

**TOWN OF AMHERST  
Regular Council Meeting  
Minutes**

**Date:** April 27, 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

**Members Absent** Councillor Kathy Wells

**Staff Present** Jason MacDonald, Chief Administrative Officer  
 Sarah Wilson, Director, Finance  
 Sharon Bristol, Director, Community Living  
 Krista Crossman, Director, Human Resources  
 Sean Payne, Marketing & Communications Officer  
 Natalie LeBlanc, Municipal Clerk  
 Cindy Brown, Administrative Assistant

**1. CALL TO ORDER**

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

**2. TERRITORIAL ACKNOWLEDGMENT**

Mayor Small gave the Territorial Acknowledgement.

**3. APPROVAL OF AGENDA/ACCEPTANCE OF MINUTES**

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

**Motion Carried**

**3.2 Acceptance of Minutes - March 23, 2026**

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the March 23, 2026, regular meeting of Council were accepted as included in the agenda package.

**4. REQUESTS FOR DECISION**

- 4.1 Community Support Grants**  
**Moved By Deputy Mayor Chambers**  
**Seconded By Councillor Davidson**  
**That Council approve the following grants under the Community Support Grants Policy and Social Equity Fund as follows:**

Organization/Applicant	Amount Recommended	Funding Stream
After the School Bell Program	\$10,000	Social Equity
Amherst Food Assistance Network	\$15,000	Social Equity
Amherst Pre-School Association	\$2,000	Social Equity
Amherst Little League	\$15,000	Community Support
Lillian Allbon Animal Shelter	\$5,000	Community Support
Cumberland African Nova Scotian Association	\$6,000	Social Equity
Cumberland County Transition House Association	\$10,000	Social Equity
Society of St Vincent De Paul	\$5,000	Social Equity
50+ Club	\$5,000	Community Support
Autism Nova Scotia	\$4,000	Social Equity
Esther Fest (Great Amherst Cultural Society)	\$7,000	Community Support
Fibre Arts Festival	\$2,500	Community Support
Relay for Life	\$1,000	Community Support
Amherst Minor Basketball Association	\$1,500	Community Support
All Saints Parish Truth and Reconciliation	\$5,000	Community Support contingent on them receiving other funding
NSCC	\$15,000	Social Equity
Fundy Winds Marsh	\$3,770	Community Support
Cumberland Hospice and Palliative Care Society	\$750	Social Equity

**Motion Carried**

Councillor McManaman declared a conflict of interest and removed himself from his seat in chambers.

**Moved By Deputy Mayor Chambers**

**Seconded By Councillor Furlong**

**That Council approve a grant under Community Support in the amount of \$5,000 to the Cumberland County Minor Baseball Association.**

**Motion Carried**

Councillor McManaman returned to his seat in chambers.

Councillor Ripley and Councillor Furlong declared a conflict of interest and removed themselves from their seats in chambers.

**Moved By Deputy Mayor Chambers**

**Seconded By Councillor McManaman**

**That Council approve a grant under Community Support in the amount of \$10,000 to the Bordertown Biker Bash.**

**Motion Carried**

Councillor Ripley and Councillor Furlong returned to their seats in chambers.

Councillor McManaman declared a conflict of interest and removed himself from his seat in chambers.

**Moved By Deputy Mayor Chambers  
 Seconded By Councillor Ripley  
 That Council approve a grant under Social Equity in the amount of \$1,500  
 to the Bridge Adult Service Centre.**

**Motion Carried**

Councillor McManaman returned to his seat in chambers.

Councillor Ripley declared a conflict of interest and removed himself from his seat in chambers.

**Moved By Deputy Mayor Chambers  
 Seconded By Councillor Davidson  
 That Council approve a grant under Community Support in the amount of  
 \$20,000 to the Amherst Downtown Business Association provided that a  
 Memorandum of Understanding is signed indicating the grant will be paid  
 back if there are profits from the event, and if there are not profits it will be  
 considered a grant.**

**Motion Carried**

Councillor Ripley returned to his seat in chambers.

