



Town of Amherst  
Committee of the Whole  
Agenda

Date: **Tuesday, May 19, 2026**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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	Pages
<b>1. Call to Order</b>	
<b>1.1 Territorial Acknowledgement</b>	
"I would like to acknowledge that our gathering today is taking place in Mi'kma'ki (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi'kmaw people. I would also like to acknowledge that Nova Scotia has another unique people, the people of African descent whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people."	
<b>1.2 Approval of Agenda</b>	
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<b>5.</b>	<b>Closed Session</b>	
5.1	Approval of Closed Session Agenda	
5.2	Acceptance of Closed Session Minutes	
5.2.1	April 20, 2026	
5.3	MGA 22(2)(h) - public security	
5.4	MGA 22(2)(e) - contract negotiations	

- 5.5 MGA 22(2)(g) - legal advice eligible for solicitor-client privilege
- 5.6 MGA 22(2)(a) - acquisition, sale, lease and security of municipal property
- 5.7 MGA 22(2)(c) - personnel matters
- 5.8 MGA 22(2)(e) - contract negotiations

6. Adjournment

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Town of Amherst  
Committee of the Whole  
Tuesday, May 19, 2026

**Consent Agenda**

**MOTION:**

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

- 3.5 Second Reading of By-laws**
- 3.6 By-law / Policy Review**
- 3.7 CAO Task Report**
- 4.1 Community Living Monthly Report**
- 4.2 Corporate Monthly Report**
- 4.3 Cumberland Business Connector Monthly Report**
- 4.4 Financial Services Monthly Report**
- 4.5 Fire Services Monthly Report**
- 4.6 Human Resources Monthly Report**
- 4.7 Operations Monthly Report**
- 4.8 Planning and Economic Development Monthly Report**
- 4.9 Police Services Monthly Report**

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

**Date:** April 20, 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  
Andrew Fisher, Director, Planning & Economic Development  
Dwayne Pike, Chief, Police Services  
Greg Jones, Director, Fire Services  
Kim Jones, Deputy Chief Administrative Officer  
Krista Crossman, Director, Human Resources  
Sarah Wilson, Director, Finance  
Sharon Bristol, Director, Community Living  
Mallory Klooster, Manager, Community Well-Being  
Jeff Bacon, Economic Development Officer  
Corey Crocker, Recreation Facilities Manager  
Sean Payne, Marketing & Communications Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. Call to Order**

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

**1.1 Territorial Acknowledgement**

Mayor Small gave the Territorial Acknowledgement.

**1.2 Approval of Agenda**

**Moved By Councillor Furlong**

**Seconded By Councillor Wells**

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

**MOTION CARRIED**

**1.3 Approval of the Consent Agenda**

**Moved By Councillor Davidson**

**Seconded By Councillor McManaman**

**To approve the consent agenda with the removal of items 3.1 ATV Update and 4.7 Operations Monthly Report.**

**1.4 Acceptance of Minutes**

**1.4.1 March 16, 2026**

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the March 16, 2026, Committee of the Whole meeting were accepted as included in the agenda package.

**1.4.2 April 13, 2026**

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 13, 2026, Committee of the Whole meeting were accepted as included in the agenda package.

**2. Council Direction Requests**

**2.1 Community Support Grants  
Moved By Councillor Ripley  
Seconded By Councillor Wells**

**That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$750 from the Social Equity Grant budget for the Cumberland Hospice and Palliative Care Society.**

**MOTION CARRIED**

Further to the Community Support Grant application from the Cumberland Twirlers Square Dance Club, Council agreed to defer this item to the April 27, 2026, regular meeting to allow staff time to gather more information surrounding their application.

Councillor Ripley and Councillor Wells declared a conflict of interest and removed themselves from their seats in chambers.

**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 \$20,000 to come from the Community Support Grant budget for the Amherst Downtown Business Association provided that a Memorandum of Understanding is signed indicating the grant will be paid back if there are profits from the event, and if there are no profits it will be considered a grant.**

**MOTION CARRIED**

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

**2.2 Capital Budget Carry Overs  
Moved By Councillor Furlong  
Seconded By Councillor McManaman**

**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).**

MOTION CARRIED

**2.3 Property Assessed Clean Energy (PACE) By-law and Policy**

Moved By Councillor Ripley

Seconded By Deputy Mayor Chambers

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.

MOTION CARRIED

**2.4 Sanitary Sewer Rates By-law**

Moved By Councillor Ripley

Seconded By Councillor McManaman

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

MOTION CARRIED

**2.5 2025-26 Capital Budget Amendment - LaPlanche Pumping Station Display and PLC**

Moved By Councillor Davidson

Seconded By Deputy Mayor Chambers

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.

MOTION CARRIED

**2.6 2026-27 Capital Budget Amendment - Town Hall Generator Replacement**

Moved By Councillor McManaman

Seconded By Councillor Furlong

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.

MOTION CARRIED

**2.7 2026-27 Capital Budget Amendment - Paving**

Moved By Councillor Wells

Seconded By Councillor McManaman

That Council forward to the April 27, 2026, regular meeting, an amendment to the 2026/27 general capital budget in the amount of \$270,000 including applicable taxes for the cold milling and paving of Victoria Street from Station Street to Acadia Street to be funded with \$135,000 from the Municipal Trunks and Routes

Paving Program, \$100,000 from the Canada Community Building Fund (formerly Gas Tax), and \$35,000 from the Capital Reserve Unrestricted.

**MOTION CARRIED**

**2.8 Asphalt Patching Tender**

**Moved By Councillor Wells**

**Seconded By Councillor Ripley**

**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.**

**MOTION CARRIED**

**2.9 LA Animal Shelter Memorandum of Understanding**

**Moved By Councillor Furlong**

**Seconded By Councillor Wells**

**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 with the addition of a definition for "companion animal" and further authorize the Mayor and CAO to sign on behalf of the Town.**

**MOTION CARRIED**

**2.10 By-law to Amend the Companion Animal By-law**

Councillor Wells asked if concerns expressed by Canada Post have been addressed with these amendments. Further to this, the CAO declared a conflict of interest and removed himself from his seat in chambers. Chief Pike confirmed yes, they have been addressed.

**Moved By Councillor Furlong**

**Seconded By Councillor Wells**

**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.**

**MOTION CARRIED**

The CAO returned to his seat in chambers.

**2.11 Cumberland Regional Emergency Management Organization Emergency Management Plan**

**Moved By Councillor Davidson**

**Seconded By Councillor Furlong**

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

**MOTION CARRIED**

**2.12 Sport and Recreation Hall of Fame Policy and Procedure**

Council had several comments regarding the draft new policy and procedure. These will be forwarded to the Recreation Facilities Manager and the CAO to be addressed before the draft policy and procedure are brought back to Council.

**Moved By Councillor Furlong  
Seconded By Councillor Ripley  
That when time permits over the next fiscal year, staff explore having a Wall of Fame for non-sport related events for Amherst residents.**

**MOTION CARRIED**

**2.13 Soccer / Track and Field Complex Fundraising Committee Terms of Reference**

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

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

**MOTION CARRIED**

**2.14 Proposed New Brunswick Tolls**

Council unanimously agreed that they would like Mayor Small to draft a letter on behalf of Council to both the Nova Scotia and New Brunswick government regarding the proposal to implement tolls near the New Brunswick / Nova Scotia border.

**2.15 Bill Riley Recognition**

**Moved By Councillor Davidson  
Seconded By Councillor Ripley**

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

**MOTION CARRIED**

**3. Information Items**

**3.1 ATV Update**

Mayor Small asked if a recommendation to Council could be ready by June 2026. The Director of Planning and Economic Development confirmed yes.

**4. Monthly Reports**

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

- 4.1 Community Living
- 4.2 Corporate
- 4.3 Cumberland Business Connector
- 4.4 Financial Services
- 4.5 Fire Services
- 4.6 Human Resources

- 4.8 Planning & Economic Development
- 4.9 Police Services

Mayor Small removed item 4.7 Operations from the consent agenda, asking for a time frame for the milling and paving of Victoria Street. The CAO replied that he will get an estimated completion date however he ensured that the area would be "cleaned up" before Canada Day if the project has not started by then. The Mayor further asked if the CAO had insight as to how Moncton maintains their brick sidewalks, indicating they seem to be flatter than ours. The CAO will look into this.

- 5. **Closed Session**  
**Moved By Councillor McManaman**  
**Seconded By Councillor Furlong**  
**That the Committee move to a Closed Session.**

**MOTION CARRIED**

\_\_\_\_\_  
Natalie LeBlanc  
Municipal Clerk

\_\_\_\_\_  
Rob Small  
Mayor

DRAFT

# MEMO

**TO:** Mayor Small and Members of Council  
**FROM:** Natalie LeBlanc, Municipal Clerk  
**DATE:** May 19, 2026  
**RE:** Community Support Grants Fundy Winds Marsh Motion

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At the April 13, 2026, Committee of the Whole Community Support Grants meeting, Council passed a motion to forward a grant in the amount of \$3,770 for the Fundy Winds Marsh project to the April 27, 2026, regular Council meeting for approval.

The minutes of the April 13, 2026, meeting were accepted at the April 20, 2026 Committee of the Whole meeting. While preparing the related documents for the April 27, 2026 Council meeting to approve the grants, staff noticed a typo in the already accepted April 13, 2026, minutes indicating the amount to be \$3,720 however the amount should have been \$3,770.

To correct this, Council needs to make a motion to amend something previously adopted.

For clarity, the amount approved at the regular Council meeting, and the amount of the Community Support Grant cheque were correct.

**MOTION:**

That Council move to amend the minutes of the April 13, 2026, Committee of the Whole meeting previously adopted to correct the grant amount approved for the Fundy Winds Marsh project from \$3,720 to \$3,770.

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

**SUBMITTED BY:** Dwayne Pike, Chief of Police

**DATE:** May 19, 2026

**SUBJECT:** Town of Amherst Graffiti By-Law

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**ORIGIN:** February 17<sup>th</sup>, 2026 Committee of the Whole: 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 2026 Committee of the Whole meeting.

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

**RECOMMENDATION:** That Council forward to the May 25, 2026, regular meeting, First Reading of the Graffiti By-Law.

**BACKGROUND:** Incidents of property damage that involve ‘graffiti’ differ from other incidents of mischief and often pose a significant challenge to property owners and municipalities. While graffiti is still primarily considered a ‘property crime’, its impact can pose a significant threat to community safety, well-being and inclusivity if it is offensive, misogynistic, racist, hate-based imagery or terms. To mitigate such negative impacts on communities, bylaws are often developed to provide guidance and protocols when dealing with complaints of graffiti on public or private property, especially in regard to removal of graffiti.

**DISCUSSION:** By-Laws concerning graffiti centre on two main issues, 1) the prohibition of allowing or placing graffiti on property, and 2) ensuring that graffiti is removed from property. The removal of graffiti becomes the more difficult to manage as it often places the onus of graffiti removal on the owner of property, who is usually also the victim. Removal is at their expense. This is one of several challenges when addressing graffiti: The victimization of property owners – property owners find themselves not only victims of the property damage but are also responsible for the costs associated to removing graffiti, increasing the feeling of being a ‘victim’.

Studies have shown that the best way to deal with graffiti is to immediately remove it. Graffiti taggers are often motivated by their own handiwork and when it is repeatedly removed, they often soon lose interest in that location. Also, if actions are not taken to immediately remedy the problem, the ‘broken window effect’ often comes into play, as visible signs of ‘disorder’ such as property damage, graffiti and other crimes has a tendency to encourage further crimes, causing communities to further deteriorate and can lead to much more serious crime and disorder as well as decreased property values. This theory supports the idea that fixing smaller problems immediately can often immediately stop and reverse such decline. As a result, graffiti by-laws often include sections that deal with the *immediate* removal of graffiti.



The Criminal Code can be utilized by charging those responsible for damaging property (Section 430(4) CC Mischief), but the Criminal Code does not deal with removal of graffiti. As a result, By-Laws are often enacted to ensure a legislative procedure is in place so that graffiti is removed. This is especially true with regard to graffiti that is hate-based or offensive, which creates an additional layer of victimization and urgency for removal.

The draft *TOA Graffiti By-Law* prohibits graffiti on structures, vegetation, property or things and prohibits property owners from allowing graffiti on their property. Property owners are to ensure that their property is 'graffiti free'. If graffiti is found to be on property, the Town may provide written notice that the property owner must remove it within 15 days. Hate-Based or Offensive graffiti is to be removed within 24 hours of receipt of written notice. If the graffiti is not removed within these time frames, the Town can enter the property and remove the graffiti at the owner's cost. If this occurs and the owner does not pay the cost for graffiti removal, the Town may take the property owner to court or add the amount to the tax bill.

Written notice service can be done in person by a representative of the Town, a By-Law Officer or a Police Officer or Notice may be made by registered post to the address on file for the property owner.

The By-law would also be applicable to all Town-owned property.

**FINANCIAL IMPLICATIONS:** Financial implications could include costs associated to cleaning/removing graffiti from private and public property

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

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

**COMMUNITY ENGAGEMENT:** Should Council give First Reading, notice of intent to give Second Reading will be posted.

**ALTERNATIVES:** Do not approve the draft Graffiti By-Law as drafted..

**ATTACHMENTS:**

1. TOA Graffiti By-Law (Draft).
2. Memo to Council – February 17<sup>th</sup>, 2026 – “Graffiti and Graffiti By-Laws”



# MEMORANDUM

TO: Mayor Small and Council  
From: Dwayne Pike, Chief of Police  
Date: February 17<sup>th</sup>, 2026  
Subject: Graffiti and Graffiti Bylaws

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Graffiti has always posed a challenge to property owners and municipalities. While graffiti is primarily considered a 'property crime', its impact can pose a significant threat to community safety, well-being and inclusivity if it is offensive, racist, hate-based imagery or terms. To mitigate such negative impacts on communities, bylaws are often developed to provide guidance and protocols when dealing with complaints of graffiti on public or private property.

## Challenges

There are several challenges associated to graffiti. These include:

- The victimization of property owners – Property owners find themselves not only victims of the property damage, but are also responsible for the costs associated to removing graffiti, increasing the feeling of being a 'victim';
- Safety hazards relating to placement of graffiti and removal efforts - Graffiti is often placed in hard-to-reach, but highly visible areas, purposely to interfere with removal efforts. Graffiti vandals often place their 'pieces' and 'tags' where they can be easily seen by more people, and will be there longer as a result of the 'hard to get at' location. We often see graffiti on overpasses, signs and areas that very risky to reach.
- Hate Speech and Racist imagery or themes: Statistically, police reported hate-crimes have doubled in Canada between 2018 and 2025. These types of crimes have a staggering and significant on our community, jeopardizing inclusivity, pride and our sense of community safety. When visible, such graffiti has a very negative impact
- The 'Broken Window' Effect - When discussing property damage, including graffiti, the 'broken window effect' often comes into play if actions are not taken to immediately remedy the problem. The broken window theory is often used to explain the decay of neighbourhoods, and that visible signs of 'disorder' such as property damage, graffiti and other crimes has a tendency to encourage further crimes, causing communities to further deteriorate and can lead to much more serious crime and disorder as well as decreased property values. This theory supports the idea that fixing smaller problems immediately can often immediately stop and reverse such decline. As a result, graffiti by-laws often include sections that deal with the *immediate* removal of graffiti.

## Graffiti By-Laws

In 2007, Halifax proposed a Graffiti Bylaw, but it was never passed, instead, regulations regarding graffiti are addressed under 'Dangerous or Unsightly Premises' of the Halifax Regional Municipality Charter. Responses to graffiti are also covered under a "Graffiti Management Plan". It appears that Halifax may have approached it this way to avoid the creation of new complex definitions that may be challenged in

court, and chose to rely on 'unsightly' or 'offensive' qualifying wording. The Halifax approach also appears to lack the desired timelines for taking action in regards to graffiti removal, often resulting in long delays instead of immediate action.

A jurisdictional scan in the Atlantic Provinces indicates that bylaws respecting graffiti are not common. In some cases issues relating to defacing property, unsightly premises or similar problems are partially captured by other bylaws or policies. Often, when dealing with the offender, the Criminal Code (Section 430 – Mischief/Damage to Property) is utilized, but municipal bylaws and policies provide a means for ensuring that such material is removed.

Outside of the Atlantic Provinces, the most robust of Graffiti Bylaws is likely that found in Toronto Ontario. Under Municipal Code Chapter 485. Under this 'bylaw', standard graffiti must be removed from private property within 72 hours. Hate-based or gang-related graffiti must be removed in 24 hours. If the property owner fails to take action, then the city can do it and add the cost to the property owners' tax bill.

In Vancouver BC, Bylaw N. 7343 focuses on 'unsightliness' and occupiers of premises are responsible to remove 'unsightly accumulations' of graffiti within 10 days of receiving a notice.

In Calgary Alberta, incidents of graffiti are covered under the 'Community Standards Bylaw' in which property owners are responsible to ensure that graffiti is permanently blocked from public view. Property owners also have the option of joining the "Private Graffiti Abatement Program" and small businesses can benefit from free graffiti removal services provided by the city as long as they sign a waiver.

Council may have an interest in having staff prepare a more in-depth analysis of a means to deal with graffiti, especially when it is racist or contains hate-based or offensive imagery, symbolism or terminology. Such a policy, bylaw or procedure would be over and above any criminal investigation or actions taken by the Police and would focus on a prohibition of graffiti on private and public property as well as a protocol to ensure that it was removed immediately. The immediate removal of graffiti, especially when it is racist, hate-based or offensive is paramount as such actions have been proven to be effective against recidivism.

Submitted by \_\_\_\_\_  
Dwayne Pike, Chief of Police and Traffic Authority

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**TITLE:** By-law Regarding Graffiti and Graffiti Removal in the Town of Amherst  
**SECTION:** Protective Services  
**BYLAW NO:** C-14

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

This by-law shall be known as and may be cited as the Graffiti By-Law.

### Interpretation

1. In this by-law all words have the usual meaning from dictionaries of the English language except for the following:

- a. **“Art Mural”** A mural commissioned or approved prior to its creation by a property owner or occupant, where the primary purpose is to aesthetically enhance the surface it covers and the general surroundings;
- b. **“Graffiti”** means one or more letters, symbols or marks, howsoever made, on any structure or thing but does not include marks made accidentally or any of the following:
  - i. a sign, public notice or traffic control mark authorized by the Town Engineer or Traffic Authority
  - ii. a sign authorized pursuant to an existing Town By-Law, the Nova Scotia Motor Vehicle Act or other applicable laws/statutes;
  - iii. a public notice authorized by a Town by-law or by Provincial or Federal legislation;
  - iv. in the case of real property, a letter, symbol or mark for which the owner or tenant of the real property on which the letter, symbol or mark appears has given prior, written authorization;
- c. **“Hate-Based Graffiti”** includes drawings or messages that convey political, racial, misogynistic, religious or ethnic slurs;
- d. **“Occupant”** includes a lessee or person in possession of the property who, under the terms of a lease, is required to repair and maintain the property;
- e. **“Offensive Graffiti”** includes drawings or messages that are lewd, indecent, obscene or contain profane, vulgar or offensive language;
- f. **“Owner”** includes the person for the time being managing or receiving the rent for the land, premises, structure, or thing in connection with which the word is used, whether on the person's own account or as agent or trustee of any other person, or who would receive the rent if the land, premises, structure, or thing were let;
- g. **“Property”** means a building or structure or land or part of a building or structure or land, and includes all vehicles, mobile structures, outbuildings, fences, erections thereon whether heretofore or hereafter erected, and any other things on the property;
- h. **“Public Place”** means a place to which the public has access, as of right or by invitation, expressed or implied;
- i. **“Town”** means the Municipality of the Town of Amherst

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**TITLE: By-law Regarding Graffiti and Graffiti Removal in the Town of Amherst**  
**SECTION: Protective Services**  
**BYLAW NO: C-14**

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## **Enforcement**

2. No person shall place graffiti, or cause graffiti to be placed on any structure, vegetation or thing in a street or other public place.
3. No person shall place graffiti, or cause graffiti to be placed on any structure, vegetation or thing on real property adjacent to a street or other public place, including railway tracks.
4. No owner or occupier of real property adjacent to a street or other public place shall permit graffiti to be placed on any structure, vegetation or thing on that real property.
5. The owner or occupant of property shall maintain the property free of graffiti vandalism.
6. Every owner or occupier of real property must remove from that real property any unsightly accumulation of graffiti within 15 days after written notification is received from the Town.
7. Graffiti deemed to be offensive or hate-based must be removed within 24 hours after written notification is received from the Town.
8. If an owner defaults in removing any unsightly accumulation of graffiti in compliance with section 6 & 7 and the notice referred to therein, the Town, by its workers or others, may enter the real property and effect such removal at the cost of the defaulting owner.
9. If an owner defaults in paying to the Town, within 30 days after receipt of demand for payment from the Town, the cost referred to in sections 6 & 7, the Town may recover from the owner, in any court of competent jurisdiction, the cost as a debt due to the Town, or direct that the amount of the cost, after certification by the Director of Finance, be inserted in the real-property tax roll as a charge imposed with respect to the real property in respect of which the Town incurred the cost.
10. Service upon an owner of the notice referred to in sections 6 & 7 or the demand referred to in section 8 will be sufficient if the Town mails the notice by prepaid registered post to the address shown on the current year's real-property assessment roll for the real property on which the graffiti is located. Written notice may also be served in person by a representative of the Town, a By-Law Officer or a Police Officer.

