



Regular Council Meeting
Agenda

Date: Monday, October 26, 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

3.2.1 September 28, 2026

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4. REQUESTS FOR DECISION

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**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: September 28, 2026
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
Andrew Fisher, Director, Planning & Economic Development
Sarah Wilson, Director, Finance
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. HEARINGS/PRESENTATIONS/PETITIONS

3.1 Petition to Relocate the Shelter

Moved By Deputy Mayor Chambers

Seconded By Councillor Ripley

That Council formally accept the Petition to Relocate the Shelter to a More Suitable Location.

Motion Carried

3.2 Petition in Support of the Shelter

Moved By Councillor Davidson

Seconded By Councillor Furlong

That Council formally accept the Petition in Support of the Shelter.

Motion Carried

4. APPROVAL OF AGENDA / ACCEPTANCE OF MINUTES

4.1 Approval of Agenda

Moved By Deputy Mayor Chambers

Seconded By Councillor Wells

To approve the agenda as circulated.

Motion Carried

4.2 Acceptance of Minutes

4.2.1 June 22, 2026, Regular Council

The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the June 22, 2026, regular Council meeting were accepted as included in the agenda package.

4.2.2 June 29, 2026, Special Council

The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the June 29, 2026, special Council meeting were accepted as included in the agenda package.

- 4.2.3 **July 8, 2026, Public Hearing**
The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the July 8, 2026, Public Hearing were accepted as included in the agenda package.
- 4.2.4 **July 23, 2026, Special Council**
The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the July 23, 2026, special Council meeting were accepted as included in the agenda package.
- 4.2.5 **September 17, 2026 Variance Appeal Hearing**
The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the September 17, 2026, Variance Appeal Hearing were accepted as included in the agenda package.

5. **REQUESTS FOR DECISION**

- 5.1 **Amherst Youth Advisory Committee Appointments**
Moved By Councillor Wells
Seconded By Councillor McManaman
That Council appoint the following applicants to the Amherst Youth Advisory Committee:
Emily Stonehouse
Abby Short
Callum Taylor
Lamya Saify
Ava Tooley
Kawthar Alchegade
Avery Hoeg-Burbine
Ava Crocker
Isla Crocker
Allison Jones
Hannah Brunt

Motion Carried
- 5.2 **Stadium Canteen Concession Agreement**
Moved By Councillor Davidson
Seconded By Councillor Wells
That Council approve a one-year extension to the existing Stadium Canteen Concession Agreement and direct staff to issue an RFP for Canteen services next fall, to be effective September 1, 2028.

Motion Carried
- 5.3 **Variance Appeal 69 Lower Laplanche Street**
Moved By Councillor McManaman
Seconded By Councillor Wells
That the variance granted to reduce the minimum required lot area by 7.5% to permit the construction of a nine-unit apartment building at 69 Lower Laplanche Street be upheld.

Motion Carried
- 5.4 **REMO By-law and Agreement**
Moved By Councillor Furlong
Seconded By Councillor McManaman
That Council give First Reading of the Regional Emergency Management Organization (REMO) Bylaw and further approve the accompanying Intermunicipal Service Agreement and authorize the Mayor and CAO to sign on behalf of the Town.

Motion Carried

APPROVAL DATE: _____

CAO Signature: _____

1. This by-law is titled “REMO Emergency Management By-law C-15”.

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Part 1 Purpose

The Nova Scotia *Emergency Management Act* requires municipalities to adopt a Municipal Emergency Management By-law with the aim of establishing a municipal emergency management organization and preparing and approving emergency management plans. This by-law will allow for the Town of Amherst to work with neighboring municipal units of the Municipality of the County of Cumberland and the Town of Oxford to develop coordinated plans on a regional level which will better serve residents.

Part 2 Definitions

- 2.1

Act means the *Emergency management Act*, S.N.S. 1990, c.8;
- 2.2

Agreement means the Agreement entered into in accordance with Clause 10(1)(a) of the Act, among the Municipality of the County of Cumberland, the Town of Amherst and the Town of Oxford dated April 1, 2026 attached as Appendix A.
- 2.3

Alternate Regional Emergency Management Coordinator (Alternate REMC) means the person charged to back up or replace the Regional Emergency Management Coordinator during all phases of emergency planning.
- 2.4

Council means the Council of a municipality, town or village.
- 2.5

Emergency means a present or imminent event in respect of which the Minister or a Municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety, or welfare of people in the municipality/municipalities.
- 2.6

Emergency Management means the prevention and mitigation of preparedness for, response to and recovery from emergencies.
- 2.7

Mayor means a Mayor of one of the municipal units being a party to the Agreement.
- 2.8

Municipalities means the three municipal units being parties to the Agreement.
- 2.9

Regional Emergency Management Advisory Committee means the Committee, sometimes referred to as the Executive Committee, established pursuant to the Agreement, and as required by Clause 10(1)(d) of the Act.
- 2.10

Regional Emergency Management Coordinator (REMC) means the person appointed by Council, and in accordance with the Agreement, as required by Clause 10(1)(c) of the Act.
- 2.11

Regional Emergency Management Organization (REMO) means the organization established by the Agreement, and as required by Clause 10(1)(b) of the Act.
- 2.12

Regional Emergency Management Planning Committee the Committee established by the Agreement responsible for recommending policy and procedures to the Executive Committee for maintaining a reasonable state of preparedness for emergencies.
- 2.13

Regional Emergency Management Plans means plans, programs or procedures prepared by the Regional emergency Management Organization that are intended to mitigate the effects of an emergency or a disaster and to provide for the safety, health, or welfare of the civil population and property in the event of such an occurrence, as set out in Clause 2(d) of the Act.

2.14 **State of Local Emergency** means a state of local emergency declared by a Municipality pursuant to the Act and the Regulations made pursuant thereto, and this By-Law.

Part3 Regional Emergency Management Organization

- 3.1 Council hereby establishes a Regional Emergency Management Organization (REMO), and shall create an intermunicipal agreement with its partners, specifying funding, governance, and other requirements of Councils.
- 3.2 The Regional Emergency Management Organization shall consist of the following persons and committees:
 - 3.2.1 The Regional Emergency Management Advisory Committee (Advisory Committee);
 - 3.2.2 The Regional Emergency Management Coordinator (REMC);
 - 3.2.3 The Regional Emergency Planning Committee (Planning Committee)
 - 3.2.4 Alternate Emergency Management Coordinator (Alternate REMC).

Part4 Regional Emergency Management Advisory Committee

- 4.1 Councils shall appoint representatives to the Advisory Committee in accordance with the Agreement.
- 4.2 Council's representatives on the Advisory Committee shall always include the Mayor of the Municipal unit being represented and the number of representatives from each Municipal unit shall be in accordance with the numbers set forth in the Agreement.
- 4.3 The Advisory Committee shall, on behalf of REMO:
 - 4.3.1 Approve REMO plans and policies;
 - 4.3.2 Recommend the annual budgets to Council;
 - 4.3.3 Provide direction to the REMC and the Planning Committee, as deemed appropriate by the Advisory Committee from time to time;
 - 4.3.4 Brief Council on the development and approval of REMO plans and policies whenever required to do so by Council;
 - 4.3.5 Brief Council on developments during a State of Local Emergency when deemed necessary.

Part5 Regional Emergency Management Coordinator

- 5.1 The REMC and Alternate Coordinator shall be appointed in accordance with the Agreement.
- 5.2 The REMC shall:
 - 5.2.1 Be responsible to appoint a Chair of the Planning Committee;
 - 5.2.2 Coordinate and prepare REMO plans, training, and exercises;
 - 5.2.3 Be responsible for on-going public education programs related to emergency preparedness;
 - 5.2.4 Following the activation of the REMO Plan or a declaration of state of local emergency, coordinate municipal operations with those of the provincial and federal governments during a declared emergency;
 - 5.2.5 Ensure all emergency operations centers and equipment are fully operational;
 - 5.2.6 Advise the Department of Emergency Management of any real or anticipated event or emergency as required by the Act.
 - 5.2.7 Perform such other duties as may be required by the Advisory Committee.

Part6 Regional Emergency Planning Committee

- 6.1 The Planning Committee, as per the Agreement, shall be comprised of the REMC, the Alternate REMC and representatives as set forth below.
- 6.2 The Planning Committee may include, but not limited to, persons responsible during an emergency to provide:
 - 6.2.1 Local Law Enforcement;

- 6.2.2 Ground Search and Rescue;
- 6.2.3 Fire Services;
- 6.2.4 Municipal Public Works representatives;
- 6.2.5 Provincial OSD and Red Cross;
- 6.2.6 Provincial Department of Health and Wellness;
- 6.2.7 Regional Housing Authority;
- 6.2.8 Emergency Health Services;
- 6.2.9 Provincial Department of Natural Resources;
- 6.2.10 Provincial Department of Public Works;
- 6.2.11 Telecommunications;
- 6.2.12 Public Information Services;
- 6.2.13 Department of Emergency Management

6.3 The Planning Committee shall:

- 6.3.1 Assist the Coordinator in the preparation and coordination of REMO Plans, to maintain a reasonable state of preparedness for emergencies.
- 6.3.2 Formulate policy and procedure recommendations, planning, training, and exercises.

Part 7 Alternate Regional Emergency Management Coordinators

- 7.1 The Alternate Regional Emergency Management Coordinators appointed in accordance with the Agreement shall:
 - 7.1.1 Participate in Planning Committee meetings as required by the REMC;
 - 7.1.2 Participate in training, exercises, and responses to emergencies as required by the REMC.

Part 8 Agreements

- 8.1 Council hereby agrees that the Advisory Committee may enter into agreements with the Government of Canada, the Province of Nova Scotia, a Municipality, or any other person or organization, for the provision of services in the development and implementation of Regional Emergency Management Plans.

Part 9 Budget Considerations

- 9.1 The Municipalities shall share the normal operational costs of the REMO based on an annual budget divided proportionally based upon a blended formula including uniform assessment, population, and equal shares, in accordance with Clauses 31, 32 and 33 of the Agreement.

Part 10 Declaration of a State of Local Emergency

- 10.1 Council may, when satisfied that an emergency exists or may exist in all or any area of its own Municipality, declare a State of Local Emergency in respect of their own Municipality or an area thereof.
- 10.2 If any of the Councils are unable to act promptly under Section 12(2), the Mayor of the Municipality of the County of Cumberland, the Mayor of the Town of Amherst or the Mayor of the Town of Oxford may declare a State of Local Emergency, subject to Section 12(3) of the Act, in respect of their own Municipality or a portion thereof.

If both the Mayors and Councils of the Municipalities are unable to act promptly to declare a State of Local Emergency in their own jurisdiction under Section 15(2) of the Act, any one of the Mayors may, subject to the provisions of Sections 12(2) and 12(3) of the Act, declare a State of Local Emergency in regards to an emergency that exists or may exist in all or within any area of the Municipalities or portion thereof.

After signing a declaration or termination of a State of Local Emergency or the issuance of an order under Section 14 of the Act, Council shall immediately communicate or publish details on the municipal website or by the means most likely to inform the affected residents.

Part 11 Duties During an Emergency

- 11.1 Following the activation of any Regional Emergency Plan or a declaration of a state of local emergency:
- 11.1.1 The Mayor shall immediately forward a copy of the declaration and any renewals thereof to the Minister.

11.1.2 Every Councilor shall advise the Coordinator and Mayor as to their location and how they may be contacted.

11.1.3 Every employee and agent of the Municipality who has a role in such emergencies as assigned in the Regional Emergency Management Plans, shall:

11.1.3.1 Advise the REMC of their location and how they may be contacted; and

11.1.3.2 fulfill such duties described in the emergency operational plan.

Part 12 Repeal

12.1 This by-law repeals and replaces Regional Emergency Management By-Law C-08.

For Administrative Use Only:

REMO Emergency Management Bylaw in the Town of Amherst Adoption	
First reading:	September 28, 2026
Notice of Intent:	
Second Reading:	
Notice of Publication and Effective Date of Bylaw:	
Notice to Service Nova Scotia & Municipal Relations:	

VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
CAO	New By-law	

Minutes reference date:

- 5.5

2025/26 Audited Financial Statements

Moved By Deputy Mayor Chambers

Seconded By Councillor Ripley

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

Motion Carried

5.6

Appointment of 2026/27 Auditor

Moved By Councillor Wells

Seconded By Deputy Mayor Chambers

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

Motion Carried

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5.7 Year End Capital Financing Adjustment

Moved By Councillor Ripley

Seconded By Councillor Wells

That Council approve the following changes to the funding for the 2025/26 Water Capital Budget:

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

Motion Carried

5.8 Year End Operating Reserve Transfer

Moved By Councillor Davidson

Seconded By Councillor McManaman

That Council approve the following transfer from the Operating Reserve to General Operating:

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

Motion Carried

5.9 Water Capital Budget Amendment JDI Land Trade

Moved By Councillor Furlong

Seconded By Councillor Wells

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

Motion Carried

5.10 Capital Budget Amendment East Pleasant Street Land Purchase

Moved By Deputy Mayor Chambers

Seconded By Councillor Ripley

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

Motion Carried

5.11 Capital Budget Amendment Library Heat Pump

Moved By Councillor McManaman

Seconded By Councillor Wells

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

Motion Carried

5.12 Capital Budget Amendment Fire Truck

Moved By Councillor Furlong

Seconded By Deputy Mayor Chambers

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

Motion Carried

- 5.13 **Cumberland Museum and Archives Community Support Grant**
Moved By Councillor Davidson
Seconded By Councillor Furlong
That Council approve a community support grant under the Community Support Grants Policy for the Cumberland County Museum and Archives in the amount of \$3,557.00 with funds to come from Community Support.

Motion Carried

6. INTERNAL COMMITTEE REPORTS

- 6.1 **Planning Advisory Committee - Ripley**
Information item only, included as part of the agenda package.
- 6.2 **Amherst Board of Police Commissioners - Davidson**
Information item only, included as part of the agenda package.
- 6.3 **Audit Committee - Chambers**
Information item only, included as part of the agenda package.

7. EXTERNAL COMMITTEE REPORTS

- 7.1 **Cumberland Public Libraries - McManaman**
Information item only, included as part of the agenda package.
- 7.2 **Cumberland YMCA - Wells**
Information item only, included as part of the agenda package.
- 7.3 **L. A. Animal Shelter - Davidson**
Information item only, included as part of the agenda package.

8. ADJOURNMENT

Mayor Small thanked Town staff for all their hard work over the past summer, including planning several events and making our town look beautiful.

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

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor

REMO/Inter-Municipal Emergency Services Agreement

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

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

And

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

And

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

(Collectively, the "Municipalities")

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

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

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

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

DEFINITIONS

- (a) "Alternate Coordinator" means the Alternate Regional Emergency Management Coordinator and is charged with backing up or replacing the Regional Emergency Management Coordinator if required
- (b) "CAO" means Chief Administrative Officer

- (c) "Capital Expenditure" means that REMO may, through their all hazards planning approach, identify and recommend the purchase of a capital asset to address a gap in the provision of emergency services. The asset may be required by one or all parties to this agreement. Should the Municipality, Amherst and Oxford unanimously agree that the asset shall be funded, the funding shall be in accordance with the funding allocation in appendix one of this agreement. Should two parties to this agreement agree, the allocation of funding shall be calculated as in appendix one, with two members instead of three.
- (d) "Concept of Operations" means the operational guidelines set forth to direct the operations of the Emergency Coordination Centre
- (e) "DFAA" means Government of Canada Disaster Financial Assistance administered by PSC
- (f) "Emergency" means a present or imminent event in which a Municipality and/or Municipalities believe prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people within the Municipality/Municipalities.
- (g) "Emergency Management" means the prevention and mitigation of preparedness for, response to and recovery from emergencies.
- (h) "Emergency Management Act" means Emergency Management Act. 1990, c. 8, s. 1; 2005, c. 48, s. 1
- (i) "Mutual Aid" means an agreement among emergency responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a disaster or a multiple-alarm fire.
- (j) "Coordination Centre" means Regional Emergency Coordination Centre
- (k) "Coordinator" means the Regional Emergency Management Coordinator
- (l) "Advisory Committee" means Regional Emergency Management Advisory Committee also sometimes referred to as REMAC.
- (m) "REMO" means Regional Emergency Management Organization.

