



Town of Amherst
Regular Council Meeting
Agenda

Date: **Monday, October 27, 2025**
Time: **6:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGMENT	
<p>"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."</p>	
3. APPROVAL OF AGENDA / ACCEPTANCE OF MINUTES	
3.1 Approval of the Agenda	
3.2 Acceptance of Minutes	
3.2.1 September 22, 2025 Regular Council	3 - 15
3.2.2 October 6, 2025 Special Council	16 - 16
4. REQUESTS FOR DECISION	
4.1 Election of Deputy Mayor - Small	17 - 17
4.2 Council Committee Appointments - Davidson	18 - 19
4.3 Audit Committee Citizen Appointments - Furlong	20 - 22
4.4 Amherst Youth Town Council Appointment to the Accessibility, Inclusion, Diversity and Equity Committee - Wells	23 - 25
4.5 Municipal Planning Strategy / Land Use By-law First Reading - Ripley	26 - 226

4.6	Council Conference Attendance and Professional Development Policy - Davidson	227 - 232
4.7	Corrective Action Policy - Chambers	233 - 237
4.8	Arts and Culture Policy - Wells	238 - 241
4.9	Land Sales and Development Policy - McManaman	242 - 251
4.10	By-law to Amend the Fires and Burning of Materials By-law Second Reading - Furlong	252 - 259
4.11	YMCA Funding Request - Ripley	260 - 262
4.12	Industrial Park Lands Purchase and Sale Agreement - Wells	263 - 272
4.13	JD Irving Land Trade - McManaman	273 - 276
4.14	Community Support Grants - Chambers	277 - 279
4.15	Live Fire Training Facility - Furlong	280 - 289
5.	INTERNAL COMMITTEE REPORTS	
5.1	Planning Advisory Committee - Ripley	290 - 290
5.2	Amherst Board of Police Commissioners - Davidson	291 - 291
5.3	Amherst Youth Town Council	292 - 292
5.4	North Tyndal Wellfield Advisory Committee - McManaman	293 - 293
6.	EXTERNAL COMMITTEE REPORTS	
6.1	Cumberland Public Libraries - McManaman	294 - 294
6.2	Northern Region Solid Waste Management - Furlong	295 - 295
6.3	L. A. Animal Shelter - Davidson	296 - 296
7.	ADJOURNMENT	

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: September 22, 2025
Time: 6:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Robert Small
Deputy Mayor Hal Davidson
Councillor Charlie Chambers
Councillor Nic Furlong
Councillor Terry McManaman
Councillor Dwayne Ripley
Councillor Kathy Wells (via Zoom)

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
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 6:00 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA / ACCEPTANCE OF MINUTES

3.1 Approval of Agenda

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

Motion Carried

3.2 Acceptance of Minutes

3.2.1 June 23, 2025 Regular Council

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the June 23, 2025, regular meeting of Council were approved as included in the agenda package.

3.2.2 July 23, 2025 Special Council

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the July 23, 2025, special meeting of Council were approved as included in the agenda package.

3.2.3 August 18, 2025 Special Council

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the August 18, 2025, special meeting of Council were approved as included in the agenda package.

4. REQUESTS FOR DECISION

4.1 Community Support Grant

Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers
That Council approve the request from Maggie's Place for a community support grant for \$2,000 for back-to-school supplies for children in Amherst and Cumberland County.

Motion Carried

- 4.2 Capital Budget Amendment Fire Vehicle**
Moved By Councillor McManaman
Seconded By Councillor Furlong
 That Council approve an amendment to the 2025/26 capital budget in the amount of \$75,000 to replace the Fire Chief's command vehicle, including the operational accessories, to be funded from the operating reserve.
- Motion Carried**
- 4.3 Capital Budget Amendment West Victoria Street**
Moved By Councillor Wells
Seconded By Councillor Chambers
 That Council approve an amendment to the 2025/26 general capital budget, and the 2025/26 water utility capital budget to include the engineering design to reconstruct West Victoria Street from the CNR tracks to Hickman Street to be funded with:
- \$15,000 from the Operating Reserve – Sewer
 - \$37,000 from the Operating Reserve – Unrestricted, and
 - \$15,000 from the water utility depreciation fund
- For a total of \$67,000 inclusive of applicable taxes.
- Motion Carried**
- 4.4 Year End Operating Reserve Transfer to General Operating Solid Waste and Sewer Deficit**
Moved By Councillor Chambers
Seconded By Councillor Ripley
 That Council approve the following transfers from the Operating Reserve to General Operating:
- Withdraw from the Operating Reserve – Reserve for Solid Waste of \$2,137.73 to fund the deficit in the Solid Waste department for the 2024/25 fiscal year.
 - Withdraw from the Operating Reserve – Reserve for Sewage of \$2,548.98 to fund the deficit in the Solid Waste department for the 2024/25 fiscal year.
- Motion Carried**
- 4.5 Year End Capital Financing Adjustments**
Moved By Councillor Ripley
Seconded By Councillor McManaman
 That Council approve the following changes to the funding for the 2024/25 Water Capital Budget:
 Approval of the increase of Water Operating capital from revenue from \$40,000 to \$134,000.
- Motion Carried**
- 4.6 2024/25 Consolidated Financial Statements**
Moved By Councillor Furlong
Seconded By Councillor Chambers
 That Council accept the recommendation of the Audit Committee: approving the Town of Amherst Consolidated Financial Statements for the year ended March 31, 2025, which have been audited by the firm Mclsaac Darragh Inc.
- Motion Carried**
- 4.7 Appointment of Auditor**
Moved By Councillor Wells
Seconded By Councillor Ripley
 That Council appoint Mclsaac Darragh Inc. as the municipal auditor for auditing services for the 2025/26 fiscal year.
- Motion Carried**

4.8 **Workplace Violence and Harassment Policy**
Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers
That Council approve the amended Workplace Violence & Harassment
Prevention Policy #04500-02.

Motion Carried

TITLE: WORKPLACE VIOLENCE & HARASSMENT PREVENTION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO.: 04500-02

APPROVAL DATE: _____

CAO Signature: _____

PURPOSE

The Town of Amherst is committed to providing a safe and respectful workplace that promotes the physical and psychological well-being of all employees. This policy outlines our commitment to preventing workplace violence, harassment, and psychological harm, and to fostering a psychologically safe environment in compliance with the *Stronger Workplaces for Nova Scotia Act* and the *Occupational Health and Safety Act*.

~~To establish and maintain a policy regarding Workplace Violence. This policy, in conjunction with the Safety Policy, will help ensure the Town's commitment to a safe working environment~~

POLICY STATEMENT

The Town of Amherst recognizes that workplace violence, harassment, and psychological harm are serious occupational health and safety hazards. We are committed to:

- Preventing workplace violence, harassment, and bullying.
- Protecting employees from psychological harm.
- Promoting psychological safety.
- Responding promptly and effectively to incidents.
- Providing training and resources to support a respectful and psychologically safe workplace.

~~The Town of Amherst acknowledges that violence in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. We view any acts of violence or threats of violence in the workplace as unacceptable. We are committed to working to prevent workplace violence and to responding appropriately if workplace violence does occur. Town Council and all employees are responsible for creating and maintaining a safe working environment.~~

SCOPE

This policy applies to all employees, contractors, volunteers, and visitors at all Town of Amherst workplaces, including municipal buildings, vehicles, remote work settings, and off-site locations where Town activities occur.

DEFINITIONS

Workplace Violence: as per the *Occupational Health and Safety Act*, workplace violence includes the attempted, threatened, or actual conduct of a person that endangers the health or safety of another person.

Harassment: Defined by the *Stronger Workplaces for Nova Scotia Act*, harassment includes any vexatious behavior or comment that is known, or ought reasonably to be known, to be unwelcome, and includes bullying, intimidation, threats, and unwanted behavior that causes harm.

Bullying: Repeated, unreasonable behavior directed at an employee or group that creates a risk to health and safety. Examples can include verbal abuse, spreading malicious rumors, or deliberately undermining a person's work.

Psychological Harm Any mental or emotional injury, distress, or adverse impact on an employee's psychological well-being resulting from workplace violence, harassment, bullying, or other unsafe or threatening work conditions.

Psychological Safety: A workplace environment in which employees feel safe to speak up, contribute, and participate without fear of humiliation, intimidation, or negative consequences to their dignity, health or career.

Workplace: Any location where an employee is engaged in work on behalf of the Town, including municipal buildings, community sites, vehicles, and virtual/remote work settings.

~~Workplace Violence — is the attempted, threatened, or actual conduct of a person that endangers the health or safety of another person. It does not include verbal abuse or harassing behaviour that does not give a person "reasonable grounds" to believe they are at risk. It can also include violence that occurs away from work, but resulting from work.~~

~~Workplace — means any place where an employee is or is likely to be engaged in any occupation and includes any vehicle or mobile equipment used or likely to be used by an employee in an occupation. (Occupational Health and Safety Act, S.N.S. 1996, c.7)~~

~~Reasonable Grounds—a set of facts or circumstances that would satisfy any ordinary, cautious, and prudent person that there is reason to believe, and which goes beyond mere suspicion.~~

~~Disruptive behaviour—can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.~~

OBJECTIVES

1. Prevent and eliminate workplace violence, harassment, and psychological harm.
 2. Ensure all reports of workplace violence and harassment are taken seriously and addressed promptly, confidentially, and without retaliation.
 3. Conduct regular risk assessments of worksites and job functions.
 4. Maintain clear reporting, documenting, and investigation processes.
 5. Provide appropriate support and accommodations to employees impacted by workplace violence.
 6. Provide regular training to employees and managers on violence prevention, harassment awareness, psychological safety, and reporting procedures.
- ~~We are committed to working to prevent workplace violence and to responding appropriately if workplace violence does occur.~~
 - ~~Violence, threats, harassment, intimidation and other disruptive behaviour in our workplace will not be tolerated: that is, all reports of incidents will be taken seriously and will be dealt with appropriately~~
 - ~~Through the creation and constant updating of a prevention plan that addresses risk assessment of our worksites, as well as the reporting, documenting and investigating incidents of violence, the Town of Amherst and its employees will minimize or eliminate workplace violence.~~

REPORTING AND RECORD KEEPING

Employees shall report incidents of violence or harassment in accordance with 04500-02-P Workplace Violence Procedure.

All complaints, investigations, and outcomes will be documented and retained in accordance with privacy and legislative requirements.

TRAINING AND EDUCATION

All managers and supervisors will receive training on preventing workplace violence, harassment, bullying, and promoting psychological safety. Training records will be maintained, and refresher training will be provided every three years, or after significant policy or legislative changes.

NON-RETALIATION

Employees who report incidents or participate in investigations in good faith will be protected from retaliation. Retaliation of any kind is strictly prohibited and will result in corrective action.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Chief Administrative Officer	The CAO will: <ol style="list-style-type: none"> a. Provide resources for training, risk assessment, and support b. Promote a safe and respectful workplace
Council	Members of Council will: <ol style="list-style-type: none"> a. Promote a safe and respectful workplace by endorsing and upholding the policy b. Approve updates as required.
Directors/Managers/Supervisors	Directors, Managers and Supervisors will: <ol style="list-style-type: none"> a. Maintain a safe and respectful work environment b. Respond promptly to reports of violence, harassment, or bullying
Human Resources	Human Resources staff will: <ol style="list-style-type: none"> a. Support reporting, investigations, and resolution b. Ensure appropriate confidential record keeping and manage training programs.
Employees	All Employees will: <ol style="list-style-type: none"> a. Follow the policy and report incidents b. Cooperate with investigation and support a safe workplace

ACKNOWLEDEMENT AND AGREEMENT

I, (Employee Name), acknowledge that I have read and understood the Workplace Violence & Harassment Prevention Policy. I agree to adhere to this policy and will ensure that any employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____
 Signature: _____
 Date: _____

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Amended: added harassment, bullying, & psychological harm; scope broadened to include employees, contractors, volunteers, & visitors in all work settings; new definitions added for harassment, bullying, psychological harm, & psychological safety; objectives expanded to include prevention, risk assessment, support for affected employees & regular training, introduces reporting, record-keeping & non-retaliation language to ensure accountability and confidentiality.	Director, Human Resources	Council	

Minutes Reference Date: May 26, 2008

**4.9 Asset Management Policy
 Moved By Councillor Furlong
 Seconded By Deputy Mayor Davidson
 That Council approve the new Asset Management Policy.**

Motion Carried

**TITLE: ASSET MANAGEMENT POLICY
 SECTION: ENGINEERING & PUBLIC WORKS
 POLICY NO: 31600-03**

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

PURPOSE

Asset management is the process of acquiring, operating, maintaining, upgrading, replacing and eventually disposing of assets in the most cost-effective manner using a standardized method of decision-making to balance costs, risks, performance, and sustainability across the lifecycle of an asset.

The Town of Amherst is responsible for delivering a wide range of services that support community well-being, public safety, economic growth, and environmental sustainability. To achieve this, the Town owns and manages a diverse asset portfolio, including roads, sidewalks, streetlights, water, wastewater and stormwater systems, fleet and equipment, land, buildings, recreation facilities, parks, and trails.

The purpose of this policy is to:

- Demonstrate the Town’s commitment to responsible stewardship of community assets.
- Provide direction to staff to implement and maintain a municipal asset management program.
- Align the management of assets with the Town’s strategic priorities.
- Ensure that services are delivered reliably, cost-effectively, and sustainably for current and future generations.

SCOPE

This Policy applies to all assets owned, leased, managed, and operated by the Town of Amherst.

POLICY STATEMENT

The Town shall adopt an asset management program to ensure sustainable delivery of services. The asset management program will provide the data required to ensure the responsible management of all Town owned infrastructure and shall include:

- **Inventories:** Capture all asset types, records and historical data.
- **Current Valuations:** Calculate current condition ratings and replacement values.
- **Life Cycle Analysis:** Identify maintenance and renewal strategies and life cycle costs.
- **Service Level Targets:** Define measurable levels of service targets.
- **Risk and Prioritization:** Rank all assets categories through risk and prioritization strategies.
- **Sustainable Financing:** Identify sustainable financing strategies for all asset categories.
- **Continuous Processes:** Provide continuous processes to ensure asset information is kept current and accurate.
- **Decision Making and Transparency:** Integrate the asset data into all purchases, acquisitions, assumptions, and disposals.
- **Monitoring and Reporting:** At defined intervals, assess the assets and report on condition and performance

The data, when compiled, will provide the critical information needed for Council to make evidence-based decisions regarding the timely acquisition and disposal of all Town owned assets.

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Director of Operations – Bourgeois	Council	

Minutes Reference Dates:

**4.10 Surplus Fill Policy
 Moved By Councillor Ripley
 Seconded By Councillor Furlong
 That Council repeal the existing Surplus Fill Policy and approve the new
 Surplus Fill Policy.**

Motion Carried

**TITLE: SURPLUS FILL POLICY
 SECTION: ENGINEERING & PUBLIC WORKS
 POLICY NO.: 31600-17**

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

PURPOSE:

The purpose of this policy is to establish guidelines for the responsible and efficient use / disposal of surplus fill generated from Town of Amherst construction, maintenance, and repair projects. This policy aims to ensure the best use of municipal resources while considering environmental, economic, and community interests.

POLICY STATEMENT:

From time to time, when undertaking municipal infrastructure projects, the Town finds itself in a position of having surplus fill material on our jobsites. The removal or disposal of surplus fill can be costly; this policy provides guidance to staff to ensure the disposal of surplus fill material is completed in an efficient and economical manner with minimal impacts to the environment.

The disposal or redistribution of surplus fill shall follow the order of priority below:

- Reuse on Town Projects:
 Surplus fill will first be evaluated for reuse on current or upcoming Town projects, provided it meets the needs of the project.
- Stockpile for Future Use:
 If feasible and cost-effective, the Town may stockpile surplus fill at an approved Town site for use in future Town projects.
- Sale to Local Contractors or Developers:
 If there is no municipal use for the material, the Town may sell surplus fill to local developers at fair market value. When surplus material is offered for sale to contractors the material is offered on an "as-is" basis and all transportation costs will be the contractors' responsibility.

ENVIRONMENTAL COMPLIANCE

Fill deemed unsuitable for reuse due to contamination must be disposed of in accordance with the applicable acts and regulations as of the Nova Scotia Department of Environment and Climate Change.

Fill suspected of contamination shall be tested prior to use or disposal.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Ensure the policy is reviewed periodically and updated as needed to reflect changes in regulations, best practices, and the needs of the Town of Amherst.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New policy, old surplus fill policy repealed	Director of Operations- Bourgeois	Council	

Minutes Reference Dates:

**4.11 Dangerous and Unsightly Premises Policy
 Moved By Councillor McManaman
 Seconded By Councillor Ripley
 That Council approve the recommended amendments to the Dangerous or
 Unsightly Premises Policy.**

Motion Carried

**TITLE: DANGEROUS OR UNSIGHTLY PREMISES POLICY
 DEPARTMENT: PLANNING AND DEVELOPMENT
 POLICY NO: 66150-01**

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

PURPOSE

1. The purpose of this policy to delegate the Town’s ~~powers authority~~ and set priority with regard to Part XV of the *Municipal Government Act* (Dangerous or Unsightly Premises).
2. Part XV of the *Municipal Government Act* states, “Every property in a municipality shall be maintained so as not to be dangerous or unsightly”.

POLICY STATEMENT

3. Council delegates its authority to declare a property as dangerous or unsightly to the Dangerous or Unsightly Premises Administrator. The Administrator will determine whether or not a property is considered dangerous or unsightly in accordance with the definition of such in the *Municipal Government Act*.
4. Council delegates its authority under the provisions of the Dangerous or Unsightly Premises contained in the *Municipal Government Act* to issue an order to demolish a building to the Planning Advisory Committee.
5. Council delegates its authority to bring into compliance a property which has been declared dangerous or unsightly to the Administrator. The Administrator will utilize any and all tools listed in the Dangerous or Unsightly Premises Procedure to achieve compliance.
6. Council retains its authority under the provisions of the Dangerous or Unsightly Premises provisions contained in the *Municipal Government Act* to conduct appeal hearings when an appeal is launched against an order to demolish a building issued by the Planning Advisory Committee.
7. Council delegates its authority to conduct appeal hearings when an appeal is launched against a decision of the Administrator to the Planning Advisory Committee.

ROLES AND RESPONSIBILITIES

Administrator

8. Receive all complaints in relation to this policy;
9. Conduct an initial investigation of the complaint and determine if the property is dangerous or unsightly in accordance with the relevant provisions contained within the *Municipal Government Act*;

10. Utilize any and all tools listed in the Dangerous or Unightly Premises Procedure to bring a property into compliance;
11. Provide a ~~monthly~~ **semi-annual** report to Council detailing number of complaints, number of open files, number of resolved files, type of infraction, etc.

Planning Advisory Committee

12. Upon recommendation by the Administrator, the Planning Advisory Committee will make a decision on the issuance of an order to demolish a building.
13. Upon an appeal of a decision of the Administrator, the Planning Advisory Committee will determine if a property is dangerous or unsightly and any remedial action to be taken.

COMPLAINTS

14. Complaints shall be received in a written format either on a Town of Amherst Complaint Form or via letter or email. Each complaint must include the complainant's name and contact information. ~~The complaint must be signed by complainant.~~ Anonymous complaints will not be investigated.
15. Complaints shall contain specific information, including the address of property where the ~~complaint~~ **alleged dangerous or unsightly condition** exists, the date that the dangerous or unsightly condition existed and what specifically the complainant believes is causing the dangerous or unsightly condition.
16. Complaints may be received by staff or Council.
17. All complaints shall be submitted to the Administrator.
18. The Administrator shall acknowledge receipt of a complaint by regular mail to the complainant.
19. Complaints shall be considered confidential but are subject to Part XX of the *Municipal Government Act, Freedom of Information Protection of Privacy*.

ENFORCEMENT

20. The Administrator shall survey all streets at least twice per year, typically in spring and fall, to identify properties that fall within the definition of dangerous or unsightly as defined under the *Municipal Government Act*.
21. **The Administrator may act in the absence of a complaint where the Administrator has determined that site conditions warrant the issuance of an Order immediately.**
22. The following priority will be followed when dealing with dangerous or unsightly files:
 - a. Dangerous Properties
 - b. Properties for which a written complaint is received
 - c. **Properties identified by the Administrator under Section 21 of this Policy.**
 - d. Properties identified by the Administrator under Section 20 of this Policy.

HEARINGS

23. Notification of any hearing will be sent via registered mail no less than 10 days prior to the hearing. In cases where the owner cannot be located, notice of the hearing may be posted on the property no less than 10 days prior to the hearing.
24. The complainant will be notified of the hearing in writing no less than seven days prior to the hearing.
25. The Administrator's report will not be made public prior to the hearing.

APPEALS ~~(OF ADMINISTRATOR ADMINISTRATOR DECISIONS)~~

26. Any decision of the Administrator may be appealed to the **Planning Advisory** Committee within seven days of such decision. Such appeal must be submitted in writing to the ~~Chief Administrative Officer~~ **Town of Amherst Office of the Clerk.**
27. Appeals may be lodged by the property owner or complainant.
28. The Planning Advisory Committee may make any decision that the Administrator could have made.
29. A decision of the Planning Advisory Committee is not appealable.

APPEALS (OF PLANNING ADVISORY COMMITTEE DECISIONS ON DEMOLITONS)

- 30. Decisions of the Planning Advisory Committee in relation to the demolition of a building may be appealed to Amherst Town Council within seven days of such decision. Such appeal must be submitted in writing to the ~~Chief Administrative Officer~~ Town of Amherst Office of the Clerk.
- 31. Appeals may be lodged by the property owner or complainant.
- 32. Council may make any decision that the Planning Advisory Committee could have made.
- 33. A decision of Council is not appealable.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Dangerous and Unightly Premises Administrator	Responsible for the provisions of this policy, except where otherwise stated.
Director of Planning and Economic Development	Approves the closing of Dangerous and Unightly files.
Office of the Clerk	Receives appeals from owners or complainants regarding decisions of the Administrator and Planning Advisory Committee.

For Administrative Use Only:

VERSION LOG

Amendment Description	Procedure Owner	Approved By	Approval Date
Minor 'housekeeping changes', as well as the following more substantial revisions: Section 13 currently requires that the Administrator report to Council monthly. The proposed change would require a semi-annual report, which reflects MGA requirements and current practice. Council can always ask for a status report and/or an update on a specific issue at any time throughout the year. Section 14 removes the requirement that the complaints be signed. This requirement is redundant so long as the complaint is in writing and includes the complainant's name and contact information. Add as Section 21 that the Administrator may act without the requirement of a complaint. This change reflects the Administrator's more proactive semi-annual survey of town streets. 21.The Administrator may act in the absence of a complaint where the Administrator has determined that site conditions warrant the issuance of an Order immediately.	Director of Planning & Economic Development	Council	

Minutes Reference Date: February 27, 2006 May 26, 2008 April 27, 2009 April 26, 2010
 March 24, 2014 March 29, 2016 June 28, 2021

**4.12 Amherst Youth Town Council Policy
Moved By Councillor Wells
Seconded By Councillor McManaman
That Council approve the amendment to the Amherst Youth Town Council
Policy as presented.**

Motion Carried

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

APPROVAL DATE: November 27, 2023 **CAO Signature:** _____

POLICY STATEMENT

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

PURPOSE:

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

ROLE OF YOUTH COUNCIL:

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

MEMBERSHIP:

1. The Town of Amherst is an inclusive and equitable organization. We value inclusivity & diversity in all areas of the workplace, including the Amherst Youth Town Council. We encourage membership from members of groups who are typically underrepresented and with historical and/or current barriers to equity.
2. The Council shall appoint members of the Amherst Youth Town Council by resolution.
3. The maximum number of appointees on the Amherst Youth Town Council is 15.
4. Members shall be students attending Amherst schools from grade 7 to 12 with a maximum of three members being residents of the Municipality of the County of Cumberland.
5. The term for citizen youth appointees shall be two years and members may be reappointed to the committee without limitations. Members who do not complete their two-year term may be replaced, with their replacement finishing their term and eligible for reappointment without limitations. Citizen appointee terms shall commence in September of each year.
6. By April of each year, advertisement for expression of interest will be posted using appropriate media to reach youth. Council will appoint members for the new term in June of each year. Members will convene in September of each year.

MEETINGS:

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

PARTICIPATION ON TOWN COMMITTEES:

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

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

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

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

4.13 Amherst Youth Town Council Appointments

**Moved By Councillor Chambers
 Seconded By Councillor Furlong
 That Council appoint Levi Allen, Rhaya MacDonald, Ava Tooley and Kawthar Alchegade to the Amherst Youth Town Council.**

Motion Carried

4.14 By-law to Amend the Fires and Burning of Materials By-law First Reading

**Moved By Councillor Furlong
 Seconded By Deputy Mayor Davidson
 That Council give First Reading of the By-law to Amend the Fires and Burning of Materials By-law C-7.**

Motion Carried

BY-LAW TO AMEND THE FIRES AND BURNING OF MATERIALS BY-LAW, C-07

The Town of Amherst Fires and Burning of Materials By-law is hereby amended as follows:

- Clauses 4(g), 4(h), and 4(i) have been relocated under Clause 4(e) as #s 4, 5 and 6 as they pertain specifically to recreational outdoor burning appliances that utilize wood or other combustible materials. This reorganization excludes appliances fueled by propane or natural gas, which are governed under Clause 4(j).
- Clause 4(j) has been renumbered to Clause 4(g) to reflect the structural changes above. Additionally, the reference to the “Nova Scotia Department of Natural Resources and Renewables” has been updated for accuracy. An exception statement has also been added to clarify the applicability of Clause 4(f) in relation to propane and natural gas appliances.

4.15 Russell Street Development

Moved By Councillor Wells

Seconded By Councillor McManaman

That as per section 6.14 of the Street Construction and Financing Agreement with Tony Aalders and Holly Casey for their property on Russell Street, whereas the second phase of the development has not been triggered within 18 months of the commencement of the first phase the Town has decided not to move forward with the next phase of the agreement.

Motion Carried

4.16 United Way Request

Moved By Deputy Mayor Davidson

Seconded By Councillor Ripley

That the request for property tax relief from the United Way be denied.

Motion Carried

5. INTERNAL COMMITTEE REPORTS

5.1 Planning Advisory Committee - Ripley

Information item only; included in the agenda package.

5.2 Amherst Board of Police Commissioners - Davidson

Information item only; included in the agenda package.

5.3 Audit Committee - Furlong

Information item only; included in the agenda package.

5.4 Accessibility, Inclusion, Diversity and Equity Committee - Wells

Information item only; included in the agenda package.

6. EXTERNAL COMMITTEE REPORTS

6.1 Cumberland Public Libraries - McManaman

Information item only; included in the agenda package.

6.2 Cumberland YMCA - Chambers

Information item only; included in the agenda package.

6.3 Northern Region Solid Waste Management - Furlong

Information item only; included in the agenda package.

6.4 L. A. Animal Shelter - Davidson

Information item only; included in the agenda package.

7. ADJOURNMENT

Mayor Small recognized the passing of Bill Martin, who rallied on behalf of Cumberland County on several issues, as well as the recent passing of former Town Crier Jerry Randall.

Mayor Small also thanked Town staff for a successful summer recognizing the number of events held, and the effort put into the downtown core area and its beautification.

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

DRAFT

**Amherst Town Council
Special Meeting
Minutes**

Date: October 6, 2025
Time: 12:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Robert Small
Deputy Mayor Hal Davidson
Councillor Charlie Chambers
Councillor Nic Furlong
Councillor Terry McManaman
Councillor Dwayne Ripley

Members Absent Councillor Kathy Wells

Staff Present Jason MacDonald, Chief Administrative Officer
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Economic Development
Greg Jones, Director, Fire Services
Kim Jones, Deputy Chief Administrative Officer
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
Sean Payne, Marketing & Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

Mayor Small called the Special Council meeting to order.

1.1 TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

2. REQUEST FOR DECISION

2.1 GRID Funding Application

Moved By Councillor Furlong

Seconded By Councillor Chambers

That Council approve the submission of Growth and Renewal for Infrastructure Development funding applications for the extension of municipal services for the expansion of the Amherst Industrial Park, and the installation of a UV disinfection system at the Town's wastewater treatment facility, with the extension of municipal services for the expansion of the Amherst Industrial Park being the first priority application; and further that Council authorize the CAO to submit these applications on behalf of the Town.

Motion Carried

3. ADJOURNMENT

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

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor

DEPARTMENT: COUNCIL

TITLE: OFFICE OF DEPUTY MAYOR

Minutes reference date: November 27, 2006 Page 256

PURPOSE

To set out the policy of the Town with respect to the selection and term of office of the Deputy Mayor.

POLICY STATEMENT

1. At its first meeting following an election, Council shall select a Deputy Mayor to hold office from that date to October 31 of the following year.
2. In non-election years, Council shall select a Deputy Mayor at its October Council meeting to hold office from November 1 of that year until October 31 of the following calendar year.
3. Selection of the Deputy Mayor
 - a) The election of the Deputy Mayor shall be placed on the agenda.
 - b) When the item comes up on the agenda at the meeting the Mayor shall open the floor to members of Council for nomination.
 - c) If there is only one nominee, the Mayor shall entertain a motion to elect the nominated member as Deputy Mayor.
 - d) If there are multiple nominees, the Mayor shall direct the CAO to prepare ballots for the election reflecting the names of the nominees.
 - e) All members of Council, including those nominated, are eligible to vote.
 - f) Vote shall be by secret ballot.
 - g) Results shall be tabulated by the CAO who shall then communicate the results to the Mayor.
 - h) The Mayor shall declare the candidate with the most votes the Deputy Mayor for the term ending October 31 of the following calendar year.
 - i) Should the Deputy Mayor resign his or her office or cease to be a Councillor for any reason during the term of his or her office, the above noted process will be used to select a new Deputy Mayor, but the term of office shall be to complete the term of the Deputy Mayor whose vacancy created the need for a selection.

SYNOPSIS

Council Committee Appointments

Council committee appointments were made in November of last year. The terms of appointments will expire on October 31st, 2025, except for Councillor Davidson's appointment to the Amherst Board of Police Commissioners which will expire on October 31, 2026, and Councillor Chambers and Councillor Furlongs appointments to the Amherst Board of Police Commissioners, which will expire October 31, 2027.

Staff have also been advised that the Intermunicipal Tourism Committee will be reactivated with a Terms of Reference for this Committee currently being developed.

MOTION:

That Council approve the following committee appointments effective November 1, 2025 to October 31, 2026, with the exception of the terms for the Amherst Board of Police Commissioners appointments as noted below:

Mayor Small

- Regional Emergency Management
- North Tyndal Wellfield Advisory Committee

Councillor Chambers

- Amherst Board of Police Commissioners (expiring October 31/27)
- Planning Advisory Committee

Councillor Davidson

- Amherst Board of Police Commissioners (expiring October 31/26)
- Accessibility, Inclusion, Diversity and Equity Committee

Councillor Furlong

- Amherst Board of Police Commissioners (expiring October 31/27)
- Northern Region Solid Waste Committee
- Regional Emergency Management

Councillor McManaman

- **Planning Advisory Committee**
- **North Tyndal Wellfield Advisory Committee**
- **Cumberland Public Libraries Board**

Councillor Ripley

- **Planning Advisory Committee**
- **Intermunicipal Tourism Committee**
- **GFL Community Liaison Committee**

Councillor Wells

- **Accessibility, Inclusion, Diversity and Equity Committee**
- **YMCA Board of Directors**

AND FURTHER, that all members of Council are also appointed to the Committee of the Whole of Amherst Town Council and the Town of Amherst Audit Committee.

SYNOPSIS

CITIZEN APPOINTMENTS TO THE TOWN OF AMHERST AUDIT COMMITTEE

The current terms of appointment for the two citizen appointees to the Audit Committee expire on October 31, 2025.

Expressions of interest were sought through The Casket and Town of Amherst social media. The Terms of Reference Policy states that citizen appointees shall possess knowledge and understanding of financial and investment matters. It further states that initial citizen appointments will be for one-year terms, as a transitional measure, and subsequent citizen appointments will be for two-year terms.

MOTION:

That Council re-appoint Rae Burke to the Town of Amherst Audit Committee for a two-year term expiring October 31, 2027, and appoint Jim Prince for a one-year term expiring October 31, 2026.



AMHERST TOWN COUNCIL

RFD# 2025116

Date: October 27, 2025

TO: Mayor Small and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: October 27, 2025

SUBJECT: Citizen Appointments to the Town of Amherst Audit Committee

ORIGIN: Our citizen appointments to the Audit Committee expire on October 31, 2025. The Audit Committee Terms of Reference Policy 3500-05 states that all members of Council are to be appointed to the Committee, as well as two citizen members.

LEGISLATIVE AUTHORITY: Municipal Government Act, Section 44; Audit Committee Terms of Reference Policy 3500-05

RECOMMENDATION: That Council re-appoint Rae Burke to the Town of Amherst Audit Committee for a two-year term expiring October 31, 2027, and appoint Jim Prince for a one-year term expiring October 31, 2026.

BACKGROUND: The current terms of appointment for the two citizen appointees to the Audit Committee expire on October 31, 2025.

DISCUSSION: Expressions of interest were sought through The Casket and Town of Amherst social media. The policy states that "Citizen appointees shall possess knowledge and understanding of financial and investment matters." Following calls for expressions of interest, staff received four, one from each of our current appointments Jeff Brennan and Rae Burke, as well as one from Jerry Halle and one from Jim Prince, attached. These appointments are at Council's discretion. The Terms of Reference for this Committee states that initial citizen appointments will be for one-year terms, as a transitional measure, and subsequent citizen appointments will be for two-year terms.

FINANCIAL IMPLICATIONS: There are no financial implications to these appointments as citizen appointments to Committees are volunteer positions.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.





AMHERST TOWN COUNCIL

RFD# 2025116

Date: October 27, 2025

COMMUNITY ENGAGEMENT: A notice was placed in The Casket October 1, 2025, and October 8, 2025, as well as on Town of Amherst social media advertising for these vacancies.

ALTERNATIVES: 1. Delay the appointments and continue to solicit expressions of interest; however, this would leave the Committee with no citizen representation.

ATTACHMENTS:



SYNOPSIS

AMHERST YOUTH TOWN COUNCIL APPOINTMENT TO THE TOWN OF AMHERST ACCESSIBILITY, INCLUSION, DIVERSION AND EQUITY COMMITTEE

In accordance with the Amherst Youth Town Council Policy, there is an ability to appoint one member of the Amherst Youth Town Council to the Accessibility, Inclusion, Diversity and Equity Committee.

On October 6, 2025, at the regular Amherst Youth Town Council meeting there was a motion passed that Ava Tooley be the AYTC member appointment for the Town of Amherst Accessibility, Inclusion, Diversity and Equity Committee.

Involving youth in the community adds value to youth development; it empowers our young people to be active participants in their community through positive engagement. The Amherst Youth Town Council appointment would provide the AIDE Committee with a youth perspective on issues pertaining to the youth in Amherst.

MOTION:

That Council appoint Amherst Youth Town Councillor Ava Tooley to the Town of Amherst Accessibility, Inclusion, Diversity and Equity Committee.

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: October 27, 2025

SUBJECT: Amherst Youth Town Council Appointment to the Accessibility, Inclusion, Diversity and Equity Committee

ORIGIN: Annual appointment of an Amherst Youth Town Council member to the Accessibility, Inclusion, Diversity and Equity Committee

LEGISLATIVE AUTHORITY: MGA Section 24(3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so, and the Amherst Youth Town Council Policy #10250-21.

RECOMMENDATION: That Council appoint Ava Tooley to the Town of Amherst Accessibility, Inclusion, Diversity and Equity Committee.

DISCUSSION: In accordance with the Amherst Youth Town Council Policy, there is an ability to appoint one member of AYTC to the Accessibility, Inclusion, Diversity and Equity Committee.

On October 6, 2025, at the regular Amherst Youth Town Council meeting there was a motion passed that Ava Tooley be the AYTC member appointment for the Town of Amherst Accessibility, Inclusion, Diversity and Equity Committee.

Involving youth in the community adds value to youth development; it empowers our young people to be active participants in their community through positive engagement. The Amherst Youth Town Council appointment would provide the AIDE Committee with a youth perspective on issues pertaining to the youth in Amherst.

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

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

ENVIRONMENTAL IMPLICATIONS: No direct environmental implications however involvement of the younger generation tends to support protection and preservation of the environment.





AMHERST TOWN COUNCIL

RFD# 2025115

Date: October 27, 2025

COMMUNITY ENGAGEMENT: Ongoing

ALTERNATIVES: Do not appoint an AYTC member to the AIDE Committee

ATTACHMENTS:



SYNOPSIS

First Reading

Municipal Planning Strategy

Land Use By-law

The draft Municipal Planning Strategy (MPS) and accompanying Land Use By-law (LUB) together provide a comprehensive and updated framework to guide how land within the Town is planned, developed, and managed. These documents are not only regulatory tools, but also a reflection of the community's shared vision for its future. They demonstrate how the Town can proactively and responsibly respond to evolving housing needs and preferences, shifting demographic trends, emerging environmental challenges, and changing economic conditions.

The updated MPS and LUB aim to ensure that future growth and development occur in a manner that is sustainable, inclusive, and aligned with the long-term aspirations of residents, businesses, and community stakeholders. By establishing clear policies and development standards, the documents will help balance the protection of community character and natural assets with the need to accommodate growth and innovation. In doing so, the new planning framework positions the Town to be adaptable, resilient, and well-prepared for the opportunities and challenges of the years ahead.

MOTION:

That Council give First Reading of the new Municipal Planning Strategy and Land Use By-law, and schedule a Public Hearing to be held on Thursday, November 13, 2025 at 5:00 p.m. in Council Chambers.

TO: Mayor Small and Members of Council

SUBMITTED BY: Andrew Fisher, Director of Planning & Economic Development

DATE: October 27, 2025

SUBJECT: First Reading: MPS & LUB

ORIGIN: Requirement to review and update the existing planning documents originally adopted in 2005.

LEGISLATIVE AUTHORITY: MGA Part VIII Planning and Development.

RECOMMENDATION: That Council give first reading of the new Municipal Planning Strategy and Land Use By-law and schedule a public hearing for Thursday, November 13, 2025, at 5:00 p.m.

BACKGROUND: The project to renew the Town's planning documents (MPS & LUB), originally adopted 20 years ago, was identified as a priority in 2021. The new draft planning documents are the culmination of several planning analysis of the town and two rounds of public engagement. These reports are available at planamherst.ca.

Council was provided with an overview of the drafts in June 2025 ahead of the second round of public engagement. On October 14th Council was provided a second overview that resulted in the following changes:

1. The property known as Hillsdale (Shaw Group) was zoned from Hwy Commercial to General Residential.
2. A Business Park Zone was created and applied to the vacant industrial lands bound by Industrial Park Drive and the Trans Canada Highway. This zone allows a range of uses from light industrial to commercial. Creation of this zone required new MPS policies to enable the zone.

DISCUSSION: The draft MPS and LUB provides an updated framework to guide how land is used but is also a reflection of how the town can respond to ever changing housing needs and preferences, demographic patterns, environmental conditions, and economic circumstances.

FINANCIAL IMPLICATIONS: None specific to this decision

SOCIAL JUSTICE IMPLICATIONS: Policies throughout the MPS address social justice.





AMHERST TOWN COUNCIL

RFD# 2025125

Date: October 27, 2025

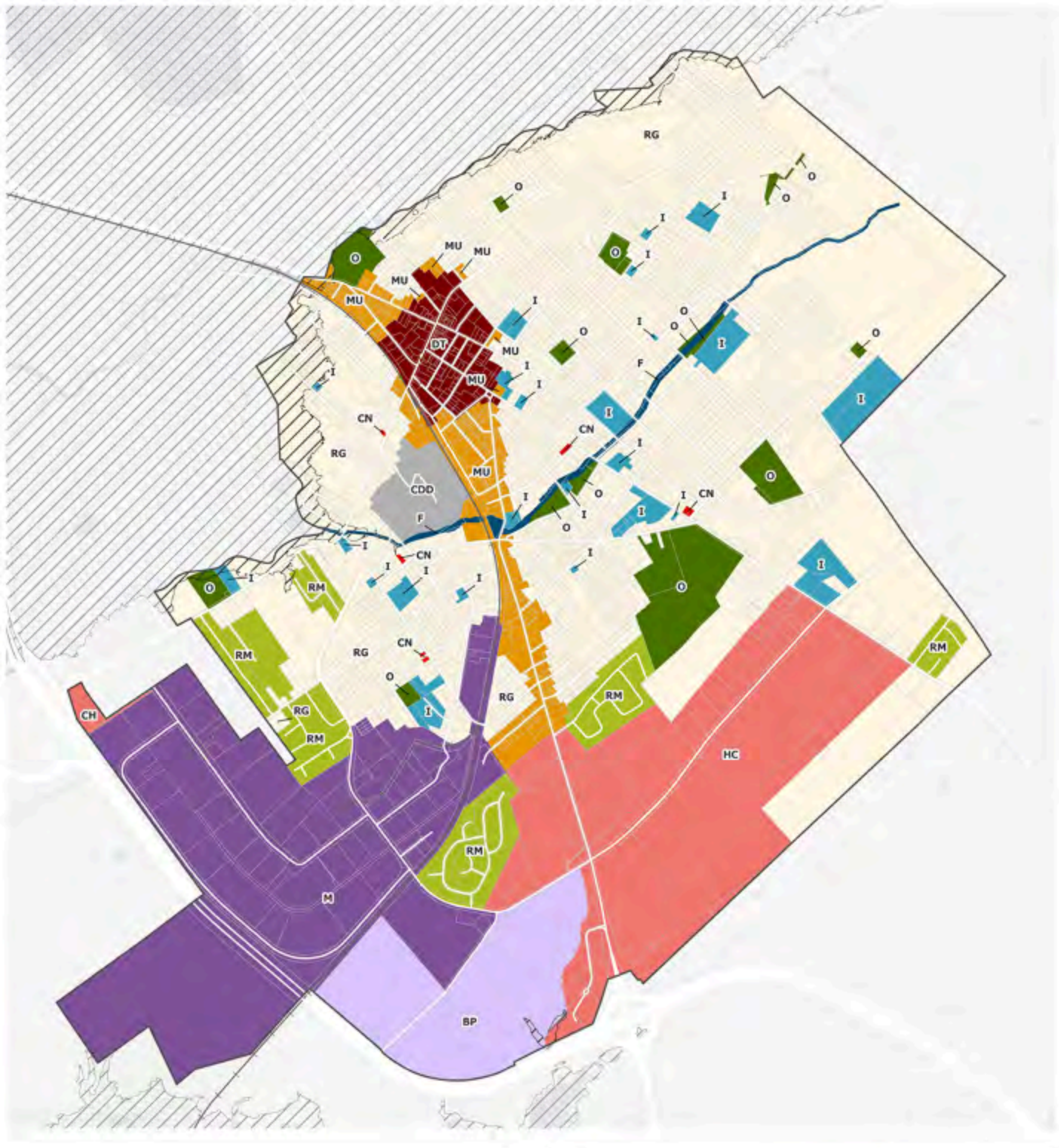
ENVIRONMENTAL IMPLICATIONS: Environmental conditions and sustainability are addressed throughout the MPS and LUB.

COMMUNITY ENGAGEMENT: Extensive engagement programs have informed the creating of these documents and provided feed back on the drafts. Additional engagement will take place via the Public Hearing in November.

ALTERNATIVES: Defer first reading and direct staff to make changes.

ATTACHMENTS: Draft Municipal Planning Strategy and Land Use Bylaw.





MAP

Amherst Zoning (DRAFT)

SCHEDULE	LAST UPDATED	DATA SOURCE
—	2025-10-23	Prov. of NS

NORTH + SCALE	PROJ.
	NAD83 CSRS UTM 20 N

LEGEND	
	CDD Comprehensive Development District
	DT Downtown Commercial
	F Flood Plain
	RG General Residential
	CH Highway Commercial
	M Industrial
	BP Business Park
	I Institutional
	MU Mixed Use
	RM Mini Home Residential
	CN Neighbourhood Commercial
	O Open Space
	Floodway Fringe Overlay

Town of Amherst

MUNICIPAL PLANNING STRATEGY

DRAFT





**Town of Amherst
Municipal Planning Strategy**

Adopted: DATE

Approved: DATE

Effective: DATE

With Amendments To: N/A

TABLE OF CONTENTS

1. Introduction	1
1.1 <i>Land Use Planning and the Municipal Planning Strategy</i>	2
1.2 <i>Strengths and Challenges.....</i>	3
1.3 <i>Amherst at a Glance.....</i>	5
1.4 <i>Governance in Amherst.....</i>	7
1.5 <i>Statements of Provincial Interest.....</i>	8
1.6 <i>How to Use this Municipal Planning Strategy.....</i>	10
2. Plan Process	12
2.1 <i>Basis of Plan Review.....</i>	13
2.2 <i>Plan Development</i>	14
2.3 <i>Public Engagement</i>	15
2.4 <i>Key Engagement Topics and Issues.....</i>	17
3. Guiding Vision and Goals	20
3.1 <i>A Vision for the Future of Amherst.....</i>	21
3.2 <i>Goals</i>	22
4. Land Use Strategy.....	24
4.1 <i>A Strategy for Land Use.....</i>	25
4.2 <i>Managing Growth and Development.....</i>	25
4.3 <i>Community Structure</i>	28
4.4 <i>Residential Designation.....</i>	29
4.5 <i>Commercial Designation</i>	35
4.6 <i>Industrial Designation</i>	42
4.7 <i>Comprehensive Development Designation</i>	44
5. Policy Areas.....	46
5.1 <i>Policy Areas</i>	47
5.2 <i>Housing</i>	48
5.3 <i>The Economy.....</i>	52
5.4 <i>The Environment and Ecology.....</i>	56
5.5 <i>Transportation</i>	63
5.6 <i>Community Infrastructure and Public Spaces.....</i>	70

5.7	<i>Arts, Culture, and Heritage</i>	74
6.	Implementation and Administration	78
6.1	<i>Administration and Implementation</i>	79
6.2	<i>Land Use Bylaw and Subdivision Bylaw</i>	81
6.3	<i>Variances</i>	84
6.4	<i>Non-conforming Uses</i>	85
6.5	<i>Site Plan Approval</i>	86
6.6	<i>Development Agreements</i>	88
6.7	<i>General Criteria</i>	90
6.8	<i>Engagement and Notification for Development Agreements or Amendment</i>	92
6.9	<i>Municipal Planning Strategy Reviews</i>	93
6.10	<i>Amendments to the Municipal Planning Strategy</i>	93
7.	Schedules	94
	Schedule A – Future Land Use Map.....	95
	Schedule B – Future Streets.....	96
	Schedule C – Road Classification.....	97

1. INTRODUCTION



1.1 Land Use Planning and the Municipal Planning Strategy

In its simplest form, land use planning provides a framework for cities, towns, and municipalities to guide how land is used, how and where growth and development happens, and how and where buildings are built. But land use planning is much more than that. It is a collaborative process that gives residents, businesses, and civic leaders the power to shape the future of their communities to work towards a shared vision and goals. It influences how people interact with the built environment, the types of housing that are available, how investments in infrastructure are made, and much more.

Land use planning can help the Town of Amherst prepare for change. As Amherst has experienced throughout its history, change is inevitable, and land use planning is an important tool and process that allows the Town and community to manage this change. It can help the Town respond to changing housing needs and preferences, changing demographic patterns, changing environmental conditions, and changing economic circumstances, all the while ensuring that a framework is in place so when change does happen, it contributes to the future the community wants.

This document—the Municipal Planning Strategy—establishes the broad framework and policy guidance to manage future growth and development within Amherst. The Town of Amherst has a long history of land use planning, and this Municipal Planning Strategy replaces the municipal planning strategy adopted by Town Council in 2005. The 2005 document replaced the 1993 municipal planning strategy.

This Municipal Planning Strategy establishes the long-term vision, goals, and policies for growth and development in Amherst. These policy statements reflect Council’s intention for land use in the town, as well as considering matters outside of the scope of land use planning that are nonetheless important to the community. The vision, goals, and policies contained within this Municipal Planning Strategy have their foundation in the 2005 document, but they also reflect contemporary issues and challenges, ideas, and perspectives held in Amherst.

As a main tool for implementing the Municipal Planning Strategy, Town Council will adopt an accompanying Land Use Bylaw—a document that establishes the specific standards and rules for development. Together with the Town’s Subdivision Bylaw, these three documents largely govern how land use, growth, and development happen in Amherst.

1.2 Strengths and Challenges

Land use planning policy and its supporting regulations must build off the community's strengths while looking to address then context specific challenges the town faces. This Section outlines some of the main strengths and challenges in Amherst.

1.2.1 Strengths

- **Regional Commercial Centre for Cumberland County:** Amherst is a retail and service centre for approximately 30,000 people in surrounding Cumberland County and Southeast New Brunswick. Thousands of regional residents visit Amherst every year to access the services and amenities that are available.
- **Strong Industrial Base:** Since the turn of the 20th century, Amherst has been an industrial hub in the Maritimes. While this industrial prosperity has declined from its heyday, Amherst continues to have a strong representation in industrial activity.
- **Largely Intact Historical Downtown:** As a result of that past prosperity, the town boasts many large homes and a traditional downtown with many historically significant buildings. These buildings not only reinforce the character of Amherst, but they can help to strengthen Amherst's local economy.
- **Extensive Services:** The Town of Amherst offers many municipal services that make the town a great place to live and visit. The Town provides fire, police, water, sewer, and stormwater services to its residents. Amherst is one of the very few communities in Nova Scotia that have access to natural gas.
- **Housing Diversity:** The housing stock in Amherst is very diverse. Less than half of residential units are within single dwellings, with the rest of the housing stock made up of duplex and semi-detached dwellings, apartments, and mobile homes.

