Committee of the Whole
Agenda

Date: **Monday, November 16, 2026**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

Pages

1. **Call to Order**

   1.1 **Territorial Acknowledgement**

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

   1.2 **Approval of Agenda**

   1.3 **Approval of the Consent Agenda** 1 - 1

   1.4 **Acceptance of Minutes**

   1.4.1 **October 19, 2026** 2 - 5

2. **Council Direction Requests**

   2.1 **Water Rate Study - Wilson** 6 - 65

   2.2 **Capital Budget Amendment – Bill Riley Bust - Bourgeois** 66 - 67

   2.3 **Appointment of Members of Council to External Boards, Committees and Commissions Policy - LeBlanc** 68 - 88

   2.4 **Community Support Grant Amherst Masonic Society - Bristol** 89 - 100

   2.5 **Veterans Flag - Small** 101 - 103

2.6 Temporary Borrowing Resolution - Wilson 104 - 107

2.7 Canadian Race Relations Foundation Hate Training - Bristol 108 - 109

3. Information Items

3.1 New Accounting Software - Wilson 110 - 110

3.2 Victoria / Havelock / LaPlanche Street Intersection - Pike 111 - 112

3.3 Development Agreement First Reading - Fisher 113 - 113

3.4 Dangerous/Unsightly Premises Semi-Annual Report - Fisher 114 - 130

3.5 By-law / Policy Review - Jones 131 - 133

3.6 CAO Task Report - MacDonald 134 - 134

4. Monthly Reports

4.1 Community Living 135 - 140

4.2 Corporate 141 - 141

4.3 Financial Services 142 - 142

4.4 Fire Services 143 - 145

4.5 Human Resources 146 - 147

4.6 Operations 148 - 150

4.7 Planning & Economic Development 151 - 154

4.8 Police Services 155 - 159

5. Closed Session

5.1 Approval of Closed Session Agenda

5.2 Acceptance of Closed Session Minutes

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

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

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

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

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

6. Adjournment

_____

Town of Amherst
Committee of the Whole
Monday, November 16, 2026

Consent Agenda

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

2.6 Temporary Borrowing Resolution
2.7 Canadian Race Relations Foundation Hate Training
3.3 Development Agreement First Reading
3.4 Dangerous/Unsightly Premises Semi-Annual Report
3.5 By-law / Policy Review
3.6 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:	**October 19, 2026**
Time:	**4:00 pm**
Location:	**Council Chambers, Town Hall**

Members Present	**Mayor Rob Small** **Deputy Mayor Charlie Chambers** **Councillor Nic Furlong** **Councillor Terry McManaman** **Councillor Dwayne Ripley** **Councillor Kathy Wells**
Members Absent	**Councillor Hal Davidson**
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** **Jeff Bacon, Business Development Officer** **Sean Payne, Marketing & Communications Officer** **Natalie LeBlanc, Municipal Clerk** **Cindy Brown, Administrative Assistant**

---

1. Call to Order

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

1.1 <u>Territorial Acknowledgement</u>

Mayor Small gave the Territorial Acknowledgement.

1.2 <u>Approval of Agenda</u>

Moved By Councillor Furlong
Seconded By Deputy Mayor Chambers
That the agenda be approved as circulated.

MOTION CARRIED

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

Moved By Councillor Wells
Seconded By Councillor McManaman
To approve the consent agenda as circulated.

MOTION CARRIED

DRAFT

1.4 Acceptance of Minutes

1.4.1 <u>September 21, 2026</u>

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the September 21, 2026, meeting of Committee of the Whole were accepted as included in the agenda package.

2. Council Direction Requests

2.1 <u>Overtime Policy for Non-Union Employees</u>

Moved By Councillor Furlong
Seconded By Councillor Wells
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.

MOTION CARRIED

2.2 <u>North Tyndal Wellfield Advisory Committee Policy</u>

Moved By Councillor Wells
Seconded By Councillor McManaman
That Council forward to the October 26, 2026, regular meeting, approval of the North Tyndall Wellfield Advisory Committee Policy #31700-05 with no amendments.

MOTION CARRIED

2.3 <u>Audit Committee Terms of Reference Policy</u>

Moved By Councillor Furlong
Seconded By Councillor McManaman
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.

MOTION CARRIED

2.4 <u>Exit 1 Community Support Grant</u>

Moved By Councillor McManaman
Seconded By Councillor Furlong
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.

MOTION CARRIED

2.5 <u>Diwali Community Support Grant</u>

Moved By Councillor Furlong
Seconded By Councillor Wells
That Council forward to the October 26, 2026, regular meeting approval of $2,500 to be funded from the Community Support Grant budget for the Diwali event to be held on November 14, 2026.

MOTION CARRIED

DRAFT

2.6 Nova Scotia Community College Bursary

Moved By Councillor Wells
Seconded By Deputy Mayor Chambers
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.

MOTION CARRIED

2.7 Adopt-a-Garden Program Policy

Moved By Councillor McManaman
Seconded By Councillor Ripley
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).

MOTION CARRIED

2.8 STORM Program Funding Application

Moved By Councillor Ripley
Seconded By Councillor Wells
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.

MOTION CARRIED

2.9 Stadium Ice Plant Replacement and Capital Budget Amendment

Moved By Councillor Wells
Seconded By Councillor McManaman
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.

MOTION CARRIED

2.10 Council Email Group

Moved By Councillor Furlong
Seconded By Councillor Ripley
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 and further develop a procedure for such.

MOTION CARRIED

DRAFT

3. Information Items

3.1 <u>Road Trails Designation By-law Second Reading</u>
Information item only. Memo included as part of the agenda package and approved as part of the consent agenda.

3.2 <u>Planning Advisory Committee Report</u>
Information item only. Memo included as part of the agenda package and approved as part of the consent agenda.

3.3 <u>Policy / By-Law Review</u>
Information item only, included as part of the agenda package and approved as part of the consent agenda.

3.4 <u>CAO Task Report</u>
Information item only included as part of the agenda package and approved as part of the consent agenda.

4. Monthly Reports
The following monthly reports were included as part of the agenda package and approved as part of the consent agenda:
4.1 Community Living
4.2 Corporate
4.3 Financial Services
4.4 Fire Services
4.5 Human Resources
4.6 Operations
4.7 Planning & Economic Development
4.8 Police Services

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

MOTION CARRIED

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

_____
Natalie LeBlanc
Municipal Clerk

_____
Rob Small
Mayor

DRAFT

COMMITTEE OF THE WHOLE
CDR# 2026118
DATE: November 16, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Sarah Wilson, Director of Finance
DATE:	November 16, 2026
SUBJECT:	Water Rate Study

ORIGIN: The Amherst Water Utility generates most of its revenue by the application of water rates to its customers. The Nova Scotia Utility and Review Board approves all water utility water rates within the Province and requires a water rate study to be completed justifying the rates applied for.

LEGISLATIVE AUTHORITY: Section 42 (Separate rate base for each service supplied) and Section 35 (Approval of improvement over $250,000) of the Public Utilities Act.

RECOMMENDATION: That Council forward to the November 23, 2026, regular meeting, acceptance of the Water Rate Study dated November 9, 2026, as completed by G. A. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited and further direct G.A. Isenor Consulting Limited to submit the application for establishment of new water rates to the Nova Scotia Utility and Review Board.

BACKGROUND: The last time the town asked the board to set the water rates was in 2021. The water rates were set for three years 2022/23, 2023/24 and 2024/25. These rates expired on April 1, 2025. Upon the expiry of these rates the town continued to use the 2024/25 rates, as approved by the review board, during the 2025/26 and 2026/27 fiscal years.

DISCUSSION: The rates proposed in the study will cover a three-year operating period and are designed to provide the Utility with sufficient operating resources to provide potable drinking water to its customers as well as sufficient water flows to fight fires within our service area. The cost of capital upgrades to our water distribution system are also included in the rates.

Notwithstanding the water rate increases being proposed, Amherst Water Utility customers will continue to benefit from having the third lowest water rates in Nova Scotia (list attached).

FINANCIAL IMPLICATIONS: The consultants are recommending rate increases between 1.9 per cent and 7.4 per cent in the 2027/28 fiscal year, between 5.0 per cent and 7.0 per cent in the 2028/29 fiscal year and 3.6 per cent and 3.7 per cent in the 2029/30 fiscal year. The size of the increase depends on the size of the water line feeding a building or if it is an unmetered property.

As an example, in the 2027/28 fiscal year, the quarterly water bill for an average Amherst home, which has a 5/8th inch water line and uses an average of 42 cubic metres of water per quarter, will rise to $82.29 from $76.63, which is a $5.66 quarterly increase.

In addition, the fire protection charge paid by the Town of Amherst to the Amherst Water Utility will be impacted as outlined in the following chart. The entire fire protection charge does not impact the Town as a small portion of the fire hydrants, and therefore fire protection costs, are within the County. This portion will be paid by the County to the Water Utility.

	2027/28	**2028/29**	**2029/30**
Fire Protection Charge	$927,862	$982,289	$1,040,781

Finally, the dividend to the owner, paid from the Amherst Water Utility to the Town of Amherst remains unchanged and will be as follows:

	2027/28	**2028/29**	**2029/30**
Dividend to Owner	$135,000	$135,000	$135,000

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to the completion of the water rate study and application to the Board to set the water rates.

ENVIRONMENTAL IMPLICATIONS: There are no direct environmental implications to applying for new water rates. However, the new rates will fund some infrastructure renewal which will improve the water distribution system, including reduced water loss from water main breaks and general leakage in the system.

COMMUNITY ENGAGEMENT: The Nova Scotia Utility and Review Board will hold a public hearing as required under the *Public Utilities Act*.

ALTERNATIVES: The water rate increases could be deferred for another year. However, this will result in challenges in balancing the 2027/28 operating budget and a general lack of investment in the water system leading to larger water rate increases being required in the future.

ATTACHMENTS: Water Rate Study prepared by G. A. Isenor Consulting Limited.
Water rates for other Nova Scotian water utilities

Town of Amherst Water Utility

Water Rate Study

Prepared By

G. A. Isenor Consulting Limited

in Association with

Blaine S. Rooney Consulting Limited

09-Nov-26

INDEX

NOTES TO WORKSHEETS

WORKSHEETS B-1 TO D-2

SCHEDULES A, B, AND C – RATES AND CHARGES

SCHEDULE D – RULES AND REGULATIONS

TOWN OF AMHERST
WATER UTILITY

SUPPLEMENTAL NOTES TO WORKSHEETS

Worksheet B-1, B-2 and D-2

Included in these worksheets is a withdrawal from operating surplus in 2027/28 to smooth the rate, increase in year 1 of the rate study

Worksheet C-4

The application includes projected growth of four new residential customers in each of the test years.

Worksheet C-6

A review of the data from the previous rate study indicates that in the last 5 years the average consumption per customer for the 5/8" customers has declined. Based on this data the rate study includes an average decline for both unmetered and 5/8" customers of 0.5% per year. The average consumption for unmetered customers was reduced in the previous rate study to 252 cubic meters per year in the final test year. The current rate study uses an average consumption of 252 cubic meters for unmetered customers in 2024/25. Unmetered customers are expected to follow the pattern of the 5/8" customers and have been reduced by 0.5% per year for each of the test years.

GENERAL NOTES ON WORKSHEETS

Worksheet B-1

This worksheet includes a summary of the operating revenues, operating expenditures, non-operating revenues and non-operating expenditures for the year 2025/26 (actual) as provided by the Utility.

Operating Revenues - The operating revenue for 26/27, 27/28, 28/29 and 29/30 is based on the Utility's budget. The application includes projected growth of four new residential customers in each of the test years. The fire protection rate is based on rate approved at the last rate hearing.

Operating Expenditures - The projection of expenses for the test years is as derived from Worksheet B-2a/2b/2c/2d/2e. The Depreciation has been calculated based on the addition of the planned infrastructure.

Non-operating Revenues – The non-operating revenue is projected for the test years.

Non-operating Expenditures – The non-operating expenditures include interest and principal on the existing any new debt, capital out of revenue and a dividend to the owner.

Accumulated Surplus (Deficit) The Utility has a projected deficit in all three test years.

Worksheet B-2

This worksheet takes the information from Worksheet B-1 to develop revenue requirements for the years 27/28, 28/29 and 29/30.

Worksheet B-2a/2b/2c/2d/2e

This worksheet provides the breakdown of the estimated operating expenditures as provided by the Utility for the year 26/27. The projected expenditures for the test years are taken from the Utility budget.

Worksheet B-3

This worksheet calculates the depreciation per year, and the depreciation fund balance based on the proposed capital works for the years 26/27, 27/28, 28/29 and 29/30. The depreciation fund opening balance for the year 26/27 is taken from the financials statements of the Utility with adjustments for timing transfers at Mar 31/26.

Worksheet B-4

This worksheet includes projected funding from Provincial and Federal sources is available for the test years.

Worksheet B-5

This worksheet allocates the assets of the Utility between general service and fire protection. The Utility Plant in Service has been taken from the March 31/26 Financial Statements. The worksheet includes the addition of the proposed capital works identified in Worksheet B-3. Production assets are allocated 90% general service and 10% fire protection. Demand assets are allocated 40% general service and 60% fire protection.

Worksheet C-1

This worksheet uses the percentage of total assets allocated to fire protection from Worksheet B-5 to determine the allocation of transmission and distribution; depreciation, taxes and return on rate base to the fire protection charge. The remaining expenses are allocated at 10% to fire protection.

Worksheet C-2

This worksheet calculates the return on rate base

Worksheet C-3

This worksheet allocates expenses among customer charge, base charge, delivery and production. The allocations used are consistent with those used in the previous rate application to the Board.

Worksheet C-4

This worksheet sets out the number and size of meters in the Utility and by use of the capacity ratio establishes the system equivalents.

Worksheet C-5

This worksheet uses the information from Worksheet's C-3 and C-4 to calculate quarterly base charge for each size of meter.

Worksheet C-6

This worksheet sets out the water consumption by meter size. The data for current year is based on information provided by the Utility.

Worksheet C-7

This worksheet uses information from Worksheet's C-3 and C-6 to calculate the consumption charge for years 27/28, 28/29 and 29/30.

Worksheet C-8

This worksheet is used as a check to determine that the potential revenues will be the same as the requirements on Worksheet C-3.

Worksheet C-9

This worksheet is used to calculate the bulk water charge for the years 27/28, 28/29 and 29/30.

Worksheet D-1

This worksheet is a comparison of existing and proposed rates.

Worksheet D-2

This worksheet provides a comparative statement of Operations for the current year as well as the test years

Worksheet B-1

09-Nov-26

Town of Amherst Water Utility
Comparative Statement of Operations
Fiscal Years ending March 31st

	2025/26 (Actual)	2026/27 (Budget)	Projection Using Current Rates 2027/28 (Projected)	2028/29 (Projected)	2029/30 (Projected)
OPERATING REVENUES					
Metered Sales	1,606,817	1,566,073	1,566,073	1,566,073	1,566,073
Flat Rate Sales	196,698	197,369	197,369	197,369	197,369
Public Fire Protection	867,516	867,516	867,516	867,516	867,516
Private Hydrants	15,000	15,000	15,000	15,000	15,000
Sprinkler Service	16,550	17,250	17,250	17,250	17,250
Bulk Water Sales	12,000	10,000	10,000	10,000	10,000
Sale of Services	18,777	15,000	15,000	15,000	15,000
Sundry	375	1,200	1,200	1,200	1,200
Total	**2,733,733**	**2,689,408**	**2,689,408**	**2,689,408**	**2,689,408**
OPERATING EXPENDITURES					
Source of Supply	47,804	34,000	39,000	41,000	43,000
Power and Pumping	175,435	150,500	168,845	174,752	177,667
Water Treatment	34,004	29,800	34,400	35,820	37,246
Transmission and Distribution	950,082	955,348	1,033,664	1,069,365	1,111,425
Administration and General	674,139	717,327	788,804	792,000	824,212
Depreciation	422,074	531,147	579,737	642,396	696,193
Taxes	31,982	32,000	33,000	33,500	34,000
Total	**2,335,520**	**2,450,122**	**2,677,449**	**2,788,833**	**2,923,743**
OPERATING PROFIT (LOSS)	**398,213**	**239,286**	**11,959**	**-99,425**	**-234,335**
			0		
NON-OPERATING REVENUES					
Interest and other income	7,520	8,000	8,000	8,000	8,000
Transfer from General Operating Fund	0	0	0	0	0
Other- Federal Employment Grant	2,198	0	0	0	0
Total	**9,718**	**8,000**	**8,000**	**8,000**	**8,000**
NON-OPERATING EXPENDITURES					
Debt Charges - Principal	101,141	101,141	101,141	101,141	101,141
Debt Charges - Interest	23,215	22,079	20,105	17,960	15,654
New Debt - Principal			0	0	0
New Debt - Interest			0	0	0
New Debt - Principal			0	0	0
New Debt - Interest			0	0	0
New Debt - Principal			0	0	0
New Debt - Interest			0	0	0
Debt Issue Costs			0	900	2,200
Capital out of Revenue	0	40,000	40,000	40,000	40,000
Transfer to Water Capital	144,000				
Dividend to Owner	135,000	135,000	135,000	135,000	135,000
Total	**403,356**	**298,220**	**296,246**	**295,001**	**293,995**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	**4,575**	**(50,934)**	**(276,287)**	**(386,426)**	**(520,330)**
SURPLUS AT BEGINNING OF YEAR	**200,937**	**205,512**	**154,578**	**(171,709)**	**(558,136)**
TRANSFER TO NON-OPERATING REVENUE			**50,000**		
ACCUMULATED SURPLUS (DEFICIT)	**205,512**	**154,578**	**(171,709)**	**(558,136)**	**(1,078,466)**

Worksheet B-2

09-Nov-26

Town of Amherst Water Utility

Statement of Operating Expenditures and Revenue Requirements

	2026/27 (Budget)	2027/28 (Projected)	2028/29 (Projected)	2029/30 (Projected)
OPERTATING EXPENDITURES				
Source of Supply	34,000	39,000	41,000	43,000
Power and Pumping	150,500	168,845	174,752	177,667
Water Treatment	29,800	34,400	35,820	37,246
Transmission and Distribution	955,348	1,033,664	1,069,365	1,111,425
Administration and General	717,327	788,804	792,000	824,212
Depreciation	531,147	579,737	642,396	696,193
Taxes	32,000	33,000	33,500	34,000
Total	**2,450,122**	**2,677,449**	**2,788,833**	**2,923,743**
NON OPERATING EXPENSES				
Debt Charges - Principal	101,141	101,141	101,141	101,141
Debt Charges - Interest	22,079	20,105	17,960	15,654
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
Debt Issue Costs	0	0	900	2,200
Capital out of Revenue	40,000	40,000	40,000	40,000
Dividend to Owner	135,000	135,000	135,000	135,000
Total	**298,220**	**296,246**	**295,001**	**293,995**
LESS NON-OPERATING REVENUES				
Interest and other income	8,000	8,000	8,000	8,000
Transfer from Operating Surplus	0	50,000	0	0
Other- Interest on Depreciation account	0	0	0	0
Total	**8,000**	**58,000**	**8,000**	**8,000**
LESS OTHER OPERATING REVENUE				
Private Hydrants	15,000	15,000	15,000	15,000
Sprinkler Service	17,250	17,250	17,250	17,250
Bulk Water Sales	10,000	10,000	10,000	10,000
Sale of Services	15,000	15,000	15,000	15,000
Sundry	1,200	1,200	1,200	1,200
Total	**58,450**	**58,450**	**58,450**	**58,450**
REVENUE REQUIRED FROM FIRE PROTECTION AND WATER CUSTOMERS	**2,681,892**	**2,857,245**	**3,017,384**	**3,151,288**

Town of Amherst Water Utility
Statement of Operating Expenditures

	2025/26 (Actual)	2026/27 (Budget)	2027/28 (Projected)	2028/29 (Projected)	2029/30 (Projected)
SOURCE OF SUPPLY					
Operation/ Professional Services	47,804	33,000	38,000	40,000	42,000
Materials and Supplies		1,000	1,000	1,000	1,000
Other	0	0	0	0	0
TOTAL SOURCE OF SUPPLY	**47,804**	**34,000**	**39,000**	**41,000**	**43,000**
POWER AND PUMPING					
Heat and Furnace Oil	6,585	6,000	6,735	6,870	7,007
Heat and Furnace Natural Gas	4,636	5,500	5,610	5,722	5,837
Electricity	135,391	125,000	140,000	145,000	147,000
Plant Maintenance	7,884	2,500	2,500	3,000	3,500
Vehicle Equipment and Costs	7,207	3,500	4,000	4,000	4,000
Materials and Supplies	7,892	6,000	8,000	8,160	8,323
Professional Services	5,840	500	500	500	500
Contracts/Agreements	0	1,500	1,500	1,500	1,500
Other		0	0	0	0
TOTAL POWER AND PUMPING	**175,435**	**150,500**	**168,845**	**174,752**	**177,667**
WATER TREATMENT					
Software licensing	13,355	12,000	15,500	16,500	17,500
Electrical	2,729	2,800	2,900	3,000	3,100
Materials and Supplies	16,286	15,000	16,000	16,320	16,646
Contracts/Agreements	1,634	0	0	0	0
Other		0	0	0	0
TOTAL WATER TREATMENT	**34,004**	**29,800**	**34,400**	**35,820**	**37,246**
TRANSMISSION AND DISTRIBUTION					
Wages and Salaries	440,847	430,300	471,225	484,184	503,551
Year End Wages and Benefit Accruals	3,594	2,500	2,625	2,756	2,894
CPP	20,784	23,970	26,807	28,147	29,554
Employment Insurance	7,253	9,530	10,626	11,157	11,715
Blue Cross	9,259	12,350	13,556	14,233	14,945
Pension Regular Payment	24,285	25,220	28,644	30,076	31,580
Group Insurance	13,588	16,230	15,267	16,030	16,832
WCB	11,571	13,130	14,658	15,393	16,160
Pension Special Payment	7,224	8,368	8,619	8,878	9,146
Administrative Costs	15,424	17,250	19,607	19,999	20,399
Building and Facility Costs	42,660	42,000	43,500	44,700	45,900
Vehicle and Equipment Costs	102,439	71,500	83,120	89,740	96,361
Materials and Supplies	30,088	55,000	56,100	57,222	58,366
Gravel	18,189	29,000	29,580	30,172	30,775
Asphalt and Concrete	137,491	130,000	135,000	140,000	145,000
Pipe and Accessories	16,223	25,000	25,500	26,010	26,530
Uniforms and Clothing	4,094	4,500	4,590	4,682	4,775
Professional Services	19,524	17,000	17,340	17,687	18,041
Contracts/Agreements	19,822	20,000	24,300	24,800	25,400
Licenses and Permits	5,721	2,500	3,000	3,500	3,500
Other	0	0	0	0	0
TOTAL TRANSMISSION AND DISTRIBUTION	**950,082**	**955,348**	**1,033,664**	**1,069,365**	**1,111,425**

ADMINISTRATION AND GENERAL					
Wages and Salaries	262,124	271,100	289,233	297,910	306,847
Year End Wages and Benefit Accruals	1,304	2,000	2,000	2,000	2,000
CPP	13,111	13,920	14,616	15,347	16,114
Employment Insurance	4,709	5,060	5,313	5,579	5,858
Blue Cross	7,142	8,220	8,631	9,063	9,516
Pension Regular Payment	24,223	25,230	26,492	27,816	29,207
Group Insurance	4,095	4,660	4,893	5,138	5,395
WCB	7,329	7,430	7,802	8,192	8,601
Pension Special Payment	15,235	12,161	12,526	12,902	13,289
Liability Claims		1,500	2,500	2,500	2,500
Professional Development	1,506	2,500	2,500	2,500	2,500
Travel	2,752	2,500	3,000	3,060	3,121
Conferences and Conventions	990	1,500	1,500	1,500	1,500
Professional Memberships & Dues	1,319	1,000	1,500	1,500	1,500
Office Supplies	2,025	2,000	2,500	2,500	2,500
Office Equipment	98	500	1,000	1,000	1,000
Advertising	0	1,000	1,000	1,000	1,000
Postage	0		0	0	0
Telephone	39,682	35,000	45,000	47,000	50,000
Cellular	4,075	3,000	5,000	5,000	5,000
Computer Hardware	48	3,350	1,600	1,632	1,665
Computer Software	0	0	0	0	0
Software Licensing	9,561	12,130	12,373	12,620	16,872
Meeting Expenses	0	300	500	500	500
Catering	0	250	250	250	250
Promotion	372	300	400	400	400
Liability Insurance	10,775	11,787	12,376	12,995	13,645
Building Facility Insurance	21,108	24,274	25,488	26,762	28,100
Vehicle/Equipment Insurance	3,624	3,805	3,995	4,195	4,405
Materials and Supplies	0	1,000	1,000	1,000	1,000
Professional Services	14,384	25,000	25,500	26,010	26,530
Contracts/Agreements	212,100	217,400	249,016	234,773	243,984
Leases - Office Equipment	2,681	2,450	2,800	2,856	2,913
Regulatory Fees	6,242	5,000	6,500	6,500	6,500
Valuation Allowance / Appeals	1,526	10,000	10,000	10,000	10,000
Other	0	0	0	0	0
TOTAL ADMINISTRATION AND GENERAL	**674,139**	**717,327**	**788,804**	**792,000**	**824,212**

Worksheet B-3 09-Nov-26

Town of Amherst Water Utility

Calculation of Depreciation of Tangible Plant at Total Cost

2026/27

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
			Depreciation at beginning of year		422,074
			Plus Depreciation on 2025/26 capital works		58,405
LAND AND LAND RIGHTS					
Source of Supply Land	65,100	0	65,100		0
Land - General			0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures	0		0	0.2	0
Power and Pumping Structures	0		0	0.02	0
Purification	0		0	0.05	0
Distribution Reservoirs and Standpipes	70,000	0	70,000	0.2	14,000
Well Blowoffs	0		0	0.07	0
Monitoring Wells	0	0	0	0.025	0
Other	0		0	0.05	0
Equipment	0		0		0
Electrical Pumping	0	0	0	0.05	0
Purification Equipment	0	0	0	0.05	0
Office Furniture and Equipment	0		0		0
Transportation Equipment	0	0	0	0.2	0
Tools and Work Equipment	350,000		350,000	0.067	23,333
Wellfield Generator	0		0	0.04	0
Water leak Correlator	0		0	0.2	0
Handheld Meter Reading Device	0	0	0	0.07	0
Other - Diesel Fire Pump Controller	18,000	0	18,000	0.05	900
Mains	0		0		0
Transmission	0	0	0	0.0133	0
Distribution	465,000	450,000	15,000	0.0133	6,185
Meters	125,000	0	125,000	0.05	6,250
Hydrants	0	0	0	0.0133	0
Sprinkler Connections		0	0		0
Services	0	0	0	0.02	0
Other - Water Rate Application	0	0	0	0.333	0
TOTAL	1,093,100	450,000	643,100		50,668

Source of Funding			
		Depreciation Fund Balance beginning of year	2,424,094
Outside Sources	450,000	Interest on Fund balance	30,301
Depreciation fund	603,100	Fund balance before expenditures	2,454,395
Long Term Debt	0	Depreciation Payment in Current Year	531,147
Capital out of revenue	40,000	Depreciation Expenditure in Current Year	603,100
TOTAL	1,093,100	Balance after expenditures	2,382,442