**TITLE:** By-law Regarding Graffiti and Graffiti Removal in the Town of Amherst  
**SECTION:** Protective Services  
**BYLAW NO:** C-14

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11. Every person who offends against any of the provisions of this by-law, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this by-law, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this by-law, or who does any act or thing which violates any of the provisions of this by-law, shall be deemed to be guilty of an infraction of this by-law, and shall be liable to penalties hereby imposed.
12. Every person who commits an offence against a provision of this By-law is liable to a fine and penalty of not less than \$250.00 for any offence under this By-law, except for an offence under sections 2, 3, 4 or 5 in respect of which the fine and penalty will be not less than \$500.00, and not more than \$10,000.00 for each offence.
13. 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.
14. If payment is not made in accordance with these procedures, the fine is recoverable under the *Summary Proceedings Act*.

### **Costs**

15. In all cases the Town shall have the right to recover from the owner the cost incurred by the Town in applying this by-law to the owner.
16. In all cases the costs of the Town shall include the actual payments made by the Town, together with its reasonable administrative charges.
17. The provisions of this by-law shall be enforceable pursuant to the *Municipal Government Act*.

### **Interpretation**

18. This by-law shall be read with all changes in gender and number, as may be appropriate.
19. Any part of this by-law found to be illegal shall be severed from the balance of the by-law.

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**TITLE: By-law Regarding Graffiti and Graffiti Removal in the Town of Amherst**  
**SECTION: Protective Services**  
**BYLAW NO: C-14**

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## A Notice Under the Town of Amherst Graffiti By-Law

In accordance with Sections 6 & 7 of the Town of Amherst Graffiti By-Law, you are hereby notified that *graffiti*, as defined in Section 2 of the By-law has been confirmed on the property located at:  
\_\_\_\_\_, Amherst, Nova Scotia

(Civic Address)

### **Section 2 defines graffiti as:**

One or more letters, symbols or marks, howsoever made, on any structure or thing but does not include marks made accidentally or any of the following:

*a sign, public notice or traffic control mark authorized by the Town Engineer or Traffic Authority*  
*a sign authorized pursuant to an existing Town By-Law, the Nova Scotia Motor Vehicle Act or other applicable laws/statutes;*

*a public notice authorized by a town by-law or by Provincial or Federal legislation;*  
*in the case of real property, a letter, symbol or mark for which the owner or tenant of the real property on which the letter, symbol or mark appears has given prior, written authorization;*

### **Owner is defined as**

*the person for the time being managing or receiving the rent for the land, premises, structure, or thing in connection with which the word is used, whether on the person's own account or as agent or trustee of any other person, or who would receive the rent if the land, premises, structure, or thing were let;*

As owner of the aforementioned property, you are hereby notified that under Sections 6 & 7 of the Graffiti By-Law, Graffiti must be removed within 15 days of notice and offensive or hate-based graffiti must be removed within 24 hours of notice.

Failing to remove the accumulation of graffiti as per these sections, the Town, by its workers or others, may enter the real property and effect such removal at the cost of the defaulting owner as per section 8 of the By-Law.

**TITLE:** By-law Regarding Graffiti and Graffiti Removal in the Town of Amherst  
**SECTION:** Protective Services  
**BYLAW NO:** C-14

For Administrative Use Only:

Adoption	
First reading:	
Notice of Intent:	
Second Reading:	
Notice of Publication and Effective Date of Bylaw:	
Notice to Service Nova Scotia & Municipal Relations:	

### VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
Chief of Police	New By-law	

Minutes reference date:



**COMMITTEE OF THE WHOLE**

**CDR# 2026040**

**Date: May 19, 2026**

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

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

**DATE:** May 19, 2026

**SUBJECT:** Community Support Grants

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**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 May 25, 2026, regular meeting the approval of the following Community Support Grants as follows:

Organization/Applicant	Amount Recommended	Funding Stream
CARMA Amherst	\$5000.00	Community Support
Amherst Masonic Society	\$2388.30	Community Support

That Council deny the following application:

Organization/Applicant	Amount Recommended	Funding Stream
Amherst Athletics 13U Baseball	\$1500.00	Community Support

**CAO NOTE:** CARMA: 1. While I understand that the costs of spay / neutering are high, using \$5,000 of Town funds to spay / neuter 20 cats requires some thought. 2. Given our significant support and relationship with the LA Animal Shelter is it worth investigating having them provide this service? 3. Spending these funds at Moncton vet clinics does not benefit our local businesses and adds costs / logistics to the service.

Amherst Masonic Society: We are being asked to fund 100% of the defibrillator. Funding a percentage of the cost could be a consideration.

**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:** CARMA Amherst is proposing a spay and neutering program for cats which would include homeless and feral cats as well as a subsidized spay and neuter service for low-income families in need of financial support in accessing this program. They are requesting \$5000.00 to support this program.

Further to the Community Support Grant application from the Cumberland Twirlers Square Dance Club, Council requested staff take time to gather more information surrounding their application and the ability of the Masonic Hall to request an AED for the building. In response the Amherst Masonic Society has completed an application and is requesting \$2388.30 for an Automated External Defibrillator to be available for all people attending the hall.

The Amherst Athletics 13U Baseball Team is requesting \$1500.00 from the Town as a major sponsorship to help with the overall costs associated with the team. Staff are not recommending this as it is specific to one team and not a league or association. Staff feel these costs can be covered by an increase to the registration fees.

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

\$15,130 remains in the Community Support Grant Fund  
\$2000 remains in the Social Equity Fund

**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. Do not approve the funding requests as listed

**ATTACHMENTS:** Community Support Grants Policy, 72000-08  
CARMA Amherst application  
Amherst Masonic Society application  
Amherst Athletics 13U Baseball application

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

**APPROVAL DATE:** March 24, 2025

**CAO Signature:** 

### **POLICY STATEMENT**

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

### **POLICY OBJECTIVES**

The objectives of this policy are:

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

#### **1. SCOPE**

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

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

#### **2. EXCLUSIONS**

The following are exclusions from the grant program:

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

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

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

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

Council is not obligated to:

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

### **4. GUIDELINES**

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

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

### **5. PROGRAMS**

The following are a list of the grants available:

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

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

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

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

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

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

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

**c. Organizational Equipment**

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

**d. Funding for Social Equity Initiatives**

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

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

**e. Large Scale Projects**

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

**6. APPLICATION PROCESS**

The following outlines the application process:

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

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

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

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

#### **7. APPROVAL PROCESS**

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

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

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

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

#### **9. PAYMENT PROCESS**

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

#### **10. CONDITIONS**

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

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

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

**11. PUBLIC DISCLOSURE**

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

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

**Application for Funding**

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

**REQUEST FOR FINANCIAL SUPPORT**

**REQUEST FOR IN-KIND FACILITY RENTAL**

**1. ORGANIZATION INFORMATION:**

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

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

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

NAME	FUNDING IF ANY

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



98 East Victoria Street, PO Box 516, Amherst, NS, Canada B4H 4A1  
 Phone: 902-667-3352 Fax 902-667-5409

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

## ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

## VERSION LOG

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

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

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

Date: May 4, 2026

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

**1. ORGANIZATION INFORMATION:**

Name of Organization: CARMA Amherst  
 Full Mailing Address: 73 Rupert Street  
Amherst, NS B4H 3S3  
 Contact Person: Michelle McIntyre  
 Email Address: Amherstcarma@gmail.com  
 Telephone: 902-669-0040

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

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

Community Event - Operating Spay and Neuter program for cats - to include homeless and feral cats, as well as offering a subsidized spay and neuter services to low income families in need of help with having their pets spayed and neutered. - Under the poverty reduction policy as low income residents need help financially with their pets.

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

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

Will help low income families be able to keep their family pets without having to surrender them to the shelter because they are unable to have them altered; will help address the abandonment issue with respect to people having to surrender their pets to the shelter if they are unable to take their pets with them to a new home. See attached

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

NAME	FUNDING IF ANY
Municipality of Cumberland	Request made for funding, no response yet
CARMA	Fundraising events to help raise funds to help

**7. How many volunteers contribute to this event or festival:** 15 (volunteers with CARMA, vet staff who volunteer)



Registered Charity/Organisme de bienfaisance 835850561 RR 0001  
Canada Revenue Agency ([www.gc.ca/charities](http://www.gc.ca/charities))

There is a tremendous need in the Amherst and surrounding area to address the over population crisis of cats in our community. The LA Animal Shelter always has a waiting list of over 40+ cats (3 pages, I was recently told by the shelter manager) at any given time. This often means they are not able to provide emergency assistance to cats that have been abandoned or are found to be homeless. During the summer of 2025 they had upwards of close to 80 kittens at any given time. The fact is that unless there is a solution to help address this issue, it will continue to get worse. There are simply not enough homes for this many kittens, and when the shelter is full, many adult cats in need are turned away.

In reducing the number of cats that caregivers are taking care of, it will help reduce the number of more homeless kittens will be born to these colonies, thereby reducing the number of cats and kittens for these individuals are providing food and shelter; as well it will help provide some emotional relief to these individuals who become increasingly stressed over watching homeless kittens starve, freeze and suffer with diseases as these colonies grow in numbers. We do this through our TNR (trap/neuter/release) program. More often than not, if a cat is friendly, we work to find a foster home and get it adopted. Unsocialized, or feral, cats are altered and released back to where they reside and we offer shelters and offer food assistance for people willing to continue to provide care for them. Preventing further kittens helps immediately address one aspect of the over population crisis.

The second and, as important, way to address this problem is in helping owners spay and neuter their pets. Owners continually allowing their pets to have kittens means that our shelter is always full with kittens needing homes, thereby also preventing adult cats, through no fault of their own, needing homes, whether it be from an owner passing away, having to enter a senior or nursing home, or other needs, the

vast number of kittens being surrendered means that often these adult pets are left behind when someone has to move, etc.

We want to help address this aspect to the problem. We are seeking funding to initiate a *trial "low cost spay / neuter"* program for Residents of Amherst. The low income residents of Amherst do not have access to any programs to help get their cats spayed and neutered, as many other Towns do in Nova Scotia. Many people cannot get to Dartmouth where the SPCA offers a low cost program, but the waiting list is very long to access this program. As noted above, the local shelter had as many as 80 kittens surrendered to the shelter from owners continue to still allow their cats to have kittens. While CARMA's mandate is not to spay and neuter "owned" cats, and we cannot fund this program with any funding allocated for TNR, we do have the ability to "facilitate" these type of procedures. To that end, CARMA volunteers have agreed that we will provide transportation and administer a trial program to help reduce the number of kittens being born and being given away to people who cannot afford to spay and neuter, thereby continuing the cycle of over population. We

We have consulted with our vet and they are willing to offer CARMA a discounted rate for low cost spay / neuter services. The vets in Amherst will not offer these services sadly, and the average cost to spay a female cat is \$350 or more since covid. Many low income owners simply cannot afford, or choose not to pay this amount, as their monthly budgets for living do not allow for it, resulting in many cats not being altered and many sadly end up being surrendered or abandoned. Often times, landlords will not allow cats to reside in their apartments if they are not fixed due to the risk of marking, etc. Therefore, many people who are forced to move to find more affordable accommodations are often forced to surrender their cats, to the shelter as they are not allowed to take them to a new residence. Through this program, we will be able to provide low income owners with certification that their cat(s) is/are fixed and hoping this might negate the need to have the cat surrendered, thereby reducing the stress placed on the shelter, and in the long term, also reducing the operational costs for the shelter.

We have received a copy of the application that the NS SPCA uses to assess low income eligibility and will use that as our guide for applications. We are asking that individuals applying through this program cost share the required fee, as there should be some responsibility on the part of the owners for their pets care. We propose that the owners pay \$125 for a spay and \$75 for a neuter. CARMA will volunteer to process applications and will cover all the costs for picking up the cats, transporting to the vet in Moncton and returning to the owners. Our mandate allows us to "facilitate" this program, but we cannot, as stated above, provide any funds that are allocated for our TNR program.

A number of years ago, the local shelter used to operate an outreach program, helping to subsidize costs for owned pets, but that has not been in operation for many years now. The cost for spaying and neutering is now almost out of reach for low to middle income earners. The benefits of this program would also help the shelter in that they would, over time, see a reduction in the number of kittens surrendered and thereby reduce the maintenance costs to operate the shelter, with things like food, medical costs, etc. Even the shelter does not spay and neuter their kittens as part of their adoption program... in fact the only rescue and shelter in all of Nova Scotia that does not, due to the high costs of vet care. This will help address this problem as well. People that adopt from the shelter sometimes call CARMA to see if we can help spay or neuter their adopted cat, because sometimes life changes... circumstances change. We have all experienced that during covid when people lost their employment, people separate, etc. Life happens. We are never going to stop people from getting pets they simply cannot afford, as long as people are continuing to allow their cats to have kittens. Often they given them away to other people who cannot afford to have them, themselves. We want to try to help address this problem through a trial program this year of helping the lower income families become better and more responsible pet owners, rather than judging them and forcing them to make decisions to abandon their pets or continue letting them have kittens over and over and keeping the cycle going in our community.

We are proposing over the next year offering this program to 20 families in Amherst and if it is successful in helping to address this issue we will seek more permanent funding to continue the program.

There is often the sense that “people should not have a pet they cannot afford”, and this sentiment is often relayed to members of CARMA, however, people help support food banks, help fundraise or provide grants to organization that help ensure children are able to play sports, be a member of the YMCA to participate in programs to ensure they lead healthy lifestyles, and so many more organizations that help children of low income families. Having a pet should also be something that our community should support for those children... having a pet teaches empathy, compassion, kindness and responsibility, and helping the family be able to spay or neuter their cat, teaches that child pet responsibility.

The New Brunswick SPCA has just recently started a program (*HAPPY TAILS*) to help low income families keep their pets in their own homes, rather than having to surrender them due to unreachable vet costs. They have realized that keeping a pet in a home is a better option overall... less stress on the pet being surrendered and having to adjust to a new home and environment, less stress of the family unit being forced to surrender their pet, and less cost to their organization in annual operating costs... plus the bonus is that is the socially responsible and ethical thing to do, when circumstances warrant. There are often times where surrender is a necessity... where an owner dies, or has to leave their home for medical reasons, etc. but where possible, keeping a pet in a home is a more humane way to help families out.

### **Budget**

25 spays - ow income families @ \$125 - \$3125 - CARMA to fundraise for the balance

15 neuters - low income families @ \$75 - \$1125 – CARMA to fundraise to the balance

40 cats vaccines @ \$25 per cat - \$1000 – CARMA will cover the cost for the vaccines

15 feral / homeless cats during remainder of 2026 for unadoptable cats in Amherst and immediate surrounding area, East Amherst, West Amherst areas @ \$150 each - \$2250

Please note that CARMA will fundraise to offset the additional cost for the feral cats to be spayed/neutered during the year in the amount of \$750 plus any additional costs to address injuries, wounds, etc, and include the cost for vaccinations of rabies, FVRCP for the cats that are trapped and come through our TNR program in the amount of \$675 (vaccines only). Amount for vet care such as sutures, antibiotics, pain meds, etc, vary depending on the cats that are trapped / rescued by our volunteers.

**Total annual budget cost for this project - \$7,500**

We are therefore, requesting the amount of **\$5000** (\$4,250 for the low cost spay/neuter program to be facilitated by CARMA and the balance will be applied to help with our TNR program for feral / homeless cats in the Amherst and area.

Hi. With this colder weather here, it made me remember to thank you for rescuing a whole family of kitties. They are all adopted or fostered into loving homes and doing well. They are warm and healthy because someone cared.

Theresa

Oh, and I found out the 2 boys that were adopted together got renamed to Hocus and Pocus.


Theresa

I have your grey blanket which I will drop off soon.

Theresa Greene

Here is my letter of support for Carma cat Rescue Back in 2017,we were feeding a stray cat that took refuge in our barn,our barn was torn down due to irreversible damage over time,we chose to tear down and rebuild,the stray cat disappeared after demolition,only to return to our mini home a couple of weeks later with 4 kittens in tow,we fed them for months until the mother left at approximately 6 months of age,we continued to feed the 4 kittens until deciding to try to stop the reproductive process,we successfully trapped 3 of the 4 kittens and Carma aided us immediately in this process, Michelle Mackay MacIntyre was literally a godsend to us, unknowing how this process went,her gentle care of us as caring but ignorant of the process humans, Michelle guided a scared helpless couple into becoming the absolutely grateful recipients of 3 new pets into our world,I often say to people " they now have a way better life than they ever would've had" I feel that to my core,these cats have changed our lives for the best in so many ways and I will forever be grateful to Carma Amherst for the opportunity to have these pets change our lives ... forever grateful to all involved

Kelly O'Hanley

Hi Michelle. I hope you succeed with getting help for the TNR program. I don't know where the town would be without your hard work and dedication to these small , voiceless kitties. You are their voice. Without this program our town would be overrun with feral cats who would be living a life of misery on the streets. I was so thankful I was able to borrow a live trap from you to capture a stray cat living under the neighbor's house in the winter. I was able to get her and bring her in, and had some great years with her. She was the sweetest little soul. I always worry about all the strays out in the elements. You are a godsend to this town and you deserve to have some help in your compassionate endeavors. Wishing you all the best with this. 

Pam Bryson

Carma has been a lifeline for not only me, but for many people in the community. My first experience meeting Michelle was over 12 years ago when we rescued a semi feral cat who we needed to trap. I had never met Michelle but that didn't stop her coming to our aid, providing advice and a live trap. We got this guy the care he needed and he became a member of our family. Fast forward 10 years when he became very sick and was diagnosed with fiv. In a panic I reached out to Michelle for advice and she calmed me letting me know its not a death sentence. After a few days at the vet I brought him home and Michelle came to my house every day for 2 weeks and helped administer his meds and gave him subcutaneous fluids. I give her the credit for getting him back on the road to being healthy enough to live another 3 years. Throughout those times I came upon several stray cats at one time or another. Michelle would always show up to help me, whether it would be helping me give them meds, catch them, etc. She never refused to help or give up on the hopeless souls that had been thrown away. Carma has been there anytime I have reached out for assistance. No matter the time of day or the weather. This organization and the lady who runs it deserve any and all assistance they need for the absolutely undying dedication and care they give to any cat that needs help, and for doing everything they can with limited resources to curb the overpopulation of unwanted and feral cats.

Patti McCormick

Amherst CARMA is VERY important you our community here in Springhill, Amherst and the outlining areas of Cumberland County!! CARMA SAVES Lives!! I am not just speaking about the Thousands of Kittens and Cats but Human Lives!! I could not tell you how many times I have said, and many others have said to me, "I don't know what we would do without my Cat". My Rescue Cats from CARMA improve my life in many ways, my Physical and Mental Health are improved by having them!! I sincerely HOPE that Amherst CARMA can continue to there work!! Thank you Michelle!!