1.2.2 Challenges

- **Housing Affordability:** Despite its diverse housing stock, Amherst has a shortage of affordable housing options, especially rental options.
- **Demographics:** The town's population is ageing. Since the previous plan's adoption in 2005, the town's median age has increased from 42.8¹ years to 48.8². This has led to housing growth over recent years that is predominantly targeted toward an older demographic, without necessarily creating housing options that meet the needs of all ages, family sizes, and incomes.
- **Limited Land Supply:** At 12 square kilometres, Amherst is one of the smallest municipalities in Nova Scotia. Continued growth in town has left Amherst with limited vacant land for future development. Most of the vacant land that is left in Amherst is on the town's periphery, particularly on the southern and eastern sides of Amherst.
- **Oversupply of Parking:** A large amount of Amherst's land area is dedicated to automobile parking. Not only does this use up the town's limited land, but it is detrimental to creating pedestrian-friendly environments and creates negative environmental impacts.
- **Lack of Transit Options:** Movement within Amherst is structured around the private automobile. With much of the residential land uses radiating from the downtown but few residential uses and essential services (e.g., groceries) in the downtown, many people must rely on private automobiles to get the services they need.
- **Climate Change:** Climate change is expected to bring more extreme rainfalls and storm flooding, warmer temperatures, and sea level rise to Amherst³. Adapting to and mitigating climate change will be important over the planning period.
- **Ageing Infrastructure:** A significant portion of Amherst's infrastructure is older, and at a higher risk of needing maintenance and financial investment. Over 50% of the drinking water pipes and 54% of sewer pipes in Amherst are more than 50 years old, and the Town could face challenges over the next decade with financing the upkeep of this infrastructure.

¹ Statistics Canada. Retrieved from: <https://www12.statcan.gc.ca/census-recensement/2006/dp-pd/prof/92591/details/page.cfm?Lang=E&Geo1=CSD&Code1=1211011&Geo2=PR&Code2=10&Data=Count&SearchText=Amherst&SearchType=Begin&SearchPR=01&B1=All&Custom=>

² Statistics Canada. Retrieved from: <https://www12.statcan.gc.ca/census-recensement/2021/dppd/prof/details/page.cfm?Lang=E&SearchText=Amherst&DGUIDlist=2021A00051211011&GENDERlist=1,2,3&STATISTIClist=1&HEADERlist=0>

³ Province of Nova Scotia. (n.d.). Climate impacts. Retrieved from: <https://climatechange.novascotia.ca/climate-impacts>

1.3 Amherst at a Glance

1.3.1 Demographics

The Town of Amherst's total population has remained relatively stable over the last 25 years. Between 1996 and 2021, the town experienced a marginal decrease in its population of 2.7%—small in comparison to the 9.7% decrease in population for all of Cumberland County over the same period. Despite a relatively stable population, however, the demographic profile of the town has continued to shift, which will impact the form and function of the community over the next decade.

Amherst has an ageing population. Like many Canadian and Atlantic Canadian municipalities, older residents are making up a larger proportion of the population than previously. Between 1996 and 2021 the total number of residents aged 65 to 84 grew by more than 35%, and the number of residents over the age of 85 grew by almost 40%. Comparatively, between 1996 and 2021 the youth (0 to 19 years old) and working age (20 to 64 years old) populations decreased by 22% and 7%, respectively. These demographic patterns suggest that Amherst is attracting older residents who may be either looking for smaller and alternative housing options that are not available in nearby counties, or looking to be closer to the services they need, such as groceries and healthcare.

The loss of youth and working age population is an indication of the broader trends among these cohorts leaving smaller communities and likely moving to larger urban centres to better access to education and employment opportunities.

While the population characteristics noted above will continue to have a significant impact on Amherst's demographic profile, there are indications that the town's population size and dynamics may have changed since 2021. Positive net interprovincial migration rates in Nova Scotia and high international immigration levels into Canada over the previous five years may have increased Amherst's working age cohort and increased its ethnic diversity. The level to which immigration and migration have affected the demographic profile will not be fully understood until after the 2026 Census is complete.

1.3.2 Economy

Amherst has a strong local economy that contributes to the vitality of the town. The town is home to nearly 500 businesses, which span a variety of industrial and commercial sectors. Not only do these industries serve the many local and regional residents and businesses, but they provide employment opportunities to the residents of Amherst.

Healthcare and social assistance services also employ a large proportion of the town's population, likely influenced by the presence of the neighbouring Cumberland Regional Health Care Centre.

1.3.3 History

The Town of Amherst is located in the traditional and unceded territory of the Mi'kmaq, who thrived on the land due to its abundance of fish, fowl, and other wildlife. The population in and around Amherst began to grow following the arrival of the Acadians, as extensive dike-building provided more arable land. By the mid-1700s, Amherst was emerging as a centre in Nova Scotia. The town experienced unprecedented industrial growth following the extension of the railway service in 1872. Today, the legacy of Amherst's rich history is still evident through the protected dike lands, the railway, the many red sandstone buildings, and the town's industrial core.

1.4 Governance in Amherst

1.4.1 Town Council and Committees

Town Council is the elected body that undertakes the duties and responsibilities given to the Town of Amherst. The Town was incorporated in 1889 and is governed by six Councillors and the Mayor. These seven individuals are responsible for decision-making in Amherst, including establishing budgets and making decisions on land use planning matters.

To support Town Council in its decision-making, there are several committees of Council which include Council members and sometimes members of the public.

1.4.2 Town Responsibilities

The Town of Amherst, through Town Council, provides several services to the residents and businesses of the town. In addition to the provision of infrastructure, such as roads, sewer, and water, the Town provides fire and police protection services, recreational services, and land use planning services.

Like all municipalities in Nova Scotia, the Town of Amherst is given its responsibilities through Provincial Legislation—the *Municipal Government Act* (or in the case of the Halifax Regional Municipality, the *Halifax Charter*). The *Municipal Government Act* or “Act”, details what municipalities can and must do to fulfil their roles. The Act also establishes what municipalities can regulate through land use planning and the minimum standards that must be met through land use planning.

1.5 Statements of Provincial Interest

The Province of Nova Scotia has established six “Statements of Provincial Interest” as a way to ensure municipalities across Nova Scotia are functioning under the same planning framework and protecting the interests and values held across the province. These statements are intended to guide the actions taken by municipalities, especially with respect to supporting sustainable growth and development. Of the six Statements of Provincial Interest, five are applicable in the Town of Amherst:

Statement of Provincial Interest Regarding Drinking Water

⇒ *To protect the quality of drinking water within municipal water supply watersheds.*

The Town of Amherst does not contain any public drinking water supplies within its boundaries. The Town’s water supply comes from the North Tyndall wellfields located within the Municipality of the County of Cumberland. Section 4.2.3 includes policies for collaborating with the Municipality on the protection of this wellfield.

Statement of Provincial Interest Regarding Flood Risk Areas

⇒ *To protect public safety and property and to reduce the requirement for flood control works and flood damage restoration in floodplains.*

This Municipal Planning Strategy and its related Land Use Bylaw recognize the importance of protecting people and property from flood hazards. Under the Canada–Nova Scotia Flood Damage Reduction Program, no flood risk areas have been designated within Amherst; however, local knowledge and mapping from the Upper Fundy Region Watersheds Municipal Flood Line Mapping (2023–25) identify areas at risk, including the northern parts of the Town along the marsh and Dickey Brook. Development in these areas will be managed to reduce risks to public safety, minimize property damage, and avoid increasing upstream or downstream flooding. Restrictions will apply to new development in floodways, sensitive or hazardous land uses will be limited in flood-prone areas, and flood-proofing measures will be required where appropriate. Policies will be updated as additional flood mapping or provincial guidance becomes available to ensure that development in Amherst is safe and sustainable.

Statement of Provincial Interest Regarding Agricultural Land

⇒ *To protect agricultural land for the development of a viable and sustainable agriculture and food industry where applicable within the town's boundaries.*

As described in more detail in Section 5.7.3, the Town of Amherst is built on good agricultural soils as defined by this Statement of Provincial Interest. However, agriculture is challenging within the Town's boundaries due to the fragmentation of lands. More importantly, the town contains significant infrastructure that falls within the Statement of Provincial Interest Regarding Infrastructure, and development utilizing this infrastructure can help reduce development pressure on surrounding rural lands where agriculture is more viable.

Statement of Provincial Interest Regarding Infrastructure

⇒ *To make efficient use of municipal water supply and municipal wastewater disposal systems.*

The Town of Amherst is serviced by sewer and water systems, as well as an extensive network of public roads. As described in more detail in Section 4.2.3, this Municipal Planning Strategy and its related Land Use Bylaw are fundamentally built on the approach of making the fullest use of these infrastructures to ensure their efficient and financially sustainable operation.

Statement of Provincial Interest Regarding Housing.

⇒ *To provide diverse housing opportunities for all Nova Scotians by including provisions for various housing types. This includes supporting higher densities, smaller lot sizes, and reduced yard requirements to promote an inclusive and accessible community.*

This Municipal Planning Strategy and its related Land Use Bylaw are built around the idea of enabling and encouraging investments in diverse housing types. Minimum lot sizes have been reduced and the number of permitted units on a lot have been increased compared to previous planning documents, manufactured housing is permitted through the Land Lease Community Zone, and residential uses are enabled in commercial zones.

⇒ **Policy 1-1: It shall be the policy of Council to develop and implement policies that reflect and support these Statements of Provincial Interest, ensuring that municipal planning aligns with provincial objectives and promotes sustainable, coordinated development.**

1.6 How to Use this Municipal Planning Strategy

This Municipal Planning Strategy (“Plan”) plays a specific role in guiding the future of the Town of Amherst through its policies. These policies represent the statements of Council regarding growth and development in Amherst, as well as additional aspects of life in the town. The policies that are directly related to land use and development are typically implemented through the Land Use Bylaw, which contains the standards and specifications for land use development, or the Subdivision Bylaw, which contains the standards and specifications for dividing land.

1.6.1 Document Organization

This Municipal Planning Strategy is divided into six chapters:

1. The **Introduction and Context** chapter provides contextual information about the Town of Amherst and how it is governed and distinguishes the purpose, role, and scope of the Municipal Planning Strategy.
2. **Plan Process** highlights how this Municipal Planning Strategy was developed, including a summary of the engagement activities that took place.
3. In Chapter 3, **Vision and Goals** for the Town of Amherst are established. These high-level statements will provide context and guidance to all policies within this plan.
4. The **Land Use Strategy** chapter establishes the blueprint for growth and development in Amherst by designation areas of the town for specific types of growth. The policies in this chapter will direct different scales and types of growth to different areas of the town.
5. **Policy Areas** is a chapter dedicated to specific topics and policy areas this plan will look to address. Policy areas include the economy, the environment, and transportation.
6. The plan must be implementable from a land use, administrative, and legal perspective. The **Plan Implementation** chapter provides the framework for the Town to implement this Municipal Planning Strategy and timeline for review.

1.6.2 Interpreting the Contents of this Plan

Because this plan is a statutory, legal document, the language within it is precise and specific to ensure the expectations of the Town and public and clearly articulated when it comes to growth and development in Amherst. In this plan:

- “may” is permissive and typically indicates a future action for which the Town has policy support to undertake, but is not obliged to undertake; and
- “shall” is imperative and indicates a duty to act, which is typically implemented through the Land Use Bylaw or Subdivision Bylaw.

Additionally, this Plan uses illustrations, images, and maps to provide context to support the policies within. For greater clarity:

- Diagrams, sketches, or photos in this plan are provided for illustration purposes only and do not form the legal basis of this plan.
- Schedules, which are provided at the end of the Plan, form part of this Plan and its legal foundation, and they should be read in concert with the policies of this Plan.

Finally, nothing in this Plan will affect the continuance of uses or developments that were lawfully in existence as of the date of this Plan coming into effect. Development that was legally initiated prior to the existence of planning in the Town or under a previous set of planning policies and regulations can continue without needing to “come into compliance” with any regulatory or policy changes, subject to provisions for non-conforming uses and structures in Section 6.4 of this plan.

2. PLAN PROCESS



2.1 Basis of Plan Review

Before the adoption of this Plan and accompanying Land Use Bylaw, the planning policies and regulations in effect in the Town of Amherst were largely developed in 2005. This represented a nearly 20-year gap (2005 to 2022) between comprehensive reviews of the Town’s municipal planning strategy—a period where many micro- and macro-level changes occurred in Amherst and abroad.

The review and update of the Town of Amherst’s Municipal Planning Strategy and Land Use Bylaw also came in the midst the of COVID-19 pandemic. The pandemic had immense impacts on local and provincial economics and resulted in sizeable shifts in real estate markets, settlement patterns, and workforce trends across Nova Scotia, including in Amherst. The review of the Town’s Municipal Planning Strategy and Land Use Bylaw represented an opportunity to update the planning documents to match these emerging trends.

2.2 Plan Development

The development of this Municipal Planning Strategy and Land Use Bylaw was completed under the project name “Plan Amherst.” Plan Amherst was a highly interactive and iterative process that involved significant background research, public consultation, and policy and regulatory development. The project was led by the Town’s Department of Planning and Economic Development in collaboration with the Town’s Planning Advisory Committee and Chief Administrative Officer.

The project officially launched at the February, 2022 Planning Advisory Committee meeting where the project was introduced to the Committee and community. Immediately following the project launch, from March to June 2022, the initial engagement phase took place. As part of this initial engagement the project team sought to collect information from residents, community members, and stakeholders about the future of Amherst. Following the conclusion of the initial input phase, the project team drafted a Municipal Planning Strategy and Land Use Bylaw, which was released to the public.

The second phase of engagement was focused on testing the draft documents to ensure they aligned with the community’s vision for the future. This was followed by refinement of the documents and then the formal adoption process.



2.3 Public Engagement

The public engagement for Plan Amherst was separated into two phases:

- Initial Engagement Phase, and
- Draft Engagement Phase.

2.3.1 Initial Engagement

The initial phase of engagement sought to gather input from residents and stakeholders to determine their priorities for the new Municipal Planning Strategy and Land Use Bylaw. Residents, community members, and other stakeholders were asked to share their perspectives and insights on land use and development in the Town of Amherst and to share their vision for the future of the community. Between March and June of 2022, a series of in-person and online engagement events were held to gather information from the public. Both the in-person and online events were promoted using several tools and methods, including:

- the Town’s website and social media;
- the project website;
- postcards, promoting the project website details and a “call to action” question; and
- an email listserv developed throughout the project.

The engagement activities for the initial phase of consultation for Plan Amherst included:

- A public survey (available online and hard copy upon request) with 336 respondents.
- An online mapping exercise with 284 unique visitors, over 700 page visits, and 37 comments.
- A Community Vision Workbook with four submissions.
- Two in person public workshops and one online public workshop, which were attended by nearly 20 individuals.

In addition to the input collected above 25 individuals representing a variety of community groups, businesses, and non-profit organizations, were interviewed or took place in group discussions.

2.3.2 Draft Plan Engagement

The second phase of engagement aimed to gather input from residents and stakeholders, seeking their feedback on the draft Plan. Participants were asked if the proposed changes to the Municipal Planning Strategy and Land Use Bylaw documents reflect the diverse needs of the community. In May 2025, the Town hosted a series of in-person and online engagement activities including a public meeting, online feedback form, and pop-up booth at the Amherst Home Show. Respondents to the draft engagement were generally pleased with the draft documents, and most of the comments addressed minor adjustments to strengthen policy related to topics such as housing and the environment.

2.4 Key Engagement Topics and Issues

2.4.1 Community Strengths

Engagement participants identified a number of strengths that drew them to the community (or have kept them here), make Amherst a good place to live, and can form a strong foundation for the future. These included the town's central location and access to regional infrastructure, the small-town atmosphere, social connections and a sense of community, and great access to nature and trails. Housing affordability has also traditionally been a strength of the community and a reason why many engagement participants moved to the community, though this has changed in recent years.

2.4.2 Housing

The Town of Amherst has not been immune to the trends in housing affecting Nova Scotians. While the relative affordability of housing (compared to other areas of Nova Scotia and Canada) has been a key driver in attracting new residents to the Town, this influx has also driven up property values and taxes, affecting fixed and low-income homeowners the most. In addition to rising home prices, residents feel the current housing stock is not meeting the diverse housing needs of the community. Similar issues are being faced by renters, as issues around the availability, affordability, and suitability of rental units available in the town came up often.

The increasing number of individuals experiencing homelessness in Amherst came up as a concern for many residents, and it was brought up that community support resources are limited in the town. However, there is a general understanding that housing is a complex issue and that further support beyond housing is needed.

2.4.3 Social Issues

There is a strong desire to see a more inclusive community where people of various backgrounds, ethnicities, and socioeconomic statuses are living together in a more integrated way. While the small-town feel of Amherst attracted many to move to the Town, not everyone has felt included or as part of the community. The divisions between long-time and newer residents, ethnic backgrounds, and along socioeconomic lines have left many feeling isolated, which was further exacerbated by the COVID-19 pandemic. Differences along socioeconomic lines also translate into other areas, as many felt that there is an unequal distribution of amenities, services, and funds across the town.

Substance use disorders in Amherst were brought up as a concern due to the gap in services and supports available to address them. Many also wanted to see more opportunities for awareness and education on substance use disorders in the town.

2.4.4 Economic Development

Across engagement methods, residents saw Amherst as the hub of the Maritimes due to its central location, but many perceived a lack of capitalization on this identity. Instead, it was repeated several times that the town was mainly seen as a place to pass by on the way to other communities, leading to missed economic opportunities. A key concern was the limited variety of shopping and dining options for residents and visitors, which has contributed to the loss of vibrancy in the town. This gap was seen as more pronounced in the downtown area, with several calls for its revitalization and improved maintenance. The lack of a grocery store downtown was also seen as a detriment for residents and workers in the area. Some residents feel that there is a limited variety of employment opportunities, which was seen as discouraging for younger professionals to move to Amherst and for younger generations to stay in town. There is also a general concern about the effects of the housing shortage on the economy, as this was perceived as a deterrent for people and for new businesses to come to the Town.

2.4.5 Transportation

The lack of transportation options available in Amherst limits residents' ability to access events and opportunities, which particularly affects seniors, new immigrants, individuals with low income, and students. Residents expressed a strong desire to have an affordable, public transit system in place, as taxis are currently the only option for those who are not able to travel by private vehicle or for whom active transportation is a challenge. While there are opportunities for active transportation, residents felt that services and amenities were located too far away for them to reach by walking. Also, residents expressed that transportation infrastructure needs urgent improvements, as the quality and conditions of roads and sidewalks make it unsafe for them to be used.

2.4.6 Services and Amenities

Throughout the engagement process, several respondents expressed that services and amenities for younger people are limited in Amherst. Without more opportunities, programs, and activities for this age group, residents anticipated young people leaving the town. Additionally, the lack of accommodations for visitors was seen as hindering the town's ability to host more events and welcome visitors. Many respondents expressed the difficulties that residents have in accessing health care. From the lack of walk-in clinics to the lack of a palliative care facility for an ageing demographic, many expressed their frustration at the situation. The gap in access to health care is exacerbated by the shortage of hospital staff and challenges with recruitment.

2.4.7 Recreation

Space and programming emerged as the main issues related to recreation in Amherst. On the one hand, the current facilities are not meeting the needs of the town. Residents wished to see a space that could host a variety of sports and events, as well as safe accessible leisure spaces for teens and youth. On the other hand, gaps in programming variety for different age groups was also identified. Many respondents have a strong desire to make recreation as accessible and low-barrier as possible, and this was seen as an opportunity to improve social cohesion, especially for newcomers.

2.4.8 Parks, Trails, and Open Space

For a town of its size, Amherst has a considerable number of parks, trails, and open spaces. This was a key reason why many decided to move to Amherst. There was a strong desire to continue to improve the town's trail system, including its signage, which was seen as potentially benefiting residents and visitors alike. Residents also wanted to see better maintenance of the trail system, as well as its expansion and connectivity to the broader network of active transportation facilities.

3. GUIDING VISION AND GOALS



3.1 A Vision for the Future of Amherst

A vision statement has been adopted in this Municipal Planning Strategy to ensure Town Council, residents, and other stakeholders are working towards the same common future. Vision statements are meant to be aspirational and ambitious, and they provide a benchmark for all decisions made by the Town Council, irrespective of changes in the Town’s leadership, management, or plans.

In 2021, Town Council adopted a vision as part of its Strategic Plan—a plan that included updating the Town’s Municipal Planning Strategy and Land Use Bylaw as a key project. That vision has been adopted as the Vision for this Municipal Planning Strategy:

Our vision is to be a healthy, prosperous, inclusive, and environmentally sustainable community in which people of all ages, abilities, and cultures are engaged and proud to live, work, and play

⇒ **Policy 3-1: Council shall, through the policies and maps of this Municipal Planning Strategy and the Land Use Bylaw, implement the vision for the Town of Amherst.**

3.2 Goals

While vision statements represent high-level, immeasurable aspirations and ambitions, goals are meant to be long-term results that the community wants to achieve. To support the vision statement, this Plan establishes a series of ten goals that the Town and community will look to achieve or strive towards over the life of this Plan.

The implications of the Municipal Planning Strategy and Land Use Bylaw are important for growth and development, but there are limitations to the extent to which the Town can actively pursue its goals. For this reason, the following language has been adopted for the goals of this plan:

- Where “Support” is used, Council has limited ability to achieve the goal through its planning documents.
- Where “Promote” is used, Council has some ability to achieve the goal through its planning documents.
- Where “Ensure” is used, Council has direct control to achieve the goal through its planning documents.

The following ten goals will guide growth and development in Amherst over the next decade:

1. Promote a systematic and efficient use of land through the allocation of appropriate land for residential, commercial, industrial, open space, and mixed-use development.
2. Promote the efficient and financially-sustainable use of town services, including roads, water, and sewer.
3. Promote vibrant, diversified, and well-designed commercial areas, including in the downtown core and highway commercial areas.
4. Continue to support existing and new industrial operations and pursue the potential expansion of the Industrial Park.
5. Support the preservation of the historical integrity of the built environment.
6. Promote a diversity of housing options, including types and tenures, throughout the town to support current and future residents in acquiring adequate housing.
7. Promote a land use planning framework that looks to reduce and prevent land use conflicts.
8. Ensure that environmentally sensitive or significant areas are protected from human development.
9. Ensure that human development avoids hazardous locations when possible, and when development is necessary in hazardous locations it is carried out with the abundance of caution, and that any associated risks are mitigated.

10. Ensure there is a clear and transparent framework and process in place for land use policy and regulation.

⇒ **Policy 3-2: Council shall, through the policies and maps of this Municipal Planning Strategy and the Land Use Bylaw, implement the goals for the Town of Amherst.**

4. LAND USE STRATEGY



4.1 A Strategy for Land Use

This Chapter sets about the policies and strategies for how the Town of Amherst will manage growth and development. These policies and strategies are foundational to land use planning in the Town of Amherst.

4.2 Managing Growth and Development

This Section establishes policies for the management of growth and development throughout Amherst.

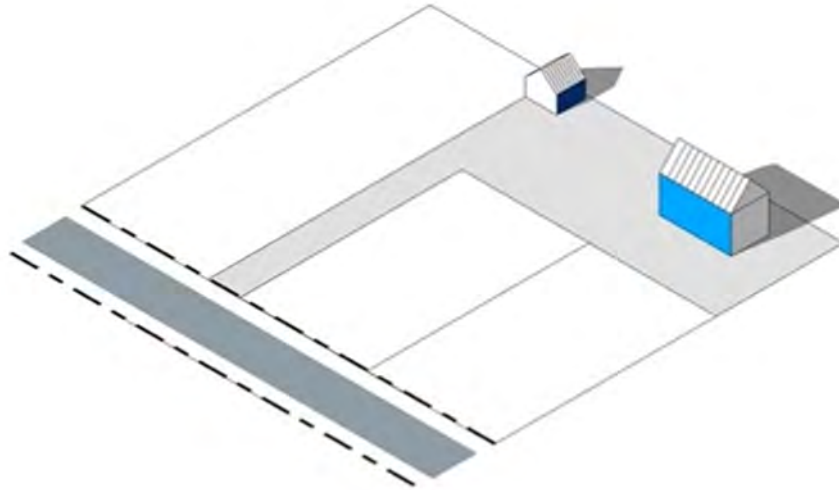
4.2.1 Buildings and Lots

Within Amherst, the built form and development pattern will need to be appropriately managed to ensure future growth and development contributes positively to the town, but also to ensure it is well integrated with and complimentary to existing land use patterns.

- ⇒ **Policy 4-1: Council shall, through the Land Use Bylaw, regulate the size, location, and number of buildings on a lot. The regulations shall reflect the intent of each specific land use zone within the Land Use Bylaw.**
- ⇒ **Policy 4-2: Council shall, through the Land Use Bylaw and Subdivision Bylaw, regulate the size of lots created in Amherst to ensure they are in keeping with the intent of each specific land use zone and in alignment with the availability of municipal water and sewer.**
- ⇒ **Policy 4-3: Council may, through the Land Use Bylaw, relax lot area and frontage requirements for undersized lots existing on the date of the Bylaw's adoption.**

4.2.2 Flag Lot Development

Flag lot development, as the name suggests, is a style of development that takes place on a lot shaped like a flag on a pole. These types of lots are normally situated behind lots abutting the street, but have a narrow driveway, or 'flag pole', that provides access to the lot.



Flag lot development can help to maximize the use of land by enabling development on land that may otherwise go unused.

Council sees value in permitting flag lot development in Amherst but will include provisions within the Land Use Bylaw to mitigate potential challenges created by this style of development.

⇒ **Policy 4-4: Council shall, through the Land Use Bylaw, regulate the development of flag lots to mitigate potential land use conflicts.**

4.2.3 Infrastructure and Services

The Town of Amherst and its residents are served by a comprehensive infrastructure system. However, maintaining this infrastructure requires constant capital and human resource investments. For this reason, it is critically important that existing services are used most efficiently by promoting development in areas where services already exist and maximizing the use of those services where possible. There are several benefits to promoting growth areas where services already exist:

- More efficient use of services lowers the operating and maintenance costs for the Town, meaning funds can be directed to upgrade ageing infrastructure or to other programs.
- It helps to support infrastructure and services that may not be feasible with lower-density development, such as public transit.

- It promotes development that is closer together, which enables easier access to services for pedestrians and active transportation users, contributing to better social, physical, and mental health.

The Town of Amherst gets its drinking water from the North Tyndall Wellfield—a series of four drinking water wells located 15 kilometres north of the town. The North Tyndall Wellfield is a protected wilderness area where significant development is prohibited in order to protect the water source. Additionally, the Municipality of the County of Cumberland has strict development controls on the North Tyndall Wellfield in its planning documents.

- ⇒ **Policy 4-5: Council shall, through the Land Use Bylaw, encourage the efficient use of central services in Amherst by permitting smaller lots and lot frontages in residential and commercial areas.**
- ⇒ **Policy 4-6: Council shall, through the Land Use Bylaw, require developments to connect to sewer services, where available. Unserviced developments may be permitted provided they meet the requirements and enabling criteria established in the Land Use Bylaw.**
- ⇒ **Policy 4-7: Council shall, through the Land Use Bylaw, permit public and private utilities, with the exception of electrical generation facilities, in all land use zones.**
- ⇒ **Policy 4-8: Council shall continue to lead in the protection of the long-term viability of the North Tyndal Wellfield.**
- ⇒ **Policy 4-9: Council shall continue to cooperate with the Municipality of the County of Cumberland and Province of Nova Scotia regarding the protection of the North Tyndal Wellfield where appropriate.**
- ⇒ **Policy 4-10: Council shall continue to pursue the acquisition of land within the North Tyndal wellfield as ownership opportunities present themselves and such purchases would contribute to the long-term preservation of the wellfield as a drinking water source for the town.**
- ⇒ **Policy 4-11: Council shall continue to maintain an appropriate short term backup water supply(s) in the event that transmission from the North Tyndal Wellfield is interrupted or the supply is compromised.**

4.3 Community Structure

Land use designations are a policy tool that guides the types and forms of development, and they are represented on the Future Land Use Map (Schedule 'A' of this Municipal Planning Strategy). These designations establish the high-level policy direction for specific areas of town and they prescribe certain types of uses and development for these areas. Each land use designation is supported by a series of land use zones outlined in detail within the Land Use Bylaw that implement the specific policies of each land use designation.

⇒ **Policy 4-12: Council shall, within this Municipal Planning Strategy, and on Schedule 'A', the Future Land Use Map, establish the following land use designations:**

- a. **Residential Designation,**
- b. **Commercial Designation,**
- c. **Industrial Designation, and**
- d. **Comprehensive Development Designation.**

4.4 Residential Designation

4.4.1 The Residential Designation and Permitted Zones

There is a large diversity in the residential built form in Amherst, tied to economic and demographic shifts that have occurred over the past 200 years. Large, stately homes, associated with Amherst's past industrial prosperity during the 20th century, are juxtaposed with more modest dwellings and mini homes, built in more recent times. But beyond the diversity in built form, there is also a significant diversity in the type and tenure of housing in Amherst.

Council intends to continue to facilitate a mix of housing types which reflect the diversified needs, income levels, ages, and lifestyles of town residents.

- ⇒ **Policy 4-13: Council shall, on Schedule 'A', the Future Land Use Map, designate "Residential" lands that are predominantly residential in character and intended to remain as such.**

- ⇒ **Policy 4-14: Council shall, on the maps of the Land Use Bylaw, permit the following zones in the Residential Designation:**
 - a. **General Residential Zone;**
 - b. **Land Lease Community Zone;**
 - c. **Neighbourhood Commercial Zone;**
 - d. **Institutional Zone;**
 - e. **Open Space Zone; and**
 - f. **Flood Plain Zone**

4.4.2 General Residential Zone

The General Residential Zone intends to establish a framework to promote diversity in the type and tenure of housing in Amherst using a range of planning tools to ensure they are developed appropriately.

The General Residential Zone includes all primary residential areas of the town, except those within the Land Lease Community Zone. The General Residential Zone will not only accommodate existing residential forms but is intended to promote infill development as well as appropriate medium- and higher-density residential development. Where medium- and higher-densities of housing are proposed, an applicant will be required to meet additional standards to ensure the proposed development can be appropriately integrated into the built form and neighbourhood.

- ⇒ **Policy 4-15: Council shall, through the Land Use Bylaw, establish the General Residential Zone that will permit a range of residential uses and densities throughout the Town of Amherst.**
- ⇒ **Policy 4-16: Council shall apply the General Residential Zone on the zoning maps of the Land Use Bylaw to all residential areas of the Residential Designation except where other specific land use zones are applied.**
- ⇒ **Policy 4-17: Council shall permit in the General Residential Zone a range of low-density residential uses, including, but not limited to single dwellings, double dwellings, and townhouse and multi-unit dwellings up to six units and boarding houses with up to six sleeping units.**
- ⇒ **Policy 4-18: Council shall permit, by site plan approval, in the General Residential Zone: grouped dwellings up to five dwellings, multi-unit dwellings with seven to twelve units, townhouse dwellings with seven to twelve units, boarding houses with seven to twelve sleeping units, supportive housing with seven to twelve housing units, and nursing homes and homes for special care with seven to twelve sleeping units.**
- ⇒ **Policy 4-19: Council shall consider entering into a development agreement for multi-unit developments with thirteen or more dwelling units and four to twelve-unit developments where the minimum zone requirements cannot otherwise be met, boarding houses with thirteen or more sleeping units, and converted dwellings that cannot otherwise meet Land Use Bylaw requirements within the General Residential Zone. Council shall only enter into such a development agreement if Council is satisfied:**
 - a. **the proposal is situated along an arterial or collector street, or vehicular traffic from the development to the nearest arterial or collector street can be effectively managed;**
 - b. **the architectural design of the building, including, but not limited to, building material and orientation; the location, orientation, and size of windows and doors; and the roof pitch and material is complementary and compatible with—but not necessarily the same as—surrounding land uses;**

- c. the bulk and massing of the building is complementary to and compatible with—but not necessarily the same as—neighbouring properties;
- d. the proposal is appropriately integrated into the built form of the existing neighbourhood through the use of setbacks and stepbacks;
- e. parking areas are planned and landscaped so as not to create adverse effects on neighbouring properties;
- f. stormwater runoff from impervious areas is appropriately managed and unlikely to cause disturbance on neighbouring properties or the natural environment; and
- g. the proposal complies with the general development agreement policies of Section 6.6 of this Plan.

⇒ **Policy 4-20:** Council shall consider entering into a development agreement to enable proposals for a licensed restaurant open to the public as part of a bed and breakfast establishment within the General Residential Zone. Council shall only enter into such a development agreement if Council is satisfied:

- a. the proposed development is sympathetic to any designated heritage property with 25 metres of the subject property;
- b. adequate parking facilities are provided on site, including safe access and egress to a street;
- c. the visual impact on adjacent property as well as the street is limited through the use of building design and orientation or through appropriate use of vegetation;
- d. the hours of operation are appropriate for the context;
- e. the square footage of the seating area is appropriate for the context;
- f. any outdoor seating, parking, lighting, signage or other elements are visually screened and sympathetic to adjacent property and the streetscape.
- g. the proposal complies with the general development agreement policies of Section 6.6 of this Plan.

4.4.3 Land Lease Community Zone

At the time of writing this plan, there are six mobile/mini home parks—otherwise known as “land lease communities”—located within Amherst. Land lease communities are residential developments where plots of unsubdivided land are leased and moveable dwellings are placed upon the plots of land. These developments often include complementary amenities such as small retail, day care services, and community centres for the residents of the mobile/mini home park.

Because mobile/mini homes are smaller in scale than traditional dwellings and tenants are not required to own the land their dwelling is situated upon, these types of residential development are typically more affordable than traditional forms of housing. Council is supportive of the continuation, and possible creation and expansion, of mobile/mini home parks within Amherst to promote the establishment of affordable housing. Given some of the unique aspects of this type of development (e.g. the lack of building foundation), the Town has also adopted additional regulations through the Land Lease Community Bylaw (the successor to the Mobile Home Bylaw) in 2013 to regulate land lease communities in Amherst.

- ⇒ **Policy 4-21: Council shall, through the Land Use Bylaw, establish the Land Lease Community Zone. This land use zone is intended to support predominantly land lease communities and mini and mobile home parks, but it will also support ‘traditional’ forms of housing such as single, double, townhouse, and multi-unit dwellings.**
- ⇒ **Policy 4-22: Council shall initially apply the Land Lease Community Zone on the maps of the Land Use Bylaw to the land lease communities and mini and mobile home parks existing on the date of this plan’s adoption.**
- ⇒ **Policy 4-23: Council shall, through the Land Use Bylaw, permit a range of residential uses within the Land Lease Community Zone, including mobile/mini homes and mobile/mini home parks. Single, double, and townhouse and multi-unit dwellings with six or fewer units shall also be permitted.**
- ⇒ **Policy 4-24: Council shall, through the Land Use Bylaw, permit grouped dwellings (small-option homes) up to five dwellings, multi-unit dwellings between seven and twelve dwellings, and townhouse dwellings between seven and twelve dwellings within the Land Lease Community Zone by site plan approval.**

⇒ **Policy 4-25: Council shall consider entering into a development agreement to enable proposals for multi-unit developments with thirteen or more dwelling units within the Land Lease Community Zone. Council shall only enter into such a development agreement if Council is satisfied:**

- a. the proposal is situated along an arterial or collector street, or vehicular traffic from the development to the nearest arterial or collector street can be effectively managed;**
- b. the architectural design of the building, including, but not limited to, building material and orientation; the location, orientation, and size of windows and doors; and the roof pitch and material is complementary and compatible with—but not necessarily the same as—surrounding land uses;**
- c. the bulk and massing of the building is complementary to and compatible with—but not necessarily the same as—neighbouring properties;**
- d. the proposal is appropriately integrated into the built form of the existing neighbourhood through the use of setbacks and stepbacks;**
- e. parking areas are planned and landscaped so as not to create adverse effects on neighbouring properties;**
- f. stormwater runoff from impervious areas is appropriately managed and unlikely to cause disturbance on neighbouring properties or the natural environment; and**
- g. the proposal complies with the general development agreement policies of Section 6.6 of this Plan.**

4.4.4 Neighbourhood Commercial Zone

Just as there are needs for large-scale commercial uses in town, local neighbourhoods require immediate access to goods and services. Small grocery stores or convenience stores and cafés are examples of local uses in a neighbourhood that can make it an even better and more convenient place to live. Communities where residents can meet their day-to-day needs—or “complete communities”—help to promote social, cultural, and economic sustainability. Outside of Amherst’s major commercial areas, however, access to services and amenities within neighbourhoods is currently limited.

To help foster “complete communities” Council will establish the Neighbourhood Commercial Zone. This zone will be applied to existing small-scale retail uses in local neighbourhoods while also helping to promote the establishment of other local services and amenities that are needed within the town.

- ⇒ **Policy 4-26: Council shall, through the Land Use Bylaw, establish the Neighbourhood Commercial Zone to support small-scale commercial and community uses that serve local residential areas.**

- ⇒ **Policy 4-27: Council shall apply the Neighbourhood Commercial Zone to existing small-scale commercial uses within residential areas and shall not consider applications to rezone additional properties in the General Residential Zone to the Neighbourhood Commercial Zone. This approach ensures the protection of residential areas while maintaining access to local goods and services.**

- ⇒ **Policy 4-28: Council shall, through the Land Use Bylaw, permit commercial and residential uses in the Neighbourhood Commercial Zone, subject to General Residential Zone standards. Permitted commercial uses shall include retail stores, take-out restaurants, and eat-in restaurants.**

- ⇒ **Policy 4-29: Council shall, through the Land Use Bylaw, establish floor area maximums for commercial uses in the Neighbourhood Commercial Zone to promote appropriately scaled neighbourhood businesses.**

4.5 Commercial Designation

4.5.1 The Commercial Designation and Permitted Zones

The commercial areas of Amherst serve the 10,000 residents of the town, while also serving as the retail and service centre for the nearly 30,000 people who live in surrounding Cumberland County and Southeast New Brunswick.

In Amherst, there are two distinct, but mutually symbiotic commercial areas: the traditional downtown core and the highway commercial areas. These two areas offer different types of services, amenities, and user experiences, and both work towards the benefit of the town and community. The Commercial Designation will apply to both of these commercial areas, and support a variety of land use zones to promote and accommodate different scales and forms of commercial development while ensuring they all contribute to the overall quality of life in Amherst.

The Commercial Designation has also been applied to some residential areas, such as those along Albion Street and South Albion Street, where the uses are actively transitioning from residential to commercial. The application of the Commercial Designation in these areas will help to continue this transition by limiting regulatory barriers in the future.

- ⇒ **Policy 4-30: Council shall, on Schedule 'A', the Future Land Use Map, designate "Commercial" lands that are predominantly commercial in character, including the downtown core and the highway commercial area, and areas along major streets and roads that are actively transitioning from residential to commercial uses.**

- ⇒ **Policy 4-31: Council shall, on the maps of the Land Use Bylaw, permit the following zones in the Commercial Designation:**
 - a. **Business Park Zone;**
 - b. **Downtown Zone;**
 - c. **Highway Commercial Zone;**
 - d. **Mixed Use Zone; and**
 - e. **Neighbourhood Commercial Zone.**

4.5.2 Downtown Zone

Much of the commercial growth occurring in Amherst over the past two decades has occurred outside of the downtown core. Commercial growth has mainly occurred along South Albion Street and Robert Angus Drive in the form of big-box retailers and strip mall development. As cited in the Centre First: Downtown Amherst Action Strategy, this, “commercial shift from the downtown is not uncommon for many regional service centres in Canada, and overall, the economic activity and varied services and products that these commercial strips provide enhance the town’s economy and regional destination appeal.”

While big-box retailers and strip malls have a role to play in enhancing the quality of life in Amherst, downtowns are an indicator of the overall health of a community. A vibrant downtown helps to stimulate cultural and economic activity, preserve and highlight history and culture, and meet the needs of residents and visitors of the town. When planned appropriately, downtowns can also help to meet the diverse housing needs of residents and community members that are close to other services and amenities. However, there are currently spatial and land use gaps within the fabric of downtown Amherst that prevent it from achieving its full potential.

There is currently a lack of residential options in downtown, which is possibly linked to the higher challenges of building on small, confined sites and the increased building standards (e.g. fire separation) for mixed-use developments. In addition to the lack of certain uses, there are many parking lots in Amherst’s downtown that create physical gaps in the historic streetscape. A good planning framework can help turn these challenges into opportunities for a more vibrant downtown.

The intention of the Downtown Zone is to promote growth and development in Amherst’s downtown, while ensuring such development enhances, rather than detracts from, the impressive historic buildings that already exist within the downtown. This zone incorporates the findings from the Centre First: Downtown Amherst Action Strategy, which aims to transform downtown Amherst into a vibrant civic, cultural and shopping destination.

- ⇒ **Policy 4-32: Council shall, through the Land Use Bylaw, establish the Downtown Zone. This land use zone is intended to promote a wide range of commercial, residential, and light industrial uses that fit into the existing built form and character of Amherst’s traditional downtown.**
- ⇒ **Policy 4-33: Council shall apply the Downtown Zone on the zoning maps of the Land Use Bylaw to the traditional downtown core of Amherst.**
- ⇒ **Policy 4-34: Council shall, through the Land Use Bylaw, develop site design, material, lighting, signage, and parking regulations for the Downtown Zone to promote development that is in keeping with the traditional built form and appearance in the downtown.**

- ⇒ **Policy 4-35:** Council shall, through the Land Use Bylaw, permit a range of commercial uses, including but not limited to, banks, restaurants, licensed establishments, offices, accommodations, clinics, and shops within the Downtown Zone. Multi-unit dwellings shall be permitted within commercial buildings, and stand-alone multi-unit buildings shall be permitted, subject to provisions within the Land Use Bylaw. Light manufacturing uses shall also be permitted.
- ⇒ **Policy 4-36:** Council shall permit vehicle-oriented uses and drive through establishments within the Downtown Zone, except where access is located on Church Street, Victoria Street East, and Havelock Street, King Street, Electric Street, or Ratchford Street.
- ⇒ **Policy 4-37:** Council shall consider entering into a development agreement to enable proposals for accommodations uses, business and professional office uses, and retail store uses where the new development will have a ground floor area in excess of 1,500 square metres within the Downtown Commercial Zone. Council shall only enter into such a development agreement if Council is satisfied:
 - a. the ground floor of the proposed development is designed to promote pedestrian convenience and interest;
 - b. any parking facilities provided on the site are designed and located to promote pedestrian convenience and interest, and generally be at the back of the property;
 - c. the location, height, bulk, and design of the building takes into account the surrounding streetscape and building designs.
 - d. the proposal complies with the general development agreement policies of Section 6.6 of this Plan.
- ⇒ **Policy 4-38:** Council shall consider, in the Downtown Zone, applications for ground floor residential uses by development agreement. In considering such proposals, Council shall ensure:
 - a. the residential use does not abut Church, Victoria and Havelock Streets;
 - b. that such a conversion will not detract from the commercial character of the surrounding streetscape; the proposal is consistent with the provisions in the Land Use Bylaw for residential uses in the Downtown Zone; and

c. the proposal complies with the general development agreement policies of Section 6.6 of this Plan.

- ⇒ **Policy 4-39: Council shall permit residential uses located within the upper floors of any existing commercial building that increases the building envelope by no more than 30%.**

4.5.3 Highway Commercial Zone

As the regional service centre for tens of thousands of people and often the first point of contact for visitors arriving from New Brunswick or elsewhere in Nova Scotia, Amherst's highway commercial areas play a key role in the town's economy. Highway commercial uses in Amherst are concentrated along South Albion Street and Robert Angus Drive, but there is also an area at Exit 3 off of Highway 104.

The existing development in these areas can be characterized by large-format commercial buildings set back from the street to accommodate large parking lots between the street and the building. This form of development largely prioritizes automobile use; there is little space dedicated to pedestrians and the overall environment often makes pedestrians feel unsafe and unwelcome. Because of how this development has occurred, it has also created access control issues for car drivers; the large number of driveways and automobile access points along South Albion Street creates challenges for drivers existing and entering some of these properties.

Throughout the engagement for this Plan, residents and community members expressed their displeasure with the built form of the highway commercial areas of Amherst. They cited a lack of landscaping, the prioritization of automobiles, and an unwelcoming public realm as the major drawbacks to these areas, despite the commercial value they bring to the town.

The Highway Commercial Zone intends to promote large-scale, automobile-oriented commercial and light industrial uses, but with greater focus and attention paid to design and automobile access control than in past planning documents. New development of a certain size in the Highway Commercial Zone will be subject to the site plan approval process so the Town can have a finer-grained level of management over proposals to ensure they contribute to a positive built form.

- ⇒ **Policy 4-40: Council shall, through the Land Use Bylaw, establish the Highway Commercial Zone. This land use zone is intended to promote a wide range of large- and small-scale commercial, light industrial uses, and multi-unit residential uses within this zone.**
- ⇒ **Policy 4-41: Council shall apply the Highway Commercial Zone on the maps of the Land Use Bylaw to the commercial lands characterized by large-scale commercial and retail uses, and land uses primarily catering to a clientele arriving by automobile.**

- ⇒ **Policy 4-42: Council shall, through the Land Use Bylaw, permit within the Highway Commercial Zone a range of commercial, industrial, and institutional uses, including, but not limited to, banks, offices, display courts, light manufacturing, motor vehicle-oriented uses, and restaurants.**
- ⇒ **Policy 4-43: Council shall, through the Land Use Bylaw, permit existing agricultural uses within the Highway Commercial Zone, including the keeping of agricultural animals.**
- ⇒ **Policy 4-44: Council shall permit in the Highway Commercial Zone a range of residential uses, including multi-unit residential dwellings and townhouse dwellings, subject to the same standards within the General Residential Zone, except proposed residential developments with more than twelve units, which shall be permitted by site plan approval where the subject property is not located within 200 metres of any other zone except the Industrial Zone.**

4.5.4 Business Park Zone

The Business Park Zone is intended to serve as a transitional area between the Highway Commercial and Industrial Zones. This zone will accommodate a diverse mix of high-end commercial, light industrial, and larger multi-unit residential developments, supporting economic growth while ensuring compatible land use relationships.

From a land use perspective, the Business Park Zone provides an opportunity to cluster business activities that benefit from proximity to major transportation routes, while maintaining a high standard of development and minimizing potential conflicts with surrounding areas. The range of permitted uses includes motor vehicle sales, hotels, light manufacturing, heavy equipment sales establishments, business and professional offices (including research and development), large retail and wholesale stores, and storage facilities.

Council's intention to establish this zone within the town where business park-style development can thrive, while contributing to Amherst's role as a regional economic centre. Through the Land Use Bylaw, the Business Park Zone will be applied to the extension of the industrial park area to support future growth and provide a flexible framework for a variety of business and employment-generating uses.

- ⇒ **Policy 4-45: Council shall, through the Land Use Bylaw, establish the Business Park Zone. This land use zone is intended to promote a wide range of high-end commercial, light industrial uses, and large multi-unit residential uses within this zone.**

- ⇒ **Policy 4-46: Council shall, through the Land Use Bylaw, permit business uses suited to a business park, including, but not limited to, motor vehicle sales, hotels, light manufacturing facilities, heavy equipment sales establishment, business and professional offices including research and development, large retail and wholesale store, storage facilities, and large residential development.**

4.5.5 Mixed Use Zone

There are many areas within Amherst where land uses have gradually been transitioning from residential to commercial uses, especially along Albion and South Albion Street. In these areas it is common to see service and amenity shops on lots next to residential dwellings. Council will support this transition and continue to encourage a mixing of residential and commercial uses to allow residents to meet their needs in their immediate vicinity. Council will establish the Mixed Use Zone in the Land Use Bylaw to promote and encourage a mix of residential and commercial uses in Amherst.

- ⇒ **Policy 4-47: Council shall, through the Land Use Bylaw, establish the Mixed Use Zone. This land use zone is intended to permit a mix of residential and commercial uses.**
- ⇒ **Policy 4-48: Council shall apply the Mixed Use Zone on the zoning maps of the Land Use Bylaw to areas of the town transitioning from residential to commercial uses.**
- ⇒ **Policy 4-49: Council shall, through the Land Use Bylaw, permit commercial and residential uses within the Mixed Use Zone. Permitted uses shall include, but are not limited to, a range of residential and commercial uses. Existing light Industrial uses shall also be permitted.**
- ⇒ **Policy 4-50: Council shall, through the Land Use Bylaw, permit multi-unit dwellings and townhouse dwellings with seven to twelve dwelling units in the Mixed Use Zone by site plan approval.**
- ⇒ **Policy 4-51: Council shall consider entering into a development agreement to enable proposals for multi-unit developments with thirteen or more dwelling units within the Mixed Use Zone. Council shall only enter into such a development agreement if Council is satisfied:**
 - a. **the proposal is situated along an arterial or collector street, or vehicular traffic from the development to the nearest arterial or collector street can be effectively managed;**

- b. the architectural design of the building, including, but not limited to, building material and orientation; the location, orientation, and size of windows and doors; and the roof pitch and material is complementary and compatible with—but not necessarily the same as—surrounding land uses;**
- c. the bulk and massing of the building is complementary to and compatible with—but not necessarily the same as—neighbouring properties;**
- d. the proposal is appropriately integrated into the built form of the existing neighbourhood through the use of setbacks and stepbacks;**
- e. parking areas are planned and landscaped so as not to create adverse effects on neighbouring properties;**
- f. stormwater runoff from impervious areas is appropriately managed and unlikely to cause disturbance on neighbouring properties or the natural environment; and**
- g. the proposal complies with the general development agreement policies of Section 6.6 of this Plan.**

4.6 Industrial Designation

4.6.1 The Industrial Designation and Permitted Zones

The town's central location in the Maritimes, along with a stable population base makes it an ideal location as an industrial centre. Amherst's industrial area is more than 200 hectares in size (more than two square kilometres), and is currently home to about 40 businesses⁴.

From a land use perspective, industrial development is concentrated in the southeast corner of the town, which is conveniently located near two highway exits. Because industrial uses, such as manufacturing and processing, have the potential to create land use conflicts from the operation of the businesses (e.g., truck traffic, noise, etc.), these uses should be concentrated in a single area within the town. It is Council's intention to continue to generally separate industrial uses from the rest of the town through the use of the Industrial Designation. This designation is assigned to the existing Industrial Park and undeveloped areas that are being considered for expansion of the park.