Town of Amherst Water Utility

Calculation of Depreciation of Tangible Plant at Total Cost

2027/28

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
		Estmated Depreciation at beginning of year			531,147
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - General			0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures	55,000		55,000	0.2	11,000
Power and Pumping Structures	0		0	0.05	0
Purification	0		0	0.05	0
Distribution Reservoirs and Standpipes	0	0	0	0.0133	0
Water Treatment Plant	10,000		10,000	0.033	333
General - Watershed Study	0	0	0	0.05	0
Source Water Protection Study	0		0	0.05	0
Equipment	0		0		0
Electrical Pumping	0	0	0	0.05	0
Purification Equipment	0	0	0	0.05	0
Office Furniture and Equipment	0		0		0
Transportation Equipment (Dump truck)	350,000	0	350,000	0.067	23,333
Tools and Work Equipment	0		0	0.1	0
Backwash Piping	0		0	0.05	0
Distribution Mains Equipment					0
Meter Shop Equipment	0	0	0	0	0
Other	0	0	0	0.1	0
Mains	0		0		0
Transmission	0	0	0	0.0133	0
Distribution	90,000	0	90,000	0.0133	1,197
Meters	250,000	0	250,000	0.05	12,500
Hydrants	17,000	0	17,000	0.0133	226
Sprinkler Connections	0	0	0		0
Services	0	0	0	0.02	0
Other		0	0	0.02	0
TOTAL	772,000	0	772,000		48,590

Source of Funding		Depreciation Fund Balance beginning of year	2,382,442
Outside Sources	0	Interest on Fund balance	29,781
Depreciation fund	732,000	Fund balance before expenditures	2,412,223
Long Term Debt	0	Depreciation Payment in Current Year	579,737
Capital out of revenue	40,000	Depreciation Expenditure in Current Year	732,000
TOTAL	772,000	Balance after expenditures	2,259,959

Town of Amherst Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2028/29

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
		Estmated Depreciation at beginning of year			579,737
LAND AND LAND RIGHTS					
Source of Supply Land	0	0	0	0	0
Source Water Protection					0
STRUCTURES AND IMPROVEMENTS					0
Source of Supply Structures	0	0	0	0.0133	0
Power and Pumping Structures	0	0	0	0.02	0
Purification	0		0	0	0
Distribution Reservoirs and Standpipes	0	0	0	0.0133	0
Water Treatment Plant	0	0	0	0.02	0
Booster Station Upgrades	0	0	0	0.02	0
Other Piping	0	0	0	0.05	0
Equipment		0	0		0
Electrical Pumping	0	0	0	0.05	0
Purification Equipment	100,000	0	100,000	0.05	5,000
Backhoe	0	0	0	0.2	0
Transportation Equipment (Service truck)	110,000	0	110,000	0.2	22,000
Tools and Work Equipment	0	0	0	0.2	0
Accounting Software	200,000	0	200,000	0.1	20,000
Distribution Mains Equipment		0	0		0
Meter Pit	0	0	0	0	0
Other Equipment	0	0	0	0.04	0
Mains		0	0		0
Transmission	0		0	0.0133	0
Distribution	220,000	0	220,000	0.0133	2,933
Meters	250,000	0	250,000	0.05	12,500
Hydrants	17,000	0	17,000	0.0133	227
Sprinkler Connections			0		0
Services		0	0	0.02	0
Other			0	0.02	0
TOTAL	897,000	0	897,000		62,659

Source of Funding		Depreciation Fund Balance beginning of year	2,259,959
Outside Sources	0	Interest on Fund balance	28,249
Depreciation fund	857,000	Fund balance before expenditures	2,288,209
Long Term Debt	0	Depreciation Payment in Current Year	642,396
Capital out of revenue	40,000	Depreciation Expenditure in Current Year	857,000
TOTAL	897,000	Balance after expenditures	2,073,604

Town of Amherst Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2029/30

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
		Estimated Depreciation at beginning of year			642,396
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - General			0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures			0	0	0
Power and Pumping Structures			0		0
Purification			0	0.05	0
Distribution Reservoirs and Standpipes		0	0	0.02	0
Water Treatment Plant	0		0	0.05	0
General Test well	0	0	0	0.04	0
Other Water Source Structures			0		0
Equipment			0		0
Electrical Pumping	0	0	0	0.05	0
Purification Equipment	0	0	0	0.05	0
Office Furniture and Equipment			0		0
Transportation Equipment (Half ton truck)	65,000	0	65,000	0.2	13,000
Tools and Work Equipment	0		0	0.1	0
GIS System			0	0.2	0
Distribution Mains Equipment			0		0
Meter Shop Equipment		0	0	0.05	0
Other Equipment			0		0
Mains			0		0
Transmission	0		0	0.0133	0
Distribution	2,110,600	824,502	1,286,098	0.0133	28,071
Meters	250,000	0	250,000	0.05	12,500
Hydrants	17,000	0	17,000	0.0133	226
Sprinkler Connections	0	0	0		0
Services	0	0	0	0.02	0
Other				0.02	0
TOTAL	2,442,600	824,502	1,618,098	1	53,797

Source of Funding		Depreciation Fund Balance beginning of year	2,073,604
Outside Sources	824,502	Interest on Fund balance	25,920
Depreciation fund	1,578,098	Fund balance before expenditures	2,099,524
Long Term Debt	0	Depreciation Payment in Current Year	696,193
Transfer from Operating Surplus	0		
Capital out of revenue	40,000	Depreciation Expenditure in Current Year	1,578,098
TOTAL	2,442,600	Balance after expenditures	1,217,619

Worksheet B-4 09-Nov-26

Town of Amherst Water Utility

Calculation of Amortization on Capital Contributions (to Plant)

2027/28

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.0000	0
Land - General	0	0.0000	0
STRUCTURES AND IMPROVEMENTS	0	0.0000	0
Source of Supply Structures	0	0.2000	0
Power and Pumping Structures	0	0.0500	0
Purification	0	0.0500	0
Distribution Reservoirs and Standpipes	0	0.0133	0
Water Treatment Plant	0	0.0333	0
General - Watershed Study	0	0.0500	0
Other Water Source Structures	0	0.0500	0
Equipment	0	0.0000	0
Electrical Pumping	0	0.0500	0
Purification Equipment	0	0.0500	0
Office Furniture and Equipment	0	0.0000	0
Transportation Equipment	0	0.0667	0
Tools and Work Equipment	0	0.1000	0
GIS System	0	0.0500	0
Distribution Mains Equipment	0	0.0000	0
Meter Shop Equipment	0	0.0000	0
Other Equipment	0	0.1000	0
Mains	0	0.0000	0
Transmission	0	0.0133	0
Distribution	0	0.0133	0
Meters	0	0.0500	0
Hydrants	0	0.0133	0
Sprinkler Connections	0	0.0000	0
Services	0	0.0200	0
Other	0	0.0000	0
TOTAL	0		0

Town of Amherst Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2028/29

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.0000	0
Land - General	0	0.0000	0
STRUCTURES AND IMPROVEMENTS		0.0000	0
Source of Supply Structures	0	0.0133	0
Power and Pumping Structures	0	0.0200	0
Purification	0	0.0000	0
Distribution Reservoirs and Standpipes	0	0.0133	0
Water Treatment Plant	0	0.0200	0
General - Watershed Study	0	0.0200	0
Other Water Source Structures	0	0.0500	0
Equipment	0	0.0000	0
Electrical Pumping	0	0.0500	0
Purification Equipment	0	0.0500	0
Office Furniture and Equipment	0	0.2000	0
Transportation Equipment	0	0.2000	0
Tools and Work Equipment	0	0.2000	0
GIS System	0	0.1000	0
Distribution Mains Equipment	0	0.0000	0
Meter Shop Equipment	0	0.0000	0
Other Equipment	0	0.0400	0
Mains	0	0.0000	0
Transmission	0	0.0133	0
Distribution	0	0.0133	0
Meters	0	0.0500	0
Hydrants	0	0.0133	0
Sprinkler Connections	0	0.0000	0
Services	0	0.0200	0
Other	0	0.0200	0
TOTAL	0		0

Town of Amherst Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2029/30

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.0000	0
Land - General	0	0.0000	0
STRUCTURES AND IMPROVEMENTS	0	0.0000	0
Source of Supply Structures	0	0.0000	0
Power and Pumping Structures	0	0.0000	0
Purification	0	0.0500	0
Distribution Reservoirs and Standpipes	0	0.0200	0
Water Treatment Plant	0	0.0500	0
General - Watershed Study	0	0.0400	0
Other Water Source Structures	0	0.0000	0
Equipment	0	0.0000	0
Electrical Pumping	0	0.0500	0
Purification Equipment	0	0.0500	0
Office Furniture and Equipment	0	0.0000	0
Transportation Equipment	0	0.2000	0
Tools and Work Equipment	0	0.1000	0
GIS System	0	0.2000	0
Distribution Mains Equipment	0	0.0000	0
Meter Shop Equipment	0	0.0500	0
Other Equipment	0	0.0000	0
Mains	0	0.0000	0
Transmission	0	0.0133	0
Distribution	824,502	0.0133	10,966
Meters	0	0.0500	0
Hydrants	0	0.0133	0
Sprinkler Connections	0	0.0000	0
Services	0	0.0200	0
Other	0	0.0200	0
TOTAL	824,502		10,966

Worksheet B-5 09-Nov-26

Town of Amherst Water Utility
Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection
2026/27

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital			-	100.0%	0	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	1,331,061	65,100	1,396,161	90.0%	1,256,545	10.0%	139,616
Land - Reservoir	-	-	-	90.0%	0	10.0%	0
STRUCTURES AND IMPROVEMENTS		-	-		0		0
Source of Supply Structures	1,029,795	-	1,029,795	90.0%	926,816	10.0%	102,980
Power and Pumping Structures	491,661	-	491,661	90.0%	442,495	10.0%	49,166
Purification	-	-	-	90.0%	0	10.0%	0
Distribution Reservoirs and Standpipes	6,343,355	70,000	6,413,355	40.0%	2,565,342	60.0%	3,848,013
Water Treatment Plant	436,056	-	436,056	90.0%	392,450	10.0%	43,606
Wells	-	-	-	90.0%	0	10.0%	0
Other		-	-	90.0%	0	10.0%	0
Equipment		-	-		0		0
Electrical Pumping	661,728	-	661,728	90.0%	595,555	10.0%	66,173
Purification Equipment	235,122	-	235,122	90.0%	211,610	10.0%	23,512
SCADA and Radio Controls	-	-	-	90.0%	0	10.0%	0
Transportation Equipment	1,605,517	-	1,605,517	90.0%	1,444,965	10.0%	160,552
Tools and Work Equipment	123,641	350,000	473,641	90.0%	426,277	10.0%	47,364
Wellfield Generator	-	-	-	90.0%	0	10.0%	0
Distribution Mains Equipment	-	-	-	40.0%	0	60.0%	0
Meter Reading Equipment	-	-	-	90.0%	0	10.0%	0
Other - Diesel Fire Pump Controller	-	18,000	18,000	90.0%	16,200	10.0%	1,800
Mains		-	-		0		0
Transmission	1,834,359	-	1,834,359	40.0%	733,744	60.0%	1,100,615
Distribution	11,199,183	465,000	11,664,183	40.0%	4,665,673	60.0%	6,998,510
Meters	482,616	125,000	607,616	100.0%	607,616	0.0%	0
Hydrants	650,608	-	650,608	0.0%	0	100.0%	650,608
		-	-	0.0%	0	100.0%	0
Services	799,792	-	799,792	100.0%	799,792	0.0%	0
Other-WIP	53,534	-	53,534	90.0%	48,181	10.0%	5,353
TOTAL	27,278,028	1,093,100	28,371,128	53.3%	15,133,260	46.7%	13,237,868

Town of Amherst Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2027/28

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital				100.0%	0	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	1,396,161	-	1,396,161	90.0%	1,256,545	10.0%	139,616
Land - General	-	-	-	90.0%	0	10.0%	0
STRUCTURES AND IMPROVEMENTS	-	-	-		0		0
Source of Supply Structures	1,029,795	55,000	1,084,795	90.0%	976,316	10.0%	108,480
Power and Pumping Structures	491,661	-	491,661	90.0%	442,495	10.0%	49,166
Purification	-	-	-	90.0%	0	10.0%	0
Distribution Reservoirs and Standpipes	6,413,355	-	6,413,355	40.0%	2,565,342	60.0%	3,848,013
Water Treatment Plant	436,056	10,000	446,056	90.0%	401,450	10.0%	44,606
Wells	-	-	-	90.0%	0	10.0%	0
Other Water Source Structures	-	-	-	90.0%	0	10.0%	0
Equipment	-	-	-		0		0
Electrical Pumping	661,728	-	661,728	90.0%	595,555	10.0%	66,173
Purification Equipment	235,122	-	235,122	90.0%	211,610	10.0%	23,512
Office Furniture and Equipment	-	-	-	90.0%	0	10.0%	0
Transportation Equipment	1,605,517	350,000	1,955,517	90.0%	1,759,965	10.0%	195,552
Tools and Work Equipment	473,641	-	473,641	90.0%	426,277	10.0%	47,364
Wellfield Generator	-	-	-	90.0%	0	10.0%	0
Distribution Mains Equipment	-	-	-	40.0%	0	60.0%	0
Meter Reading Equipment	-	-	-	90.0%	0	10.0%	0
Other - Diesel Fire Pump Controller	18,000	-	18,000	90.0%	16,200	10.0%	1,800
Mains	-	-	-		0		0
Transmission	1,834,359	-	1,834,359	40.0%	733,744	60.0%	1,100,615
Distribution	11,664,183	90,000	11,754,183	40.0%	4,701,673	60.0%	7,052,510
Meters	607,616	250,000	857,616	100.0%	857,616	0.0%	0
Hydrants	650,608	17,000	667,608	0.0%	0	100.0%	667,608
Sprinkler Connections	-	-	-	0.0%	0	100.0%	0
Services	799,792	-	799,792	100.0%	799,792	0.0%	0
Other-WIP	53,534	-	53,534	90.0%	48,181	10.0%	5,353
TOTAL	28,371,128	772,000	29,143,128	54.2%	15,792,760	45.8%	13,350,368

Town of Amherst Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2028/29

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	0
Tangible Plant	-						
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	1,396,161	0	1,396,161	90.0%	1,256,545	10.0%	139,616
Land - General	-	0	-	90.0%	0	10.0%	0
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures	1,084,795	0	1,084,795	90.0%	976,316	10.0%	108,480
Power and Pumping Structures	491,661	0	491,661	90.0%	442,495	10.0%	49,166
Purification	-	0	-	90.0%	0	10.0%	0
Distribution Reservoirs and Standpipes	6,413,355	0	6,413,355	40.0%	2,565,342	60.0%	3,848,013
Water Treatment Plant	446,056	0	446,056	90.0%	401,450	10.0%	44,606
General	-	0	-	90.0%	0	10.0%	0
Other Water Source Structures	-	0	-	90.0%	0	10.0%	0
Equipment	-	0	-		0		0
Electrical Pumping	661,728	0	661,728	90.0%	595,555	10.0%	66,173
Purification Equipment	235,122	100,000	335,122	90.0%	301,610	10.0%	33,512
Backhoe	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	1,955,517	110,000	2,065,517	90.0%	1,858,965	10.0%	206,552
Tools and Work Equipment	473,641	0	473,641	90.0%	426,277	10.0%	47,364
Wellfield Generator	-	200,000	200,000	90.0%	180,000	10.0%	20,000
Distribution Mains Equipment	-	0	-	40.0%	0	60.0%	0
Meter Reading Equipment	-	0	-	90.0%	0	10.0%	0
Other - Diesel Fire Pump Controller	18,000	0	18,000	90.0%	16,200	10.0%	1,800
Mains	-	0	-		0		0
Transmission	1,834,359	0	1,834,359	40.0%	733,744	60.0%	1,100,615
Distribution	11,754,183	220,000	11,974,183	40.0%	4,789,673	60.0%	7,184,510
Meters	857,616	250,000	1,107,616	100.0%	1,107,616	0.0%	0
Hydrants	667,608	17,000	684,608	0.0%	0	100.0%	684,608
Sprinkler Connections	-	0	-	0.0%	0	100.0%	0
Services	799,792	0	799,792	100.0%	799,792	0.0%	0
Other-WIP	53,534	0	53,534	90.0%	48,181	10.0%	5,353
TOTAL	29,143,128	897,000	30,040,128	54.9%	16,499,760	45.1%	13,540,368

Town of Amherst Water Utility
Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection
2029/30

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	1,396,161	0	1,396,161	90.0%	1,256,545	10.0%	139,616
Land - General	-	0	-	90.0%	0	10.0%	0
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures	1,084,795	0	1,084,795	90.0%	976,316	10.0%	108,480
Power and Pumping Structures	491,661	0	491,661	90.0%	442,495	10.0%	49,166
Purification	-	0	-	90.0%	0	10.0%	0
Distribution Reservoirs and Standpipes	6,413,355	0	6,413,355	40.0%	2,565,342	60.0%	3,848,013
Water Treatment Plant	446,056	0	446,056	90.0%	401,450	10.0%	44,606
General	-	0	-	90.0%	0	10.0%	0
Other Water Source Structures	-	0	-	90.0%	0	10.0%	0
Equipment	-	0	-				
Electrical Pumping	661,728	0	661,728	90.0%	595,555	10.0%	66,173
Purification Equipment	335,122	0	335,122	90.0%	301,610	10.0%	33,512
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	2,065,517	65,000	2,130,517	90.0%	1,917,465	10.0%	213,052
Tools and Work Equipment	473,641	0	473,641	90.0%	426,277	10.0%	47,364
Wellfield Generator	200,000	0	200,000	90.0%	180,000	10.0%	20,000
Distribution Mains Equipment	-	0	-	40.0%	0	60.0%	0
Meter Reading Equipment	-	0	-	90.0%	0	10.0%	0
Other - Diesel Fire Pump Controller	18,000	0	18,000	90.0%	16,200	10.0%	1,800
Mains	-	0	-		0		0
Transmission	1,834,359	0	1,834,359	40.0%	733,744	60.0%	1,100,615
Distribution	11,974,183	2,110,600	14,084,783	40.0%	5,633,913	60.0%	8,450,870
Meters	1,107,616	250,000	1,357,616	100.0%	1,357,616	0.0%	0
Hydrants	684,608	17,000	701,608	0.0%	0	100.0%	701,608
Sprinkler Connections	-	0	-	0.0%	0	100.0%	0
Services	799,792	0	799,792	100.0%	799,792	0.0%	0
Other-WIP	53,534	0	53,534	90.0%	48,181	10.0%	5,353
TOTAL	30,040,128	2,442,600	32,482,728	54.3%	17,652,500	45.7%	14,830,228

Worksheet C-1

09-Nov-26

Town of Amherst Water Utility
Allocation of Fire Protection Charges
Projected Expenses for 2027/28

	Estimated Expenses	Percent Allocation to fire Protection	Fire Protection Charge
Source of Supply	39,000	10.0%	3,900
Power and Pumping	168,845	10.0%	16,885
Water Treatment	34,400	10.0%	3,440
Transmission and Distribution	1,033,664	45.8%	473,518
Administration and General	788,804	10.0%	78,880
Depreciation	579,737	45.8%	265,575
Taxes	33,000	10.0%	3,300
Return on Rate Base	179,796	45.8%	82,364
Total	2,857,245	32.5%	927,862

Town of Amherst Water Utility
Allocation of Fire Protection Charges
Projected Expenses for Year 2028/29

	Estimated Expenses	Percent Allocation to fire Protection	Fire Protection Charge
Source of Supply	41,000	10.0%	4,100
Power and Pumping	174,752	10.0%	17,475
Water Treatment	35,820	10.0%	3,582
Transmission and Distribution	1,069,365	45.1%	482,009
Administration and General	792,000	10.0%	79,200
Depreciation	642,396	45.1%	289,555
Taxes	33,500	10.0%	3,350
Return on Rate Base	228,551	45.1%	103,018
Total	3,017,384	32.6%	982,289

Town of Amherst Water Utility
Allocation of Fire Protection Charges
Projected Expenses for Year 2029/30

	Estimated Expenses	Percent Allocation to fire Protection	Fire Protection Charge
Source of Supply	43,000	10.0%	4,300
Power and Pumping	177,667	10.0%	17,767
Water Treatment	37,246	10.0%	3,725
Transmission and Distribution	1,111,425	45.7%	507,429
Administration and General	824,212	10.0%	82,421
Depreciation	696,193	45.7%	317,852
Taxes	34,000	10.0%	3,400
Return on Rate Base	227,545	45.7%	103,887
Total	3,151,288	33.0%	1,040,781

Worksheet C-2

09-Nov-26

Town of Amherst Water Utility				
Calculation of rate Base and required Return on rate Base				
Years Ending March 31st				
	2026/27	**2027/28**	**2028/29**	**2029/30**
	(Budget)	**(Projected)**	**(Projected)**	**(Projected)**
RATE BASE				
Utility plant in Service March 31st	28,371,128	29,143,128	30,040,128	32,482,728
Less Accumulated Depreciation on actual cost of plant in service (Estimated)	(8,534,217)	(9,113,953)	(9,756,349)	(10,452,542)
Less unamortized amount of capital contribution for plant in service	(444,015)	(438,030)	(432,045)	(1,239,596)
Estimated Rate Base at Year End	19,392,896	19,591,145	19,851,734	20,790,590
REQUIRED RETURN				
Non-operating Expenditures (B-2)	298,220	296,246	295,001	293,995
Less Non-operating Revenue	(8,000)	(58,000)	(8,000)	(8,000)
Less Other Non-operating Revenue (B-2)	(58,450)	(58,450)	(58,450)	(58,450)
Return on Rate Base	231,770	179,796	228,551	227,545
Required Rate of Return (Req'd Return/Est Rate Base)	1.20%	0.92%	1.15%	1.09%

Town of Amherst Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2027/28

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Source of Supply	39,000	3,900	35,100							100%	35,100
Power and Pumping	168,845	16,885	151,961							100%	151,961
Water Treatment	34,400	3,440	30,960							100%	30,960
Transmission and Distribution	1,033,664	473,518	560,146			0%	0	100%	560,146		
Administration and General	788,804	78,880	709,923	10%	70,992	90%	638,931				
Depreciation	579,737	265,575	314,161			40%	125,664	30%	94,248	30%	94,248
Taxes	33,000	3,300	29,700			100%	29,700	0%	0	0%	0
Return on Rate Base	179,796	82,364	97,432			40%	38,973	30%	29,230	30%	29,230
SUBTOTAL	2,857,245	927,862	1,929,383		70,992		833,268		683,624		341,498
TOTAL	2,857,245	927,862	1,929,383		70,992		833,268		683,624		341,498

Town of Amherst Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2028/29

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Source of Supply	41,000	4,100	36,900							100%	36,900
Power and Pumping	174,752	17,475	157,277							100%	157,277
Water Treatment	35,820	3,582	32,238							100%	32,238
Transmission and Distribution	1,069,365	482,009	587,357			0%	0	100%	587,357		
Administration and General	792,000	79,200	712,800	10%	71,280	90%	641,520				
Depreciation	642,396	289,555	352,841			40%	141,136	30%	105,852	30%	105,852
Taxes	33,500	3,350	30,150			100%	30,150	0%	0	0%	0
Return on Rate Base	228,551	103,018	125,533			40%	50,213	30%	37,660	30%	37,660
SUBTOTAL	3,017,384	982,289	2,035,096		71,280		863,020		730,869		369,927
TOTAL	3,017,384	982,289	2,035,096		71,280		863,020		730,869		369,927

Town of Amherst Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2029/30

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Source of Supply	43,000	4,300	38,700							100%	38,700
Power and Pumping	177,667	17,767	159,901							100%	159,901
Water Treatment	37,246	3,725	33,521							100%	33,521
Transmission and Distribution	1,111,425	507,429	603,996			0%	0	100%	603,996		
Administration and General	824,212	82,421	741,791	10%	74,179	90%	667,612				
Depreciation	696,193	317,852	378,341			40%	151,336	30%	113,502	30%	113,502
Taxes	34,000	3,400	30,600			100%	30,600	0%	0	0%	0
Return on Rate Base	227,545	103,887	123,658			40%	49,463	30%	37,097	30%	37,097
SUBTOTAL	3,151,288	1,040,781	2,110,507		74,179		899,011		754,595		382,721
TOTAL	3,151,288	1,040,781	2,110,507		74,179		899,011		754,595		382,721

Town of Amherst Water Utility
Service Connections and Equivalents
2027/28

Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	515	1	515
5/8"	3406	1	3,406
3/4"	65	1.5	98
1"	95	2.5	238
1.5"	48	5	240
2"	36	8	288
3"	11	16	176
4"	5	25	125
6"	0	50	0
8"	0	90	0
TOTAL	4181		5,085

Town of Amherst Water Utility
Service Connections and Equivalents
2028/29

Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	515	1	515
5/8"	3410	1	3,410
3/4"	65	1.5	98
1"	95	2.5	238
1.5"	48	5	240
2"	36	8	288
3"	11	16	176
4"	5	25	125
6"	0	50	0
8"	0	90	0
TOTAL	4185		5,089

Town of Amherst Water Utility
Service Connections and Equivalents
2029/30

Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	515	1	515
5/8"	3414	1	3,414
3/4"	65	1.5	98
1"	95	2.5	238
1.5"	48	5	240
2"	36	8	288
3"	11	16	176
4"	5	25	125
6"	0	50	0
8"	0	90	0
TOTAL	4189		5,093

Town of Amherst Water Utility
Service Connections and Equivalents
2027/28

Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	163.87	16.98	180.85	45.21
5/8"	1	163.87	16.98	180.85	45.21
3/4"	1.5	245.80	16.98	262.78	65.70
1"	2.5	409.67	16.98	426.65	106.66
1.5"	5	819.34	16.98	836.32	209.08
2"	8	1,310.94	16.98	1,327.92	331.98
3"	16	2,621.89	16.98	2,638.87	659.72
4"	25	4,096.70	16.98	4,113.68	1,028.42
6"	50	8,193.40	16.98	8,210.38	2,052.59
8"	90	14,748.11	16.98	14,765.09	3,691.27
TOTAL					

Town of Amherst Water Utility
Service Connections and Equivalents
2028/29

Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	169.59	17.03	186.62	46.65
5/8"	1	169.59	17.03	186.62	46.65
3/4"	1.5	254.38	17.03	271.41	67.85
1"	2.5	423.96	17.03	441.00	110.25
1.5"	5	847.93	17.03	864.96	216.24
2"	8	1,356.68	17.03	1,373.71	343.43
3"	16	2,713.36	17.03	2,730.40	682.60
4"	25	4,239.63	17.03	4,256.66	1,064.17
6"	50	8,479.26	17.03	8,496.30	2,124.07
8"	90	15,262.68	17.03	15,279.71	3,819.93
TOTAL					

Town of Amherst Water Utility
Service Connections and Equivalents
2029/30

Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	176.52	17.71	194.23	48.56
5/8"	1	176.52	17.71	194.23	48.56
3/4"	1.5	264.78	17.71	282.49	70.62
1"	2.5	441.30	17.71	459.01	114.75
1.5"	5	882.59	17.71	900.30	225.08
2"	8	1,412.15	17.71	1,429.86	357.46
3"	16	2,824.30	17.71	2,842.01	710.50
4"	25	4,412.97	17.71	4,430.68	1,107.67
6"	50	8,825.95	17.71	8,843.66	2,210.91
8"	90	15,886.71	17.71	15,904.42	3,976.10
TOTAL					

Worksheet C-6

09-Nov-26

Town of Amherst Water Utility
Water Consumption by Block

Meter Size	Actual Current Consumption 1st Block Cubic Metres	2027/28 Consumption 1st Block Cubic Metres
Unmetered	129,780	129,131
5/8"	568,227	566,048
3/4"	31,392	31,392
1"	53,264	53,264
1.5"	70,355	70,355
2"	101,844	101,844
3"	78,609	78,609
4"	118,078	118,078
6"	-	0
8"	-	0
TOTAL	1,151,549	1,148,721

