



Town of Amherst  
Committee of the Whole  
Agenda

Date: **Monday, June 15, 2026**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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<b>1. Call to Order</b>	
<b>1.1 Territorial Acknowledgement</b>	
"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."	
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5.	Closed Session	
5.1	Approval of Closed Session Agenda	
5.2	Acceptance of Closed Session Minutes	
5.3	MGA 22(2)(e) - contract negotiations	

5.4 MGA 22(2)(a) - acquisition, sale, lease and security of municipal property

5.5 MGA 22(2)(c) - personnel matters

5.6 MGA 22(2)(c) - personnel matters

5.7 MGA 22(2)(e) - contract negotiations

5.8 MGA 22(2)(c) - personnel matters

5.9 MGA 22(2)(e) - contract negotiations

5.10 MGA 22(2)(h) - public security

5.11 MGA 22(2)(e) - contract negotiations

6. Adjournment

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Town of Amherst  
Committee of the Whole  
Monday, June 15, 2026

**Consent Agenda**

**MOTION:**

**That Council approve the following items as part of the consent agenda:**

- 2.1 Christie Foundation Donation**
- 2.2 Capital Budget Amendment Fire Apparatus Engine 3 Repairs**
- 2.3 Accessibility, Inclusion, Diversity and Equity (AIDE) Committee Motions**
- 3.2 Waste Water Treatment Plant Sludge Survey Results**
- 3.3 Graffiti By-Law**
- 3.4 Dangerous and Unsightly Premises Semi-Annual Report**
- 3.5 By-law / Policy Review**
- 3.6 CAO Task Report**
- 4.1 Community Living Monthly Report**
- 4.2 Corporate Monthly Report**
- 4.3 Cumberland Business Connector**
- 4.4 Financial Services Monthly Report**
- 4.5 Fire Services Monthly Report**
- 4.6 Human Resources Monthly Report**
- 4.7 Operations Monthly Report**
- 4.8 Planning and Economic Development Monthly Report**
- 4.9 Police Services Monthly Report**

**Amherst Town Council  
Committee of the Whole  
Minutes**

**Date:** May 19, 2026  
**Time:** 4:00 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  
Councillor Kathy Wells

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

**Others Present** Dustin Sarson, NSCC Student

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**1. Call to Order**

Mayor Small called the meeting to order at 4:00 p.m.

**1.1 Territorial Acknowledgement**

Mayor Small gave the Territorial Acknowledgement.

**1.2 Approval of Agenda**

**Moved By Councillor Furlong**

**Seconded By Councillor McManaman**

**That the agenda be approved as amended to move item 2.3 to closed session.**

**MOTION CARRIED**

**1.3 Approval of the Consent Agenda**

**Moved By Councillor McManaman**

**Seconded By Councillor Ripley**

**To approve the consent agenda as included in the agenda package.**

**MOTION CARRIED**

**1.4 Acceptance of Minutes**

**1.4.1 April 20, 2026**

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 20, 2026, Committee of the Whole meeting were accepted as included in the agenda package.

**1.5 Amendment of Minutes - April 13, 2026**

**Moved By Councillor Davidson**

**Seconded By Councillor Wells**

**To amend the minutes of the April 13, 2026, Committee of the Whole meeting previously adopted to correct the grant amount approved for the Fundy Winds Marsh project from \$3,720 to \$3,770.**

**MOTION CARRIED**

**2. Council Direction Requests**

**2.1 Graffiti Bylaw**

**Moved By Councillor Davidson**

**Seconded By Councillor Wells**

**That Council forward to the May 25, 2026, regular meeting, First Reading of the Graffiti By-Law.**

**MOTION CARRIED**

**2.2 Amherst Youth Town Council**

**Moved By Councillor Furlong**

**Seconded By Councillor Wells**

**That staff be directed to develop a new Amherst Youth Town Council Policy for inclusion on the June Committee of the Whole agenda which will implement a redesign for the Amherst Youth Town Council Program.**

**MOTION CARRIED**

**2.3 Chamber of Commerce Membership for New Businesses**

**Moved By Councillor Davidson**

**Seconded By Councillor Wells**

**That Council forward to the May 25, 2026, regular meeting, approval for the sponsorship for a one-year membership with the Cumberland Chamber of Commerce as part of any business receiving a Town of Amherst Business Certificate presentation.**

Against (2): Councillor Furlong and Councillor Ripley

**MOTION CARRIED**

**2.4 Scholarship and Bursary Policy**

**Moved By Councillor Furlong**

**Seconded By Deputy Mayor Chambers**

**That Council forward to the May 25, 2026, regular meeting, approval of the Scholarship and Bursary Policy #10350-19 with the proposed amendments.**

**MOTION CARRIED**

**2.5 Patterson and Park Street Intersection**

**Moved By Councillor Ripley**

**Seconded By Councillor Wells**

**That the traffic authority be directed to investigate a potential 4 way stop at the Park Street and Patterson Street intersection in front of the daycare.**

**MOTION CARRIED**

**2.6 Nova Scotia Power Rates**

**Moved By Councillor Ripley**

**Seconded By Deputy Mayor Chambers**

**That the Mayor, on behalf of Council, send a letter to Premier Houston requesting a freeze on Nova Scotia Power rates.**

**Against (2): Councillor Davidson and Councillor Furlong**

**MOTION CARRIED**

**3. Information Items**

**3.1 NSFM 12 Month Notice Letter**

Information item only.

**3.2 "A" Festival**

Information item only.

**3.3 Volunteer Committee**

**Moved By Councillor Furlong**

**Seconded By Councillor Davidson**

**That staff does not proceed with a Volunteer Committee and that this item be removed from the list of Strategic Priorities Points to Capture.**

**MOTION CARRIED**

**3.4 Cycle NS Active Transportation Assessment**

**Moved By Councillor Davidson**

**Seconded By Councillor McManaman**

**That Council authorize the Cycle NS study and further that they include bike sharrows as part of their assessment of our active transportation routes.**

**MOTION CARRIED**

**Moved By Councillor Davidson**

**Seconded By Councillor Wells**

**That Council approves of pausing the mobility strategy.**

**MOTION CARRIED**

**4. Monthly Reports**

The following monthly reports were approved as part of the consent agenda:

4.1 Corporate

4.2 Community Living

4.3 Cumberland Business Connector

4.4 Financial Services

4.5 Fire Services

4.6 Human Resources

4.7 Operations

4.8 Planning & Economic Development

4.9 Police Services

5. **Closed Session**  
**Moved By Councillor Ripley**  
**Seconded By Councillor Furlong**  
**That the Committee move to a Closed Session.**

**MOTION CARRIED**

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Natalie LeBlanc  
Municipal Clerk

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Rob Small  
Mayor

DRAFT



## COMMITTEE OF THE WHOLE

CDR# 2026066

Date: June 15, 2026

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**TO:** Mayor Small and Members of Amherst Town Council

**SUBMITTED BY:** Sarah Wilson, Director of Finance

**DATE:** June 15, 2026

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

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**ORIGIN:**

Correspondence from the Dr. & Mrs. H.E. Christie Community Foundation that they will donate \$45,377 to the Town provided that the Town, in turn, provides the following grants; \$35,877 to the Cumberland African Nova Scotia Association (CANSAs), \$5,000 to the Cumberland County Minor Baseball Association and \$4,500 to the Fibre Arts Festival Society of Nova Scotia.

**LEGISLATIVE AUTHORITY:**

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

**RECOMMENDATION:**

That Council forward to the June 22, 2026, regular meeting, the request to receive a donation of \$45,377 from the Dr. & Mrs. H.E. Christie Community Foundation to fund the grants listed below:

- \$35,877 to the Cumberland African Nova Scotia Association (CANSAs);
- \$5,000 to the Cumberland County Minor Baseball Association; and
- \$4,500 to the Fibre Arts Festival Society of Nova Scotia.

**BACKGROUND:**

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

**DISCUSSION:**

The Town received correspondence from the Dr. & Mrs. H.E. Christie Community Foundation advising that their board approved conditional grants, pending approval from the Town of Amherst totaling \$45,377 to the following:



- Cumberland African Nova Scotia Association (CANSA) - \$35,877 to fund their Tech Equity Access Initiative to assist students from low-income households to access computer technology;
- Cumberland County Minor Baseball Association - \$5,000 to help fund a 15U baseball program; and
- Fibre Arts Festival Society of NS - \$4,500 to support the Fibre Arts Festival to be held in Amherst Fall 2026.

The Foundation is asking if Council will accept this donation from them in the above amount, issue a donation acknowledgement letter and provide the grants as listed above.

**FINANCIAL IMPLICATIONS:**

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

**COMMUNITY ENGAGEMENT:**

No community engagement is contemplated in carrying out this request. The community engagement occurred between the organizations and the Dr. & Mrs. H.E. Christie Community Foundation.

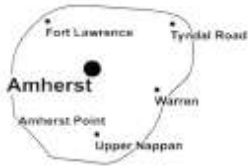
**ENVIRONMENTAL IMPLICATIONS:**

No environmental implications are anticipated with this business process.

**ALTERNATIVES:** Decline this request.

**ATTACHMENTS:**

- Letter from Dr. & Mrs. H.E. Christie Community Foundation re: conditional grants.
-



# Christie - Smith Community Fund

*consisting of*

The Hugh E. Christie Fund and the Michael D. Smith Fund  
*administered by*



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

Christie Fund

P.O Box 986, Amherst, Nova Scotia B4H 4E1

Phone: (902) 664-9779

E-mail: [christiesmithfoundation@gmail.com](mailto:christiesmithfoundation@gmail.com)

Smith Fund

*Trustees:*

26 May 2026

*David H. Christie*

Town of Amherst

*Morris J. Haugg*

attn: Sarah Wilson

*Jennifer Brennan*

98 Victoria St. East

*Barry MacLeod*

Amherst, NS

*Donna Fitzpatrick*

B4H 1X6

*Mark Carter*

Dear Sarah,

*Linda Macleod*

At a recent meeting, the Trustees of The Dr. and Mrs. H.E. Christie Community Foundation approved the following Conditional Grants:

Cumberland African Nova Scotia Association (CANSA)

63 Victoria Street East

Amherst, NS B4H 1X7

Victoria Vance (902) 661-1509 x222

\$35,877 to fund their Tech Equity Access Initiative to assist students from low-income households to access computer technology.

Cumberland County Minor Baseball Association

1301 Hwy 6

Warren, NS B4H 3Y2

Dawn Boutilier (902) 664-0709

\$5,000 to help fund a 15U baseball program.

Fibre Arts Festival Society of Nova Scotia

c/o Lesley Hart

24D Durley Street

Amherst, NS B4H 3X7

\$4,500 for Fibre Arts Festival to be held in Amherst Fall 2026.

These grant to non-qualified donees are conditional on approval from the Town to facilitate handling of the grant. I am writing to request approval from the Town to receive our funds and forward an equivalent amount to the applicants. Please let me know at your earliest convenience your decision on this request.

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

Sincerely,

John Matthews, Administrator

JM/hs

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**TO:** Mayor Small and Members of Amherst Town Council

**SUBMITTED BY:** Greg Jones, Director, Fire Services

**DATE:** June 15, 2026

**SUBJECT:** Capital Budget Amendment – Engine repair to Fire apparatus (Engine 3)

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**ORIGIN:** 2026 – 2027 Capital Budget request

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy

**RECOMMENDATION:** That Council forward to the June 22, 2026, regular meeting, approval of an amendment to the 2026/27 capital budget in the amount of \$65,000 to repair fire apparatus engine 3, to be funded from the operating reserve.

**BACKGROUND:** During routine weekly checks earlier this month, staff identified that Engine 3 was experiencing lower than normal antifreeze levels. Subsequently, while the unit was in operation during a training event, it began producing white smoke from the exhaust, indicating a potential internal issue. Engine 3 has been in service since 2007 and has historically demonstrated reliable performance with limited mechanical issues. While a similar issue involving white smoke was identified several years ago and resolved with an EGR cooler replacement, the current failure is more significant and could not be rectified through that repair alone. With Engine 3 out of service, our ability to maintain our current emergency response model is impacted, making timely repair essential.

**DISCUSSION:** A technician from Cummins was brought in to conduct an inspection and confirmed a failure of the EGR cooler. While the EGR cooler assembly was being replaced at the Public Works Garage, further issues were identified. Specifically, it was determined that the cylinder head has developed a crack and requires replacement. This diagnosis was confirmed through a combustion gas test, during which the testing fluid changed from blue to green, indicating the presence of combustion gases in the cooling system. This result is consistent with a failure of internal engine components such as the head gasket, a cracked cylinder head, or cylinder liners. In order to complete the repair, a removal of the cylinder head and a full inspection of the cylinders and head gasket to assess the extent of the damage is required. Based on this assessment, additional repairs will include the replacement of the cylinder head and associated components.

Cummins has provided a formal estimate of \$46,375.57 (excluding tax) to complete the engine overhaul. This estimate includes both parts and labour for work already completed related to the EGR cooler replacement and diagnostics, as well as the required repairs, including replacement of the cylinder head, water pump, oil cooler, liners, pistons, and bearings at their Fredericton



facility. However, additional costs will be incurred that are not included in this estimate. These include transportation of the apparatus to Fredericton, which is expected to range between \$1,800 and \$2,400, depending on whether a float or tow service is used.

Based on the information provided by Cummins and the operational importance of this apparatus, I recommend proceeding with the repair of Engine 3. I am requesting approval for a capital expenditure of up to \$65,000. This amount reflects the estimated cost of repairs and transportation, with an additional contingency of approximately 25 percent to address any unforeseen issues identified during the repair process.

At this time, a full engine replacement is not recommended. The current assessment supports that a comprehensive repair will restore the unit to operational status at a significantly lower cost than replacement. Cummins has also provided a formal estimate of \$92,323.06 (excluding tax) to complete a full engine replacement.

**FINANCIAL IMPLICATIONS:** The cost to transport, repair and rent a short-term fire apparatus has the potential to cost up to \$65,000, excluding applicable taxes, to be funded from the operating reserve.

**SOCIAL JUSTICE IMPLICATIONS:** The repair of this engine will not have or promote social justice implication within the community.

**ENVIRONMENTAL IMPLICATIONS:** This will not present environmental implications.

**COMMUNITY ENGAGEMENT:** The emergency purchase process was used to procure this product, as per our Procurement Policy.

**ALTERNATIVES:**

1. Complete a full engine replacement
2. Procure a new apparatus
3. Decide to not repair this apparatus

**ATTACHMENTS:**

No attachments

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## COMMITTEE OF THE WHOLE

CDR# 2026070

Date: June 15, 2026

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Sharon Bristol, Director, Community Living

**DATE:** Monday, June 15, 2026

**SUBJECT:** Accessibility, Inclusion, Diversity and Equity (AIDE) Committee Recommendations

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**ORIGIN:** The Town of Amherst Accessibility, Inclusion, Diversity and Equity Strategic Plan, and May 13, 2026 AIDE meeting

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

**RECOMMENDATION (of the AIDE COMMITTEE):** That Council forward to the June 22, 2026, regular meeting, approval of the operational improvements to the Community Credit Union Business Innovation Centre over the 2026/2027 fiscal year as follows: 1. Signage: Main Entrance and Interior Signage. 2. A bench/resting area from back accessible parking space towards front entrance. 3. Installation of new stage ramp with handrail. 4. Increase number of accessible parking spaces, and further that Council consider the long-term improvements to the Community Credit Union Business Innovation Centre and include funds under the 2027/2028 Capital Budget to complete the following: 1. Investigate feasibility of an accessible rear entrance. 2. Renovate doorways to meet 36" clearance. 3. Investigate feasibility of a universal washroom (single use room) downstairs. 4. Install push buttons on Universal Washrooms upstairs, and 5. Install handrails on both sides of staircase.

**CAO RECOMMENDATION:** That staff be directed to carry out any of the above accessibility improvements that can be financially and operationally accommodated in the current fiscal year and provide a recommendation / plan for the remainder of the improvements in the 2027/28 operating and capital budget process.

**BACKGROUND:** Municipalities and other prescribed public sector bodies through the Accessibility Act of NS 2017 and the NS Dismantling Racism and Hate Act 2022 are required to develop and update their strategic plans. The Town of Amherst approved an Accessibility Strategic plan in 2022 and the Inclusion Diversity and Equity plan in 2023. A new three-year plan combining the Accessibility and IDE objectives was developed and forwarded to the Province April 1, 2025. To facilitate this Council combined the two committees into one forming the AIDE (Accessibility, Inclusion, Diversity and Equity) committee.

**DISCUSSION:** At the May 13, 2026, Accessibility, Inclusion, Diversity and Equity Committee meeting, the Committee passed two motions to be forwarded to council for consideration. They



are as follows:

**1. That the Accessibility, Inclusion, Diversity and Equity Committee recommends to Council that they consider including the following operational improvements to the Community Credit Union Business Innovation Centre over the 2026/2027 fiscal year: 1. Signage: Main Entrance and Interior Signage. 2. A bench/resting area from back accessible parking space towards front entrance. 3. Installation of new stage ramp with handrail. 4. Increase number of accessible parking spaces.**

**2. That the Accessibility, Inclusion, Diversity and Equity Committee recommends to Council that they consider including funds in the 2027/2028 Capital Budget for the following long-term improvements to the Community Credit Union Business Innovation Centre: 1. Investigate feasibility of an accessible rear entrance. 2. Renovate doorways to meet 36” clearance. 3. Investigate feasibility of a universal washroom (single use room) downstairs. 4. Install push buttons on Universal Washrooms upstairs. 5. Install handrails on both sides of staircase.**

These motions were in reference to the AIDE Strategic Plan and the yearly update report which included a Built Environment Assessment on the Community Credit Union Business Innovation Centre located at 5 Ratchford Street. In anticipation of Council’s review of these motions staff met to review how best to carry out these requests should council approve the motion.

**FINANCIAL IMPLICATIONS:** Final budget to complete these tasks is unknown at this time however there would be a financial impact to the Operation Departments Budget as well as considerations made for the 2027/2028 Capital Budget.

**SOCIAL JUSTICE IMPLICATIONS:** The community through the AIDE Committee will have continued input into the development of policy and procedures related to accessibility and inclusion, diversity and equity.

**ENVIRONMENTAL IMPLICATIONS:** None

**COMMUNITY ENGAGEMENT:** Continued engagement with our community at large to ensure everyone has input into AIDE practices conducted in the town.

**YOUTH ENGAGEMENT:** Continued engagement with our community at large to ensure everyone has input into AIDE practices conducted in the town.

**ALTERNATIVES:**

- 1 Deny the motions
- 2 Defer to next month

**ATTACHMENTS:** None



## COMMITTEE OF THE WHOLE

CDR# 2026069

Date: June 15, 2026

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Sharon Bristol, Director, Community Living

**DATE:** Monday, June 15, 2026

**SUBJECT:** Amherst Youth Town Council Policy Amendments

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**ORIGIN:** Amherst Youth Town Council

**LEGISLATIVE AUTHORITY:** Amherst Youth Town Council Policy, #10350-21

**RECOMMENDATION:** That Council forward to the June 22, 2026, regular meeting, approval of the amendments to the Amherst Youth Town Council Policy as presented.

**BACKGROUND:** The Amherst Youth Town Council (AYTC) was established to provide youth perspectives to Amherst Town Council, ensuring that municipal decision-making reflects the needs and experiences of young people in the community.

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

However, recent evaluation and engagement with current AYTC members indicates that the council has drifted from its intended purpose. Rather than functioning as a youth advisory group, AYTC has shifted focus to event planning and fundraising. This shift limits its effectiveness and ability to influence municipal policy or decision-making.

**DISCUSSION:** AYTC is currently experiencing a fundamental disconnect between its intended role and its actual function. This misalignment has resulted in a lack of direction and clarity among members, reduced impact on municipal decision-making, confusion around roles and expectations, and decreased youth engagement and meaningful participation.

The attached policy amendments outline a comprehensive redesign of AYTC to realign its structure, purpose, and function with best practices in youth engagement and youth advisory governance.

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



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

**ENVIRONMENTAL IMPLICATIONS:** Involvement of the younger generation tends to support protection and preservation of the environment.

**COMMUNITY ENGAGEMENT:** Changes to the policy would ensure that municipal decision-making reflects the needs and experiences of young people in the community.

**YOUTH ENGAGEMENT:** Changes to the policy were discussed with members of the AYTC.

**ALTERNATIVES:** Do not to accept the policy amendment as presented.

**ATTACHMENTS:** 10350-21 Amherst Youth Town Council Policy  
Redesign of the Amherst Youth Town Council (AYTC) Report

## **Redesign of the Amherst Youth Town Council (AYTC)**

### **1. Introduction**

The Amherst Youth Town Council (AYTC) was established to provide youth perspectives to Amherst Town Council, ensuring that municipal decision-making reflects the needs and experiences of young people in the community.

However, recent evaluation and engagement with current AYTC members indicates that the council has drifted from its intended purpose. Rather than functioning as a youth advisory group, AYTC has shifted focus to event planning and fundraising. This shift limits its effectiveness and ability to influence municipal policy or decision-making.

This proposal outlines a comprehensive redesign of AYTC to realign its structure, purpose, and function with best practices in youth engagement and youth advisory governance.

### **2. Problem Statement**

#### **2.1 Misalignment of Purpose**

AYTC is currently experiencing a fundamental disconnect between its intended role and its actual function. While designed to provide youth input for municipal governance, the group has instead focused on event planning, fundraising initiatives, and promotional activities.

This misalignment has resulted in a lack of direction and clarity among members, reduced impact on municipal decision-making, confusion around roles and expectations, and decreased youth engagement and meaningful participation.

#### **2.2 Structural and Engagement Challenges**

Feedback from youth participants highlights several systemic issues such as overly rigid structures that do not reflect the realities of youth, limited inclusivity and representation, as well as lack of clear pathways to influence decisions that impact youth.

#### **2.3 Current Gaps**

Research indicates that youth advisory groups often fail when mandates or objectives are unclear. This can be further aggravated by adult-driven structures limiting youth agency and formal mechanics that hinder the input effectiveness of youth advisory groups. AYTC currently reflects these challenges.

### **3. Guiding Principles for Redesign**

The proposed redesign is grounded in three evidence-based principles drawn from youth engagement research.

### **3.1 Collective Leadership**

Leadership should be shared among youth, emphasizing collaboration, peer learning, and distributed responsibility rather than top-down control.

### **3.2 Contextual Engagement**

AYTC must focus on real, local issues affecting youth in Amherst, ensuring relevance and authenticity in its work.

### **3.3 Continuous Development**

Youth participation should provide ongoing opportunities and connections for skill-building and engagement—not symbolic involvement.

## **4. Proposed Model for AYTC**

### **4.1 Core Mandate**

AYTC may be defined as:

*A youth advisory body that provides informed, experience-based input to Amherst Town Council on policies, programs, and community issues affecting youth.*

### **4.2 Structural Framework**

#### **A. Advisory Core Function**

The central role of AYTC will include identifying youth priorities, consulting with youth through outreach, surveys, or engagement, and using the information or perspectives to provide recommendations to Town Council

#### **B. Issue-Based Working Groups**

Youth will participate in flexible working groups focused on key community issues such as (but not limited to):

- Food insecurity
- Mental health
- Youth spaces and recreation
- Accessibility and inclusion

Each group will research issues, engage in peer-to-peer learning, and develop actionable recommendations for Council.