- ⇒ **Policy 4-52: Council shall, on Schedule 'A', the Future Land Use Map, designate "Industrial" lands that are predominantly industrial in character and intended to remain as such.**

- ⇒ **Policy 4-53: Council may, in partnership with industry, senior levels of government, and other partners, extend Infrastructure to expand the Amherst and Area Industrial Park to Include properties south of Industrial Park Drive and south of the Trans-Canada Highway.**

⁴ Town of Amherst. (2019). Economic Dashboard Report.

4.6.2 Industrial Zone

With a single industrial area in the town, the intention of the Industrial Zone is to accommodate industrial development in the Industrial Designation.

- ⇒ **Policy 4-54: Council shall, through the Land Use Bylaw, establish the Industrial Zone and apply this zone to areas on the zoning maps of the Land Use Bylaw that are Intended for existing and future Industrial development.**

- ⇒ **Policy 4-55: Council shall, through the Land Use Bylaw, permit industrial uses suited to an industrial park, including, but not limited to, building supply and equipment depots, manufacturing and other industrial uses, kennel and animal hospitals, motor-vehicle oriented uses, self-storage facilities, and recycling depots. Office and retail uses shall be permitted if they are incidental to an industrial use.**

4.7 Comprehensive Development Designation

4.7.1 Comprehensive Development Designation and Permitted Zones

In some instances, the standard permitting process cannot be effectively applied to achieve the optimal development scenario for a property or set of properties. These situations typically arise when very large parcels of land are being proposed for development, when an extensive network of new service infrastructure is needed, or when properties with underlying circumstances make development challenging. In these cases, a more holistic approach to land use planning is needed.

Council will establish the Comprehensive Development Designation to ensure significant sites in Amherst are planned holistically so they are properly integrated into the fabric of the town and so any challenging land use circumstances are appropriately managed.

- ⇒ **Policy 4-56: Council shall establish, on Schedule 'A', the Future Land Use Map, the Comprehensive Development Designation to be applied to the lands known as the Enheat Site PID# 25023516.**

4.7.2 Comprehensive Development Zone

To implement the Comprehensive Development Designation, Council will establish the Comprehensive Development Zone. Development in this zone will proceed through the development agreement process, through which a range of uses can be proposed for Council's consideration. The development agreement process gives Town Council a finer level of management over a development proposal, which is needed for large or significant properties.

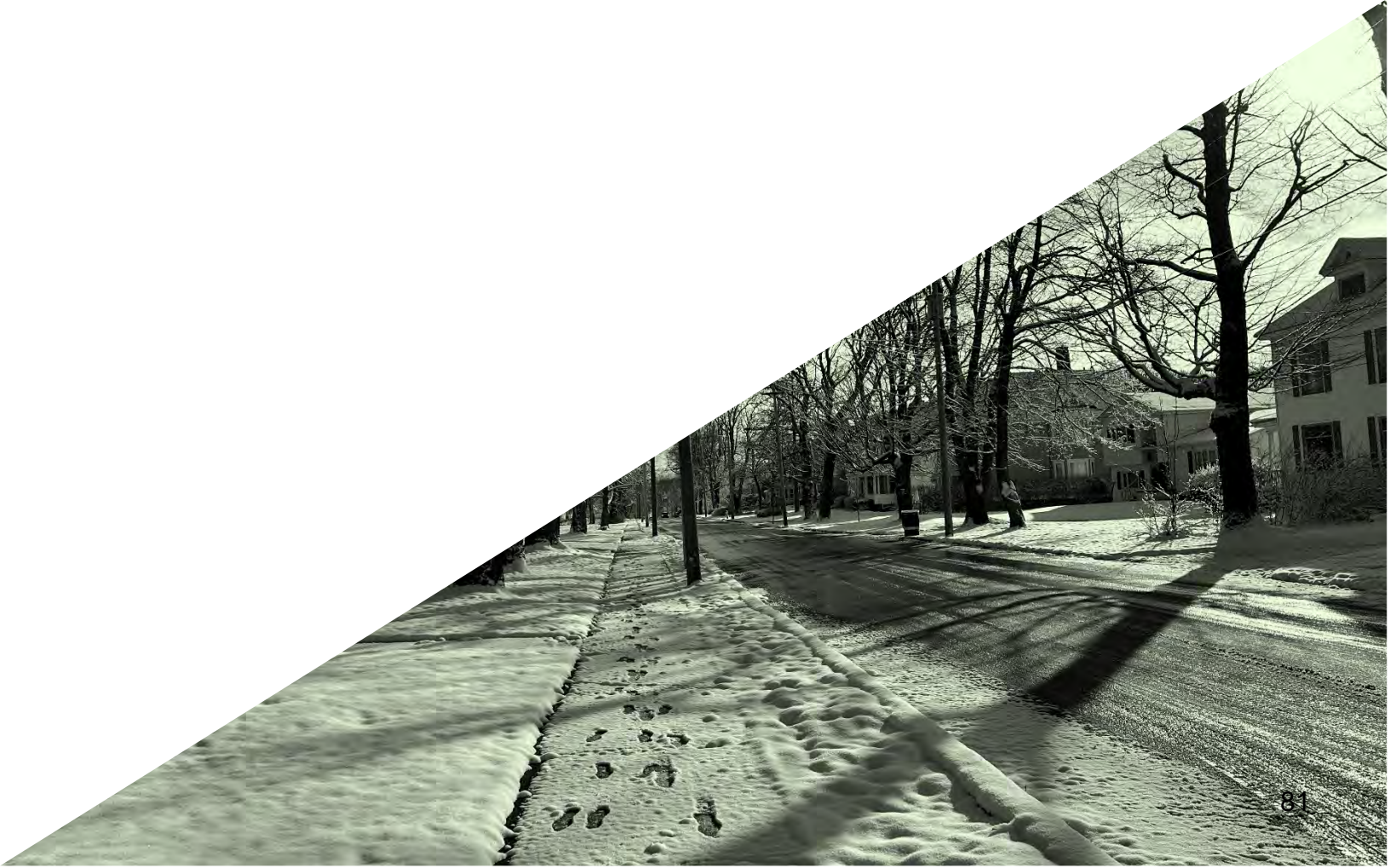
The Comprehensive Development Zone will be applied to the property known as the "Enheat" site (10 Lusby Street). The site has remained vacant since its sale in 1993 but given its size and central location possesses significant potential if developed appropriately.

- ⇒ **Policy 4-57: Council shall, through the Land Use Bylaw, establish the Comprehensive Development Zone. The intention of this zone is to enable comprehensive development of a site through the development agreement process.**
- ⇒ **Policy 4-58: Council shall apply the Comprehensive Development Zone on the zoning maps of the Land Use Bylaw to the property known as the "Enheat" site at 10 Lusby Street (PID# 25023516).**

⇒ **Policy 4-59: Council shall consider entering into a development agreement to enable proposals in the Comprehensive Development Zone for any use or uses permitted in any other land use zone of the Land Use Bylaw. Council shall only enter into such a development agreement if Council is satisfied:**

- a. **The planned area provides a mix of land uses appropriate to the site. This may, as appropriate, include a variety of residential types and densities, and a mix of commercial and community uses. Density beyond what is otherwise permitted in the town may be considered.**
- b. **The existing and proposed active and public transportation and automobile distribution networks within and adjacent to the site are adequate, including the manner in which proposed roadways within the development are linked with streets of adjacent developments to provide for a cohesive, grid-like network of local and collector streets and active transportation routes.**
- c. **The development does not create the potential to landlock or reduce the ability to subdivide adjacent parcels.**
- d. **The development provides for efficient pedestrian movement into, out of, and within the development, especially between commercial and residential neighbourhoods.**
- e. **The proposal provides for the provision of an adequate amount and quality of parkland, to be dedicated to the Town through the subdivision process.**
- f. **The phasing of the development is appropriate relative to the distribution of the specific land uses and infrastructure within all or a portion of the site.**
- g. **The development agreement contains appropriate architectural controls, site controls, and stormwater controls, which together create a feeling of relative human comfort and a quality and visual variety of streetscape and building design that promotes human-scaled developments conducive to active transportation.**
- h. **The proposal complies with the general development agreement approval policies of Section 6.6 of this Plan.**

5. POLICY AREAS



5.1 Policy Areas

The previous Chapter established policies for the management of land use within Amherst. This included the classification of the lands within the town by land use designations. There are, however, more specific topics, issues, and policy areas that require more detailed policies to ensure they are appropriately considered and managed over the planning period. This Chapter addresses these topic-specific policies.

5.2 Housing

Housing is one of the most basic of human needs. Every person needs housing that is safe, appropriate, and affordable. A lack of stable housing can have drastic negative effects on a person's physical, mental, and social well-being.

Towns and municipalities are generally limited in their ability to directly provide housing, including affordable housing. But, through land use planning municipalities can play an indirect role in the provision of housing by enabling different forms and densities throughout the town, which ultimately impacts the quality, availability, and cost of housing. This section establishes Council's policies to enable a wide variety of housing forms and densities within the town.

5.2.1 Housing Diversity and Affordability

The Canadian Mortgage and Housing Corporation (CMHC) defines housing as "affordable" if it costs less than 30% of a household's before-tax income. Housing diversity is a key factor in affordability, encompassing both tenure (ownership vs. rental) and housing types (single-family vs. multi-units). Amherst's housing stock consists of approximately 50% single-detached homes, 21% small-scale apartments (under five storeys), and the rest as two-unit and movable dwellings. Census data from 2021 indicates a shift toward rental housing and smaller households, with one and two-person households increasing. Housing costs also rose between the last two census periods, and further significant changes in both cost and tenure are expected to be shown in the upcoming 2026 census.

The COVID-19 pandemic, beginning locally in early 2020, accelerated housing market shifts due to interprovincial migration, labor shortages, supply chain disruptions, inflation, and rising interest rates. A 2023 Housing Needs Assessment found that many Amherst residents struggle with affordability:

- **Homeownership:** 30% of couples, 59% of lone parents, and 86% of single-person households earned below the income needed to afford the median home price.
- **Renting:** 10% of couples, 25% of lone parents, and 71% of single-person households earned below the income required for average rents in 2021.

These numbers have likely worsened and are not unique to Amherst, prompting all levels of government to prioritize housing access and affordability. Amherst Councils, past and present, have prioritized housing across the spectrum, implementing initiatives such as:

- Providing property and financial support for the Cumberland Homelessness and Housing Support Association to construct and operate an emergency shelter.
- Agreements and financial support for Hillsdale, an affordable development with potential for 600 units.

- Adopting the Housing Infrastructure Investment Policy to finance residential infrastructure expansion.
- Purchasing land and extending infrastructure to increase serviced vacant land.
- Approving approximately 600 new dwelling units over three years.

In addition to the above actions, Council gave direction to apply to the Federal Housing Accelerator Fund program that incentivizes municipalities to develop a Housing Action Plan to realize more housing. In March 2025 the town was awarded \$2.2 million to undertake five initiatives that include:

- Implementing E-permitting software to increase permit processing efficiency.
- Waiving permit fees for affordable housing.
- Allowing upper-floor conversions of downtown commercial buildings into residential units by right.
- Permitting accessory units and up to six-unit developments by right while reducing lot size requirements.
- Enabling 7-12 unit developments in residential zones and high-density projects in the Highway Commercial Zone via Site Plan Approval.

Given context outlined above, there is a need to more aggressively promote a variety of housing types and densities in both existing and future neighbourhoods in all areas of Amherst.

- ⇒ **Policy 5-1: Council shall, through the policies of this Plan, and through the Land Use Bylaw, promote a variety of housing types and densities across the Town of Amherst.**
- ⇒ **Policy 5-2: Council shall continue to work with senior levels of Government, as well as, not-for-profit and for-profit partners to increase the amount of affordable housing.**
- ⇒ **Policy 5-3: Council may make Investments in land and Infrastructure to support the creation of more housing.**

5.2.2 Accessory Dwellings

Accessory dwellings are residential dwelling units that are “accessory” or secondary to a main dwelling. These accessory dwelling units are smaller in floor area than a main dwelling, and they can be located in the same structure (sometimes called “basement suites”, “granny flats”, or “secondary suites”) or they can be located in a separate structure on the same lot (sometimes called “garden suites”, “carriage houses”, or “backyard suites”). Like all dwelling types, accessory dwellings must adhere to the Nova Scotia Building Code Regulations.

Under the Town’s previous planning documents, the development of accessory dwellings was relatively restricted. Backyard suites required a development agreement and were only permitted on lots containing single dwellings. Permitting these uses as-of-right could help to diversify the town’s housing stock, create affordable housing options and rental options, and help maximize land use efficiency without significantly impacting the built form and character of a neighbourhood. Council is generally supportive of expanding where backyard and basement suites are permitted within the town, and recognizes that they must be appropriately regulated to reduce the potential for land use conflicts.

- ⇒ **Policy 5-4: Council shall, through the Land Use Bylaw, permit accessory dwellings on lots with low-density residential uses to help diversify the town’s housing stock.**
- ⇒ **Policy 5-5: Council shall, through the Land Use Bylaw, establish regulations for the size, placement, parking needs, and subdivision of accessory dwellings.**

5.2.3 Supportive Housing

There is a diversity of housing needs in Amherst. This sometimes extends beyond simply the type of dwelling and tenure a person needs to the need for additional personal care within a dwelling. There is a spectrum of supportive housing, which can range from residential care facilities providing 24/7 care, to small options homes where adults have shared living arrangements, but which is supplemented by support workers. Council believes supportive housing options are an essential tool for meeting the housing needs of all residents in Amherst, and will take a policy and regulatory approach towards them that is the same as other dwellings of a similar scale.

- ⇒ **Policy 5-6: Council shall, through the Land Use Bylaw, permit supportive housing options in the Residential General Zone.**
- ⇒ **Policy 5-7: Council shall consider entering into a development agreement for proposals for supportive housing and nursing homes with more than twelve beds or units in any zone that permits residential uses. Council shall only enter into such a development agreement if Council is satisfied:**

- a. the proposal is situated along an arterial or collector street, or vehicular traffic from the development to the nearest arterial or collector street can be effectively managed;
- b. the architectural design of the building, including, but not limited to, building material and orientation; the location, orientation, and size of windows and doors; and the roof pitch and material is complementary and compatible with—but not necessarily the same as—surrounding land uses;
- c. the bulk and massing of the building is complementary to and compatible with—but not necessarily the same as—neighbouring properties;
- d. the proposal is appropriately integrated into the built form of the existing neighbourhood through the use of setbacks and stepbacks;
- e. parking areas are planned and landscaped so as not to create adverse effects on neighbouring properties;
- f. stormwater runoff from impervious areas is appropriately managed and unlikely to cause disturbance on neighbouring properties or the natural environment; and
- g. the proposal complies with the general development agreement policies of Section 6.6 of this Plan.

5.3 The Economy

Land use planning and the economy are inextricably linked. In the simplest form, land use planning helps to set land aside for economic development, whether that is in the form of housing, commercial uses, or industrial development. Land use planning also helps to protect land assets and investments by reducing land use conflicts. In creating a plan for the management of land use and development, it helps to create certainty for people looking to move to Amherst or establish businesses in the community. Land use planning can also help to shape the physical environment, and to create desirable places where people want to live, work, and do business.

5.3.1 Economic Development

With its central location in the Maritimes and strong commercial and industrial base, Amherst is well-positioned to capitalize on Atlantic Canada's growing economic significance. Amherst has a strong representation in the health care, social assistance, retail, and manufacturing sectors of the economy, and the tourism and manufacturing industries in Amherst have the potential for increased development. Council will support these industries, among others, by promoting and enabling their use throughout the town.

An important, but often not considered, factor of economic development is the availability of housing for workers and employees. The town needs an adequate supply of housing to attract new residents who may be willing to start a business, but also there is a need for housing to support growth in existing businesses. It is the intention of Town Council to support a variety of housing styles, tenures, and options to support resident and business attraction and retention.

- ⇒ **Policy 5-8: It is the intention of Council to work with all partners to support the attraction and retention of workers and business to Amherst.**
- ⇒ **Policy 5-9: Council shall, through the policies of this Plan, and through the Land Use Bylaw, establish a land use framework that promotes a variety of land uses throughout the town to support economic development.**
- ⇒ **Policy 5-10: Council shall, through the policies of this Plan, and through the Land Use Bylaw, promote and enable a diversity of housing options to ensure current and future employees have adequate access to housing.**
- ⇒ **Policy 5-11: It shall be the intention of Council to permit eligible properties within the Commercial Designation, the Industrial Designation, and the Comprehensive Development District Designation to be eligible for the provisions of the Commercial Development Support Bylaw.**

5.3.2 Urban Design

Urban design describes the process of improving the functionality, sustainability, and overall appearance of the built environment by integrating elements of design into a community's buildings and the spaces between them. Urban design takes a step beyond traditional land use planning (i.e., zoning) and works to shape the physical features of communities and how people interact with the built environment. Urban design helps to bridge the gap between land use planning and architecture, and it can be applied at many different scales. At a micro-scale, urban design can influence the types of lighting or benches along a street, while at a macro-scale, it can be used to determine the form and structure of a neighbourhood, town, or city.

Good urban design can have a direct impact on the economic development of a community. Communities that are attractive from a business perspective—those with a strong downtown or commercial district and with a stable or growing population—may be more likely to attract new residents and businesses to the region. Council recognizes the importance of urban design in Amherst and will implement regulations through the Land Use Bylaw that are appropriate for unique areas of the town.

- ⇒ **Policy 5-12: Council may, through the Land Use Bylaw, implement urban design regulations, including, but not limited to, building orientation and siting, building design and material, and building massing requirements to support economically, socially, culturally, and physically strong communities.**
- ⇒ **Policy 5-13: Council may, through the Land Use Bylaw, apply design measures that promote safety and security for users of all ages and abilities to streetscapes, parks, and other public and private open spaces.**
- ⇒ **Policy 5-14: Council may, through the Land Use Bylaw, apply design measures to streetscapes, parks, and other public and private open spaces that provide for an attractive, interesting, and comfortable pedestrian experience.**
- ⇒ **Policy 5-15: Council may, through the Land Use Bylaw, promote prominence, visibility, and accessibility in the design of parks and publicly accessible open spaces such as plazas and schoolyards by:**
 - a. **locating parks and publicly accessible open spaces on appropriate public street frontages to establish direct visual and physical access; and**
 - b. **promoting the orientation of buildings towards parks and open spaces, and establishing active uses along those building frontages.**

- ⇒ **Policy 5-16: Council may encourage residents business owners to beautify their properties in order to improve the general aesthetic appearance of the town.**

5.3.3 Signage

Advertising signage plays an important role in the local economy. It provides information to residents and the travelling public about the services and amenities that are available. Most often, advertising signage is located on the lot on which the business is located, but it can also be placed away from the business as a way to attract potential customers. However, when left un- or under-regulated, advertising signage can result in ‘sign pollution’ which can have negative impacts on the built environment. Signs advertising businesses that no longer exist or derelict signs can harm economic development efforts, while also potentially posing a risk to human safety. It is Council’s intention to manage advertising signage in a balanced manner—providing businesses with the opportunity to advertise their business while maintaining the character and safety of the community.

- ⇒ **Policy 5-17: Council shall, through the Land Use Bylaw, permit advertising signage in Amherst and establish regulations for the size, placement, and illumination of signage to ensure a balance between the need to advertise and the need to protect the quality and amenity of the built environment.**

5.3.4 Home-based Businesses

Home-based businesses or home occupations are important land uses in a community. They help contribute to complete communities by enabling residents to access goods and services in their immediate neighbourhood while also reducing barriers to business development. Beginning and operating a business from a place of residence reduces entry into the market and eliminates traditional overhead costs associated with traditional brick-and-mortar locations, such as the cost to lease a space. Home-based businesses are intended to help local entrepreneurs establish a business before they eventually move to a permanent location after establishing a clientele; help residents supplement their income with small-scale occupations at their home; or provide business opportunities to residents who have trouble leaving their home due to disability, family obligations, or other reasons.

However, home-based businesses and occupations must be carefully regulated to ensure land use conflicts are not created between neighbouring properties, and also to help ensure that existing commercial areas in the town are not eroded through excessive competition. When planning rules are too lax, entrepreneurs may choose to establish and maintain their business as a home-based business instead of moving to a permanent location. It may also persuade businesses in one of the town's commercial areas to move their operation to a residence because of the lower costs. Council wishes to support entrepreneurship and commercial development in Amherst through home-based businesses, but will regulate this use to help reduce the potential for land use conflicts and to preserve and grow existing commercial areas.

- ⇒ **Policy 5-18: Council shall, through the Land Use Bylaw, permit home-based businesses in land use zones that permit residential uses.**
- ⇒ **Policy 5-19: Council shall, through the Land Use Bylaw, regulate and control aspects of home-based businesses including, but not limited to, floor area, permitted use, signage, and parking.**

5.4 The Environment and Ecology

The Town of Amherst is situated in a remarkably unique and beautiful natural environment. The town borders the Chignecto Isthmus and the Tantramar Marsh Body, and Amherst is a mere three kilometres from the Cumberland Basin. Within the town, much of the landscape has been altered to accommodate human development, but Amherst is still very much part of the broader environment and is susceptible to changing climatic conditions. The Town also has a role to play in the mitigating the local impacts of climate change and designing an urban environment that promotes ecological diversity.

5.4.1 Climate Change

Climate change describes the process by which Earth’s climate is changing, particularly as a result of greenhouse gases caused by the burning of fossil fuels. Agricultural practices and deforestation are also significant contributors. Despite the fact that Nova Scotia as a whole decreased its carbon dioxide emissions between 2005 and 2020⁵, emissions continue to rise around the world⁶. Increased duration and intensity of heat waves; increased ocean surface water temperature; expanded invasive species habitats (e.g., ticks); increased risk of wildfire; increased intensity, frequency, and duration of rainfall events; and decreased annual snowfall are all examples of the ways climate change is impacting the health and safety of the town’s residents.

Climate change is a global issue, and its impacts and causes reach far beyond the boundaries of Amherst and Nova Scotia. While actions to reduce the causes of climate change in the town (also known as “climate change mitigation”), such as promoting active transportation and clean energy sources, will have a limited impact on total global emissions, this does not mean that the Town and community should not take action to reduce carbon emissions. There are local opportunities and benefits of adopting climate change mitigation measures—an electricity grid supported by clean energy can be less susceptible to large-scale power outages, for example.

On the other hand, the Town can take tangible steps to help Amherst reduce the local impacts of climate change (also known as “climate change adaptation”), such as avoiding development in areas where flood risks are expected to increase.

⇒ **Policy 5-20: Council may review and update its Climate Change Action Plan to better understand current threats and opportunities related to climate change.**

⁵ Government of Canada. (2022). Greenhouse gas emissions. Retrieved from: <https://www.canada.ca/en/environment-climate-change/services/environmental-indicators/greenhouse-gas-emissions.html>

⁶ EPA. (2022). Global Greenhouse Gas Emissions Data. Retrieve from: <https://www.epa.gov/ghgemissions/global-greenhouse-gas-emissions-data#:~:text=Global%20carbon%20emissions%20from%20fossil,increase%20from%201970%20to%202011.>

5.4.2 Landscaping and Urban Forest

Building and development can have an immediate and substantial impact on the natural environment and how humans interact with the landscape. In addition to the loss of natural ecological assets and the ecosystem services they provide (e.g. carbon sequestration, water retention, pollution mitigation, etc.), urban development reduces the extent to which humans can access the wilderness for their own enjoyment.

With the loss of wild spaces to development, the deliberate integration of wilderness landscapes into urban environments is of increasing importance. These constructed landscapes can help to mitigate the loss of wild spaces, and help to maintain some of the benefits and ecosystem services that may otherwise be lost. Council can, through the Land Use Bylaw, help to integrate wilderness landscapes into the urban environment through landscaping requirements.

- ⇒ **Policy 5-21: Council shall, through the Land Use Bylaw, establish landscaping standards for development within the town.**
- ⇒ **Policy 5-22: Council shall, through the Land Use Bylaw, establish tree planting provisions for development to help integrate plantings into the urban environment and to expand the urban tree canopy.**
- ⇒ **Policy 5-23: Council may continue to maintain significant trees on town-owned land and promote the retention and planting of trees of private property.**
- ⇒ **Policy 5-24: Council may investigate the planting of fruiting trees and bushes as part of the Town's planting practices.**
- ⇒ **Policy 5-25: Council may undertake an annual tree planting program to offset the impact of probable future losses of trees to disease and storm damage. Council may prioritize the following areas for the tree planting program:**
 - a. **Church Street,**
 - b. **East Victoria Street,**
 - c. **West Victoria Street,**
 - d. **the portion of Willow Street with curbs,**
 - e. **Amherst and Area Industrial Park, and**
 - f. **Town parks and green spaces.**

- ⇒ **Policy 5-26: Council may develop an Urban Forest Plan for the long-term management and sustainable growth of Amherst’s urban forest.**

5.4.3 Stormwater Management

Stormwater management is increasingly becoming a challenge for municipalities. As lands are cleared and developed, “soft” natural landscapes are converted to “hard” pavement and buildings. Stormwater runoff then often increases, which has the potential to cause localized flooding. Stormwater runoff can also cause issues such as erosion, sedimentation, and contamination of waterways.

Traditional stormwater management practices have focused on the conveyance of stormwater through underground pipes and other structures. However, these practices are expensive to implement and maintain, and since climate change is expected to worsen stormwater runoff in some situations, a more holistic approach to stormwater management is needed.

Rather than focus on traditional pipes and structures—otherwise known as ‘grey infrastructure’—the Town can use systems and processes that filter and absorb stormwater where it falls. This is known as “green infrastructure” and can include plant or soil systems such as rain gardens or bioswales, permeable pavement or other permeable surfaces or substrates, and stormwater harvest and reuse. Green infrastructure can store, infiltrate (absorb into the ground), or evapotranspire (absorb into the atmosphere) stormwater, reducing the need for traditional grey infrastructure, while also helping to clean pollutants from stormwater that might otherwise collect in the urban environment. While the implementation of features such as bioswales and rain gardens fall outside of the direct scope of the Municipal Planning Strategy and Land Use Bylaw, one tool the Town can implement through its planning documents are maximum lot coverages. These maximums limit the percentage of land that can be developed to help reduce the amount of impermeable surface on a property.

There are also financial considerations for grey vs. green infrastructure. Amherst’s sanitary sewer system is partially combined with the stormwater management system, meaning some rainwater that is collected in town storm grates is collected by the sanitary sewer system and treated unnecessarily, costing the Town and taxpayers. The Town has taken steps to separate the sanitary sewer and stormwater systems, but this will take significant time and investment. A green infrastructure approach could help the town manage stormwater in a fiscally prudent manner, while introducing more planted landscapes back into the urban environment.

- ⇒ **Policy 5-27: Council shall, through the Land Use Bylaw, implement maximum lot coverage provisions within the General Residential Zone and Land Lease Community Zone to limit the percentage of a lot that can be developed.**
- ⇒ **Policy 5-28: Council may develop a green infrastructure program to pilot and implement ‘green’ stormwater management systems.**

- ⇒ **Policy 5-29: Council shall, through the Subdivision Bylaw, require stormwater management plans to ensure that new subdivision development does not increase the peak flows into Dickey Brook.**

5.4.4 Flood Plain Zone and Flood Risk Areas

For Nova Scotia, climate change is expected to bring more extreme rainfalls and storm flooding.⁷ These impacts are especially relevant for Amherst because of the presence and prominence of Dickey Brook. This watercourse flows through the centre of town and acts as the primary surface drainage channel for stormwater. In the past, Dickey Brook has overspilled its banks during high precipitation events and flooded residential streets. Undersized culverts can, in some situations, exacerbate flooding risk.

Flooding challenges in Amherst are also caused as a result of the town's proximity to the Bay of Fundy. Water from Dickey Brook normally flows to the Bay of Fundy, but during high tide events the aboiteaux close to prevent salt water from inundating the farm fields. If peak rainfall coincides with high tide there is an increased potential for flooding because stormwater cannot flow out to the Bay of Fundy.

Dickey Brook is a tremendous asset for community use and enjoyment. The brook also plays an integral role in managing stormwater and precipitation flows. During heavy rainfall and precipitation events, Dickey Brook can, however, be prone to flooding. The areas directly adjacent to Dickey Brook should be protected from development to prevent development in potentially flood-prone areas and to help preserve the brook as a community asset.

- ⇒ **Policy 5-30: Council shall, through the Land Use Bylaw, establish the Flood Plain Zone. The intention of this zone is to prevent most development in areas along Dickey Brook that could be subject to periodic flooding.**
- ⇒ **Policy 5-31: Council shall apply the Flood Plain Zone to the zoning maps of the Land Use Bylaw to the area along the entirety Dickey Brook. Permitted uses in the Flood Plain Zone shall be limited to reduce potential risk for residents and development.**
- ⇒ **Policy 5-32: Council may undertake a flood risk assessment for Dickey Brook and Etter's Brook to understand how climate change may impact flood-prone areas within the town, and update the areas to which the Flood Plan Zone is applied as necessary.**

⁷ Province of Nova Scotia. (n.d.). Climate impacts. Retrieved from: <https://climatechange.novascotia.ca/climate-impacts>

⇒ Policy 5-33: *Acknowledge flood mapping and updating*

Council shall recognize the Upper Fundy Regions Watersheds Municipal Flood Line Mapping 2023-25. Council shall adopt and incorporate into its planning documents any new or updated flood risk mapping, whether provincially issued or locally prepared.

⇒ Policy 5-34: *Designate floodway fringe*

Council shall, on Schedule 'A' of the Land Use Bylaw, establish the Floodway Fringe indicating the 1:100-year flood frequency, 1% Annual Exceedance Probability. The intention of the Floodway Fringe is to identify areas that may be at risk of flooding near the Marsh.

⇒ Policy 5-35: *Control permitted uses*

Council shall manage development in the Floodway Fringe by permitting only those uses that can be adequately flood proofed, prohibiting facilities involving hazardous materials, and limiting off-site fill to what is necessary for flood proofing or flood risk management. The Land Use Bylaw shall set out specific requirements to ensure development does not increase flood hazards.

⇒ Policy 5-36: *Allow limited structures*

Council, through the Land Use Bylaw, may permit development of permanent structures within the Floodway Fringe, provided it is flood proofed, except for residential institutions such as hospitals, senior citizen housing, special care facilities, and similar facilities where flooding could pose a significant threat to the safety of residents if evacuation became necessary. Council shall require that any main structure permitted in mapped flood-risk areas be flood proofed.

⇒ Policy 5-37: *Allow development with study*

Council may permit development contrary to the restrictions within the Floodway Fringe where a hydrotechnical study, carried out by a qualified person, shows that the proposed development will not contribute to upstream or downstream flooding or result in a change to flood water flow patterns.

5.4.5 Solar Collectors

Clean energy systems can be broken down into two broad categories—accessory systems that largely supplement a property’s consumption of energy, and systems that function as a main use that are primarily intended to supply electricity back to the power grid. The latter of these two types of systems should be managed more carefully from a land use perspective because of their potential to create land use conflicts.

Accessory, or small-scale solar collector systems could be permitted throughout the town for homeowners and businesses seeking to supplement their consumption of energy from other sources. These systems are usually limited to those located on a building (e.g., on a roof) or in a property’s backyard but limited in the overall solar panel area.

Larger-scale, free-standing solar collector systems require additional considerations for their development in the town. Not only do these uses have the potential to create land use conflicts, but they can take substantial land area that could be better used for other land uses within the limited area of the town. For this reason, Council will permit large-scale free-standing solar systems only by development agreement in the Industrial Zone.

- ⇒ **Policy 5-38: Council shall, through the Land Use Bylaw, permit accessory on-building and free-standing solar collector systems throughout the town. These systems shall be limited in their size to protect the visual amenity of the town.**

- ⇒ **Policy 5-39: Council shall consider entering into a development agreement to enable proposals for commercial solar collector systems within the Industrial Zone. Council shall not enter into such a development agreement unless Council is satisfied:**
 - a. **the proposal designed in such a manner to maximize the efficient use of land; and**
 - b. **the proposal complies with the general development agreement policies of Section 6.6 of this Plan.**

5.4.6 Wind Energy

Since 2003, when the first wind energy farm was approved in Nova Scotia in Pubnico Point, the number of wind farms in the province has grown significantly, including in Cumberland County. As of 2022, there are over 300 commercial wind turbine facilities in the province, with that number likely to grow significantly over the planning period. These turbines are an important technology in helping Nova Scotia produce clean electricity and reduce greenhouse gas emissions. Despite their importance in Nova Scotia's clean power transition, in order to reduce land use conflicts these turbines require significant setbacks from residences—setbacks that are generally not possible within Amherst due to its relatively dense urban fabric. For this reason, Council will not permit large-scale commercial wind turbine facilities in Amherst, but it will allow small-scale facilities, limited in size and scale, intended to help a property owner meet their demand for electricity.

- ⇒ **Policy 5-40: Council shall, through the Land Use Bylaw, permit small-scale wind energy systems as an accessory use where the energy generated is used onsite. Regulations within the Land Use Bylaw shall regulate the size, scale, capacity, and placement of these uses.**

5.5 Transportation

The town and community need a functional, well-connected transportation network to move goods and people throughout the town and into the broader region. Land use planning has a direct impact on the transportation network, and influences how people experience the community as a driver, a pedestrian, a cyclist, and more. The policies of this chapter will look to support an efficient and well-connected transportation system for all transportation modes.

5.5.1 Streets and Roads

The majority of streets and roads within Amherst are owned by the Town. These serve as important links between neighbourhoods and commercial areas and connect the town to Cumberland County. However, streets and roads require continual maintenance—such as snow clearing—and over time they need to be resurfaced and reconstructed, and may need to be upgraded to accommodate different types and volumes of traffic.

⇒ **Policy 5-41: It shall be the policy of Council to establish a street network classification to meet the transportation requirements of the Town. Such a classification will determine the standards of construction, maintenance priorities, emergency access priorities etc. for all streets within Town. The street network classification is outlined in Schedule 'C' of this Plan. For the purposes of this plan, all streets will fall into one of the following classifications:**

Arterial: A high-volume street which connects different parts of the town to each other as well as to the provincial highway network; traffic movement is of primary importance, however access to individual properties is also provided.

Collector: A street whose function is to provide land access to individual properties and move traffic to and from arterial streets.

Local: A street whose main function is to provide direct land access to individual properties. The efficient movement of traffic is of secondary importance.

⇒ **Policy 5-42: Council may develop a long-term capital works program and ensure a plan is in place to improve and maintain the transportation network within the town.**

- ⇒ **Policy 5-43: Council may develop a system to monitor traffic flow in order to recognize requirements for changes or upgrades to streets throughout the town.**
- ⇒ **Policy 5-44: Council shall, through the Land Use Bylaw and Subdivision Bylaw, control and regulate access to the street network.**
- ⇒ **Policy 5-45: Council may work with owners of property, particularly along South Albion Street, to improve existing street access and appearance.**

5.5.2 Sidewalks and Active Transportation

With its small urban footprint and dense street network, Amherst is ideally designed for active transportation. Active transportation describes human-powered forms of transportation like walking, cycling, skateboarding, or using an assistive device such as a wheelchair. While many community members would like to use active transportation as their primary mode of travel, many participants in engagement for this Plan cited they opt to use a private automobile for a variety of reasons, including a lack of appropriate infrastructure.

Land use planning and active transportation go hand in hand, although the provision of bike lanes and other infrastructure largely falls outside of the direct scope of the Land Use Bylaw. Providing safe options for people to use active transportation not only helps to promote physical and mental health and well-being, but it can also help to remove barriers and improve accessibility in the community as well as reduce the cost of living and promote greater equity among town residents. Car ownership is a significant cost for any household, and promoting active transportation as a reliable, safe mode of transportation can reduce (or eliminate) the need for car ownership if residents can access the goods and services they need without a car. Conversely, land use planning can help to strategically promote growth and development that enables people to access the goods and services they need close to where they live.

Another way the Town can promote active transportation is by requiring bicycle facilities, such as bicycle parking, as part of development. Just like car parking, land use bylaws can require the provision of bicycle parking spaces for development. Bicycle parking is an important facility for active transportation use and is often a prerequisite for active transportation users; without a safe, convenient space to lock a bike people can be hesitant to use them. While the initial scope of the Land Use Bylaw will not require bicycle parking, Council has included policy below to enable future exploration of requirements for developers to provide a certain number of bicycle parking spaces in high-visitation areas of the town and to applicants to provide bicycle parking in lieu of automobile parking spaces to promote active transportation in Amherst.

- ⇒ **Policy 5-46: Council may, in collaboration with the Municipality of County of Cumberland, explore opportunities to connect the Cumberland Regional Health Care Centre to the Town’s sidewalk and active transportation network.**
- ⇒ **Policy 5-47: Council may, through the Land Use Bylaw, establish minimum bicycle parking requirements for high-visitation areas of the town to promote active transportation.**
- ⇒ **Policy 5-48: Council may, through the Land Use Bylaw, establish standards for the location, size, and material of required bicycle parking facilities.**
- ⇒ **Policy 5-49: Council may, through the Land Use Bylaw, enable an applicant to provide bicycle parking in lieu of required automobile parking, to a threshold established in the Land Use Bylaw.**
- ⇒ **Policy 5-50: Council shall, through the Land Use Bylaw, permit trails as a land use in all land use zones.**
- ⇒ **Policy 5-51: Council may require active transportation connections, including sidewalks and trails, as part of development agreement applications.**
- ⇒ **Policy 5-52: Council may, through the Subdivision Bylaw, require connecting pedestrian pathways from cul-de-sacs and other residential streets, where appropriate, to increase the safety and convenience of pedestrians.**
- ⇒ **Policy 5-53: Council may acquire land for the development of walking and rolling trails.**
- ⇒ **Policy 5-54: Council may continue to seek opportunities to prioritize active transportation connections to schools.**
- ⇒ **Policy 5-55: Council may explore the establishment of a “share the road” education program for the town.**

5.5.3 Automobile Parking

Traditionally, automobile parking is regulated through the Land Use Bylaw with minimum parking requirements. These requirements establish the minimum number of parking spaces that a development must provide. Minimum parking requirements are problematic for two primary reasons:

- They often result in parking space requirements that represent the highest possible parking demand, meaning many more parking spaces are supplied than would normally be needed.
- As an established standard, minimum parking requirements are not flexible enough to account for a property owner's needs where they may not need the minimum number of parking spaces for their home or business.

For the reasons above, minimum parking space requirements have resulted in an oversupply of parking in the town. In the downtown core, there is an oversupply of parking in the range of 100% to 500% more than is typically necessary for a town of Amherst's size and population. The costs of parking oversupply are passed directly onto town residents, businesses, and visitors. A business may need to charge higher prices to pay for property taxes (because a larger parcel of land was needed to accommodate parking), while the creation of parking and parking lots results in higher levels of stormwater runoff which has the potential to damage infrastructure and properties.

There is a growing push across North American municipalities to reduce, or in some cases eliminate, minimum parking requirements. Cities as large as Edmonton, Alberta have removed their minimum parking requirements from their land use planning documents. That City has opted to give property owners the discretion to choose the number of parking spaces they need, rather than requiring a minimum number. There are several benefits to eliminating minimum parking requirements, including:

- It allows property owners to decide the number of parking spaces they need
- It allows for more land to be used for development instead of parking, which has greater value for the town.
- It can help reduce stormwater and urban heat impacts.
- It can help to reduce the cost for development and help to accommodate development on small or unconventionally shaped lots.

While Town Council does not support the total elimination of minimum parking requirements, it wishes to provide greater flexibility to land owners by reducing minimum parking requirements and eliminating the requirements for certain areas of the town.

- ⇒ **Policy 5-56: Council shall, through the Land Use Bylaw, establish minimum parking requirements that balance the need for automobile parking in the town with providing flexibility to land owners.**
- ⇒ **Policy 5-57: Council shall, through the Land Use Bylaw, exempt properties within the Downtown Commercial Zone from the minimum parking requirements within the Land Use Bylaw to promote compact, pedestrian-oriented development in Amherst’s historic downtown.**
- ⇒ **Policy 5-58: Council may, through the Land Use Bylaw, require a snow storage plan for a development.**
- ⇒ **Policy 5-59: Council may develop and maintain a snow clearing policy to maximize the effectiveness of snow clearing efforts, particularly in regards to emergency vehicle access.**

5.5.4 Electric Vehicle Charging

There is growing uptake of electric vehicles in Nova Scotia, meaning there is also a growing need for electric vehicle charging stations in Amherst. These stations will not only be needed for residents of the town, but also for visitors to Amherst looking to charge their vehicles. Electric vehicle charging stations normally come as stand-alone units, but there may come a time when commercial charging stations, not unlike a contemporary gas station, are commonplace. It will be important for the Town to have a framework in place as electric vehicles and their supporting infrastructure become more widely adopted in the community.

Stand-alone electric vehicle charging stations function similarly to automobile parking spaces and they should be permitted throughout Amherst. On the other hand, commercial electric vehicle charging stations with multiple chargers’ function more like gas stations, and could conceivably have accessory uses (such as convenience food sales), and should only be permitted in appropriate land use zones (e.g., Highway Commercial Zone).

- ⇒ **Policy 5-60: Council shall, through the Land Use Bylaw, permit electric vehicle charging stations as an accessory use in all land use zones.**
- ⇒ **Policy 5-61: Council shall, through the Land Use Bylaw, permit electric vehicle charging stations as a main use in land use zones that prioritize commercial and industrial development.**

5.5.5 Railway and Train Station

Unlike the majority of municipalities in Nova Scotia, Amherst is readily accessible by rail transportation. The train station was built in the early 1900s as part of the ever-expanding rail network in Nova Scotia. Up until 2012, the train station was owned by Via Rail, a Canadian Crown Corporation, but that year the station was sold to the Town, which now leases a portion of the building to a tenant. Despite the transfer of ownership of the station building, Via Rail continues to use the station for a stop along its passenger service between Halifax and Montreal. Since the train tracks are owned by the Canadian National Railway Company (CN Rail), freight rail is also transported through Amherst.

Although train travel is not currently a highly-preferred travel mode of choice in Nova Scotia and Canada, the potential for rail transport still exists and must be considered for the future of Amherst. Council will support an appropriate mix of land uses along the train lines to take advantage of this important asset.

- ⇒ **Policy 5-62: Council shall, through the Land Use Bylaw, encourage a mix of land uses along the train lines within Amherst that match the intended land uses for each designation.**

- ⇒ **Policy 5-63: Council may undertake a comprehensive plan to develop a vision and development concept for the area surrounding the Amherst Train Station to integrate rail transportation into the downtown fabric.**

5.5.6 Public Transportation

There was strong support for the establishment of a public transportation system in Amherst during the engagement for this Plan. Many residents and community members expressed how a public transportation system would help community members without access to a vehicle or those who cannot drive, especially seniors and youth, get around the town. Although the implementation of a public transportation system is outside of the scope of this Municipal Planning Strategy, the plan can support growth patterns that could enable public transportation. Higher-density development along key routes, such as Church Street and South Albion Street, and near to key destinations or nodes, including the downtown, could help to support a future transit system.

- ⇒ **Policy 5-64: Council may, over the life of this plan, explore the potential for developing and implementing a public transportation system in Amherst.**

- ⇒ **Policy 5-65: Council shall, through the Land Use Bylaw, generally promote higher-density development along the town's key routes and near key destinations to support ridership demand for a future public transit system.**

5.6 Community Infrastructure and Public Spaces

At the heart of any community are its people and the spaces they occupy. This includes public and private outdoor parks and green spaces as well as indoor community spaces. This Section establishes policies for the spaces that are shared among Amherst residents and community members.

5.6.1 Parkland Dedication and Recreation

The provision of outdoor parks and green spaces is an important responsibility of the Town. In urban and suburban areas, outdoor parks and green spaces are some of the main places' residents spend time outdoors and recreate with their friends and family. The Town can purchase land in order to supply park spaces for residents, but the *Municipal Government Act* also enables municipalities to require parkland as part of the subdivision process.

Currently, existing park space in Amherst is distributed unevenly between the northern and southern halves of town. Lions Park and the West Highlands School Yard are the only two public open spaces in the southern half of the town, compared to the more than five in the northern half. Council may look to find opportunities to increase the supply of parks and open spaces in the southern half of the community and improve access to these spaces.

- ⇒ **Policy 5-66: Council shall, through the Subdivision Bylaw, require the dedication of lands for public purposes as part of the subdivision process for residential subdivision. The required public land dedication shall be five percent of the area of land shown on the final plan of subdivision, exclusive of public streets and walkways. Council may accept land outside of the area being subdivided, where, in the opinion of Council, there is no land within the limits of the proposed subdivision desirable for public open space purposes.**
- ⇒ **Policy 5-67: Council may, through the Subdivision Bylaw, accept cash in lieu of land required as part of the subdivision process where, in the opinion of the Town, there is no land within the limits of the proposed subdivision desirable for public open space purposes.**
- ⇒ **Policy 5-68: Council may explore opportunities to promote a more equitable distribution of parks and open spaces throughout the town, with a goal of ensuring that every resident be located not farther than 400 metres from a public park or green space.**
- ⇒ **Policy 5-69: Council may review its recreational programming and user fees to ensure the diverse needs of the town are met.**

- ⇒ **Policy 5-70: Council may help facilitate the delivery of recreational and cultural programming and activities by community organizations where those organizations are determined to be the best mode of service delivery and a defined benefit to the community can be recognized.**
- ⇒ **Policy 5-71: Council may continue to facilitate and support major sporting and community events held within the town.**

5.6.2 Amenity Space in Multi Unit Dwellings

Although multi-unit dwellings often result in greater land use efficiency and more affordable housing options than detached housing forms, the lack of green space or community space in multi-unit dwellings is often cited as a reason for choosing single or double dwellings as preferred housing options. The Town can, however, require applicants to provide usable amenity space for residents of multi-unit dwellings to ensure residents have access to outdoor or indoor spaces.

- ⇒ **Policy 5-72: Council shall, through the Land Use Bylaw, establish amenity space requirements for multi-unit developments for residents to use on-site. The requirements within the Land Use Bylaw shall include provisions regarding the types of amenity space that are considered acceptable.**
- ⇒ **Policy 5-73: In consideration of a proposal that includes residential development enabled by development agreement, Council shall ensure adequate amenity space is provided on-site for use by residents.**

5.6.3 Community Facilities

Community facilities include indoor and outdoor spaces throughout the town, including community halls, places of worship, and schools. These are important facilities where residents have opportunities to interact, recreate, and strengthen connections in the community. Council supports enabling these types of facilities across the planning area without requiring a specific land use zone.

On the other hand, Council has recognized reduced demand for some types of community spaces, but acknowledges that the buildings themselves still hold inherent value, either as landmarks or as spaces with utilitarian potential. To ensure these buildings can continue to be used, Council will enable vacant community facilities to be used for other purposes.

- ⇒ **Policy 5-74: Council shall consider entering into a development agreement to reuse former community facilities, including, but not limited to, schools, community halls, and places of worship, for uses not otherwise permitted in the applicable land use zone. Council shall not enter into such a development agreement unless Council is satisfied:**
 - a. **the proposal provides a community benefit such as, but not limited to, the provision of housing or the provision of a commercial space that provides opportunity for community to gather;**
 - b. **the proposed use will not, by its nature or by the controls placed upon it by the development agreement, impact surrounding uses due to noise, odour, light emission, or dust;**
 - c. **the proposal preserves and restores prominent aspects of the building; and**
 - d. **the proposal complies with the general development agreement policies of Section 6.6 of this Plan.**

- ⇒ **Policy 5-75: Council may direct resources to the upgrading of existing facilities and may explore opportunities for the development of new community facilities.**

- ⇒ **Policy 5-76: Council may adopt a facility maintenance and servicing plan to ensure Town facilities continue to meet the needs of residents.**

5.6.4 Accessibility

Among all Canadian provinces, Nova Scotia has the highest percentage of residents with disabilities—more than 30% of residents over the age of 15 have at least one disability.⁸ People with disabilities face barriers in many aspects of their lives, which can impact their ability to access the goods, services, amenities, and information they need. In 2017, the Province of Nova Scotia adopted the *Accessibility Act* which recognizes that “persons with disabilities continue to face attitudinal and environmental barriers that prevent them from achieving their full and equal participation in society.”⁹

In 2022, the Town of Amherst established the Accessibility Advisory Committee to help identify, prevent, and eliminate barriers for people with disabilities who are participating in municipal programs or using Town services and facilities. Outside of town programs and facilities, the Town can influence the accessibility of the town through the Land Use Bylaw and Building Bylaw.

- ⇒ **Policy 5-77: It Is the Intention of Council to continue to work to identify, prevent, and eliminate barriers for people living with disabilities.**
- ⇒ **Policy 5-78: Council may amend the Town’s Building Bylaw to require a percentage of dwelling units within multi-unit dwelling units be provided as completely ground-floor accessible.**
- ⇒ **Policy 5-79: Council shall, through the Land Use Bylaw, permit barrier-free access structures to encroach into any require yard to promote and enable structures to become more accessible.**

⁸ <https://novascotia.ca/accessibility/prevalence/>

⁹ https://www.nslegislature.ca/legc/bills/62nd_3rd/3rd_read/b059.htm

5.7 Arts, Culture, and Heritage

Arts, culture, and heritage are important components in the civic and cultural lives of residents of Amherst, while also playing a key role in the local economy. In 2009, the Town of Amherst adopted its Arts, Culture, and Heritage Strategy which focuses on “Municipal resources and leadership so that this sector is a significant contributor to Amherst’s economic wellbeing, and a positive influence on the quality of life of all residents.” The Town can also make efforts through its Municipal Planning Strategy and Land Use Bylaw to strengthen these sectors in Amherst.

This section explores policies related to the cultivation of artistic and cultural endeavours, and policies that help to ensure new development is in keeping with the traditional built form of Amherst’s downtown.

5.7.1 Arts and Culture

Culture and the arts are often synonymous with one another, but there are distinctions that can be made.

The arts encapsulate a broad range of activities and mediums. Art can be performative (e.g. dance or instrumental), visual (e.g. painting or pottery), material (e.g. weaving), media-based (e.g. film making), literary, or craft-based (e.g. woodworking). Culture, on the other hand, describes “shared attitudes, values, beliefs and practices of an institution, organization, or group”¹⁰ and, therefore, can include the arts.

Council is supportive of artistic and cultural endeavours and will support a wide range of artistic and cultural uses throughout the town.

