



Town of Amherst
Regular Council Meeting
Agenda

Date: **Monday, February 2, 2026**
Time: **6:00 pm**
Location: **Council Chambers, Town Hall**

Pages

-
1. **CALL TO ORDER**
 2. **TERRITORIAL ACKNOWLEDGMENT**

"I would like to acknowledge that our gathering today is taking place in Mi'kma'ki (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi'kmaw people. I would also like to acknowledge that Nova Scotia has another unique people, the people of African descent whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people."
 3. **APPROVAL OF AGENDA / ACCEPTANCE OF MINUTES**
 - 3.1 **Approval of Agenda**
 - 3.2 **Acceptance of Minutes**
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 4. **PRESENTATION**
 - 4.1 **Lillian Allbon Animal Shelter - Mark Casey**
 5. **REQUESTS FOR DECISION**
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8.	ADJOURNMENT	

**Amherst Town Council
Special Meeting
Minutes**

Date: January 21, 2026
Time: 1:00 pm
Location: Community Credit Union Business Innovation Centre

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

Members Absent Deputy Mayor Charlie Chambers
Councillor Kathy Wells

Staff Present Jason MacDonald, Chief Administrative Officer
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Economic Development
Kim Jones, Deputy Chief Administrative Officer
Sarah Wilson, Director, Finance
Torben Laux, Land Use Planner & Development Officer
Sean Payne, Marketing & Communications Officer
Jay Crossman, Engineering Technician
Jeff Bacon, Economic Development Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

Mayor Small called the Special Council meeting to order.

2. REQUEST FOR DECISION

2.1 By-law to Amend the Discharge into Public Sewers By-law D-3 Second Reading

Moved By Councillor Davidson

Seconded By Councillor Furlong

That Council give Second Reading of the By-Law to Amend the Discharge into Public Sewers By-Law D-3.

Motion Carried

BY-LAW TO AMEND THE BY-LAW RESPECTING DISCHARGE INTO PUBLIC SEWERS D-3

The By-law Respecting Discharge into Public Sewers D-3 is hereby amended as follows:

In Section 1. Short Title and Application add the following:

“and shall apply to all areas within the Municipality and to all the areas outside of the Municipality that are serviced by a sewer system discharging directly or indirectly into any of the wastewater facilities owned, operated and maintained by the Municipality.”

3. ADJOURNMENT

There being no further business Mayor Small adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: December 15, 2025
Time: 6:00 pm
Location: Council Chambers, Town Hall

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

Staff Present
Jason MacDonald, Chief Administrative Officer
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Economic Development
Dwayne Pike, Chief, Police Services
Greg Jones, Director, Fire Services
Kim Jones, Deputy Chief Administrative Officer
Krista Crossman, Director, Human Resources
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
Mallory Klooster, Manager, Community Well-Being
Jeff Bacon, Economic Development Officer
Lori O'Connell, Marketing & Communications Officer
Sean Payne, Marketing & Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

Mayor Small called the meeting to order at 6:00 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

Mayor Small asked for a moment of silence in recognition of the recent passing of long-time former Deputy Fire Chief Brian Farrow and long-time Public Works employee Stephen Colborne.

3. APPROVAL OF AGENDA/ACCEPTANCE OF MINUTES

3.1 Approval of the Agenda
Moved By Councillor McManaman
Seconded By Councillor Wells
To approve the agenda as circulated.

Motion Carried

3.2 Acceptance of Minutes - November 24, 2025

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the November 24, 2025, regular meeting of Council were accepted as included in the agenda package.

4. REQUESTS FOR DECISION

4.1 Demographic Strategic Plan
Moved By Councillor McManaman
Seconded By Councillor Wells
That Council approve the 2025 Demographic Strategic Plan.

Motion Carried

4.2 Accessibility, Inclusion, Diversity and Equity Committee Recommendations

Moved By Councillor Wells
Seconded By Councillor Furlong
That Council request staff to investigate the feasibility of having inclusive, all gender restrooms at all Town of Amherst facilities; and that Council request staff to complete an audit of all Town of Amherst facilities and infrastructures, including accessible parking spaces, to ensure they are fully accessible as it is laid out in the Council approved Strategic Plan and to bring a report back to this Committee for review.

Motion Carried

**4.3 Community Support Grant
 Moved By Councillor Furlong
 Seconded By Councillor McManaman
 That Council does not approve the Community Support Grant application from the Nova Scotia Community College.**

Motion Carried

**4.4 Industrial Park Land Purchase and Sale Agreement Roop
 Moved By Councillor Ripley
 Seconded By Councillor Furlong
 That Council approve the purchase of the 0.35-acre Race Track Road property, PID 25047283, from Betty Roop for \$35,000 (plus applicable HST), with all funds to be paid from the Operating Reserve and further that that CAO and Mayor be authorized to execute the necessary agreements.**

Motion Carried

AGREEMENT OF PURCHASE AND SALE (VACANT LAND) BETWEEN: BETTY ROOP, of Brookfield, in the County of Colchester and Province of Nova Scotia (collectively, 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 25047283 (the "Property"). 2. PURCHASE PRICE The purchase price shall be THIRTY FIVE THOUSAND DOLLARS (\$35,000.00), 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 _____ Mayor _____ Witness _____ JASON MACDONALD, CAO The Vendor accepts the above offer at on this ___ day of _____, 2025 _____ Witness _____ BETTY ROOP, OWNER

**4.5 Industrial Park Land Purchase and Sale Agreement Cumberland Ridge
 Moved By Councillor Davidson
 Seconded By Councillor Wells
 That Council approve the purchase of the 29.4 acre Race Track Road property, PID 25037193, from Cumberland Ridge Developments Incorporated for \$264,600 (plus applicable HST), with all funds to be paid from the Operating Reserve, and further that that CAO and Mayor be authorized to execute the necessary agreements.**

Motion Carried

AGREEMENT OF PURCHASE AND SALE (VACANT LAND) BETWEEN: CUMBERLAND RIDGE DEVELOPMENTS INCORPORATED, 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: • BLAIR ROAD, Amherst, NS – PID 25037193 (the "Property"). 2. PURCHASE PRICE The purchase price shall be TWO HUNDRED SIXTY FOUR THOUSAND FOUR HUNDRED DOLLARS (\$264,400), 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 _____ Witness