**4.2 Capital Budget Carry Overs**

**Moved By Councillor Furlong  
 Seconded By Deputy Mayor Chambers  
 That Council approve capital carry over projects to be included in the Town  
 of Amherst Water Utility and General Capital Budgets for the 2026/27 fiscal  
 year. The capital budget spending authority for 2026/27 is amended by  
 \$5,064,800 for the capital carry over projects (\$15,000 for the Water Utility  
 and \$5,049,800 for General Capital).**

**Motion Carried**

**4.3 2025-26 Capital Budget Amendment - LaPlanche Pumping Station Display  
 and PLC**

**Moved By Councillor Davidson  
 Seconded By Councillor Furlong  
 That Council approve an amendment to the 2025/26 general capital budget  
 to include \$18,000 for the replacement of the display and programmable  
 logic controller for the Laplanche River pumping station SCADA system to  
 be funded from the Operating Reserve – Sewer Reserve.**

**Motion Carried**

**4.4 2026-27 Capital Budget Amendment - Town Hall Generator Replacement**

**Moved By Councillor McManaman  
 Seconded By Councillor Ripley  
 That Council approve an amendment to the 2026/27 general capital budget  
 to include \$50,000 from the Capital Reserve – Unrestricted, for the  
 replacement of the emergency backup generator at Town Hall.**

**Motion Carried**

**4.5 2026-27 Capital Budget Amendment - Paving**

**Moved By Deputy Mayor Chambers  
 Seconded By Councillor McManaman  
 That Council approve an amendment to the 2026/27 general capital budget  
 in the amount of \$270,000 including applicable taxes for the cold milling  
 and paving of Victoria Street from Station Street to Acadia Street to be  
 funded with \$135,000 from the Municipal Trunks and Routes Paving  
 Program, \$100,000 from the Canada Community Building Fund (formerly  
 Gas Tax), and \$35,000 from the Capital Reserve Unrestricted.**

**Motion Carried**

- 4.6 Asphalt Patching Tender**  
**Moved By Councillor Ripley**  
**Seconded By Deputy Mayor Chambers**  
**That Council award the Asphalt Patching Tender (RFT-25-29) to the lowest compliant bidder, Dexter Construction, at their unit prices based on our estimated quantities in the amount of \$519,600.00 plus HST.**

**Motion Carried**

- 4.7 Cumberland Regional Emergency Management Organization Emergency Management Plan**  
**Moved By Councillor Furlong**  
**Seconded By Councillor Davidson**  
**That Council approve the newly developed Emergency Management Plan.**

**Motion Carried**

- 4.8 By-law to Amend the Deed Transfer Tax By-law Second Reading**  
**Moved By Councillor Davidson**  
**Seconded By Councillor McManaman**  
**That Council give second reading of the By-law to Amend the Deed Transfer Tax By-law, B-2 to increase the rate from 1.25% to 1.5% effective July 1, 2026.**  
**Against (2): Councillor Furlong, and Councillor Ripley**

**Motion Carried**

**BY-LAW TO AMEND THE DEED TRANSFER TAX BY-LAW, B-2**

The Town of Amherst Deed Transfer Tax By-Law, B-2, approved by Council on June 18, 2018, is hereby amended as follows:

a. Paragraph 3

Change the amount of the deed transfer tax from one and one quarter percent (1.25%) to one and one half percent (1.5%) of the sale price or value of the property effective July 1, 2026.

- 4.9 By-law to Repeal the Property Assessed Clean Energy (PACE) Program By-law First Reading**  
**Moved By Councillor Ripley**  
**Seconded By Councillor Furlong**  
**That Council give First Reading to a By-law to Repeal the Property Assessed Clean Energy (PACE) Program By-Law B-8, and further direct staff to advise the Clean Foundation that the Town of Amherst is no longer participating in this program and therefore not renewing the service agreement that expired on March 31, 2026.**

**Motion Carried**

**TOWN OF AMHERST  
 BY-LAW TO REPEAL  
 THE PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM BY-LAW, B-8**

1. This is a by-law to repeal the Property Assessed Clean Energy (PACE) Program By-law, B-8.
2. The Property Assessed Clean Energy (PACE) Program By-law originally approved by Council on October 22, 2018 and amended by Council on June 24, 2019 is hereby repealed.

- 4.10 LA Animal Shelter Memorandum of Understanding  
 Moved By Deputy Mayor Chambers  
 Seconded By Councillor Furlong  
 That Council approve the Memorandum of Understanding between the  
 Town of Amherst and the LA Animal Shelter and authorize the Mayor and  
 CAO to sign on behalf of the Town.**

**Motion Carried**

**Memorandum of Understanding**

**THE TOWN OF AMHERST**

**(Hereinafter referred to as “the Town”)**

**AND**

**THE LA ANIMAL SHELTER**

**(Hereinafter referred to as “the Shelter”)**

**WHEREAS** the Shelter has requested that the Town compensate the Shelter for pound services; and

**WHEREAS** the Town supports the work of the Shelter; and

**WHEREAS** the goal of the relationship between the Town and the Shelter is the protection and humane treatment of dogs and the well being of the citizens of Amherst; and

**WHEREAS** the Town and the Shelter agree that the protection and control of dogs is an issue that concerns many citizens,

