) prepares for, responds to, and recovers from significant emergencies affecting the Municipality of Cumberland County and the Towns of Amherst and Oxford. It provides an all-hazards framework built on mitigation, preparedness, response, and recovery, guiding decision-making to protect residents, property, and the environment while supporting the development of hazard-specific plans.

The plan emphasizes shared responsibility among governments, first responders, partners, and the public, with a strong focus on community education and collaboration. Supported by operational guidelines and hazard-based plans, CREMP is a living document committed to continuous improvement through training, exercises, and community outreach, and is intended to complement, not replace the day-to-day emergency response procedures.





COMMITTEE OF THE WHOLE

CDR# 2026048

Date: April 20, 2026

This newly developed plan will replace the currently approved Emergency Management Plan for the Cumberland Regional Emergency Management Organization. Upon approval of the plan by all parties to the Inter-Municipal Emergency Services Agreement, training and exercising of the new strategic plan will commence.

The plan was endorsed by the Advisory Committee of the Cumberland Regional Emergency Management Organization on March 24, 2026.

FINANCIAL IMPLICATIONS:

Acceptance of this plan will have no financial implications on the Town of Amherst.

SOCIAL JUSTICE IMPLICATIONS:

There is no social justice implications associated with the implementation of this plan.

ENVIRONMENTAL IMPLICATIONS:

Not applicable

COMMUNITY ENGAGEMENT:

Not applicable

ALTERNATIVES:

Council may choose to not accept this plan.

ATTACHMENTS: Emergency Management Plan



CUMBERLAND REGIONAL EMERGENCY MANAGEMENT ORGANIZATION

EMERGENCY MANAGEMENT STRATEGIC PLAN



Town of Amherst



TOWN OF OXFORD

FOREWORD

The Cumberland Regional Emergency Management Plan (CREMP) was prepared with the intention of ensuring Elected Officials, Staff and Municipal Partners understand how the Cumberland Regional Emergency Management Organization (CREMO) will prepare for, respond to and recover from significant events that impact the Municipality of the County of Cumberland, the Town of Amherst and the Town of Oxford. This Document will refer to these three entities as CREMO.

The CREMO recognizes that emergency preparedness is the responsibility of everyone in the County, and this plan lays out CREMO's responsibility for community outreach through education sessions, preparedness tips, and resource availability to help residents be better prepared.

This plan serves as the overarching document that will guide CREMO's decision-making to do everything possible to protect all residents, their property, and the environment. It will also provide the foundation to develop the hazard-specific plans needed when disaster strikes.

The all-hazard philosophy recognizes that the same comprehensive framework of Mitigation, Preparedness, Response and Recovery can be used to address the impact of all types of disasters. This gives the CREMO a consistent approach to emergency management activities and promotes efficient use of all available resources.

The CREMO program is augmented by the Cumberland Regional Emergency Coordination Centre (CRECC) Operational Guidelines and several hazards-based operational plans. These specific documents address the activities performed by emergency management partners during the planning, response, and recovery phases of an emergency response.

CREMO strives for strong leadership within the emergency management community and is dedicated to continuous improvements to the emergency management program. This will be achieved through training, exercising and community outreach throughout the three municipalities. Therefore, this is a living document that will be amended as necessary through a planning process that is managed by the Cumberland Regional Emergency Management Coordinator (CREMC) in consultation with emergency management Partners.

The CREMO acknowledges that all citizens are involved in emergency management. Individual residents, communities, municipalities, each level of government, first responders, the private sector, volunteers, and non-government organizations (NGOs) are critical Partners. Solid Partnerships based on effective collaboration, coordination and communication are key components to sustainable emergency management programs.

The CREMO plans are not designed to replace existing procedures for managing normal day-to-day incidents in the three municipalities of Cumberland County. Normal day-to-day incidents are common occurrences that are managed effectively on a routine basis by Emergency Services and/or Municipal Departments. The CREMC may be involved to assist where needed and make recommendations if the situation requires an escalation in the response.

Contents

PLAN ADMINISTRATION..... 5

- Review.....5
- Revisions – Major5
- Cumberland Regional Emergency Management Plan – Approving Authority.....6
- Municipality of the County of Cumberland6
- Town of Amherst.....6
- Town of Oxford.....6

PART 1 - PURPOSE AND SCOPE 7

- 1.1 Comprehensive Approach7**
 - 1.1.1 Prevention and Mitigation 8
 - 1.1.2 Preparedness 8
 - 1.1.3 Response..... 8
 - 1.1.4 Recovery 8
- 1.2 Comprehensive Emergency Management9**
 - 1.2.1 All Hazards Approach 9
 - 1.2.2 Prepared and Resilient Communities..... 9

PART 2 – GOVERNANCE 10

- 2.1 Reporting Structure and Governance.....10**
 - 2.1.1 Mayor and Council 10
 - 2.1.2 Emergency Advisory Committee..... 11
 - 2.1.3 Chief Administrative Officer 11
 - 2.1.4 Cumberland Regional Emergency Management Coordinator (CREMC) 12
- 2.2 State of Local Emergency.....12**
- 2.3 Operations.....14**

PART 3 – HAZARD, RISK, AND VULNERABILITY ANALYSIS..... 15

- 3.1 List of Hazards Identified for the Region15**

PART 4- Summary of Major Risk Events (See annexes for Contingency Plans).....15

- 4.1.1 Wildfires..... 15
- 4.1.2 Hurricanes..... 15
- 4.1.3 Floods..... 16
- 4.1.4 Snow and Ice Storms..... 16
- 4.1.5 Tantramar Marsh Incident 16

PART 5 – CUMBERLAND REGIONAL EMERGENCY COORDINATION CENTRE (CRECC)..... 16

- 5.1 CRECC.....16**
- 5.2 Activation of Regional Emergency Coordination Center (CRECC)16**

5.3 Levels of Activation17

5.4 CRECC ORGANIZATION UNDER INCIDENT COMMAND SYSTEM (ICS) 18

 5.5.1 ECC 19

 Commander 19

 5.5.2 Information Officer (IO) 19

 5.5.3 Safety Officer 19

 5.5.4 Liaison Officer (LO) 20

5.6 CRECC Section Descriptions20

 5.6.1 Operations Section 20

 5.6.2 Planning Section 20

 5.6.3 Logistics Section 20

 5.6.4 Finance Section 20

5.7 Regional Evacuation Plan/ Re-entry Plan (see Annex for Evacuation and Re-entry Plan)21

5.8 Recovery and Re-Entry21

PART 6 - ROLES AND RESPONSIBILITIES 22

 6.1 Advisory Committee 22

 6.1.2 Chief Administrative Officers 22

 6.1.3 Director of Protective Services 23

 6.1.4 Cumberland Regional Emergency Management Coordinator 23

PART 7 – TRAINING AND EXERCISES (SEE ANNEX FOR TRAINING AND EXERCISE PLAN) 23

 7.1 Training 24

 7.2 Exercises 24

ACRONYMS 25

PART 8 - Annexes

Plan Administration

The Cumberland Regional Emergency Management Coordinator (CREMC) is responsible for the maintenance and development of the Cumberland Regional Emergency Management Plan (CREMP). This plan has been developed in accordance with the Nova Scotia Emergency Management Act, S.N.S 1990, c.8 and the by-laws of the Municipality of the County of Cumberland, Town of Amherst and the Town of Oxford and is pursuant to the Inter-Municipal Emergency Services Agreement between the three entities.

Review

The CREMP will be reviewed:

- As directed by the Regional Emergency Management Advisory Committee
- After an emergency, following an After-Action Review
- At the request of the CREMC or any CAO as identified in the Inter-Municipal Emergency Services Agreement.
- At the request of the NS Department of Emergency Management

Revisions – Major

Version control of the plan is managed by the Cumberland Regional Emergency Management Organization (CREMO). The CREMC has the responsibility for maintaining all revisions and updates to this plan. Re-issue of this plan following an amendment or review will be recorded in the table below and distributed to the CREMO and all corporate and external Partners as required. Examples of major revisions are when a section or a large portion of the plan is updated and/or revised.

REVISION NUMBER	DESCRIPTION OF CHANGE	AUTHOR	EFFECTIVE DATE

The controlled master copy of this plan is held by the CREMO. Overall responsibility for the plans and their distribution rests with the CREMC.

A list of agencies the CREMP is sent to will be documented and numbered. Copies of the CREMP will also be available electronically on the three municipalities network drive (shared drive). The plan will be available in a “read-only” format.

Cumberland Regional Emergency Management Plan – Approving Authority

Municipality of the County of Cumberland	
Chief Administrative Office/Clerk	Mayor of the County of Cumberland
Date	Date
Town of Amherst	
Chief Administrative Office/Clerk	Mayor of Amherst
Date	Date
Town of Oxford	
Chief Administrative Office/Clerk	Mayor of Oxford
Date	Date

PART 1 - PURPOSE AND SCOPE

The primary focus of the Cumberland Regional Emergency Management Plan is to provide strategic direction outlining how the Region will conduct their response to an emergency that may have beyond normal impacts to people, property and or the environment. This plan identifies the governance, requirements under the Nova Scotia Emergency Management Act, roles and responsibilities, potential hazards, and the level of municipal response to those hazards. This plan also provides the framework for the Cumberland Regional Emergency Coordination Centre activation, public alerting and processes for the implementation of hazard-specific contingency plans.

The number and severity of emergencies and disasters across the province that challenge individuals, communities, and all levels of government are increasing due to the diversity of human and natural hazards and climate change. These same factors will influence the threat of flooding, fires, severe weather, and industrial accidents across the region.

This plan is based on a flexible and scalable all-hazards approach throughout the Emergency Management Continuum: prevention and mitigation, preparedness, response, and recovery. This is achieved by:

- Ensuring appropriate strategies are developed to minimize the adverse effects of a disaster on our region.
- Developing risk-based plans with a community focus as Annexes to the CREMP.
- Describing the organization, roles, responsibilities, and procedures for effective emergency management.
- Outlining operations for effective disaster management across the four phases of the Emergency Management Continuum.
- Describing the committees and agencies established for the coordination of multi-agency responses.
- Assessing and regularly re-evaluating the likelihood and potential impacts of identified and emerging threats to public health and safety, public and private infrastructure, environment, and economy.
- Providing information to build community resilience and better assist communities in preparing for, responding to, and recovering from disaster events.
- Providing a comprehensive framework for emergency and disaster management activities.

1.1 Comprehensive Approach

A comprehensive approach is adopted throughout emergency management planning to ensure that risk reduction and community resilience are developed in unison, while maintaining effective response and recovery capabilities. The comprehensive approach provides an overarching framework for emergency and disaster management by acknowledging the need for sufficient resources for all phases of the emergency management continuum.

1.1.1 Prevention and Mitigation

- Prevention is the action taken to avoid the occurrence of negative consequences associated with a given threat or Hazard.
- Mitigation is the actions taken to adapt to, eliminate or reduce the impact of disasters to protect lives, property, the environment, and reduce economic disruption.

This includes hazard identification, risk assessment and implementation of measures to reduce the exposure and vulnerabilities to the potential consequences of events arising from identified hazards. Land-use and zoning management, building and maintenance of critical infrastructure, flood plain mapping, and public education campaigns are examples of prevention and mitigation initiatives.

1.1.2 Preparedness

Preparedness is the process of building capacity to effectively respond when people, property, the environment, or the economy are impacted by disasters.

This includes plans to ensure a timely response. Relief and rehabilitation in the event of an emergency or disaster. It requires appropriate organizational structure, trained personnel, plans and procedures. Preparedness activities include the establishment of Mutual Aid or Assistance agreements, memorandums of understanding (MOU) for goods and services, inventories of resources and ongoing training and exercises.

1.1.3 Response

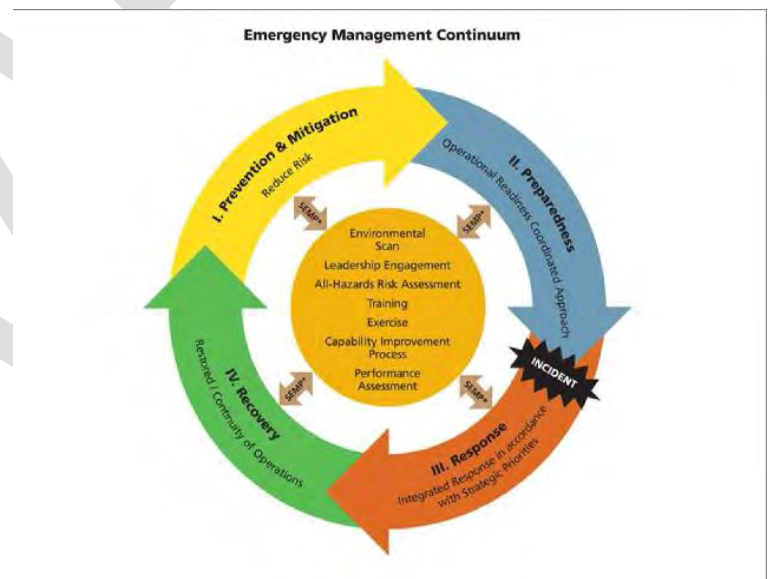
Response is the actions taken to minimize the impact of emergencies or disasters on people, property, and the environment during an incident.

This is the process by which immediate assistance is provided to affected persons and the community. Response operations deal with the immediate issues related to an emergency or disaster. Police, Fire and Ground Search and Rescue (GSAR), Emergency Hospital Services (EHS), as well as internal Municipal Partners respond to everyday emergencies. When emergencies go beyond the first responder's normal procedures and warrants support from CREMO, the CRECC is activated to the level needed to provide that support.

1.1.4 Recovery

Recovery are the actions taken to repair and restore a community to normality after a disaster.

Reducing the negative impacts experienced by residents is a priority. Planning early for community recovery can help to limit the period of disruption for people living in disaster-impacted areas. There are three recognized phases of recovery.



- **Short-term:** To support and meet the immediate needs of individuals, businesses and the community affected by the event. This may occur while essential services are being restored to the level where response agencies are no longer required to maintain them.
- **Medium-term:** To continue the coordinated response of supporting affected communities in the reconstruction of physical infrastructure, restoration of the economy and the environment, and support for the emotional, social, and physical well-being of those affected. Recovery can occur for weeks and months after the event.
- **Long-term:** To continue the established coordinated process from the Medium-term phase for as long as necessary after the event.

The recovery plan is designed to aid officials in decision-making when coordinated actions are required for effective recovery from a specific event. It is important to acknowledge that response activities may be occurring during the recovery phase. CREMO plays primarily a support and coordinating role during the response to a major incident. However, CREMO will take a leadership role in the recovery phase.

