Committee of the Whole
Agenda

Date: **Monday, October 19, 2026**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

Pages

1. **Call to Order**

   1.1 **Territorial Acknowledgement**

   "I would like to acknowledge that our gathering today is taking place in Mi'kma'ki (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi'kmaw people. I would also like to acknowledge that Nova Scotia has another unique people, the people of African descent whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people."

   1.2 **Approval of Agenda**

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5. Closed Session

5.1 Approval of Closed Session Agenda

5.2 Acceptance of Closed Session Minutes

5.2.1 September 21, 2026

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

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

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

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

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

6. Adjournment

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

Consent Agenda

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

3.1 Road Trails Designation By-law
3.2 Planning Advisory Committee Report
3.3 Policy / By-Law Review
3.4 CAO Task Report
4.1 Community Living Monthly Report
4.2 Corporate Monthly Report
4.3 Financial Services Monthly Report
4.4 Fire Services Monthly Report
4.5 Human Resources Monthly Report
4.6 Operations Monthly Report
4.7 Planning and Economic Development Monthly Report
4.8 Police Services Monthly Report

Amherst Town Council
Committee of the Whole
Minutes

Date:	**September 21, 2026**
Time:	**4:00 pm**
Location:	**Council Chambers, Town Hall**

Members Present	**Mayor Rob Small** **Deputy Mayor Charlie Chambers** **Councillor Hal Davidson** **Councillor Nic Furlong** **Councillor Terry McManaman** **Councillor Dwayne Ripley** **Councillor Kathy Wells**
Staff Present	**Jason MacDonald, Chief Administrative Officer** **Aaron Bourgeois, Director, Operations** **Andrew Fisher, Director, Planning & Economic Development** **Dwayne Pike, Chief, Police Services** **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** **Sean Payne, Marketing & Communications Officer** **Jeff Bacon, Economic Development Officer** **Stephanie Moreau, Economic Development Support 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 <u>Approval of Agenda</u>

Moved By Councillor Furlong
Seconded By Councillor Ripley
That the agenda be approved as circulated.

MOTION CARRIED

1.3 <u>Approval of the Consent Agenda</u>

Moved By Councillor Davidson
Seconded By Councillor Wells
To approve the consent agenda with the removal of 4.7 Downtown Crosswalks.

MOTION CARRIED

DRAFT

1.4 Acceptance of Minutes

1.4.1 June 15, 2026

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the June 15, 2026, meeting of Committee of the Whole were accepted as included in the agenda package.

1.4.2 August 27, 2026

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

2. Presentation - Exit 1 Concert

Karen McKinnon along with other organizers of the Exit 1 concert were in attendance to present on the Exit 1 concert.

3. Council Direction Requests

3.1 Year End Capital Financing Adjustment

The following motion was approved as part of the consent agenda:
Moved By Councillor Davidson
Seconded By Councillor Wells
That Council forward to the September 28, 2026, regular meeting, approval of the following changes to the funding for the 2025/26 Water Capital Budget:

- **Approval of the increase of Water Operating capital from revenue from $40,000 to $144,000.**

MOTION CARRIED

3.2 Year End Operating Reserve Transfer

The following motion was approved as part of the consent agenda:
Moved By Councillor Davidson
Seconded By Councillor Wells
That Council forward to the September 28, 2026, regular meeting, approval of the following transfer from the Operating Reserve to General Operating:

- **Withdraw from the Operating Reserve – Reserve for Solid Waste of $16,881.14 to fund the Town of Amherst's 38% share of the deficit in the Solid Waste Education department for the 2025/26 fiscal year.**

MOTION CARRIED

3.3 Water Capital Budget Amendment JDI Land Trade

The following motion was approved as part of the consent agenda:
Moved By Councillor Davidson
Seconded By Councillor Wells
That Council forward to the September 28, 2026, regular meeting, approval of an amendment to the water capital budget for the North Tyndal Wellfield land trade from $35,000 to $65,100 which adds $30,100 for non-recoverable HST on the land trade and that the additional funding come from the Water Depreciation fund.

MOTION CARRIED

DRAFT

3.4 Capital Budget Amendment East Pleasant Street Land Purchase

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

Moved By Councillor Davidson
Seconded By Councillor Wells
That Council forward to the September 28, 2026, regular meeting, the approval of an amendment to the general capital budget to include $87,000 for the purchase of land at 141/143 East Pleasant Street and that this be funded from the Capital Reserve.

MOTION CARRIED

3.5 Capital Budget Amendment Fire Truck

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

Moved By Councillor Davidson
Seconded By Councillor Wells
That Council forward to the September 28, 2026, regular meeting, approval of an amendment to the 2026/27 capital budget in the amount of $11,000 to bring the total budget to $76,000 for the full repair of fire apparatus Engine 3, to be funded from the operating reserve.

MOTION CARRIED

3.6 Capital Budget Amendment Library Heat Pump

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

Moved By Councillor Davidson
Seconded By Councillor Wells
That Council forward to the September 28, 2026, regular meeting, an amendment to the 2026/27 general capital budget in the amount of $15,000 including applicable taxes for the replacement of the Four Fathers Library geothermal HVAC system supply well pump and motor to be funded from the Operating Reserve.

MOTION CARRIED

3.7 REMO By-law and Agreement

Moved By Councillor Wells
Seconded By Deputy Mayor Chambers
That Council forward to the September 28, 2026, regular meeting, the Regional Emergency Management Organization (REMO) Bylaw for First Reading and further forward the Intermunicipal Service Agreement for approval and authorize the Mayor and CAO to sign on behalf of the Town.

MOTION CARRIED

3.8 Havelock/Victoria Street Intersection

Moved By Councillor Furlong
Seconded By Councillor Ripley
That Council direct staff to prepare a report regarding traffic and pedestrian safety at the intersection of Victoria Street and Havelock Street, where traffic signals were previously located.
Further, the report should consider the concerns received from residents since the removal of the traffic signals, including reported stop-sign violations, near misses, and available video and photographic documentation, and assess current conditions at the intersection.

DRAFT

And further, the report should identify any available collision and enforcement data, review whether the current intersection controls are operating as intended and provide Council with potential options and recommendations to improve safety, if warranted, including relevant legislation, bylaws and policy as to the designation of the traffic authority for the Town of Amherst and responsibilities regarding same.

Against (7): Mayor Small, Deputy Mayor Chambers, Councillor Davidson, Councillor Furlong, Councillor McManaman, Councillor Ripley, and Councillor Wells

MOTION FAILED

Moved By Councillor Furlong
Seconded By Councillor Davidson
That the Traffic Authority be directed to review the current status of the intersection at Havelock and Victoria Street and provide a report to Council indicating if the intersection is working as required or needs improving, with recommended enhancements.

MOTION CARRIED

3.9 Defined Contribution Pension Plan
Moved By Councillor Wells
Seconded By Councillor McManaman
That Council direct staff to proceed with Phase 2 of the pension review and report back to Council with the results.

MOTION CARRIED

3.10 Cumberland County Museum and Archives Community Support Grant
Moved By Councillor Davidson
Seconded By Deputy Mayor Chambers
That Council forward to the September 28, 2026, regular meeting, approval of funding under the Community Support Grants Policy as follows:

Organization/Applicant	Amount Recommended	Funding Stream
Cumberland County Museum and Archives	$3,557.00	Community Support

MOTION CARRIED

4. Information Items

4.1 Economic Dashboard
Stephanie Moreau was in attendance to present the Economic Dashboard, included as part of the agenda package. Information item only.

4.2 Petition to Relocate the Homeless Shelter
Information item only; included as part of the agenda package.

4.3 Anson Aircraft Monument
Information item only, included as part of the agenda package.

DRAFT

4.4 Park and Patterson Street Intersection

Memo included as part of the agenda package. Although the Traffic Authority is recommending that stop signs not be erected at this intersection, Council agreed they would like the Traffic Authority to look into other possible solutions to encourage traffic to slow down in this area while travelling along Park Street.

4.5 Bill Riley Recognition

Stephanie Moreau was in attendance to present the Economic Dashboard, included as part of the agenda package. Information item only.

4.6 Summer Floral Displays

Information item only. Memo included in the agenda package and approved as part of the consent agenda.

4.7 Downtown Crosswalks

Further to the memo included in the agenda package, Mayor Small asked what could be done to the crosswalks in the downtown area to make them stand out and be unique to Amherst. At this time, staff are recommending they be painted white as per the TAC manual. Council agreed to perhaps revisit this item in the future.

4.8 Tourism Student Report

Information item only. Memo and report included in the agenda package and approved as part of the consent agenda.

4.9 Road Trail Designation By-Law 2nd Reading

Information item only. Memo included in the agenda package and approved as part of the consent agenda.

4.10 Policy / By-Law Review

Information item only. Report included in the agenda package and approved as part of the consent agenda.

4.11 CAO Task Report

Information item only. Report included in the agenda package and approved as part of the consent agenda.

5. Monthly Reports

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

5.1 Community Living
5.2 Corporate
5.3 Cumberland Business Connector
5.4 Financial Services
5.5 Fire Services
5.6 Human Resources
5.7 Operations
5.8 Planning & Economic Development
5.9 Police Services

6. Closed Session

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

MOTION CARRIED

DRAFT

7. Adjournment

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

_____
Natalie LeBlanc
Municipal Clerk

_____
Rob Small
Mayor

DRAFT

COMMITTEE OF THE WHOLE
CDR# 2026104
DATE: OCTOBER 19, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Krista Crossman, Director HR
DATE:	October 19, 2026
SUBJECT:	Policy Review: Overtime Policy for Non-Union Staff

ORIGIN: Council priority to review all policies and bylaws.

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

RECOMMENDATION: That Council forward to the October 26, 2026, regular meeting, approval of the Overtime Policy for Non-Union Employees #04000-05 as reviewed, with no amendments recommended at this time.

BACKGROUND: Staff are completing a review of all Town policies and bylaws to ensure they are relevant and updated appropriately. The Overtime Policy for Non-Union staff was scheduled for review this month as a result of this initiative.

DISCUSSION: Staff have reviewed this policy and are not recommending any revisions at this time. Since the policy was last amended in March 2023, the application of the policy has been consistent and is working well.

FINANCIAL IMPLICATIONS: None.

SOCIAL JUSTICE IMPLICATIONS: None.

ENVIRONMENTAL IMPLICATIONS: None.

COMMUNITY ENGAGEMENT: None.

ALTERNATIVES: Direct staff to consider a further review of the policy and return proposed amendments.

ATTACHMENTS: Policy #04000-05 Overtime for Non-Union Employees

TOWN OF Amherst NOVA SCOTIA

TITLE: **OVERTIME POLICY – NON-UNION EMPLOYEES**
SECTION: **HUMAN RESOURCE MANAGEMENT**
POLICY NO: **04000-05**

APPROVAL DATE: March 27, 2023 **CAO Signature:**

POLICY STATEMENT

It is the policy of the Town of Amherst to provide and sustain appropriate staffing levels during normal working hours in order to reduce the necessity for overtime work. When employees are required to work extra time in addition to their normal working hours, it is the intent of the Town to provide fair compensation and they shall be compensated for such overtime as set out in this policy.

PURPOSE

The purpose of the overtime policy is to provide for the authorization, administration and compensation for overtime worked by non-union employees of the Town.

OBJECTIVE

The objectives of this policy are to:

1. Determine which employees are eligible for overtime;
2. Identify the methods of compensation for overtime;
3. Define the process for authorization and approval of overtime and;
4. Explain the administration and use of overtime earned.

ELIGIBILITY

1. All non-union casual employees, as per Appendix "B" of the Salary Administration Policy are eligible for overtime compensation in accordance with Nova Scotia Employment Standards legislation.
2. All non-union employees as indicated in Appendix "C" of the Salary Administration Policy, are eligible to receive compensation for hours worked in excess of their normal weekly hours of work.
3. Directors and the Deputy Chief of Police are not eligible for overtime. Reasonable compensatory time off based on straight time may be approved at the sole discretion of the CAO (for Directors) and the Chief of Police (for the Deputy Chief of Police).

APPLICATION

1. Overtime must be pre-approved by the applicable manager, except when emergency or urgent conditions prevent the ability to obtain advance approval.
2. Where possible and desirable, an employee's schedule may be adjusted to accommodate the need to work outside of normal working hours in an effort to keep the employee's total hours worked for the week within their usual number of hours thereby eliminating the need for overtime.

4. Department Directors will ensure workloads are managed appropriately to reduce the need for overtime and will exercise discretion in the utilization of overtime within their department.
5. Compensation for all overtime will be via time off in lieu. All overtime worked shall be banked into the employee's overtime bank at the applicable rates set out below. Every reasonable effort will be made to provide time off in lieu at a mutually agreeable time between the employee and their manager however, time off may be scheduled by the applicable manager if required.
6. Overtime hours accumulated in an employee's overtime bank shall not be paid out unless expressly approved and at the sole discretion of the CAO, or upon resignation/retirement/termination of employment.
7. Overtime may be paid out to non-union Fire Department personnel in exceptional circumstances whereby time off interferes with operational continuity, at the discretion of the Fire Chief.
8. Employees are permitted to bank a maximum of one-week of earned overtime hours, based on their usual number of hours worked in a week (i.e 35 hours/week). This limit may be increased at the sole discretion of the CAO when a plan is in place to utilize the banked hours at a later date.
9. Non-union Firefighters whose regular work schedule consists of one shift worked (24 hours) followed by three shifts off (72 hours), are permitted to bank no more than three (3) worked shifts in their overtime bank (i.e 108 hours).
10. Once the maximum number of overtime hours has been reached, the manager and employee will establish an appropriate plan to use the banked hours within a reasonable amount of time. Time off to reduce non-union Firefighter and Fire Inspector overtime banks will be at the sole discretion of the Fire Chief in order to ensure continuity in operations.
11. Time spent travelling to/from or in attendance at conferences or training courses is not eligible for overtime compensation.
12. Unused overtime hours at December 31 may be carried forward upon approval of the CAO, however an employee's overtime time bank shall not exceed the maximum allowable number of hours as set forth in this policy.
13. Employees are not permitted to work through the lunch hour in order to bank overtime.

RATES

Employees who are eligible for overtime shall be compensated at the following rates:

a. Non-union casual employees, as indicated in Appendix "B" of the Salary Administration Policy, shall be compensated for overtime in accordance with Nova Scotia Employment Standard legislation.
b. Non-union employees, as indicated in Appendix "C" of the Salary Administration Policy, shall bank the hours worked in excess of their regular number of hours worked in a day at 1.5x.

c. Employees who may be required to work on a holiday will receive overtime compensation in accordance with Nova Scotia Employment Standard legislation, if eligible for holiday pay.

CALL-IN

Employees who have left their workplace at the end of a regular day's work and are called back to perform unscheduled work before their next scheduled day of work shall be compensated for a minimum of three (3) hours, or the actual hours worked, at 1.5x their regular rate of pay, whichever is greater, to be banked and taken as time off in lieu.

Due to the ability to monitor and check on alarms from remote locations with available technology, Public Works employees will not be paid overtime unless they are required to report to work to resolve the issue.

Fire Inspectors who are called in while off-shift for emergency response shall be compensated at 1.5x their regular rate of pay for a minimum of three (3) hours, or actual hours worked, whichever is greater. Call in hours may be banked into the employee's overtime bank at 1.5x or paid out if so requested, at the discretion of the Fire Chief.

ON-CALL

Employees required to be on-call on a scheduled basis, such as Public Works non-union supervisors/managers, will be compensated at 1.5x their regular rate of pay for time worked only.

ROLES AND RESPONSIBILITIES

Chief Administrative Officer	The Chief Administrative Officer will: a. Review, on a timely basis, all employee requests to be paid out overtime, to exceed the allowable limits of banked overtime and all requests to carry-forward overtime balances at year-end.
HR Administrator	The HR Administrator will: a. Monitor overtime records in employee's banks to ensure compliance with the Overtime policy.
Directors and Managers	Directors and Managers will: a. Strictly monitor overtime to ensure compliance with this policy; b. Thoughtfully plan the workload for their department to ensure the need for overtime is limited and only occurs when unavoidable and operational deadlines require it.
Employees	Employees will: a. Endeavor, as much as possible, to complete all work assigned within normal working hours; b. When overtime hours are required, seek prior approval from their manager before working overtime hours; c. Limit the amount of overtime hours worked so as to achieve a healthy balance between their work and personal lives.

TOWN OF Amherst NOVA SCOTIA

TITLE: **OVERTIME POLICY – NON-UNION EMPLOYEES**
SECTION: **HUMAN RESOURCE MANAGEMENT**
POLICY NO: **04000-05**

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy Review	Crossman: Director, HR and Customer Services	Council	March 27, 2023

MINUTES REFERENCE DATE

March 25, 1996 November 27, 2006

COMMITTEE OF THE WHOLE
CDR# 2026106
DATE: October 19, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Andrew Fisher, Director of Planning & Economic Development
DATE:	October 19, 2026
SUBJECT:	Policy Review – North Tyndall Wellfield Advisory Committee

ORIGIN: Periodic policy review.