Carole Allen

COMMUNITY SUPPORT GRANT-EVALUATION CRITERIA

Requestor: AMHERST MASONIC SOCIETY

Amount: \$2388.30

Event/Reason for Grant: purchase AED Defibrillator for Hall.

Applications being considered will be evaluated on the following criteria:

A) Financial Need (20%)

Rating: 20 %

Rationale:

B) Economic Impact (15%)

Rating: 5 %

Rationale:

C) Value of event or Activity (50%)

Rating: 50 %

Rationale:

D) Organizational Strength (15%)

Rating: 15 %

Rationale:

Total Score: 90 %

Approved

Not Approved

Director Community Living \_\_\_\_\_

CAO \_\_\_\_\_

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

COMMUNITY SUPPORT GRANTS  
TOWN OF AMHERST  
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: Amherst Masonic Society  
 Full Mailing Address: 20 Lawrence St  
Amherst N.S. B4H 3G5  
 Contact Person: Paul I Wood  
 Email Address: P.I.wood@951@gmail.com  
 Telephone: P.I.wood1951@gmail.com 902 6064 8467

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ 2388.30 ✓

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)  
To purchase an AED Distributor machine and training for operators.

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. Please attach all documents that support the funding request. N/A one time purchase

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)  
To provide emergency attention / help to medically distressed persons attending the lodge

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

NAME	FUNDING IF ANY
<u>N/A</u>	<u>N/A</u>

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



**BERRN Consulting Ltd**  
A Leader in AED Sales, Training and Service  
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1-877-233-8288 www.AEDShop.ca / www.AED4life.ca info@aed4life.ca

**QUOTATION ONLY- DO NOT PAY**

Quote #: 20260511-163MG Date: 11-May-26  
Customer: Town of Amherst Terms: Net 30 days  
FOB: Dundas, ON

Attn: Dustin Sarson  
Phone: 902-694-0857  
e-mail: DSarson@amherst.ca



Item	Item Number	Description	QTY	Unit Price	Total Price
1	20Y2WSB-C	<b>LIFEPAK CR2 Package (with Cabinet)</b>	1	\$2,295.00	\$2,295.00
		<b>Special Pricing</b>	1	-\$200.00	-\$200.00
	99512-000730	Physio-Control LIFEPAK CR2 AED - Semi-Automatic Features for this model • Bilingual English-French - allows user to change between languages • Semi-Automatic Function – the device determines and notifies if a shock is advised, shock delivered when button pressed by user • Integrated carrying handle • Wi-Fi Enabled – Wi-Fi connection to LIFELINKcentral Program Manager is available for this device Includes: 1 set of QUIK-STEP Electrodes (adult/pediatric), 1 battery, instructions for operation. The LIFEPAK CR2 AED device includes an 8-year manufacturer's warranty at no charge.	1	included	included
	RKIT-1	Fast Response Kit includes: pocket mask, scissors, gloves, razor, absorbent towel	1	included	included
	CBXS-RS	Compact Alarmed Surface Mount Cabinet MSRP \$225.00 Surface Mount AED Wall Cabinet, white, with door alarm. 13.5" w x 13" h x 7" depth.	1	included	included
	SIGNAED-RS	Sign Package - AED (Bilingual) Contains one (1) AED 3-D Wall Sign (Sign-RSF) and one (1) AED Wall Sign (Sign-RSV)	1	included	included
	AED-BONUS	AED Bonus Pack Includes 1 AED inspection tag, 1 battery replacement reminder sticker, 1 AED Wall Sticker, and 1 AED Window Sticker	1	included	included
	TRACK-1	TrackMyAED.ca Offers real time information and automated updates regarding all of your AED's, accessories, and trained responders.	1	included	included
<b>Options</b>					<b>Add options</b>
1	11101-000021	QUIK-STEP Electrodes (spare set) For the LIFEPAK CR2 AED - Includes electrode cover, 1 set of adult/pediatric electrodes, and instructions. 4 year shelf life	1	\$167.00	
2	11141-000165	LIFEPAK CR2 AED Lithium Battery Replacement battery for the CR2 AED. Recommended installation within 1 year of battery manufacture.	1	\$377.00	
<b>AED Maintenance</b>					
3	TRACK-PRO-2	<u>TrackMyAED Pro (2 years)</u> Enjoy a 2-year Premium Subscription to TrackMyAED Pro—your all-in-one AED management platform for rescue readiness, compliance tracking, accessory discounts, and priority support.	1	\$149.00	
4	TRACK-PRO-4	<u>TrackMyAED Pro (4 years)</u> Enjoy a 4-year Premium Subscription to TrackMyAED Pro—your all-in-one AED management platform for rescue readiness, compliance tracking, accessory discounts, and priority support. Ask your quoting representative for full details	1	\$279.00	

We propose to furnish the items listed above, subject to written acceptance of this quotation.

- Prices quoted are firm for 30 days.
- Delivery TBD after receipt of an accepted purchase order
- Applicable federal taxes to be added; any applicable provincial sales taxes are the responsibility of the purchaser
- Shipping and handling charges to be added
- A handling fee will be applicable if order is shipping on a customer account.
- Purchase orders may be e-mailed to orders@aed4life.ca
- All purchase orders are subject to credit approval before acceptance by BERRN

SUBTOTAL:	\$ 2,095.00
SHIPPING:	FREE
HST (NS)	\$ 293.30
<b>TOTAL</b>	<b>\$ 2,388.30</b>



Russell King  
President

Thank you for your interest in BERRN Consulting Ltd.  
Please contact Customer Service at 1-877-233-8288 with any questions.

**TOWN OF AMHERST  
COMMUNITY SUPPORT GRANTS POLICY**

**NUMBER 72000-08  
Page 7 of 7**

Date: April 29 2026

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

**1. ORGANIZATION INFORMATION:**

Name of Organization: Amherst Athletics 13U Baseball Team  
 Full Mailing Address: 42 Riverbend Drive  
Amherst, NS B4H 3Y1  
 Contact Person: Bryce Payne  
 Email Address: bp@finamark.ca  
 Telephone: 902 614 3309

**2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED** \$ 1500

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

This request is to help with overall costs associated with the team this season. Travel, equipment, exhibition games, tournaments and fees.

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

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

As a coach, my goal this season goes far beyond wins and losses, I want to build something meaningful for our 13U group. Baseball is the platform, but the real focus is on developing strong habits: teamwork, accountability, work ethic, sportsmanship, and leadership. With the right support, we can ensure every player has access to the same opportunities, equipment, and resources, regardless of their situation.

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

NAME	FUNDING IF ANY
Amherst Firefighters association	1000

**7. How many volunteers contribute to this event or festival:** 6

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





2026 TEAM BUDGET

BLUENOSE LEAGUE REGISTRATION	\$ 400.00
TOURNAMENTS	\$ 1,500.00
UNIFORMS	\$ 250.00
EQUIPMENT (BALLS HELMETS BATS)	\$ 2,000.00
TEAM SWAG	\$ 1,000.00
UMPIRE FEES	\$ 800.00
TEAM BUILDING EVENTS	\$ 750.00

TOTAL \$ 6,700.00

MAJOR SPONSOR	\$ 1,500.00
SPONSOR AFFA	\$ 1,000.00
SPONSOR #3	\$ 250.00
SPONSOR #4	\$ 250.00

BOTTLE DRIVE	\$ 500.00
BOTTLE DRIVE	\$ 500.00

50/50 BOARD	\$ 500.00
50/50 BOARD	\$ 500.00

PARENT FEE X 12 @ \$125 \$ 1,625.00

BANK \$ 75.00

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

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

**DATE:** May 19, 2026

**SUBJECT:** Amherst Youth Town Council Recommendations

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**ORIGIN:** Amherst Youth Town Council

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

**RECOMMENDATION:** That Council provide direction to staff to develop a new Amherst Youth Town Council Policy for inclusion on the June Committee of the Whole agenda which will implement a redesign for the Amherst Youth Town Council Program as follows:

**1. Endorse the New Structural Model**

Support the transition to:

- Issue-based working groups
- Flexible leadership roles
- Youth-led advisory processes

**2. Establish a Formal Feedback Mechanism**

Commit to a structured process where Council reviews and responds to AYTC recommendations in a timely and transparent manner.

**3. Diversify Recruitment Efforts**

Allocate resources and partnerships to expand outreach and ensure diverse youth representation across Amherst.

**4. Redefine the Role of Staff and Adult Supports**

Ensure staff act as facilitators and connectors, enabling youth leadership while maintaining accountability.

**5. Reform or Repeal the AYTC Policy**

Ensure AYTC is:

- Integrated into municipal decision-making processes
- Recognized as a legitimate advisory body
- Supported with appropriate resources and administrative backing



**BACKGROUND:** The Amherst Youth Town Council (AYTC) was established to provide youth perspectives to Amherst Town Council, ensuring that municipal decision-making reflects the needs and experiences of young people in the community.

However, recent evaluation and engagement with current AYTC members indicates that the council has drifted from its intended purpose. Rather than functioning as a youth advisory group, AYTC has shifted focus to event planning and fundraising. This shift limits its effectiveness and ability to influence municipal policy or decision-making.

**DISCUSSION:** AYTC is currently experiencing a fundamental disconnect between its intended role and its actual function. While designed to provide youth input for municipal governance, the group has instead focused on event planning, fundraising initiatives, and promotional activities.

This misalignment has resulted in a lack of direction and clarity among members, reduced impact on municipal decision-making, confusion around roles and expectations, and decreased youth engagement and meaningful participation.

The attached report outlines a comprehensive redesign of AYTC to realign its structure, purpose, and function with best practices in youth engagement and youth advisory governance.

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

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

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

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

**ALTERNATIVES:** Do not to accept the program amendments as presented.

**ATTACHMENTS:** Redesign of the Amherst Youth Town Council (AYTC) Report  
Amherst Youth Town Council Application  
10350-21 Amherst Youth Town Council Policy

# **Redesign of the Amherst Youth Town Council (AYTC)**

## **1. Introduction**

The Amherst Youth Town Council (AYTC) was established to provide youth perspectives to Amherst Town Council, ensuring that municipal decision-making reflects the needs and experiences of young people in the community.

However, recent evaluation and engagement with current AYTC members indicates that the council has drifted from its intended purpose. Rather than functioning as a youth advisory group, AYTC has shifted focus to event planning and fundraising. This shift limits its effectiveness and ability to influence municipal policy or decision-making.

This proposal outlines a comprehensive redesign of AYTC to realign its structure, purpose, and function with best practices in youth engagement and youth advisory governance.

## **2. Problem Statement**

### **2.1 Misalignment of Purpose**

AYTC is currently experiencing a fundamental disconnect between its intended role and its actual function. While designed to provide youth input for municipal governance, the group has instead focused on event planning, fundraising initiatives, and promotional activities.

This misalignment has resulted in a lack of direction and clarity among members, reduced impact on municipal decision-making, confusion around roles and expectations, and decreased youth engagement and meaningful participation.

### **2.2 Structural and Engagement Challenges**

Feedback from youth participants highlights several systemic issues such as overly rigid structures that do not reflect the realities of youth, limited inclusivity and representation, as well as lack of clear pathways to influence decisions that impact youth.

### **2.3 Current Gaps**

Research indicates that youth advisory groups often fail when mandates or objectives are unclear. This can be further aggravated by adult-driven structures limiting youth agency and formal mechanics that hinder the input effectiveness of youth advisory groups. AYTC currently reflects these challenges.

## **3. Guiding Principles for Redesign**

The proposed redesign is grounded in three evidence-based principles drawn from youth engagement research.

### **3.1 Collective Leadership**

Leadership should be shared among youth, emphasizing collaboration, peer learning, and distributed responsibility rather than top-down control.

### **3.2 Contextual Engagement**

AYTC must focus on real, local issues affecting youth in Amherst, ensuring relevance and authenticity in its work.

### **3.3 Continuous Development**

Youth participation should provide ongoing opportunities and connections for skill-building and engagement—not symbolic involvement.

## **4. Proposed Model for AYTC**

### **4.1 Core Mandate**

AYTC may be defined as:

*A youth advisory body that provides informed, experience-based input to Amherst Town Council on policies, programs, and community issues affecting youth.*

### **4.2 Structural Framework**

#### **A. Advisory Core Function**

The central role of AYTC will include identifying youth priorities, consulting with youth through outreach, surveys, or engagement, and using the information or perspectives to provide recommendations to Town Council

#### **B. Issue-Based Working Groups**

Youth will participate in flexible working groups focused on key community issues such as (but not limited to):

- Food insecurity
- Mental health
- Youth spaces and recreation
- Accessibility and inclusion

Each group will research issues, engage in peer-to-peer learning, and develop actionable recommendations for Council.

### **4.3 Roles and Leadership**

AYTC will adopt flexible, functional roles rather than rigid titles:

- Youth Chair / Co-Chairs
- Communications Lead
- Outreach Lead
- Policy & Research Leads
- Project Leads (issue-specific)

Roles will be shared when appropriate, include clear expectations, and allow flexibility based on interest and capacity.

### **4.4 Accessibility and Participation**

To better reflect youth realities:

- Introduce updated membership intake
- Reduce rigid term requirements
- Redesign the application template
- Offer hybrid participation options
- Provide meeting summaries for absent members

### **4.5 Adult Role Redefinition**

Adults involved with AYTC will transition from decision-makers to:

- Facilitators
- Connectors to municipal systems
- Accountability supports

This approach helps address power imbalances and supports youth-led engagement.

#### **4.6 Feedback Loop to Council**

A formalized process will ensure accountability and impact:

1. AYTC develops recommendations
2. Recommendations are formally submitted to Council
3. Council provides a response (accept, reject, or request revision)
4. Feedback is communicated back to AYTC

This ensures youth contributions are meaningful and visible.

#### **4.7 Recruitment and Representation Strategy**

To improve inclusivity and diversity an expansion into outreach to schools, clubs, and community organizations will be necessary. Additionally, simplified messaging such as “No experience required—your voice matters” to not discourage potential applicants. The introduction of a written application component will provide an opportunity for applicants to display their interests and capacity related to updated advisory goals. This strategy will look to address the existing current gaps for underrepresented youth populations.

### **5. Expected Outcomes**

#### **Proposed Indicators**

- Influence on municipal policies and decisions
- Increased diversity and representation of youth voices
- Clear annual priorities and outcomes achieved
- Strengthened youth engagement and civic participation

### **6. Recommendations to Amherst Town Council**

To implement this redesign, the following actions are recommended:

#### **1. Clarification of AYTC’s Mandate**

Formally support AYTC as a youth advisory body focused on municipal input rather than event planning and fundraising.

## **2. Endorse the New Structural Model**

Support the transition to:

- Issue-based working groups
- Flexible leadership roles
- Youth-led advisory processes

## **3. Establish a Formal Feedback Mechanism**

Commit to a structured process where Council reviews and responds to AYTC recommendations in a timely and transparent manner.

## **4. Diversify Recruitment Efforts**

Allocate resources and partnerships to expand outreach and ensure diverse youth representation across Amherst.

## **5. Redefine the Role of Staff and Adult Supports**

Ensure staff act as facilitators and connectors, enabling youth leadership while maintaining accountability.

## **6. Reform or Repeal the AYTC Policy**

Ensure AYTC is:

- Integrated into municipal decision-making processes
- Recognized as a legitimate advisory body
- Supported with appropriate resources and administrative backing

## **7. Conclusion**

The redesign of the Amherst Youth Town Council represents an opportunity to move beyond symbolic youth engagement toward meaningful, impactful participation.

By aligning AYTC with best practices in collective leadership and youth advisory governance, Amherst can create a model that not only amplifies youth voices but also strengthens community decision-making and civic engagement. This shift is not simply structural—it is a commitment to recognizing youth as active contributors to the future of Amherst.

## AYTC Application

### Basic Information

- Name:
- Age:
- Program (if applicable):
- Contact Information:

### Short Answer Questions

1. Tell us about a time you noticed an issue affecting youth in your community. What was it, and why did it matter to you?
2. What is one change you would like to see in Amherst for youth? Be specific.
3. Have you ever shared your opinion with a group, leader, or organization? What happened?





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

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**APPROVAL DATE:** September 22, 2025

**CAO Signature:** 

### **POLICY STATEMENT**

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

### **PURPOSE:**

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

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

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

### **MEMBERSHIP:**

1. The Town of Amherst is an inclusive and equitable organization. We value inclusivity & diversity in all areas of the workplace, including the Amherst Youth Town Council. We encourage membership from members of groups who are typically underrepresented and with historical and/or current barriers to equity.
2. The Council shall appoint members of the Amherst Youth Town Council by resolution.
3. The maximum number of appointees on the Amherst Youth Town Council is 15.

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

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4. Members shall be students attending Amherst schools from grade 7 to 12 with a maximum of three members being residents of the Municipality of the County of Cumberland.
5. The term for citizen youth appointees shall be two years and members may be reappointed to the committee without limitations. Members who do not complete their two-year term may be replaced, with their replacement finishing their term and eligible for reappointment without limitations. Citizen appointee terms shall commence in September of each year.
6. By April of each year, advertisement for expression of interest will be posted using appropriate media to reach youth. Council will appoint members for the new term in June of each year. Members will convene in September of each year.

#### **MEETINGS:**

1. Meetings will be scheduled by the *Junior Mayor*, in consultation with staff and fellow members. Meetings will be held at an accessible location as determined by the Junior Mayor and Staff.
2. The committee will meet bi-monthly or as required. Each month a member of the Amherst Youth Town Council will attend an Amherst Town Council regular meeting and provide a report on the activities of the month.
3. All meetings are open to the public. If local organizations wish to present to the Amherst Youth Town Council, they must previously inform the elected Junior Mayor of their presentation plans.
4. All meetings of the Amherst Youth Town Council are mandatory. If a member is unable to attend, they are required to notify a member of the executive committee if they are to miss a meeting. If two meetings are missed without regrets sent, the committee will discuss attendance improvement for that individual. If further action is required it will be brought to the Amherst Town Council for review.

#### **PARTICIPATION ON TOWN COMMITTEES:**

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

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

## ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Change the number of appointments from 12 to 15, and minor housekeeping amendments.</b>	Director, Community Living, Bristol	Council	September 25, 2023
<b>Ad section to appoint AYTC member to IDE, PRAC and AAC Committees</b>		Council	November 27, 2023
<b>Remove the requirement to appoint an AYTC member to IDE, PRAC and AAC Committees and add a requirement to appoint an AYTC member to the new AIDE Committee</b>		Council	September 22, 2025

Minutes reference date:    25 May, 2010    24 October, 2011    25 November, 2013    23 October, 2017  
    25 June, 2018    26 April, 2021    25 September 2023    27 November 2023    22 September 2025

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

**SUBMITTED BY:** Jeff Bacon, Economic Development Officer

**DATE:** May 19, 2026

**SUBJECT:** Cumberland Chamber of Commerce Membership Sponsorship

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**ORIGIN:** Business Certificate Procedure No: 01120-01

**LEGISLATIVE AUTHORITY:** MGA Section 48 (3): *In addition to matters specified in this Act or another Act of the Legislature, the Council may adopt policies on any matter that the Council considers conducive to the effective management of the municipality.*

**RECOMMENDATION:** That Council forward to the May 25, 2026, regular meeting, approval for the sponsorship for a one-year membership with the Cumberland Chamber of Commerce as part of any business receiving a Town of Amherst Business Certificate presentation.

**BACKGROUND:** Throughout the year, staff organizes the presentation of a Business Certificate to any business that meets one of the following criteria:

1. Must be a new business or a new home-based business within Amherst
2. Must be moving from a home-based business to a commercial property
3. Must be moving to a new premises which is significantly larger than the existing premises
4. Must be significantly expanding the floor area of their current premises.

It was discovered during these presentations that many businesses that receive a certificate are not members of the Chamber of Commerce.

**DISCUSSION:** The Chamber's membership is comprised of roughly 15% of the businesses in Cumberland County, with the majority in Amherst. In support of the Chamber, and to grow their membership base, offering a business the opportunity to experience being a Chamber member will strengthen the business community network in our Town.

**FINANCIAL IMPLICATIONS:** Certificate presentations have averaged at twelve per year over the last three years. The membership fee for the Chamber varies depending on the number of employees. 1-5 employees - \$155, 6-25 employees - \$260, and 26 and above employees - \$340. Therefore, the cost of the program would be in the \$3,000 range.