1.2 Comprehensive Emergency Management

1.2.1 All Hazards Approach

An all-hazards approach employs generic emergency planning methodologies, modified as necessary according to the circumstances. It involves the development of arrangements for managing the extensive range of possible effects and risks associated with emergencies and disasters. The all-hazards approach is useful as the range of impacts can create similar consequences, which require similar actions. However, some risks will necessitate specific prevention measures, response, and recovery actions.

1.2.2 Prepared and Resilient Communities

The REMC will ensure strong links between individuals, volunteer organizations and local authorities to enhance community preparedness and resiliency. Community members should be informed of the risks and follow the advice on appropriate precautions. When effectively integrated into disaster management plans, community organizations may be capable of providing assistance and access to resources, expertise, and specialized skills. Individuals and communities should be prepared to support themselves during an emergency for up to 72 hrs.

The CREMO's primary objective when responding to emergencies and disasters is managing the consequences of events to reduce the impact on individuals, property, the environment, and the economy. Consequence management enables the efficient and effective support of communities through key response and recovery plans.

Part 2 – GOVERNANCE

1.	Province of Nova Scotia Emergency Management Act – Annex
2.	MCC Regional Emergency Management By-Law 13-02 - Annex
3.	Town of Amherst Emergency Management By-Law – Annex
4.	Town of Oxford Emergency Management By-Law – Annex
5.	Inter-Municipal Emergency Services Agreement– Annex

The **Nova Scotia Emergency Management Act** is the primary legislation related to emergency management in the province and establishes the powers and responsibilities of Provincial and Municipal governments and their respective emergency management organizations.

The Nova Scotia Emergency Management Act (NSEMA) provides direction on emergency management roles and responsibilities and requirements of municipalities to plan and prepare for the safety of their respective communities. The NSEMA provides the requirements for the Cumberland Regional Emergency Management Advisory Committee (CREMAC), Cumberland Regional Emergency Management Organization (CREMO), Cumberland Regional Emergency Management Coordinator (CREMC), regional collaboration, and emergency management planning and exercises.

The *Municipal Emergency Management Bylaw* establishes the CREMO as follows:

- A Regional Emergency Management Organization
 - The Regional Emergency Management Organization shall consist of the following persons and Committees:
 - A Regional Emergency Management Advisory Committee;
 - A Regional Emergency Management Coordinator; and
 - A Regional Emergency Management Planning Committee.

The *Emergency Management Bylaws* of the parties to the Agreement sets out the responsibilities of the CREMO. This plan outlines the structure and decision-making process during emergencies and disasters as well as the roles and responsibilities of elected officials, committees, and Cumberland Regional Emergency Coordination Centre (CRECC) staff.

2.1 Reporting Structure and Governance

The Province of NS Emergency Management Act, the 3 by-laws for the Town of Amherst, Town of Oxford and the Municipality of the County of Cumberland, and the Inter-Municipal Emergency Services Agreement explains the structure and governance of CREMO.

2.1.1 Mayor and Council

In accordance with the NSEMA, each municipality is responsible for the direction and control of the municipality's emergency response and the preparation of emergency plans and programs.

The *Emergency Management Act* establishes that:

A local authority shall establish and maintain, subject to the regulations, an emergency management agency to act as the agent of the local authority in exercising the local authority's powers and duties under this act (*Emergency Management Act, 1990, c.8, p.6*). In the Region the CREMO is authorized to act as the agent of the local authorities.

2.1.2 Emergency Advisory Committee

The *Emergency Management Act* requires that:

- Each Council shall appoint members to serve as representatives on the Regional Emergency Management Advisory Committee, in accordance with the Agreement and for the applicable term.
- The Councils agree to the establishment of a Regional Emergency Management Organization in accordance with the Agreement.
- The Regional Emergency Management Advisory Committee shall:
 - Be responsible for directing and overseeing the development of the regional emergency management plans;
 - Brief council(s) on the development of these plans;
 - Recommend declaration of a State of Local Emergency to the Council(s) of participating municipalities, as required, or in the event such Council(s) cannot be assembled in a timely manner, the senior elected official of the affected municipality(s) may declare such a state in accordance with the NSEMA;
 - Be responsible for the executive direction and management of emergency activities during a State of Local Emergency;
 - With the approval of the Minister, recommend the renewal of a State of Local Emergency;
 - Brief Council(s) on developments during a State of Local Emergency;
 - Recommend the termination of a State of Local Emergency;
 - Ensure a copy of any signed declaration of a State of Local Emergency is delivered to the Minister.
- In carrying out its responsibilities, the Agreement provides for:
 - Establishment of sub-committees or working groups as it deems advisable to seek information and advice from key Partners with respect to Emergency Management in the Region.

2.1.3 Chief Administrative Officer

The Chief Administrative Officer (CAO) shall:

- Appoint such members of the Municipality's senior leadership team to the Cumberland Regional Emergency Management Organization each CAO deems appropriate to support the Organization's duties and functions.

- Recommend for Approval, the Region's Emergency Management Plan.
- Approve such administrative directives, business continuity plans and other supporting documents as each CAO deems advisable to support the Emergency Management Plan.
- Act as the Commander of the Emergency Coordination Center.

2.1.4 Cumberland Regional Emergency Management Coordinator (CREMC)

In accordance with the by-laws and the inter-municipal emergency management agreement:

- The REMC shall be appointed in accordance with the Agreement.
- The REMC shall be employed by the Municipality of the County of Cumberland for work incurred under this Municipality of Cumberland By-Law 13-02 November 13, and the Inter-Municipal Emergency Management agreement.
- The REMC shall:
 - coordinate and prepare regional emergency management plans;
 - During activations, coordinate ECC responsibilities with the Emergency site.
 - During activations, assume the position of Liaison Officer or other duties as assigned by the ECC Commander.

2.2 State of Local Emergency

The *Nova Scotia Emergency Management Act* specifies the authority with respect to the declaration, renewal, and termination of a State of Local Emergency (SOLE) as well as the powers delegated to local authority once a SOLE is declared.

Section 12(1) to 12(5) of the NSEMA provides for the establishment of the following:

- The Minister, after consulting, if it is practical to do so, with a majority of the members of a committee established pursuant to Section 5 or a quorum of the Executive Council and, if the Minister is satisfied that an emergency exists or may exist, may declare a state of emergency in respect of all or any district, subdistrict or area of the province.
- A municipal council may, when satisfied that an emergency exists or may exist in all or any area of that municipality, declare a state of local emergency in respect of that municipality or area thereof.
- If a municipal council is unable to act promptly, the mayor or warden may exercise the authority of the municipal council contained in subsection (2) after consulting, if it is practical to do so, with a majority of the members of the council's committee to advise on the development of emergency management plans.
- A declaration pursuant to this Section shall identify the nature of the emergency and the area in which it exists.

- Nothing in this Section prevents the Minister from declaring a state of emergency, whether a state of local emergency has been declared or not. 1990, c. 8, s. 12; 2005, c. 48, s. 6

In accordance with the NSEMA, the Minister may revoke a State of Local Emergency if the declaration is deemed inappropriate. A declaration of SOLE lapses after seven days unless it is renewed or cancelled by the mayor or delegate.

A Declaration of a State of Local Emergency must:

- Identify the nature of the emergency, disaster, or catastrophe, and the area of the Municipality that is affected
- Provide the date and the time that the declaration of SOLE is declared, with signatures and title(s) of the officials making the declaration
- Be made public immediately by the most effective means of communication
- Notify the Minister Responsible; This is done by contacting the Nova Scotia Department of Emergency Management (NSDEM)

An official declaration of SOLE provides extraordinary powers in relation to the area of the Municipality affected by the SOLE declaration. When a SOLE is declared, the CAO is authorized to exercise the powers delegated to the CAO from Council. CAOs can delegate these powers and may authorize any persons at any time to exercise any power given to the CAO in relation to any part of the municipality affected by the declaration of a SOLE. In the absence of the CAO, all broad powers delegated to the CAO are delegated to their Designate.

POWERS AVAILABLE UNDER STATE OF LOCAL EMERGENCY

Cause the Regional Emergency Plan or any related plans or programs to be put into effect.
Control or prohibit travel to or from any area in the municipality.
Authorize the conscription of persons needed to meet an emergency.
Procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within the municipality for the duration of the State of Emergency.
Any other acts necessary to respond to the emergency, but not specified in Section 14 of the <i>Nova Scotia Emergency Management Act</i>
Provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medical, social and other essential services.
Cause or order the evacuation of persons and the removal of livestock and personal property threatened by the emergency and make arrangements for the adequate care and protection thereof.
Authorize the entry by a person into any building or upon land without a warrant.
Cause or order the demolition or removal of anything where the demolition or removal is necessary or advisable for the purpose of reaching the scene of an emergency, of attempting to forestall its occurrence or of combating its progress
Order the assistance of persons needed to carry out the provisions mentioned in this section.
Regulate the distribution and availability of essential goods, services, and resources.

Authorize and make emergency payments.
Assess damage to any works, property or undertaking and the costs to repair, replace or restore the same.
Assess damage to the environment and the costs and methods to eliminate or alleviate the damage.

2.3 Operations

The Cumberland Regional Emergency Management Organization (CREMO) supports and, at times, coordinates response efforts from the Cumberland Regional Emergency Coordination Center (CRECC) facility in cooperation with internal municipal departments, external agency Partners, and the provincial government. In most instances, “operations” is an emergency site responsibility, however, the CRECC has a responsibility to support, coordinate and at times, set up the necessary support facilities to look after evacuees, ensure municipal essential services continue and notify the public of potential dangers through the Public Alert Systems.

Departments whose managed services are directly related to the protection of life, property, and/or environment are considered lead departments. A Lead Department provides leadership and subject matter expertise for an emergency management event, including advice on legislation that pertains to their role in the municipality. For example, the Engineering and Public Works Department is responsible for the provision of potable water; therefore, should a major water emergency occur, the Engineering and Public Works Department could be tasked as the lead department for the response directly related to the provision of water. This relates to outside agencies as well that have a responsibility to provide essential services during emergency times. The CRECC would provide coordination and support to the Lead Departments/Agency.

Municipal directors and managers have specific responsibilities in relation to Emergency Management, including but not limited to:

- Understanding the prescribed emergency management roles and responsibilities related to prevention/mitigation, preparedness, response, and recovery, designated to their department and allocating staff and resources accordingly.
 - Ensuring corporate policies and procedures related to emergency management are appropriately operationalized in their department.
 - Ensuring the completion and implementation of department-specific procedures for the prevention/mitigation of and operational response to emergency events involving department staff and/or equipment.
- Supporting staff to engage in emergency management training, exercising and development opportunities as they pertain to their designated roles in emergency plans and programs.
- Supporting the development and implementation of the Cumberland Regional Emergency Management Plan (CREMP) and all corresponding plans and procedures. Participating fully in any emergency management related committees and/or agencies to which said director or manager is a designated member.

- Taking part in training and exercising opportunities related to their prescribed role(s) in emergency management plans and programs.

PART 3 – Hazard, Risk, and Vulnerability Analysis

3.1 List of Hazards Identified for the Region

The following table provides the list of hazards that the Cumberland Region can be impacted by during particular times of the year. They are prioritized; however, either of these hazards can and most likely will have major impacts on Cumberland municipalities.

Contingency plans, along with logistical support documents, will help lessen the impact and help Cumberland municipalities respond and recover from these events as effectively and efficiently as possible.

RISK EVENT	SEVERITY	LIKELIHOOD
Wildfire	Major	Very High
Hurricane	Moderate	High
Severe Storm - ICE	Major	High
Flooding	Moderate	Moderate
Tantramar Marsh Incident	Moderate	Moderate
Severe Heat Event	Moderate	Moderate

PART 4- Summary of Major Risk Events (See annexes for Contingency Plans)

4.1.1 Wildfires

Most wildfires in Nova Scotia occur during the spring and summer seasons, when conditions are optimal for fire ignition and spread. Fire locations are closely tied to where people reside. Densely populated areas frequently have many fires, while remote areas have few. Only about 3% of wildfires are caused by lightning strikes in Nova Scotia. The major cause of wildfires in Nova Scotia is human caused, followed by recreational, residential, and industrial activities. The **Wildfire Contingency Plan** will address the actions the Cumberland Regional Emergency Management Organization will take during a wildfire incident in Cumberland Region.

4.1.2 Hurricanes

Hurricanes have major impacts on our area that can affect transportation, utilities Homes and infrastructure. The **Hurricane Contingency Plan** will address the actions the Cumberland Regional Emergency Management Organization will take during a hurricane incident in the Cumberland Region. Planning, response and recovery efforts outlined in the contingency plan are specific to the impacts of a hurricane and serve as a guide that speaks to roles, responsibilities and resources.

4.1.3 Floods

Floods are a natural part of Nova Scotia’s environment, but they become a cause for concern when they intersect with communities, damaging lives, commerce, and property. The Region has several “*at risk*” areas that include the Tantramar Marsh, Advocate Harbour, Parrsboro, and areas along the North Shore, to highlight a few.

In many areas of the Cumberland, flooding can be difficult to predict. The frequency and severity of any flood is governed by a complex interaction of weather events, local geography, and human factors. The **Flood Contingency Plan** addresses the high and medium risk areas of Cumberland with an emphasis on the movement of people,

4.1.4 Snow and Ice Storms

During the winter months, severe weather conditions often occur in this area, including heavy snowfalls, ice storms, and severe winds. Long-term power outages resulting from these conditions can cause severe hardship.

4.1.5 Tantramar Marsh Incident

An incident on the Tantramar Marsh puts extreme pressure on the municipalities in Cumberland County. When travellers can not navigate the Marsh, traffic builds up in the municipalities, causing congestion and impedes emergency response, such as fire, police and EHS. A traffic staging plan helps alleviate this issue and provides for coordinated egress when the highway opens.

Part 5 – Cumberland Regional Emergency Coordination Centre (CRECC)

5.1 CRECC

The CRECC is the established place where members of the emergency management team coordinate and support emergency response. During a major emergency or incident, the CRECC will be staffed with municipal employees and partner agencies to strategically coordinate resources in support of on-scene operations.

5.2 Activation of Regional Emergency Coordination Center (CRECC)

The CRECC may be activated by the CAOs or their delegates in response to any event that has a significant community consequence. Timely activation is critical for an effective response to minimize loss of human life, property loss or damage, or damage to the environment or economy. When activated, one of the three (3) CAO’s become the ECC Commander. They may delegate this if the situation requires it.

The CRECC may be activated when the following criteria are met:

- The number of people who may be at risk is significant.
- The event requires centralized decision making to mitigate impact.
- The event requires attention outside the scope of regular business activities.
- The event is pre-planned and requires active management to ensure public safety.