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

GENERAL

1. The purpose of this inter-municipal services agreement (hereafter called the "Agreement") is to provide for a coordinated response to an emergency occurring within Cumberland County referred to in this Agreement as the "County".
2. This Agreement also provides for the parties to render mutual aid with respect to personnel and equipment during an emergency.
3. This Agreement is to provide for the joint provision of services and facilities by the municipal units in the region pursuant to 60(1) of the Municipal Government Act and Section 10 (2) (c) of the *Emergency Management Act*.
4. The planning of and coordination of emergency service delivery during a real or imminent emergency as defined by the *Emergency Management Act*, shall be provided by the REMO.
5. This agreement is to provide for the determination, recommendation and facilitation of the training needs for municipal staff and elected officials within the REMO.

HOST MUNICIPALITY

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

8. The Host Municipality will be responsible for all administrative functions including financial, payroll, record keeping, minute taking and reporting on behalf of REMO during non-emergency situations.
9. The Host Municipality will maintain a set of books and accounts for the financial administration and record keeping of the REMO.
10. The Host Municipality will include the Coordinator's activities on their Municipality's liability insurance policy.
11. Each Municipality will maintain appropriate insurance coverage on its respective REMO assets.
12. The Host Municipality shall be responsible for the employment and/or contracting of the position of the Coordinator and Alternate Coordinator.

STRUCTURE

13. The REMO shall consist of an Advisory Committee and a Planning Committee.
14. The Coordinator will be responsible for the execution of the activities of the REMO.
15. The Alternate Coordinator will be responsible for the execution of the activities of the REMO if the Coordinator is not available as well as supporting the Coordinator in the normal activities of the REMO.

REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

16. The Advisory Committee shall be responsible for the governance and direction of emergency preparedness activities within the region and to advise the appointing Councils pursuant to Section 10 (1) (d) of the *Emergency Management Act*.
 - a. Each party to this Agreement shall appoint to the Advisory Committee members of its Council, in accordance with the following:
 - (i) Three from the Municipality of the County of Cumberland
 - (ii) Two from the Town of Amherst
 - (iii) One from the Town of Oxford

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

- b. Members of the Advisory Committee are appointed for the same term of office as the Council that appoints them and shall hold office until their successors are named. (subject to (a) above).
- c. In the event of a vacancy occurring, the Council that appointed the member shall appoint a replacement within six weeks after the vacancy.
- d. The Advisory Committee shall annually elect one of its members to be chair and one to be vice chair, who shall act in the absence or incapacity of the chair. The chair shall not be appointed for consecutive annual terms.
- e. The chair or other person presiding shall vote on every question before the Advisory Committee.
- f. Quorum for the Advisory Committee shall be 50% plus one.
- g. The Chief Administrative Officers for each Municipal unit as well as the coordinator shall be non-voting members of the Advisory Committee.
- h. The Alternate Coordinator and any assistant Coordinators may attend meetings of the Advisory Committee as non-voting members, if requested.

REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

- 17. A Planning Committee shall be responsible for recommending policy and procedures to the Advisory Committee to maintain a reasonable state of preparedness for emergencies and shall consist of representatives of emergency services and other agencies who may have direct operational responsibilities in an emergency.
- 18. A Planning Committee shall be comprised of the Coordinator, the Alternate Coordinator and any assistant Coordinators who may have been appointed to assist the Coordinator. This group's responsibility would be formulating policy and procedure recommendations, planning, training and exercises.
- 19. The Coordinator shall appoint a chair to the Planning Committee.

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

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

- Ground Search and Rescue
- Public Works
- RCMP
- Department of Community Services
- Canadian Red Cross
- Department of Health & Wellness
- Western Regional Housing Authority
- Fire Services
- Emergency Health Services
- Department of Lands and Forestry
- Department of Transportation & Infrastructure Renewal
- Yarmouth Amateur Radio Club
- Other agencies as required

REGIONAL EMERGENCY MANAGEMENT COORDINATOR

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

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

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

ASSISTANT EMERGENCY MANAGEMENT COORDINATORS

24. Each party may appoint a staff member as an Assistant Coordinator to act as a liaison with the Coordinator.
25. The Assistant Regional Emergency Management Coordinators, if appointed, shall;
 - a. Participate in the Planning Committee meetings.
 - b. Assure that the interests of each unit are served.
 - c. Assist the Coordinator with identification of emergency training requirements of staff from their respective Municipality.
 - d. Participate in planned exercises as well as emergency responses throughout the Region.
 - e. Other responsibilities as mutually agreed between the Coordinator and respective CAO's.

EMERGENCY OPERATIONS

26. The REMO shall be the organization directly responsible for the control and conduct of emergency response operations according to the plans and procedures adopted from time to time. REMO will request support from other agencies in accordance with formal or informal arrangements.
27. The REMO is authorized to operate, maintain and manage physical facilities for emergency activities at a centralized coordination facility.
28. The Host Municipality may contract with any person or organization, including a municipal unit which is party to this Agreement, for the provision of any service or facility necessary or advisable to carry out the responsibilities assigned to the REMO by this Agreement, within the approved budget.
29. Any capital asset created or acquired by the REMO shall be owned jointly by the parties in the proportion they contributed at the time of purchase, except for assets contributed solely by a municipality and those assets shall remain the property of that municipality.

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

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

- a. Any cost associated with the deployment of external resources of a responding municipality related to emergency management will be borne by the responding municipality. REMO shall maintain a separate accounting of costs incurred in the response to an emergency that are over and above the annual operating budget costs.
- b. REMO will assist the respective municipal units in making application to other jurisdictions where re-imbursement opportunities are available through legislation and regulation in relation to expenses incurred as a result of emergency situations.
- c. During an emergency, the REMO would be responsible for communicating any uninsured cost claims to Nova Scotia EMO, no matter if the emergency is affecting one municipal unit, two or all three. If the emergency extends past the county into other areas, their total would also be calculated by our staff to determine if the DFFA threshold is met. In such an event, the local Coordination Centre would activate, and municipal finance staff would take on the role of gathering the appropriate financial information to be forwarded to the Province.

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

- a. The Advisory Committee shall recommend to the parties of this Agreement an operating and budget by January 31 of the fiscal year prior to the fiscal year of the recommended budget. If the deadline is not met by the Advisory Committee, the total budget figure shall remain at the same level as the prior year budget, or a different figure as agreed upon by all three CAO's. The approval of the operating and capital budget will be subject to the approval of the three municipal units.
- b. The host municipality will invoice the other contributing Municipalities for their portion of the operating costs semi-annually based on the approved budget.

- c. If the REMO requires additional money for operating purposes, any such increase is subject to approval by all parties.
- d. Assets identified as necessary for an individual municipal unit may be acquired and owned by that unit. However, it is mutually understood and agreed that assets acquired to support the activities of the REMO will be made available, as needed, to all parties of the Agreement. Cost sharing of the asset acquisition may be negotiated among the parties.

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

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

TERMINATION OF AGREEMENT

35. This Agreement has effect commencing April 1, 2026

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

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

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

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

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

INDEMNIFICATION

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

DISPUTE RESOLUTION

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

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

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

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

SIGNED, SEALED AND DELIVERED

WITNESS

**MUNICIPALITY OF THE COUNTY OF
CUMBERLAND**

**SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF**

**SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF**

TOWN OF AMHERST

TOWN OF OXFORD

APPENDIX A - INTERMUNICIPAL AGREEMENT FUNDING FORMULA

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

Base amount for each municipal unit

\$1,500

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

TOTAL

Equal % Average

Municipality of the County of
Cumberland

Town of Amherst

Town of Oxford

TOTAL

100.00%

100.00%

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

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 31, 2026, except for Councillor Chambers and Councillor Furlong's appointment to the Amherst Board of Police Commissioners which will expire on October 31, 2027.

MOTION:

That Council approve the following committee appointments effective November 1, 2026, to October 31, 2027:

Mayor Small

- North Tyndal Wellfield Advisory Committee

Councillor Chambers

- Planning Advisory Committee

Councillor Davidson

- 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

Councillor Ripley

- Planning Advisory Committee
- Intermunicipal Tourism Committee

- **GFL Community Liaison Committee**
- **Regional Emergency Management**

Councillor Wells

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

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 APPOINTMENT TO THE TOWN OF AMHERST AUDIT COMMITTEE

The current term of appointment for one of the two citizen appointees to the Audit Committee expires on October 31, 2026.

Notice advertising for this vacancy was posted to the Town of Amherst website and other social media. Three expressions of interest were received.

The Audit Committee Terms of Reference Policy states that citizen appointees shall possess knowledge and understanding of financial and investment matters.

MOTION:

That Council re-appoint Jim Prince to the Town of Amherst Audit Committee for a two-year term expiring October 31, 2028.

TO: Mayor Small and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: October 26, 2026

SUBJECT: Citizen Appointment to the Town of Amherst Audit Committee

ORIGIN: 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 Jim Prince to the Town of Amherst Audit Committee for a two-year term expiring October 31, 2028.

BACKGROUND: The current term of appointment for one of the two citizen appointees to the Audit Committee expires on October 31, 2026.

DISCUSSION: Expressions of interest were sought through Town of Amherst social media. Following calls for expressions of interest, staff received three.

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.

COMMUNITY ENGAGEMENT: Notice advertising for this appointment vacancy was posted to the Town of Amherst website and social media on September 24, 2026, with a deadline of Wednesday, October 7, 2026, to apply.

ALTERNATIVES: Delay the appointment and continue to solicit expressions of interest; however, this would leave the Committee with only one citizen appointment.

ATTACHMENTS:



SYNOPSIS

Audit Committee Terms of Reference Policy

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

At the June 2026 Audit Committee meeting, the following motion was passed:

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

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

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

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

MOTION:

That Council repeal the existing Audit Committee Terms of Reference Policy #03000-05 and approve the new Audit Committee Terms of Reference Policy #03000-05.

TO: Mayor Small and Members of Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: October 26, 2026

SUBJECT: Audit Committee Terms of Reference Policy

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

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

RECOMMENDATION: That Council repeal the existing Audit Committee Terms of Reference Policy #03000-05 and approve the new Audit Committee Terms of Reference Policy #03000-05.

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

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

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

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

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

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

The new policy is made up of the following sections:



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

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

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

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

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

- i. Financial Reporting Function – responsibilities related to the financial reporting
- ii. External Audit Function - responsibilities related to the work of the auditor
- iii. Accounting System and Internal Controls Function - responsibilities related to internal controls
- iv. Risk Management Function - responsibilities related to risk management
- v. Alleged Wrongdoing Function - responsibilities related to questionable activities
- vi. Statutory and Regulatory Compliance Function and Other Responsibilities

FINANCIAL IMPLICATIONS: There are no financial implications.

SOCIAL JUSTICE IMPLICATIONS: No social justice implications.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

COMMUNITY ENGAGEMENT: No community engagement relating to policy revision.

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

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



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

APPROVAL DATE: _____

CAO Signature: _____

POLICY PURPOSE

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

AUDIT COMMITTEE PURPOSE

The objectives of the Audit Committee are to:

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

AUDIT COMMITTEE COMPOSITION

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

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

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

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

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

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

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

MEETING REQUIREMENTS

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

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

RESPONSIBILITIES AND FUNCTIONS

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

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

For Administrative Use Only:

VERSION LOG

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

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

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

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

The Committee shall:

- (A) review the audited annual financial statements in depth with management and the external auditor; if satisfied that they present fairly the financial position and results of operations, recommend their acceptance to council or village commission;
- (B) review with management any changes in accounting principles and practices followed by municipalities or village commissions;
- (C) review any significant variance in comparison to prior year and/or budget; and
- (D) review and discuss the financial condition indicators.

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

The Committee shall:

- (A) discuss the extent, timing and completion of the audit including the level of materiality to be used;
- (B) review estimated and final audit fee;
- (C) discuss whether the terms of the letter of engagement were met;
- (D) recommend to council or village commission the change of the municipal auditor if management questions the competence of the incumbent auditor and the committee confirms the view; the recommendation to appoint a new auditor would follow an adequate inquiry into the auditor's competence and reputation;
- (E) review the problems and restrictions encountered by the auditor and degree of cooperation received; and
- (F) promote cooperation between the management and the auditor.

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

The Committee shall:

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

- (B) discuss with the auditor the annual evaluation of the internal control systems related to the financial reporting and the recommendations for improvements of accounting procedures and internal controls related to the financial reporting, together with management's response;
- (C) discuss management's response to the recommendations and adequacy of management's action plan;
- (D) obtain reasonable assurance that the municipality or village has implemented appropriate systems of internal controls:
 - (I) Over the financial reporting and that these systems are operating effectively;
 - (II) Obtain assurance the municipality or village is in compliance with its policies and procedures and that these systems are operating effectively; and
 - (III) Identify, monitor, mitigate and report significant financial or operational risk exposures and that these systems are operating effectively; and
- (E) receive and review any internal reports relating to accounting procedures and internal controls.

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

The Committee shall:

- (A) understand the risks of the municipality or village;
- (B) review the municipality or village risk management controls and policies;
- (C) obtain reasonable assurance that management's systems to eliminate or manage the risks are effective; and
- (D) receive reports on the management of financial risks.

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

The Committee shall:

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

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

- (B) ensure management has implemented a policy and/or process to review and respond to complaints or allegations of wrongdoing or questionable acts by elected officials, or municipal/village employees; and
- (C) review and advise council or village commission members with respect to complaints or allegations of wrongdoing.

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

The Committee shall:

- (A) review the municipality or village's compliance with statutory and regulatory obligations within the Committee's area of responsibility (for example reporting compliance);
- (B) review the overall reasonableness of expenses of the Clerk/CAO and of council members or village commission members and Village Clerk. Specifically, review the summary of remuneration and expenses schedule for reportable individuals for reasonableness;
- (C) review the annual summary hospitality expense note; and
- (D) review adequacy of staffing in relation to both number and competence for accounting and financial responsibilities.

DEPARTMENT: Council and Corporate Services**TITLE: Audit Committee Terms of Reference**Minutes reference date: 29 March 2016 27 February 2017

Purpose

1. The Audit Committee (the “Committee”) assists Town Council (“Council”) in fulfilling its oversight responsibilities relating to finance and audit matters delegated to management by Council.
2. In particular, the Committee assists Council by reviewing:
 - a. Key financial information that will be provided to the province or made public;
 - b. Compliance with strategic financial plans, operating and capital budgets;
 - c. External and/or internal audit activities;
 - d. The system of internal controls, risk management and financial information technology;
 - e. Cash and investment management activities;
 - f. Insurance coverage of significant risks and uncertainties;
 - g. Financial Condition Indicators.