### **4.3 Roles and Leadership**

AYTC will adopt flexible, functional roles rather than rigid titles:

- Youth Chair / Co-Chairs
- Communications Lead
- Outreach Lead
- Policy & Research Leads
- Project Leads (issue-specific)

Roles will be shared when appropriate, include clear expectations, and allow flexibility based on interest and capacity.

### **4.4 Accessibility and Participation**

To better reflect youth realities:

- Introduce updated membership intake
- Reduce rigid term requirements
- Redesign the application template
- Offer hybrid participation options
- Provide meeting summaries for absent members

### **4.5 Adult Role Redefinition**

Adults involved with AYTC will transition from decision-makers to:

- Facilitators
- Connectors to municipal systems
- Accountability supports

This approach helps address power imbalances and supports youth-led engagement.

#### **4.6 Feedback Loop to Council**

A formalized process will ensure accountability and impact:

1. AYTC develops recommendations
2. Recommendations are formally submitted to Council
3. Council provides a response (accept, reject, or request revision)
4. Feedback is communicated back to AYTC

This ensures youth contributions are meaningful and visible.

#### **4.7 Recruitment and Representation Strategy**

To improve inclusivity and diversity an expansion into outreach to schools, clubs, and community organizations will be necessary. Additionally, simplified messaging such as “No experience required—your voice matters” to not discourage potential applicants. The introduction of a written application component will provide an opportunity for applicants to display their interests and capacity related to updated advisory goals. This strategy will look to address the existing current gaps for underrepresented youth populations.

### **5. Expected Outcomes**

#### **Proposed Indicators**

- Influence on municipal policies and decisions
- Increased diversity and representation of youth voices
- Clear annual priorities and outcomes achieved
- Strengthened youth engagement and civic participation

### **6. Recommendations to Amherst Town Council**

To implement this redesign, the following actions are recommended:

#### **1. Clarification of AYTC’s Mandate**

Formally support AYTC as a youth advisory body focused on municipal input rather than event planning and fundraising.

## **2. Endorse the New Structural Model**

Support the transition to:

- Issue-based working groups
- Flexible leadership roles
- Youth-led advisory processes

## **3. Establish a Formal Feedback Mechanism**

Commit to a structured process where Council reviews and responds to AYTC recommendations in a timely and transparent manner.

## **4. Diversify Recruitment Efforts**

Allocate resources and partnerships to expand outreach and ensure diverse youth representation across Amherst.

## **5. Redefine the Role of Staff and Adult Supports**

Ensure staff act as facilitators and connectors, enabling youth leadership while maintaining accountability.

## **6. Reform or Repeal the AYTC Policy**

Ensure AYTC is:

- Integrated into municipal decision-making processes
- Recognized as a legitimate advisory body
- Supported with appropriate resources and administrative backing

## **7. Conclusion**

The redesign of the Amherst Youth Town Council represents an opportunity to move beyond symbolic youth engagement toward meaningful, impactful participation.

By aligning AYTC with best practices in collective leadership and youth advisory governance, Amherst can create a model that not only amplifies youth voices but also strengthens community decision-making and civic engagement. This shift is not simply structural—it is a commitment to recognizing youth as active contributors to the future of Amherst.

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

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

### **POLICY STATEMENT**

This policy will govern the rules and requirements for the operation of the Youth **Advisory Committee**.

### **PURPOSE:**

The Amherst Youth **Advisory Committee** will act as an advisory body to Town Council on those matters within the influence of the Town of Amherst which have an impact on the youth of the Town, regardless of their cultural and religious identity, socio-economic background, intellectual and physical abilities, sexuality or gender. The Amherst Youth **Advisory Committee** will improve the image of the Town of Amherst by raising the profile of the Town's youth **through providing informed youth perspectives, recommendations, and feedback on municipal policies, programs, services, and community issues.**

### **ROLE OF YOUTH COUNCIL:**

1. The Amherst Youth **Advisory Committee** will identify and bring forward issues which have an impact on the youth of Amherst and, while *indirectly* under the control of the Town of Amherst, may be of sufficient significance to warrant the Town's consideration or support.
2. The Amherst Youth **Advisory Committee** shall encourage its members to become more familiar with the workings of local government through education, involvement and participation *in council meetings*.
3. The Amherst Youth **Advisory Committee** will, through researching issues and presenting constructive solutions, act as a realistic advocate for the youth of our community.
4. The Amherst Youth **Advisory Committee** ~~will endeavor to participate actively in community events and activities, as well as host events they deem fit, in Amherst,~~ **may support youth engagement activities where appropriate** and through this involvement, foster a positive image for all young people; **however, its primary role shall be to advise Amherst Town Council on youth-related issues and priorities.**

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

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5. The Amherst Youth **Advisory Committee** may address, foster discussion, or make recommendations to Town Council on issues that they believe need to be addressed for the benefit of the youth.
6. The Amherst Youth **Advisory Committee** may advise Council on the impact of Town of Amherst policies, programs, and services on youth.
7. Receive and review information from Council and its committees, and make recommendations, as requested.

**COUNCIL REFERRALS:**

1. Amherst Town Council may refer municipal issues, policies, projects, or initiatives to Amherst Youth **Advisory Committee** for youth consultation and feedback where youth perspectives may contribute to informed decision-making.
2. Recommendations developed by Amherst Youth **Advisory Committee** shall be formally communicated to Amherst Town Council through written reports and may include presentations to Council.
3. Amherst Town Council shall provide a response to Amherst Youth **Advisory Committee** recommendations where feasible, including: acceptance, request for revision or additional information, or explanation when recommendations are unapproved.

**MEMBERSHIP:**

1. The Town of Amherst is an inclusive and equitable organization. We value inclusivity & diversity in all areas of the workplace, including the Amherst Youth **Advisory Committee**. We encourage membership from members of groups who are typically underrepresented and with historical and/or current barriers to equity.
2. The Council shall appoint members of the Amherst Youth **Advisory Committee** by resolution.
3. The maximum number of appointees on the Amherst Youth **Advisory Committee** is ~~45~~ 10.

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

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4. Members shall be **youth residing in Amherst** ~~students attending Amherst schools from grade 7 to 12~~ **ages 13-18** with a maximum of ~~three~~ **two** members being residents of the Municipality of the County of Cumberland.
5. The term for citizen youth appointees shall be two years and members may be reappointed to the committee without limitations. Members who do not complete their two-year term may be replaced, with their replacement finishing their term and eligible for reappointment without limitations. Citizen appointee terms shall commence in September of each year.
6. By April of each year, advertisement for expression of interest will be posted using appropriate media to reach youth. Council will appoint members for the new term in June of each year. Members will convene in September of each year.
7. **Recruitment efforts shall seek to encourage participation from youth representing diverse backgrounds, identities, schools, experiences, and communities within Amherst.**
8. **At the first meeting in September, the Amherst Youth Advisory Committee will elect a Chair and vice Chair.**

#### **MEETINGS:**

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

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

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5. Meetings of the Amherst Youth Advisory Committee will be offered in a hybrid format where feasible.

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6. Amherst Youth Advisory Committee may establish temporary or ongoing Working Groups focused on specific youth-related topics. Working Groups may conduct research, engagement activities, consultations, and develop recommendations for Amherst Town Council. Members of the Working Groups may consist of additional youth community members.

7. Meetings will commonly take place on Monday from 3:00PM-4:00PM, unless otherwise specified.

**PARTICIPATION ON TOWN COMMITTEES:**

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

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

**ROLES AND RESPONSIBILITIES**

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

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
Change the number of appointments from 12 to 15, and minor housekeeping amendments.	Director, Community Living, Bristol	Council	September 25, 2023
Ad section to appoint AYTC member to IDE, PRAC and AAC Committees		Council	November 27, 2023
Remove the requirement to appoint an AYTC member to IDE, PRAC and AAC Committees and add a requirement to appoint an AYTC member to the new AIDE Committee		Council	September 22, 2025
Redesign of AYTC to realign its structure, purpose, and function with best practices in youth engagement and youth advisory governance.		Council	

Minutes reference date: 25 May, 2010    24 October, 2011    25 November, 2013    23 October, 2017  
 25 June, 2018    26 April, 2021    25 September 2023    27 November 2023    22 September 2025



**AMHERST TOWN COUNCIL**

**CDR# 2026068**

**Date: June 15, 2026**

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Sharon Bristol, Director, Community Living

**DATE:** Monday, June 15, 2026

**SUBJECT:** Community Support Grants

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**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 forward to the June 22, 2026, regular meeting approval of the following Community Support Grants as follows:

Organization/Applicant	Amount Recommended	Funding Stream
Maggie’s Place	<b>\$2,500</b>	Community Support Grant
Amherst Black Education Committee	<b>\$1,500</b>	Community Support Grant

**BACKGROUND:** An annual budget is allocated for community support grants so that the can Town 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:** Maggie’s Place is seeking approval for their Community Support Grant to support their annual backpack program which provides good quality backpacks filled with school supplies to students across Cumberland County. Last year they were able to fill 350 backpacks with 245 of those going directly to those in need in Amherst.

The Amherst Black Education Committee is seeking an in-kind outdoor water line installation to support their community garden which currently hosts their Young Growers Collective Summer Program. This program creates a safe space for black youth in our community to learn practical skills while strengthening generational ties and promoting food security in Amherst. The Town would install a water service to a 4” x 4” post at the property line. The line would be winterized



by staff at the end of the season. The Town would have to pay the water utility for the cost of the service installation.

**FINANCIAL IMPLICATIONS:** An allowance remains in the budget to address these requests.

\$14,380 remains in the Community Support

\$ 2,000 remains in the Social Equity

**SOCIAL JUSTICE IMPLICATIONS:** Our strategic priorities around creating a prosperous economic and vibrant community which is diverse, inclusive and welcoming, are only strengthened by funding community organizations that work to these goals.

**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:**

1. Deny the funding request as listed
2. Discontinue the practice of providing community support grants

**ATTACHMENTS:** Community Support Grants Policy, 72000-08  
Community Support Grant Applications from the following:  
Maggie's Place  
Amherst Black Education Committee

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

**APPROVAL DATE:** March 24, 2025

**CAO Signature:** 

### **POLICY STATEMENT**

- a. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are providing services that in the opinion of Council, are of a benefit to the residents and businesses of the Town. Applicants and Groups that actively support inclusion, diversity, accessibility and equity will be given priority consideration as will those applications that enhance community well-being and increase the social determinants of health, such as, but not limited to food insecurity, affordable housing, early childhood development, education, social inclusion and non-discrimination of the citizens of Amherst
- b. This program does not govern the following, which are separately administered:
  - i. Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
  - ii. Residential Property Tax Rebates (low-income homeowners)

### **POLICY OBJECTIVES**

The objectives of this policy are:

- a. to outline the requirements to apply and be considered for a Community Support Grant
- b. to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in a manner approved by Council.
- c. to ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
- d. to provide for public disclosure of a list of grant recipients and the amounts of those grants.

#### **1. SCOPE**

The Program includes financial grants in the form of cash and in-kind services (for use of municipal facilities, for example). The value of requests is not limited; however, applicants must be aware that:

- a. The application process is competitive;
- b. There are more grant applications received than available funding;
- c. Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient;
- d. The Town would like to support programs and events that promote community well being and health and safety of our citizens. With that in mind, events based on alcohol consumption (beer gardens, wine tasting tours etc.) may only receive support if other community benefits can be shown. Overall, the Town will show preference to events that are family friendly and support the overall well being of the community.

#### **2. EXCLUSIONS**

The following are exclusions from the grant program:

- a. While Council reserves the right to, it is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g., health, social services)
- b. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns

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

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- c. Funding applications will not be considered from the following:
  - i. Businesses;
  - ii. Provincial Government organizations;
  - iii. School Boards or quasi government organizations;
  - iv. Non-profit organizations for the purpose of funding accumulated deficits;
  - v. Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
  - vi. Organizations with political affiliations.
- d. Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief
- e. Funding will also not normally be provided to fundraising campaigns of national charitable organizations either directly or indirectly.
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

### **3. ALLOCATION OF FUNDS**

Council is not obligated to:

- a. Provide funding in the form of Community Support Grants;
- b. Spend all the funds allocated for grants in any given year;
- c. Award the full amount requested in an application; or
- d. Renew any grant

### **4. GUIDELINES**

The following guidelines apply to all grant requests except those listed in 4 above:

- a. Funding will generally be limited to no more than 40% of overall costs for an event or program
- b. Funding cannot be used to directly purchase products regulated by the Liquor Control Act R.S., c. 260, s. 1. or the Cannabis Control Act 2018, c. 3, s. 1.
- c. Preference is given to new initiatives; however, grants may be provided in multiple years for the same initiative.

### **5. PROGRAMS**

The following are a list of the grants available:

#### **a. Sport, Arts, and Culture**

Maximum funding considered will be \$1000 for a team and \$250 for an individual:

- i. This includes amounts for teams / groups and individuals traveling to Provincial, National and International competitions and events when the Amherst based teams or individual have been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization, or have been invited by such an organization;
- ii. The team / group is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team;

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

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- iii. The individual is competing / attending as an individual and has their principal residence in the Town of Amherst;
- iv. The Town of Amherst resident has been selected / qualified to represent the Province of Nova Scotia or Canada at a national or international competition / event.

**b. Festivals, Arts and Cultural Events Grants**

Under this component will generally not exceed \$5,000

- i. Event must demonstrate broad community support;
- ii. Provides an experience not duplicated by other ongoing events, festivals or activities.
- iii. Draw spectators locally, from the Maritimes, nationally or internationally and increases the profile of our community;
- iv. Must be affiliated with a local community non-profit organization.

**c. Organizational Equipment**

Operational and capital equipment purchase requests will be considered on an individual basis.

**d. Funding for Social Equity Initiatives**

For the purposes of this policy, "Social Equity Funding" is defined as the annual funding allotment within the Community Support Area Rate, including any reserves for this purpose, to be used for initiatives that specifically target social equity issues. All applications which Council feels meet this definition and for which Council is considering funding from the annual Social Equity Funding allotment or associated reserves set aside for this purpose may be referred to the respective committees for a recommendation.

Notwithstanding the above, Council reserves the right to fund such poverty initiatives from other sources in addition to or in lieu of the annual Social Equity Funding allotment.

**e. Large Scale Projects**

Applications for large scale projects (generally greater than \$5,000 or multi-year initiatives) will be evaluated on an individual basis. In these cases, Council may require Municipal representation on a board, the development of an MOU and/or other reporting requirements etc.

**6. APPLICATION PROCESS**

The following outlines the application process:

A call out for applications will be issued by the Town in the months leading up to budget time. Community organizations will be encouraged to apply during this initial call out however applications can and will be received throughout the year and be considered based on budget availability.

Community groups may submit more than one application per year however Council will prioritize funding over a diverse collection of applications to ensure fairness and equity for all.

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

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- a) Applications - must submit the following information
  - i. A complete Community Grant Application
  - ii. a proposed budget for the project
- b) The Town of Amherst may request additional information as deemed necessary.

#### **7. APPROVAL PROCESS**

- a. For applications over \$1,000 staff will review applications, ensure requirements have been met and make recommendations to Council. Funding will be determined by council upon reviewing the proposal and recommendations from staff.

#### **8. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer (CAO) may approve applications that are less than \$1000 provided such applications qualify in accordance with this policy. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the Town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December).

The CAO may waive the cost for Town owned facility rentals for organizations carrying out an event or service that satisfies the intent of this policy to a maximum of four rental waivers per year per organization.

#### **9. PAYMENT PROCESS**

For amounts over \$1,000 payment will be made at time of award.

#### **10. CONDITIONS**

- a. Grant recipients shall:
  - i. Make no misrepresentation on their application
  - ii. Use the grant as described in the application
  - iii. Use the funds in the year granted
  - iv. Council and/or the CAO may request an in-depth report for grants over \$5,000 at their discretion
  - v. Recipients from previous years who received over \$2,000 will be asked to complete a report detailing expenses and impact on the community or individual. This report will be sent prior to the call for applications each year. This report must be completed prior to the new application being considered.
- b. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.
- c. Non-compliance, in any aspect could result in no funding being awarded in the future year(s)

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

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- d. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted
- e. If the event/project does not occur for any reason, all grant monies must be returned
- f. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

**11. PUBLIC DISCLOSURE**

- a. The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis
- b. A summary of grant awards will be posted on the Town of Amherst's website in accordance with s.65C(1) of the *Municipal Government Act*

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

**Application for Funding**

Date: \_\_\_\_\_

**REQUEST FOR FINANCIAL SUPPORT**

**REQUEST FOR IN-KIND FACILITY RENTAL**

**1. ORGANIZATION INFORMATION:**

Name of Organization: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ \_\_\_\_\_**

Total cost of program event or activity \$ \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

NAME	FUNDING IF ANY

**7. How many volunteers contribute to this event or festival:** \_\_\_\_\_



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

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
Director Community Living	To ensure adherence to the policy. Advise staff of Policy changes and create awareness in the community of policy changes.
Mayor and Council	Review and approve applications as required.
CAO	Ensure applications under \$1,000 are reviewed and decision made in accordance with policy.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
Amendments to policy to collapse A fresh grants, streamline application process, increase CAO approval limit, inclusion of MAP requirements, rewording to ensure policy is more inclusive and promotes community well-being	Director Community Living, Bristol	Council	February 27, 2023
Amendment to policy to remove Deed Transfer reference from Poverty Funding. Rename Poverty Funding to Social Equity.	Director Community Living, Bristol	Council	April 24, 2023
Eliminate section 4 as it is exclusionary of other organizations; amend Section 9 Payment Process to eliminate the two phased payment approach as this is administratively time consuming and places undue pressure on community organizations; and amend Section 10 Conditions to include the reporting requirement for organizations who intend to reapply for future grants. This will allow for transparency on how funds are used and the impact on the community.	Director, Community Living, Bristol	Council	October 30, 2023

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

Change the requirement to send applications to the social equity committees from will to may	Director, Community Living, Bristol	Council	March 24, 2025
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Minutes reference date:    23 September 2013    27 October 2014    21 May 2015    25 June 2018    24 September 2018  
    28 October 2019    27 January 2020    25 October 2021    27 February 2023    24 April 2023  
    30 October 2023    24 March 2025

**TOWN OF AMHERST  
COMMUNITY SUPPORT GRANTS POLICY**

**NUMBER 72000-08  
Page 7 of 7**

Date: May 22, 2026

**COMMUNITY SUPPORT GRANTS  
TOWN OF AMHERST  
REQUEST FOR FINANCIAL SUPPORT**

**1. ORGANIZATION INFORMATION:**

Name of Organization: Maggie's Place- A Resource Centre for Families (Cumberland)  
 Full Mailing Address: 11 Elmwood Drive  
Amherst NS B4H 2G7  
 Contact Person: Sheri MacDonald  
 Email Address: sherimaggiesplace.ca  
 Telephone: (902) 667-7250

**2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED** \$2500.00

**3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)**

To provide good quality backpacks filled with school supplies to students across Cumberland County in September. Even if a school is requesting a fee for supplies, our hope is that by providing some supplies in the backpack, a student will be able to have supplies at home when needed for homework and projects.

**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)**

Last year we gave out approximately 350 backpacks across Cumberland County with 245 backpacks going to those in need in Amherst at the end of August, start of September. This event has helped alleviate some stress and financial burden for families during a busy and stressful time. This program relies heavily on community donations/ grants to run. We apply for grants and run a Cram-A-Cruiser event in August to help support the program.

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

NAME	FUNDING IF ANY
Amherst Police, CKDH Radio, Amherst Atlantic Superstore	Help with Cram-A-Cruiser fundraising event
Retired Teacher's Organization	Provided Grant- \$600
Springhill Lion's Club	Collect supplies from the Springhill community

**7. How many volunteers contribute to this event or festival:** None, paid staff use staff time to support event

www.amherst.ca  
 P.O. Box 516, Amherst, NS B4H 4A1  
 (902)667-3352



Maggie's Place 2026 Backpack & School Supply Giveaway

EXPENSES

Item	Rate/Hour/ or Cost/ Unit	Hours or Units	Total cost
Backpacks		350.00	\$12,250.00
Supplies		350.00	\$10,500.00
Staffing	\$29/hr	40 hours	\$1,160
Staffing	\$30/hr	20 hours	\$600
Staffing	\$20/hr	70 hours	\$1,400
Travel (delivery for outreach)	.57 cents/ km @	500km	\$285.00
		<b>Total Expense</b>	<b>\$26,195.00</b>

INCOME

Source	Items covering	Amount
Maggie's Place	Staffing & Travel	\$3,445.00
Donations from community		unknown
Grants		unknown
	<b>Total need</b>	<b>\$22,750.00</b>

Date: April 10 2026

COMMUNITY SUPPORT GRANTS  
TOWN OF AMHERST  
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: Amherst Black Education Committee  
Full Mailing Address: 159 East Pleasant St., Amherst, NS  
B4H1N7  
Contact Person: Lisette Sumba  
Email Address: lisette.sumba@icloud.com  
Telephone: 902 694 7263

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED

\$ In Kind <sup>outdoor</sup> Water install

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)

Community Garden outdoor water install at  
159 East Pleasant.

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)

Food Security, Spring / Summer Program for kids

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

NAME	FUNDING IF ANY

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

www.amherst.ca  
P.O. Box 536, Amherst, NS B4H 4A1  
(902)667-3352



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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Sharon Bristol, Director, Community Living

**DATE:** June 15, 2026

**SUBJECT:** Request from Nova Scotia Highlanders Regimental Museum

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**ORIGIN:** Request from organization

**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 forward to the June 22, 2026, regular meeting, approval of funding under the Community Support Grants Policy in the amount of \$15,000 to the Nova Scotia Highlanders Regimental Museum, with funds to be taken from the Operating Reserve – Community Support Area Rate.

**BACKGROUND:** The Museum was founded in 1986 and since then has been located in the Colonel J.L. Ralston Armouries. As the status of the Armouries is in transition, the Museum's history and legacy is being preserved and is now being relocated to 55 Victoria Street.

**DISCUSSION:** The Nova Scotia Highlanders Regimental Museum provides an important service. This funding will assist with the relocation to a more updated and accessible space while continuing to promote and preserve the valuable historical contributions of these brave military men and women. This will allow the story of their national contributions to be shared with more people. It will also serve as a much-needed anchor for tourism and activity in the downtown core.

**FINANCIAL IMPLICATIONS:** There is currently \$14,130 remaining in the community support grants operating budget. In order to retain some operating flexibility for the remainder of the year, staff are recommending that this request be funded from the operating reserve – community area support rate. The reserve has a current balance of \$129,252.

**SOCIAL JUSTICE IMPLICATIONS:** This project preserves and enhances an important part of local and national history and continues to honor the veterans who served in past military conflicts.





**COMMITTEE OF THE WHOLE**

**CDR# 2026075**

**Date: June 15, 2026**

**ENVIRONMENTAL IMPLICATIONS:** There are none.

**COMMUNITY ENGAGEMENT:** There has been no community engagement.

**ALTERNATIVES:** Deny the request

**ATTACHMENTS:** Request letter.

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1 June 2026  
Town of Amherst  
PO Box 516, Amherst, NS  
B4H 4A1

**Re: Request for Support – Nova Scotia Highlanders Regimental Museum Grand Opening & Operations**

Dear Town of Amherst,

On behalf of the Nova Scotia Highlanders Community Council and Regimental Museum, I am writing to respectfully request your support for an important initiative to preserve and share the military heritage of Nova Scotia and Canada.