**COMMUNITY ENGAGEMENT:** Staff have consulted with the Chamber, and they expressed their appreciation for the support the Town provides their organization and members.





**COMMITTEE OF THE WHOLE**

**CDR# 2026041**

**Date: May 19, 2026**

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

**SOCIAL JUSTICE IMPLICATIONS:** Providing businesses with an annual Chamber membership will increase the business community network in Amherst.

**ALTERNATIVES:**

1. Do not approve the recommendation

**ATTACHMENTS:**

1. Proposed Certificate for Cumberland Chamber of Commerce Member Sponsorship
- 





**Cumberland**  
Chamber of Commerce



# You Are Invited **To Join The** **Cumberland Chamber of Commerce**

## **Benefits Include:**

- **Networking Opportunities**  
Access to local events like trade shows, and social functions where there's an opportunity to strengthen contacts.
- **Advocacy & Voice**  
Chambers act as a collective voice of the local business community and lobby government on policies that benefit our members.
- **Increased Credibility & Trust**  
Displaying membership signals that a business is reputable and supports the community.
- **Community Involvement**  
Stay informed of local business trends and gain sponsorship opportunities that 'give back'.

**The Town of Amherst is pleased to provide your Business with a one year membership to the Cumberland Chamber of Commerce**

**The Town recognizes the value and service the Chamber provides to our Business Community and your membership will give you access to their Business Community Network to help you grow your business.**



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

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

**DATE:** May 19, 2026

**SUBJECT:** Scholarship and Bursary Policy

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

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

**RECOMMENDATION:** That Council forward to the May 25, 2026, regular meeting, approval of the Scholarship and Bursary Policy #10350-19 with the proposed amendments.

**BACKGROUND:** The Town currently funds one scholarship and four bursaries annually that support qualifying Amherst students attending a recognized post-secondary institution as set out in the Scholarship and Bursary Policy. The Mayor or their designate participates on the selection committee.

**DISCUSSION:** Staff have reviewed the policy as part of the overall policy review. The Francis J. Smith Memorial Bursary currently stipulates that the recipient had to be a member of the SADD program or another drug awareness or prevention program within the community. The SADD program no longer exists; and there are now new criteria a student needs to meet to qualify for this bursary, the wording in the policy has been amended to reflect this.

In 2016, the Nova Scotia Community College requested that Council amend the Scholarship and Bursary Policy to add an annual \$500 bursary to be awarded to an Amherst student graduating from the NSCC Cumberland Campus. Council approved the amendment at their regular meeting on April 25, 2016, and the bursary was awarded that year as well as in 2017. In 2018 Council approved funding for five years in the amount of \$20,000 each year as part of the Make Way – The Campaign for NSCC, which provided financial support to Amherst students attending NSCC. In 2023/24 this amount was reduced to \$15,000, and at the April 13, 2026 Committee of the Whole Community Support Grants meeting Council passed a motion 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. Therefore, since funding will now be provided through this avenue, and that the bursary has not been awarded since 2017, this bursary should be removed from this policy.

Further amendments include minor grammatical errors and putting the policy into the new policy format.





**COMMIITTEE OF THE WHOLE**

**CDR# 2026038**

**Date: May 19, 2026**

**FINANCIAL IMPLICATIONS:** Funding is addressed annually in the operating budget.

**SOCIAL JUSTICE IMPLICATIONS:** This policy supports graduating Amherst Regional High School students with continuing with their post-secondary education.

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

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

**ALTERNATIVES:** Request further amendments to the policy.

**ATTACHMENTS:** Scholarship and Bursary Policy #10350-19



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**TITLE: SCHOLARSHIP AND BURSARY POLICY**  
**SECTION: EXECUTIVE OFFICE**  
**POLICY NO: 10350-19**

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

**PURPOSE:**

To establish a policy to support funding towards the post-secondary educational objectives of qualified Amherst students through the award of a scholarship or bursaries.

**POLICY STATEMENT:**

The Town of Amherst will fund the following annual scholarships and bursaries to Amherst Regional High School students with a good academic standing. The students must be Amherst residents and be involved in extra-curricular activities. The Mayor or designate will participate in the selection committee at the Amherst Regional High School:

1. Robert Angus Memorial Scholarship  
An annual scholarship in the amount of \$1,500 will be awarded to an Amherst student graduating from Amherst Regional High School attending a recognized post-secondary degree granting institution to be paid directly to the institution in two equal instalments for the fall and spring semesters.
2. Norman Mansour Memorial Bursary  
An annual bursary in the amount of \$1,000 will be awarded to an Amherst student graduating from Amherst Regional High School attending the Nova Scotia Community College, Cumberland Campus, to be paid directly to the institution.
- ~~3. Nova Scotia Community College Bursary  
An annual bursary in the amount of \$500 to be awarded to an Amherst student graduating from the Nova Scotia Community College — Cumberland Campus to be paid directly to the student.~~
3. Francis J. Smith Memorial Bursary  
An annual bursary in the amount of \$500 will be awarded to an Amherst student graduating from Amherst Regional High School who ~~was either members of the SADD program or another drug awareness or prevention program within the community~~ is civic and community minded, involved in current social justice issues, is entering a "helping" profession for post-secondary studies, and participates in volunteerism. The amounts will be paid directly to the institution. It is understood that the Amherst Police Association may, on an annual basis, provide an additional bursary with the same conditions.
4. Amherst Youth Town Council Bursary  
An annual bursary in the amount of \$250 will be awarded to an Amherst student graduating from Amherst Regional High School who is a member of the Amherst Youth Town Council to be paid directly to the student.

**TITLE: SCHOLARSHIP AND BURSARY POLICY**  
**SECTION: EXECUTIVE OFFICE**  
**POLICY NO: 10350-19**

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Mayor/Designate	Participate in the selection process with the Amherst Regional High School
Clerk	Administer the funding of the scholarship and bursaries upon receipt of confirmation of enrollment from a selected student at a recognized post-secondary institution.

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Change the criteria for the Francis J. Smith Memorial Bursary, remove the NSCC bursary, correct minor grammatical errors and put the policy into the new policy format	Clerk	Council	

Minutes reference date: ~~28 April 2014~~ 26 May 2014 25 April 2016 27 April 2021

# MEMO

**TO:** Mayor Small and Members of Council  
**FROM:** Councillor Ripley  
**DATE:** May 19, 2026  
**RE:** **Intersection at Park Street and Patterson Street**

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I've recently received two concerns regarding the intersection of Park Street and Patterson Street. This is an issue I previously brought to Council's attention while living in the area. There are still ongoing concerns about the speed at which vehicles travel along Park Street, particularly given the nearby daycare and the presence of parked cars along the roadway.

Therefore, I move that the traffic authority be directed to investigate a potential 4 way stop at the Park Street and Patterson Street intersection in front of the daycare.

# MEMO

**TO:** Members of Council  
**FROM:** Mayor Small  
**DATE:** May 19, 2026  
**RE:** Nova Scotia Power Rates

---

Several municipalities across Nova Scotia have written to Premier Houston requesting a freeze on Nova Scotia power rates. An example of one of these letters is attached.

I am looking for Council to provide direction on whether they would like to send a similar letter.



**Town of Lockeport**  
26 North Street  
Lockeport, NS B0T 1L0

April 30, 2026

The Honourable Tim Houston, M.L.A.  
Premier of Nova Scotia  
P.O. Box 726  
Halifax, NS  
B3J 2T3

**Re: Request for Five-Year Freeze on Power Rates and Exploration of Public Ownership of Nova Scotia Power**

Dear Premier Houston,

On behalf of the Town of Lockeport, I am writing to express our concerns regarding residential power rates in Nova Scotia and the growing impact they are having on our residents and small community.

We have reviewed recent correspondence from other municipal units, including the County of Antigonish, Municipality of the District of Shelburne and the Municipality of Barrington, and we wish to echo the concerns outlined in those letters.

While we recognize that the Nova Scotia Energy Board has approved Nova Scotia Power's recent General Rate Application for 2026–2027, it remains important for local leaders to advocate on behalf of residents who continue to face increasing financial pressures.

In Lockeport, the combination of rising electricity costs and broader affordability pressures is becoming increasingly difficult for residents to manage. **More than 60% of our residents are seniors**, many of whom are living on fixed incomes, leaving little flexibility to absorb continued increases. As a result, rising electricity rates are not just inconvenient—they directly impact the ability of residents to remain in their homes and maintain their quality of life. Without meaningful intervention, these pressures will continue to strain households and challenge the long-term sustainability of communities like ours, where supporting residents to age in place is a key part of our community fabric.

We are particularly concerned that residential customers continue to see higher percentage increases compared to some other customer classes. This raises significant questions about fairness and equity, as it suggests households may be carrying a disproportionate share of operating and capital costs.

Additionally, the recent cybersecurity incident involving Nova Scotia Power and the ongoing impacts that followed have further eroded public confidence. Continued challenges related to billing, communication, and overall system reliability have left many residents frustrated. Concerns are not limited to cost alone, but extend to transparency, accountability, and trust in the system.

Considering these concerns, we respectfully ask that you advocate for the following on behalf of Nova Scotians:

- Consideration of a five-year freeze on residential power rates to help protect residents from further financial strain.
- A thorough exploration of returning Nova Scotia Power to public ownership, ensuring that the interests of residents are prioritized over corporate profits.

We acknowledge that operating and capital costs have increased due to inflation, tariffs, and other factors. However, we strongly encourage the Province and regulatory bodies to explore options that ensure costs are distributed more fairly, without placing an undue burden on residential ratepayers.

Communities like Lockeport rely on affordable, dependable, and equitable energy to remain sustainable. It is critical that meaningful steps are taken to protect residents and rebuild confidence in the system.

Thank you for your consideration of this important matter.

Sincerely,



**Derek Amalfa**  
Mayor  
Town of Lockeport

cc:

Nova Scotia Energy Board  
Nova Scotia Federation of Municipalities (NSFM)  
All Municipal Units in Nova Scotia  
Hon. Nolan Young, MLA – Shelburne

*My Town . . .*

Lockeport – where we partner to build a prosperous future with services that provide value and a quality of life in which we take pride.

# MEMO

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

**FROM:** Jason MacDonald, CAO

**DATE:** May 19, 2026

**RE:** NSFM 12-Months' Notice Letter

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Attached is a letter from the Nova Scotia Municipal Affairs Office of the Minister providing the Nova Scotia Federation of Municipalities 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities.

I will be reviewing this with Council at the Committee of the Whole meeting to outline the potential impacts this could have on the Town of Amherst.



**Municipal Affairs  
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

May 4, 2026

David Mitchell  
President, Nova Scotia Federation of Municipalities (NSFM)  
Suite 1304, 1809 Barrington Street  
Halifax, NS B3J 3K8  
Via email: [david.mitchell@bridgewater.ca](mailto:david.mitchell@bridgewater.ca)

Dear David Mitchell:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs must provide to the Nova Scotia Federation of Municipalities 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2027-2028 and beyond.

The Department of Municipal Affairs (DMA) canvassed all provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

**Department of Cybersecurity and Digital Solutions**

- 1) Starting in 2026-27, the Department of Cyber Security and Digital Solutions (CSDS) will begin working with affected municipalities to offboard from the following SAP-related services:
  - Customer Care and Service (CCS) Utilities (e.g., property tax and revenue): Amherst, Annapolis, CBR, Cumberland, East Hants, Queens
  - Materials Management: Amherst, Annapolis, CBRM, Cumberland, East Hants, Queens, HRM
  - HR Pay: CBRM, HRM
  - Environment Health and Safety Management: HRM
  - Success Factors HR: HRM

CSDS is issuing notice and will be communicating with municipalities directly.

.../2

## Department of Emergency Management

- 1) The Department acknowledges that elements of ongoing work to strengthen fire services in Nova Scotia may have a financial impact on some municipal units.

With the introduction of the *Act to Provide Support for Fire Protection Services*, the Department is providing one-year notice that all municipalities – whether they oversee fire services or not – will be required to:

- conduct a fire protection service review in order to ensure municipalities and fire service providers make evidence-based decisions about the services they provide to their community,
- ensure that local firefighter competencies, training, and personal protective equipment meet the service standard required by the fire protection service review, and
- participate in a common records management system.

The possible impacts of these new requirements, which will be further detailed through regulations and standards, may vary significantly based on local context, including existing governance and collaboration models, levels of municipal readiness, and voluntary fire service provider capacity.

This legislation is part of an ongoing commitment to strengthening the fire service sector through:

- access to specialized firefighter training and the certification process,
- education/training for municipal elected officials,
- procurement support,
- mutual aid and service agreement templates,
- the new Fire Records Management System, and
- a risk-based assessment tool to facilitate council decision-making around fire protection service levels.

## Department of Growth and Development

- 1) A review of the *Peggy's Cove Commission Act* is seeking to modernize planning for the Peggy's Cove area. Given the location of Peggy's Cove within the boundaries of HRM, any proposed changes to the Act or its administration could have an impact on the municipality, for example, shifting responsibility for planning approvals.

.../3

- 2) The Department is undertaking a review of the Regional Enterprise Networks (RENS) program. Key areas of focus include improving consistency in service delivery across the province, improving how businesses access and navigate existing programs and services and aligning delivery with provincial economic development priorities. Addressing these areas may involve adjustments to the current REN model, which would have implications for municipal partners.

### Department of Intergovernmental Affairs

- 1) Under our trade policy responsibilities, Intergovernmental Affairs advises that there are procurement thresholds under several free trade agreements that could impact municipalities. Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA), and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

The threshold values in Canadian dollars for the period of January 1, 2026, to December 31, 2027, are as follows:

FTA	Goods	Services	Construction
<b>CFTA</b>	<b>Province</b>		
	\$34,700	\$139,000	\$139,000
	<b>Municipalities and MASH</b>		
	\$139,000	\$139,000	\$347,400
<b>CETA/TCA</b>	<b>Crowns, Utilities, etc.</b>		
	\$694,700	\$694,700	\$6,943,900
	<b>Province, Municipalities and MASH</b>		
	\$368,000	\$368,000	\$9,200,000
<b>CFTA</b>	<b>Crowns</b>		
	\$653,200	\$653,200	\$9,200,000
	<b>Utilities, etc.</b>		
\$736,000	\$736,000	\$9,200,000	

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## Department of Justice

- 1) The Nova Scotia Comprehensive Policing Review was released in June 2025. Since that time, the Department of Justice has met with all municipalities to discuss implementation of the six foundational changes and the expanded role of the provincial police service. These foundational changes are designed to strengthen public safety across the province and support more effective, consistent, and sustainable outcomes. As part of implementation:
  - Municipalities are required to meet established provincial policing standards. Municipalities that are unable to meet these standards independently will be required to contract with the provincial police service for the delivery of those services and, effective April 1, 2027, will be required to purchase those services on a fee basis. While these changes are intended to enhance public safety and ensure greater consistency across jurisdictions, they may result in increased costs for some municipalities. At this time, the specific nature and extent of any financial impacts cannot be determined for any individual municipality.
  - The Province will continue to enhance and modernize its policing standards over time. The creation or expansion of standards may result in additional costs for municipalities.
  - The Province will procure a province-wide records management system (RMS) in fiscal year 2026–27. The Province will fund the acquisition and associated start-up costs. It is anticipated that beginning in 2027–28, as part of implementation, municipalities with their own police agencies will be required to contribute annual licensing fees associated with the RMS. For municipalities policed by the RCMP under the provincial policing model, RMS-related costs will be incorporated into the provincial billing model.
  - The Province will continue to work toward the development of a new municipal billing model for provincial police services during fiscal year 2026–27. Municipalities will continue to be engaged throughout this process. The specific structure of the model and the extent of any financial impacts cannot be determined at this time for any individual municipality; however, changes to the billing model could result in increased costs for some municipalities beginning in 2027–28.
- 2) The National Police Federation is the certified union representing regular members and reservists of the Royal Canadian Mounted Police (RCMP) below the rank of Inspector. The current Collective Agreement expires on March 31, 2025, and labour negotiations between the National Police Federation and Treasury Board Secretariat Canada are ongoing. The cost implications cannot be determined at this time.

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- 3) The 'H' Division (Nova Scotia) Royal Canadian Mounted Police (RCMP) have provided the Department of Justice with the annual Multi-Year Financial Plan (MYFP), that reflects the organization's budget requests for the next fiscal year, and strategic planning for subsequent years. The cost implications cannot be determined at this time.
- 4) Biological Casework Analysis Agreement provides municipalities with DNA analysis arising from criminal investigations. Costs will be determined upon the release of the "Total Uniform Assessment" by Municipal Affairs.
- 5) Municipalities in Nova Scotia are prescribed under the *Accessibility Act* which means they must have an accessibility advisory committee, prepare and make publicly available accessibility plans, and comply with accessibility standards (regulations) once they are enacted.
  - o The Built Environment Accessibility Standard Regulations under the *Accessibility Act* were approved on March 7, 2025. Compliance with the standard is required beginning April 1, 2026. These regulations apply to newly constructed and newly installed elements of the built environment such as pedestrian facilities, recreational spaces, and outdoor infrastructure. These regulations include technical design requirements for infrastructure. The regulations also introduce requirements for accessibility planning for both new and existing infrastructure, including municipal infrastructure. These infrastructure plans are due April 1, 2026. There is no requirement to retrofit existing infrastructure, and as a result the cost implications are minimal.
  - o The Department of Justice is expected to share the proposed accessibility standard for employment, and goods and services for public review in 2026-27. This would be an opportunity for municipalities to review the proposed standard to provide input into the feasibility and cost implications of the proposed standards on municipalities.

### **Department of Public Works**

- 1) The recoverable cost to municipalities for adjustments to catch basins, manholes, and water valves during construction work will increase June 1<sup>st</sup>, 2027. Manhole and catch basin adjustments will increase from \$600 to \$1200, and water valve adjustments will increase from \$300 to \$600.

.../6

David Mitchell  
Page 6

**Department of Service Nova Scotia**

- 1) Nova Scotia's new FOIPOP Act will come into effect on April 1, 2027 and regulations are currently under development to support the new Act. The legislation requires municipalities to adopt new privacy policies and practices, requires mandatory reporting of significant privacy breaches to affected individuals and the Information and Privacy Commissioner, and gives the Information and Privacy Commissioner oversight over municipal privacy programs for the first time. It is anticipated that these changes will require municipal resources in the form of personnel to undertake privacy assessments for any new projects or programs where personal information is being collected, for mandatory privacy breach notifications when there are significant privacy breaches, and for responding to privacy complaints filed with the Office of the Information and Privacy Commissioner (OIPC). The Province will support municipalities through creation of templates, training materials, and education campaigns to help mitigate some of these impacts.

Yours truly,



Honourable John A. MacDonald  
Minister of Municipal Affairs

c: Juanita Spencer, Chief Executive Officer, NSFM

# MEMO

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

**FROM:** Sharon Bristol, Director, Community Living

**DATE:** May 19, 2026

**RE:** **Strategic Priorities - Points to Capture “A” Festival**

---

Over the past several months, Community Living staff have been working on a conceptual design for a new Town of Amherst event. This was imagined as a refresh of the Blueberry Harvest Festival “Blueberry Harvest Jam” but smaller in scale with musical events and other activities over a 2-day period/weekend. Initially the timeframe was to be mid to late August.

In the meantime, we were approached by the Amherst Downtown Business Association to support a concert of talent artists on August 13. Several Community Living and Facility staff members are assisting this initiative with logistics, promotion, advertising and financial assistance through a community support grant. This concert has enormous potential to increase the number of visitors to our community, market our community as the centre of it all and increase economic activity during this time.

At the current time the Director feels that investing our collective energy into seeing this event be successful is an integral way to secure partnerships, volunteers and practise for hosting events of this scale. This will develop a solid committee to move forward with events such as the “Blueberry Festival Jam” and could be combined and expanded for next year.

Town of Amherst staff will work to mentor this community committee of stakeholders to oversee the development of this and future events. We have strong partnerships now and this will serve to strengthen those and create new ones. We are confident that a committee of interested stakeholders can be recruited.

Currently Community Living staff are working on several events for the summer including Canada Day, End of School Party with partners, the Heartland Tour, Thursdays in the Park series, supporting the Biker Bash, and the Exit 1 concert.