Town of Amherst Water Utility
Water Consumption by Block

Meter Size	2028/29 Current Consumption 1st Block Cubic Metres	2029/30 Consumption 1st Block Cubic Metres
Unmetered	128,485	127,843
5/8"	563,880	561,723
3/4"	31,392	31,392
1"	53,264	53,264
1.5"	70,355	70,355
2"	101,844	101,844
3"	78,609	78,609
4"	118,078	118,078
6"	0	0
8"	0	0
TOTAL	1,145,907	1,143,107

Worksheet C-7

09-Nov-26

Town of Amherst Water Utility
Calculation of Consumption Charge
2027/28

NET PRODUCTION EXPENSE	BLOCK 1
Total Charge Worksheet C-3 / Quantity Worksheet C-6	0.297
NET DELIVERY EXPENSES	
Total Charge Worksheet C-3 / Quantity Worksheet C-6	0.595
TOTAL CONSUMPTION CHARGE PER Cubic Meter	**0.892**

Town of Amherst Water Utility
Calculation of Consumption Charge
2028/29

NET PRODUCTION EXPENSE	BLOCK 1
Total Charge Worksheet C-3 / Quantity Worksheet C-6	0.323
NET DELIVERY EXPENSES	
Total Charge Worksheet C-3 / Quantity Worksheet C-6	0.638
TOTAL CONSUMPTION CHARGE PER Cubic Meter	**0.961**

Town of Amherst Water Utility
Calculation of Consumption Charge
2029/30

NET PRODUCTION EXPENSE	BLOCK 1
Total Charge Worksheet C-3 / Quantity Worksheet C-6	0.335
NET DELIVERY EXPENSES	
Total Charge Worksheet C-3 / Quantity Worksheet C-6	0.660
TOTAL CONSUMPTION CHARGE PER Cubic Meter	**0.995**

Worksheet C-8 09-Nov-26

Town of Amherst Water Utility
Water Consumption by Block
2027/28

BASE CHARGE

Meter Size	Number	Base Rate	Dollar Revenue
Unmetered	515	180.85	93,137
5/8"	3,406	180.85	615,967
3/4"	65	262.78	17,081
1"	95	426.65	40,532
1.5"	48	836.32	40,143
2"	36	1,327.92	47,805
3"	11	2,638.87	29,028
4"	5	4,113.68	20,568
6"	0	8,210.38	0
8"	0	14,765.09	0
TOTAL BASE REVENUE			904,261

CONSUMPTION CHARGE

	Quantity	$/ Cubic Meter	
1st Block	1,148,721	0.892	1,025,123
TOTAL CONSUMPTION REVENUE			1,025,123
TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION)			1,929,383

Town of Amherst Water Utility
Water Consumption by Block
2028/29

BASE CHARGE

Meter Size	Number	Base Rate	Dollar Revenue
Unmetered	515	186.62	96,108
5/8"	3,410	186.62	636,366
3/4"	65	271.41	17,642
1"	95	441.00	41,895
1.5"	48	864.96	41,518
2"	36	1,373.71	49,454
3"	11	2,730.40	30,034
4"	5	4,256.66	21,283
6"	0	8,496.30	0
8"	0	15,279.71	0
TOTAL BASE REVENUE			934,300

CONSUMPTION CHARGE

	Quantity	$/ Cubic Meter	
1st Block	1,145,907	0.961	1,100,796
TOTAL CONSUMPTION REVENUE			1,100,796
TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION)			2,035,096

Town of Amherst Water Utility
Water Consumption by Block
2029/30

BASE CHARGE

Meter Size	Number	Base Rate	Dollar Revenue
Unmetered	515	194.23	100,027
5/8"	3,414	194.23	663,091
3/4"	65	282.49	18,362
1"	95	459.01	43,606
1.5"	48	900.30	43,215
2"	36	1,429.86	51,475
3"	11	2,842.01	31,262
4"	5	4,430.68	22,153
6"	0	8,843.66	0
8"	0	15,904.42	0
TOTAL BASE REVENUE			973,190

CONSUMPTION CHARGE

	Quantity	$/ Cubic Meter	
1st Block	1,143,107	0.995	1,137,317
TOTAL CONSUMPTION REVENUE			1,137,317
TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION)			2,110,507

Worksheet C-9

09-Nov-26

Town of Amherst Water Utility
Calculation of Bulk Water Rate
Years Ending March 31st

	2027/28	2028/29	2029/30
Cost Base			
Total Operating Expenses (Worksheet B-2)	2,677,449	2,788,833	2,923,743
Total Non Operating Expenses (Worksheet B-2)	296,246	295,001	293,995
Total Expenses	2,973,695	3,083,834	3,217,738
Water Consumption (Worksheet C-6) in cubic meters	1,148,721	1,145,907	1,143,107
Unit Calculations			
Unit cost per cubic meter	2.589	2.691	2.815
Operating cost and profit mark-up	30%	30%	30%
Bulk rate per cubic meter	3.37	3.50	3.66

Town of Amherst Water Utility
Comparison of Current Water Rates with Proposed New Rates
2027/28

Meter Size	Average Quarterly Consumption	Base Charge Current	Base Charge Proposed	Percent Change	Commodity Charge Current	Commodity Charge Proposed	Percent Change	Quarterly Water Bill Current	Quarterly Water Bill Proposed	Dollar Change	Percent Change
Unmetered								95.81	102.10	6.29	6.6%
5/8"	42	39.49	45.21	14.5%	37.14	37.08	-0.2%	76.63	82.29	5.66	7.4%
3/4"	121	57.48	65.70	14.3%	107.94	107.75	-0.2%	165.42	173.44	8.02	4.8%
1"	140	93.45	106.66	14.1%	125.31	125.09	-0.2%	218.76	231.75	12.99	5.9%
1.5"	366	183.40	209.08	14.0%	327.59	327.01	-0.2%	510.99	536.09	25.09	4.9%
2"	707	291.33	331.98	14.0%	632.28	631.15	-0.2%	923.61	963.14	39.52	4.3%
3"	1,787	579.15	659.72	13.9%	1,597.18	1,594.33	-0.2%	2,176.33	2,254.05	77.71	3.6%
4"	5,904	902.95	1,028.42	13.9%	5,278.09	5,268.66	-0.2%	6,181.04	6,297.08	116.04	1.9%
6"	-	1,802.39	2,052.59	13.9%	-	-		1,802.39	2,052.59		
8"	-	3,241.49	3,691.27	0.0%	-	-		3,241.49	3,691.27		

-

Town of Amherst Water Utility
Comparison of Current Water Rates with Proposed New Rates
2028/29

Meter Size	Average Quarterly Consumption	Base Charge Current	Base Charge Proposed	Percent Change	Commodity Charge Current	Commodity Charge Proposed	Percent Change	Quarterly Water Bill Current	Quarterly Water Bill Proposed	Dollar Change	Percent Change
Unmetered								102.10	107.41	5.31	5.2%
5/8"	41	45.21	46.65	3.2%	37.08	39.71	7.1%	82.29	86.37	4.08	5.0%
3/4"	121	65.70	67.85	3.3%	107.75	115.99	7.6%	173.44	183.84	10.40	6.0%
1"	140	106.66	110.25	3.4%	125.09	134.65	7.6%	231.75	244.90	13.15	5.7%
1.5"	366	209.08	216.24	3.4%	327.01	352.01	7.6%	536.09	568.25	32.16	6.0%
2"	707	331.98	343.43	3.4%	631.15	679.41	7.6%	963.14	1,022.84	59.70	6.2%
3"	1,787	659.72	682.60	3.5%	1,594.33	1,716.23	7.6%	2,254.05	2,398.82	144.78	6.4%
4"	5,904	1,028.42	1,064.17	3.5%	5,268.66	5,671.48		6,297.08	6,735.65	438.57	7.0%
6"	-	2,052.59	2,124.07	3.5%	-			2,052.59			0.0%
8"	-	3,691.27	3,819.93		-	-		3,691.27			

Town of Amherst Water Utility
Comparison of Current Water Rates with Proposed New Rates
2029/30

Meter Size	Average Quarterly Consumption	Base Charge Current	Base Charge Proposed	Percent Change	Commodity Charge Current	Commodity Charge Proposed	Percent Change	Quarterly Water Bill Current	Quarterly Water Bill Proposed	Dollar Change	Percent Change
Unmetered								107.41	111.24	3.82	3.6%
5/8"	41	46.65	48.56	4.1%	39.71	40.93	3.1%	86.37	89.48	3.12	3.6%
3/4"	121	67.85	70.62	4.1%	115.99	120.13	3.6%	183.84	190.75	6.91	3.8%
1"	140	110.25	114.75	4.1%	134.65	139.46	3.6%	244.90	254.21	9.31	3.8%
1.5"	366	216.24	225.08	4.1%	352.01	364.58	3.6%	568.25	589.65	21.41	3.8%
2"	707	343.43	357.46	4.1%	679.41	703.67	3.6%	1,022.84	1,061.13	38.30	3.7%
3"	1,787	682.60	710.50	4.1%	1,716.23	1,777.51	3.6%	2,398.82	2,488.01	89.18	3.7%
4"	5,904	1,064.17	1,107.67	4.1%	5,671.48	5,873.99	0.0%	6,735.65	6,981.66	246.02	3.7%
6"	-	2,124.07	2,210.91	4.1%			0.0%				0.0%
8"	-	3,819.93	3,976.10		-	-					

Worksheet D-2

09-Nov-26

Town of Amherst Water Utility
Comparative Statement of Operations
Fiscal Years ending March 31st

	2026/27 Year	Projection at Proposed Rates 2027/28 Test Yr 1	2028/29 Test Yr 2	2029/30 Test Yr 3
OPERATING REVENUES				
Flat Rate Sales	197,369	210,331	221,274	229,149
Metered Sales	1,566,073	1,719,052	1,813,822	1,881,357
Public Fire Protection	867,516	927,862	982,289	1,040,781
Private Hydrants	15,000	15,000	15,000	15,000
Sprinkler Service	17,250	17,250	17,250	17,250
Bulk Water Sales	10,000	10,000	10,000	10,000
Sale of Services	15,000	15,000	15,000	15,000
Sundry	1,200	1,200	1,200	1,200
Total	**2,689,408**	**2,915,695**	**3,075,834**	**3,209,738**
OPERATING EXPENDITURES				
Source of Supply	34,000	39,000	41,000	43,000
Power and Pumping	150,500	168,845	174,752	177,667
Water Treatment	29,800	34,400	35,820	37,246
Transmission and Distribution	955,348	1,033,664	1,069,365	1,111,425
Administration and General	717,327	788,804	792,000	824,212
Depreciation	531,147	579,737	642,396	696,193
Taxes	32,000	33,000	33,500	34,000
Total	**2,450,122**	**2,677,449**	**2,788,833**	**2,923,743**
OPERATING PROFIT (LOSS)	239,286	238,246	287,001	285,995
NON-OPERATING REVENUES				
Interest and other income	8,000	8,000	8,000	8,000
Transfer from General Operating Fund	0	50,000	0	0
Other- Interest on Depreciation account	0	0	0	0
Total	8,000	58,000	8,000	8,000
NON-OPERATING EXPENDITURES				
Debt Charges - Principal	101,141	101,141	101,141	101,141
Debt Charges - Interest	22,079	20,105	17,960	15,654
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
Permit Fee	0	0	900	2,200
Capital out of Revenue	40,000	40,000	40,000	40,000
Dividend to Owner	135,000	135,000	135,000	135,000
Total	298,220	296,246	295,001	293,995
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	**(50,934)**	**0**	**0**	**0**
SURPLUS AT BEGINNING OF YEAR	**205,512**	**154,578**	**104,578**	**104,578**
TRANSFER TO NON-OPERATING REVENUE		**(50,000)**		**0**
ACCUMULATED SURPLUS (DEFICIT)	**154,578**	**104,578**	**104,578**	**104,578**

Appendix 1

Loan Calculator
Long Term Debt
2027/28

Interest Rate	**6.0%**
Term in years	**20**
Capital	**$ -**

Payment Schedule

	Principal	Interest	Total	Balance
Year				
1	$0.00	$0.00	-	-
2	$0.00	$0.00	-	-
3	$0.00	$0.00	-	-
4	$0.00	$0.00	-	-
5	$0.00	$0.00	-	-
6	$0.00	$0.00	-	-
7	$0.00	$0.00	-	-
8	$0.00	$0.00	-	-
9	$0.00	$0.00	-	-
10	$0.00	$0.00	-	-
11	$0.00	$0.00	-	-
12	$0.00	$0.00	-	-
13	$0.00	$0.00	-	-
14	$0.00	$0.00	-	-
15	$0.00	$0.00	-	-
16	$0.00	$0.00	-	-
17	$0.00	$0.00	-	-
18	$0.00	$0.00	-	-
19	$0.00	$0.00	-	-
20	$0.00	$0.00	-	-

Loan Calculator
Long Term Debt
2028/29

Interest Rate	**6.0%**
Term in years	**20**
Capital	**$ -**

Payment Schedule

	Principal	Interest	Total	Balance
Year				
1	$0.00	-	-	-
2	$0.00	-	-	-
3	$0.00	-	-	-
4	$0.00	-	-	-
5	$0.00	-	-	-
6	$0.00	-	-	-
7	$0.00	-	-	-
8	$0.00	-	-	-
9	$0.00	-	-	-
10	$0.00	-	-	-
11	$0.00	-	-	-
12	$0.00	-	-	-
13	$0.00	-	-	-
14	$0.00	-	-	-
15	$0.00	-	-	-
16	$0.00	-	-	-
17	$0.00	-	-	-
18	$0.00	-	-	-
19	$0.00	-	-	-
20	$0.00	-	-	-

Loan Calculator
Long Term Debt
2029/30

Interest Rate		**6.0%**
Term in years		**20**
Capital	**$**	**-**

Payment Schedule for Capital Works

	Principal	Interest	Total	Balance
Year				
1	$0.00	$0.00	-	-
2	$0.00	$0.00	-	-
3	$0.00	$0.00	-	-
4	$0.00	$0.00	-	-
5	$0.00	$0.00	-	-
6	$0.00	$0.00	-	-
7	$0.00	$0.00	-	-
8	$0.00	$0.00	-	-
9	$0.00	$0.00	-	-
10	$0.00	$0.00	-	-
11	$0.00	$0.00	-	-
12	$0.00	$0.00	-	-
13	$0.00	$0.00	-	-
14	$0.00	$0.00	-	-
15	$0.00	$0.00	-	-
16	$0.00	$0.00	-	-
17	$0.00	$0.00	-	-
18	$0.00	$0.00	-	-
19	$0.00	$0.00	-	-
20	$0.00	$0.00	-	-

SCHEDULES A, B, AND C
RATES AND CHARGES

SCHEDULE "A"
TOWN OF AMHERST
WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2027)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Amherst.

1. RATES:

(a) Base Charges

	Quarterly
Unmetered (assuming 255 cubic meters per year)	102.10
Size of Meter	
5/8"	45.21
3/4"	65.70
1"	106.66
1.5"	209.08
2"	331.98
3"	659.72
4"	1,028.42
6"	2,052.59
8"	3,691.27

(b)	Consumption Rate (per cubic meter)	$0.892	per cubic meter
(c)	Bulk Water Rate (per cubic meter)	$3.37	per cubic meter

(c) Minimum Bill

The minimum bill shall be the Base Charge.

A

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2027 the sum of $927,862.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	$250.00 per Year ($62.50 per Quarter)
Each building serviced by a sprinkler service pipe of 8" or more in diameter	$300.00 per Year ($75.00 per Quarter)

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year $250.00 per Year ($62.50 per Quarter).

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of $60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of $50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is $150.00.

A

8. CONNECTION FEE

The Utility shall charge a $50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer, for any reason requests that the water be turned off from any premises, a charge of $50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of $150.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of $50.00 ($150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a $25.00 administration fee plus any additional fees charged by the bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of $25.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at the cost per cubic meter as set put in the Rates (Item #1 above) or part thereof with a minimum charge of $ 75.00. Such charge shall be rendered for each loading.

A

SCHEDULE "B"
TOWN OF AMHERST
WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2028)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Amherst.

1. RATES:

(a) Base Charges

	Quarterly
Unmetered (assuming 253 cubic meters per year)	107.41
Size of Meter	
5/8"	46.65
3/4"	67.85
1"	110.25
1.5"	216.24
2"	343.43
3"	682.60
4"	1,064.17
6"	2,124.07
8"	3,819.93

(b)	Consumption Rate (per cubic meter)	$0.961	per cubic meter
(c)	Bulk Water Rate (per cubic meter)	$3.50	per cubic meter

(c) Minimum Bill

The minimum bill shall be the Base Charge.

B

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2028 the sum of $982,289.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	$250.00 per Year ($62.50 per Quarter)
Each building serviced by a sprinkler service pipe of 8" or more in diameter	$300.00 per Year ($75.00 per Quarter)

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year $250.00 per Year ($62.50 per Quarter).

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of $60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of $50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is $150.00.

B

8. CONNECTION FEE

The Utility shall charge a $50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer, for any reason requests that the water be turned off from any premises, a charge of $50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of $150.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of $50.00 ($150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a $25.00 administration fee plus any additional fees charged by the bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of $25.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at the cost per cubic meter as set put in the Rates (Item #1 above) or part thereof with a minimum charge of $ 75.00. Such charge shall be rendered for each loading.

B

SCHEDULE "C"
TOWN OF AMHERST
WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2029)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Amherst.

1. RATES:

(a) Base Charges

	Quarterly
Unmetered (assuming 252 cubic meters per year)	111.24
Size of Meter	
5/8"	48.56
3/4"	70.62
1"	114.75
1.5"	225.08
2"	357.46
3"	710.50
4"	1,107.67
6"	2,210.91
8"	3,976.10

(b)	Consumption Rate (per cubic meter)	$0.995	per cubic meter
(c)	Bulk Water Rate (per cubic meter)	$3.66	per cubic meter

(d) Minimum Bill

The minimum bill shall be the Base Charge.

C

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2029 the sum of $1,040,781.

For subsequent years, the annual public fire protection rate shall be based on the above or:

(a) the sum of 45.7% of Transmission and Distribution, Taxes and Depreciation expenses of the Utility, and 45.7% of the sum of the (Non-Operating Expenditures less the Non-Operating Revenue less Other Operating Revenue of the immediately preceding year), plus
(b) 10 % of all other expenses,

Whichever is greater

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	$250.00 per Year ($62.50 per Quarter)
Each building serviced by a sprinkler service pipe of 8" or more in diameter	$300.00 per Year ($62.50 per Quarter)

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year $250.00 ($62.50 per Quarter).

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of $60.00 for connection and disconnection and a consumption

C

charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of $50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is $150.00.

8. CONNECTION FEE

The Utility shall charge a $50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer, for any reason requests that the water be turned off from any premises, a charge of $50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of $150.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of $50.00 ($150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a $25.00 administration fee plus any additional fees charged by the bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of $25.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at the cost per cubic meter as set put in the Rates (Item #1 above) or part thereof with a minimum charge of $ 75.00. Such charge shall be rendered for each loading.

C

SCHEDULE D

RULES AND REGULATIONS

SCHEDULE D

TOWN OF AMHERST
WATER UTILITY

SCHEDULE OF RULES AND REGULATIONS
GOVERNING THE SUPPLY OF WATER AND WATER SERVICES
(Effective 1 April 2027)

1. In these Rules and regulations, unless the context otherwise requires, the expression:

"Town" means the Town of Amherst

"Utility" means the Water Utility of the Town of Amherst

"Customer" means a person, firm or corporation who, or which, contracts to be supplied with water at a specific location or locations.

"Municipality" means the Municipality of the Count of Cumberland

"Flat Rate Service" means that type of unmetered service charged for by all flat rates.

"Metered Rate Service" means that type of service charged for at metered rates and is supplied to customers other than those supplied by fixture and flat rate service. Metered rate service is required for all new services except mobile homes.

"Radio Frequency Meter" means a meter which uses radio frequency transmission technology to allow the Utility to read the individual Customer's water consumption remotely.

"ERT – Encoder Receiver Transmitter" means a device used to transmit data from a water meter to the Utility and is deemed to be a part of such meter.

2. **LIABILITY FOR PAYMENT OF WATER BILL:** An agreement is deemed to exist between a customer and the Utility for the supply of water service at such rates and in accordance with these Regulations by virtue of:

a) the customer applying for and receiving approval for water service;

b) the customer consuming or paying for water service from the date that the customer who is a party to an agreement pursuant to clause (a) (the customer of record) moves out of the premises, in which case the customer of record shall remain jointly and severally liable for the water service account up to the date the Utility is notified that the customer of record wishes to terminate the supply of water service.

A property owner who rents or leases a property or self-contained unit to a tenant or lessee shall be the customer. The property owner shall be required to open an account for the provision of water at the property that is rented or leased.

c) Any person, business or corporation that receives water service without the consent of the Utility, shall be liable for the cost of such water service which cost shall be determined in the sole discretion of the Utility based upon its reasonable estimate of the amount of water utilized.

3. **DEPOSITS**: When required, an applicant for service shall deposit with the Utility a sum equal to the estimated charges for such service for a period of six months. The estimated charges will be based on the minimum bill for metered customers. This deposit shall be held by the Utility as collateral security for the payment of the customer's bills, but is not to be considered as a payment on account thereof. When the customer ceases to use the service and discharges all his liability to the utility in respect of such service, the deposit shall be returned to him with interest at the rate of 2% per annum, not compounded.

4. **REFUSAL OF SERVICE**: Service may be refused or suspended to any customer who has failed to discharge all of his liabilities to the Utility.

5. **BILLING:** If a contract is entered into or terminated at any time other than a regular billing date, the amount to be charged to the customer shall be the pro rata proportion to the next billing date, of the regular service charge for the billing period, plus the consumption charge, if any.

The Utility charges the base rate for the entire year for seasonal customers. The quarterly base rate charge will apply for each period regardless of water turn-offs.

6. **PAYMENT OF BILLS**: Bills shall be rendered to each customer at intervals of approximately three months and are due and payable when rendered. Bills not paid within 30 days of the date rendered, shall incur an interest charge at the prescribed monthly rate for each month or part thereof.

7. **ADJUSTMENT OF BILLS**:

(a) Where meters exist - If the seal of a meter is broken or if a meter does not register correctly, the bill for that water service shall be estimated in accordance with the best data available. Any customer desiring to question a water bill must do so in writing within 30 days of the bill being rendered.

(b) Customers Under billed - Should it be necessary for the Utility to make a billing adjustment as a result of a customer being under billed for any reason, such adjustment shall be retroactive for a maximum of four billing periods or one year, whichever is the longest. Notwithstanding the above, in the event that a billing adjustment is the result of the customer’s illegal connection to the water system or willful interference or damage of metering equipment (where they exist), the

billing adjustment in such circumstances will not be limited to one year or four billing periods, but rather the customer shall be responsible for all payments of such accounts from the date such illegal connection or interference to meter equipment took place.

(c) (c) Customer Over billed - Notwithstanding 7(a) above, should it become necessary for the Utility to make a billing adjustment as a result of a customer being over billed for any reason, such adjustment will be estimated by the Utility, and the Utility will be responsible for payment of the over billed amount with interest calculated on the basis of current simple interest paid by the bank respecting the period during which the customer was incorrectly billed by the Utility, such period not to exceed five years.

8. **ESTIMATED READINGS FOR BILLING PURPOSES - METERED CUSTOMERS:** If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available, subject, however, to the provision that in no circumstance will an estimated reading be used for more than two (2) consecutive billing periods. If an estimated bill is rendered for two (2) consecutive billing periods, the Utility shall notify the customer by regular mail that arrangements must be made for the Utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimated bill or bills shall be adjusted accordingly.

9. **SUSPENSION OF SERVICE FOR NON PAYMENT BILLS**: The Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered. The customer shall pay the reconnection fee as set out in the Schedule of Rates and Charges for Re-establishing Water Service after each suspension. Service suspension can be delayed if approved payment arrangements have been made and the customer is in compliance with arrangements.

10. **WATER TO BE SUPPLIED BY METER**: Except where water is used for construction purposes from a hydrant under the supervision of the Utility and except as in these regulations otherwise provided, all services other than those used exclusively for fire protection shall be metered. Any building occupied by more than one tenant may have a separate meter with appropriate isolation valves for each tenant. With the Utility's approval, such a building may be serviced by one meter, provided the landlord is the customer. The Utility shall determine the size and type of meter in consultation with the customer to be installed in each case. All meters shall be the property of the Utility.

11. **INSTALLATION AND REMOVAL OF METERS**: Meters shall be installed and removed only by employees or duly authorized representatives of the Utility and no other person shall install, alter, change or remove a meter without the written permission of the Utility. The plumbing and connections shall be properly prepared to receive the installation of

such meters to the approval of and without expense to the Utility.

12. **RADIO FREQUENCY METERS:** Where radio frequency meters become available to a Customer the Utility is authorized to require such Customer to have a radio frequency meter installed for the metering of Service. Where radio frequency meters are the standard meter in use and a radio frequency meter is not installed at the Customer's direction, such Customer will be subject to a charge of $75.00 per read for the measurement of Service by a meter which is required to be read manually and such meter will be read on a quarterly basis.

13. **METER READERS**: Each meter reader shall be provided with an official identification, which he/she shall exhibit on request.

14. **ACCESS TO CUSTOMER'S PREMISES**: Representatives of the Utility shall have right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of inspecting any water pipes or fittings, or appliances, or discontinuing service, or for the purpose of installing, removing, repairing, reading or inspecting meters. The Utility shall have the right to suspend service to any customer who refuses such access.

15. **LOCATION OF METERS**: The Utility shall have the right to refuse service to, or suspend the service of, any customer who does not provide a place which, in the opinion of the Utility, is suitable for the meter. It should be in the building served, at or near the point of entry of the service pipe, in a place where it can be easily read and where it will not be exposed to freezing temperatures.

    Where the premises of a customer are of such a nature that a meter cannot be properly installed in a building or if the building is not sufficiently frost-proof as to guarantee the safety of the meter, the Utility may order the construction of a suitable frost-proof box in which the meter can be installed. Service to such premises may be refused or suspended until such a frost-proof box approved by the Utility is installed.

16. **DAMAGE TO WATER METERS**: Each customer shall be responsible for the meter installed on his service and shall protect it. He shall be liable for any damage to the meter resulting from carelessness, hot water or steam, or the action of frost or from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter shall be paid by the customer. If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid.

    Where the Utility determines a Customer is liable pursuant to subsection 22, such customer shall pay to the Utility:

a)	Damaged ERT*	$80.00
b)	Wire to ERT cut	$80.00
c)	Damaged 15mm water meter	$110.00
d)	Damaged 19mm water meter	$145.00

e)	Damaged 25mm or larger water meter	market price/cost recovery
f)	Stolen meter	market price/cost recovery

If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid. Repetitive occurrences of damage to the meter or the illegal breaking or removal of the seal of the meter may result in the suspension of water service to that customer by the utility.

17. **METER TESTING**. On the request to have their meter tested, the Utility may charge the sum of $100.00 to defray, in part, the cost of making the test for meters up to 1 ½ inch in size. In the case of meters 1-1/2 inches and larger, the actual cost of the test will be paid by the customer. If the test shows that the meter is over registering by more than one and one half percent (1 ½%) for positive displacement meters and three percent (3%) for turbine or compound meters, the sum so deposited will be refunded to the customer.