**WHEREAS** the Companion Animal By-law defines Companion Animal as “Domestic Dog”:

**THEREFORE** it is agreed that:

1. The Shelter will “pound” services to the Town in respect of canine control as defined in the Town’s ~~Dog~~ **Companion Animal** By-law, including but not limited to:
  - a. Basic Housing
  - b. Transportation of dogs (after they have been delivered by the Town’s Animal Control Officer, **By-Law Officers or Police Officers**)
  - c. Basic food, water and hygiene
  - d. Appropriate veterinary care
  - e. Provide a mechanism to;
    - i. Find homes for healthy pets
    - ii. Euthanize dogs when deemed necessary
    - iii. Provision to pay vet costs for dogs in need of immediate veterinary attention up to the cost of euthanization and disposal of the body, estimated at the time of signing this agreement to be approximately ~~\$150.00~~ **\$550.00**.
  - f. ~~Sell dog licenses/permits on behalf of the Town, in accordance with the Dog By-law. For clarity, this is intended to mean that both the Town and the Shelter would sell license / permits~~
2. The procedures to be followed in respect of dogs coming to the shelter shall be in accordance with ~~Appendix A~~ **the agreed upon protocol that may exist from time to time.**
3. All Actions taken and procedures followed in respect of this MOU shall be in accordance with the Town’s ~~Dog~~ **Companion Animal** By-law.
4. The Town shall continue to retain the services, at its own expense, of an Animal Control Officer, **contracted through the Municipality of the County of Cumberland**, reporting to the Chief of Police, who shall continue to have the responsibility to administer and enforce the ~~Dog~~ **Companion Animal** By-law and who will continue to be responsible for the capture of and delivery to the Shelter of dogs which have been identified as being required to be impounded.
5. **The Town shall also utilize APD By-law Officers and Police Officers as Animal Control Officers who will have the responsibility to administer and enforce the Companion Animal By-law and be responsible for the capture of and delivery to the Shelter dogs which have been identified as being required to be impounded.**



The CAO declared a conflict of interest and removed himself from his seat in chambers.

**4.11 By-law to Amend the Companion Animal By-law First Reading  
 Moved By Councillor Furlong  
 Seconded By Councillor McManaman  
 That Council give First Reading of the By-law to Amend the Companion  
 Animal By-law C-4.**

**Motion Carried**

**BY-LAW TO AMEND THE COMPANION ANIMAL BY-LAW C-04**

The Companion Animal By-law, C-04 is hereby amended as follows:

Under the Interpretation Section 2:

Section (g) remove the words "cat or"

Remove section l. "Dog License" means a license for a dog for the current licensing year that has been paid for and that has been issued by the Town or an assignee of the Town.

Remove section m(i). whose name appears on a dog license

Add section n. "Enclosed Fenced Yard" means an area surrounded by a physical barrier of sufficient height and strength to prevent the dog from jumping over, digging under, or reaching through the barrier to contact people or animals outside the area.

Remove section r. "Licensed Dog" means a dog that is wearing, either on its collar or harness, a metal tag on which is stamped figures corresponding to a dog license for that specific dog.

Remove section s. "Licensing Year" shall mean a period from April 1<sup>st</sup> in any year to March 31<sup>st</sup> in the following year

Add section cc "Tether" means a rope or chain or similar restraining device that prevents an animal from moving beyond a localized area, with "Tethered" and "Tethering" having a corresponding meaning

Remove the title "Control, Licensing, Registering and Impounding"

Under Control of Dogs add a new section 5 "Every owner of a dog shall ensure the dog is kept under effective restraint at all times. On the premises of the owner, a dog is only considered under effective restraint if it is:

- a. Securely confined within a building or a fully enclosed fenced yard; or
- b. Securely tethered in a manner that prevents the dog from reaching within 2.0 metres of any public sidewalk or property line; or
- c. On a leash held by a person capable of controlling the dog."

Under Control of Dogs section 6(a) add the words "and is in compliance with Section 5 of this by-law."

Under Control of Dogs section 6(b) add the words "and is in compliance with Section 5 of this by-law."

Section 24 remove the words "his and hers" and replace with "their" and add the words "in a public receptacle designed for the disposal of animal feces."

Remove sections 31 through to and including section 42.

**Licensing of Dogs**

31. No person shall own, possess or harbor an unlicensed dog within the boundaries of the Town.
32. A person who owns, possesses or harbors any dog before the first day of April in each year, shall obtain a dog license in accordance with the provisions of this by-law.
33. Applications for and the issuance of a dog license shall be the responsibility of the Town Hall staff, or person so designated by the Town of Amherst.