Therefore, it’s my recommendation that we continue to assist the Amherst Downtown Business Association with their concert, build the strong relationships needed to continue planning for events into 2027 and beyond and continue to develop the framework for a new event for 2027.

# MEMORANDUM

TO: Mayor Small and Amherst Town Council  
FROM: Sharon Bristol, Director Community Living  
DATE: May 19, 2026  
SUBJECT: Strategic Priorities Points to Capture - Volunteers Committee Update

---

Community Living staff currently participate on several volunteer committees including the nonprofits executive director committee, community partners of Cumberland, Pride, Heritage History and Culture, Fundy region (FERPA), Learn to Lead, Anchor, Exit 1 crew concert, and so on.

Over the past several months/year staff have been consulting with community groups and citizens to determine best practises around recruiting, training and developing volunteers in our community. Some initiatives are underway such as investigating platforms to advertise for volunteers, revamping our procedures and practises around volunteer recruitment, recognition and appreciation and working collaboratively with community groups who have expressed a need to grow their volunteer capacity. We are currently looking into training for youth in a leadership capacity and comparing policies and procedures from nonprofits.

At this time, we are not moving ahead with forming a committee or event action group however we do see potential in continuing with the collaborative efforts thus far and will continue to work towards the promotion of getting more people involved in the community.



Investigate options to form a Volunteer Committee /  
Liaison / Database / Event Action Group. November 2025.

# MEMORANDUM

TO: Mayor Small and Amherst Town Council  
FROM: Sharon Bristol, Director, Community Living  
DATE: May 19, 2026  
SUBJECT: Cycling NS Active Transportation Assessment

---

Community Living and MPAL staff have been investigating an opportunity to collaborate with Cycle NS to complete an assessment of our active transportation routes and connect the Town with the Blue route. This assessment would be conducted entirely by Cycle NS with some support from Community Living and potentially planning staff. There is no long-term commitment required or cost to the Town however this will provide the framework for any future development. A copy of the agreement is attached.

CAO NOTE: There will be community engagement as part of this initiative. As Cycle NS is conducting the work, I would expect recommendations that significant resources be put towards expanding our AT network. This may cause community expectation that may or may not align with Council priorities and budget realities.



## Core Active Transportation (AT) Network Partnership Agreement **(FOR REFERENCE ONLY)**

**THIS AGREEMENT** made on the \_\_\_\_ day of \_\_\_\_\_ 2026.

**BETWEEN**

**Cycling Nova Scotia** (hereinafter referred to as "**Cycling NS**" or "**the Lead Organization**")

**AND**

[ **NAME OF PARTNER OR COMMUNITY** ]  
(hereinafter referred to as "**the Project Partner**" or "**the Community**")

### **WHEREAS:**

1. The Lead Organization (Cycling NS) is coordinating the development of a **Core Active Transportation (AT) Network** ("the Project").
2. The Project Partner seeks to participate in the Core AT Network Project (Project) to enhance local active transportation routes, improve connectivity, and support healthy, sustainable mobility within its jurisdiction.
3. Both parties wish to define their respective roles and responsibilities, the project deliverables, the **16-month duration**, and a clear roadmap for collaboration.

**NOW THEREFORE** in consideration of the mutual promises, covenants, and agreements herein, the parties agree as follows:

### **1. Purpose of the Agreement**

1.1 The purpose of this Agreement is to establish a collaborative framework between Cycling NS and the Project Partner for planning, designing, and developing the Core AT Network within the Project Partner's jurisdiction.

1.2 This Agreement outlines the scope, roles and responsibilities, timelines, deliverables, and funding parameters for the Project, in accordance with the Provincial Funding Agreement.

### **2. Project Scope**

#### **2.1 Core AT Network**

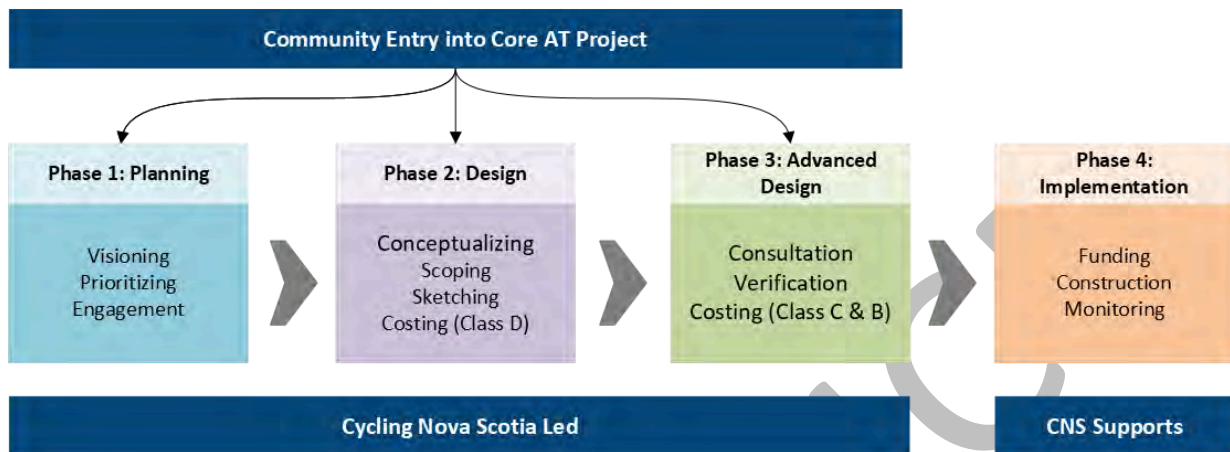
- The Project will involve the development of a **complete Core AT Network** for the Project Partner, focusing on **3-5 main routes** identified as priorities for active transportation.
- Concepts and designs will progress from **minimum Class D designs** (conceptual) to **Class C or B functional designs** (budget permitting).



## 2.2 Duration

- The anticipated project timeline is **16 months** from the Effective Date of this Agreement, with an **allotted 2-month extension** for unexpected project delays.

## 2.3 Phases



The Project will be delivered in **four (4) main phases**:

- Phase 1 – Preliminary Scoping & Data Gathering (~ 4 Months)**
  - Identify, map, and prioritize key routes.
  - Conduct preliminary community engagement.
- Phase 2 – Class D Conceptual Designs (~ 4 Months)**
  - Develop conceptual designs for the prioritized routes (3–5 main routes).
  - Provide Class D Designs, including potential alignment options.
- Phase 3 – Class C Functional Designs (~ 4 – 6 Months) (Budget Permitting)**
  - Advance selected designs to a Class C or B level.
  - Refine cost estimates, engineering details, and high-level implementation strategies.
- Phase 4 – Finalization & Implementation Planning**
  - Final adjustments to scope and designs based on feedback (Project Partner responsibility).
  - Deliver the final Core AT Network plan and acknowledge Cycling NS's coordination, delivery of design plans, and guidance for/in the implementation of any future work.

## 2.4 Four Goals of the Core AT Networks Project

- Develop an active transportation network plan** that will contribute to a more equitable, healthy, and sustainable future for residents.
- Engage residents** to ensure that the network adds value to the community and improves transportation options.
- Connect the Blue Route** into the town to provide easy access to local businesses and attractions for cycling tourists.
- Provide communities with a plan that can leverage financial support from Provincial and Federal funds** to build the community's vision for safe



active transportation.

### 3. Roles and Responsibilities

#### 3.1 Cycling NS (Lead Organization) Shall:

1. Coordinate all major project activities, including consultant selection, project management, and oversight of deliverables.
2. Fund the contracted services necessary to develop the Class D and (budget permitting) Class C or B designs, including engineering, software, and planning resources.
3. Provide an AT Planner who will lead or support the local planning process and conduct any required stakeholder engagement.
4. Cover all costs associated with the design and costing work
5. Present a final report and recommended implementation plan at the conclusion of Phase 3.

#### 3.2 Project Partner Shall:

1. Allocate appropriate **staff resources** (including in-kind staff time, any required local data, and community outreach support). No additional municipal capital funding is required other than the cost of staff involvement.
2. Provide timely input, feedback, and local expertise to Cycling NS throughout each project phase.
3. Facilitate local meetings, public engagement sessions, or workshops as necessary.
4. Review and comment on draft deliverables, engineering concepts, and cost estimates within a reasonable timeframe.
5. Coordinate any necessary approvals at the municipal level (e.g., Council approvals).
6. Consider in-kind contributions to further advance the quality of designs and costing to improve readiness and risk management for funding and implementation of the Core AT Network Project.

### 4. Funding and Budget

#### 4.1 Provincial Funding Agreement

- Cycling NS has entered into a **multi-year funding arrangement** with the Province to fully finance all planning, consultant fees, design software, and professional services related to the Core AT Network.
- This funding also covers the AT Planner position, which is dedicated to advancing the Core AT Network Project in collaboration with the Project Partner.

#### 4.2 Project Partner Costs

- The Project Partner's primary cost contribution is **staff time (in-kind resources)** to support engagement, data sharing, and project administration



at the local level.

Item	Descriptions	Total Cost	Funding Source	Partner Cost
Project Management and Administration	Administration cost	\$5,500	Fully funded by Cycling Nova Scotia (no cost to Partner)	\$0.00*
AT Network Consultant and Coordination	Lead AT planning and development for Core AT Network	\$35,300	Fully funded by Cycling Nova Scotia (no cost to Partner)	\$0.00*
Technical Equipment and Software	Design, GIS, and analytics software	\$20,100	Fully funded by Cycling Nova Scotia (no cost to Partner)	\$0.00
Travel Budget	Travel days for project, including site visits, meetings, event and event prep, and presentations	\$8,000	Fully funded by Cycling Nova Scotia (no cost to Partner)	\$0.00*
Phase 3: Advanced Design, Studies and Costing	Work contracted consultants to advance designs, cost estimates and studies.	~\$31,000	Fully funded by Cycling Nova Scotia (no cost to Partner)	\$0.00*
Application(s) to funders				Community Partner staff wage to complete application/project proposals
<b>Project Totals:</b>		<b>\$99,900</b>		<b>\$0</b>

- Additionally, if there is a greater need for Phase 3 work to support communities that are ready for advanced designs and costing, Cycling NS may request additional funding through Provincial funder, and/or in-kind contribution by Project Partner.

### 4.3 Additional Funding

- To further advance the work related to the development of the Core AT Network Project and improve community readiness, Cycling NS recommends that the Project Partner invest in-kind funding to enhance design drawings—thereby boosting the Core AT Network Project’s eligibility for federal and provincial cost-sharing grant applications.
- At its discretion and as allowed by a funding agreement with the Province, Cycling NS may negotiate with project partners and seek additional funding from the province to further advance the work, provided there is a demonstrated in-kind contribution and willingness to advance the Core AT



Network Project to more detailed phases.

#### 4.4 Cost Breakdown (Highlighting Partner Savings)

- **Professional Services (Planning, Design, and Engineering):** Covered by Cycling NS using provincial and/or federal funds.
- **Software and Consultant Fees:** Covered by Cycling NS.
- **AT Planner Salary and Overhead:** Covered by Cycling NS.
- **Project Partner's Contribution:** Primarily in-kind staff time and local support (outreach, data, meeting facilitation).

By covering the majority of professional services, Cycling NS effectively offsets significant costs for the Project Partner. The Partner's staff time and logistical support ensure local ownership and direction but represent a fraction of the total project value.

### 5. Project Deliverables

#### 5.1 Deliverable Summary

- **Inception Meeting:** Outlining the final scope, schedule, and deliverables.
- **Phase 1 Report:** Documenting findings from data gathering and route priorities.
- **Class D Design Report (Phase 2):** For 3–5 main routes, including conceptual design drawings and initial cost estimates.
- **Class C-B Design Report (Phase 3):** If budget allows, includes refined designs and more accurate costings.
- **Support for Implementation (Phase 4):** The Project Partner leads on implementation and/or procurement for designs, with Cycling NS providing guidance and technical expertise as needed.

#### 5.2 Reports and Milestones

- Reports and Support will be as followed:
  - **Phase 1: Visioning and Network Planning**
    - *What We Heard Report, Phase 1*
    - *Network Planning Report Phase 1*
  - **Phase 2: Design Development and Conceptualization**
    - *What We Heard Report, Phase 2*
    - *Concept Design Report Core AT Network, Phase 2*
  - **Phase 3: Advanced Design Development and Verification**
    - Detailed design documents
  - **Phase 4: Design Implementation**
    - Support and Guidance



## 6. Funding Opportunities

Cycling Nova Scotia encourages Project Partners to apply for Provincial and Federal funds to begin constructing the recommended facilities. Potential funds include, but are not limited to, the following:

<a href="#">Active Transportation Fund</a>	Federal Government	Apply under Capital Projects: new or enhance existing active transportation infrastructure
<a href="#">Sustainable Communities Challenge Fund</a>	Provincial Government [Federation of Canadian Municipalities]	Apply under Mitigation Project: Active Transportation pathways and networks
<a href="#">Green Municipal Fund</a>	Provincial Government [Federation of Canadian Municipalities]	Apply under Capital project: Transportation networks and commuting options [Active Transportation infrastructure (e.g., bike lanes) or walking and cycling networks that promote accessibility and safety]

*The information provided above is based on what is available at the time of writing and is subject to change without notice at the funder's discretion.*

## 7. Timeline

7.1 The Project will commence on or around [XXX] and continue for **16 months**. A detailed schedule will be included in the Inception, outlining target deadlines for each of the four phases.

7.2 Adjustments to the timeline may be made by mutual written consent (including email correspondence) of both parties, especially where necessary to accommodate consultant availability, funding adjustments related to the Provincial Funders, or additional in-kind contributions from the Project Partner.

## 8. Stakeholder Engagement

### 8.1 Community Involvement

- Cycling NS and the Project Partner will collaborate to ensure adequate stakeholder and public engagement.
- Engagement activities may include pop-up events, open houses, virtual sessions, surveys, and collaborative workshops with local stakeholders.

### 8.2 Documentation

- Cycling NS will compile all engagement feedback and make it available in summary form to the Project Partner and relevant funding partners in the form of Phase 1, 2, and 3 reports.

## 9. Amendments

Any amendment to this Agreement must be in writing and signed by both parties. This includes changes to scope, timelines, budgetary requirements, or



responsibilities, provided they remain compliant with the terms of the Provincial Funding Agreement.

## 10. Termination

Either party may terminate this Agreement by providing at least **30 days' written notice** to the other party. In the event of termination, Cycling NS will provide the Project Partner with all project materials completed up to the date of termination.

## 12. Entire Agreement

This Agreement, together with any appendices and referenced documents, constitutes the entire Agreement between the parties and supersedes all prior negotiations, commitments, or understandings.

## 13. Signatures

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the dates indicated below.

*For the Lead Organization (Cycling NS):*

**Project Director**

Name: Nathan Tuck

Signature:

**Project Manager**

Name: Mojdeh Sharafi

Signature:

*For the Project Partner:*

**Title:**

Name:

Signature:

**Title:**

Name:

Signature:



## Appendix A:

### Core AT Networks Project Supporters, Project Team, and Detailed Roles & Responsibilities

Below is **an example** of how a more detailed project team and roles/responsibility structure can be documented. Edit or replace names and organizations to reflect the current partnership.

#### 1.0 Core AT Networks Project Supporters

The Core AT Networks Project is a Cycling Nova Scotia (CNS) initiative funded and supported by the **Nova Scotia Department of Natural Resources and Renewables, Nova Scotia Department of Communities, Culture, Tourism and Heritage**, and the **Federation of Canadian Municipalities (FCM)**. The Department of Natural Resources and Renewables' support enables CNS to employ a full-time Active Transportation Planner/Designer tasked with providing planning services to communities in Nova Scotia.

#### 2.0 Project Team

##### 2.1 Project Director

**Name:** Nathan Tuck

**Title:** Director of Blue Route & Cycling Advocacy, Cycling Nova Scotia

**Role:** Responsible for the project budget and overall direction. Connects the work of the Core AT Networks project to the broader vision for the Blue Route and active travel in Nova Scotia.

**Contact:** [ntuck@sportnovascotia.ca](mailto:ntuck@sportnovascotia.ca)

##### 2.2 Project Manager

**Name:** Mojdeh Sharafi

**Title:** Active Transportation Designer, Cycling Nova Scotia

**Role:** Leads the planning process, community engagement, data collection, and prepares all four reports. Serves as the main point of contact for the Community Partner and coordinates outsourced consulting services.

**Contact:** [mojdeh@cyclingns.ca](mailto:mojdeh@cyclingns.ca)

##### 2.3 Community Partner Contact(s)

**Name:**

**Title:**

**Contact:**

**Name:**

**Title:**

**Contact:**



## 3.0 Roles & Responsibilities

### 3.1 Project Director

- Oversees the **project budget** and approves changes to the work plan, reports, scope, budget, and timelines.
- Connects the work of the Core AT Networks Project to the **larger vision** for active transportation in Nova Scotia.
- Ensures continuity with previous phases and that analysis is used to inform local infrastructure decisions.

### 3.2 Project Manager

- **Leads** the planning process and community engagement.
- Gathers and analyzes data to **identify cycling route projects** within partnering municipalities.
- Prepares all four reports and is the **main point of contact** for the Community Partner.
- Hosts monthly meetings to discuss progress and oversees procurement of consulting services for outsourced work.

### 3.3 Community Partner

- **Reviews** all reports, engagement materials, and project-related social media posts prior to publication.
- Provides **community touchpoints**, helps create a focus group, and schedules public engagement events.
- Attends monthly check-in meetings to discuss project updates and timelines.
- Provides the Project Manager with **relevant existing documents** (e.g., reports, plans, studies, data).
- Recruits members of the community to join the focus group and is encouraged to **participate in public engagement** activities.

# MEMO

**TO:** Mayor Small and Members of Council  
**FROM:** Natalie LeBlanc, Municipal Clerk  
**DATE:** May 19, 2026  
**RE:** **Second Reading of By-laws**

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At their April 27, 2026, regular meeting, Council gave First Reading of a By-law to Amend the Companion Animal By-law, C-4. Council also gave First Reading to adopt a By-law to Repeal the Property Assessed Clean Energy (PACE) Program By-law, P-2.

This memo is simply to advise that Second Reading of the amendments to the Companion Animal By-law, as well as Second Reading of the By-law to Repeal the Property Assessed Clean Energy (PACE) Program By-law, and repeal the Property Assessed Clean Energy (PACE) Program Policy will be on the May 25, 2026, regular Council meeting 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
	C 04	COMPANION ANIMAL BYLAW	POLICE	received first reading in October 2023

**TOWN OF AMHERST  
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
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		
Dec-24				

**TOWN OF AMHERST  
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
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
		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

**TOWN OF AMHERST  
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
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	
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	

**TOWN OF AMHERST  
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
May-26				
		Graffiti Bylaw	Police	
	10350-19	SCHOLARSHIP AND BUSARY POLICY (NEW)	CLERK	
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	
		Vehicular Idling Control Policy	Operations	
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	
	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	
	05000-01	RECORDS MANAGEMENT (211-26)	CLERK	
	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	

**TOWN OF AMHERST  
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	04000-03	STAFF TRAINING (211-06)	HR	
	66400-01	HERITAGE ADVISORY COMMITTEE	PLANNING	
Mar-27				
	72000-08	Community Support Grants Policy Adopt A Garden	Community Living 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 Beer Garden Policy - Stadium	PLANNING 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	
	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	
	02300-01	SALE OF USABLE TOWN OWNED LAND (211-07)	PLANNING	
	02300-02	SALE OF NON-USABLE TOWN OWNED LAND (211-08)	PLANNING	
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	

**TOWN OF AMHERST  
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
		Street Inspection and Maintenance	Operations	
	03400-02	Banking Policy	Finance	
Feb-28				
	C 04	COMPANION ANIMAL BYLAW	POLICE	
	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	HR	
	04000-12	(New) Public Street Financial Contribution Policy	Operations	
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

May 2026

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## Task Updates:

<p><b>Task: Municipal Boundary Change</b> Order from the Board on the boundary change has now been issued. Status: Complete</p>
<p><b>Task: Soccer / Track and Field Complex Committee TOR</b> TOR has been sent to David McNairn. Requested names for committee appointment. Status: In Progress</p>
<p><b>Task: NSCC Grant Funding – MOU to fund \$15,000 annually</b> Staff have made initial contact with NSCC however have not yet commenced drafting the MOU. Status: In Progress</p>
<p><b>Task: Visitor Information Centre</b> While not finalized, it looks like an agreement will be reached to have town / county summer student attend the VIC twice per week to promote specific 'events' in Amherst and Cumberland. Status: In Progress</p>
<p><b>Task: Sport and Recreation Hall of Fame Policy and Procedure</b> This will continue to be worked on as time permits. Status: In Progress</p>

# Monthly Report

## Corporate

### May 2026

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**IT Services:**

Multiple POs completed and received.