LEGISLATIVE AUTHORITY: Municipal Government Act, section 84 allows council to make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

RECOMMENDATION: That Council forward to the October 26, 2026, regular meeting, approval of the North Tyndall Wellfield Advisory Committee Policy #31700-05 with no amendments.

BACKGROUND: This policy was reviewed and revised in March of 2023. The role of the committee is to advise town and county councils on policy issues regarding the protection of the North Tyndall Wellfield. The committee consists of six members - two members from each Council and one resident member from each municipal unit.

DISCUSSION: Upon review of the policy, staff did not identify any required changes.

FINANCIAL IMPLICATIONS: None specific to this issue.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue.

COMMUNITY ENGAGEMENT: None

ALTERNATIVES: Direct staff to draft changes to the policy.

ATTACHMENTS: North Tyndal Wellfield Advisory Committee Policy #31700-05

TOWN OF Amherst NOVA SCOTIA

TITLE: **North Tyndal Wellfield Advisory Committee Policy**
SECTION: **Engineering and Public Works Services**
POLICY NO: **31700-05**

APPROVAL DATE: March 27, 2023 **CAO Signature:**

1. **ADVISORY COMMITTEE**
There shall be a Committee which shall consist of six members appointed in the manner hereinafter set out and which shall be known as the "North Tyndal Wellfield Advisory Committee"

2. **DEFINITIONS**
(a) "Committee" means the North Tyndal Wellfield Advisory Committtee;
(b) "County Council" means the Council of the Municipality of the County of Cumberland;
(c) "Town Council" means the Council of the Town of Amherst.

3. **MEMBERSHIP SHALL CONSIST OF**
(a) Two members of the Town Council appointed by resolution of Town Council;
(b) Two members of the County Council appointed by resolution of County Council;
(c) Two members of the public, one appointed by each Council by resolution, and preferably residents or landowners in the water recharge area;
(d) Resources shall include staff from the Town of Amherst, the Municipality of the County of Cumberland and Provincial Departments as required.

4. **TERMS OF MEMBERSHIP**
(a) Members shall serve for a term of one year, with appointments being made annually in March. . All members shall be eligible to be reappointed.
(b) When a member of the Committee ceases to be a member of a Council, his or her term on the Committee will be terminated.

5. **QUORUM**
Three members of the Committee will constitute a quorum.

6. **CHAIR**
At the first meeting of the Committee held each fiscal year, a Chair and a Vice-Chair shall be elected from among the members who shall hold office until their successors are elected.

7. **THE ROLE OF THE NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE SHALL BE:**
(a) To advise the Councils on policy issues to do with the protection of the groundwater quality.

(b) To advise the Water Utility on operating policy issues as contained in the Groundwater Protection Strategy and Management Plan.
(c) To ensure effective integration of current and proposed provincial government legislation through representation by staff from provincial departments.
(d) To update the current Groundwater Protection Plan.

8. THE ROLE OF THE AMHERST WATER UTILITY SHALL INCLUDE:

(a) Acting as the operating arm for the North Tyndal Wellfield including execution of all management functions;
(b) Providing funding for the work of this Committee in the protected water area.

9. MEETINGS

Meetings of the Committee shall be held as required, at least once in every fiscal year. The Director of Operations in consultation with the Chair may convene a meeting of the Committee at any time provided seven days advance written notice is given.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Shall, in consultation with the Chair and Clerk, schedule meetings as required.
Clerk	Advertise annually for a citizen appointment,
Council	Appoint a member annually, and review the policy as required.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Title / Annual meeting requirement Changes	Clerk, LeBlanc	Council	March 27, 2023

Minutes reference date: 26 May 2014

COMMITTEE OF THE WHOLE
CDR# 2026097
DATE: October 19, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Sarah Wilson, Director of Finance
DATE:	October 19, 2026
SUBJECT:	Audit Committee Terms of Reference Policy

ORIGIN: Audit Committee meeting motions – June and September 2026.

LEGISLATIVE AUTHORITY: Audit Committees are a requirement of the Municipal Government Act section 44. The Financial Reporting and Accounting Manual (FRAM) which is a regulation to the MGA and developed by the Nova Scotia Department of Municipal Affairs, sets out the requirement for an audit committee policy as well as the required policy content in section 5(3).

RECOMMENDATION: That Council forward to the October 26, 2026, regular meeting the repeal of the existing Audit Committee Terms of Reference Policy 03000-05 and the approval of the new Audit Committee Terms of Reference Policy 03000-05.

BACKGROUND: The Town of Amherst Audit Committee Terms of Reference Policy 03000-05 was created in March 2016 and last amended in February 2017.

Staff have wanted to update the Audit Committee Terms of Reference Policy for the last few years but delayed doing so as we had a new council in 2024 (staff wanted to get a full year cycle in before amending the policy). Then in 2025 we had a new citizen appointment on the Audit Committee. At the June 2026 Audit Committee meeting, the following motion was passed:

“That staff be directed to review the Audit Committee Terms of Reference Policy and provide a report with amendment recommendations.”

The revised policy was brought back to the Audit Committee on September 22nd and the Committee passed the following motion:

“The Audit Committee recommends to Council to repeal the existing Audit Committee Terms of Reference Policy 0300-05 and replace it with the new Audit Committee Terms of Reference Policy 03000-05.”

DISCUSSION: The existing policy contains a fair number of detailed duties and responsibilities that already exist in the requirements set out in the provincial regulation (FRAM). The objective of the revised policy is to simplify those requirements and refer to the provincial regulation. Therefore, staff are recommending repealing the original policy and replacing it with a new one.

The new policy is made up of the following sections:

COMMITTEE OF THE WHOLE
CDR# 2026097
DATE: October 19, 2026

Policy Purpose – establish the terms of reference for the Audit Committee.

Audit Committee Purpose – helps Council protect municipal assets through independent financial oversight and effective auditing.

Audit Committee Composition – all members of Council and two public members who are residents of the Town. The Mayor is the chairperson.

Meeting Requirements – shall meet at least four times a year (which the committee currently does).

Responsibilities and Functions – as outlined in in FRAM section 5(3)(e) detailed below:

i. Financial Reporting Function – responsibilities related to the financial reporting

ii. External Audit Function - responsibilities related to the work of the auditor

iii. Accounting System and Internal Controls Function - responsibilities related to internal controls

iv. Risk Management Function - responsibilities related to risk management

v. Alleged Wrongdoing Function - responsibilities related to questionable activities

vi. Statutory and Regulatory Compliance Function and Other Responsibilities

FINANCIAL IMPLICATIONS: There are no financial implications.

SOCIAL JUSTICE IMPLICATIONS: No social justice implications.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

COMMUNITY ENGAGEMENT: No community engagement relating to policy revision.

ALTERNATIVES: Send the policy back to the Audit Committee for further revision.

ATTACHMENTS: Audit Committee Terms of Reference Policy 03000-05 revised and original version.

TITLE: **AUDIT COMMITTEE TERMS OF REFERENCE POLICY**
SECTION: **FINANCIAL MANAGEMENT**
POLICY NO: **03000-05**

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

POLICY PURPOSE

This policy establishes the terms of reference for the Audit Committee.

AUDIT COMMITTEE PURPOSE

The objectives of the Audit Committee are to:

a. Help Council meet its fundamental responsibilities of protecting the municipal assets and managing operations as efficiently as possible:
b. Provide better communication between the auditor and Council, and promote better understanding of the audit process;
c. Enhance the external auditor's independent position;
d. Increase the credibility and objectivity of the municipality's financial report; and
e. Strengthen the role of Council and committee members.

AUDIT COMMITTEE COMPOSITION

The Committee shall consist of all members of Council and two members of the public who are residents of the Town. The public members must not be a member of Council, employed by the Town, nor related to any member of Council or to an employee of the Town.

The public Committee members shall possess accounting, auditing, financial reporting and/or finance expertise. In instances in which qualified public committee members cannot be found other applicants will be considered.

When an Audit Committee does not include the public Committee appointments discussed above, the Audit Committee shall continue to meet and perform its duties and may exercise its powers; and the Town shall continue to advertise to recruit independent public committee members who meet the requirements set out in this policy every six months until the requirement is met.

Staff will provide support for the Committee but will not be voting members. Staff will be assigned by the Chief Administrative Officer.

Council shall appoint the public Committee members. All public Committee member appointments will be for two-year terms. The Mayor shall act as Chair and the Deputy Mayor shall act as Vice-Chair of the Committee.

Each Audit Committee member must complete training as prescribed by the Department of Municipal Affairs.

MEETING REQUIREMENTS

The Audit Committee shall meet at least four times a year.

There may, on occasion, be a need for the auditor to meet with the Audit Committee, without staff present. This would be accommodated through a request by either the Committee or the auditor to one another.

RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the Committee shall be as set out in Section 5(3)(e) of FRAM (Financial Reporting and Accounting Manual – Department of Municipal Affairs), a copy of which is attached in Appendix A.

Title/Role	Responsibilities
Director of Finance	Ensure policy is adhered to.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Repeal previous 2017 version of Audit Committee Terms of Reference Policy and replace with new Audit Committee Terms of Reference Policy,	Director of Finance	Council	

5(3)(e) Audit Committee Responsibilities and Functions

The functions of a municipal audit committee can be categorized as follows:

(i) **Financial Reporting Function –** Responsibilities Related to the Financial Reporting

The Committee shall:

(A) review the audited annual financial statements in depth with management and the external auditor; if satisfied that they present fairly the financial position and results of operations, recommend their acceptance to council or village commission;

(B) review with management any changes in accounting principles and practices followed by municipalities or village commissions;

(C) review any significant variance in comparison to prior year and/or budget; and

(D) review and discuss the financial condition indicators.

(ii) **External Audit Function –** Responsibilities Related to the Work of the Auditor

The Committee shall:

(A) discuss the extent, timing and completion of the audit including the level of materiality to be used;

(B) review estimated and final audit fee;

(C) discuss whether the terms of the letter of engagement were met;

(D) recommend to council or village commission the change of the municipal auditor if management questions the competence of the incumbent auditor and the committee confirms the view; the recommendation to appoint a new auditor would follow an adequate inquiry into the auditor's competence and reputation;

(E) review the problems and restrictions encountered by the auditor and degree of cooperation received; and

(F) promote cooperation between the management and the auditor.

(iii) **Accounting System and Internal Controls Function –** Responsibilities Related to Internal Controls

The Committee shall:

(A) obtain and review the management and internal control letter addressed to council or village commission;

(B) discuss with the auditor the annual evaluation of the internal control systems related to the financial reporting and the recommendations for improvements of accounting procedures and internal controls related to the financial reporting, together with management's response;

(C) discuss management's response to the recommendations and adequacy of management's action plan;

(D) obtain reasonable assurance that the municipality or village has implemented appropriate systems of internal controls:

(I) Over the financial reporting and that these systems are operating effectively;

(II) Obtain assurance the municipality or village is in compliance with its policies and procedures and that these systems are operating effectively; and

(III) Identify, monitor, mitigate and report significant financial or operational risk exposures and that these systems are operating effectively; and

(E) receive and review any internal reports relating to accounting procedures and internal controls.

(iv) **Risk Management Function –** Responsibilities Related to Risk Management[17]

The Committee shall:

(A) understand the risks of the municipality or village;

(B) review the municipality or village risk management controls and policies;

(C) obtain reasonable assurance that management's systems to eliminate or manage the risks are effective; and

(D) receive reports on the management of financial risks.

(v) **Alleged Wrongdoing Function –** Responsibilities Related to Questionable Activities

The Committee shall:

(A) enquire fully into any activities or transactions that may be illegal, questionable or unethical, and into the municipality's or village's control procedures to ensure that such activities are being guarded against;

[17] These functions could be prepared by another sub-committee; however, the audit committee should be aware and understand the risks to the municipality or village.

(B) ensure management has implemented a policy and/or process to review and respond to complaints or allegations of wrongdoing or questionable acts by elected officials, or municipal/village employees; and

(C) review and advise council or village commission members with respect to complaints or allegations of wrongdoing.

(vi) **Statutory and Regulatory Compliance Function and Other Responsibilities**

The Committee shall:

(A) review the municipality or village's compliance with statutory and regulatory obligations within the Committee's area of responsibility (for example reporting compliance);

(B) review the overall reasonableness of expenses of the Clerk/CAO and of council members or village commission members and Village Clerk. Specifically, review the summary of remuneration and expenses schedule for reportable individuals for reasonableness;

(C) review the annual summary hospitality expense note; and

(D) review adequacy of staffing in relation to both number and competence for accounting and financial responsibilities.

DEPARTMENT: Council and Corporate Services

TITLE: Audit Committee Terms of Reference

Minutes reference date: 29 March 2016 27 February 2017

Purpose

1. The Audit Committee (the "Committee") assists Town Council ("Council") in fulfilling its oversight responsibilities relating to finance and audit matters delegated to management by Council.

2. In particular, the Committee assists Council by reviewing:
   a. Key financial information that will be provided to the province or made public;
   b. Compliance with strategic financial plans, operating and capital budgets;
   c. External and/or internal audit activities;
   d. The system of internal controls, risk management and financial information technology;
   e. Cash and investment management activities;
   f. Insurance coverage of significant risks and uncertainties;
   g. Financial Condition Indicators.

Composition, Operations and Accountability

3. The Committee shall be comprised of all members of Council plus two citizen appointments. The Committee shall be appointed by Council.

4. The initial citizen appointments (effective November 1, 2016) will be for one-year terms, as a transitional measure, and subsequent citizen appointments will be for two-year terms. Citizen appointees shall possess knowledge and understanding of financial and investment matters.

5. The Chief Administrative Officer (CAO) of the Town or his or her appointee shall be the secretary of the Committee

6. The Chief Administrative Officer, Treasurer and Accountant shall be non-voting members of the Committee.

7. The Chair shall be a member of Council and shall be elected annually by the Committee.

8. The Committee shall meet at least four times each year. The Committee Chair will make periodic reports to Council on matters relating to the Committee's duties and responsibilities.

9. The Committee shall meet with the external auditors as it deems appropriate to consider any matter that the Committee or auditors determine should be brought to the attention of Council.

10. Through the CAO the Committee may request members of the Town's senior management to attend meetings of the Committee as deemed necessary.

11. The Committee provides open avenues of communication among management, employees, external auditors and Council.

Duties and Responsibilities

12. The Committee has the following responsibilities and will perform the following duties.

Financial Information

a. The Committee will review the following financial information that will be provided to the Province or made public:
    i. Annual audited financial statements;
    ii. Management discussion and analysis that accompanies the audited financial statements

b. Ensure that meaningful financial information regarding current financial results and up to date forecasts is received on a timely basis, and that it provides information required for decision making.

c. Review quarterly internal financial reports**.**

d. Review:
    i. the appropriateness of accounting policies and financial reporting practices and any proposed changes thereto;
    ii. any new or pending developments in accounting and reporting standards; and
    iii. significant estimates contained in the financial statements and other financial information.

e. The Committee will:
    i. assess the performance of the external auditor;
    ii. review and recommend that Council approve the engagement or reappointment of the external auditor as required;
    iii. oversee the activities of the external auditor by:
        1. reviewing, assessing and receiving assurances as to the independence of the external auditor;
        2. reviewing the provision of non-audit services performed by the external auditor;
        3. reviewing the external audit plan including the engagement letter, materiality limits, staffing, timetable and proposed fees;
        4. if necessary, requesting to meet with the external auditor without management present;
        5. reviewing matters with respect to the conduct and reporting of the external audit with particular reference to any difficulties encountered or restrictions imposed by management; and
        6. receiving and reviewing the external auditor's:
            a. audit report;
            b. findings with respect to the appropriateness of accounting policies, management estimates and significant accounting and/or reporting issues;
            c. management letter including managements responses thereto and the evaluation of the internal control system; and
            d. other matters of relevance identified in the audit.

f. The Committee will periodically evaluate the need for the establishment of an internal audit function and make appropriate recommendations to the Council.

Internal Control, Risk Management and Financial Information Systems

g. The Committee will review:
   i. the system of internal control;
   ii. financial policies;
   iii. the strategic and financial risk assessment process to ensure that key strategic and financial risks are identified, assessed and risk mitigation strategies are implemented;
   iv. financial information technology to ensure that it effectively supports or provides for current and future planning, financial activities;
   v. the security of financial information, financial information technology and financial information disaster recovery plans; and
   vi. compliance with financial statutory and regulatory obligations.

Investment Management Activity

h. The Committee shall be responsible for the management of the Town's investment portfolio in accordance with paragraph 5 (c) of the Investment Policy, #03600-01.

Banking Services

i. The Committee will periodically assess banking services and oversee the procurement of these services in accordance with Council policy.

Insurance Coverage of Significant Risks and Uncertainties

j. The Committee will review the adequacy of insurance program and coverage for significant risks and uncertainties.

Terms of Reference for the Committee

13. The Committee will review its terms of reference annually.

COMMITTEE OF THE WHOLE
CDR# 2026103
DATE: October 19, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Sharon Bristol, Director of Community Living
DATE:	October 19, 2026
SUBJECT:	Exit 1 Concert

ORIGIN: Community Support Grant Policy 72000-08

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 October 26, 2026, regular meeting approval for the Amherst Events Committee of the Amherst Downtown Business Association to keep the profits realized from the Exit 1 concert.