Composition, Operations and Accountability

3. The Committee shall be comprised of all members of Council plus two citizen appointments. The Committee shall be appointed by Council.
4. The initial citizen appointments (effective November 1, 2016) will be for one-year terms, as a transitional measure, and subsequent citizen appointments will be for two-year terms. Citizen appointees shall possess knowledge and understanding of financial and investment matters.
5. The Chief Administrative Officer (CAO) of the Town or his or her appointee shall be the secretary of the Committee
6. The Chief Administrative Officer, Treasurer and Accountant shall be non-voting members of the Committee.
7. The Chair shall be a member of Council and shall be elected annually by the Committee.
8. The Committee shall meet at least four times each year. The Committee Chair will make periodic reports to Council on matters relating to the Committee’s duties and responsibilities.
9. The Committee shall meet with the external auditors as it deems appropriate to consider any matter that the Committee or auditors determine should be brought to the attention of Council.
10. Through the CAO the Committee may request members of the Town’s senior management to attend meetings of the Committee as deemed necessary.
11. The Committee provides open avenues of communication among management, employees, external auditors and Council.

Duties and Responsibilities

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

Financial Information

- a. The Committee will review the following financial information that will be provided to the Province or made public:
 - i. Annual audited financial statements;
 - ii. Management discussion and analysis that accompanies the audited financial statements
- b. Ensure that meaningful financial information regarding current financial results and up to date forecasts is received on a timely basis, and that it provides information required for decision making.
- c. Review quarterly internal financial reports.
- d. Review:
 - i. the appropriateness of accounting policies and financial reporting practices and any proposed changes thereto;
 - ii. any new or pending developments in accounting and reporting standards; and
 - iii. significant estimates contained in the financial statements and other financial information.
- e. The Committee will:
 - i. assess the performance of the external auditor;
 - ii. review and recommend that Council approve the engagement or reappointment of the external auditor as required;
 - iii. oversee the activities of the external auditor by:
 - 1. reviewing, assessing and receiving assurances as to the independence of the external auditor;
 - 2. reviewing the provision of non-audit services performed by the external auditor;
 - 3. reviewing the external audit plan including the engagement letter, materiality limits, staffing, timetable and proposed fees;
 - 4. if necessary, requesting to meet with the external auditor without management present;
 - 5. reviewing matters with respect to the conduct and reporting of the external audit with particular reference to any difficulties encountered or restrictions imposed by management; and
 - 6. receiving and reviewing the external auditor's:
 - a. audit report;
 - b. findings with respect to the appropriateness of accounting policies, management estimates and significant accounting and/or reporting issues;
 - c. management letter including managements responses thereto and the evaluation of the internal control system; and
 - d. other matters of relevance identified in the audit.

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

Internal Control, Risk Management and Financial Information Systems

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

Investment Management Activity

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

Banking Services

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

Insurance Coverage of Significant Risks and Uncertainties

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

Terms of Reference for the Committee

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

SYNOPSIS

Overtime Policy for Non-Union Employees

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

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

MOTION:

That Council approve the Overtime Policy for Non-Union Employees #04000-05 as reviewed with no amendments.

TO: Mayor Small and Members of Council

SUBMITTED BY: Krista Crossman, Director HR

DATE: October 26, 2026

SUBJECT: Policy Review: Overtime Policy for Non-Union Staff

ORIGIN: Council priority to review all policies and bylaws.

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

RECOMMENDATION: That Council approve the Overtime Policy for Non-Union Employees #04000-05 as reviewed with no amendments.

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

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

FINANCIAL IMPLICATIONS: None.

SOCIAL JUSTICE IMPLICATIONS: None.

ENVIRONMENTAL IMPLICATIONS: None.

COMMUNITY ENGAGEMENT: None.

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

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



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

APPROVAL DATE: March 27, 2023

CAO Signature: 

POLICY STATEMENT

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

PURPOSE

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

OBJECTIVE

The objectives of this policy are to:

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

ELIGIBILITY

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

APPLICATION

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

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

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

RATES

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

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

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

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

CALL-IN

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

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

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

ON-CALL

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

ROLES AND RESPONSIBILITIES

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

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

For Administrative Use Only:

VERSION LOG

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

MINUTES REFERENCE DATE

March 25, 1996

November 27, 2006

SYNOPSIS

North Tyndal Wellfield Advisory Committee Policy

The purpose of the North Tyndal Wellfield Advisory Committee is to advise town and county councils on policy issues regarding the protection of the wellfield. The committee consists of six members - two members from each Council and one resident member from each municipal unit.

This policy, last reviewed and revised in 2023, does not require any changes at this time.

MOTION:

That Council approve the North Tyndal Wellfield Advisory Committee Policy #31700-05 with no amendments.

TO: Mayor Small and Members of Council

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

DATE: October 26, 2026

SUBJECT: Policy Review – North Tyndall Wellfield Advisory Committee

ORIGIN: Periodic policy review.

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

RECOMMENDATION: That Council approve the North Tyndall Wellfield Advisory Committee Policy #31700-05 with no amendments.

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

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

FINANCIAL IMPLICATIONS: None specific to this issue.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue.

COMMUNITY ENGAGEMENT: None

ALTERNATIVES: Direct staff to draft changes to the policy.

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



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

APPROVAL DATE: March 27, 2023

CAO Signature: 

1. **ADVISORY COMMITTEE**

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

2. **DEFINITIONS**

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

3. **MEMBERSHIP SHALL CONSIST OF**

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

4. **TERMS OF MEMBERSHIP**

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

5. **QUORUM**

Three members of the Committee will constitute a quorum.

6. **CHAIR**

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

7. **THE ROLE OF THE NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE SHALL BE:**

- (a) To advise the Councils on policy issues to do with the protection of the groundwater quality.

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

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

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

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

9. MEETINGS

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

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

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

Minutes reference date: 26 May 2014

SYNOPSIS

Adopt-A-Garden Policy

The Town's Adopt-A-Garden Policy was created to encourage residents, businesses and community groups to help care for and improve green spaces on Town property.

However, the existing policy lacks flexibility and limits the program to specific locations and processes. This can make it difficult for the Town to respond to new ideas or partnership opportunities as they arise.

Staff are recommending that the existing policy be repealed and replaced with a new Community Green Space Partnership Policy. The new policy would continue to encourage community involvement while providing a simpler and more flexible process for partnerships involving planting, landscaping, beautification and maintenance of Town-owned green spaces.

Under the proposed policy, partnership requests would be reviewed by staff and approved by the CAO. Approved partnerships would then be set out in a Memorandum of Understanding so that the responsibilities of both the Town and the participating group are clearly understood.

MOTION:

That Council repeal the Adopt-A-Garden Program Policy #64000-04 and approve the adoption of the new Community Green Space Partnership Policy #64400-01.

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: October 27, 2026

SUBJECT: Adopt-A-Garden Policy Review

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

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

RECOMMENDATION: That Council repeal the Adopt-A-Garden Program Policy #64000-04 and approve the adoption of the new Community Green Space Partnership Policy #64400-01.

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

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

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

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

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

Requests would be reviewed by staff and approved by the CAO or designate. Any approved partnerships would be administered through a Memorandum of Understanding between the Town and



the participating organization. The MOU would identify the location and clearly outline the responsibilities of each party, including the approved activities, maintenance requirements, materials, costs, signage, duration and other applicable conditions.

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

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

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

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

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: No community engagement is recommended.

ALTERNATIVES:

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

ATTACHMENTS:

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



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

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

PURPOSE

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

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

SCOPE

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

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

POLICY STATEMENT

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

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

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

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

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

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

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

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

Minutes Reference Dates:

DEPARTMENT: COUNCIL & ALL DEPARTMENTS**TITLE:** **Adopt – A – Garden Program**Minutes reference date: 30 November 2009 25 June 2012

Policy

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

Purpose

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

The Adopt a Garden program would include:

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

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

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

DEPARTMENT: COUNCIL & ALL DEPARTMENTS

TITLE: **Adopt – A – Garden Program**

Minutes reference date: 30 November 2009 25 June 2012

Appointments and Responsibilities

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

SYNOPSIS

Road Trails Designation By-law Second Reading

ATV tourism has the potential to benefit the Amherst by bringing visitors into our community and supporting local businesses. With this in mind, Council is interested in providing ATV access to the Town's commercial areas.

While access to all commercial areas remains the goal, there are currently logistical challenges with establishing access to all areas. The Town will continue working with the ATV Association of Nova Scotia and local property owners to explore access to the South Albion Street business area.

Eddy Road provides a direct connection between the ATV trail system and downtown. The proposed By-law would designate Eddy Street as Road Trail from the town limit to a parking area at 8 Eddy Street, in accordance with the *Nova Scotia Road Trails Act*.

The *Act* establishes several requirements for ATV operators, including:

- Vehicle licensing, registration and insurance, and driver's licence.
- A maximum speed limit of 25 kilometres per hour.
- No operation between 30 minutes after sunset and 30 minutes before sunrise.
- No passengers under nine years of age.

An advertised public meeting was held on September 14, 2026, where attendees expressed both support for and opposition to the proposed By-law.

MOTION:

That Council give Second Reading of the proposed Road Trails Designation By-law.

TO: Mayor Small and Members of Council

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

DATE: October 26, 2026

SUBJECT: ATV Access – Road Trails Designation By-law Second Reading

ORIGIN: Council gave the following direction at its May 2026 COW meeting:

That staff be directed to pursue downtown ATV access from Eddy Road, and communicate to the ATV Club that if they would like to investigate an alternative route as a long-term plan they will need to discuss it with the representatives from Maritime Sod and the County of Cumberland.

LEGISLATIVE AUTHORITY: MGA Section 172: A council may make by-laws, for municipal purposes..." and then lists broad areas such as health, safety, protection of persons and property, public places, nuisances, transportation, businesses, and other municipal matters. NS Road Trails Act Section 5(2): A municipality may, by bylaw, designate a highway or part of a highway that is not a road owned by the Crown in right of the Province as a road trail.

RECOMMENDATION: That Council give Second Reading of the proposed Road Trails Designation By-law.

BACKGROUND: As noted above, Council directed staff to pursue ATV access on Eddy Street to provide access to the downtown area. Mikhial Mansour, owner of the large parking lot at 8 Eddy Street has agreed to allow ATV parking on the lot. This permission is subject to change in the future as the lot is redeveloped. In due course, staff will pursue an MOU with Mr. Mansour to better define the terms of the lot use.

The attached draft By-law would designate Eddy Street as a "Road Trail". Assuming this by-law is given first reading, details, including but limited to, signage will need to be worked out.

It should be noted that previous Council direction related to the investigation of access to the South Albion commercial district included public engagement.

The Traffic Authority have reviewed the draft by-law.

The Road Trails Act include several requirements for the operation of ATVs on designated road trails, including but not limited to:

- Vehicle license, registration and insurance, and a valid operator driver's license under the Motor Vehicle Act.



- 25 km/h speed limit.
- No operation between 30 minutes after sunset and 30 minutes before sunrise.
- No passengers under 9 years of age.

DISCUSSION: Council's direction in May also included communicating with the ATV club and the sod farm about an alternate route as a longer-term plan. This communication has been initiated.

FINANCIAL IMPLICATIONS: Minimal beyond the cost for signage.

SOCIAL JUSTICE IMPLICATIONS: Residents along Eddy Street may be impacted.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue.

COMMUNITY ENGAGEMENT: An advertised public meeting was held on September 14, 2026, where attendees spoke in support of and opposition to the proposed by-law. A copy of the meeting agenda including written submissions received, the meeting summary, and written submissions received following the meeting are attached.

ALTERNATIVES: Do not approve the By-law.

ATTACHMENTS:

- Draft Road Trails Designation By-Law
- Public Meeting Agenda with Written Submissions
- Public Meeting Summary
- Written Submissions Received Following the Public Meeting



Town of Amherst
Public Participation Opportunity
Agenda

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

Pages

1. Call to Order

2. Territorial Acknowledgment

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

3. Introduction

4. Road Trails Designation By-Law

4.1 Staff Report

1 - 5

4.2 Public Participation Opportunity

4.3 Written Submissions

6 - 11

5. Closing



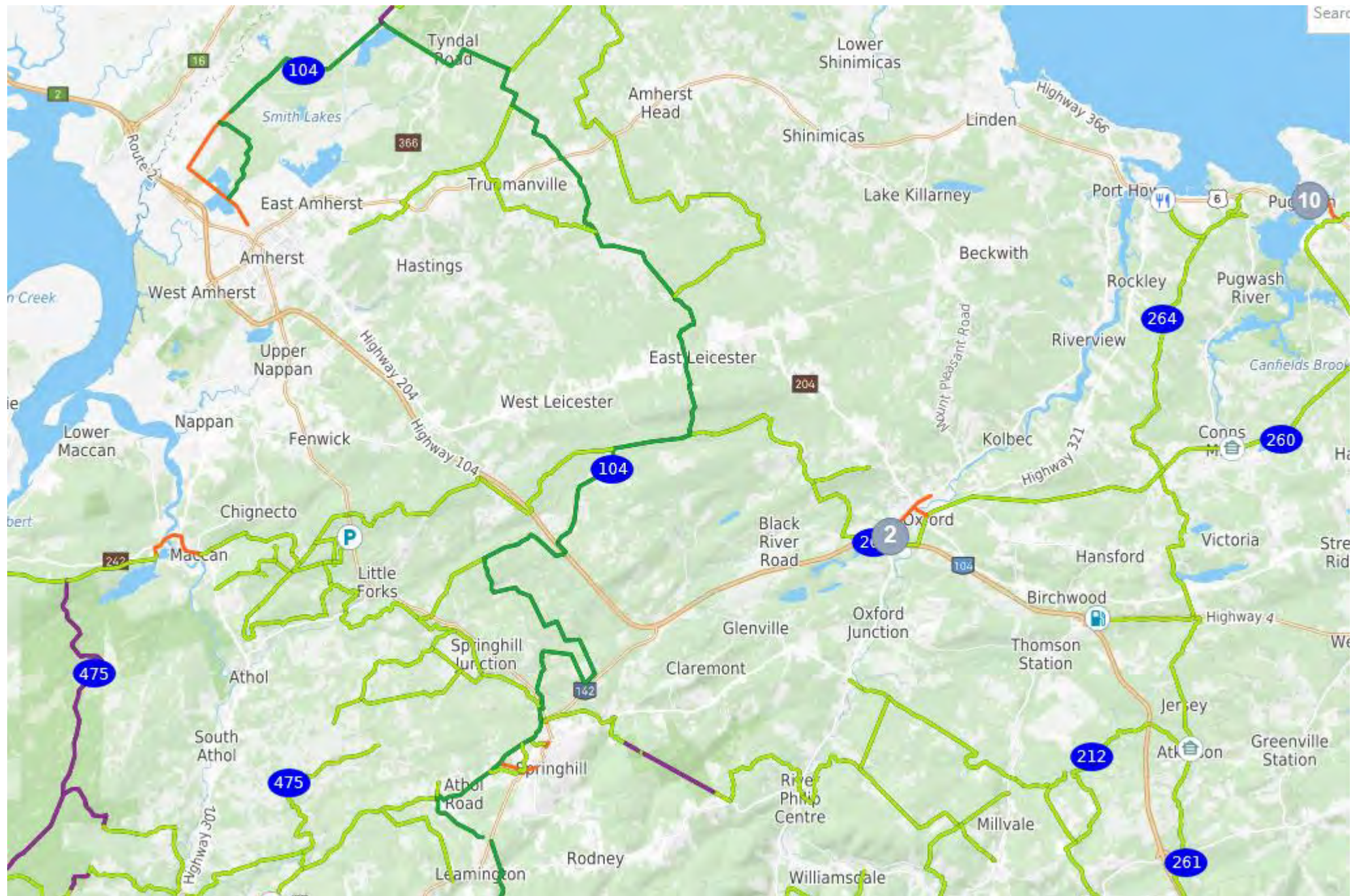
Amherst

NOVA SCOTIA

PUBLIC MEETING

September 14, 2026

Road Trail Designation Bylaw





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

APPROVAL DATE: _____

CAO Signature: _____

1. SHORT TITLE

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

2. DEFINITIONS

In this By-law:

- a) "Highway" means a means a highway as defined by section 3 of the Road Trails Act;
- b) "Town" means the Town of Amherst.
- c) "Road Trail" means a road trail as defined by section 3 of the Road Trails Act.