18. **PLUMBING TO BE SATISFACTORY**: All plumbing, pipes and fittings, fixtures, and other devices for conveying, distributing, controlling, or utilizing water which are used by a customer and are not the property of the Utility, shall be installed in the manner provided by the Regulations of and be approved by the proper official of the Town of Amherst and/or the operators of the Utility. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied the Utility that these requirements have been met. The supply of water may be discontinued to any customer at any time if, in the opinion of the proper official of the Town of Amherst and/or the operator of the Utility, the plumbing, pipes, fittings, fixtures, or other devices as hereinbefore mentioned, or any of them, fail to comply with the above requirements, or if any part of the water system of such customer or the meter is in any unsuitable, dirty, unsanitary or inaccessible place. Service shall not be re-established until such condition is corrected to the satisfaction of the Utility.

19. **REMOTE REGISTERING WATER METERS**: When a remote registering water meter is installed on a customer's premises under a general outside register installation program of the Utility, then the cost of the meter and its installation shall be paid by the Utility. The meter shall become the property of the Utility which shall become responsible for its operation, maintenance and replacement. Any damage to the meter caused by the negligence or wrongful acts or omissions by the customer, his agents or members of his family, shall be paid for by the customer, and the failure by the customer to make the payment shall entitle the Utility, after making a forty day written demand for the payment, to disconnect the water service to the customer.

20. **CROSS CONNECTION CONTROL & BACKFLOW PREVENTION**:

(a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as "person" shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, any piping fixtures, fittings container or appliance in a

manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.

(b) Where, in the opinion of the Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the Utility may require the customer, at the customers sole cost and expense, to install at any point on the customers water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the Utility.

(c) All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility on any or all tests performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device; and the test date, the tester's initials, the tester's name, the name of his employer, and the tester's license number.

(d) The Utility shall only accept test results from individuals/companies who have a valid Cross Connection Control Tester's License.

(e) In the event of any breach, contravention or non-compliance by a person of any of the provision and regulations in a sub-paragraphs (a),(b),(c) or (d) the Utility may:

(i) suspend water service to such person, or

(ii) give notice to the person to correct the breach, contravention or non-compliance within 96 hours, or a specified lesser period. If the person fails to comply with such notice, the Utility may immediately thereafter suspend water service to such person.

21. **DANGEROUS CONNECTIONS**: No connection shall be permitted to any installation; equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.

22. ALTERNATE WATER SUPPLY PROHIBITED: Connection of any customer's installation served by the Utility to any other source of water supply is prohibited. Failure to comply with this regulation shall entitle the Utility to suspend the service.

23. **PROHIBITED DEVICES**: Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as, for example, booster pumps, quick-opening or quick-closing valves, flushometers, water operated pumps or siphons, standpipes, or large outlets for supplying locomotives or ships, etc., which may

occasion sudden large demands of short or long duration, thereby requiring oversize meters and pipe lines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.

24. **IMPROPER USE OR WASTE OF WATER**: No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and /or apartment building from a single service, nor shall he sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility.

25. **SERVICE PIPES**: Upon receipt of an application for service to any premises located on any portion of a street through which portion a main water pipe is laid and which premises are not already provided with water service, the Utility shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than 3/4" in diameter shall be laid for any service.

The Utility shall supply and install the 3/4" service pipe and fittings between the main pipe and the street line. The necessary excavation for the installation of the service pipe, backfilling and replacement of the street and sidewalk surfaces from the water main in the street to the street-line shall be carried out by the Utility and paid for by the applicant. The applicant shall be responsible for the excavation and the supply and installation of the service pipe including restoration from the street-line to the premise and all such work shall be carried out without cost to the Utility.

For services larger than 3/4" the whole cost shall be borne by the customer, less the cost of a 3/4" service from the main to the street line.

Should any person make application for more than one service to his premises, the decision as to the necessity of the additional service shall be made by the Utility, and if the additional service is installed, the total cost thereof from the main to the customer's premises shall be paid by such applicant.

All services must be installed in accordance with the Rules and Regulations of the Town and to the satisfaction of the Utility.

When a service has been installed without objection from the customer as to the location of the same, no subsequent removal of or alteration to the position of the pipe shall be made except at the expense of the customer requesting such removal or alteration.

26. **REPAIRS TO SERVICES**: If a leak or other trouble occurs it shall be repaired as soon as possible. If the leak or trouble occurs in a service line providing non-fire protection water supplies between the main and the property line it shall be repaired by the Utility at its expense. If the leak or trouble occurs elsewhere in a service line providing non-fire

protection water supplies, it shall be repaired by the customer at his/her expense.

If the leak or trouble occurs in a service line which provides private fire protection services (sprinkler or hydrant) it shall be repaired by the customer at his expense.

If a leak occurs on the customer's portion of his service pipe and, after being notified of same, he refuses or unduly delays to have repairs made, the Utility may discontinue the supply of water to such service pipe if, in its opinion, such action is necessary in order to prevent wastage of water. The Utility shall notify the customer affected of its intention to discontinue such supply.

27. **UNAUTHORIZED EXTENSIONS, ADDITIONS OR CONNECTIONS**: No person shall, without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water therefrom in any manner other than as set out in these Regulations. Any unauthorized connection shall be subject to removal by the Utility. The cost of the removal including labour and materials and an estimate of the water used together with a $200 service charge shall be paid by those who made the unauthorized connection.

28. **SEASON FOR LAYING PIPES:** The Utility shall not be required to lay any pipe at any season of the year or at any time which, in its opinion, is not suitable.

29. **PRIVATE FIRE PROTECTION:** Fire protection lines within buildings shall be installed so that all pipes will be open and readily accessible for inspection at any time, and no connection for any purpose other than fire protection shall be made thereto. Unless approved by the Utility in writing, no fire protection line shall be connected in any way to a metered service. Responsibility for the installation, maintenance of any and all privately owned fire protections systems, including fire protection lines, sprinkler systems and hydrants shall be the responsibility of the owner.

30. **LIABILITY OF UTILITY**: The Utility shall not be deemed to guarantee an uninterrupted supply or a sufficient or uniform pressure and shall not be liable for any damage or injury caused or done by reason of the interruption of supply, variation of pressure or on account of the turning off or turning on of the water for any purpose.

31. **INTERFERENCE WITH UTILITY PROPERTY:** No person, unless authorized by the Utility in writing, shall draw water from, open, close, cut, break, or in any way injure or interfere with any fire hydrant, water main, water pipe, or any property of the Utility or obstruct the free access to any hydrant, stop cock, meter, building, etc., provided, however, that nothing in this paragraph contained shall be deemed to prevent an officer or member of the Fire Department engaged in the work of such Department, from using any hydrant or other source of water supply of the Utility for such purpose.

32. **SUSPENDING SERVICE FOR VIOLATION:** Whenever, in the opinion of the Utility, violation of any of these Rules and Regulations is existing or has occurred, the Utility may cause the water service to be suspended from the premises where such violation has

occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been removed.

33. **RESUMPTION OF SERVICE:** In all cases where water service has been suspended for violation of any of these rules, service shall not be restored until the cause for violation has been removed.

34. **SPRINKLER SERVICE MAINS AND HYDRANT SYSTEM:** The customer shall be responsible for the cost of installing and maintaining a sprinkler service pipe from the main in the street to the building. It shall include a proper size control valve so that the service may be shut off if necessary. If requested by the applicant, a domestic service pipe may be connected to the sprinkler service pipe, but only if it is connected outside the building foundation wall and is provided with an approved shutoff valve located outside the building to permit control of the domestic service pipe without the necessity to enter the building. Before any domestic service pipe is connected to a sprinkler service pipe, the applicant must obtain approval from the appropriate authority and provide the Utility with a certified copy of such approval. The utility shall supervise the installation of same. When the private fire protection system includes private hydrants, these hydrants must be flushed during the Utility's regular flushing periods, under the supervision of the Utility's personnel. These hydrants shall be maintained in a manner, or on a regular basis as approved by the Utility. Fire protection lines within buildings shall be so installed that all pipes will be open and readily accessible for inspection at any time and no connection other than for fire protection shall be made thereto.

    The location and spacing of hydrants in new construction shall be installed in accordance with the Town of Amherst's Subdivision Regulations. All hydrants in the water system, including those on transmission mains, are available for fire protection.

35. **PRESSURE REDUCING VALVES:** Where, in the opinion of the Utility, it is necessary for proper water service, a customer shall install on the service pipe, between the meter and the shut off valve on the supply side of the meter, a pressure reducing valve of a type satisfactory to the Utility. The customer shall be responsible for the cost of installing and maintaining the pressure reducing valve at all time.

36. **PRESSURE RELIEF VALVES**: Whenever a pressure reducing valve has been installed by a customer in accordance with Regulation 35, the customer shall, for his own safety and protection, install on his hot water boiler and any other hot water heating device connected to the building's plumbing system, a pressure relief valve of an approved type, as well as an approved temperature limiting device. It shall be the customer's responsibility to maintain and keep in service the pressure relief valve at all times.

37. **EXTENSIONS**: Upon request of any owner or owners of property situated on any street or highway, in which a water main has not been laid, for the extension of water service thereto, such extension may be made upon execution of an agreement with the owner or owners on such terms and conditions as may be approved by the Utility and as approved by the Nova Scotia Utility and Review Board.

38. **DEPOSITS IN ADVANCE:** When a customer requests the Utility to do work for which they are required to pay and the Utility agrees to do the work, the Utility may require, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work. When the actual cost is determined an adjustment in the payment shall be made. Regular service shall not be established by the Utility until all charges are paid in full.

39. **NO RESELLING WATER:** The Utility shall supply water only to customers for which there exists a contract. Water resold to others without the expressed written consent of the Utility is prohibited. In the event that a customer is reselling water to others without prior approval by the Utility, the Utility may suspend service to the premises until such time the approval to resell is granted.

40. **THEFT OF SERVICE:** The Commission may impose penalties in addition to charges for Service approved by these Regulations for each unauthorized Water Service Connection, as follows:

First incident	$300.00
Second incident, and each incident thereafter	$750.00

41. **WATER CONSERVATION DIRECTIVES:** The Utility may issue conservation of water directives to its customers, if in the opinion of the Utility, such directives are required to permit the Utility to provide reliable continuous water service to all customers served by the Utility. During such times as these directives are in force, customers who do not comply with the directives may have their water service suspended until such time as they agree to comply with the directive or upon suspension of the water conservation directive, whichever occurs first. Such customers shall be required to pay the Charge for Re-establishing Water Service as laid out in the approved Schedule of Rates for the Utility.

42. **EXTENTIONS OF SERVICE**: Any owner of property situated on a street or highway in which no water main has been laid (or where the main has been laid, but has not been extended to the point opposite the owner's property), may make application to the Utility requesting permission to have such a servicing extension carried out. The Utility would review the application and either give approval in principle for the extension, or advise the property owner that the extension is not feasible, and will provide the owner with the reason for refusing permission.

After approval in principle has been granted, the owner may sign a contract with the Utility requesting that the Utility install the water extension at his expense, or the owner may have the water line extended by a private contractor approved by the Utility. Where the latter is done, the extension must be designed and the construction supervised by a registered professional engineer with the design being approved by the Utility.

In any event, the cost of the extension shall be paid fully by the owner and the ownership of the water line turned over to the Utility before any water services are connected to the extended line.

After the water line has been turned over to the Utility, it shall become a part of the Town water utility and all of these regulations affecting the operation of the Utility shall apply.

43. **CURB STOP/CONTROL VALVE SERVICE BOX:** The curb stop/control valve service box housing the customers control valve shall be exposed for access by the Utility at all times. The Utility requires all curb stop/control valve service boxes and/or valves to be fully exposed and adjusted to final landscape grade before the installation of a customer's water meter. The customer shall not make any adjustments to the service box. Any adjustment to the service box requested by the customer shall be carried out by the Utility and paid for by the customer.

The customer shall ensure the curb stop/control valve service box and/or the valve box is exposed at all times. In the event that the curb stop/control valve service box is buried, paved over, back-filled or damaged as a result of carelessness, willful obstruction or any other occurrence that, in the opinion of the Utility, results in the requirement for the Utility to expose, re-expose, adjust or repair the curb stop /control valve service box, it shall be at the customer's expense. The Utility may undertake such activities as it deems necessary to gain access to the premises curb stop/control valve service box without expense to the Utility. When such action is undertaken, the reinstatement of the road, right–of-way, driveway, sidewalk, curb or landscape will be charged back to the customer if such activity is undertaken by the Utility

Baddeck Water Utility Comparison of Water Rates *

*** NOTE: This Comparison Sheet May NOT be up to date**

Updated: 9 November 2026

Average Consumption Rate in Cubic Meters/Quarter	METRIC CONVERTER
42.0	9,240.00 Imp. Gallons/Quarter
	42.0 Cubic Meters/Quarter

Water Utility	5/8" fixed charge Quarterly $	Rate/ 1000 gal $	Rate/ cubic meter $	Quarterly Bill $	Date Rates effective
New Minas, Village of	30.09	3.51	0.77	62.56	April 1, 2024
Kentville, Town of	35.43	4.03	0.89	72.71	October 1, 2026
Amherst, Town of (Proposed)	45.21	4.05	0.89	82.67	April 1, 2026
Digby, Town of	35.56	6.65	1.46	97.08	April 1, 2026
Wolfville, Town of (under review)	48.07	5.32	1.17	97.29	April 1, 2025
Antigonish, Town of (under review)	53.91	4.79	1.06	98.22	April 1, 2025
Port Williams, Village of	60.61	4.27	0.94	100.11	April 1, 2018
Truro, Town of	63.44	4.45	0.98	104.61	April 1, 2015
Yarmouth , Town of	54.87	6.27	1.38	112.87	April 1, 2018
Pictou County	65.88	5.22	1.15	114.17	April 1, 2019
Antigonish County Water Utility (under review)	60.72	6.18	1.36	117.84	April 1, 2022
Baddeck, Village of (Proposed)	45.96	7.99	1.76	119.88	October 1, 2026
Canning, Village of	52.10	7.98	1.76	125.92	April 1, 2026
Lawrencetown, Village of	80.85	5.22	1.15	129.14	April 1, 2026
Port Hawkesbury, Town of (under review)	67.75	6.85	1.51	131.12	April 1, 2016
Cape Breton Regional Municipality	62.25	7.58	1.67	132.39	April 1, 2025
Oxford, Town of	107.00	2.81	0.62	133.00	April 1, 2026
Bridgewater Water Utility	76.37	6.61	1.46	137.48	April 1, 2024
New Glasgow, Town of	68.75	7.48	1.65	138.05	April 1, 2026
Westville, Town of (under review)	59.50	8.85	1.95	141.40	April 1, 2023
Richmond County	61.74	10.26	2.26	156.66	April 1, 2026
Stellarton, Town of	66.44	8.19	2.16	157.16	April 1, 2026
Queens, Region of	44.86	12.49	2.75	160.36	April 1, 2026
Inverness County (under review)	64.37	10.44	2.30	160.97	April 1, 2025
Greenwood (Kings County)	67.95	10.36	2.28	163.79	April 1, 2016
Annapolis Royal, Town of	95.16	7.54	1.66	164.88	July 1, 2026
Cumberland County	75.94	10.71	2.36	175.06	April 1, 2025
Middleton, Town of	93.64	8.90	1.96	175.96	April 1, 2026
Lunenburg, Town of	103.94	6.47	1.43	184.85	July 1, 2026
Stewiacke, Town of	66.87	13.09	2.88	187.97	April 1, 2021
East Hants Water Utility	47.37	15.38	3.39	189.75	April 1, 2026
Annapolis County Water Utility (under review)	103.47	12.21	2.19	195.45	April 1, 2021
Bridgetown Water Utility (under review)	82.56	12.21	2.69	195.52	April 1, 2020
Pictou, Town of	75.56	13.53	2.98	200.72	April 1, 2026
St. Peter's, Samsonville & Area	85.06	13.21	2.91	207.28	April 1, 2026
West Hants Regional Water Utility (under review)	85.72	13.21	2.91	207.94	April 1, 2026
Shelburne, Town of	105.89	11.35	2.50	210.89	April 1, 2018
Trenton, Town of	86.13	14.76	3.25	222.63	April 1, 2025
Canso - Hazel Hill Water (under review)	85.60	16.00	3.52	233.44	April 1, 2024
Mulgrave	136.98	10.88	2.40	237.78	April 1, 2018
Debert, Colchester County	93.72	9.20	3.53	241.98	April 1, 2026
Sherbrooke, District of St. Mary's	92.07	16.43	3.62	244.11	April 1, 2026
Mahone Bay (inder review)	119.58	15.80	3.48	265.75	April 1, 2021
Tatamagouche, Colchester County	126.48	16.71	3.68	281.04	April 1, 2026
Victoria County Water Utility (under review)	109.50	31.14	6.86	397.62	April 1, 2024

Mean	160.36
Average	165.96
High	397.62
Low	62.56

COMMITTEE OF THE WHOLE
CDR# 2026116
DATE: November 16, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Aaron Bourgeois, Director of Operations
DATE:	November 16, 2026
SUBJECT:	Capital Budget Amendment – Bill Riley Bust

ORIGIN: Motion of Council at the April 20, 2026, Committee of the Whole meeting:

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 November 23, 2026, regular meeting, approval of an amendment to the 2026/27 general capital budget in the amount of $30,000 including applicable taxes for the commissioning of a head bust for the late James William “Billy” Riley to be funded from the Operating Reserves.

BACKGROUND: At the April 20, 2026 Committee of the Whole meeting staff were directed to collaborate with relevant federal, provincial, sports and business stakeholders and Mrs. Gladys Riley with an expedited intention to solicit financial and in-kind support and that the Town of Amherst contribute to the fabrication of a memorial James William “Billy Riley” head and bust sculpture monument to be placed in the lobby next to the ice surface of the Amherst Stadium and a fitting celebration event to accompany the same during the 26/27 hockey season, and further that it should be noted that such a monument “head and bust sculpture” could be portable in the event a new facility is built.

DISCUSSION: Staff have reached out to multiple funding partners and the feedback has been positive, but we have not received any firm commitments to date.

We are at a point now where we need to spend $2,133.00+HST to have a 3-D digital rendering created, that will then be used to cast the sculpture. As this project has no approved budget and no firm commitments from potential funding partners, staff are asking council to approve an amendment to the 2026/27 general capital budget in the amount $30,000 to ensure completion of the sculpture without any further delay.

The source of funding will be the Operating Reserve, and any external funding received from our requests will be used to offset the Town’s contribution.

FINANCIAL IMPLICATIONS: The source of funding for the project will be $30,000.00 inclusive of applicable taxes from Operating Reserve.

SOCIAL JUSTICE IMPLICATIONS: This project celebrates the first Black Nova Scotian who played in the National Hockey League.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: When completed the sculpture will be placed in the lobby of the Amherst Stadium and staff will coordinate a fitting celebration to honor Mr. Riley.

ALTERNATIVES: Do not approve the amendment to the capital budget.

ATTACHMENTS: None.

COMMITTEE OF THE WHOLE
CDR# 2026111
DATE: November 16, 2026

TO:	Mayor Small and Members of Amherst Town Council
SUBMITTED BY:	Natalie LeBlanc, Municipal Clerk
DATE:	November 16, 2026
SUBJECT:	Appointment of Members of Council to External Boards, Committees and Commissions Policy

ORIGIN: October 2026 Council appointments to External Boards, Committees and Commissions

LEGISLATIVE AUTHORITY: Section 24 of the Municipal Government Act provides the statutory authority to Council with respect to standing, special and advisory committees.

RECOMMENDATION: That Council forward to the November 23, 2026, regular meeting, approval of the amendments to the Appointment of Members of Council to External Boards, Committees & Commissions Policy, and further amend the appointments made at the October 26, 2026 regular meeting to rescind Councillor Ripley's appointment to the REMO Advisory Committee and appoint Mayor Small as per section 16 of the new REMO Agreement.

BACKGROUND: At the October 26, 2026, regular meeting, Council made the annual appointments of members to external Boards, Committees and Commissions. No appointment was made to the Lillian Allbon Animal Shelter.

It was also realized after the appointments were made that the recently approved REMO Inter-Municipal Emergency Services Agreement, attached, specifies in section 16 that the Mayor shall be appointed to the REMO Advisory Committee.

DISCUSSION: Appendix A of the Appointment of Members of Council to External Boards, Committees and Commissions Policy still lists the L.A. Animal Shelter Board as a Committee Council will appoint a member to.

The proposed amendments to this policy include removing the L.A. Animal Shelter from Appendix A and, as per the new REMO agreement, add that the Mayor shall be an appointee to the REMO Advisory Board.

As per Section 9(2) and (4) of this policy, the updated list of external bodies without Council appointment is attached for Council's annual review.

FINANCIAL IMPLICATIONS: There are no financial implications arising from these proposed amendments.

COMMUNITY ENGAGEMENT: There has been no community engagement. The L.A. Animal Shelter has been notified that no Council appointment to their Board was made.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES: Do not approve the policy as amended and recommend alternative amendments.

ATTACHMENTS:
1. Appointment of Members of Council to External Board, Committees & Commissions with proposed amendments.
2. List of External Bodies Without Council Appointment
3. REMO Inter-Municipal Emergency Services Agreement

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

APPROVAL DATE: ~~February 24, 2026~~ **CAO Signature:** _____

Short Title

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

Purposes

2. The purposes of this Policy are to determine:

   (a) when Council may appoint or decline appointment of Members to external bodies;
   (b) the reporting requirements regarding other bodies on which Members may choose to serve without the appointment of Council.

Interpretation

3. In this Policy:

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

Roles and Responsibilities

4. (a) Only Council may appoint Members to external bodies.
   (b) Any appointment by Council of Members to external bodies shall be made pursuant to section 8 of this Policy.

5. Council shall only make appointments to external bodies after having received and considered the terms of reference from external bodies.

6. The Clerk shall keep a list of the appointments of Members to external bodies made by Council, known as Appendix A.

External Bodies

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

Council Appointments to External Bodies

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

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

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

   (4) Reporting
   Councillors appointed to external bodies will submit a report to regular Council meetings. Information that generally should be included in the report includes:
   a. Governance issues;
   b. Financial issues;
   c. Requests to Council; and
   d. Service delivery capacity.

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

External Bodies Without Council Appointment

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

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

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

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

Conflict of Interest

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

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

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

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

Appendices

11. Any Appendix attached to this Policy shall form part of the Policy.
    - Appendix A – External Bodies to which Members are appointed pursuant to section 8

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

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

Board, Committee or Commission	Members Appointed	Act, Legislation, By-Law, Agreement or Membership
Cumberland Public Libraries Board	1 Member appointed	By-laws of Board
Regional Emergency Management Advisory Committee	2 Members appointed (one of which shall be the Mayor)	Intermunicipal Agreement
Northern Region Solid Waste	1 Member appointed	Intermunicipal Agreement
Cumberland YMCA	1 Member appointed	Contribution Agreement
~~LA Animal Shelter~~	~~1 Member appointed~~	~~Memorandum of Understanding~~
GFL Community Liaison Committee	1 Member appointed	Residential Three Stream Solid Waste Collection Agreement

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

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Amend Appendix A to reflect current Council appointments	Clerk	Council	February 24, 2025
Include a provision that states: The report should include any matters that affect the organization's governance, financial structure, or service delivery capacity, remove Appendix B and C.	Clerk	Council	June 24, 2024
Remove Senior Safety Advisory Committee from Appendix A and change LA Animal Shelter Board purpose of appointment from Capital Funding to MOU	Clerk	Council	February 24, 2026
Remove the L.A. Animal Shelter from Appendix A, and add that the Mayor shall be appointed to the REM Advisory Committee	Clerk	Council	

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

Minutes reference date: February 26, 2018 February 22, 2021 April 25, 2022 June 24, 2024 February 24, 2025 February 24, 2026

2026/27 External Bodies Without Council Appointment

Organization	Council Member
Amherst Lions Club	Mayor Rob Small
Amherst Minor Basketball Association	Councillor Dwayne Ripley
Bacon Elliott Scholarship Society Chair	Councillor Kathy Wells
Canadian Ski Patrol Member	Councillor Kathy Wells
Anchor - Caregiver Advisory Committee	Councillor Kathy Wells

REMO/Inter-Municipal Emergency Services Agreement

THIS INTERMUNICIPAL AGREEMENT sets forth a framework for a Regional Emergency Management Organization between:

THE MUNICIPALITY OF COUNTY OF CUMBERLAND, a municipal body corporate pursuant to the Municipal Government Act (hereinafter referred to as the "Municipality"):

And

THE TOWN OF AMHERST, a municipal body corporate pursuant to the Municipal Government Act (hereinafter referred to as "Amherst"):

And

THE TOWN OF OXFORD a municipal body corporate pursuant to the Municipal Government Act (hereinafter referred to as "Oxford").

(Collectively, the "Municipalities)

WHEREAS: all parties now wish to enter an Inter-Municipal Emergency Services Agreement effective the 10 day of November 2026

AND WHEREAS the Emergency Management Act Section 10(1) & (2) specifies the powers and duties of Municipalities.

AND WHEREAS the Municipalities wish to take a regional approach to Emergency Management.

NOW THEREFORE witness in consideration of the mutual promises and covenants contained herein the parties hereto agree as follows:

DEFINITIONS

(a) "Alternate Coordinator" means the Alternate Regional Emergency Management Coordinator and is charged with backing up or replacing the Regional Emergency Management Coordinator if required

(b) "CAO" means Chief Administrative Officer

(c) "Capital Expenditure" means that REMO may, through their all hazards planning approach, identify and recommend the purchase of a capital asset to address a gap in the provision of emergency services. The asset may be required by one or all parties to this agreement. Should the Municipality, Amherst and Oxford unanimously agree that the asset shall be funded, the funding shall be in accordance with the funding allocation in Appendix A of this agreement. Should two parties to this agreement agree, the allocation of funding shall be calculated as in Appendix A, with two members instead of three.

(d) "Concept of Operations" means the operational guidelines set forth to direct the operations of the Emergency Coordination Centre

(e) "DFAA" means Government of Canada Disaster Financial Assistance administered by PSC

(f) "Emergency" means a present or imminent event in which a Municipality and/or Municipalities believe prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people within the Municipality/Municipalities.

(g) "Emergency Management" means the prevention and mitigation of preparedness for, response to and recovery from emergencies.

(h) "Emergency Management Act" means Emergency Management Act. 1990, c. 8, s. 1; 2005, c. 48, s. 1

(i) "Mutual Aid" means an agreement among emergency responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a disaster or a multiple-alarm fire.

(j) "Coordination Centre" means Regional Emergency Coordination Centre

(k) "Coordinator" means the Regional Emergency Management Coordinator

(l) "Advisory Committee" means Regional Emergency Management Advisory Committee also sometimes referred to as REMAC.

(m) "REMO" means Regional Emergency Management Organization.

(n) "Planning Committee" means Regional Emergency Management Planning Committee

(o) "Uniform Assessment" means a measure of a municipality's financial health is its own-source revenue base as represented by the total uniform assessment. This figure is the total of the taxable property assessment plus the value of grants municipality receives from special property tax arrangements

GENERAL

1. The purpose of this inter-municipal services agreement (hereafter called the "Agreement") is to provide for a coordinated response to an emergency occurring within Cumberland County referred to in this Agreement as the "County".

2. This Agreement also provides for the parties to render mutual aid with respect to personnel and equipment during an emergency.

3. This Agreement is to provide for the joint provision of services and facilities by the municipal units in the region pursuant to 60(1) of the Municipal Government Act and Section 10 (2) (c) of the *Emergency Management Act*.

4. The planning of and coordination of emergency service delivery during a real or imminent emergency as defined by the *Emergency Management Act*, shall be provided by the REMO.

5. This agreement is to provide for the determination, recommendation and facilitation of the training needs for municipal staff and elected officials within the REMO.

HOST MUNICIPALITY

6. The Municipality of the County of Cumberland will be the Host Municipality.

7. The Region's Coordination Centre will be located at 1395 Bair Lake Road, Upper Nappan, Nova Scotia. A secondary back up Coordination Centre will be located at the Amherst Fire Hall.