BACKGROUND: In 2024, Amherst Town Council developed a strategic plan that clearly set its priorities for the community to **Increase Vibrancy and Stimulate Economic Development.** To this end, the Amherst Downtown Business Association (ABDA) applied for and received a Community Support Grant in the amount of $20,000 to host a summer concert in August 2026.

DISCUSSION: The ABDA signed an MOU with the Town acknowledging that the Town may direct the recipient to repay any proceeds or profits realized from the sales of tickets, sponsorship or marketing up to the $20,000 within 6 months of the date of the event. In September, the ABDA, Amherst Events Crew Organizing Committee made a presentation to Council outlining the success of the concert and the acknowledgement that a small profit was raised in the amount of $4,700.00.

The Committee expressed a desire to continue planning another event for next year. For this reason, staff are recommending that the ABDA be allowed to keep the profit of $4,700 and use it towards planning for next year. Should these plans not happen the ABDA would be required to repay the amount in 2027.

FINANCIAL IMPLICATIONS: Grant money of $4,700.00 would not be repaid to the Town

SOCIAL JUSTICE IMPLICATIONS: None

ENVIRONMENTAL IMPLICATIONS: None

COMMUNITY ENGAGEMENT: Over 800 tickets were sold, many people attended from out of town, a real buzz was created and momentum gained.

ALTERNATIVES: Require the ABDA to repay the money.

ATTACHMENTS: Signed MOU
Community Support Grant Policy

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN **Town of Amherst**, a corporation under the laws of the Province of Nova Scotia, carrying out business at 98 Victoria Street East, Amherst, NS B4H 4A1 (the "TOA")

- AND -

Amherst Downtown Business Association, a not for profit organization incorporated under the laws of the Province of Nova Scotia, carrying out business at Amherst (the "ADBA")

(Collectively referred to as the **"Parties"**)

WHEREAS the TOA encourages and promotes the success of community organizations through annually budgeted Community Support Grants;

AND WHEREAS the ADBA submitted a $20,000.00 funding request to host a concert at Amherst Stadium (the "Event");

AND WHEREAS the TOA is desirous of providing the said Community Support Grant to the ADBA in the interest of creating a prosperous economic community which is diverse, inclusive, and welcoming;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

GENERAL

1. The TOA is not a partner, co-promoter, co-host, director, or any other like term with the ADBA. The TOA will not control or direct the event such that it carries any liability for operational decisions.

2. Should there be any other agreements between TOA and ADBA, those agreements exist separate and independent from this agreement, and this agreement separate and independent from them.

3. The ADBA will pursue external funding opportunities. The TOA is not a party to any contracts made between the ADBA and any other entities, and the TOA will assume no liability under any such contracts. Any contract between the ADBA and a third party is between those parties only. The Community Support Grant creates no relationship between the TOA and the ADBA beyond the contents of this agreement.

4. The ADBA will not promote or advertise the Event as being "in partnership with", "brought to you by", or any other language that would create the reasonable belief that the event was planned or executed by the TOA.

5. The ADBA will keep books of accounts and receipts of all expenditures related to the project and will make them available for inspection by the TOA upon request.

FUNDING

6. The TOA will provide a Community Support Grant in the amount of twenty thousand dollars ($20,000.00).

7. The TOA will make payment of the funds as follows:

    a. 100% at the time of the award

8. After the Event, the ADBA will repay their grant of $20,000.00 to the TOA subject to profits earned.

TERM

9. Through this agreement the TOA agrees to provide funding in the form of a one-time Community Support Grant. There will not be opportunity for further funding from the TOA.

10. This agreement may be amended at any time with the consent of both Parties.

Town of Amherst:

Kimberlee Jones
Deputy Chief Administrative Officer

Witness

Amherst Downtown Business Association:

Officer

Witness

TOWN OF Amherst NOVA SCOTIA

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

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;

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.

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)

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*

TOWN OF Amherst NOVA SCOTIA

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:** _____

amherst.ca
#seewhywelovelt

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

TOWN OF Amherst NOVA SCOTIA

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

TOWN OF Amherst NOVA SCOTIA

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

Change the requirement to send applications to the social equity committees from will to may	Director, Community Living, Bristol	Council	March 24, 2025

Minutes reference date: 23 September 2013, 27 October 2014, 21 May 2015, 25 June 2018, 24 September 2018, 28 October 2019, 27 January 2020, 25 October 2021, 27 February 2023, 24 April 2023, 30 October 2023, 24 March 2025

COMMITTEE OF THE WHOLE
CDR# 2026105
DATE: October 19, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Sharon Bristol, Director of Community Living
DATE:	October 19, 2026
SUBJECT:	Community Support Grant Diwali 2026

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 October 26, 2026, regular meeting approval of $2500 for the Diwali event to be held on November 14, 2026. This will be funded from the Community Support Grant budget.

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

DISCUSSION: This year the Amherst Indian Association is planning a Diwali event on November 14, 2026. They are requesting support to keep the ticket cost low thereby reducing barriers to attendance. Previous years events have been very successful and the association hopes to grow the event this year by bringing new entertainment to the event.

FINANCIAL IMPLICATIONS: There is currently $2,628.36 remaining the in the Community Support Grant budget and $1,000.00 remaining in the Social Equity Grant budget for this year.

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

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: Do not approve the Grant

ATTACHMENTS: CSG application Diwali 2026

TOWN OF Amherst NOVA SCOTIA

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

Application for Funding

Date: October 9, 2026

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

1. **ORGANIZATION INFORMATION:**
   Name of Organization: Amherst Indian Association
   Full Mailing Address: 32 Albion Street, Amherst, NS B4H 2V5

   Contact Person: Bubu Suhas Mullaveedu
   Email Address: bubusuhas@gmail.com
   Telephone: 902-694-4975

2. **AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED** $ 2,500.00
   Total cost of program event or activity $ 6,000.00

3. **What is the purpose for the funding requested? (Sport and Physical Activity, Arts/Culture Events, Festivals, Organizational Equipment, Community Well-Being etc.)**
   Diwali Celebration 2026 is a public, family-friendly cultural event with traditional Indian food, dancing and customs, celebrating the message of light over darkness. Funding will help support food costs through a local vendor.

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)**
   An inclusive, family-friendly celebration sharing Indian and Diwali food and customs, promoting cultural diversity, supporting newcomers and connecting Amherst residents. Planned for up to 200 participants, with 20 volunteers contributing to the event.

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

NAME	FUNDING IF ANY
None - no other community partners	N/A

7. **How many volunteers contribute to this event or festival:** 20

Diwali Celebration 2026 - Amherst Indian Association

Registration Limit	**200**
Venue	**Travelodge - Amherst (Not Confimed)**

Activity	Details	Budget Expense (CAD)
Rental Venue		$ 450
Registration - Org. and App		$ 70
Vendor/Activity Corner	Setup and Rent	$ 150
Decoration	Rangoli	$ 175
Sweet Box Distribution Upon Arrival	Gulab Jamun	$ 130
	Ice Cream	$ 100
	Diwali Sweets	$ 500
Dinner	Veg Pulav	$ 2,220
	Naan	
	Butter Chicken	
	Kadai Paneer	
	Chenna Masala	
	Raitha	
Water and Napkins		$ 60
DJ		$ 500
Sound	16,000 watts sound system including stage monitors and subwoofers (8 speakers)	$ 750
	2 cordless microphones and wired microphone(s)	
	24-channel digital mixer with sound technician	
Lights	10 LED Par lights with T-stands on two sides	
	4 strobe lights	$ 500
	4 moving head lights (Beam 295, Sharpi light)	
	2 blinders	
	1 haze machine	
	DMX 1024 Mini Pearl controller with lighting technician	
Food for Volunteers		$ 100
Performers Honorarium		$ 300
Total		**$ 6,005**

COMMITTEE OF THE WHOLE
CDR# 2026098
DATE: October 19, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Sharon Bristol, Director of Community Living
DATE:	October 19, 2026
SUBJECT:	NSCC Bursary Program Amherst Community Award

ORIGIN: Operational Budget 2026/27

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 October 26, 2026, regular meeting approval of the new Nova Scotia Community College Bursary agreement and allow the CAO to sign on behalf of the Town of Amherst.

BACKGROUND: The Town of Amherst Community Award was created in 2018 to support residents of the Town of Amherst in their pursuit of a post-secondary education through the Nova Scotia Community College. The Town of Amherst recognized that many students have financial barriers when pursuing their dreams of furthering their education. The Town created this award to help ease this burden. Initially this was a 5-year agreement then renewed to 3-years and has now expired.

DISCUSSION: This bursary award supports Amherst residents who are students attending NSCC across the province. The current agreement has expired and the Director of Community Living met with Ben Trenaman (NSCC) to discuss potential renewal and development of a new 3-year term pending council approval. Money from this program helps to offset the cost associated with tuition and rising cost of living. The NSCC administers the program and forwards a yearly report on progress to the Town.

FINANCIAL IMPLICATIONS: Yearly commitment of $15,000 to be funded from the Community Area Support Rate Social Equity Fund.

SOCIAL JUSTICE IMPLICATIONS: Assists students who are struggling financially to achieve an education and improve their lives.

ENVIRONMENTAL IMPLICATIONS: none

COMMUNITY ENGAGEMENT: none

ALTERNATIVES:
1. Do not renew the commitment
2. Send back for further discussion

ATTACHMENTS: NSCC agreement

nscc Foundation

BURSARY AGREEMENT

BETWEEN: Town of Amherst (“Donor”) AND: Nova Scotia Community College (“NSCC”)
GIFT AMOUNT: $ 45,000: 3 year pledge of $15,000 per year **Upon pledge completion, future contribution will be evaluated by the Donor.*
TERM: June 2027 – April 2030
PAYMENT DETAILS 06/01/2027 06/01/2028 06/01/2029
TERMINATION: Either party may terminate this Agreement by providing a minimum 3 months’ written notice of its intent to do so.
BURSARY: Town of Amherst Community Award
ABOUT: The Town of Amherst Community Award was created to support residents of the Town of Amherst in their pursuit of a post-secondary education through the Nova Scotia Community College. The Town of Amherst recognizes that many students have financial barriers when pursuing their dreams of furthering their education. The Town created this award to help ease this burden.

DRAFT

nscc Foundation

PURPOSE:
The Town of Amherst created this award to support students from Amherst with financial need as they pursue a post-secondary education. This award will provide financial assistance in the form of an award to eligible Students ("Student Recipient") who meet the criteria defined below.

PROGRAMS:
Applicants must be enrolled full-time or part-time in a program at NSCC.

APPLICATION CRITERIA:

Applicants must:

1. Student must be a resident of the Town of Amherst for at least the past year (this must be referenced in their essay)
2. Demonstrate financial need;
3. Submit a brief essay describing why they are the best candidate for the award which would touch on the fact that they have been a resident of the Town of Amherst for at least the past year.

**If there are not sufficient students with significant need in any given year that meet the requirement the amounts must be held in reserve for future use of students who meet the above requirements*

AWARD VALUE:

$2,000 x 7 recipients per year

**For year one, $1,000 will be carried-over to the following year.*

AWARD TERM:

	Fall Award (supports students during their academic studies)
Awards posted, open for student applications	September
Applications close	October
Committees select recipients and inform Student recipients	October-November
Students receive funding in time for their tuition payments	January
Inform donor of the recipient(s)	February-March

DRAFT

nscc Foundation

SELECTION PROCESS:
Conducted by NSCC

ADMINISTRATION OF AWARD:
Conducted by NSCC

DONOR CONTRIBUTIONS:

- Upon receipt of a written pledge reminder from NSCC, the Donor will provide to NSCC an annual amount of $15,000 over three years, as outlined in Payment Details section.
- The Donor may renew this Agreement prior to the expiration of the Term and any such renewal will contain an updated Payment Details section and the Maximum number of applicants as determined by Donor.

RECIPIENT AWARD:
NSCC will provide the Award to the Student Recipient in the form of an education financial credit ("Education Credit") which shall be applied directly to the Student Recipient's NSCC account.

COMMUNICATION:
NSCC will communicate with Donor at regular intervals and at any time upon request of Donor regarding the administration of the Donor Program and the Award provided to any Student Recipient.

STEWARDSHIP:
The Donor will receive regular communications from the NSCC Foundation including:

- Quarterly newsletters
- Award recipient profiles
- Annual Report

RECOGNITION:
Name to be used on promotional materials: **Town of Amherst**

NSCC will recognize **Donor** in the following manner, and section may be amended at any time by Donor:

____ It is the preference of **Donor** to be an anonymous **Donor**. The Donor wishes not to be publicly recognized.

____ NSCC and the NSCC Foundation have permission to acknowledge **Donor** and the amount of this agreement in NSCC and the NSCC Foundation promotional and thank you materials.

DRAFT

nscc Foundation

CONTACT INFORMATION: Town of Amherst Sharon Bristol Director, Community Living 98 Victoria Street East PO Box 516 Amherst, NS B4H 4A1 902-694-2463 sbristol@amherst.ca	**NSCC FOUNDATION:** Contact: Ben Trenaman, Development Officer Address: 5685 Leeds Street, PO Box 1153 Halifax, NS B3J 2X1 Phone: 902-489-5699 Email: ben.trenaman@nscc.ca

SIGNED BY THE PARTIES:
The parties agree to this Agreement and are duly authorized to sign this Agreement.

Organization: **Town of Amherst**

Per: Date

NOVA SCOTIA COMMUNITY COLLEGE FOUNDATION:

Per: Ashley Power, Executive Director Date

EACH PARTY TO RECEIVE A FULLY EXECUTED COPY OF THIS AGREEMENT.

DRAFT

COMMITTEE OF THE WHOLE
CDR# 2026102
DATE: October 19, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Aaron Bourgeois, Director of Operations
DATE:	October 19, 2026
SUBJECT:	Adopt-A-Garden Policy Review

ORIGIN: The Adopt-A-Garden Program Policy (64000-04) was adopted in 2009 and revised in 2012. The policy is scheduled for review as part of the Town's policy review process.

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

RECOMMENDATION: That Council forward to the October 26, 2026, regular meeting the repeal of the Adopt-A-Garden Program Policy (64000-04) and approve the adoption of the new Community Green Space Partnership Policy (64400-01).

BACKGROUND: The Adopt-A-Garden Program Policy was established to encourage residents, businesses, organizations and community groups to assist with the planning, development and maintenance of designated garden areas on Town property.

The existing policy identifies specific locations and establishes detailed administrative requirements, including advertising vacancies, Council appointment of participants, annual planting plans and the provision of plants, soil, fertilizer and other supplies by the Town.

The existing policy does not provide the flexibility needed to address community partnership requests on a case-by-case basis.

DISCUSSION: Staff recommend that the existing Adopt-A-Garden Program Policy be repealed and replaced with a new Community Green Space Partnership Policy.

The proposed new policy maintains the Town's support for community participation and partnerships in the care and enhancement of Town-owned green spaces while establishing a simpler and more flexible approval process. Individuals, businesses, organizations and community groups would be able to submit requests to undertake approved planting, landscaping, beautification or maintenance activities on Town property.

Requests would be reviewed by staff and approved by the CAO or designate. Any approved partnerships would be administered through a Memorandum of Understanding between the Town and the participating organization. The MOU would identify the location and clearly outline the responsibilities of each party, including the approved activities, maintenance requirements, materials, costs, signage, duration and other applicable conditions.

This approach removes the need to list individual garden locations in the policy or bring each participant request to Council for approval. It also ensures that any Town contribution of labour, plants, materials or other resources is specifically approved and subject to available resources and budget.

The proposed policy still provides Council direction supporting community involvement while allowing staff to manage the individual partnerships in a practical and consistent manner.

FINANCIAL IMPLICATIONS: There are no financial implications associated with repealing the existing policy and adopting the proposed policy. Any contributions of Town labour, plants, soil, materials or other resources would be subject to availability of resources and budgets.

SOCIAL JUSTICE IMPLICATIONS: The proposed policy provides individuals and community organizations with an opportunity to participate in the care and enhancement of public green spaces.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: No community engagement is recommended.

ALTERNATIVES:
1. Amend the existing policy rather than replace it.
2. Maintain the status quo.
3. Repeal the existing policy without adopting a replacement policy.

ATTACHMENTS:
1. Adopt-A-Garden Program Policy (64000-04)
2. Draft Community Green Space Partnership Policy (64400-01)

DEPARTMENT: COUNCIL & ALL DEPARTMENTS

TITLE: **Adopt – A – Garden Program**

Minutes reference date: 30 November 2009 25 June 2012

Policy

The Town of Amherst recognizes that an Adopt-A-Garden program in the community would be an opportunity for the community to become involved in the planning, development and maintenance of existing garden areas in Amherst's open spaces and community parks. This gardening program will be a valuable recreational activity that contributes to health and well- being, positive social interaction, community development, environmental education and the enhancement and beautification of Town properties.

Purpose

The Adopt-A-Garden program is designed to bring together residents who want to volunteer a few hours of their time to help maintain a specific garden area in our community.