34. The Town of Amherst and/or its recognized agent for this purpose will maintain a record of all dogs registered, showing the date and number of the registration, and the name and address of the owner of the dog.
35. Every person who obtains a dog license shall be given a metal tag which shall be, at all times, fastened to a collar or harness worn by the dog for which the license was obtained.
36. Where a metal tag issued pursuant to this by-law has been lost, destroyed or mutilated, the dog owner shall acquire, for the remainder of the current licensing year, a replacement tag, upon producing proof of purchase of a valid dog license and upon payment of a prescribed fee.
37. Fees pursuant to this by-law are set out in Schedule "A" attached hereto.
38. Notwithstanding this section, the following dogs need not have a dog license:
  - a. a trained guide dog owned or utilized by a blind person, or any dog determined by the ACO to be a service or assistance dog
  - b. a dog owned and utilized as a law enforcement service dog

#### **Registering of Cats**

39. Every owner of every cat may register the cat with the Town on the first day of April in each year, and may obtain a registration tag for the cat. There is no cost for such registration.
40. Applications for and the issuance of a cat registration shall be the responsibility of Town Hall staff, or person so designated by the Town of Amherst.
41. The Town of Amherst and/or its recognized agent for this purpose will maintain a record of all cats registered, showing the date and number of the registration, and the name and address of the owner of the cat.
42. Every person who obtains a cat registration shall be given a metal tag which shall be fastened to a collar or harness worn by the cat for which the registration was obtained.

Remove section 46 "No dog license will be issued to an owner who does not present proof of such vaccination."

Under section 47 remove (b) "is not wearing a tag as required by this by-law" and (c) "is not registered pursuant to this by-law"

Under Schedule "A" remove the entire section as follows:

#### **Dog License Fees**

1. Dog License fees shall be:
  - a. \$15 for each spayed/neutered dog;
  - b. \$30 for each un spayed/un neutered dog;
  - c. \$15 for tag replacement

Under Schedule "A" section 2 remove the words "and any overdue dog license fees"

Under Schedule "A" section 2(a) remove the word "licensed"

Under Schedule "A" section 2(a)(i) add the words "and a maintenance fee in respect of each day or part of a day on the impoundment period of \$25"

Under Schedule "A" section 2(a)(ii) add the words "and a maintenance fee in respect of each day or part of a day on the impoundment period of \$50."

Under Schedule "A" section 2 remove (b) "An impoundment fee in respect to an Unlicensed Dog - \$150.00" and (c) "A maintenance fee in respect of each day or part of a day on this impoundment period - \$25."

The CAO returned to his seat in chambers.

**4.12 Soccer / Track and Field Complex Fundraising Committee Terms of Reference**  
**Moved By Councillor Ripley**  
**Seconded By Deputy Mayor Chambers**  
**That Council approve the Soccer / Track and Field Complex Fundraising Committee Terms of Reference.**

**Motion Carried**

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**TITLE: SOCCER / TRACK AND FIELD COMPLEX FUNDRAISING COMMITTEE TERMS OF REFERENCE**  
**SECTION: EXECUTIVE OFFICE**  
**POLICY NO: 10350-09**

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**APPROVAL DATE:** \_\_\_\_\_ **CAO Signature:** \_\_\_\_\_

**1.0 Background**

The Town of Amherst is undertaking the development of a Soccer / Track and Field Complex and recognizes the need for a dedicated committee to support fundraising efforts from private sector sources. Establishing a Soccer / Track and Field Complex Fundraising Committee provides a structured mechanism to guide, support, and advance fundraising initiatives in alignment with municipal priorities and policies.

**2.0 Project Goal**

Construction and operation of a financially feasible modern multi-purpose Soccer / Track and Field Complex that includes an environmentally friendly, safe, and inclusive facility that meets the needs of our citizens and partners by promoting community pride, healthy active lifestyles, and vibrancy that reflects community values and heritage.

**3.0 Purpose**

The purpose of the Soccer / Track and Field Complex Fundraising Committee is to raise a minimum of \$1,000,000 from private sector sources in support of the Soccer / Track and Field Complex project. This includes securing commitments of various amounts, sponsorships, and potentially naming rights for the overall facility and internal components.

**4.0 Membership**

The Committee shall initially consist of up to seven members appointed by Amherst Town Council, including at least one Town Councillor. The Committee may recommend additional members should it feel it is beneficial to do so. The Committee shall elect a Chair and Vice Chair from among its members.

**5.0 Terms of Appointment**

Members shall be appointed for terms of two (2) years with an additional term at the option of Council.

**6.0 Financial Matters**

All fundraising activities shall comply with Town of Amherst policies and procedures relating to financial matters. All funds raised will be held in a reserve account by the Town of Amherst for the purpose of building the Soccer / Track and Field Complex. The Committee shall not independently receive, hold, or disburse funds.