_____ ROBERT SMALL, Mayor
 _____ JASON MACDONALD, CAO The Vendor accepts the above offer at
 on this ___ day of _____, 2025 CUMBERLAND RIDGE DEVELOPMENTS INCORPERATED PER:
 _____ Witness _____ SUSAN COSTIN, OWNER

**4.6 Industrial Park Land Purchase and Sale Agreement Pederson
 Moved By Councillor Wells
 Seconded By Councillor Ripley
 That Council approve the purchase of a 43-acre property off Race Track Road, PID 25444845, from Allan Doncaster, Linda Austin and Larry Pederson, for \$300,000 (plus applicable HST), with all funds to be paid from the Operating Reserve, and further that that CAO and Mayor be authorized to execute the necessary agreements.**

Motion Carried

AGREEMENT OF PURCHASE AND SALE (VACANT LAND) BETWEEN: ALLAN L DONCASTER, LINDA MAUSTIN, LARRY C PEDERSEN, of Amherst, in the County of Cumberland and Province of Nova Scotia (collectively, 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 25444845 (the "Property"). 2. PURCHASE PRICE The purchase price shall be THREE HUNDRED THOUSAND DOLLARS (\$300,000.00), 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 _____ Witness _____

_____ ROBERT SMALL, Mayor _____ JASON
MACDONALD, CAO The Vendor accepts the above offer at on this ___ day of _____, 2025 _____
Witness _____ LARRY PEDERSON, OWNER

**Moved By Councillor Davidson
Seconded By Councillor Wells
That that funds for the purchase of all three parcels of land in the Industrial Park noted
above come from the 2025/26 capital budget.**

Motion Carried

5. INTERNAL COMMITTEE REPORTS

- 5.1 **Amherst Board of Police Commissioners - Davidson**
Information item only.
- 5.2 **Audit Committee - Chambers**
Information item only.
- 5.3 **Amherst Youth Town Council - Avery Hoeg-Burbine**
Information item only.

6. EXTERNAL COMMITTEE REPORTS

- 6.1 **Cumberland YMCA - Wells**
Information item only.
- 6.2 **Northern Region Solid Waste Management - Furlong**
Information item only.

7. ADJOURNMENT

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

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor

SYNOPSIS

AMHERST CURLING CLUB COMMUNITY SUPPORT GRANT 2025

In May of 2025 Amherst Town Council awarded a community support grant of \$8,000 for improvements to the Amherst Curling Club, specifically for the installation of new siding.

The Amherst Curling Club contacted several contractors in early 2025, however were unable to secure anyone to do the required work, making it not practical to proceed with the project in 2025.

The Amherst Curling Club has requested a carryover of these funds into fiscal year 2026/27 so the work can be completed this year.

MOTION:

That Council give approval for the Amherst Curling Club to carry over into fiscal year 2026/27 the 2025 Community Support Grant in the amount of \$8,000.



AMHERST TOWN COUNCIL

RFD# 2026004

Date: January 26, 2026

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: January 26, 2026

SUBJECT: Community Support Grants 2025/26

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 give approval for the Amherst Curling Club to carry over into fiscal year 2026/27 the 2025 Community Support Grant in the amount of \$8,000.

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: In May of 2025 Amherst Town Council awarded a community support grant of \$8,000 for improvements to the Amherst Curling Club, specifically for the installation of new siding. At the time they had also applied to the Province of NS rink revitalization program for a grant which was not approved.

The Amherst Curling Club contacted several contractors in early 2025 to submit proposals. The number of housing construction projects already underway in the area, while very positive, had an impact on contractor availability. This limitation on the competitive process, combined with the provincial grant being unsuccessful, made it prudent for them not to proceed in 2025.

The Amherst Curling Club has requested a carryover of these funds for 2026. At a meeting before Christmas a motion was approved to move forward with the project in early 2026 with or without the Provincial grant. The Amherst Curling Club applied for and were awarded a grant from the Municipality of Cumberland as well in 2025.

FINANCIAL IMPLICATIONS: No new financial implications.



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. Do not permit the Amherst Curling Club to keep the 2025 Community Support Grant.

ATTACHMENTS: None

SYNOPSIS

REQUESTS FOR PROCLAMATIONS AND FLAG RAISING CEREMONIES POLICY

The Town has historically accommodated a wide range of flag raising requests from community groups, including hosting formal ceremonies at the Church and Albion Street flagpoles.

Over the past several years, the number of requests has increased while participation from the community at large has decreased. While the Town aims to be supportive and inclusive of community organizations, the current process has created challenges:

- **Staff time:** Each ceremony requires site clean up/setup and tear down, scheduling, staff presence, and coordination.
- **Low public participation:** Many ceremonies have minimal or no attendance, including from the requesting organization.
- **Operational impacts:** Short-notice requests and unpredictable weather conditions create pressures on staff workloads and may potentially inhibit attendance.

In response, staff have prepared options to provide recognition while ensuring appropriate resource allocation. Aside from 3 annual on-site ceremonies (African Heritage Month, Pride Month, National Indigenous Peoples Day) all other approved events shall be held at Town Hall.

MOTION:

That Council approve the amendments to the Requests for Proclamations and Flag Raising Ceremonies Policy.

TO: Mayor Small and Members of Council

SUBMITTED BY: Kim Jones, Deputy CAO

DATE: January 26, 2026

SUBJECT: Requests for Proclamations and Flag Raising Ceremonies Policy Amendments

ORIGIN: A complete policy and bylaw review is a one of Council's strategic priorities.

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 Requests for Proclamations and Flag Raising Ceremonies Policy.

BACKGROUND: To recognize and honor community organizations and associations while ensuring resources are managed appropriately

DISCUSSION: The Town has historically accommodated a wide range of flag raising requests from community groups, including hosting formal ceremonies at the Church and Albion Street flagpole.

Over the past several years, the number of requests has increased while participation from the community at large has decreased. While the Town aims to be supportive and inclusive of community organizations, the current process has created challenges:

- **Staff time:** Each ceremony requires site clean up/setup and tear down, scheduling, staff presence, and coordination.
- **Low public participation:** Many ceremonies have minimal or no attendance, including from the requesting organization.
- **Operational impacts:** Short-notice requests and unpredictable weather conditions create pressures on staff workloads.