Since its founding in 1986, the Nova Scotia Highlanders Regimental Museum has been dedicated to preserving the history and legacy of the North Nova Scotia Highlanders and affiliated units, safeguarding artifacts, photographs, and personal stories that span from the First World War to modern-day operations. What began as a modest, volunteer-led effort has grown into a vital historical resource serving veterans, families, researchers, and the broader public.

For many years, the museum was proudly housed in the Colonel J.L. Ralston Armoury in Amherst. However, recent circumstances have required a transition, creating an opportunity to reimagine how this important history is shared with the public. The museum is now preparing to re-open at 55 Victoria Street in Amherst, providing a renewed and more accessible space for visitors, while the Department of National Defence advances longer-term plans to establish a permanent home for the museum.

While deeply rooted in Cumberland County, the impact of the Nova Scotia Highlanders Regimental Museum extends far beyond the local community. The Nova Scotia Highlanders regiment traces its history back over 150 years and has contributed to major national and international military efforts, including both World Wars and modern Canadian Armed Forces missions. The museum plays a crucial role in preserving this legacy for all Canadians, offering insight into the experiences of soldiers from across Nova Scotia and their contributions on the global stage.

This transition represents more than a temporary change of address—it marks a new chapter in the life of the museum, one focused on growth, accessibility, and expanded engagement. Researchers, historians, military families, and visitors from across the province and country rely on the museum as a trusted repository of regimental history. Its collections and interpretive work help ensure that the sacrifices and achievements of Nova Scotians are understood within the broader context of Canadian and international history.

As we move forward with reopening and expanded programming, we have established a fundraising goal of \$75,000 to support both operational needs and a successful grand opening. These funds will enable us to:

- Re-establish and enhance exhibits in the new Victoria Street location

- Improve accessibility and visitor experience
- Support staffing and day-to-day operations
- Deliver educational programming for schools, researchers, and the public
- Host a meaningful and inclusive grand opening event

To help us achieve this goal, we are seeking leadership contributions from community members and organizations who share our commitment to heritage, education, and community impact. We would be honoured if you would consider a contribution of **\$15,000** to play a pivotal role in this important transition.

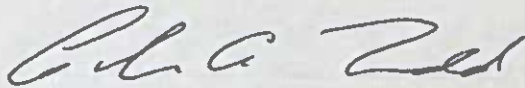
Your support will directly contribute to ensuring that the legacy of the Nova Scotia Highlanders—and the many individuals who served Canada—is preserved and shared for generations to come. It will also help position the museum as a destination of provincial and national significance, strengthening cultural tourism and historical education in our region.

We would be pleased to recognize your generosity through appropriate donor acknowledgment opportunities, including recognition at the grand opening and within the museum.

I would welcome the opportunity to discuss this initiative with you further and explore how we can partner in bringing this vision to life.

Thank you for your time, consideration, and commitment to preserving our shared heritage.

Sincerely,



Colin A. Todd  
Lieutenant-Colonel Retired  
President of the Nova Scotia Highlanders Community Council  
902 957-5650

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Natalie LeBlanc, Municipal Clerk

**DATE:** June 15, 2026

**SUBJECT:** Flowers, Fruit Baskets & Memorial Donations Policy #10350-11

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**ORIGIN:** By-law and Policy Review

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

**RECOMMENDATION:** That Council forward to the June 22, 2026, regular meeting, approval of the Flowers, Gift Baskets and Memorial Donations Policy #10350-11 with the proposed amendments.

**BACKGROUND:** The Town's current Flowers, Fruit Baskets & Memorial Donations Policy sets out guidelines for the appropriate recognition in the cases of hospitalization or the passing of current/past Council members, employees, and current members of Boards and Commissions.

**DISCUSSION:** Staff have reviewed this policy as part of the overall policy review and are proposing amendments to increase the amounts from \$100 to \$150 and \$50 to \$100, change fruit basket to gift basket, include retired employees and a definition of such, amend the definition of immediate family to change son/daughter to child and add stepparent/child, change Director to CAO and put the policy into the new format.

**FINANCIAL IMPLICATIONS:** Funding is addressed annually in the operating budget. Increasing the amount from \$100 to \$150 and \$50 to \$100 should not exceed a difference of more than \$500 annually.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**COMMUNITY ENGAGEMENT:** No community engagement required.

**ALTERNATIVES:** Do not approve the amendments or request further amendments to the policy.

**ATTACHMENTS:** Proposed Flowers, Gift Baskets & Memorial Donations Policy #10350-11



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**TITLE:           FLOWERS, ~~FRUIT~~ GIFT BASKETS & MEMORIAL DONATIONS POLICY**  
**SECTION:       ~~ALL TOWN DEPARTMENTS~~ EXECUTIVE OFFICE**  
**POLICY NO:    10350-11**

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

**PURPOSE:**

To establish a policy for the appropriate recognition by ~~the Council of the~~ Town of Amherst ~~Council for~~ of current Council members, employees, members of Boards and Commissions and past members of Council ~~or retired employees~~ in cases of death or hospitalization.

**POLICY STATEMENT:**

Upon learning of the death of an active or ~~past~~ member of Council, current ~~or retired~~ employee, or member of their immediate family, or a ~~current~~ Board or Commission member, ~~or the death of a past member of Council,~~ the Town may send flowers in the amount not to exceed ~~\$100.00~~ **\$150.00** plus applicable taxes and delivery charges. If the family has requested “no flowers”, arrangements will be made for an equivalent donation to a charitable organization. Also, an appropriate card shall be the accepted means of expression of sympathy to the family.

In the event of the hospitalization of a current member of Council, current employee or ~~current~~ Board or Commission member, the Town may send flowers or a ~~fruit-gift~~ basket along with an appropriate card in the amount not to exceed ~~\$50.00~~ **\$100.00** plus applicable taxes and delivery charges.

~~The CAO Individual Directors~~ may, at their discretion, send flowers and/or ~~fruit gift~~ baskets or similar items in addition to the items sent by Council in accordance with the amounts set out above.

**DEFINITIONS:**

Employee – A person currently employed by the Town of Amherst, including unionized and non-unionized personnel, and retired employees.

Retired Employee – A person who was an employee of the Town of Amherst that has retired.

Immediate Family - Shall mean a parent, ~~stepparent~~, spouse, partner, ~~son, daughter,~~ **child, stepchild** or a family member who resides at the employee’s primary household.

Board/Commission Member – Shall mean any person appointed by Council currently serving on any Board or Commission of the Town.

**TITLE: FLOWERS, ~~FRUIT~~ GIFT BASKETS & MEMORIAL DONATIONS POLICY**  
**SECTION: ~~ALL TOWN DEPARTMENTS~~ EXECUTIVE OFFICE**  
**POLICY NO: 10350-11**

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Clerk	Ensure the policy is followed.

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Add retired employee and past member of Council; change \$100 to \$150 and \$50 to \$100, change fruit baskets to gift baskets, change Director to CAO, add a definition of retired employee, add stepparent/child to the definition of immediate family member.	Clerk	Council	

Minutes reference date: June 21, 1993   March 20, 1995   April 3, 2007   November 10, 2010   January 20, 2015

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Aaron Bourgeois, Director of Operations

**DATE:** June 15, 2026

**SUBJECT:** Vehicular Idling Control Policy Review

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**ORIGIN:** Policy and bylaw review.

**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 forward to the June 22, 2026, regular meeting, approval of the amendments to the Vehicular Idling Control Policy (31400-01).

**BACKGROUND:** The current Vehicular Idling Control Policy was adopted in 2006 and is aimed to reduce unnecessary vehicle idling, improve air quality, and reduce vehicle emissions.

A policy update is being recommended to ensure alignment with current municipal practices, operational realities, environmental objectives, and to address some minor housekeeping updates.

**DISCUSSION:** The proposed revisions maintain the original intent of reducing unnecessary vehicle idling while improving clarity, enforceability, and relevance to current operations. Overall, the updated policy balances operational flexibility with clear expectations, helping the Town to reduce fuel use, lower emissions, and improve equipment longevity.

The proposed changes include:

- Changed Introduction to Purpose and revised the language to better connect the policy to emissions reduction, cost savings, and health outcomes.
- Removed strict 60-second rule for idling and replaced with a more flexible, exception-based rule.
- Added clarification to the Idling definition that confirms engines running equipment are not considered idling.
- Revised the definition of a vehicle with a simpler plain language definition making it easier to understand and apply.
- Removed reference to “older mechanical diesel engines” as the language was too vague.



- Added manufacturer-based exemption for when warm-up/cool-down is required, this replaces the “older diesel” wording.
- Added limits to temperature-based idling that specifies “safe and reasonable” cabin temperatures and prohibits unattended idling.
- Revised the safety exemption to limit idling to what is necessary for safety and removed the reference to “operator discretion” as it is too open-ended and difficult to enforce.
- Added a Responsibilities section as it helps to establish accountability for employees and supervisors.
- Added the Roles and Responsibilities table.

**FINANCIAL IMPLICATIONS:** Reducing unnecessary vehicle idling should create some savings related to fuel costs.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications

**ENVIRONMENTAL IMPLICATIONS:** Eliminating unnecessary vehicle idling will result in lower greenhouse gas emissions, improved air quality, and reduced fuel consumption.

**COMMUNITY ENGAGEMENT:** There is no community engagement required at this time.

**ALTERNATIVES:**

1. Direct staff to make additional changes to the policy.
2. Do not approve the proposed changes.

**ATTACHMENTS:**

1. Vehicular Idling Control Policy (31400-01) – Amended
  2. Vehicular Idling Control Policy - Existing
- 



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**DEPARTMENT:** ALL TOWN DEPARTMENTS

**TITLE: VEHICULAR IDLING CONTROL POLICY**

Minutes reference date: 23 October 2006

Page: 00244

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## **INTRODUCTION**

Air quality, climate change and energy conservation discussions are becoming increasingly common among all levels of government. One issue that incorporates all three concerns is unnecessary vehicle idling. It is recognized that contaminants from vehicle exhaust are a major contributor to deteriorating air quality and climate change. In addition, these contaminants are linked to significant respiratory health effects.

## **POLICY STATEMENT:**

Employees of the Town of Amherst shall not allow a vehicle to idle for more than 60 seconds, as stated in the definition of idling.

## **DEFINITIONS:**

### **Idling**

The operation of the engine in a vehicle while the vehicle is not in motion and not being used to operate auxiliary equipment that is essential to the basic operation of the vehicle.

### **Vehicle**

A motor vehicle, trailer, traction engine, farm tractor or road-building machine as defined in the Highway Traffic Act and any vehicle drawn, propelled or driven by any kind of non muscular power. Vehicle also includes a motorized snow plow or other conveyance which operates by way of a combustion engine.

## **EXEMPTIONS:**

This policy does not apply to the following:

- A. Police and Fire vehicles in operational activities where idling is required (i.e. idling required to keep flashing lights working).
- B. Vehicles participating or assisting in an emergency activity;

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**DEPARTMENT:** ALL TOWN DEPARTMENTS

**TITLE: VEHICULAR IDLING CONTROL POLICY**

Minutes reference date: 23 October 2006

Page: 00244

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- C. Older mechanical style engines (i.e. diesel) which require specific shut down procedures;
- D. Occupied vehicles when the ambient temperature outside the vehicle is:
  - (i) More than twenty-seven degrees Celsius (27°C) if vehicle is equipped with an air conditioner.
  - (ii) Less than five degrees Celsius (5°C)
- E. Vehicles engaged in a parade or any other authorized event that requires the vehicle to idle;
- F. Vehicles required to remain motionless because of an emergency, traffic, weather conditions or mechanical difficulties over which the driver has no control;
- G. Safety is the primary consideration of the operator. In situations where shutting off the engine may compromise safety, vehicles may idle under the discretion of the operator (i.e. stopped in traffic).



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**TITLE: VEHICULAR IDLING CONTROL POLICY**  
**SECTION: ENGINEERING & PUBLIC WORKS**  
**POLICY NO.: 31400-01**

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This policy does not apply to the following:

- A. Police and Fire vehicles in operational activities where idling is required (i.e. idling required to keep flashing lights working).
- B. Vehicles participating or assisting in an emergency activity;
- ~~C. Older mechanical style engines (i.e. diesel) which require specific shut down procedures;~~  
Vehicles requiring manufacturer-recommended warm-up or cool-down periods;
- D. Occupied vehicles when the ambient temperature outside the vehicle is:
  - (i) More than twenty-seven degrees Celsius (27°C) if vehicle is equipped with an air conditioner.
  - (ii) Less than five degrees Celsius (5°C)

Idling under these conditions is permitted only to maintain safe and reasonable cabin temperatures and shall be limited to the duration necessary. Vehicles shall not be left idling unattended.

- E. Vehicles engaged in a parade or any other authorized event that requires the vehicle to idle;
- F. Vehicles required to remain motionless because of an emergency, traffic, weather conditions or mechanical difficulties over which the driver has no control;
- ~~G. Safety is the primary consideration of the operator. In situations where shutting off the engine may compromise safety, vehicles may idle under the discretion of the operator (i.e. stopped in traffic).~~  
Safety remains the primary consideration. Vehicles may idle where shutting off the engine would compromise safety, and only for the duration necessary.

## RESPONSIBILITIES

All employees operating Town vehicles are responsible for complying with this policy. Supervisors are responsible for communicating expectations, monitoring compliance, and addressing non-compliance.

**TITLE: VEHICULAR IDLING CONTROL POLICY**  
**SECTION: ENGINEERING & PUBLIC WORKS**  
**POLICY NO.: 31400-01**

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
<b>Director of Operations</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Be able to interpret and explain policy content</li> </ul>
<b>Council</b>	<ul style="list-style-type: none"> <li>Review Policy recommendations for approval consideration (approve, reject or edit)</li> </ul>

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Policy Revised to improve clarity, enforceability, and relevance to current operations while balancing operational flexibility with clear expectations</b>	Director of Operations	Council	

Minutes Reference Dates: 23 October 2006

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**TO:** Mayor Small and Members of Council

**SUBMITTED BY:** Aaron Bourgeois, Director of Operations

**DATE:** June 15, 2026

**SUBJECT:** Commercial Water Service Policy Review

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**ORIGIN:** A complete policy and bylaw review.

**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 forward to the June 22, 2026 regular meeting, the existing Commercial Water Service Policy (31700-03) to be repealed.

**BACKGROUND:** This policy was originally approved by Council in 1989 and gave the Town the ability to recover the costs associated with the installation of commercial water services.

At that time, residential services were installed at a flat rate, while commercial services were charged at actual cost.

**DISCUSSION:** The existing policy is redundant as the Town's Water Utility operates under the approved rates and rules as established by the Nova Scotia Regulatory and Appeals Board.

Under Schedule "D" section 23– of the Utilities Rules and Regulations, the responsibility for water service installation costs clearly state that the Utility installs all service connections, and all associated installation costs are the responsibility of the customer, less the cost of a 3/4" service pipe and fittings. Additionally, the rates and regulations allow the Utility to require deposits equal to estimated costs and reconcile once actual costs are known.

There is no longer a distinction between residential and commercial service costing; all services are now charged at actual cost.

**FINANCIAL IMPLICATIONS:** There is a small cost to the Utility to cover the cost of the 3/4" service pipe and fittings, approximately \$260, all other costs are the responsibility of the customer.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ENVIRONMENTAL IMPLICATIONS:** There are no direct environmental implications.





**COMMITTEE OF THE WHOLE**

**CDR# 2026073**

**Date: June 15, 2026**

**COMMUNITY ENGAGEMENT:** There is no community engagement required.

**ALTERNATIVES:**

1. Do not repeal the existing policy.

**ATTACHMENTS:**

Commercial Water Service – Existing  
Amherst Water Utility Schedule of Rates and Charges

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**DEPARTMENT:** OPERATIONAL SERVICES

**TITLE:** **COMMERCIAL WATER SERVICE**

Minutes reference date: 16 January 1989

Page: 411

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**POLICY STATEMENT**

When commercial water service is required, the following shall be the policy of Council:

- a) When a commercial water service is required, a cost estimate will be prepared by our Engineering staff and forwarded to the client.
- b) When the client places the order for the service, he will present to the Town a certified cheque to cover the estimated cost of this work.
- c) If the actual cost of the work exceeds the estimate, the client will pay the Town the additional monies. If the actual cost is less than the amount of the deposit, the Town will refund to the client those monies due him.

**NOVA SCOTIA UTILITY AND REVIEW BOARD****IN THE MATTER OF THE PUBLIC UTILITIES ACT**

- and -

**IN THE MATTER OF AN APPLICATION** by the **TOWN OF AMHERST** on behalf of its **WATER UTILITY** for Approval of Amendments to its Schedule of Rates and Charges for Water and Water Services and its Schedule of Rules and Regulations

**BEFORE:**  Jennifer L. Nicholson, CAP, CA, Member

**ORDER**

The Town of Amherst, on behalf of its Water Utility, applied to the Board for approval to amend its Schedule of Rates and Charges for Water and Water Services and its Schedule of Rules and Regulations.

After due public notice, a hearing was held on March 1, 2022.

The Schedule of Rates and Charges, including the public fire protection charge, as filed in the rate study, received November 12, 2021, and attached hereto as Schedules "A", "B" and "C" be approved, for Water and Water Services supplied on and after April 1, 2022, April 1, 2023, and April 1, 2024, respectively.

The Schedule of Rules and Regulations, as amended in the response to undertaking received March 2, 2022, and attached hereto as Schedule "D", be approved effective April 1, 2022.

**DATED** at Halifax, Nova Scotia, this 29<sup>th</sup> day of March 2022.

  
Clerk of the Board

**SCHEDULE "A"**  
**TOWN OF AMHERST**  
**WATER UTILITY**  
**SCHEDULE OF RATES FOR WATER AND WATER SERVICES**



(Effective for water supplied on and after 1 April 2022)

**RATES**

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Amherst.

1. **RATES:**

<b>(a) <u>Base Charges</u></b>	<b><u>Quarterly</u></b>
Unmetered (assuming 255 cubic meters per year)	89.72
Size of Meter	
5/8"	36.95
3/4"	53.76
1"	87.39
1.5"	171.47
2"	272.35
3"	541.39
4"	844.05
6"	1,684.78
8"	3,029.95

**(b) Consumption Rate (per cubic meter)**

\$ 0.828 per cubic meter

**(c) Minimum Bill**

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2022 the sum of \$829,844.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$250.00
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Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$300.00
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4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of

\$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. CONNECTION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer, for any reason requests that the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any additional fees charged by the bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$3.16 per cubic meter or part thereof with a minimum charge of \$ 75.00. Such charge shall be rendered for each loading.

**SCHEDULE "B"**  
**TOWN OF AMHERST**  
**WATER UTILITY**  
**SCHEDULE OF RATES FOR WATER AND WATER SERVICES**



(Effective for water supplied on and after 1 April 2023)

**RATES**

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Amherst.

1. **RATES:**

<b>(a)</b>	<b><u>Base Charges</u></b>	<b><u>Quarterly</u></b>
	Unmetered (assuming 253 cubic meters per year)	92.57
	Size of Meter	
	5/8"	38.18
	3/4"	55.55
	1"	90.31
	1.5"	177.20
	2"	281.47
	3"	559.53
	4"	872.34
	6"	1,741.25
	8"	3,131.52

(b)

Consumption Rate (per cubic meter)	
\$ 0.860	per cubic meter

(c) **Minimum Bill**

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2023 the sum of \$843,004.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$250.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$300.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of

\$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. CONNECTION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer, for any reason requests that the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any additional fees charged by the bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$3.26 per cubic meter or part thereof with a minimum charge of \$ 75.00. Such charge shall be rendered for each loading.



**SCHEDULE "C"**  
**TOWN OF AMHERST**  
**WATER UTILITY**  
**SCHEDULE OF RATES FOR WATER AND WATER SERVICES**

(Effective for water supplied on and after 1 April 2024)

**RATES**

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Amherst.

1. **RATES:**

(a)	<b><u>Base Charges</u></b>	<b><u>Quarterly</u></b>
	Unmetered (assuming 252 cubic meters per year)	95.81
	Size of Meter	
	5/8"	39.49
	3/4"	57.48
	1"	93.45
	1.5"	183.40
	2"	291.33
	3"	579.15
	4"	902.95
	6"	1,802.39
	8"	3,241.49

(b)	Consumption Rate (per cubic meter)	
	\$ 0.894 per cubic meter	

(c) **Minimum Bill**

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2024 the sum of \$867,516.

For subsequent years, the annual public fire protection rate shall be based on the above or:

(a) the sum of 47.8 % of transmission and distribution, taxes and depreciation expenses of the Utility and return on rate base of the immediately preceding year, plus

(b) 10 % of all other expenses, whichever is the greater.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$250.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$300.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. CONNECTION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer, for any reason requests that the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any additional fees charged by the bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep

the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$3.38 per cubic meter or part thereof with a minimum charge of \$ 75.00. Such charge shall be rendered for each loading.



**SCHEDULE "D"**  
**TOWN OF AMHERST**  
**WATER UTILITY**  
**GOVERNING THE SUPPLY OF WATER AND WATER SERVICES**

(Effective 1 April 2022)

1. In these Rules and regulations, unless the context otherwise requires, the expression:

**"Town"** means the Town of Amherst

**"Utility"** means the Water Utility of the Town of Amherst

**"Customer"** means a person, firm or corporation who, or which, contracts to be supplied with water at a specific location or locations.

**"Municipality"** means the Municipality of the County of Cumberland

**"Domestic Service"** means the type of service supplied to the owner or his authorized agent or to the occupant or tenant of any space or area occupied for the distinct purpose of a dwelling house, rooming house, apartment, flat, etc.

**"Flat Rate Service"** means that type of unmetered service charged for by all flat rates.

**"Metered Rate Service"** means that type of service charged for at metered rates and is supplied to customers other than those supplied by fixture and flat rate service. Metered rate service is required for all new services except mobile homes.

2. **LIABILITY FOR PAYMENT OF WATER BILL:** An agreement is deemed to exist between a customer and the Utility for the supply of water service at such rates and in accordance with these Regulations by virtue of:

a) the customer applying for and receiving approval for water service;

b) the customer consuming or paying for water service from the date that the customer who is a party to an agreement pursuant to clause (a) (the customer of record) moves out of the premises, in which case the customer of record shall remain jointly and severally liable for the water service account up to the date the Utility is notified that the customer of record wishes to terminate the supply of water service.

A property owner who rents or leases a property or self contained unit to a tenant or lessee shall be the customer. The property owner shall be required to open an account for the provision of water at the property that is rented or leased.

c) Any person, business or corporation that receives water service without the consent of the

Utility, shall be liable for the cost of such water service which cost shall be determined in the sole discretion of the Utility based upon its reasonable estimate of the amount of water utilized.