**7.0 Meetings**

The Committee shall meet at least four times per year or more frequently as required.

Subject to Section 24 (4) of the Municipal Government Act, as a special committee of Council, there will not be an option for virtual attendance and recording and live streaming will not take place.

**8.0 Staff Support**

The Chief Administrative Officer (CAO) shall appoint staff to support the Committee as needed.

**9.0 Review**

The Committee may periodically review its Terms of Reference and recommend amendments to Council as appropriate.

**10. Major Donations**

The Town of Amherst will coordinate all grant applications to senior levels of government as well as applications for significant support from local and regional Foundations.

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
<b>Council</b>	Appoint members to the Committee
<b>CAO</b>	Appoint staff to the Committee, ensure the Terms of Reference are adhered to
<b>Committee Members</b>	Work collaboratively to raise funds for a new Soccer / Track and Field Complex while complying with Town of Amherst policies relating to financial matters.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<b>New Policy</b>	CAO	Council	

Minutes reference date:

**4.13 JD Irving Wellfield Land**  
**Moved By Councillor McManaman**  
**Seconded By Councillor Furlong**  
**That Council approve funding of \$32,000 in replanting costs and approximately \$3,000 in legal fees to complete the trade of seven recently acquired parcels of Town owned lands in the Beecham Road Area for a portion of JD Irving land located in the North Tyndal Wellfield, to be added to the 2026/27 Water Utility Capital Budget and that these costs will be funded from the water depreciation fund.**

**Motion Carried**

**4.14 Salary Administration Policy**  
**Moved By Deputy Mayor Chambers**  
**Seconded By Councillor McManaman**  
**That Council approve the proposed revisions to the non-union salary ranges and approve the amended Salary Administration Policy #04530-01.**

**Motion Carried**

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<b>TITLE:</b>	<b>SALARY ADMINISTRATION POLICY</b>
<b>SECTION:</b>	<b>HUMAN RESOURCE MANAGEMENT</b>
<b>POLICY NO:</b>	<b>04530-01</b>

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**APPROVAL DATE:** April 27, 2026                      **CAO Signature:** \_\_\_\_\_

**PURPOSE**  
 To set out the Policy of the Town of Amherst for salary administration for all non-union employees.

**POLICY STATEMENT**  
 The Town of Amherst will ensure the fair and equitable compensation of all non-union employees in relation to the duties of the position within the Town.

- OBJECTIVES**
1. To promote salary equity in the Town’s non-union sector.
  2. To establish a framework and procedure to determine categories of compensation for new positions.

**DEFINITION OF TERMS**  
**Salary Grid** - shows all the salary scales applicable to positions within the Town. The salary grids are contained in Appendices A, A-1, B, & C. The salary grid in Appendix C has **seven** ~~six~~ steps.

**Step Adjustment** – a move from one step, within a given salary range, to another (usually the next step) for individual employees is based on a satisfactory performance evaluation.

**Salary Range** - is defined as a range of pay for a category of duties, with a minimum and maximum. The range will be established by Council after considering the recommendation of the CAO.

**Overall Market Review** – A review of the appropriateness of the salary ranges for positions as listed in Appendix C. The review shall include a survey of the market value of similar positions.

**Performance Evaluation** – A formal evaluation of the employee's job performance. All employees will receive at least one Performance Evaluation in each year of service.

#### **SALARY GRID:**

An appropriate salary grid for all non-union positions shall be determined by the council:

**New Positions:** Recommendations for placement on the salary grid in Appendix C shall be prepared by the Chief Administrative Officer and forwarded to Council for approval.

#### **STEP ADJUSTMENTS**

Step adjustments shall be made only when:

1. The adjustment can be accommodated within the Salary budget of the appropriate department; and
2. A current Performance Evaluation form is on file.

Upon completion of a satisfactory annual evaluation, the employee may be moved to the next step of their salary range in Appendix C. All step movements must be approved by the CAO.

An employee in the last step of their salary range in a year in which there is no overall market review shall receive a CPI supplement equal to salary times CPI for the immediately preceding calendar year, not to exceed 3%. This amount will be separate and not added to the base salary.

The CAO may, on the recommendation of the Director, authorize a movement of up to 3 steps in one year to recognize exceptional performance. In normal circumstances employees would move one step each year upon a satisfactory performance evaluation.

#### **TRAVEL VEHICLE ALLOWANCES:**

Mayor, Council and Directors of departments shall receive a monthly vehicle allowance of \$150.00.

The monthly vehicle allowance is for reimbursement for all local travel using one's personal motor vehicle for travel within the boundary of the Town of Amherst. Travel outside the boundary is covered under Policy #03000-01. The monthly vehicle allowance shall be reviewed each year after considering any changes in the cost of operating a motor vehicle.