In response, staff have prepared options to provide recognition while ensuring operational sustainability.

FINANCIAL IMPLICATIONS: No new financial impacts are anticipated. The change will reduce staff time across multiple departments associated with ceremonies.





AMHERST TOWN COUNCIL

RFD# 2026008

Date: January 26, 2026

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications. This approach ensures equitable access to the flagpole while aligning operational demands with available resources.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: The application from will be revised and communicated to requesting groups and associations

ALTERNATIVES: Do not approve the policy or direct staff to make additional revisions.

ATTACHMENTS: Amended Policy



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

APPROVAL DATE: _____

CAO Signature: _____

POLICY STATEMENT

1. Proclamations

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

Requests must:

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

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

2. Flag Raisings

2.1 Location and General Requirements

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

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

2.2 Flag Raising Ceremonies

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

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

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

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

2.3 All Other Approved Flag Raisings

For all other approved flag raising requests:

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

This approach maintains inclusive recognition of community groups.

3. Conditions for Approval

In general, it shall be the policy of Council to approve requests only when:

- The message being conveyed is considered to be for the public good;
- The request does not promote one group or individual to the detriment of another;
- The flag is in good condition (no rips or fading);
- All ropes, attachments, or hardware are supplied by the applicant, if required.

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

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

SYNOPSIS

NORTH TYNDAL WELLFIELD LAND ACQUISITION

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 Nova Scotia Department of Environment and Climate Change Nature Agreement. These national programs aim to protect 17% of Canada's land and freshwater. Acquiring lands in this area not only safeguards the Town's drinking water source but also increases protected land within the Chignecto Isthmus—an important ecological land bridge between Nova Scotia and New Brunswick.

The subject 120-acre vacant forest land is in Zones 2 and 3 of the North Tyndall Wellfield Protection Zones. The \$90,000 price of the land is supported by an independent appraisal and timber valuations.

MOTION:

That Council approve the purchase of PID # 25252248 from Delco Forest Products Ltd. for \$90,000 (plus applicable HST), with all funds to be paid from the Nova Scotia Department of Environment and Climate Change Nature Agreement and further that that CAO and Mayor be authorized to execute the necessary agreements.



AMHERST TOWN COUNCIL

RFD# 2026011

Date: January 26, 2026

TO: Mayor Small and Members of Council

SUBMITTED BY: Andrew Fisher, Director of Planning and Strategic Initiatives

DATE: January 26, 2026

SUBJECT: PID # 25252248 Land Acquisition from Delco Forest Products

ORIGIN: May 27, 2024, Council Motion:

That Council approve the “Nova Scotia Nature Agreement” to continue the Town’s participation in the Canada Nature fund for two more years, and authorize the Mayor and CAO to execute the agreement.

The Nature Agreement provides a total of \$550,000 in funding until March 31, 2026 to acquire additional lands for protection at no capital cost to the Town.

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.*

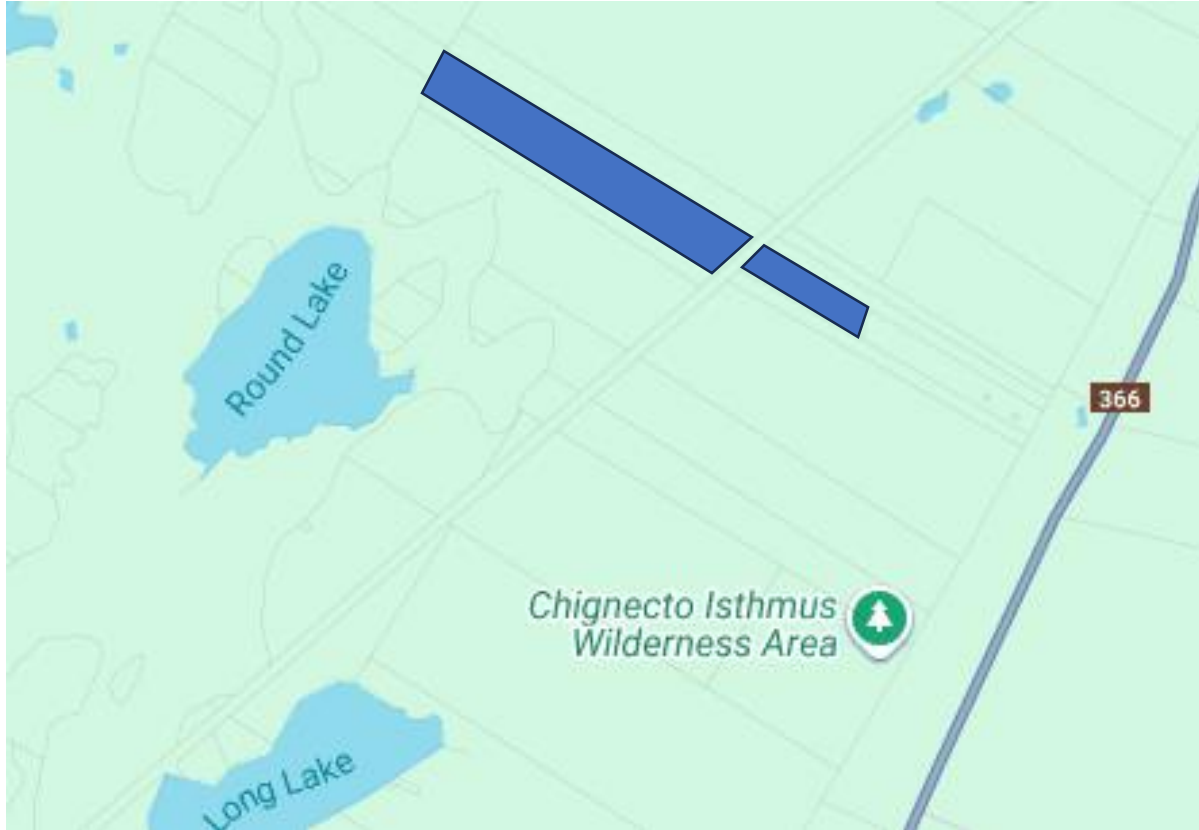
RECOMMENDATION: That Council approve the purchase of PID # 25252248, a 120-acre property from Delco Forest Products Ltd. for \$90,000 (plus applicable HST), with all funds to be paid from the Nova Scotia Department of Environment and Climate Change Nature Agreement and further that that CAO and Mayor be authorized to execute the necessary agreements.