The Adopt a Garden program would include:

- Beacon Street
- Curry Park
- Along the Church Street Cemetery
- Two beds in front of the Air force Club
- YMCA
- Two beds on Lawrence Street
- Highlander Mural Garden at the corner of Havelock and Ratchford Streets
- Church Street Green Space

This beautification program will accept applications to participate from individuals, businesses, organizations and groups who are interested in adopting a garden in the Town of Amherst. Responsibilities for garden adoption include:

- Garden planning
- Planting and development
- Maintenance, general clean-up and beautification of existing gardens
- Weed control
- Annual and perennial planting
- Enhancement and landscaping of existing garden areas
- Ongoing monitoring of gardens

DEPARTMENT: COUNCIL & ALL DEPARTMENTS

TITLE: **Adopt – A – Garden Program**

Minutes reference date: 30 November 2009 25 June 2012

Appointments and Responsibilities

- When vacancies occur, advertisements will be posted in December in local media and the web site requesting expressions of interest from groups and individuals as needed.
- Council will appoint any new participants who wish to be in the program in February of each year.
- Participants in the program may be rewarded with signage recognizing the volunteer commitment to maintain and or create a garden area.
- The Town of Amherst will be responsible to provide supplies including plants, soil, fertilizer, etc., for the gardens.
- All participants in the Adopt-A-Garden Program will be responsible to complete an annual planting plan, address planting activities, complete regular maintenance, address litter removal and prepare the garden for winter at the end of the season.

TITLE: **COMMUNITY GREEN SPACE PARTNERSHIP POLICY**
SECTION: **PARKS MANAGEMENT**
POLICY NO.: **64400-01**

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

PURPOSE

The Town of Amherst recognizes the value of community involvement in the beautification and enhancement of Town-owned green spaces.

The purpose of this policy is to provide opportunities for individuals, businesses, organizations and community groups to participate in the care and enhancement of Town-owned green spaces in partnership with the Town.

SCOPE

This policy applies to individuals, businesses, organizations and community groups wishing to undertake approved planting, landscaping, beautification or maintenance activities within Town-owned green spaces.

Partnerships under this policy are voluntary and are subject to approval by the Chief Administrative Officer (CAO) or designate.

POLICY STATEMENT

The Town supports community partnerships that contribute to the care, improvement and beautification of Town-owned green spaces.

Requests to establish a partnership may be approved by the CAO or designate. Each approved partnership will be documented through a Memorandum of Understanding (MOU) between the Town and the participating party.

The MOU will identify the location, approved activities and responsibilities of each party and may address matters such as:

- Planting, landscaping and other improvements;
- Ongoing maintenance and general upkeep;
- Responsibility for plants, materials, labour and costs;
- Signage or recognition;
- Health, safety and operational requirements;
- Duration and termination of the partnership; and
- Any other conditions considered appropriate by the Town.

Any contribution of Town labour, materials or other resources will be subject to approval and available Town resources and budgets.

TITLE: COMMUNITY GREEN SPACE PARTNERSHIP POLICY
SECTION: PARKS MANAGEMENT
POLICY NO.: 64400-01

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	• Ensure the policy is reviewed periodically and updated as needed to reflect changes in best practices and ensure it meets the needs of the Town. • Be able to interpret and explain policy content
Council	• Review Policy recommendations for approval consideration (approve, reject or edit)

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New policy to replace the Adopt-a-Garden Policy	Director of Operations	Council	

Minutes Reference Dates:

COMMITTEE OF THE WHOLE
CDR# 2026100
DATE: October 19, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Aaron Bourgeois, Director of Operations
DATE:	October 19, 2026
SUBJECT:	STORM Program Funding Application

ORIGIN: The Province of Nova Scotia's 2026–27 Stormwater Transformation Optimization and Resilience for Municipalities (STORM) Program

LEGISLATIVE AUTHORITY: MGA Section 65: The Council shall adopt an operating budget and a capital budget for each fiscal year.

RECOMMENDATION: That Council forward to the October 26, 2026, regular meeting, approval of an application to the Stormwater Transformation Optimization and Resilience for Municipalities Program for the development of a Town-wide Stormwater Management Plan and authorize the CAO to submit the application on behalf of the Town

BACKGROUND: The Town owns and operates a stormwater system consisting of storm sewer pipes, catch basins, culverts, ditches, outfalls and other drainage infrastructure.

The Town currently manages stormwater through regular maintenance, infrastructure upgrades and by responding to drainage issues as they arise. However, the Town does not have an overall plan to:

- Assess the stormwater system
- Identify problem areas and future risks
- Consider the impacts of climate change, and
- Prioritize future improvements and capital investments.

The Province's STORM Program provides funding to help municipalities improve stormwater management through planning, analysis and program development. Eligible projects include consulting services, data collection, risk and climate-resilience assessments, infrastructure planning, investment prioritization, and policy and program development.

DISCUSSION: This project is eligible for 50% funding under the STORM Program and requires a resolution from Council be submitted with the application. Council's approval to submit a funding application does not commit council to all or any part of the project should the application be denied. Should the application be successful the project will still be subject to Council's approval through the 2027/28 capital budget process.

The proposed work would provide the Town with a more complete understanding of its stormwater infrastructure, drainage systems, flood risks, system constraints and future infrastructure needs. The resulting plan would provide Council and staff with an evidence-based framework for prioritizing stormwater investments and coordinating future infrastructure, land-use, asset-management and climate-adaptation decisions. It would also improve the Town's readiness to seek future infrastructure funding by identifying and defining priority projects when future construction funding opportunities become available.

FINANCIAL IMPLICATIONS: The total value of the project is $175,000. If the application is approved STORM would fund 50% ($87,500) and the Town would pay 50% ($87,500). At this point in the fiscal cycle, all or the majority of our project costs would be in the upcoming fiscal year.

SOCIAL JUSTICE IMPLICATIONS: A Town-wide Stormwater Management Plan would help the Town consider impacts on residents, neighbourhoods, critical services and vulnerable populations when establishing priorities for future stormwater improvements.

ENVIRONMENTAL IMPLICATIONS: The project would support improved understanding and management of stormwater runoff, flooding, erosion, water quality and watershed impacts. It would also identify opportunities to incorporate climate-resilient, nature-based solutions into future municipal infrastructure planning.

COMMUNITY ENGAGEMENT: Public engagement may be undertaken to help identify known drainage concerns, flood-prone locations, and community priorities. The extent and format of community engagement would be defined through the project's scope of work.

ALTERNATIVES:

1. Do not submit the funding application.
2. Direct staff to submit an application for a different eligible stormwater initiative.

ATTACHMENTS: None

COMMITTEE OF THE WHOLE
CDR# 2026102
DATE: October 19, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Aaron Bourgeois, Director of Operations
DATE:	October 19, 2026
SUBJECT:	Stadium Ice Plant Replacement and Capital Budget Amendment

ORIGIN: 2026/27 General Capital Budget

LEGISLATIVE AUTHORITY: MGA Section 65A (4) - Authority to expend funds as approved in the capital budget.

RECOMMENDATION: That Council forward to the October 26, 2026 regular meeting, the award of the Stadium Refrigeration Plant Replacement RFP to Black & McDonald in the amount of $1,533,625 plus applicable taxes, as the highest scoring proponent in accordance with the evaluation criteria set out in the RFP; and further, that Council amend the 2026/27 General Capital Budget for the Stadium Refrigeration Plant Replacement from $1,500,000 to $1,850,000 to be funded by long-term debt.

BACKGROUND: The 2026/27 General Capital Budget included $1,500,000, funded by long-term debt, for the replacement of the refrigeration plant at the Amherst Stadium.

A Design Build Request for Proposals was issued on June 26, 2026, seeking qualified proponents to replace the existing refrigeration plant. Four proposals were received.

- Black & McDonald
- Acadia Refrigeration
- Ainsworth, and
- Global Construction.

DISCUSSION: The proposals were reviewed and evaluated by staff in accordance with the criteria and weighting established within the RFP. The evaluation considered the proposed system design, controls & automation, transition Planning, Experience, Reference, Warranty, Project Schedule, and Price. Black & McDonald achieved the highest overall score of 92/100; in this case the highest scoring proposal was also the lowest priced proposal.

Pending Council approval, the next phase of this project will be the design and tender of a new, stand alone building to house the new refrigeration equipment. Locating the new plant in a separate building allows the new refrigeration system to be installed and be ready for commissioning while the existing plant remains operational. This approach is intended to minimize the risk of delays or disruption to the Stadium ice season during the transition from the existing plant to the new system.

The new building will also allow electrical equipment associated with the refrigeration plant to be relocated from the Stadium, reducing the electrical load within the existing facility. In addition, relocating the ammonia refrigeration equipment from within the Stadium to a purpose-built building will address the safety concern associated with having the ammonia plant located within the occupied facility.

As the refrigeration plant alone is slightly more than the approved budget, a capital budget amendment is required prior to issuing a tender for the building.

FINANCIAL IMPLICATIONS: The 2026/27 General Capital Budget included $1,500,000 funded by long-term debt for this project.

Staff are recommending that the project budget be increased by $350,000 to $1,850,000 to provide the additional funding required to construct the building that will house the new refrigeration plant. The additional $350,000 will also be funded by long-term debt.

Staff have submitted a grant application to ACOA that if fully or partially approved could bring this project back within budget.

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

ENVIRONMENTAL IMPLICATIONS: There are minimal environmental implications associated with this decision.

COMMUNITY ENGAGEMENT: Upon award, staff will provide updates to the community regarding project timing and any impacts to Stadium operations during construction.

ALTERNATIVES: Do not award the RFP and advise the proponents of Council's decision.

ATTACHMENTS: None

MEMORANDUM

TO: Mayor Small and Members of Amherst Town Council

FROM: Councillor Furlong

DATE: October 19, 2026

SUBJECT: Council Email Group

I'd like to request that the Town consider adopting a single email that residents may use to contact council or adding the option for residents to email all council from the Town website.

Providing a single email/distribution option would make it easier for residents to communicate with their elected representatives, improve accessibility, and encourage public engagement.

MOTION

That Council direct the CAO to establish a single email address for all members of council that residents may use to contact council and incorporate an option for residents to email all council directly from the Town of Amherst website.

MEMORANDUM

TO: Mayor Small and Members of Amherst Town Council

FROM: Natalie LeBlanc, Municipal Clerk

DATE: October 19, 2026

SUBJECT: Road Trails Designation By-law Second Reading

At the June 22, 2026, regular Council meeting, the following motion was passed:

That Council give First Reading of the proposed Road Trails Designation By-law and direct staff to schedule a public meeting prior to second reading of the By-law.

Staff held a public meeting on Monday, September 14, 2026. A copy of the agenda with the written submissions received is attached. Also attached is a summary of the meeting, and the written submissions received since that time.

Second Reading of this By-law will be on the October 26, 2026, regular Council agenda.

Town of Amherst
Public Participation Opportunity
Agenda

Date: **Monday, September 14, 2026**
Time: **4:30 pm**
Location: **Council Chambers, Town Hall**

Pages

1. **Call to Order**

2. **Territorial Acknowledgment**

   "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."

3. **Introduction**

4. **Road Trails Designation By-Law**

   4.1 **Staff Report** 1 - 5

   4.2 **Public Participation Opportunity**

   4.3 **Written Submissions** 6 - 11

5. **Closing**



PUBLIC MEETING

September 14, 2026

Road Trail Designation Bylaw


Tyndal Road
Lower Shinimicas
Amherst Head
Shinimicas
Linden
Highway 366
Smith Lakes
East Amherst
Truemanville
Lake Killarney
Port Howe
Beckwith
Amherst
Hastings
West Amherst
Rockley
Pugwash River
Upper Nappan
Highway 204
East Leicester
Riverview
Mount Pleasant Road
Canfields Brook
West Leicester
Nappan
Lower Maccan
Fenwick
Highway 104
Kolbec
Highway 321
Conns
Chignecto
Black River Road
Oxford
Victoria
Maccan
Little Forks
Hansford
Birchwood
Highway 4
Glenville
Oxford Junction
Springhill Junction
Thomson Station
Athol
Claremont
Jersey
South Athol
Greenville Station
Springhill
Athol Road
Rodney
Millvale
Leamington
Williamsdale
Highway 307
104
475
142
212
261
264
260
204
242
366
16
2
6
10


Eddy Rd
Motor Ave
Brownell Ave
Summit Ave
Harding Ave
North Adelaide St
Eddy St
Dale St
Herbert St
Palmer St
Palmer St
Dale St
Eddy St
Victoria St E
Lawrence St
Laplanche St
Victoria St. E
Acadia St
Rothesay St

TITLE: ROAD TRAILS DESIGNATION BY-LAW
SECTION: PLANNING SERVICES
BYLAW NO: P-10

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

1. **SHORT TITLE**

   This By-law is entitled Road Trails Designation By-law

2. **DEFINITIONS**

   In this By-law:

   a) "Highway" means a means a highway as defined by section 3 of the Road Trails Act;

   b) "Town" means the Town of Amherst.

   c) "Road Trail" means a road trail as defined by section 3 of the Road Trails Act.

3. **OPERATION ON ROAD TRAIL**

   Notwithstanding section 11 of the Motor Vehicle Act, a driver may operate an all-terrain vehicle, a dirt bike, or another off-highway vehicle of a class prescribed by the regulations, on a highway or part of a highway that is designated as a Road Trail under this By-Law if the driver meets all requirements of under the Road Trails Act and the Off-Highway Vehicles Act.

4. **DESIGNATION**
   The Town hereby designates the portion of Eddy Street between and including 60 Eddy Street and 8 Eddy Street as a Road Trail pursuant to section 5(2) of the Road Trails Act:

DRAFT

Road Trails Act

Key Requirements:

- Driver's License
- 3rd Party Liability Insurance
- Seat belts if equipped
- Helmets
- Headlights and rear-facing red light
- Maximum speed: 25 km/h
- Use is prohibited in the period between 30 minutes after sunset and 30 minutes before sunrise
- No passengers under 9 years

Approval Process

- Consideration for 2nd Reading September 28th
- Ministerial Approval

Natalie LeBlanc

From: Ken Estabrooks <161641@hotmail.ca>
Sent: September 4, 2026 2:20 PM
To: Natalie LeBlanc
Subject: Against 4 wheelers in Amherst

I am totally against this and in Shock that this Town Council has even put it on a meeting schedule !
COME ON AMHERST TOWN COUNCIL DO BETTER !!!!

Natalie LeBlanc

From: Eric Fisher727 <727@fisherpage.com>
Sent: September 4, 2026 4:34 PM
To: Natalie LeBlanc
Subject: Road Trails Designation By-law

I wish to express my support for this initial step to open ATV/UTV access to Amherst street.
As an active trail rider who lives in Amherst but bases there off road activity from my cottage in the Wallace area, we frequently visit those towns which have access. Namely, Springhill, Oxford, Wallace, Pugwash, Tatamagouche and Pictou. Spending money on food, fuel and other services.

While encouraged by this first step, the plan does have its limits. The big one being no access to fuel or accommodations. Also needing to park in a designated parking spot well away from potentially popular stopping points could be a limiting issue. No one is going to walk to the Elmtree for dinner from that location.

On a recent 8-day trip to ride the western Newfoundland trail system, every town and city had designated road trails so we could travel throughout their location to access fuel, food hotels, etc. Parking in a specific location, well away from the services will likely be significant security issue. When we ride, we carry a lot of stuff. Coolers, repair parts, tools, etc. Most of which cannot be securely locked away. The proposed limited parking is out of site from the main service area downtown. Theft and property crime will be an issue. I would not drive from my cottage location and park there to walk downtown for a meal.

As a first step, I would encourage you to expand the road trail to allow ATV/UTV users to travel and park on Victoria street from Dayles to the railway tracks. This will bring business to all those businesses along that stretch of road will allowing for parking in more visible locations.

With the first phase enabled, it will be a simple process to enable travel to the other side of town where fuel, accommodation and other additional services are available. This concept has proven very safe in every town it is permitted.

Regards
Eric Fisher
12 Garden Crt.
Amherst, NS

Natalie LeBlanc

From: Christina Sarson <csarson78@gmail.com>
Sent: September 5, 2026 2:53 PM
To: Natalie LeBlanc
Subject: Road trails

I have just recently bought a side by side and I hate the fact that I can't get anywhere! This proposed by-law is a start but I believe we need more access ... gas station, car wash etc!