#### **LUNCH BREAKS:**

The lunch break period shall be for a one-hour period.

#### **PERFORMANCE EVALUATION:**

Performance appraisals shall be conducted by the Chief Administrative Officer/Director at the completion of the probation period, and at least annually thereafter recorded on Performance Evaluation forms.

The Chief Administrative Officer/Director shall discuss the employee's performance evaluation in detail with the employee, in accordance with the employee evaluation system and standardized forms.

#### **SCOPE OF RESPONSIBILITY:**

The Town Council shall:

1. Authorize changes to the policies comprising the program of employee compensation.
2. Review and approve salary categories for all established positions within the Town.
3. Review and consider for approval the recommendations of the CAO in regard to the appropriateness of the salary classifications and ranges from time to time if necessary.

The Chief Administrative Officer shall:

1. Review and recommend changes to policy and procedures as they relate to the employee compensation program.
2. Ensure the maintenance of the salary rating and performance appraisal procedures.
3. Conduct salary rating and performance evaluation procedures relative to Director positions.
4. Monitor salary surveys and make recommendations to Council concerning market conditions as appropriate with an overall market review to be completed every three (3) years, or as directed by Council.
5. Grant step and/or merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.
6. Maintain all personnel files and records.
7. Determine salary ratings for temporary and casual positions.

The Director Shall:

1. Conduct performance evaluation procedures relative to the positions and employees within their respective departments and make appropriate recommendations to the Chief Administrative Officer.
2. Make recommendations to the Chief Administrative Officer regarding step adjustments for employees within their departments.

**APPENDIX A**  
January 1, 2019

**Town of Amherst**  
Salary Grid

Job Level	Salary Amount	
Mayor	Stipend	\$41,178.00
Deputy Mayor	Stipend	\$27,723.00
Councilor	Stipend	\$25,050.00

**APPENDIX A-1**  
April 1, 2024

Salary Grid  
Other Non-Union Positions

Job Level
Chief of Police
Deputy Chief of Police
Inspector - Police

\*\* Effective April 1, 2018 the Chief of Police and Deputy Chief of Police salaries will be calculated on April 1<sup>st</sup> of each year as being 141% and 129% of the first-class constable rates.

\*\* Effective April 1, 2024, the Inspector salary will be calculated on April 1<sup>st</sup> of each year as being 120% of the first-class constable rates.

**APPENDIX B**  
April 1,  
2024

**Town of Amherst**  
Hourly Rates – Casual Positions

Position	Rate
Casual Firefighter	Provincial Minimum Wage + \$4.00/hr.
Jail Guard	Provincial Minimum Wage + \$4.00/hr.
School Crossing Guard	Provincial Minimum Wage + \$2.00/hr.
New Student	Provincial Minimum Wage
First Year Returning Student	Provincial Minimum Wage + \$2.00/hr.
Second+ Year Returning Student	Provincial Minimum Wage + \$3.00/hr.
Professional Student *	Provincial Minimum Wage + \$4.00/hr.

\* Applies to student employees enrolled in a professional post-secondary program for which the Town requires specialized education requirements as a condition of employment. i.e. Engineering, Planning, Accounting, etc.

## APPENDIX C

Town of Amherst - 2024/25 Salary Grid  
Non-Union

MAY 26, 2025

DEPARTMENT	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CAO's OFFICE	Deputy CAO	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Municipal Clerk	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Administrative Assistant - Clerk's Office	49,740	51,232	52,769	54,352	55,983	57,662	59,392
IT	IT Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	IT Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
COMMUNITY LIVING	Director of Community Living	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Community Well-Being Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Marketing & Communications Officer	61,019	62,850	64,735	66,677	68,677	70,738	72,860
	Culture, Events & Marketing Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Active Living Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
FINANCE	Director, Finance	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Manager of Financial Services	80,200	82,606	85,084	87,637	90,266	92,974	95,763
	Revenue Officer	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Accounting Clerk/Accounts Payable	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Water/Sewer Billing Clerk	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Cashier/Customer Service	49,740	51,232	52,769	54,352	55,983	57,662	59,392
FIRE	Director, Fire Services	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Fire Inspector	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Firefighter	54,414	56,046	57,728	59,460	61,243	63,081	64,973
HUMAN RESOURCES	Director, Human Resources	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	HR Generalist	54,414	56,046	57,728	59,460	61,243	63,081	64,973
OPERATIONS	Director, Operations	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Public Works Foreman	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Facilities Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Parks & Recreation Foreman	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Solid Waste Education and Coordination Officer	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Engineering Technician	62,295	64,164	66,089	68,071	70,114	72,217	74,383
PLANNING + ECONOMIC DEVELOPMENT	Director, Planning & Economic Development	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Building Official	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Land Use Planner	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Economic Development Officer	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Dangerous and Unsanitary Premises Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
POLICE	Executive Assistant/Dispatch Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Bylaw Enforcement Officer	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Crime Prevention Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Dispatcher	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Criminal Records Check	41,454	42,698	43,979	45,298	46,657	48,057	49,498