- Response coordination is required because;
 - It is a large, widespread event.
 - Several responding agencies are involved, and/or
 - There are multiple emergency sites.
- Resource coordination is required because:
 - There are limited local resources, and/or
 - There is a significant need for external resources; and
 - Conditions are uncertain because the event may escalate and/or the extent of the threat to people, property and/or the environment is not known.
- A declaration of “State of Local Emergency” (SOLE) is in effect; the CRECC can be activated without a SOLE being declared.

5.3 Levels of Activation

The magnitude, scope and stage of the emergency will determine to what level the CRECC is activated and what positions are required within the incident management team. When the CRECC is activated, Incident Command System (ICS) positions in the CRECC are staffed dependant on the activation level.

When it is determined that the CRECC is no longer required (CAO or Designate has authority to terminate operations), to coordinate emergency response and recovery operations, the CRECC will be deactivated.

The following chart outlines general considerations for the determination of the level of activation.

Levels of Activation	Event/Situation	Activity
Monitor	<ul style="list-style-type: none"> • Potential Threat has been identified. • Pre-response readiness activities and monitoring. 	<ul style="list-style-type: none"> • Virtually or Physically in the ECC • Level 1 Staffing • No formal ICS forms required (although documentation of awareness activities logged) • No conscription on non-EM-Staff
Partial	<ul style="list-style-type: none"> • Limited Evacuations • Large scheduled events (high Potential) • Some resource/support required. • Monitor status of ongoing incident 	<ul style="list-style-type: none"> • Virtual or Physically in the ECC • Level 2 Staffing • ICS forms and Operational Periods required. • Conscription of ECC/MCC Staff personnel

Full	<ul style="list-style-type: none"> • Multiple Sites • Multiple Agencies involved. • Extensive evacuations • Infrastructure damage • Above typical resources/support required. • Potential for declaration of State of Local Emergency 	<ul style="list-style-type: none"> • Physical Activation • Level 3 Staffing • ICS Forms required. • External Partners as needed. • Extended Operational period staffing relief considerations.
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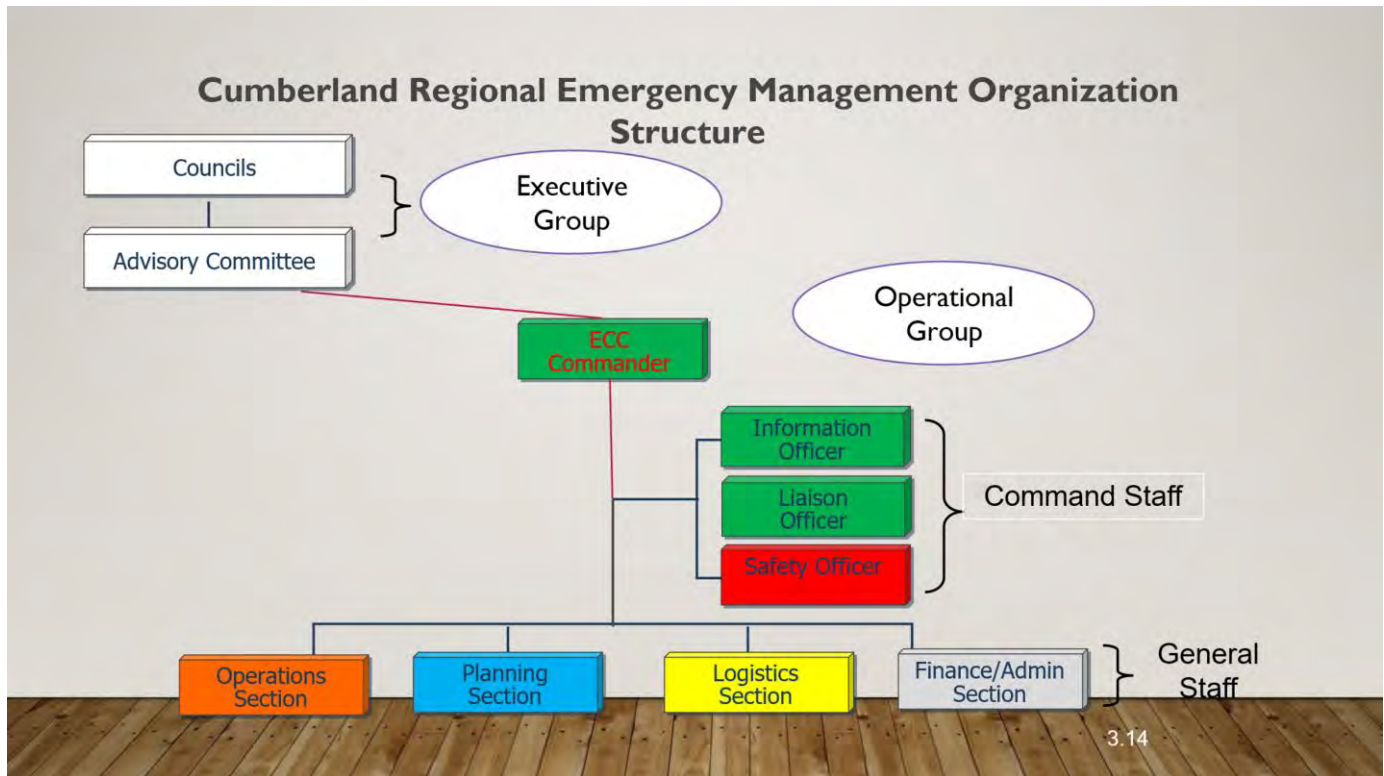
5.4 CRECC Organization under Incident Command System (ICS)

NSDEM requires the municipalities to train to and operate under the Incident Command System (ICS) when managing emergencies. Cumberland REMO has adopted ICS and activates the functions necessary when responding to emergencies. ICS is divided into five sections:

- Command (REECC Commander, Information Officer, Safety Officer, Liaison Officer),
- Operations Section
- Planning Section
- Logistics Section
- Finance Section

5.5 CRECC Command Positions

Below are brief descriptions of the CRECC Command Positions within the CRECC.



5.5.1 ECC

Commander

- The CAO is the designated CRECC Commander and is a direct link to the Advisory Committee
- Maintains overall responsibility for the incident as it pertains to Municipalities
- Oversees all the activities of the CRECC
- Enacts the policy guidance as required.
- Provides high-level incident briefs to the Mayor, Council and Partners as required.
- Provides policy guidance to the CRECC Staff.
- Can appoint and/or replace a site IC if required or if a more qualified person is available.

5.5.2 Information Officer (IO)

- Serves as the coordination point for public information and media relations.
- Actions the policies and procedures defined in the Crisis Communications Plan
- The IO may be assigned assistants as necessary.
- All communications must be approved by the CRECC Commander or Site IC.

5.5.3 Safety Officer

- Develops and recommends measures to ensure personnel safety and to assess and anticipate hazardous situations.

- Liaises with other Section Chiefs to ensure the overall safety of the incident or event.
- The Safety Officer has the authority to exercise an emergency stop to any unsafe act if personnel are in imminent danger.
- Coordinates multi-agency Safety efforts.

5.5.4 Liaison Officer (LO)

- Functions as a point of contact for outside agencies and representatives that may be asked to attend the CRECC.
- Assists and serves as an advisor to the ECC Commander.
- Communicates CRECC Guidelines, directives, Incident Support Plans, and Situation reports to Partners and Stakeholders.
- Maintains a list of assisting and cooperating agencies and Agency Representatives.

5.6 CRECC Section Descriptions

5.6.1 Operations Section

- Communicates Operational needs to appropriate CRECC personnel.
- Assists the IC in developing objectives and strategies for the incident.
- Oversees tactical operations.
- Gathers situational information, responds to the evolving needs of groups working in the field and recommends adjustments to action plans through the IC.
- Ensures effective communication between service providers and first responders, and the CRECC.

5.6.2 Planning Section

- Leads the operational planning process.
- Establishes specialized planning teams, including recovery planning.
- Conducts advanced planning, ensuring foresight in developing plans to address potential issues likely to occur in subsequent operational periods.
- Manages and oversees the collection of incident-related documentation, maintains a permanent archive of incident decisions and Incident Action Plans (IAP) associated with the event.

5.6.3 Logistics Section

- Provides telecommunications services, human resources and information technology resources, as well as arranging for food, lodging, and other support for the CRECC.
- Coordinates closely with the planning Section when the site is requesting additional resources.
- Ensure that the transportation and facility requirements, in support of response operations, are met when evacuations are taking place or are going to occur.

5.6.4 Finance Section

- Ensures the financial records are maintained throughout the incident.
- In consultation with the CAO and IC establishes spending limits.
- Monitors section activities continuously and modifies emergency financial procedures as necessary.

- Collects and maintains documentation of disaster information for possible reimbursement, prepares and coordinates disaster financial assistance documents and claims.
- Tracks, records, and reports on-duty time for personnel and other resources.

5.7 Regional Evacuation Plan/ Re-entry Plan (see Annex for Evacuation and Re-entry Plan)

An evacuation is defined as the process of removing people from an area where a present or imminent situation has or may result in the loss of life or the risk to the safety, health, and well-being of individuals. Damage to property or the environment may also trigger an evacuation if it poses a risk to the health and safety of residents.

The evacuation/re-entry plan streamlines the evacuation process by providing an organized framework for the activities involved in coordinating and conducting an evacuation and re-entry. The goal is to provide the framework and guidance for identifying different needs and vulnerabilities to communities in the region, to allow for a safe, effective, and coordinated evacuation of individuals from an emergency-affected area. The evacuation plan is developed so it can be adapted to meet the specific evacuation support the Incident Commander requires.

5.8 Recovery and Re-Entry

The goal is for the Region, our citizens and businesses to recover from the event. This includes restoring the physical infrastructure where possible or desirable, as well as addressing the emotional, social, economic, and physical well-being of those involved. If property damages have been incurred as a result of a natural hazard, then a request will be made under the Nova Scotia Disaster Financial Assistance Program (NSDFA).

The Region will attempt to maintain a current essential services list. This list will contain the names of persons needed to restart systems that must be in place before evacuees can return home. In some situations, and if it is safe to do so, essential services personnel may be required to remain in the community to provide security, information, and assessments on the conditions in the community.

When the emergency that prompted the evacuation has been resolved, it will be necessary to plan for the return of evacuees. The impacted area must be safe for residents and business owners to return. The decision to re-enter an area that has been evacuated is based on public safety factors, including:

- Whether the threat that prompted the evacuation has been resolved or the incident has been stabilized.
- Access to the community is assured.
- Infrastructure is safe and accessible.
- Hazards connected to the emergency have been eliminated.
- Homes are safe to be occupied
- Weather conditions allow for a safe return.
- Essential services have resumed and are sufficient to support returning evacuees.

Since the degree of damage will likely vary within the affected area, a phased re-entry process may be used. As geographic areas are declared safe for re-entry, evacuees will be able to return home.

PART 6 - ROLES AND RESPONSIBILITIES

6.1 Advisory Committee

- Review the CREMP and related plans and programs at least once per year.
- Participate in appropriate emergency management training and exercises.
- Advocate for Disaster risk reduction activities and advance preparedness initiatives at the individual, family, and community levels to create a resilient region.
- Contribute to community education and awareness about local hazards and personal emergency preparedness.
- The Roles and Responsibilities of elected officials do not include attendance at the Regional Emergency Coordination Centre or the Incident Site unless specifically requested and organized by the CRECC commander.
- Declare, renew, or terminate a State of Local Emergency (SOLE) as recommended by the CRECC Commander.
- Keep the community informed of the situation using approved information from the CRECC.
- Serve as spokesperson(s) for the emergency when directed by the CRECC Commander.
- Provide approved briefings to other levels of government.
- Authorize major expenditures as required.

The purpose of the Emergency Advisory Committee is to advise Councils on matters related to the Municipality's Emergency Management Program.

6.1.2 Chief Administrative Officers

During an activation, the Chief Administrative Officers of Town Amherst, Municipality of the County of Cumberland, and Town Oxford will provide the necessary corporate resources to assist the CREMO in managing the event.

During non-emergency times, CAOs

- Work with CREMC to ensure the emergency management program is developed, trained, and tested.
- Review annually the Inter-Municipal agreements to ensure they meet the needs of the region,
- Make Training and Exercises **mandatory** for staff.
- Act in a strategic advisory capacity to the Mayors and Council

During emergencies:

- Act as the Emergency Coordination Center Commander,
- Work with the CRECC on determining response and recovery priorities,
- Maintain essential and non-essential services outside of the incident site.
- Maintain an open channel for communication with the site commander(s)

6.1.3 Director of Protective Services

The Director of Protective Services (DPS) is responsible for the following activities:

- Oversee the development and ongoing Reviews of the emergency management program for CREMO.
- Perform other duties as prescribed by the CAO.
- Recommend a declaration, renewal and/or termination of a SOLE.

6.1.4 Cumberland Regional Emergency Management Coordinator

The Cumberland Regional Emergency Management Coordinator (CREMC).

Normal day activities:

- Develop and participate in exercises and ensure personnel are trained in emergency management plans and procedures.
- Prepare and maintain the CRECC, ensuring it's always in a ready state.
- Recommend risk reduction, mitigation, and preparedness measures to the Director of Protective.
- Performs annual updates to the CREMO Emergency Management Program.
- Develop and maintain stakeholder relationships.
- Develop and implement the community outreach program.

Emergency time activities:

- If the CRECC is activated, assume the duties of the Liaison Officer.
- Conduct emergency response operations under the direction of the CRECC Commander.
- Visit the Incident Command Post for real-time situational awareness.
- Perform duties assigned for the activated level of the CRECC.

Part 7 – TRAINING AND EXERCISES (See Annex for Training and Exercise Plan)

Training and exercises are critical components of the Cumberland Regional Emergency Management Program

7.1 Training

Completion of courses will ensure that participants have the core knowledge and confidence to fulfil their duties in an ECC position. The training program is designed to deliver a range of in-house and accredited training and development opportunities, which cover Basic ICS and ECC training and ECC position-specific training that is tailored to the Cumberland Regional Emergency Management Organization, meets NSDEM training standards and addresses the current hazards the region has identified.

7.2 Exercises

Exercises are controlled, objective -based activities used to practice, evaluate or test plans or procedures and resources. Exercises are designed to motivate personnel to think or act as they would in a real-life event.

The Nova Scotia Department of Emergency Management requires municipalities to participate in **two** tabletop exercises each year and **one** full-scale exercise every four years. In at least one training exercise annually, with a larger functional exercise being conducted every four years. All exercises are reported to NSDEM and contain an after-action report, so gaps in the emergency management program can be addressed.

Exercises form an important part of the process as they provide the opportunity to assess the operational readiness of the organization and the effectiveness of various plans. Exercises range from small-scale one to two-hour activities to large, day-long events.