Natalie LeBlanc

From: Dan Gallagher
Sent: September 11, 2026 12:16 PM
To: Natalie LeBlanc

To Amherst town council, Subject: Road Trails Designation By-Law. From Dan Gallagher 57 Eddy Street, Amherst. First of all, I am adamantly opposed to town of Amherst to allow four wheelers, dirt bikes, side by sides, access to Victoria Street via Eddy Street for the following reasons. 1. This is a residential area that includes speed limits, school bus access stopping zones, twice a day, intersections with stop signs. 2. I have witnessed over the years, on many occasions,dirt bikes, 4 wheelers travelling up Eddy Street from the Eddy Marsh road at enormous speeds. No respect for posted speed limits of 50 Kms. A major danger to residents and vehicles entering Eddy St. From stop signs on Palmer St., Dale Street, and Brownell Ave. 3. Most of these bikes have no license plates on them, Loud mufflers, and no Helmets on their heads. 4. These individuals riding these bikes have no time frames when they decide to aggressively and erratically drive up Eddy Street towards Victoria Street. This I have witnessed over and over again. 5. The RCMP and Amherst Town Police have identified they are not allowed to chase these individuals because of legal issues in the event of an accident. 6. I have witnessed many occasions where residents with their pets have been extremely alarmed by the individuals not slowing down as they proceed by them at high speeds. 6. I myself have had 4 wheelers drive into our flower garden (on video)at 2 am in the night. Called police and by the time they arrived they were gone. 7. The members of council in Amherst do not realize what we endure on a regular basis with 4x4 and dirt bikes. Example- excessive speed, wheelies up Eddy Street, late night travelling, disturbing sleep and safety issues for our properties. 10. In conclusion, the Town Council need to recognize the implications which exist if this by-law is passed. There is no logic in allowing passing this by-law as there are no gas stations in the area, there is one laundromat for snaps (maybe) and one small restaurant which is not open at night when most of these bikes travel. Also keep in mind these bikes have been travelling at high rate of speeds and will only increase greater if they are allowed to come from the top of Eddy Street to the Marsh road. This is opening up a Hugh can of worms for the residents of Eddy Street, the Amherst Police Department and the RCMP if allowed. Signed Daniel Gallagher.
Sent from my iPhone

Natalie LeBlanc

From: Lance Taylor <lance@royduguaysales.ca>
Sent: September 11, 2026 2:17 PM
To: Natalie LeBlanc
Subject: Road Trail Designation Bylaw
Attachments: parking.JPG

I am in support to have a trail system thought Amherst but not where you have proposed, nobody will want to park there and leave there stuff unattended with the brown house that is beside the lot. I drove by their yesterday and the windows are all smashed out and looks very run down. We need to be able to get to food and gas stations.

Lance Taylor
Parts Advisor
P: 902-667-8066
C: 902-297-6407

Town of Amherst
Public Meeting
Summary

Date:	**September 14, 2026**
Time:	**4:30 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**
Members Absent	**Councillor Kathy Wells**
Staff Present	**Jason MacDonald, Chief Administrative Officer** **Andrew Fisher, Director, Planning & Economic Development** **Torben Laux, Planner** **Sean Payne, Marketing & Communications Officer** **Natalie LeBlanc, Municipal Clerk**

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1. Call to Order

Mayor Small called the public meeting to order.

2. Territorial Acknowledgment

Mayor Small gave the Territorial Acknowledgement.

3. Introduction

Mayor Small stated the purpose of this meeting is to get public input into a proposed Road Trails Designation By-law that would permit off-highway vehicle users' access from Eddy Road up Eddy Street to a public parking lot.

4. Road Trails Designation By-Law

4.1 <u>Staff Report</u>

Andrew Fisher presented the staff report included in the agenda package, noting the proposed trail, reviewing the draft Road Trails Designation By-law, and highlighting the key requirements of the Road Trails Act for Off-Highway Vehicles.

4.2 <u>Public Participation Opportunity</u>

Further to his written submission, Daniel Gallagher, property owner at 57 Eddy Street where he has lived for 73 years, stated his opposition to the proposed by-law for several reasons including what he has witnessed as a resident and users not obeying the rules. He indicated he has called the police on several occasions however they have indicated there is nothing they can do.

He feels adopting this proposed by-law will be a major issue. Users tear up and down Eddy Street and Brownell Avenue at all hours of the day and night even though he has stopped them and politely asked them to slow down, adding he could go into details however there have been too many incidents for him to count and speak of. He feels this is going to open a huge can of worms and someone is going to get hurt.

Mr. Gallagher added that he cannot foresee a purpose of this proposed by-law as there is nothing at the top of Eddy Street for users to access, adding users have already established a route behind the Robbs Complex. He is trying to protect the safety of the residents of the Eddy Street and Brownell Avenue area, and this proposed by-law will only encourage users to access these streets more, putting the residents' safety at risk. Being a witness to user activity he has seen all kinds of issues, adding most users have no respect for the near by residents or their property.

Bill Barrow, owner of the Fundy Winds Project on the Eddy Road, is in opposition of this proposed by-law and is concerned with how it will be enforced. He stated that he has on several occasions had to pull users out of the ditch, and that some users have been pinned under the ice. He has approached previous Councils, the Amherst Police and the RCMP for over 20 years asking for cameras to be installed which he believes would prevent most of the issues, which he has even offered to pay for. He added that his property has been broken into approximately 15 times, and that he believes thieves take advantage of the in and out easy access of the Eddy Road, adding that the Eddy Road is lethal for theft, booze and drugs.

Dale Gallagher of 57 Eddy Street noted she has lived at this residence for 16 years and that she is also in opposition to this proposed by-law. She believes once the status of the Eddy Road was changed it has been a whole different story. Trucks trying to avoid the tolls access it, and she believes most ATV and side by side users are not licensed. She does not feel the residents in this area should have to put up with this, and that if this was being proposed in the Rupert Street/Victoria Street area of town the meeting room would be full of people in opposition. She has spoken to the Police Chief who has advised her there is not much the police can do if they cannot catch them. They as property owners have taken it upon themselves to install concrete barricades and install no trespassing signs. She also expressed concern with the state of the house next to the proposed parking area. She further added that elderly people walk this trail, as well as people with their dogs and children however users continue to just fly by them. As residents they will do everything they can to prevent this by-law from being adopting.

Craig Green, founding President of the Cumberland County Rides ATV Club, past President several times of the Cumberland Trails Association, a trail warden and a trail warden instructor, is in support of the proposed by-law however does sympathize with the near by residents as he knows the users they speak of have been the bane of their existence for years. However, he believes this proposed by-law will give the police something to act on. He stated the legal, respectful users will not currently drive up along Eddy Street to access the downtown area because it currently is not legal to do so. He believes enacting this by-law is a good thing, adding that DNR and the RCMP do have off-highway vehicles that they can use.

There being nothing further from the public in attendance, Mayor Small asked if there were any questions or comments from Council. Councillor Furlong asked if it is possible for the Town to erect cameras on land in the County. The CAO replied he will look into it.

There being nothing further, Mayor Small thanked everyone for their input and adjourned the public participation opportunity.

Natalie LeBlanc

From: Pam Kennedy <pamken88@gmail.com>
Sent: September 21, 2026 1:31 PM
To: Natalie LeBlanc; Nic Furlong; samfield1974@gmail.com
Subject: Fwd: Atv meeting in amherst nova scotia.

Hello!

Sam Field asked I forward this to you Natailie.

RE: Public Road Use Bylaw.

Best,

Pam Kennedy

---------- Forwarded message ---------
From: **sam field** <samfield1974@gmail.com>
Date: Mon, Sep 21, 2026 at 12:54 PM
Subject: Atv meeting in amherst nova scotia.
To: pamken88@gmail.com <pamken88@gmail.com>

Hi there this is Sam Field from Parrsboro. I have a great interest in seeing Amherst get on board with having access and or a through way into amenities. I'm co owner of Brookside Wilderness Cabins in apple river. It's a small family bussiness and I started about 10 yrs ago giving atv tours out of there for fun and I've shown close to 1000 new comers to our surrounding area that have never experienced the scenery and trail networks in Cumberland and Colchester counties before. I have people coming from 4 provinces to explore what our areas have to offer and 80 percent I'd say return again over and over now!

It's been proven and seen in the areas that allow us into the villages and towns to get to amemenities that it benefits local bussiness very much! ie: a group of us sometimes(large) leave alot of money for food, gas, and lodging in areas we explore! A group of 10 bikes, up to 20 people for example stop at a place for food and gas will leave from 700 to 1000 bucks that one STOP!

Amherst is one section that is hindering our sport and connectivity especially going to or from New Brunswick ! Not only that but the revenue that could be capitalizing on for bussiness's. It would be great for our sport AND your bussiness's.

So I'll touch on another important aspect that is always on the negative side. (We dont want atvs driving erratically and all hrs of the nights!!!) Well when you see larger groups and organized runs rolling into places they are 90 percent respectful and they have insurance, registration, and trail passes. There is no need to be running into places all hrs of the night....set curfews to enter and get to local bussiness's. (THE ONES WHO ARE CAUSING THE DISTURBANCES NOW WILL ALWAYS DO IT AND NOT BE RESPECTFUL WHETHER YOU MAKE IT LEGAL OR NOT!) In my experiences in clubs and organizations, if you do more presentation of beneficial and positive things, the latter will follow in time!

So I really hope that the town of Amherst will head to the side of benefits and outway the negatives and adopt a bilaw to legally allow us access to what you have to offer our sport!!! Thank you Sam Field.

Natalie LeBlanc

From: chris fraser <cfraser77@hotmail.com>
Sent: September 21, 2026 12:19 PM
To: Robert Small; Curly's Sports & Supplements; Andrew Fisher; Natalie LeBlanc
Cc: Ericka Smith; Pam Kennedy
Subject: Proposed Road Trails Designation Bylaw

Town of Amherst

c/o Natalie LeBlanc, Town Clerk

98 Victoria Street, E.
Amherst, NS
B4H 1X6

Dear Honorable Mayor Small and Councillors,

RE: Proposed Road Trails Designation Bylaw – Town of Amherst

Nova Scotia Road Trails Act

The Cumberland County Riders ATV Club write today in support of the proposed *Road Trails Designation Bylaw* in the Town of Amherst.

As President of the club, I have lobbied for Road Trail Use and access to the amenities in Amherst for over 2 years. I think this Bylaw is a step in the right direction for the OHV recreational community, club members and visitors to the Amherst & Cumberland Co. Establishing road trail use in this area supports safety in the form of access to food, fuel, and accommodations.

It also works to establish trail connectivity, connecting trails on both sides of Cumberland Co. Welcoming destination rides from NS and NB. Having Amherst connect both sides of Cumberland County would solve the problem we have with a large trail gap.

Connectivity and Amenities support a rider in developing their trail and ride plan. Destination rides also bring guest to the community, who purchase food, fuel and hotel nights. If Amherst is able to make this available, trail enthusiasts will visit and spend.

It also provides local enforcement the opportunity to manage the ATV user who is not respecting the rules included in the Road Trails Act. These include time of day use, 25 km/h speed limit, valid insurance, minimum driving age (16) and valid licensing. There is much more in the Act, but these are some of the important items.

As president of the club, I receive 7 to 10 messages a week from clubs/visitors, wanting to plan a destination ride to Amherst. They ask for the **best place to stay** and I am left to direct them to Oxford.

I am asked, "where they can get accommodations, food and fuel that they can ride from," and unfortunately, Amherst does not provide this.

Our Club wanted to participate in the annual Christmas Parade last year, and as much as we wanted to, we had to decline the parade, we could not legally return to our parked trailers.

With over 460 club members and even more guests having to move machines through Oxford to reach each side of Cumberland, reaching the Bay of Fundy and the newest Tidnish suspension trail bridge, I believe Amherst is missing an incredible opportunity with the sport.

We truly hope our club can work with the Town of Amherst and fix the existing trail gap and put Amherst on the map for the OHV community.

Unfortunately I will not be able to attend this afternoons meeting. I posted this meeting on our clubs Facebook in hope to have more ATV members attend.

Thank you for the opportunity.

Regards,

Cumberland County Riders ATV Club

Chris Fraser, President

cfraser77@hotmail.com

And,

Ericka Smith, Vice President

September 18, 2026

Sent Via Email:
nleblanc@amherst.ca
nfurlong@amherst.ca

Town of Amherst
98 East Victoria Street,
Amherst, NS
B4H 1X6

Dear Honorable Mayor Small and Councilors,

RE: Proposed Road Trails Designation Bylaw – Town of Amherst
Nova Scotia Road Trails Act
Letter of Support

My name is Pam Kennedy, I am an avid OHV trail user, club member of the North Shore ATV Club (Kemptown) and the ATVANS Director for Zone 4; supporting ATV clubs in Colchester-Cumberland.

I reach out today to indicate **my support** for the Proposed Road Trails Designation Bylaw and the application currently underway in the Town of Amherst.

In recent years, we have witnessed increased Road Use in NS, with over 100 road trails now approved and growing. The benefits are critical to trail connectivity and access to amenities, which are considered safety. Public Road Use applications provide legal access to food, fuel and accommodations and encourage destination riding in NS.

It also connects existing trails which then create loops for the enthusiast rider. In Zone 4, Cumberland-Colchester, we have 7 ATVANS clubs, membership grows year over year.

As Public Road Trails increase in NS, so does economic growth. Visitors come from NS, NB and PEI and plan to stay. Today we see many enthusiasts cross the border to NS and then head directly to areas where they can unload, ride and stay. It would be fantastic if Amherst, the Gateway to NS, was able to offer trail riders a place to depart a ride, stay, eat and return.

I share with you my recent experience, where I planned a ride for 10 members, leaving the Tatamagouche area. We wanted to travel to see the new bridge in Tidnish, plan a night in Amherst, go out for supper and then return home. The closest "trail" accommodation we could find was in Oxford.

In July, the North Shore ATV Club, set out for a fun run, including 64 OHV vehicles and 103 riders on a beautiful Sunday afternoon. Leaving from Kemptown and heading to the Town of Pictou, each rider spent approximately $ 30 on lunch, gas or snacks. The economic spend being near $ 3000. This happens all over NS and in some areas, 12 months of the year.

Established Public Road Use also has other community benefits such as enforcement; riders must be 16, have a license, insurance, be off the roads by dusk and a respect a reduced speed limit of 25 kms. With road use in place, there is an opportunity to enforce these rules, without road use it can be difficult.

I would very much like to see Zone 4 have a completed trail loop, meaning a rider could leave Amherst, travel on the trails connecting to Tatamagouche, Wentworth, Bass River, Economy, Advocate and then back to Amherst. Connecting one side of Cumberland to the other. With small steps this can be accomplished, it is with great hope we can accomplish this via public road use.

Thank you and best regards,

Pamela Kennedy
902-718-9606
Zone4@atvans.org

North Shore ATV Club Member
ATVANS Director - Zone 4 Cumberland - Colchester

ATVANS
ATV ASSOCIATION OF NOVA SCOTIA

298 Cobequid Rd., Unit 1
Lower Sackville NS B4C 4C5
902-431-2880
1-877-288-4244

September 17, 2026

Mayor and Members of Amherst Town Council
Town of Amherst
98 East Victoria Street
Amherst, Nova Scotia

Re: ATVANS Support for Proposed Eddy Street Road Trail

Dear Mayor and Members of Council,

On behalf of the **All Terrain Vehicle Association of Nova Scotia (ATVANS)**, I am writing to express our strong support for the Town of Amherst's proposed Road Trails Designation By-law to provide ATV access along Eddy Street from the town limits to the parking area at **8 Eddy Street**.

We believe this connection represents an excellent opportunity for Amherst to strengthen its position as a gateway to Cumberland County's extensive ATV trail network while bringing visitors directly into the community.

Cumberland County is home to some of the best ATV riding opportunities in Nova Scotia, and the Cumberland County Riders ATV Club is currently the largest ATV club in the province based on membership. Amherst's location makes it a natural gateway between this riding network and the services and amenities of the town.

The proposed Eddy Street connection would provide riders with a safe, legal and regulated route from the trail system into Amherst. The ability to park and unload at **8 Eddy Street**, in the downtown area, would make Amherst considerably more accessible to ATV visitors and create opportunities for riders to support local businesses through spending on **fuel, food, accommodations, shopping and other services**.

Economic Benefits

The economic contribution of the powersports and off-highway vehicle sector in Nova Scotia is substantial. The most recent Nova Scotia-specific economic impact study, prepared by MNP for Moto Canada using 2022 data, estimates that the broader motorcycle and powersports sector generates annually:

- **$658 million in economic output**
- **$339 million in GDP**
- **$172 million in government tax revenue**
- **3,510 jobs**
- **$356 million in tourism spending**

The study includes off-highway vehicles such as ATVs and side-by-sides and highlights the significant tourism and economic activity associated with the sector.

For Amherst, improving trail access provides an opportunity to capture a greater share of this visitor spending by making it easier for riders to enter the community rather than simply passing around it.

A Proven Approach

Amherst would be building on a model already being used elsewhere in Nova Scotia. As of July 2026, ATVANS reports **112 provincially approved road-trail sites and eight municipal road-trail sites** throughout the province. These regulated connections provide riders with legal access between trail systems and communities, while creating opportunities for local businesses and tourism.

The proposed Eddy Street route follows this same principle: a clearly designated and regulated connection that links the provincial trail network with the services of a local community.

The **Road Trails Act** provides municipalities with the authority to designate local roads for OHV use through municipal by-law, establishing a framework for responsible and regulated access.

ATVANS believes that properly managed trail connectivity is preferable to informal or unauthorized access. Designated routes provide municipalities with the ability to establish clear rules, signage and expectations while giving riders a legitimate way to access local communities.

Supporting Amherst's Tourism Potential

The Eddy Street connection is more than simply a trail link. It is an opportunity to position Amherst as a destination and service centre for ATV tourism in Cumberland County.