## APPENDIX C

Town of Amherst - 2026/27 Salary Grid  
Non-Union

APRIL 1, 2026

DEPARTMENT	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
CAO's OFFICE	Deputy CAO	108,367	111,618	114,967	118,416	121,968	125,627
	Municipal Clerk	74,763	77,005	79,316	81,695	84,146	86,670
	Administrative Assistant - Clerk's Office	53,756	55,369	57,030	58,741	60,503	62,318
IT	IT Manager	77,769	80,102	82,505	84,980	87,530	90,156
	IT Coordinator	58,393	60,144	61,949	63,807	65,721	67,693
COMMUNITY LIVING	Director of Community Living	102,112	105,175	108,331	111,581	114,928	118,376
	Community Well-Being Manager	64,563	66,500	68,495	70,550	72,666	74,846
	Marketing & Communications Officer	63,099	64,992	66,942	68,950	71,018	73,149
	Active Living Coordinator	62,566	64,443	66,376	68,368	70,419	72,531
	Community Culture & Events Coordinator	57,890	59,627	61,416	63,258	65,156	67,110
FINANCE	Director, Finance	105,420	108,583	111,840	115,195	118,651	122,211
	Manager of Financial Services	84,883	87,429	90,052	92,754	95,537	98,403
	Revenue Officer	57,444	59,167	60,942	62,771	64,654	66,593
	Accounting Clerk/Accounts Payable	56,046	57,728	59,460	61,243	63,081	64,973
	Water/Sewer Billing Clerk	51,699	53,250	54,847	56,493	58,188	59,933
	Cashier/Customer Service	51,232	52,769	54,352	55,983	57,662	59,392
FIRE	Director, Fire Services	103,073	106,165	109,350	112,631	116,010	119,490
	Fire Inspector	66,245	68,232	70,279	72,388	74,559	76,796
	Firefighter	57,855	59,591	61,378	63,220	65,116	67,070
HUMAN RESOURCES	Director, Human Resources	101,410	104,452	107,586	110,813	114,138	117,562
	HR Generalist	64,177	66,102	68,085	70,128	72,232	74,399
OPERATIONS	Director, Operations	103,659	106,769	109,972	113,271	116,669	120,169
	Public Works Manager	79,365	81,746	84,198	86,724	89,326	92,006
	Engineering Technologist	71,407	73,549	75,756	78,028	80,369	82,780
	Manager, Facilities & Sports Tourism Development	68,592	70,650	72,769	74,952	77,201	79,517
	Manager, Parks Operations	68,592	70,650	72,769	74,952	77,201	79,517
	Solid Waste Education and Coordination Officer	67,528	69,554	71,640	73,790	76,003	78,283
PLANNING + ECONOMIC DEVELOPMENT	Director, Planning & Economic Development	103,757	106,870	110,076	113,378	116,779	120,283
	Economic Development Officer	79,534	81,920	84,378	86,909	89,517	92,202
	Building Official	79,165	81,540	83,986	86,506	89,101	91,774
	Land Use Planner	74,595	76,833	79,138	81,512	83,957	86,476
	Dangerous and Unsanitary Premises Coordinator	57,896	59,633	61,422	63,265	65,162	67,117
POLICE	Executive Assistant/Dispatch Coordinator	60,431	62,244	64,111	66,035	68,016	70,056
	Crime Prevention Coordinator	57,912	59,649	61,439	63,282	65,180	67,136
	Bylaw & Dispatch Support Officer	53,939	55,557	57,224	58,941	60,709	62,530
	Dispatcher	53,939	55,557	57,224	58,941	60,709	62,530
	Criminal Records Check	51,232	52,769	54,352	55,983	57,662	59,392

## ROLES AND RESPONSIBILITIES

Role	Responsibilities
Chief Administrative Officer	As indicated under "Scope of Responsibility"
Directors and Managers	As indicated under "Scope of Responsibility"