BACKGROUND: The subject 120-acre vacant forest land is located in Zones 2 and 3 of the North Tyndall Wellfield Protection Zones, as shown on the map below and the attached Property Map. Delco is asking \$90,000, a value that is supported by independent appraisal and a timber cruise.

The funding must be spent by March 31, 2026, making this potential purchase time sensitive.

DISCUSSION: The subject property, shown in blue below, is a strategically important parcel located directly within the protection area of the North Tyndal Wellfield. Funding provided through the Nature Agreement presents a unique opportunity to acquire the property without the use of Town funds. This purchase aligns with the North Tyndal Protection Strategy recommendation to acquire properties within the wellfield to further support its protection of the water source.





FINANCIAL IMPLICATIONS: \$93,474.00 (\$90,000 purchase price + \$3,474 non-recoverable HST if applicable) funded by Nature Agreement Funding.





AMHERST TOWN COUNCIL

RFD# 2026011

Date: January 26, 2026

COMMUNITY ENGAGEMENT: Community engagement is not required to execute this purchase.

ENVIRONMENTAL IMPLICATIONS: The protection of the North Tyndal Wellfield Groundwater Zone has significant environmental implications as well as social health implications as it saves the Town of Amherst drinking water supply from contamination and pollution.

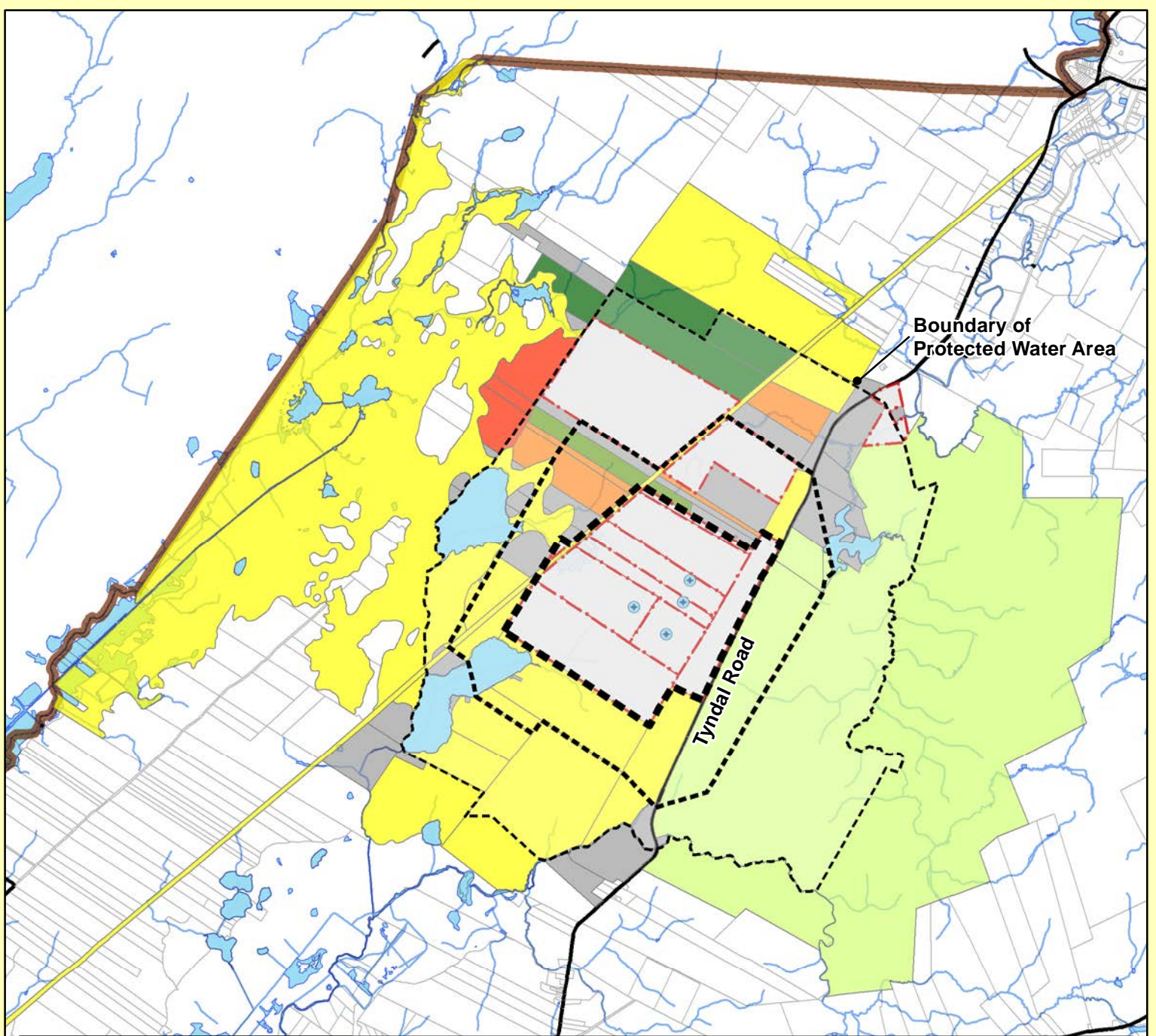
SOCIAL JUSTICE IMPLICATIONS: Protection of the North Tyndal Wellfield ensures Amherst's long-term supply of safe drinking water.

ALTERNATIVES: Do not purchase the land.