8. The Host Municipality will be responsible for all administrative functions including financial, payroll, record keeping, minute taking and reporting on behalf of REMO during non-emergency situations.

9. The Host Municipality will maintain a set of books and accounts for the financial administration and record keeping of the REMO.

10. The Host Municipality will include the Coordinator's activities on their Municipality's liability insurance policy.

11. Each Municipality will maintain appropriate insurance coverage on its respective REMO assets.

12. The Host Municipality shall be responsible for the employment and/or contracting of the position of the Coordinator and Alternate Coordinator.

STRUCTURE

13. The REMO shall consist of an Advisory Committee and a Planning Committee.

14. The Coordinator will be responsible for the execution of the activities of the REMO.

15. The Alternate Coordinator will be responsible for the execution of the activities of the REMO if the Coordinator is not available as well as supporting the Coordinator in the normal activities of the REMO.

REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

16. The Advisory Committee shall be responsible for the governance and direction of emergency preparedness activities within the region and to advise the appointing Councils pursuant to Section 10 (1) (d) of the *Emergency Management Act*.

a. Each party to this Agreement shall appoint to the Advisory Committee members of its Council, in accordance with the following:
   (i) Three from the Municipality of the County of Cumberland
   (ii) Two from the Town of Amherst
   (iii) One from the Town of Oxford

one of whom shall be the Mayor of that Municipal unit.

b. Members of the Advisory Committee are appointed for the same term of office as the Council that appoints them and shall hold office until their successors are named. (subject to (a) above).

c. In the event of a vacancy occurring, the Council that appointed the member shall appoint a replacement within six weeks after the vacancy.

d. The Advisory Committee shall annually elect one of its members to be chair and one to be vice chair, who shall act in the absence or incapacity of the chair. The chair shall not be appointed for consecutive annual terms.

e. The chair or other person presiding shall vote on every question before the Advisory Committee.

f. Quorum for the Advisory Committee shall be 50% plus one.

g. The Chief Administrative Officers for each Municipal unit as well as the coordinator shall be non-voting members of the Advisory Committee.

h. The Alternate Coordinator and any assistant Coordinators may attend meetings of the Advisory Committee as non-voting members, if requested.

REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

17. A Planning Committee shall be responsible for recommending policy and procedures to the Advisory Committee to maintain a reasonable state of preparedness for emergencies and shall consist of representatives of emergency services and other agencies who may have direct operational responsibilities in an emergency.

18. A Planning Committee shall be comprised of the Coordinator, the Alternate Coordinator and any assistant Coordinators who may have been appointed to assist the Coordinator. This group's responsibility would be formulating policy and procedure recommendations, planning, training and exercises.

19. The Coordinator shall appoint a chair to the Planning Committee.

20. The Planning Committee may host stakeholder meetings to provide updates from the Planning Committee as well as receive updates and feedback from the stakeholder organizations.

The following is a list of typical agencies who may attend stakeholder meetings of the Planning Committee:

- Ground Search and Rescue
- Department of Public Works
- RCMP
- Department of Community Services
- Canadian Red Cross
- Department of Health & Wellness
- Western Regional Housing Authority
- Fire Services
- Emergency Health Services
- Department of Natural Resources
- Cumberland Amateur Radio Club
- Other agencies as required

REGIONAL EMERGENCY MANAGEMENT COORDINATOR

21. The Coordinator and the Alternate Coordinator will be hired by the CAO of the Host Municipality following the Host Municipality's Human Resources Policies and Procedures.

22. Compensation associated with the Coordinator position and the Alternate Coordinator position will form part of the annual REMO operating budget. The CAOs are responsible for the description of responsibilities of the Coordinator.

23. The Coordinator shall have an annual evaluation of his/her performance by the CAO's of the three units in accordance with the policies and procedures of the Host Municipality.

ASSISTANT EMERGENCY MANAGEMENT COORDINATORS

24. Each party may appoint a staff member as an Assistant Coordinator to act as a liaison with the Coordinator.

25. The Assistant Regional Emergency Management Coordinators, if appointed, shall;

    a. Participate in the Planning Committee meetings.
    b. Assure that the interests of each unit are served.
    c. Assist the Coordinator with identification of emergency training requirements of staff from their respective Municipality.
    d. Participate in planned exercises as well as emergency responses throughout the Region.
    e. Other responsibilities as mutually agreed between the Coordinator and respective CAO's.

EMERGENCY OPERATIONS

26. The REMO shall be the organization directly responsible for the control and conduct of emergency response operations according to the plans and procedures adopted from time to time. REMO will request support from other agencies in accordance with formal or informal arrangements.

27. The REMO is authorized to operate, maintain and manage physical facilities for emergency activities at a centralized coordination facility.

28. The Host Municipality may contract with any person or organization, including a municipal unit which is party to this Agreement, for the provision of any service or facility necessary or advisable to carry out the responsibilities assigned to the REMO by this Agreement, within the approved budget.

29. Any capital asset created or acquired by the REMO shall be owned jointly by the parties in the proportion they contributed at the time of purchase, except for assets contributed solely by a municipality and those assets shall remain the property of that municipality.

30. The REMO shall establish its own Concept of Operations for the Coordination Centre.

31. The parties recognize that an emergency may require the sharing or redeployment of personnel and equipment in order to save lives or minimize damage to property or the environment and undertake to provide personnel and equipment as deemed appropriate by the Advisory Committee and recommended by the Planning Committee.

    a. Any cost associated with the deployment of external resources of a responding municipality related to emergency management will be borne by the responding municipality. REMO shall maintain a separate accounting of costs incurred in the response to an emergency that are over and above the annual operating budget costs.

    b. REMO will assist the respective municipal units in making application to other jurisdictions where re-imbursement opportunities are available through legislation and regulation in relation to expenses incurred as a result of emergency situations.

    c. During an emergency, the REMO would be responsible for communicating any uninsured cost claims to Nova Scotia EMO, no matter if the emergency is affecting one municipal unit, two or all three. If the emergency extends past the county into other areas, their total would also be calculated by our staff to determine if the DFFA threshold is met. In such an event, the local Coordination Centre would activate, and municipal finance staff would take on the role of gathering the appropriate financial information to be forwarded to the Province.

32. The parties shall share the normal operational costs of the REMO based on an annual budget divided proportionally based upon a blended formula including uniform assessment, population and equal shares as indicated in **Appendix A.**

    a. The Advisory Committee shall recommend to the parties of this Agreement an operating and budget by January 31 of the fiscal year prior to the fiscal year of the recommended budget. If the deadline is not met by the Advisory Committee, the total budget figure shall remain at the same level as the prior year budget, or a different figure as agreed upon by all three CAO's. The approval of the operating and capital budget will be subject to the approval of the three municipal units.

    b. The host municipality will invoice the other contributing Municipalities for their portion of the operating costs semi-annually based on the approved budget.

c. If the REMO requires additional money for operating purposes, any such increase is subject to approval by all parties.

d. Assets identified as necessary for an individual municipal unit may be acquired and owned by that unit. However, it is mutually understood and agreed that assets acquired to support the activities of the REMO will be made available, as needed, to all parties of the Agreement. Cost sharing of the asset acquisition may be negotiated among the parties.

33. The fiscal year of the REMO shall be from April 1 to March 31 of the following year.

34. This Agreement is conditional on the parties passing a complementary by-law respecting the coordinated response to an emergency pursuant to the Emergency Management Act.

TERMINATION OF AGREEMENT

35. This Agreement has effect commencing April 1, 2026

36. This Agreement has effect from year to year until terminated by the agreement of all parties.

37. This Agreement continues in force until notice of termination is given by the Council of any party to the Councils of the other parties not less than one (1) year prior to the intended termination date, which shall be the 31st day of March in a year to be specific in the notice of termination.

38. Any party withdrawing from this Agreement remains responsible for its share of any liabilities of the REMO incurred up to the effective date of the withdrawal and any severance costs related thereto, should it apply.

39. In addition to the liabilities at the effective date of withdrawal, the party withdrawing from the agreement shall be responsible for their share of the subsequent year REMO operating costs. The party's percentage of costs shall be calculated using the prior year approved operating budget.

40. Upon dissolution of the REMO by unanimous consent of the parties, the parties are responsible for the liabilities of the REMO in proportion to the amounts contributed up to the effective dissolution date.

INDEMNIFICATION

41. Each party shall indemnify its representatives from any liability that may arise as a result of that member acting as a member of the REMO.

DISPUTE RESOLUTION

42. If any disagreement arises among the parties as to the proper interpretation of this Agreement that cannot be resolved, the parties shall submit the area of disagreement to an arbitrator as provided by the *Arbitration Act*.

43. The parties acknowledge and agree that all headings are inserted for convenience only and do not form part of the Agreement.

44. This Agreement is governed by the laws of Nova Scotia.

IN WITNESS WHEREOF the parties have executed this Agreement by their respective officials, duly authorized on behalf, on the day and year first above written.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF

Witness

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF

Witness

TOWN OF AMHERST

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF

Witness

TOWN OF OXFORD

APPENDIX A - INTERMUNICIPAL AGREEMENT FUNDING FORMULA

Regional Emergency Measures Organization Funding calculation - initial contract April 1, 2026

Base amount for each municipal unit **$1,500**

	Uniform Assessment	%	Population	%
Municipality of the County of Cumberland		50		50
Town of Amherst		50		50
Town of Oxford		50		50

TOTAL

	Equal	%	Average
Municipality of the County of Cumberland			
Town of Amherst			
Town of Oxford			
TOTAL	100.00%	100.00%	

This funding formula shall have be recalculated upon the release of population census data from the Government of Canada and shall include the uniform assessment of the reference census yearly.

COMMITTEE OF THE WHOLE
CDR# 2026119
DATE: November 16, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Sharon Bristol, Director, Community Living
DATE:	Monday, November 16, 2026
SUBJECT:	Community Support Grant

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 November 23, 2026 regular meeting, approval of funding the following Community Support grant through a transfer from the Operating Reserves:

Organization/Applicant	Amount Recommended	Funding Stream
Amherst Masonic Society	**$896.04**	Operating Reserves

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

DISCUSSION: The Amherst Masonic Lodge located at 20 Lawrence Street is managed and operated by the Masonic Society. They currently have several clubs renting the hall on a weekly basis and host a monthly community breakfast. At this time there is no AED machine on site to provide life saving assistance in the event of an emergency. The purchase of an AED machine as an essential emergency piece of equipment for the facility's daily safety readiness, will provide crucial life saving intervention in the event of a cardiac event occurring at the Masonic Temple. The Masonic Temple received a quote for $2,240.10 to purchase an AED. Because they are a non-profit organization with a limited budget, they cannot afford the full expense and are requesting support to cover 40% of the cost ($896.04).

COMMITTEE OF THE WHOLE
CDR# 2026119
DATE: November 16, 2026

FINANCIAL IMPLICATIONS: The Community Support and Social Equity Grant funding streams are depleted. Approving this request would require a transfer from our Operating Reserves.

SOCIAL JUSTICE IMPLICATIONS: Our strategic priorities to build a prosperous, vibrant, diverse, and welcoming community are strengthened by funding organizations that ensure vulnerable residents—including seniors, youth, and lower-income community members—have equitable access to life-saving protection.

ENVIRONMENTAL IMPLICATIONS: None

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

ALTERNATIVES:

1. Approve the funding request as listed

2. Approve a lesser amount.

3. Defer the request until the 2027 Community Support Grant Applications are reviewed

4. Deny the request due to exhausted operating funds.

ATTACHMENTS: Application
Community Support Grants Policy, 72000-08

Date: 07 11 2026

COMMUNITY SUPPORT GRANTS
TOWN OF AMHERST
REQUEST FOR FINANCIAL SUPPORT

1. **ORGANIZATION INFORMATION:**

Name of Organization: Amherst Masonic Society

Full Mailing Address: 20 Lawrence st Amherst Nova Scotia B4H 3G5

Contact Person: Paul Wood

Email Address: huram51east@gmail.com or p.i.wood1951@gmail.com

Telephone: 902 664 8467

2. **AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED** $ 40%of cost $2240.10 =$896.04

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

The Masonic Society manages the operation of the Masonic Temple at 20 Lawrence Street, Amherst. Several clubs use the hall on a weekly or monthly basis /as well. the Society host a monthly community breakfast. Presently there is no AED machine on sight to provide life saving assistance in a cardiac event.

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)**

The purchase of an AED machine will provide essential life saving intervention in the event of a cardiac event occurring at theTemple

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

NAME	FUNDING IF ANY
Amherst Maconic Society	60% of quoted cost $2240,10 = $1344.06
	amount paid by Society

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

BERRN Consulting Ltd

Let's Talk Shock

A Leader in AED Sales, Training and Service
Proudly Canadian! Dundas, Ontario, Canada

1-877-233-8288 www.AEDShop.ca / www.AED4life.ca orders@aed4life.ca

QUOTATION ONLY- DO NOT PAY

Quote #: 20260706-123NG **Date:** 06-Jul-26

Customer: Amherst Masonic Society **Terms:** Net 30 days
FOB: Dundas, ON

Attn: Paul Wood
Phone: 902-664-8467
e-mail: p.i.wood1951@gmail.com

Item	Item Number	Description	QTY	Unit Price	Total Price
1	16ZPL-C	**ZOLL AED Plus Package**	1	$2,265.00	$2,265.00
	Discount	**Special Pricing**	1	-$300.00	-$300.00
		Includes the following:			
	2910000010201 1060	**ZOLL AED Plus, Semi Automatic AED** Features: ZOLL Real CPR Help - interactive CPR rate and depth feedback Unique ZOLL graphical interface - pictures combined with audio voice prompts and text displays (LCD screen showing voice prompt messages, device advisory messages, elapsed time, shock count and chest compression graph). Supplied with Public Safety PASS Cover, Set-Up and Practice DVD, Softcase and Operator's Guide. Standard Five Year Warranty ***Note: AED Plus Warranty will be extended by ZOLL for 2 additional years upon registration of the unit with ZOLL***	1	included	included
	8000-0807-01	**Type 123 Lithium Batteries** Qty. of ten (10)	1	included	included
	8900-0800-01	**ZOLL CPR-D Padz** One piece defibrillation and CPR System with compression, depth and rate sensors.	1	included	included
	AED-BONUS	**AED Bonus Pack** Includes 1 AED inspection tag, 1 battery replacement reminder sticker, 1 AED Wall Sticker, and 1 AED Window Sticker	1	included	included
	TRACK-1	**TrackMyAED.ca** Offers real time information and automated updates regarding all of your AED's, accessories, and trained responders	1	included	included
	CBXL-RS	**Standard Alarmed Surface Mount Cabinet** Surface Mount AED Wall Cabinet, white, with door alarm. Outer Dimensions: 16" W x 14.5" H x 8 3/8" D	1	included	included
	SIGNAED-RS	**Sign Package - AED (Bilingual)** Contains one (1) AED 3-D Wall Sign (Sign-RSF) and one (1) AED Wall Sign 8.5" x 11" (Sign-RSV)	1	included	included
		Options			***Add Options***
1	8900-0800-01	**CPR-D Padz (spare set)**	1	$256.00	
2	8000-0807-01	**Type 123 Lithium Batteries (spare)** Qty. of ten (10)	1	$122.00	
3	8900-0810-01	**Pedi-padz II Pediatric Multi-Function Electrode** Designed for use with the ZOLL AED Plus defibrillator. The AED recognizes when Pedi-padz II are connected and automatically proceeds with a pediatric ECG and adjusts energy to pediatric levels. One Pair	1	$161.00	
		AED Maintenance			
4	TRACK-PRO-2	TrackMyAED Pro (2 years) Enjoy a 2-year Premium Subscription to TrackMyAED Pro—your all-in-one AED management platform for rescue readiness, compliance tracking, accessory discounts, and priority support.	1	$149.00	
5	TRACK-PRO-4	TrackMyAED Pro (4 years) Enjoy a 4-year Premium Subscription to TrackMyAED Pro—your all-in-one AED management platform for rescue readiness, compliance tracking, accessory discounts, and priority support. Ask your quoting representative for full details.	1	$279.00	

SUBTOTAL:	$ 1,965.00
SHIPPING:	FREE
HST (NS)	$ 275.10
TOTAL	$ 2,240.10

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

1. **Prices quoted are valid for 30 days**
2. Delivery TBD after receipt of an accepted purchase order
3. **Applicable federal taxes to be added; any applicable provincial sales taxes are the responsibility of the purchaser**
4. **Shipping and Handling FREE on orders over $99.00 some conditions apply.**
5. **A handling fee will be applicable if order is shipping on a customer account.**
6. Purchase orders may be e-mailed to orders@aed4life.ca
7. All purchase orders are subject to credit approval before acceptance by BERRN

Russell King
President

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

TOWN OF Amherst 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

MEMORANDUM

TO: Members of Amherst Town Council

FROM: Mayor Rob Small

DATE: November 16, 2026

SUBJECT: Flag raising concern

This month I received a complaint from a citizen as to why we were not flying the Veteran's "Lest We Forget" flag during Veterans Week leading up to Remembrance Day.

Staff advised that our policy has always required a written request from an organization. Last year was the first year we were requested to fly this flag, and no request was received this year.

Further our recent revisions to this policy, it now lists 3 flags that will fly annually without a formal request. Those being African Heritage Month (1st week of February), Pride Month (typically June or July), and National Indigenous Peoples Day (June 21st).

I would like to hear how Council feels about adding Veterans Week – November 5-11 to the list. If Council agrees, staff could bring this forward for revision.

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

APPROVAL DATE: February 2, 2026 **CAO Signature:**

POLICY STATEMENT

1. Proclamations

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

Requests must:

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

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

2. Flag Raisings

2.1 Location and General Requirements

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

- Maximum duration: **five (5) days**
- The requesting organization must pick up their flag after the display period.
- Requests must be submitted in writing to the CAO at least two weeks in advance.
- Flag raising and Proclamation requests must be approved by the CAO or designate, who may refer them to Council at their discretion if he/she feels it raises considerations community impact, legal or reputational risk, precedent-setting implications, or misalignment with municipal priorities and policies.

2.2 Flag Raising Ceremonies

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

1. African Heritage Month (1st week of February)
2. Pride Month (typically June or July)
3. National Indigenous Peoples Day (June 21st)

For these events, the Town will coordinate a formal ceremony which may include remarks, participation by Council, and support from Town staff.

2.3 All Other Approved Flag Raisings

For all other approved flag raising requests:

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

This approach maintains inclusive recognition of community groups.

3. Conditions for Approval

In general, it shall be the policy of Council to approve requests only when:
a) The message being conveyed is considered to be for the public good;
b) The request does not promote one group or individual to the detriment of another;
c) The flag is in good condition (no rips or fading);
d) All ropes, attachments, or hardware are supplied by the applicant, if required.

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Minor wording to make policy more inclusive and equitable	Director, Community Living	Council	March 27, 2023
Modify the procedures for flag raising requests and ceremonies	Director, Community Living	Council	February 2, 2026

COMMITTEE OF THE WHOLE
CDR# 2026117
DATE: November 16, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Sarah Wilson, Director of Finance
DATE:	November 16, 2026
SUBJECT:	Temporary Borrowing Resolution

ORIGIN: 2026/27 Capital Budget.

LEGISLATIVE AUTHORITY: Section 66 of the *Municipal Government Act* provides that the Town of Amherst, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose authorized by statute; Section 65 requires the Town to adopt a capital budget for the fiscal year and then can expend funds for capital purpose as identified in the Town's capital budget.

RECOMMENDATION: That Council forward to the November 23, 2026, regular meeting, approval of a Temporary Borrowing Resolution in the amount not exceeding $1,782,241 for the following items, and submit it to the Department of Municipal Affairs for Ministerial approval:

• Storm Sewer – Replace/reline culvert in AFD parking lot	$ 210,000
• Storm Sewer – West Victoria Street ~ Concrete Box Culvert	500,000
• Accessible Playground	1,072,241
	$ 1,782,241

BACKGROUND: Temporary borrowing resolutions (TBRs) are used as temporary financing for capital projects. The Minister of Municipal Affairs allows municipalities to use TBRs to borrow funds on short term loans not exceeding 12 months. Once the projects are completed and the actual costs are known, the Town will enter into long term borrowing with the Province by issuing a debenture in the fall of 2027. We require the Minister's approval of a TBR before we can apply for a debenture. The above projects were approved by Council in the 2026/27 capital budget process with funding from long term debt.

DISCUSSION: Similar to the General Borrowing Resolution approved by Council in the Spring, this TBR will give the Town the authority to borrow, *if required*, once the capital projects identified are completed. This is not to say the Town *will* borrow the funds, and it does not commit us to long term financing. The main purpose of this TBR is to obtain Ministerial approval so that we *can* borrow funds in the spring or fall debenture issuance if required. This TBR will only be valid for 12 months from the date the Minister approves it. Due to the 12-month expiry date of the TBR we wait until later in the fiscal year to issue it so that it does not expire before the fall debenture issuance in the following year.

FINANCIAL IMPLICATIONS: There are no actual financial implications to approving the TBR unless we actually use it to borrow long term debt.

SOCIAL JUSTICE IMPLICATIONS: No social justice implications.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

COMMUNITY ENGAGEMENT: No community engagement.

ALTERNATIVES: There are no viable alternatives to applying to the Minister of Municipal Affairs for this TBR. Such approval will be required before we can apply for long term financing.

ATTACHMENTS: Temporary Borrowing Resolution – Multiple Capital Projects and Schedule “A”

MUNICIPAL COUNCIL OF THE

Town of Amherst

TEMPORARY BORROWING RESOLUTION

Amount: $ 1,782,241_____ Capital Projects: Detailed in Schedule "A"

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the _____Town of Amherst_____, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the _____Town of Amherst_____ has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purposes as identified in their capital budget; and

WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the _____Town of Amherst_____ borrow a sum or sums not exceeding One Million Seven Hundred and Eighty-Two Thousand Two Hundred an Dollars ($ 1,782,241_____) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the _____Town of Amherst_____ to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that a sum or sums not exceeding One Million Seven Hundred and Eighty-Two Thousand Two Hundred an Dollars ($ 1,782,241_____) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the _____Town of Amherst_____ held on the _____ day of __November__, 2026.

GIVEN under the hands of the Clerk and under the seal of the Council of the _____Town of Amherst_____ this _____ day of __November__, 2026.

_____
Clerk

MUNICIPAL COUNCIL OF THE

Town of Amherst

TEMPORARY BORROWING RESOLUTION

Amount: $ 1,782,241 Capital Projects: Detailed in Schedule "A"

SCHEDULE "A"
CAPITAL PROJECTS

		Estimates $
Heading / Category: Storm Sewer		
Item	Replace/reline culvert in AFD parking lot	210,000
Item	West Victoria Street ~ Concrete Box Culvert	500,000
Item		
Item		
Heading Sub Total:		**710,000**
Heading / Category: Recreation		
Item	Accessible Playground	1,072,241
Item		
Item		
Item		
Heading Sub Total:		**1,072,241**
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		**0**
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		**0**
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		**0**
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		**0**
TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION		**1,782,241**

COMMITTEE OF THE WHOLE
CDR# 2026112
DATE: November 16, 2026

TO:	Mayor Small and Members of Council
SUBMITTED BY:	Sharon Bristol, Director, Community Living
DATE:	Monday November 16, 2026
SUBJECT:	Accessibility, Inclusion. Diversity and Equity (AIDE) Committee Training Recommendation

ORIGIN: The Town of Amherst Accessibility, Inclusion, Diversity and Equity Strategic Plan.

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

RECOMMENDATION: That Council forward to the November 23, 2026 regular meeting approval for staff to investigate the feasibility of hosting another Canadian Race Relations Foundation Hate Training and to investigate if this training can be held virtually.

BACKGROUND: Municipalities and other prescribed public sector bodies through the Accessibility Act of NS 2017 and the NS Dismantling Racism and Hate Act 2022 are required to develop and update their strategic plans. The Town of Amherst approved an Accessibility Strategic Plan in 2022 and the Inclusion, Diversity and Equity Strategic Plan in 2023. A new three-year plan combining the Accessibility and IDE objectives was developed and forwarded to the Province April 1, 2025. To facilitate this Council combined the two committees into one forming the AIDE (Accessibility, Inclusion, Diversity and Equity) Committee.

DISCUSSION: At an Accessibility, Inclusion. Diversity and Equity Committee meeting, the Committee passed a motion to be forwarded to council for consideration:

That the Accessibility, Inclusion, Diversity and Equity Committee recommends that Council direct staff to investigate the feasibility of hosting another Canadian Race Relations Foundation Hate Training and to investigate if this training can be held virtually.

This motion was in reference to the AIDE Strategic Plan and an Anti-Hate Crime Training that was held at the Amherst Police Department in March 2026.

FINANCIAL IMPLICATIONS: Final budget to complete this task is unknown at this time however the training may be offered for free through the Canadian Race Relations Foundation.

SOCIAL JUSTICE IMPLICATIONS: The community through the AIDE Committee will have continued input into the development of policy and procedures related to accessibility and inclusion, diversity and equity.

ENVIRONMENTAL IMPLICATIONS: None

COMMUNITY ENGAGEMENT: Continued engagement with our community at large to ensure everyone has input into AIDE practices conducted in the town.

ALTERNATIVES:

1. Deny the motion
2. Defer to next month

MEMO

To: Mayor Small and Members of Council

From: Sarah Wilson, Director of Finance

Date: November 16, 2026

Re: Financial Accounting Software

BACKGROUND

In 2003 the Town of Amherst started using SAP as our financial accounting software for accounting, budgeting and expenses. In 2007 we implemented the revenue side of SAP which contained tax and water/sewer billings and miscellaneous billings. In 2010 we implemented asset accounting which contains all the Town's assets, amortization and continuity schedules. The Town along with six other municipalities use SAP as sub members of the Province's SAP platform. The Province maintains and updates the SAP system through support by IBM. The Town pays the province annually for SAP licensing fees.

DISCUSSION

This spring, the Town was informed that the Province is offboarding all municipal SAP ECC clients as they have recently transitioned the Provincial clients to a new SAP platform S4 Hanna. As the Province worked through the process of upgrading from ECC to S4 Hanna they determined that it wasn't feasible to include the municipal clients in the new SAP S4 Hanna platform due to configuration complexities and cost. The cost estimate was dozens of millions of dollars to move the municipalities to the new platform. The news of offboarding SAP was a complete shock to staff and all municipal SAP users.

The Province has provided support resources to the municipalities affected to help municipalities determine their needs in a new accounting software and what options are available. The absolute end date for Amherst to be transitioned to a new system is December 31, 2029, but ideally earlier. The SAP ECC platform that the Town is currently using has an end-of-life date of 2030.

It is unknown what the cost will be to transition to a new accounting software.

CONCLUSION

Staff will develop and publish an RFP for Municipal Enterprise Software in the near future so that estimates will be available for capital budget planning. Once the RFP's have been evaluated staff will bring forward a recommendation to Council.

MEMORANDUM

TO: Mayor Small and Members of Amherst Town Council

FROM: Dwayne Pike, Chief of Police

DATE: November 16, 2026

SUBJECT: Intersection – Victoria Street and Havelock/Laplanche Street

---

During the September 21st, 2026, session of Committee of the Whole, a motion was made by Councillor Furlong and 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"

This intersection had once been controlled by traffic lights but was changed following a traffic accident that damaged the lights. A traffic study had been completed a few years prior to this incident that recommended that the intersection was best served by a 4-way stop. As a result, the lights were not repaired, and a 4-way stop was installed in their place.

Since the change, the intersection has been the subject of much public debate and scrutiny for safety concerns.