3. OPERATION ON ROAD TRAIL

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

4. DESIGNATION

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

Road Trails Act

Key Requirements:

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

Approval Process

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

Natalie LeBlanc

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

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

Natalie LeBlanc

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

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

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

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

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

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

Regards
Eric Fisher
12 Garden Crt.
Amherst, NS

Natalie LeBlanc

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

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

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

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

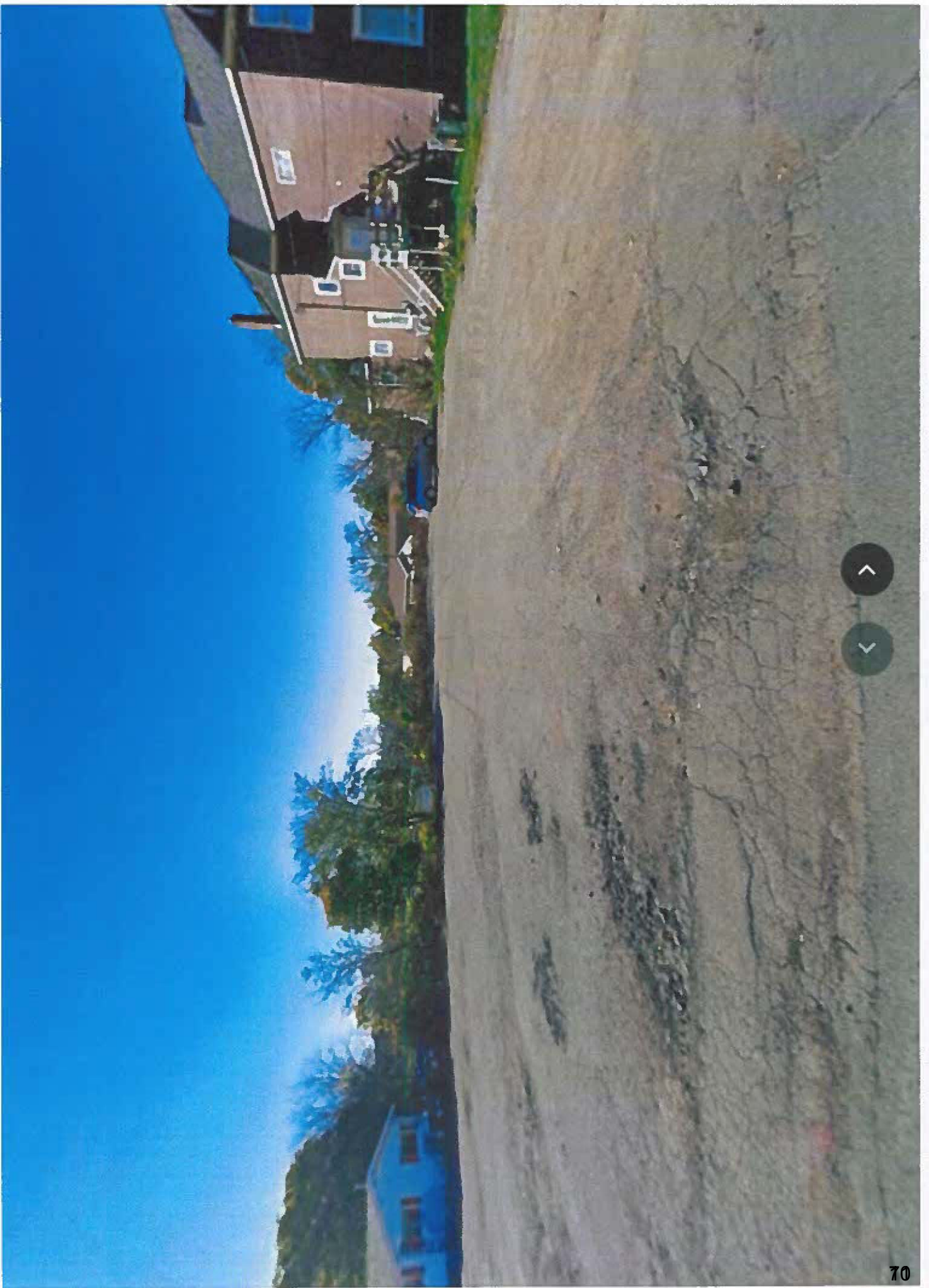
Natalie LeBlanc

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

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

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





**Town of Amherst
Public Meeting
Summary**

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

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

Members Absent Councillor Kathy Wells

Staff Present Jason MacDonald, Chief Administrative Officer
Andrew Fisher, Director, Planning & Economic Development
Torben Laux, Planner
Sean Payne, Marketing & Communications Officer
Natalie LeBlanc, Municipal Clerk

1. Call to Order

Mayor Small called the public meeting to order.

2. Territorial Acknowledgment

Mayor Small gave the Territorial Acknowledgement.

3. Introduction

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

4. Road Trails Designation By-Law

4.1 Staff Report

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

4.2 Public Participation Opportunity

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

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

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

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

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

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

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

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

Natalie LeBlanc

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

Hello!

Sam Field asked I forward this to you Natailie.

RE: Public Road Use Bylaw.

Best,

Pam Kennedy

----- Forwarded message -----

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

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

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

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

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

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

Natalie LeBlanc

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

Town of Amherst

c/o Natalie LeBlanc, Town Clerk

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

Dear Honorable Mayor Small and Councillors,

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

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

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

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

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

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

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

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

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

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

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

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

Thank you for the opportunity.

Regards,

Cumberland County Riders ATV Club

Chris Fraser, President

cfraser77@hotmail.com

And,

Ericka Smith, Vice President

September 18, 2026

Sent Via Email:

nleblanc@amherst.ca

nfurlong@amherst.ca

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

Dear Honorable Mayor Small and Councilors,

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

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

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

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

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

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

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

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

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

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

Thank you and best regards,

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

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

September 17, 2026

Mayor and Members of Amherst Town Council

Town of Amherst
98 East Victoria Street
Amherst, Nova Scotia

Re: ATVANS Support for Proposed Eddy Street Road Trail

Dear Mayor and Members of Council,

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

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

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

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

Economic Benefits

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

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

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

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

A Proven Approach

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

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

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

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

Supporting Amherst's Tourism Potential

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

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

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

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

Sincerely,

All Terrain Vehicle Association of Nova Scotia (ATVANS)

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

Natalie LeBlanc

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

For second reading

Jason MacDonald, MCIP, LPP (he/him)

Chief Administrative Officer
Town of Amherst
Cell: 902-664-8367
Email: jmacdonald@amherst.ca
www.amherst.ca | #seewhyweloveit

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



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

Additional correspondence received associated with the Amherst Road Trails Designation

Rob

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

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

Hello,

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

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

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

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

Our Proposal to Support This in Amherst:

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

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

This would provide:

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

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

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

Thank you for your consideration,

Jay Foster and Brian Hurley
Teazer's Bar and Grill

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

APPROVAL DATE: _____

CAO Signature: _____

1. SHORT TITLE

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

2. DEFINITIONS

In this By-law:

- a) "Highway" means a means a highway as defined by section 3 of the Road Trails Act;
- b) "Town" means the Town of Amherst.
- c) "Road Trail" means a road trail as defined by section 3 of the Road Trails Act.

3. OPERATION ON ROAD TRAIL

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

4. DESIGNATION

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

For Administrative Use Only:

Road Trails Designation Bylaw P-10 Adoption	
First reading:	June 22, 2026
Notice of Intent:	October 8, 2026
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 Planning & Economic Development	New By-law	

Minutes reference date:

SYNOPSIS

Regional Emergency Management Organization (REMO) By-Law Second Reading

The *Emergency Management Act* (section 10(1)) requires a Municipality to “...*establish and maintain a municipal emergency by-law.*” Earlier this year the Department of Emergency Management developed a recommended by-law for municipalities to adopt. The draft by-law attached is based upon the recommended form of by-law by the Province, with such changes as required to fit the Town of Amherst.

The by-law provides the framework for the creation of the Regional Emergency Management Organization, the Regional Emergency Management Advisory Committee and the Regional Emergency Management Planning Committee as well as the Regional Emergency Management Coordinator position.

The by-law also sets out the duties and relationship between the various components of the Regional Emergency Management Organization, how a state of local emergency is declared and the powers and responsibilities of the Mayor, Council and employees of the Town during an emergency.

If approved by Council, the by-law also has to be approved by the Minister. The other two municipal units making up the REMO will also pass by-laws substantially similar to the one presented here.

MOTION:

That Council give Second Reading of the Regional Emergency Management Organization (REMO) Bylaw.

TO: Mayor Small and Members of Council

SUBMITTED BY: Kimberlee Jones, Deputy CAO

DATE: October 26, 2026

SUBJECT: REMO Emergency Management Bylaw Second Reading

ORIGIN: Emergency Management Act, S.N.S. 1990, c.8; section 10

LEGISLATIVE AUTHORITY: Section 172 Municipal Government Act

RECOMMENDATION: That Council give Second Reading of the Regional Emergency Management Organization (REMO) Bylaw.

BACKGROUND: The *Emergency Management Act* (section 10(1)) requires a Municipality to “...establish and maintain a municipal emergency by-law.” Earlier this year the Department of Emergency Management developed a recommended by-law for municipalities to adopt. The draft by-law attached is based upon the recommended form of by-law by the Province, with such changes as required to fit the Town of Amherst.

DISCUSSION: The draft by-law provides the framework for the creation of the Regional Emergency Management Organization, the Regional Emergency Management Advisory Committee and the Regional Emergency Management Planning Committee as well as the Regional Emergency Management Coordinator position.

The by-law also sets out the duties and relationship between the various components of the Regional Emergency Management Organization, how a state of local emergency is declared and the powers and responsibilities of the Mayor, Council and employees of the Town during an emergency.

If approved by Council, the by-law also has to be approved by the Minister. The other two municipal units making up the REMO will also pass by-laws substantially similar to the one presented here.

FINANCIAL IMPLICATIONS: There are no financial implications beyond those set forth in the annual operating budget for the Emergency Management Department.



SOCIAL JUSTICE IMPLICATIONS: By adopting a formal structure for action during an emergency situation benefits all citizens.

ENVIRONMENTAL IMPLICATIONS: No environmental implications are identified at this time.

COMMUNITY ENGAGEMENT: Communication via media release and website

ALTERNATIVES: Do not approve the by-law or ask staff to make amendments or changes.

ATTACHMENTS: Draft Bylaw



TITLE: REMO Emergency Management Bylaw
SECTION: Protective Services
BYLAW NO: C-15

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

1. This by-law is titled “REMO Emergency Management By-law C-15”.

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TITLE: REMO Emergency Management Bylaw
SECTION: Protective Services
BYLAW NO: C-15

Part 1 Purpose

The Nova Scotia *Emergency Management Act* requires municipalities to adopt a Municipal Emergency Management By-law with the aim of establishing a municipal emergency management organization and preparing and approving emergency management plans. This by-law will allow for the Town of Amherst to work with neighboring municipal units of the Municipality of the County of Cumberland and the Town of Oxford to develop coordinated plans on a regional level which will better serve residents.

Part 2 Definitions

- 2.1 **Act** means the *Emergency management Act, S.N.S. 1990, c.8*;
- 2.2 **Agreement** means the Agreement entered into in accordance with Clause 10(1)(a) of the Act, among the Municipality of the County of Cumberland, the Town of Amherst and the Town of Oxford dated April 1, 2026 attached as Appendix A.
- 2.3 **Alternate Regional Emergency Management Coordinator (Alternate REMC)** means the person charged to back up or replace the Regional Emergency Management Coordinator during all phases of emergency planning.
- 2.4 **Council** means the Council of a municipality, town or village.
- 2.5 **Emergency** means a present or imminent event in respect of which the Minister or a Municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety, or welfare of people in the municipality/municipalities.
- 2.6 **Emergency Management** means the prevention and mitigation of preparedness for, response to and recovery from emergencies.
- 2.7 **Mayor** means a Mayor of one of the municipal units being a party to the Agreement.
- 2.8 **Municipalities** means the three municipal units being parties to the Agreement.
- 2.9 **Regional Emergency Management Advisory Committee** means the Committee, sometimes referred to as the Executive Committee, established pursuant to the Agreement, and as required by Clause 10(1)(d) of the Act.
- 2.10 **Regional Emergency Management Coordinator (REMC)** means the person appointed by Council, and in accordance with the Agreement, as required by Clause 10(1)(c) of the Act.

TITLE: REMO Emergency Management Bylaw
SECTION: Protective Services
BYLAW NO: C-15

- 2.11 **Regional Emergency Management Organization (REMO)** means the organization established by the Agreement, and as required by Clause 10(1)(b) of the Act.
- 2.12 **Regional Emergency Management Planning Committee** the Committee established by the Agreement responsible for recommending policy and procedures to the Executive Committee for maintaining a reasonable state of preparedness for emergencies.
- 2.13 **Regional Emergency Management Plans** means plans, programs or procedures prepared by the Regional emergency Management Organization that are intended to mitigate the effects of an emergency or a disaster and to provide for the safety, health, or welfare of the civil population and property in the event of such an occurrence, as set out in Clause 2(d) of the Act.
- 2.14 **State of Local Emergency** means a state of local emergency declared by a Municipality pursuant to the Act and the Regulations made pursuant thereto, and this By-Law.

Part 3 Regional Emergency Management Organization

- 3.1 Council hereby establishes a Regional Emergency Management Organization (REMO), and shall create an intermunicipal agreement with its partners, specifying funding, governance, and other requirements of Councils.
- 3.2 The Regional Emergency Management Organization shall consist of the following persons and committees:
- 3.2.1 The Regional Emergency Management Advisory Committee (Advisory Committee);
 - 3.2.2 The Regional Emergency Management Coordinator (REMC);
 - 3.2.3 The Regional Emergency Planning Committee (Planning Committee)
 - 3.2.4 Alternate Emergency Management Coordinator (Alternate REMC).

Part 4 Regional Emergency Management Advisory Committee

- 4.1 Councils shall appoint representatives to the Advisory Committee in accordance with the Agreement.

TITLE: REMO Emergency Management Bylaw
SECTION: Protective Services
BYLAW NO: C-15

- 4.2 Council's representatives on the Advisory Committee shall always include the Mayor of the Municipal unit being represented and the number of representatives from each Municipal unit shall be in accordance with the numbers set forth in the Agreement.
- 4.3 The Advisory Committee shall, on behalf of REMO:
- 4.3.1 Approve REMO plans and policies;
 - 4.3.2 Recommend the annual budgets to Council;
 - 4.3.3 Provide direction to the REMC and the Planning Committee, as deemed appropriate by the Advisory Committee from time to time;
 - 4.3.4 Brief Council on the development and approval of REMO plans and policies whenever required to do so by Council;
 - 4.3.5 Brief Council on developments during a State of Local Emergency when deemed necessary.