ATTACHMENTS: North Tyndal Wellfield Protection Plan Property Map

:





**Figure 2.2.
Property Mapping**

**North Tyndal Wellfield
Groundwater Protection Evaluation
Town of Amherst**



Coordinate System: NAD 1983 UTM Zone 20N
Projection: Transverse Mercator
Datum: North American 1983

1:75,000 @ 8.5 x 11



Legend

Property Owner	Delco	Crown Land	Other Properties	Production Well
Private	Irving	DNR	NT1	Stream
Bragg	Irving	Nature Conserv. of Canada	NT2	Water Body
	Town of Amherst	NT3	Provincial Border	

SYNOPSIS

WRITE OFF UNCOLLECTABLE ACCOUNTS RECEIVABLE

Staff have identified a listing of accounts as being uncollectible. All reasonable collection efforts have been exhausted. In most cases the account owners have declared bankruptcy, have no assets, or are deceased.

Old accounts that are uncollectible should be written off so that staff can concentrate on the accounts that are collectible. This is an established process used in sound financial planning for reconciliation of accounts. The Town has a valuation allowance for potential uncollectible accounts and therefore these adjustments will not affect the bottom line. The last time accounts were written off was 2018.

MOTION:

That Council approve the proposed list of write off uncollectible accounts in the amount of \$44,334.07.



AMHERST TOWN COUNCIL

RFD# 2026003

Date: January 26, 2026

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: January 26, 2026

SUBJECT: Write-off Uncollectible Accounts Receivable

ORIGIN: Analysis of aged accounts receivable listing

LEGISLATIVE AUTHORITY: Tax Collection Policy, #3800-01

RECOMMENDATION: That Council approve the proposed list of write off uncollectible accounts in the amount of \$44,334.07.

BACKGROUND: Staff have identified the attached listing of accounts as being uncollectible. All reasonable collection efforts have been exhausted. The last time any accounts were written off was 2018.

DISCUSSION: Staff would like old accounts that are uncollectible to be written off so that staff can concentrate on the accounts that are collectible. This is an established process used in sound financial planning for reconciliation of accounts.

FINANCIAL IMPLICATIONS: The Town has a valuation allowance for potential uncollectible accounts and therefore these adjustments will not affect the bottom line.

COMMUNITY ENGAGEMENT: No community engagement required.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES: Do not write off the accounts and direct staff to continue with their collection efforts.

ATTACHMENTS: List of uncollectible accounts.



Town of Amherst
List of Uncollectible Accounts

Water/Sewer Accounts

Chignecto Central Regional Centre for Education (Acct #'s: 208005, 150015, 159186, 150027, 205109)	\$ 2,246.66
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During 2021 and 2022 the Department of Education and Early Childhood were in discussions with the Department of Municipal Affairs to determine how to handle sewer and sprinkler charges for town schools. At this time the Chignecto Central Regional Centre for Education (CCRCE) were advised to hold off on any payments while these discussions were ongoing. Once discussions were finalized, they were directed to settle the outstanding charges. Payments were made late in 2022 except for interest charges. Interest has been accumulating since this time. In discussion with Chignecto Central Regional Centre for Education staff, they are proposing that we split the difference therefore we would be writing off 50% of the interest totalling \$2,246.66.

Bank of Montreal c/o Veranova Properties Limited (Acct # 201997)	\$5,592.90
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In 2020 due to circumstances of a larger than normal final water/sewer bill on this property the Town's solicitor Brian Creighton was instructed to accept a settlement on this water/sewer account of \$5,000. At the time of the settlement the account total was \$9,192.32 (of this \$8,792.19 related to the final bill). The \$5,000 settlement was received by the Town and applied to the account. This account has been collecting interest, and the outstanding balance is now \$5,592.90. As this account was settled legally the Town must write off the remaining balance. Staff are unable to locate a motion of Council from 2020 to write off the balance of this account and therefore are bringing it forward now.

Town of Amherst
List of Uncollectible Accounts (cont'd)

Miscellaneous Accounts

Amherst Senior Team (former Ducks) \$22,900.71
(Acct #40271)

The balance relates to ice rentals for the 2024-2025 season. This account had been sent to Small Claims Court of Nova Scotia, and a pre-trial teleconference was held on October 20, 2025. The Amherst Senior Team subsequently filed a claim against A&A Hockey Group (current Ducks). The Amherst Senior Team does not have any assets in which to place a judgement against. Based on this and what it would cost in additional legal fees it has been decided to drop the claim against the Amherst Senior Team.

Southern Ontario Credit Bureau \$ 9,078.58
(Acct #30004)

This relates to criminal record checks from 2021, and this company is now bankrupt.

Nustadia Recreation \$ 1,027.50
(Acct #40073)

This relates to dasher board advertising from 2020. Customer did not feel amount was appropriate for advertising received due to cancellation of events during COVID.

Old Dutch Chips \$ 760.95
(Acct #40075)

This relates to dasher board advertising from 2020. Customer did not feel amount was appropriate for advertising received due to cancellation of events during COVID.

Matthew Lepper \$ 1,716.96
(Acct #40222)

This relates to dasher board advertising from 2023. Customer is now deceased.

John McLean \$ 356.23
(Acct #100772)

This relates to Blue Cross payment from 2019. Customer is now deceased.

Town of Amherst
List of Uncollectible Accounts (cont'd)

Foodland (Acct #100527)	\$ 296.07
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This relates to false alarms from 2018. Business has since closed.

Beans & Cocoa Toys (Acct #100946)	\$ 357.51
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This relates to a Christmas sponsorship from 2018. Business has since closed.

SYNOPSIS

JOINT COUNCILS TERMS OF REFERENCE POLICY REPEAL

The Councils of the three municipal units in the Cumberland region began meeting informally in early 2017 to facilitate cooperation and collaboration between the units. In late 2018 it was agreed that each municipal unit would create a Joint Councils Terms of Reference Policy to provide structure around these meetings. The attached Joint Council Terms of Reference was adopted by Amherst Town Council in February 2019.

Since the implementation of the Town of Amherst Joint Councils Terms of Reference Policy, only a handful of Joint Council meetings have been held. Repealing this policy will not remove the ability for the Councils to work collaboratively together and to meet as needed.

MOTION:

That Council repeal the Joint Councils Terms of Reference Policy #10350-27.