There are some options available for increasing visibility in this area. These include the use of LED embedded Stop signs or an overhead/post mounted flashing beacon. LED signs are usually solar powered and are price at approximately $1,500 - $2,500 per sign.

Spending for additional improvements for visibility is within the purview of council, as the base requirements for the intersection are met with the signage that is present. Of note, is that any improvements to this intersection may result in requests for similar improvements to other intersections.

In addition to this, our intention is to complete a Structured Traffic Compliance and Safety Assessment, which may be useful for council decision-making in regards to expenditures. The results of the study should indicate whether the intersection has any safety issues above those normally expected. The study is designed to track compliance during peak periods and watch for ‘right-of-way confusion’ and pedestrian and vulnerable user dangers.

We expect that this study should be completed by the end of November/early December with the information available for council at the December 14, 2026 session of Committee of the Whole.

MEMORANDUM

TO: Mayor Small and Members of Amherst Town Council

FROM: Andrew Fisher, Director of Planning & Economic Development

DATE: November 16, 2026

SUBJECT: Upcoming Planning Decision Request

At its November 23rd regular meeting, Council will be asked to consider First Reading of a development agreement to permit the construction of a 9-unit, 3-storey apartment building at 16 Prince Arthur Street. On November 3rd, the Planning Advisory Committee recommended that Council enter into the agreement.

MEMORANDUM

TO: Mayor Small and Members of Amherst Town Council

FROM: Emily Wainwright, Dangerous & Unsightly Premises Administrator

DATE: November 16, 2026

RE: Dangerous & Unsightly Premises Semi-Annual Report

As per the Municipal Government Act, Section 345 (3), the administrator shall at least twice per year table a public report to the council describing the status of dangerous or unsightly property orders including remedial progress made regarding properties for which orders were issued pursuant to this.

REPORTING PERIOD: June 1 – October 31, 2026

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

Process	**Total**
Complaints • Solid Waste (18) • Minimum Standards for Residential Occupancies (1) • Long Grass (13) • Vacant/Dilapidated Buildings (1) • Building Maintenance (5) • Derelict Vehicles (2)	40
Administrator Identified Properties	24
Site Visits	64
Follow-up Inspections	121
Notices Issued • 1st Notice (5) • 2nd Notice (26)	31
Orders Issued	30
Summary Offence Tickets Issued	1
Compliance by Owner	55
TOA Completed Work	17
Closed Files	80

YEAR-TO-DATE

Process	Total
Complaints	76
Administrator Identified Properties	49
Site Visits	125
Follow-up Inspections	215
Notices Issued	71
Orders Issued	64
Summary Offence Tickets Issued	1
Compliance by Owner	91
TOA Completed Work	22
Files Closed	121

DEMOLITIONS

19 Spring Street

On September 25, 2024, the Planning Advisory Committee ordered demolition of the building located at 19 Spring Street, with a deadline of November 25, 2024. An order to vacate the building was issued on September 12, 2024. For the year 2026, the Town was required to undertake ongoing lawn maintenance at the property due to the owner's failure to maintain the premises. All costs associated with this work have been charged to the property owner's tax account. As of October 2026, the building appears to be occupied.

77 Station Street

On September 25, 2024, the Planning Advisory Committee ordered demolition of the building located at 77 Station Street, with a deadline of December 24, 2024. Branco Management was awarded the project and completed the required work in August 2026 with all work being charged to the property owner's tax account. The file has now been closed.

2-4 Industrial Park Drive

On April 7, 2026, the Planning Advisory Committee ordered demolition of the building located at 2-4 Industrial Park Drive, with a deadline of July 6, 2026. As the deadline had passed, and no action had been taken by the property owner, the town issued a Request for Quotes and awarded the Hazardous Materials Assessment to Hive Engineering. Hive conducted the assessment on September 21, 2026, with the report expected back in November. This assessment will be released with the RFP for demolition of the building.

51 York Street

On September 8, 2026, the Planning Advisory Committee ordered demolition of the building located at 51 York Street, with a deadline of November 8, 2026. As of October 2026, no progress has been made, no demolition permit has been applied for, and no communication from the owner had been received. A Request for Quotes was sent out to local vendors seeking bids for the required work.

29 Patterson Street

On September 8, 2026, the Planning Advisory Committee ordered demolition of the building and accessory building located at 29 Patterson Street, with a deadline of March 7, 2027. The owner has been completing the non-mechanical demolition, and as of October 2026, the work has progressed substantially and is nearing completion.

CONCLUSION

As of November 1, 2026, we have 24 open files, including:

Complaint	**Total**
Solid Waste	13
Minimum Standards for Residential Occupancies	1
Long Grass	-
Vacant/Dilapidated Buildings	7
Building Maintenance	5
Derelict Vehicles	2

ATTACHMENTS

- *20261116 Dangerous and Unsightly TownSuite Reporting*

Bylaw Report

For Period: June 01 2026 To October 31 2026

AppType = US | Mun = AM

Processes	Total
610110 Received Unsightly Complaint	40
610120 Site Visit	64
610210 No Action Required	10
610230 First Notice	5
610250 Followup Inspection	121
610260 Second Notice	26
610310 Issue Order	30
610320 Issue SOT	1
610340 Compliance	55
610350 Inform Finance	34
610440 Close File	80
Total	466

Bylaw Types	Total
Dangerous Unsightly	466
Total	466

File No	File Type	Process	Date Entered	Location
US2024-006				
US2024-006	US	610350 Inform Finance	11-Jun-2026	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	25-Jun-2026	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	10-Jul-2026	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	05-Aug-2026	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	05-Aug-2026	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	14-Aug-2026	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	01-Sep-2026	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	02-Sep-2026	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	03-Sep-2026	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	09-Sep-2026	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	09-Sep-2026	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	17-Sep-2026	77 Station St, Amherst
US2024-006	US	610440 Close File	18-Sep-2026	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	06-Oct-2026	77 Station St, Amherst
US2024-065				
US2024-065	US	610250 Followup Inspection	31-Aug-2026	29 Patterson St, Amherst
US2024-065	US	610250 Followup Inspection	29-Sep-2026	29 Patterson St, Amherst
US2024-065	US	610250 Followup Inspection	29-Sep-2026	29 Patterson St, Amherst
US2024-065	US	610310 Issue Order	29-Sep-2026	29 Patterson St, Amherst
US2024-065	US	610250 Followup Inspection	05-Oct-2026	29 Patterson St, Amherst
US2024-065	US	610340 Compliance	05-Oct-2026	29 Patterson St, Amherst
US2025-068				
US2025-068	US	610250 Followup Inspection	12-Jun-2026	39 Rupert St, Amherst
US2025-068	US	610250 Followup Inspection	18-Jun-2026	39 Rupert St, Amherst
US2025-068	US	610250 Followup Inspection	06-Jul-2026	39 Rupert St, Amherst

File No	File Type	Process	Date Entered	Location
US2025-068	US	610250 Followup Inspection	24-Jul-2026	39 Rupert St, Amherst
US2025-086				
US2025-086	US	610250 Followup Inspection	29-Oct-2026	5 Bayview Dr, Amherst
US2025-086	US	610340 Compliance	29-Oct-2026	5 Bayview Dr, Amherst
US2026-007				
US2026-007	US	610350 Inform Finance	11-Jun-2026	15 Palmer St, Amherst
US2026-012				
US2026-012	US	610260 Second Notice	24-Jul-2026	18 West Pleasant St, Amherst
US2026-015				
US2026-015	US	610250 Followup Inspection	18-Jun-2026	51 York St, Amherst
US2026-015	US	610250 Followup Inspection	24-Jul-2026	51 York St, Amherst
US2026-015	US	610250 Followup Inspection	28-Jul-2026	51 York St, Amherst
US2026-015	US	610250 Followup Inspection	29-Jul-2026	51 York St, Amherst
US2026-015	US	610350 Inform Finance	05-Aug-2026	51 York St, Amherst
US2026-015	US	610350 Inform Finance	14-Aug-2026	51 York St, Amherst
US2026-019				
US2026-019	US	610340 Compliance	17-Sep-2026	79 East Victoria St, Amherst
US2026-019	US	610440 Close File	17-Sep-2026	79 East Victoria St, Amherst
US2026-024				
US2026-024	US	610250 Followup Inspection	08-Jun-2026	10 Lusby St, Amherst
US2026-024	US	610230 First Notice	26-Jun-2026	10 Lusby St, Amherst
US2026-032				
US2026-032	US	610250 Followup Inspection	17-Sep-2026	99 Willow St, Amherst
US2026-032	US	610310 Issue Order	17-Sep-2026	99 Willow St, Amherst
US2026-033				
US2026-033	US	610440 Close File	27-Aug-2026	99 Rupert St, Amherst
US2026-034				
US2026-034	US	610440 Close File	27-Aug-2026	99 Rupert St, Amherst
US2026-035				
US2026-035	US	610440 Close File	17-Sep-2026	70 West Victoria St, Amherst
US2026-035	US	610250 Followup Inspection	17-Sep-2026	70 West Victoria St, Amherst
US2026-035	US	610340 Compliance	17-Sep-2026	70 West Victoria St, Amherst
US2026-038				
US2026-038	US	610250 Followup Inspection	18-Jun-2026	33 Queen St, Amherst
US2026-038	US	610340 Compliance	18-Jun-2026	33 Queen St, Amherst
US2026-038	US	610440 Close File	09-Jul-2026	33 Queen St, Amherst
US2026-045				
US2026-045	US	610440 Close File	08-Jun-2026	141 Church St, Amherst
US2026-046				

File No	File Type	Process	Date Entered	Location
US2026-046	US	610250 Followup Inspection	10-Jul-2026	130 Church St, Amherst
US2026-046	US	610340 Compliance	10-Jul-2026	130 Church St, Amherst
US2026-046	US	610440 Close File	10-Jul-2026	130 Church St, Amherst
US2026-049				
US2026-049	US	610440 Close File	27-Aug-2026	99 Rupert St, Amherst
US2026-051				
US2026-051	US	610250 Followup Inspection	10-Jun-2026	7 Erncliff St, Amherst
US2026-051	US	610340 Compliance	10-Jun-2026	7 Erncliff St, Amherst
US2026-052				
US2026-052	US	610340 Compliance	05-Jun-2026	5 Erncliff St, Amherst
US2026-052	US	610440 Close File	08-Jun-2026	5 Erncliff St, Amherst
US2026-053				
US2026-053	US	610250 Followup Inspection	04-Jun-2026	17 Patterson St, Amherst
US2026-053	US	610340 Compliance	04-Jun-2026	17 Patterson St, Amherst
US2026-053	US	610440 Close File	08-Jun-2026	17 Patterson St, Amherst
US2026-056				
US2026-056	US	610250 Followup Inspection	01-Jun-2026	196 East Victoria St, Amherst
US2026-056	US	610250 Followup Inspection	04-Jun-2026	196 East Victoria St, Amherst
US2026-056	US	610440 Close File	08-Jun-2026	196 East Victoria St, Amherst
US2026-056	US	610350 Inform Finance	24-Jul-2026	196 East Victoria St, Amherst
US2026-057				
US2026-057	US	610250 Followup Inspection	01-Jun-2026	12 Melrose St, Amherst
US2026-057	US	610250 Followup Inspection	03-Jun-2026	12 Melrose St, Amherst
US2026-057	US	610440 Close File	08-Jun-2026	12 Melrose St, Amherst
US2026-057	US	610350 Inform Finance	11-Jun-2026	12 Melrose St, Amherst
US2026-058				
US2026-058	US	610250 Followup Inspection	01-Jun-2026	12 Charles St, Amherst
US2026-058	US	610250 Followup Inspection	03-Jun-2026	12 Charles St, Amherst
US2026-058	US	610440 Close File	08-Jun-2026	12 Charles St, Amherst
US2026-058	US	610350 Inform Finance	11-Jun-2026	12 Charles St, Amherst
US2026-059				
US2026-059	US	610250 Followup Inspection	01-Jun-2026	19 Spring St, Amherst
US2026-059	US	610250 Followup Inspection	03-Jun-2026	19 Spring St, Amherst
US2026-059	US	610440 Close File	08-Jun-2026	19 Spring St, Amherst
US2026-059	US	610350 Inform Finance	11-Jun-2026	19 Spring St, Amherst
US2026-060				
US2026-060	US	610250 Followup Inspection	01-Jun-2026	23 Spring St, Amherst
US2026-060	US	610250 Followup Inspection	03-Jun-2026	23 Spring St, Amherst
US2026-060	US	610440 Close File	08-Jun-2026	23 Spring St, Amherst
US2026-060	US	610350 Inform Finance	11-Jun-2026	23 Spring St, Amherst
US2026-061				

File No	File Type	Process	Date Entered	Location
US2026-061	US	610250 Followup Inspection	01-Jun-2026	48 York St, Amherst
US2026-061	US	610250 Followup Inspection	05-Jun-2026	48 York St, Amherst
US2026-061	US	610440 Close File	08-Jun-2026	48 York St, Amherst
US2026-061	US	610350 Inform Finance	24-Jul-2026	48 York St, Amherst
US2026-062				
US2026-062	US	610250 Followup Inspection	18-Jun-2026	147 South Albion St, Amherst
US2026-062	US	610250 Followup Inspection	26-Jun-2026	147 South Albion St, Amherst
US2026-062	US	610340 Compliance	26-Jun-2026	147 South Albion St, Amherst
US2026-062	US	610440 Close File	10-Jul-2026	147 South Albion St, Amherst
US2026-063				
US2026-063	US	610120 Site Visit	01-Jun-2026	166 Church St, Amherst
US2026-063	US	610310 Issue Order	03-Jun-2026	166 Church St, Amherst
US2026-063	US	610250 Followup Inspection	06-Jul-2026	166 Church St, Amherst
US2026-063	US	610340 Compliance	06-Jul-2026	166 Church St, Amherst
US2026-063	US	610250 Followup Inspection	10-Jul-2026	166 Church St, Amherst
US2026-063	US	610340 Compliance	10-Jul-2026	166 Church St, Amherst
US2026-063	US	610250 Followup Inspection	22-Sep-2026	166 Church St, Amherst
US2026-063	US	610340 Compliance	22-Sep-2026	166 Church St, Amherst
US2026-063	US	610440 Close File	24-Sep-2026	166 Church St, Amherst
US2026-064				
US2026-064	US	610250 Followup Inspection	10-Jun-2026	34 Clinton St, Amherst
US2026-064	US	610340 Compliance	10-Jun-2026	34 Clinton St, Amherst
US2026-064	US	610440 Close File	10-Jun-2026	34 Clinton St, Amherst
US2026-065				
US2026-065	US	610250 Followup Inspection	05-Jun-2026	3 Erncliff St, Amherst
US2026-065	US	610340 Compliance	05-Jun-2026	3 Erncliff St, Amherst
US2026-065	US	610440 Close File	08-Jun-2026	3 Erncliff St, Amherst
US2026-066				
US2026-066	US	610250 Followup Inspection	03-Jun-2026	12 Melrose St, Amherst
US2026-066	US	610250 Followup Inspection	18-Jun-2026	12 Melrose St, Amherst
US2026-066	US	610210 No Action Required	18-Jun-2026	12 Melrose St, Amherst
US2026-066	US	610440 Close File	18-Jun-2026	12 Melrose St, Amherst
US2026-067				
US2026-067	US	610110 Received Unsightly Complain	02-Jun-2026	48 Havelock St, Amherst
US2026-067	US	610120 Site Visit	08-Jun-2026	48 Havelock St, Amherst
US2026-067	US	610260 Second Notice	08-Jun-2026	48 Havelock St, Amherst
US2026-067	US	610250 Followup Inspection	25-Jun-2026	48 Havelock St, Amherst
US2026-067	US	610340 Compliance	25-Jun-2026	48 Havelock St, Amherst
US2026-067	US	610440 Close File	10-Jul-2026	48 Havelock St, Amherst
US2026-068				
US2026-068	US	610110 Received Unsightly Complain	03-Jun-2026	3 Edgewood Ave, Amherst
US2026-068	US	610120 Site Visit	03-Jun-2026	3 Edgewood Ave, Amherst
US2026-068	US	610310 Issue Order	03-Jun-2026	3 Edgewood Ave, Amherst
US2026-068	US	610250 Followup Inspection	05-Jun-2026	3 Edgewood Ave, Amherst

File No	File Type	Process	Date Entered	Location
US2026-068	US	610340 Compliance	05-Jun-2026	3 Edgewood Ave, Amherst
US2026-068	US	610440 Close File	08-Jun-2026	3 Edgewood Ave, Amherst
US2026-069				
US2026-069	US	610110 Received Unsightly Complain	03-Jun-2026	3 Edgewood Ave, Amherst
US2026-069	US	610120 Site Visit	03-Jun-2026	3 Edgewood Ave, Amherst
US2026-069	US	610310 Issue Order	03-Jun-2026	3 Edgewood Ave, Amherst
US2026-069	US	610250 Followup Inspection	05-Jun-2026	3 Edgewood Ave, Amherst
US2026-069	US	610340 Compliance	05-Jun-2026	3 Edgewood Ave, Amherst
US2026-069	US	610440 Close File	08-Jun-2026	3 Edgewood Ave, Amherst
US2026-070				
US2026-070	US	610110 Received Unsightly Complain	08-Jun-2026	10 Harding Ave, Amherst
US2026-070	US	610120 Site Visit	08-Jun-2026	10 Harding Ave, Amherst
US2026-070	US	610310 Issue Order	09-Jun-2026	10 Harding Ave, Amherst
US2026-070	US	610250 Followup Inspection	26-Jun-2026	10 Harding Ave, Amherst
US2026-070	US	610340 Compliance	26-Jun-2026	10 Harding Ave, Amherst
US2026-070	US	610440 Close File	10-Jul-2026	10 Harding Ave, Amherst
US2026-071				
US2026-071	US	610110 Received Unsightly Complain	01-Jun-2026	16 Willow St, Amherst
US2026-071	US	610120 Site Visit	03-Jun-2026	16 Willow St, Amherst
US2026-071	US	610260 Second Notice	03-Jun-2026	16 Willow St, Amherst
US2026-071	US	610250 Followup Inspection	18-Jun-2026	16 Willow St, Amherst
US2026-071	US	610340 Compliance	18-Jun-2026	16 Willow St, Amherst
US2026-071	US	610440 Close File	10-Jul-2026	16 Willow St, Amherst
US2026-072				
US2026-072	US	610120 Site Visit	03-Jun-2026	49 Havelock St, Amherst
US2026-072	US	610310 Issue Order	05-Jun-2026	49 Havelock St, Amherst
US2026-072	US	610250 Followup Inspection	10-Jun-2026	49 Havelock St, Amherst
US2026-072	US	610250 Followup Inspection	03-Sep-2026	49 Havelock St, Amherst
US2026-072	US	610340 Compliance	03-Sep-2026	49 Havelock St, Amherst
US2026-072	US	610440 Close File	16-Sep-2026	49 Havelock St, Amherst
US2026-073				
US2026-073	US	610110 Received Unsightly Complain	05-Jun-2026	23 Poplar St, Amherst
US2026-073	US	610120 Site Visit	08-Jun-2026	23 Poplar St, Amherst
US2026-073	US	610210 No Action Required	08-Jun-2026	23 Poplar St, Amherst
US2026-073	US	610440 Close File	10-Jun-2026	23 Poplar St, Amherst
US2026-074				
US2026-074	US	610110 Received Unsightly Complain	03-Jun-2026	12 Belliveau Ave, Amherst
US2026-074	US	610120 Site Visit	08-Jun-2026	12 Belliveau Ave, Amherst
US2026-074	US	610310 Issue Order	08-Jun-2026	12 Belliveau Ave, Amherst
US2026-074	US	610250 Followup Inspection	18-Jun-2026	12 Belliveau Ave, Amherst
US2026-074	US	610340 Compliance	18-Jun-2026	12 Belliveau Ave, Amherst
US2026-074	US	610440 Close File	10-Jul-2026	12 Belliveau Ave, Amherst
US2026-075				
US2026-075	US	610110 Received Unsightly Complain	03-Jun-2026	29 Poplar St, Amherst

File No	File Type	Process	Date Entered	Location
US2026-075	US	610120 Site Visit	08-Jun-2026	29 Poplar St, Amherst
US2026-075	US	610260 Second Notice	08-Jun-2026	29 Poplar St, Amherst
US2026-075	US	610250 Followup Inspection	18-Jun-2026	29 Poplar St, Amherst
US2026-075	US	610340 Compliance	18-Jun-2026	29 Poplar St, Amherst
US2026-075	US	610440 Close File	09-Jul-2026	29 Poplar St, Amherst
US2026-076				
US2026-076	US	610110 Received Unsightly Complain	03-Jun-2026	10 Belliveau Ave, Amherst
US2026-076	US	610120 Site Visit	08-Jun-2026	10 Belliveau Ave, Amherst
US2026-076	US	610260 Second Notice	10-Jun-2026	10 Belliveau Ave, Amherst
US2026-076	US	610250 Followup Inspection	19-Jun-2026	10 Belliveau Ave, Amherst
US2026-076	US	610340 Compliance	19-Jun-2026	10 Belliveau Ave, Amherst
US2026-076	US	610440 Close File	10-Jul-2026	10 Belliveau Ave, Amherst
US2026-077				
US2026-077	US	610120 Site Visit	08-Jun-2026	11 Belliveau Ave, Amherst
US2026-077	US	610260 Second Notice	11-Jun-2026	11 Belliveau Ave, Amherst
US2026-077	US	610340 Compliance	19-Jun-2026	11 Belliveau Ave, Amherst
US2026-077	US	610250 Followup Inspection	19-Jun-2026	11 Belliveau Ave, Amherst
US2026-077	US	610440 Close File	10-Jul-2026	11 Belliveau Ave, Amherst
US2026-078				
US2026-078	US	610120 Site Visit	18-Jun-2026	25 Crescent Ave, Amherst
US2026-078	US	610250 Followup Inspection	14-Aug-2026	25 Crescent Ave, Amherst
US2026-078	US	610260 Second Notice	14-Aug-2026	25 Crescent Ave, Amherst
US2026-078	US	610250 Followup Inspection	01-Sep-2026	25 Crescent Ave, Amherst
US2026-078	US	610250 Followup Inspection	02-Sep-2026	25 Crescent Ave, Amherst
US2026-078	US	610310 Issue Order	02-Sep-2026	25 Crescent Ave, Amherst
US2026-078	US	610250 Followup Inspection	15-Sep-2026	25 Crescent Ave, Amherst
US2026-078	US	610340 Compliance	15-Sep-2026	25 Crescent Ave, Amherst
US2026-078	US	610440 Close File	15-Sep-2026	25 Crescent Ave, Amherst
US2026-079				
US2026-079	US	610120 Site Visit	18-Jun-2026	1 Lawrence St, Amherst
US2026-079	US	610310 Issue Order	19-Jun-2026	1 Lawrence St, Amherst
US2026-079	US	610250 Followup Inspection	06-Jul-2026	1 Lawrence St, Amherst
US2026-079	US	610250 Followup Inspection	10-Jul-2026	1 Lawrence St, Amherst
US2026-079	US	610340 Compliance	10-Jul-2026	1 Lawrence St, Amherst
US2026-079	US	610440 Close File	10-Jul-2026	1 Lawrence St, Amherst
US2026-080				
US2026-080	US	610120 Site Visit	18-Jun-2026	9 Victoria St, Amherst
US2026-080	US	610310 Issue Order	19-Jun-2026	9 Victoria St, Amherst
US2026-080	US	610250 Followup Inspection	06-Jul-2026	9 Victoria St, Amherst
US2026-080	US	610250 Followup Inspection	10-Jul-2026	9 Victoria St, Amherst
US2026-080	US	610340 Compliance	10-Jul-2026	9 Victoria St, Amherst
US2026-080	US	610440 Close File	10-Jul-2026	9 Victoria St, Amherst
US2026-081				
US2026-081	US	610110 Received Unsightly Complain	15-Jun-2026	92 Laplanche St, Amherst
US2026-081	US	610120 Site Visit	15-Jun-2026	92 Laplanche St, Amherst

File No	File Type	Process	Date Entered	Location
US2026-081	US	610230 First Notice	18-Jun-2026	92 Laplanche St, Amherst
US2026-081	US	610260 Second Notice	16-Jul-2026	92 Laplanche St, Amherst
US2026-081	US	610250 Followup Inspection	20-Jul-2026	92 Laplanche St, Amherst
US2026-081	US	610260 Second Notice	10-Sep-2026	92 Laplanche St, Amherst
US2026-081	US	610250 Followup Inspection	15-Oct-2026	92 Laplanche St, Amherst
US2026-081	US	610340 Compliance	15-Oct-2026	92 Laplanche St, Amherst
US2026-081	US	610440 Close File	15-Oct-2026	92 Laplanche St, Amherst
US2026-082				
US2026-082	US	610110 Received Unsightly Complain	11-Jun-2026	4 Terrace St, Amherst
US2026-082	US	610120 Site Visit	15-Jun-2026	4 Terrace St, Amherst
US2026-083				
US2026-083	US	610110 Received Unsightly Complain	02-Jun-2026	6 Belliveau Ave, Amherst
US2026-083	US	610120 Site Visit	08-Jun-2026	6 Belliveau Ave, Amherst
US2026-083	US	610210 No Action Required	08-Jun-2026	6 Belliveau Ave, Amherst
US2026-083	US	610440 Close File	10-Jun-2026	6 Belliveau Ave, Amherst
US2026-084				
US2026-084	US	610120 Site Visit	18-Jun-2026	11 Duke St, Amherst
US2026-084	US	610230 First Notice	19-Jun-2026	11 Duke St, Amherst
US2026-084	US	610250 Followup Inspection	26-Jun-2026	11 Duke St, Amherst
US2026-084	US	610340 Compliance	26-Jun-2026	11 Duke St, Amherst
US2026-084	US	610440 Close File	10-Jul-2026	11 Duke St, Amherst
US2026-085				
US2026-085	US	610120 Site Visit	18-Jun-2026	2 York St, Amherst
US2026-085	US	610230 First Notice	19-Jun-2026	2 York St, Amherst
US2026-085	US	610250 Followup Inspection	26-Jun-2026	2 York St, Amherst
US2026-085	US	610340 Compliance	26-Jun-2026	2 York St, Amherst
US2026-085	US	610440 Close File	10-Jul-2026	2 York St, Amherst
US2026-086				
US2026-086	US	610120 Site Visit	26-Jun-2026	5 York St, Amherst
US2026-086	US	610260 Second Notice	26-Jun-2026	5 York St, Amherst
US2026-086	US	610250 Followup Inspection	10-Jul-2026	5 York St, Amherst
US2026-086	US	610340 Compliance	10-Jul-2026	5 York St, Amherst
US2026-086	US	610440 Close File	10-Jul-2026	5 York St, Amherst
US2026-087				
US2026-087	US	610120 Site Visit	26-Jun-2026	41 Havelock St, Amherst
US2026-087	US	610260 Second Notice	26-Jun-2026	41 Havelock St, Amherst
US2026-087	US	610250 Followup Inspection	10-Jul-2026	41 Havelock St, Amherst
US2026-087	US	610250 Followup Inspection	15-Sep-2026	41 Havelock St, Amherst
US2026-087	US	610340 Compliance	15-Sep-2026	41 Havelock St, Amherst
US2026-087	US	610440 Close File	15-Sep-2026	41 Havelock St, Amherst
US2026-088				
US2026-088	US	610120 Site Visit	26-Jun-2026	8 Albion St, Amherst
US2026-088	US	610310 Issue Order	26-Jun-2026	8 Albion St, Amherst
US2026-088	US	610250 Followup Inspection	10-Jul-2026	8 Albion St, Amherst