Completed Server updates.

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

Installed a new version of VMWare Vcenter to manage servers.

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

Updated the Entrust software on all computers at APD.

Purchased new computers, and Cell phones for this fiscal year.

We had an IT student work placement for almost 4 weeks helping with some desktop support. He assisted with the initial setting up of all the new computers and cell phones.

Day to Day IT issues.

**Procurement:**

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
	RFP	Fire Station Culvert Rehabilitation	Regular	C			X	CAO
	RFP	Capital Paving	Regular	C			X	Council
	RFP	Asphalt Patching	Regular	O			X	Council

**Other:**

**E-11 Customer service**

There were 95 cases open in April. Top categories were: Solid Waste / Bin replacements or repairs (24 cases), Unsightly Premises (17 cases), Applications for Development/Building Permits (16 cases) and Potholes/Damaged asphalt (8 cases)

# Monthly Report

## Community Living

### May 2026

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

#### **Events:**

- Volunteer Appreciation event
- Planning for Town wide Yard Sale
- Assisting Exit 1 crew
- Assisting with police week
- Launch of Postal worker/Dog series of videos and materials
- Assisting with Pride events logistics
- Summer in the Park series planning
- Mawio'mi planning with Indigenous Affairs
- Canada Day preparation

#### **Community Well Being:**

- Submitted multiple funding applications for the Accessible Playground and other infrastructure projects
- Completed Built Environment Assessments (Stadium and CCUBIC)
- Designed new Youth Leadership Volunteer Program that is to be piloted by NS Works this fall and integrated into Learn to Lead Program
- Attended multiple webinars and workshops regarding accessibility, inclusion, diversity and equity
- Supported the organization of Amherst's first Jane's Walk with the Culture, Heritage and History Group
- Facilitated a workshop with Amherst Youth Town Council and how we can redesign the program to better suit youth's needs and expectations
- Supported NSCC Social Services Student
- Wrote a proposal for Anti-Hate and Belonging Work

#### **Marketing/Communication:**

- Finalizing the brand guidelines manual and other brand refresh components
- Allocating budget for upcoming projects
- Preparation for tourism season and updating materials
- Proclamation and flag raising requests
- Working with Exit 1 committee
- Creating and sharing content on capital budget items and other

**Progress report on strategic plan attached to this report.**

**Community Health Navigator:**

- Separate report attached

**Active Living:**

**Wayfinding**

- All 35 printed signs completed and installed to date
- Review and modifications to be completed
- 10 additional signs to be printed and installed after review and adjustments are completed.

**Summer Programming**

- June is Recreation Month Calendar
- Hiring summer students
- Tennis and Pickleball training and programs
- Day Camps (July & August)

**Active Transportation**

- Walking Audit scheduled for Tuesday, June 9th
- Exploring a Core AT Network Project in partnership with **Mojdeh Sharafi, EIT**, Active Transportation Designer from Cycling Nova Scotia

**Rotary Park Project (Bocce):**

- Waiting for in person meeting to be scheduled by Pomerleau

**Multisport**

- Golf Sessions remaining (5) and final wrap up banquet scheduled for end of May

**Fundy Regional Game - September 2026**

- Chairing the subcommittee that will be leading Fundy Regional Games.

**55+ Games - September 2027**

- Planning in progress

**Task Updates:**

Task: Accessible Playground Update: Designs complete Status: Tender closed May 12, 2026. Mayor / CAO meeting with Minister
Task: "A" Special Day Update: Director has memo to Council Status: TBD
Task: Green Space Veterans Park Update: Meeting held with Indigenous Elders and Indigenous affairs to discuss multiple initiatives including this. Status: Update expected by end of May.

## Marketing Plan Update

Strategic Pillar 1 – Residents Goal: Strengthen Community Belonging				
Objective 1.1	Increase community spirit by growing resident participation with community-focused content by 20%	Timing/Status by 2027	Role	Budget
Actions	Work with a videographer to create four reusable videos (minimum one per season) to generate excitement around a variety of events, ensuring final videos have appropriate storage solutions	Annual events throughout 2026  <b>Update:</b> <b>Seasonal/event-based video content creation on track (winter video, Frech Toast Fest video), with dedicated video and photo storage solutions planned within the IT budget for 2026-2027.</b>	Marcomm IT CL EDO	Up to \$6,000 per video
	Produce a minimum of one good news story per month to highlight community heroes or volunteer stories, distributed to our media list	Monthly starting Jan 2026  <b>Update:</b> <b>We are actively sharing good news stories and highlighting Amherst’s strengths as appropriate.</b>	Marcomm Other depts & community partners	Boosting option \$25-\$50 per post
	Create two posts per month highlighting Amherst’s strengths (geography, people, convenience, attractions, history)	Twice monthly (24 per year) starting Jan 2026  <b>Update:</b> <b>Posts are being created and shared that highlight Amherst’s strengths. This practice will continue as opportunities present; and, more opportunities will be sought out.</b>	MarComm Other depts & community partners	Within existing content budget  Boosting option \$25-\$50 per post
	Build recognition by creating and re-using event content (i.e. hashtags, Facebook events)	Per event (12 a year) starting Jan 2026  <b>Update:</b> <b>Production of reusable promotional event materials is taking place (not so much hashtags, but yes to FB events). As we capture event video content, we are focusing on content that can be re-used for future years across platforms.</b>	CL	\$100 Boosting
	Increase earned media coverage by sending media releases for major events, and pitch at least one story per quarter	Quarterly pitches + event-based releases beginning Jan 2026  <b>Update:</b> <b>Media releases being sent to media contacts as available/as warranted.</b>	MarComm	Staff time

Objective 1.2	Increase resident engagement with Town communications and programs by 25%	Timing/Status Jan 2026 - Dec 2027	Role	Budget
Actions	Launch a monthly community newsletter. Further investigate appropriate, cost-effective newsletter platforms to highlight upcoming events and share information on initiatives.	Monthly beginning April 2026  <b>Update:</b> <b>Further research required before a recurring newsletter is launched, including functionality of a new web-based events calendar.</b>	Marcomm CL	Platform cost TBD
	Use targeted event-related social media boosts within 50 km for key demographics	3 per month starting Jan 2026  <b>Update:</b> <b>Events being boosted on socials as required to increase engagement.</b>	Marcomm	\$1,800 (\$50 ea.)
	Develop a list of high-traffic locations for event-related flyer distribution	Jan 2026  <b>Completed:</b> <b>This list has been developed.</b>	Events	N/A
	Investigate and implement a comprehensive event calendar on the website to position this information front-and-centre	March 2026  <b>Update:</b> <b>A complete website audit will be undertaken soon, and required updates/functionality of a new events calendar will emerge from those findings.</b>	Marcomm	Plug-in costs for website \$500- \$1,000 annual
	Install a community message board in Town Hall lobby to promote information and events	Jan 2026  <b>Update:</b> <b>Research and approvals required – this is something related to conversation about Town Hall operating as Visitor Information Centre, which is scheduled.</b>	Sarah Marcomm Events	\$500 for Town Hall board
	Utilize the outdoor digital screen at Amherst Stadium to promote Town communications. Investigate options to update the screen	2026-2028  <b>Update:</b> <b>Use of digital screen and investigation of replacement/new install at Amherst Stadium has not started yet. Need to establish a process for using current, and begin investigating replacements that allow remote access for internal users.</b>	Public works Facilities Marcomm	TBD
	Investigate options for a digital community board (on the highway or other location)	2027 project	Marcomm	TBD
	Conduct a Voyent Alert promotional campaign. Determine feasibility for ongoing use.	Feb 2026-April 2026  <b>Update:</b> <b>Plans are in the works to evaluate this medium for</b>	Marcomm	\$500- \$1,000

		<b>communication. It is important that we promote the platform as part of a strategy to determine whether to keep or replace Voyent Alert.</b>		
	Invite community input on new cultural or inclusive initiatives by hosting community alignment workshops, starting a resident ambassador program, and other initiatives outlined in the demographic strategic plan.	Ongoing starting in 2026  <b>Update:</b> <b>These activities have not yet begun. Will be establishing a list of priorities or framework with Community Living colleagues.</b>	CWB Mgr Marcomm CL	TBD  Staff time
	Decrease information fragmentation by maintaining consistent visibility across all platforms	Starting Jan 2026 and ongoing  <b>Update:</b> <b>This work is in progress, as part of our ongoing conversation regarding social platform purposes.</b>	Marcomm	N/A
	Ensure accessibility and inclusion in marketing efforts (i.e. plain language, considerations in design)	Starting Jan 2026 and ongoing  <b>Update:</b> <b>Accessibility considerations are and will continue to be applied as part of developing every communication and marketing piece.</b>	Marcom CWB Mgr	N/A
	Boost promotion the Mayor's radio segment across all platforms. Evaluate effectiveness of the mayor's weekly segment to determine future investment	Starting Feb 2026  <b>Complete.</b> <b>Evaluation determined low impact with radio segment – desire to shift approach to another medium that will reach this same audience demographic more effectively.</b>	Marcomm	\$500 for promotion
	Offer incentives for completing calls to action, such as gift cards for survey completion	Monthly  <b>Update:</b> <b>Incentives are being offered to boost public engagement, which creates a noticeable increase in participation.</b>		\$600 (\$50 ea.)
<b>Objective 1.3</b>	<b>Enhance quality of life by increasing resident awareness and participation in Town programs, events and services by 25%</b>	<b>Timing/Status</b> 2026	<b>Role</b>	<b>Budget</b>
Actions	Connect residents with health and wellness resources and supports that can be found in Amherst	<b>Update:</b> <b>Staff working with Navigator and Manager well-being to ensure all inquiries regarding health and wellness are distributed in a timely and effective manner.</b>	partners, community groups, other levels of government	
	Foster understanding on the purpose of the Community Living and Recreation Facebook page, to	April 2026	Marcomm REC CL	\$500- \$1,000

	increase understanding and followers	<b>Update:</b> Increasing understanding of the Rec page has been discussed within conversations around defining social platform purposes.		
	Partner with APD, AFD and community partners to create a plan that promotes initiatives enhancing safety	Dec 2026	APD AFFA Marcomm Community volunteers	TBD Boost Ads Campaign-based \$500 per campaign
<b>Objective 1.4</b>	<b>Increase public feedback by 10%, by increasing awareness and access to mechanisms</b>	<b>Timing/Status</b> 2027	<b>Role</b>	<b>Budget</b>
Actions	Promote awareness of existing and new public feedback mechanisms	<b>More will take place here upon completion of the website audit.</b>		
	Improve the function of comments/questions/feedback on the website	March 2026  <b>Update:</b> This is dependent upon completion of the website audit.	Marcomm	TBD
	Create a feedback box at Town Hall to accept all types of resident input	March 2026  <b>Not yet completed – will be included as part of discussions of new resources in the Lobby.</b>	Marcomm	\$100 for box
	Conduct annual public surveys and determine if focus groups are required based on feedback	Feb 2027	Marcomm	Up to \$500 for boosting and ads

<b>Strategic Pillar 2 - Businesses</b>				
<b>Goal: Drive Growth and Opportunity for new and existing business development</b>				
<b>Objective 2.1</b>	<b>Build Pride in Accomplishments by partnering with at least two new economic development organizations</b>	<b>Timing/Status</b> By 2027	<b>Role</b>	<b>Budget</b>
Actions	Highlight and promote the successes of new and existing businesses	Ongoing  <b>Update:</b> <b>Supporting new businesses through new business certificate presentation and articles.</b>	Marcomm EDO	TBD minimal
	Create a campaign to promote the expansion of the industrial park by developing collateral materials to support the work of the economic development department of the Town of Amherst.	Jan 2026 onward  <b>Complete</b> <b>With analysis of digital campaign performance expected week of May 11.</b>	Marcomm EDO	Budget to come from EDO
	Promote collaboration with regional employers and post-secondary institutions to attract and retain workers. Create promotional material to assist with this.	2026-2028  <b>Initiatives here yet to begin.</b>	Marcomm CL CWB Mgr EDO	\$500- \$1,000 from EDO budget
<b>Objective 2.2</b>	<b>Assist the Economic Development department with the promotion of at least two partnerships for current and new businesses</b>	<b>Timing/Status</b> By 2028	<b>Role</b>	<b>Budget</b>
Actions	Design collateral materials on the promotional needs of economic development department	Ongoing to 2028  <b>Update:</b> <b>Amherst Business Park campaign first example of this type of collaboration – to continue as required.</b>	EDO Marcomm	TBD based on need
	Identify opportunities for cross-promotion with influencers	As opportunities present  <b>Update:</b> <b>Collaboration with influencers has taken place and will be explored further for the upcoming tourism season.</b>	Marcomm EDO CL	Influencer fees \$1,000- \$2,500 each
	Promote the hosting of business roundtables, economic development forums, employment expos as requested	As opportunities present  <b>Update:</b> <b>Economic development forums and newcomer business events on hold, awaiting further direction.</b>	Marcomm EDO	Cost TBD
	Assist the EDO with creating initiatives for shop and eat local campaigns	Jan-June 2026, Oct-Dec 2026 – Updates as required  <b>Update: New Tourism Student working on updating tourism collateral and developing new</b>	Marcomm EDO CL	\$2,000 annually

		<b>materials for 2026 tourism season.</b>		
<b>Objective 2.3</b>	<b>Attract ten new business inquiries to Amherst by promoting our community as safe, accessible, inclusive and engaged</b>	<b>Timing</b> By 2028	<b>Role</b>	<b>Budget</b>
Actions	Assist Economic Development Officer to create an opportunities /incentives campaign to increase business development	September 2026 onward	Marcomm EDO Economic development partners	\$1,500-\$2,500
	Update and expand Invest Amherst (existing business page) website content	April 1 2026 ongoing  <b>Update: Invest Amherst web content update is dependent upon full website audit.</b>	Marcomm EDO Ec Dev partners	\$500-\$1,000
	Promote relocation incentives for small business development	2027	Marcomm EDO Ec Dev partners	TBD
<b>Objective 2.4</b>	<b>Increase awareness of opportunities for newcomer business owners to collaborate and access resources, to be tracked by measuring attendance numbers and requests to access services</b>	<b>Timing</b> 2026-2028	<b>Role</b>	<b>Budget</b>
Actions	Promote regular newcomer business events	2026-2028  <b>This initiative will begin once events take shape.</b>	CWB Mgr. EDO CL Marcomm	Social boosting, other ads \$500

<b>Strategic Pillar 3 – Visitors</b>				
<b>Goal: Highlight Vibrancy, Convenience and Variety</b>				
<b>Objective 3.1</b>	<b>Increase awareness of Amherst as a multi-stop service centre among nearby communities, measured by gathering input from businesses</b>	<b>Timing</b> 2027-2028	<b>Role</b>	<b>Budget</b>
Actions	Create a campaign to feature all of the services available in Amherst	Oct 2027-2028	Marcomm EDO CL	\$1,000-\$2,500
	Target locations that lack services Amherst can provide, such as – with a 100 km radius – promoting Amherst’s service offerings	Oct 2026-March 2027	Marcomm EDO CL	\$1,000-\$2,500
	Ensure accuracy and availability of Amherst shopping and restaurant guides. Create new content as required.	Jan 2026 ongoing  <b>Update: Ongoing review and maintenance of Amherst</b>	Marcomm EDO CL	\$500

		<p>shopping and restaurant guides are being completed through the Tourism Ambassador to ensure information remains accurate, current, and accessible for residents and visitors.</p> <p>New content and updated resources continue to be developed as required.</p>		
<b>Objective 3.2</b>	<b>Market Amherst as a Tourism Destination to increase engagement with online tourism content by %10</b>	<b>Timing</b> 2027	<b>Role</b>	<b>Budget</b>
Actions	Implement sections of the Town beautification strategy and highlight areas that relate to tourism	<p>Jan 2026 ongoing</p> <p><b>Update:</b> As many beautification initiatives take place during the upcoming warmer months, we will continue working with the CWM to coordinate timelines and promotional efforts that align with tourism efforts.</p>	<p>Marcomm CWM PW Parks</p>	
	Create seasonal tourism campaigns for Maritime and Ontario markets	<p>As required starting in 2026</p> <p><b>Update:</b> Currently awaiting a decision on provincial digital content marketing program (DCMP) funding.</p>	<p>Marcomm EDO Ec Dev</p>	<p>TV AD COSTS \$5,000-\$10,000 per campaign</p>
	Improve quality and availability of visitor information	<p>April 2026 ongoing</p> <p><b>Update:</b> Completed audit of all tourism information and made necessary updates. New content will be created as required.</p>	<p>Marcomm CL EDO Community Partners</p>	\$500
	Determine if Town Hall will be a permanent location for Amherst visitor information services and promote as such	<p>Feb 2026</p> <p><b>Update:</b> Town Hall will not be a permanent location for visitor information, rather, will continue to be a resource for information.</p>	<p>Mayor and Council Jason</p>	N/A
	Create promotional campaign around new signature event	<p>March-April 2026</p> <p><b>Update:</b> With the introduction of Exit 1 Summer Bash, discussions regarding the development of an additional signature event are ongoing. Members of</p>	<p>Events CL</p>	Up to \$2,000

		<b>Community Living continue to participate on the committee and support planning efforts to help ensure the success of the event.</b>		
<b>Objective 3.3</b>	<b>Strengthen awareness of Amherst’s central geographic position within the Maritimes by creating three regional travel resources (i.e. maps, distance guides)</b>	<b>Timing</b> April 2026	<b>Role</b>	<b>Budget</b>
Actions	Develop the new resources that demonstrates Amherst’s position as a home base for exploring the greater region	April 2026  <b>Update:</b> <b>Finalization of brand work is still underway. Once completed, development of resources will begin.</b>	Marcomm CL EDO Community Partners	\$1,000- \$2,000
<b>Objective 3.4</b>	<b>Strengthen Partnerships with five Regional Tourism Operators and Organizations to promote Amherst as a larger tourism opportunity</b>	<b>Timing</b> Jan 2026 ongoing	<b>Role</b>	<b>Budget</b>
Actions	Identify and create opportunities to work together on regional initiatives	Jan 2026 ongoing  <b>Update:</b> <b>Discussions with regional partners are underway as part of preparations for the upcoming tourism season and future collaborative initiatives.</b>	Marcomm Regional Tourism Partners EDO	N/A
	Partner with accommodations to help promote Amherst’s brand and variety of events and activities	April 2026 ongoing  <b>Update:</b> <b>Amherst’s brand, activities, and tourism offerings continue to be promoted through accommodation partnerships. Additional partnership opportunities will continue to be explored moving forward</b>	Marcomm EDO Accomms Partners	\$2,000
<b>Objective 3.5</b>	<b>Increase Amherst’s visibility and appeal to new and former residents by growing traffic to relocation-focused web pages and engagement relocation content by 20%</b>	<b>Timing</b> by Dec 2027	<b>Role</b>	<b>Budget</b>
Actions	Implement relocation pages and resources on the Town website *Considerations for existing documents (Explore Cumberland)	After website audit 2027	Marcomm	TBD
	Create a campaign for new and/or former residents to increase awareness advantages, including strategic locations	Sept 2026	CWB mgr Marcomm Community partners EDO	TBD

## **Brand Strategy Update**

- **Update the brand guidelines manual**
  - **Brand guidelines manual is in the final stages of development.**
- **Create a brand launch toolkit**
  - **Development of the brand launch toolkit will follow completion of the brand guidelines manual.**
- **Provide brand training sessions**
  - **Brand training sessions will be coordinated following completion of work with the agency**
- **Revise and improve organization of Amherst's logos**
  - **Included within the updated brand guidelines manual**
- **Implement an internal brand asset library**
  - **Included within the updated brand guidelines manual**
- **Complete an Amherst logo use audit**
  - **The logo audit process has begun and will continue organically as required**
- **Create branded templates for all communication channels**
  - **Draft templates complete and will be implemented once brand guidelines have been completed**
- **Introduce a brand review process for all materials**
  - **A brand review process currently being established internally**

Community Navigator Town of Amherst Council Report  
April 2026

April was busy with meetings and organizing and implementing events.