3. **DEPOSITS:** When required, an applicant for service shall deposit with the Utility a sum equal to the estimated charges for such service for a period of six months. The estimated charges will be based on the minimum bill for metered customers. This deposit shall be held by the Utility as collateral security for the payment of the customer's bills, but is not to be considered as a payment on account thereof. When the customer ceases to use the service and discharges all his liability to the utility in respect of such service, the deposit shall be returned to him with interest at the rate of 2% per annum, not compounded.
4. **REFUSAL OF SERVICE:** Service may be refused or suspended to any customer who has failed to discharge all of his liabilities to the Utility.
5. **BILLING:** If a contract is entered into or terminated at any time other than a regular billing date, the amount to be charged to the customer shall be the pro rata proportion to the next billing date, of the regular service charge for the billing period, plus the consumption charge, if any.
6. **PAYMENT OF BILLS:** Bills shall be rendered to each customer at intervals of approximately three months and are due and payable when rendered. Bills not paid within 30 days of the date rendered, shall incur an interest charge at the prescribed monthly rate for each month or part thereof.
7. **ADJUSTMENT OF BILLS:**
  - (a) Where meters exist - If the seal of a meter is broken or if a meter does not register correctly, the bill for that water service shall be estimated in accordance with the best data available. Any customer desiring to question a water bill must do so in writing within 30 days of the bill being rendered.
  - (b) Customers Under billed - Should it be necessary for the Utility to make a billing adjustment as a result of a customer being under billed for any reason, such adjustment shall be retroactive for a maximum of four billing periods or one year, whichever is the longest. Notwithstanding the above, in the event that a billing adjustment is the result of the customer's illegal connection to the water system or willful interference or damage of metering equipment (where they exist), the billing adjustment in such circumstances will not be limited to one year or four billing periods, but rather the customer shall be responsible for all payments of such accounts from the date such illegal connection or interference to meter equipment took place.
  - (c) Customer Over billed - Should it become necessary for the Utility to make a billing adjustment as a result of a customer being over billed for any reason, such adjustment will be estimated by the Utility, and the Utility will be responsible for payment of the over billed amount with interest calculated on the basis of current simple interest paid by the bank.

8. **ESTIMATED READINGS FOR BILLING PURPOSES - METERED CUSTOMERS:** If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available, subject, however, to the provision that in no circumstance will an estimated reading be used for more than two (2) consecutive billing periods. If an estimated bill is rendered for two (2) consecutive billing periods, the Utility shall notify the customer by regular mail that arrangements must be made for the Utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimated bill or bills shall be adjusted accordingly.
9. **SUSPENSION OF SERVICE FOR NON PAYMENT BILLS:** The Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered.
10. **WATER TO BE SUPPLIED BY METER:** The Utility may at any time install a meter on the premises of any customer. The Utility shall determine the size and type of meter to be installed in each case. All meters shall be the property of the Utility.
11. **INSTALLATION AND REMOVAL OF METERS:** Meters shall be installed and removed only by employees or duly authorized representatives of the Utility and no other person shall install, alter, change or remove a meter without the written permission of the Utility. The plumbing and connections shall be properly prepared to receive the installation of such meters to the approval of and without expense to the Utility.
12. **METER READERS:** Each meter reader shall be provided with an official identification, which he/she shall exhibit on request.
13. **ACCESS TO CUSTOMER'S PREMISES:** Representatives of the Utility shall have right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of inspecting any water pipes or fittings, or appliances, or discontinuing service, or for the purpose of installing, removing, repairing, reading or inspecting meters. The Utility shall have the right to suspend service to any customer who refuses such access.
14. **LOCATION OF METERS:** The Utility shall have the right to refuse service to, or suspend the service of, any customer who does not provide a place which, in the opinion of the Utility, is suitable for the meter. It should be in the building served, at or near the point of entry of the service pipe, in a place where it can be easily read and where it will not be exposed to freezing temperatures.  
  
Where the premises of a customer are of such a nature that a meter cannot be properly installed in a building or if the building is not sufficiently frost-proof as to guarantee the safety of the meter, the Utility may order the construction of a suitable frost-proof box in which the meter can be installed. Service to such premises may be refused or suspended until such a frost-proof box approved by the Utility is installed.
15. **DAMAGE TO WATER METERS:** Each customer shall be responsible for the meter installed on his service and shall protect it. He shall be liable for any damage to the meter resulting from

carelessness, hot water or steam, or the action of frost or from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter shall be paid by the customer. If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid.

16. **METER TESTING.** On the request to have their meter tested, the Utility may charge the sum of \$50.00 to defray, in part, the cost of making the test for meters up to 1 ½ inch in size. In the case of meters 1-1/2 inches and larger, the actual cost of the test will be paid by the customer. If the test shows that the meter is over registering by more than one and one half percent (1 ½%) for positive displacement meters and three percent (3%) for turbine or compound meters, the sum so deposited will be refunded to the customer.
17. **PLUMBING TO BE SATISFACTORY:** All plumbing, pipes and fittings, fixtures, and other devices for conveying, distributing, controlling, or utilizing water which are used by a customer and are not the property of the Utility, shall be installed in the manner provided by the Regulations of and be approved by the proper official of the Town of Amherst and/or the operators of the Utility. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied the Utility that these requirements have been met. The supply of water may be discontinued to any customer at any time if, in the opinion of the proper official of the Town of Amherst and/or the operator of the Utility, the plumbing, pipes, fittings, fixtures, or other devices as hereinbefore mentioned, or any of them, fail to comply with the above requirements, or if any part of the water system of such customer or the meter is in any unsuitable, dirty, unsanitary or inaccessible place. Service shall not be re-established until such condition is corrected to the satisfaction of the Utility.
18. **REMOTE REGISTERING WATER METERS:** When a remote registering water meter is installed on a customer's premises under a general outside register installation program of the Utility, then the cost of the meter and its installation shall be paid by the Utility. The meter shall become the property of the Utility which shall become responsible for its operation, maintenance and replacement. Any damage to the meter caused by the negligence or wrongful acts or omissions by the customer, his agents or members of his family, shall be paid for by the customer, and the failure by the customer to make the payment shall entitle the Utility, after making a forty day written demand for the payment, to disconnect the water service to the customer.
19. **CROSS CONNECTION CONTROL & BACKFLOW PREVENTION:**
  - (a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as "person" shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, any piping fixtures, fittings container or appliance in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.
  - (b) Where, in the opinion of the Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the Utility may require the customer,

at the customers sole cost and expense, to install at any point on the customers water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the Utility.

(c) All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility on any or all tests performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device; and the test date, the tester's initials, the tester's name, the name of his employer, and the tester's license number.

(d) Installation, maintenance, field-testing and selection of all BFP devices shall fully conform to the latest revision of CSA B64.10 and CSA B64 series.

(e) In the event of any breach, contravention or non-compliance by a person of any of the provision and regulations in a sub-paragraphs (a),(b),(c) or (d) the Utility may:

(i) suspend water service to such person, or

(ii) give notice to the person to correct the breach, contravention or non-compliance within 96 hours, or a specified lesser period. If the person fails to comply with such notice, the Utility may immediately thereafter suspend water service to such person.

20. **DANGEROUS CONNECTIONS:** No connection shall be permitted to any installation; equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.
21. **PROHIBITED DEVICES:** Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as, for example, booster pumps, quick-opening or quick-closing valves, flushometers, water operated pumps or siphons, standpipes, or large outlets for supplying locomotives or ships, etc., which may occasion sudden large demands of short or long duration, thereby requiring oversize meters and pipe lines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.
22. **IMPROPER USE OR WASTE OF WATER:** No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and /or apartment building from a single service, nor shall he sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility.
23. **SERVICE PIPES:** Upon receipt of an application for service to any premises located on any

portion of a street through which portion a main water pipe is laid and which premises are not already provided with water service, the Utility shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than 3/4" in diameter shall be laid for any service.

The Utility shall supply and install the 3/4" service pipe and fittings between the main pipe and the street line. The necessary excavation for the installation of the service pipe, backfilling and replacement of the street and sidewalk surfaces from the water main in the street to the street-line shall be carried out by the Utility and paid for by the applicant. The applicant shall be responsible for the excavation and the supply and installation of the service pipe including restoration from the street-line to the premise and all such work shall be carried out without cost to the Utility.

For services larger than 3/4" the whole cost shall be borne by the customer, less the cost of a 3/4" service from the main to the street line.

Should any person make application for more than one service to his premises, the decision as to the necessity of the additional service shall be made by the Utility, and if the additional service is installed, the total cost thereof from the main to the customer's premises shall be paid by such applicant.

All services must be installed in accordance with the Rules and Regulations of the Town and to the satisfaction of the Utility.

When a service has been installed without objection from the customer as to the location of the same, no subsequent removal of or alteration to the position of the pipe shall be made except at the expense of the customer requesting such removal or alteration.

24. **REPAIRS TO SERVICES:** If a leak or other trouble occurs it shall be repaired as soon as possible. If the leak or trouble occurs in a service line providing non-fire protection water supplies between the main and the property line it shall be repaired by the Utility at its expense. If the leak or trouble occurs elsewhere in a service line providing non-fire protection water supplies, it shall be repaired by the customer at his/her expense.

If the leak or trouble occurs in a service line which provides private fire protection services (sprinkler or hydrant) it shall be repaired by the customer at his expense.

If a leak occurs on the customer's portion of his service pipe and, after being notified of same, he refuses or unduly delays to have repairs made, the Utility may discontinue the supply of water to such service pipe if, in its opinion, such action is necessary in order to prevent wastage of water. The Utility shall notify the customer affected of its intention to discontinue such supply.

25. **UNAUTHORIZED EXTENSIONS, ADDITIONS OR CONNECTIONS:** No person shall, without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water therefrom in any manner other than as set out in these Regulations.

26. **SEASON FOR LAYING PIPES:** The Utility shall not be required to lay any pipe at any season of the year or at any time which, in its opinion, is not suitable.
27. **PRIVATE FIRE PROTECTION:** Fire protection lines within buildings shall be installed so that all pipes will be open and readily accessible for inspection at any time, and no connection for any purpose other than fire protection shall be made thereto. Unless approved by the Utility in writing, no fire protection line shall be connected in any way to a metered service.
28. **LIABILITY OF UTILITY:** The Utility shall not be deemed to guarantee an uninterrupted supply or a sufficient or uniform pressure and shall not be liable for any damage or injury caused or done by reason of the interruption of supply, variation of pressure or on account of the turning off or turning on of the water for any purpose.
29. **INTERFERENCE WITH UTILITY PROPERTY:** No person, unless authorized by the Utility in writing, shall draw water from, open, close, cut, break, or in any way injure or interfere with any fire hydrant, water main, water pipe, or any property of the Utility or obstruct the free access to any hydrant, stop cock, meter, building, etc., provided, however, that nothing in this paragraph contained shall be deemed to prevent an officer or member of the Fire Department engaged in the work of such Department, from using any hydrant or other source of water supply of the Utility for such purpose.
30. **SUSPENDING SERVICE FOR VIOLATION:** Whenever, in the opinion of the Utility, violation of any of these Rules and Regulations is existing or has occurred, the Utility may cause the water service to be suspended from the premises where such violation has occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been removed.
31. **RESUMPTION OF SERVICE:** In all cases where water service has been suspended for violation of any of these rules, service shall not be restored until the cause for violation has been removed.
32. **SPRINKLER SERVICE MAINS AND HYDRANT SYSTEM:** The customer shall be responsible for the cost of installing and maintaining a sprinkler service pipe from the main in the street to the building. It shall include a proper size control valve so that the service may be shut off if necessary. If requested by the applicant, a domestic service pipe may be connected to the sprinkler service pipe, but only if it is connected outside the building foundation wall and is provided with an approved shutoff valve located outside the building to permit control of the domestic service pipe without the necessity to enter the building. Before any domestic service pipe is connected to a sprinkler service pipe, the applicant must obtain approval from the appropriate authority and provide the Utility with a certified copy of such approval. The utility shall supervise the installation of same. When the private fire protection system includes private hydrants, these hydrants must be flushed during the Utility's regular flushing periods, under the supervision of the Utility's personnel. These hydrants shall be maintained in a manner, or on a regular basis as approved by the Utility. Fire protection lines within buildings shall be so installed that all pipes will be open and readily accessible for inspection at any time and no connection other than for fire protection shall be made thereto.

The location and spacing of hydrants in new construction shall be installed in accordance with the

Town of Amherst's Subdivision Regulations. All hydrants in the water system, including those on transmission mains, are available for fire protection.

33. **PRESSURE REDUCING VALVES:** Where, in the opinion of the Utility, it is necessary for proper water service, a customer shall install on the service pipe, between the meter and the shut off valve on the supply side of the meter, a pressure reducing valve of a type satisfactory to the Utility. The customer shall be responsible for the cost of installing and maintaining the pressure reducing valve at all time.
34. **PRESSURE RELIEF VALVES:** Whenever a pressure reducing valve has been installed by a customer in accordance with Regulation 33, the customer shall, for his own safety and protection, install on his hot water boiler and any other hot water heating device connected to the building's plumbing system, a pressure relief valve of an approved type, as well as an approved temperature limiting device. It shall be the customer's responsibility to maintain and keep in service the pressure relief valve at all times.
35. **EXTENSIONS:** Upon request of any owner or owners of property situated on any street or highway, in which a water main has not been laid, for the extension of water service thereto, such extension may be made upon execution of an agreement with the owner or owners on such terms and conditions as may be approved by the Utility and as approved by the Nova Scotia Utility and Review Board.
36. **DEPOSITS IN ADVANCE:** When a customer requests the Utility to do work for which they are required to pay and the Utility agrees to do the work, the Utility may require, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work. When the actual cost is determined an adjustment in the payment shall be made. Regular service shall not be established by the Utility until all charges are paid in full.
37. **NO RESELLING WATER:** The Utility shall supply water only to customers for which there exists a contract. Water resold to others without the expressed written consent of the Utility is prohibited. In the event that a customer is reselling water to others without prior approval by the Utility, the Utility may suspend service to the premises until such time the approval to resell is granted.
38. **WATER CONSERVATION DIRECTIVES:** The Utility may issue conservation of water directives to its customers, if in the opinion of the Utility, such directives are required to permit the Utility to provide reliable continuous water service to all customers served by the Utility. During such times as these directives are in force, customers who do not comply with the directives may have their water service suspended until such time as they agree to comply with the directive or upon suspension of the water conservation directive, whichever occurs first. Such customers shall be required to pay the Charge for Re-establishing Water Service as laid out in the approved Schedule of Rates for the Utility.

# MEMO

To: Mayor Small and Members of Council  
From: Aaron Bourgeois, Director of Operations  
Date: June 15, 2026  
Re: Bill Riley Head and Bust Sculpture Update

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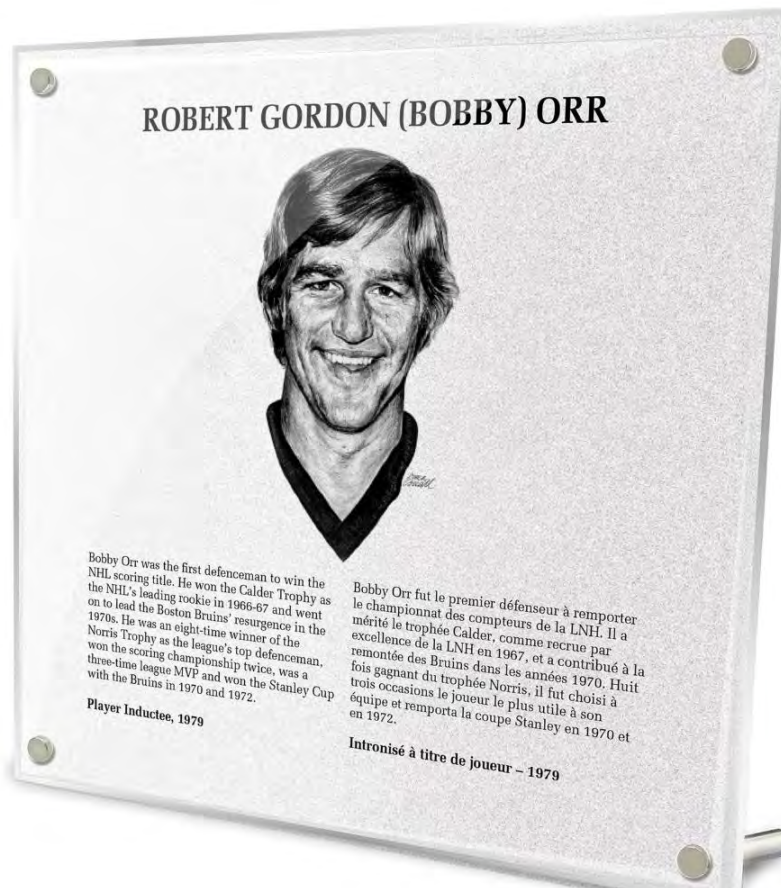
A the the April 20,2026 Committee of the Whole meeting Council passed the following motion:

*That staff be directed to collaborate with relevant federal, provincial, sports and business stakeholders and Mrs. Gladys Riley with an expedited intention to solicit financial and in-kind support and that the Town of Amherst contribute to the fabrication of a memorial James William “Billy Riley” head and bust sculpture monument to be placed in the lobby next to the ice surface of the Amherst Stadium and a fitting celebration event to accompany the same during the 26/27 hockey season, and further that it should be noted that such a monument “head and bust sculpture” could be portable in the event a new facility is built.*

Since that time staff have been in contact with Bruce Rainnie, President and CEO of the Nova Scotia Sports Hall of Fame. Mr. Rainnie advised that the cost of a head and bust sculpture would be in the range of \$40,000-\$50,000 plus the cost of mounting and a display case.

Staff will be reaching out to potential funding partners and will advise Council if a financial contribution from the Town is required as an amendment to the capital budget may be required.

Staff respectfully suggest that Council consider a bronze plaque as an alternative form of recognition. A plaque could be incorporated into a broader display, potentially alongside Mr. Riley’s hockey jersey, stick, or other memorabilia, creating a more comprehensive tribute. This approach may also provide a flexible and scalable model for recognizing other prominent athletes, builders, or volunteers in the future who have made lasting and significant contributions to sport.



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**TO:** Mayor Small and Members of Council

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

**DATE:** June 15, 2026

**SUBJECT:** ATV Access – Road Trail Bylaw

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**ORIGIN:** Council gave the following direction at its May 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 forward to the June 22, 2026 regular meeting, the proposed Road Trail Bylaw First Reading, and direct staff to give Eddy Street residents notice of the Bylaw.

**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 Bylaw would designate Eddy Street as a “Road Trail”. Assuming this bylaw 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. No engagement has taken place for the Eddy Street access. Staff recommend that letters be sent property owners and residents on Eddy Street to ensure they are aware of this initiative.

The Traffic Authority have reviewed the draft bylaw.





**COMMITTEE OF THE WHOLE**

**CDR# 2026074**

**Date: June 15, 2026**

**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:** Letters to Eddy Street residents advising them of the Bylaw.

**ALTERNATIVES:** Do not approve the Bylaw.

**ATTACHMENTS:** Draft Road Trails Designation By-Law

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

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**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:

<b>Road Trails Designation Bylaw P-10 Adoption</b>	
<b>First reading:</b>	
<b>Notice of Publication:</b>	
<b>Second Reading:</b>	
<b>Notice of Publication and Effective Date of Bylaw:</b>	
<b>Notice to Service Nova Scotia &amp; Municipal Relations:</b>	

**VERSION LOG**

<b>Bylaw Owner</b>	<b>Amendment Description</b>	<b>Council Approval Date</b>
	o ;	

Minutes reference date:

DRAFT

# MEMORANDUM

To: Mayor Small and Members of Amherst Town Council  
From: Councillor Ripley  
Date: June 15, 2026  
Subject: **Information Kiosks**

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I would like to make a motion for town staff to dismantle/take down the information kiosks in the downtown area.

# MEMO

**TO:** Mayor Small and Members of Council

**FROM:** Andrew Fisher, Director of Planning & Economic Development

**DATE:** June 15, 2026

**RE:** **1 Albion Street – Development Agreement Application**

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At its June 22<sup>nd</sup> regular meeting, Council will consider first reading and the scheduling of a public hearing for an application submitted by the YMCA Cumberland to permit the construction of a 36-unit apartment development at 1 Albion Street. The following documents are attached to this memo:

- Public Participation Summary and written comments
- Staff report package submitted to the Planning Advisory Committee (PAC)
- Draft PAC meeting minutes from June 1, 2026
- Letters submitted following the June 1 PAC meeting

An advertised Public Participation Opportunity was held on March 30, during which members of the public expressed both support for and concerns about the proposed development. At its April 7<sup>th</sup> meeting, the Planning Advisory Committee (PAC) passed a motion to defer a recommendation and requested additional information and revisions related to parking, the need for the second 12-unit building, and the overall intensity of development on the site. In response, the developer addressed these matters, as well as several other concerns raised in the process. As outlined in the staff report, the proposed development is consistent with the intent and applicable policies of the recently adopted Municipal Planning Strategy (MPS).

Although the core function of the PAC is to make recommendations to Council based solely on relevant MPS policy, the Committee failed to second a motion that recommended Council approval. No other motions were put forward. This failure to provide Council with meaningful advice on a policy-compliant application raises serious concerns about the PAC's ability to fulfill its mandate. Such outcomes undermine the value of the Committee's role, the ability to recruit effective resident appointees, and the willingness of developers to bring development proposals forward.

**Town of Amherst  
Public Participation Opportunity  
Summary**

**Date:** March 30, 2026  
**Time:** 5:00 pm  
**Location:** Council Chambers, Town Hall

**Council Present:** Councillor Kathy Wells  
Councillor Hal Davidson  
Councillor Nic Furlong  
Councillor Terry McManaman  
Councillor Dwayne Ripley

**PAC Members Present:** Ronald Wilson, PAC Chair, Citizen Representative  
Paul Diamond, PAC Citizen Representative

**Staff Present** Andrew Fisher Director, Planning & Economic Development  
Torben Laux, Planner  
Marc Buske, Building Official  
Sean Payne, Marketing & Communications Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. Call to Order**

Andrew Fisher called the Public Participation Opportunity to order.

**2. Territorial Acknowledgment**

Andrew Fisher gave the Territorial Acknowledgement.

**3. Introduction**

Andrew Fisher introduced the Town of Amherst staff, members of Council and members of the Planning Advisory Committee that were in attendance as observers and explained the development agreement process.

**4. Development Agreement Application - 1 Albion Street**

**4.1 Staff Reports / Presentations**

Torben Laux presented the application for a Development Agreement on the property located at 1 Albion Street (PID 25009432) to permit the construction of a 24-unit and 12-unit Apartment Building.

**4.2 Public Participation Opportunity**

Andrew Fisher read the written submissions received from Sarah MacMaster (Maggie's Place) and Brian Pascher (9 Fullerton Street).

Trina Clarke, CEO for the YMCA of Cumberland (the applicant) presented more detailed information regarding the proposed development stating the units would be affordable and that they are proposing one, two and three-bedroom apartments in the 24-unit building, and studio apartments that will be used for transitional housing in the 12-unit. She also indicated there will be office space for Cumberland YMCA staff on the main floor of the 24-unit building.

Rhonda Perry of 36 Crescent Avenue expressed concern with snow and solid waste removal and that the equipment used to do so will be too large, adding that parking must be designed so vehicles do not have to back out, further asking what the dimensions of the length of the parking lot are. She spoke to the heavy traffic in the area and feels this development will make it much worse, adding that police often park in front of her residence to monitor traffic in the area, that the proposed increase in traffic will make it unsafe and that this is already a dangerous intersection for pedestrians. She is worried that the apartments will be overcrowded, that there is no real green space around the buildings for children to play, that it is in close proximity to the Little Lamb's Day Care Centre, and that there will be an increase in taxi and delivery traffic. She is also concerned with where residents will go to smoke and that it will lead to an increase in loitering in the neighborhood.