File No	File Type	Process	Date Entered	Location
US2026-088	US	610340 Compliance	10-Jul-2026	8 Albion St, Amherst
US2026-088	US	610440 Close File	10-Jul-2026	8 Albion St, Amherst
US2026-089				
US2026-089	US	610110 Received Unsightly Complain	25-Jun-2026	1 Park St, Amherst
US2026-089	US	610120 Site Visit	26-Jun-2026	1 Park St, Amherst
US2026-089	US	610310 Issue Order	26-Jun-2026	1 Park St, Amherst
US2026-089	US	610250 Followup Inspection	10-Jul-2026	1 Park St, Amherst
US2026-089	US	610340 Compliance	10-Jul-2026	1 Park St, Amherst
US2026-089	US	610440 Close File	10-Jul-2026	1 Park St, Amherst
US2026-090				
US2026-090	US	610110 Received Unsightly Complain	29-Jun-2026	30 Cornwall St, Amherst
US2026-090	US	610120 Site Visit	06-Jul-2026	30 Cornwall St, Amherst
US2026-090	US	610310 Issue Order	06-Jul-2026	30 Cornwall St, Amherst
US2026-090	US	610250 Followup Inspection	20-Jul-2026	30 Cornwall St, Amherst
US2026-090	US	610310 Issue Order	21-Jul-2026	30 Cornwall St, Amherst
US2026-090	US	610250 Followup Inspection	23-Jul-2026	30 Cornwall St, Amherst
US2026-090	US	610250 Followup Inspection	05-Aug-2026	30 Cornwall St, Amherst
US2026-090	US	610340 Compliance	05-Aug-2026	30 Cornwall St, Amherst
US2026-090	US	610440 Close File	06-Aug-2026	30 Cornwall St, Amherst
US2026-091				
US2026-091	US	610110 Received Unsightly Complain	06-Jul-2026	61 Victoria St, Amherst
US2026-091	US	610120 Site Visit	07-Jul-2026	61 Victoria St, Amherst
US2026-091	US	610260 Second Notice	07-Jul-2026	61 Victoria St, Amherst
US2026-091	US	610250 Followup Inspection	20-Jul-2026	61 Victoria St, Amherst
US2026-091	US	610260 Second Notice	21-Jul-2026	61 Victoria St, Amherst
US2026-091	US	610250 Followup Inspection	15-Sep-2026	61 Victoria St, Amherst
US2026-091	US	610340 Compliance	15-Sep-2026	61 Victoria St, Amherst
US2026-091	US	610440 Close File	15-Sep-2026	61 Victoria St, Amherst
US2026-092				
US2026-092	US	610110 Received Unsightly Complain	09-Jul-2026	107 Church St, Amherst
US2026-092	US	610310 Issue Order	09-Jul-2026	107 Church St, Amherst
US2026-092	US	610310 Issue Order	15-Jul-2026	107 Church St, Amherst
US2026-092	US	610310 Issue Order	20-Jul-2026	107 Church St, Amherst
US2026-092	US	610250 Followup Inspection	20-Jul-2026	107 Church St, Amherst
US2026-092	US	610250 Followup Inspection	24-Jul-2026	107 Church St, Amherst
US2026-092	US	610250 Followup Inspection	28-Jul-2026	107 Church St, Amherst
US2026-092	US	610250 Followup Inspection	29-Jul-2026	107 Church St, Amherst
US2026-092	US	610350 Inform Finance	05-Aug-2026	107 Church St, Amherst
US2026-092	US	610350 Inform Finance	14-Aug-2026	107 Church St, Amherst
US2026-092	US	610250 Followup Inspection	14-Sep-2026	107 Church St, Amherst
US2026-092	US	610250 Followup Inspection	22-Sep-2026	107 Church St, Amherst
US2026-092	US	610320 Issue SOT	23-Sep-2026	107 Church St, Amherst
US2026-092	US	610250 Followup Inspection	05-Oct-2026	107 Church St, Amherst
US2026-092	US	610340 Compliance	05-Oct-2026	107 Church St, Amherst
US2026-092	US	610440 Close File	07-Oct-2026	107 Church St, Amherst

File No	File Type	Process	Date Entered	Location
US2026-093				
US2026-093	US	610110 Received Unsightly Complain	06-Jul-2026	107 Church St, Amherst
US2026-093	US	610120 Site Visit	06-Jul-2026	107 Church St, Amherst
US2026-093	US	610310 Issue Order	08-Jul-2026	107 Church St, Amherst
US2026-093	US	610250 Followup Inspection	20-Jul-2026	107 Church St, Amherst
US2026-093	US	610310 Issue Order	20-Jul-2026	107 Church St, Amherst
US2026-093	US	610250 Followup Inspection	24-Jul-2026	107 Church St, Amherst
US2026-093	US	610250 Followup Inspection	05-Oct-2026	107 Church St, Amherst
US2026-093	US	610340 Compliance	05-Oct-2026	107 Church St, Amherst
US2026-093	US	610440 Close File	07-Oct-2026	107 Church St, Amherst
US2026-094				
US2026-094	US	610120 Site Visit	09-Jul-2026	196 Victoria St, Amherst
US2026-094	US	610440 Close File	16-Jul-2026	196 Victoria St, Amherst
US2026-094	US	610350 Inform Finance	24-Jul-2026	196 Victoria St, Amherst
US2026-095				
US2026-095	US	610110 Received Unsightly Complain	15-Jul-2026	42 Hill St, Amherst
US2026-095	US	610210 No Action Required	20-Jul-2026	42 Hill St, Amherst
US2026-095	US	610120 Site Visit	20-Jul-2026	42 Hill St, Amherst
US2026-095	US	610440 Close File	06-Aug-2026	42 Hill St, Amherst
US2026-096				
US2026-096	US	610110 Received Unsightly Complain	16-Jul-2026	55 Agnew St, Amherst
US2026-096	US	610120 Site Visit	20-Jul-2026	55 Agnew St, Amherst
US2026-096	US	610260 Second Notice	21-Jul-2026	55 Agnew St, Amherst
US2026-096	US	610250 Followup Inspection	05-Aug-2026	55 Agnew St, Amherst
US2026-096	US	610340 Compliance	05-Aug-2026	55 Agnew St, Amherst
US2026-096	US	610440 Close File	06-Aug-2026	55 Agnew St, Amherst
US2026-097				
US2026-097	US	610110 Received Unsightly Complain	16-Jul-2026	5 Terrace St, Amherst
US2026-097	US	610120 Site Visit	23-Jul-2026	5 Terrace St, Amherst
US2026-097	US	610310 Issue Order	23-Jul-2026	5 Terrace St, Amherst
US2026-097	US	610250 Followup Inspection	05-Aug-2026	5 Terrace St, Amherst
US2026-097	US	610340 Compliance	05-Aug-2026	5 Terrace St, Amherst
US2026-097	US	610440 Close File	06-Aug-2026	5 Terrace St, Amherst
US2026-098				
US2026-098	US	610120 Site Visit	24-Jul-2026	48 York St, Amherst
US2026-098	US	610250 Followup Inspection	05-Aug-2026	48 York St, Amherst
US2026-098	US	610440 Close File	07-Aug-2026	48 York St, Amherst
US2026-098	US	610350 Inform Finance	14-Aug-2026	48 York St, Amherst
US2026-099				
US2026-099	US	610120 Site Visit	24-Jul-2026	23 Spring St, Amherst
US2026-099	US	610250 Followup Inspection	29-Jul-2026	23 Spring St, Amherst
US2026-099	US	610440 Close File	07-Aug-2026	23 Spring St, Amherst
US2026-099	US	610350 Inform Finance	14-Aug-2026	23 Spring St, Amherst
US2026-100				

File No	File Type	Process	Date Entered	Location
US2026-100	US	610120 Site Visit	24-Jul-2026	19 Spring St, Amherst
US2026-100	US	610250 Followup Inspection	29-Jul-2026	19 Spring St, Amherst
US2026-100	US	610440 Close File	07-Aug-2026	19 Spring St, Amherst
US2026-100	US	610350 Inform Finance	14-Aug-2026	19 Spring St, Amherst
US2026-101				
US2026-101	US	610110 Received Unsightly Complain	30-Jul-2026	17 Victoria St, Amherst
US2026-101	US	610120 Site Visit	30-Jul-2026	17 Victoria St, Amherst
US2026-101	US	610210 No Action Required	30-Jul-2026	17 Victoria St, Amherst
US2026-101	US	610440 Close File	07-Aug-2026	17 Victoria St, Amherst
US2026-102				
US2026-102	US	610110 Received Unsightly Complain	04-Aug-2026	12 Fleming St, Amherst
US2026-102	US	610120 Site Visit	06-Aug-2026	12 Fleming St, Amherst
US2026-102	US	610250 Followup Inspection	07-Aug-2026	12 Fleming St, Amherst
US2026-102	US	610260 Second Notice	07-Aug-2026	12 Fleming St, Amherst
US2026-102	US	610250 Followup Inspection	24-Sep-2026	12 Fleming St, Amherst
US2026-102	US	610440 Close File	24-Sep-2026	12 Fleming St, Amherst
US2026-103				
US2026-103	US	610110 Received Unsightly Complain	04-Aug-2026	14 Fleming St, Amherst
US2026-103	US	610120 Site Visit	06-Aug-2026	14 Fleming St, Amherst
US2026-103	US	610260 Second Notice	07-Aug-2026	14 Fleming St, Amherst
US2026-103	US	610250 Followup Inspection	24-Aug-2026	14 Fleming St, Amherst
US2026-103	US	610340 Compliance	24-Aug-2026	14 Fleming St, Amherst
US2026-103	US	610440 Close File	26-Aug-2026	14 Fleming St, Amherst
US2026-104				
US2026-104	US	610110 Received Unsightly Complain	06-Aug-2026	34 Copp Ave, Amherst
US2026-104	US	610120 Site Visit	07-Aug-2026	34 Copp Ave, Amherst
US2026-104	US	610340 Compliance	07-Aug-2026	34 Copp Ave, Amherst
US2026-104	US	610440 Close File	07-Aug-2026	34 Copp Ave, Amherst
US2026-105				
US2026-105	US	610110 Received Unsightly Complain	14-Aug-2026	11 Victoria St, Amherst
US2026-105	US	610120 Site Visit	19-Aug-2026	11 Victoria St, Amherst
US2026-105	US	610310 Issue Order	20-Aug-2026	11 Victoria St, Amherst
US2026-105	US	610250 Followup Inspection	01-Sep-2026	11 Victoria St, Amherst
US2026-105	US	610340 Compliance	01-Sep-2026	11 Victoria St, Amherst
US2026-105	US	610250 Followup Inspection	04-Sep-2026	11 Victoria St, Amherst
US2026-105	US	610440 Close File	11-Sep-2026	11 Victoria St, Amherst
US2026-105	US	610350 Inform Finance	14-Sep-2026	11 Victoria St, Amherst
US2026-106				
US2026-106	US	610120 Site Visit	19-Aug-2026	Havelock St, Amherst
US2026-106	US	610310 Issue Order	21-Aug-2026	Havelock St, Amherst
US2026-107				
US2026-107	US	610110 Received Unsightly Complain	10-Aug-2026	26 Donald Ave, Amherst
US2026-107	US	610120 Site Visit	11-Aug-2026	26 Donald Ave, Amherst
US2026-107	US	610250 Followup Inspection	24-Aug-2026	26 Donald Ave, Amherst

File No	File Type	Process	Date Entered	Location
US2026-107	US	610250 Followup Inspection	14-Sep-2026	26 Donald Ave, Amherst
US2026-107	US	610340 Compliance	14-Sep-2026	26 Donald Ave, Amherst
US2026-107	US	610440 Close File	17-Sep-2026	26 Donald Ave, Amherst
US2026-108				
US2026-108	US	610110 Received Unsightly Complain	24-Aug-2026	22 Patterson St, Amherst
US2026-108	US	610120 Site Visit	24-Aug-2026	22 Patterson St, Amherst
US2026-108	US	610210 No Action Required	24-Aug-2026	22 Patterson St, Amherst
US2026-108	US	610440 Close File	26-Aug-2026	22 Patterson St, Amherst
US2026-109				
US2026-109	US	610110 Received Unsightly Complain	25-Aug-2026	Church St, Amherst
US2026-109	US	610120 Site Visit	25-Aug-2026	Church St, Amherst
US2026-109	US	610210 No Action Required	25-Aug-2026	Church St, Amherst
US2026-109	US	610440 Close File	27-Aug-2026	Church St, Amherst
US2026-110				
US2026-110	US	610110 Received Unsightly Complain	25-Aug-2026	147 Church St, Amherst
US2026-110	US	610120 Site Visit	25-Aug-2026	147 Church St, Amherst
US2026-110	US	610210 No Action Required	25-Aug-2026	147 Church St, Amherst
US2026-110	US	610440 Close File	26-Aug-2026	147 Church St, Amherst
US2026-111				
US2026-111	US	610120 Site Visit	19-Aug-2026	34 Clinton St, Amherst
US2026-111	US	610230 First Notice	19-Aug-2026	34 Clinton St, Amherst
US2026-111	US	610250 Followup Inspection	27-Aug-2026	34 Clinton St, Amherst
US2026-111	US	610340 Compliance	27-Aug-2026	34 Clinton St, Amherst
US2026-111	US	610440 Close File	27-Aug-2026	34 Clinton St, Amherst
US2026-112				
US2026-112	US	610110 Received Unsightly Complain	26-Aug-2026	11 Mill Ave, Amherst
US2026-112	US	610120 Site Visit	27-Aug-2026	11 Mill Ave, Amherst
US2026-112	US	610260 Second Notice	01-Sep-2026	11 Mill Ave, Amherst
US2026-112	US	610250 Followup Inspection	15-Sep-2026	11 Mill Ave, Amherst
US2026-112	US	610310 Issue Order	15-Sep-2026	11 Mill Ave, Amherst
US2026-112	US	610250 Followup Inspection	05-Oct-2026	11 Mill Ave, Amherst
US2026-112	US	610350 Inform Finance	07-Oct-2026	11 Mill Ave, Amherst
US2026-112	US	610440 Close File	07-Oct-2026	11 Mill Ave, Amherst
US2026-113				
US2026-113	US	610110 Received Unsightly Complain	25-Aug-2026	109 Victoria St, Amherst
US2026-113	US	610120 Site Visit	26-Aug-2026	109 Victoria St, Amherst
US2026-113	US	610260 Second Notice	06-Oct-2026	109 Victoria St, Amherst
US2026-114				
US2026-114	US	610120 Site Visit	04-Sep-2026	1 Lawrence St, Amherst
US2026-114	US	610310 Issue Order	04-Sep-2026	1 Lawrence St, Amherst
US2026-114	US	610250 Followup Inspection	16-Sep-2026	1 Lawrence St, Amherst
US2026-114	US	610440 Close File	24-Sep-2026	1 Lawrence St, Amherst
US2026-114	US	610350 Inform Finance	16-Oct-2026	1 Lawrence St, Amherst

File No	File Type	Process	Date Entered	Location
US2026-115				
US2026-115	US	610110 Received Unsightly Complain	09-Sep-2026	20 Queen St, Amherst
US2026-115	US	610120 Site Visit	10-Sep-2026	20 Queen St, Amherst
US2026-115	US	610210 No Action Required	10-Sep-2026	20 Queen St, Amherst
US2026-115	US	610440 Close File	11-Sep-2026	20 Queen St, Amherst
US2026-116				
US2026-116	US	610110 Received Unsightly Complain	28-Aug-2026	7 Albion St, Amherst
US2026-116	US	610120 Site Visit	01-Sep-2026	7 Albion St, Amherst
US2026-116	US	610260 Second Notice	01-Sep-2026	7 Albion St, Amherst
US2026-116	US	610250 Followup Inspection	15-Sep-2026	7 Albion St, Amherst
US2026-116	US	610340 Compliance	15-Sep-2026	7 Albion St, Amherst
US2026-116	US	610440 Close File	15-Sep-2026	7 Albion St, Amherst
US2026-117				
US2026-117	US	610110 Received Unsightly Complain	10-Sep-2026	5 Rhodes Ave, Amherst
US2026-117	US	610120 Site Visit	15-Sep-2026	5 Rhodes Ave, Amherst
US2026-117	US	610260 Second Notice	16-Sep-2026	5 Rhodes Ave, Amherst
US2026-117	US	610250 Followup Inspection	05-Oct-2026	5 Rhodes Ave, Amherst
US2026-117	US	610260 Second Notice	09-Oct-2026	5 Rhodes Ave, Amherst
US2026-117	US	610250 Followup Inspection	20-Oct-2026	5 Rhodes Ave, Amherst
US2026-117	US	610340 Compliance	20-Oct-2026	5 Rhodes Ave, Amherst
US2026-117	US	610440 Close File	21-Oct-2026	5 Rhodes Ave, Amherst
US2026-118				
US2026-118	US	610120 Site Visit	15-Sep-2026	22 Eddy St, Amherst
US2026-118	US	610310 Issue Order	16-Sep-2026	22 Eddy St, Amherst
US2026-118	US	610250 Followup Inspection	28-Sep-2026	22 Eddy St, Amherst
US2026-118	US	610250 Followup Inspection	05-Oct-2026	22 Eddy St, Amherst
US2026-119				
US2026-119	US	610120 Site Visit	17-Sep-2026	74 Victoria St, Amherst
US2026-119	US	610260 Second Notice	17-Sep-2026	74 Victoria St, Amherst
US2026-119	US	610250 Followup Inspection	05-Oct-2026	74 Victoria St, Amherst
US2026-119	US	610340 Compliance	05-Oct-2026	74 Victoria St, Amherst
US2026-119	US	610440 Close File	07-Oct-2026	74 Victoria St, Amherst
US2026-120				
US2026-120	US	610120 Site Visit	17-Sep-2026	74 West Victoria St, Amherst
US2026-120	US	610260 Second Notice	17-Sep-2026	74 West Victoria St, Amherst
US2026-120	US	610250 Followup Inspection	05-Oct-2026	74 West Victoria St, Amherst
US2026-120	US	610340 Compliance	05-Oct-2026	74 West Victoria St, Amherst
US2026-120	US	610440 Close File	07-Oct-2026	74 West Victoria St, Amherst
US2026-121				
US2026-121	US	610120 Site Visit	17-Sep-2026	34 Clinton St, Amherst
US2026-121	US	610260 Second Notice	17-Sep-2026	34 Clinton St, Amherst
US2026-121	US	610250 Followup Inspection	29-Sep-2026	34 Clinton St, Amherst
US2026-121	US	610340 Compliance	29-Sep-2026	34 Clinton St, Amherst
US2026-121	US	610440 Close File	29-Sep-2026	34 Clinton St, Amherst

File No	File Type	Process	Date Entered	Location
US2026-122				
US2026-122	US	610110 Received Unsightly Complain	22-Sep-2026	101 Hickman St, Amherst
US2026-122	US	610120 Site Visit	22-Sep-2026	101 Hickman St, Amherst
US2026-122	US	610260 Second Notice	22-Sep-2026	101 Hickman St, Amherst
US2026-122	US	610250 Followup Inspection	07-Oct-2026	101 Hickman St, Amherst
US2026-122	US	610250 Followup Inspection	21-Oct-2026	101 Hickman St, Amherst
US2026-122	US	610340 Compliance	21-Oct-2026	101 Hickman St, Amherst
US2026-123				
US2026-123	US	610110 Received Unsightly Complain	24-Sep-2026	5 Terrace St, Amherst
US2026-123	US	610120 Site Visit	25-Sep-2026	5 Terrace St, Amherst
US2026-123	US	610310 Issue Order	25-Sep-2026	5 Terrace St, Amherst
US2026-123	US	610310 Issue Order	25-Sep-2026	5 Terrace St, Amherst
US2026-123	US	610250 Followup Inspection	28-Sep-2026	5 Terrace St, Amherst
US2026-123	US	610340 Compliance	28-Sep-2026	5 Terrace St, Amherst
US2026-123	US	610250 Followup Inspection	29-Oct-2026	5 Terrace St, Amherst
US2026-124				
US2026-124	US	610110 Received Unsightly Complain	05-Oct-2026	8 Albion St, Amherst
US2026-124	US	610120 Site Visit	07-Oct-2026	8 Albion St, Amherst
US2026-124	US	610310 Issue Order	07-Oct-2026	8 Albion St, Amherst
US2026-124	US	610250 Followup Inspection	15-Oct-2026	8 Albion St, Amherst
US2026-124	US	610340 Compliance	15-Oct-2026	8 Albion St, Amherst
US2026-124	US	610440 Close File	19-Oct-2026	8 Albion St, Amherst
US2026-125				
US2026-125	US	610110 Received Unsightly Complain	28-Sep-2026	7 East Pleasant St, Amherst
US2026-125	US	610120 Site Visit	29-Sep-2026	7 East Pleasant St, Amherst
US2026-125	US	610250 Followup Inspection	05-Oct-2026	7 East Pleasant St, Amherst
US2026-125	US	610310 Issue Order	21-Oct-2026	7 East Pleasant St, Amherst
US2026-125	US	610250 Followup Inspection	21-Oct-2026	7 East Pleasant St, Amherst
US2026-126				
US2026-126	US	610110 Received Unsightly Complain	06-Oct-2026	121 Church St, Amherst
US2026-126	US	610120 Site Visit	07-Oct-2026	121 Church St, Amherst
US2026-126	US	610260 Second Notice	08-Oct-2026	121 Church St, Amherst
US2026-126	US	610250 Followup Inspection	15-Oct-2026	121 Church St, Amherst
US2026-126	US	610340 Compliance	15-Oct-2026	121 Church St, Amherst
US2026-126	US	610440 Close File	19-Oct-2026	121 Church St, Amherst
US2026-127				
US2026-127	US	610120 Site Visit	08-Oct-2026	196 Victoria St, Amherst
US2026-127	US	610250 Followup Inspection	14-Oct-2026	196 Victoria St, Amherst
US2026-127	US	610350 Inform Finance	16-Oct-2026	196 Victoria St, Amherst
US2026-127	US	610440 Close File	16-Oct-2026	196 Victoria St, Amherst
US2026-128				
US2026-128	US	610120 Site Visit	08-Oct-2026	12 Charles St, Amherst
US2026-128	US	610250 Followup Inspection	14-Oct-2026	12 Charles St, Amherst
US2026-128	US	610350 Inform Finance	16-Oct-2026	12 Charles St, Amherst
US2026-128	US	610440 Close File	16-Oct-2026	12 Charles St, Amherst

File No	File Type	Process	Date Entered	Location
US2026-129				
US2026-129	US	610120 Site Visit	08-Oct-2026	12 Melrose St, Amherst
US2026-129	US	610250 Followup Inspection	14-Oct-2026	12 Melrose St, Amherst
US2026-129	US	610350 Inform Finance	16-Oct-2026	12 Melrose St, Amherst
US2026-129	US	610440 Close File	16-Oct-2026	12 Melrose St, Amherst
US2026-130				
US2026-130	US	610120 Site Visit	08-Oct-2026	48 York St, Amherst
US2026-130	US	610250 Followup Inspection	14-Oct-2026	48 York St, Amherst
US2026-130	US	610350 Inform Finance	16-Oct-2026	48 York St, Amherst
US2026-130	US	610440 Close File	16-Oct-2026	48 York St, Amherst
US2026-131				
US2026-131	US	610110 Received Unsightly Complain	22-Oct-2026	16 South Albion St, Amherst
US2026-131	US	610210 No Action Required	23-Oct-2026	16 South Albion St, Amherst
US2026-131	US	610440 Close File	23-Oct-2026	16 South Albion St, Amherst

Total: 466

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	10350-28	Appointment of members of Council to external Boards…	CLERK	
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 (2	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	
April 2027	C07	FIRES AND BURNING OF MATERIALS BYLAW	FIRE	
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
Sep-27	04000-12	Public Street Financial Contribution Policy	OPERATIONS
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	10350-20	CODE OF CONDUCT OF ELECTED MUNICIPAL OFFICAI	CLERK
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
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
November 2026	66000-01	PLANNING ADVISORY COMMITTEE (210-23)	PLANNING

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

November 2026

Task Updates:

Task: Emergency Shelter Letter has been sent. No official reply received. Meeting with Deputy Minister, Mayor and CAO set for November 27. Status: In Progress
Task: LUB/MPS Amendments The CAO has been communicating with the Director of the Northern Region Public Health who will try to answer the questions included in the motion. Status: In Progress
Task: Council Email Group The IT portion of this has been figured out. The procedure will be completed by December 1 and the link for the group email will be operational before Christmas. Status: In Progress
Task: County Land Camera Installation Yes, we can locate cameras on land within the County. Status: In Progress
Task: Soccer / Track and Field Complex Committee TOR Staff are investigating the feasibility of hiring a fundraising company to undertake this work. A recommendation should be ready for December. Status: In Progress
Task: Sport and Recreation Hall of Fame Policy and Procedure Work will begin on this in January with a report presented to Council in February. Status: In Progress

MONTHLY DEPARTMENTAL REPORT
Community Living
November 2026

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

Marketing and Communications

- Municipal Awareness Week planning and preparation
- Various community notices/updates
- Community survey planning and preparation - Town communications
- Shop local holiday campaign planning and preparation
- Assistance with Business Engagement Forum - email and invites
- Voyent Alert Campaign continued
- Pet Mayor
- Finalized Anti-Stigma campaign

Events/Culture:

- Esther Fest – Great Amherst Street Party, Scarecrow Stroll, partnered events collaboration and planning
- Remembrance Day Event Logistics - partner with the Legion
- Holiday Event Coordination – Light Up – Parade – Tree for Boston
- New Years Eve Event Coordination
- Volunteer Application for 2027 Planning

Active Living:

Scarefest / Scarecrow Stroll

- Collaborated with local volunteers to set up and participate in Scarefest
- Approximately 850 participated in combined events

55+ Provincial Games

- Have met with the Core and Host Committees

Multisport

- In the second last session for Grades P & 1
- New session starts in January for Grades 2&3

Bocce Court

- In final phases of construction
- Working on development of a community story with the marketing team
- Will need to develop a winter storage solution and also maintenance schedule for next season

Community Health Navigator:

See attached report

Community Well Being

- Completed Tourism Working Plan with Culture, Heritage and History Group
- Supporting Amherst Food Network in planning their first Food Symposium (to support Food Banks)
- Completed Financial Management 1 AMANS Course
- Started discussions with Mount Allison Cultural Responsivity Class around Anti-Racism Project
- Multiple Community and Interdepartmental Projects (Anti-Stigma Completed/ Amherst CORE AT Networks)

Task Updates:

Task: NSCC Bursary Program Update: MOU completed Status: Completed
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 is complete
Task: Anson Aircraft Monument Update: Letter sent to IMP requesting meeting and assistance/grant application submitted Status: Ongoing

Community Navigator Town of Amherst Council Report
October 2026

October 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 October, we hosted one physician and their family for a site visit in Amherst and Cumberland County.



Dr. Vitor Eugenio, Dr. Janneke Gradstein, Rafaela Eugenio, Amy Menzies (Navigator), Alana Rondeau

"Everything was amazing in our visit and we left Amherst without any important point left behind."

"hope to join you guys as soon as possible. Thanks a lot!!"

- 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.

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

- A Teams meeting was held with Dr. Fawaz Saeed who has signed on with CRHCC prior to coming to Amherst. An introduction to Amherst and Cumberland County was provided and allowed for Dr. Saeed to ask questions, making a connection before he and his family arrive.