**Completed:**

**Site Visits**

- As reported in March, we hosted a physician who was looking to relocate to the Amherst area from Halifax.
  - No offer was provided through the North Nova area, reasons were not disclosed.
- We hosted a large site visit of 12 attendees from a Dalhousie medical interest group who are travelling around rural areas.
  - There were nine Year 1, two year 2 and one year 3 (organizer) students in attendance where they did a tour of Cumberland Regional Healthcare Centre (CRHCC) & participated in Simulation training (SIMS) for suturing and casting. NS Health provided a lunch at CRHCC which I assisted with the delivery and implementation of.
  - The group travelled to Pugwash where they did a tour of North Cumberland Health Care Centre. I provided a meal of wraps, salads, desserts and beverages for the group at Dr. Janneke Gradstein's cottage. They had an informative evening with a "Fireside Chat" open discussion.



Dr Janneke Gradstein, Dr Peter Blaikie, Dr Tena Frizzle, Dr Sarah L'Espérance, Dr Brittney MacDougall, Dr Dan Stojanovic and Dr Katelyn Hudak were available to mentor the next generation throughout different portions of the day.

**Recruitment needs:**

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

Vacancies 9.7 within Cumberland County

Stream	Amherst	Pugwash	Springhill	Parrsboro
Family	3.0	1.5	2.0	1.0
OB/GYN	.8			
Oncology	0.4			
Psychiatry (Child & Adolescent)	0.5			
Internal Medicine	0.5			
<b>Totals</b>	<b>5.2</b>	<b>1.5</b>	<b>2.0</b>	<b>1.0</b>

- Recruitment fairs
  - 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.**

**Residents:**

- We have been advised of two new Year 1 residents starting in Amherst in July 2026
  - Dr. Omotayo Amure
  - Dr. Mina Abdelsaied

**Meeting:**

- Attended the Physician Retention committee meeting on April 13<sup>th</sup>, 2026.
  - Looking at restocking some healthy snack options in the doctors lounges
  - Dr. Gradstein to attend the Rural & Remote conference in Quebec later in April. This conference will be in Halifax in 2027 and I hope to be in attendance.
  - Provided a support basket to Dr. McWilliams to welcome his new baby to the family.

### **Ongoing:**

- 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.

### **Workshops:**

- Dr. Gradstein is currently hosting sessions called “workplace huddle” where she brings the Virtues Program to the Med/Surg floor bi-weekly. It is the intention to get staff members thinking positively on a day to day basis to boost morale, productivity and retention.
  - I provide cultural snacks/food for these sessions
  - This set of workshops will go until June 12<sup>th</sup>.
  - Other departments will participate as needed.
- ED Mentorship Program and Health & Wellness Initiatives have begun in the Emergency Department (ED).
  - This is a morale boosting venture being run by the nurse manager in ED for staff. Encouraging staff members to take care of themselves and each other and form a bond that discourages burn out and keeps staff engaged and supportive of one another.
  - Held weekly on Tuesday mornings until September 2026.

### **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
  - Doctor’s Day
  - Nurses’ (healthcare) week
- We have a site visit scheduled for the month of June for an Emergency physician from Kentucky.
- The Canadian Society of Physician Recruitment (CaSPR) conference is being held May 3-5, 2026 in Charlottetown, PE.

Amy Menzies

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

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# Monthly Report

## Cumberland Business Connector

### May 2026

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

##### **Cumberland Business Accelerator**

In the past month we have worked with 6 Accelerator Clients. Support includes:

- Identifying new software and hardware that can replace discontinued equipment
- Prepared project management tool that can simplify and assist with HR challenges
- Followed up with contact that could grow the high margin service side of the business
- Connected one of these entrepreneurs with Project Management training
- Connected a growing business to a training opportunity for one of their engineers
- Provided guidance on separation of personal expenses from business expenses
- Reviewed the business' improved HR Manual

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

- Provided advice on a business' claim for the Nova Scotia Capital Investment Tax Credit that they had been approved for.
- Co-ordinated support for a rebuilding business through the NS Department of Labour, Skills and Immigration
- Advised a business with one-on-one Digital Marketing support.
- We are working with Invest Nova Scotia to assist a local manufacturing business adapt and enter the Defense Industry supply chain
- Discussed a business's expansion plans and reviewed the draft business plan that had been prepared for them last year
- Developed a draft workplan for April to October. This included developing Standard Operating Procedures to improve delegation and scalability
- Reviewed a business plan and provided more feedback
- Referred a growing service business to project management training provided by CBDC
- Discussed a business' rapid growth that is overwhelming the business owner
- Discussed small business taxes with a business that was unable to attend the related workshop
- Provided advice to a service business on managing bookings. Additional advice was also provided on marketing opportunities
- Forestry
  - We continue to work towards having the Cumberland Region receive a 3<sup>rd</sup> party Biomass Development Opportunity Zone rating. We have secured most of the funding required for this project.
  - We continue to support the Cumberland Forestry Advisory Committee and their quarterly newsletter

## **New Businesses**

- There is an ongoing interest in entrepreneurship across our region.
- The 2026 Youth Entrepreneurship Challenge is underway. 24 students have attended the business plan training that took place in April. Training sessions were held in Amherst, Parrsboro, and Pugwash this year with 3 sessions being held in each of these locations. Business Plans have been submitted and will be reviewed in the next few days. The Pitch Night was held on May 14<sup>th</sup>.

## **Workshops**

In collaboration with our local economic development partners, several workshops took place through the winter and spring of 2026. The last of this winter/spring series will be the Women in Business workshop in Amherst on May 21<sup>st</sup>. 27 people are registered for this workshop.

## **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.

## **Labour Availability and Workforce Development**

- Continued discussion with Dalhousie University around a labour force gap analysis
- Provided advice to a person looking to become an apprentice in the Construction Industry
- Planning is underway for the Career Fair at the High School in Parrsboro on May 22<sup>nd</sup>. Currently 22 businesses have confirmed that they are attending.

## **Other Work**

- With the significant interest in entrepreneurship, we have developed and finalized the “New Business Startup Guide” for entrepreneurs.
- We attended the Dalhousie Open House on Natural Gas discussion in Amherst
- We attended the Fundy Ocean Research Centre for Energy (FORCE) public update in Parrsboro
- Planning is well underway for the Annual General Meeting on June 16<sup>th</sup>.

# Monthly Report

## Finance

May 2026

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### FINANCE

Staff continue to work on the year end financial review. Several year end tasks are currently underway, including ensuring invoices relating to March are properly accounted for in the correct fiscal year, processing year end accruals, recording capital asset additions and completing the general ledger analysis. The year end review will be completed in June, and the audit is anticipated to commence early summer.

The finance department welcomed Isaiah Jones to our team for his five-week NSCC student work placement. Isaiah is spending time working at the reception desk, where he is gaining exposure to and learning about municipal finance. His student work placement concludes on May 26.

### TAX / ACCOUNTS RECEIVABLE / COLLECTIONS

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

**2026 Assessment Appeals** – The 2026 assessment appeal inventory from PVSC has 60 accounts with appeals as of May 1, 2026.

	# of Accounts Appealing		Appeal Completed as of Apr 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	18	-	3	22	14	\$1,221,100	\$20,392.37	1
Commercial	17	\$38,905,600	6	-	-	11	3	\$137,300	\$6,137.31	0
<b>TOTAL</b>	<b>60</b>	<b>\$89,063,700</b>	<b>24</b>	<b>-</b>	<b>3</b>	<b>33</b>	<b>17</b>	<b>\$1,358,400</b>	<b>\$26,529.68</b>	<b>1</b>

**Property Sales/Tax Certificates** – There were 3 residential and 1 commercial property sales in April as well as 17 tax certificate requests completed.

### WATER/SEWER

The 4<sup>th</sup> quarter water / sewer billing is now complete, and bills were mailed out April 24 with a due date of June 30, 2026. We will proceed with booking appointments with residents that require meter repair or replacement through the month of May.

## 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 9<sup>th</sup>. Second reading was completed on April 27<sup>th</sup>. The Land Registrar Office has been notified and they will update their system for the effective date of July 1. Staff will check back with them in June to confirm the rate update was completed.

Status: Mostly complete.

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Task: Capital Budget Carry Overs

Update: Capital carry over projects from 2025/26 were added to the 2026/27 capital budget.

Status: Complete.

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Task: 2025/26 Capital Budget Amendment – LaPlanche Pumping Station Display and PLC

Update: 2025/26 capital budget has been updated to include this project and funding source.

Status: Complete.

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Task: 2026/27 Capital Budget Amendment – Paving Victoria Street from Station Street to Acadia Street

Update: 2026/27 capital budget has been updated to include this project and funding sources.

Status: Complete.

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# Monthly Report

## Fire Department

May 2026

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### RESPONSES (April)

	<u>Town of Amherst</u>	<u>District 2</u>
Dumpster fire	1	
Flue fire		1
Medical Assist	2	
Monitored alarm	13	2
Motor vehicle accidents	3	3
Open Burning		2
Power lines on fire / Arcing	1	
Smell of smoke / Air quality check	1	1
Structure fire		1
Trapped in elevator	1	
Vehicle fire		1
Wildfire / Open land		2
<b>Total events</b>	<b>22</b>	<b>13</b>

### PROFESSIONAL DEVELOPMENT

#### Weekly fire fighter training

During the month of April, the Fire Department's weekly training sessions focused on enhancing operational readiness in several key areas. Training topics included drafting, portable pump operations and rural water supply training.

#### Recruit fire fighter training

During the month of April, the recruit firefighters focused on learning and practicing key foundational skills essential to safe and effective fire service operations. Training topics included structural search and rescue and tactical ventilation.

#### Junior firefighter program

During the month of April, the Junior Firefighters focused on building their skills and confidence in the ground ladder operations and ropes and knots.

### RECORDS MANAGEMENT SYSTEM

The Province of Nova Scotia is implementing a province wide records management service. First Due Fire Records Management System (FRMS) will be provided to all fire services at no cost to municipalities. The Amherst Fire Department has been selected as part of the initial rollout, with onboarding expected in late summer or early fall 2026. In preparation, the department will be participating in rollout activities such as contributing to provincial standards and templates, supporting data migration, and identifying required system integrations to ensure the platform is effective and aligned with operational needs.

## **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](http://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

### May 2026

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#### **Current Recruitment**

Summer Students: recruitment has mostly concluded for this year's summer students. We welcomed some students back in early May, with a few additional students who will come on board in June. Welcome back to those who are returning and a big welcome to our new students as well!

Economic Development Term Position: the selection for this position has concluded and we are welcoming Stephanie Moreau as the successful candidate on May 19. We are pleased to have you, Stephanie!

Seasonal Operator, Public Works: selection for this competition has concluded. The successful candidates for the permanent seasonal Operator positions are Brad Doernbach and Gerald Baker. We also welcome two term positions: Dave Tupper and Chris Dobson. Warm welcome to them all.

#### **Other HR News**

##### Collective Bargaining

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

##### Annual Performance Evaluations

All annual non-union staff performance evaluations were rolled out in March, and all evaluations have now been completed.

##### Market Review

The triannual market review was approved by Council in April. HR/payroll staff are working on payroll implementation of the new approved salary ranges which will be concluded in mid-May.

##### Wellness Committee

The Wellness Committee was pleased to offer staff two wellness sessions in April called "Clear the Clutter". These sessions were provided by registered therapist and lifestyle educator, Stephanie Alen of Gateway Developments. We had strong positive feedback from these sessions.

We are pleased to report that we were successful in being awarded another Municipal Wellness grant for fiscal 2026-27 from the Association of Municipal Administrators of NS (AMANS). These grant funds are used to support the development of employee wellness initiatives throughout the year. Planning is underway for the development of the next few months of initiatives.

##### People Strategy

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

**Goal #7: Operational Excellence in HR Services**

- Launch a quarterly newsletter for staff

**Goal #1: Workforce Planning & Talent Attraction**

- Complete workforce demographic analysis and retirement projections
- Identify critical roles and leadership gaps in support of the development of succession plan

**Payroll**

Payroll and WCB remittances are up to date.

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

WCB is remitted automatically via our payroll provider.

# Monthly Report

## Operations

### May 2026

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

#### **RECREATION & HORTICULTURE**

- Dickey Park washroom is open daily 8:00am to 5:00pm.
- Staff will have all park washroom facilities open for use on May 15<sup>th</sup>.
- The splash pads will be put into service for the season on June 15<sup>th</sup>.
- The stadium office and walking track are open daily from 8:30am to 4:00pm.
- The new Robb Complex dugouts are complete, and the netting has been installed on the batting cage.
- The Skate Park concrete repairs have been completed.
- Mowing has started in our parks, green spaces and the downtown.
- Seasonal staff and summer students have returned to work and have been busy cleaning up our parks and preparing flower beds.
- Stadium and Parks events:
  - APD Police Week Event at Dickey Park (May 14)
  - Alzheimer's Walk at Dickey Park (May 31)
  - Pride Event at Victoria Square (June 13)
  - Job Fair (May 20)
  - Home Show (May 23 and May 23)
  - Rotary Wine, Spirits, Beer Tasting event (May 29)
  - Gutsy Walk (June 7)
  - Pickleball starts at the stadium (May 11)

#### **PUBLIC WORKS**

- The underground fibreglass fuel tanks at the public works garage were tested for leaks – no issues found.
- Interior and exterior window cleaning of our facilities has been scheduled for the week of May 18<sup>th</sup>
- Public works seasonal staff and summer engineering student Jake Walker returned to work on May 4<sup>th</sup>
- Engineering Technologist, Jay Crossman, attended the Nova Scotia Asphalt User Producer Association Annual Spring Seminar. It is a very informative day of presentations and a great networking opportunity.
- Operations staff (3 managers and 2 operators) recently attended the Maritime Provinces Water and Wastewater Associations annual 3-day training seminar in Fredericton. The MPWWA training seminars provide "hands on" workshops for operators and supervisors and helps to provide a better understanding of the management and operation of water and wastewater facilities.

- The Amherst Water Utility will be starting the annual unidirectional flushing program on May 20<sup>th</sup>.
- Street and sidewalk sweeping is ongoing; line painting is underway and we will be starting sidewalk replacement projects.
- Staff have been busy preparing RFQ's and RFP's for this fiscal year's capital project, the goal is to have 90% of the projects procured before the end of June.
- Staff assisted the community wellbeing team by installing 35 new wayfinding signs.
- Staff repaired 2 broken water mains and one service leak in the past month.
- Staff "mulched" the tress and brush from the Town's property on Ancestral Drive and from the ditch along the Willow Street trail.
- Relocated a storage shed from fire station to the Robb Complex to make room for the new live fire training facility.

## **SOLID WASTE**

- The Solid Waste Hotline (902-667-5141) which receives calls from residents all over Cumberland County received 398 phone calls during the month of March.
- Earth Day – Community Cleanups
  - 9 groups participated in cleanups throughout Cumberland County: Maggie's Place, Amherst Striders, 1st Amherst Guiding Unit, Springhill Sparks/Embers/Guides, 1st Fenwick Scouts, NSCC (Amherst & Cumberland), Lilac Place, and Little Lambs.
  - Litter Kits were delivered to the libraries and residents looking to do a cleanup in their neighborhood were able to visit one of the branches to pick up a kit.
  - Town staff participated in an Earth Day Cleanup collecting litter from Victoria Square, Havelock Park, Robb's Field, Christie Park, & Strawberry Fields Park.
  - Emmerson Packaging organized their annual "Pick up the Park" cleanup in celebration of Earth Day. Public Works staff collected & disposed of 45 bags of litter gathered by Costin Paving, Emmerson Packaging, Wonder Bread, and Waldale.
  - Staff reached out to all schools in Cumberland County encouraging staff and students to take part in an Earth Day Cleanup. 12 schools signed up to collect litter around their community. All schools that took place had their name entered to win \$150 for their breakfast program.
- A Household Hazardous Waste drop off event has been scheduled for June 27<sup>th</sup> in Amherst.
- Staff continue to share sorting information, collection updates, and safety reminders on the Cumberland Region Solid Waste Facebook page.
- Staff once again participated in the Agriculture Safety Day held at the Oxford Arena. Approximately 280, Grade 4 students from schools across Cumberland County participated in the event where staff spoke about the importance of source separation.

### **Curbside Rejections / Enforcement**

Town of Amherst Curbside Rejections (April 2026)

Not dual stream	51
Late	6
Recycle contains Garbage / Organics	13
Miscellaneous	10
<b>Total</b>	<b>80</b>

## **TASK UPDATES**

### **Task: Christ Church Parking Lot Agreement**

Update: Agreement signed by Mayor and CAO and left with Church for signatures

Status: In Progress

### **Task: Capital Budget Amendment West Victoria Street Engineering Design**

Update: The consultant has the drawings approximately 80% complete.

Status: In Progress

### **Task: Banner Request**

Update: Staff have been working on the documents, and the CAO presented a draft policy to Council at April COW.

Status: In Progress

### **Task: Asphalt Patching Tender**

Update: Tender was awarded by Council, and the contract has been signed.

Status: Complete

### **Task: Construction of New Residential Streets Policy**

Update: Draft policy has been reviewed by CAO, needs some revisions before presenting to Council

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. Second request sent to CN for a meeting to discuss.

Status: In Progress

# Monthly Report

## Planning & Economic Development

### May 2026

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The attached report shows permits issued in April and a 2025-26 year-over-year comparison. After a slow start to the year, residential permits are beginning to pick up with 15 units approved that consist of a mix of 4-unit townhouses, single detached and garden suites (aka. Accessory dwellings). Staff are also reviewing permit applications for the first apartment building approved under the development agreement for 105 South Albion Street (former Blaine Street property).

Following a Public Participation Opportunity on March 30<sup>th</sup>, the Planning Advisory Committee met on April 7<sup>th</sup> and reviewed a development agreement proposal 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 YMCA's response will be reviewed by the Committee at their June meeting.

Staff are reviewing a development and building permit application to start the first apartment building on the former Blaine Street. Approvals are anticipated in this coming week, and construction of the access lane is expected to commence this spring/summer.

Staff have been holding meetings with Cumberland County staff and the Cumberland Business Connector to develop economic development and tourism strategies that define areas of responsibility and cooperation.

Town and Cumberland County staff met with Tourism NS (TNS) staff at the Nova Scotia border Visitor Information Centre (VIC) for a facility tour and review of materials, brochures, and display areas. TNS has offered a space inside the VIC twice a week throughout the Summer to promote upcoming events and attractions in Amherst and the Cumberland Region. Town and County staff will be holding a Cumberland Region product knowledge presentation with VIC supervisors and travel counsellors in preparation for this year's tourist season.

The Town's application for TNS's 2026 Digital Content Marketing Program is still awaiting approval. Town and Cumberland County staff have also submitted an application to TNS's 2026 Tourism Digital Assistance Program. This program will help grow the ExploreCumberland program by building capacity, increasing its online visibility, and featuring the services travellers expect.

At the end of April, Town and Cumberland County staff participated in the SaltScapes Spring Expo in Halifax to promote and showcase the Cumberland Brand. Assisted by local Tourism business operators, over 1000 people stopped by the booth to learn about the Cumberland Region and why they should visit. The winner of the gift basket full of local treasures was Kelly Peckham.

2026 continues to offer a host of events and activities for residents and businesses alike. Below is the list of business-related events being held throughout May and June:

<b>Date</b>	<b>Event / Organizer</b>	<b>Event Details</b>
May 14	Youth Entrepreneurship Challenge Pitch Night	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
June 10	Cumberland Chamber of Commerce AGM	CCUBIC Conference Room
June 16	Cumberland Business Connector AGM	The Lobster Factory Pugwash

The Amherst Farmers Market opened their 2026 season with a full host of vendors on May 1<sup>st</sup> and will run every Friday until December. The Maritime Market also successfully held their second event on Sunday, May 3<sup>rd</sup>, at the Lions Club Den. Afterwards, staff met with the organizers to discuss their plans for the market and whether they intend to grow it into an ongoing event. They are considering creating a non-profit body and developing a business plan however have no definite timeline.