Part 5 Regional Emergency Management Coordinator

- 5.1 The REMC and Alternate Coordinator shall be appointed in accordance with the Agreement.
- 5.2 The REMC shall:
- 5.2.1 Be responsible to appoint a Chair of the Planning Committee;
 - 5.2.2 Coordinate and prepare REMO plans, training, and exercises;
 - 5.2.3 Be responsible for on-going public education programs related to emergency preparedness;
 - 5.2.4 Following the activation of the REMO Plan or a declaration of state of local emergency, coordinate municipal operations with those of the provincial and federal governments during a declared emergency;
 - 5.2.5 Ensure all emergency operations centers and equipment are fully operational;
 - 5.2.6 Advise the Department of Emergency Management of any real or anticipated event or emergency as required by the Act.

TITLE: REMO Emergency Management Bylaw
SECTION: Protective Services
BYLAW NO: C-15

5.2.7 Perform such other duties as may be required by the Advisory Committee.

Part 6 Regional Emergency Planning Committee

- 6.1 The Planning Committee, as per the Agreement, shall be comprised of the REMC, the Alternate REMC and representatives as set forth below.
- 6.2 The Planning Committee may include, but not limited to, persons responsible during an emergency to provide:
 - 6.2.1 Local Law Enforcement;
 - 6.2.2 Ground Search and Rescue;
 - 6.2.3 Fire Services;
 - 6.2.4 Municipal Public Works representatives;
 - 6.2.5 Provincial OSD and Red Cross;
 - 6.2.6 Provincial Department of Health and Wellness;
 - 6.2.7 Regional Housing Authority;
 - 6.2.8 Emergency Health Services;
 - 6.2.9 Provincial Department of Natural Resources;
 - 6.2.10 Provincial Department of Public Works;
 - 6.2.11 Telecommunications;
 - 6.2.12 Public Information Services;
 - 6.2.13 Department of Emergency Management
- 6.3 The Planning Committee shall:
 - 6.3.1 Assist the Coordinator in the preparation and coordination of REMO Plans, to maintain a reasonable state of preparedness for emergencies.

TITLE: REMO Emergency Management Bylaw
SECTION: Protective Services
BYLAW NO: C-15

- 6.3.2 Formulate policy and procedure recommendations, planning, training, and exercises.

Part 7 Alternate Regional Emergency Management Coordinators

- 7.1 The Alternate Regional Emergency Management Coordinators appointed in accordance with the Agreement shall:
- 7.1.1 Participate in Planning Committee meetings as required by the REMC;
 - 7.1.2 Participate in training, exercises, and responses to emergencies as required by the REMC.

Part 8 Agreements

- 8.1 Council hereby agrees that the Advisory Committee may enter into agreements with the Government of Canada, the Province of Nova Scotia, a Municipality, or any other person or organization, for the provision of services in the development and implementation of Regional Emergency Management Plans.

Part 9 Budget Considerations

- 9.1 The Municipalities shall share the normal operational costs of the REMO based on an annual budget divided proportionally based upon a blended formula including uniform assessment, population, and equal shares, in accordance with Clauses 31, 32 and 33 of the Agreement.

Part 10 Declaration of a State of Local Emergency

- 10.1 Council may, when satisfied that an emergency exists or may exist in all or any area of its own Municipality, declare a State of Local Emergency in respect of their own Municipality or an area thereof.
- 10.2 If any of the Councils are unable to act promptly under Section 12(2), the Mayor of the Municipality of the County of Cumberland, the Mayor of the Town of Amherst or the Mayor of the Town of Oxford may declare a State of Local Emergency, subject to Section 12(3) of the Act, in respect of their own Municipality or a portion thereof.

TITLE: REMO Emergency Management Bylaw
SECTION: Protective Services
BYLAW NO: C-15

If both the Mayors and Councils of the Municipalities are unable to act promptly to declare a State of Local Emergency in their own jurisdiction under Section 15(2) of the Act, any one of the Mayors may, subject to the provisions of Sections 12(2) and 12(3) of the Act, declare a State of Local Emergency in regards to an emergency that exists or may exist in all or within any area of the Municipalities or portion thereof.

After signing a declaration or termination of a State of Local Emergency or the issuance of an order under Section 14 of the Act, Council shall immediately communicate or publish details on the municipal website or by the means most likely to inform the affected residents.

Part 11 Duties During an Emergency

11.1 Following the activation of any Regional Emergency Plan or a declaration of a state of local emergency:

11.1.1 The Mayor shall immediately forward a copy of the declaration and any renewals thereof to the Minister.

11.1.2 Every Councilor shall advise the Coordinator and Mayor as to their location and how they may be contacted.

11.1.3 Every employee and agent of the Municipality who has a role in such emergencies as assigned in the Regional Emergency Management Plans, shall:

11.1.3.1 Advise the REMC of their location and how they may be contacted; and

11.1.3.2 fulfill such duties described in the emergency operational plan.

Part 12 Repeal

12.1 This by-law repeals and replaces Regional Emergency Management By-Law C-08.

For Administrative Use Only:

TITLE: REMO Emergency Management Bylaw
SECTION: Protective Services
BYLAW NO: C-15

First reading:	September 28, 2026
Notice of Intent:	October 8, 2026
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
CAO	New By-law	

Minutes reference date:

SYNOPSIS

Exit 1 Concert Community Support Grant

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

The ABDA signed an MOU with the Town acknowledging that the Town may direct the recipient to repay any profits realized from the concert. In September, the ABDA, Amherst Events Crew Organizing Committee made a presentation to Council outlining the success of the concert and the acknowledgement that a small profit was raised in the amount of \$4,700.00.

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

MOTION:

That Council give approval for the Amherst Events Committee of the Amherst Downtown Business Association to keep the profits realized from the Exit 1 concert.

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director of Community Living

DATE: October 26, 2026

SUBJECT: Exit 1 Concert Community Support Grant

ORIGIN: Community Support Grant Policy 72000-08

LEGISLATIVE AUTHORITY: MGA 65 Power to expend money: (au) a grant or contribution to (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the province; Community Support Grants Policy, 72000-08

RECOMMENDATION: That Council give approval for the Amherst Events Committee of the Amherst Downtown Business Association to keep the profits realized from the Exit 1 concert.

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

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

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

FINANCIAL IMPLICATIONS: Grant money of \$4,700 would not be repaid to the Town

SOCIAL JUSTICE IMPLICATIONS: None



ENVIRONMENTAL IMPLICATIONS: None

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

ALTERNATIVES: Require the ABDA to repay the money.

ATTACHMENTS: None



SYNOPSIS

Nova Scotia Community College Bursary

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

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

This includes an annual commitment of \$15,000 to be funded from the Community Area Support Rate Social Equity Fund.

MOTION:

That Council approve the new Nova Scotia Community College Bursary agreement and authorize the CAO to sign on behalf of the Town of Amherst.

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director of Community Living

DATE: October 26, 2026

SUBJECT: NSCC Bursary Program Amherst Community Award

ORIGIN: Operational Budget 2026/27

LEGISLATIVE AUTHORITY: MGA 65 Power to expend money: (au) a grant or contribution to (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the province; Community Support Grants Policy, 72000-08

RECOMMENDATION: That Council approve the new Nova Scotia Community College Bursary agreement and authorize the CAO to sign on behalf of the Town of Amherst.

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

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

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

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

ENVIRONMENTAL IMPLICATIONS: none



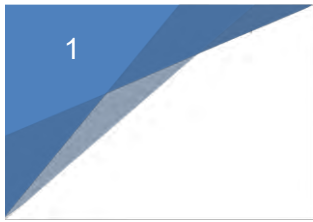
COMMUNITY ENGAGEMENT: None

ALTERNATIVES:

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

ATTACHMENTS: NSCC agreement





BURSARY AGREEMENT

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

PURPOSE:

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

PROGRAMS:

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

APPLICATION CRITERIA:

Applicants must:

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

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

AWARD VALUE:

\$2,000 x 7 recipients per year

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

AWARD TERM:

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

SELECTION PROCESS:

Conducted by NSCC

ADMINISTRATION OF AWARD:

Conducted by NSCC

DONOR CONTRIBUTIONS:

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

RECIPIENT AWARD:

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

COMMUNICATION:

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

STEWARDSHIP:

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

- Quarterly newsletters
- Award recipient profiles
- Annual Report

RECOGNITION:

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

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

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

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

CONTACT INFORMATION:

Town of Amherst

Sharon Bristol
Director, Community Living98 Victoria Street East
PO Box 516
Amherst, NS
B4H 4A1902-694-2463
sbristol@amherst.ca**NSCC FOUNDATION:**

Contact: Ben Trenaman, Development Officer

Address:
5685 Leeds Street,
PO Box 1153
Halifax, NS
B3J 2X1Phone: 902-489-5699
Email: ben.trenaman@nscc.ca**SIGNED BY THE PARTIES:**

The parties agree to this Agreement and are duly authorized to sign this Agreement.

Organization: **Town of Amherst**

Per:

Date

NOVA SCOTIA COMMUNITY COLLEGE FOUNDATION:

Per: Ashley Power, Executive Director

Date

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

SYNOPSIS

Diwali Community Support Grant

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

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

MOTION:

That Council approve \$2,500 for the Diwali event to be held on November 14, 2026, to be funded from the Community Support Grant budget.

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director of Community Living

DATE: October 26, 2026

SUBJECT: Community Support Grant Diwali 2026

ORIGIN: 2026-27 Operating Budget

LEGISLATIVE AUTHORITY: : MGA 65 Power to expend money: (au) a grant or contribution to (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the province; Community Support Grants Policy, 72000-08

RECOMMENDATION: That Council approve \$2,500 for the Diwali event to be held on November 14, 2026 to be funded from the Community Support Grant budget.

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

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

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

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



ENVIRONMENTAL IMPLICATIONS: None

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

ALTERNATIVES: Do not approve the Grant

ATTACHMENTS: CSG application Diwali 2026



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

Application for Funding

Date: October 9, 2026

REQUEST FOR FINANCIAL SUPPORT

REQUEST FOR IN-KIND FACILITY RENTAL

1. ORGANIZATION INFORMATION:

Name of Organization: Amherst Indian Association

Full Mailing Address: 32 Albion Street, Amherst, NS B4H 2V5

Contact Person: Bubu Suhas Mullaveedu

Email Address: bubusuhas@gmail.com

Telephone: 902-694-4975

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ 2,500.00

Total cost of program event or activity \$ 6,000.00

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

Diwali Celebration 2026 is a public, family-friendly cultural event with traditional Indian food,

dancing and customs, celebrating the message of light over darkness. Funding will help

support food costs through a local vendor.

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

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

An inclusive, family-friendly celebration sharing Indian and Diwali food and customs,

promoting cultural diversity, supporting newcomers and connecting Amherst residents.

Planned for up to 200 participants, with 20 volunteers contributing to the event.

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

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

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

Diwali Celebration 2026 - Amherst Indian Association

Registration Limit

200

Venue

Travelodge - Amherst (Not Confirmed)

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

SYNOPSIS

Amendments for Emergency Shelters, Wet Sites and Supervised Consumption Sites

Council directed staff to review the Town's planning documents regarding wet sites, emergency shelters and supervised consumption sites. Under the current Municipal Planning Strategy and Land Use Bylaw, the subject uses are not defined or explicitly regulated. A Public Participation Opportunity, held on October 5, 2026, resulted in verbal and written input on potential definitions of the subject uses and how they should be regulated.

On October 20, 2026, the Planning Advisory Committee passed a motion recommending definitions for the subject uses and that a 150-day moratorium be established to allow time to study how the uses should be regulated.

Planning staff are also recommending a concurrent amendment to the Municipal Planning Strategy that provides a policy foundation specific to the subject uses and establishes a six-month review period to consider additional amendments for regulating the subject uses appropriately.

MOTION:

That Council give First Reading of Bylaw MPSA-26-01 to amend the Municipal Planning Strategy, and Bylaw LUBA-26-01 to amend the Land Use Bylaw P-2, and further, to schedule a Public Hearing for Monday, March 8, 2027, 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 26, 2026

SUBJECT: Planning Amendments – shelters, supervised consumption and wet sites

ORIGIN: Council direction:

That staff be directed to prepare a report for the September meeting of the Planning Advisory Committee that defines “wet sites” and where/what is permitted, further define where overnight shelters are permitted in the Town of Amherst, hold a public participation opportunity and then make a recommendation to Council.

LEGISLATIVE AUTHORITY: Municipal Government Act Part VIII Planning and Development.

PAC RECOMMENDATION: That Council amend the Land Use Bylaw to adopt a definition for Emergency Shelter, Supervised Consumption Site, and Wet Site as drafted, and place a 150-day moratorium on such uses so that the issue of how they should be regulated in town can be studied.

PLANNING STAFF RECOMMENDATION: That Council amend the Municipal Planning Strategy to add policies specific to Emergency Shelters, Wet Sites, and Supervised Consumption Sites, and amend the Land Use Bylaw to define the these uses as drafted and schedule a public hearing.

BACKGROUND: The attached October 20, 2026, staff report to the PAC provides context on this issue. Also attached is a public participation summary, written comments, and draft PAC meeting minutes from September 20, 2026.

As discussed in the staff report, emergency shelters, wet sites and supervised consumption sites are not defined or explicitly regulated in the current planning documents. Upon review, the PAC recommended a LUB amendment that establishes definitions for the subject uses and explicitly excludes them from the definition of Supportive Housing, and a 150-day moratorium on such uses to allow time to complete a more comprehensive review of how they should be regulated.

With first reading of the above amendments, as these uses would not be permitted in any zone, the amendment would effectively prohibit new facilities while the Town undertakes a review of the appropriate land use regulatory framework. The moratorium part of the PAC’s recommendation does not need to be included in the LUB as this is covered under MGA section 246(3) that does not allow a permit to be issued for 150 days unless it conforms to the amendment.

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amherst.ca | info@amherst.ca | 902-667-3352



A LUB amendment must conform with MPS policies. **MPS Policy 6-11** permits Council to consider amendments to the Land Use Bylaw, while **Policy 3-2**, particularly Goals 7 and 10, supports reducing land use conflicts and establishing a clear and transparent regulatory framework. These policies provide a basis for distinguishing the subject uses from supportive housing and undertaking further planning review. However, **Policies 5-1 and 5-6** promote housing diversity and supportive housing options. The effective prohibition must therefore be considered against these objectives, particularly where emergency shelters or wet sites provide a form of residential accommodation.

Policy 6-24 requires Land Use Bylaw amendments to be consistent with the Municipal Planning Strategy. **Policy 6-29** further requires Council to consider an MPS amendment where a proposed LUB amendment would conflict with or change the intent of the Strategy.

While the MPS supports clearer definitions and further review of these uses, it does not expressly support their town-wide prohibition. The lack of authority to totally prohibit is explicitly stated in MGA section 220(3) that states: *A land-use by-law may regulate or prohibit development, but development may not be totally prohibited, unless prohibition is permitted pursuant to this Part.*

Accordingly, staff recommend a concurrent MPS amendment to establish clear policy authority for the interim restriction and commit Council to reviewing appropriate land use permissions and regulations within a defined timeframe. Amending the MPS by adding section 6.2.5 as drafted below, would put the LUB amendments on better policy footing and provide more time to undertake a review – 6 months versus 150 days.