Recruitment needs:

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

Vacancies 8.7 within Cumberland County

Stream	Amherst	Pugwash	Springhill	Parrsboro
Family	1.0	1.5	2.0	1.0
OBSGYN	0.8			
GP Oncology	0.4			
Psychiatry (Child & Adolescent)	0.5			
Internal Medicine	0.5			
Anesthesiology	1.0			

Upcoming Starts:
Dr. Saquiba Tahir November 2026 (Amherst Anesthesiologist)
Dr. Fawaz Saeed January/February 2027 (Emerg)
Dr. Dirk Strasser May 2027 (OBS)
Dr. Katelyn Hudak July 2027 (North Cumberland, Pugwash) *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

<u>Community Partners Event</u>

- In partnership with the Cumberland Regional Health Care Centre (CRHCC), we hosted a community partners Softball Tournament at Robb's Complex on October 3rd, 2026. Teams include:
    - Town of Amherst
    - Cumberland Regional Healthcare Centre (CRHCC)
    - RCMP
    - EHS
    - There was a full day of games, laughter, connections and fun.
    - We used two fields for the games.

- There was a pickleball event organized for the basketball courts as well as the high school baseball Regionals being held all at the same time. Robb's field was full!
- EHS Took home the trophy for the 2026 event
- 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 regular council meeting at the Municipality of Cumberland to present.
    - Provided them an overview of the Community Navigator Position and the work that has been completed.
- Met with the Municipal Awareness team to create a video for their campaign explaining 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
November 2026

IT Services

Multiple POs completed and received.
Completed Server updates.
Fixed issue with space on the Backup System at Town Hall.
Fixed issue with out of office to external emails.
Attended the AMANS conference and attended some very informative sessions on Cyber Security.
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.
Starting to review all computer hardware assets to be replaced for next year's budget preparation.
Bell has fixed land line payments error from last month.

PROCUREMENT

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
	RFQ	York St Demolition	Regular	O			X	CAO
	RFQ	Police Vehicle	Regular	C			X	CAO
	RFQ	Architectural Light Poles	Regular	C			X	CAO
	RFQ	Heavy Body Armour	Regular	C			X	CAO

Other:

E-11 Customer service

There were 64 cases in the past month. Top categories were: Unsightly Premises (7 cases), Solid Waste / Bin replacements or repairs (17 cases), Applications for Development/Building Permits (9 cases)

MONTHLY DEPARTMENTAL REPORT
Finance
November 2026

FINANCE

The second quarter financial review has been completed, and the report will be presented to the Audit Committee at the next meeting.

Staff have started preparing the capital and operating budgets for the 2027/28 fiscal year. Capital budget submissions from departments are due in November. Once all submissions have been received, they will be compiled and reviewed. The operating budgets are due from departments in mid December.

TAX / ACCOUNTS RECEIVABLE / COLLECTIONS

2026/27 Preliminary Tax Sale Notice – There were 91 notices sent on October 14, 2026, with a response date of October 30, 2026.

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

	# of Accounts Appealing		Appeal Completed as of Nov 1/26	Pending as of Nov 1/26	Withdrawn as of Nov 1/26	Outstanding Appeals as of Nov 1/26	Appeals Successful as of Nov 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	12	-	5	5	4	$750,400	$33,542.88	0
TOTAL	**63**	**$96,474,500**	**43**	**-**	**10**	**10**	**24**	**$2.218,300**	**$58,056.81**	**0**

Property Sales / Tax Certificates –There were 10 residential property sales in October as well as 15 tax certificate requests completed during the month.

WATER / SEWER

The 2nd quarter water / sewer bills have been completed and mailed out with a due date of November 30, 2026. Residents who require meter repair or replacement will be contacted through the month of November for service appointments.

TASK UPDATES - No outstanding tasks.

MONTHLY DEPARTMENTAL REPORT
Fire Services
November 2026

INCIDENT RESPONSES – October 2026

	Town of Amherst	District 2
Alarm Equipment Malfunction		
Assist Police / RCMP		
Carbon Monoxide - detector activated		
Check Air Quality	**1**	
Confirm Extinguished Fire		
Dumpster fire	**1**	
EHS Forceful Entry		
Medical Assist		
Monitored Alarm	**9**	**2**
Motor Vehicle Accident		**3**
Mulch / Flower Plot Smoking		
Mutual Aid		
Open burning	**1**	**2**
Oven/Stove malfunction		
Phone crash notification		
Power Lines on Fire/Arcing		
Pull Station Activated		
Rescue from a height		
Rescue from playground equipment		
Smell of propane/natural gas		
Smell of smoke	**2**	
Smoke Alarm - activated	**2**	
Structure Fire		**3**
Vehicle Fire	**1**	**1**
Water Rescue		
Wildland fire		
Total events	**17**	**11**

EVENTS

VEHICLE EXTRICATION

On the weekend of October 17th and 18th Sustainable Training Solutions was here conducting a course on the Principles of Vehicle Extrication. This was well attended. There was a participation maximum of 16 and we actually had 17 members participate.

FIRE DEPARTMENT ANNUAL BANQUET

The Amherst Fire Department held its annual banquet on November 7th. Richard Hubley received the Presidents Award. Sara Durran received the Recruit of the Year Award. Steven Alder was Volunteer of the Year and Years of Service awards were given to Raymond MacDonald 25 years, John Michels 40 years, and Vern Megeney 45 years. Thank you to those who were able to attend.

UPCOMING EVENTS

On November the 14th members of the Amherst Fire Department held their annual toy drive at Walmart from 10am until 2pm.

On November 18th members of Ladder 4 will also be participating in the Touch a Truck event for Municipal Awareness Day on Ratchford Street.

Members will also be participating in the annual Christmas Parade on November 21st.

Members will be participating in an Initial Response: Strategies and Tactics course on November 21st and 22nd being held in Southampton.

On November 21st to 25th the Nova Scotia Live Fire Mobile Burn Trailer (MBU) will be here conducting live fire training for the Amherst Fire Department and surrounding departments.

We will also be participating in the kickoff MADD Campaign on November 25th starting at 10:30 in the Francis Smith room of the APD.

RECRUITMENT

Nothing to report at this time.

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. 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 am in contact with First Due on a weekly basis.

LIVE FIRE TRAINING CENTRE

Work continues on the Live Fire Training Centre. As most of you would be aware it is beginning to take shape. There is lots of inside work to be done and more ground preparation. Unfortunately, there has been some setbacks with parts missing, however it appears everything is now here, and work continues.

MONTHLY DEPARTMENTAL REPORT
Human Resources
November 2026

Staffing Updates

Planner: Our Land Use Planner, Torben Laux, has accepted a new position as Manager of Planning & Development with the Municipality of Cumberland. Torben's last day was November 13, 2026. Thank you for all the hard work Torben and we wish you all the best in your new role! Recruitment for the vacancy will begin shortly.

Customer Service/Cashier: We are pleased to have Isaiah Jones joining us at the front counter at Town Hall on a permanent basis. Isaiah started in the spring for a work placement with NSCC and is doing a great job.

Permanent Appointments at Public Works: Following the conclusion of an internal competition for the Operator position at the Public Works garage, we are happy to announce that Marshall MacDonald, Kiley Bickerton, Dan Riemersma and Derek Hunter were the successful candidates, and we welcome them to permanent full-time positions. All four were previously Seasonal Operators for the past few years.

Term Labourer: We also welcomed back Nick Moore to cover for a few weeks for an employee leave at the Public Works garage. Nick has been a summer student with us for many years. Thanks for filling in Nick!

New Town of Amherst Addition: A great big congratulations to Dan Riemersma of our Public Works garage, and his partner Courtney, on the arrival of their baby girl Grace! Everyone is healthy and doing great.

Seasonal Departures: We want to thank our seasonal CUPE employees for another great season and all their hard work this year as they wrap up later this month. Have a great holiday season and we look forward to seeing you back in the spring.

Other HR News

OH & S Program Review: Work continues on our review of the OH & S program. HR has developed an updated safety orientation that will be rolled out to all staff in the New Year. The broader review also establishes a more consistent process for departmental safety meetings, workplace inspections, hazard/incident reporting and safety training.

Staff Wellness Initiatives/Events: Planning is heavily underway for our annual Christmas party on November 28. Additional wellness events include:

Nov 19: Staff yoga @ CCUBIC
Nov 20: Pre-light up gathering for staff and family
Nov 28: TOA Christmas party
Dec 19: Staff & Family Christmas skate

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
November 2026

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

RECREATION and HORTICULTURE

- Dickey Park washroom is open daily from 9:00am to 5:00pm.
- Amherst Jr. Ramblers hosted 4 home games in November, including a Remembrance Day game on November 11th.
- The Outdoor Skating surface will be installed when the temperatures drop, we will hopefully have ice for the Christmas holidays.
- The water supply at the off-leash dog park has been shut-off for the winter.
- The contractor building the accessible playground is progressing on schedule, no issues or budget concerns to report.
- New sound equipment was installed at the stadium, staff are reporting improved sound quality.
- After Remembrance Day staff will be extremely busy preparing for the annual Christmas light up, parade, and tree for Boston events.
- Amherst Stadium is closed for the holidays December 24 at noon, December 25, December 26, and December 27. Normal operations will resume on December 28 to December 30.

PUBLIC WORKS

- Quarterly meter reading was completed as well as the follow-up investigations for high or no flow meters for the billing period.
- Staff spent 15 days in October patching potholes with recycled asphalt.
- Sewer crew completed the annual sanitary sewer main flushing program and removed the fat, oil, and grease from 4 lift stations.
- Hydrant winterizing is ongoing and will be completed by the end of November.
- The water levels in our 2 water reservoirs have been lowered by 3 metres for the winter.
- Most of our snow and ice removal equipment has been prepped and ready for service.
- Aaron Bourgeois attended the National Water and Wastewater conference in Halifax from November 1st to 4th. With over 800 delegates in attendance this annual conference offered a wide-ranging technical program covering almost all aspects of municipal water and wastewater.

- Our engineering technologist, Jay Crossman, enrolled in the Certificate in Operations and Organization offered by Dalhousie Universities faculty of open learning and career development. This certificate helps municipal managers build the skills needed to lead strong, effective municipal departments and provide reliable public services.

SOLID WASTE

- The Solid Waste Hotline (902-667-5141) received 193 inquires from residents across Cumberland County in October.
- Cumberland County has a Divert NS Mobius Award winner! The Sunset Community received the Small Business of the Year Award at the Divert NS Mobius Awards ceremony held in Halifax.
- Staff hosted a Costume Swap Events in celebration of Waste Reduction Week. The event was held at Amherst Town Hall on Saturday, October 24th. These events provided residents with an opportunity to pick up a new costume for Halloween at no cost.
- The final leaf and yard waste collection for the year took place on October 26th. Residents can continue to place up to 10 bags of leaf and yard waste out for collection every two weeks.
- Staff will have a solid waste information table set up on November 18th at the Community Credit Union Business Innovation Centre as part of Municipal Awareness Week to provide residents with information and answer question about waste management. Miller Waste will also be participating in the Touch-A-Truck portion of the event.
- Staff continue to use the Cumberland Region Solid Waste Facebook page to share recycling and sorting information, collection updates, upcoming events, and waste collection and safety reminders. These posts help keep residents informed and encourage proper waste sorting and participation in waste diversion programs.

Curbside Rejections / Enforcement

Not dual stream	14
Late	6
Recycle contains Garbage / Organics	24
Miscellaneous	14
Total	**58**

Upcoming and ongoing projects:

- Ramblers have 3 home games in December including the 2:00pm New Years Eve game, followed by the New Years Eve celebration and fire works from the stadium.
- Amherst Skating Club is hosting the Annual Nutcracker show on December 17 and December 18 at the stadium.
- Quarterly meter reading will begin on January 4th.

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 removed the kiosks and stored them at the Public Works Garage. Status: Completed
Task: Stadium Sound System Capital Budget Update: Replacement mics and receivers have been installed and are in service. Status: Completed
Task: Buildings/Land Capital Budget Update: The RFP has been issued, the closing date is November 17, 2026, for the design-build Bandshell. Status: In Progress
Task: Bill Riley Recognition Update: Staff have hired Henderson Sculptures to prepare a digital 3-D rendering that will be used for the sculpture and a CDR to amend the capital budget is included in November COW package. Status: In Progress
Task: Anson Avenue CN Crossing Update: CN has reached out, after a request for assistance was directed to the local MP's office. Staff are expecting a meeting with CN representatives in the near future. Status: In Progress
Task: STORM funding Application Update: Application was submitted on November 10, 2026. Status: In Progress
Task: Downtown Crosswalks Update: As per Mayor Small's request, staff will investigate what could be done to the crosswalks in the downtown area to make them stand out and be unique to Amherst. Status: In Progress
Task: Stadium Ice Plant Update: Contract was awarded to Black & MacDonald at October Council meeting, and the capital budget was amended to include the cost of the new building. Status: In Progress

MONTHLY DEPARTMENTAL REPORT
Planning & Economic Development
November 2026

The attached development statistics show permits issued for October and a year-to-date comparison. Although new residential units are down from an exceptional year in 2025, 2026 has shown strong unit growth with 90 units permitted.

Permits have been issued under a Site Plan Agreement for a 12-unit apartment building with ground floor commercial space at 8 Eddy Street, following a 14-day appeal period with no appeals received. Permits were also issued for a 6-unit apartment building at 69 Lower Laplanche Street following council's refusal to approve an appeal of the Site Plan Agreement for that development.

On November 2nd the Planning Advisory Committee deferred a recommendation on a development agreement application for a 3-unit mixed use building at 59 Church Street and requested architectural changes to the building. The Committee also recommended that Council enter into a development agreement for a 9-unit apartment building at 16 Prince Arthur Street. Consideration for 1st reading will be on the November regular meeting on November 23rd.

Staff are also processing seven other development agreement applications. Public Participation Opportunities will be scheduled in due course.

An appeal hearing was held November 3rd regarding Council's approval of a development agreement for 1 Albion Street. The Appeal Board's decision is pending.

A local artist's design for the off-highway billboard sign replacement project is complete and under review.

The Town of Amherst and Municipality of Cumberland are still awaiting NSTIR's approval of the locations for the Wayfinding Signage at entrances to four communities in the Cumberland Region.

Landscaping of the 8 Laplanche Street property is complete.

The contract with Colliers is in effect and staff met to discuss development of promotional content and the marketing approach for the Business Park. Collier's will be providing a competitive scan of Business Parks across the Maritimes to help inform the sales strategy and identify target markets. Town staff have met with utility representatives to review the park development project and pending increased demand on their services.

Staff attended the Atlantic Economic Council's 2026 Business Outlook Conference in Halifax. With all things considered, affecting the Region's economy, the Council expected People and Productivity to be the highest priorities to address in the upcoming year.

TourismNS's co-funded 26/27 Fall/Winter digital marketing campaign continues, focusing on Maritime travellers.

The Town's Business Engagement Forum is scheduled for December 1st. Invitations have been sent, a facilitator has been hired and organization of the evening event is underway.

At the Chamber of Commerce Annual Business Gala on October 22, Coldwell Banker received the Town of Amherst Community Support and Service Award from Mayor Small.

In addition to Team Cumberland's Mind Your Business Workshops committee series, November offers a variety of other opportunities for business learning and professional development, as shown below:

Date	Event / Organizer	Topic
Nov 18	Instagram for Business/ CBDC	Business Skills Online Workshop
Nov 19	Hit Record / Mind Your Business	Short Form Video Workshop for Businesses
Nov 19	Good Governance / YMCA	Good Governance education for not for profits
Nov 19	Automate Your Impact/ Digital NS and Tourism NS	AI Chatbots for Tourism Business
Dec 2	Understanding Profit & Profitability / Mind Your Business	Helping business owners make smarter pricing decisions and improve their bottom line.
Dec 3	Get More Out of Your Email Marketing / Digital NS and Tourism NS	Designed for operators who already have a platform in place and are looking to improve

Task Updates

Task: Havelock Green Space Land Sale Legal work to prepare for an auction of the subject lands is underway. Notice of the auction is intended to be posted in the coming weeks. Status: Ongoing
Task: MPS/LUB Amendments for Shelters, Supervised Consumption and Wet Sites Oct. 26/26 First Reading - Public Hearing scheduled for March 8, 2027. Status: Ongoing
Task: 1 Albion DA Appeal Appeal hearing was held November 3rd. Board decision is pending within 60 days. **Status:** Ongoing
Task: Economic Forum The forum will be held Tuesday, December 1st. Invitations have gone out to local business leaders. Status: Ongoing
Task: JDI Land Trade This item is now complete. Status**:** Complete
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: October 2026

Permit	PID	location	Permit Fee	Constructio	New Units	Building Type	Building Use
DEV-2026-10	25021015	13 Harding Avenue	$177	$50,875	0	Residential	Solar PV
D-2026-2	25018813	33 Eddy Street	$50	$500	0	Residential	Home Occupation
D-2026-1	25001900	75 Willow Street	$50	$500	0	Residential	Home Occupation
RENO-2026-8	25030966	25 RUSSELL STREET	$57	$2,600	0	Residential	Deck
RENO-2026-7	25019613	13 ERNCLIFFE STREET	$100	$20,000	1	Residential	2nd Unit
DB-2026-3	25024951	15 OTTAWA AVENUE	$116	$100,000	1	Residential	Apartment
DB-2026-2	25168105	18 FLETCHER DRIVE	$50	$200	0	Residential	Shed
DB-2026-1	25023185	69 LWR LAPLANCHE	$200	$540,000	9	Residential	Apartment
SIGN-2026-8	25036674	126 South Albion Street	$50	$2,120	0	Commercial	Restaurant
DEV-2026-9	25454927	38 Havelock St	$300	$100,000	0	Commercial	Office
RENO-2026-6	25033895	104 E VICTORIA STREET	$115	$25,990	0	Commercial	Shop
		Total	**$1,264**	**$842,785**	**11**		

2025 - 2026 YTD Comparison

	Oct-25			Oct-26		
Type	Permits	Units	Construction Value	Permits	Units	Construction Value
Single Detached	4	3	534,500	0	0	0
Duplex	0	0	0	0	0	0
Apartment	2	8	2,600,000	4	10	640,000
Other Res	3	0	49,568	12	1	74,675
Commercial	0	0	0	11	0	128,110
Industrial	0	0	0	1	0	0
Institutional	0	0	0			
Total	**9**	**11**	**3,184,068**	**11**	**11**	**842,785**
Year To Date	**109**	**143**	**37,425,266**	**83**	**90**	**29,708,144**

MONTHLY DEPARTMENTAL REPORT
Amherst Police Department
November 2026

TRAINING:

Annual Use of Force Training: Our 2 Use of Force Trainers, Cpl Jeff Walsh and Cst Justin Chapman conducted annual use of force training with our members on the 7th, 8th and 9th of October. This mandatory training often covers topics such as handcuffing techniques, ground fighting, baton and Nova Scotia Neck Restraint and topics are often selected each year by the Provincial Use of Force Committee.

Incident Command 300: Seven of our members who are in leadership positions attended IC 300 training that was instructed by Sgt John Hunka of the Truro Police Department. Incident Command 300 is a Canadian Police College course that focuses on critical incidents until they are resolved or taken over by an IC 400 (Emergency Response Team) Commander. It focused on topics that include high risk warrants, armed and barricaded persons, hostage takings, spontaneous public order events and other critical incidents. APD has focused on this type of training in the last few years as it aligns with the recommendations of the Mass Casualty Commission.

COMMUNITY POLICING

Warrant Wednesday's: APD has started releasing information on social media about active warrants of arrest. This has resulted in an increase in clearance of active warrant files as tips come into the department concerning people with warrants of arrest, or the person of interest turns themselves in.



Halloween 2026: Our members were out in full force for Halloween 2026, doing both foot and mobile patrols with our community partners ensuring that the streets were safe, and everyone was enjoying the events around town. Police focused on the downtown and the busy areas of town by doing foot patrols and meeting people face-to-face. Leading up to Halloween, APD members did radio spots regarding safety tips and social media posts featuring Rocky.

APD Regimental Dinner: For the first time in over 30 years, the Amherst Police Department hosted a Regimental Dinner. The evening brought together first responders, justice officials, family members, community partners, and guests from across the Maritimes. We were honoured to welcome Nova Scotia Attorney General and Minister of Justice Scott Armstrong as our guest speaker.

The evening concluded with a special presentation recognizing Chief Dwayne Pike for 30 years of exemplary service.



An event like this would not have been possible without the generous support of our community and many community sponsors. The event also consisted of a silent auction that raised close to $6,000 for local charities.

OPERATIONAL INCIDENTS:

Male arrested Twice for Break and Enter within Days: Ian Morril, a 44-year-old Amherst, NS male has been arrested and is facing numerous charges after Police received a report of a break and enter in progress at a property located on Clinton Street.

At approximately 3:45pm, October 24th, 2026, Amherst Police responded to a complaint of a person removing boards from a building located on Clinton Street and provided a description of the person responsible. Police attended and located a person who was allegedly in the process of removing items from the building. The person was arrested and remanded into custody. He was charged with break and enter, possession of break in tools, damage to property and failing to comply with conditions.

Morrill was held in Police custody and made an appearance in court on October 26th, 2026, and released by the courts. He is scheduled to appear in court again on November 30th, 2026, on his pending charges.

Morrill had been arrested on October 20th, 2026, and had been released on numerous conditions by the courts in relation to various charges that included break and enter, possession of break in tools, breach of probation and drug charges. In that incident, Police received a call about a suspicious person in the East Victoria Street area. The male was not known to have any association to the property. Police arrived and located a male who was leaving the area. Further investigation resulted in the arrest of the male and the subsequent search of his person incident to arrest resulted in the seizure of a quantity of tools and pills.

Stolen Vehicle: A 27-year-old Amherst male is facing charges in relation to theft of a vehicle from Amherst Chrysler on October 22nd, 2026. Gary Perry is charged with theft of a vehicle and theft under $5,000 (theft of the keys). The vehicle was stolen at approximately 7:00am and was spotted by Police in the West Victoria Street area later that morning but fled the area. Later that day, the vehicle was located outside of town. Perry was arrested on October 26th and was held in custody. He is scheduled to appear again on November 25th, 2026.

Copper Theft: A 40-year-old East Amherst man, Sean Gale, is facing charges relating to theft of copper from a local company on the 9th of October. Police had received a call from the company advising that someone had accessed their property.

Police attended and viewed video footage and Gale was arrested shortly afterwards. Gale was held for court, made a brief appearance and was released on conditions. He is scheduled to appear again on November 9th, 2026, in relation to several charges that include break and enter, theft and possession of break-in tools.

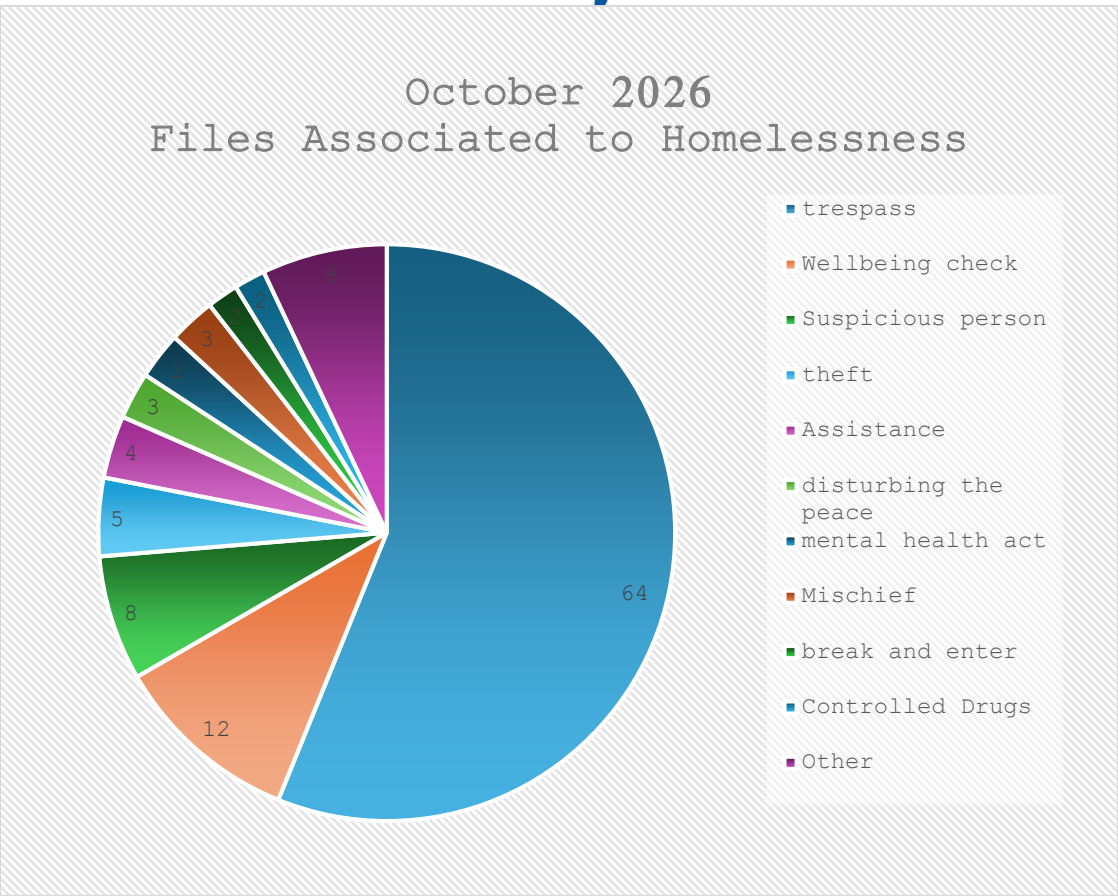
GENERAL OPERATIONAL UPDATES:

Shoplifting/Theft Complaints: There were a total of 19 complaints of shoplifting in October, with 5 of these occurring downtown and the rest occurring in the South Albion/Robert Angus Drive area. This compares to 18 shoplifting complaints in September, where all but two of these complaints were in the South Albion/Robert Angus Drive area. In August there were 17 complaints of shoplifting. Aside from shoplifting, Police responded to 16 complaints of other types of theft in October, this included 5 gas drive offs and 3 complaints of packages being stolen. Of the thefts in October, 5 were related to homelessness.

Other theft numbers compare to 16 complaints of theft during September, of which 6 were related to gas drive-offs. In August there were 25 complaints of other thefts.

Trespassing: In October, Police received 89 complaints of trespassing. Of these, police were able to connect 64 of them to homelessness. This compares to 73 complaints in September and 55 in August. There were 71 in July and 61 in June. As noted previously, many of the complaints are around 1 or 2 people. Of the 64 trespassing complaints linked to homelessness in October 17 were linked to one person while 15 were linked to a second person.

Homelessness Files: October saw another climb in Homelessness Stats with 114 complaints that were associated to homelessness. This is up from 96 in September and 85 in August. All but 35 of these 114 complaints were in the downtown area. This past month seen a sharp increase in complaints concerning homeless encampments. 64 complaints were regarding trespassing issues, which is normally the primary issue, especially around banks and ATMs.



OPERATIONAL STATS – October 2026

Occurrences:	542	Criminal Code Charges:	99
Impaired by Alcohol:	1	CDSA:	1
Impaired by Drug:	0	Traffic Tickets:	27
Traffic Written Warnings:	5	Vehicle Checks:	145
LCA:	2	PPA:	1
Foot Patrol Hours:	53hrs, 24m	Foot Downtown:	38hrs, 24m
Parking Tickets(police):	0 (members)	Parking Tickets(bylaw):	0
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: In Progress: We've moved the Speed Radar sign to this location to monitor traffic patterns and speeds.

TASK: Havelock/Victoria Street Intersection: Motion: That the Traffic Authority be directed to review the 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: In Progress. Memo drafted for November COW – re: Options. We can make some changes, but they can potentially be costly, around $2500 x 4 (for each sign) for embedded lighting. This potentially can end up with requests for similar adjustments in many other areas. Another idea is a red light over the intersection as we have at the Robert Angus Drive /Church Street intersection.

We can also do a structured compliance and safety assessment that looks at compliance during peak periods.