The land trade with JD Irving for the seven town-owned parcels is in process. Lawyers expect the transaction to close in the next few weeks.

Staff have been working with local harvesters on proposals to clear the woodland within the new Business Park this summer. Focus will be on the Phase 1 development area of the park and possibly some areas along the Highway. Staff met with the contractor clearing the land along Tantramar Crescent. Due to ground conditions, this clearing will be done later in the summer to avoid unnecessary damage caused by the heavy equipment.

Preliminary landscaping designs are complete for the beautification of 8 Laplanche Street. Trees, shrubs, and flower beds will be planted to create an appealing space, welcoming visitors into Town. The development of this space will be ongoing throughout the summer.

Staff continue to explore the potential of a dedicated ATV Trail within the Town. An update on the status of this initiative is included in the closed session agenda.

The Economic Development Support Officer Term Position begins on Tuesday, May 19<sup>th</sup>. Stephanie Moreau has accepted a 5-month position to support ongoing and upcoming projects this summer. Stephanie has extensive experience in the Tourism Industry, which will be an advantage for supportive work with local tourism operators.

Staff continue to engage with interested parties in the Business Park and have met with various developers and realtors to discuss future opportunities. The Economic Development Officer attended the Mechanical, Electrical, and Electronics Technology Tradeshow in Moncton, where he connected with companies to introduce development opportunities in the Park. The digital marketing campaign and Advertising on AllNovaScotia.com continue. Both campaigns drive traffic to the Town's Business Park landing page.

The RFP for Commercial Real Estate Brokerage & Marketing Services and Property Disposition for the Town of Amherst Business Park has closed. The Town is seeking a qualified commercial real estate brokerage firm to provide exclusive listing, marketing, and disposition services for future property sales in the park. This firm will work hand-in-hand with staff to ensure the best fit and investment in the Town.

### Task Updates

<b>Task: Nature Challenge Fund Land Acquisition</b> The JDI land trade has been approved by all parties, and the transaction is with the lawyers. Status: Ongoing
<b>Task: ATV Access</b> A memo updating the status of this issue is on the closed session agenda. Status: Ongoing
<b>Task: Economic Forum</b> Council directed staff to pause the forum until the fall of 2026. Status: Ongoing
<b>MacDonald Road Community Garden</b> This project has paused pending funding. Status: Paused
<b>Farmers Market Support</b> Staff continue to engage the existing market and a new group that is testing a separate Saturday market. Status: Ongoing

# Permits Issued: April 2026

PERMIT APPLICATIONS								For the Month of April
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value
C2026-015	25521691	15 Fleming St	6	Construction	Apartments	Apartment Building	712.00	1,300,000.00
C2026-016	25521725	17 Fleming St	6	Construction	Apartments	Apartment Building	712.00	1,300,000.00
C2026-017	25017179	70 Croft St	0	Construction	Garage/Carport/Shed	Deck	53.00	4,000.00
B2026-018	25028408	31 Queen St	0	Repair	Garage/Carport/Shed	Deck	53.00	10,000.00
C2026-020	25022765	4 Lamy St	1	Construction	Single Detached Dwelling	Single Detached Dwelling	130.00	150,000.00
D2026-019	25010521	131 South Albion St	0	Renovate	Commercial	Com - Permanent Sign	50.00	26,431.00
B2026-021	25015033	8 Clifford St	0	Construction	Garage/Carport/Shed	Deck	57.00	10,000.00
B2026-022	25452129	27 Abbey Rd	0	Construction	Garage/Carport/Shed	Deck	60.00	16,000.00
C2026-023	25469669	21 Townshend Ave	1	Construction	Single Detached Dwelling	Semi-Detached Dwelling	126.00	140,000.00
C2026-024	25519745	32 Marshview Dr	1	Construction	Single Detached Dwelling	Single Detached Dwelling	231.00	500,000.00
B2026-025	25370925	142 South Albion St	0	Renovate	Commercial	Retail Stores	1,219.00	467,640.00
C2026-026	25018557	9 Durlley St	0	Construction	Garage/Carport/Shed	Shed	80.24	10,000.00
<b>Total</b>	<b>12</b>		<b>15</b>				<b>3,483.24</b>	<b>3,934,071.00</b>

## 2025 – 2026 YTD Comparison

ACTIVITY REPORT							For Month of April 2026-04-30
Type	Apr 2025			Apr 2026			
	Permits	Units	Value of Construction	Permits	Units	Value of Construction	
Single Family	7	4	910,000	3	3	790,000	
Duplex/Semi	0	0	0	0	0	0	
Apartments	0	0	0	2	12	2,600,000	
Other Residential	0	0	0	5	0	50,000	
Commercial	1	0	10,000	2	0	494,071	
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	
<b>Total</b>	<b>8</b>	<b>4</b>	<b>920,000</b>	<b>12</b>	<b>15</b>	<b>3,934,071</b>	
<b>Year To Date</b>	<b>35</b>	<b>78</b>	<b>14,767,742</b>	<b>27</b>	<b>17</b>	<b>14,077,149</b>	

# Monthly Report

## Police Services

May 2026

### TRAINING:

**Phased Interview Training – April 13<sup>th</sup> to 17<sup>th</sup>:** APD hosted the Phased Interview Training course that included Cst Chapman, Cst Millard and Cst Stewart completing the course. The instructors are from the RCMP Truth Verification Section and provide candidates with knowledge and skills to gather more accurate, voluntary and reliable information from witnesses, victims and suspects while at all times being respectful of Canadian law and the interview subject's human rights. Proper interviewing techniques is one of the most important tools in the Police Officer toolbox.

**Future Training:** Over the next 2 months, APD members will be busy with numerous training initiatives that include:

- Annual Firearms and Carbine Qualifications and training
- CEW (Taser) recerts and training
- Restorative Justice refresher training
- ICS 300 (Incident Command 300)
- Regional Tactical Support Team Training

### PERSONNEL

Cadet Cameron Macleod graduated from the Atlantic Police Academy on April 2<sup>nd</sup>, 2026, and started work with the Amherst Police Department a few days later with D Platoon. Constable MacLeod is from Amherst; he was the first cadet sponsored by the Amherst Police Department to attend the Police Academy and he completed his On-The-Job training with APD. Prior to his selection to attend the APA, Cst Macleod was enrolled in the APD Auxiliary Police Officer Program.



### OPERATIONAL INCIDENTS:

**Counterfeit/Prop \$50 Bills:** Amherst Police have received multiple reports of prop \$50 bills being circulated and used around town. These bills are very similar to legitimate bills, but are marked “prop” and do not have the hologram of Prime Minister MacKenzie King in the transparent area. These can be purchased online, some of which do have the hologram. Information on these have been shared several times on our social media.

Similar bills, albeit \$100 bills, with the hologram of sir Robert Bordon have also been noted to be floating around the Fredericton NB area as reported by the Fredericton Police Force.



**Stabbing – April 15<sup>th</sup>, 2026:** Two people have been arrested, charged and are in custody in relation to a stabbing that occurred during the afternoon of Wednesday April 15, 2026, in Amherst, Nova Scotia. At approximately 4:00pm, on April 15, 2026, Amherst Police received a call concerning an individual who arrived at a downtown establishment suffering from stab wounds. Police attended a location on West Victoria Street in Amherst before locating the suspects at a nearby third location. Both subjects were quickly and safely arrested and taken into custody. A male victim, aged 39 years, was transported to Cumberland Regional Health Care Centre.

Matthew Hunsley, aged 41 years of East Leicester Nova Scotia & Craig Pike, aged 42 years of Moncton New Brunswick have been charged with Attempted Murder, Aggravated Assault, Conspiracy and Assault. Both were held overnight and made a brief appearance in Amherst Provincial Court on the 16<sup>th</sup> of April, 2026. They have been remanded into custody and are scheduled to appear again on June 8<sup>th</sup> 2026 for a Show Cause Hearing. The victim is expected to recover from his injuries.

**Shooting/Murder – April 13<sup>th</sup>, 2026:** Three people are in custody in relation to the April 13, 2026 shooting incident on Prince Arthur Street in Amherst. Micheal Ryan, aged 34 of Springhill NS, Sean Patriquin and Natasha Austin are all charged with the 1<sup>st</sup> degree murder of Chris Leggett. At approximately 6:51pm on April 13, 2026, Amherst Police received a call concerning a loud bang heard on Prince Arthur Street and that a male was on the ground and appeared to be injured at that location. Police attended and located an adult male who appeared to be seriously wounded from a single gunshot wound to the lower back. Police in attendance attempted life-saving measures and the male was transported to the hospital and shortly thereafter, was pronounced deceased. The victim, Chris Leggett, was 41 years old. Those responsible fled the scene in a vehicle described as a dark-coloured Subaru SUV after the incident. Warrants for the three individuals were issued 3 days later and Patriquin and Austin were arrested in the suspect vehicle in Moncton, NB. On April 23<sup>rd</sup>, Ryan was arrested in Moncton, NB and was also transported back to Amherst for court. During this incident, the Amherst Police Department activated their Combined Municipal Police Major Crime Unit Agreement and have been working with members of the Truro Police Service Criminal Investigation Division, as well as the Cumberland Integrated Street Crime Unit, the RCMP Forensic Identification Unit, Cumberland RCMP, J Division RCMP and the Nova Scotia Medical Examiners Office. Codiac RCMP, J Div RCMP Major Crime and the J Div Emergency Response Team also assisted with the investigation and arrest of the three subjects. All three are scheduled to appear in Amherst Provincial Court again on June 9<sup>th</sup>, 2026.

**Suspicious Vehicle Leads to Charges – April 13<sup>th</sup>, 2026:** Two people are facing charges after police checks of a report of a suspicious vehicle in the area of Anson Avenue. On April 13<sup>th</sup> in the early morning hours, police checked the vehicle of which there were two occupants that appeared to be sleeping. Police noted what appeared to be a handgun and both were removed, arrested and the vehicle was searched and various items/substances were located. Vincent Mallory, aged 40 of Amherst has been charged with Possession of a Weapon, Possession of Weapon/Ammunition in Vehicle, Possession of Methamphetamine for the purpose of trafficking, Possession of Controlled Substance x 3, Fail to Comply with Release Order x 5 and Possession of Property Obtained by Crime. Barbara VanSnick, aged 43 of Amherst NS is facing charges that include Possession of a Weapon, Possession of Methamphetamine for the purpose of trafficking, and Possession of Controlled Substance x 3. Several tickets were also issued under the Motor Vehicle Act. Both persons were held in custody overnight and made an appearance in court on April 13, 2026. VanSnick was released on conditions and is scheduled to appear again on June 1, 2026. Mallory has been remanded into custody and is scheduled to appear again on June 8, 2026.

**Damage to Property – April 12<sup>th</sup>, 2026:** A 35-year-old Amherst male is facing numerous charges as a result of an incident that occurred during the early morning hours of April 12, 2026. At approximately 5:00am on April 12, 2026, Amherst Police were alerted to damage which occurred to a building on Victoria Street in downtown Amherst. A suspect was identified, and a Search Warrant was executed on April 13, 2026, at a local residence where the male was arrested and several exhibits seized. Marco Allen, aged 35 of Amherst, Nova Scotia has been charged with Mischief over \$5000, Intimidation and Criminal Harassment. Allen made appearance in court on April 13, 2026 and again on April 15, 2026. He has since been released on conditions and set to appear again on June 4<sup>th</sup>, 2026.

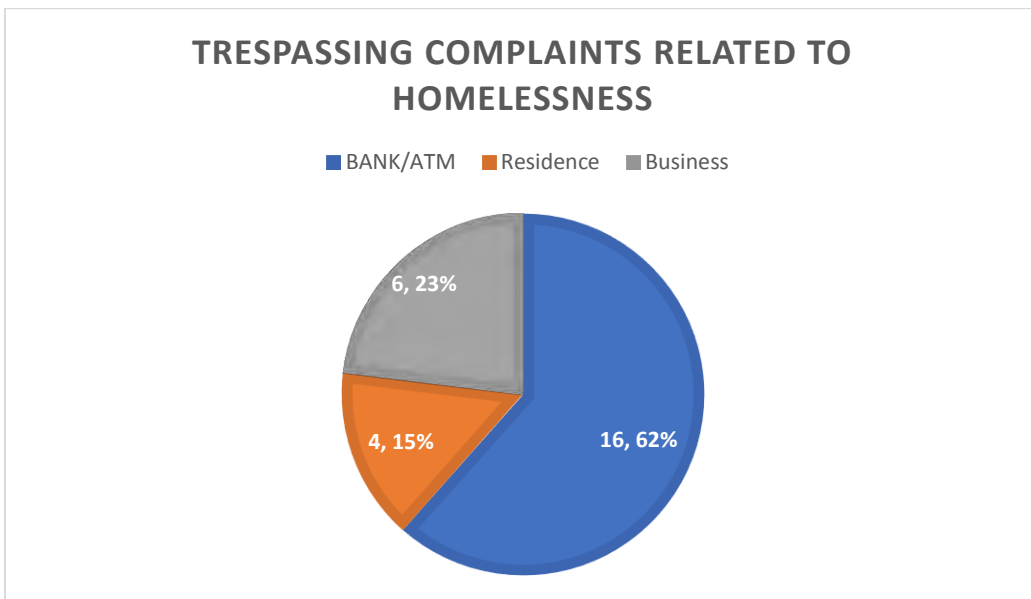
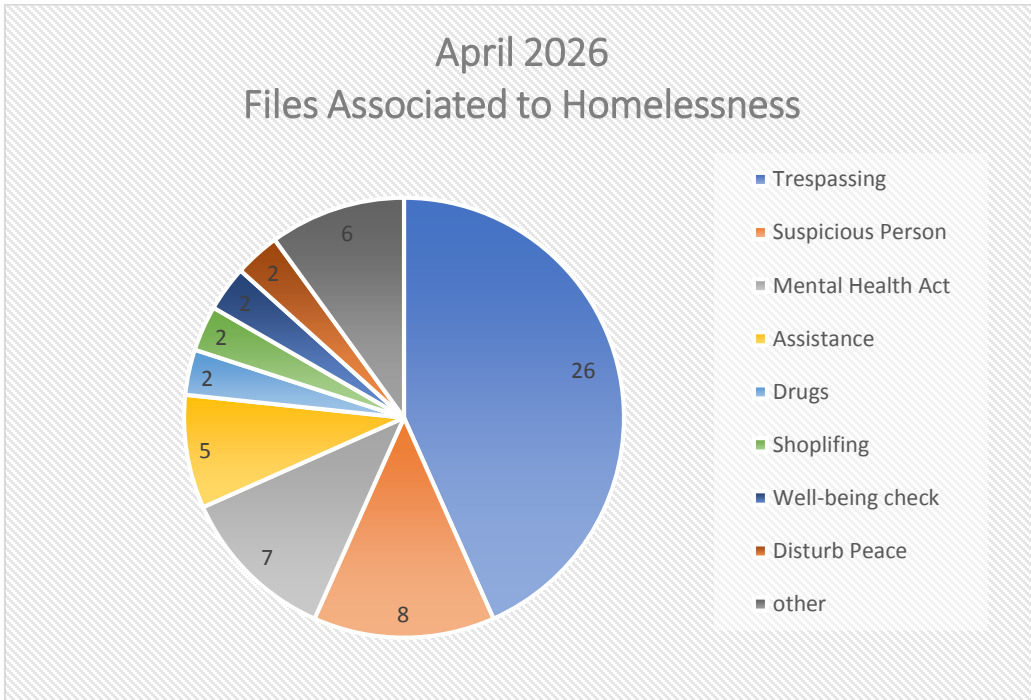
**Arrest and Multiple Charges – Arrest April 8<sup>th</sup>, 2026:** A 42-year-old Truro man has been arrested and charged in relation to an incident that occurred on the evening of March 10, 2026, in Amherst. Shortly before 10:00pm, police received a report of a shoplifting incident at a local business on Robert Angus Drive. The suspects had left the scene in a vehicle, the description of which was provided to police. As Police responded, the vehicle was observed on South Albion Street, headed towards the downtown area. A traffic stop was attempted, but the suspect vehicle fled at a high rate of speed and as a result of risk, police discontinued pursuit. The suspect vehicle continued towards the downtown and struck another vehicle on Prince Arthur Street and then fled the scene. The suspect vehicle was later located abandoned on the highway and was seized by Police. As a result of the continuing investigation, the subjects in the suspect vehicle were identified. On April 8, 2026 at approximately 7:20pm, Police learned that one of the suspects from the March 10<sup>th</sup> incident was in a vehicle and was headed towards Amherst. An APD Patrol unit pulled the vehicle over near the intersection of Robert Angus Drive and Church Street. The passenger of the vehicle, who was the suspect in the March 10<sup>th</sup> incident, fled the scene on foot and after a short foot chase, the TASER was deployed and he was safely arrested. Craig Pike, aged 42 of Truro, Nova Scotia has been charged with Flight from Police, (March 10<sup>th</sup>, 2026), Breach of Release Order (March 10<sup>th</sup>, 2026), Dangerous Driving (March 10<sup>th</sup>, 2026), Leaving the scene of an Accident (March 10<sup>th</sup>, 2026), - Resist Arrest (April 8<sup>th</sup>, 2026) and Assault Police Officer (April 8<sup>th</sup>, 2026). Pike was held in custody overnight, appeared in court on April 9, 2026 and was released on conditions. He was later arrested in a stabbing incident on April 16<sup>th</sup>, 2026.

### **GENERAL OPERATIONAL UPDATES:**

**Shoplifting/Theft Complaints:** We received 11 complaints of shoplifting in April, the same number as in March, which was a slight increase from February and January 2026 (7 each month). Five of these complaints were cleared, 2 were unfounded and 3 are still under investigation with the expectation that these also will be cleared. With shoplifting complaints, Police often get the information after the incident and the suspects have departed, and as a result, the biggest challenge is to identify the subject as incidents are captured on video. For the month, the majority of suspects were local to Amherst, but it is common to have people from other areas as suspects in thefts.

**Trespassing:** There were 44 trespassing complaints received in April, down from 54 in March and 73 in February. Of the complaints in April, 26 were related to homelessness, again down from 36 in March 2026. Sixteen of these complaints were regarding homelessness and banks/ATMs. The drop can likely be attributed to 2 reasons - people that have temporarily been away from this area and the warmer weather. A single individual was also responsible for 18 of the trespassing complaints, 16 of which were ATM/Banks.

**Homelessness Files:** April saw a drop in occurrences related to homelessness, dropping to 62 complaints, down from 82 in March, 73 in February and 64 in January. The drop is likely related to 1 or 2 people who were not in the area for the month of April. Of the 62 complaints we did have, 27 of them were still around a single individual who was also responsible for 18 of the trespassing complaints at banks/ATM's/businesses. Of the homelessness files, 26 were regarding trespassing issues (16 at Banks/ATMS), 4 at local residences/private property and 6 at other businesses. Seven homelessness files were scored as 'Mental Health Act', 8 were for 'suspicious person' and 4 were 'assist general public'. As noted in previous reports, the vast majority of complaints are surrounding 2-3 people.



One individual was responsible for 18 of the 26 calls. Of the calls to the banks/ATM's this same person was responsible for 15 of the 16 complaints at these locations. This same person is responsible for 27 of the 62 calls for the month that are related to homelessness.

**OPERATIONAL STATS – April 2026**

Occurrences:	511	Criminal Code Charges:	46
Impaired by Alcohol:	1	CDSA:	8
Impaired by Drug:	2	CBCA:	0
Traffic Tickets:	46	Traffic Written Warnings:	20
Vehicle Checks:	122	LCA:	0
Foot Patrol Hours:	40hrs, 27 min	PPA:	0
Parking Tickets(police):	0 (members)	Parking Tickets(bylaw):	1
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

**Status:** CDR for Graffiti Draft Bylaw completed and sent to CAO for review.