Regardless of size, exercises are useful to:

- Evaluate plans.
- Explore issues.
- Promote awareness.
- Develop or assess competence.
- Demonstrate capability.
- Practice interoperability.
- Validate training.
- Identify gaps, and
- Evaluate equipment, techniques, and processes.

Evaluation is the cornerstone of an exercise and must be considered throughout all phases. Effective evaluation assesses performance against exercise objectives, and identifies and documents strengths and areas for improvement, as well as an analysis of the management of the exercise. Following an exercise, all participants should have the opportunity to engage in a debrief. This ensures that all opportunities for improvement are noted and incorporated into future training activities and all procedures are updated as required.

ACRONYMS

CAO	Chief Administrative Officer
CREMP	Cumberland Regional Emergency Management Plan
CRECC	Cumberland Regional Emergency Coordination Centre
CREMC	Cumberland Regional Emergency Management Coordinator
DPS	Director of Protective Services
DNR	Department of Natural Resources
EAC	Emergency Advisory Committee
ECC	Emergency Coordination Center
EM	Emergency Management
EHS	Emergency Health Services
ESS	Emergency Social Services
GSAR	Ground Search and Rescue
NSDEM	Nova Scotia Department of Emergency Management
NSDFA	Nova Scotia Disaster Financial Assistance Program
NSEMA	Nova Scotia Emergency Management Act
HRVA	Hazard, Risk and Vulnerability Assessment
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
MOU	Memorandum of Understanding
NGO	Non-Governmental Organization
PCC	Provincial Coordination Center
PSFC	Public Safety and Field Communications
PW	Public Works
RCMP	Royal Canadian Mounted Police
SITREP	Situation Report
SOLE	State of Local Emergency
SOP	Standard Operating Procedures

DRAFT

Annex's Added as Separate Documents

- 1: Emergency Coordination Centre Plan
- 2. Wildfire Contingency Plan

DRAFT

MEMO

TO: Mayor Small and Members of Council
FROM: Jason MacDonald, CAO
DATE: April 20, 2026
RE: **Sports and Recreation Hall of Fame Policy and Procedure**

Attached are a policy and procedure on a new Town of Amherst Sports and Recreation Hall of Fame. If this is the general direction council is interested in, staff will further refine the policy and procedure and bring the policy back to Council in May for approval.

TITLE: Amherst Sports and Recreation Hall of Fame Policy
SECTION: Recreation and Cultural Services
POLICY NO: 72320-02

APPROVAL DATE: _____ **CAO Signature:** _____

PURPOSE

The Town of Amherst Sports and Recreation Hall of Fame is established to formally recognize and honor individuals and teams who have made significant contributions to sport and recreation connected to Amherst.

The Sports and Recreation Hall of Fame program preserves local sport history, celebrates excellence, and provides permanent recognition within Town facilities.

POLICY STATEMENT

Objectives

- a) Recognize excellence in athletic performance, leadership, and service;
- b) Celebrate teams and individuals who represent Amherst with distinction;
- c) Preserve and display the history of local sport and recreation accomplishments;
- d) Ensure a fair, consistent, and transparent nomination and selection process; and
- e) Operate the program sustainably within Town operations and approved budgets.

Guiding Principles

- a) Clear criteria and consistent standards;
- b) Respectful and inclusive practices;
- c) Community-focused recognition; and
- d) Practical and sustainable operations.

Authority

- a) The Sports and Recreation Hall of Fame operates under the authority of the Town of Amherst.
- b) Final approval of all inductees' rests with Council.
- c) Council shall appoint a Sports and Recreation Hall of Fame Committee to review nominations and provide recommendations.

TITLE: Amherst Sports and Recreation Hall of Fame Policy
SECTION: Recreation and Cultural Services
POLICY NO: 72320-02

Sports and Recreation Hall of Fame Special Committee

Subject to Section 24 of the Municipal Government Act Council establishes a Sports and Recreation Hall of Fame Special Committee.

Subject to Section 24 (4) of the Municipal Government Act, as a special committee of Council, there will not be an option for virtual attendance and recording and live streaming will not take place.

The Committee shall consist of:

- a) One member of Amherst Town Council.
- b) Up to 6 members of the community, generally including representatives from the following 'communities' when possible:
 - a. Baseball
 - b. Hockey
 - c. Basketball
 - d. Amherst Schools
 - e. Amherst 50+ Club
 - f. CANSA
 - g. Other.....?
- c) Members will be appointed by Council for three-year terms.
- d) The Chief Administrative Officer will appoint staff resources as appropriate.
- e) The Committee and / or the CAO may invite members of the community with specific knowledge in certain areas to advise the committee when necessary.

The Committee will meet twice a year, or as required.

Categories of Recognition

Eligible categories for recognition include:

- a) Individuals
- b) Teams
- c) Builders

Induction Frequency and Limits

TITLE: Amherst Sports and Recreation Hall of Fame Policy
SECTION: Recreation and Cultural Services
POLICY NO: 72320-02

An initial induction of up to 4 Individuals, Teams and Builders will occur in the first year of the program.

In subsequent years one additional induction from each category will be considered. In any year where a potential inductee passes away there will be an additional induction permitted (but not required) in that category.

Inductees will be honored at the Annual Town of Amherst Athletic Achievers event.

Recognition Format

The Town of Amherst will initially house the Sports and Recreation Hall of Fame on the second floor of the Amherst Stadium. The Town may change the venue at their discretion.

Recognition will include a permanent wall plaque or display honoring the inductee.

When warranted, the committee may recommend the individual to also be honored by a display at a local facility as traditionally appropriate. For example: baseball players / teams can be honored at Robbs Baseball Complex and hockey players can be honored with a banner at the Amherst Stadium.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy		Council	

Minutes reference date:

TITLE: Amherst Sports and Recreation Hall of Fame Procedure
DEPARTMENT: Recreation and Cultural Services
PROCEDURE NO: 72320-02P

APPROVAL DATE: _____

CAO Signature: _____

PURPOSE

To establish administrative procedures for the nomination, evaluation, selection, and operational management of the Town of Amherst Sports and Recreation Hall of Fame.

STAFF RESPONSIBILITIES

- a) Serve as administrative support to the Committee;
- b) Manage nomination intake and records;
- c) Coordinate installation of plaques/displays/banners;
- d) Maintain Hall of Fame assets;
- e) Coordinate induction ceremonies; and
- f) Manage public communications.

3. Nomination Process

- a) Nominations shall open annually from October 1st – November 15th.
- b) Official nomination forms must be completed in full.
- d) Nominee or family consent is required.
- e) Staff shall acknowledge receipt within thirty (30) days.

EVALUATION PROCESS

Step 1 – Eligibility Review

- Verify completeness of submissions.
- Committee confirms eligibility.

Step 2 – Individual Assessment

- Committee members independently review nominations.
- Standardized evaluation forms shall be used.

Step 3 – Scoring

- Weighted scoring criteria shall be applied.
- Scores compiled by staff.

Step 4 – Committee Deliberation

- Committee reviews rankings and discusses nominees.

TITLE: Amherst Sports and Recreation Hall of Fame Procedure
DEPARTMENT: Recreation and Cultural Services
PROCEDURE NO: 72320-02P

Step 5 – Voting

- Majority vote required.
- Jersey/Banner Raising may require two-thirds majority.

Step 6 – Recommendation

- Recommendations forwarded to Council.

VOTING RULES

- a) Each Committee member including the Chair shall have one vote.
- b) Voting outcomes shall be recorded in meeting minutes.

CONFLICT OF INTEREST

- a) Members must disclose conflicts of interest.

For the purposes of this procedure, conflict of interest shall also mean immediate family member in addition to the usual fiduciary conflict of interest requirements.

- c) Members with conflicts shall abstain from discussion and voting.
- d) Staff shall record recusals.

BANNER/JERSEY STANDARDS

- a) Design/layout shall be determined by the Town.
- b) Placement shall be determined by Town.
- c) The Town may remove/relocate banners due to damage, space limitations, or policy changes.

MAINTENANCE

- a) Town staff shall maintain all displays.
- b) Regular inspections shall be completed.
- c) Repairs/replacements undertaken as necessary.

COMMUNICATIONS

- a) Inductees shall be notified prior to public release.
- b) Public announcements shall be coordinated through official Town channels.

TITLE: Amherst Sports and Recreation Hall of Fame Procedure
DEPARTMENT: Recreation and Cultural Services
PROCEDURE NO: 72320-02P

Specific Eligibility Criteria to be established....

- A) Professional level x points
- B) International competition x points
- C) national champion x points
- D) Local impact x points
- E) Years of service
- F) Impact on local sport / recreation
- G) Etc.

ROLES AND RESPONSIBILITIES

Title	

For Administrative Use Only:

VERSION LOG

Amendment Description	Procedure Owner	Approved By	Approval Date
		CAO MacDonald	



COMMITTEE OF THE WHOLE

CDR# 2026052

Date: April 20, 2026

TO: Mayor Small and Members of Council

SUBMITTED BY: Jason MacDonald, Chief Administrative Officer

DATE: April 20, 2026

SUBJECT: **SOCCER / TRACK AND FIELD COMPLEX FUNDRAISING
COMMITTEE TERMS OF REFERENCE**

ORIGIN: One of Council's strategic priorities is the construction of a soccer / track and field complex.

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

RECOMMENDATION: That Council forward to the April 27, 2026, regular meeting, approval of the attached Soccer / Track and Field Complex Fundraising Committee Terms of Reference.

BACKGROUND: The Town has committed \$3,100,000 for the development of an \$8,100,000 soccer and track and field complex. Staff will pursue the remaining \$5,000,000 via government grants, foundation donations and a local fundraising committee.

DISCUSSION: Staff have met with David McNairn for Fundy Youth Soccer. He is willing to sit on / lead a fundraising committee with a mandate to raise \$1,000,000 for the project. He is contacting several people who he feels may be interested and will be a benefit to the Committee.

The Committee may participate in government grant applications and foundation requests submitted by the Town; however, these amounts will not be included towards the total funds raised by the Committee. It is expected that the Committee will generate most of their donations from local business and individuals, or from connections at the national business level.

The Committee will develop a fundraising program and where appropriate, receive approval from Council where significant recognition is required (naming rights, on site signage, etc.)

FINANCIAL IMPLICATIONS: Raising \$1,000,000 towards this project will significantly impact its financial viability.



SOCIAL JUSTICE IMPLICATIONS: The overall project helps achieve Councils social justice goals.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to the establishment of a fundraising committee.

COMMUNITY ENGAGEMENT: There will be a significant marketing campaign established by the committee.

ALTERNATIVES: Do not establish a fundraising Committee, or approve amended terms of reference.

ATTACHMENTS: Soccer / Track and Field Complex Fundraising Committee Terms of Reference

TITLE: SOCCER / TRACK AND FIELD COMPLEX FUNDRAISING COMMITTEE TERMS OF REFERENCE
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-09

APPROVAL DATE: _____ **CAO Signature:** _____

1.0 Background

The Town of Amherst is undertaking the development of a Soccer / Track and Field Complex and recognizes the need for a dedicated committee to support fundraising efforts from private sector sources. Establishing a Soccer / Track and Field Complex Fundraising Committee provides a structured mechanism to guide, support, and advance fundraising initiatives in alignment with municipal priorities and policies.

2.0 Project Goal

Construction and operation of a financially feasible modern multi-purpose Soccer / Track and Field Complex that includes an environmentally friendly, safe, and inclusive facility that meets the needs of our citizens and partners by promoting community pride, healthy active lifestyles, and vibrancy that reflects community values and heritage.

3.0 Purpose

The purpose of the Soccer / Track and Field Complex Fundraising Committee is to raise a minimum of \$1,000,000 from private sector sources in support of the Soccer / Track and Field Complex project. This includes securing commitments of various amounts, sponsorships, and potentially naming rights for the overall facility and internal components.

4.0 Membership

The Committee shall initially consist of up to seven members appointed by Amherst Town Council, including at least one Town Councillor. The Committee may recommend additional members should it feel it is beneficial to do so. The Committee shall elect a Chair and Vice Chair from among its members.

5.0 Terms of Appointment

Members shall be appointed for terms of two (2) years with an additional term at the option of Council.

6.0 Financial Matters

All fundraising activities shall comply with Town of Amherst policies and procedures relating to financial matters. All funds raised will be held in a reserve account by the Town of Amherst for the purpose of building the Soccer / Track and Field Complex. The Committee shall not independently receive, hold, or disburse funds.

TITLE: SOCCER / TRACK AND FIELD COMPLEX FUNDRAISING COMMITTEE TERMS OF REFERENCE
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-09

7.0 Meetings

The Committee shall meet at least four times per year or more frequently as required.

Subject to Section 24 (4) of the Municipal Government Act, as a special committee of Council, there will not be an option for virtual attendance and recording and live streaming will not take place.

8.0 Staff Support

The Chief Administrative Officer (CAO) shall appoint staff to support the Committee as needed.

9.0 Review

The Committee may periodically review its Terms of Reference and recommend amendments to Council as appropriate.

10. Major Donations

The Town of Amherst will coordinate all grant applications to senior levels of government as well as applications for significant support from local and regional Foundations.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy		Council	

Minutes reference date:

MEMO

TO: Members of Council
FROM: Mayor Small
DATE: April 20, 2026
RE: **Proposed New Brunswick Tolls**

Following the recent announcement by the New Brunswick government to implement tolls along the Trans-Canada Highway in Aulac by 2028, I would like to determine whether Council wishes to take any action to express its concerns.

MEMO

TO: Mayor Small and Members of Council
FROM: Councillor Davidsdon
DATE: April 20, 2026
RE: **Bill Riley Recognition**

It's important to recognize the fine work that staff are doing to complete a process of recognizing local sports personalities. That initiative will clearly take time to become a reality administratively. That said, there are several reasons to expedite a request to memorialize Mr. James William "Billy" Riley. The reasons are inclusive, but not limited to why we as a Municipality of the Town of Amherst are being questioned as to the reasons why the Town of Amherst has never formally celebrated the accomplishments of this trailblazer who has been recognized in the Nova Scotia Hall of Fame, the NHL, the Nova Scotia Legislature, Hockey Nova Scotia and more recently the Moncton Wall of Fame just to name a few amongst the exhaustive list of accomplishments and recognition for Mr. Riley.