Victoria Vance, community member, mother and Executive Director with Nova Scotia Works CANSA stated that in her role as someone who works with Nova Scotia employment services, she strongly supports the YMCA of Cumberland's supportive and affordable housing initiative, adding that she sees everyday how stable housing helps individuals find and maintain employment, and increase skills and career development. She knows that change can be hard; however, she believes the community needs more affordable housing and proposals such as this are always for the better. She added that developments like these strengthen the social fabric, contribute to safer and more inclusive neighborhoods, they reduce the pressure on crisis services, and create opportunities for people more fully in community life. She further believes every child deserves a safe, stable place to call home and supportive housing provides this giving them a better chance to thrive, and what better place than directly across from the YMCA.

When asked if any of the questions could be answered, Andrew Fisher replied that snow and solid waste removal requirements would be stipulated in the development agreement, and that traffic studies for developments similar to this proposal have shown that an increase in traffic would not be significant, especially in a downtown area as there are already heavy volumes of traffic. He stated that the Town does not limit the number of residences permitted in a unit, however the YMCA is a community builder, and he is confident that they will not allow the proposed units to be overcrowded. He further added that these are questions that the Planning Advisory Committee and ultimately Council will have to consider as part of the process.

Rhonda Perry again spoke to the fact that she has lived here for 42 years, adding that she knows how things go. This will pass no matter what and it will cost money to appeal it. She feels the Town is going to do what the Town is going to do whether right or wrong, and that she could have a whole list going back a lot of years.

## **5. Closing**

There being nothing further from the public, Mr. Fisher indicated that the next Planning Advisory Committee meeting will be held on April 7, 2026, at 4:30 PM. He thanked everyone for coming and for their input and closed the public participation opportunity.

## Cindy Brown

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**From:** Natalie LeBlanc  
**Sent:** March 25, 2026 10:44 AM  
**To:** Andrew Fisher; Torben Laux; Cindy Brown  
**Subject:** FW: Letter of Support for 1 Albion Street Proposed Apartments  
**Attachments:** Letter of Support for 1 Albion St Proposed Apartments.pdf

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**From:** Sarah MacMaster <sarah@maggiesplace.ca>  
**Sent:** March 25, 2026 10:36 AM  
**To:** Natalie LeBlanc <NLeBlanc@amherst.ca>  
**Cc:** Trina Clarke <trina.clarke@cumberland.ymca.ca>; Aiden Kivisto <aiden.kivisto@cumberland.ymca.ca>  
**Subject:** Letter of Support for 1 Albion Street Proposed Apartments

Hi Natalie,

As someone who lives, works, and plays in the Town of Amherst I fully support this initiative; not only as a citizen but as the director of an organization rooted in enhancing the health and well-being of families and community.

Sincerely,

Sarah MacMaster  
Pronouns: she/her  
Executive Director  
Maggie's Place – A Resource Centre for Families (Cumberland & Colchester)  
11 Elmwood Drive  
Amherst, N.S.  
B4H 2G7  
Phone: (902) 667-7250 Ext 101  
Fax: (902) 667-0585  
Email: [maggies@ns.sympatico.ca](mailto:maggies@ns.sympatico.ca)  
Web site: [www.maggiesplace.ca](http://www.maggiesplace.ca)  
Charitable Number: 14080 1184 RR0001



Maggie's Place Family Resource Centre recognizes that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship". We are all Treaty people.



March 25, 2026

Natalie LeBlanc  
Municipal Clerk  
98 East Victoria Street  
Amherst, NS

Re: Letter of Support for 1 Albion Street Apartments

On behalf of Maggie's Place: A Resource Centre for Families Association, I am writing to express our strong support for the proposed apartment buildings at 1 Albion Street in Amherst.

As an organization dedicated to supporting families and strengthening communities, we see firsthand the growing challenges many individuals and families face in securing safe, stable, and affordable housing. In the midst of the current housing crisis, too many in our community are forced to make impossible choices between paying rent and meeting basic needs such as food.

Access to affordable and supportive housing is foundational to the well-being of families and community members. When individuals have a safe and stable place to live, they are better able to care for their health, support their children's development, maintain employment, and participate meaningfully in their community. Housing stability is directly linked to healthier outcomes for children, stronger family units, and more resilient communities overall.

The proposed development at 1 Albion Street represents an important step toward addressing these urgent needs in Amherst. By increasing the availability of affordable and supported housing options, this project will provide critical support to some of our community's most vulnerable residents. In turn, this investment will contribute to a healthier, more inclusive, and more sustainable community for everyone.

Maggie's Place strongly encourages the approval and advancement of this project. We believe that developments like this are essential to ensuring that all families and community members can thrive.

Sincerely,

Sarah MacMaster  
Executive Director

**Subject:** FW: Proposal for development of 1 Albion Street

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**From:** Brian Pascher <[REDACTED]>  
**Sent:** March 29, 2026 10:10 AM  
**To:** Torben Laux <[tlaux@amherst.ca](mailto:tlaux@amherst.ca)>  
**Subject:** Proposal for development of 1 Albion Street

Hi Torben. I cannot attend the 5 pm public meeting tomorrow to discuss the 1 Albion Street project. However I would like to table a concern to the panel regarding the development. I live on Fullerton Street. My observation of traffic flows through this street indicate its frequent use as a shortcut for Albion street traffic attempting to circumvent the church street turn ( by the Y) to travel downtown. The proposal calls for a location that would be primarily accessed off Crescent. This means a one way access travelling south off Church, or alternatively if you're travelling down Albion, turning up Fullerton as the quickest route. This ultimately will mean more traffic flow through Fullerton. Will the town consider the following: acknowledge the need for a sidewalk on Fullerton, or, improve the infrastructure quality of the street, eg posted road speed and lane markings to address what will surely be increased travel flow with a 36 unit building? Thanks !

Brian Pascher  
9 Fullerton St, Amherst, NS B4H 3E7

# MEMO

**TO:** Planning Advisory Committee  
**FROM:** Torben Laux, Land Use Planner, Development Officer  
**DATE:** June 1, 2026  
**RE:** **Development Agreement – 1 Albion Street** (PID 25009432)

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## PROPOSAL

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A development agreement application by the YMCA of Cumberland to permit the construction of two new buildings located at 1 Albion Street, within the Downtown Core Area. The proposal includes one three and a half-storey, 24-unit apartment building and one three and a half-storey, 12-unit apartment building, which would include the new YMCA Cumberland County Community Development Office.

## BACKGROUND INFORMATION

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The attached application briefing provides site details, neighborhood context, and building proposal specifics.

The subject property has a total area of approximately 1,705 m<sup>2</sup> (18,350 sqft) and is currently vacant land zoned Downtown Commercial. The site is located at the corner of Crescent Avenue and Albion Street and has approximately 60 metres of frontage along Crescent Avenue and 37 metres along Albion Street. The surrounding neighborhood is characterized by a mix of residential commercial and light industrial uses, including apartment buildings and converted multi-unit dwellings, reflecting the higher-density residential character typical of the downtown area.

The proposal includes two, three and a half-storey apartment buildings, with one containing 24 units and the other containing 12 units with office space dedicated for the YMCA. The combined footprint of the buildings is 628 m<sup>2</sup> (6,757 sqft), representing 37% lot coverage.

The development proposes seven on-site parking spaces, which was revised to provide better access to the solid waste collection site.

The proposal consists of two multi-unit residential buildings intended to provide affordable housing and differing levels of support that will be determined by available funding and the level of support needed. The 24-unit building will contain a mix of 3, 2 and 1-bedroom units, with four barrier-free units on the ground floor. The 12-unit will consist of bachelor units. It is important to note that the office space will contain housing supports that are already offered to some degree by the YMCA Cumberland. It is also important to note that the 12-unit building is not a shelter but is intended to provide housing for those that may have experienced homelessness in the past.

### **Affordable House – (CMHC)**

*"In Canada, housing is considered "affordable" if it costs less than 30% of a household's before-tax income. Many people think the term "affordable housing" refers only to rental housing that is subsidized by the government. In reality, it's a very broad term that can include housing provided by the private, public and non-profit sectors. It also includes all forms of housing tenure: rental, ownership and co-operative ownership, as well as temporary and permanent housing."*

### **Supportive Housing – (YMCA Service Level Agreement)**

*"The Supportive Housing Program is affordable housing with ongoing support services for individuals and families who have experienced homelessness, helping them maintain housing through personalized care for health, trauma, or substance use issues."*

*The Supportive Housing Program provides individualized, flexible and voluntary wrap-around support services, such as onsite crisis support, referrals to appropriate counselling and mental health and addictions supports, provided through funding and/or community collaborations to address needs associated with physical or mental health, trauma, or substance use that was the cause or result of experiencing homelessness."*

In addition to the YMCA Cumberland nearby that offers a variety of indoor recreational opportunities, several outdoor recreation spaces are located within a short walking distance from the subject property, including but not limited to the following:

- Church Street Multi Sport – 0.2 km
- Victoria Square – 0.4 km
- Ernie Lane Playground – 0.6 km
- Currie Park – 0.4 km
- Christie Park, Little League Fields, Rotary Playground, Centennial Park – 0.5 km

## **PUBLIC PARTICIPATION**

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A Public Participation Opportunity (PPO), advertised in accordance with the Policy for Public Participation and Notification, was held on March 30<sup>th</sup>, 2026. Members of the public were in attendance to provide input.

During the meeting, public comments primarily focused on concerns related to parking availability, increased population, limited recreational opportunities for children, snow removal, and garbage collection. Additional concerns were raised regarding the impact of larger vehicles, such as delivery trucks, the frequency and management of waste collection, and traffic conditions on Fullerton Street, which was noted as already being heavily used. Residents also expressed concerns about proximity to existing homes, including potential impacts related to privacy, noise, and policing presence, as well as questions around smoking regulations and enforcement responsibilities. The proximity of Little Lamb's Day Care was also identified as a consideration.

Several members of the public voiced support for the development, noting the importance of accommodating growth and highlighting the need for supportive and affordable housing within the community.

### **Written Submissions**

Staff received two written submissions before the PPO. One letter of support from Maggie's Place and letter of concern about the potential traffic impacts around Fullerton Street. Both of these letters can be found in the attached package.

More detailed comments are in the PPO meeting minutes in this package.

## **PLANNING ADVISORY COMMITTEE**

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The Planning Advisory Committee met on April 7<sup>th</sup> and passed the following motion:

*That the Planning Advisory Committee defer a decision to a future meeting and request additional information and/or changes to the proposal, specifically regarding the parking situation, the need for the 12-unit building, and the intensity of use on the site.*

The applicant reviewed the comments and provided an updated site plan and response to issued raised during both Public Participation Opportunity and Planning Advisory Committee. That response is attached to his report.

### **Parking:**

It should be noted that MPS Policy 5-57 exempts parking requirements for properties in the Downtown Zone. However, there are 7 on-site parking spaces provided. In addition, the YMCA is able to dedicate 10 spaces for winter overnight parking their existing or expanded lot. When combined, this provides parking for approximately 50% of the units, which proponent claims will address the anticipated parking demand for this development.

In addition, there are two public parking lots currently operated by the Town in close proximity. The George Blanch Lot is approximately 140 m by foot and the lot behind the theatre is less than 200 m away by foot. Taken together, off-street parking availability far exceeds what MPS policies require.

### **Sidewalk Extension**

The sidewalk will need to be extended from Albion Street around the corner and along Crescent Avenue. As noted in the Operation Director's feedback below, the town will be responsible for extending the sidewalk.

### **The need for the 12-unit building:**

The developer noted that the need for the 12-unit building is informed by internal and external data that indicates a demand for affordable housing in Cumberland County and across Nova Scotia.

### **The intensity of use on the site:**

As noted in the response, this development contributes to the towns desired growth within its downtown commercial and mixed-use areas.

## DEPARTMENT FEEDBACK

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Planning staff asked for feedback from the Police, Fire, and Operations departments based on the provided site plan.

The chief of police voiced his concern on whether additional parking will be provided elsewhere for tenants, especially since overnight on-street parking is not permitted in winter. Parking on Albion Street is also not considered a viable option, as it could lead to congestion near the Albion Street and Church Street intersection, where there are currently only two spaces across from Dogs to Divas.

The Director of Operations did not find any concerns with the proposed site plan. The property used to be occupied therefore, service connections are already located on the property. The extension of sidewalk along Crescent Avenue and its \$4,000 estimated cost can be completed within the department's existing operating budget for sidewalk extensions and upgrades.

## RELEVANT POLICIES

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Policy	Relevance/Application
<b>4.5.2 Downtown Zone</b>	
<p><b>Policy 4-35:</b> Council shall, through the Land Use Bylaw, permit a range of commercial uses, including but not limited to, banks, restaurants, licensed establishments, offices, accommodations, clinics, and shops within the Downtown Zone. Multi-unit dwellings shall be permitted within commercial buildings, and stand-alone multi-unit buildings shall be permitted, subject to provisions within the Land Use Bylaw. Light manufacturing uses shall also be permitted.</p>	<p>The development satisfies the general intent of this policy. The development proposes multi-unit dwellings with the smaller building facing Albion Street containing office space on the first floor.</p>
<p><b>Policy 4-38:</b> Council shall consider, in the Downtown Zone, applications for ground floor residential uses by development agreement. In considering such proposals, Council shall ensure:</p> <ul style="list-style-type: none"> <li>a. the residential use does not abut Church, Victoria and Havelock Streets;</li> <li>b. that such a conversion will not detract from the commercial character of the surrounding streetscape; the proposal is consistent with the provisions in the Land Use Bylaw for residential uses In the Downtown Zone; and</li> <li>c. the proposal complies with the general development agreement policies of Section 6.6 of this Plan.</li> </ul>	<p>This proposal conforms to this policy.</p>
<b>5.2.3 Supportive Housing</b>	

<p><b>Policy 5-2:</b> Council shall continue to work with senior levels of Government, as well as, not-for-profit and for-profit partners to increase the amount of affordable housing.</p>	<p>This proposal is in direct alignment with this policy. The YMCA is not-for-profit organization that will require senior government funding to move forward if approved. In addition, the town recognizes the need for more affordable housing by providing \$30,000 for design services on top of fee forgiveness up \$5,000.</p>
<p><b>Policy 5-7:</b> 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:</p> <ul style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>c. the bulk and massing of the building is complementary to and compatible with—but not necessarily the same as—neighbouring properties;</li> <li>d. the proposal is appropriately integrated into the built form of the existing neighbourhood through the use of setbacks and stepbacks;</li> <li>e. parking areas are planned and landscaped so as not to create adverse effects on neighbouring properties;</li> <li>f. stormwater runoff from impervious areas is appropriately managed and unlikely to cause disturbance on neighbouring properties or the natural environment; and</li> <li>g. the proposal complies with the general development agreement policies of Section 6.6 of this Plan.</li> </ul>	<p>The development satisfies the general intent of this policy in the following ways:</p> <p>It is situated along an arterial street.</p> <p>Architecture of the building is complementary to the highly variable vernacular of its surroundings. Setbacks generally align with other existing buildings along Crescent and Church Street and follow a traditional dense downtown built form.</p> <p>An engineered stormwater management plan is required in the agreement.</p>
<p><b>5.5.3 Automobile Parking</b></p>	
<p><b>Policy 5-57:</b> Council shall, through the Land Use Bylaw, exempt properties within the Downtown Commercial Zone from the minimum parking requirements within the Land Use Bylaw to promote compact, pedestrian-oriented development in Amherst’s historic downtown.</p>	<p>There will be 7 onsite parking and access to additional off-site parking. The proposal exceeds the intent of this policy.</p>
<p><b>5.6.2 Amenity Space in Multi Unit Dwellings</b></p>	
<p><b>Policy 5-73:</b> In consideration of a proposal that includes residential development enabled by development agreement, Council shall ensure adequate amenity space is provided on-site for use by residents.</p>	<p>The proposal does not meet the minimum requirements for amenity space under the LUB; however, the DA requires landscaped outdoor amenity space between and behind the</p>

	buildings. Close proximity to other town amenities is a mitigating factor.
<b>6.6.1 Development Agreements</b>	
<p><b>Policy 6-22:</b> A development agreement that has been approved by Council shall:</p> <ul style="list-style-type: none"> <li>a. specify the development, expansion, alteration, or change permitted;</li> <li>b. specify the conditions under which the development may, or may not, occur;</li> <li>c. set terms and conditions by which Council may amend or terminate and discharge the agreement.</li> </ul>	The draft DA aligns carries out the intent of this policy.
<p><b>Policy 6-23:</b> Council may specify conditions in the development agreement to bring the proposal into alignment with the enabling policy and general criteria set out in Section 6.7. Such conditions may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>a. servicing;</li> <li>b. the type, location, and orientation of structures;</li> <li>c. the architectural design of structures, including, but not limited to, bulk, scale, height, roof shape, building and cladding materials, and the shape and size and placement of doors and windows;</li> <li>d. the provision of open space and amenities;</li> <li>e. the type, size, and location of signage;</li> <li>f. the type and orientation of exterior lighting;</li> <li>g. management of solid waste, including, but not limited to, compost and recycling;</li> <li>h. pedestrian, bicycle, public transit, and vehicular circulation; i. connections to existing or planned pedestrian, bicycle, public transit, and vehicular networks;</li> <li>j. the location and number of bicycle and vehicular parking and loading spaces;</li> <li>k. access for emergency vehicles;</li> <li>l. the location and type of landscaping, including fences and other forms of screening;</li> <li>m. stormwater management, grading and erosion control;</li> <li>n. the emission of noise, odour, light, liquids, gases, and dust;</li> <li>o. the type of materials stored on site;</li> <li>p. the type of materials sold on site;</li> <li>q. hours of operation;</li> <li>r. the phasing of development;</li> <li>s. financial bonding for the construction and maintenance of components of the development, including, but not limited to, roads and landscaping;</li> <li>t. mitigation measures for construction impacts;</li> <li>u. time limits for the initiation and completion of development; and</li> <li>v. all other matters enabled in Section 227 of the Municipal Government Act.</li> </ul>	The development satisfies the general intent of this policy. Planning staff reviews aspects of this policy against the application and provided feedback to the applicant regarding the materials used on the façade. All other relevant parts of this policy are covered in the agreement as drafted.
<b>6.7 General Criteria</b>	

<p><b>Policy 6-24:</b> Council may not amend the Land Use Bylaw or enter into a development agreement unless Council is satisfied the proposal:</p> <ul style="list-style-type: none"> <li>a. is consistent with the intent of this Municipal Planning Strategy;</li> <li>b. does not conflict with any law or regulation of the Provincial or Federal Governments;</li> <li>c. is not premature or inappropriate due to: <ul style="list-style-type: none"> <li>i. the ability of the Town to absorb public costs related to the proposal;</li> <li>ii. impacts on existing drinking water supplies, both private and public;</li> <li>iii. the adequacy of central water and sewage services or, where such services are not available, the suitability of the site to accommodate on-site water and sewage services;</li> <li>iv. the creation of excessive traffic hazards or congestion on road, cycling, and pedestrian networks within, adjacent to, and leading to the site;</li> <li>v. the adequacy of fire protection services and equipment;</li> <li>vi. the adequacy and proximity of schools and other community facilities;</li> <li>vii. the creation of a new, or worsening of a known, pollution problem in the area, including, but not limited to, soil erosion and siltation of watercourses;</li> <li>viii. its impact on nearby watercourses or wetlands;</li> <li>ix. site-specific climate change risks, such as threats of flooding;</li> <li>x. the potential to create flooding or serious drainage issues, including within the site and in nearby areas;</li> <li>xi. the suitability of the site in terms of grades, soil and geological conditions, the location of watercourses and wetlands, and proximity to utility rights-of-way; and</li> </ul> </li> </ul>	<p>The proposal meets the intent of the relevant town bylaws and regulations. The town can absorb the associated public costs within existing budgets. The street network and town water, sanitary and storm sewer services can accommodate the development.</p>
<p><b>Policy 6-25:</b> Council may, in addition to any other required information, require any or all of the following information prepared by an appropriate qualified professional, at the applicant's cost, and at a level sufficiently detailed to evaluate whether the criteria for amending the Land Use Bylaw or entering into a development agreement have been met:</p> <ul style="list-style-type: none"> <li>a. a detailed site plan showing features such as, but not limited to: <ul style="list-style-type: none"> <li>i. topography;</li> <li>ii. location and dimensions of existing and proposed property and unit lines;</li> <li>iii. location of zoning boundaries;</li> </ul> </li> </ul>	<p>The proposal meets the intent of the relevant town bylaws and regulations.</p>

- iv. use, location, and dimensions of existing and proposed structures;
- v. existing and proposed watercourses and wetlands;
- vi. location and dimensions of existing and proposed road, bicycle, and pedestrian networks;
- vii. location and dimensions of driveways, parking lots, and parking spaces;
- viii. type and amount of site clearing required, if any;
- ix. location of buffers;
- x. location and dimensions of existing and proposed parks and recreation lands, whether public or private;
- xi. location of utilities;
- xii. development densities;
- b. elevation drawings of existing and proposed structures including, but not limited to, dimensions and exterior materials;
- c. a site grading plan;
- d. a landscaping plan;
- e. a drainage and stormwater management plan;
- f. a traffic impact assessment that evaluates the ability of existing road, bicycle, and pedestrian networks to accommodate traffic generated by the proposed development;
- g. a geotechnical study;
- h. a shadow study;

## **DISCUSSION & CONCLUSION**

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Staff feel the draft DA is in keeping with the general intent of the relevant policies of the MPS. The proposal addresses the need to increase access to affordable housing in a neighbourhood

that is in need of redevelopment investments. The development is also important in that it increases residential uses in the Downtown core, which increases demand for downtown businesses.

The following decision options are therefore put forward:

**OPTIONS:**

**Option One: Recommend that Council enter into the Development Agreement for 1 Albion Street as drafted.**

Option Two: Recommend that Council not enter into the Development Agreement for 1 Albion Street.

Option Three: Defer a decision and request additional information and /or changes to the proposal.

