TOWN OF AMHERST
Regular Council Meeting
Minutes

Date:	**October 26, 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** **Dwayne Pike, Chief, Police Services** **Andrew Fisher, Director of Planning & Economic Development** **Jeff Bacon, Business Development Officer** **Sean Payne, Marketing & Communications Officer** **Natalie LeBlanc, Municipal Clerk** **Cindy Brown, Administrative Assistant**

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1. CALL TO ORDER
Mayor Small called the meeting to order at 6:00 p.m.

2. TERRITORIAL ACKNOWLEDGMENT
Mayor Small gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA / ACCEPTANCE OF MINUTES

3.1 Approval of Agenda
Moved By Deputy Mayor Chambers
Seconded By Councillor Davidson
To approve the agenda as circulated.

Motion Carried

3.2 Acceptance of Minutes

3.2.1 September 28, 2026
The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the September 28, 2026, regular meeting were accepted as included in the agenda package.

4. REQUESTS FOR DECISION

4.1 Election of Deputy Mayor
Mayor Small called for nominations for the office of Deputy Mayor. Deputy Mayor Chambers nominated Councillor Wells. Mayor Small called for any other nominations. There being none, the following motion was made:
Moved By Deputy Mayor Chambers
Seconded By Councillor Davidson
That Councillor Wells be elected Deputy Mayor for a term beginning November 1, 2026, and expiring October 31, 2027.

Motion Carried

4.2 Council Committee Appointments
Moved By Deputy Mayor Chambers
Seconded By Councillor McManaman
That Council approve the following committee appointments effective November 1, 2026, to October 31, 2027:

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Mayor Small

- **North Tyndal Wellfield Advisory Committee**

Councillor Chambers

- **Planning Advisory Committee**

Councillor Davidson

- **Amherst Board of Police Commissioners (expiring Oct 31/28)**
- **Accessibility, Inclusion, Diversity and Equity Committee**

Councillor Furlong

- **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.

Motion Carried

4.3 Audit Committee Citizen Appointment

Moved By Councillor Wells
Seconded By Deputy Mayor Chambers
That Council re-appoint Jim Prince to the Town of Amherst Audit Committee for a two-year term expiring October 31, 2028.

Motion Carried

4.4 Audit Committee Terms of Reference Policy

Moved By Councillor Davidson
Seconded By Councillor Ripley
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.

Motion Carried

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;

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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.

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	

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4.5 Overtime Policy for Non-Union Employees

Moved By Councillor Furlong
Seconded By Councillor Wells
That Council approve the Overtime Policy for Non-Union Employees #04000-05 as reviewed with no amendments.

Motion Carried

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.
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.
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.

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ROLES AND RESPONSIBILITIES

Title/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.

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

4.6 North Tyndal Wellfield Advisory Committee Policy
Moved By Councillor McManaman
Seconded By Councillor Furlong
That Council approve the North Tyndal Wellfield Advisory Committee Policy #31700-05 with no amendments.

Motion Carried

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 Committtee;
(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.

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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.
(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

4.7 Adopt-A-Garden Policy

Moved By Deputy Mayor Chambers
Seconded By Councillor McManaman
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.

Motion Carried

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.

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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.

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:

4.8 <u>Road Trails Designation By-law 2nd Reading</u>

As Councillor Wells was not in attendance at the public meeting, she did not vote on this item.

Moved By Councillor Ripley
Seconded By Councillor Furlong
That Council give Second Reading of the proposed Road Trails Designation By-law.

Against (2): Deputy Mayor Chambers, and Councillor Davidson

Motion Carried

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.

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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:

4.9 Regional Emergency Management Organization (REMO) By-law 2nd Reading
Moved By Councillor Furlong
Seconded By Councillor Davidson
That Council give Second Reading of the Regional Emergency Management Organization (REMO) Bylaw.

Motion Carried

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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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¡.7[illegible]6?c?4

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.

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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.

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.

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.

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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.

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.

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.

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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:

DRAFT

4.10 Exit 1 Concert Community Support Grant

Moved By Councillor Davidson
Seconded By Councillor McManaman
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.

Motion Carried

4.11 Nova Scotia Community College Bursary

Moved By Councillor Wells
Seconded By Deputy Mayor Chambers
That Council approve the new Nova Scotia Community College Bursary agreement and authorize the CAO to sign on behalf of the Town of Amherst.

Motion Carried

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 **Upon pledge completion, future contribution will be evaluated by the Donor.*
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.

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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

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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:	**NSCC FOUNDATION:**
Town of Amherst Sharon Bristol Director, Community Living 98 Victoria Street East PO Box 516 Amherst, NS B4H 4A1 902-694-2463 sbristol@amherst.ca	Contact: Ben Trenaman, Development Officer Address: 5685 Leeds Street, PO Box 1153 Halifax, NS B3J 2X1 Phone: 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.

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4.12 Diwali Community Support Grant

Moved By Councillor McManaman
Seconded By Councillor Wells
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.

Motion Carried

4.13 Land Use Bylaw / Municipal Planning Strategy Amendments First Reading

Moved By Councillor Ripley
Seconded By Councillor Wells
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.

Motion Carried

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.

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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:	

Moved By Councillor Davidson
Seconded By Councillor Ripley
That Council direct the CAO to write to the Ministers of Health and Wellness, Justice, Community Services and Municipal Affairs requesting confirmation as to whether the opinions and advice expressed in the Nova Scotia Department of Health and Wellness letter dated October 2, 2026, including comments regarding potential human rights implications associated with limiting the location of emergency shelters and similar uses, represent the official position of their departments and the Province of Nova Scotia.

Motion Carried

4.14 STORM Program Funding Application
Moved By Deputy Mayor Chambers
Seconded By Councillor Furlong
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.

Motion Carried

4.15 Stadium Ice Plant Replacement and Capital Budget Amendment
Moved By Councillor Davidson
Seconded By Councillor McManaman
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.

Motion Carried

4.16 4 Ratchford Street
Moved By Councillor Wells
Seconded By Councillor Furlong
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.

Motion Carried

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4.17 <u>Emergency Shelter</u>
Moved By Councillor Ripley
Seconded By Councillor Wells

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.

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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.

Motion Carried

Moved By Councillor Davidson
Seconded By Councillor Ripley
To amend the motion to replace #1 "Relocate the existing shelter to a more suitable, purpose-built or appropriately adapted location within or adjacent to the municipality;"

With the following:

"Immediately provide operational oversight with the existing emergency shelter and locate the shelter in a site consistent with the outcome of the ongoing MPS/LUB review."

AND FURTHER, to amend the motion to replace #2 "Design and Fund the" with "Design and Fund a"…

Motion Carried

5. INTERNAL COMMITTEE REPORTS

5.1 Planning Advisory Committee - Ripley
Information item only; included as part of the agenda package.

5.2 Amherst Youth Town Council - Avery Hoeg-Burbine
Information item only; included as part of the agenda package.

6. EXTERNAL COMMITTEE REPORTS

6.1 Cumberland YMCA - Wells
Information item only; included as part of the agenda package.

6.2 Northern Region Solid Waste Management - Furlong
Information item only; included as part of the agenda package.

7. ADJOURNMENT

Mayor Small thanked Deputy Mayor Chambers for his representation as Deputy Mayor during the past year.

He also congratulated Mount Allison University on the new Bachelor of Education degree.

He further congratulated Azula for being elected Pet Mayor for the next year.

Mayor Small wished everyone a safe Halloween.

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

_____
Natalie LeBlanc
Municipal Clerk

_____
Robert Small
Mayor

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