- ⇒ **Policy 5-80: Council shall, through the Land Use Bylaw, permit artistic uses, including, but not limited to, art gallery sales, craft workshops, and the teaching of students in activities such as dance or music, as a home-based business.**
- ⇒ **Policy 5-81: Council shall, through the Land Use Bylaw, permit artistic and cultural facilities, including, but not limited to, museums, theatres, and community centres, in land use zones that prioritize commercial or public use.**

¹⁰ Town of Amherst. (2009). Arts, Culture, and Heritage Strategy.

5.7.2 Heritage Properties and Buildings

The Town of Amherst experienced considerable growth during the 18th and 19th centuries that has left a lasting impact on the town's built form. There are a number of properties and buildings of heritage value in Amherst. This includes multiple residential districts made up of grand homes from the Maritime Vernacular as well as the Victorian, Classical Revival, and Queen Anne Revival architectural styles, and an area in the central business district containing several high-ranking civic, commercial, and religious buildings and an open recreational square. At the time of writing this Plan there were 21 registered heritage properties in the town and the Amherst Area Heritage Trust had an inventory of 150 houses in the town they had identified as having legitimate potential as registered heritage properties.

Within the downtown core, small building setbacks and buildings between two and four storeys tend to create a comfortable pedestrian experience, while the prominence of red sandstone buildings helps to contribute to a uniquely "Amherst" aesthetic.

The *Heritage Property Act* is the Provincial legislation governing heritage properties in Nova Scotia. It gives municipalities the ability to register and protect heritage properties; however, there are limits to the legislation, and the owner of a registered heritage property who applies to demolish the property can do so after a period of three years, even if Council denies the heritage alteration. There are real challenges associated with owning a registered heritage property—especially financial. Heritage properties and their appearance are often carefully regulated in an attempt to preserve the historic nature of these structures. These regulations can, however, create financial barriers that may prevent someone from applying the proper upkeep or dissuade someone from purchasing a heritage property altogether. While the Land Use Bylaw and Municipal Planning Strategy are not the primary tools to help preserve heritage buildings in Amherst, they can include provisions to support this goal. Council will continue to explore opportunities and tools that will encourage property owners to register their heritage properties and it will look for opportunities to promote the rehabilitation and restoration of registered heritage properties.

- ⇒ **Policy 5-82: Council shall consider, by development agreement, proposals for a registered heritage property or building to assume a use not permitted by the land use zone in which the property or building is located, but permitted within the designation in which the property or building is located. Council shall not enter into such a development agreement unless Council is satisfied:**
- a. the building covered by the development agreement shall will not be altered in a way that diminishes its heritage value, as identified in the building's Statement of Heritage Value;**
 - b. any adjacent uses are not unduly impacted as a**

- c. result of the development, by such things including, but not limited to, traffic generation, noise, hours of operation, and parking requirements; and
- d. the development adheres to the development agreement policies in Section 6.6 of this Plan.

⇒ **Policy 5-83: Council may seek future opportunities aimed at rehabilitating and restoring existing heritage properties.**

5.7.3 Agriculture


The Town of Amherst is a major centre for Cumberland County, one of Nova Scotia's top agricultural areas, responsible for over 10% of the province's farm revenue. The county is known for maple syrup, blueberries, animal farms and their related hay supplies, and mixed crop farming.


Essentially the entirety of the town is built on good agricultural soils as defined by the Statement of Provincial Interest Regarding Agricultural Land. This was a common trend in the history of Nova Scotian towns because towns developed in close proximity to the industries they served and because the workability of agricultural soils made for easy development. The map on the following page shows the distribution of these soils by classification as identified in the Canada Land Inventory.

However, the Statement of Provincial Interest recognizes that soils alone do not define lands that should be protected for agriculture. In some cases, other Statements of Provincial Interest may take priority. In the case of Amherst, lands within the town are fairly fragmented from an agricultural perspective and are difficult to farm given the lack of contiguous undeveloped areas. More importantly, the town includes a significant amount of infrastructure that should be used to its fullest, as encouraged by the Statement of Provincial Interest Regarding Infrastructure. In doing so, the Town of Amherst can help take development pressure off surrounding lands within the rural areas of Cumberland County and help preserve them for agricultural purposes. Council will, therefore, not permit new agricultural activities within Amherst's boundaries. However, small-scale activities such as community gardens will be widely recognized and permitted. The land uses permitted in the town's commercial and industrial areas, such as food processing and machinery sales and service, will also continue to support the town's role as a service centre for surrounding agricultural activity.

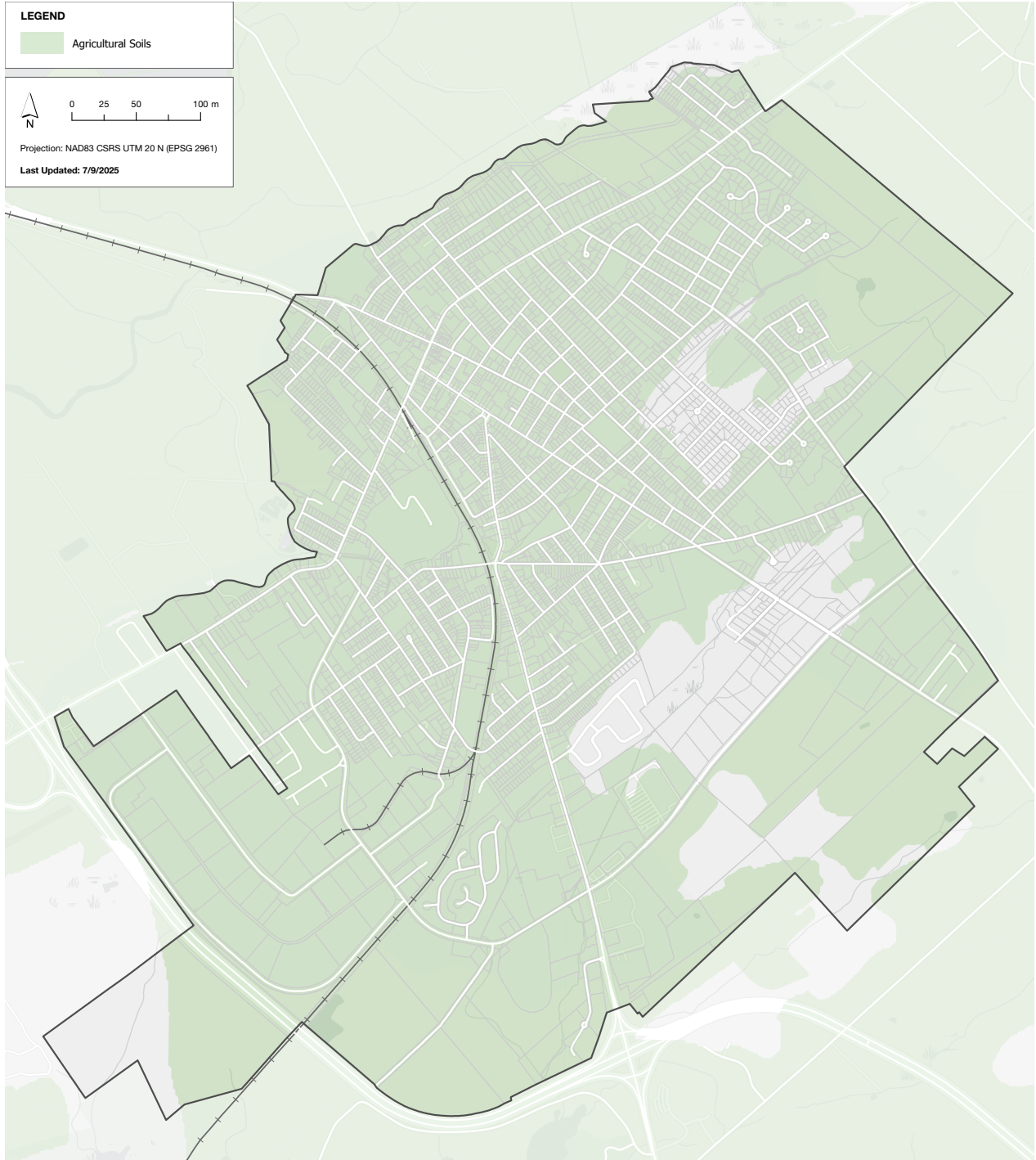
⇒ **Policy 5-84: Council shall, through the Land Use Bylaw, widely permit community gardens.**

LEGEND

 Agricultural Soils

 0 25 50 100 m

Projection: NAD83 CSRS UTM 20 N (EPSG 2961)
Last Updated: 7/9/2025



6. IMPLEMENTATION AND ADMINISTRATION



6.1 Administration and Implementation

A plan is only as good as its ability to achieve its intended outcomes, making the implementation and administration of the plan of utmost importance. Land use planning is implemented and administered by the Town of Amherst’s planning and development staff who are responsible for providing planning, subdivision, and building inspection services for the Town.

Town staff are also responsible for interpreting and providing recommendations to Council regarding land use policy and regulations in order to achieve the vision, goals, and policies of this Municipal Planning Strategy, and to manage overall growth and development in the town.

This Municipal Planning Strategy and accompanying Land Use Bylaw were developed in conformity with the Municipal Government Act, as amended.

6.1.1 Statement of Policy

Statements of policy reflect Council’s intention through written text to systematically manage land use and development in Amherst. Within this Municipal Planning Strategy, statements of policy are denoted by the text “Policy #-#”, where the numbers are replaced by the chapter number and appropriate sequential policy number, respectively.

Statements of policy are legal statements—that is, they are legally binding on Town Council and the decisions they make.

In addition to the statements of policy, this Municipal Planning Strategy contains preamble, or descriptive text, before each set of policies. This preamble is used to help interpret the intent of statements of policy, but it does not form part of the policy.

- ⇒ **Policy 6-1: Policy statements of Council shall be denoted in this Plan with the text “Policy #-#”, with the number signs (hash) replaced by the appropriate chapter number and sequential policy number, respectively.**
- ⇒ **Policy 6-2: Written content of this Municipal Planning Strategy not contained within a Policy statement of Council shall be considered preamble. Preamble may be considered to interpret the intent of Policy statements of Council, but do not form a part of the Policy statement.**

6.1.2 Effective Date and Repeal

- ⇒ **Policy 6-3: This Municipal Planning Strategy and implementing Land Use Bylaw shall come into effect on the date that notice is given pursuant to the *Municipal Government Act* and the Town of Amherst Public Participation and Notification Policy.**
- ⇒ **Policy 6-4: The 2005 Town of Amherst Municipal Planning Strategy, as amended, is hereby repealed.**

6.1.3 Regional Cooperation

Cooperation between the Town of Amherst and the Municipality of the County of Cumberland for land use and all other civic matters will be important in the future. Decisions made in Amherst can impact the County, and vice-versa, so Council supports efforts to notify and consult Cumberland County when considering amendments to this Municipal Planning Strategy and when adopting new planning strategies in the future.

- ⇒ **Policy 6-5: Council shall consult and engage with the Municipality of the County of Cumberland when:**
 - a. **adopting a new municipal planning strategy to replace this one; and**
 - b. **considering amendments to this Municipal Planning Strategy that would affect lands that share a common boundary with the Municipality of the County of Cumberland.**
- ⇒ **Policy 6-6: Consultation undertaken with the Municipality of the County of Cumberland shall:**
 - d. **invite comment on matters of municipal interest;**
 - e. **invite comment in relation to Statements of Provincial Interest;**
 - f. **be considered by Council or the Planning Advisory Committee as its designate as part of the body of feedback on the proposed amendment or new Municipal Planning Strategy; and**
 - g. **be completed prior to Council publishing its first notice for a Public Hearing on the proposed amendment or new Municipal Planning Strategy.**

6.2 Land Use Bylaw and Subdivision Bylaw

6.2.1 Land Use Bylaw

The Town will adopt an accompanying Land Use Bylaw as the primary tool to implement many of the policies of this Plan.

- ⇒ **Policy 6-7: Council shall adopt a Land Use Bylaw consistent with the intent of this Plan.**

6.2.2 Subdivision Bylaw

The Subdivision Bylaw establishes the requirements and processes for things such as the subdivision of land and the provision of streets and services. The Subdivision Bylaw is also a tool that enables the Town to require the provision of greenspace for recreational lands when subdivision of land occurs.

- ⇒ **Policy 6-8: Council shall adopt a Subdivision Bylaw consistent with the intent of this Plan.**

- ⇒ **Policy 6-9: The Subdivision Bylaw shall:**

- a. apply to the whole of the Town;
- b. ensure that any subdivision, with the exception of lots created using the variance provisions of Section 235 of the *Municipal Government Act*, conforms with the lot requirements contained in the Land Use Bylaw;
- c. establish locations and standards for the development of public and private roads, central services, and other publicly owned infrastructure;
- d. contain provisions for dedicating land or cash of an equivalent value for parks, playgrounds, or similar public purposes; and
- e. contain any other provisions needed to fulfill the intent of this Plan.

6.2.3 Implementation of the Land Use and Subdivision Bylaws

The Land Use Bylaw and Subdivision Bylaw are administered by a Development Officer appointed by Town Council. The Development Officer is responsible for issuing development permits in accordance with the Bylaws.

- ⇒ **Policy 6-10: Council shall appoint one or more Development Officers to administer the Land Use Bylaw and the Subdivision Bylaw and to issue and deny permits under the terms of these bylaws.**

6.2.4 Amend the Land Use Bylaw

Although this Municipal Planning Strategy is comprehensive in nature, it cannot foresee all possible types of development that might be acceptable in the future. There may come a time when the Land Use Bylaw needs to be amended to accommodate new development or a specific development proposal. There is also the possibility that during the development of this Plan and the Land Use Bylaw inadvertent mapping errors were made. Since these errors do not reflect the policies of this Plan, they will be corrected with Land Use Bylaw amendments.

- ⇒ **Policy 6-11: Council shall consider proposals to amend the text of the Land Use Bylaw and shall undertake such amendments if the proposed amendment meets the general criteria set out in Section 6.7.**
- ⇒ **Policy 6-12: Council shall consider amendments to the maps of the Land Use Bylaw when the proposed zoning change is not specifically prohibited within this Plan and at least one of the following two conditions is true:**
 - a. **the proposed zone is enabled by this Plan for use within the same designation;**
 - b. **a non-conforming use appears to have been created by an inadvertent administrative oversight in the Municipal Planning Strategy and Land Use Bylaw preparation process, resulting in a property being zoned inconsistently with stated policies in this Plan.**
- ⇒ **Policy 6-13: Council may not amend the maps of the Land Use Bylaw if the lot and existing buildings do not meet the requirements of the proposed zone.**

⇒ **Policy 6-14: Council shall not amend the maps of the Land Use Bylaw unless Council is satisfied that:**

- a. the proposed change meets the zone intent and any applicable zone placement criteria set out in policies, found elsewhere in this Plan, applicable to the proposed zone; and**
- b. the proposed zone and the uses it permits meet the general criteria set out in Section 6.7.**

6.3 Variances

6.3.1 Variances

Under Section 235 of the *Municipal Government Act*, the Development Officer can grant “variances” for the requirements of the Land Use Bylaw. These variances are intended to alleviate any difficulties where an irregular set of circumstances on a lot makes it unreasonably difficult to comply with the regulations of the Land Use Bylaw.

⇒ **Policy 6-15: Council shall, in accordance with Section 235 of the *Municipal Government Act*, permit the Development Officer to vary:**

- a. the percentage of land that may be built upon;
- b. the size or other requirements relating to yards;
- c. lot frontage;
- d. lot area;
- e. location and number of parking spaces and loading spaces required;
- f. ground area of a structure;
- g. height of a structure;
- h. floor area occupied by a home-based business; and
- i. height and area of a sign.

6.4 Non-conforming Uses

Nothing in this plan will affect the continuance of uses or developments that were lawfully in existence as of the date of this plan coming into effect.

- ⇒ **Policy 6-16:** It shall be the intention of Council to encourage the re-location of non-conforming uses to appropriately designated areas of the Town.
- ⇒ **Policy 6-17:** It shall be the intention of Council to permit, in all designations, any non-conforming use a period of up to twelve-month to re-open after a closure, as opposed to the six-month minimum permitted in the *Municipal Government Act*.
- ⇒ **Policy 6-18:** It shall be the intention of Council to permit, in all designations, a non-conforming use to change to another use not normally permitted on the property by way of development agreement. In considering such a development agreement, Council shall consider the following:
 - a. that the proposed use exerts a similar or less of an impact on the surrounding neighbourhood;
 - b. the use of buffering, landscaping or fencing to reduce possible impacts or otherwise improve the property;
 - c. that adequate parking is provided for the new use; or the existing parking situation is improved by virtue of the development agreement;
 - d. the proposal will not involve any expansion of the use onto a lot not originally occupied by the use except for the provision of parking;
 - e. signage on the property;
 - f. hours of operation;
 - g. the adequacy of the transportation network to accommodate the proposed use; and
 - h. that the development adheres to the development agreement policies in Section 6.6 of this Plan.

6.5 Site Plan Approval

In some instances, a finer-grained level of management over a development proposal is necessary. For a development proposal where the additional level of oversight is related to the design of the proposal, Council can use the site plan approval process, which is above-and-beyond the standard development permitting process (“as-of-right”) but does not require a development agreement with Town Council.

6.5.1 Site Plan Approval

Site plan approval is a development process for which applicants must meet additional standards established and outlined in the Land Use Bylaw. These additional standards are often qualitative and design oriented, giving the Development Officer more flexibility and the ability to negotiate with an applicant. The additional standards the Development Officer can apply are outlined in the Municipal Government Act and they must also be outlined in the Land Use Bylaw. Additional standards within a site plan approval can pertain to:

- the location of structures of a lot;
- the location of parking and loading, and driveway accesses;
- the type, location, and height of walls and fences;
- the retention of natural vegetation;
- outdoor lighting;
- grading and stormwater management;
- the location of walkways;
- signs; and
- solid waste storage.

Uses that are enabled by the site plan approval process must be prescribed in this Municipal Planning Strategy, and the Development Officer must be satisfied a proposal meets the applicable standards before establishing a site plan approval. Once a site plan approval is established, the Development Officer can issue development permits.

⇒ **Policy 6-19: Council shall enable the use of the site plan approval process within the Land Use Bylaw as a tool to review developments that require additional oversight or management or where Council sees benefit in providing flexibility for land use proposals.**

⇒ **Policy 6-20: Council shall adhere to the notification requirements of the *Municipal Government Act* for development proposals proceeding through site plan approval.**

6.6 Development Agreements

6.6.1 Development Agreements

Development agreements are intended to enable Town staff, Council, and the public to give input on aspects of a proposed development that would otherwise not be permitted through the standards established in the Land Use Bylaw. This gives the Town the opportunity to evaluate such a proposal in greater breadth and depth while also giving the Town tools to mitigate any potential impacts. The Municipal Planning Strategy must outline uses that are permitted by a development agreement.

- ⇒ **Policy 6-21: Where enabled by the policies within this Municipal Planning Strategy, Council shall consider entering into a development agreement with an applicant to enable a proposed development.**

- ⇒ **Policy 6-22: A development agreement that has been approved by Council shall:**
 - a. **specify the development, expansion, alteration, or change permitted;**
 - b. **specify the conditions under which the development may, or may not, occur;**
 - c. **set terms and conditions by which Council may amend or terminate and discharge the agreement.**

- ⇒ **Policy 6-23: Council may specify conditions in the development agreement to bring the proposal into alignment with the enabling policy and general criteria set out in Section 6.7. Such conditions may include, but are not limited to:**
 - a. **servicing;**
 - b. **the type, location, and orientation of structures;**
 - c. **the architectural design of structures, including, but not limited to, bulk, scale, height, roof shape, building and cladding materials, and the shape and size and placement of doors and windows;**
 - d. **the provision of open space and amenities;**
 - e. **the type, size, and location of signage;**
 - f. **the type and orientation of exterior lighting;**
 - g. **management of solid waste, including, but not limited to, compost and recycling;**

- h. pedestrian, bicycle, public transit, and vehicular circulation;**
- i. connections to existing or planned pedestrian, bicycle, public transit, and vehicular networks;**
- j. the location and number of bicycle and vehicular parking and loading spaces;**
- k. access for emergency vehicles;**
- l. the location and type of landscaping, including fences and other forms of screening;**
- m. stormwater management, grading and erosion control;**
- n. the emission of noise, odour, light, liquids, gases, and dust;**
- o. the type of materials stored on site;**
- p. the type of materials sold on site;**
- q. hours of operation;**
- r. the phasing of development;**
- s. financial bonding for the construction and maintenance of components of the development, including, but not limited to, roads and landscaping;**
- t. mitigation measures for construction impacts;**
- u. time limits for the initiation and completion of development; and**
- v. all other matters enabled in Section 227 of the *Municipal Government Act*.**

6.7 General Criteria

6.7.1 Evaluating Land Use Bylaw Amendments and Development Agreements

Amendments to the Land Use Bylaw and the adoption of development agreements are processes that require careful thought. As such, Council has established a set of general criteria to consider when evaluating all Land Use Bylaw amendments and development agreement proposals.

⇒ **Policy 6-24: Council may not amend the Land Use Bylaw or enter into a development agreement unless Council is satisfied the proposal:**

- a. is consistent with the intent of this Municipal Planning Strategy;
- b. does not conflict with any law or regulation of the Provincial or Federal Governments;
- c. is not premature or inappropriate due to:
 - i. *the ability of the Town to absorb public costs related to the proposal;*
 - ii. *impacts on existing drinking water supplies, both private and public;*
 - iii. *the adequacy of central water and sewage services or, where such services are not available, the suitability of the site to accommodate on-site water and sewage services;*
 - iv. *the creation of excessive traffic hazards or congestion on road, cycling, and pedestrian networks within, adjacent to, and leading to the site;*
 - v. *the adequacy of fire protection services and equipment;*
 - vi. *the adequacy and proximity of schools and other community facilities;*
 - vii. *the creation of a new, or worsening of a known, pollution problem in the area, including, but not limited to, soil erosion and siltation of watercourses;*
 - viii. *its impact on nearby watercourses or wetlands;*
 - ix. *site-specific climate change risks, such as threats of flooding;*

- x. the potential to create flooding or serious drainage issues, including within the site and in nearby areas;*
- xi. the suitability of the site in terms of grades, soil and geological conditions, the location of watercourses and wetlands, and proximity to utility rights-of-way; and*

⇒ **Policy 6-25: Council may, in addition to any other required information, require any or all of the following information prepared by an appropriate qualified professional, at the applicant’s cost, and at a level sufficiently detailed to evaluate whether the criteria for amending the Land Use Bylaw or entering into a development agreement have been met:**

- a. a detailed site plan showing features such as, but not limited to:**
 - i. topography;*
 - ii. location and dimensions of existing and proposed property and unit lines;*
 - iii. location of zoning boundaries;*
 - iv. use, location, and dimensions of existing and proposed structures;*
 - v. existing and proposed watercourses and wetlands;*
 - vi. location and dimensions of existing and proposed road, bicycle, and pedestrian networks;*
 - vii. location and dimensions of driveways, parking lots, and parking spaces;*
 - viii. type and amount of site clearing required, if any;*
 - ix. location of buffers;*
 - x. location and dimensions of existing and proposed parks and recreation lands, whether public or private;*
 - xi. location of utilities;*
 - xii. development densities;*
- b. elevation drawings of existing and proposed structures including, but not limited to, dimensions and exterior materials;**
- c. a site grading plan;**
- d. a landscaping plan;**

- e. a drainage and stormwater management plan;
- f. a traffic impact assessment that evaluates the ability of existing road, bicycle, and pedestrian networks to accommodate traffic generated by the proposed development;
- g. a geotechnical study;
- h. a shadow study;

6.8 Engagement and Notification for Development Agreements or Amendment

- ⇒ **Policy 6-26:** Where Council has given notice of its intention to adopt an amendment to the Land Use Bylaw or to enter into a development agreement, notification of the amendment or development agreement shall be served upon all lot owners within 30 metres of the subject lot, in addition to all other requirements as established in the *Municipal Government Act*.
- ⇒ **Policy 6-27:** Engagement for any development agreement or amendment proposal shall be consistent with the Town of Amherst Public Participation and Notification Policy.
- ⇒ **Policy 6-28:** Notification of a development agreement or amendment to the Land Use Bylaw shall:
 - a. outline the proposed amendment or development agreement;
 - b. identify the property(s) subject to the proposed amendment or development agreement: and
 - c. state the time, date, and place of a public hearing regarding the proposed amendment or development agreement.

6.9 Municipal Planning Strategy Reviews

- ⇒ **Policy 6-27:** Within five years of the adoption of this Municipal Planning Strategy, Council shall initiate a ‘housekeeping’ review to identify errors, omissions, or ways to improve or streamline the Plan.
- ⇒ **Policy 6-28:** Within ten years of adopting this Municipal Planning Strategy, Council shall complete a comprehensive review of this Plan.

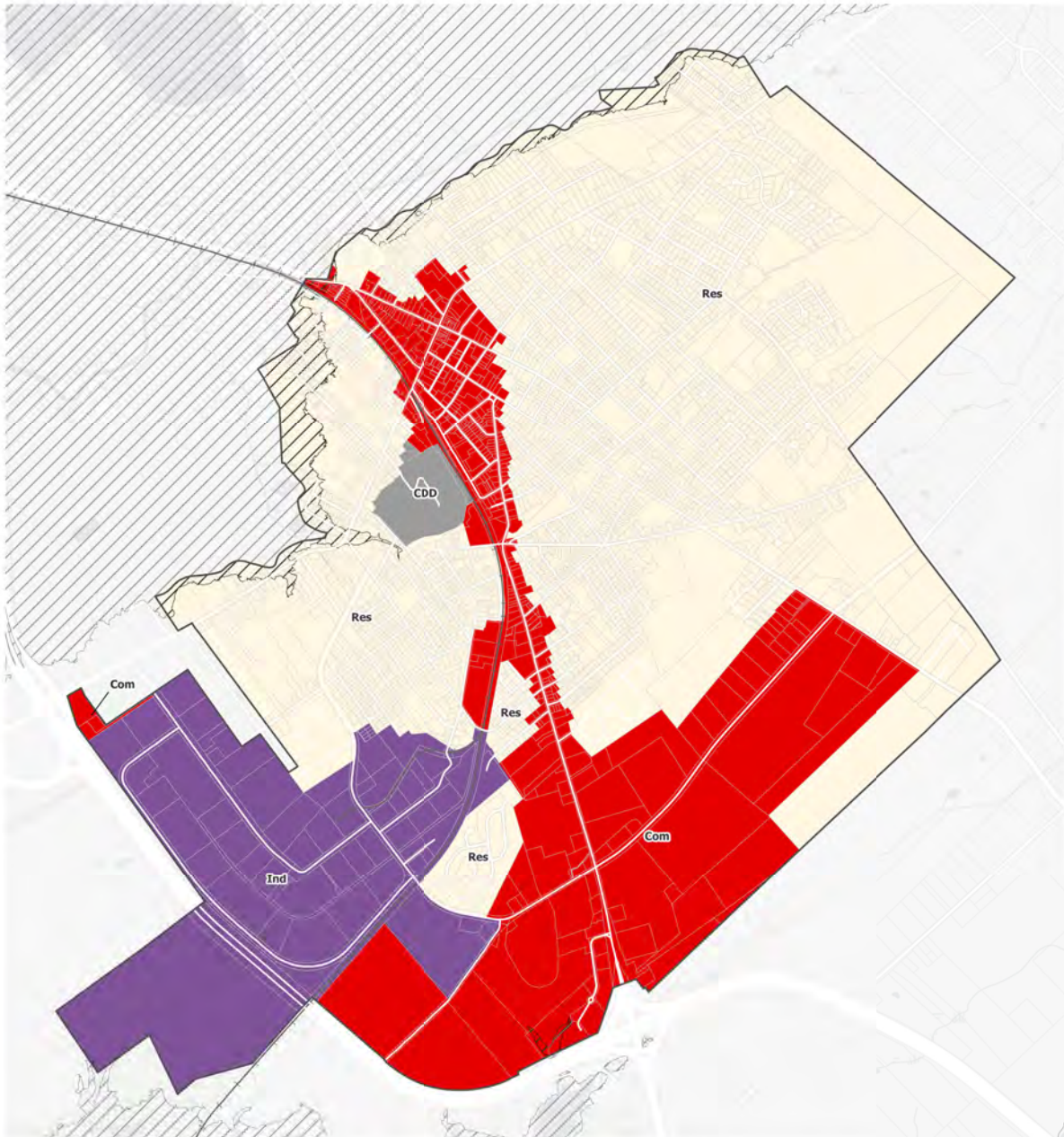
6.10 Amendments to the Municipal Planning Strategy

- ⇒ **Policy 6-29:** Council shall consider an amendment to this Municipal Planning Strategy when:
 - a. any policy intent is to be changed;
 - b. an amendment to the Land Use Bylaw or Subdivision Bylaw would conflict with any portion of the Municipal Planning Strategy; or
 - c. this Municipal Planning Strategy is inconsistent with any Statements of Provincial Interest.

7. SCHEDULES



SCHEDULE A – FUTURE LAND USE MAP



MAP

Amherst Future Land Use (DRAFT)

SCHEDULE

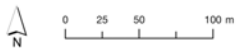
LAST UPDATED

DATA SOURCE

2025-10-23

Prov. of NS

NORTH + SCALE



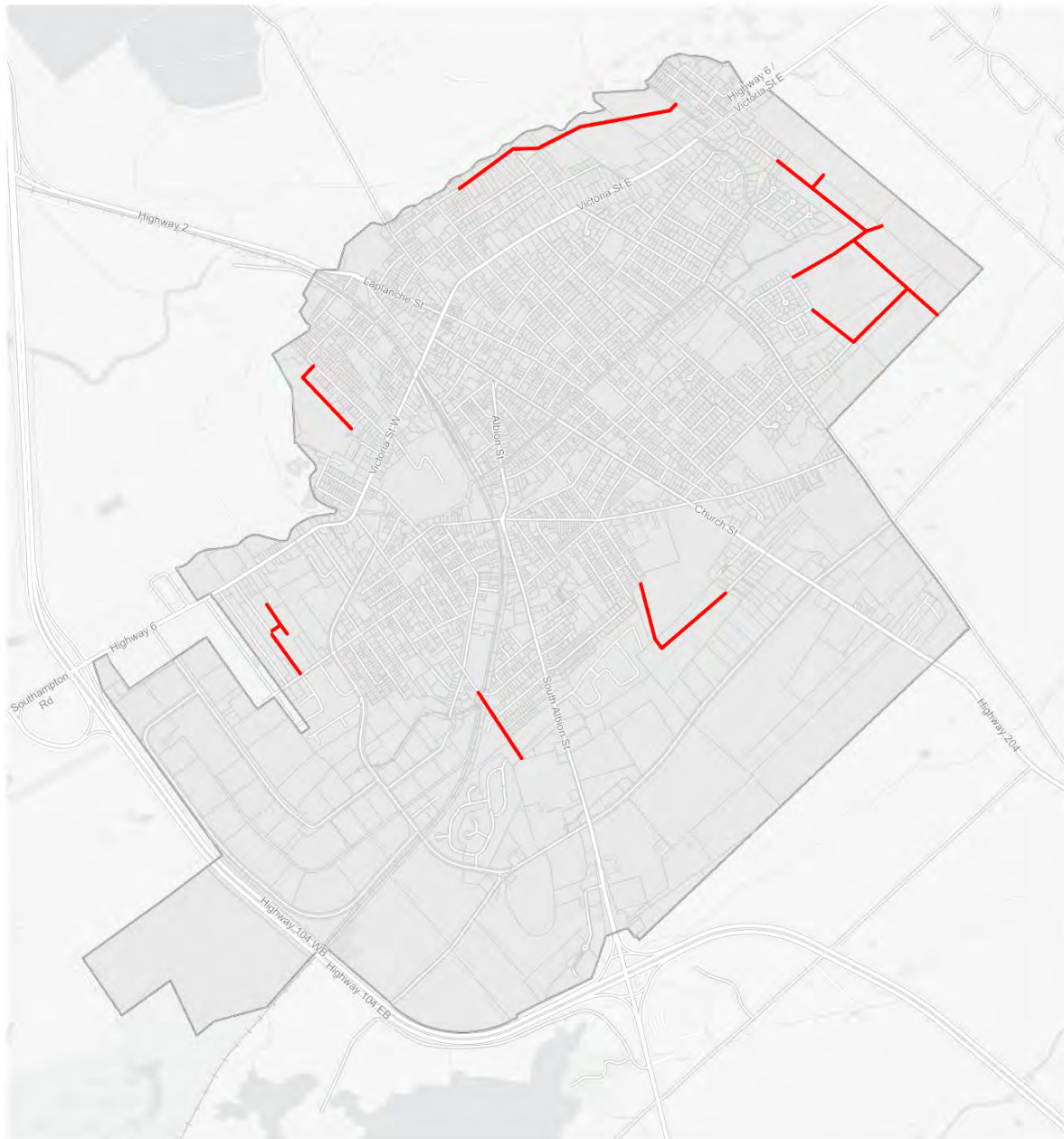
PROJ.

NAD83 CSRS
UTM 20 N

LEGEND

- Res Residential
- Com Commercial
- Ind Industrial
- CDD Comprehensive Development District

SCHEDULE B – FUTURE STREETS



MAP

Future Streets (DRAFT)

SCHEDULE

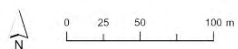
LAST UPDATED

DATA SOURCE

2025-01-09

Prov. of NS

NORTH + SCALE



PROJ.

NAD83 CSRS
UTM 20 N

LEGEND

- Town of Amherst
- Future Streets

SCHEDULE C – ROAD CLASSIFICATION



MAP

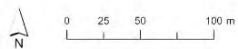
Road Classification (DRAFT)

SCHEDULE

LAST UPDATED
2025-01-09

DATA SOURCE
Prov. of NS

NORTH + SCALE



PROJ.

NAD83 CSRS
UTM 20 N

LEGEND

- Trans-Canada Highway
- Local Arterial
- Local Collector
- Local

Town of Amherst

LAND USE BYLAW P-2

DRAFT





**Town of Amherst
Land Use Bylaw**

Adopted: DATE

Approved: DATE

Effective: DATE

With Amendments To: N/A

TABLE OF CONTENTS

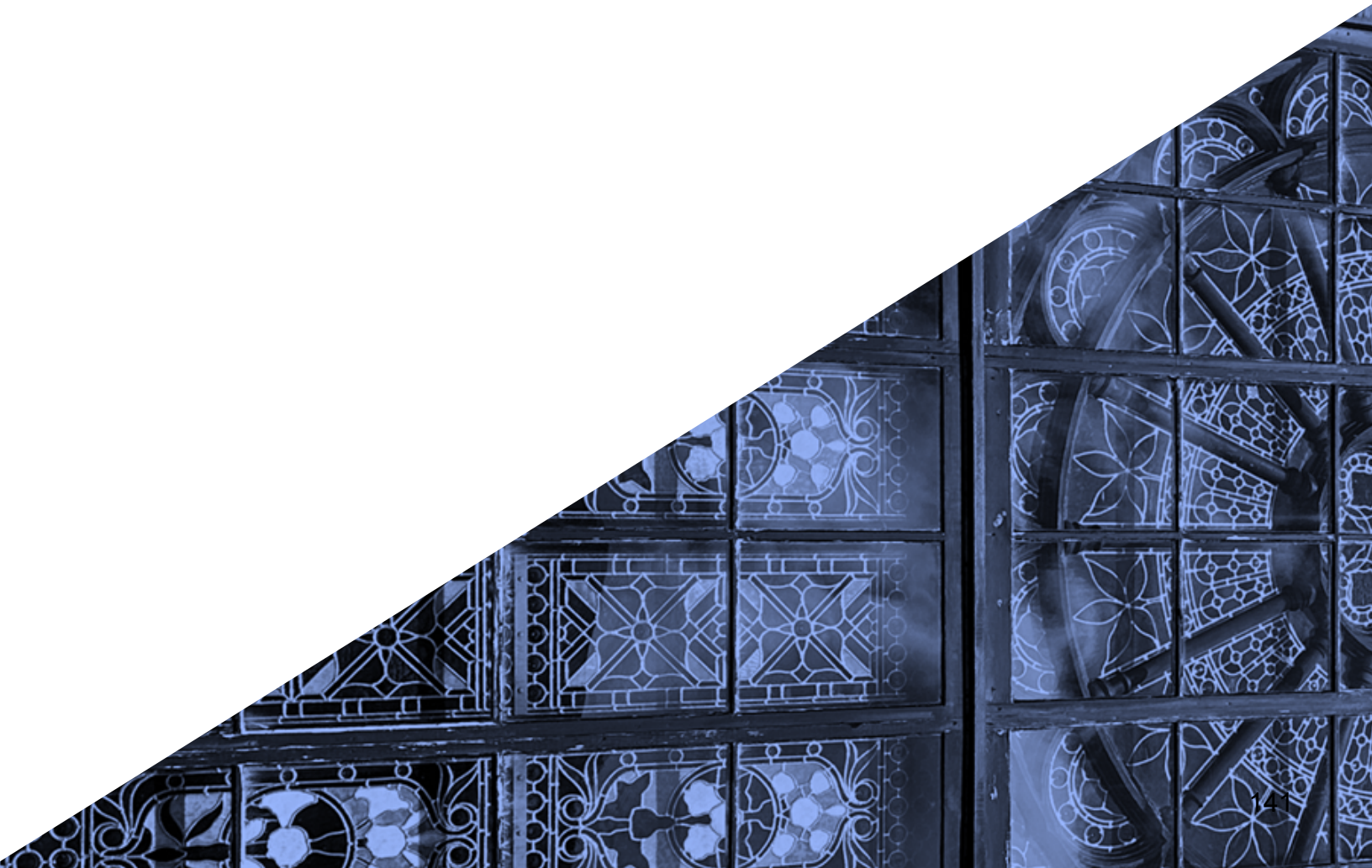
1	<i>Definitions</i>	1
1.1	Definitions	2
2	<i>Zoning and Interpretation</i>	17
2.1	General.....	18
2.2	Schedules	18
2.3	All Land to be Zoned	18
2.4	Amendments to the Zoning Map	19
2.5	Zoning Boundaries	19
2.6	Permitted Uses	19
2.7	Measurements.....	19
2.8	Certain Words.....	20
2.9	Conflict.....	20
2.10	Definitions	20
3	<i>Administration</i>	21
3.1	Town Planning Advisory Committee	22
3.2	Authority	22
3.3	Development Officer.....	22
3.4	Inspection.....	22
3.5	Development Permit Required	22
3.6	No Development Permit Required	23
3.7	Information Required for Development Permit Applications	24
3.8	Site Plan Approval.....	24
3.9	Site Plan Approval Application Content and Criteria.....	25
3.10	Site Plan Approval Notification Area and Appeals.....	27
3.11	Site Plan Refusal Notification and Appeals	27
3.12	Variances	27
3.13	Enforcement and Penalty	28
3.14	Existing Structures and Use.....	28
3.15	Compliance with Other Bylaws	28

3.16	Effective Date.....	28
3.17	Repeal of Bylaw.....	28
4	<i>General Provisions for all Zones.....</i>	29
4.1	Accessory Buildings.....	30
4.2	Accessory Uses Permitted	30
4.3	Agricultural Animals.....	31
4.4	Conformity with Existing Setbacks.....	31
4.5	Corner lot Triangle or Day Lighting Triangle	31
4.6	Display Courts.....	31
4.7	Existing Buildings	31
4.8	Existing Lots without Frontage	32
4.9	Existing Undersize Lots.....	32
4.10	Fences.....	32
4.11	Flag Lots.....	32
4.12	Floodway Fringe Overlay	33
4.13	Fronting on Streets.....	33
4.14	Illumination	33
4.15	Multiple Uses	33
4.16	Non-Conforming Use Changed by Development Agreement	34
4.17	One Main Building on a Lot.....	34
4.18	Outdoor Furnaces.....	34
4.19	Outdoor Storage Prohibited.....	34
4.20	Permitted Encroachments into Yards	34
4.21	Prohibited Dwellings	35
4.22	Public Utilities	35
4.23	Restoration to a Safe Condition	35
4.24	Serviceable Development	35
4.25	Shipping Containers.....	36
4.26	Solar Collector Systems – Accessory.....	36
4.27	Subdivision of an Existing Lot with Existing Main Buildings	36
4.28	Swimming Pool Performance Standards.....	37

4.29	Temporary and Special Occasion Uses.....	37
4.30	Wind Turbines.....	38
4.31	Habitation of Vehicle Bodies.....	38
5	<i>Vehicle Controls</i>	39
5.1	Parking Space Requirements.....	40
5.2	Minimum Dimensions for Parking and Loading Spaces.....	41
5.3	Loading Space Requirements.....	41
5.4	Performance Standards for Parking Areas.....	41
5.5	Performance Standards for Parking Area Driveways and Aisles.....	42
5.6	Parking of Commercial Motor Vehicles in Residential Zones.....	42
5.7	Front Yard Parking Restrictions in Residential Zones.....	43
5.8	Street Access Required.....	43
5.9	Vehicle Stacking for Through Uses.....	43
5.10	Parking for Persons with Disabilities.....	43
5.11	Vehicle Bodies Not to be Used for Human Habitation.....	43
5.12	Downtown Zone Parking Standards.....	44
6	<i>Signage</i>	45
6.1	General Provisions.....	46
6.2	Maintenance.....	46
6.3	Signs Permitted in all Zones.....	46
6.4	Signs Prohibited in all Zones.....	47
6.5	Number of Signs.....	47
6.6	Signs in Residential Zones.....	48
6.7	Off-site Signage.....	48
6.8	Sponsorship Signage on Town Owned Recreational Lands.....	48
6.9	Sandwich Board Signs.....	48
6.10	Ground Signs.....	49
6.11	Projecting Wall Signs.....	49
6.12	Facial Wall Signs.....	49
6.13	Roof Signs.....	49

6.14	Sign Standards in the Downtown Zone.....	50
7	<i>Residential</i>	51
7.1	General Provisions for All Residential Zones	52
7.2	General Residential Zone	56
7.3	Land Lease Community Zone	58
8	<i>Commercial Zones</i>	59
8.1	General Provisions for Commercial Zones	60
8.2	Highway Commercial Zone	61
8.3	Downtown Zone	63
8.4	Mixed Use Zone	68
8.5	Neighbourhood Commercial Zone	70
8.6	Business Park Zone	71
9	<i>Industrial Zone</i>	73
9.1	Industrial Zone.....	74
10	<i>Special Use Zones</i>	77
10.1	Institutional Zone	78
10.2	Comprehensive Development District (CDD) Zone	80
10.3	Open Spaces Zone	81
10.4	Flood Plain Zone.....	82
11	<i>Schedules</i>	83
	Schedule A -- Zoning Map	84
	Schedule B – List of Amendments to the Land Use Bylaw.....	85

1 DEFINITIONS



1.1 Definitions

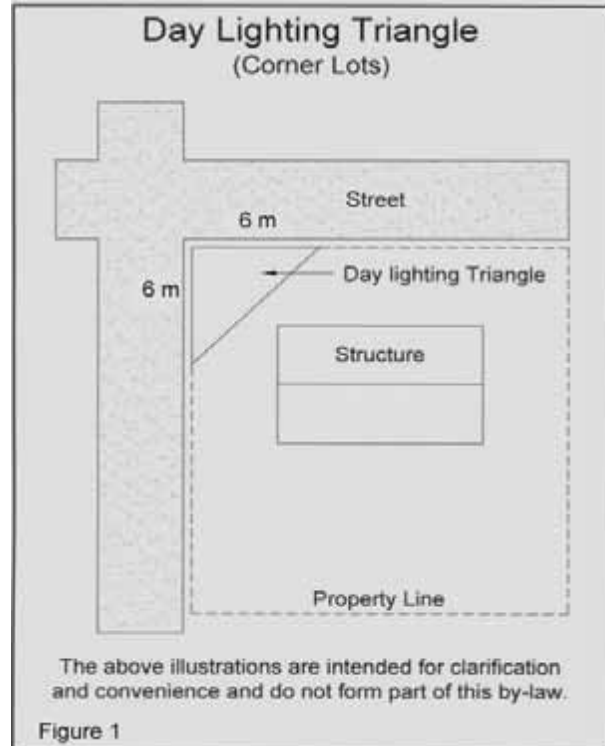
1.1.1 For the purpose of this Bylaw the definitions and interpretations given in this section shall govern. Words used in the present tense include future; words in the singular include the plural; words in the plural include the singular; the word "used" includes "arranged, designed or intended to be used"; the word "shall" is mandatory and not directory.

1. **Accessory Building** means a separate building or structure located on the same lot as the main building or principal use, and of a nature customarily and clearly secondary and incidental to the main building or principal use.
2. **Accessory Use** means the use or uses which take place on the same lot as the main use, and of a nature customarily and clearly secondary and incidental to the main use.
3. **Accommodations** means a building, or buildings, or part thereof on the same lot used to accommodate the traveling public for gain or profit by supplying them with overnight sleeping accommodation with or without meals and including customary ancillary services and amenities but without private cooking facilities but shall not include a bed a breakfast
4. **Adjacent** for the purposes of this Bylaw, means the building, or property that shares a common boundary on the same side of the street.
5. **Adult Entertainment Use** means any establishment that offers services, or entertainment to the public intended to deliver sexual stimulation or gratification, or is reasonably intended to appeal primarily to erotic appetites. It includes, but is not limited to, entertainment characterized by the display of the nude or semi-nude human body in a manner or context apparently designed to exploit the sexual aspects of the human body and its constituent anatomy. Such entertainment is commonly promoted using adjectives or terms such as "nude", "topless", "adult", "sexy", "exotic", and so on.
6. **Alter** means to change the structural component of a building or to increase the volume of a building or structure.
7. **Agricultural Use** means an operation involving the keeping of agricultural animals.
8. **Agricultural Animal** means an animal kept for the purpose of breeding, milking, egg or meat production, assistance in performing farm chores or recreation and shall include horses, cattle, swine, poultry, sheep, goats, mink, foxes, chinchillas, bees, but shall not include cats, dogs, parakeets, canaries, hamsters, tropical fish, and similar household pets. A rabbit is an agricultural animal if located on a lot on which in excess of ten rabbits are kept; if ten or fewer are involved, the rabbits shall be deemed to be household pets.
9. **Animal Hospital** means an establishment providing surgical or medical treatment or examination of domestic pets entirely within a building, but does not include the breeding of animals or overnight boarding except overnights stays incidental to medical treatment.
10. **Automobile** see Motor Vehicle

11. **Bed and Breakfast** means a dwelling where the proprietor supplies rooms, up to a maximum of six, which are rented or hired out to accommodate the travelling public for sleeping purposes and where a general kitchen and dining room are provided within the building or in an accessory building for the purpose of serving meals only to overnight guests.
12. **Berm** means an area of land which has been raised to screen a use or activity from abutting uses or activities.
13. **Block** means the smallest area of land, the boundaries of which consist entirely of public streets, rivers, railroads, public parks or any combination thereof.
14. **Boarding House or (Rooming) House** means a dwelling in which the proprietor supplies more than two rooms and board to persons exclusive of the owner or members of his family and which is not open to the general public but does not include a group care facility.
15. **Building** means any structure, whether temporary or permanent, used or built for the shelter, accommodation or enclosure of persons, animals, material or chattels, and includes any awning, bin, bunker or platform, vessel or vehicle used for any of the said purposes.
16. **Building Area** means the maximum horizontal area of a building at grade measured to the centre of party walls or to the outside of exterior main walls including air walls and all other spaces within the building, but excluding porches, steps, chimney breasts, carports or open platforms.
17. **Building Line** means any line regulating the position of a building or structure on a lot.
18. **Business or Professional Office** means a building or part thereof, furnished or used for the purpose of regularly transacting business such as a service performed or consultation given but shall not include a manufacturing of any product or the retail selling of goods.
19. **Cannabis Lounge** means premises where the primary purpose of the facility is the consumption of cannabis, cannabis products or any of its derivatives such as oils or edible products. A cannabis lounge may or may not include cannabis retail sales
20. **Cannabis Production Facility** means premises used or occupied by a person or organization licensed by the Government of Canada for the production of cannabis or cannabis products
 - a) Including:
 - i. where cannabis or any of its derivatives, such as resin or oils, is grown, cultivated, harvested, manufactured, processed, packaged, or labelled, and
 - ii. associated activities permitted by the federal license, such as research and development, storage, and destruction, and
 - b) excluding:
 - iii. industrial hemp, and
 - iv. premises used for personal production permitted by federal legislation.

21. **Cannabis Retail Sales** means premises used for the retail sale of cannabis, cannabis products or any of its derivatives, such as oils or edible products, to the general public.
22. **Carport** means a building or structure which is without walls on at least two sides and is used for the parking or storage of a motor vehicle and for the purposes of this Bylaw a carport with an enclosed second storey shall be considered a garage.
23. **Cemetery** means the use of land for the burial of the dead and related purposes, such as a columbaria and mausoleums, and excludes a crematorium use, which is included in the definition of funeral home.
24. **Character-defining Element** means the materials, forms, location, spatial configurations, uses, and cultural associations or meanings that contribute to the heritage value of an historic place, which must be retained to preserve its heritage value.
25. **Commercial Motor Vehicle** means a truck tractor; tow truck or wrecker; agricultural, construction or industrial equipment; any vehicle designed, intended, or used for transporting more than 9 people; any vehicle used to transport persons and / or merchandise for profit; or any motor vehicle with a TARE weight in excess of 3,650 kg.
26. **Commercial Recreation Centre** means a building or lot or part of a building or lot used solely for commercial recreation or entertainment purposes and without limiting the generality of the foregoing, may include such establishments as dance halls, billiard or pool halls, bowling alleys, miniature golf courses, bingo halls, roller skating rinks and discos, and arcades for pinball and other game machines and amusements, including accessory food service.
27. **Commercial School** means a school of seven or more pupils conducted for gain, and includes a secretarial school, language school, driving school, etc.
28. **Commercial Use** means the use of land, building or structure for the purpose of buying and selling commodities and / or supplying of services as distinguished from uses such as manufacturing or assembling of goods, warehousing, transport terminals, construction and other similar uses.
29. **Common Wall** means a vertical separation completely dividing a portion of a structure from the remainder of a structure and creating, in effect, a building which, from its roof to its lowest level, is separate and complete unto itself for the purpose for which it is designed, intended, or used.
30. **Community Centre** means a property or building used for non-profit community activities operated by a public authority, church, or fraternal organization, but shall not include a commercial recreational centre.
31. **Convenience Store** means a building or part of a building used for the retail sale of a limited line of grocery and confectionary items, which serve the needs of the local neighbourhood.