AMHERST TOWN COUNCIL

RFD# 2026006

Date: January 26, 2026

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Chief Administrative Officer

DATE: January 26, 2026

SUBJECT: **Repeal of Joint Councils Terms of Reference Policy**

ORIGIN: December 16, 2024 Committee of the Whole closed session meeting motion of Council *that the Joint Councils Committee be disbanded, and that the CAO communicate this motion with the CAO of the Municipality, indicating the desire to continue to meet and collaborate as needed.*

LEGISLATIVE AUTHORITY: MGA Section 24(1) The Council may establish standing, special and advisory committees.

RECOMMENDATION: That Council repeal the Joint Councils Terms of Reference Policy #10350-27.

BACKGROUND: The Councils of the three municipal units in the Cumberland region began meeting informally in early 2017 to facilitate cooperation and collaboration between the units. In late 2018 it was agreed that each municipal unit would create a Joint Councils Terms of Reference Policy to provide structure around these meetings. The attached Joint Council Terms of Reference was adopted by Amherst Town Council in February 2019.

DISCUSSION: Since the implementation of the Town of Amherst Joint Councils Terms of Reference Policy, only a handful of Joint Council meetings have been held. Repealing this policy will not remove the ability for the Councils to meet as needed, such as at the upcoming meeting regarding the municipal boundary change.

FINANCIAL IMPLICATIONS: There are no financial implications with repealing this policy.

COMMUNITY ENGAGEMENT: No community engagement required.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to repealing this policy. All three municipal units in the region will continue to work together on any issues that may arise that involve more than one municipal unit.

ENVIRONMENTAL IMPLICATIONS: No environmental implications with repealing this policy.

ALTERNATIVES: Do not repeal the Joint Councils Terms of Reference Policy.

ATTACHMENTS: Joint Councils Terms of Reference Policy.



DEPARTMENT: Executive

TITLE: Joint Councils Terms of Reference

Minutes reference date: February 25, 2019

1st Revision date:

Introduction

The Councils of the Municipality of the County of Cumberland (“the County”), the Town of Oxford (“Oxford”) and the Town of Amherst (“Amherst”) wish to establish a committee through which issues of mutual interest may be discussed at the council level. To this end, the Joint Council Committee has been established as a standing committee of each of the Councils.

1. Goals

To assist the Councils in an effort to:

- Identify opportunities for and encourage coordination, cooperation or sharing of services and/or programs between the municipal units.
- Promote the Cumberland region as a vibrant and healthy community that is a great place to live, work and play.

2. Purpose

The purpose of Committee is to:

- Facilitate communication between and among elected officials and provide a forum for the exchange of information on issues of mutual interest;
- Review studies, plans and proposals related to the approved committee goals and provide comments to staff and recommendations Councils.
- Propose policy changes that would encourage or enable the Committee’s approved goals.
- Act as a single forum for presentations or report to both municipalities when appropriate. (example – grants to organizations)

3. Membership

- All elected members of the Councils of all three units are voting members of this committee.
- The CAO’s are non-voting members of the Committee.
- The Warden and Mayors shall act as the chair on a rotating basis.
- The Municipal Advisor who has been appointed by the Department of Municipal Affairs for the region shall be an ex-officio member

4. Meetings

- The Committee will meet on the first Tuesday of February, May, September, and December of each year.
- Together, the Warden and Mayors may convene additional meetings as deemed necessary in consultation with the CAO’s.
- A quorum will consist of fifteen voting members including at least two voting members of each Council.
- Meeting location and coordination shall rotate among the three municipal units.

DEPARTMENT: Executive

TITLE: Joint Councils Terms of Reference

Minutes reference date: February 25, 2019

1st Revision date:

-
- Minutes shall be kept and the municipality coordinating the meeting will provide administrative support.
 - Agenda items will be compiled by the hosting Municipal Clerk or CAO. Any agenda items must be forwarded to staff at least two weeks in advance of meetings.
 - Agendas and staff reports shall be made available to the Committee on the Friday immediately preceding the scheduled meeting. Agendas and staff reports shall also be posted to the Amherst website prior to the meeting. The County and Oxford shall post a link to the agenda on their respective websites.
 - No additions to the agenda will be permitted at the beginning of a meeting unless unanimously accepted.

5. Role and Responsibility of Staff

Staff representatives from the County, Oxford and Amherst shall provide administrative and research support to the Committee. This includes, but is not limited to the preparation and distribution of agendas and staff reports. Staff of each municipal unit will maintain a copy of all official records pertaining to the committee within their organization in accordance with their records management policy.

6. Reporting and Communication

Meetings of the Committee shall take place in accordance with Section 22 of the Municipal Government Act.

A meeting report including the meeting agenda, draft minutes and any forthcoming recommendations shall be presented to all councils at their next regular meeting.

Approved motions of the committee shall constitute recommendations to each of the Councils of the County, Oxford and Amherst.

7. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

8. Amendments

The Committee may recommend amendments to these terms of reference to each of the participating councils. Any amendments must be approved by all three Councils to be effective.

SYNOPSIS

CHRISTIE FOUNDATION DONATION – CUMBERLAND COUNTY MINOR HOCKEY ASSOCIATION

The Town received correspondence from the Dr. & Mrs. H.E. Christie Community Foundation advising that their board approved a conditional grant, pending approval from the Town of Amherst in the amount of \$10,000 to the Cumberland County Minor Hockey Association as an additional contribution to augment player and coach development programs. The Foundation is asking if Council will accept this donation from them in the above amount, issue a donation acknowledgement letter and provide a grant as listed above.

The Town of Amherst has accepted donations of this nature in the past and provided a donation acknowledgement letter to the donor and disbursed funds to the requested recipient. The key is that the disbursement is approved by Council and is for an expenditure which the municipality has the authority to spend.

There would be no financial implications for the Town with this transaction as the grant would be fully offset by the donation.

MOTION:

That Council approve the request to receive a donation of \$10,000 from the Dr. & Mrs. H.E. Christie Community Foundation to fund a corresponding grant of \$10,000 to the Cumberland County Minor Hockey Association.



AMHERST TOWN COUNCIL

RFD# 2026002

Date: January 26, 2026

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: January 26, 2026

SUBJECT: Donation Request from the Dr. & Mrs. H.E. Christie Community Foundation

ORIGIN: Correspondence from the Dr. & Mrs. H.E. Christie Community Foundation that they will donate \$10,000 to the Town provided that the Town, in turn, provides a grant of \$10,000 to the Cumberland County Minor Hockey Association as an additional contribution to augment player and coach development programs.