A rider who can conveniently access Amherst has an opportunity to stop for fuel, enjoy a meal, purchase supplies, stay overnight or explore the community. These individual visits can translate into meaningful economic activity for local businesses, particularly when riders travel in groups and return to the area for future trips.

ATVANS therefore **fully supports the proposed Road Trails Designation By-law and encourages Amherst Town Council to proceed with the Eddy Street connection to the town limits and existing trail network.**

ATVANS believes this initiative will enhance regulated trail access, promote responsible ATV recreation, and create meaningful economic and tourism opportunities for the Town of Amherst. We appreciate Council's consideration and look forward to working collaboratively with the Town to ensure the success of this important trail connection.

Sincerely,

All Terrain Vehicle Association of Nova Scotia (ATVANS)

Supporting safe, responsible and organized ATV recreation throughout Nova Scotia.

Natalie LeBlanc

From: Jason MacDonald
Sent: September 17, 2026 3:42 PM
To: Natalie LeBlanc
Subject: FW: Teazer's Bar and Grill - Proposal to Support Amherst Road Trails Designation Following Oxford Model

For second reading

Jason MacDonald, MCIP, LPP (he/him)
Chief Administrative Officer
Town of Amherst
Cell: 902-664-8367
Email: jmacdonald@amherst.ca
www.amherst.ca | #seewhyweloveit

"We acknowledge that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. We celebrate 400+ years of African Nova Scotian descent. We strive to foster a diverse community that values everything that makes us unique including our visible differences, such as race or gender expression, as well as our non-visible differences, such as gender identity and diversity of thought. We are committed to equity, fairness and dignity for all."

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From: Robert Small <rsmall@amherst.ca>
Sent: September 17, 2026 1:48 PM
To: Jason MacDonald <JMacDonald@amherst.ca>; Andrew Fisher <AFisher@amherst.ca>
Subject: FW: Teazer's Bar and Grill - Proposal to Support Amherst Road Trails Designation Following Oxford Model

Additional correspondence received associated with the Amherst Road Trails Designation

Rob

From: Jason Foster <jay@teazersbarandgrill.ca>
Sent: September 17, 2026 11:07 AM
To: Robert Small <rsmall@amherst.ca>

Cc: Hal Davidson <HDavidson@amherst.ca>; Nic Furlong <nfurlong@amherst.ca>; Terry McManaman <tmcmanaman@amherst.ca>; Dwayne Ripley <dripley@amherst.ca>; Charlie Chambers <cchambers@amherst.ca>
Subject: Teazer's Bar and Grill - Proposal to Support Amherst Road Trails Designation Following Oxford Model

Hello,

My name is Jay Foster. Brian Hurley and I are in the process of purchasing and remodeling the former Teazer's Pub and Eatery into Teazer's Bar and Grill.

I am writing regarding the Road Trails Act and the opportunity for Amherst to follow the model recently adopted in Oxford, NS.

As you may be aware, the Town of Oxford adopted Road Trails Designation By-law No. 06-2026, now in effect as of August 11, 2026. Under the Nova Scotia Road Trails Act (2023), it designates all Town streets as Road Trails for a one-year trial period, allowing licensed and insured off-highway vehicles (OHVs) that meet provincial requirements to access services within town.

This law is now in place in several Nova Scotia communities and has been shown to support economic development in rural areas by giving riders safe, legal access to services such as gas stations and restaurants, while connecting trail systems.

Our Proposal to Support This in Amherst:

To help Amherst move in this direction, we would like to be the first local business to offer the use of a portion of our property at Teazer's Bar and Grill as supporting infrastructure.

We would designate and section off a portion of our property to be used as a loading and unloading zone for riders to drop off trailers and access the trail system.

This would provide:
1. A legal, organized staging area within town limits 2. Direct support for a future Road Trails Designation By-law in Amherst 3. Economic benefit to local business and trail tourism in Cumberland County
All OHV requirements under the Road Trails Act would still apply, as established in the Oxford by-law - valid driver's licence, third-party liability insurance, registration, licence plate, helmet and seatbelt use, headlight, tail light, mirror, 25 km/h limit, and no operation 30 minutes after sunset to 30 minutes before sunrise.

If Council is open to exploring a Road Trails Designation By-law similar to Oxford's, we would welcome someone from the Town to come to the Teazer's Bar and Grill location to help us plan the site, including size, location, signage, and safest access point.

We are ready to work with you once the purchase is complete and would be proud to be part of the first wave of businesses supporting this initiative in Amherst.

Thank you for your consideration,

Jay Foster and Brian Hurley
Teazer's Bar and Grill

MEMORANDUM

TO: Mayor Small and Members of Amherst Town Council

FROM: Andrew Fisher, Director of Planning & Economic Development

DATE: October 19, 2026

SUBJECT: Planning Advisory Committee Report

The Planning Advisory Committee is scheduled to meet on October 20th. The agenda will include a review of the Municipal Planning Strategy and Land Use Bylaw with regard to emergency shelters and supervised consumption sites (a.k.a. wet sites). This review may result in a recommendation on amendments to the planning documents being forwarded to Council for consideration at its regular meeting on October 27th, 2026.

REVIEW MONTH	BYLAW / POLICY NO	BYLAW / POLICY	ASSIGNED TO	CURRENT NOTES
September 2026	**C08**	**REGIONAL EMERGENCY MANAGEMENT BYLAW**	**FIRE**	
October 2026				
October 2026	04000-05	OVERTIME - NON-UNION EMPLOYEES (211-21)	CUSTOMER SERVICE/HR	
October 2026	68300-04	FIRE INSPECTION POLICY	FIRE	
October 2026		Adopt A Garden	OPERATIONS	
October 2026	03000-05	AUDIT COMMITTEE TERMS OF REFERNCE POLICY	FINANCE	
October 2026	317400-05	NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE P	PLANNING	
November 2026	**10350-20**	**CODE OF CONDUCT OF ELECTED MUNICIPAL OFFICA**	**CLERK**	
November 2026	C07	FIRES AND BURNING OF MATERIALS BYLAW	FIRE	
November 2026	04000-12	(New) Public Street Financial Contribution Policy	OPERATIONS	
November 2026	66000-01	PLANNING ADVISORY COMMITTEE (210-23)	PLANNING	updated March 2023
December 2026	**02000-03**	**NAMING PUBLIC LANDS AND TOWN OWNED FACILITIE**	**CLERK**	
December 2026	68300-02	NEW FIRE STATION, ALBION STREET (221-02)	FIRE	
December 2026		Beer Garden Policy - Stadium	OPERATIONS	
December 2026	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA A	PLANNING	
January 2027	**10350-24**	**PROCEEDINGS OF COUNCIL**	**CLERK**	
January 2027	68300-01	PERMANENT FIREFIGHTERS (221-01)	FIRE	
January 2027		Catch Basins and Laterals	OPERATIONS	
January 2027	66000-03	POLICY FOR PUBLIC PARTICIPATION AND NOTIFICATI	PLANNING	
February 2027	**01130-02**	**PURCHASE AND USE OF BOTTLED WATER**	**CLERK**	
February 2027	01700-01	REPORTING ACCIDENTS (211-03)	FIRE	
February 2027		Ice Helmet Policy	OPERATIONS	
February 2027	02300-02	SALE OF NON-USABLE TOWN OWNED LAND (211-08)	PLANNING	
March 2027	**10350-10**	**RECOGNITION OF RETIRING MEMBERS OF COUNCIL (**	**CLERK**	
March 2027	68300-05	RESPECTING THE MANAGEMENT OF THE VOLUNTEEI	FIRE	
March 2027	31600-09	Paving New Residential Subdivision Streets (230-11)	OPERATIONS	
March 2027	02300-01	SALE OF USABLE TOWN OWNED LAND (211-07)	PLANNING	
April 2027	**10350-01**	**RECOGNITION OF SERVICE OF BOARDS (210-01)**	**CLERK**	
April 2027	04500-01	Safety Policy (211-25)	FIRE	
April 2027		Sale of Beer/Liquor - Robbs Park	OPERATIONS	
April 2027	31600-23	STREET NAMING POLICY	PLANNING	
May 2027	**05000-01**	**RECORDS MANAGEMENT (211-26)**	**CLERK**	
May 2027		Sidewalk Inspection and Maintenance	OPERATIONS	
May 2027	31600-26	STREET RENAMING COPP LANE TO ERNIE LANE POLI	PLANNING	
May 2027	C 09	C TAXI BYLAW	POLICE	
May 2027	A 07	Alternative Voting Bylaw 2018	CLERK	

June 2027	**05000-04**	**ROUTINE ACCESS POLICY**	**CLERK**
June 2027		Smoke Free Recreational Places Bylaw	OPERATIONS
June 2027	P 07	SUBDIVISION BYLAW	PLANNING
June 2027	C 04	COMPANION ANIMAL BYLAW	POLICE
September 2027	**01130-01**	**TOWN CREST (210)02)**	**CLERK**
September 2027		Solid Waste Bylaw	OPERATIONS
September 2027	C 02	Discharge of Firearms Bylaw	POLICE
October 2027	**03400-02**	**Banking Policy**	**FINANCE**
October 2027	04000-08	ATTENDANCE ADMINISTRATION (211-24)	HR
October 2027	31000-01	Standard Specifications for Municipal Services	OPERATIONS
October 2027	66150-02	ENFORCEMENT POLICY AND SUMMARY OFFENCE TIC	POLICE
November 2027	**03450-04**	**Budget Management Policy**	**FINANCE**
November 2027	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	HR
November 2027		Street Breaking Policy	OPERATIONS
November 2027	C 03	LOITERING BYLAW	POLICE
December 2027	**03450-01**	**CAPITAL BUDGETING (211-14)**	**FINANCE**
December 2027	04000-07	HIRING POLICY (211-23)	HR
December 2027		Street Inspection and Maintenance	OPERATIONS
December 2027	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE
January 2028	**03450-02**	**Capital Investment Plan (CIP) Framework/Budget Policy**	**FINANCE**
January 2028	04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	HR
January 2028		Street Rating System	OPERATIONS
January 2028	68000-03	TRAFFIC AUTHORITY	POLICE
February 2028	**72000-08**	**Community Support Grants Policy**	**COMMUNITY LIVING**
February 2028	04000-11	MATERNITY, PATERNAL AND ADOPTION LEAVE POLIC	HR
February 2028		Vehicular Idling Control Policy	OPERATIONS
March 2028	**72200-01**	**R. H. SMITH BEQUEST LIBRARY (274-01)**	**COMMUNITY LIVING**
March 2028	03000-03`	Fund Raising	FINANCE
March 2028	04000-14	PERSONAL LEAVE OF ABSENCE POLICY	HR
March 2028	D 06	BUILDING BY LAW	PLANNING
April 2028	**72000-01**	**RECOGNITION OF ATHLETIC ACHIEVERS (210-22)**	**COMMUNITY LIVING**
April 2028	03000-10	Inventory of Non Capital Equipment Policy	FINANCE
April 2028	04000-01	RECOGNITION OF EMPLOYEES (210-15)	HR
April 2028	P 03	CIVIC ADDRESS BY LAW	PLANNING
May 2028	**05000-02**	**INFORMATION/COMMUNICATION/TECHNOLOGY USAG**	**CLERK / COMMUNICATIONS**
May 2028	03600-01	Investment Policy	FINANCE
May 2028	04500-03	SCENT REDUCTION POLICY	HR

May 2028	66400-01	HERITAGE ADVISORY COMMITTEE	PLANNING
June 2028	**02000-01**	**USE OF FACILITIES - DOMINION PUBLIC BUILDING**	**CLERK / COMMUNICATIONS**
June 2028	04000-03	STAFF TRAINING (211-06)	HR
June 2028	P 04	MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCI	PLANNING
September 2028	**01000-01**	**MEDIA POLICY (210-19)**	**COMMUNICATIONS**
September 2028	02300-03	Sale/Disposal of Surplus Equipment	FINANCE
September 2028	04000-02	SUGGESTION AWARDS (211-16)	HR
September 2028	31700-04	NORTH TYNDAL LAND ACQUISTION (241-06)	PLANNING

CAO Task Report

October 2026

Task Updates:

Task: Soccer / Track and Field Complex Committee TOR Staff are developing an alternative fundraising model to move forward with. Status: In Progress
Task: Sport and Recreation Hall of Fame Policy and Procedure An update on the cost estimate of the Bill Riley bust was on the September COW agenda. Status: In Progress

MONTHLY DEPARTMENTAL REPORT
Community Living
October 2026

This past month the Community Living staff have been working on the following things:

Marketing and Communications

Brand rollout: Updating internal and external branding, including big chairs, business cards, vehicles, banners and document templates.
Council headshots: Coordinating new photos.
Brand advertising: Paid ad content to build awareness and engagement.
Municipal Awareness Month: Producing department videos and graphics to share every few days throughout the span of a month.
Pet Mayor: Coordinating election promotion and candidate content.
Voyent Alert: Planning an awareness campaign launching in Oct. Goal: increase subscription and determine effectiveness.
Amherst tartan: Developing and preparing for the unveiling and promotional use.
Events: Preparing speaking notes and coordinating event details.
Website: Creating new/updating pages and uploading Council documents.
Social media: Regularly sharing community good news and proclamations/public notices.
Tourism: Reviewing the DCMP fall tourism campaign.
Photo and video: Planning fall content with media service provider.
CTV: Running fall commercial to promote Ester Fest.
Bell digital advertising: Signed up for a new advertising channel with more precise audience targeting.
Highway billboard: Design phase.
Holiday promotion: Planning a shop local/eat local campaign.
Anti-stigma campaign: Working with CHHSA.

Community Well Being

Events:

- 911 Memorial Event held on September 12th
- Welcoming Week Event held on September 19th

Community Development Work:

- Organizing Opportunity Fair with CANSA: focus on volunteer opportunities and training.
- Learn2Lead Program will be able to reach students to understand what additional trainings we should be offering
- Welcome Ambassador Program (volunteer-based program) being developed with potential training partnership with ISANS (Immigrant Services Association of Nova Scotia)
- Tourism Working Plan being developed with Culture, History and Heritage Group
- Downtown Rejuvenation Plan being developed with Economic Development Officer
- Amherst Food Network: Food Bank Symposium being developed with sub-committee
- Anti-Stigma Campaign Collaboration
- Supporting/Connecting community partners and businesses with funding opportunities
- Municipal Awareness Week Planning (Youth Writing Contest Component)

Meetings/Webinars/Trainings:

- Mental Health, Addictions and Homelessness Solutions Conversation
- Prevention Academy (Strong Cities Network)
- Community Wealth Building (Tamarack)
- Anti-Racism Community of Practice (Tamarack)
- Belong National Toolkit (Tourism HR Canada)

Advisory Committee Work:

- A.I.D.E Committee Planning
- AYAC Committee Planning
- AMANS Advisory Committee

Events/Culture:

Esther Fest: Planning street party, scarecrow stroll and working with Esther Fest committee
Mawio'mi: working with organizing committee on final details and coordination with Town departments
Holiday Events: Beginning planning on the Christmas Light up, Parade and Tree for Boston
New Years Eve: Beginning planning

Active Living:

Multisport: Hiring staff, preparation of programming
National Day of Truth and Reconciliation: working with schools to coordinate ceremonial rock laying
Municipal awareness day: Working with schools to coordinate attendance at event, planning activities for kids
Esther Fest; Organizing active living components with schools and coordination in the Scare fest
55+Games: Committee meeting with core committee, working on fundraising

Community Health Navigator:

See attached report

Task Updates:

Task: NSCC Bursary Program Update: Draft MOU received Status: On October COW agenda
Task: Green space Veterans Park Update: No update. Status: Pending. Meeting needs to be scheduled with Indigenous Elders.
Task: Cycle NS Study Update: MOU signed Status: Just getting started
Task: Bocce Court Update: Pomerleau commenced work on September 9, 2026 Status: Work ongoing will be completed by end of October
Task: Anson Aircraft Monument Update: Letter sent to IMP requesting meeting and assistance Status: Ongoing

Community Navigator Town of Amherst Council Report
October 2026

September was a busy month making connections while continuing to promote Cumberland County to incoming physicians to fill vacancies

Completed

Site Visits

- In the month of September, we hosted three physicians and their families for site visits in Amherst and Cumberland County.



Dr. Hussam Elmelliti & wife Yusra Seklani



Dr. Dirk Strasser & wife Dee

"Everyone was so welcoming, informative and generous with their time. It was a wonderful experience!"

- NS Health is currently working on job offer letters to physicians who have continued to show an interest in moving to Cumberland County. More details to follow as the become available.

- We had a third site visit, who due to personal reasons, decided to stay in the location she is currently working.

- More site visits are currently being planned, more details to follow.