6.2.5 Emergency Shelters, Wet Sites, and Supervised Consumption Sites

Council recognizes the role of emergency shelters, wet sites, and supervised consumption sites in addressing homelessness and substance use. Council also recognizes that these uses may have distinct operational and land use characteristics requiring further consideration to determine appropriate locations and development standards. Council intends to establish separate definitions for these uses and temporarily restrict their establishment while undertaking a review of their appropriate regulation.

Policy 6-14A: Council shall, through the Land Use Bylaw, establish separate definitions for Emergency Shelter, Wet Site, and Supervised Consumption Site, exclude these uses from the definition of Supportive Housing, and notwithstanding other policies of this Strategy respecting permitted uses, prohibit their establishment in all zones pending further planning review.

Policy 6-14B: Council shall undertake a review of these uses to determine appropriate land use permissions, locations, approval processes, and development standards, having regard to land use compatibility, access to services, applicable legislation, and community consultation.

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Policy 6-14C: Council shall complete the review and consider any necessary amendments to the Municipal Planning Strategy and Land Use Bylaw within six months of the effective date of this amendment. Until further amendments are adopted, the interim restrictions shall remain in effect, subject to applicable statutory protections for existing lawful uses.

DISCUSSION: As noted above, the amendments are intended to carry out Council's direction regarding the subject uses.

FINANCIAL IMPLICATIONS: None specific to this issue.

SOCIAL JUSTICE IMPLICATIONS: As discussed in the staff report, shelters and associated services and supports tend to serve vulnerable people in need. This issue touches on issues of inclusivity and respect, which are concepts included in the Town's Vision, Mission and Guiding Principles.

ENVIRONMENTAL IMPLICATIONS: None at this time.

COMMUNITY ENGAGEMENT: Public Participation Opportunity held on October 5, 2026. An advertised Public Hearing is tentatively scheduled for November 12th, 2026.

ALTERNATIVES: 1) Only amend the LUB by defining the subject uses; 2) Amend the MPS and LUB; 3) Do not approve first reading.

ATTACHMENTS: 1) Amending Bylaws; 2) Staff report to PAC; 3) PPO summary and written comments.



TITLE: By-law to Amend the Municipal Planning Strategy
SECTION: Municipal Planning Strategy
BYLAW NO: MPSA-26-01

1. SHORT TITLE

This By-law is entitled the By-law to Amend the Municipal Planning Strategy.

2. After Municipal Planning Strategy section 6.2.4 Amendment to the Land Use Bylaw, Policy 6-13, add section 6.2.5 as follows:

6.2.5 Emergency Shelters, Wet Sites, and Supervised Consumption Sites

Council recognizes the role of emergency shelters, wet sites, and supervised consumption sites in addressing homelessness and substance use. Council also recognizes that these uses may have distinct operational and land use characteristics requiring further consideration to determine appropriate locations and development standards. Council intends to establish separate definitions for these uses and temporarily restrict their establishment while undertaking a review of their appropriate regulation.

Policy 6-14A: Council shall, through the Land Use Bylaw, establish separate definitions for Emergency Shelter, Wet Site, and Supervised Consumption Site, exclude these uses from the definition of Supportive Housing, and, notwithstanding other policies of this Strategy respecting permitted uses, prohibit their establishment in all zones pending further planning review.

Policy 6-14B: Council shall undertake a review of these uses to determine appropriate land use permissions, locations, approval processes, and development standards, having regard to land use compatibility, access to services, applicable legislation, and community consultation.

Policy 6-14C: Council shall complete the review and consider any necessary amendments to the Municipal Planning Strategy and Land Use Bylaw within six months of the effective date of this amendment. Until further amendments are adopted, the interim restrictions shall remain in effect, subject to applicable statutory protections for existing lawful uses.

For Administrative Use Only:

By-law to Amend the Municipal Planning Strategy MPSA-26-01 Adoption	
First reading:	October 26, 2026
Notice of Intent:	
Public Hearing:	
Second Reading:	
Notice to Provincial Director of Planning:	
Notice of Publication:	

TITLE: By-law to Amend the Land Use By-law P-2
SECTION: Land Use By-law P-2
BYLAW NO: LUBA-26-01

1. **SHORT TITLE**

This By-law is entitled the By-law to Amend the Land Use Bylaw LUBA-26-01

2. Add the definition for Emergency Shelter to section 1.1 of the Town of Amherst Land Use Bylaw P-2 as follows:

41A. **Emergency Shelter** means a building or part of a building used to provide temporary overnight accommodation to persons experiencing homelessness or in need of emergency housing that is operated by staff on a twenty-four-hour basis, and which may include communal sleeping areas, washrooms, laundry facilities and meal services.

3. Add the definition for Supervised Consumption Site to section 1.1 of the Town of Amherst Land Use Bylaw P-2 as follows:

113A. **Supervised Consumption Site** means a building or part of building used for the consumption of controlled substances by individuals under the supervision of trained staff, operating by an exemption granted under the federal Controlled Drugs and Substances Act, and which may include the provision of sterile consumption equipment, overdose prevention, and referrals to health and social services.

4. Add the definition for Wet Site to section 1.1.1 of the Town of Amherst Land Use Bylaw P-2 as follows:

121A. **Wet Site** means an emergency shelter in which the consumption of alcoholic beverages and/or illegal substances by residents is permitted in accordance with applicable federal and provincial legislation.

5. Amend the definition of Supportive Housing in section 1.1.1.39(o) of the Town of Amherst Land Use Bylaw P-2 as follows:

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~~ **that** is licensed, funded or approved by the Province of Nova Scotia, **but does not include a Supervised Consumption Site, Emergency Shelter, or Wet Site.**

For Administrative Use Only:

By-law to Amend the Land Use By-law LUBA-26=01 Adoption	
First reading:	October 26, 2026
Notice of Intent:	
Public Hearing:	
Second Reading:	
Notice to Provincial Director of Planning:	
Notice of Publication:	

MEMO

TO: Planning Advisory Committee

FROM: Andrew Fisher, Director of Planning & Economic Development

DATE: October 20, 2026

RE: Planning review – emergency shelters, wet sites and supervised consumption sites

ORIGIN

In August 2026 Council passed the following motion:

That staff be directed to prepare a report for the September meeting of the Planning Advisory Committee that defines “wet sites” and where/what is permitted, further define where overnight shelters are permitted in the Town of Amherst, hold a public participation opportunity and then make a recommendation to Council.

BACKGROUND

With regard to Council’s direction, staff provided a report to the PAC on September 8, 2026 that included initial definitions of “wet sites” and emergency shelters. A Public Participation Opportunity (PPO) was held October 5th, 2026; however, in order to follow applicable policy and the Municipal Government Act for planning document amendments, the PAC could not make a recommendation to Council until after the PPO was held. Although this series of events deviates from Council’s direction, it carries out Council’s intent in a procedurally correct way.

Terms

In Nova Scotia, “wet” is used as a descriptor of organizations, supports or services that allow the consumption / use of substances within its premises. Facilities have different rules about drugs and alcohol use:

- Dry means that individuals cannot be in the facility if under the influence of alcohol or drugs.
- Damp means individuals can be in the facility while under the influence, but onsite consumption is not permitted.
- Wet allows onsite consumption, possibly but not necessarily in a supervised environment.

The above general categories refer to the operation model of the facility that are not rooted in a legal or health definition.



Supervised Consumption Sites (“safe injection sites” or “overdose prevention sites”) are facilities that allow the consumption of illegal controlled substances under the supervision of trained staff that prevent fatal overdoses. These facilities can connect people to treatment and recovery services while providing a sterile environment and sterile equipment, which reduce the spread of infectious disease. Operation requires a section 56.1 exemption from the federal *Controlled Drugs and Substances Act*, where illegal drugs are not legalized, but the activities are protected by the exemption at a specific location.

According to Health Canada, there are 24 Supervised Consumption Sites in operation across Canada. In Nova Scotia there are two such facilities: Refix in HRM and Peer Six in Sydney. There are no other listed sites east of Montreal. More information about Supervised Consumption Sites is available on the Health Canada websiteⁱ.

An Emergency Shelter typically means a building or part of a building used to provide temporary overnight accommodation to persons experiencing homelessness or in need of emergency housing, with onsite 24-hour support services, and which may include communal sleeping areas, washrooms, laundry facilities, and meal service.

Emergency Shelters, Wet Sites and a Supervised Consumption Sites are distinct uses, but overlap can occur. An Emergency Shelter could have a Supervised Consumption Site component to the services it provides. A Wet Site or Wet Shelter could allow or accept onsite consumption. In Nova Scotia there are approximately 19 emergency shelters across the provinceⁱⁱ. Cornerstone is an Emergency Shelter located at 10 Prince Arthur Street operated by the Cumberland Homelessness & Housing Support Association. Based on staff’s understanding of the operational model, this shelter could be characterized as a damp shelter.

Harm Reduction, Housing as a Human Right, and Low-Barrier Shelter Concepts

Wet sites and low-barrier emergency shelters can be understood within a broader harm reduction framework that recognizes housing and access to shelter as fundamental human needs, rather than privileges contingent on abstinence from substance use or participation in treatment. This approach is consistent with the principles of Housing Firstⁱⁱⁱ, which separates access to housing from an individual's readiness to pursue recovery or substance use treatment. It recognizes that people experiencing homelessness have diverse needs and circumstances, and that requiring sobriety as a precondition for accommodation can create additional barriers to safety and stability.

Wet sites incorporate this approach by providing designated environments where substance use is permitted under defined conditions, allowing individuals to access shelter and support while continuing to use substances. Similarly, low-barrier emergency shelters can accommodate people who might otherwise be excluded from conventional shelter services because of active substance use. Both

approaches prioritize immediate safety, dignity, and engagement with support services, while preserving opportunities for individuals to pursue treatment or recovery if and when they choose.

For more information about harm reduction in housing settings, NASTAD provides a concise overview of these evidence-based approaches.^{iv}

Provincial Approach to Housing

The province published a five-year housing plan in October 2023^v. There are three strategic solutions and 12 actions to help create conditions for more housing options now and into the future. The three strategic solutions are: increase housing supply, grow and sustain affordable housing, and deliver programs people need. The plan includes a housing spectrum from homelessness to market rental/ownership, as shown below. Emergency Shelters are included in this spectrum.



Housing is one of the five Statements of Provincial Interest that provide guiding policies that shape sustainable growth, land use and resource management across the province. The goal of the housing statement is “to provide housing opportunities to meet the needs of all Nova Scotians,” on the basis that “adequate shelter is a fundamental requirement” and “a wide range of housing types is necessary to meet the needs of all Nova Scotians.”^{vi} Municipal planning documents must be consistent the statements.

New Provincial Model for Supportive Housing

On September 23, 2026, the Opportunities and Social Development Department issued a news release seeking a new supportive housing model^{vii}. The release listed the following quick facts:

- supportive housing is a social program that helps move people from homelessness into housing and connects them to health, income, cultural, social and community supports
- projects can be submitted by non-profit organizations, community-based partners, existing service providers, Indigenous groups, municipalities and private companies through partnership agreements
- proposals will be assessed for local need, service quality, readiness, staffing, financial sustainability, partnerships and culturally responsive design

P.O. Box 516, 98 Victoria Street East, Amherst, Nova Scotia B4H 4A1
amherst.ca | info@amherst.ca | 902-667-3352



Planning Principles and Legislative Framework for Land Use Regulation

Any proposed amendment to the planning documents must remain within the authority granted by the Municipal Government Act (MGA). Section 220 of the MGA establishes the framework for regulating land uses through a municipal land-use by-law (LUB). Key considerations include:

- Limits on prohibition: Section 220(3) provides that development cannot be totally prohibited unless authorized under Part VIII of the MGA. This is generally interpreted to limit a municipality's ability to prohibit an otherwise lawful use throughout the municipality.
- Zoning authority: Section 220(2) permits municipalities to identify the zones in which particular uses are permitted or prohibited, providing flexibility to determine appropriate locations for specific uses.
- Permitted regulatory measures: Sections 220(4) and 220(5) identify matters that may be regulated or prohibited. Available planning tools may include zoning restrictions and site development standards addressing building location, setbacks, lot coverage, buffers and outdoor amenity areas. Where supported by MPS policy, additional requirements may be established through site plan approval or development agreements.
- Limits on regulatory requirements: Land-use regulations must not be structured so that a use becomes effectively impossible to establish. Restrictions that amount to a total prohibition may exceed Council's authority unless expressly authorized by the MGA.
- Legal review: Before Council adopts amendments to the planning documents that includes significant restrictions on the subject uses, a legal review of the provisions may be appropriate.

Legal Nonconforming Uses

It is important to note that any potential amendment that changes the permitted location of the subject uses will not result in the existing emergency shelter having to move. MGA section 238 provides that legally existing or approved uses may continue regardless of any future amendment to the MPS and LUB that would make such uses nonconforming.

Current Planning Documents

The Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) do not include definitions or policies specific to Emergency Shelters, Wet Sites and Supervised Consumption Sites. Without a definition, an emergency shelter facility that is operated with 24-hour staff is interpreted to be an institutional use as a not-for-profit community service. Emergency shelters are considered a permitted use in the following zones:

- Highway Commercial Zone
- Downtown Zone
- Mixed Use Zone
- Institutional Zone



The legality of a Wet Site that does not have an exemption under the *Drugs and Controlled Substances Act* is less clear. In review of an application to permit a Wet Site, staff would need to consider LUB section 3.15 that requires the use to be legal under provincial and federal law.

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.*

Supportive Housing is also relevant to this subject, particularly as the province has recently used this term to include a range of housing types that address homelessness including shelters, and transitional housing. The current LUB allows Supportive Housing as a permitted use in residential and commercial zones: up to 6 beds by right, 7-12 beds by Site Plan Approval, 13+ beds by Development Agreement.

The current LUB definition of Supportive Housing is as follows:

- 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.*

MPS policy 4-18 allows Supportive Housing in residential zones

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.

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.*

An application for a Supervised Consumption Site would be interpreted as a medical clinic use, which is in alignment with how they are generally characterized by senior-level governments and other municipal units in NS. Medical clinics are a permitted use in the following zones:

- Highway Commercial Zone
- Downtown Zone
- Mixed Use Zone

*Note: medical clinics are not a listed permitted use in the Institutional Zone.



The current MPS addresses housing primarily through land-use regulation, housing diversity, development capacity, and collaboration with other levels of government and housing providers. It recognizes that safe, appropriate and affordable housing is a basic need, and that municipal planning decisions can influence the availability and cost of housing.

Public Input

As summary and written submissions for October 5th, 2026 Public Participation Opportunity is included in this package. Of the two residents in attendance, one spoke of their significant concern for the future of the downtown if a supervised consumption site locates there. The two written submissions received are included in the package. One provided ideas regarding definitions but chose not to comment on potential locations for the subject uses. The second submission was from NS Public Health that provided comment on the definitions. With regard to zoning considerations, they argue that municipal zoning has historically contributed to inequities in communities, but it also offers opportunities to reduce these barriers through inclusive housing policies, such as eliminating discriminatory zoning requirements. Decisions regarding the zoning of the subject uses should be objective, evidence-informed, and focused on reducing inequities. From a public health perspective, these services should be permitted in areas close to essential supports, including healthcare, social services, pharmacies, employment, and education, and be easily accessible to the people who need them.