**STAFF RECOMMENDATION: Option One.**



	Issue Raised	Forum	Responsible Party	Response
1	Parking	Public Participation & PAC	Developer	<ul style="list-style-type: none"> <li>- parking allotment meets current By-law needs</li> <li>- YMCA is exploring possible parking options and has reached out to Holy Family Catholic Church for overnight parking during winter months</li> <li>- YMCA is also able to dedicate 10 parking spots for overnight parking for winter months in their own lot across the street, for the other months that there are no restrictions in place street parking will be utilized</li> <li>- It should also be noted that with supported, affordable and mixed market we do not expect more than 50% of the units to have parking needs. With 8 dedicated spots on site (including accessible) and 10 at the YMCA we will be providing the options for 50% of the units</li> </ul>
2	Increased population density	Public Participation	Town of Amherst	<ul style="list-style-type: none"> <li>- Development meets current By-law requirements and contributes to the towns desired growth within its downtown commercial and mixed-use areas.</li> </ul>
3	Play space for children	Public Participation & PAC	?	<ul style="list-style-type: none"> <li>- Greenspace and play areas are in close walking distance to site (YMCA across the street – option for subsidized memberships for all tenants, stadium nearby, Beacon Street park and Spring Street Academy: we are grateful to be in a community that offers so much recreational and greenspace options to its residents)</li> </ul>



				<ul style="list-style-type: none"> <li>- The current layout allows for a small outdoor community area which we intend to furnish and landscape for the gathering and enjoyment of the residents</li> </ul>
4	Snow removal & garbage collection	Public Participation	Developer	<ul style="list-style-type: none"> <li>- Garbage collection amenities have been adapted with consultant team</li> <li>- Will lose 3 parking spaces but see note about parking above</li> </ul>
5	Traffic impacts (circulation, crosswalks, deliveries, etc.)	Public Participation & PAC	Town of Amherst	<ul style="list-style-type: none"> <li>- Not responsibility of developer but YMCA will coordinate with Town during construction</li> <li>- Driveway access for parking area is limited to one located and is farthest it can be from the intersection.</li> </ul>
6	Privacy, noise, proximity to existing homes	Public Participation	?	<ul style="list-style-type: none"> <li>- Any new development will have a period of construction and communication around construction timelines, periods of excess noise and traffic will be sent out to neighbourhood</li> </ul>
7	Smoking regulations & enforcement	Public Participation	Town of Amherst	<ul style="list-style-type: none"> <li>- Tenants must follow all Provincial and Federal laws regarding smoking distances and use of cannabis</li> <li>- YMCA of Cumberland does not endorse the use of illicit drugs or criminal activities</li> </ul>
8	Proximity to Little Lambs	Public Participation	?	<ul style="list-style-type: none"> <li>- Little Lambs Montessori School Director has no concerns regarding the development and is in support of the project</li> </ul>
9	Sidewalk requirements	PAC	Town of Amherst	<ul style="list-style-type: none"> <li>- Town will be putting in sidewalk extension</li> </ul>
10	YMCA offices – “where would they go if they weren’t there?”, concern about increased traffic on Albion due to Y offices located in new development.	PAC	?	<ul style="list-style-type: none"> <li>- YMCA of Cumberland Community Development office was recently located at 2 Albion and there were no incidents associated with the proximity of the services provided and local traffic</li> </ul>



11	Back building – “Do they have to have that smaller building to do what they need to do?” alluded to it being eliminated and used for extra parking.	PAC	?	<ul style="list-style-type: none"> <li>- The development meets all By-law requirements, and it is the prerogative of the YMCA to build what is appropriate on site</li> <li>- The affordable housing development is informed by the need in Cumberland County and across Nova Scotia</li> <li>- Internal/external data and a housing strategy report have guided decision-making for the use of a second building</li> <li>- The second building may be funded for supportive housing by the Province of Nova Scotia, but if not, will remain affordable units</li> </ul>
12	Safety issue with building being this close to the sidewalk.	PAC	Developer/Town of Amherst	<ul style="list-style-type: none"> <li>- The setbacks of buildings and ramps are designed to meet accessibility requirements. The building setback and entrances provide adequate space and pathway widths that are separated from the sidewalk</li> </ul>

Case No: DA-2026-01

This Agreement made this \_\_\_\_\_ Day of \_\_\_\_\_ 2026.

Between:

**The YMCA Association of Cumberland** (owner of property located at 1 Albion Street [PID 25009432], hereinafter called the “Owner”),

of the one part, and

**The Town of Amherst** (a body corporate in the Province of Nova Scotia, hereinafter called the “Town”),

of the other part.

WHEREAS the Owner wishes to obtain permission pursuant to Policy 6-21 of the Municipal Planning Strategy of the Town of Amherst, to permit the construction of two new buildings, one 24-unit and one 12-unit located at 1 Albion Street, Amherst (PID: 25009432)

AND WHEREAS a condition of the granting of approval of Council is that the Owner enter into an Agreement with the Town;

AND WHEREAS the Council of the Town, at its meeting on the \_\_\_ Day of \_\_\_\_\_ 2026, approved the said Development Agreement, subject to the registered Owner of the land described herein entering into this Agreement;

AND WHEREAS the following Schedules shall be attached to and form part of this Agreement:

- (a) Schedule ‘A’ - Terms and Conditions
- (b) Schedule ‘B’ - Property Location Map
- (c) Schedule ‘C’ - Site Plan
- (d) Schedule ‘D’ – Building elevations

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the granting by the Town of the Development Agreement requested by the Owner, the Owner agrees as follows:

- 1) That the Owner is the registered owner of the aforesaid Lands in the Town of Amherst, hereinafter called the “Lands”. The aforesaid Lands are the only lands in the Town of Amherst to which this Agreement applies, and the Lands are illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may construct one 24-unit apartment building and one 12-unit apartment building on the Lands, subject to Schedules A, B, C and D.
- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any Provincial or Federal statute, act, or regulation.

- 4) Any failure of the Town to insist upon strict enforcement of any requirements or conditions contained in this Agreement shall not be deemed a waiver of any rights or remedies that the Town may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.
- 5) Should the Owner fail to act in accordance with any aspect of this Agreement, the Town shall retain the right to discharge the Agreement upon 30 days notification and / or enter the property and conduct the required work. The cost of the said work will become a lien on the property tax bill.
- 6) The Town shall issue the necessary Development Permit for the development upon expiration of the appeal period specified for Development Agreements under Section 249 of the *Municipal Government Act*, as the same may be amended from time to time, or upon the withdrawal or dismissal of any appeal which may be taken.
- 7) The Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Town in accordance with Section 229 of the *Municipal Government Act*.

DRAFT

**SIGNED AND DELIVERED**

In the presence of

\_\_\_\_\_  
Name:

**FOR THE OWNER**

\_\_\_\_\_  
Trina Clarke, Chief Executive Officer  
The YMCA Association of Cumberland

In the presence of

\_\_\_\_\_  
Name:

**THE TOWN OF  
AMHERST**

\_\_\_\_\_  
Rob Small, Mayor

\_\_\_\_\_  
Jason MacDonald, MCIP, LPP, CAO

## **Schedule A – Terms and Conditions:**

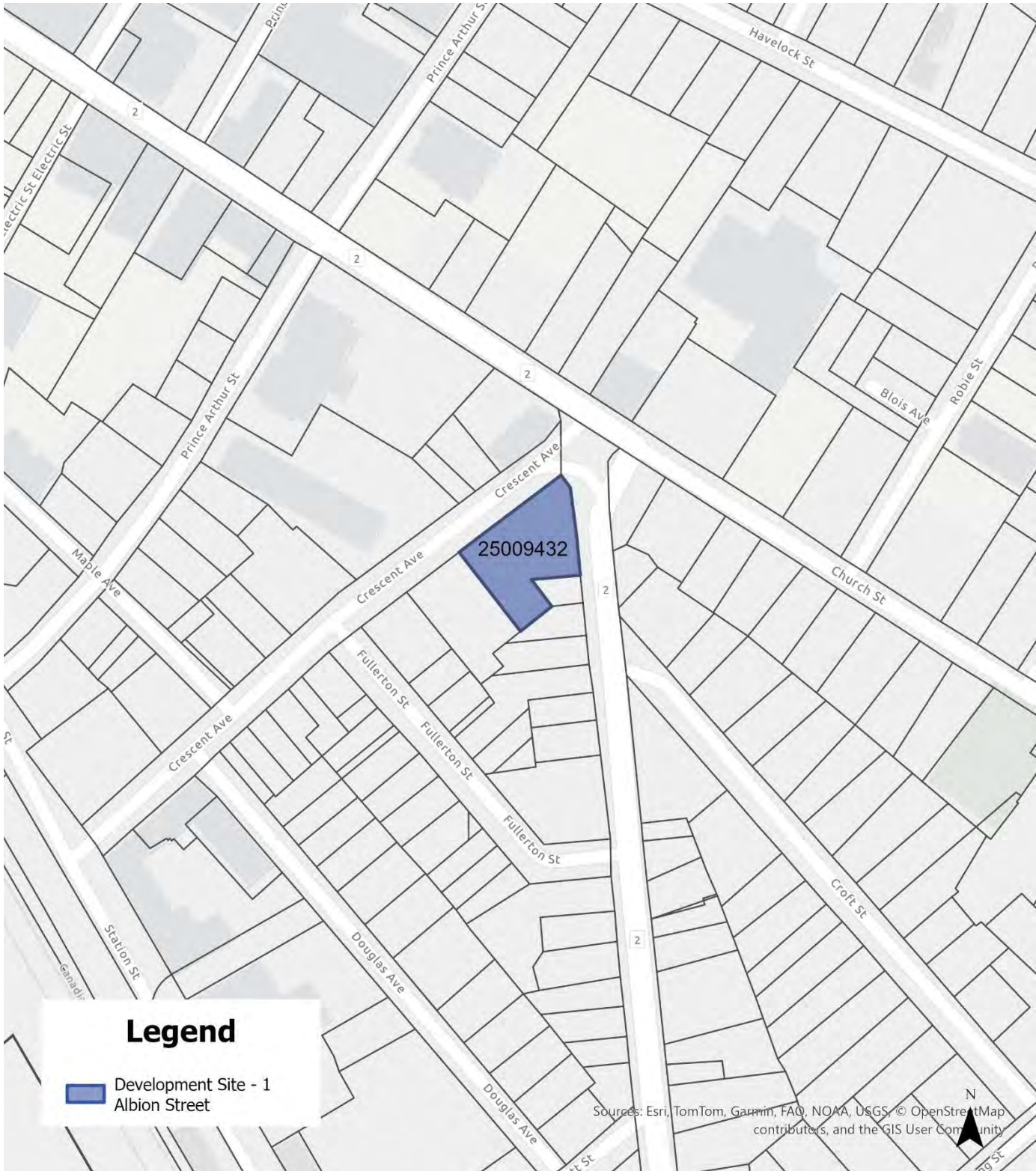
### **1. USE OF LAND AND BUILDINGS**

- 1.1. The use of the property as shown on Schedule 'B' shall be limited to one 24-unit apartment building and one 12-unit apartment building as shown on Schedule 'D'. Variations to the architectural features of the buildings, including but not limited to the locations of windows, entrances, stairways, ramps and mechanical appurtenances may be permitted to the satisfaction of the Development Officer. Such variations shall not be considered substantial.
- 1.2. The Owner shall add architectural features to the Albion Street – facing wall of Building two to improve its aesthetic complexity, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.3. Prior to issuance of a Building Permit, the Owner shall submit construction drawings as required by the Building Code to the satisfaction of the Building Inspector.
- 1.4. The location of the buildings, driveway access, and parking area shall be generally configured on the Lands as shown on Schedule 'C'. Variations to the location of any parts of the site plan may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.5. The Owner shall include landscaped outdoor amenity spaces between and behind the buildings for tenants.
- 1.6. An opaque privacy fence shall be installed along the property line of 25 Crescent Ave. (PID 25016817), 7 Albion Street (PID 25009465), and along the back and side property line facing the development on 5 Albion Street (PID 25009457), or as shown on Schedule 'C'.
- 1.7. The Owner shall provide a Stormwater Management Plan designed by a qualified professional that does not increase peak flow into the stormwater system.

## 2. GENERAL REQUIREMENTS

- 2.1. The Owner shall keep the Lands and buildings and any portion thereof clean and in good repair. All elements of the development on the Lands shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.
- 2.2. In addition to *Part 5 – Hours of Construction* under the Town of Amherst Building Bylaw D-6, operation of heavy equipment and electrical generators shall not take place on the property from 8:00 P.M. to 7:00 A.M.
- 2.3. Signage on the property shall conform to the Town of Amherst *Land Use Bylaw*.
- 2.4. The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties.
- 2.5. The Owner shall take all reasonable steps to maintain a clean worksite during construction by picking up building material waste, and taking all reasonable measures to minimize dust.
- 2.6. The Owner shall be responsible for ongoing compliance with the Town of Amherst Solid Waste Bylaw, including but not limited to, maintenance of solid waste containment where located outside the building.
- 2.7. The Owner shall take all reasonable steps to manage snow on the site, including the clearing and removal of snow as necessary.
- 2.8. Accessory buildings may be permitted on the Lands in accordance with the Town of Amherst Land Use Bylaw.

### Schedule B – Property Location Map:

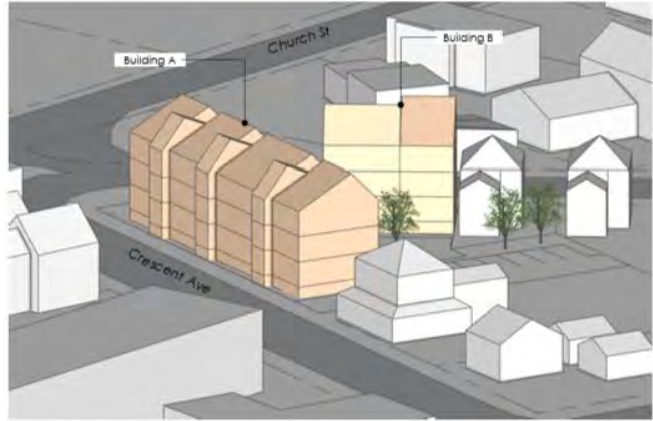


### Schedule C – Site Plan: Site Plan Not to Scale



## Schedule D – Building Elevations:







DOMINION PUBLIC BUILDING  
ERECTED 1911

# Amherst

NOVA SCOTIA

## Planning Advisory Committee

June 1, 2026

Development Agreement to Permit the Construction of One 24-Unit and One 12-Unit Apartment Building at 1 Albion Street.

## **Disclaimer**

These applications are not the Town's proposal. It is a property owner's right to make an application for a development agreement or a zoning map amendment. No approval or decisions have been made.

# Development Agreement

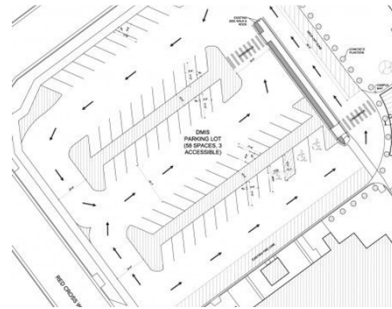
## What is a Development Agreement (DA)?

A development agreement is a **legally binding contract between a property owner and the Town that stipulates standards, design requirements, terms, and conditions** to which the property owner must adhere.

Aspects of a development that may be addressed in this agreement include:



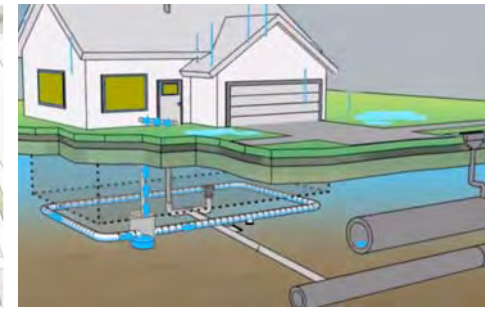
Architectural Design



Parking



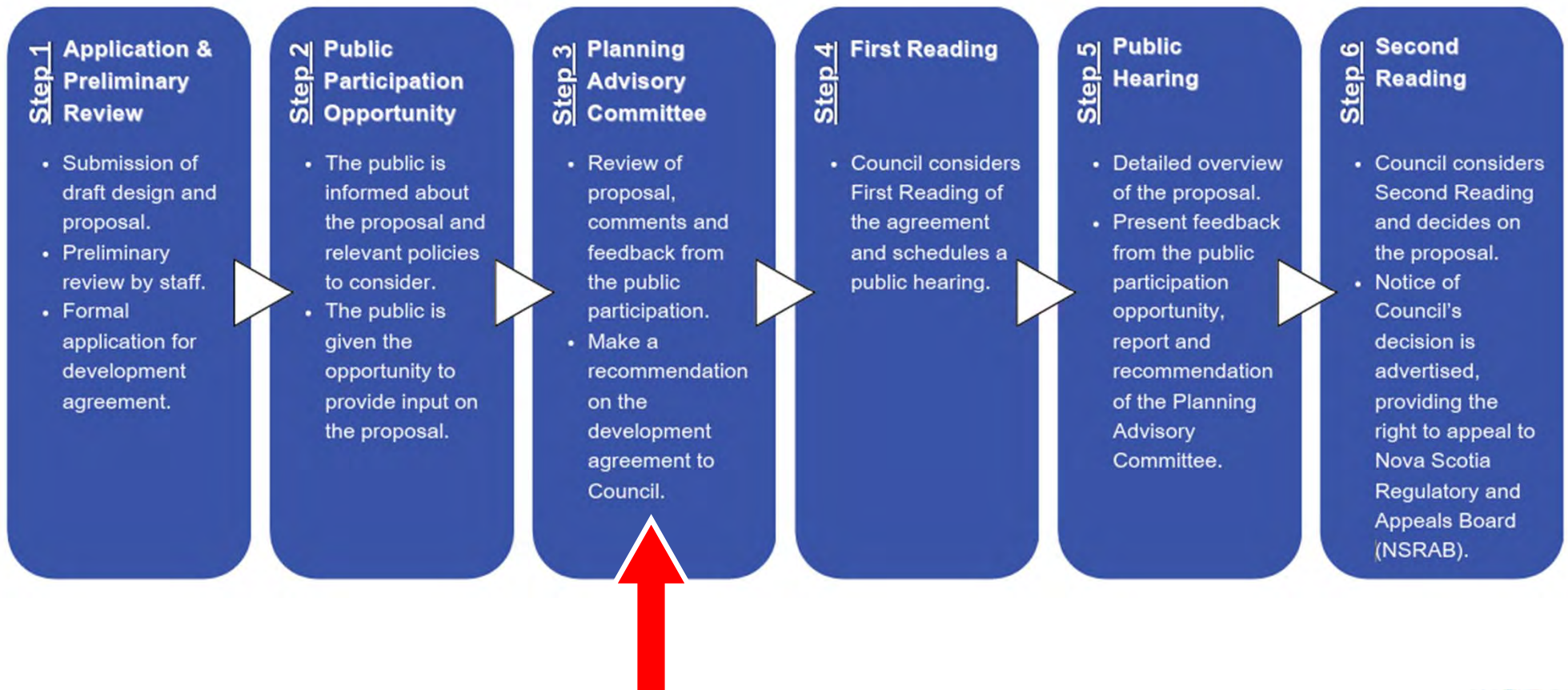
Landscaping



Drainage

A development agreement may also influence the use, of fencing and other similar site features to ensure the matter is addressed adequately, stipulate how the project should be phased, enforce certain special requirements, and require the developer to make contribution towards funding public infrastructure.

# Development Agreement Process



# Response to PAC

## YMCA Response to PAC Comments

### Parking

- Meets current Land Use Bylaw parking requirements
- Exploring additional winter overnight parking with Holy Family Catholic Church
- 10 YMCA lot spaces available for winter overnight parking
- Street parking available outside winter restrictions
- Estimated parking demand expected for fewer than 50% of units
- 7 on-site spaces plus 10 YMCA spaces support projected demand

### Snow removal & garbage collection

- Garbage collection layout revised with consultant team
- snow removal and site maintenance incorporated into operations plan

### Play space for children

- Nearby greenspace and recreation within walking distance
- YMCA across the street with potential subsidized memberships
- Close to the stadium, Beacon Street Park, and Spring Street Academy
- Strong access to community recreational amenities
- On-site outdoor community space planned for resident gathering

### Staff Notes:

- Parking – there are two public parking lot managed by the town nearby adjacent to YMCA and behind the Amherst Theatre
- Park Space – The Y offers indoor recreation. Some of the outdoor spaces nearby include:
  - Church Street Multi-Sport – 0.2 km
  - Victoria Square – 0.4 km
  - Ernie Lane Playground – 0.6 km
  - Currie Park – 0.4 km
  - Christie, LL Fields, Rotary Playground, Centennial Park – 0.5 km

# Application Details

Refer to PAC Package from April 7<sup>th</sup> for full details

**Applicant/ Owner:** YMCA Association of Cumberland

**Location:** 1 Albion Street (PID: 25009432)

**Lot Size:** 18,350 sqft

**Current Zoning:** Downtown Commercial

**Current Land Use:** Vacant Land

**Summary of Proposal:** To develop 2 multi-unit apartment buildings for supportive, affordable, and market house.

- One 24-Unit Building
- One 12-Unit Building

**Building Lot Coverage:** 6838 sqft

**Parking Spaces:** 7 + 10 parking spaces located at the YMCA

**Street Frontage:** Crescent Ave: 60m / Albion St: 37m



# Site Plan





zap

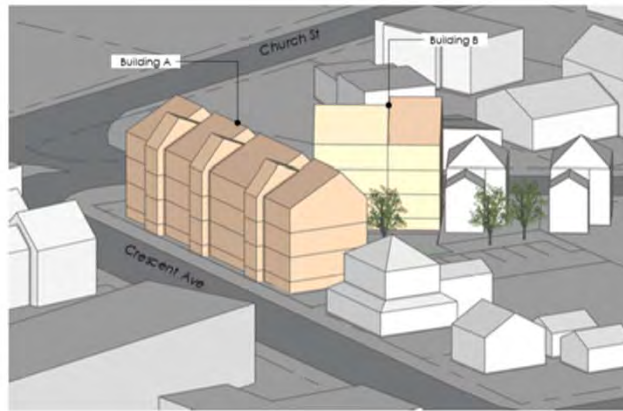
Amherst  
NOVA SCOTIA



zzap | 2

Amherst  
NOVA SCOTIA

# Elevations



# Relevant Planning Policies

## 5.4.2 Downtown Zone

**Policy 4-35:** Council shall, through the Land Use Bylaw, permit a range of commercial uses, including but not limited to, banks, restaurants, licensed establishments, offices, accommodations, clinics, and shops within the Downtown Zone. Multi-unit dwellings shall be permitted within commercial buildings, and stand-alone multi-unit buildings shall be permitted, subject to provisions within the Land Use Bylaw. Light manufacturing uses shall also be permitted.

**Policy 4-38:** Council shall consider, in the Downtown Zone, applications for ground floor residential uses by development agreement. In considering such proposals, Council shall ensure:

- a. the residential use does not abut Church, Victoria and Havelock Streets;
- b. that such a conversion will not detract from the commercial character of the surrounding streetscape; the proposal is consistent with the provisions in the Land Use Bylaw for residential uses in the Downtown Zone; and
- c. the proposal complies with the general development agreement policies of Section 6.6 of this Plan.

# Relevant Planning Policies

## 5.2.1 Housing Diversity and Affordability

**Policy 5-1:** Council shall, through the policies of this Plan, and through the Land Use Bylaw, promote a variety of housing types and densities across the Town of Amherst.

**Policy 5-2:** Council shall continue to work with senior levels of Government, as well as, not-for-profit and for-profit partners to increase the amount of affordable housing.

**Policy 5-3:** Council may make Investments in land and Infrastructure to support the creation of more housing.

### Staff Note:

- The proposal is directly supported by these policies.

# Relevant Planning Policies

## 5.2.3 Supportive Housing

**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.

**Staff Note:**

- Located on an arterial Street.
- Architecture, bulk and height are complimentary, but not the same as, highly variable built form of the surrounding area
- Parking is planned and a stormwater management is accounted for in the agreement.

# Relevant Planning Policies

## 5.6.2 Amenity Space in Multi Unit Dwellings

**Policy 5-73:** In consideration of a proposal that includes residential development enabled by development agreement, Council shall ensure adequate amenity space is provided on-site for use by residents.

## 5.5.3 Automobile Parking

**Policy 5-57:** Council shall, through the Land Use Bylaw, exempt properties within the Downtown Commercial Zone from the minimum parking requirements within the Land Use Bylaw to promote compact, pedestrian-oriented development in Amherst's historic downtown.