32. **Corner Lot Sight (Day Lighting) Triangle** means that area of a corner lot which is enclosed by a triangle, the apex of which is the intersection of the flanking lot line and the front lot line, two sides of which triangle are 6 m in length measured from said point of intersection along the said lines and the base of which triangle is formed by a straight line joining the said exterior lot lines at the said points 6 m from the intersection. (see figure 1)



33. **Council** means the Council of the Town of Amherst.

34. **Day Care Centre** means:

- a) Non-residential Day Care Centre means a place where 9 or more children are cared for without overnight accommodation, but does not include a school.
- b) Residential Day Care Centre means that portion of a residential dwelling which is used to accommodate more than three but fewer than nine children who are looked after during the daytime hours and who are not provided with overnight accommodation.

35. **Development** includes any erection, construction, addition, alteration, replacement or relocation of to any building or structure and any change or alteration in the use made of land, building or structures.

36. **Development Officer** means the officer appointed by the Town of Amherst or his designate and charged with the responsibility of administering the provisions of the Municipal Government Act and of this Land Use Bylaw in accordance with the Municipal Government Act.

37. **Display Court** means the use of land for the outdoor display and sale of large household or recreational items such as, but not limited to, all-terrain vehicles, hot tubs, swimming pools, and recreational vehicles. This definition shall include the display and sale of prefabricated homes but shall not include heavy equipment sales and rentals or boat and marine sales.

38. **Dwelling** means a building or a portion thereof, occupied or capable of being occupied as a home or residence by one or more persons, containing one or more dwelling units, and shall not include hotels or a recreational vehicle or travel trailer.

39. Dwelling Unit Types:

- a) **Accessory** means a subservient dwelling either located within a single dwelling or in a building on a lot with a single dwelling.

- b) **Basement-only** means a structure containing one (1) or more dwelling units constructed wholly below the established grade without any main walls or habitable rooms above the established grade but does not include accessory dwellings in the basement of a single dwelling.
- c) **Converted Dwelling** means a building originally built and designed as a single detached dwelling unit which contains two to four dwelling units; or a building originally built as a double dwelling renovated to contain three or four dwelling units.
- d) **Double** means a dwelling containing two dwelling units, other than converted dwellings, and shall include duplexes and semi-detached dwellings
- e) **Duplex** means a building divided horizontally into two dwelling units.
- f) **Dwelling Unit** means one or more habitable rooms designed or intended for use by one or more individuals as an independent and separate housekeeping establishment in which separate kitchen, sanitary facilities and sleeping room are provided for the exclusive use of such individuals.
- g) **Garden Suite** means an accessory building to be used as a single detached dwelling unit.
- h) **Grouped buildings** means buildings designed as part of a group of dwellings on the same lot, held and maintained under single ownership, or otherwise provided under the Condominium Act, R.S.N.S. 1989.
- i) **Mobile/Mini Homes** shall mean single or multiple dwelling units with a length to width ratio greater than 3:1.
- j) **Modular Home** shall mean a finished section or sections of a complete dwelling unit built in a factory for transport to the site for installation certified by Canadian Standards Association prior to placement on the site as complying with the CSA Standard A277-M-1990 "Procedures for Certification of Factory Built Houses".
- k) **Multi-unit** means a building or part thereof, consisting of three (3) or more dwelling units, excluding townhouses.
- l) **Semi-Detached** means a building that is divided vertically into two dwelling units, each of which has its own entrance.
- m) **Single Detached** means a completely detached dwelling unit, and shall include small options homes.
- n) **Small Options Home** means a family home or group care or similar facility for the non-medical care of up to seven (7) persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual, but does not include a facility licensed by Corrections Canada or Nova Scotia Corrections or successor bodies.
- o) **Supportive Housing** means a community-based group living arrangement for individuals with social, emotional, legal, mental and/or physical handicaps or problems, that is developed for the wellbeing of its residents through self-help, professional care, guidance and supervision unavailable in the resident's own family, as an institution or in an independent living situation. A group care facility is licensed, funded or approved by the Province of Nova Scotia.

- p) **Townhouse** means a building that is divided vertically into three or more dwelling units, each of which has an independent ground floor entrance(s).
40. **Dwelling Unit ("DU")** means one (1) or more habitable rooms designed or intended for use by one or more individuals as an independent and separate housekeeping establishment in which separate kitchen, sanitary facilities, and sleeping room are provided for the exclusive use of such individuals.
41. **Electric Vehicle Charging** means infrastructure that supplies energy for the charging of electric vehicles such as plug-in electric and hybrid vehicles.
42. **Erect** means to build, construct, reconstruct, alter or relocate and without limiting the generality of the foregoing shall be taken to include any preliminary physical operation such as excavating, grading, piling, cribbing, filling or draining, structurally altering any existing building or structure by an addition, deletion, enlargement or extension
43. **Established Building Line** means a line parallel to the street established by the average distance of main buildings on the same side of a street.
44. **Established Grade** means with reference to a building, the average elevation of the finished surface of the ground where it meets the exterior main walls of such building; or with reference to a structure means the average elevation of the finished grade of the ground immediately surrounding such structures exclusive in both cases of any artificial embankment or entrenchment and when used with reference to a street, road or highway means the elevation of the street, road or highway established by the Town or other designated authority. (see figure 3)
45. **Existing** means legally existing on the effective date of this Bylaw. If a building permit has been issued for a structure before the effective date of this Land Use Bylaw, the structure shall be deemed an existing use if construction begins within a one (1) year period immediately following issuance of the permit. A lot shall be deemed an existing lot if it was created prior to the effective date of this Bylaw or if it was shown on a plan of subdivision tentatively approved by the Town prior to the effective date of this Bylaw. Proof that the lot was created or was tentatively approved prior to the effective date of this Bylaw is required.
46. **Façade** means the exterior parts of a building that face a street or public open space that represents the building, tells people about the building, what it is, how to enter and the nature of the interior uses.
47. **Fence** means any barrier of posts, wood, metal, wire, brick or other similar materials or combinations of such materials, which is constructed for the purpose of delineating, screening, safeguarding or enclosing.
48. **Footprint** means the total ground floor area of a building enclosed within the exterior faces of the exterior walls, and for the purpose of this definition the walls forming a courtyard shall be deemed to be exterior walls.
49. **Flag Lot** means a lot characterized by the location of the main body of the lot generally at the rear of another lot, or otherwise separated from the street or roadway which provides access, and by a narrower area extending from the main body of the lot to the said street or roadway.

50. **Floor Area:**
- a) **With Reference to a Dwelling** means the maximum area contained within the outside walls excluding any garage, porch, veranda, sunroom, unfinished attic or basement or other room not habitable at all seasons of the year.
 - b) **With Reference to a Dwelling Unit** where more than one unit is contained within a building means the maximum floor area contained within the finished wall surfaces of an individual dwelling unit.
 - c) **Commercial Floor Area** means the total usable floor area within a building used for commercial purposes but excludes furnace and utility rooms, and common malls between stores.
 - d) **Gross Floor Area** means the aggregate of the floor area of a building above or below grade, measured between the exterior faces of the exterior walls of the building at each floor level but excluding car parking areas within the building; and for the purpose of this clause, the walls of an inner court shall be deemed to be the exterior walls.
 - e) **Net Floor Area** means the total useable floor area within a building exclusive of washrooms, furnace and utility rooms and common halls or malls between individual establishments.
51. **Frontage** see "lot frontage".
52. **Garden Centre** means a building or structure and lands associated therewith, for the growing of flowers, fruits, vegetables, plants, shrubs, trees, or similar vegetation together with gardening tools and implements that are sold at retail from such buildings or lot to the general public.
53. **Garage** means a building or structure which is enclosed on three or more sides and is used for the parking or storage of a motor vehicle.
54. **Grade Level** means grade prior to any development.
55. **Gross Building Area** means the floor area of a main building including the floor area of rooms reasonably convertible, in the opinion of the building inspector, to the main purpose.
56. **Habitable Room** means a living room, bedroom, kitchen with or without space for eating, or a dining room.
57. **Height** means the vertical distance between the established grade and:
- a) the highest point of the roof of a building excluding church spires, water tanks, elevator enclosures, flagpoles, ventilators, skylights, chimneys, clock towers, communication towers or statues/works of art on public property; or
 - b) the highest point on a structure with no roof.
58. **Heritage Landscape** means a landscape that is valued by the community, has functional continuity and/or physically reflects the past, and is associated with the history of the area, has design value, and/or has contextual value.

59. **Home for Special Care** means a building wherein nursing care or room and boards are provided to individuals incapacitated in some manner for medical reasons but does not include a hospital.
60. **Home-based Business** means a business activity accessory to the residence and carried on by the occupant of the residence, and without limiting the generality of the foregoing shall include professional personal services, instruction and private tutoring, artist studios, contractor's storage and parking, storage of inventory for off-site retail sales; but shall not mean autobody or mechanical motor vehicle repairs, retail stores, canteens or taxi stands.
61. **Hotel / Motel** means a building, or buildings, or part thereof on the same lot used to accommodate the traveling public for gain or profit by supplying them with overnight sleeping accommodation with or without meals and including customary ancillary services and amenities but without private cooking facilities.
62. **Industrial Use** means any manufacturing, assembly, or warehousing operation.
63. **Kennel** means a building, structure or lot where animals are kept or boarded commercially.
64. **Landscaping** means any combination of trees, shrubs, flowers, grass or other horticultural elements, decorative stonework, gravelling, paving, screening or other architectural elements, all of which are designed to enhance the visual amenity of a lot or to provide a screen.
65. **Licensed Liquor Establishment** means a cabaret, lounge, beverage room, and/or bar licensed under the *Nova Scotia Liquor Control Act* or successor legislation.
66. **Light Manufacturing** means a use engaged in the manufacturing, predominantly from previously prepared/processed materials, of finished products or parts and entirely conducted within an enclosed building. Accessory uses include processing, fabrication, assembly, treatment, packaging, incidental storage, and distribution of such products, but excluding raw industrial processing/manufacturing and Obnoxious Uses as defined in this Bylaw.
67. **Loading Space** means an off-street space or berth on the same lot with a building or contiguous to a group of buildings, for the temporary parking of a commercial vehicle while loading or unloading merchandise or materials and which is connected to a public street by an appropriate access.
68. **Lot means** any parcel of land described in a deed or as shown on a registered plan of subdivision.
 - a) **Corner Lot** means a lot situated at the intersection of and abutting upon two or more streets. Lot Area means the total horizontal surface within the lot lines of a lot, excluding the horizontal area of such lot covered by water, or marsh, or beyond the rim of a river bank or watercourse, or between the top and toe of a cliff or embankment of 22 degrees or more from horizontal, provided that only the lot area lying within the zone in which a proposed use is permitted may be used in calculating the minimum lot area under the provisions of this Bylaw for such permitted use.

- b) **Lot Coverage** means that percentage of the lot area covered by all buildings above ground level, and shall not include that portion of such lot area which is occupied by a building or portion thereof which is completely below ground level, and for the purpose of this definition the maximum lot coverage in each zone shall be deemed to apply only to that portion of such lot which is located within said zone.
 - c) **Lot Depth** means the horizontal distance between the front and rear lot lines. Where these lot lines are not parallel, the lot depth shall be the length of a line joining the mid-points of the front and rear lot lines.
 - d) **Lot Frontage** means the length of a line joining the side lot lines and parallel to the front lot line. Calculation of Lot Frontage for irregularly shaped lots shall be the horizontal distance between the side lot lines as measured at a point, where a line drawn perpendicular to a line joining the midpoint of the rear lot line and the midpoint of the front lot line at a point equal to the required front yard. In determining yard measurements, the minimum horizontal distance from the respective lot lines shall be used. Calculation of lot frontage for corner lots shall be the horizontal distance between the side lot line and the flanking lot line. This definition shall not apply in the case of flag lots.
 - e) **Through Lot** means a lot bounded on two opposing sides by streets or highways provided however, that if any lot qualifies as being both a corner lot and a through lot as hereinbefore defined, such lot shall be deemed to be a corner lot for the purpose of this Bylaw.
69. **Lot Line** means any boundary of a lot.
- a) **Front Lot Line** means the line dividing the lot from the street; in the case of a corner lot, the shorter boundary line abutting the street shall be deemed the front lot line and the longer boundary line abutting the street shall be deemed the side lot line. In the case of a through lot, any boundary dividing the lot from a street may be the front lot line.
 - b) **Flanking Lot Line** means a side lot line which abuts the street on a corner lot.
 - c) **Rear Lot Line** means the lot line furthest from opposite the front lot line.
 - d) **Side Lot Line** means a lot line other than a front or rear lot line.
70. **Main Building** means the building in which the principal use of the property is undertaken.
71. **Medical Clinic** means a building or structure where 7 or more members of the medical profession, dentists, chiropractors, osteopaths, and physicians or occupational therapists provide diagnosis and treatment to the general public without overnight accommodation and shall include such uses as reception areas, offices, coffee shop, consultation rooms, x-ray and minor operating rooms and a dispensary.
72. **Medical Practitioner** means a doctor, dentist, chiropractor, osteopath, optometrist, oculist, but does not include a veterinarian.
73. **Motor Vehicle Fueling/Service Station** means an establishment where the principal business carried on is the retail sale of vehicle fuels, propane and lubricants.

74. **Motor Vehicle Sales, Rental and Repair** means an establishment excluding a private home or garage, where new and / or used vehicles, lubricants, tires, parts and accessories for motor vehicles are kept for sale, and where replacement and/or repairs to any component of a motor vehicle may be performed including autobody and/or painting uses. Motor vehicles shall include boats and other recreational vehicles. Salvage and scrap yards, and motor vehicle fueling stations are separate uses.
75. **Land Leased Community** means a development that contains mobile homes and other residential uses, not having a registered subdivision plan individual lots, under single ownership and managed by a Land Leased Community operator. Within the Land Leased Community, individual dwelling lots may be subdivided.
76. **Municipal Government Act ('Act')** means the provincial legislation which enables municipalities to plan and run their corporate affairs.
77. **Municipal Planning Strategy ('MPS')** means the Municipal Planning Strategy of the Town of Amherst
78. **Nursing Home** means an extended or immediate care facility licensed under the *Homes for Special Care Act*, or successor legislation, to provide full time skilled nursing care to individuals who, by reason of age, chronic illness or infirmity, are unable to care for themselves.
79. **Net Retail Area** means the gross space leased or leaseable to tenants, exclusive of malls, public washrooms and other common areas.
80. **Obnoxious Use** shall mean a use which creates by its nature or operation a nuisance or is offensive by the creation of noise or vibration, or by reason of the emission of gas, fumes, dust, oil or objectionable odour, or by reason of the unsightly storage of goods, wares, merchandise, salvage, refuse matter, waste or other material.
81. **Office** means a room designed, furnished or used for the purpose of regularly transacting business, a service performed or consultation given but shall not include a manufacturing of any product or the retail selling of goods.
82. **Open Space** means the area situated within the boundaries of a residential development site intended for recreational purposes, and may include landscaped areas, patios, private amenity areas, balconies, communal lounges, swimming pools, play areas and similar uses, but does not include any area occupied at grade by a building's service area, parking lots, aisles or access driveways.
83. **Outdoor Furnace or Waterstove** means a furnace which is located adjacent to a structure, and is intended to provide heat to that structure, via combustion and the heating of water, or otherwise.
84. **Outdoor Patio** means an outdoor area adjoining a restaurant, and consisting of outdoor tables, chairs, plantings, and related decoration and fixtures, and where meals or refreshments are served to the public for consumption on the premises.
85. **Outdoor Retail Display** means the display of retail goods or materials intended for the immediate sale to the general public which are not enclosed within a structure.

86. **Outdoor Storage** means the storage of goods or materials not intended for immediate sale to the general public which are not enclosed within a structure.
87. **Parking Area or Parking Lot** means an open area, other than street, used for the temporary parking of more than two vehicles and available for public use, whether free, for compensation or as an accommodation for clients, customers or residents and which has access to a public street.
88. **Parking Space** means an area of not less than 3 m by 6 m, exclusive of driveways or aisles, for the temporary parking or storage of motor vehicles, and which has adequate access to permit ingress and egress of a motor vehicle to and from a street or highway by means of driveways, aisles or maneuvering areas.
89. **Pedestrian Clearway** means an unobstructed, clear, straight, and continuous path of sidewalk which provides unobstructed passage, or pedestrian flow, for the entire length of the sidewalk and which is adjacent to the street line of the premises, as well as providing unobstructed access to any Town- approved installation located on the sidewalk.
90. **Park or Playground** means an area of land used for recreation with features including, but not limited to, greens, community gardens, walking paths, play structures, ponds, fountains, and dog parks.
91. **Personal Service Shop** means a building or part of a building which persons are employed in furnishing services or otherwise administering to the individual and personal needs of persons and may include such establishments as barber shops, beauty parlours, hairdressing shops, shoe repair, and depots for collecting dry-cleaning and laundry, but excludes any manufacturing or fabrication of goods for sale.
92. **Private Club** means a building or part of a building used as a meeting place for members of an organization and may include a lodge, a legion, a fraternity or sorority house, and a labour union hall.
93. **Principal Street** means a street that is either East Victoria Street, Church Street, Havelock Street, Electric Street, King Street, or Ratchford Street.
94. **Public Building** is a building owned or used by a Federal, Provincial or Municipal Government.
95. **Recreational Use** means the use of land for parks, playgrounds, tennis courts, lawn bowling greens, indoor and outdoor ice skating rinks, athletic fields, swimming pools, golf courses, and similar uses to the foregoing, together with necessary and accessory buildings and structures, but not including commercial recreation centres or a track for the racing of animals, or any form of motorized vehicles.
96. **Recreation, Commercial** see Commercial Recreation Centre.
97. **Religious Institution** means a building or buildings dedicated to religious worship, and includes churches, church halls, auditoria, schools, and Parish Halls.
98. **Restaurant** means a building or part thereof where food and drink is served to the public for consumption within the building.

- a) **Drive-Through Restaurant** means a restaurant or part thereof where the intent is to provide food and/or drink to customers while they remain in their motor vehicles.
 - b) **Eat-In Restaurant** means a restaurant or part thereof where food and/or drink may be consumed within the building or on an attached, formalized outdoor space.
 - c) **Take-Out Restaurant** means a restaurant or part thereof that does not provide facilities for consumption of food or drink on the premises, or only provides informal eating facilities such as picnic tables.
99. **Retail** means the offering and sale, rent or lease of goods, wares, merchandise, substances, articles, or things whether manufactured by the retailer or purchased at wholesale, to the general public as final consumer for personal or household consumption and not for resale.
100. **Retail Store** means a building or part thereof in which goods, wares, merchandise, substances, or articles are offered or kept for sale directly to the public at retail.
101. **Salvage Facility** means a premises used for keeping or storing used bodies or parts of motor vehicles or any other type of used equipment, vehicles, machinery, or materials of any kind.
102. **School** means an educational establishment.
- a) **Public School** means an authorized school under the jurisdiction of a Public School Board, a High School Board, a Board of Education or Provincial Government.
 - b) **Commercial School** means a school where instruction is given for the purpose of remuneration and shall include dancing schools, music schools, golf schools, trade schools, nursery schools, and any other school conducted for remuneration.
103. **Service and Repair Shop** means a shop for servicing, repairing, installing, or renting things and equipment, including, but not limited to, the following: radio or television service or repair shops, locksmith shops, small appliance service or repair shops, small engine repair shops, household and carpenter tool service and repair shops, but shall not include industrial, manufacturing, or motor vehicle repair shops.
104. **Setback** means the horizontal distance between any lot line and the nearest wall of any building or structure and extending the full width or length of the lot
105. **Shipping Container or Sea Can** means an article of transportation equipment, including one that is carried on a chassis, that is strong enough to be suitable for repeated use and is designed to facilitate the transportation of goods by one or more means of transportation, whether or not it is actually being used for such a purpose, and includes, but is not limited to, intermodal freight containers (sea containers) and the body of transport trailers or straight truck boxes, but does not include a motor vehicle.
106. **Sidewalk Patio** means an area of the public sidewalk immediately adjacent to an eating or drinking establishment and used by that establishment for outdoor seating and the serving of food and / or drinks.

107. **Sign** means a structure, device, light or natural object including the ground itself, or any part thereof, or any device attached thereto, or painted or represented thereon, which shall be used to identify, advertise, or attract attention to any object, product, place, activity, person, institution, organization, industry or business, or which shall display or include any letter, word, model, number, banner, flag, pennant, insignia, device or representation used as an announcement, direction or advertisement, and which is intended to be seen from off the premises or from a parking lot.
- a) **Banner** means a sign made of fabric or other non-rigid material with no enclosing framework.
 - b) **Electronic Message Board Sign** means a section of an otherwise permanent sign that allows the message to be amended, updated, or otherwise modified using digital means including, but not limited to, light-emitting diode (LED) displays, liquid crystal diode (LCD) displays, and plasma displays.
 - c) **Facial Wall Sign** means a sign which the back main surface is attached directly to, or is painted upon, a building wall.
 - d) **Ground or Freestanding Sign** means a sign supported by a supporting structure that is permanently affixed to a foundation
 - e) **Illuminated Sign** means a sign that provides artificial light directly, or through any transparent or translucent material, from a source of light connected with such sign, or a sign illuminated by a light focused upon or chiefly directed at the surface of the sign.
 - f) **Portable Sign:** A sign which is self-supporting but not permanently attached to the ground or building and can be moved from one location to another.
 - g) **Projecting Wall Sign** means a sign which; projects from, and is supported by; a wall of a building.
 - h) **Roof Sign** means a sign fixed, placed upon or supported by the roof or non-vertical wall of a building.
 - i) **Sandwich Board Sign** means a sign consisting of two surfaces attached to each other at the top and designed so as to stand temporarily without foundation or other support on a lot or sidewalk without electrical or other service connection.
 - j) **Temporary Sign** means a sign which may be erected for a specified period of time and may include portable signs, banners, portable reader boards, and the like.
108. **Sleeping Unit** means one or more connected habitable rooms used for sleeping and living purposes, and does not contain cooking facilities.
109. **Solar Collector Area** means the area of the largest parallel projection of a solar collector onto a flat plane. When calculating the total solar collector area for a solar collector system the solar collector area of each individual structure will first be calculated and then added to obtain the total solar collector area.
110. **Solar Collector System** means a structure or array of structures, and ancillary equipment, designed to collect solar radiation and convert it to useable forms of energy. Without restricting the generality of this definition, solar collector system may include evacuated tubes, flat plate collectors, concentrating mirrors, and building-integrated photovoltaic materials but does not include windows or greenhouses.

- a) **Accessory Solar Collector System** means a solar collector system designed and sized with a primary purpose to offset or meet the energy needs of other uses on the site. While such systems may generate, on an annual basis, a small monetary profit through programs such as net metering, such profits shall be secondary and incidental to the purpose of offsetting on-site energy needs.
 - b) **Commercial Solar Collector System** means a solar collector system designed and sized with a primary purpose to provide electricity or other forms of energy to the grid or other off-site uses.
- 111. **Street or Road** means the whole and entire right-of-way of every highway, road or road allowance, vested in the Province of Nova Scotia or the Town of Amherst and includes sidewalks.
 - 112. **Street Line** means the boundary of a street or road. (See also Lot Line)
 - 113. **Structure** means anything that is erected, built, or constructed of parts joined together or any such erection fixed to or supported by the soil or by any other structure.
 - 114. **Swimming Pool** means an artificial body of water above the surface or in ground, constructed of cement, plastic, fibreglass or similar material, having a maximum depth greater than 0.5 m and intended primarily for bathing, swimming and diving, but shall not include natural, dug or dammed ponds or watercourses primarily intended for aesthetic or agricultural purposes.
 - 115. **TARE weight** means the weight of an empty motor vehicle including all attached and contained equipment.
 - 116. **Telecommunication towers, antennas, buildings and equipment** means any facility, apparatus or other thing that is used or is capable of being used for telecommunications or for any operation directly connected with telecommunications, and includes a transmission facility. Amateur radio, such as shortwave radio, as well as typical television or radio reception equipment, including satellite dishes, which are used for residential or small commercial (e.g., motel or lounge) purposes, are excluded
 - 117. **Tower** means any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers, or monopole towers. The term encompasses personal wireless service facilities including radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers or personal communications services towers, alternative tower structures and the like
 - 118. **Town** means the Town of Amherst.
 - 119. **Utility** means an organization supplying the town with electricity, gas, telecommunications, water, or waste water services.
 - 120. **Vacant Lot** means a lot on which no building or structure is located.
 - 121. **Warehouse** means a building where wares or goods are stored but does not include a retail store.

122. **Windmill or Wind Turbine** means a machine and supporting structure designed to convert wind energy into mechanical or electrical energy.
- a) **Domestic-Scale Wind Turbine** means a wind turbine that has a height of not more than 50 metres and has a nameplate generation capacity of not more than 15 kilowatts.
 - b) **Small-Scale Wind Turbine** means a wind turbine that:
 - a. has a height of more than 50 metres but not more than 75 metres; or
 - b. has a nameplate generation capacity of more than 15 kilowatts but not more than 100 kilowatts.
123. **Yard** means an open space on a lot unoccupied by main buildings except as specifically permitted elsewhere in this Bylaw. In determining yard measurements, the minimum horizontal distance from the respective lot lines shall be used.
- a) **Front Yard** means a yard that extends across the full width of a lot between the front lot line and the nearest main wall of the main building on such lot; and "minimum" front yard means the minimum depth of a front yard on a lot between the front lot line and the nearest main wall of any building or structure on a lot.
 - b) **Flanking Yard** means a side yard which abuts a street on a corner lot.
 - c) **Minimum Yard** means the smallest yard permitted by this Bylaw.
 - d) **Rear Yard** means a yard extending across the full width of a lot between the rear lot line and the nearest wall of any main building or structure on the lot; and "minimum" rear yard means the minimum depth of a rear yard on a lot between the rear lot line and the nearest main wall of any main building or structure on the lot.
 - e) **Required Yard** means the area between a front, side, rear, or flanking lot line and a line parallel to the respective lot line set back a distance equal to the applicable yard setback.
 - f) **Side Yard** means a yard extending from the front yard to the rear yard of a lot between a side lot line and the nearest wall of any building or structure on the lot; and "minimum" side yard means the minimum width of a side yard on a lot between a side lot line and the nearest main wall of any main building or structure on the lot.
124. **Zone** means a delineated area of land shown on the schedules of this Bylaw and established and designated for a specific use.

2 ZONING AND INTERPRETATION



2.1 General

- 2.1.1 For the purposes of this Bylaw the Town is divided into the following zones, the boundaries of which are shown on the attached Schedule 'A'.

Zone

Residential Zones

- » General Residential Zone
- » Land Lease Community Zone

Commercial Zones

- » Highway Commercial Zone
- » Downtown Zone
- » Mixed Use Zone
- » Neighbourhood Commercial Zone
- » Business Park Zone

Industrial Zones

- » Industrial Zone

Special Use Zones

- » Comprehensive Development District
- » Institutional Zone
- » Parks and Open Space Zone
- » Flood Plain Zone

2.2 Schedules

- 2.2.1 Schedule 'A' is the Zoning Map and forms part of this Bylaw.
- 2.2.2 All schedules and figures attached to this Bylaw form an official part of the Bylaw, unless otherwise indicated.
- 2.2.3 Any appendices that may be attached to this Bylaw are for information purposes only and are not an official part of the Bylaw.

2.3 All Land to be Zoned

- 2.3.1 All lands within the Town shall be zoned.

2.4 Amendments to the Zoning Map

- 2.4.1 The Zoning Map may be amended from time to time in accordance with applicable policies of the Municipal Planning Strategy.

2.5 Zoning Boundaries

- 2.5.1 Zoning boundaries shall be determined as follows:
- a) where a zone boundary is indicated as following a street, or highway, the boundary shall be the centre line of such street or highway;
 - b) where a zone boundary is indicated as approximately following lot lines, the boundary shall follow such lot lines;
 - c) where a railroad or railway right-of-way, electrical transmission right-of-way, or a watercourse serves as a boundary between two or more different zones, the centre line of such right-of-way or of such watercourse shall be the boundary;
 - d) where there is no landmark that indicates the precise location of a boundary, the boundary shall be scaled from the Zoning Map;
 - e) where a zone boundary is indicated as following the town boundary, the town limit shall be the boundary.
 - f) where a zone boundary is indicated as following the shoreline of a watercourse, lake, or salt water body, the ordinary high watermark shall be the boundary.
 - g) where none of the above provisions apply, the Development Officer shall scale the zone boundary from the zoning map.

2.6 Permitted Uses

- 2.6.1 In this Bylaw any use not listed as a permitted use in a zone is prohibited in that zone unless otherwise indicated.
- 2.6.2 Where a permitted use within a zone is defined in this Bylaw the uses permitted in the zone include any similar uses that satisfy such definition except where a definition specifically excludes any similar use.

2.7 Measurements

- 2.7.1 All official measurements are in metric. Where imperial measurements are provided, they are for information purposes only.

2.8 Certain Words

2.8.1 In this Bylaw:

- a) the word “shall” means mandatory compliance;
- b) the word “may” means discretionary compliance or a choice in applying a policy or regulation;
- c) words used in the plural include the singular, and words used in the singular include the plural; and
- d) gendered words shall be interpreted to mean any gender.

2.8.2 Words not otherwise defined in this Bylaw shall have the meaning assigned to them in the Act.

2.9 Conflict

2.9.1 In the case of any conflict between the text of this Bylaw and any maps or drawings used to illustrate any aspect of this Bylaw, the text shall prevail.

- a) Colour coding throughout this Bylaw and the zoning maps is for ease of reference only and the text of this Bylaw shall take priority.
- b) In the case of any conflict between a number written in numerals and a number written in letters, the number written in numerals shall prevail.
- c) In the case of conflict between a written zone name and a zone symbol, the written zone name shall prevail.

2.10 Definitions

2.10.1 For the purposes of this Bylaw, words shall have the meaning or meanings assigned to them in Part 1 - Definitions. Where a word is not defined in Part 1 or the Act, the word shall have the meaning or meanings assigned by accepted Canadian English dictionaries.

3 ADMINISTRATION



3.1 Town Planning Advisory Committee

- 3.1.1 Town Planning Advisory Committee is appointed by Town Council in conformity with Section 200 of the *Municipal Government Act* and shall be herein referred to as the Committee.
- 3.1.2 Duties of the Committee include:
 - a) assist Council in the periodic review of the Municipal Planning Strategy and Land Use Bylaw in conformity with the *Municipal Government Act*;
 - b) advise the Council as to the intent of the Municipal Planning Strategy; and,
 - c) where appropriate, hold public participation opportunities, and advise Council regarding planning and zoning matters.

3.2 Authority

- 3.2.1 This Bylaw is made under the authority of, and shall be applied in a manner consistent with, the Town of Amherst's Municipal Planning Strategy and the *Municipal Government Act* ("Act"), as amended from time to time.

3.3 Development Officer

- 3.3.1 The Development Officer, or designate(s), shall be appointed by Council to administer this Bylaw.

3.4 Inspection

- 3.4.1 Subject to Section 267 of the *Municipal Government Act*, the *Development Officer* or authorized agent of the *Development Officer* is authorized to enter, at all reasonable times, into or upon any property within the *Municipality* for the purpose of any inspections necessary to administer this By-law.
- 3.4.2 Consistent with Section 267 of the *Municipal Government Act*, the *Development Officer* or authorized agent of the *Development Officer* shall not enter any place actually being used as a dwelling without the consent of the occupier unless the entry is made in daylight hours and written notice of the time of the entry has been given to the occupier at least twenty-four hours in advance of the entry.

3.5 Development Permit Required

- 3.5.1 Unless otherwise stated in this Bylaw, no development shall be undertaken in the Town of Amherst unless a development permit has been granted by the *Development Officer*.
- 3.5.2 No person shall move any building onto a lot without first obtaining a development permit from the *Development Officer*.

- 3.5.3 The Development Officer shall only issue a development permit in conformance with this Bylaw, or an approved development agreement, except where a variance is granted or in the case of a nonconforming use or structure, in which case a permit shall be granted in conformance with the *Municipal Government Act*.
- 3.5.4 Any development permit shall expire twelve (12) months from the date issued if the development has not commenced.
- 3.5.5 The Development Officer may revoke a development permit where information provided on the application is found to be inaccurate or the permit was issued in error.
- 3.5.6 A development permit may be renewed for an additional twelve (12) month period provided:
- a) the development permit has not been renewed previously; and
 - b) the Development Officer is satisfied that the development permit is consistent with the existing Land Use Bylaw and any amendments for which Council has provided notice of their intent to adopt.
- 3.5.7 In a Downtown Zone, a development permit shall be required for all new development and exterior renovations that alter the architectural features of a building. The issuance of the permit shall be contingent on the development satisfying the Downtown Zone requirements, which shall take precedence over any conflicting requirements of this Bylaw. In the case of renovations, the Downtown Zone requirements shall apply to the architectural features being altered.

3.6 No Development Permit Required

- 3.6.1 Except those properties within a Downtown Zone or unless otherwise specified, no development permit shall be required for:
- a) a development that involves the interior or exterior renovation of a building that will not change the shape of the building or increase its volume, will not add more dwelling units, or will not involve a change in the use of the building;
 - b) a fence or wall that does not exceed 2.1 m in height;
 - c) a sign less than 0.2 m² in area where signs are permitted (see Part 6);
 - d) an accessory building less than 4 m² in area;
 - e) the teaching of one (1) student at a time;
 - f) the use of a dwelling as a personal office;
 - g) roofing;
 - h) accessory electric vehicle charging stations; and
 - i) public and private utilities located within a street right-of-way.

3.7 Information Required for Development Permit Applications

- 3.7.1 Every application for a development permit shall be on an approved form and where necessary, shall be accompanied by a sketch or plan drawn to an appropriate scale and showing the following such as the Development Officer may require:
- a) the true shape and dimensions of the lot to be used, and upon which it is proposed to erect any building or structure;
 - b) the proposed location, height, and dimensions of the building, structure, or work in respect of which the permit is applied;
 - c) the proposed location and dimensions of parking spaces, loading spaces, driveways;
 - d) the location of every building or structure already erected on or partly on such lot, and the approximate location of every building on adjacent lots; and,
 - e) any other information the Development Officer deems necessary to determine whether or not the proposed development conforms to the requirements of this Bylaw.
- 3.7.2 The application shall be signed by the owner of the lot or by the owner's duly authorized agent and shall set forth in detail the present and proposed use of the lot and each building or structure, or part of each building or structure, together with all information necessary to determine whether or not every such proposed use of land, building or structure conforms with the requirements of this Bylaw.
- 3.7.3 Where the Development Officer is unable to determine whether the proposed development conforms to this Bylaw and other Bylaws and regulations in force which affect the proposed development, or where the property lines are in question by the Development Officer, may require that the plans submitted under Subsection 3.7.1 be based upon an actual survey by a Nova Scotia Land Surveyor.

3.8 Site Plan Approval

- 3.8.1 Where provided for in this Bylaw, certain classes of development may be permitted by site plan approval, administered in accordance with Sections 231 and 234 of the *Municipal Government Act*.
- 3.8.2 All other applicable criteria of this Land Use Bylaw shall still apply to any development proposed and undertaken through site plan approval.
- 3.8.3 In addition to any other requirement for a development application, an application for a site plan approval shall be accompanied by a written request, including any necessary supporting illustrations necessary to address each of the applicable criteria outlined in Section 3.9.
- 3.8.4 A site plan, and a legal undertaking signed by the proponent, must be filed with the Town, and shall form part of the development permit.
- 3.8.5 The recorded site plan has effect on a lot, regardless of a change of ownership, until discharged by the Town.
- 3.8.6 A development permit may be issued to carry out a development permitted by a site plan.

3.9 Site Plan Approval Application Content and Criteria

- 3.9.1 All applications for site plan approval must be submitted in writing to the Town's Development Officer and include any information, materials, or professionally prepared plans required by the Development Officer in order to effectively evaluate the submission.
- 3.9.2 In addition to the requirements of Section 3.7, application for site plan approval shall include a site plan and a written description of the proposal that provides the following information:
- a) the location of the subject property;
 - b) the name and address of the property owner or designated representative of the property owner;
 - c) existing use(s) of the property including a description of any existing structures or improvements;
 - d) the proposed use(s) including floor areas;
 - e) the height and number of storeys of any proposed structure;
 - f) ground floor area and total floor area of the structure;
 - g) the proposed number of dwelling units including the number of bedrooms in each unit; and,
 - h) the proposed number of parking spaces.
- 3.9.3 Where a zone permits a use by site plan approval, the Development Officer shall approve a site plan where the requirements of this Bylaw and the criteria have been addressed:

Easements

- a) the location of all easements shall be identified on the site plan;

Emergency Services

- b) adequate emergency service access;

Location of New Buildings

- c) new buildings and additions to existing buildings shall be located so as to minimize any adverse impacts on adjacent lots;
- d) the main building(s) which is/are closest to the front lot line shall have its/their primary facade and public entrance located facing the street;
- e) no building shall be permitted within 10.0 metres of any lot line on any side of the building that has decks or balconies above a height of 2.0 metres and is adjacent to a single dwelling, double dwelling, or townhouse dwelling existing at the time of the site plan approval application.

Parking, Access and Outdoor Storage

- f) required parking areas shall be located at the side or rear of any new building, unless, in the opinion of the Development Officer, the side or rear yard are not adequate for parking by reason of lot size, lot configuration, or the scale of the proposed development;
- g) parking areas, driveways, shall be surfaced with asphalt, concrete, bricks, decorative pavers, permeable pavers, or a combination of these, and individual parking spaces shall be delineated with painted lines or through the varying of surface materials;
- h) In the case of development adjacent to a residential use, parking and outdoor storage areas shall be screened from adjacent properties and from public streets by a buffer consisting of continuous fencing at least 1.2 metres high, landscaped berms, vegetation, or some combination of these.
- i) Outdoor storage, if permitted in the zone, shall not be located in the front or flankage yards.
- j) In the case of residential uses, the primary entrance(s) of all dwelling units shall be connected to the nearest street right-of-way by means of a barrier-free (accessible) pedestrian walkway at least 1.5 metres in width and paved with asphalt, concrete, bricks, or interlocking pavers.
- k) Enclosed facilities for solid waste shall be provided for the use of residents. These facilities shall accommodate the number of waste stream collection services (e.g., garbage, compost, recycling) provided in the town at the time of permitting. These facilities may be provided at a central collection point or, where appropriate, individual facilities for each dwelling unit may be provided. Adequate access shall be provided to the solid waste collection facilities.

Landscaping and Open Space

- l) Where possible, vegetation on site shall be retained and incorporated into the site landscaping.
- m) Not less than 50 percent of the front yard shall be landscaped and shall not include any impermeable surfaces. Porches and verandas are not considered front yard area for the purpose of determining front yard landscaping.

Stormwater

- n) Stormwater management shall be designed such that stormwater runoff managed onsite or is directed to a public street and shall not increase flow onto adjacent properties.

3.10 Site Plan Approval Notification Area and Appeals

- 3.10.1 If the Development Officer approves a site plan approval application, they shall provide written notification to all assessed property owners within 30.0 m (98.4 ft) of the subject property by mail.
- 3.10.2 Written notification of the approval is deemed to have been received on the third day after being mailed.
- 3.10.3 Consistent with s.232(1) of the *Municipal Government Act*, notified property owners may, within 14 days of receiving the notice of site plan approval, appeal the Development Officer's decision to Council.

3.11 Site Plan Refusal Notification and Appeals

- 3.11.1 If the Development Officer refuses a site plan approval application, they shall provide written notification of the refusal to the applicant.
- 3.11.2 Written notification of the refusal to grant site plan approval is deemed to have been received on the third day after being mailed.
- 3.11.3 Consistent with s.232(1) of the *Municipal Government Act*, the applicant may, within seven (7) days of receiving the notice of refusal to grant a site plan approval, appeal the Development Officer's decision to Council.
- 3.11.4 If the applicant appeals the refusal to grant site plan approval, the Development Officer shall give seven days written notice to all assessed property owners within 30.0 m (98.4 ft) of the subject property by mail
- 3.11.5 Property owners within 30.0 m (98.4 ft) of the subject property may speak at Council's hearing of the appeal.

3.12 Variances

- 3.12.1 Notwithstanding anything in this Bylaw, a Development Officer may grant a variance subject to Section 235 of the *Municipal Government Act*. Specifically, the Development Officer may vary:
 - a) the percentage of land that may be built upon;
 - b) the size or other requirements relating to yards;
 - c) lot frontage; and/or
 - d) lot area.
- 3.12.2 Furthermore, Policy 6-15 of the Municipal Planning Strategy permits the Development Officer to grant a variance in one or more of the following Land Use Bylaw requirements:
 - a) number of parking spaces and loading spaces required;
 - b) ground area and height of a structure;
 - c) floor area occupied by a home-based business.

3.13 Enforcement and Penalty

3.13.1 In the event of any contravention of the provisions of this Bylaw, the Town may act as provided for in Section 266 of the *Municipal Government Act*.

3.14 Existing Structures and Use

3.14.1 A structure or use of land shall be deemed to exist on the effective date of this Bylaw if:

- a) it has lawfully been constructed;
- b) it is lawfully under construction; or,
- c) Within 12 months after all required permits for its construction or uses have been issued.

3.15 Compliance with Other Bylaws

3.15.1 Nothing in this Bylaw shall exempt any person from complying with the requirements of the Building Bylaw or any other Bylaw in force within the Town of Amherst, or from obtaining any license, permission, permit, authority or approval required by any other Bylaw of the Town of Amherst or statute or regulation of the Province of Nova Scotia or the Government of Canada.

3.15.2 Where the provisions in this Bylaw conflict with those of any other Bylaw of the Town or regulation of the Province or the Government of Canada, the higher or more stringent provision shall prevail.

3.16 Effective Date

3.16.1 This Bylaw shall take effect upon the date of publication of the notice advertising the adoption of the new bylaw or amendment.

3.17 Repeal of Bylaw

3.17.1 The Town of Amherst Land Use Bylaw passed and adopted by Council July 14, 2005 and approved by the Provincial Director of Planning August 11, 2005, is repealed as of the date that this Land Use Bylaw takes effect.

4 GENERAL PROVISIONS FOR ALL ZONES



4.1 Accessory Buildings

- 4.1.1 Detached accessory buildings may be permitted in any zone but shall not:
- a) be used for human habitation except where an accessory dwelling is a permitted accessory use, and a permit has been acquired for such use;
 - b) be located within the front yard in any Residential Zone;
 - c) be permitted within the flanking yard on a corner lot;
 - d) be built within 2.0 metres of any main building on the lot; or
 - e) be considered an accessory building if attached to the main building by a common wall greater than 3.0 metres in length.
- 4.1.2 Except in the Industrial Zone, the gross floor area of an accessory building shall not exceed 80 square metres and the combined ground floor area for all accessory buildings on a lot shall not exceed:
- a) 80 square metres on a lot with an area less than 4,000 square metres; or
 - b) 5 percent of the total lot area where the lot is 4,000 square metres or greater.
- 4.1.3 Accessory buildings shall not exceed 5 metres in height except the height of the accessory building may be increased to accommodate a second storey, plus roof where:
- a) the main structure is a minimum of two storeys, exclusive of the basement;
 - b) the proposed location of the accessory building is not in the required rear or side yard setback of the main structure; and
 - c) the highest point of the roof of the accessory building does not exceed the elevation of the roof of the main building on the lot.
- 4.1.4 Accessory buildings shall be set back by a minimum of 1.2 metres from all rear and side lot lines.
- 4.1.5 Accessory buildings shall be located on the same lot as the main building.
- 4.1.6 Accessory buildings shall comply with any other applicable requirements of this Bylaw.

4.2 Accessory Uses Permitted

- 4.2.1 Where this Bylaw provides that land may be used for a purpose or a building or structure may be erected or used for a purpose, such purpose may include any accessory uses thereof, unless otherwise prohibited by this Bylaw

4.3 Agricultural Animals

- 4.3.1 The keeping of agricultural animals is prohibited except for on the following lots, which have agricultural uses existing at the date of this Bylaw:
- a) PID# 25047010
 - b) PID# 25037219
 - c) PID# 25358086

4.4 Conformity with Existing Setbacks

- 4.4.1 Notwithstanding anything else in this Bylaw, in any zone where a proposed building does not comply with the minimum front yard requirements, a building may be erected with a setback equal to the established building line, but shall not be less than 3.0 metres from the street line.
- 4.4.2 Only existing buildings within 60 metres that front on the same street as the proposed building shall be used to calculate the established building line.

4.5 Corner lot Triangle or Day Lighting Triangle

- 4.5.1 On a corner lot, no fence, sign, hedge, shrub, bush or tree or any other structure, vehicle or vegetation shall be erected, placed, or—in the case of plants—be permitted to grow to a height greater than 0.6 metres above grade within a corner lot sight triangle.

4.6 Display Courts

- 4.6.1 Display courts under 900 square metres of gross floor area shall be permitted subject to all requirements of this Bylaw.
- 4.6.2 Display courts with 900 square metres or more of gross floor area shall only be permitted by site plan approval.

4.7 Existing Buildings

- 4.7.1 Where a building has been erected on or before the effective date of this Bylaw on a lot having less than the minimum frontage or area, or having less than the minimum yard setback required by this Bylaw the building may be enlarged, reconstructed, repaired or renovated provided that:
- a) the enlargement, reconstruction, repair or renovation does not further reduce the required yard that does not conform to this Bylaw;
 - b) all other applicable provisions of this Bylaw are complied with.
- 4.7.2 Notwithstanding anything else in this Bylaw, the use of a building existing on a lot on the effective date of this Bylaw may be changed to another use permitted on the lot where the lot frontage, front yard, or area required is less than the requirements of this Bylaw, provided that all other requirements of this Bylaw are satisfied.

4.8 Existing Lots without Frontage

- 4.8.1 Notwithstanding Section 4.7 of this Bylaw, an existing building on a lot which does not have frontage, but which has legal access to a public street may be expanded or enlarged, provided that:
- a) all other requirements of the Land Use Bylaw are met; and
 - b) no additional dwelling units are created.

4.9 Existing Undersize Lots

- 4.9.1 Notwithstanding anything in this Bylaw, a vacant lot having less than the minimum frontage or area required by this Bylaw that was in existence at the effective date of this Bylaw, may be used for a purpose permitted in the zone in which the lot is located and a building may be erected on the lot provided that the other applicable provisions of this Bylaw are complied with.

4.10 Fences

- 4.10.1 A development permit is not required for fences less than 2.1 metres in height.
- 4.10.2 Fences shall not:
- a) exceed 2.1 metres in height in residential zones, or 3.6 metres in height in all other zones;
 - b) if higher than 2.1 metres, be closer than 1.0 metres to the nearest property line;
 - c) contain barbed or razor wire in any Residential Zone;
 - d) be electrified unless erected in conjunction with an agricultural use; and,
 - e) where visible from a street or other public space, be constructed with the supporting apparatus facing the public right-of-way.
- 4.10.3 Fencing for swimming pools shall satisfy Section 4.28 of this Bylaw.

4.11 Flag Lots

- 4.11.1 In the case of flag lots, in any zone, the minimum lot frontage requirements indicated in the various sections of this Bylaw shall not apply, provided that the main body of the lot meets the minimum area requirements for the zone, and provided that the width of the prolongation or leg of the flag lot providing access to a street is at least 6.0 metres in width at every point.
- 4.11.2 In the case of flag lots, the yard requirements for the zone shall apply to the main body of the lot and the front yard shall be that yard closest to parallel with the street on which the flag lot fronts.

4.12 Floodway Fringe Overlay

- 4.12.1 On lands within the Floodway Fringe Overlay, and despite the uses permitted in the underlying zoning, the following uses shall be prohibited:
- a) Any use associated with the storage or production of bulk petroleum fuels or hazardous materials.
 - b) Correctional Facilities
 - c) Home for Special Care
 - d) Hospitals
 - e) Nursing Home
- 4.12.2 Where development is permitted by the underlying zone, all main buildings within lands identified as Floodway Fringe Overlay shall meet the following requirements:
- a) the minimum opening elevation in the building shall be 0.09 metres above the established 1:100 year flood elevation defined in the Upper Fundy Regions Watersheds Municipal Flood Line Mapping 2023-25 or otherwise defined by elevations models that indicate an acceptable elevation;
 - b) fill shall be placed around the perimeter of the building to a height equal to or greater than the minimum opening elevation for a distance of 3.0 metres from the building;
 - c) beyond 3.0 metres the fill shall slope down to existing grade, at a slope no steeper than 1:1 or as designed by a Professional Engineer; and
 - d) flood proofing shall not directly interfere with the flow or drainage of storm water.

4.13 Fronting on Streets

- 4.13.1 No development permit shall be issued unless the lot or parcel of land upon which the development is proposed abuts and fronts upon a street. Newly subdivided lots shall be subject to the Subdivision Bylaw.

4.14 Illumination

- 4.14.1 No person shall illuminate any area of a lot unless all lights are directed away from adjoining properties and any adjacent street.

4.15 Multiple Uses

- 4.15.1 Where any land or building is used for more than one purpose, the provisions of this Bylaw shall be interpreted so that the highest or most restrictive regulation for each single use included in the development shall be applied. Standards for the provision of parking spaces shall be deemed to be cumulative so that the requirement will be the sum of the number of spaces required by each use.

4.16 Non-Conforming Use Changed by Development Agreement

4.16.1 A development permit may be issued to change a non-conforming use to another use not normally permitted on the property by Development Agreement in accordance with Policy 6-18 of the Municipal Planning Strategy.

4.17 One Main Building on a Lot

4.17.1 Except as otherwise permitted in this Bylaw, no more than one main building shall be erected on a lot.

4.18 Outdoor Furnaces

4.18.1 Notwithstanding any other provision of this Bylaw, an outdoor furnace or structure containing an outdoor furnace in any zone shall:

- a) be located in the rear yard, and at least 61 metres from the nearest lot line; and,
- b) have a chimney or exhaust at least 1.8 metres above the peak of the roof of the structure that the furnace is intended to heat.