Jurisdictional Scan

The following provides a selective scan of other municipal jurisdictions around the province. It is important to note that every jurisdiction is different in terms of its development patterns and planning document frameworks. As such, caution should be used in drawing direct comparisons or conclusions around how the subject uses are regulated and its potential applicability in Amherst.

Truro - allows emergency shelters in the downtown zone with conditions, including minimum outdoor amenity space that is not situated within a front or flanking yard, and the primary entrance for clientele shall not be situated within 3.0 m (10 ft) of a public right-of-way and shall not be within 15 m (49 ft) of a General Residential (GR), Downtown Neighbourhood (DN), or Urban Corridor (UC) Zone. The Truro Housing Outreach Society operates an emergency shelter at 29 Arthur Street.

Bridgewater – undertook a planning document review of institutional uses in their downtown core in 2024. The resulting amendments defined Emergency Shelters and excluded them from the Historic Downtown Commercial Zone, but allowed them in some commercial zones by site plan or development agreement depending on their size. Shelters were listed as a permitted use in the Institutional zone. A new shelter opened June 2026 in the Institutional Zone just north of the two commercial zones that make up the downtown area. Cedar Place, a drop-in centre located in the Historic Downtown Commercial Zone, closed its doors in March 2026.



Kentville – undertook a planning review of Emergency Shelters in 2026. The resulting amendments make shelters a use permitted by development agreement in the Institutional Zone. The Open Arms Resource Society operates an emergency shelter in Kentville’s downtown in the General Commercial Zone.

New Glasgow – currently has a shelter located in the Institutional Zone that is located adjacent to the historical downtown. On September 22, 2026, the province announced it would end funding for this shelter while also announcing a new model for supportive housing funding intended to provide a mix of shelter, transitional and supportive housing options. It is unclear if and where that facility will be replaced.

DISCUSSION

From a land use planning perspective, Emergency Shelters, Wet Sites and Supervised Consumption Sites raise important questions about how zoning permissions and siting decisions can support an inclusive system of emergency shelter and harm reduction services. A planning framework informed by housing rights and public health principles should consider both the potential land use impacts of these facilities and the consequences of restricting their availability or locating them where access to essential services is limited. The objective is to enable facilities that respond to unmet community needs while addressing legitimate considerations relating to public safety, accessibility, neighbourhood compatibility and service provision.

Achieving this objective requires that planning documents regulate uses rather than users. Commonly referred to as avoiding “people zoning,” this principle means that zoning provisions should focus on the nature and impacts of a use, rather than the personal circumstances or characteristics of the people who access a facility. Accordingly, regulations governing Emergency Shelters, Wet Sites and Supervised Consumption Sites should be based on clear, objective and consistently applied planning criteria, such as land use compatibility, built form, safety and access to services, rather than assumptions or stigma associated with the people who use them. This approach supports equitable access to essential services while allowing legitimate land use impacts to be appropriately managed.^{viii}

OPTIONS FOR PLANNING DOCUMENT AMENDMENTS

With the above taken into account, staff put forward the following proposed MPS and LUB amendment options for consideration.

Definition Amendments:

1. Amend the LUB, add the following definitions:
 - a) **Supervised Consumption Site** means a building or part of building used for the consumption of controlled substances by individuals under the supervision of trained staff,



operating by an exemption granted under the federal *Controlled Drugs and Substances Act*, and which may include the provision of sterile consumption equipment, overdose prevention, and referrals to health and social services.

- b) **Emergency Shelter** means a building or part of a building used to provide temporary overnight accommodation to persons experiencing homelessness or in need of emergency housing that is operated by staff on a twenty-four-hour basis, and which may include communal sleeping areas, washrooms, laundry facilities and meal services.
- c) **Wet Site** means an emergency shelter in which the consumption of alcoholic beverages and/or other substances by residents is permitted in accordance with applicable federal and provincial legislation.

Amend the existing LUB Definition of Supportive Housing by excluding the above noted uses:

- 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~~ **that is licensed, funded or approved by the Province of Nova Scotia, but does not include a Supervised Consumption Site, Emergency Shelter, or Wet Site.**

Option 1: Define uses in the Institutional Zone

Add a MPS policy that establishes the Institutional Zone and characterizes the permitted uses:

4.4.5 Institutional Zone

Policy 4-30: Council shall, through the Land Use Bylaw, establish the Institutional Zone that will permit a range of community assets that include: schools, places of worship, public buildings and recreational facilities.

Option 2: Allow Supervised Consumption Sites, Emergency Shelters and Wet Sites in the Downtown and Highway Commercial Zone only

In the LUB, add the above uses to the list of permitted uses in the Highway Commercial Zone (section 8.2.1), and the Downtown Zone (section 8.3.1). This option would allow the subject uses in the Downtown and Highway Commercial Zones where there is the best access to other services. At the same time, this would explicitly exclude them as permitted uses in the Institutional, residential, Neighbourhood Commercial, Industrial and Business Park zones.

Option 3: Allow the subject uses in the Highway Commercial Zone and/or the Business Park Zone



In the LUB, add the subject uses to the list of permitted uses in Highway Commercial Zone (section 8.2.1) and/or the Business Park Zone (section 8.6.1). This option would allow the uses in areas of town where the development pattern is less dense, and the potential negative impact on surrounding uses is reduced.

Option 4: Allow the subject uses by Site Plan Agreement or Development Agreement

These two approval processes would provide more control over the building size, location on the site and other site features such as outdoor amenity space. Caution should be used when considering this option as neither process can control people or what might happen in the neighbourhoods surrounding a use on a particular property.

OPTIONS

Option One: Recommend that Council amend the MPS and LUB with the proposed definition and policy changes, and one of the options noted above.

Option Two: Recommend that Council amend the MPS and LUB as described above but with changes.

Option Three: Defer a recommendation and request additional information.

ⁱ <https://www.canada.ca/en/health-canada/services/substance-use/supervised-consumption-sites/explained.html>

ⁱⁱ [Ns.211.ca](https://ns.211.ca)

ⁱⁱⁱ <https://housing-infrastructure.canada.ca/homelessness-sans-abri/resources-ressources/housing-first-logement-abord-eng.html>

^{iv} Online. Search “NASTAD Harm Reduction”.

^v <https://novascotia.ca/action-for-housing/>

^{vi} N.S. Statements of Provincial Interest: https://novascotia.ca/just/regulations/regs/mgstmt.htm#TOC2_7

^{vii} <https://news.novascotia.ca/en/2026/09/23/province-seeks-new-supportive-housing-options-regional-communities>

^{viii} Agrawal, S. K., Sangapala, P., Hill, E., & Lang, J. (2024). Human rights and municipal land use bylaws in Atlantic Canada. *Planning Practice & Research*, 39(6), 1032–1055.

<https://www.tandfonline.com/doi/full/10.1080/02697459.2024.2359790>



**Town of Amherst
Public Participation Opportunity
Summary**

Date: October 5, 2026
Time: 4:30 pm
Location: Council Chambers, Town Hall

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

Staff Present Jason MacDonald, Chief Administrative Officer
Andrew Fisher, Director, Planning & Economic Development
Marc Buske, Building Official
Torben Laux, Planner
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

Others Present Ron Wilson, Planning Advisory Committee, Chair

1. Call to Order

Jason MacDonald called the Public Participation Opportunity to order.

2. Territorial Acknowledgment

Jason MacDonald gave the Territorial Acknowledgement.

3. Introduction

Jason MacDonald introduced members of Amherst Town Council and members of the Planning Advisory Committee that were in attendance as observers and explained that the purpose of the public participation opportunity is to gather input from the public with regards to potential amendments to the recently adopted Municipal Planning Strategy and Land Use By-law that would define where new shelters and supervised consumption sites could be permitted. He noted that at this time there are no current applications for such, however at the direction of Council staff were asked to hold a public participation opportunity ahead of proposing any amendments.

4. Municipal Planning Strategy / Land Use By-Law Proposed Amendments

4.1 Staff Reports / Presentations

Andrew Fisher gave his presentation, included as part of the agenda package.

4.2 Public Participation Opportunity

Tina Gibson of 22 Acadia Street said she is very upset that the Town is considering this. She stated that she used to live in Vancouver when that city opened their first safe consumption site that she feels led to several issues that harmed the community. She feels that safe consumption sites do not work and only promotes further drug use, and that having a safe consumption site in the downtown would be a bad idea. She would prefer that the Town take the same approach that the province of Ontario did with their HART Hubs (Homelessness and Addiction Recovery Treatment Hubs). She further stated that she works part-time at the House of Birria which is located in the same building as Service Canada and that she has witnessed a great deal of drug activity and paraphernalia found on and around the property. She feels that Amherst needs a drug rehabilitation facility, not safe consumption sites, that Amherst cannot survive safe consumption sites and that if these are permitted it would be a step backwards.

4.2.1 Written Submissions

Andrew Fisher read the written submissions received for the record, included as part of the agenda package.

5. Closing

There being nothing further from the public, Jason MacDonald thanked everyone for coming and for their input and adjourned the public participation opportunity.

From: bdh0420@gmail.com
To: [Natalie LeBlanc](#)
Subject: Written submission — Public Participation Opportunity of October 5, 2026 — Proposed MPS/LUB amendments defining "consumption sites" and "overnight or emergency shelters"
Date: September 29, 2026 2:19:37 PM

Dear Ms. LeBlanc,

I'm writing as an Amherst resident about the proposed amendments to the Municipal Planning Strategy and Land Use Bylaw. My understanding is that this stage of the process is about defining "consumption sites" and "overnight or emergency shelters" in our planning documents, and setting out where such uses may be permitted and under what conditions. It is not about the existing shelter, and it is not a decision to approve or reject any particular facility. I'm making this submission on that basis.

Definitions are the foundation everything else rests on. Permits, enforcement, and appeals all turn on what the words mean. Vague definitions guarantee disputes later; precise ones protect the town, operators, and neighbours alike. With that in mind, I'd like to propose the following.

1. Consumption Site

"Consumption Site" means a building or part of a building used for the supervised consumption of controlled substances by individuals under the observation of trained health care staff, operating under an exemption granted under the Controlled Drugs and Substances Act (Canada), and which may include the provision of sterile consumption equipment, overdose prevention and response, and referrals to health and social services.

Why each part matters: "supervised" and "trained health care staff" distinguish the use from unregulated drug activity — without that, the definition is either meaningless or overbroad. Referencing the federal exemption anchors the use in law; a facility operating without one is a different matter entirely and shouldn't be able to hide inside this definition.

2. Overnight or Emergency Shelter

"Overnight Shelter" or "Emergency Shelter" means a building or part of a building used to provide temporary overnight accommodation to persons experiencing homelessness or in need of emergency housing, with or without support services, and which may include communal sleeping areas, washrooms, laundry facilities, and meal service.

For clarity, this should expressly exclude hotels, motels, rooming houses, residential care facilities, and dwelling units — otherwise the definition will capture uses it was never meant to touch.

3. Define and regulate the two uses separately. A consumption site and a shelter are different uses with different land-use impacts. Lumping them together in a single definition or a single set of conditions

will cause problems the first time either one is actually proposed.

4. On where permitted and under what conditions. I'll leave the merits of any future facility for another day. But whatever council decides down the road, the framework should be built now: name the zones explicitly rather than leaving it to discretion; attach clear conditions to the use itself — hours of operation, staffing, maximum occupancy, sanitation, a neighbourhood management and security plan, and proof of required federal or provincial authorization where applicable; and build in a review mechanism so the rules can be revisited with experience.

5. Protect the existing shelter in plain language. The notice states the amendments don't affect the existing shelter's operation. That assurance should appear in the documents themselves, not just the notice, so there's no ambiguity later.

Thank you for the opportunity to participate. I'm happy to discuss any of this at the October 5 session.

Sincerely,
Bradley Harrison
4 Rhodes Ave, Amherst, NS
September 29, 2026

October 02, 2026

Re: Town of Amherst – Municipal Planning Strategy Amendments:

Dear Mayor Small, Amherst Town Council and Planning Department Staff,

Thank you for the opportunity to provide feedback on the proposed amendments to the Municipal Planning Strategy, specifically the proposed definitions of wet sites, supervised consumption sites, emergency shelters and future zoning considerations.

We appreciate the Town's proactive efforts to include accurate definitions of wet sites, supervised consumption sites and emergency shelter in the Municipal Planning Strategy as well as evidence-based considerations related to zoning.

Emergency shelters do not cause homelessness and will not solve homelessness. Emergency shelters are an important temporary measure for people experiencing homelessness but are not a long-term housing option. Evidence-based solutions to end homelessness include the creation of non-profit and affordable housing options.

Supervised consumption sites are an evidence-based healthcare service that provides safe environments and sterile supplies to use substances. Supervised consumption sites prevent overdose and overdose death, the spread of infectious disease and connect people with services. [Canadian](#) and [international](#) evidence show clearly that supervised consumption services help to save lives, connect people to social services and serve as pathways to treatment.

We recognize and appreciate the work that has gone into developing the current definitions. We have provided our feedback in sections. The first section focuses on feedback relevant to each definition, the following section focuses on zoning considerations and the last section is a list of additional resources. Below, you will find our comments, framed with a Public Health and Health Equity lens.

Prepared by

Madison Bennett, Health Promoter, Madison.Bennett@nshealth.ca

Zack Knol, Health Promoter, Zack.Knol@nshealth.ca

Cc:

Angie MacIntyre (Healthy Communities Manager, NZ Public Health)

Janine DeWitt (Public Policy & Social Action Consultant, NZ Public Health)

Definition Feedback

Current Draft Definition	Public Health Comment
In the context of addictions, a “wet site”, commonly known as a wet house or wet shelter, is a residential facility for individuals with chronic substance use disorders, typically alcohol use disorder, where residents are permitted to consume alcohol on the premises. (rehabs.com) Given that alcohol is legal, an alcohol wet site is not specifically regulated by senior levels of government.	Disclaimer: There are limited resources that describe and define “wet site” in the context of Nova Scotia. The first three comments are based on the knowledge and understanding of the health promoters and interim harm reduction programs specialist of how “wet” is typically referenced by housing and harm reduction organizations. In the context of Nova Scotia, “wet” is used as a descriptor of organizations, supports or services that allow the consumption/use of substances within its premise. In the context of Nova Scotia, “wet” implies the permitted use of all substances, not solely alcohol. In the context of Nova Scotia, it is incorrect that “wet sites” are specifically facilities for “individuals with chronic substance use disorder”. Using the example of a “Wet Shelter” (an emergency shelter that offers overdose prevention services), there would be clients accessing emergency shelter services with differing levels of substance use. For example, some clients may not use substances/completely abstain from substances, some may occasionally use substances and some may be physically dependent on substances. Public Health commends the use of person first language. Public Health asks that there is consideration of replacing “chronic substance use disorder” with “substance use disorder” or “physically dependent on substances” as <i>Chronic</i> refers to “an illness or pain that develops slowly,

	lasts for months or years, and keeps recurring”. Understanding that all people have a different experience of substance use it would be inaccurate to use chronic as an overarching descriptor. Consider the plain language definitions used in other jurisdictions, such as New Brunswick. Social Support New Brunswick uses the following definitions, <i>Some shelters have rules about alcohol and drug use:</i> • Dry – You cannot stay if you are drunk or high. • Damp – You can stay if you are drunk or high, but you cannot use alcohol or drugs at the shelter. • Wet – You can stay if you are drunk or high, and you are allowed to use alcohol or drugs at the shelter in a supervised area, with staff there to help keep you safe.
Supervised consumption sites (often called “safe injection sites” or “overdose prevention sites”) involve the consumption of illicit controlled substances. These sites require a section 56.1 exemption from the federal Controlled Drugs and Substances Act (CDSA). Currently, there are two such facilities operating in Nova Scotia – ReFix in Halifax and Peer Six in Sydney. The CDSA exemption does not legalize illicit drug use, but provides a specific legal protection for activities covered by the exemption at the authorized site. In practical terms, individuals can bring their own drugs to a supervised consumption facility with trained staff than can prevent overdoses and provide other supports.	Public Health commends the thorough definition of supervised consumption site, specifically highlighting the exemption process and existing sites in Nova Scotia. Public Health asks that there is consideration of replacing “illicit controlled substances” with either “illegal controlled substances” or “unregulated controlled substances” to reduce the stigma associated with substance use. Public Health suggests the removal of “can” in the fifth sentence as it implies that bringing one’s own substances to a supervised consumption site is optional. Including the word “can” may lead people to the inaccurate conclusion that safe consumption sites dispense substances.