LEGISLATIVE AUTHORITY: Income Tax Act – Canada Revenue Agency Charity Guideline Registered municipalities are considered qualified donees by the Canada Revenue Agency and therefore can issue official donation receipts and are eligible to receive gifts from registered charities.

RECOMMENDATION: That Council approve the request to receive a donation of \$10,000 from the Dr. & Mrs. H.E. Christie Community Foundation to fund a corresponding grant of \$10,000 to the Cumberland County Minor Hockey Association.

BACKGROUND: The Town of Amherst has accepted donations of this nature in the past and provided a donation acknowledgement letter to the donor and disbursed funds to the requested recipient. The key is that the disbursement is approved by Council and is for an expenditure which the municipality has the authority to spend.

DISCUSSION: The Town received correspondence from the Dr. & Mrs. H.E. Christie Community Foundation advising that their board approved a conditional grant, pending approval from the Town of Amherst in the amount of \$10,000 to the Cumberland County Minor Hockey Association. The Foundation is asking if Council will accept this donation from them in the above amount, issue a donation acknowledgement letter and provide grants as listed above.

FINANCIAL IMPLICATIONS: There would be no financial implications for the Town in this transaction as the grant would be fully offset by the donation.

COMMUNITY ENGAGEMENT: No community engagement is contemplated in carrying out this request. The community engagement occurred between the Cumberland County Minor Hockey Association and the Dr. & Mrs. H.E. Christie Community Foundation.



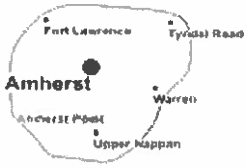
ENVIRONMENTAL IMPLICATIONS: No environmental implications are anticipated with this business process.

ALTERNATIVES:

1. Refer the matter to a future Council meeting for Council's consideration of accepting donation the from the Dr. & Mrs. H.E. Christie Community Foundation and providing a grant to the Cumberland County Minor Hockey Association.
2. Decline this request.

ATTACHMENTS:

- Letter from Dr. & Mrs. H.E. Christie Community Foundation re: conditional grant Cumberland County Minor Hockey Association.
-



Christie - Smith Community Fund
consisting of
 The Hugh E. Christie Fund and the Michael D. Smith Fund
administered by



The Dr. & Mrs. H.E. Christie Community Foundation

Christie Fund

P.O Box 986, Amherst, Nova Scotia B4H 4E1
 Phone: (902) 664-9779
 E-mail: christiesmithfoundation@gmail.com

Smith Fund

Trustees:

6 January 2026

- David H. Christie
- Morris J. Haugg
- Jennifer Brennan
- Barry MacLeod
- Donna Fitzpatrick
- Mark Carter
- Linda Macleod

Town of Amherst
 attn: Sarah Wilson
 98 Victoria St. East
 Amherst, NS
 B4H 1X6

Dear Sarah,

At a recent meeting, the Trustees of The Dr. and Mrs. H.E. Christie Community Foundation approved a Conditional Grant of \$10,000 requested by the Cumberland County Minor Hockey Association to augment player and coach development programs.

This grant to a non-qualified donee is conditional on approval from the Town to facilitate handling of the grant. I am writing to request approval from the Town to receive our funds and forward an equivalent amount to the applicant:

Cumberland County Minor Hockey Association
 c/o Adam Larkin, Secretary
 80 Fox Ranch Road
 East Amherst, NS B4H 3Y3

Please let me know at your earliest convenience your decision on this request.

If there are any questions regarding this matter, please advise. Thank you.

Sincerely,


 John Matthews, Administrator

JM/hs

SYNOPSIS

YMCA OF CUMBERLAND REQUEST FOR FUNDING

The YMCA of Cumberland has requested \$9,000 from the Town of Amherst to assist with phase one planning for a potential facility expansion.

As the Town is considering various partnerships with the YMCA to provide recreational services to area residents at the YMCA location it makes sense to participate and help fund this study.

MOTION:

That Council approve the funding request from the YMCA of Cumberland in the amount of \$9,000 to come from the Strategic Priority Reserve.



AMHERST TOWN COUNCIL

RFD# 2026009

Date: January 26, 2026

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, CAO

DATE: January 26, 2026

SUBJECT: YMCA of Cumberland Funding Request

ORIGIN: Letter from the YMCA of Cumberland

LEGISLATIVE AUTHORITY: MGA 65(a) Authorized Municipal Expenditures

RECOMMENDATION: That Council approve the funding request from the YMCA of Cumberland in the amount of \$9,000 to come from the Strategic Priority Reserve.

BACKGROUND: The Town is considering partnering with the YMCA to develop a public gymnasium at the YMCA location as part of their potential upcoming expansion project.

DISCUSSION: This study will bring the YMCA, Amherst and Cumberland closer to determining how best to utilize the current and potentially adjacent space at the YMCA for recreational and community services.

FINANCIAL IMPLICATIONS: The \$9,000 can be funded from the Strategic Priority Reserve as a new gymnasium is part of our 'community centre' project.

COMMUNITY ENGAGEMENT: No community engagement at this time, but there will be significant community engagement later in the process.

SOCIAL JUSTICE IMPLICATIONS: The YMCA is committed to social justice and there may be no better way to further this initiative than to partner with the YMCA on community facilities.

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

ALTERNATIVES: Do not approve the funding request or approve the request for a different amount.

ATTACHMENTS: YMCA Request for Funding





YMCA of Cumberland
92 Church Street
PO Box 552
Amherst, NS
B4H4A1
(902)667-9112

Investing in Community Well-Being: Support for YMCA Expansion Planning

Dear Mayor and Members of Council,

The YMCA of Cumberland is a cornerstone of our community, providing accessible recreation, wellness, and support services to more than 2,400 members across Cumberland County. As demand for programs and services continues to grow, our current facility has reached its functional limits. To continue serving residents effectively and responsibly, the YMCA must now plan for the future.

We are writing to respectfully request the Town's support in the amount of \$9,000 to assist with Phase One planning for a proposed facility expansion. This investment represents a critical first step toward addressing long-standing and documented community recreation needs while ensuring thoughtful, cost-effective, and sustainable development.