4.19 Outdoor Storage Prohibited

4.19.1 Unless otherwise permitted in other sections of this Bylaw, no outdoor storage shall be permitted in any zone other than storage accessory to the residential use of a lot. Such storage may include items such as fuel wood, compost bins, and other such items in to be used by the residents of the property.

4.20 Permitted Encroachments into Yards

4.20.1 Except for accessory buildings, every yard required by this Bylaw shall be open and unobstructed by any structure, excluding fences and the structures listed in the following table which shall be permitted to project into or over the specified yards for the distances that are specified in the table below.

Structure	Yard in which projection is permitted	Maximum permitted projection into a required yard
Balconies, Decks, Porches	Any Yard	2.5 m but least 1.0 m from lot line
Carports	Side Yards Only	Minimum 1.0 m from lot line
Fire escapes, exterior staircase	Rear and Side Yards Only	2.5 m but at least 1.0 m from lot line
Sills, chimneys, and other architectural features	Any Yard	0.6 m
Swimming Pools	See Section 4.28	See Section 4.28
Windows Bays	Any Yard	1.0 m

4.21 Prohibited Dwellings

- 4.21.1 In any zone, no development permit shall be issued for a building consisting of a basement-only dwelling.

4.22 Public Utilities

- 4.22.1 Buildings or structures used for public or private utilities shall be permitted in any zone and must be a minimum of 1.0 metres from the nearest property line.

4.23 Restoration to a Safe Condition

- 4.23.1 Nothing in this Bylaw shall prevent the strengthening or restoring to a safe condition of any building or structure.

4.24 Serviceable Development

- 4.24.1 No development permit shall be issued in the Town except where municipally approved piped water supply and piped sanitary sewer are available.

4.25 Shipping Containers

4.25.1 Shipping containers shall not be used as accessory buildings, except for the following:

- a) Any combination of shipping containers may be used for temporary storage for a period not exceeding 90 days in a calendar year, provided a temporary development permit has been issued by the Development Officer.
- b) One (1) 6.1-metre-long shipping container may be used as an accessory building on a lot in the General Residential (RG) Zone or Land Lease Community (LLC) Zone provided the shipping container is altered so the exterior finish and roofline and pitch match, in the opinion of the Development Officer, the main building on the lot, and provided the shipping container meets all other requirements for accessory buildings.
- c) Any combination of shipping containers with a combined length not exceeding 12.2 metres (e.g., one 12.2-metre-long container, two 6.1-metre-long containers, etc.) may be used as an accessory building on a lot in a Commercial Zone provided the shipping container(s) meets all other requirements for accessory buildings.
- d) Any combination of shipping containers may be used as an accessory building in the Industrial (H) Zone, subject to all requirements for accessory buildings.

4.26 Solar Collector Systems – Accessory

4.26.1 In any zone, on-building solar collector systems shall be permitted as an accessory use provided that:

- a) On-building accessory solar collector systems shall not exceed the maximum building height in the zone by more than 2.0 metres.
- b) Free-standing accessory solar collector systems shall be permitted as an accessory use in any zone, provided that the solar collector system:
 - i. does not exceed a height of 2.0 metres in any Residential Zone;
 - ii. does not exceed a total solar collector area of 25.0 square metres on a lot with a lot area less than 4,047.0 square metres; and
 - iii. meets all other requirements for accessory buildings in this Bylaw.

4.27 Subdivision of an Existing Lot with Existing Main Buildings

4.27.1 In any case where two or more existing main buildings erected prior to the effective date of this Bylaw share the same lot, a subdivision of land to permit a separate lot to be created for each building is permitted, notwithstanding anything else in this Bylaw, providing that:

- a) all requirements of the Town of Amherst Subdivision Bylaw are satisfied; or
- b) the new lots being created each have a means of sewage disposal and water supply completely independent from the other(s); and,
- c) all lots created as a result of any such subdivision have a front lot line of at least 4.0 metres and must be at least 400 square metres in area, or meet the lot area requirements of the zone in which they are located, whichever is less.

4.28 Swimming Pool Performance Standards

- 4.28.1 In any zone, a development permit for an outdoor swimming pool shall be issued, provided that the swimming pool is:
- a) located in the rear or side yards only;
 - b) located at least 2.0 metres from the closest property line;
 - c) not located in any required yard that abuts a street;
 - d) not connected to the central sanitary sewer system; and,
 - e) is fenced.
- 4.28.2 All fences enclosing an outdoor swimming pool shall:
- a) completely enclose the entire swimming pool;
 - b) have at least one gate for access which shall be self-closing with a self-latching device;
 - c) be a minimum of 1.2 metres high from ground to the top of the fence, gate, or structure; and,
 - d) have no opening greater than 10 cm in any part of the fencing, gates, or structures that enclose the swimming pool.

4.29 Temporary and Special Occasion Uses

- 4.29.1 Nothing in this Bylaw shall prevent a development permit from being issued for uses incidental to construction such as a construction camp or other such temporary work camp, tool shed, or similar building incidental to construction provided that a development permit has been issued, but does not include basements of the building to be constructed.
- 4.29.2 In any zone other than a Residential Zone a 12-month temporary development permit may be issued for a building temporarily used for sales, rental offices, or retail stores.
- 4.29.3 Development permits for special occasion uses shall not be required provided that the use is not located on the lot for more than 3 days.
- 4.29.4 Any temporary or special occasion use shall:
- a) be a minimum of 3.0 metres from the front lot line;
 - b) be a minimum of 1.0 metres from any other lot line; and,
 - c) not be located within a corner lot sight triangle.

4.30 Wind Turbines

- 4.30.1 Wind turbines with a production capacity of 0.01 megawatts (10.0 kilowatts) or greater shall be prohibited.
- 4.30.2 Wind turbines with a production capacity less than 0.01 megawatts (10.0 kilowatts) shall be permitted as an accessory use in the General Residential (RG) Zone, Highway Commercial (CH) Zone, and Industrial (H) Zone subject to the following requirements:
- a) the wind turbine height shall not exceed 10.0 metres or the height of the main structure on the lot, whichever is less;
 - b) wind turbines shall be limited to one (1) per lot; and
 - c) the wind turbine shall be located a distance equal to or greater than three (3) times the height of the wind turbine from any adjacent property lines or structures on the lot.

4.31 Habitation of Vehicle Bodies

- 4.31.1 No automobile, truck, bus, coach or car body, recreational vehicle, or shipping container, with or without wheels, shall be used for human habitation within the area regulated by this Bylaw.

5 VEHICLE CONTROLS



5.1 Parking Space Requirements

5.1.1 For every building or structure to be erected or enlarged, or for which an application for a development permit involving a change of use is made, off-street parking located within the same lot as the use and having unobstructed access to a public street shall be provided and maintained in accordance with the requirements in the chart below.

Use	Requirements
<i>Residential Uses</i>	
A dwelling containing not more than four dwelling units	1 parking space per dwelling unit
Dwellings containing more than four dwelling units, except townhouses	1.25 parking spaces per dwelling unit
Townhouses	1 parking space per dwelling unit
Boarding houses, rooming homes	1 parking space for every 2 sleeping units
Bed and breakfast establishments	1 parking space, plus 1 parking space per room for rent
<i>Commercial Uses</i>	
Business or professional office	1 parking space per 50 m ² of GFA
Restaurant – Eat in	1 parking space per 100 m ² of GFA
Hotels and motels	1 parking space per sleeping unit
Offices, commercial schools, and banks	1 parking space per 50 m ² of GFA
Restaurants, taverns, lounges, night clubs	1 parking space per 50 m ² of GFA
Funeral homes	1 parking space per 30 m ² of GFA
<i>Institutional and Community Uses</i>	
Churches, church halls, auditoria, funeral homes, theatres, arenas, halls, stadiums, private clubs, and other places of assembly	Where there are fixed seats, 1 parking space for every 5 seats, or 3 m of bench space. Where there are no fixed seats, 1 parking space per 10 m ² of floor area devoted to public use
Nursing homes and homes for special care	1 parking space per 50 m ²
Medical clinics and health practitioners' offices	4 parking spaces per practitioner
Kindergarten and daycares	1 parking space per 11.2 m ² of floor area
<i>Industrial Uses</i>	
Industrial Uses	1 parking space per 100 m ² of GFA

- 5.1.2 The requirements of this section shall not apply in the Downtown Zone, where all parking requirements shall be waived.
- 5.1.3 Where there is more than one type of use on the same lot, Section 4.15 regarding Multiple Uses shall apply.

5.2 Minimum Dimensions for Parking and Loading Spaces

- 5.2.1 The minimum dimensions of an automobile parking space shall be 3.0 metres x 6.0 metres.
- 5.2.2 The minimum dimensions of a loading space shall be 3.0 metres x 12 metres, with a minimum height clearance of 3.5 metres.

5.3 Loading Space Requirements

- 5.3.1 Any Commercial or Industrial use over 1000 square metres in area, including motor vehicle sales establishments, shall have at least one (1) loading space, except in the Downtown Zone.
- 5.3.2 All such loading spaces shall have adequate access to permit ingress and egress of a commercial motor vehicle from a street or highway by means of driveways, aisles, maneuvering areas or similar areas.

5.4 Performance Standards for Parking Areas

- 5.4.1 Where off-street parking facilities for more than four (4) vehicles are provided, or required pursuant to his Bylaw:
 - a) the parking area shall be treated so as to prevent the raising of dust and loose particles and shall be paved if located in a commercial zone if the number of spaces provided or required exceeds 8 in number.
 - b) the lights used for illumination of the parking area shall be so arranged as to divert the light away from streets, adjacent lots and buildings;
 - c) a structure, not more than 4.5 metres in height and not more than 5.0 square metres in area may be erected in the parking area for the use of attendants;
 - d) the parking area shall be on the same lot as the use it is intended to serve; and,
 - e) when the parking area is paved, each parking space shall be clearly demarcated and maintained as such.

5.5 Performance Standards for Parking Area Driveways and Aisles

- 5.5.1 In all zones where paved off-street parking facilities for more than eight (8) vehicles are provided, or required pursuant to the parking requirements set out in Section 5.1:
- a) clearly marked driveways or aisles must be provided to permit adequate ingress and egress from the parking area;
 - b) the number of driveways per lot shall be limited to one (1) two-way driveway per lot frontage, except for lots with more than 75 metres of frontage where two (2) two-way driveways are permitted provided there is a minimum 30 metres between the centerline of such driveways as measured along the street.
 - c) The location of driveways shall be no closer than 15 metres from the limits of the right-of-way at a street intersection.
 - d) The location of driveways shall be at least 3.0 metres from the side or rear lot line, except where adjacent properties share a common driveway.
 - e) Driveways should meet the traveled portion of the street at 90° and in no case shall be at an angle less than 75°.
 - f) The width of a driveway or aisle within a parking area and leading from a parking or loading area to a public street shall be a minimum width of 3.0 metres if for one-way traffic, and a minimum width of 6.0 metres for two-way traffic.
 - g) The maximum width of a driveway shall be:
 - i. in any Residential Zone, 5.0 metres for one-way traffic and 8.0 metres for two-way traffic;
 - ii. in any zone other than a Residential Zone, 5.0 metres for one-way traffic and 9.0 metres for two-way traffic; and
 - iii. in any zone other than a Residential Zone where a substantial portion of traffic on the lot consists of highway tractors, the maximum width of driveways may be increased to 7.0 metres for one way traffic and 12 metres for two-way traffic.
 - h) one additional driveway may be permitted that allows direct access to a loading space provided that such driveway is not for public use and shall be signed as such.

5.6 Parking of Commercial Motor Vehicles in Residential Zones

- 5.6.1 In any residential zone, no more than one commercial motor vehicle shall be parked or stored on a lot, except:
- a) In the case of a commercial motor vehicle capable of transporting less than nine (9) persons or vehicles with a TARE weight less than 3,650 kg, of which not more than two (2) such vehicles will be permitted.
- 5.6.2 In any residential zone, no commercial motor vehicles or tractor trailers with running refrigeration systems shall be permitted to be parked or stored on a lot overnight.

5.7 Front Yard Parking Restrictions in Residential Zones

- 5.7.1 Not more than 50% of the required front yard in Residential Zones may be used for parking / driveway facilities.

5.8 Street Access Required

- 5.8.1 No development permit shall be issued where required parking does not have access to a public street.

5.9 Vehicle Stacking for Through Uses

- 5.9.1 Businesses providing drive-through services including but not limited to banks, automatic car-wash facilities, and restaurants, shall provide, exclusive of driveways or isles, stacking for vehicle queuing in accordance with the following requirements:
- a) 5 inbound spaces
 - b) 2 out-bound spaces

5.10 Parking for Persons with Disabilities

- 5.10.1 Parking for persons with disabilities shall be provided at a ratio of one barrier-free space per 100 automobile parking spaces if more than 25 spaces are provided, or as required by the Building Code, whichever is greater.

5.11 Vehicle Bodies Not to be Used for Human Habitation

- 5.11.1 No truck, bus, boat, automobile coach or structure of any kind other than a mini home or dwelling unit erected and used in accordance with this and all other bylaws of the Town shall be used for human habitation within the Town, whether or not the same is mounted on wheels.

5.12 Downtown Zone Parking Standards

5.12.1 In the Downtown Zone, off-street parking facilities shall satisfy the following, and shall take precedence over any conflicting parking requirement of this Bylaw:

- a) On property that fronts on East Victoria Street, Church Street, or Havelock Street:
 - i. No new off-street parking shall abut said streets.
 - ii. Entries to rear-lot parking will be permitted (no more than 6.0 metres wide) and single loaded parking on these entries will be permitted provided that:
 - i. The street abutting stall is separated by no less than 1.5 m of landscaping between it and the sidewalk, where feasible.
 - ii. The width of the entry road and parking stall does not exceed the width of the building façade fronting on the street
- b) In the Downtown Zone:
 - i. parking shall be located between the street and the building;
 - ii. where parking abuts a street, the parking frontage shall not exceed the building frontage; and
 - iii. for every space which fronts on the street, the developer shall install a 1.5 metres wide landscape bed and provide at least one 50 mm caliper street tree. A 1.5 metres wide (minimum) impervious walkway must link the parking to the sidewalk.

6 SIGNAGE



6.1 General Provisions

- 6.1.1 Where this section is inconsistent with the regulations respecting advertising signs on or near public highways made or administered by the Province of Nova Scotia Department of Public Works, or successor body, the more restrictive regulations shall apply.
- 6.1.2 Unless otherwise indicated in this section, no sign shall be erected without first obtaining a development permit from the Development Officer and no such permit shall be issued unless all the provisions of this Bylaw are satisfied.

6.2 Maintenance

- 6.2.1 Every sign shall be kept in good repair and working order.
- 6.2.2 Every sign and all parts thereof, including framework, supports, background, anchors and wiring systems shall be constructed and maintained in compliance with the building, electrical, and fire prevention Bylaws.
- 6.2.3 If the business, service or other enterprise for which a sign is erected is no longer in operation the sign shall be removed, by the owner, within 60 days of the date the operations cease. Removal of a sign includes the support structure or apparatus to which it is attached.
- 6.2.4 Subsection 6.2.3 shall not apply to a seasonal enterprise that normally closes during part of the year.

6.3 Signs Permitted in all Zones

- 6.3.1 Except where otherwise prohibited by Section 6.4, the following signs are permitted in all zones and no development permit is required for their erection:
 - a) Signs not more than 0.2 m² in sign area, showing the civic number of a building;
 - b) signs of not more than 0.2 m² in sign area, showing the name of a resident or an occupier;
 - c) "No trespassing" signs or other signs regulating the use of a lot, and of not more than 0.2 m² in sign area, unless otherwise directed by a public authority;
 - d) real estate signs not exceeding 0.6 m² in sign area in a residential zone and 1.5 m² in other zones, which advertise the sale, rental or lease of the premises;
 - e) signs regulating or denoting on-premises traffic, or parking, or other signs denoting the direction or function of various parts of a building or premises, provided that such signs are less than 0.5 m² in area;
 - f) signs erected by a governmental body, or under the direction of such a body, such as tourism-oriented signs, such as traffic signs, railroad crossing signs, safety signs, signs identifying public institutions or public election lists or other public notices;
 - g) memorial signs or tablets, and signs denoting the history of a site or structure provided that no such sign exceeds 0.5 m² in area;
 - h) the flag, pennant or insignia of any nation, province or state or of any religious, charitable or fraternal organization;

- i) a sign having an area of not more than 10 m² incidental to construction and within the area of such construction, and erected only during the period of construction;
- j) a sign painted on a window; and,
- k) election signs.

6.4 Signs Prohibited in all Zones

6.4.1 The following signs are prohibited in all zones:

- a) any sign or sign structure which constitutes a hazard to public safety or health;
- b) signs which by reason of size, location, content, colouring or manner of illumination obstruct the vision of drivers or obstruct or detract from the visibility or effectiveness of any traffic sign or control device on public streets or roads;
- c) any sign which obstructs free ingress to or egress from a fire escape door, window or other required exit way;
- d) signs not erected by a public authority which make use of words such as "STOP", "LOOK", "ONE WAY", "DANGER", "YIELD", or any similar words, phrases, symbols, lights or characters in such manner as to interfere with, mislead, or confuse traffic along a public road;
- e) signs on utility poles;
- f) signs, including election signs, located on a public lot or a public right-of-way unless erected by a governmental body, or unless specially permitted by Council, and except sandwich boards signs in the Downtown Zone;
- g) signs painted on, attached to, or supported by a tree, stone, cliff or other natural object
- h) portable signs advertising a business not located on the same property as the sign.

6.5 Number of Signs

- 6.5.1 Notwithstanding anything else in this Bylaw, not more than three (3) signs may be erected on any one lot at any one time.
- 6.5.2 A double-faced sign shall count as a single sign.
- 6.5.3 Signs permitted in all zones listed in Section 6.3 shall not be counted in calculating the total.
- 6.5.4 Not more than two (2) ground signs shall be permitted on any one lot except in the case of the Highway Commercial Zone where not more than one (1) ground sign shall be permitted for each 15 metres of frontage of the lot on which they are placed, but in no case shall the total number of signs on the lot exceed three (3).
- 6.5.5 All facial signs on a building are counted as one (1) sign.
- 6.5.6 Not more than one (1) projecting wall sign shall be permitted for each business premise.
- 6.5.7 A sign painted on or displayed within a window shall not be included in the calculation of the total number of signs on a premise.

6.6 Signs in Residential Zones

- 6.6.1 Unless otherwise specified in this Bylaw, signage in a Residential Zone shall be subject to the following requirements:
- a) The maximum sign area shall be 0.6 m² per side in the case of a two-sided sign.
 - b) The maximum height of the sign shall be 1.5 m.
 - c) Facia signs shall not be located in excess of 3.0 m above the grade of the wall upon which it is affixed.
 - d) The sign shall be set back a minimum of 1 m from any lot line.
 - e) Off-site signs are not permitted.

6.7 Off-site Signage

- 6.7.1 A development permit may be issued for the use of a sign which displays a business or a use not located on the lot or premises subject to the following requirements:
- a) An off-site sign counts towards the maximum number of signs permitted on the lot where the sign is located.
 - b) The proposed signage must comply with all other applicable requirements of this Bylaw respecting signage.
 - c) The off-site sign is not a portable sign.

6.8 Sponsorship Signage on Town Owned Recreational Lands

- 6.8.1 Sponsorship signage on Town owned recreational lands shall be exempt from the provisions of this Bylaw, and no development permit is required. All approvals for sponsorship signage on Town owned recreational lands shall be subject to relevant Town policies regarding such.

6.9 Sandwich Board Signs

- 6.9.1 In all zones except Residential Zones, sandwich board signs are permitted without a development permit provided that:
- a) such signs do not exceed 0.92 m in length and 0.61 m in width;
 - b) the number of such signs shall not exceed one (1) per business premise;
 - c) the sign does not obstruct pedestrian or vehicular traffic along any publicly owned land such as a sidewalk or street right-of-way; and,
 - d) the sign does not occupy more than one third of the width of the available sidewalk.

6.10 Ground Signs

- 6.10.1 In the Highway Commercial Zone and Business Park Zone, a ground sign shall not exceed 25 m² in sign area for each sign face.
- 6.10.2 In the Downtown Zone, a ground sign shall not exceed 10 m² in sign area for each sign face.
- 6.10.3 No ground sign shall project over any public property or space including a public park, street, right-of-way, sidewalk, parking lot, loading space, or place of assembly.
- 6.10.4 All supporting apparatus of a ground sign shall have a minimum 2 m setback from any lot line.

6.11 Projecting Wall Signs

- 6.11.1 A projecting wall sign shall not:
 - a) exceed 3.0 m² in sign area;
 - b) project more than 2.0 m from the wall upon which it is attached;
 - c) project over a corner sight triangle;
 - d) project above the eaves, parapet or roof line of a building;
 - e) be permitted to swing freely on its supports;
 - f) be less than 3.0 m off the ground at its lowest point;
 - g) project over a public right-of-way, except in the Downtown Zone subject to the following requirements:
 - i. the sign or any portion of the sign structure shall not project into the right-of-way a distance greater than 2/3 the width of the sidewalk; and
 - ii. the sign requires a building permit issued in accordance with the Town of Amherst Building Bylaw.

6.12 Facial Wall Signs

- 6.12.1 Facial wall signs shall:
 - a) not cover more than 0.6 m² per lineal metre of the wall on which the sign is affixed;
 - b) not extend more than 0.3 m beyond the wall to which it is affixed; and
 - c) not extend more than 0.3 m above the top of the wall upon which it is located.

6.13 Roof Signs

- 6.13.1 Roof signs shall:
 - a) not cover more than 0.6 m² per lineal metre of roof upon which the sign is affixed;
 - b) not extend more than 0.3 m beyond the roof to which it is affixed; and
 - c) not extend beyond the peak of the roof to which it is affixed.

6.14 Sign Standards in the Downtown Zone

6.14.1 Signage within a Downtown Zone shall conform to the following, and shall take precedence over any conflicting signage requirement of this Bylaw except those of Section 6.4:

- a) A sign board for commercial signage or awnings is required above the ground floor windows, and must be integrated into the architecture of the building.
- b) Signs on the top storey are permitted provided they are no greater than 0.3 sq m times the number of storeys (e.g. a 6 storey building can have 1.8 m² sign).
- c) New back-lit or internally illuminated signs are not permitted in the Downtown Zone, except for backlight raised lettering only, where letters are greater than 200 mm high and no deeper than 150 mm, and electronic signs subject to the provisions of Clause i).
- d) Projecting signs are permitted and encouraged. Projecting signs can be no larger than 3.0 m² metres and have a minimum clearance of 2.7 m above grade.
- e) Spot lights, gooseneck light fixtures and other decorative light fixtures are permitted and encouraged for illuminating signs.
- f) Directory signs no larger than 2.5 m² in area are permitted.
- g) Other than sandwich board signs, portable, and free-standing reader board signs are not permitted.
- h) Signs that display a business, product, or use not located on the property or premises where the sign is located are not permitted;
- i) Electronic signs are permitted as part of a freestanding, fascia, or canopy sign subject to the general provisions and the following performance standards:
 - i. the message duration shall not be less than 10 seconds;
 - ii. the message transition shall be instantaneous;
 - iii. message transition shall not involve any visible effects including but not limited to scrolling, fading, dissolving, intermittent or flashing light, or the illusion of such effects;
 - iv. the maximum brightness levels of the electronic sign shall be 5,000 nits during daytime and 500 nits at nighttime;
 - v. the sign shall use automatic dimming technology which automatically adjusts the sign copy's brightness in direct correlation with ambient light conditions;
 - vi. the sign shall not be illuminated between the hours of 11:00 p.m. and 7:00 a.m. (Atlantic time) unless the business is open or in operation during those hours;
 - vii. the sign shall be turned off in the case of a malfunction; and,
 - viii. in any case, no electronic sign in the Downtown Zone shall exceed 3 m² in area.

7 RESIDENTIAL



7.1 General Provisions for All Residential Zones

Home-based Business

- 7.1.1 A development permit shall be issued for a home-based business contained in a dwelling or accessory building, provided that:
- a) the dwelling is occupied as a residence by the user and the external appearance of the dwelling is not changed by the home-based business;
 - b) there shall not be more than 2 assistants who are not residents in the dwelling employed in the use;
 - c) not more than 25% of the total floor area of the dwelling or 50 m² whichever is less, may be devoted to the home-based business;
 - i. in calculating the total floor area of a dwelling where a home occupation is being operated in an unfinished basement, attic, porch, sunroom, or attached garage, the total floor area of the basement, attic, porch, sunroom or attached garage shall be included in calculating the total floor area of the dwelling.;
 - ii. in the case of a home occupation operating in an accessory building, the size of the home occupation shall not exceed 25% of the total floor area of the dwelling combined with that of any accessory buildings involved;
 - d) one off-street parking space, in addition to that required for the dwelling, is provided for every 25 m² of floor space occupied by the home-based business;
 - e) no outdoor storage or outdoor display shall be permitted;
 - f) no retail sales of merchandise shall take place on the property, as an accessory to the service being provided to customers already purchasing services on the property, such as the sale of hairspray by a hairdresser or contact lenses by an optometrist.

Bed and Breakfast – Special Requirements

- 7.1.2 In any Residential Zone, a development permit shall be issued for a bed and breakfast establishment provided that:
- a) such use is accessory to the main residential use occupied by a resident of the property;
 - b) parking is located in the rear or side yard and complies with the requirements of Section 5.1 of this Bylaw;
 - c) only breakfast is served solely for registered guests;
 - d) the bed and breakfast operation is the only accessory use on the lot; and
 - e) no addition or expansion is made to the footprint or bulk of the building, other than modifications necessary to comply with fire safety standards.

Converted Dwellings – Special Requirements

- 7.1.3 In addition to all other regulations in this Bylaw, an existing structure in a Residential Zone may be converted to an additional dwelling unit or units subject to the following special requirements:
- a) the total number of units in the building shall not exceed five (5) dwelling units;
 - b) the conversion is undertaken without addition or expansion to the footprint or bulk of the building, except where modifications are necessary to comply with fire safety standards;
 - c) the parking area requirements shall conform to Section 5.1 of this Bylaw;
 - d) the amenity space requirements in Section 7.1.4 shall apply; and
 - e) where any or all of the above criteria cannot be satisfied, the development may be considered by Development Agreement in accordance with Policy 4-19 of the Municipal Planning Strategy.

Amenity Space Requirements

- 7.1.4 In any zone, development of a dwelling containing three (3) or more units shall provide a minimum 20 m² per unit of amenity space and subject to the following requirements:
- a) Amenity space may include a combination of balconies, indoor recreation rooms, saunas, sundecks, patios, tennis courts, swimming pools as well as any landscaped open area with a finished grade of less than 8%.
 - b) Where a dwelling unit is provided with a balcony at least 6 m² in floor area, the 20 m² amenity space requirement shall be waived.
 - c) Amenity space shall not include any parking areas, hallways, foyers, utility rooms, or laundry areas.

Special Requirement: Trees

- 7.1.5 A development permit issued for any multi-unit dwelling or townhouse project shall require at least one live tree a minimum of 1.5 metres in height to be planted for every 50 square metres of area in the front yard of the structure which is not occupied by a parking area.
- 7.1.6 Existing trees on the site which are not destroyed during the construction period may replace some or all the trees required by this section.
- 7.1.7 New trees are required to be installed during the first planting season following the commencement of construction, and to nursery standards.

Special Requirement: Grouped Buildings

- 7.1.8 Wherever more than one multi-unit dwelling is located on a lot the minimum distance between the dwellings shall be 6.0 metres.
- 7.1.9 Except where permitted in this Bylaw, a development permit shall not be issued for more than one single detached dwelling on a single lot, or where there is an existing dwelling on the same lot.

Yard and Garage Sales

- 7.1.10 Yard/garage sales may be undertaken on any lot, in any zone provided the sale is conducted by an owner/resident of the subject site, or by a non-profit group, community association, or other similar group or organization.
- 7.1.11 No more than six (6) yard/garage sales may be conducted from one lot in one calendar year, and any one sale may not last more than three (3) consecutive days.

Front Yard Setback and Orientation

- 7.1.12 The main wall of a new primary building shall be set back from the street a distance no greater than the average front yard setback of neighbouring properties on the same block.
- 7.1.13 Encroachments are permitted within the required setback in accordance with Subsection 4.20 of this bylaw.
- 7.1.14 New main buildings shall be sited so that the façade is parallel to the street it faces.

Corner Lots

- 7.1.15 Blank building facades are not permitted along any street frontage. All facades shall be treated with the same quality of materials and similar architectural detailing. Elements such as corner and side windows, wrap-around verandas or decks, bay windows, turrets, areas of decorative brick, or other interesting architectural element shall be incorporated.

Accessory Dwelling – Special Requirements

7.1.16 Accessory dwellings shall be subject to the following special requirements in addition to all other applicable regulations in this Bylaw:

- a) Only one (1) accessory dwelling shall be permitted on a lot.
- b) If the accessory dwelling is located in a building separate from the main dwelling:
 - i. the accessory dwelling shall be subject to the height requirements for accessory buildings;
 - ii. notwithstanding side yard requirements for accessory buildings, the accessory dwelling shall be located at least 1.2 metres from side lot lines;
 - iii. notwithstanding rear yard requirements for accessory buildings, the accessory dwelling shall be located at least 3.0 metres from the rear lot line;
 - iv. the total maximum lot coverage shall be 50%; and
 - v. the accessory dwelling shall not be permitted to be subdivided from the main building on the lot.
- c) An accessory dwelling shall not be considered a separate main dwelling but shall have its own entrance separate from the main dwelling.
- d) An accessory dwelling shall not be counted towards the lot's dwelling unit total.
- e) The gross floor area of the accessory dwelling shall not exceed 80.0 square metres.

7.2 General Residential Zone

General Residential Zone Uses Permitted

7.2.1 In the General Residential Zone, the following uses shall be permitted:

- a) Accessory Dwellings
- b) Bed and Breakfast Establishments
- c) Boarding Houses up to 6 sleeping units
- d) Converted Dwellings (subject to Subsection 7.1.3)
- e) Double Dwellings
- f) Home Based Business
- g) Multi-unit Dwelling up to 6 units
- h) Nursing Homes and Homes for Special Care with up to 6 beds or sleeping units
- i) Parks, Open Spaces, and Public Trails
- j) Residential Day Care Centres
- k) Single Detached Dwellings
- l) Supportive Housing with up to 6 beds or sleeping units
- m) Townhouses up to 6 units

Permitted Uses by Site Plan Approval

7.2.2 In the General Residential Zone, the following uses shall be permitted by site plan approval:

- a) Boarding Houses with 7 to 12 sleeping units
- b) Grouped Dwellings with up to 5 dwelling units
- c) Multi-unit Dwelling with 7 to 12 dwelling units
- d) Nursing Homes and Homes for Special Care with 7 to 12 beds or sleeping units
- e) Supportive Housing with 7 to 12 beds or sleeping units
- f) Townhouses with 7 to 12 dwelling units

Uses Considered by Development Agreement

7.2.3 In the General Residential Zone, an application for the following uses shall be considered by development agreement in accordance with the applicable Municipal Planning Strategy (MPS) Policy:

- g) A restaurant as part of bed and breakfast establishments, in accordance with Policy 4-20 of the MPS.

- h) Boarding houses with 13 or more sleeping units, in accordance with Policy 4-19 of the MPS.
- i) Nursing Homes and Homes for Special Care with 13 or more beds or sleeping units, in accordance with Policy 5-7 of the MPS.
- j) Multi-unit dwellings with 13 or more dwelling units, in accordance with Policy 4-19 of the MPS.
- k) Multi-unit dwellings with between 4 and 12 units where the minimum requirements in Subsection 7.2.4 cannot be met, in accordance with Policy 4-19 of the MPS.
- l) Supportive Housing with 13 or more beds or sleeping units, in accordance with Policy 5-7 of the MPS.

Zone Requirements

7.2.4 In the General Residential Zone, all development permits shall be issued in conformity with the following requirements:

Single Detached Dwelling		
Minimum lot area		450 m ²
Minimum lot frontage		15 m
Minimum front yard		6 m
Minimum rear yard		6 m
Minimum side yard	One side	1.3 m
	Other side	3 m
Minimum flanking yard		6 m
Maximum height		11 m
Other Dwellings		
Minimum lot area	Multi-unit Dwellings 3-6 Units	200 m ² per unit
	Multi-unit Dwellings 7-12 Units	1200 m ² + (50 m ² per unit)
	Townhouse	300 m ² per unit
	Converted/Duplex/Semi-Detached/Other	560 m ²
Minimum lot frontage	Multi-unit Dwellings	20m
	Townhouse	6 m per unit
	Converted/Duplex/Semi-Detached/Other	18 m
Minimum front yard	Townhouse	10 m
	All Other Types	6 m
Minimum rear yard	All Types	6 m
Minimum side yard	Multi-unit Dwellings	One side 2 m
		Other side 3 m
	Townhouse	Common Wall 0 m Outside Wall 3 m
Minimum flanking yard		4 m
Maximum height		12 m

Maximum Lot Coverage	All Types	35%
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7.3 Land Lease Community Zone

Land Lease Community Zone Uses Permitted

- 7.3.1 The following use shall be permitted in the Land Lease Community Zone:
- a) all uses permitted in the General Residential Zone, subject to General Residential Zone regulations;
 - b) Mobile Homes
 - c) Land Leased Communities
 - d) Multiple Section Mini Homes – *see Mini Homes*

Accessory Uses Permitted

- 7.3.2 Accessory uses are permitted in the Land Lease Community Zone provided that the accessory use does not exceed 35 m² of floor as per mini home rental pad or space.

Conformance with Land Lease Community Bylaw

- 7.3.3 Notwithstanding anything in this Bylaw, any development permit issued in the Land Lease Community Zone shall satisfy all relevant provisions of the Land Lease Community Bylaw.

8 COMMERCIAL ZONES



8.1 General Provisions for Commercial Zones

Residential Uses in Commercial Zones

- 8.1.1 In any Commercial Zone, any development permit for a residential use shall satisfy all applicable Residential standards in this Bylaw.

Special Requirements for Motor vehicle Fueling Stations

- 8.1.2 In any Commercial Zone, a development permit for a motor vehicle fueling station shall be issued, provided that:
- a) the use is listed as permitted in the zone;
 - b) no portion of any pump island shall be located closer than 6 m to any street line;
and
 - c) the lot frontage is at least 50 metres.

Outdoor Retail Display on Public Sidewalks

- 8.1.3 No development permit shall be issued for outdoor retail display on a public sidewalk unless:
- a) the retail display is located in the Downtown Zone;
 - b) the retail display is only set up during the hours of operation for the associated business.;
 - c) the retail display is only set between May 1st and October 31st, inclusive; and
 - d) the retail display is limited to the sidewalk directly abutting the associated business.

Cannabis Related Uses

- 8.1.4 Notwithstanding any other provision in this Bylaw, cannabis retail sales and cannabis lounges are only permitted if such facilities are operated by the Nova Scotia Liquor Corporation (NSLC) or successor body.

8.2 Highway Commercial Zone

Zone Uses Permitted

8.2.1 The following uses shall be permitted in the Highway Commercial Zone:

- a) Animal Hospital and Veterinary Establishments
- b) Banks and Financial Institutions
- c) Business and Professional Offices
- d) Cannabis Lounges and Cannabis Retail Sales subject to Subsection 8.1.4
- e) Commercial Recreation Centres
- f) Commercial Schools
- g) Community Centres
- h) Display Courts
- i) Funeral Homes
- j) Garden and Nursery Sales & Supplies
- k) Hotels and Motels
- l) Industrial & Agricultural uses existing as of the date of adoption of this Bylaw
- m) Institutional Uses (schools, government offices, churches, police stations, similar uses.)
- n) Licensed liquor establishments
- o) Light manufacturing
- p) Medical Clinics
- q) Motor Vehicle Fueling Stations
- r) Motor Vehicle Sales, Rental, and Repair
- s) Outdoor Retail Display
- t) Religious Institutions
- u) Parking lots and Parking Structures
- v) Photography Studios
- w) Printing Establishments
- x) Private Clubs and Fraternal Organizations
- y) Propane Refill Stations
- z) Residential uses, except single detached dwellings, subject to General Residential Zone Standards and Subsection 8.1.1
- aa) Restaurants, Take-Outs, drive throughs
- bb) Retail Stores

- cc) Self Storage Facilities
- dd) Service and Personal Service Shops
- ee) Taxi, Bus and Train Stations

Permitted Uses by Site Plan Approval

8.2.2 In the Highway Commercial Zone, multi-unit dwellings and townhouses with more than 12 dwelling units that are located 200 metres or more from any other zone except the Industrial Zone shall be permitted by site plan approval and shall not be subject to minimum lot area, coverage, and height requirements.

Highway Commercial Zone Requirements

8.2.3 In the Highway Commercial Zone, all development permits shall be issued in conformity with the following requirements:

Minimum lot area	1000 m ²
Minimum lot frontage	60 m
Minimum front yard	8 m
Minimum rear yard	3 m
Minimum rear yard where adjacent to a residential zone	8 m
Minimum side yard	3 m
Maximum height	22 m

Landscaping Requirements

8.2.4 In the Highway Commercial Zone, any development permit for a new building shall satisfy the following landscaping requirements:

- a) One live tree at least 1.5 m in height shall be planted every 50 m² of area in the front and flanking yards, where not occupied by parking area.
- b) All developments greater than 900 m² in area shall provide a minimum of 6 m of landscaped open space along the entire street frontage, minus driveways.
- c) Any development fronting on Robert Angus Drive between Church Street and South Albion Street shall provide a minimum of 6 metres of landscaped open space along the entire street frontage, minus driveways.

8.3 Downtown Zone

Downtown Zone Permitted Uses

8.3.1 The following uses shall be permitted in the Downtown Commercial Zone:

- a) Banks and Financial Institutions
- b) Business and Professional Offices
- c) Cannabis Lounges and Cannabis Retail Sales subject to Subsection 8.1.4
- d) Commercial Recreation Centres
- e) Commercial Schools
- f) Community Centres
- g) Funeral Homes
- h) Garden and Nursery Sales & Supplies
- i) Hotels and Motels
- j) Industrial uses existing as of the date of adoption of this bylaw
- k) Institutional Uses, (schools, government offices, churches, police stations, similar uses.)
- l) Licensed liquor establishments
- m) Light manufacturing
- n) Medical Clinics
- o) Motor Vehicle Fueling Stations subject to Subsections 8.1.2 and 8.3.6
- p) Motor Vehicle Sales, Rental, and Repair subject to Subsection 8.3.6
- q) Outdoor Retail Display
- r) Parking lots and Parking Structures
- s) Photography Studios
- t) Printing Establishments
- u) Private Clubs and Fraternal Organizations
- v) Religious Institutions
- w) Residential uses above the ground floor, subject to Subsection 8.3.10
- x) Restaurants, or Take-Outs, Cabarets
- y) Retail Stores
- z) Self Storage Facilities subject to Subsection 8.3.6
- aa) Service and Personal Service Shops
- bb) Taxi, Bus and Train Stations

Uses Considered by Development Agreement

- 8.3.2 In the Downtown Zone, a development permit application for the following uses shall be considered by development agreement in accordance with the applicable Municipal Planning Strategy (MPS) Policies:
- a) Where the new development will have a ground floor area in excess of 1,500 m², in accordance with Policy 4-37 of the MPS.
 - b) Ground floor residential uses, in accordance with MPS Policy 4-38.

Zone Requirements

- 8.3.3 In the Downtown Zone, all development permits shall be issued in conformity with the following requirements:

Minimum lot area	200 m ²
Minimum lot frontage	6 m
Minimum front yard	none
Minimum rear yard	none
Minimum side yard	none
Maximum height	22 m

Principal Streets in the Downtown Zone

- 8.3.4 In the Downtown Zone, properties located deemed to be located on a principal street shall include:
- a) East Victoria Street
 - b) Church Street
 - c) Havelock Street
 - d) Electric Street
 - e) King Street
 - f) Ratchford Street
- 8.3.5 Where a property has frontage on more than one street, the principal street is considered the front of the property. Where a property has frontage on more than one principal street, East Victoria will be considered the front of the property.

Vehicular Oriented Uses on Principal Streets

- 8.3.6 In the Downtown Zone, the following uses shall not be permitted on properties fronting on a Principal Street, as listed in Subsection 8.3.4:
- a) Motor Vehicle Fueling Stations
 - b) Motor Vehicle Sales, Rental, or Repair
 - c) Car Washes
 - d) Drive-thru's
 - e) Self Storage Facilities

Parking

- 8.3.7 In the Downtown Zone, parking shall conform to Part 5 of this Bylaw, and shall:
- a) not be increased where it abuts East Victoria Street, Church Street, and Havelock Street;
 - b) be designed and configured so as to minimize its visual dominance from the street;
 - c) not be located between the building and the street; and,
 - d) include a landscaped strip with a minimum width of 1.5 metres where parking facilities abut a street;

Building Materials

- 8.3.8 In the Downtown Zone no building except residential dwellings located on Prince Arthur, Maple Street, or Crescent Street, shall have vinyl or aluminum cladding along any wall that abuts or otherwise fronts on a street.

Commercial Requirements

8.3.9 In the Downtown Zone, except Institutional uses, all non-residential uses within new developments and additions to existing buildings that constitute a 10% or more increase in building footprint, shall satisfy the following requirements:

- a) a minimum ground floor ceiling height of 3.2 metres;
- b) a public entrance located on the principal street frontage or the building wall closest the street, or at the corner in the case of a corner lot;
- c) windows that occupy no less than 50% of any street fronting wall below the second floor;
- d) clear windows and doors with at least 88% light transparency and no reflective or tinting treatment on the ground floor;
- e) an awning, overhang, or weather-protecting structure over all public entry ways;
- f) buildings with frontage greater than 12 meters shall be broken down into horizontal compartments with a distinct change in vertical architectural articulation using at least one of the following: different materials, projections, bays, roof changes, or colours.
- g) building setbacks shall align with the established front and flanking yard setbacks along any street frontage. Where no established setback exists a maximum front and flanking yard setback of 1.0 metres for at least 60% of the building wall is required;
- h) areas for signage shall be incorporated in the initial building design; and
- i) mechanical or communication appurtenances larger than 0.5 square meters shall not be visible from the street.

Residential Uses

8.3.10 In the Downtown Zone, residential requirements shall be subject to the relevant sections of this Bylaw, and the following requirements:

- a) upper floor conversions of non-residential uses to a residential use shall be permitted, subject to the existing building envelope not increasing by more than 30%;
- b) detached single and double dwellings are not permitted;
- c) ground floor residential uses may be permitted for developments containing twenty (20) or more dwelling units on Principal Streets, subject to MPS Policy 4-38;
- d) on any Principal Street, the first 12.2 metres (40 feet) of building ground floor area, measured at 90 degrees from the property line abutting any principal street, or the front of the building facing the street in cases where the front of the building is not located directly on the front property line, shall be restricted to non-residential uses otherwise permitted in the zone;
- e) new residential buildings shall be no less than 2 stories;
- f) buildings shall align with the front and flanking yard setbacks established by existing buildings on the same block.
- g) primary entries to multi-unit buildings shall front on a street;
- h) the primary entry shall be a highly visible architectural feature incorporating elements such as awnings, roof overhangs, lighting, double doors, glazing and/or distinct architectural materials;
- i) buildings with multiple stories shall have an architecturally distinct base, middle, and top;
- j) mechanical or communication appurtenances larger than 0.50 square meters shall not be visible from the street;
- k) all patios shall be recessed into the building at least 1.5 meters, with no patio extending more than 2.0 meters beyond the outer building wall; and,
- l) buildings with frontage greater than 12 meters shall be broken down into horizontal compartments with a distinct change in vertical architectural articulation using at least one of the following: different materials, projections, bays, roof changes, or colours.

8.4 Mixed Use Zone

Mixed Use Zone Uses Permitted

8.4.1 The following uses shall be permitted in the Mixed-Use Zone:

- a) Animal Hospital and Veterinary Establishments
- b) Banks and Financial Institutions
- c) Business and Professional Offices
- d) Cannabis Lounges and Cannabis Retail Sales subject to Subsection 8.1.4
- e) Commercial Recreation Centres
- f) Commercial Schools
- g) Community Centres
- h) Display Courts
- i) Funeral Homes
- j) Garden and Nursery Sales & Supplies
- k) Hotels and Motels
- l) Industrial
- m) Institutional Uses
- n) Licensed liquor establishments
- o) Light manufacturing
- p) Medical Clinics
- q) Motor Vehicle Sales, Rental, and Repair
- r) Outdoor Retail Display
- s) Religious Institutions
- t) Parking lots and Parking Structures
- u) Photography Studios
- v) Printing Establishments
- w) Private Clubs and Fraternal Organizations
- x) Residential uses, subject to General Residential Zone Standards
- y) Restaurants, Take-Outs, drive throughs
- z) Retail Stores
- aa) Self Storage Facilities
- bb) Service and Personal Service Shops
- cc) Taxi, Bus and Train Stations

Mixed Use Zone Requirements

8.4.2 In the Mixed Use Zone, all development permits shall be issued in conformity with the following requirements:

Minimum lot area	200 m ²
Minimum lot frontage	6 m
Minimum lot frontage	6 m or average of established font yard
Minimum rear yard	6 m
Minimum side yard	1.2 m, or 6 m where immediately adjacent to a Residential Zone
Maximum height	22 m

Landscaping Requirements

8.4.3 In the Mixed Use Zone, any development permit for a new building shall satisfy the following landscaping requirements:

- a) All developments greater than 900 m² in area shall provide a minimum of 6 m of landscaped open space along the entire street frontage, minus driveways.
- b) Any development fronting on Albion Street shall provide a minimum of 6 metres of landscaped open space along the entire street frontage, minus driveways.
- c) A continuous landscaped buffer through the use of plant material, fencing, and the like, shall be required where the zone abuts a residential designation.

8.5 Neighbourhood Commercial Zone

Neighbourhood Commercial Zone Uses Permitted

- 8.5.1 The following uses shall be permitted in the Neighbourhood Commercial Zone:
- a) Any uses permitted in the General Residential Zone, subject to the General Residential Zone standards.
 - b) Restaurants and take-out restaurants up to a maximum of 50 m² in seating area
 - c) Retail stores and accessory residential uses

Neighbourhood Commercial Zone Requirements

- 8.5.2 In the Neighbourhood Commercial Zone, all development permits shall be issued in conformity with the following requirements:

Minimum lot area	500 m ²
Minimum lot frontage	15 m
Minimum front yard	6 m
Minimum rear yard	6 m
Minimum side yard	3 m
Maximum height	11m

Maximum Floor Area

- 8.5.3 In the Neighbourhood Commercial Zone, not more than 100 m² of floor area may be devoted to commercial purposes. For the purpose of this Subsection, commercial purposes shall exclude any furnace room, utility rooms, and washrooms. In addition, storage space not exceeding twenty percent (20%) of the total floor area of the building shall be excluded.

Directional Parking Signs

- 8.5.4 Where parking in a Neighbourhood Commercial Zone is provided in any rear or side yard, a directional parking sign shall be provided.

8.6 Business Park Zone

Business Park Zone Uses Permitted

8.6.1 The following uses shall be permitted in the Business Park Zone:

- a) Animal Hospital and Veterinary Establishments
- b) Business and Professional Offices
- c) Cannabis Production Facility, subject to Subsection 8.6.4
- d) Commercial Schools
- e) Motor Vehicle Fueling Stations/Service Stations
- f) Distribution
- g) Heavy Equipment Sales
- h) Hotels and Motels
- i) Light Manufacturing
- j) Microbrewery
- k) Motor Vehicle Sales, Rental, and Repair, excluding Salvage Facilities
- l) Outdoor Retail Display incidental to a main use
- m) Retail Store
- n) Warehouse and Self Storage
- o) Community Centres

Business Park Zone Requirements

8.6.1 In the Business Park Zone, all development permits shall be issued in conformity with the following requirements:

Minimum lot area	1000 m ²
Minimum lot frontage	40 m
Minimum front yard	6 m
Minimum rear yard	3 m
Minimum rear yard where adjacent to a residential zone	8 m
Minimum side yard	3 m
Maximum height	22 m

Landscaping Requirements

8.6.2 In the Business Park Zone, any development permit for a new building shall satisfy the following landscaping requirements:

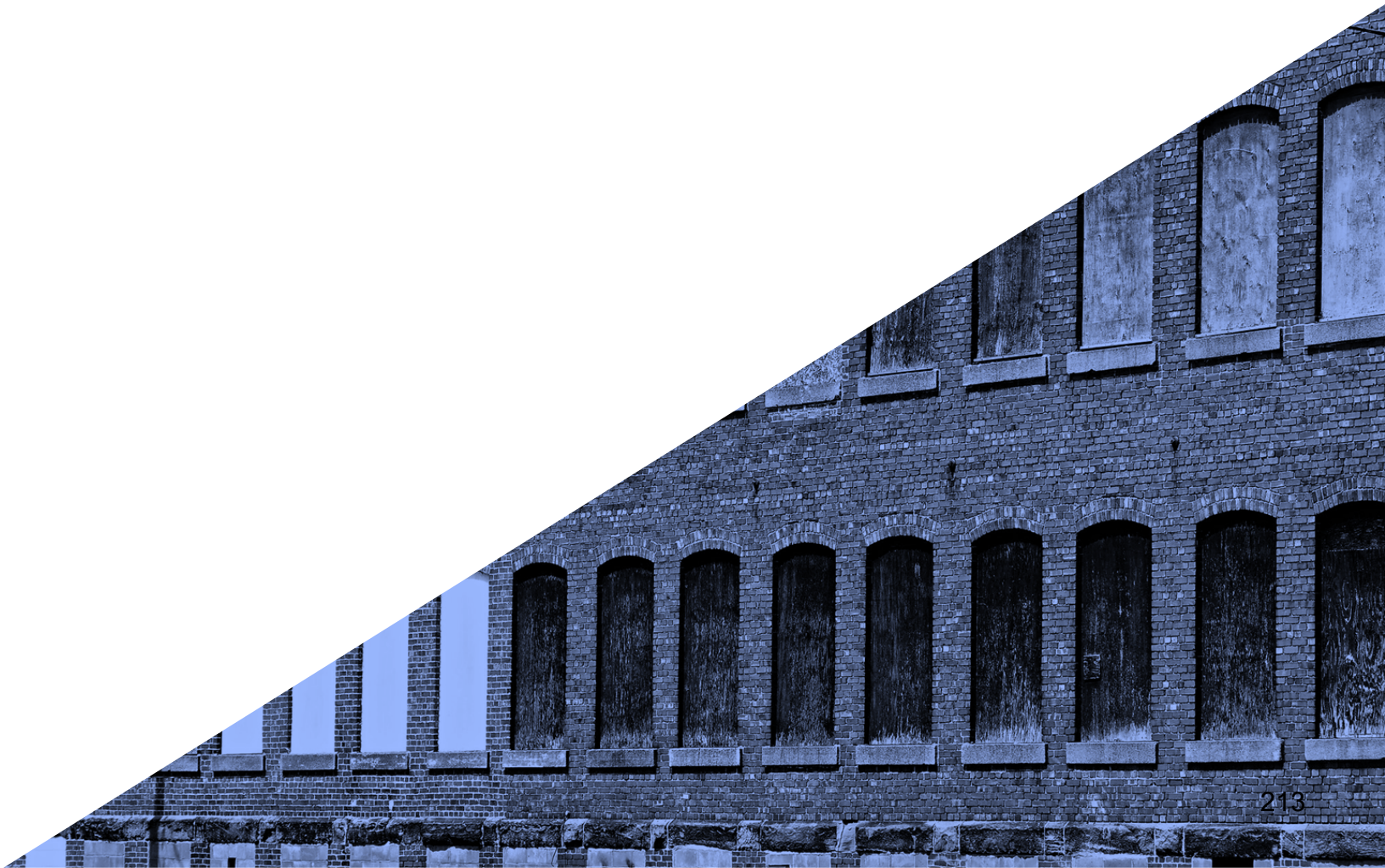
- a) One live tree at least 1.5 metres in height shall be planted for every 50 m² of area in the front and flanking yards, where not occupied by parking area.
- b) All developments shall provide a minimum of 6 metres of landscaped open space along the entire street frontage, minus driveways.