Billy's accomplishments, honours and contributions to hockey are as follows:

1971/72 - Senior Hockey Championship (the Pacific Northwest Hockey League)

1971/72, 72/73, 73/74 - Three PNHL Scoring Titles

1974/75, 75/76 - Two Most Improved Player Awards – Dayton Gems

1976/77 - International Hockey League All-Star Team

1977/78 - Rookie of the Year..... Washington capitals

1981/82 - American Hockey League Championship (Calder Cup)- Moncton Hawks

1983 -NB Hawks Hockey Jersey retired at the Moncton Coliseum

1986 – The Daoust Gold Skate Award (Contribution to Amateur and Professional Hockey)

1986/87 - Newfoundland Senior Hockey Championship – Herder Memorial Trophy

1986/87, 87/88, 88/89 - NSHL – Three (3) Evening Telegram Trophies (Three First Place finishes)

1989/90 - Junior A Championship – Coach of Amherst Ramblers – The Callahan Cup

1998 - Nova Scotia Sports Wall of Fame

2006 - Canadian Black Sports Hall of Fame

2018 - Inducted by the Nova Scotia Legislature into the Nova Scotia History Chronicles (First African Nova Scotian to play in the NHL)

2018 - Inducted into the Multi-ethnic Hall of Fame

2022 - Hockey Nova Scotia – Bill Riley Award & Scholarship

2025 - Inducted into the Moncton Sports Wall of Fame

This celebration request is being supported by his mother and could be captivated with his mother in her youthful mid-90s unveiling this monument.

In the words of Mr. Riley: “let’s take can’t out of our vocabulary” and support the following motion.

Motion

I move that staff be directed to collaborate with relevant federal, provincial, sports and business stakeholders and Mrs. Gladys Riley with an expedited intention to solicit financial and in-kind support and that the Town of Amherst contribute to the fabrication of a memorial James William “Billy Riley” head and bust sculpture monument to be placed in the lobby next to the ice surface of the Amherst Stadium and a fitting celebration event to accompany the same during the 26/27 hockey season.”

It should be noted that such a monument “head and bust sculpture” could be portable in the event a new facility is built.

MEMO

TO: Mayor Small and Members of Council
FROM: Andrew Fisher, Director of Planning & Economic Development
DATE: April 20, 2026
RE: **ATV Access Update**

The purpose of this interim memo is to provide an update on the potential development of ATV access within Town limits. In January, Council was presented with potential route options and provided the following direction:

That staff be directed to take the following steps for the ATV trail on the Western Route (Exit 3), starting at Eddy Street and continuing along Lawrence Street, Erncliffe Street, Sackville Road, through the Amherst Sod roads, onto Tupper Boulevard, Anson Avenue, and then Industrial Park Drive (as shown by the solid black line on the map below):

- **Confirm scope:** Focus primarily on limited off-street or trail-based options, consistent with provincial legislation.
- **Engage the public:** Undertake early, high-level public engagement to understand community concerns and expectations.
- **Consult key stakeholders:** Continue preliminary discussions with the ATV club, landowners, and police.
- **Identify costs:** Explore the costs associated with developing and maintaining the route(s).
- **Report back to Council:** Summarize public input and high-level options to determine whether a full review is warranted.

An updated map is attached, showing the western route colour-coded by ownership and on-street sections. This map helps define the scope of the project and supports the identification of key stakeholders, as well as route segments requiring further investigation. Additional details may be added or revised as engagement continues.

Stakeholder Engagement Summary

The following is a summary of key stakeholder engagement to date:

Amherst Sod:

Although located outside Town boundaries, Amherst Sod is a key stakeholder, as its lands would form a significant portion of the route. The farm was recently purchased by the Streach family, operators of Glenview Farms. The landowner has expressed conditional support, provided that concerns related to liability, equipment security, and potential property damage are addressed. The owner also indicated interest in being an active community partner and building relationships within the Town.

Cumberland County Riders ATV Club:

Staff met with club president Chris Fraser to discuss the route, key amenities, user behaviour, and the club's potential involvement. The club is affiliated with the ATV Association of Nova Scotia (ATVANS), which provides a standard land-use permission agreement that includes liability insurance for landowners. The president noted that non-local users typically trailer their ATVs to accommodations with trail access. He also indicated that ATV users are unlikely to use a central parking area due to security concerns, which may limit access to amenities in the South Albion commercial area.

Super 8 Motel:

The owner expressed strong support for the initiative and a willingness to invest in complementary amenities, such as an ATV wash station and parking. Given the assumption that ATV access along high-traffic South Albion Street is not acceptable, staff are exploring alternative access routes behind Irving, A&W, and Fundy Carpet, or via the planned connector road between Ancestral Drive and Industrial Park Drive.

South Albion Irving:

Local management expressed strong support, and the matter has been escalated to corporate real estate representatives. Staff continue to follow up to engage decision-makers.

West Victoria Esso (Proxi):

Local and regional management expressed strong support and have indicated potential interest in sponsorship. The roadway between the sod farm and the station is narrow and experiences high traffic volumes; however, there is potential for access from Tupper Boulevard to the rear of the property. This would require crossing land owned by Capstone (wind turbines) and CKDH. Capstone has expressed support; contact with CKDH is ongoing.

Conclusions and Next Steps

While further engagement is required, initial discussions with key stakeholders indicate general support for ATV access along the proposed route. Next steps include:

APD Check-in:

Staff plan to meet with the Amherst Police Department (APD) to review stakeholder feedback and further assess the proposed route. This will include evaluating compliance with legislation governing on-street ATV access and identifying potential safety concerns, such as pinch points, intersections, and high-risk areas. Access across large commercial parking lots will also be reviewed, as this may influence the number of additional landowners requiring consultation.

ATVANS Coordination:

In collaboration with the Cumberland County Riders ATV Club, staff will continue discussions with ATVANS regarding trail management, signage, and public messaging.

Continued Stakeholder Engagement:

Staff will work to confirm support from key stakeholders and engage additional parties (e.g., Fundy Carpet, A&W, etc.).

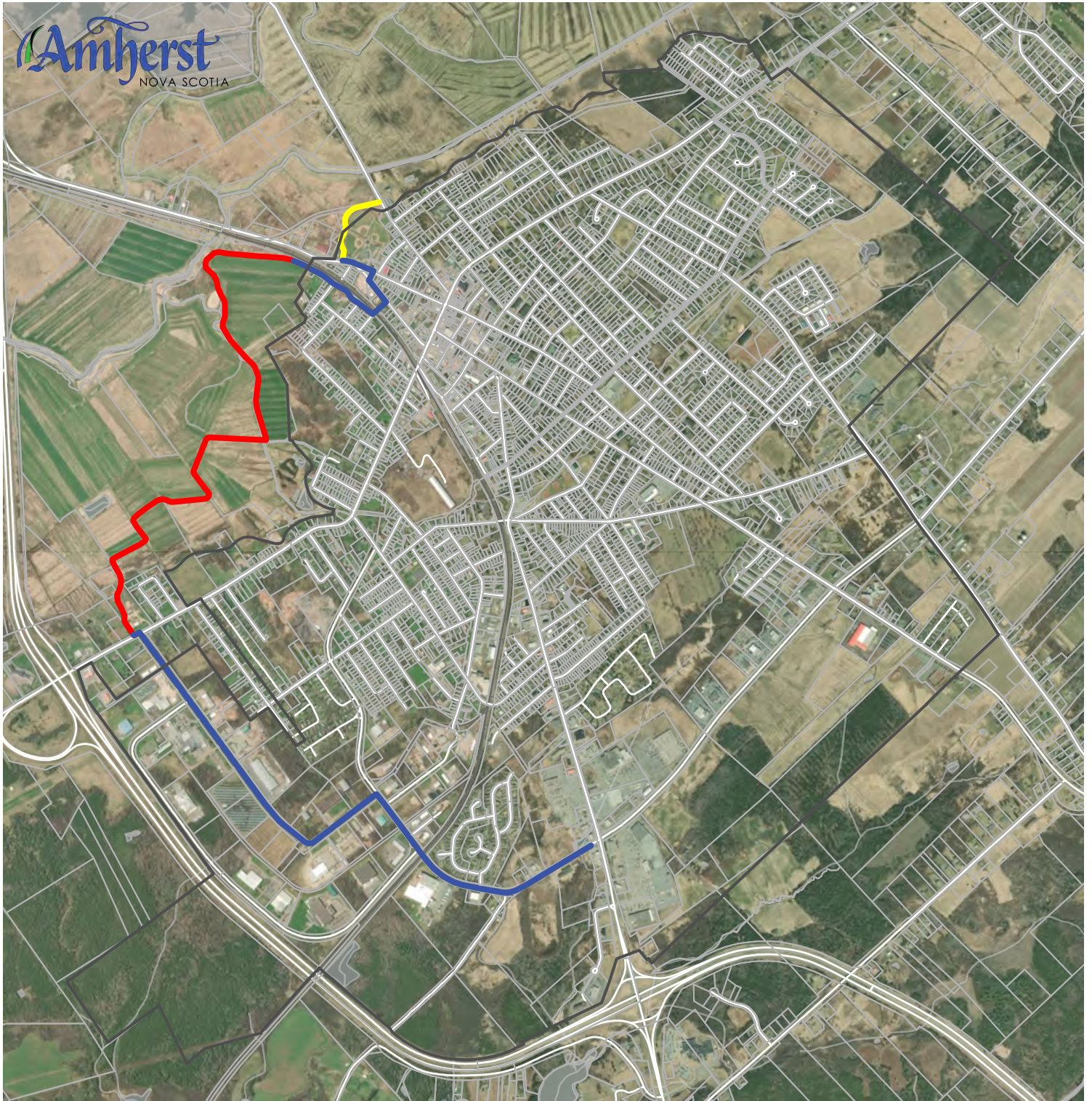
Cost Analysis:

Preliminary findings suggest that primary costs will relate to signage and maintenance.

However, costs associated with routing through the sod farm could be significant. A more detailed cost analysis will be undertaken.

Public Engagement:

Staff will prepare for a broader public engagement session in June, potentially including targeted outreach to residents and businesses located along the proposed route.



MAP

DRAFT ATV TRAIL ACCESS - V1
SUBJECT TO CHANGE

SCHEDULE

LAST UPDATED

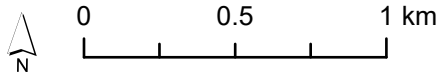
DATA SOURCE

2026.04.10

Prov. of NS

NORTH + SCALE

PROJ.



NAD83 CSRS
UTM 20 N

LEGEND

- Town of Amherst
- Parcels

Trail Sections

- Cumberland - On Street
- Private
- Town - Off Street
- Town - On Street

MEMO

TO: Mayor Small and Members of Council
FROM: Natalie LeBlanc, Municipal Clerk
DATE: April 20, 2026
RE: **By-law to Amend the Deed Transfer Tax By-law Second Reading**

During a special meeting of Council on March 9, 2026, Council gave First Reading to a By-law to Amend the Deed Transfer Tax By-law. B-2. This memo is simply to advise that Second Reading will be on the April 27, 2026 regular Council agenda.

**TOWN OF AMHERST
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Jan-23				
	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
Feb-23				
	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
Mar-23				
	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
Apr-23				
	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
May-23				
	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
Jun-23				
	P 04	MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES	PLANNING	memo presented to COW, bring back in Fall for revisions
		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

**TOWN OF AMHERST
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	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	10359 24	Proceedings of Council Policy	Clerk	
	10350 32	Council committees Policy	Clerk	
	4000 10	Vacation Holiday Policy Non Union employees	HR	
	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		

**TOWN OF AMHERST
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
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 REFERENCE POLICY	FINANCE	Approved January Council Status quo
	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK	Approved January Council Status quo
Feb-25				
	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS	Clerk	Amended February Council
		Sidewalk/Curb Construction Policy	Operations	Amended February Council
Mar-25				
	03800-03	INSTALLMENT BILLING POLICY (110-03)	FINANCE	
		Themed Crosswalk Policy (new)	Community Living	
	10350-25	ANNUAL PERFORMANCE REVIEW - CAO	HR	
	10350-30	ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	
Apr-25				
	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	
May-25				
		Ice Allocation Policy	OPERATIONS	
		Sign Rental Policy - Stadium	OPERATIONS	
	03400-01	SIGNING AUTHORITY POLICY (210-12)	FINANCE	
Jun-25				
	04500-04	SMOKE FREE WORKPLACE POLICY	HR	
	P 05	VACANT BUILDING BY LAW	PLANNING	
	03700-01	PROCUREMENT POLICY	Communications	
Sep-25	66150-01	DANGEROUS OR UNSIGHTLY PREMISES POLICY (210-21)	PLANNING	amended Sept 2025
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	HR	Approved Sept 2025

**TOWN OF AMHERST
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
		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
Oct-25				
	72000-04	ARTS & CULTURE POLICY (211-38)	COMMUNITY LIVING	Approved Oct 2025
		Volunteer Code of Conduct Policy	Exec	deferred
	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
Nov-25				
	10350-15	WRITTEN SUBMISSION TO COUNCIL (210-25)	CLERK	
	03450-03	DEBT MANAGEMENT POLICY (211-37)	FINANCE	
Dec-25				
	P 08	LEASED LAND COMMUNITY BYLAW	PLANNING	
	04000-06	RENUMERATION FOR ACTING POSITIONS (211-22)	HR	
Jan-26				
	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	
	10350-14	REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24)	CAO	amended January 2026
Feb-26				
		Volunteer Code of Conduct Policy	Exec	approved
		Commercial Development Support Bylaw		First reading
	03000-04	Rounding of Cash Transactions	Finance	amended
	10350-17	MEMBERSHIP ON NATIONAL BOARDS AND COMMITTEES (211-32)	CLERK	Repealed
	10350-18	MEMBERSHIP IN CLUBS, SOCIETIES AND ASSOCIATIONS (211-33)	CLERK	Repealed
Mar-26				
	03700-01	PROCUREMENT POLICY	Communications	
		Snow and Ice Management Policy	Operations	
	10350-05	INQUIRIES FROM COUNCIL (210-07)	CLERK / COMMUNICATIONS	
	31600-02	Street Light Policy	Operations	
		Performance Management Policy	HR	