Recruitment needs:

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

Vacancies 10.7 within Cumberland County

Stream	Amherst	Pugwash	Springhill	Parrsboro
Family	2.0	1.5	2.0	1.0
OBSGYN	1.8			
GP Oncology	0.4			
Psychiatry (Child & Adolescent)	0.5			
Internal Medicine	0.5			
Anesthesiology	1.0			

Upcoming Starts:
Dr. Sree Padmanbhan October 2026 (Amherst FM),
Dr. Saquiba Tahir November 2026 (Amherst Anesthesiologist)
Dr. Katelyn Hudak July 2027 (Hosp) *currently a resident at CRHCC
Dr. Josh Hamlin September 2027 (EM/Hosp) * currently a resident taking a plus 1 learning year to specialize in Emergency Medicine

***Update from NS Health – pertaining to Nova Scotia as a whole.**

*"From April 1, 2026 to August 31, 2026, we welcomed 126 new physicians – 58 in Family Medicine and 68 Specialists, including one at the IWK. These numbers translate to a net gain** of 78 physicians."* Source: Physician Recruitment update – Fall Recruitment Newsletter

Curriculum Days

- Amherst hosted the North Nova Residents for a curriculum day September 25, 2026
    - The students were involved in simulation training.
    - Lunch was provided for both days.
- Their group also planned a retreat weekend to attend the Wentworth Fall Colors to showcase more of Cumberland County.

Physician Recertification Weekend:

- Worked with Frontline Medical to provide a space for physician recertification. This was a three-day event with sessions each day to enable our physicians to keep up to date with their certification.

Reporting:

- Recruitment project status
  - The Office of Healthcare Professionals (OHPR) Community Fund decision letter was received on September 25th, 2026. Amherst has been awarded $14,500.00 to continue with our recruitment efforts. These funds are to be used by the Community Navigator as per the contribution agreement from October 2026 – March 2027.
  - Signed contribution letters have been returned to OHPR to release funds.

Welcome Week

- Invitations went out to healthcare workers through each hospitals site lead with information on the Welcome Week event at the Travelodge in Amherst on September 19th.
  - It was an event celebrating the many cultures, languages and people who call our community home to provide an opportunity to connect with others.

Community Partners Event

- Planning is underway to host a community partners Softball Tournament in October. This is the first time hosting this event to be held at Robb's Complex on October 3rd, 2026. Teams include:
  - Town of Amherst
  - Cumberland Regional Healthcare Centre (CRHCC)
  - RCMP
  - EHS
  - It is our hope to make this an annual event and to involve more organisations to create a partnership between community organisations.

Meetings:

- Attended the Dalhousie Faculty of Medicine & Department of Family Medicine Site Visit held in New Glasgow.
    - This was an opportunity to meet face to face with the attendees from Dalhousie to showcase the work we do as Navigators and make the connections necessary to continue to grow.

- Had a phone conversation with Dr. Tahir, Anesthesiologist, and her husband who will be relocating to Amherst this Fall regarding accommodations, daycare, school, etc.
    - Went to view three rental locations to be able to provide more detailed information to the family.
- Met with the Municipal Awareness marketing team to discuss the Navigator role and what it means to Amherst and Cumberland County.

Coming up:

- Monthly meeting with Nova Scotia navigators.
- Research and plan upcoming recruitment conferences
- Plan events for physicians and all staff as per OHPR contribution agreements.
- Working with NS Health recruiters to support physician site visits.

Amy Menzies
amenzies@amherst.ca
902 694 0831

MONTHLY DEPARTMENTAL REPORT
CORPORATE
October 2026

IT Services

Multiple POs completed and received.
Completed Server updates.
Attended the MISA conference and attended some very informative sessions on Artificial Intelligence.
Talked with other Municipal IT staff about ongoing issues and upcoming issues.
Worked with a manufacturer to build a network device to replace one that is coming up on end of life.
Continuing to work on reviewing the IT asset list to purge any old or unusable items.
Completed the role out of all the new monitors for this year.
Contacted Bell as they have incorrectly applied our August land line payment incorrectly again.
Day to Day IT issues.

PROCUREMENT

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
	ALT	Escribe Renewal	ALT	O			X	CAO
	RFQ	MSA Air Cylinders	RFQ	C			X	CAO
	RFQ	MSA PACK	RFQ	C			X	CAO
	RFQ	Structural Bunker Gear	Regular	C			X	CAO

Other:

E-11 Customer service

There were 43 cases in the past month. Top categories were: Unsightly Premises (9 cases), Solid Waste / Bin replacements or repairs (7 cases), Applications for Development/Building Permits (8 cases)

MONTHLY DEPARTMENTAL REPORT
FINANCE
October 2026

FINANCE

The March 31, 2026, consolidated Town of Amherst financial statements were approved by Council at the September meeting. The financial statements have been sent to the required sources (Province, NS Utility and Review Board) before the September 29 deadline.

The Statements of Estimates (SOE) A and B and the Financial Information Return (FIR) were submitted to the Province before the September 29th due date.

The first quarter financial report was presented to the Audit Committee in September. Staff are reviewing the second quarter financials, with the next Audit Committee meeting planned for November/December.

TAX / ACCOUNTS RECEIVABLE / COLLECTIONS

2026/27 Tax Billings – The 2026/27 final tax bills were mailed out in August and were due on September 29, 2026.

2026 Assessment Appeals – The 2026 assessment appeal inventory from PVSC has 63 accounts with appeals as of October 1, 2026.

	# of Accounts Appealing		Appeal Completed as of Oct 1/26	Pending as of Oct 1/26	Withdrawn as of Oct 1/26	Outstanding Appeals as of Oct 1/26	Appeals Successful as of Oct 1/26	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	42	$45,126,100	31	-	5	5	20	$1,467,900	$24,513.93	0
Commercial	21	$51,348,400	11	-	5	6	3	$750,400	$33,542.88	0
TOTAL	**63**	**$96,474,500**	**42**	**-**	**10**	**11**	**23**	**$2.218,300**	**$58,056.81**	**0**

Property Sales / Tax Certificates –There were 17 residential property sales in September as well as 15 tax certificate requests completed during the month.

WATER / SEWER

Meter reading commenced during the first week of October in preparation for the 2nd quarter billing. The billing will be completed and mailed out by October 30th with a due date of November 30, 2026.

TASK UPDATES

Task: 2025/26 Audited Financial Statements

Motion: That Council accept the recommendation of the Audit Committee and approve the Town of Amherst Consolidated Financial Statements for the year ended March 31, 2026, which have been audited by the firm McIsaac Darragh Inc.

Update: Financial statements have been posted on the Town of Amherst website and have been sent to the Department of Municipal Affairs and the Utility and Review Board. All documentation requirements of the September 29 deadline have been met.

Status: Complete.

Task: Appointment of 2026/27 Auditor.

Motion: That Council appoint McIsaac Darragh Inc. as the municipal auditor for auditing services for the 2026/27 fiscal year as recommended by the Town of Amherst Audit Committee.

Update: McIsaac Darragh has been advised.

Status: Complete.

Task: Year End Capital Financing Adjustment

Motion: That Council approve the following changes to the funding for the 2025/26 Water Capital Budget - Approval of the increase of Water Operating capital from revenue from $40,000 to $144,000.

Update: The increase in capital from revenue was completed as part of the year end review. No further action required.

Status: Complete.

Task: Year End Operating Reserve Transfer.

Motion: That Council approve the following transfer from the Operating Reserve to General Operating - Withdraw from the Operating Reserve – Reserve for Solid Waste of $16,881.14 to fund the Town of Amherst's 38% share of the deficit in the Solid Waste Education department for the 2025/26 fiscal year.

Update: This transfer was completed as part of the year end review. No further action required.

Status: Complete.

Task: Capital Budget Amendment East Pleasant Land Street Purchase

Motion: That Council approve an amendment to the general capital budget to include $87,000 for the purchase of land at 141/143 East Pleasant Street and that this be funded from the Capital Reserve.

Update: Capital budget has been amended.

Status: Complete.

Task: Water Capital Budget Amendment JDI Land Trade

Motion: That Council approve an amendment to the water capital budget for the North Tyndal Wellfield land trade from $35,000 to $65,100 which adds $30,100 for non-recoverable HST on the land trade and that the additional funding come from the Water Depreciation fund.

Update: Capital budget has been amended.

Status: Complete.

Task: Capital Budget Amendment Fire Truck

Motion: That Council approve an amendment to the 2026/27 capital budget in the amount of $11,000 to bring the total budget to $76,000 for the full repair of fire apparatus Engine 3, to be funded from the operating reserve.

Update: Capital budget has been amended.

Status: Complete.

Task: Capital Budget Amendment Library Heat Pump

Motion: That Council approve an amendment to the 2026/27 general capital budget in the amount of $15,000 including applicable taxes for the replacement of the Four Fathers Library geothermal HVAC system supply well pump and motor to be funded from the Operating Reserve.

Update: Capital budget has been amended.

Status: Complete.

MONTHLY DEPARTMENTAL REPORT
FIRE SERVICES
October 2026

INCIDENT RESPONSES – September 2026

	Town of Amherst	District 2
Alarm Equipment Malfunction	**3**	
Assist Police / RCMP		
Carbon Monoxide - detector activated		
Check Air Quality		
Confirm Extinguished Fire		
Dumpster fire		
EHS Forceful Entry		
Medical Assist		
Monitored Alarm	**10**	
Motor Vehicle Accident	**1**	**1**
Mulch / Flower Plot Smoking		
Mutual Aid		
Open burning	**1**	**2**
Oven/Stove malfunction		
Phone crash notification		
Power Lines on Fire/Arcing		
Pull Station Activated	**1**	
Rescue from a height		
Rescue from playground equipment		**1**
Smell of propane/natural gas		
Smell of smoke	**1**	
Smoke Alarm - activated		
Structure Fire	**1**	**1**
Vehicle Fire	**2**	
Water Rescue		
Wildland fire		**3**
Total events	**20**	**8**

FIRE PREVENTION

Fire Prevention week for 2026 is October 4th to October 10th. This year's theme was Charge into Fire Safety.

Open House

The fire department kicked off Fire Prevention week with its annual Open House on Saturday, October 3rd with other community organizations participating such as RCMP, Cadets, MADD, Search and Rescue, and Girl Guides of Canada. There was a free barbeque, face painting, balloon animals, cotton candy and candy apples. This was the first time we held an open house on a Saturday and it was well attended compared to other years.

There will be more events to come this month.

COMMUNITY EVENTS

During the month of September members participated in the 911 Memorial Day Parade, Touch a Truck event at Superstore, and the Touch a Truck event for Special Olympics next to Giant Tiger.

First Responder Memorial Event

This is an important time to recognize all emergency first responders, past and present for their dedicated service. This was held on October 4th. This included a marching from the fire station to the First Baptist Church, following the church service, we marched back to the fire station for a wreath laying ceremony. The march was led by the Halifax Firefighters Pipes and Drum Band. Members of the Amherst Fire Department, Amherst Police Department, Sackville Fire Department, Cadets, and several dignitaries were part of this event.

UPCOMING EVENTS

Annual Fire Fighters Banquet

On Saturday, November 7th the Amherst Fire Department will hold its annual banquet. Annually, this is an opportunity to look back on the past year and acknowledge the years of service and efforts that the members of the Amherst Fire Department put forth.

Live Fire Mobile Burn Trailer

On the weekend of October 17th and 18th the Nova Scotia Live Fire Mobile Burn Trailer will be here conducting live fire training for the Amherst Fire Department and surrounding areas.

Principles of Vehicle Extrication.

Also, on the weekend of October 17th and 18th Sustainable Training Solutions will be here conducting a course on the Principles of Vehicle Extrication.

RECRUITMENT

The Fire Department continues to actively seek new members to join our team. 3 new members joined in September; however, we are still seeking 2 or 3 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 our website at www.amherst.ca/volunteer-firefighter.html for more information and application details.

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. I have been in contact with First Due and this continues to be a work in progress.

LIVE FIRE TRAINING CENTRE

Work continues on the Live Fire Training Centre. The concrete foundation is in place for the main building and the concrete slab is in place for the deacon building. All components for the structure are on site. The project is on schedule.

MONTHLY DEPARTMENTAL REPORT
Human Resources
October 2026

Staffing Updates

Acting Fire Chief: Following the departure of Chief Greg Jones, longtime firefighter and fire inspector Bob Sperry has been appointed as Acting Fire Chief. Thanks for stepping in Bob and we know the fire department is in great hands!

Economic Development Support Officer: Thank you to Stephanie Moreau, who has been with us since May on a term position in the Planning & Economic Development department, as she finishes her term with us in October. Thanks for the great work, Stephanie and best wishes.

Active Living Student Placement: We are welcoming Ruby Stevens as a placement student in the Community Living department. Ruby will work with Jessica Allen to obtain hands-on experience in recreation programming, active living initiatives and community events. Ruby will be with us every Wednesday until January 2027. Give her a warm hello if you see her!

Police Cadet Departure: Karley Schlutz of the Amherst Police Department accepted a new position in Newfoundland. Best of luck to her in her new role.

Stadium Attendant: We are pleased to welcome Dave Simpson back on a term position to cover for an employee medical leave. We appreciate you filling in Dave and we are happy to have you back!

Other HR News

OH & S Program Review: HR has begun a review of our Occupational Health & Safety program, including current policies/procedures, compliance requirements, inspections, training processes etc.

Staff Wellness Initiatives/Events:

Oct 15: Staff yoga @ CCUBIC
Oct 30: Halloween Lunch
Nov 21: Pre-light up gathering for staff and family
Nov 28: TOA Christmas party
Dec 19: Staff & Family Christmas skate

October Policy Review: The Overtime Policy for Non-Union Employees is scheduled for review in October.

Payroll

Payroll staff have onboarded the new biometric time clocks at the Public Works Garage and Amherst Stadium. This new process will enable us to modernize our timekeeping processes from a paper-based to electronic system. We appreciate the cooperation from CUPE staff during the transition.

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 DEPARTMENTAL REPORT
OPERATIONS
October 2026

In addition to their routine maintenance work Operational services staff worked on and completed the following projects during the summer:

RECREATION and HORTICULTURE

- Park washrooms will remain open daily from 9:00am to 5:00pm until October 12.
- Amherst Jr. Ramblers hosted 5 home games in October, including a Thanksgiving Day game on October 12.
- The lights in the Ramblers dressing were replaced with new LED lighting.
- CCMHA are hosting the Bluenose Tournament October 23 to 25 and October 30 to Nov 1.
- The final mowing of our parks and green spaces was completed on October 9.
- Turf aeration and fertilizing is ongoing.
- The water supply of the off-leash dog park will be shut off for the winter on October 15.
- The Robb complex will be closed for the season on November 1.
- The contractor building the accessible playground is progressing on schedule, no issues or budget concerns to report.

PUBLIC WORKS

- Quarterly meter reading started on October 2 and will be followed up with meter repairs and investigation of high or no recorded flows for the billing period.
- Staff installed 7 water and sewer services for new construction.
- A new control panel was installed for the diesel fire pump at the McCully Street booster station.
- Staff have started getting our snow and ice equipment ready for the winter.
- Staff replaced the brick paver sidewalk on Church Street from King Street to Princess Street with a new concrete sidewalk and are now completing the new sidewalk on Park Street from Mission to Hickman Street.
- The Tender for Phase 1 of the Industrial Park Expansion was issued with a closing Date of October 28, 2026.
- Staff completed brush cutting along the roadways at the North Tyndal Wellfield.
- Staff spent 12 days in September patching potholes with recycled asphalt.

SOLID WASTE

- The Solid Waste Hotline (902-667-5141) received 208 inquires from residents across Cumberland County in September.
- The Municipality of Cumberland and Town of Oxford have also sent letters to the Minister of Environment expressing their concerns regarding the lack of disposal options for non-program tires, including ATV, tractor, and other oversized tires.
- The final round of HHW Events were held in September and were well attended with 96 vehicles participating in the Blitz event and 204 in the Amherst event.
- The Shred Event held on September 2nd at the Amherst Fire Hall was well attended with materials accepted from 105 vehicles.
- The Town of Amherst now has a registered Drop-off Depot for select materials as part of the Circular Materials recycling program. Effective October 1, Nova 4 Enviro Ltd. in Amherst became a registered depot for the following materials:
    - Empty aerosol containers, such as air freshener & cooking spray cans
    - Styrofoam packaging, such as meat trays and other packaging
    - Flexible plastics, such as chip bags & candy bar wrappers
- Staff continue to share recycling and sorting information, collection updates, and safety reminders through the Cumberland Region Solid Waste Facebook page.

Curbside Rejections / Enforcement

Town of Amherst Curbside Rejections
(September)

Not dual stream	21
Late	7
Recycle contains Garbage / Organics	24
Miscellaneous	18
Total	**70**

Upcoming and ongoing projects:

- Ramblers home games on October 30 and November 7, 11, 14, 21.
- Remembrance Day veteran's banner to go up on November 1.
- Staff will be preparing for the annual holiday light up and Santa Claus Parade.
- Water Utility Staff will be winterizing fire hydrants.