Cannabis Production Facilities

8.6.3 Cannabis production facilities in the Business Park Zone, including any building or outdoor area used as a cannabis production facility, shall be set back a minimum 70.0 metres (230 feet) from any lot line abutting:

- a) lands zoned or used for residential purposes; and
- b) lands used for a daycare, community centre, school, religious institution, public park or playground.

9 INDUSTRIAL ZONE



9.1 Industrial Zone

Permitted Uses

9.1.1 The following uses shall be permitted in the Industrial Zone:

- a) Any activity connected with the automotive trade, excluding salvage yards
- b) Any manufacturing, industrial, assembly or warehousing operation
- c) Boat and Marine Supplies and Sales
- d) Building supply and equipment depots including the bulk storage of sand or gravel
- e) Cannabis Production Facility, subject to Subsection 9.1.7
- f) Railway uses
- g) Recycling Collection and Storage Facilities, excluding salvage yards
- h) Retail and office uses incidental to the main industrial use

Uses Considered by Development Agreement

9.1.2 In the Industrial Zone, a development permit application for the following uses shall be considered by development agreement in accordance with the applicable Municipal Planning Strategy (MPS) Policies:

- a) Commercial solar collectors, in accordance with Policy 5-39 of the MPS.

Industrial Zone Requirements

9.1.3 In the Industrial Zone, all development permits shall be issued in conformity with the following requirements:

Minimum lot area	1000 m ²
Minimum lot frontage	40 m
Minimum front yard	6 m
Minimum rear yard	6 m
Minimum side yard	3 m, or 20 m where abutting a Residential Zone
Maximum height	Unlimited

Outdoor Storage and Display

9.1.4 In the Industrial Zone, no outdoor storage or display shall be permitted in the front yard or in a required yard abutting a Residential Zone.

Motor Vehicle Fueling Stations

- 9.1.5 Automobile Fueling Stations in the Industrial Zone shall be subject to the requirements for such uses in the Highway Commercial Zone.

Services Required

- 9.1.6 No development permit shall be issued for a use involving buildings containing plumbing fixtures in an Industrial (I) Zone in areas not served with municipally approved piped water and sanitary sewer service.

Cannabis Production Facilities

- 9.1.7 Cannabis production facilities in the Industrial Zone, including any building or outdoor area used as a cannabis production facility, shall be set back a minimum 70.0 metres (230 feet) from any lot line abutting:
- a) lands zoned or used for residential purposes; and
 - b) lands used for a daycare, community centre, school, religious institution, public park or playground.

10 SPECIAL USE ZONES



10.1 Institutional Zone

Institutional Zone Uses Permitted

10.1.1 The following uses shall be permitted in the Institutional Zone:

- a) Any use permitted in an Open Space Zone
- b) Community centres
- c) Funeral homes
- d) Group care facilities
- e) Libraries, Museums and Art Galleries
- f) Non-residential day care centres
- g) Public buildings
- h) Recreational Uses
- i) Religious institutions
- j) Schools

Institutional Zone Requirements

10.1.2 Any development permit in the Institutional Zone shall satisfy the following requirements:

Minimum lot area	1000 m ²
Minimum lot frontage	20 m
Minimum front yard	8 m
Minimum rear yard	8 m
Minimum side yard	4 m or half the height of the building, whichever is greater
Maximum height	15 m

Landscaping Required

10.1.3 In the Institutional Zone, all areas not occupied by buildings, structures, parking areas or loading areas shall be landscaped and a minimum of one tree at least 1.5 m in height shall be planted or retained for every 50 m² of landscaped area.

Accessory Uses in the Institutional Zone

10.1.4 In the Institutional Zone, the occasional rental of the property to a third party is permitted for the following uses for a period up to five (5) consecutive days.

- a) Bingos
- b) Meetings
- c) Dances
- d) Beer gardens
- e) Dinners
- f) Festivals and fairs
- g) Concerts
- h) Trade shows
- i) Private parties
- j) Retail activities

10.2 Comprehensive Development District (CDD) Zone

CDD Uses Permitted

- 10.2.1 No development permit shall be issued for a development in the CDD Zone except in accordance with a development agreement executed under Policy 4-59 of the Municipal Planning Strategy.

10.3 Open Spaces Zone

Open Space Zone Uses Permitted

10.3.1 Only the following uses shall be permitted in the Open Space Zone:

- a) Buildings and Structures Accessory to the foregoing including canteens and related amenities
- b) Cemeteries
- c) Pavilions, Band Shells
- d) Public and Private Parks, Playgrounds, and public trails
- e) Sports fields

Open Space Zone Requirements

10.3.2 A development permit issued in an Open Space Zone shall have a minimum setback of 10 m from any lot line.

Trails and Conversation Uses

10.3.3 Notwithstanding zone requirements, trails and conservation uses shall:

- a) have no minimum lot area; and
- b) have no minimum lot frontage.

Parks and Playgrounds

10.3.4 Notwithstanding zone requirements, parks and playgrounds shall:

- a) have no minimum lot area; and
- b) have a minimum lot frontage of 6.0 metres

10.4 Flood Plain Zone

Flood Plain Zone Uses Permitted

10.4.1 The following uses shall be permitted in a Flood Plain Zone:

- a) Parks and recreational uses involving no buildings
- b) Trails and Conservation Uses, without buildings
- c) Existing residential uses and associated accessory uses located at the following lots
 - i. PID# 25030636
 - ii. PID# 25017591
 - iii. PID# 25017609

Special Requirements for Existing Buildings

10.4.2 Any building or structure existing at the effective date of this Bylaw, and lying within the Flood Plain Zone may be repaired, reconstructed, expanded, or relocated providing that:

- a) any such work does not reduce the existing distance between Dickey Brook and the said existing building or structure; and
- b) all other applicable provisions of this Bylaw are satisfied.

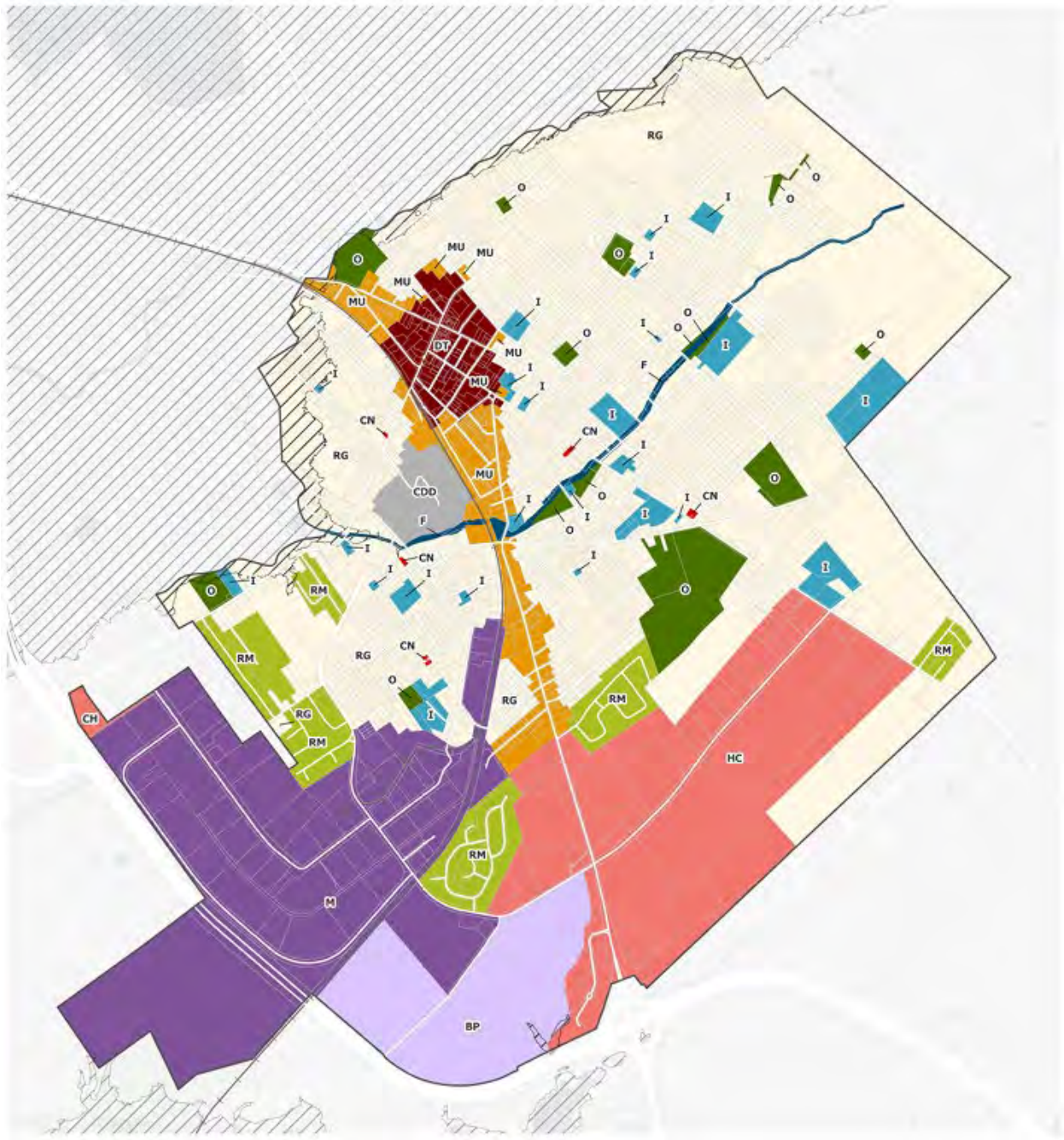
Special Requirements for Accessory Structures

10.4.3 A structure accessory to an existing use may be erected in a Flood Plain Zone if located no closer to Dickey Brook than any existing main or accessory buildings on the lot.

11 SCHEDULES



Schedule A -- Zoning Map



MAP

Amherst Zoning (DRAFT)

SCHEDULE

LAST UPDATED

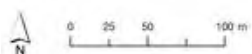
DATA SOURCE

2025-10-23

Prov. of NS

NORTH + SCALE

PROJ.



NAD83 CSRS
UTM 20 N

LEGEND

	CDD	Comprehensive Development District		BP	Business Park
	DT	Downtown Commercial		I	Institutional
	F	Flood Plain		MU	Mixed Use
	RG	General Residential		RM	Mini Home Residential
	CH	Highway Commercial		CN	Neighbourhood Commercial
	M	Industrial		O	Open Space
		Floodway Fringe Overlay			



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SYNOPSIS

COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT POLICY

In order to make it clear that Councillors may attend out of town functions or meetings in addition to conferences and educational opportunities staff reviewed this policy and are recommending amendments to section 9 to include educational courses or other learning opportunities, and a new section 10 which would require members of Council wishing to attend functions or meetings not included in the policy to submit the request to the Mayor who may approve it provided reimbursable expenses are less than \$500 and the function or meeting is relevant to the municipality.

Expenses related to Council conference attendance and professional development are captured each year as part of the operating budget process.

MOTION:

That Council approve the amendments to the Council Conference Attendance and Professional Development Policy #10350-26.

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Chief Administrative Officer

DATE: October 27, 2025

SUBJECT: Council Conference Attendance and Professional Development Policy
10530-33 Amendments

ORIGIN: Council attendance at meetings or functions not included in the Policy.

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

RECOMMENDATION: That Council approve the amendments to the Council Conference Attendance and Professional Development Policy #10350-26.

BACKGROUND: In order to make it clear that Councillors may attend out of town functions or meetings in addition to conferences and educational opportunities staff are recommending changes to this policy.

DISCUSSION: Staff have reviewed this policy and are recommending amendments to section 9 to include educational courses or other learning opportunities, and a new section 10 which would require members of Council wishing to attend functions or meetings not included in the policy to submit the request to the Mayor who may approve it provided reimbursable expenses are less than \$500 and the function or meeting is relevant to the municipality.

FINANCIAL IMPLICATIONS: The expenses related to Council conference attendance and professional development are captured each year as part of the operating budget process.

COMMUNITY ENGAGEMENT: No community engagement at this time; if Council approves the amendments the amended policy will be posted on the Town's website.

ENVIRONMENTAL IMPLICATIONS: No environmental implications to amending this policy.

SOCIAL JUSTICE IMPLICATIONS: No social justice implications to amending this policy.

ALTERNATIVES: 1. Direct staff to make other amendments. 2. Do not amend the policy.



AMHERST TOWN COUNCIL

RFD# 2025117

Date: October 27, 2025

ATTACHMENTS: Council Conference Attendance and Professional Development Policy
10530-33 with amendments



TITLE: Council Conference Attendance and Professional Development
SECTION: Executive Office
POLICY NO: 10350-26

APPROVAL DATE: May 23, 2023

CAO Signature: _____

PURPOSE:

To set out policy and guidelines for effective professional development for the Mayor and members of Council to ensure proper representation at national and provincial conferences and to allow a fair and equitable schedule for participation at these conferences by the members of Council, including the Mayor. In addition, the policy will also provide for appropriate professional development for the Mayor and members of Council.

POLICY STATEMENT:

1. Staff will prepare a list of known conferences and professional development opportunities for Council, including locations, as information becomes available. Typically, this would include Federation of Canadian Municipalities (FCM) annual conference, Nova Scotia Federation of Municipalities (NSFM) spring conference, NSFM fall conference, the Atlantic Mayors' Congress, the Canadian Association of Police Governance (CAPG) conference, and the joint conference of the Nova Scotia Chiefs of Police Association (NSCPA) and Nova Scotia Association of Police Governance (NSAPG).
2. Members of Council will submit conference attendance requests to the Clerk. Staff will compare these requests to the approved attendance in Section 3 of this policy and advise Council accordingly.
3. To ensure adequate representation and appropriate opportunities for Mayor and members of Council to attend, the following maximum numbers will apply and will be included in the annual operating budget:
 - a. NSFM spring conference –three members of Council;
 - b. NSFM fall conference – all members of Council;
 - c. FCM annual conference – three members of Council
 - d. Atlantic Mayors' Congress – Mayor or Deputy Mayor
 - e. CAPG national conference – one member of the Amherst Board of Police Commissioners, not necessarily a Council member
 - f. NSCPA/NSAPG fall conference – all three members of Council on the Amherst Board of Police Commissioners
4. In cases where more members of Council wish to attend an event than is permitted as per paragraph 3 above, Council shall determine which members will be authorized to attend.

TITLE: Council Conference Attendance and Professional Development
SECTION: Executive Office
POLICY NO: 10350-26

5. All members of Council will be permitted to attend the NSFM spring conference when it is in the Cumberland Region.
6. All members of Council will be permitted to attend the FCM Annual Conference when it is held in the Maritime Provinces.
7. Each member of Council will be provided the opportunity to attend at least one FCM conference or conference other than those listed in paragraph 3 during their four-year term as long as the content of the conference supports the strategic direction of Council, and attendance has been approved by Council.
8. The Mayor may attend one conference other than those listed in paragraph 3 per year.
9. Members of Council wishing to attend other conferences, or workshops, **educational courses or other learning opportunities**, not included in paragraph 3 **of this policy**, will submit the request to Council for approval, ~~Members of Council wishing to take educational courses or other learning opportunities not listed in this policy will submit the request to Council for approval,~~ **provided there are budgeted monies for same, and the content is considered relevant to municipal government.**
10. **Members of Council wishing to attend functions or meetings may request to do so to the Mayor, who may approve the request provided reimbursable expenses are less than \$500 and the function or meeting is relevant to the municipality. Council pre-approval is required for amounts over \$500.**
11. Where budget allows, the Town will support members of Council interested in participating in the NSFM / AMA Leadership Education Modules. Information on these modules will be provided to Council by the Clerk as it becomes available.
12. For all members of Council attending a conference or workshop on behalf of the Town of Amherst, a brief written report describing the purpose and results achieved must be submitted to Council for information within 60 days of the date of the conference or workshop.

TITLE: Council Conference Attendance and Professional Development
SECTION: Executive Office
POLICY NO: 10350-26

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Clerk	Ensure Mayor and Council are adhering Adhere to the requirements of the policy.
Mayor / Council	Approve requests for additional learning opportunities as per Section 9 and 10 of the policy.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<ol style="list-style-type: none"> Housekeeping amendments to reflect current names of current Boards. Add Section 11 to include additional learning opportunities. 	Clerk, LeBlanc	Council	May 23, 2023
Add language to sections 9 and 10 to clarify other educational / learning opportunities, and the requirement for Mayor/Council to approve attendance when costs are above \$500.	Clerk, LeBlanc	Council	

Minutes reference date: 24 April 2017 23 May 2023

SYNOPSIS

CORRECTIVE ACTION POLICY

The Town's approach to managing employee performance and conduct has largely been guided by practice rather than policy. This new policy was developed to clearly outline expectations, ensure consistency, provide early support, and reinforce our commitment to a fair and respectful workplace.

A companion procedure has also been developed that outlines the detailed steps for applying these principles in practice. This policy & procedure approach ensures that the policy provides direction on the purpose and principles, while the procedure provides flexibility for day-to-day operational application.

MOTION:

That Council approve the new Corrective Action Policy #04000-16.

TO: Mayor Small and Members of Council

SUBMITTED BY: Krista Crossman, Director of Human Resources

DATE: October 27, 2025

SUBJECT: Corrective Action Policy

ORIGIN: Council priority to review all policies and bylaws.

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

RECOMMENDATION: That Council approve the new Corrective Action Policy #04000-16.

BACKGROUND: The Town’s approach to managing employee performance and conduct has largely been guided by practice rather than policy. This policy was developed to clearly outline expectations, ensure consistency and reinforce our commitment to a fair and respectful workplace.

DISCUSSION: The new Corrective Action Policy sets the foundation for how the Town will approach performance and conduct concerns, emphasizing fairness, accountability, and early support.

A companion procedure has also been developed that outlines the detailed steps for applying these principles in practice. This policy & procedure approach ensures that the policy provides direction on the purpose and principles, while the procedure provides flexibility for day-to-day operational application.

FINANCIAL IMPLICATIONS: There are no financial implications.

COMMUNITY ENGAGEMENT: No community engagement is required. All department Directors have reviewed the draft policy and been given the opportunity to provide feedback as part of the internal consultation process.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: The policy promotes fairness, transparency, and equity in managing performance and conduct, ensuring all employees are treated consistently and respectfully.



ALTERNATIVES:

1. Accept recommendation to adopt the new Corrective Action Policy
2. Direct staff to develop alternative corrective action framework

ATTACHMENTS:

Corrective Action Policy #04000-16.

TITLE: CORRECTIVE ACTION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO.: 04000-16

APPROVAL DATE: _____

CAO Signature: _____

PURPOSE

The Town of Amherst is committed to fostering a high-performing, respectful, and accountable workplace. This policy establishes the mandate for a clear, fair, and progressive system of performance and conduct management designed to clarify expectations, support employee development, and ensure compliance with our organizational standards.

SCOPE

This policy applies to all employees of the Town of Amherst. For unionized employees, the terms of the applicable collective agreement shall take precedence in the event of any conflict.

GUIDING PRINCIPLES

All corrective actions and performance management activities undertaken by the Town shall adhere to the following core principles:

Fairness and Due Process: Actions must be proportional, applied consistently, and respect the employee's right to respond and provide context.

Progressive Approach: The process will emphasize early intervention, coaching, and development to support improvement before formal disciplinary action is taken.

Clarity and Accountability: Expectations, concerns and potential consequences must be communicated clearly and respectfully.

DELEGATION AND RESPONSIBILITY

The Chief Administrative Officer (CAO) is authorized to develop, implement, and maintain a detailed Corrective Action Procedure. This procedure shall outline the specific step-by-step framework necessary to operationalize the principles set forth in this policy.

The procedure will be managed by the Human Resources department.

CONFIDENTIALITY

All matters related to performance management and corrective action will be managed with discretion and confidentiality. Information will be shared only with individuals who require it to perform their role.

TITLE: CORRECTIVE ACTION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO.: 04000-16

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Chief Administrative Officer	The CAO will: <ol style="list-style-type: none"> a. Authorize and delegate maintenance of a Corrective Action Procedure b. Serve as the final approval authority for all formal disciplinary actions and for all formal appeals
Directors/Managers	Directors/managers will: <ol style="list-style-type: none"> a. Uphold the guiding principles of this policy by promptly addressing performance and conduct concerns b. Ensure the fair, consistent application of the Corrective Action Procedure
Human Resources	Human resources staff will: <ol style="list-style-type: none"> a. Support management by providing guidance, ensuring policy compliance, and developing necessary training and support resources.
Employees	Employees will: <ol style="list-style-type: none"> a. Meet established standards for performance and conduct in the workplace b. Engage constructively in all feedback and improvement efforts required by the Correct Action Procedure

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Director, Human Resources	Council	

Minutes Reference Date:

SYNOPSIS

ARTS AND CULTURE POLICY AMENDMENTS

Staff reviewed the existing policy and have determined the bulk of the policy is well written and continues to reflect the commitment of the Town to support initiatives surrounding Arts and Culture in our community. Staff have been working with several community groups over the last several years to promote, develop and offer support in the establishment of activities, events and incorporation of nonprofits to enhance the arts in Amherst. Such work includes support to CANSA, The Chignecto Arts Council, Indigenous Affairs, The Great Amherst Cultural Society, etc. This work is continuously ongoing.

MOTION:

That Council approve the amendments to the Arts and Culture Policy #72000-04.



AMHERST TOWN COUNCIL

RFD# 2025113

Date: October 27, 2025

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: October 27, 2025

SUBJECT: Arts and Culture Policy Amendments

ORIGIN: Policy and Bylaw Review.

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

RECOMMENDATION: That Council approve the amendments to the Arts and Culture Policy #72000-04.

BACKGROUND: As part of the monthly review of policies and bylaws staff have reviewed the Arts and Culture Policy last updated January 2007.

DISCUSSION: Staff reviewed the existing policy and have determined the bulk of the policy is well written and continues to reflect the commitment of the Town to support initiatives surrounding Arts and Culture in our community. Staff have been working with several community groups over the last several years to promote, develop and offer support in the establishment of activities, events and incorporation of nonprofits to enhance the arts in Amherst. Such work includes support to CANSA, The Chignecto Arts Council, Indigenous Affairs, The Great Amherst Cultural Society, etc. This work is continuously ongoing.

FINANCIAL IMPLICATIONS: There are no financial implications to this decision.

SOCIAL JUSTICE IMPLICATIONS: Approving the amendments to this policy shows commitment by the Town of Amherst to improve our overall vibrancy while showing all aspects of Inclusion, Diversity and Equity in all our functions.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to this decision.

COMMUNITY ENGAGEMENT: Ongoing through surveys, focus groups and work with committees.

ALTERNATIVES: 1) Do not approve the recommended amendments.

ATTACHMENTS: Policy with proposed amendments.



TITLE: Arts and Culture Policy
SECTION: Recreation and Cultural Services - General
POLICY NO: 72000-04

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

PURPOSE:

The Town of Amherst recognizes that arts and culture contribute to the quality of life of its citizens. The Town also recognizes that a strong and active cultural environment promotes a sense of identity and belonging and serves as an opportunity for tourism and the generation of economic impacts both directly and indirectly.

The Town is committed to ensuring that our citizens have an awareness of arts and culture, artistic achievement, cultural diversity and our unique heritage, and that it is reflected to our citizens and to the world, through our businesses, buildings, facilities ~~and programs~~, **programs and initiatives**.

POLICY STATEMENT:

The Town of Amherst will support the development of arts and culture in the areas of community development, visual and performing arts and cultural activities, as appropriate, and as resources allow.

OBJECTIVES

- Increase public awareness and appreciation of arts and culture through utilizing the promotional tools currently available.
- Encourage access to arts and cultural activities through the development of new tools for promotion and marketing
- Support and encourage the development of partnerships with the business community to help promote visual arts in their workplace, buildings and other work environments. Partnerships between government, business, associations, individuals and the arts community will enhance the development and provision of arts activities, and access to the arts.
- Recognize achievement in arts and culture. Creativity, innovation, and excellence should be valued, supported and celebrated as essential elements of arts community development.
- Encourage, properly maintain and promote art in the public domain ~~., such as the Amherst Mural Project.~~
- Provide encouragement, information and opportunities for artists and cultural groups to strengthen their administrative, marketing, technology, and management skills. (See ~~Policy 72000-03 Grants to Organizations~~ **72000-08 Community Support Grants Policy**).

TITLE: Arts and Culture Policy
SECTION: Recreation and Cultural Services - General
POLICY NO: 72000-04

- Preserve, use and promote Amherst’s unique history and heritage, both built and cultural.
- Work cooperatively with other levels of government, educational bodies, and associations, to further develop arts and culture in Amherst.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director, Community Living	Ensure policy is adhered to and make recommendations for change as needed
CAO	Ensure any amendments suggested are reviewed by Council on a timely basis

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Remove the reference to the Amherst Mural Project, as well as the reference to the Grants to Organizations Policy and replacing it with the Community Support Grants Policy	Director, Community Living	Council	

Minutes reference date: January 22, 2007

SYNOPSIS

NEW LAND SALES AND DEVELOPMENT POLICY

The Town is actively selling land within the industrial park and on Marshview Drive. Conditions for the sale of land within the industrial park are contained within the Industrial Park Land Sales Policy. For Marshview Drive, the conditions of sale have been determined by Council resolution. The proposed policy will consolidate the conditions of sale of land within both the industrial park and on Marshview Drive into one new consolidated policy. This will provide for a more efficient process and provide clear direction to staff. In addition, the policy includes a provision that requires that the proceeds of the land sales from both Marshview Drive and the industrial park be used for future phases of these projects, or other land development initiatives.

MOTION:

That Council approve the new Land Sales and Development Policy, and further that Council repeal the Current Sale of Usable Land Policy and Industrial Park Land Sales Policy.

TO: Mayor Small and Members of Council

SUBMITTED BY: Jason MacDonald, CAO

DATE: October 27, 2025

SUBJECT: Land Sales and Development Policy

ORIGIN: With the pending purchase of land for the expansion of the industrial park and with the Town actively selling land on Marshview Drive, clear direction from Council on the sale of the lands via policy is required.

LEGISLATIVE AUTHORITY: MGA Section 50 (5) (b) A municipality may sell property at market value when the property is no longer required for the purposes of the municipality.

RECOMMENDATION: That Council approve the new Land Sales and Development Policy, and further that Council repeal the current Sale of Usable Land Policy and Industrial Park Land Sales Policy.

BACKGROUND: The Town is actively trying to sell land within the industrial park and on Marshview Drive. For Marshview Drive, the conditions of sale have been determined by Council resolution; however, a Land Sales and Development Policy would provide a consolidated, more clear direction to staff. In addition, a policy on the use of the proceeds of the land sales would be beneficial as well.

DISCUSSION:

Marshview Drive: -

Council, via resolution, has provided the CAO direction to sell lots on Marshview Drive for \$50,000 subject to buyback restriction and development requirements. Providing clear direction via policy is a better practice.

Industrial Park:

Council, via policy, has provided the CAO direction to sell lots on within the Industrial Park for \$25,000 per acre (current assessed value) subject to buyback restriction and development requirements. Inclusion in one consolidated land sales and development policy would be beneficial..

Proceeds from the sale of land:

The proposed policy requires that the proceeds from the sale of the land within the industrial park and on Marshview Drive be placed in a reserve for future land development expenses,

mainly future phases of each project at this time. Allocating these funds for this purpose will ensure future phases of both projects can be financed, at least partially, from current land sales.





AMHERST TOWN COUNCIL

RFD# 2025120

Date: October 27, 2025

In the longer term, this reserve may be able to fund additional development projects to further expand our commercial, residential or industrial sectors.

All costs associated with buying and selling land would also be funded from this reserve.

FINANCIAL IMPLICATIONS: There are no direct financial implications to this policy, however having a policy that does not require Council approval of each sale may greatly improve our chances of attracting industry to the Town. Further, setting aside the funds from the sale of the lands is a prudent way to facilitate future land development initiatives.

SOCIAL JUSTICE IMPLICATIONS: There are no direct social justice implications to this policy.

ENVIRONMENTAL IMPLICATIONS: There are no direct environmental implications to this policy.

COMMUNITY ENGAGEMENT: No community engagement is anticipated at this time.

ALTERNATIVES: Do not adopt the policy, or adopt a policy with amendments.

ATTACHMENTS: Draft New Land Sales and Development Policy; Sale of Usable Land Policy, Industrial Park Land Sales Policy



TITLE: Land Sales & Development Policy
SECTION: Land and Structures Acquisition and Disposal
POLICY NO: 02300-04

APPROVAL DATE: _____

CAO Signature: _____

PURPOSE:

1. To provide guidance and authority to the Chief Administrative Officer (CAO) for the sale of developable lots owned by the Town of Amherst;
2. Provide flexibility to the CAO to sell or retain industrial / commercial land based on market conditions and future development needs, with all land sold at no less than its appraised value;
3. To ensure that the sale of lots can occur in a timely manner needed to ensure sales are not impeded by undue process; and
4. To provide guidance to Council on the use of the proceeds of land sales.

POLICY STATEMENT:

Amherst Industrial Park and Ancestral Drive

5. All lots will be appraised by a qualified appraiser to determine market value at least every 36 months from the anniversary date of this policy.
6. The CAO has the authority to sell lots in the Amherst Industrial Park and on Ancestral Drive:
 - a. To facilitate business that meets the criteria of the Amherst Land Use Bylaw and Municipal Planning Strategy.
 - b. At a minimum price equal to at least the appraised value of the property in question, on a cost per square foot basis.
 - c. With an executed agreement that reserves unto the Town an option to purchase the lands conveyed herein at a price equal to 80% of the original selling price if construction of a building or addition thereto has not commenced within 18 months of the purchase completion date.
 - d. The CAO will exercise sole discretion over the timing and conditions of the sale of industrial lots, and may require a site development plan to help facilitate a decision on the sale of the land.

Marshview Drive

7. The CAO has the authority to sell lots on Marshview Drive:
 - a. At the price of \$50,000 per lot.
 - b. With an executed agreement that reserves unto the Town an option to purchase the lands conveyed herein at a price equal to the original selling price if

TITLE: Land Sales & Development Policy
SECTION: Land and Structures Acquisition and Disposal
POLICY NO: 02300-04

- construction of a dwelling has not commenced within 36 months of the purchase completion date.
- c. With an executed agreement that reserves unto the Town an option to add a uniform charge intended to recover the costs of land development which are not being recovered in the selling price. Such a charge will be in the amount of \$3,000 per year until such a time as a completed back fill inspection is completed on the property, or for a duration of five years, whichever is less. Such a charge would be annual and not prorated and calculated by April first each year based on the condition of the land during the prior fiscal year and initially commencing April 1 the year after the sale of the property.
 - d. With a covenant that states, "No Building other than a single-family dwelling shall be constructed on the lands having a minimum, above grade, square footage of 1300 square feet of total living space (exclusive of an attached or detached garage); and in the case of a dwelling with multiple storeys the ground floor shall be permitted to have a minimum of 750 square feet of living space where the balance of the 1300 square feet is located on the upper floors; and any single-family dwelling may include an accessory suite not exceeding 35% of the living space of the main dwelling, or 1000 square feet, whichever is less. Garden Suites will be regulated as per the land use by-law."

Other Usable Town Land

8. Other usable Town land includes all land other than the above lands that meets the requirements of the Subdivision Bylaw, Municipal Planning Strategy and Land Use Bylaw, and is not required for Town use.
9. The Town of Amherst may make available for sale usable property which Council deems, from time to time, to be surplus to its needs.
10. The sale of property will be undertaken by either public tender, public auction, commission arrangement with local real estate firms, and/or by the Town posting the property for sale. The minimum asking price to be stipulated will be based on the appraised value for the property, prepared by an appraiser licensed and certified to practice in Nova Scotia, or a comparison to other property recently sold by the Town and will be approved by Council before the land is listed for sale.
11. Council may consider any offer presented after public tender.
12. For sale by public auction, Council will set a minimum price
13. Final decision to sell the property rests with Council, unless specific direction is provided by Council to the CAO.

TITLE: Land Sales & Development Policy
SECTION: Land and Structures Acquisition and Disposal
POLICY NO: 02300-04

General

- 14. The CAO may refer a sale to Council at their discretion.
- 15. All sales will be reported to Council at the next scheduled Committee of the Whole meeting.
- 16. All sales will be processed on a first come / first served basis.
- 17. When the CAO and purchaser cannot agree on a sale the proposed sale will be referred to Council for a decision.

Proceeds from the Sale of Land

Proceeds from all land sales will be placed in the Capital Reserve in a separate G/L named Reserve Land Sales. Any expenses incurred relating to land sales will be paid for from the proceeds of sale in the Capital Reserve – Reserve Land Sales.

The Capital Reserve – Reserve Land Sales funds are only to be used for future capital land development costs or land purchases.

Title/Role	Responsibilities
CAO	Negotiate terms of sales in the industrial park; execute purchase and sales agreements that meet policy
Director of Planning	Market land for sale; coordinate real estate transactions; ensure efficient planning and development approval processes are in place.
Director of Finance	Ensure that land sale proceeds are placed in the Land Sales G/L in the Capital Reserve fund.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Chief Administrative Officer	Council	

TITLE: Sale of Usable Town Owned Lands
SECTION: Facilities Management
POLICY NO: 2300-01

APPROVAL DATE: March 24, 2025

CAO Signature: 

PURPOSE

To establish a policy on the sale of surplus usable Town owned land. For the purposes of this policy, Usable shall mean:

All Town owned property that meets the requirements of the Subdivision Bylaw, Municipal Planning Strategy and Land Use Bylaw, and is not required for Town use.

POLICY

The Town of Amherst shall make available for sale usable property which Council deems, from time to time, to be surplus to its needs.

Except in the case of properties located in the Industrial Zone, the sale of property will be undertaken by either public tender, public auction, commission arrangement with local real estate firms, and/or by the Town posting the property for sale. The minimum asking price to be stipulated will be based on the appraised value for the property, prepared by an appraiser licensed and certified to practice in Nova Scotia and will be approved by Council before the land is listed for sale.

Any sale at a price less than the asking price must receive prior Council approval and Council may consider any offer presented after public tender.

For sale by public auction, Council will set a minimum price.

Property sold on Town owned lands located in the Industrial Zone shall conform to the **Industrial Park Land Sales Policy**.

TITLE: Sale of Usable Town Owned Lands
SECTION: Facilities Management
POLICY NO: 2300-01

ROLES AND RESPONSIBILITIES

Title Role	Responsibilities
Director, Planning & Economic Development	Property sale facilitation

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
To add the stipulations that property sold on Town owned lands located in the Industrial Zone shall conform to the Industrial Park Land Sales Policy.	Fisher, Director of Planning and Economic Development	Council	March 24, 2025

Minutes reference date: August 17, 1992: January 20, 1997 December 13, 1999 October 24, 2005 September 25, 2006 March 24, 2025

TITLE: Industrial Park Land Sales Policy
SECTION: Facilities Management
POLICY NO: 2300-04

APPROVAL DATE: March 24, 2025

CAO Signature: 

PURPOSE

1. To provide guidance and authority to the Chief Administrative Officer (CAO) for the sale of industrial-use land within the Town of Amherst, specifically in the Industrial Zone, in alignment with broader economic development goals.
2. Provide flexibility to the CAO to sell or retain industrial land based on market conditions and future development needs, with all land sold at its appraised value, or at a price established by Council.
3. To ensure that the sale of lots in the Amherst Industrial Park can occur in a timely manner needed to ensure sales are not impeded by undue process.

POLICY

The Town of Amherst is committed to fostering economic growth and development by ensuring timely sale of industrial land to attract new businesses. The CAO will be authorized to sell Town owned industrial lots at their appraised value, or at a price established by Council.

APPLICATION

The CAO will have authority to sell industrial lands in the Industrial Zone under the following conditions:

1. The proposed development meets the criteria of the Amherst Land Use Bylaw and Municipal Planning Strategy.
2. The sale is valued at the appraised value of the subject property, on a cost per square foot basis. The sale price shall be based on market value established by a third-party appraisal completed no more than 36 months prior to the sale, or a price established by Council.
3. The Purchase and Sale Agreement shall include a Site Development Proposal and a Buy-Back Agreement.
4. The Buy Back Agreement shall stipulate that the Town may repurchase the property if construction is not commenced within twenty-four months from the closing date.
5. On a first come / first served basis, except where multiple offers exist on the same property, the CAO, at their sole discretion, may evaluate the Site Development Proposal.
6. The CAO will exercise sole discretion over the timing and conditions of the sale of industrial lots, and may refer a sale to Council at their discretion.
7. All sales will be reported to Council at the next scheduled Committee of the Whole meeting.

TITLE: Industrial Park Land Sales Policy
SECTION: Facilities Management
POLICY NO: 2300-04

- 8. All revenue will be deposited in a Capital Reserve account as per the Municipal Government Act.

ROLES AND RESPONSIBILITIES

<i>Title/Role</i>	<i>Responsibilities</i>
Economic Development Officer	Promote the sale of lots in the Industrial Park and any expansion thereof.
CAO	Negotiate and execute necessary agreements related to the sale of lots

For Administrative Use Only:

VERSION LOG

<i>Amendment Description</i>	<i>Policy Owner</i>	<i>Approved By</i>	<i>Approval Date</i>
New Policy	Fisher, Director of Planning & Economic Development	Council	March 24, 2025

Minutes reference date: March 24, 2025

SYNOPSIS

BY-LAW TO AMEND THE FIRES AND BURNING OF MATERIALS BY-LAW C-07 SECOND READING

The current Fires and Burning of Materials By-law was approved by Council in 2023. The intent of this by-law was to establish requirements around the ignition, setting fire to or burning of any materials, articles or substances, out of doors, within the limits of the Town of Amherst.

During a review of the current by-law, it was identified that additional clarification was needed regarding the use of recreational outdoor burning appliances fueled by propane or natural gas. This clarification is intended to ensure consistent understanding and application of the by-law's requirements.

MOTION:

That Council give Second Reading of the By-law to Amend the Fires and Burning of Materials By-law C-7.

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Greg Jones, Director of Fire Services

DATE: October 27, 2025

SUBJECT: By-law to Amend the Fires and Burning of Materials By-law C-07 Second Reading

ORIGIN: Bylaw review

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

RECOMMENDATION: That Council give Second Reading of the By-law to Amend the Fires and Burning of Materials By-law C-7.

BACKGROUND: The current by-law was approved by Council in 2023. The intent of this by-law was to establish requirements around the ignition, setting fire to or burning of any materials, articles or substances, out of doors, within the limits of the Town of Amherst.

DISCUSSION: During the review of the current by-law, it was identified that additional clarification was needed regarding the use of recreational outdoor burning appliances fueled by propane or natural gas. This clarification is intended to ensure consistent understanding and application of the by-law's requirements.

The following amendments aim to improve clarity and ensure the by-law accurately reflects the intent and scope of regulations concerning outdoor burning appliances.

- Clauses 4(g), 4(h), and 4(i) have been relocated under Clause 4(e), as they pertain specifically to recreational outdoor burning appliances that utilize wood or other combustible materials. This reorganization excludes appliances fueled by propane or natural gas, which are governed under Clause 4(j).
- Clause 4(j) has been renumbered to Clause 4(g) to reflect the structural changes above. Additionally, the reference to the "Nova Scotia Department of Natural Resources and Renewables" has been updated for accuracy. An exception statement has also been added to clarify the applicability of Clause 4(f) in relation to propane and natural gas appliances.





AMHERST TOWN COUNCIL

RFD# 2025123

Date: October 27, 2025

COMMUNITY ENGAGEMENT: The required Notice of Intent to give second reading was published on the Town of Amherst Website on October 7, 2025. Should Council give Second Reading, the enabling Notice of Publication will be published in a local newspaper as legislated.

FINANCIAL IMPLICATIONS: The proposed changes to this by-law will have no financial implications on the Town of Amherst.

SOCIAL JUSTICE IMPLICATIONS: This by-law amendment will have no social justice implications for the Town of Amherst.

ENVIRONMENTAL IMPLICATIONS: There is potential for environmental implications with amending this by-law as it relates to the products of combustion.

ALTERNATIVES:

1. Accept the recommended amendments and proceed with Second Reading of this by-law
2. Provide further direction to staff
3. Reject these recommended changes

ATTACHMENTS:

1. By-law to Amend the Fires and Burning of Materials By-law C-07
 2. C-07 Fires and Burning of Materials By-law – Amendment 2025
-



BY-LAW TO AMEND THE FIRES AND BURNING OF MATERIALS BY-LAW, C-07

The Town of Amherst Fires and Burning of Materials By-law is hereby amended as follows:

- Clauses 4(g), 4(h), and 4(i) have been relocated under Clause 4(e) as #s 4, 5 and 6 as they pertain specifically to recreational outdoor burning appliances that utilize wood or other combustible materials. This reorganization excludes appliances fueled by propane or natural gas, which are governed under Clause 4(j).
- Clause 4(j) has been renumbered to Clause 4(g) to reflect the structural changes above. Additionally, the reference to the “Nova Scotia Department of Natural Resources and Renewables” has been updated for accuracy. An exception statement has also been added to clarify the applicability of Clause 4(f) in relation to propane and natural gas appliances.

TITLE: FIRES AND BURNING OF MATERIALS BY-LAW
SECTION: PROTECTIVE SERVICES
BYLAW: C-7

APPROVAL DATE: _____

CAO Signature: _____

1. SHORT TITLE

This By-Law shall be known as the Fires and Burning By-Law.

2. DEFINITIONS

In this By-Law,

“**owner**” has the same meaning as in the Municipal Government Act;

“**Recreational outdoor burning appliance**” means an appliance that is designed to contain a small fire for recreation and entertainment purposes, equipped with a spark arrester and includes an outdoor fireplace, an outdoor dome fireplace, or fire pit. This does not include an appliance that is designed or used to provide heat to a building.

3. FIRES AND BURNING OF MATERIALS

No person shall light, ignite, start, allow or cause to be lit, ignited or started, or add fuel to, or otherwise permit or encourage to burn, a fire of any kind whatsoever in the open air, except as permitted by this bylaw within the limits of the Town of Amherst. For greater clarity, the burning of materials, articles or substances in any container outside a building shall be considered burning outdoors. This means any place on a property that is not a building. A structure used mainly for the purpose of containing a burning facility or housing a vessel used for burning of materials or substances, does not qualify as a building. No person shall burn rubber tires, oil, plastic, petroleum products or domestic waste, such as leaf and yard waste including grass and grass clippings, twigs, and house and garden plants; and construction or demolition material, including saw dust, wood shavings, planking, siding, wood beams, plastic and rubber.

Only recreational outdoor burning appliances may be used throughout the Town of Amherst without permit as long as they meet the requirements of this bylaw. Further, the user of these types of appliances shall ensure that the manufacturers operating instructions for these appliances are followed and a copy is retained and readily available upon request. In the case where the manufacturers operating instructions are stricter than the requirements of defined in this bylaw, then the position and operation of the appliance shall comply with the manufacturer’s instructions, followed by the remaining requirements of this bylaw.

4. PERSON IN CHARGE OF THE FIRE

There shall be a person designated as being charge of the fire. This person shall be the owner of the property upon which the burning is taking place, or a person who has the owner consents to conduct the burning. The person in charge shall ensure that:

- a. They are at least the age of nineteen (19) years of age or older and shall have the ability to act quickly without delay if an issue or incident occurs in relation to the fire, and has the means to call 911 from the site, without delay. Shall be present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;

TITLE: FIRES AND BURNING OF MATERIALS BY-LAW
SECTION: PROTECTIVE SERVICES
BYLAW: C-7

b. They are present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;

c. They are equipped with tools or equipment to contain an outdoor fire (which may include brooms, rakes, back tanks, shovels and an extinguisher or garden hose) shall be available on the property within a reasonable distance from where the fire is located, that has an adequate water supply;

d. The operating instructions that came with the recreational outdoor burning appliance shall be retained and readily available upon request. In addition, in the case where the operating instructions from the manufacture are stricter than the requirements of in this Bylaw, then the position and operation of the appliance must comply with those operating instructions;

e. Where the recreational outdoor burning appliance burns wood instead of natural gas or propane:

1. it shall have a spark arrestor or mesh screen used to contain any sparks or blowing debris, that has no openings larger than 9.65 mm (3/8"). A spark arrestor is a device fitted to a recreational outdoor burning appliance to prevent the release of sparks into the atmosphere or surrounding area;
2. In the case of using wood, you shall ensure that only clean, dry, untreated wood or charcoal is burned. This means wood that has not been chemically treated, stained or painted, and has been stored in a manner to deter dampness;
3. The fire shall not exceed 60 centimeters in width at the largest point and not piled higher than 45 centimeters in height; and shall not create an unreasonable interference with a neighboring property owner's enjoyment of his or her property;
4. Recreational outdoor burning appliances shall not be placed on wooden decks or combustible surfaces or under or near a combustible structure; and that only one recreational outdoor burning appliance is used on a property at a time;
5. Burning does not take place within 4.75 metres (15 feet) of any dwelling, accessory building, flammable structure, combustible material or property line;
6. No fire is to be ignited or remain active when the wind speed is in excess of 25 km per hour as reported on the Environment Canada Website for Amherst, Nova Scotia;

f. Where the recreational outdoor burning appliance burns natural gas or propane it shall not have combustible products added to it while in operation.

TITLE: FIRES AND BURNING OF MATERIALS BY-LAW
SECTION: PROTECTIVE SERVICES
BYLAW: C-7

~~g. Recreational outdoor burning appliances shall not be placed on wooden decks or combustible surfaces or under or near a combustible structure; and that only one recreational outdoor burning appliance is used on a property at a time;~~

~~h. Burning does not take place within 4.75 metres (15 feet) of any dwelling, accessory building, flammable structure, combustible material or property line;~~

~~i. No fire is to be ignited or remain active when the wind speed is in excess of 25 km per hour as reported on the Environment Canada Website for Amherst, Nova Scotia;~~

j ~~g.~~ Shall ensure that no fires are ignited when a “~~non-burn day~~ — Burning is not permitted **“Burning is not allowed”** indicator is issued for the Cumberland region, by the Nova Scotia department of ~~Lands & Forestry~~ **Natural Resources and Renewables**, between the period of March 15th to October 15th or as determined from time to time by the Province of Nova Scotia as set out in the Forest Fire Protection Regulations. **Exception: this clause does not apply if the recreational outdoor burning appliance complies with 4(f).**

5. SPECIAL BURNING PERMIT

In addition, to the requirements and allowances defined in this bylaw there may be a situation where the burning of materials is not defined within this bylaw. In these cases, an application for special burning permit shall be requested by making application to the Fire Chief.

The Fire Chief may issue a special burning permit to an applicant and may prescribe additional requirements within the permit. The Fire Chief, in issuing a permit may specify conditions upon which the permit is granted.

The Fire Chief, in considering an application for a permit may refuse to issue a permit if the Fire Chief is not satisfied that the proposed burning complies with the other provisions of this Bylaw or if the Fire Chief is not satisfied that the proposed burning could be carried out safely. The Fire Chief may revoke a permit issued under this bylaw at any time.

6. AUTHORITY

The Fire Chief or anyone who is directed by the Town of Amherst to enforce this bylaw shall have control over the prevention and suppression of fires governed by this bylaw; and may enter upon any land, at any reasonably necessary time, for the purpose of performing their duties and functions pursuant to this Bylaw.

Where it is determined that a fire poses a fire hazard to persons or property, or where there is a failure to meet the requirements of this bylaw, they shall have the authority to extinguish or order extinguished any fire which poses a health or safety hazard to persons or property, or in their opinion that the fire causing a nuisance; or does not comply with the provisions of this Bylaw.

TITLE: FIRES AND BURNING OF MATERIALS BY-LAW
SECTION: PROTECTIVE SERVICES
BYLAW: C-7

7. PENALTY

Any person who violates or contravenes any of the provisions of this bylaw shall, upon conviction thereof, be subject on summary conviction to a fine of not less than one hundred dollars and not more than ten thousand dollars, in accordance with section 505(2) of the Municipal Government Act.