### Staff Note:

- Some outdoor amenity space is provided on site. Significant indoor and outdoor amenity spaces exist nearby.
- Parking requirements are exempt in the Downtown Zone. This development exceeds this by 7 spaces onsite, with additional options nearby.

# Relevant Planning Policies

## 6.6.1 Development Agreement – General Requirements

**Policy 6-22:** A development agreement that has been approved by Council shall:

- a. specify the development, expansion, alteration, or change permitted;
- b. specify the conditions under which the development may, or may not, occur;
- c. set terms and conditions by which Council may amend or terminate and discharge the agreement.

**Policy 6-23:** Council may specify conditions in the development agreement to bring the proposal into alignment with the enabling policy and general criteria set out in Section 6.7. Such conditions may include, but are not limited to:

- a. servicing;
- b. the type, location, and orientation of structures;
- c. the architectural design of structures, including, but not limited to, bulk, scale, height, roof shape, building and cladding materials, and the shape and size and placement of doors and windows;
- d. the provision of open space and amenities;
- e. the type, size, and location of signage;
- f. the type and orientation of exterior lighting;
- g. management of solid waste, including, but not limited to, compost and recycling;
- h. pedestrian, bicycle, public transit, and vehicular circulation;
- i. connections to existing or planned pedestrian, bicycle, public transit, and vehicular networks;

# Relevant Planning Policies

## 6.6.1 Development Agreement

### Policy 6-23: ...

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

# Relevant Planning Policies

## 6.7 General Criteria

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

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

# Relevant Planning Policies

## 6.7 General Criteria – Information required if needed

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

- a. a detailed site plan showing features such as, but not limited to:
  - i. topography;
  - ii. location and dimensions of existing and proposed property and unit lines;
  - iii. location of zoning boundaries;
  - iv. use, location, and dimensions of existing and proposed structures;
  - v. existing and proposed watercourses and wetlands;
  - vi. location and dimensions of existing and proposed road, bicycle, and pedestrian networks;
  - vii. location and dimensions of driveways, parking lots, and parking spaces;
  - viii. type and amount of site clearing required, if any;
  - ix. location of buffers;
  - x. location and dimensions of existing and proposed parks and recreation lands, whether public or private;
  - xi. location of utilities;
  - xii. development densities;
- b. elevation drawings of existing and proposed structures including, but not limited to, dimensions and exterior materials;
- c. a site grading plan;
- d. a landscaping plan;
- e. a drainage and stormwater management plan;
- f. a traffic impact assessment that evaluates the ability of existing road, bicycle, and pedestrian networks to accommodate traffic generated by the proposed development;
- g. a geotechnical study;
- h. a shadow study;

# Recommendation

- Option One:**            **Recommend that Council enter into the Development Agreement for 1 Albion Street as drafted.**
- Option Two:            Recommend that Council not enter into the Development Agreement for 1 Albion Street.
- Option Three:         Defer a decision and request additional information and /or changes to the proposal.

**STAFF RECOMMENDATION: Option One.**

**Town of Amherst  
Public Participation Opportunity  
Summary**

**Date:** March 30, 2026  
**Time:** 5:00 pm  
**Location:** Council Chambers, Town Hall

**Council Present:** Councillor Kathy Wells  
Councillor Hal Davidson  
Councillor Nic Furlong  
Councillor Terry McManaman  
Councillor Dwayne Ripley

**PAC Members Present:** Ronald Wilson, PAC Chair, Citizen Representative  
Paul Diamond, PAC Citizen Representative

**Staff Present** Andrew Fisher Director, Planning & Economic Development  
Torben Laux, Planner  
Marc Buske, Building Official  
Sean Payne, Marketing & Communications Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. Call to Order**

Andrew Fisher called the Public Participation Opportunity to order.

**2. Territorial Acknowledgment**

Andrew Fisher gave the Territorial Acknowledgement.

**3. Introduction**

Andrew Fisher introduced the Town of Amherst staff, members of Council and members of the Planning Advisory Committee that were in attendance as observers and explained the development agreement process.

**4. Development Agreement Application - 1 Albion Street**

**4.1 Staff Reports / Presentations**

Torben Laux presented the application for a Development Agreement on the property located at 1 Albion Street (PID 25009432) to permit the construction of a 24-unit and 12-unit Apartment Building.

**4.2 Public Participation Opportunity**

Andrew Fisher read the written submissions received from Sarah MacMaster (Maggie's Place) and Brian Pascher (9 Fullerton Street).

Trina Clarke, CEO for the YMCA of Cumberland (the applicant) presented more detailed information regarding the proposed development stating the units would be affordable and that they are proposing one, two and three-bedroom apartments in the 24-unit building, and studio apartments that will be used for transitional housing in the 12-unit. She also indicated there will be office space for Cumberland YMCA staff on the main floor of the 24-unit building.

Rhonda Perry of 36 Crescent Avenue expressed concern with snow and solid waste removal and that the equipment used to do so will be too large, adding that parking must be designed so vehicles do not have to back out, further asking what the dimensions of the length of the parking lot are. She spoke to the heavy traffic in the area and feels this development will make it much worse, adding that police often park in front of her residence to monitor traffic in the area, that the proposed increase in traffic will make it unsafe and that this is already a dangerous intersection for pedestrians. She is worried that the apartments will be overcrowded, that there is no real green space around the buildings for children to play, that it is in close proximity to the Little Lamb's Day Care Centre, and that there will be an increase in taxi and delivery traffic. She is also concerned with where residents will go to smoke and that it will lead to an increase in loitering in the neighborhood.

Victoria Vance, community member, mother and Executive Director with Nova Scotia Works CANSA stated that in her role as someone who works with Nova Scotia employment services, she strongly supports the YMCA of Cumberland's supportive and affordable housing initiative, adding that she sees everyday how stable housing helps individuals find and maintain employment, and increase skills and career development. She knows that change can be hard; however, she believes the community needs more affordable housing and proposals such as this are always for the better. She added that developments like these strengthen the social fabric, contribute to safer and more inclusive neighborhoods, they reduce the pressure on crisis services, and create opportunities for people more fully in community life. She further believes every child deserves a safe, stable place to call home and supportive housing provides this giving them a better chance to thrive, and what better place than directly across from the YMCA.

When asked if any of the questions could be answered, Andrew Fisher replied that snow and solid waste removal requirements would be stipulated in the development agreement, and that traffic studies for developments similar to this proposal have shown that an increase in traffic would not be significant, especially in a downtown area as there are already heavy volumes of traffic. He stated that the Town does not limit the number of residences permitted in a unit, however the YMCA is a community builder, and he is confident that they will not allow the proposed units to be overcrowded. He further added that these are questions that the Planning Advisory Committee and ultimately Council will have to consider as part of the process.

Rhonda Perry again spoke to the fact that she has lived here for 42 years, adding that she knows how things go. This will pass no matter what and it will cost money to appeal it. She feels the Town is going to do what the Town is going to do whether right or wrong, and that she could have a whole list going back a lot of years.

## **5. Closing**

There being nothing further from the public, Mr. Fisher indicated that the next Planning Advisory Committee meeting will be held on April 7, 2026, at 4:30 PM. He thanked everyone for coming and for their input and closed the public participation opportunity.

## Cindy Brown

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**From:** Natalie LeBlanc  
**Sent:** March 25, 2026 10:44 AM  
**To:** Andrew Fisher; Torben Laux; Cindy Brown  
**Subject:** FW: Letter of Support for 1 Albion Street Proposed Apartments  
**Attachments:** Letter of Support for 1 Albion St Proposed Apartments.pdf

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**From:** Sarah MacMaster <sarah@maggiesplace.ca>  
**Sent:** March 25, 2026 10:36 AM  
**To:** Natalie LeBlanc <NLeBlanc@amherst.ca>  
**Cc:** Trina Clarke <trina.clarke@cumberland.ymca.ca>; Aiden Kivisto <aiden.kivisto@cumberland.ymca.ca>  
**Subject:** Letter of Support for 1 Albion Street Proposed Apartments

Hi Natalie,

As someone who lives, works, and plays in the Town of Amherst I fully support this initiative; not only as a citizen but as the director of an organization rooted in enhancing the health and well-being of families and community.

Sincerely,

Sarah MacMaster  
Pronouns: she/her  
Executive Director  
Maggie's Place – A Resource Centre for Families (Cumberland & Colchester)  
11 Elmwood Drive  
Amherst, N.S.  
B4H 2G7  
Phone: (902) 667-7250 Ext 101  
Fax: (902) 667-0585  
Email: [maggies@ns.sympatico.ca](mailto:maggies@ns.sympatico.ca)  
Web site: [www.maggiesplace.ca](http://www.maggiesplace.ca)  
Charitable Number: 14080 1184 RR0001



Maggie's Place Family Resource Centre recognizes that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship". We are all Treaty people.



# Maggie's Place

A Resource Centre for Families

11 Elmwood Drive  
Amherst, NS B4H 2G7  
P: 902-667-7250 F: 902-667-0585  
cumberland@maggiesplace.ca  
www.maggiesplace.ca

March 25, 2026

Natalie LeBlanc  
Municipal Clerk  
98 East Victoria Street  
Amherst, NS

Re: Letter of Support for 1 Albion Street Apartments

On behalf of Maggie's Place: A Resource Centre for Families Association, I am writing to express our strong support for the proposed apartment buildings at 1 Albion Street in Amherst.

As an organization dedicated to supporting families and strengthening communities, we see firsthand the growing challenges many individuals and families face in securing safe, stable, and affordable housing. In the midst of the current housing crisis, too many in our community are forced to make impossible choices between paying rent and meeting basic needs such as food.

Access to affordable and supportive housing is foundational to the well-being of families and community members. When individuals have a safe and stable place to live, they are better able to care for their health, support their children's development, maintain employment, and participate meaningfully in their community. Housing stability is directly linked to healthier outcomes for children, stronger family units, and more resilient communities overall.

The proposed development at 1 Albion Street represents an important step toward addressing these urgent needs in Amherst. By increasing the availability of affordable and supported housing options, this project will provide critical support to some of our community's most vulnerable residents. In turn, this investment will contribute to a healthier, more inclusive, and more sustainable community for everyone.

Maggie's Place strongly encourages the approval and advancement of this project. We believe that developments like this are essential to ensuring that all families and community members can thrive.

Sincerely,

Sarah MacMaster  
Executive Director

**Subject:** FW: Proposal for development of 1 Albion Street

---

**From:** Brian Pascher <[REDACTED]>  
**Sent:** March 29, 2026 10:10 AM  
**To:** Torben Laux <[tlaux@amherst.ca](mailto:tlaux@amherst.ca)>  
**Subject:** Proposal for development of 1 Albion Street

Hi Torben. I cannot attend the 5 pm public meeting tomorrow to discuss the 1 Albion Street project. However I would like to table a concern to the panel regarding the development. I live on Fullerton Street. My observation of traffic flows through this street indicate its frequent use as a shortcut for Albion street traffic attempting to circumvent the church street turn ( by the Y) to travel downtown. The proposal calls for a location that would be primarily accessed off Crescent. This means a one way access travelling south off Church, or alternatively if you're travelling down Albion, turning up Fullerton as the quickest route. This ultimately will mean more traffic flow through Fullerton. Will the town consider the following: acknowledge the need for a sidewalk on Fullerton, or, improve the infrastructure quality of the street, eg posted road speed and lane markings to address what will surely be increased travel flow with a 36 unit building? Thanks !

Brian Pascher  
9 Fullerton St, Amherst, NS B4H 3E7

# 1 Albion St. Affordable Housing Development



A new housing development consisting of 2 buildings that have 24 and 12 units respectively for a total of 36 units.

Building 1, with 24 units, will consist of a mix of one, two, and three bedroom units. 80% of these units will be designated as affordable for Very Low and Low Income families/individuals, and 20% will meet the Moderate Income threshold. (See chart below, Build Canada Homes)

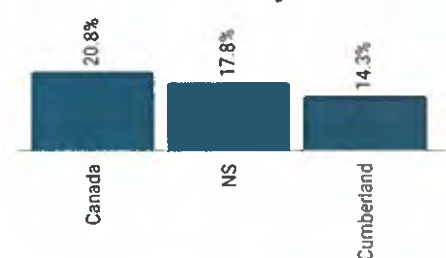
Building 2, with 12 units, consists only of studios. 100% of these units will be designated as affordable and will meet supportive housing requirements set forth by the province.

## How We Define Affordability

Affordable housing is defined by the CMHC as housing that costs no more than 30% of an individual or households income before taxes.

The development at 1 Albion St. in Amherst will continue to meet affordability guidelines for a period of at least 25 years.

Percentage of population per area paying >30% income on shelter annually



### Illustrative maximum affordable rent per unit size\*

Area median household income (2026)	Studio	1 bedroom	2 bedroom	3 bedroom
<b>Very low income</b> (0-25% median income)	\$293	\$377	\$598	\$781
<b>Low income</b> (26-50% median income)	\$586	\$754	\$1,197	\$1,563
<b>Moderate income</b> (51-75% median income)	\$878	\$1,131	\$1,795	\$2,344
<b>Median income</b> (76-100% median income)	\$1,171	\$1,508	\$2,393	\$3,125

\*\* Build Canada Homes - Affordability.

# CUMBERLAND HOUSING DEVELOPMENT DEVELOPMENT AGREEMENT

Amherst, NS

March 5, 2026

YMCA OF CUMBERLAND



## Table of contents

- 2 SITE PLAN
- 3 CONCEPTUAL RENDERING
- 4 CONCEPTUAL RENDERING



BUILDING A UNIT MIX			
LEVEL	UNIT NUMBER	TYPE	AREA (SM)
Basement Level	Unit 001	3-BR	78
	Unit 002	1-BR	44
	Unit 003	1-BR	44
	Unit 004	2-BR	71
	Unit 005	2-BR	73
	Unit 006	2-BR	73
Level 1	Unit 101	2-BR (BF)	74
	Unit 102	1-BR	36
	Unit 103	1-BR	41
	Unit 104	2-BR (BF)	63
	Unit 105	2-BR (BF)	67
	Unit 106	2-BR (BF)	62
Level 2	Unit 201	3-BR	70
	Unit 202	1-BR	36
	Unit 203	1-BR	36
	Unit 204	2-BR	62
	Unit 205	2-BR	62
	Unit 206	2-BR	62
Level 3	Unit 301	3-BR	70
	Unit 302	1-BR	36
	Unit 303	1-BR	36
	Unit 304	2-BR	62
	Unit 305	2-BR	62
	Unit 306	2-BR	62

BUILDING B UNIT MIX			
LEVEL	UNIT NUMBER	TYPE	AREA (SM)
Basement Level	Office	N/A	48
Level 1	Unit 101	Studio	25
	Unit 102	Studio	25
	Unit 103	Studio	25
	Unit 104	Studio	25
Level 2	Unit 201	Studio	25
	Unit 202	Studio	25
	Unit 203	Studio	25
	Unit 204	Studio	25
Level 3	Unit 301	Studio	25
	Unit 302	Studio	25
	Unit 303	Studio	25
	Unit 304	Studio	25

**LEGEND**

- - - - - PROPERTY BOUNDARY
- - - - - LOT SUBDIVISION BOUNDARY
- ▲ RESIDENTIAL ENTRANCE
- ▲ GRADE RELATED ENTRANCE

**SITE STATISTICS**

PID 25009432  
 ZONE Downtown Commercial  
 LOT AREA 0.17 ha / 0.42 acres

**BUILDING A STATISTICS**

	3	461
	2	461
GFA PER FLOOR / SM	1	461
	Bmnl Lv	461
TOTAL GFA	1,844	
TOTAL UNIT COUNT	24	

**Note:** GFA includes corridors, stairs and service rooms.

**BUILDING B STATISTICS**

	3	167
	2	167
GFA PER FLOOR / SF	1	167
	Bmnl Lvl	167
TOTAL GFA	668	
TOTAL UNIT COUNT	12	

**Note:** GFA includes corridors, stairs and service rooms.

**DEVELOPMENT STATISTICS**

TOTAL GFA	2,512
TOTAL UNIT COUNT	36

**Note:** GFA includes corridors, stairs and service rooms.

**NOTES**

- \* Site subject to survey. Property lines and topographic features are approximate only.









VIEW FROM CRESCENT AVENUE

CUMBERLAND HOUSING DEVELOPMENT 25-018 CID, P.A.C.A. - DA



VIEW FROM ALBION STREET

**Town of Amherst  
Planning Advisory Committee  
Minutes**

**Date:** June 1, 2026  
**Time:** 4:30 pm  
**Location:** Council Chambers, Town Hall

**Members Present** Ronald Wilson, Citizen Representative, Chair  
Paul Diamond, Citizen Representative, Vice Chair  
Deputy Mayor Charlie Chambers  
Councillor Terry McManaman  
Councillor Dwayne Ripley

**Members Regrets** Jim Lamplugh, Citizen Representative

**Staff Present** Jason MacDonald, Chief Administrative Officer  
Andrew Fisher Director, Planning & Economic Development  
Torben Laux, Planner  
Marc Buske, Building Official  
Emily Wainwright, Dangerous/Unsightly Premises Administrator  
Sean Payne, Marketing & Communications Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. Call to Order**

The Chair called the meeting to order.

**1.1 Territorial Acknowledgement**

The Chair gave the Territorial Acknowledgement.

**2. Approval of Agenda and Acceptance of Minutes**

**2.1 Approval of the Agenda**

**Moved By: Councillor Ripley**

**Seconded By: Councillor McManaman**

**That the agenda of the Planning Advisory Committee be approved as circulated.**

**Motion Carried**

**2.2 Acceptance of the Minutes - April 7, 2026**

The Chair called for any errors or omissions in the minutes. There being none, the minutes of the April 7, 2026, meeting of the Planning Advisory Committee were accepted as included in the agenda package.

### 3. 99 Rupert Street

#### 3.1 Staff Report

Emily Wainwright reviewed her report included in the agenda package, describing an appeal by the property owner of the Administrator's order to engage a qualified pest control professional to carry out a thorough inspection and eradication of cockroaches and bed bugs in unit 15 of the apartment building at 99 Rupert Street.

The Administrator noted that the first complaint was received on April 10, 2026, for cockroaches and bedbugs in Unit 15. On April 14<sup>th</sup> an interior inspection was completed by the Administrator, Building Official and Fire Inspectors. Both live and dead pests were observed in the unit, which were identified to be cockroaches. Visual evidence of bedbugs could not be obtained at that time due to the nature of such infestations.

Following the inspection, an order was issued on May 1<sup>st</sup> under Section 10(3) of the Minimum Standards for Residential Occupancies Bylaw, where Buildings shall be kept free of rodents, vermin, and insects at all times. Methods used for extermination such pests shall be in accordance with the provisions of the Pest Control Act of Nova Scotia. This was to be completed by May 17<sup>th</sup> with a follow-up inspection scheduled for May 18<sup>th</sup>.

On May 19<sup>th</sup>, the Municipal Clerk received correspondence from the owner advising that treatment of Unit 15 for cockroaches was completed on May 14<sup>th</sup>, along with the service report. However, the property owner confirmed that they wished to continue with the appeal stating in the May 26<sup>th</sup> email included in agenda package that the tenant should be responsible for the bed bug infestation.

The Administrator noted that there have been 3 additional complaints by separate units since May 5<sup>th</sup> regarding pest concerns. However, the complainants have not yet provided the required documentation as outlined in the Minimum Standards for Residential Occupancies Bylaw.

The Administrator added that risks associated with this matter include potential health and safety impacts to the occupants of the unit and building. Failure to require remediation may allow an infestation to persist or worsen and increase the likelihood of pests spreading to adjacent units, and further advised that it appears from the property owner's May 26<sup>th</sup> email that the issue in question is not the presence of pests, but that a specific type of pest, bed bugs, are the tenant's responsibility, not the property owners. The subject Bylaw does not differentiate between types of insects but simply requires that building be kept free of insects and the methods used for extermination must be in accordance with the NS Pest Control Products Act. Following a strict interpretation of the Bylaw, it is the property owner's responsibility to comply with the Bylaw, rather than the tenant.

**3.2 Owner / Representative Questions/Comments to PAC**

The owner of the property was not present.

**3.3 Complainant / Representative Questions/Comments to PAC**

Amy Coady, a tenant of 99 Rupert Street presented to the committee photos and videos showing a cockroach and bed bug infestation. She said that her unit is still having issues despite her unit being treated recently, and that she recently had to be hospitalized due to the insect problem in her unit. She has spoken with other tenants of the building who are also experiencing an issue with cockroaches and bed bugs; however, the owner is denying that they can spread and migrate. She had to throw away her mattress and couch as well as groceries, store all her clothes in plastic bags and spray her other furniture in an attempt to treat her unit on her own but she has not been successful and believes the spray does not kill the eggs.

Ms. Coady's mother was also in attendance and indicated the first complaint of bed bugs was sent to the owner in March of 2024 via text, and that her daughter has gone door to door through out the building getting signatures confirming bed bugs in other units. She is also concerned that tenants moving from the building are taking the bed bugs with them which will only lead to further infestations at other locations.

**Moved By: Councillor Ripley**

**Seconded By: Councillor McManaman**

**That the Planning Advisory Committee uphold the decision of the Administrator that the subject property is in violation of the Minimum Standards for Residential Occupancies Bylaw, P-4, specifically Section 10(3) and deny the appeal.**

Against (1): Deputy Mayor Chambers

**Motion Carried**

**Moved By: Deputy Mayor Chambers**

**Seconded By: Councillor McManaman**

**That the Planning Advisory Committee direct the Administrator to order that the property owner engage a qualified pest control professional to carry out a thorough inspection and remediation of the entire building at 99 Rupert Street.**

**Motion Carried**

**4. 1 Albion Street**

**4.1 Staff Report**

Andrew Fisher presented the application for a Development Agreement on the property located at 1 Albion Street (PID 25009432) to permit the construction of a 24-unit and 12-unit Apartment Building with the applicant's comments regarding the Planning Advisory Committee's concerns from the previous meeting.

Paul Diamond made a motion that the Planning Advisory Committee recommend that Council enter into the Development Agreement for 1 Albion Street as drafted; however, as there was no seconder the motion did not move forward.

Deputy Mayor Chambers asked if there are any policies not being met with this application. Andrew Fisher answered no.

Jason MacDonald commented that this application will still go to Council without a recommendation from the Planning Advisory Committee and if it is defeated the applicant can appeal to the Nova Scotia Utility Review Board (NSUARB), and that they will more than likely win the appeal, adding that the NSUARB look to see if the application follows policy which this one does, and that it will not look positive for the Town that the Planning Advisory Committee is not recommending this application without good reason.

Paul Diamond added that he believes the application is well within all relevant policies, and that new buildings that people can afford need to be built especially when old ones are being torn down.

Jason MacDonald said the Town is criticized for allowing market value apartment buildings and now that a proposal for affordable housing is put forward, the Committee is failing to act. He added that if the Planning Advisory Committee refuses to make a recommendation it could hurt the Town's reputation for attracting developers, as they will not know how their application will be handled. He further expressed that Council's strategic plan speaks explicitly about inclusivity and housing, and the recently adopted new Land Use Bylaw and Municipal Planning Strategy not only permits but encourages this type of development.

Councillor McManaman expressed that he has concerns about the lack of parking. The Chair replied that according to policy there are no parking requirements for this type of development in the downtown, adding that the applicant worked with Town staff since the last meeting to address this concern.