Phase One will establish a strong foundation for future decision-making through essential site evaluation and conceptual design work. This will include a comprehensive analysis of existing visible site conditions—such as topography, drainage, vegetation, environmental considerations, access points, utilities, and surrounding land uses—that may influence design and feasibility. While limited to visible conditions at this stage, this work is vital to identifying opportunities, constraints, and potential risks early in the process.

In parallel, conceptual design services will provide a clear vision for how an expanded facility could best serve the community. This work will include a site tour with consultants and YMCA representatives, user requirement meetings, room data sheets, a preliminary high-level building code review, space and functional programming, spatial adjacency diagrams, an opinion of probable costs, and the creation of three to four massing model renderings. Together, these deliverables will equip both the YMCA and the Town with the information needed to make informed, transparent decisions about next steps.



YMCA of Cumberland
92 Church Street
PO Box 552
Amherst, NS
B4H4A1
(902)667-9112

The YMCA of Cumberland is the primary recreation and wellness provider in the County, ensuring residents can access essential programs locally rather than seeking services elsewhere. This proposed expansion directly responds to a need identified in a feasibility study conducted by the Town of Amherst, which confirmed a significant gap in access to a community gymnasium. By incorporating a gymnasium into the expansion, the YMCA will help fulfill this identified need, creating a shared, multi-purpose space that benefits not only YMCA members but also schools, community groups, and local organizations.

Beyond meeting immediate recreation needs, this project represents a strategic investment in community health, youth development, and social connection. An expanded facility will increase program capacity, reduce waitlists, and ensure programs remain affordable and accessible to residents of all ages and abilities. The project will also stimulate local economic activity through planning, construction, employment, and increased use of local services.

The YMCA of Cumberland values its strong partnership with the Town and shares Council's commitment to building a healthy, vibrant, and inclusive community. Support for this planning phase will demonstrate leadership and foresight, positioning Amherst to proactively address recreation needs rather than react to growing service gaps.

Thank you for your consideration of this request. We would welcome the opportunity to discuss this proposal further or provide any additional information that may assist Council in its decision-making.

Sincerely,

Trina Clarke

CEO
YMCA of Cumberland

cc. Terry Farrell, YMCA of Cumberland Board Chair

Internal Committee Report

Amherst Board of Police Commissioners

January 2026

The Amherst Board of Police Commissioners met on Tuesday, January 20th at 3:00 p.m. in Town Hall Council Chambers.

Chief Pike reviewed his memo regarding an update on the Amherst Police Department Strategic Plan, included as part of the agenda package.

The Board reviewed the items requested by the Amherst Police Department as part of the capital budget process, and passed a motion that the Amherst Board of Police Commissioners approve the 2026/2027 Capital Budget of the Amherst Police Department which includes \$35,000 for Hard Body Armour, \$93,000 for the replacement of Patrol Vehicle #2, \$93,000 for the replacement of Patrol Vehicle #3, and \$28,000 for two SANS Storage Units, for a total request for 2026/27 of \$249,000.00, and further that this budget request be forwarded to Council for approval.

Chief Pike also reviewed the Chief's report, included in the agenda package.

The next meeting of the Amherst Board of Police Commissioners was scheduled for Tuesday, February 24, 2026, at 3:00 p.m.

The public is once again 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

January 2026

The Amherst Youth Town Council did not hold a regular meeting this month; however, members remained active through several fun and meaningful initiatives.

On December 13, AYTC supported the Hat and Mitt Toss during the Ramblers vs. Yarmouth hockey game. Members purchased extra hats and mitts so everyone could take part, raising \$90 in donations. AYTC is currently deciding which local charity will receive the funds, and all collected hats and mitts will be distributed to community organizations throughout Amherst.

Looking ahead, two AYTC members are registered to attend the NSSSA Conference in May. This year's theme, "*Turn It Up!*", focuses on increasing energy, enthusiasm, and leadership among students in grades 9–12. The conference will provide opportunities to build leadership skills, hear from inspiring speakers, and connect with motivated youth from across the province.

AYTC is also supporting the organization of the Opportunity Fair, scheduled for February 23 at Amherst Regional High School. Student surveys are being used to identify volunteer interests, and community organizations that match those interests will be invited to host booths and connect directly with youth.

The monthly youth newsletter continues to grow and now includes youth tips from Anchor. This month's focus was on study habits and stress management to support students during exam time.

Finally, AYTC members are continuing discussions around initiatives they would like to bring forward and hope to meet with Council in February to share these ideas.

The next regular AYTC meeting is planned for early February.

External Committee Report

Cumberland Public Libraries

January 2026

Amherst Hours Change

The Amherst Library made a slight change to hours starting on January 5, 2026. The branch will be open on Mondays from 10:00 am-5:00 pm, instead of 10:00 am-3:00 pm and will close 2 hours earlier on Saturdays at 1:00pm. This change was requested by patrons.

Fundraising

In November the Amherst and Springhill Libraries raised over \$1,000 at our annual Knit-a-thon. The Amherst Library held record sales and raised over \$900. Several hundred records were donated by an Amherst patron to help raise money. Proceeds from these fundraisers will be used toward prizes and programs during Summer Reading Club 2026.

Statistics

In the month of November, Cumberland Public Libraries signed out 11,823 items, 4,888 items in the Amherst Library alone. This includes books, movies, TV shows, magazines, ebooks and more.

Amherst also held 13 in-person programs in November with 148 people in attendance. The Amherst library had 4,030 in-person visits.

The next Board meeting will be held on February 5, 2026.

External Committee Report

YMCA of Cumberland

January 2026

Membership and programs are off to a strong New Year start. A lot of planning is underway for various projects both big and small such as the Coldest Night of Year which is a major fundraiser that is fast approaching.

We have recently put in a request to Amherst Town Council for funding in the amount of \$9,000 to develop a public gymnasium at the YMCA location as part of the potential upcoming expansion project.

We currently have a few position vacancies which we are in the process of filling. No issue with service delivery in the meantime, gaps are being covered.

External Committee Report

Northern Region Solid Waste

January 2026

A meeting has not been held since the last report. The next Northern Region meeting is scheduled for March 27, 2026.