**TOWN OF AMHERST
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Apr-26				
		PACE BYLAW AND POLICY	Finance	
	D 19	Sanitary Sewer Rates Bylaw	Finance	
		Sport and Recreation Hall of Fame policy and procedure (NEW)	Recreation	
		Soccer/Track and Field Complex Fundraising Cmte TOR (New)	Recreation	
		Bylaw to Amend Companion Animal Bylaw	Police	
May-26	C 01	BY LAW RESPECTING THE AMHERST BOARD OF POLICE COMMISSIONERS	POLICE	
		Vehicular Idling Control Policy	Operations	
		Graffiti Bylaw	Police	
	05000-01	RECORDS MANAGEMENT (211-26)	CLERK	
	10350-19	SCHOLARSHIP AND BUSARY POLICY (NEW)	CLERK	
	02300-01	SALE OF USABLE TOWN OWNED LAND (211-07)	PLANNING	
	02300-02	SALE OF NON-USABLE TOWN OWNED LAND (211-08)	PLANNING	
	68500-01	FEMALE POLICE CONSTABLE AND EXPENSE (220-01)	POLICE	
	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	HR	
	04000-12	(New) Public Street Financial Contribution Policy	Operations	
Jun-26				
	68300-01	PERMANENT FIREFIGHTERS (221-01)	FIRE	
	68300-05	RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT	FIRE	
	03600-01	Investment Policy	Finance	
	10350-11	GIFTS, CARDS, FLOWERS	CLERK/COMM	
	A 07	ALTERNATIVE VOTING BYLAW 2018	CLERK	
	10350-10	RECOGNITION OF RETIRING MEMBERS OF COUNCIL (210-14)	CLERK	
Sep-26	C 11	ALARM BYLAW INTRUSION ROBBERY AND FIRE ALARM SYSTEMS	POLICE	
	04000-08	ATTENDANCE ADMINISTRATION (211-24)	HR	
	05000-04	ROUTINE ACCESS POLICY	CLERK	
	68300-02	NEW FIRE STATION, ALBION STREET (221-02)	FIRE	
	72200-01	R. H. SMITH BEQUEST LIBRARY (274-01)	COMMUNITY LIVING	
Oct-26				
	03450-01	CAPITAL BUDGETING (211-14)	FINANCE	
	01000-01	MEDIA POLICY (210-19)	COMMUNICATIONS	
	04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	HR	
	04000-07	HIRING POLICY (211-23)	HR	
Nov-26				
		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	

**TOWN OF AMHERST
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	03000-05	AUDIT COMMITTEE TERMS OF REFERENCE POLICY	FINANCE	
	10350-20	CODE OF CONDUCT OF ELECTED MUNICIPAL OFFICIALS	CLERK	
Jan-27				
		Catch Basins and Laterals	Operations	
	03000-10	Inventory of Non Capital Equipment Policy	Finance	
	31700-04	NORTH TYNDAL LAND ACQUISITION (241-06)	PLANNING	
	02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	CLERK / COMMUNICATIONS	
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING	
	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
	72000-01	RECOGNITION OF ATHLETIC ACHIEVERS (210-22)	COMMUNITY LIVING	
	10350-01	RECOGNITION OF SERVICE OF BOARDS (210-01)	CLERK	
	04500-03	SCENT REDUCTION POLICY	HR	
Apr-27				
	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	
		Beer Garden Policy - Stadium	Operations	
Jun-27				
	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	
	P 03	CIVIC ADDRESS BY LAW	PLANNING	
Sep-27				
		Street Rating System	Operations	
	04000-01	RECOGNITION OF EMPLOYEES (210-15)	HR	
	04000-02	SUGGESTION AWARDS (211-16)	HR	
	04000-14	PERSONAL LEAVE OF ABSENCE POLICY	HR	

**TOWN OF AMHERST
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	04000-11	MATERNITY, PATERNAL AND ADOPTION LEAVE POLICY (20071126)	HR	
	D 06	BUILDING BY LAW	PLANNING	
Oct-27				
	01130-01	TOWN CREST (210)02)	CLERK	
Nov-27				
		Ice Helmet Policy	Operations	
		Smoke Free Recreational Places Bylaw	Operations	
	03450-02	Capital Investment Plan (CIP) Framework/Budget Policy	Finance	
Dec-27				
	03000-03	Fund Raising	Finance	
		Sale of Beer/Liquor - Robbs Park	Operations	
Jan-28				
		Sidewalk Inspection and Maintenance	Operations	
		Street Inspection and Maintenance	Operations	
	03400-02	Banking Policy	Finance	
Feb-28				
	C 04	COMPANION ANIMAL BYLAW	POLICE	
Mar-28		Tree Planting on Town Owned Lands	Operations	
Apr-28				
	01130-02	PURCHASE AND USE OF BOTTLED WATER	CLERK	
May-28				
		Street Breaking Policy	Operations	
Jun-28	03800-01	Tax Collection Policy	Finance	

CAO Task Report

April 2026

Task Updates:

Task: Municipal Boundary Change

Minister has approved the MCC bylaw amendments. Order from the Board on the boundary change is imminent.

Status: In Progress

Task: Pain Clinic

The following correspondence has been received.

Good morning, Jason,

Nova Scotia Health remains committed to providing chronic pain services for patients at Cumberland Regional Health Care Centre. In September, the providers made the decision to cancel appointments, and we regret the interruption this has caused for patients.

The pain clinic provides services at different levels of care. Services such as operating room procedures and lidocaine infusions were intended to continue in their historical locations but have not been operational since the fall. Office-based consultations and treatments were planned to move to a newly renovated space within the hospital, which is ready to support safe, high-quality care. Nova Scotia Health also offered the opportunity to continue using the former space during a transition period.

While an agreement with the physicians has not yet been reached, we understand how important this clinic is to patients and the community. Our focus remains on resuming services and rescheduling cancelled appointments. As this work continues, we are not able to share additional details at this time.

We know patients and the community have been waiting for updates. We remain committed to sharing information as soon as it becomes available.

Thank you,

Bethany McCormick

Status: Complete

Task: Request to Present – Social Media and Communication

Presentation by Bridgwater Mayor Mitchell was done at March Council.

Status: Complete

Task: Visitor Information Centre

Staff of Amherst and Cumberland have met with staff of the VIC to discuss this potential. VIC staff have requested a second meeting to discuss details. If approved, our Tourism student will likely spend scheduled time at the VIC, sharing this role with an employee of MCC.

Status: In Progress

Monthly Report

Community Living

April 2026

Over the months of March and April the Community Living Department has been working on the following things:

Events:

- Volunteer awards and reception planning
- Planning for Town wide Yard Sale
- Promo of community events
- Summer in the Park series planning
- Mawio'mi planning with Indigenous Affairs
- Canada Day preliminary prep

Community Well Being:

- Meetings with Food Bank Manager re: potential farmers' market
- Community Support Grants preparation for Council
- Organizing Jane's walk with the Culture History and Heritage committee
- NSCC student orientation prep
- Accessibility audits with Town buildings

Community Health Navigator:

- Separate report attached

Active Living:

- Easter kids/school activities
- Planning for June recreation month
- Recruitment for committee 55+ games
- Finalizing trail signage
- Hiring summer students returning and interviewing
- Pre summer program planning
- Multisport activities

Marketing/Communication

- Business Park Expansion Campaign completed
- Brand Refresh Development (meetings with staff and M5)
- Website updates
- Press releases for Capital budget

- Review and recommendations on budget items for fiscal year plans

Director Task Updates:

Task: Accessible playground Update: designs complete Status: Design build out to tender. Meeting with bidders and review of park
Task: "A" Special Day Update: Presenting to Council in April/May Status: as above
Task: Green space Veterans Park Update: Meeting held with Indigenous elders and Indigenous Affairs to discuss multiple initiatives including this. Status: Continued discussions. Pictures of park and request sent.

Community Navigator Town of Amherst Council Report
March 2026

March was busy with meetings and organizing and implementing events.

Completed:

Site Visits

- Attended a site visit with a physician looking to move to Nova Scotia from Quebec. Along with representatives from Nova Scotia Health, Doctor's Nova Scotia, Primary Health Care Health Services Manager, we had lunch at Duncan's Pub in Amherst. He grew up in the Amherst area, therefore a community tour was not required.
 - He has decided to accept an offer in Dartmouth for personal reasons.
- Over the March Break, we hosted a physician from Texas and his daughter who is interested in coming to Nova Scotia. We took a tour of the Amherst Regional High School, toured the community showing them various real estate opportunities. We highlighted different areas of Town. Along with representatives from Nova Scotia Health, Doctor's Nova Scotia, Primary Health Care Health Services Manager, we had lunch at Duncan's Pub in Amherst.
 - He has decided to accept an offer in Truro as he wanted to be closer to the Halifax International Airport.
- We hosted a third physician in the month of March who is looking to relocate to the Amherst area from Halifax. Originally from Iran, he has been in Nova Scotia for almost two years and is looking for a more rural community. We toured the community, showing him the real estate options, the recreational facilities, and other opportunities available in our community.
 - No decision has been made at this time.

Meeting:

- Met with Sarah with United Way at the Groves at Hillside to tour the new housing project and gather more information. I advised her that I would be able to share the details of any meetings with healthcare professionals as they become available

Recruitment Needs:

NS Health is actively working on filling vacancies and will provide updates as they have them available.

Vacancies

Stream	Amherst	Pugwash	Springhill	Parrsboro
Family	3.0	1.5	1.2	1.0
OB/GYN	1.0			
Oncology	0.2			
Psychiatry (Child & Adolescent)	0.5			
Internal Medicine	0.5			
Totals	5.2	1.5	1.2	1.0

- Recruitment fairs
 - Rural and Remote to be held April 15-19 in Quebec– NS Health has a booth.
 - Dalhousie University FMRES (Family Medicine Resident Education Symposium) to be held August 19-21 in Halifax.

We have recruited a total of 12 physicians for both family and specialists to Cumberland County during the 2025-2026 fiscal year.

Retention Efforts:

These are a variety of events that are open to All staff, including physicians. Attraction brings healthcare professionals to our community. Integration helps them feel at home. Retention is what keeps them here for the long term through building continuity of care, stronger relationships, and a stable health system.

Mosaic Art Studio Atlantic:

- Held a craft night on March 10th at CRHCC for healthcare staff where they could make Turkish lamps and learn more about the culture. We had 30 attendees who participated
 - Also held similar workshops for all 4 of the Cumberland County hospitals at different locations throughout the month.



- *We had so much fun last night!* Lorelee Landry, CRHCC
- *This workshop was so much fun! Thank you!* Sheri Gould, CRHCC

French Toast Fest

- I organized a French toast meal for healthcare workers at Cumberland Regional Health Care Centre (CRHCC) on Thursday, March 26th. Duncan's Pub catered the event with French toast, local blueberries, whipped cream. I provided local maple syrup from, Thompson's Maplebud.
 - March 24th Bayview, Advocate
 - March 24th South Cumberland Community Care Centre, Pugwash
 - March 25th All Saint's Hospital, Springhill
 - March 26th Cumberland Regional Healthcare Centre, Amherst
 - March 27th North Cumberland Health Care Centre, Pugwash



Lavender Cart:

- Delivered the lavender cart to CRHCC. The lavender cart is a self-care cart that provides resources and comfort items for staff that they can utilize in difficult situations.



Virtues Project:

- Dr. Gradstein has restarted the Virtues project presentations with the Med/Surg department at CRHCC. Each Friday she will be hosting a short meeting to discuss the various virtues that healthcare professionals could use in the workplace. During these events, we are providing with light refreshments showcasing different cultures. The April 27th huddle provided an opportunity to provide maple leaves and maple cones from Thompson's Maplebuds in Amherst.

Easter Treats:

Delivered some Easter treats to all locations for staff on all shifts to enjoy.

Ongoing:

- Received documentation to complete the Office of Healthcare Professionals Recruitment (OHPR) project status check in reports
 - Finalizing budgets per line for up-to-date spending as well as forecasting spending to the end of the fiscal year, March 2026.
 - Working on final project reports to submit to the Province to finalize the grant requirements.

Coming up:

- Monthly meeting with Nova Scotia navigators.
- Research and plan upcoming recruitment conferences
- Plan recognition events for physicians and all staff.
 - Resident/Learner week
 - Physicians' week
 - Nurses' (healthcare) week
- Plan and order recognition items for staff
- 1 larger site visit scheduled for April 2026 hosting Dalhousie medical students.

Monthly Report

Corporate

April 2026

IT Services:

Completed Server updates.

Updated server proxy for remote access at APD.

Installed Server with updated VMWare license at Town Hall and updated documentation.

Removed old server from Town Hall server rack, cleaned up some wiring.

Continuing to work on reviewing the IT asset list.

Updated the Entrust software on all computers at APD.

Preparing for the purchase of the new computers, Monitors and Cell phones for this fiscal year.

Day to Day IT issues.

IT staff attended the Atlantic Security conference in Halifax in early April. We met with other municipal IT staff to discuss solutions to our computer/phone systems and common issues. We also had a meeting with municipalities that support police departments to discuss systems and agreements. Also staff attended a few session tracks to learn more about cyber security and the latest information available. Met with members of the Canadian Cyber Security group.

This is a great opportunity for staff to network with other professionals and develop some contacts to assist if and when required.

Procurement:

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
	RFP	Supply and Install 2 way VHF Radios	Regular	C			X	CAO
	RFP	Fire Service Governance and Organizational Review	Invitational	C			X	CAO
	PSO	Computer purchases	P S O	C			X	CAO

Other:

E-11 Customer service

Top categories for March were: Icy Streets (6 cases), Solid Waste / Bin replacements or repairs (24 cases), Unsightly Premises (8 cases), Potholes/Damaged asphalt (16 cases)

Monthly Report

Cumberland Business Connector

April 2026

Priority: Support Businesses (primarily 0-50 employees)

Cumberland Business Accelerator

In the past month we have worked with 9 Accelerator Clients. Support includes:

- Continued to support a business become more accurate on estimating and quoting on projects to improve accuracy.
- We continue to work with a promising business startup with strategic planning and advice on business plan development. This would be for a business that would fill a niche that currently isn't available in the Amherst/Cumberland region.
- One of our clients successfully completed their succession plan. The business has been sold to new owners who plan to continue to grow the business locally.
- One client had paused their diversification into a new market for the past year to focus on getting their existing business on track. Now that the original business is running more efficiently, we have provided advice on how to remove an expensive barrier to their new business startup. They are restarting the process of building out their second business venture in the Amherst area.
- Another business over the past 12 months has implemented low-cost measures to improve efficiency and reduce waste and downtime. The result is that 2025 was a profitable year in contrast to 2024. They have also seen incremental sales growth due to initiatives that they have worked on over the past 2 years.
- Provided feedback on the transition from a start up business to a higher volume manufacturing business. Sales are accelerating and production needs to grow with it.
- Provided advice on growing the high margin service side of the business. Identified a couple of new sales partners that can assist with this.

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

- Advised two small businesses with one-on-one Digital Marketing support.
- Advised a business on how to implement processes and structure that will allow their business to be scaled up and allow the business to operate without the owner being involved in the day-to-day operations. This will also position the business for success whenever the owner decides to retire.
- Another client is looking for guidance on budgeting for capital expenditures in the near future.
- Advice was given on strategic planning in preparation for new product prototyping.
- Provided advice on a new service business operating in a small rural community.
- Provided advice to a business looking to expand their manufacturing location.
- Forestry
 - We continue to work towards having the Cumberland Region receive a 3rd party Business Development Opportunity Zone rating. We are hoping to be able to start this in the spring of 2026.