A fine can be applied on an individual by anyone who is directed by the Town of Amherst to enforce this bylaw as follows:

- a. First offence: \$250.00
- b. Second offence: \$500.00
- c. Third offence: \$1,000.00
- d. Fourth offence: \$1,500.00

8. EXCEPTION

This By-Law shall not apply to persons acting directly under the authority of the Fire Chief of the Amherst fire department in the performance of their duties.

9. REPEAL

All Fires and Burning of Materials Bylaws of the Town now in force are hereby repealed and this by-law substituted therefor.

For Administrative Use Only

Fires and Burning of Materials Bylaw C-7 Adoption	
First reading:	September 22, 2025
Notice of Intent:	October 7, 2025
Second Reading:	
Notice of Publication and Effective Date of Bylaw:	
Notice to Service Nova Scotia & Municipal Relations:	

VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
Director of Fire Services, Jones	Remove the requirement that an appliance is approved by CSA (Canadian Standards Association) or ULC (Underwriters' Laboratories of Canada)	June 26, 2023
Director of Fire Services, Jones	Clauses 4 (g)(h)(i) have been placed under 4(e); Clause 4(j) is now 4(g) - changed to include Nova Scotia Department of Natural Resources and Renewables, and an exception statement added that is related to 4(f).	

SYNOPSIS

CUMBERLAND YMCA FUNDING REQUEST – AFFORDABLE HOUSING

The YMCA of Cumberland has purchased land located at the corner of Crescent Avenue and Albion Street for an affordable housing development. Concept drawings have been created for a 36-unit residential development consisting of two three-storey buildings. 70% of the units will be affordable. To qualify for senior government construction funding, Class B drawings are required at an estimated cost of \$130,000.

The YMCA have requested that the Town of Amherst provide \$50,000 to support this initiative.

This request aligns with Council's strategic priorities, particularly in the areas of inclusivity and housing availability. The eventual redevelopment of this property represents a significant addition to the housing stock in the downtown area within a neighbourhood in need of regeneration. With just over \$46,000 in the Social Equity Reserve Fund staff are recommending a grant in the amount of \$30,000.

MOTION:

That Council approve a contribution in the amount of \$30,000 to the YMCA of Cumberland for development of Class B drawings of an affordable housing project at 1 Albion Street, to be funded from the Operating Reserve – Social Equity.

TO: Mayor Small and Members of Council

SUBMITTED BY: Andrew Fisher, Director of Planning & Economic Development

DATE: October 27, 2025

SUBJECT: YMCA Funding Request – Affordable Housing

ORIGIN: Request from the YMCA of Cumberland for \$50,000 to help fund the development of class B drawings for a 36-unit development with affordable and mixed market apartments.

LEGISLATIVE AUTHORITY: MGA 57 *A municipality may (4) [...] provide direct financial assistance to a business for the purpose of increasing the availability of affordable housing in the municipality.*

RECOMMENDATION: That Council approve a contribution in the amount of \$30,000 to the YMCA of Cumberland for development of Class B drawings of an affordable housing project at 1 Albion Street, to be funded from the Operating Reserve – Social Equity.

BACKGROUND: The YMCA of Cumberland has purchased land located at 1 Albion Street, at the corner of Crescent Avenue and Albion Street. An architectural firm has been engaged to develop the attached concept drawings for a 36-unit residential development, which will consist of two three-storey buildings. 70% of the units will be affordable and 30% will be market rate, which is the general ratio required to make the building capital and operating costs sustainable. To qualify for senior government construction funding, Class B drawings are required at an estimated cost of \$130,000. The YMCA is requesting a \$50,000 contribution from the Town to support this next stage of the project.

This request aligns with Council’s strategic priorities, particularly in the areas of inclusivity and housing availability.

Priority Outcomes:

- **Housing Availability:** Deliver diverse housing opportunities across the full housing spectrum to meet the needs of a growing workforce and attract new residents.
- **Support for Affordable Housing:** Partner with and support organizations that develop affordable housing options.
- **Social Equity:** Prioritize developments that accelerate housing solutions for equity-deserving groups.

DISCUSSION: Providing funding to help advance this project not only aligns with the Town’s Strategic Plan, but also strongly supports both the current and future Municipal Planning





AMHERST TOWN COUNCIL

RFD# 2025121

Date: October 27, 2025

Strategy policies by increasing housing opportunities in the downtown area. This part of town is particularly in need of redevelopment, and the proposed project would represent a significant and positive addition to the community.

FINANCIAL IMPLICATIONS: \$30,000 from the Operating Reserve – Social Equity.

SOCIAL JUSTICE IMPLICATIONS: This project provides housing for equity-deserving people.

ENVIRONMENTAL IMPLICATIONS: The project is infill development on existing services.

COMMUNITY ENGAGEMENT: A development agreement process will be required that will include public engagement.

ALTERNATIVES: Refuse the funding request or change the recommended amount.

ATTACHMENTS:



SYNOPSIS

INDUSTRIAL PARK LANDS PURCHASE AND SALE AGREEMENTS

One of Council's strategic priorities is to develop a plan for expansion of the Industrial Park. Only two large lots remain in the existing Industrial Park, both of which may be sold in the near future. Having available land for industrial development is critical to the future growth of the town.

The subject Purchase and Sale Agreements would see the Town take ownership of approximately 66 acres of vacant land located south of Industrial Park Drive and west of Ancestral Drive, for a total purchase price of \$1,050,000, plus applicable HST. The agreements stipulate a 90-day due diligence period to allow for soils testing and an environmental assessment.

MOTION:

That Council approve the purchase of lands for Industrial Park expansion including a 20-acre parcel on Race Track Road from Charlie McInnis for \$150,000 (plus applicable HST), and three parcels on Industrial Park Drive and Ancestral Drive totalling approximately 46 acres from Roger McInnis for \$900,000 (plus applicable HST) with all funds to be paid from the Operating Reserve over a three year period, and further to add this project to the current capital budget and that that CAO and Mayor be authorized to execute the necessary agreements.

TO: Mayor Small and Members of Council

SUBMITTED BY: Andrew Fisher, Director of Planning & Economic Development

DATE: October 27, 2025

SUBJECT: Industrial Park Expansion – Agreements of Purchase & Sale

ORIGIN: September 26, 2025, Council motion:

Inform Roger and Charlie McInnis that we will accept their offer to purchase their land off Industrial Park Drive (subject to our performance of due diligence) and to develop a purchase and sale agreement for Council's formal approval.

It is a Council Strategic Priority to *develop a plan and decision on the expansion of the industrial park.*

LEGISLATIVE AUTHORITY: MGA 50(5a) *A municipality may acquire property, including property outside the municipality, that the municipality requires for its purposes or for the use of the public.*

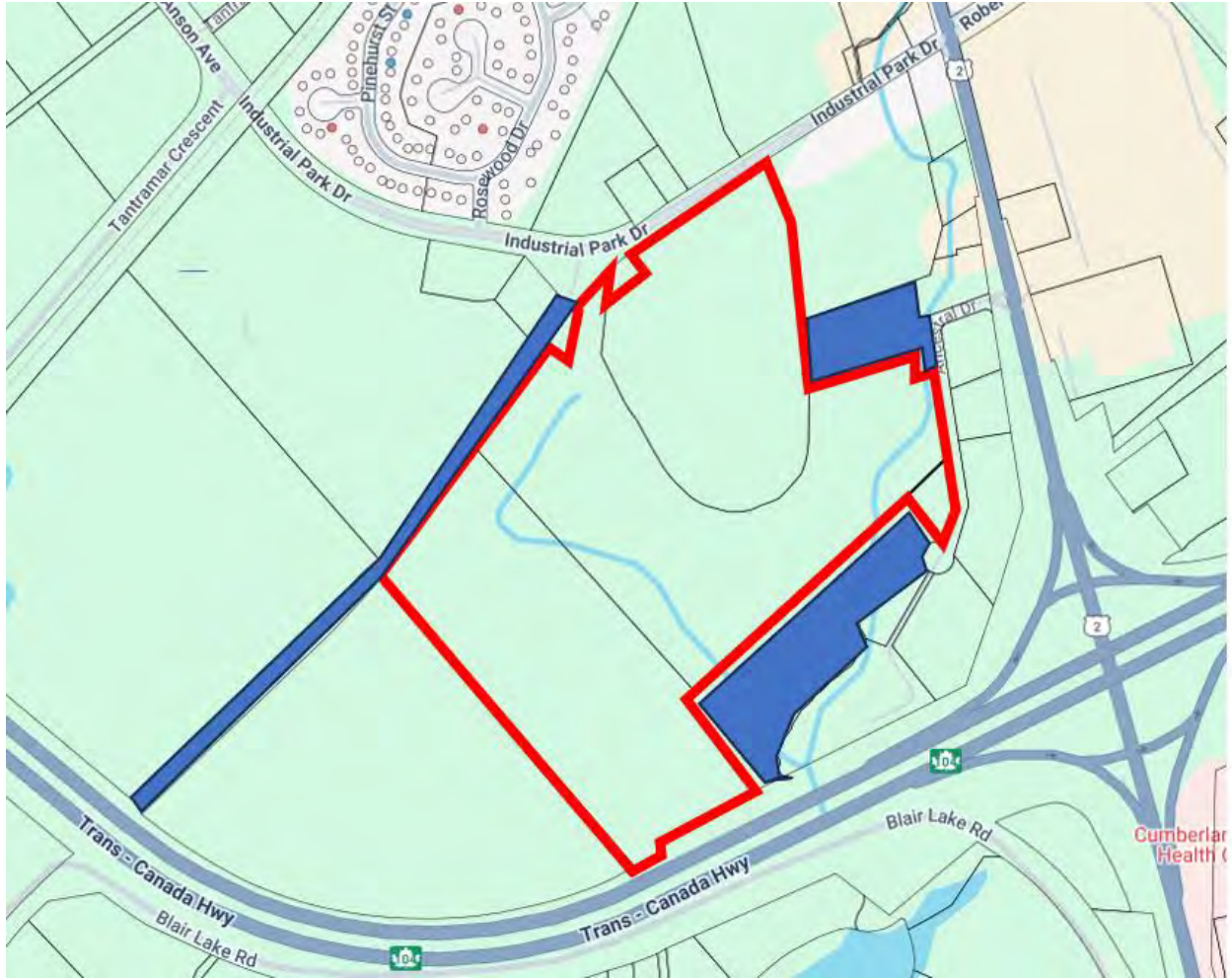
RECOMMENDATION: That Council approve the purchase of lands for Industrial Park expansion including a 20-acre parcel on Race Track Road from Charlie McInnis for \$150,000 (plus applicable HST), and three parcels on Industrial Park Drive and Ancestral Drive totalling approximately 46 acres from Roger McInnis for \$900,000 (plus applicable HST) with all funds to be paid from the Operating Reserve over a three year period, and further to add this project to the current capital budget and that that CAO and Mayor be authorized to execute the necessary agreements.

BACKGROUND: The attached Purchase and Sale Agreements would see the Town take ownership of approximately 66 acres of vacant land generally south of Industrial Park Drive and west of Ancestral Drive. The agreement with Charlie McInnis provides that the Town will pay the \$150,000 purchase price upon closing. The Roger McInnis agreement provides that the Town will pay \$300,000 at close and two additional payments of the same amount 12 and 24 months after closing.

Staff are proposing a 90-day due diligence period to allow for an Environmental Assessment to be completed.

The following sketch shows the land to be purchased in red and lands already Town-owned in blue.





DISCUSSION: There are only two larger lots remaining in the existing Industrial Park, both of which may be sold in the near future. Having available land for industrial development is critical to the future growth of the town.

FINANCIAL IMPLICATIONS: \$1,090,499 (\$1,050,000 purchase price + \$40,499 non-recoverable HST if applicable) will be funded as follows:

- \$490,499 from Operating Reserve – Unrestricted (Year 1 payment in 25/26 of \$450,000 plus all of the non-recoverable HST \$40,499 if applicable).
- \$300,000 from Operating Reserve – Strategic Priorities (Year 2 Payment in 26/27)
- \$300,000 from Operating Reserve – Strategic Priorities (Year 3 Payment in 27/28)





AMHERST TOWN COUNCIL

RFD# 2025122

Date: October 27, 2025

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: An environmental assessment will be undertaken as part of the town's due diligence.

COMMUNITY ENGAGEMENT: None specific to this issue.

ALTERNATIVES: Do not purchase the lands.

ATTACHMENTS:



AGREEMENT OF PURCHASE AND SALE (VACANT LAND)

BETWEEN:

CHARLES MCINNIS, of Amherst, in the County of Cumberland and Province of Nova Scotia
(the "Vendor")

- and -

THE TOWN OF AMHERST, a municipal corporation incorporated under the Municipal Government Act, S.N.S. 1998, c. 18,
(the "Purchaser")

WHEREAS the Purchaser is authorized under the Municipal Government Act to acquire real property for municipal purposes, subject to approval of Council and any applicable statutory requirements;

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

1. PROPERTY

The Vendor agrees to sell and the Purchaser agrees to purchase all and singular those lands and premises situate at or near Amherst, Nova Scotia, and being more particularly known and described as:

- 70 RACE TRACK ROAD, Amherst, NS – PID 25037185
(the "Property").

2. PURCHASE PRICE

The purchase price shall be **ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00)**, subject to adjustment for property taxes only, payable on Closing Date.

3. CLOSING DATE AND POSSESSION

This Agreement shall be completed on or before the ___ day of _____, 2025 (the "Closing Date"). Upon completion, vacant possession of the Property shall be given to the Purchaser unless otherwise agreed in writing.

4. FORM OF CONVEYANCE

The conveyance shall be by Warranty Deed, prepared at the Vendor's expense, and shall convey good and marketable title in fee simple to the Purchaser, free and clear of all liens, charges, mortgages, and encumbrances except for registered easements, covenants, or restrictions that do not materially affect the use and enjoyment of the Property for municipal purposes.

5. HARMONIZED SALES TAX (HST)

All conveyances of real property in Canada are subject to the Harmonized Sales Tax ("HST") unless the conveyance is specifically exempt pursuant to the Excise Tax Act (Canada). The facts required to determine exemption from HST are entirely dependent upon the use of the property by the Vendor or the intention of the Vendor when the property was purchased and are therefore within the knowledge of the Vendor only.

The Purchaser shall remit to the Vendor any HST payable on closing, or, if applicable, provide to the Vendor a certificate establishing that the Purchaser is registered for HST pursuant to the Harmonized Sales Tax Act and will self-assess and remit any applicable HST directly to the Receiver General for Canada.

6. CONDITIONS PRECEDENT

This Agreement is conditional upon the following, each of which is for the sole benefit of the Purchaser and may be waived by the Purchaser in writing:

(a) Municipal Council Approval

That the execution and completion of this Agreement, including all financial obligations of the Town, shall have received the formal approval of the Council of the Town of Amherst by resolution in accordance with the Municipal Government Act, S.N.S. 1998, c. 18.

(b) Environmental Review and Approval

That the Purchaser shall have received, to its satisfaction, the results of an environmental site assessment (Phase I and, if recommended, Phase II), confirming that the Property is free from contamination or other environmental conditions requiring remediation under applicable provincial or federal legislation. If such approval is not obtained on or before the Closing Date, the Purchaser may, at its option, terminate this Agreement and all deposits (if any) shall be returned without deduction or interest.

(c) Title and Due Diligence

The Vendor acknowledges that the properties are not yet registered pursuant to the Nova Scotia Land Registration Act ("LRA"). It shall be the sole responsibility of the Vendor, at the Vendor's cost and expense, to have the properties migrated and registered under the LRA no later than seven (7) days prior to the Closing Date. The Vendor shall forthwith provide written notice to the Purchaser's solicitor upon completion of the migration and registration. The Purchaser's solicitor shall have five (5) business days from receipt of such notice to review the registration and to raise any title objections in accordance with the terms of this Agreement.

If any of the above conditions are not satisfied or waived by the Purchaser on or before the Closing Date, this Agreement shall be null and void and neither party shall have any further rights or obligations hereunder.

7. TENDER

Any tender of documents or money may be made upon the solicitor for either party, and money may be tendered by bank draft, certified cheque, or solicitor’s trust cheque.

8. TIME OF THE ESSENCE

Time shall in all respects be of the essence of this Agreement. In the event of a written agreement of extension, time shall continue to be of the essence.

9. BINDING EFFECT

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

10. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior negotiations and representations, whether oral or written, relating to the subject matter hereof. Any amendment must be in writing and executed by both parties.

11. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.

DATED this ____ day of _____, 2025

TOWN OF AMHERST

PER:

Witness

ROBERT SMALL, Mayor

Witness

JASON MACDONALD, CAO

The Vendor accepts the above offer at on this ___ day of _____, 2025

Witness

CHARLES MCINNIS

AGREEMENT OF PURCHASE AND SALE (VACANT LAND)

BETWEEN:

ROGER MCINNIS, of Amherst, in the County of Cumberland and Province of Nova Scotia
(the "Vendor")

- and -

THE TOWN OF AMHERST, a municipal corporation incorporated under the Municipal Government Act, S.N.S. 1998, c. 18,
(the "Purchaser")

WHEREAS the Purchaser is authorized under the Municipal Government Act to acquire real property for municipal purposes, subject to approval of Council and any applicable statutory requirements;

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

1. PROPERTY

The Vendor agrees to sell and the Purchaser agrees to purchase all and singular those lands and premises situate at or near Amherst, Nova Scotia, and being more particularly known and described as:

- RACE TRACK ROAD, Amherst, NS – PID 25070608
 - 22 INDUSTRIAL PARK DRIVE, Amherst, NS – PID 25037169
 - LOT 2001-4 LORD AMHERST DRIVE, Amherst, NS – PID 25395435
- (collectively, the "Property").

2. PURCHASE PRICE

The purchase price shall be **NINE HUNDRED THOUSAND DOLLARS (\$900,000.00)**, subject to adjustment for property taxes only, payable as follows:

- a. **\$300,000.00** plus adjustments, due and payable on the Closing Date;
- b. **\$300,000.00** due and payable twelve (12) months after the Closing Date; and
- c. **\$300,000.00** due and payable twenty-four (24) months after the Closing Date.

Interest shall not accrue on the deferred payments provided that each payment is made on or before the due date.

3. CLOSING DATE AND POSSESSION

This Agreement shall be completed on or before the ___ day of _____, 2025 (the "Closing Date"). Upon completion, vacant possession of the Property shall be given to the Purchaser unless otherwise agreed in writing.

4. FORM OF CONVEYANCE

The conveyance shall be by Warranty Deed, prepared at the Vendor's expense, and shall convey good and marketable title in fee simple to the Purchaser, free and clear of all liens, charges, mortgages, and encumbrances except for registered easements, covenants, or restrictions that do not materially affect the use and enjoyment of the Property for municipal purposes.

5. HARMONIZED SALES TAX (HST)

All conveyances of real property in Canada are subject to the Harmonized Sales Tax ("HST") unless the conveyance is specifically exempt pursuant to the Excise Tax Act (Canada). The facts required to determine exemption from HST are entirely dependent upon the use of the property by the Vendor or the intention of the Vendor when the property was purchased and are therefore within the knowledge of the Vendor only.

The Purchaser shall remit to the Vendor any HST payable on closing, or, if applicable, provide to the Vendor a certificate establishing that the Purchaser is registered for HST pursuant to the Harmonized Sales Tax Act and will self-assess and remit any applicable HST directly to the Receiver General for Canada.

6. CONDITIONS PRECEDENT

This Agreement is conditional upon the following, each of which is for the sole benefit of the Purchaser and may be waived by the Purchaser in writing:

(a) Municipal Council Approval

That the execution and completion of this Agreement, including all financial obligations of the Town, shall have received the formal approval of the Council of the Town of Amherst by resolution in accordance with the Municipal Government Act, S.N.S. 1998, c. 18.

(b) Environmental Review and Approval

That the Purchaser shall have received, to its satisfaction, the results of an environmental site assessment (Phase I and, if recommended, Phase II), confirming that the Property is free from contamination or other environmental conditions requiring remediation under applicable provincial or federal legislation. If such approval is not obtained on or before the Closing Date, the Purchaser may, at its option, terminate this Agreement and all deposits (if any) shall be returned without deduction or interest.

(c) Title and Due Diligence

The Vendor acknowledges that the properties are not yet registered pursuant to the Nova Scotia Land Registration Act ("LRA"). It shall be the sole responsibility of the Vendor, at the Vendor's cost and expense, to have the properties migrated and registered under the LRA no later than seven (7) days prior to the Closing Date. The Vendor shall forthwith provide written notice to the Purchaser's solicitor upon completion of the migration and registration. The Purchaser's solicitor shall have five (5) business days from receipt of such notice to review the registration and to

raise any title objections in accordance with the terms of this Agreement.

If any of the above conditions are not satisfied or waived by the Purchaser on or before the Closing Date, this Agreement shall be null and void and neither party shall have any further rights or obligations hereunder.

7. TENDER

Any tender of documents or money may be made upon the solicitor for either party, and money may be tendered by bank draft, certified cheque, or solicitor’s trust cheque.

8. TIME OF THE ESSENCE

Time shall in all respects be of the essence of this Agreement. In the event of a written agreement of extension, time shall continue to be of the essence.

9. BINDING EFFECT

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

10. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior negotiations and representations, whether oral or written, relating to the subject matter hereof. Any amendment must be in writing and executed by both parties.

11. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.

DATED this ____ day of _____, 2025

TOWN OF AMHERST
PER:

Witness

ROBERT SMALL, Mayor

Witness

JASON MACDONALD, CAO

The Vendor accepts the above offer at on this ___ day of _____, 2025

Witness

ROGER MCINNIS

SYNOPSIS

JD IRVING LAND TRADE

Over the past five years, the Town has been acquiring land in and around the North Tyndal Wellfield with funding from the Pathway to Canada Target 1 Challenge and the Nature Agreement—national programs that aim to protect 17% of Canada’s land and freshwater.

Through these programs, about 1,120 acres have been purchased within and near the Wellfield protection zones. The Town has also been negotiating a land trade with JD Irving to acquire more land inside the protection zones. JD Irving has offered 910 acres within Zones 2 and 3 in exchange for seven Town-owned properties totaling 945 acres. The Town would cover survey costs and pay \$32,000 to replant two properties on Beecham Road. The Province has reviewed the details and confirmed the trade is fair and meets funding requirements.

Total costs—including legal, survey, and replanting—are estimated at \$70,000. These will be covered by the remaining \$264,000 in 2025/2026 Nature Agreement funding.

These funding programs focus solely on environmental and habitat protection, which aligns with protecting the North Tyndal Wellfield. This land trade further safeguards Amherst’s drinking water from pollution and ensures a safe, long-term water supply for the community.

MOTION:

That Council approve the trade of approximately 945 acres of town-owned lands in the Beecham Road Area for an approximately 910-acre portion of JD Irving land located within zones 1 and 2 of the North Tyndal Wellfield Protection Zone and further authorize the CAO and Mayor to execute the necessary agreements.

TO: Mayor Small and Members of Council
SUBMITTED BY: Jeff Bacon, Economic Development Officer
DATE: October 27, 2025
SUBJECT: JD Irving Land Trade in the North Tyndal Wellfield

ORIGIN: The acquisition of lands outside the North Tyndal Wellfield to trade for JD Irving lands inside the Wellfield.

LEGISLATIVE AUTHORITY: MGA 50(1) In addition to matters specified in this Act or another Act of the Legislature, the council may acquire and own property granted or conveyed to the municipality either absolutely or in trust for a public or charitable purpose and MGA(5a) A municipality may acquire property, including property outside the municipality, that the municipality requires for its purposes or for the use of the public.

RECOMMENDATION: That Council approve the trade of approximately 945 acres of town-owned lands in the Beecham Road Area for an approximately 910-acre portion of JD Irving land located within zones 1 and 2 of the North Tyndal Wellfield Protection Zone and further authorize the CAO and Mayor to execute the necessary agreements.

BACKGROUND: For the past 5 years the Town, in partnership with the province, have been acquiring lands in and around the North Tyndal Wellfield using funding from the Pathway to Canada Target 1 Challenge Funding Agreement and the Nature Agreement. These agreements are part of a national project aimed at conserving 17% of Canada's land and freshwater resources

During the Town's participation in these funding programs, approximately 1,120 acres of land have been acquired both within and nearby the Wellfield protection zones. Those lands purchased outside the zones have been the subject of negotiation with JD Irving to trade for land inside the protection zones. As provided in the attached letter, JD Irving has made the trade offer for seven Town-owned properties as shown on the attached map, totaling 945 acres, for 910 acres of JD Irving property located in Zone 2 and 3 of the North Tyndal Wellfield. The Town would pay the associated survey fees and \$32,000 in cash to replant two Town properties off the Beecham Road that are included in the trade.

The province reviewed the property conditions of both land offers and feel the terms of the trade to be fair and compliant to the funding criteria.





AMHERST TOWN COUNCIL

RFD# 2025119

Date: October 27, 2025

DISCUSSION: The subject lands were purchased with the intention to trade for JD Irving lands within the North Tyndal Wellfield. Without the trade, holding lands in this area does not have a particular Town purpose. While the trade is not equal by acreage, the value of these lands is based on a number of factors including the existing lumber value. It should also be noted that JD Irving considers the land they are trading to be high value and were not particularly interested in letting those lands go.

FINANCIAL IMPLICATIONS: Legal, survey costs and the \$32,000 cash payment is estimated to be \$70,000. The remaining Nature Agreement Funding for 2025/2025 of \$264,000 will cover these charges.

COMMUNITY ENGAGEMENT: Community engagement is not required to execute this trade.

ENVIRONMENTAL IMPLICATIONS: The intention of these funding programs is to acquire land with the sole purpose of environmental / habitat protection. The protection of the North Tyndal Wellfield Groundwater Zone has significant environmental implications as well as social health implications as it saves the Town drinking water supply from contamination and pollution.

SOCIAL JUSTICE IMPLICATIONS: Increasing environmentally protected land helps current and future generations live in a more sustainable manner. Protection of the North Tyndal Wellfield ensures Amherst's long-term supply of safe drinking water.

ALTERNATIVES: Do not enter into a trade with JD Irving Ltd.

ATTACHMENTS: Offer and property map.





Irving Woodlands

P. O. Box 5777, 300 Union Street, Saint John, New Brunswick, Canada E2L 4M3
Tel: (506) 632-7777 E-Mail: hourihan.anthony@jdirving.com

Samantha Hines- Leggett
NS Environment and Climate Change
Land Administration Officer
Protected Areas Branch

February 22, 2024

Samantha,

In follow up to our e-mails earlier this week I am presenting what J.D. Irving, Limited is prepared to do in terms of a trade to allow the Province of Nova Scotia to acquire the habitat corridor on the Tyndal Road. Irving will agree to subdivide a portion of PID #: 25098781 as shown on the attached map (cross hatched) and convey the approximately 910 acres to the province. In return Irving will be conveyed ownership of Pid's: 25099466, 25256157, 25099474, 25263997, 25102534, 25100058, and 25100017 (shown in pink on the map).

All surveying and subdivision costs associated with the transaction will be paid by the province, and the province shall pay Irving a sum of \$32,000.00 at closing to replant the two properties off the Beecham Road.

This is what I have preliminary approval on from our board, and if you are in agreement, we can have a more formalized agreement drawn up.

Regards,



Anthony Hourihan
Director Land Development

SYNOPSIS

COMMUNITY SUPPORT GRANTS

The Town has recently received three applications for community support grants:

The Amherst Indian Association organized a Diwali festival and is requesting \$1,500 to support the event that was held on October 24, 2025. Total cost of the event was \$4,200. This event supported our Accessibility, Inclusion, Diversity and Equity Strategic Plan and satisfies our community support grants policy.

The Amherst Cricket Club is looking for assistance to purchase a cricket pitch mat. They are not a formal organization but growing in numbers and playing on a weekly basis. Staff feel the Town can support this group in alternate ways until they are more formally organized.

With regards to the Dollywood Foundation, while providing books to children is a worthwhile cause, half of the cost of this program goes towards mailing the books to recipients. Furthermore, our local library is accessible to all and provides a great service to our young readers. Given that we have a library right here in our community this is an unnecessary expense and one that does not need to be supported by taxpayers' dollars.

MOTION:

That Council approve funding in the amount of \$1,500 to the Amherst Indian Association for the Diwali Festival, that Council deny the request from the Amherst Cricket Club and request staff work with the club to come up with a solution to offer support through the equipment loan program, and further that Council deny the request from the Dollywood Foundation of Canada.



AMHERST TOWN COUNCIL

RFD# 2025118

Date: October 27, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: October 27, 2025

SUBJECT: Community Support Grants 2025

ORIGIN: 2025-26 Operating Budget

LEGISLATIVE AUTHORITY: MGA 65 Power to expend money: (au) a grant or contribution to (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the province; Community Support Grants Policy, 72000-08

RECOMMENDATION: That Council approve funding in the amount of \$1,500 to the Amherst Indian Association for the Diwali Festival, that Council deny the request from the Amherst Cricket Club and request staff work with the club to come up with a solution to offer support through the equipment loan program, and further that Council deny the request from the Dollywood Foundation of Canada in the amount of \$5,322.74.

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

DISCUSSION: The Amherst Indian association is organizing a Diwali festival and is requesting \$1,500 to support the event that was held on October 24, 2025. Total cost of the event was \$4,200 with the balance made up through ticket sales. The Amherst Cricket club is looking for assistance to purchase a cricket pitch mat. They are not a formal organization but a growing in numbers who are playing on a weekly basis. Staff feel we can support this group in alternate ways until they are more formally organized. With regards to the Dollywood Foundation request staff feels that the abundance of books and open accessibility to the Cumberland Public Library on Acadia Street, this meets the needs of young readers. Furthermore, on a monthly basis half the cost of this program goes towards mailing the books. Given that we have a library right here in our community this is an unnecessary expense and one that does not need to be supported by taxpayers' dollars.

FINANCIAL IMPLICATIONS: There is currently \$1,828 in the Community Support Grant fund.



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

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

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

ALTERNATIVES:

1. Approve/not approve the funding requests as listed.
2. Discontinue the practice of providing community support grants.

ATTACHMENTS:

SYNOPSIS

LIVE FIRE TRAINING FACILITY

The Town of Amherst and the Amherst Fire Fighters Association have entered into an agreement to construct a live fire training facility located behind the Amherst Fire Station. This facility will greatly improve the training available locally and subsequently improve the safety of our fire fighters. In the original agreement, the Town committed \$175,000 to the project with the Amherst Fire Fighters Association contributing the remainder of the project.

A Request for Proposal (RFP) was issued for the procurement of the training facility and closed on August 18, 2025.

Submitted proposals were evaluated based on the following weighted criteria: Meets the needs of the Town of Amherst, Price of project (25 %), Proponent Profile & Performance (40 %) and Warranty, Programming, Product support and Delivery (35 %).

The evaluation results were as follows, out of a possible 100 points:

Draeger Safety Canada Ltd.	89.5
Greendale Resources Inc.	97.4 Recommended Proposal
Symtech Fire, LLC	60.5

The total installed cost of the recommended proposal is \$2,712,800 plus HST. As the RFP came in higher than the budgeted amount, the Amherst Fire Fighters Association has agreed to cover the additional costs of the facility up to \$3,250,000. The Town has a signed Funding Payment Agreement with the Association.

In order to move this project forward Council now must award the procurement and amend the capital budget to reflect the increased costs.

MOTION # 1:

That Council approve an amendment to the 2025/26 capital budget for the Live Fire Training Facility and increase the budget from \$2,000,000 to \$3,425,000 with funding of \$3,250,000 from the Amherst Fire Fighters Association and \$175,000 from the Town of Amherst Capital Reserve.

MOTION # 2:

That Council award “RFP-25-15 – Supply of a Class B Fire Training Facility” to Greendale Resources Inc. in the amount of \$2,712,800 CAD, plus applicable taxes.

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Greg Jones, Director of Fire Services

DATE: October 27, 2025

SUBJECT: Live Fire Training Facility

ORIGIN: A request from the Amherst Fire Fighter Association

LEGISLATIVE AUTHORITY: 37000-01 Procurement Policy

RECOMMENDATION: That Council approve an amendment to the 2025/26 capital budget for the Live Fire Training Facility to increase the budget from \$2,000,000 to \$3,425,000 with the funding increase to come from the Amherst Fire Fighters Association, and further that Council award “RFP-25-15 – Supply of a Class B Fire Training Facility” to Greendale Resources Inc. in the amount of \$2,712,800 CAD, plus applicable taxes.

BACKGROUND: The Amherst Fire Fighters Association would like to increase their previous contribution amount to \$3,250,000 to ensure that the full projected costs for the project are covered to purchase a live fire training facility.

DISCUSSION: At a special meeting on September 26, 2025, the Amherst Fire Fighters Association (AFFA) voted to increase their contribution for the purchase of a training facility to \$3,250,000 to ensure sufficient funding for projected costs contingent that the Town of Amherst will contribute \$175,000 toward the initial capital cost and that the Town of Amherst will cover all operational and maintenance costs once the facility is operational, excluding future capital improvements; as previously agreed upon.

At the AFFA Board of Directors meeting on September 30, 2025, Director of Fire Services Greg Jones informed the AFFA Board that the Town of Amherst requested the live fire training facility funds be transferred to the Town and held in trust, up to \$3,250,000, until payments are due. In response, the AFFA requested a funding payment agreement to manage payments over time rather than a lump sum. The resulting agreement outlines the following:

1. Upon signing of the contract for the purchase and installation of the new facility the AFFA will pay \$2,200,000 plus the Town's non-recoverable HST (\$84,854) for a total amount of \$2,284,854 to the Town. These funds will be utilized to pay expenses related to the contract.



2. Once the original amount above is depleted, the Town will invoice the AFFA for additional costs up to a total of \$3,250,000, such invoices payable to the Town within 21 days of receipt of invoice.
3. All interest earned on the AFFA money held by the Town will be calculated and tracked and periodically reported to the AFFA. This interest will be to the benefit of the AFFA and will be used to reduce the total amount of the last payment due from the AFFA. The Town's financial contribution of \$175,000 will offset the last payment due from the AFFA.

FINANCIAL IMPLICATIONS: \$3,425,000 is being invested in a live fire training facility in partnership with the Amherst Firefighters Association. The Town of Amherst will contribute \$175,000 and the AFFA will contribute up to \$3,250,000. The Town has a signed Funding Payment Agreement with the AFFA.

SOCIAL JUSTICE IMPLICATIONS: The purchase of a live fire training facility will not have or promote a social justice implication within the community.

ENVIRONMENTAL IMPLICATIONS: This unit will use propane or natural gas which will remove the need to use wood or other unnecessary products to provide firefighter training.

COMMUNITY ENGAGEMENT: The tendering process will be used to procure this product, as per our Procurement Policy.

ALTERNATIVES:

1. Reduce approval value
2. Reject capital request

ATTACHMENTS:

1. 20251009 Letter – Funding payment agreement
 2. 20251002 Letter – Amherst Firefighters Association Purchase of Training Facility
 3. 20250819 TOA-AFFA Live Fire Training Facility Agreement
-

This LIVE FIRE TRAINING FACILITY AGREEMENT (the "Agreement") made this 19 day of Aug, 2025.

AMONG:

TOWN OF AMHERST

(herein referred to as the "Town")

- and -

AMHERST FIRE FIGHTERS' ASSOCIATION

(herein referred to as the "User")

WHEREAS, a live fire training facility will be erected at 62 Albion Street behind the building known as the Amherst Fire Station. All parties to this agreement agree to comply with the following terms and conditions of this agreement.

1. The Amherst Fire Fighters Association agrees to cover all costs related to design, permitting, preparation, construction and commissioning of the live fire training facility.
2. The Town of Amherst agrees to provide \$175,000 toward the initial capital cost of this project.
3. All designs and build plans for the live fire training facility must be mutually agreed upon by all parties.
4. The design of this unit shall include locked security fencing around its perimeter and exterior lighting on the live fire training facility to support site security and year-round use.
5. This facility shall be in compliance with all regulatory requirements and operated in accordance with the current edition of National Fire Protection Association publication 1403.
6. Following the confirmation of commissioning of this facility the Town of Amherst agrees to pay all operational and maintenance costs for this facility; with the exception of future capital improvements. All future capital improvements, including the cost sharing arrangement must be mutually agreed upon by both parties.
7. All requests to use the facility must be approved by the Chief of the Amherst Fire Department and must follow all defined policies, general orders, regulatory requirements and directives. Only personnel approved by the Chief of the department shall have access to this facility.

8. Any violation of the use of the facility will be actioned and under the discipline requirements as laid out in Town of Amherst Policy # 68300-05 – Respecting the Management of the Volunteer Component of the Amherst Fire Department.
9. This facility shall be provided to the Town of Amherst for use free of charge. The Town of Amherst reserves the right to use this facility at anytime.
10. All revenue generated through the use of the facility will be placed into a special reserve fund for facility capital repairs or capital improvements. Any withdraw from this reserve must be approved by both parties.
11. In the event that an incident occurs with respect to this facility, the Town of Amherst may immediately suspend the use of the facility without warning, pending the outcome of a review or investigation. The Amherst Fire Fighters Association agrees to collaborate with the Town of Amherst to find facts, not fault, in the review and the implementation of any resulting recommendations.
12. Any need for conflict resolution arising out of or in connection with the operation of the facility that cannot be resolved between the Association and the Fire Chief within a reasonable period of time, will be referred to the Chief Administrative Officer for the Town of Amherst who shall have discretion to make the final decision.
13. The Town of Amherst acknowledges that the Amherst Fire Fighters Association is a registered society pursuant to the Nova Scotia Registry of Joint Stock Companies and as such is subject to its own governance and by-laws.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

AMHERST FIRE FIGHTERS' ASSOCIATION

Name, Title

Michel Poirier, President

Signature

Michel Poirier

Name, Title

Raymond MacDonald Vice President

Signature

Raymond MacDonald

Witness

Sharon White

TOWN OF AMHERST

Name, Title

Robert Small, Mayor

Signature

Robert Small

Name, Title

Jason MacDonald CAO

Signature

Jason MacDonald

Witness

Marcus LeBeau

AMHERST FIRE FIGHTERS' ASSOCIATION

P. O. Box 533 AMHERST, NOVA SCOTIA B4H 4A1
PHONE: (902) 667-2518 FAX (902) 667-2260

October 2nd, 2025

To: Mayor Robert Small & The Amherst Town Council

Re: Amherst Firefighters Association Purchase of Training Facility

On behalf of the Board of Directors and the Amherst Firefighters Association (AFFA), I would like to inform you that on September 26th, 2025, a Special Meeting of the AFFA was held to vote on a motion to increase the budget for the purchase of a training facility for the Amherst Fire Department.

I am pleased to inform you that the membership of the AFFA voted in favour of allowing an increased budget for the new total cost of \$3,250,000 to purchase a training facility for the Amherst Fire Department.

Sincerely,

Michel Poirier, President



Amherst Firefighters Association



FUNDING PAYMENT AGREEMENT

Further to the Live Fire Training Facility Agreement made between the Amherst Fire Fighters Association and the Town of Amherst on August 19, 2025, this funding payment agreement will outline how the Town and the AFFA will manage the payment(s) for the purchase and installation of the new facility.

It is agreed as follows:

- 1. Upon signing of the contract for the purchase and installation of the new facility the AFFA will pay \$2,200,000 plus the Town's non-recoverable HST (\$84,854) for a total amount of \$2,284,854 to the Town.
2. The Town will utilize the above to pay expenses related to the contract.
3. Once the original amount above is depleted, the Town will invoice the AFFA for additional costs up to a total of \$3,250,000, such invoices payable to the Town within 21 days of receipt of invoice.
4. All interest earned on the AFFA money held by the Town will be calculated and tracked and periodically reported to the AFFA. This interest will be to the benefit of the AFFA and will be used to reduce the total amount of the last payment due from the AFFA.
5. The Town's financial contribution of \$175,000 will offset the last payment due from the AFFA.

Signed:

Handwritten signature of Jason MacDonald, CAO, Town of Amherst

049/25
Date

Handwritten signature of Michel Poirier, President, Amherst Firefighters Association

Oct 16/25
Date



TO: Mayor Small and Members of Amherst Town Council
SUBMITTED BY: Greg Jones, Director of Fire Services
DATE: October 27, 2025
SUBJECT: Supply Class B Fire Training Facility (RFP-25-15)

ORIGIN: 2025 - 2026 Capital Budget request

LEGISLATIVE AUTHORITY: 37000-01 Procurement Policy

RECOMMENDATION: That Council approve the award of RFP-25-15 – Supply of a Class B Fire Training Facility to Greendale Resources Inc. in the amount of \$2,712,800 CAD, plus applicable taxes.

BACKGROUND: The supply and installation of a Class B Fire Training Facility was formally approved by Council as part of the 2025/26 Capital Budget. This strategic investment supports the continued development of firefighter training infrastructure.

DISCUSSION: As part of the recently amended (at this meeting) 2025/2026 Capital Budget, an allocation of \$3,425,000 has been designated for the supply, installation, and commissioning of a Class B Fire Training Facility. In alignment with this initiative, a Request for Proposal (RFP) was issued for the procurement of one Class B Fire Training Facility. The RFP closed on August 18, 2025, and included detailed specifications outlining the required scope and performance standards for the facility.

Submitted proposals were evaluated based on the following weighted criteria: Meets the needs of the Town of Amherst, Price of project (25 %), Proponent Profile & Performance (40 %) and Warranty, Programming, Product support and Delivery (35 %).

The evaluation results were as follows, out of a possible 100 points:

Draeger Safety Canada Ltd.	89.5	
Greendale Resources Inc.	97.4	Recommended Proposal
Symtech Fire, LLC	60.5	

FINANCIAL IMPLICATIONS: \$3,425,000 is being invested in a live fire training facility in partnership with the Amherst Firefighters Association. The Town of Amherst will contribute \$175,000 and the AFFA will contribute up to \$3,250,000. The Town has a signed Funding Payment Agreement with the AFFA.





AMHERST TOWN COUNCIL

RFD# 2025125

Date: October 27, 2025

SOCIAL JUSTICE IMPLICATIONS: The purchase of a live fire training facility will not have or promote a social justice implication within the community.

ENVIRONMENTAL IMPLICATIONS: The proposed training unit will utilize propane or natural gas as its primary fuel source. This approach eliminates the need to burn wood or other non-essential materials during firefighter training exercises, thereby enhancing environmental sustainability, reducing airborne contaminants, and improving operational efficiency.

COMMUNITY ENGAGEMENT: The tendering process has been used to procure this product, as per our Procurement Policy.

ALTERNATIVES:

1. Cancel the procurement process

ATTACHMENTS:

1. No attachments
-



Internal Committee Report

Planning Advisory Committee

October 2025

The Planning Advisory Committee met on October 6, 2025, to hear an appeal of the Dangerous and Unightly Premises Administrator's decision that the property at 39 Rupert Street was not dangerous or unsightly. The Committee passed a motion to reconvene within the next two weeks to make a decision on the matter.

The Committee met again on October 16, 2025, and passed a motion overturning the Administrator's decision, finding that the property met the definition of *unsightly* under the Municipal Government Act. Specifically, the Committee determined that the property is unsightly in relation to neighbouring properties because the exterior finish of the building has not been properly maintained. The Committee ordered that the cladding be properly installed and completed by May 31, 2026.

The next meeting of the Planning Advisory Committee is scheduled for Monday, December 1, 2025.

Internal Committee Report

Amherst Board of Police Commissioners

October 2025

The Amherst Board of Police Commissioners met on Tuesday, October 21, 2025, at 3:00 p.m. in Town Hall Council Chambers.

Chief Pike presented Inspector Tom Wood with a plaque in recognition of his promotion to Inspector and thanked him for his continued outstanding service to the community.

The Chief also provided verbal updates on the recent Nova Scotia Chiefs of Police/ Nova Scotia Association of Police Governance conference held in Digby October 15th to 17th, as well the Amherst Police Department Strategic Plan. He also reviewed the Chief's report, which was included in the agenda package.

Nova Scotia Department of Justice Managing Auditor Chris MacNeil attended the meeting and presented to the Board on the Department of Justice Audit Reports - Accountability Tools for Governance Bodies.

The next meeting of the Board has been scheduled for Tuesday, December 9, 2025, 2025, at 3:00 p.m. in Town Hall Council Chambers.

The public is reminded that if you witness a crime being committed or believe something should be reported, to please call police at 902-667-8600 or 911 if it is an emergency.

Internal Committee Report

Amherst Youth Town Council

October 2025

On October 6, 2025, the Amherst Youth Town Council (AYTC) had their first meeting of the year. We had 9 members attend with two giving regrets. In attendance was Kennedy Newman, Avery Hoeg-Burbine, Ava Crocker, Hannah Brunt, Allison Jones, Krissa Murray, Isla Crocker, Ava Tooley, Kawthar Alchegade. Mallory Klooster was in attendance as the Town staff representative.

As this was our first meeting we voted on Youth Council roles and made a motion for the following to be approved:

Kennedy Newman for Junior Mayor

Avery Hoeg-Burbine for Deputy Junior Mayor

Ava Crocker for Secretary

Hannah Brunt for Treasurer

Allison Jones, Krissa Murray and Isla Crocker for Social Media

There was an additional motion passed to appoint Ava Tooley to the Accessibility, Inclusion, Diversity and Equity Committee as the Youth Town Council representative.

Following this, the committee turned its attention to the busy fall and winter seasons and how AYTC could be actively involved in upcoming community events. For the Great Amherst Street Party, we decided to host our own fundraising table featuring a “Guess the Number” game, where residents can guess the number of candies in a jar for a donation of their choice. In recognition of October as Breast Cancer Awareness Month, all proceeds from this fundraiser will be donated to a Breast Cancer Research Foundation.

In addition to event planning, AYTC is working to strengthen youth engagement in the community. We are currently forming a partnership with the Cumberland Anchor Youth Space and their youth committee. This collaboration will include monthly meetings focused on youth-related issues and exploring ways we can work together to make Amherst a more youth-positive town.

Our next meeting date will be selected at the beginning of November.

Internal Committee Report

North Tyndal Wellfield Advisory Committee

October 2025

The North Tyndal Wellfield Advisory Committee met on Tuesday, October 7, 2025, in Town Hall Council Chambers.

The Director of Operations provided updates on the current SCADA system upgrades, surface and groundwater sampling, and the recent water levels at the production wells, noting they have remained stable even with the recent droughts this summer.

Further to the motion made at the April 18, 2025, meeting, he also reported that staff will be working over the winter months with a forestry technician from the Department of Natural Resources and Renewables to complete a risk analysis for the wellfield with respect to post hurricane and drought conditions.

Due to inquiries regarding salting vs sanding along the Tyndal Road in the North Tyndal Wellfield Protected Area, the Director of Operations also reviewed the report from CBCL Engineering & Environmental Design Services, explaining that since the Tyndal Road is in Zone 1 of the Wellfield that there are ice control restrictions laid out by the Protected Water Area (PWA) under the Nova Scotia Environment Act.

- Ice control on any road situated in the Protected Water Area shall be accomplished by spreading sand with a minimum salt content, subject to subsection (1), no person shall use any material or chemical for ice control on a road in the Protected Water Area unless that person has the prior written approval of the Minister or the Administrator.

The next meeting of the North Tyndal Wellfield Advisory Committee will be scheduled for early spring 2026 unless a need to meet before then arises.

External Committee Report

Cumberland Public Libraries

October 2025

Minimum Wage Increase

Minimum wage was increased October 1st to \$16.50 per hour from \$15.70. This necessitated changing salary scales to ensure that the library is legally compliant. The increase impacts Part-time branch assistants and Clerk I positions.

Provincial Library Board Appointees

The two Provincial appointee positions on the Cumberland Regional Library Board remain vacant. One has been vacant since October of 2020 and the other has been vacant since November 2022. With only municipal representatives the current library board is only made up of 4 members.

Board Minutes

Approved Board minutes are now available on the Library's website:

www.cumberlandpubliclibraries.ca/about-us/.

Statistics

In the month of August, Cumberland Public Libraries signed out over 13,955 items, 5,304 items in the Amherst library alone. This includes books, movies, TV shows, magazines, ebooks and more.

Also, in August, Amherst held 14 in-person programs with 344 people in attendance. The Amherst library had 4,383 in person visits.

The next Board meeting is scheduled for November 18, 2025.

External Committee Report

Northern Region Solid Waste

October 2025

Northern Region Committee Update

The committee held a virtual meeting on September 19th.

Extended Producer Responsibility (EPR for PPP)

Staff continue to prepare for the launch of the EPR Program, scheduled for December 1st, 2025. The Town of Amherst, along with other municipalities, are awaiting the finalized contract from Circular Materials, who indicated that the updated contracts will be distributed “very soon”.

Staff are also awaiting further details on the list of Depots currently registered to accept the following materials: Styrofoam, flexible packaging (chip bags, candy wrappers), and non-hazardous aerosols.

Datacall Report

The Datacall Report has been submitted to Divert NS on behalf of the Town of Amherst.

External Committee Report

L.A. Animal Shelter

October 2025

At their last meeting on October 16th, the Board decided to wait until spring to have a grand opening due to operational priorities and delays in hearing back from companies providing for the final touches on the building and surrounding grounds. A date in May is expected to be chosen for this event.

Fundraising remains a high priority, including the upcoming third annual gala scheduled for November 29th at Dayle's Grand Market as well as the many craft shows which the Shelter is registered to partake in selling lottery tree tickets, bake sales, etc.

The pet Mayor for the Day event was a huge success raising almost \$3,300 and garnered favourable regional, national and international (U.S.) media coverage and voting. This was great publicity not only for the Shelter but also for the Town of Amherst. Congratulations to Mr. Bear and the Board and thank you to Mayor Small for participating!

Work is also underway on an exterior storage building, referred to as the Dixon building, to turn it into a seasonal thrift store. The Board is planning to have it operational starting next spring. The Shelter receives a considerable number of items for their online auction and annual yard sale which provides items for this new fundraising venture.

The Board recently appointed four new Board members and will very soon be advertising for a permanent Shelter manager, however, we are still looking for means to fund the position in addition to the new fundraising activities noted above. You can expect a presentation to be made to your municipality in time for our 2026/27 municipal budget preparation. I would draw your attention to the fact that our annual contribution has remained the same for a considerable number of years despite a huge increase in the level of animal support services provided to our community and the rising costs associated with same.