TASK UPDATES

Task: Christ Church Property Lease Update: Draft property lease has been prepared and sent to the Church for review Status: In Progress
Task: Information Kiosks Update: Public Works will remove the kiosks by the end of the month. Status: Not started
Task: Stadium Sound System Capital Budget Update: Replacement mics and receivers have been ordered. Status: In Progress
Task: Buildings/Land Capital Budget Update: Glenn Group is preparing the RFP document for a new design-build Bandshell. Status: In Progress
Task: Bill Riley Recognition Update: Formal letters requesting financial assistance have been sent to potential funding partners and staff are continuing discussing with ArtCast on the final design of the bust. Status: In Progress
Task: Anson Avenue CN Crossing Update: Response from Transport Canada (Marc Allain) was just a link to their website, nothing helpful. Status: In Progress

MONTHLY DEPARTMENTAL REPORT
Planning & Economic Development
October 2026

Attached are charts showing permits issued in September and a year-to-date comparison with 2025.

A Public Participation Opportunity (PPO) was held October 5th to obtain public input on potential planning document amendments to define and regulate supervised consumption sites and emergency shelters. The Planning Advisory Committee (PAC) is scheduled to meet October 20th to review potential amendments. A second PPO will take place on October 27th to in relation to development agreement applications for a 9-unit apartment building at 16 Prince Arthur Street, and a 3-unit apartment building with ground floor commercial space at 59 Church Street.

A Site Plan Agreement for a 12-unit apartment building with ground floor commercial space at 8 Eddy Street has been approved, with a 14-day appeal period ending on October 19th. If no appeals are received, permits will be issued for construction. If appealed, Council will be asked to decide on the appeal at a later date after a hearing.

Regarding the appeal of Council's approval of a development agreement for 1 Albion Street, evidence submissions were due October 8th, with a hearing date set for November 3rd and 4th.

Work continues on the replacement of the two large off-highway billboard signs along the TransCanada Eastbound and Westbound lanes. A local artist has been hired to design an image that incorporates Amherst's heritage while using the Town's new branding and tagline. The Town and County are awaiting NSTIR's approval of the locations for the Wayfinding Signage at entrances to four communities in the Cumberland Region. Once approved, an RFP will be issued with the expected completion by fiscal year end.

The Team Cumberland workshop committee met to plan a new series of Mind Your Business Workshops commencing in October and continuing until Spring 2027. Partners will invite businesses and promote the workshops over the coming weeks.

Organization of the Town's Business Engagement Forum continues with an intended date in late November. NS Works held its Fall Job Fair on October 14th with 20 vendors in attendance.

The Chamber of Commerce is holding its Annual Business Gala on October 22nd at the new Oxford Eastlink Wild Blueberry Centre. The Town of Amherst continues to sponsor the Amherst Community Support and Service Award. On October 27th, staff will be attending the 2026 Business Outlook Conference in Halifax hosted by the Atlantic Economic Council. This conference will tie in with the recent release of the Atlantic Economic Panels Bolder Ambitions Report.

Staff met with Tourism Nova Scotia to review this Summer's pilot participation opportunity at the border Visitor Information Center. The overall consensus of TNS staff was that it was an overall successful experience, and they felt they would recommend to the Minister to continue to allow participation next year. The Voice of the Visitor Survey will be released in the next few weeks to a research panel consisting of approximately 80,000 past visitors. Results are anticipated by Christmas 2026. The results of the first of two business engagement surveys are in, and a formal summary of the 20 out of 22 respondents is in development. The information collected will update our business directory with data to be used in the economic development dashboard. TourismNS's co-funded 26/27 Fall/Winter digital marketing campaign is underway, focusing on Maritime travellers. The campaign guides digital traffic to Amherst's landing page on the ExploreCumberland website, which has been updated with new stories and content.

Landscaping of the 8 Laplanche Street property is underway, and the planting of trees, shrubs, and outlines of new flower beds will be completed by the end of October.

Task Updates

Task: Visitor Information Centre A summer student ambassador was present through the summer months twice per week. By all accounts the initiative was a success. Staff are looking at ways to measure success in light of a potential repeat of the initiative in 2027 Status: Ongoing
Task: ATV Access Second reading of the bylaw scheduled for October 26th. Status: Ongoing
Task: Economic Forum Council directed staff to pause the forum until the fall of 2026. Status: Ongoing
Task: Farmers Market Support Staff continue to engage the existing market and a new group that is testing a separate Saturday market. Two Saturday markets are scheduled this fall. Status: Ongoing

Permits Issued in September 2026

Permits Issued: September 2026								
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value
SIGN-2026-7	25363847	64 South Albion Street, Amherst, Nova Scotia B4H 2W6	0		Commercial	Sign	$50.00	$9,000.00
SIGN-2026-6	25033762	49 Victoria Street East, Amherst, Nova Scotia B4H 1X4	0		Commercial	Sign	$50.00	$2,700.00
RENO-2026-5	25018276	28 DOUGLAS AVENUE, AMHERST	0		Residential	Deck	$67.50	$7,000.00
CHANG-2026-3	25014259	174 Church Street, Amherst, Nova Scotia B4H 3C5	1		Residential	House	$50.00	$0.00
SIGN-2026-5	25453903	46 Robert Angus Drive, Amherst, Nova Scotia B4H 4R7	0		Commercial	Store	$50.00	$26,550.54
RENO-2026-4	25024720	25 NEWTON AVENUE, AMHERST	1		Mixed-Use	Apartment	$62.50	$5,000.00
RENO-2026-3	25033952	113 EVICTORIA STREET, AMHERST	0		Industrial	Restaurant	$175.00	$50,000.00
DEV-2026-6	25002221	203 Willow Street, Amherst, Nova Scotia B4H 3Y3	0		Residential	Green Energy	$157.50	$43,000.00
BULD-2026-3	25024605	5 MCCULLY STREET, AMHERST	0		Commercial	Storage garage, including ope	$599.61	$35,000.00
DEV-2026-3	25519802	33 MARSHVIEW DRIVE, AMHERST	0		Accessory	Garage	$69.20	$40,000.00
SIGN-2026-2	25038720	305 Church Street, Amherst, Nova Scotia B4H 4G5	0		Residential	Sign	$100.00	$500.00
RENO-2026-2	25011958	13 BOYLSTON AVENUE, AMHERST, Nova Scotia B4H 3W7	0		Residential	Addition	$70.00	$40,000.00
BULD-2026-2	25514852	63 Academy Street, Amherst	3		Residential	Apartment	$162.32	$240,000.00
CHANG-2026-1	25005166	55 Victoria Street East, Amherst, Nova Scotia B4H 1X4	0		Commercial	Museum	$0.00	$5,000.00
DEV-2026-2	25022765	4 LAMY STREET, AMHERST	0		Accessory	Deck	$66.25	$6,500.00
BULD-2026-1	25010562	38 INDUSTRIAL PARK DRIVE, AMHERST	0		Commercial	Store	$3,696.50	$3,100,000.00
Total	16		5				$ 5,426.38	$ 3,610,250.54

2025 - 2026 YTD Comparison

	Sep-25			Sep-26		
Type	Permits	Units	Construction Value	Permits	Units	Construction Value
Single Detached	5	4	783,000	0	0	0
Duplex	0	0	0	0	0	0
Apartment	2	8	2,600,000	2	3	240,000
Other Res	4	0	191,000	6	1	134,500
Commercial	5	0	5,512,862	7	0	128,750
Industrial	2	0	1,501,424	1	0	3,100,000
Institutional	0	0	0			
Total	**18**	**12**	**10,588,286**	**16**	**4**	**3,603,250**
Year To Date	**102**	**140**	**36,841,198**	**72**	**79**	**28,884,359**

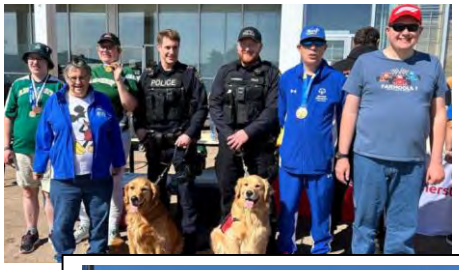
MONTHLY DEPARTMENTAL REPORT
Amherst Police Department
October 2026

TRAINING:

PROS Training – Aug 1 to Sept 4th: New members Cst Karley Shultz and Cst Preston Vienneau attended 5 days of PROS training. PROs is the current record management system used by the Amherst Police Department and the majority of Municipal Police Departments as well as the RCMP. Access to PROS is required to access and work on Police files and investigations.

De-Escalation Training: Each member attended 1 day de-escalation training that was scheduled between September 8th and 11th. De-escalation training is a priority set by the province and by our department to ensure that our members approach any form of confrontation correctly and provides them with the tools and skills to calm high-stress encounters and reduces the risk of violence, injuries and liability.

COMMUNITY POLICING



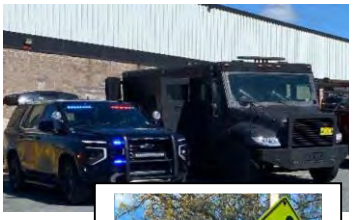


Special Olympics Fundraiser: APD Members attended and assisted with a Special Olympics BBQ Fundraiser on September 25th. Special Olympics is a program that has been traditionally supported by Nova Scotia Police Agencies and the Nova Scotia Chiefs of Police. Raised money is often used to ensure that local athletes can prepare for and attend Special Olympics events.

9/11 25th Anniversary Event: On September 12th, 2026, APD members and our colleagues attended the 9/11 25th Anniversary event, in remembrance of those lost and the sacrifices made by first responders and the Canadian response to this tragedy.

National Women in Policing Day: On September 12th, 2026, we celebrated and recognized the women of the Amherst Police Department who show up every day for their colleagues and their community, often during some of the most difficult moments in people's lives. This was an opportunity to celebrate how far women in policing have come, recognize their incredible contributions, and continue creating space for the women who will follow. Our women serve, lead, support, advocate, mentor, and get things done every single day and we greatly appreciate them!

Bordertown Working Truck Show: On September 12th we were invited by the folks at Bordertown Working Truck Show & Shine to participate and celebrate 10yrs of fundraising and awareness for the Special Olympics Nova Scotia Special Olympics Amherst!!! Sergent Graham and his team made sure that APD was represented at this very important event.





New School Year: The new school year started on September 3rd, 2026 and our members were out in force around the schools to ensure that school zones were being monitored and students were getting to school safe. Social media messages were drafted to provide information to the public regarding the new school year and safety issues.

OPERATIONAL INCIDENTS:

Motor Vehicle Blitz: On September 23rd, the Amherst Police Department partnered with Provincial Vehicle Compliance Inspectors and did a *Motor Vehicle Blitz*, checking vehicles for inspection violations and safety issues. Nine vehicles were ordered back to the Police Station for inspection. Of those, three were towed (one was a taxi), five received rejection stickers (two were taxis) and one vehicle passed. During the blitz, one vehicle was found to have a counterfeit inspection sticker.

Robbery Charges: A 33-year-old Amherst woman is facing Robbery Charges in relation to an incident that occurred on September 20th, 2026 at a residence in the Spring Street area. The female allegedly had wielded a knife and stole a sum of money from the victim. The accused and the victim are known to each other.

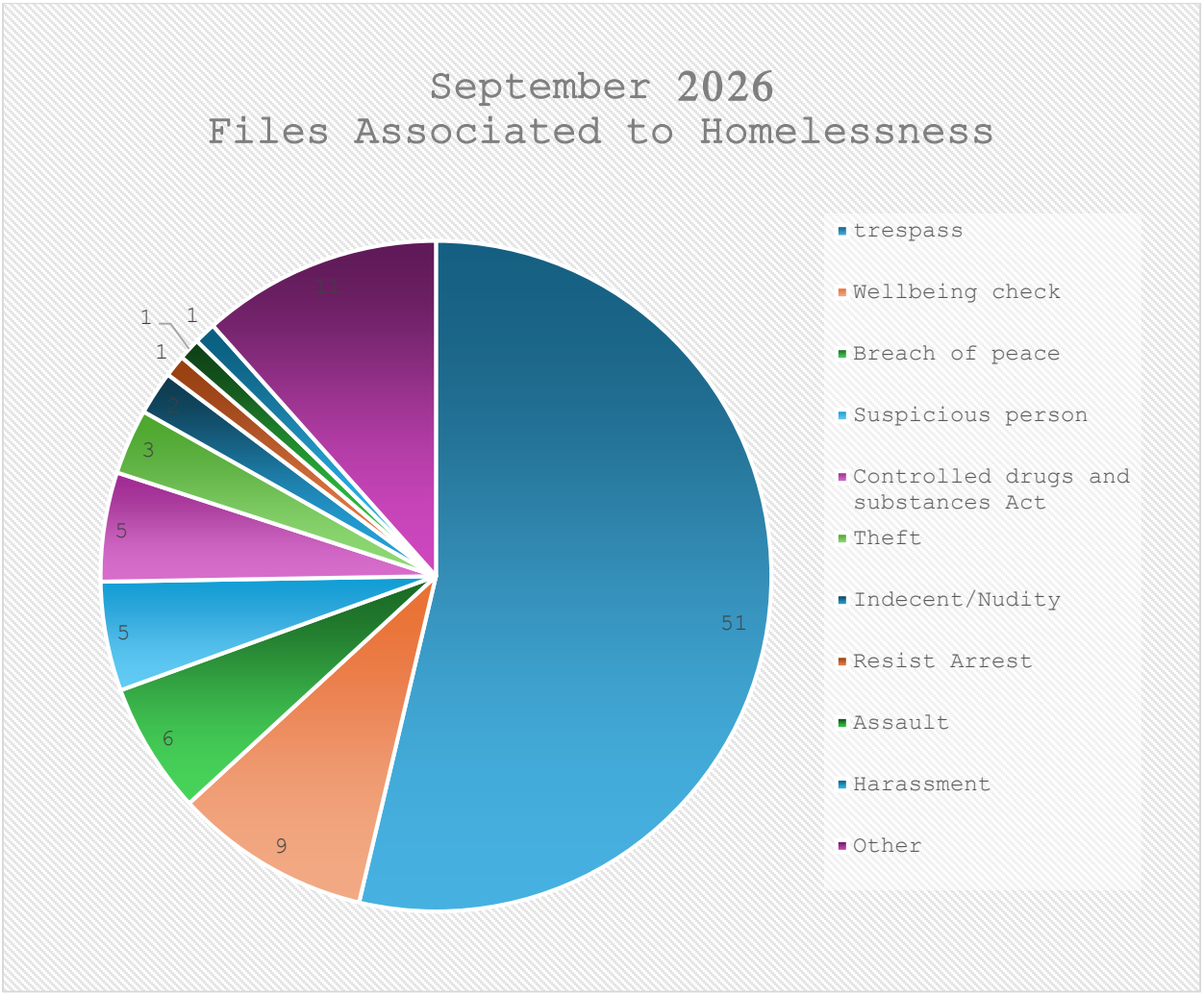
Fraud/Scam: On September 9th, Police received a complaint of fraud totaling several thousand dollars. A local woman has fallen victim to a scam in which culprits call and allege that there has been fraudulent activity on their bank and visa accounts and advise that they need to make payments with prepaid cards and send them the information. Culprits, once they have the information from the pre-paid cards, culprits can take the money and run. These kinds of scams usually involve people from outside jurisdictions which complicate investigative efforts.

GENERAL OPERATIONAL UPDATES:

Shoplifting/Theft Complaints: There were 18 complaints of shoplifting in the month of September. All but two of these complaints were in the South Albion/Robert Angus Drive area. In August there were 17 complaints of shoplifting received with only one being in the downtown area. This compares to 6 in July, and 18 complaints in June. Aside from shoplifting complaints, APD responded to 16 complaints of theft during September. Of these 6 were related to gas drive-offs. Two complaints were related to the theft of marijuana plants. This compares to 25 complaints August. In July there were 29 complaints of theft, 12 of these were gas drive-offs. There were 22 complaints of theft in June.

Trespassing: In September, APD received 73 complaints of trespassing. Of these, only 19 were not in and around the downtown core. 51 of them were identified as being related to homelessness. This is an increase from 55 trespassing complaints in August, of which 32 were related to homelessness. 20 of the complaints that involved homelessness were related to trespassing at Banks/ATMs. There were 71 in July and 61 in June. As noted previously, many of the complaints are around 1 or 2 people.

Homelessness Files: Our complaints relating to homelessness climbed to 96 in September. This is a slight increase from 85 in August and 89 in July, however we had 126 in June. All but 14 of the 96 complaints were in the downtown area.



OPERATIONAL STATS – September 2026

Occurrences:	543	Criminal Code Charges:	59
Impaired by Alcohol:	0	CDSA:	1
Impaired by Drug:	1	Traffic Tickets:	23
Traffic Written Warnings:	12	Vehicle Checks:	89
LCA:	0		
Foot Patrol Hours:	77hrs, 26 min	PPA:	6
Parking Tickets(police):	1 (members)	Parking Tickets(bylaw):	1
Parking Warnings:	0 (members)	Parking Warnings (bylaw)	0

TASK REPORT

TASK: Park/Patterson St Intersection: Motion: Council agreed they would like the Traffic Authority to investigate other possible solutions to encourage traffic to slow down in this area while travelling along Park Street.

Update Status: 2026-10-09: In Progress

TASK: Havelock/Victoria Street Intersection: Motion: That the Traffic Authority be directed to review the current status of the intersection at Havelock and Victoria Street and provide a report to Council indicating if the intersection is working as required or needs improving, with recommended enhancements.

Update Status: 2026-10-09: In Progress