New Businesses

- We are continuing to see a steady interest in people interested in starting a business who are reaching out to us.
- Our 2026, Youth Entrepreneurship Challenge had 76 students register. 36 of these students have confirmed their attendance at the business plan training that will occur in April. These training sessions will be delivered in Amherst, Parrsboro and Pugwash in April.

Workshops

In collaboration with our local economic development partners, several workshops took place through the winter and spring of 2026.

- The workshop “Building a Website with AI for Small Businesses” had 12 businesses attend
- The Risk Management for Agriculture workshop had 12 businesses attend.
- The Women in Business workshop will be held in Amherst on May 21st.

Social Media

- Our Social Media following continues to grow
- 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.

Other Work

- Our searchable Business Directory on our website has been well received. Fourteen new businesses have contacted us to be registered in the directory.
- We provided additional feedback on the Municipality of Cumberland’s review of the municipal Land Use Bylaws.
- We are collaborating with the Town of Amherst, the Municipality of Cumberland and Dalhousie University to do an assessment of the skills gaps and labour force needs in this region in the upcoming months.
- With the significant interest in entrepreneurship, we have developed and are currently finalizing the “New Business Startup Guide” for entrepreneurs.
- We continue to work with our colleagues in the Annapolis Valley and Truro-Colchester on the development of the pilot Agri-Tech Innovation Corridor to support the agricultural sector.

Monthly Report

Finance

April 2026

FINANCE

With the Town's fiscal year end of March 31st behind us staff have begun the year end review. There are many year end tasks to complete such as ensuring invoices relating to March are properly accounted for in the correct fiscal year, year end accruals, capital asset additions, G/L analysis, etc. The year end audit is anticipated to commence in early summer.

TAX / ACCOUNTS RECEIVABLE / COLLECTIONS

2026/27 Tax Billings – The 2026/27 interim tax bills will be mailed out in April and are due on May 29, 2026.

2026 Assessment Appeals – The 2026 assessment appeal inventory from PVSC has 57 accounts with appeals as of March 1, 2026.

	# of Accounts Appealing		Appeal Completed as of Mar 1/26	Pending as of Apr 1/26	Withdrawn as of Apr 1/26	Outstanding Appeals as of Apr 1/26	Appeals Successful as of Apr 1/26	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	43	\$50,158,100	9	-	-	34	8	\$642,500	\$10,729.75	0
Commercial	17	\$38,905,600	1	-	-	16	1	\$42,800	\$1,913.16	0
TOTAL	60	\$89,063,700	10	-	-	50	9	\$685,300	\$12,642.91	0

Property Sales/Tax Certificates – There were 18 residential and 8 commercial property sales in March as well as 19 tax certificate requests completed during the month of March.

WATER/SEWER

Meter reading is currently in progress for 4th quarter water / sewer billing. Bills are expected to be mailed out by April 30, 2026.

TASK UPDATES

Task: By-Law to Amend the Deed Transfer Tax By-Law (increasing rate from 1.25% to 1.5% effective July 1, 2026).

Update: First reading was completed on March 9th. Second reading will be on April 27th.

Status: Ongoing

Monthly Report

Fire Department

April 2026

RESPONSES (March)

	<u>Town of Amherst</u>	<u>District 2</u>
Flue fire	1	
Hazardous materials		1
Medical Assist		1
Monitored alarm	4	
Motor vehicle accidents	1	2
Mutual Aid		1
Power lines on fire / Arcing	1	
Smell of smoke / Air quality check	1	
Structure fire	1	
Total events	9	5

PROFESSIONAL DEVELOPMENT

Weekly fire fighter training

During the month of March, the Fire Department's weekly training sessions focused on enhancing operational readiness in several key areas. Training topics included a communication exercise, a fitness night with members wearing structural firefighting protective clothing and self-contained breathing apparatus while playing dodgeball, a Mayday refresher and Wildfire suppression refresher training.

Recruit fire fighter training

During the month of March, the recruit firefighters focused on learning and practicing key foundational skills essential to safe and effective fire service operations. Training topics included ground ladder operations and forcible entry.

Junior firefighter program

During the month of March, the Junior Firefighters focused on building their skills and confidence in the use of fire extinguishers, fire hose deployment and hose rolls.

RECRUITMENT

The Fire Department continues to actively seek new members to join our team. Individuals interested in serving their community and learning more about the role of a volunteer firefighter are encouraged to visit www.amherst.ca/volunteer-firefighter.html for further information and application details.

TASK UPDATES

Task: No open tasks at this time

Monthly Report

Human Resources

April 2026

Current Recruitment

Summer Students: selection for this year's summer students has begun, with the initial round of students expected to be in place in early May.

Economic Development Term Position: the selection process is underway for this competition which closed April 3.

Seasonal Operator, Public Works: selection for this competition is in progress, with the competition closing on April 3.

Police Constable: Police Cadet, Cam MacLeod, graduated from the Police Academy on April 2. We are thrilled to welcome Constable MacLeod to APD as our first sponsored Cadet. Congratulations Cam and we are so happy to have you!

Other HR News

Collective Bargaining

The CUPE collective expired March 31. Collective bargaining is currently in progress.

Market Review

HR staff have concluded the triannual salary market review. Findings and recommendations are being presented to Council in early April.

Wellness Committee

The wellness committee was pleased to offer staff a "Try Yoga" session on March 25, in support of the physical and mental wellness pillars of our wellness program. We had a great turnout and lots of positive feedback.

Upcoming sessions in April include "*Clear the Clutter*" and development of the "*TOA Tastebook*".

Annual Performance Evaluations

All annual non-union staff performance evaluations were rolled out in March with mostly all being completed at this time.

People Strategy

HR staff continue to implement the action items from the People Strategy. Key initiatives in April include:

Goal #3: Employee Engagement & Retention

- Conduct annual employee engagement survey

Goal #7: Operational Excellence in HR Services

- Improve performance management processes with standardized criteria.
- A new policy, procedure and handbook was approved by Council in March to support this action item.

Goal #1: Workforce Planning & Talent Attraction

- Complete workforce demographic analysis and retirement projections
- Identify critical roles and leadership gaps

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.

Payroll processed contractual increases per the APA collective agreement for April 1.

Monthly Report

Operations

April 2026

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.
- Staff will be working on having all our parks and green spaces cleaned up and the washroom facilities ready to open by mid May.
- The Stadium will be closed from April 19 to May 3 to provide staff with the time needed to remove the ice and prepare the facility for summer use.
- Starting May 5, the stadium office and walking track will be open daily from 8:30am to 4:00pm.
- Robb Complex dugouts are progressing, they are being fabricated offsite and will be installed before the facility is open for use.
- Skate Park concrete repairs are scheduled for completion in the coming weeks.
- Planning is well underway for summer staffing (students and seasonal staff) with work plans being created for cleanups, mowing, flower planting and watering, and trail maintenance.

PUBLIC WORKS

- There was 1 significant snow event in the past month that required plowing of streets, sidewalks, and parking lots.
- Sidewalk salting took place on 8 occasions and the salt truck was dispatched 10 times due to icy conditions.
- There were 2 broken water mains repaired in the past month.
- Quarterly meter reading started on April 1.
- Staff patched potholes with recycled asphalt 14 days in the past month.
- Staff replaced 16 broken green carts and 24 lids in the past month.
- The street sweeper and sidewalk sweeper will be put into service, weather permitting.
- Staff have been repairing winter plow damage to lawns, picking up broken curb, and replacing traffic signs that were broken over the winter.
- Traffic paint for the season has been received, staff are hoping to begin the traffic line painting in early May.
- Staff replaced a 35m section of sanitary sewer main on Westminster Avenue as the old clay pipe had failed. Incidental to this work, the water utility replaced 2 lead water service laterals.

SOLID WASTE

- The Solid Waste Hotline (902-667-5141) which receives calls from residents all over Cumberland County received 251 phone calls during the month of March.
- Staff continue to share sorting information, collection updates, and safety reminders on the Cumberland Region Solid Waste Facebook page
- Staff are preparing for Earth Day (April 22) by promoting cleanups throughout the community. To date, we have 10 schools and 4 groups participating in cleanups.
- Staff have submitted the final reports to Divert NS for the 2025/2026 education/enforcement contracts. The remaining funding will be distributed once the final reports are reviewed by Divert NS.
- Divert NS is awarding over \$40,000 in scholarships to Grade 12 students in Nova Scotia who have exemplified dedication in protecting our environment! To learn more and to apply, visit:
www.Divertns.ca/scholarship

Curbside Rejections / Enforcement

Town of Amherst Curbside Rejections (March 2026)

Not dual stream	48
Late	9
Recycle contains garbage	7
Buried in snow	24
Miscellaneous	6
Total	94

UPCOMING

- Staff will be working on servicing and storing winter equipment and preparing mowers and trailers for the summer
- When meter reading is finished in late April, staff will be investigating meter reads that showed high or no water consumption
- Events;
 - May 14: APD Police Week Event at Dickey Park (Stadium is rain location)
 - May 20: Job Fair - Stadium
 - May 23 and May 24: Home Show - Stadium
 - May 29: Rotary Wine, Beer, and Spirits Tasting Event - Stadium
 - May 31: Alzheimer's Walk at Dickey Park

TASK UPDATES

Task: GRID Funding Applications

Update: The GRID funding applications for the wastewater treatment plant UV disinfection system and for the extension of services to expand the Industrial Park were not successful.

Status: Complete

Task: Capital Budget Amendment West Victoria Street Engineering Design

Update: The consultant has the drawings approximately 70% complete.

Status: In Progress

Task: Banner Request

Update: Staff have been working on the documents, and the CAO will present the draft documents to Council at April COW.

Status: In Progress

Task: Street Light Policy

Update: The amended policy was approved by Council in March

Status: Complete

Task: Request for Policy Review (Snow and Ice Management)

Update: The amended policy was approved by Council in March

Status: Complete

Task: Construction of New Residential Streets Policy

Update: Draft policy has been sent to the CAO for review, may be ready for Council review at April COW.

Status: In Progress

Task: Anson Avenue CN Crossing

Update: Staff are waiting on the availability of CN representatives for a meeting to discuss train whistle cessation at this crossing.

Status: In Progress

Monthly Report

Planning & Economic Development

April 2026

The attached report shows permits issued in March and a 2025-26 year-over-year comparison. As shown, residential unit approvals are down significantly year over year to date, but staff anticipate this will pick in the coming months.

Following a Public Participation Opportunity on March 30th, the PAC reviewed an application on April 7th for a development agreement by the Cumberland YMCA for a 36-unit affordable and supportive housing development to be located at the corner of Crescent Avenue and Albion Street. The committee deferred a recommendation on the proposal and asked for additional information related to parking, amenity space and density. Staff have met with the proponent who is preparing a response, although a timeline to return to the Committee has yet to be determined.

The PAC also ordered the building located at 2 Industrial Park Drive be demolished within 90 days. The order was issued due to its dilapidated condition, extreme fire risk, and the safety risk it poses to the public, staff and first responders.

The Town's Housing Accelerator Fund application secured an additional \$352,000 over three years, bringing total funding to \$2,616,150, contingent on meeting housing growth targets. To date, 155 of 188 target units have been approved.

Spring 2026 is offering a host of events and activities for residents and businesses alike. Town and County staff will be showcasing ExploreCumberland at the SaltScapes Spring Expo at the Halifax Exhibition Centre, from April 24th to 26th. Organizers of the Maritime Market are planning for another Saturday market at the Lions Club Den on May 3rd. Over 60 students across the Cumberland Region are competing to be a finalist at the Youth Entrepreneurship Challenge Pitch Night on May 14th. Below is the list of business-related upcoming events:

Date	Event / Organizer	Topic
Apr 14	Harnessing the Power of Traveller Segmentation / Tourism Nova Scotia	Webinar with an overview of Traveller Segmentation and how a business can benefit from this information.
Apr 21	Email Marketing / CBDC	Business Skills Online Workshop
April 24-26	Saltscapes Spring Expo	ExploreCumberland Tradeshow Booth at the Halifax Exhibition Centre
May 3	The Maritime Market	New Monthly Saturday Market at the Amherst Lion's Den
May 14	Youth Entrepreneurship Challenge Pitch Night	Thursday at 6:30 pm at the CCUBIC Conference room.
May 20	Job Fair / NS Works	Amherst Stadium and Town Sponsored
May 21	Women in Business – The Power of Connection	Presented by the Cumberland Business Connector and Rooted Gatherings
May 23-24	Amherst Home Show	Amherst Stadium and Town Sponsored

The Nature Agreement Funding Project with the NS Department of Environment and Climate Change officially closed on March 31st. The results of the program included the purchase of a strategic property within the Town Wellfield, a comprehensive list of engaged land owners, and several parcels of land for protection. The Town has received notice from the Federal Government Department, Environment and Climate Change Canada, that the proposed trade with JD Irving land is approved. While intended to occur during the Nature Agreement project, this trade can still transpire with nominal expense to the Town.

Staff are pleased to announce the closure of the first property sale in the Industrial Park after taking ownership from InvestNS. There continues to be strong interest in the remaining properties, but with the marketing campaign underway, starting April 1st, for the new Business Park, it is now gaining attention. The digital Ad campaign drives traffic to the Town of Amherst website, which has been improved with a new brochure and custom static images. A Media Release issued April 13th received immediate attention from regional news agencies, and advertising on AllNovaScotia.com commenced April 9th and will continue three days a week until the end of September.

Additional tree clearing has been done along Ancestral Drive and is planned in the coming months along Tantramar Crescent. Billboard signs will be erected in these areas, advertising land for sale.

The Town's application for TourismNS's 2026 Digital Content Marketing Program is still waiting for approval. The Town and County staff will be applying to improve the ExploreCumberland Website through TourismNS's 2026 Tourism Digital Assistance Program. Staff have also completed a draft Joint Tourism Strategy and Proposed 2026 Cooperative Work Plan, including Way Signage in Amherst. Town and County staff met with the Province to discuss representation and promotion of the Cumberland Region at the Nova Scotia border Visitor Information Centre. TourismNS staff offered to arrange a meeting with VIC staff to provide training and share product knowledge for the Cumberland Region and discuss opportunities to enhance any displays.