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<ol style="list-style-type: none"> <li>1. NS minimum wage updates;</li> <li>2. Position name changes: Municipal Clerk, Dir. Corp. Communications + Info Technology, removal of GIS Coordinator, addition of Engineering Technician</li> </ol>	Crossman: Director, HR and Customer Services	Council	March 27, 2023
Appendix B – amendment to the pay structure for student hourly rate of pay.	Director of HR & Customer Services	Council	April 24, 2023
NS minimum wage updates	Director of HR & Customer Services	Council	September 25, 2023
Addition of new position: Manager of Financial Services	Director of HR & Customer Services	Council	February 26, 2024
<ol style="list-style-type: none"> <li>1. Revision of hourly rates for casual positions Appendix B, removal of Appendix C “Job Categories”, revision to salary scales presented by department (new Appendix C), removal of Appendix C-1;</li> <li>2. Salary steps moved to 7 levels from 8, equal differential between each step, elimination of level 1, addition of new upper level;</li> <li>3. Language updates to reflect revisions to Appendices, Director, HR and Customer Services changed to Director, Human Resources. HR Administrator changed to HR Generalist.</li> </ol>	Director of HR & Customer Services	Council	April 22, 2024
Addition of Inspector salary to Appendix A-1	Director of HR	Council	June 11, 2024
Removal of Procurement Coordinator position, addition of Marketing Manager position, Dir. of Planning + Strategic Initiatives to Dir. Planning + Economic Development, Business Development Officer to Economic Development Officer, addition of Deputy CAO and addition of CAO's Office	Director of HR	Council	January 27, 2025
Include the proposed CPI supplement, not to exceed 3%, for staff who are at the end of their salary range.	Director of HR	Council	April 28, 2025
Removal of Marketing Strategist position, creation of new Marketing & Communications Officer position along with new salary range.	Director of HR	Council	May 26, 2025
<ol style="list-style-type: none"> <li>1. Amend salary scales following triannual market review;</li> <li>2. Renaming of several positions: <ol style="list-style-type: none"> <li>a. Culture, Events &amp; Marketing Coordinator to Community Culture &amp; Events Coordinator</li> <li>b. Public Works Foreman to Public Works Manager</li> <li>c. Engineering Technician to Engineering Technologist</li> <li>d. Facilities Manager to Manager, Facilities &amp; Sports Tourism Development</li> <li>e. Parks &amp; Recreation Foreman to Manager, Parks Operations</li> <li>f. Bylaw Officer to Bylaw &amp; Dispatch Support Officer</li> </ol> </li> <li>3. Amend salary grid from 7 steps to 6 steps</li> </ol>	Director of HR	Council	April 27, 2026

## MINUTES REFERENCE DATE

December 12, 2000	November 2, 2004	(See April 26, 2004 Minutes)	November 27, 2006
December 18, 2006	February 26, 2007	March 31, 2008	July 16, 2008
September 29, 2008	March 30, 2009	September 28, 2009	March 29, 2010
April 26, 2010	March 28, 2011	August 2, 2011	January 30, 2012
May 23, 2012	November 26, 2012	December 17, 2012	May 1, 2013
September 23, 2013	October 28, 2013	December 16, 2013	April 30, 2014
May 21, 2015	March 29, 2016	May 25, 2016	September 2, 2016
May 23, 2017	June 26, 2017	September 25, 2017	December 18, 2017
February 26, 2018	March 14, 2018	February 28, 2019	September 28, 2020
June 7, 2021	October 5, 2021	November 29, 2021	September 28, 2022
March 27, 2023	April 24, 2023	September 25, 2023	February 26, 2024
April 22, 2024	June 11, 2024	January 27, 2025	April 28, 2025
May 26, 2025			

The CAO declared a conflict of interest and removed himself from his seat in chambers.

### 4.15 Annual CAO Performance Review

**Moved By Councillor Davidson**

**Seconded By Councillor Furlong**

**That Council accept the recommendation of the CAO Review Committee and approve the attached amendments to the CAO's contract effective April 1, 2026, and authorize the Mayor to execute the amendments on Council's behalf.**

**Motion Carried**



**5. INTERNAL COMMITTEE REPORTS**

- 5.1 **Planning Advisory Committee - Chambers**  
Information item only.
- 5.2 **Amherst Youth Town Council – Avery Hoeg-Burbine**  
Information item only.
- 5.3 **North Tyndal Wellfield Advisory Committee - McManaman**  
Information item only.

**6. EXTERNAL COMMITTEE REPORTS**

- 6.1 **Cumberland Public Libraries - McManaman**  
Information item only.
- 6.2 **Cumberland YMCA - Chambers**  
Information item only.
- 6.3 **Northern Region Solid Waste Management - Furlong**  
Information item only.
- 6.4 **L. A. Animal Shelter - Davidson**  
Information item only.

**7. ADJOURNMENT**

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



Natalie LeBlanc  
Municipal Clerk



Robert Small  
Mayor