	Public Health commends the explanation that supervised consumption sites are staffed with trained employees that prevent overdose and provide other supports. Public Health suggests expanding the last sentence or adding an additional sentence to include that supervised consumption sites also prevent the spread of infectious disease by providing a sterile environment to use substances in as well as sterile equipment. Furthermore, Public Health suggests highlighting that “other supports” includes connecting clients with pathways to treatment and recovery services.
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Zoning Considerations

Municipal zoning has a history of creating and perpetuating inequities in communities. However, zoning and planning also present an opportunity for municipalities to remove the barriers that create inequities in our communities. Related to housing, some of these opportunities include but are not limited to eliminating discriminatory separation distance requirements, ensuring that Municipal Planning Strategies avoid ‘people zonings’, allowing non-market housing rezoning ‘as of right’, ensuring timely approvals of non-market housing targeting 20% non-market housing by 2055, enabling accessible units, and rapid approvals and no development fees for accessory dwelling units.

When considering zoning Emergency Shelter and Supervised consumption sites, it is crucial to make decisions objectively, using evidence-informed information and considering how decisions will create or lessen inequities. From a Public Health perspective, decreased barriers will result from permitting Emergency Shelters and Supervised Consumption Sites in zones that are already proximal to other services (healthcare, social services, pharmacies, employment, education opportunities, etc.) and are easily accessible to individuals needing emergency shelter or using substances.

Establishment	Proposed Zoning Considerations
Emergency Shelter	Public Health recommends continuing to permit shelters in the Downtown Commercial, Highway Commercial and institutional zones as-of-right (without additional permitting or conditions). This reduces barriers to entry for

	organizations, such as costs and timelines associated with rezoning. For example, in 2025, the Ottawa City Council passed a motion to accelerate the relaxation of zoning regulations for shelters. Continuing to permit emergency shelters in all three of the aforementioned zones not only lessens barriers but enables maximum choice for organizations to choose the most suitable location for an emergency shelter, ensuring it is close to essential services that would benefit people experiencing homelessness. In the absence of a public transportation system, it is crucial that shelter services are proximal to health and social services, even when a shelter model provides basic healthcare, food, and medical services on site. Public Health recommends that in addition to gathering feedback through traditional engagements like the public participation opportunity and public hearing that the Town engage with residents who would be most impacted by the amendments. The Town should engage residents with lived and living experience of using emergency shelter services, emergency shelter providers and relevant community partners to inform zoning considerations.
Supervised Consumption Site	Supervised consumption sites are widely regarded as a healthcare service. Understanding supervised consumption sites are healthcare; Public Health recommends that supervised consumption sites are zoned equally to other healthcare services in the current MPS.

	The Halifax Regional Municipality considers supervised consumption sites within the category of health care service in municipal planning documents, and permit them in commercial, institutional and mixed-use zones according to land use by-laws (HRM, 2019, see attached). Public Health recognizes Harm Reduction as a human right and an evidenced based healthcare service that prevents overdose, death and the spread of infectious disease. Land use restrictions on harm-reduction services, including supervised consumption facilities, cannot discriminate and must meet legitimate planning purposes. Public Health recommends that in addition to gathering feedback through traditional engagements like the public participation opportunity and public hearing that the Town engage with residents who would be most impacted by the amendments. The Town should engage residents who have lived and living experience of using substances, frontline harm-reduction workers and relevant community partners to inform zoning considerations.
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Resources

[Supervised consumption explained: types of sites and services - Canada.ca](#)

[Communicating about Substance Use in Compassionate, Safe and Non-Stigmatizing Ways - Canada.ca](#)

[Supervised consumption sites: Status of applications - Canada.ca](#)

Language Matters Nova Scotia Health – see attached PDF

Language to Discuss Drug Use – see attached PDF

Substance use Spectrum – see attached PDF

HRM Supervised Consumption/Overdose Prevention Site Council Report – see attached PDF

SYNOPSIS

STORM Program Funding Application

The province recently announced a new funding opportunity, the Stormwater Transformation Optimization and Resilience for Municipalities Program, the STORM program. This is a one-time funding initiative designed to help municipalities improve stormwater management and climate resilience.

As the Town does not currently have a system wide stormwater management plan this program represents an opportunity for the Town to have a comprehensive plan created that would:

- Provide a detailed assessment of the existing stormwater system;
- Identify problem areas and future risks;
- Consider the impacts of climate change; and
- Prioritize future improvements and capital investments.

The total estimated project cost is \$175,000. If the application is successful, the STORM Program would provide 50% funding up to \$87,500.

While Council approval is required to submit the funding application, it does not commit Council to proceeding with the project if the application is not successful. If funding is approved, the project and the Town's share of the costs will be brought forward for consideration as part of the 2027/28 budget process, when most or all of the project costs are expected to occur.

MOTION:

That Council approve the submission of an application to the Stormwater Transformation Optimization and Resilience for Municipalities Program for the development of a Town-wide Stormwater Management Plan and authorize the CAO to submit the application on behalf of the Town.

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: October 26, 2026

SUBJECT: STORM Program Funding Application

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

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

RECOMMENDATION: That Council approve the submission of an application to the Stormwater Transformation Optimization and Resilience for Municipalities Program for the development of a Town-wide Stormwater Management Plan and authorize the CAO to submit the application on behalf of the Town.

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

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

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

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

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



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

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

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

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

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

ALTERNATIVES:

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

ATTACHMENTS: None



SYNOPSIS

Stadium Ice Plant Replacement and Capital Budget Amendment

The 2026/27 General Capital Budget included \$1,500,000 for the replacement of the refrigeration plant at the Amherst Stadium.

A Design Build Request for Proposals was issued on June 26, 2026, seeking qualified proponents to replace the existing refrigeration plant. Four proposals were received and were reviewed and evaluated by staff in accordance with the criteria and weighting established within the RFP. The evaluation considered the proposed system design, controls & automation, transition planning, proponent experience, warranty, project schedule, and price. Black & McDonald achieved the highest overall score and in this case their proposal was also the lowest priced.

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

In addition, relocating the ammonia refrigeration equipment from within the Stadium to a purpose-built building will address any safety concerns associated with having an ammonia plant located within an occupied facility.

As the refrigeration plant alone is slightly more than the approved budget, a capital budget amendment is required to increase the project budget by \$350,000 to \$1,850,000 prior to issuing a tender for the building.

It is worth noting that staff have submitted a grant application and if the request is fully or partially approved it could offset the additional costs.

MOTION:

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

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: October 26, 2026

SUBJECT: Stadium Ice Plant Replacement and Capital Budget Amendment

ORIGIN: 2026/27 General Capital Budget

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

ATTACHMENTS: None



SYNOPSIS

4 Ratchford Street

In response to an expression of interest to purchase a portion of Town-owned lands located at 4 Ratchford Street between Havelock Street and the southern entrance to the parking lot, Council have determined that the sale of the property could facilitate downtown development if sold to private interests. Under applicable policy, where lands are deemed surplus by Council they may be sold by auction at market value.

MOTION:

That Council declare surplus an approximately 680 square metre portion of green space located at 4 Ratchford Street (PID 25028713) between Havelock Street and the southern edge of the public parking lot, and further that staff be directed to sell the subject land by auction.

TO: Mayor Small and Members of Council

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

DATE: October 26, 2026

SUBJECT: Surplus Land – 4 Ratchford Street

ORIGIN: Application by YMCA Cumberland for a 36-unit apartment development at 1 Albion Street (PID 25009432).

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

RECOMMENDATION: That Council declare surplus an approximately 680 square metre portion of green space located at 4 Ratchford Street (PID 25028713) between Havelock Street and the southern edge of the public parking lot, and further that staff be directed to sell the subject land by auction.

BACKGROUND: The Town-owned green space, approximately 680 sqm in area and located along Ratchford Street between Havelock Street and the southern edge of the public parking lot, has the potential to support downtown development if sold to a private interest.

DISCUSSION: Staff consider the green space on this property to be valuable community assets. Losing them would only be justified by a substantial (re)development plan. Simply expanding or gaining control over parking on the property would not meet that threshold on its own, unless it directly supported a larger development.

FINANCIAL IMPLICATIONS: Market value of the land.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue.

COMMUNITY ENGAGEMENT: An advertised public auction.

ALTERNATIVES: Do not declare subject land surplus.

ATTACHMENTS: None.



SYNOPSIS

Emergency Shelter

WHEREAS the Town of Amherst is committed to ensuring the safety, health, and well-being of all residents, business owners, and vulnerable community members; and

WHEREAS emergency shelter services in Amherst currently face operational and spatial challenges that impact both shelter occupants and the surrounding neighbourhood; and

WHEREAS modern best practices in addressing homelessness demonstrate that emergency shelter beds must be paired with comprehensive on-site wraparound supports; including mental health services, addiction treatment, social work, life-skills training, and pathways to permanent housing; which the current location cannot adequately accommodate; and

WHEREAS housing, shelter operations, and healthcare supports fall under the jurisdiction and funding responsibilities of the Province of Nova Scotia;

THEREFORE BE IT RESOLVED that the Council of the Town of Amherst direct the Mayor to write a formal request to the Minister of Community Services and the Minister of Health and Wellness, requesting that the Province of Nova Scotia:

1. **Relocate** the existing emergency shelter to a more suitable, purpose-built or appropriately adapted location within or adjacent to the municipality;
2. **Design and Fund** the new facility as a supportive housing and recovery hub that integrates 24/7 staffing, mental health and addictions support, primary healthcare access, and case management services; and
3. **Establish a Joint Working Group** comprising of representatives from the Department of Community Services, Nova Scotia Health, the Town of Amherst, local service providers, and community stakeholders to identify appropriate site options, capital requirements, and a transition timeline.

AND FURTHER, regardless of the actual location of the shelter in Amherst:

The Province of Nova Scotia consider directly operating all emergency shelters throughout the province with provincial employees, establishing clear responsibility for service delivery, safety and accountability.

Where independent organizations continue to operate provincially funded shelters:

- a) the Province of Nova Scotia should require and enforce consistent operating standards which include measurable obligations and consequences for persistent non-compliance. Province-wide standards should address staffing and training, admission practices, substance use on site (and nearby), emergency response, incident reporting, complaint resolution and cooperation with municipalities. Shelters must offer a safe environment for people seeking assistance, including those recovering from addiction. Policies must clearly address drug use and illegal activity on shelter premises, with appropriate responses that protect shelter users, staff and the surrounding community.

- b) A provincial shelter inspection and compliance function should be created that includes regular and unannounced inspections, operational audits and timely investigation of complaints.
- c) Designated provincial staff should also serve as community liaisons, working with municipalities, shelter operators, residents and businesses to identify impacts, establish mitigation measures and monitor results. This would provide a clear point of accountability when concerns remain unresolved.

The Town of Amherst would welcome a discussion about whether properties such as Gables Lodge in Amherst could be suitable for a provincially operated inpatient treatment facility. This would require an assessment of ownership, availability, physical suitability, staffing and community impacts.

Internal Committee Report

Planning Advisory Committee

October 2026

The Planning Advisory Committee met on Tuesday, October 20, 2026.

The Committee made recommendations for amendments to the Municipal Planning Strategy and Land Use Bylaw with respect to defining emergency shelters, supervised consumption sites and wet sites. The Committee also recommended a 150-day moratorium on such uses to allow time to consider how such uses should be regulated.

The next meeting of the Planning Advisory Committee is scheduled for Monday, November 2, 2026 at 4:30 p.m.

Internal Committee Report

Amherst Youth Advisory Committee

October 2026

The Amherst Youth Advisory Committee (AYAC) held its first meeting on October 5, 2026. The group discussed committee roles, youth needs, volunteer opportunities, and upcoming presentations.

Committee Representation: Kawthar will represent AYAC on the Anchor Youth Committee with staff. This committee focuses on town programs and events. It also gives older youth a chance to share feedback about local needs and gaps in services. The group also discussed the Accessibility, Inclusion, Diversity and Equity (AIDE) Committee. Current member Ava Tooley confirmed that she will stay on the committee.

Youth Engagement Survey: AYAC agreed that a youth survey is needed to help set goals for the year. Members will each suggest one or two questions. Staff will then create a survey for Grade 8 students at EB Chandler, ARHS students, and Anchor youth.

Volunteer Opportunities: The group discussed a new approach to volunteering. Members will share town volunteer opportunities with other youth and find out what types of volunteer work interest them. They will also help connect youth with suitable opportunities.

Upcoming Presentation: Kylie Atkinson-Hand and Brandy McLeod, Youth Outreach Workers with Maggie's Place, have asked to present at the next AYAC meeting.

The Amherst Youth Advisory Committee looks forward to helping more youth get involved, finding out what matters to local youth, and creating ways for young people to take part in their community.

The next meeting is scheduled for November 2, 2026 at 3:00 p.m.

External Committee Report

YMCA of Cumberland

October 2026

The YMCA of Cumberland will be hosting Our Coldest Night of the Year Fundraiser, happening on February 27th, 2027. Registration will open next month. The Coldest Night of the Year is a winterrific family-friendly walk to raise money for local charities serving people experiencing hurt, hunger, and homelessness.

Trail of Treats will be happening on October 31st from 4:00–6:00 PM. This fun community event gives local businesses the opportunity to open their doors and welcome young trick-or-treaters for some Halloween fun! Interested in being a stop along the map, please reach out to aiden.kivisto@cumberland.ymca.ca.

Our current membership numbers as of October 20 are 2,512 active members with 448 members being on assisted memberships.

The YMCA will be hosting a Good Governance Workshop in November with speaker Don McCreesh. All local not for profits are invited to attend. RSVP to beth.doucette@cumberland.ymca.ca.

Current Job Postings include a Mental Health & Addictions Clinician, a Community Outreach Worker and an ECE Educator – Pugwash.

External Committee Report

Northern Region Solid Waste

October 2026

The Northern Region Committee met on October 2, 2026.

General Overview

Sharps

The Sharps Committee continues to work on this file and would like to see the development of an EPR program for sharps.

Dairy Funding

Cheques for the final Dairy Funding payment should be issued within the next week. Cumberland Region Solid Waste will be receiving \$9,285.89.

Datacall Reporting

Divert NS reported that they have received all submissions from the Regions.

EPR

The province currently has 48 Enviro-Depots and 5 Receiving Stations operating as designated drop-off locations.

Recent sampling audits indicate contamination rates of approximately 15.85% in the container stream and 8.27% in fiber stream. Common contamination items include residue, bagged garbage, PPP with residue, nested material, books, and durable plastic products.

The Pre-Conditioning Facility is set to begin operation in Q2 2027.