Task Updates

<p>Task: MPS & LUB The new planning documents have received ministerial approval and are now in effect. Status: Completed</p>
<p>Task: ATV Access A memo updating the status of this issue is on the agenda. Status: Ongoing</p>
<p>Task: Housing Accelerator Funding Additional funding secured Status: Complete</p>
<p>Task: Economic Forum Council directed staff to pause the forum until the fall of 2026. Status: Ongoing</p>

Permits Issued: March 2026

PERMIT APPLICATIONS								For the Month of March	
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value	
B2026-008	25034000	19 Eddy St	0	Renovate	Commercial	Department Store	522.00	189,000.00	
B2026-009	25370925	142 South Albion St	0	Renovate	Commercial	Retail Stores	1,425.00	550,000.00	
B2026-010	25021247	40 Havelock St	0	Renovate	Commercial	Multiple Use	544.00	197,600.00	
C2026-011	25031675	25 Spring St	0	Addition	Single Detached Dwelling	Single Detached Dwelling	93.00	55,000.00	
B2026-013	25031824	47 Spring St	0	Renovate	Apartments	Deck	100.00	20,000.00	
C2026-014	25007261	5 Ernie Ln	1	Construction	Single Detached Dwelling	Single Detached Dwelling	107.00	90,000.00	
Total	6		1				2,791.00	1,101,600.00	

2025 – 2026 YTD Comparison

ACTIVITY REPORT							For Month of March 2026-03-31	
Type	Mar 2025			Mar 2026				
	Permits	Units	Value of Construction	Permits	Units	Value of Construction		
Single Family	1	0	225,000	2	1	145,000		
Duplex/Semi	0	0	0	0	0	0		
Apartments	2	57	10,800,000	1	0	20,000		
Other Residential	2	0	33,000	0	0	0		
Commercial	4	0	75,742	3	0	936,600		
Industrial	0	0	0	0	0	0		
Inst & Gov	0	0	0	0	0	0		
Agriculture	0	0	0	0	0	0		
Other	0	0	0	0	0	0		
Total	9	57	11,133,742	6	1	1,101,600		
Year To Date	27	74	13,847,742	15	2	10,143,078		

Monthly Report

Police Services

April 2026

TRAINING:

A-CARS Training – March 23/24th : Cst Michelle Harrison attended this 2-day training session in Dartmouth in relation to *Advanced Child Abuse Response Strategies*. This training is a part of the IWK's SeaStar Child and Youth Advocacy Centre program and is multidisciplinary training designed for child welfare, law enforcement and prosecution services. Building upon basic/advanced child interviews, this provides advanced skills in child forensic interviewing and staying up to date on information on best practices in child-focused and trauma-informed approaches. There was no cost for this training aside from travel and meals.

OMG/Biker 101 Presentation – March 24th: APD hosted a 2-hour session of the Outlaw Motorcycle Gang presentation provided by CISNS, and specifically one of their Tier III OMG investigators. This is a presentation for law enforcement, in which they present about active groups, relations, and current trends, as well as give an opportunity for discussion. This coincides with an increase noted in Outlaw Motorcycle Gang activity within this region. Several APD members, including MCU, Street Crime and patrol attended along with RCMP members and RCMP Northeast Nova Traffic Services.

Advanced Firearms Training – March 24th to 29th: Our Firearms Instructor, Corporal Jeff Walsh, attended this raining session in Truro which was a 5-day dynamic positional shooting instructor course - *Vehicle Close Quarter Battle Instructor* offered by Centrifuge Training Canada. The course provides officers with tactical firearms skills and training in scenario-based positional shooting. Course costs were covered by the Department of Justice, while APD covered the costs of travel and meals.

Hate Crime Training – March 30th to April 2nd: APD members and staff received training provided by the Canadian Race Relations Foundation's (CRRF) - Combatting Hate for Safer Communities. This hands-on training pilot program was made available at no-cost to APD and was designed for both sworn and civilian members. The immersive training, provided by Craig Upshaw equips agencies with the tools and knowledge needed to understand, investigate, navigate and address hate crimes and incidents, from a victim-centred, trauma-informed perspective. It also improves cultural awareness and community engagement. The program includes assistance in engaging with local communities. The program is comprised of three (3) phases and can last up to seven (7) months, with the goal of building partnerships and a Hate Crime Coordinator within the Amherst Police Department.

OPERATIONAL INCIDENTS:

Mischief/Uttering Threats - March 24th 2026: Shortly before 3:00am on March 24th, 2026, Amherst Police were summonsed to a residential building in the downtown area concerning a male that had allegedly been making threats and had damaged a door. The male was also currently on court release conditions. When

Police arrived, the male was located and allegedly resisted arrest and spit in the face of the one of the officers. He was arrested and lodged in police cells overnight. Avery Grassing, aged 27, of Amherst, NS has been charged with Mischief under \$5000, Uttering threats to cause death, fail to comply with undertaking (x2), Assault on Police Officer and resisting arrest. Grassing was held in custody overnight and brought to court the following day where another incident occurred and he has been charged with damage to Courthouse property. He has been held in custody and is scheduled to appear again on April 29th, 2026.

Uttering Threats, Possession of a Weapon - March 14th, 2026: On March 14th, 2026, shortly after 4:00pm, Amherst Police were called to a local business located in the area of Robert Angus Drive. A male was reported to be causing a disturbance and making numerous threats to harm both staff and customers of the business. The male was located and fled from police but was arrested and held in custody. Riley Fillmore, aged 26 of Amherst, NS has been charged with Causing a Disturbance, Resist Arrest, Damage to Property, Possession of a Prohibited Weapon and Uttering Threats (x2). Fillmore was remanded into custody for the weekend and later released by the courts on conditions. He is scheduled to appear again on April 27th, 2026.

Robbery – March 10th, 2026 – Two adult males were arrested and charged following a complaint of robbery with violence being received by the Amherst Police Department on March 10th, 2026 shortly before 1:00am. Police received a call advising that a vehicle had stopped on Spring Street and suspects had exited and had allegedly assaulted a male and took his backpack. Another male was also allegedly assaulted during the incident. Police were able to locate two suspects, the vehicle that allegedly been used as well as the alleged stolen items. The vehicle was towed to APD and the two suspects were arrested and held overnight for court. Brandon Collins, age 22 of Amherst, NS has been charged with Robbery and Assault. Cody Smith, aged 24 of Amherst, NS has been charged with Robbery, Assault and Operation of a Motor Vehicle over 80Mg% - Section 320.14(1)(b) Criminal Code of Canada. Both individuals made an appearance in court, were released on conditions and are scheduled to appear again in court at a later date to answer to the charges.

Fleeing Police Charges Laid: A 39-year-old Amherst man has been arrested and is facing numerous charges relating to driving -related incidents that occurred in Amherst in January 2026. The accused allegedly has a revoked driver's license. Several tickets have also been used under the Motor Vehicle Act for driving related offenses during these incidents. The charges are related to driving incidents in Amherst from January 6th and January 14th, 2026. In both cases, the accused allegedly fled from police when they attempted to pull him over. In both cases, Police discontinued because of the risk associated with pursuing. Albert O'Blenis, aged 39 of Amherst, NS has been charged with Flight from Police (January 6th, 2026), Flight from Police (January 14th, 2026), Dangerous Driving (January 14th, 2026) and Endangering a Child (January 14th, 2026). A warrant of arrest had been issued for O'Blenis on March 18th in relation to the January 6th incident and on March 23rd, 2026 at approximately 6:30pm, Police received information concerning his whereabouts and were able to safely arrest him without further incidents. He was held in custody overnight, issued multiple Summary Offense Tickets under the Motor Vehicle Act, and made a brief court appearance on March 24th, 2026 in relation to the criminal charges. He was remanded into custody and was later released by the courts on conditions with a court date in May 2026.

GENERAL OPERATIONAL UPDATES:

Police Pursuits/Failing to stop: During the month of March, APD had one incident of fleeing police. This incident occurred on March 10th and involved persons who had reportedly been shoplifting from a business

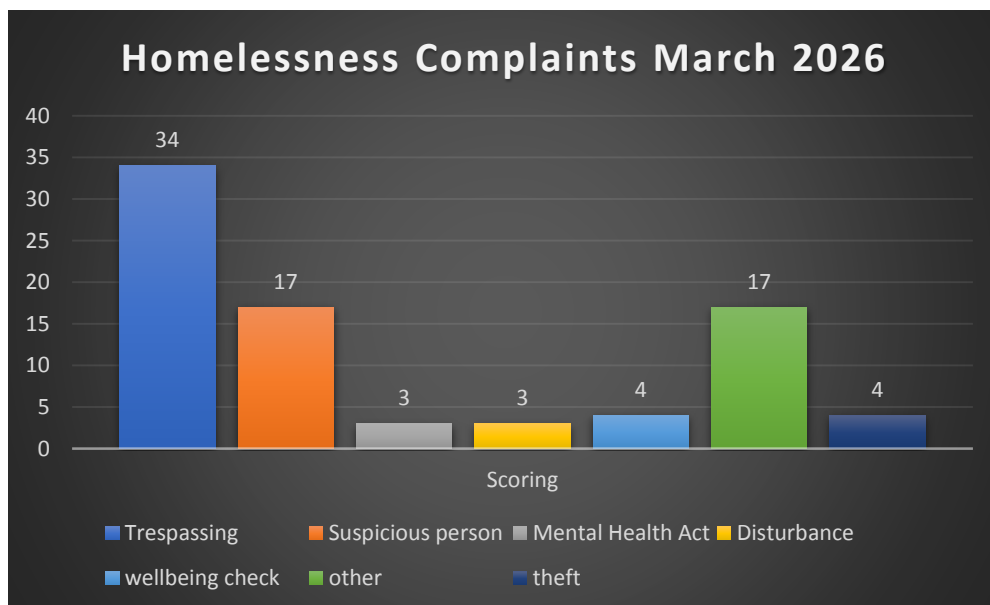
on Robert Angus Drive. Patrols were on route when they passed the suspect vehicle, which also ran a red light at Albion/Pleasant Streets as it approached Police. Police activated emergency equipment and the suspect vehicle fled at a high rate of speed. The pursuit was immediately shut down by Abbott Street while the suspect vehicle continued towards the downtown. A few minutes later, police located a vehicle that had been struck by the suspect vehicle on Prince Arthur Street, which then fled from that location. The suspect vehicle was found abandoned on the highway. The vehicle was later reported as stolen. Two people are facing numerous charges and the matter is still under investigation.

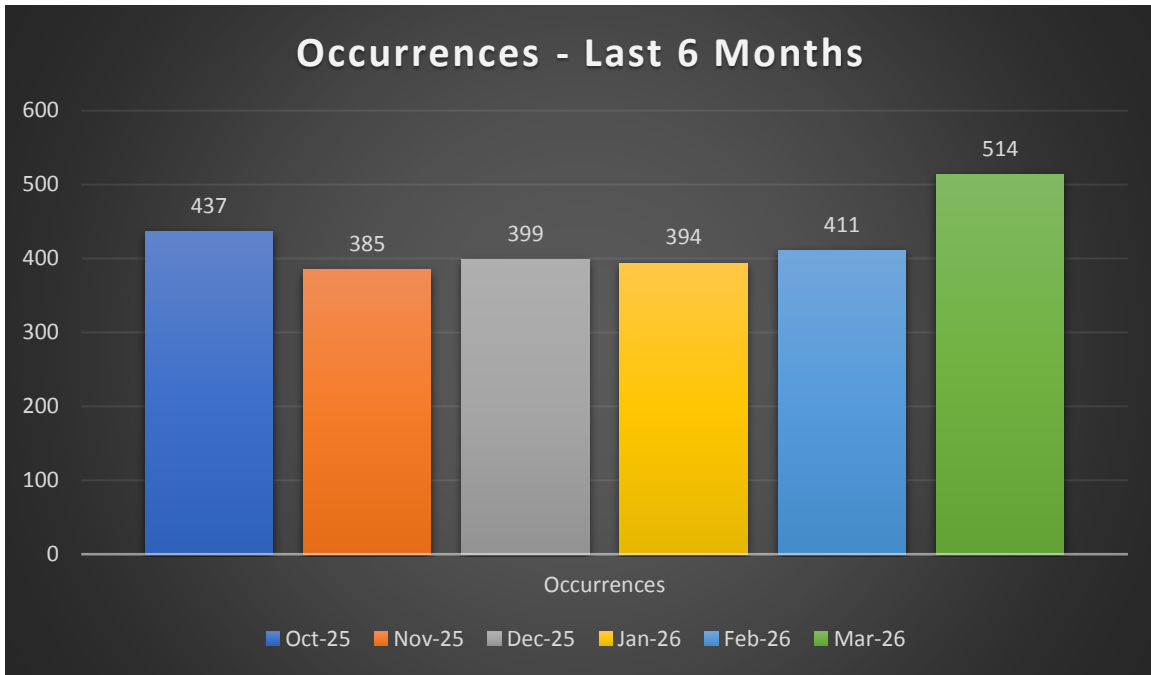
In February, APD had three incidents when drivers failed to stop for Police and in January there was 2 such occurrences.

Shoplifting/Theft Complaints: March saw a slight increase in our shoplifting complaints as 11 incidents were reported to Police. Of these, 3 have been cleared by charge, in one case, the complainant did not want to proceed, 1 case is unsolved and 6 other cases are still being investigated. Often, the biggest challenge is to identify the subject as incidents are captured on video and Police are called after the incident has taken place. In February, APD received 7 complaints of shoplifting. This compares to 7 complaints of shoplifting received in January and only 1 in December.

Trespassing: In March APD received 54 complaints of trespassing, compared to 73 in February. Of the trespassing complaints in March, 36 were associated to homelessness. The vast majority of these complaints involve ATM outlets in town and the colder weather. This compares to 49 complaints in January of which 30 were related to homelessness issues. As previously reported, the majority of these complaints involve 2-3 of the same people.

Homelessness Files: Again in March we saw an increase in homelessness complaints, rising to 82, up from 73 in February. This compares to 64 complaints in January and 79 in December 2025. As noted, 36 of these are related to the trespassing issue. Seven (7) complaints were 'suspicious person', and five (5) were scored 'mental health'. Many occurrences are cleared as non-criminal incidents. It should also be noted that often the majority of complaints are surrounding 2-3 people. For example, 1 person was involved in 38 of the 82 complaints, while another was involved in 29 complaints.





OPERATIONAL STATS – February 2026

Occurrences:	514	Criminal Code Charges:	88
Impaired by Alcohol:	2	CDSA:	0
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	64	Traffic Written Warnings:	9
Vehicle Checks:	146	LCA:	2
Foot Patrol Hours:	42hrs, 34 min	PPA:	2
Parking Tickets(police):	12 (members)	Parking Tickets(bylaw):	0
Parking Warnings:	0 (members)	Parking Warnings (bylaw)	0

TASK REPORT

TASK: Graffiti Bylaw: Motion: That staff be directed to investigate drafting a procedure, policy or by-law regarding graffiti and bring a recommendation back to Council at the April Committee of the Whole meeting

Update Status: On the April COW agenda