The Chair said that the Planning Advisory Committee's function is to review applications and see if they meet the Town's Land Use Bylaws and Municipal Planning Strategy policies, which this application does, therefore the Planning Advisory Committee should be supporting this.

Councillor Ripley said had this come to a vote he would have voted yes since this application meets policy; however, he did not second the motion because he did not like it.

**4.2 Public Participation Opportunity Summary (Including written submissions from the public)**

Information item only.

**5. Adjournment**

There being no further business, the Chair adjourned the meeting.

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Natalie LeBlanc  
Municipal Clerk

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Ron Wilson  
Chair



June 2, 2026

Re: Letter of Support for 1 Albion Street Apartments

Dear Mayor and Members of Town Council,

On behalf of Maggie's Place: A Resource Centre for Families Association, I am writing to express our strong support for the proposed apartment buildings at 1 Albion Street in Amherst.

As an organization dedicated to supporting families and strengthening communities, we see firsthand the growing challenges many individuals and families face in securing safe, stable, and affordable housing. Amid the current housing crisis, too many in our community are forced to make impossible choices between paying rent and meeting basic needs such as food.

Access to affordable and supportive housing is foundational to the well-being of families and community members. When individuals have a safe and stable place to live, they are better able to care for their health, support their children's development, maintain employment, and participate meaningfully in their community. Housing stability is directly linked to healthier outcomes for children, stronger family units, and more resilient communities overall.

The proposed development at 1 Albion Street represents an important step toward addressing these urgent needs in Amherst. By increasing the availability of affordable and supported housing options, this project will provide critical support to some of our community's most vulnerable residents. In turn, this investment will contribute to a healthier, more inclusive, and more sustainable community for everyone.

Maggie's Place strongly encourages the approval and advancement of this project. We believe that developments like this are essential to ensuring that all families and community members can thrive.

We respectfully ask Council to vote in support of the proposed YMCA affordable housing development at 1 Albion Street, uphold the principles outlined in the Strategic Plan, and ensure decisions are grounded in evidence rather than perception.

The housing crisis demands action. Our community deserves leadership that reflects both the evidence before us and the values we claim to uphold.

Thank you for your consideration of this important matter.

Sincerely,  
Sarah MacMaster  
Executive Director

## Natalie LeBlanc

---

**Subject:** FW: Support for YMCA Affordable Housing Development at 1 Albion Street

**From:** Sarah Flemming <[sarah.flemming@unitedwaymaritimes.ca](mailto:sarah.flemming@unitedwaymaritimes.ca)>

**Sent:** June 4, 2026 9:01 AM

**To:** Robert Small <[rsmall@amherst.ca](mailto:rsmall@amherst.ca)>; Charlie Chambers <[cchambers@amherst.ca](mailto:cchambers@amherst.ca)>; Terry McManaman <[tmcmanaman@amherst.ca](mailto:tmcmanaman@amherst.ca)>; Hal Davidson <[HDavidson@amherst.ca](mailto:HDavidson@amherst.ca)>; Chambers Zoom <[chambers@amherst.ca](mailto:chambers@amherst.ca)>; Dwayne Ripley <[dripley@amherst.ca](mailto:dripley@amherst.ca)>; Kathy Wells <[kwells@amherst.ca](mailto:kwells@amherst.ca)>; [Nfurlong@amherst.c](mailto:Nfurlong@amherst.c)

**Cc:** Jason MacDonald <[JMacDonald@amherst.ca](mailto:JMacDonald@amherst.ca)>

**Subject:** Support for YMCA Affordable Housing Development at 1 Albion Street

Dear Mayor and Members of Amherst Town Council,

On behalf of United Way Maritimes, I am writing in support of the proposed YMCA affordable housing development at 1 Albion Street.

Through our work developing and operating affordable housing in Amherst, we see firsthand the growing need for housing options in our community. Interest in affordable housing continues to increase, and our own waitlist grows regularly. While projects like The Groves at Hillsdale have helped create new opportunities for local residents, the demand far exceeds the supply that currently exists.

We recognize and appreciate the leadership the Town of Amherst has shown in supporting housing development over the past several years. The collaboration between the Town, nonprofit organizations, community partners, and other levels of government has helped create meaningful housing solutions for local residents and positioned Amherst as a community committed to addressing housing challenges.

No single project will solve the housing crisis, but each new development contributes to a broader range of housing options for individuals and families who need them. For that reason, we support the YMCA's proposal and the additional housing opportunities it would bring to our community.

Thank you for your continued commitment to housing and to the well-being of Amherst residents!

Warmly,

Sarah



**United Way  
Centraide**  
des Maritimes



**From:** Jennifer Furlong <[jennifer@cumberlandnj.ca](mailto:jennifer@cumberlandnj.ca)>

**Sent:** Friday, June 5, 2026 1:20 PM

**To:** Robert Small <[rsmall@amherst.ca](mailto:rsmall@amherst.ca)>

**Cc:** Charlie Chambers <[cchambers@amherst.ca](mailto:cchambers@amherst.ca)>; Kathy Wells <[kwells@amherst.ca](mailto:kwells@amherst.ca)>; Nic Furlong <[nfurlong@amherst.ca](mailto:nfurlong@amherst.ca)>; Dwayne Ripley <[dripley@amherst.ca](mailto:dripley@amherst.ca)>; Terry McManaman <[tmcmanaman@amherst.ca](mailto:tmcmanaman@amherst.ca)>; Hal Davidson <[HDavidson@amherst.ca](mailto:HDavidson@amherst.ca)>

**Subject:** Support for YMCA Affordable Housing Development at 1 Albion Street

Dear Mayor and Members of Amherst Town Council,

I am writing to express support for the proposed YMCA affordable housing development at 1 Albion Street and for the principles that have guided housing development in our community over the past several years.

The Town of Amherst's Strategic Plan commits Council to fostering an inclusive community, making evidence-based decisions, and supporting housing solutions that meet the needs of residents across all income levels. These commitments are not simply aspirational statements. They are promises to the community that decisions will be guided by facts, research, policy, and the long-term well-being of residents.

The YMCA has consistently demonstrated a willingness to engage in good faith throughout this process. They have worked diligently to meet and exceed planning requirements, address concerns, comply with municipal bylaws, and participate in the processes established by the Town. They have done everything that has been asked of them.

For community organizations working with folks experiencing housing insecurity, homelessness, poverty, and barriers to healthcare, employment, and education, the current process has been deeply disappointing. I am concerned about the lack of accountability surrounding the recommendation that advanced through the advisory process and the apparent disconnect between evidence, policy objectives, and the direction being considered.

Amherst, like communities across Nova Scotia and Canada, is experiencing a significant housing crisis that is having far-reaching impacts on our community. Every affordable housing unit that is delayed, reduced, or prevented from moving forward has real consequences for families, seniors, workers, newcomers, youth, and individuals living on fixed incomes. The impacts are felt across healthcare systems, emergency services, social services, community organizations, schools, and the broader economy.

Amherst has earned provincial and national recognition for its willingness to remove barriers to affordable housing development and to work collaboratively with nonprofit organizations seeking to address critical housing needs. Previous councils, together with the current Council, have made important strides in creating an environment where innovative housing solutions can move forward. This work has positioned Amherst as a community willing to lead rather than follow. That reputation is valuable, but it is also fragile.

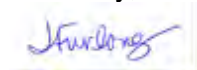
Years of progress can be undermined by a single decision that signals to nonprofit housing developers that meeting every requirement, engaging every process, and responding to every concern may still not be enough.

I respectfully ask Council to vote in support of the proposed YMCA affordable housing development at 1 Albion Street, uphold the principles outlined in the Strategic Plan, and ensure decisions are grounded in evidence rather than perception.

This is not the time to be influenced by comments on social media platforms from members of the community who have not taken the time to learn all the facts and consider the positive benefits for our community rather than focus on irrelevant details or “what if” problems – all of which can be addressed to prevent or minimize impact. Our community deserves leadership that reflects both the evidence before us and the values we claim to uphold.

Thank you for your consideration of this important matter.

Sincerely,



Jennifer Furlong (she/her)  
Executive Director  
Cumberland Restorative Justice Society  
PO Box 843  
54 Victoria Street  
Amherst, NS B4H4B9  
[jennifer@cumberlandrj.ca](mailto:jennifer@cumberlandrj.ca)  
W: 902-667-4414  
C: 902-664-7639

Cumberland Restorative Justice Society is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.

**Please Note:**

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**From:** Sexual Health Matters <[sexualhealthcumberland@gmail.com](mailto:sexualhealthcumberland@gmail.com)>

**Date:** June 4, 2026 at 2:54:33 PM ADT

**To:** Charlie Chambers <[cchambers@amherst.ca](mailto:cchambers@amherst.ca)>, Terry McManaman <[tmcmanaman@amherst.ca](mailto:tmcmanaman@amherst.ca)>, Hal Davidson <[HDavidson@amherst.ca](mailto:HDavidson@amherst.ca)>, Dwayne Ripley <[dripley@amherst.ca](mailto:dripley@amherst.ca)>, Robert Small <[rsmall@amherst.ca](mailto:rsmall@amherst.ca)>, Kathy Wells

<[kwells@amherst.ca](mailto:kwells@amherst.ca)>, Nic Furlong <[nfurlong@amherst.ca](mailto:nfurlong@amherst.ca)>

**Subject: Support for YMCA Affordable Housing Development at 1 Albion Street**

Dear Mayor and Members of Amherst Town Council,

I am writing to express my support for the proposed YMCA affordable housing development at 1 Albion Street and for the principles that have guided housing development efforts within our community over the past several years.

The Town of Amherst's Strategic Plan commits Council to fostering an inclusive community, making evidence-based decisions, and supporting housing solutions that meet the needs of residents across all income levels. These commitments are not merely aspirational statements; they are promises to the community that decisions will be informed by research, policy, lived realities, and the long-term well-being of residents.

Throughout this process, the YMCA has consistently demonstrated a willingness to engage in good faith. They have worked diligently to meet and exceed planning requirements, respond to concerns, comply with municipal bylaws, and participate fully in the processes established by the Town. By all accounts, they have done what has been asked of them.

For many of us working on the front lines of housing insecurity, homelessness prevention, poverty reduction, healthcare, education, and community development, the current process has been deeply concerning. There is growing unease surrounding the recommendation that advanced through the advisory process and the apparent disconnect between the evidence before us, the Town's stated policy objectives, and the direction now being considered.

The reality is that Amherst, like communities across Nova Scotia and Canada, is facing a significant housing crisis. Every affordable housing unit that is delayed, reduced, or prevented from moving forward carries real consequences for families, seniors, workers, newcomers, youth, and individuals living on fixed incomes. These impacts extend far beyond housing alone and are felt across healthcare systems, emergency services, schools, social services, and the broader local economy.

Amherst has earned provincial and national recognition for its willingness to reduce barriers to affordable housing development and to work collaboratively with nonprofit organizations seeking to address critical community needs. Previous councils, alongside the current Council, have made meaningful progress in creating an environment where innovative and community-focused housing solutions can move forward. This work has helped position Amherst as a community willing to lead rather than follow.

That reputation is valuable, but it is also fragile.

Years of progress can be undermined by a single decision that signals to nonprofit housing developers that even when every requirement is met, every process is followed, and every concern is addressed, support may still remain uncertain.

We respectfully ask Council to vote in support of the proposed YMCA affordable housing development at 1 Albion Street, uphold the principles outlined in the Strategic Plan, and ensure that decisions are grounded in evidence rather than perception.

The housing crisis demands thoughtful, evidence-based action. Our community deserves leadership that reflects both the realities before us and the values we claim to uphold.

Thank you for your consideration of this important matter.

Sincerely,

--

**Corey Hunter** (she/her)

Executive Director & Educator

Sexual Health Centre for Cumberland County

902-667-7500

[sexualhealthmatters.ca](http://sexualhealthmatters.ca)

[sexualhealthcumberland@gmail.com](mailto:sexualhealthcumberland@gmail.com)



**Sexual Health Centre for Cumberland County acknowledges it is located in Mi'kma'ki, the ancestral, unceded and unsundered territory of the Mi'kmaq People. We acknowledge them as the past, present, and future caretakers of this land. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) People first signed with the British Crown in 1725. The treaties did not deal with surrender of lands and resources but in fact recognized Mi'kmaq and Wolastoqiyik (Maliseet) title and established the rules for what was to be an ongoing relationship between nations.**

**From:** Andrew Cameron <[acameron@northumberlandproperties.ca](mailto:acameron@northumberlandproperties.ca)>

**Sent:** June 4, 2026 9:23 AM

**To:** Jason MacDonald <[JMacDonald@amherst.ca](mailto:JMacDonald@amherst.ca)>; Robert Small <[rsmall@amherst.ca](mailto:rsmall@amherst.ca)>

**Cc:** Natalie LeBlanc <[NLeBlanc@amherst.ca](mailto:NLeBlanc@amherst.ca)>

**Subject:** Correspondence regarding PAC meeting on June 1, 2026

Good morning Mayor Small,

Please find attached a letter regarding the PAC meeting on June 1, 2026.

As a long-term developer in the Town of Amherst, I have serious concerns about the PACs process handling the Cumberland YMCA's proposal on South Albion Street. This approach will impact my decision on looking at any new developments in the Town of Amherst.

Can this please be shared with Staff, Council Members and anyone else before the next Committee of the Whole Meeting?

Thank you,

Andrew Cameron  
President  
Northumberland Properties



1-2 Palmer St  
Amherst, NS  
B4H 1Z5  
902-667-1046

Mayor Robert Small  
Town of Amherst  
98 Victoria St  
Amherst, NS  
B4H 4A1

June 3, 2026

To Mayor Small and Amherst Town Council;

As one of largest local developers in the Town of Amherst I want to express serious concerns about the Planning Advisory Committee's approach and discussions around the Cumberland YMCA's proposed development at 1 South Albion Street.

This proposal met the Land-Use By-law (LUB) requirements and is meeting the key strategic objectives from the Municipal Planning Strategy (MPS). Yet the PAC would not second a motion to vote on the proposal, thereby in effect rejecting it.

The new LUB and MPS were just passed this year and create the structure under which developers, community members and Council must plan and operate. If this structure is not being used to guide decision making, then these documents are irrelevant, making planning new developments nearly impossible.

The YMCA's proposed property is in the Downtown Commercial zone which has no parking requirements. The PACs' request for more details on parking information after the first meeting was not appropriate since the YMCA had already exceeded the parking requirements. The YMCA could not meet a new arbitrary parking standard set by the PAC since they'd already met the current established requirement. I know the PAC had concerns about parking spots, and for future proposals this can be addressed by modifying the LUB and MPS documents through the stipulated amendment procedures.

In the past I have told all out-of-town developers that Amherst Town Staff and Council were excellent to work with. I highlighted that Town Staff always strived to add positive developments in the Town and I've found that Staff and Council had a solid, trusting working relationship. I stressed the developer needed to address any of the Town Staff's concerns with their proposal, and that will help their proposals proceed through the necessary approvals. Based on the PAC's last two meetings I can not continue to say this in good faith. It appears that decisions are being made arbitrarily, beyond the scope of the PAC's mandate, and for seemingly personal reasons.



**Northumberland  
Properties**

1-2 Palmer St  
Amherst, NS  
B4H 1Z5  
902-667-1046

As someone who has developed over 130 units in Amherst, and been through the Development Agreement process multiple times, I will not be looking for more development opportunities in the Town of Amherst if the PAC and Council continue to act in such an arbitrary manner.

Sincerely;

Andrew Cameron  
President  
Northumberland Properties

June 5, 2026

Dear Mayor Small and Town of Amherst Councilors,

We are writing to express our support for the proposed development agreement for 1 Albion Street. Public Health, Northern Zone supports the development of affordable housing because of the relationship between housing and health outcomes. Access to safe, affordable, and accessible housing is essential for overall health and wellness (NSH, 2020).

There is a clear need for increased access to affordable housing within the Town of Amherst and across Cumberland County. The most recent service-based count identified that there were 146 people experiencing some form of homelessness in Cumberland County (Cumberland YMCA, 2023). The count identified 30 individuals experiencing homelessness, 30 individuals who were provisionally accommodated, and 86 individuals who were at risk of homelessness (Cumberland YMCA, 2023). Furthermore, Cumberland County has a higher proportion of individuals living in housing that requires major repairs, is crowded, or is unaffordable compared to the rest of Nova Scotia (NSH Public Health, 2025).

Unaffordable housing can pose a significant obstacle to financial stability, educational and professional opportunities, for individuals and families (CANCEA, 2023). When housing is unaffordable or unstable, people are more likely to experience ongoing stress and live in conditions that can negatively affect both their mental and physical health (Public Health Agency of Canada, 2022). Whereas affordable housing is closely linked to better physical and mental health outcomes. When people have stable housing, they have lower rates of anxiety and depression and demonstrate lower levels of stress (CMHC, 2022). At the community level, affordable housing fosters inclusion, strengthens social connections, and contributes to a greater sense of safety and belonging (SSHRCC, 2023).

Public Health strongly encourages Council to give favorable consideration to the approval and advancement of this development agreement. This project aligns with Council's broader vision and priorities for an inclusive, healthy and prosperous community for everyone. We recognize and appreciate Council's continued commitment to fostering healthy communities and believe this development supports those goals.

Sincerely,

Madison Bennett & Zack Knol (Health Promoters)

*Public Health works with others to understand the health of our communities and acts together to improve health.*

Madison Bennett	Zack Knol
<a href="mailto:Madison.bennett@nshealth.ca">Madison.bennett@nshealth.ca</a>	<a href="mailto:Zack.knol@nshealth.ca">Zack.knol@nshealth.ca</a>
902-694-9725	902-694-2578

### References

- Canadian Centre for Economic Analysis. (2017). (rep.). Understanding the Benefits of Investments in Affordable Housing. Retrieved 2025, from [https://www.cancea.ca/wp-content/uploads/2017/11/IAH\\_Literature-Review-Report\\_FINAL\\_31.07.2018.pdf](https://www.cancea.ca/wp-content/uploads/2017/11/IAH_Literature-Review-Report_FINAL_31.07.2018.pdf).
- Canadian Mortgage and Housing and Housing Corporation. (2022, September). GTA West Social Housing and Health Study. CMHC: Canadian Mortgage and Housing Corporation. <https://www.cmhc-schl.gc.ca/professionals/housing-markets-data-and-research/housing-research/research-reports/housing-needs/research-insight-housing-outcomes-gta-west>
- Nova Scotia Health, Public Health, Science and Systems Performance. (2025, December 4). NZ Housing & Health.
- Nova Scotia Health (NSH) Healthy Communities Northern Zone, 2020. Let’s Make Health Matter in the 2020 Municipal Election.
- YMCA of Cumberland and Nova Scotia Health Public Health. (2023). Demystifying Rural Homelessness in Cumberland County utilizing a Service Based Count Tool.
- Social Sciences and Humanities Research Council of Canada. (2023). Approaches to Social Inclusion, Community Resilience, and Homelessness in the Context of Emerging Asocial Societies. Retrieved from <https://homelesshub.ca/wp-content/uploads/2024/04/NIMBY-FullReport.pdf>

*Public Health works with others to understand the health of our communities and acts together to improve health.*

Madison Bennett	Zack Knol
<a href="mailto:Madison.bennett@nshealth.ca">Madison.bennett@nshealth.ca</a>	<a href="mailto:Zack.knol@nshealth.ca">Zack.knol@nshealth.ca</a>
902-694-9725	902-694-2578

# MEMO

To: Mayor Small and Members of Council  
From: Aaron Bourgeois, Director of Operations  
Date: June 15, 2026  
Re: Wastewater Treatment Plant Sludge Survey

---

A sludge survey of the Town's wastewater treatment facility, approved as part of the 2026/27 General Capital Budget, has now been completed.

The survey was carried out on May 21, 2026 using a remotely operated Unmanned Surface Vessel (USV), which collected detailed bathymetric and sludge depth data across both aerated lagoons and the settling pond. These measurements were used to generate a sludge map and estimated sludge volumes throughout the facility.

Results from the survey are favorable. The average sludge depth of 22cm is well within the acceptable range, dredging needs to be completed when sludge depths reach 90cm. The data confirms that sufficient treatment capacity remains available at this time.

The relatively low accumulation of sludge to date may, in part, be attributed to the use of sludge-reducing bacteria that have been applied to the lagoons over the past two years. Staff will continue to monitor performance to confirm the long-term effectiveness of this approach.

This work provides staff with a reliable baseline for future monitoring and long-term capital planning. The information will be used to determine optimal timing for sludge removal and to support future budgeting for sludge removal operations.

# MEMO

**TO:** Mayor Small and Members of Council

**FROM:** Natalie LeBlanc, Municipal Clerk

**DATE:** June 15, 2026

**RE: Graffiti By-law**

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At the May 25, 2026, regular meeting, Council gave First Reading of a By-law Regarding Graffiti and Graffiti Removal in the Town of Amherst, C-14.

Second Reading of this By-law has been advertised for and will be on the June 22, 2026, regular Council meeting agenda.

Since that time the attached written submission has been received opposing this proposed by-law.

**From:** Kylie Atkinson <[kylie-atkinson@hotmail.com](mailto:kylie-atkinson@hotmail.com)>

**Sent:** Friday, June 5, 2026 2:11 PM

**To:** Terry McManaman <[tmcmaman@amherst.ca](mailto:tmcmaman@amherst.ca)>; Hal Davidson <[HDavidson@amherst.ca](mailto:HDavidson@amherst.ca)>; Charlie Chambers <[cchambers@amherst.ca](mailto:cchambers@amherst.ca)>; Dwayne Ripley <[dripley@amherst.ca](mailto:dripley@amherst.ca)>; Robert Small <[rsmall@amherst.ca](mailto:rsmall@amherst.ca)>; Kathy Wells <[kwells@amherst.ca](mailto:kwells@amherst.ca)>; Nic Furlong <[nfurlong@amherst.ca](mailto:nfurlong@amherst.ca)>

**Subject:** In regard to the proposed Graffiti and Graffiti Removal By-Law C-14.

Dear Mayor Small and Town Counsellors,

I am writing in regard to the proposed Graffiti and Graffiti Removal By-Law C-14.

I will start by saying that I absolutely agree that nobody should be vandalising public or government-owned property, or any property in which they do not have the owners permission, and there is no space for hateful or offensive vandalism or signage anywhere.

However, this by-law is not an anti-vandalism by-law; it is an anti-graffiti by-law. Rather than focusing on unauthorized vandalism and hate-based messages, it appears to regulate what people can and cannot do on their own private property.

The by-law also does not define what the Town considers to be "graffiti." Does this refer only to art created with spray paint? Does it only include artwork that uses traditional graffiti-style lettering? Or does it simply refer to artwork that the Town does not like the appearance of? Without a clear definition, property owners have no way of knowing what is permitted and what is prohibited.

Graffiti is a recognized style of art, and I believe the Town should focus on unauthorized vandalism and hate-based messages rather than regulating artistic expression on private property. Not all graffiti is vandalism, and looking at what The Town of Oxford chose to do, and instead of fighting against graffiti, chose to embrace artistic expression, youth engagement, and town identity by inviting a local graffiti-style artist to design the artwork at a skatepark with blueberries. I encourage council to explore a similar approach rather than adopting this by-law that treats all graffiti as vandalism and inherently negative.

I respectfully ask Council to reconsider this by-law and instead focus on addressing vandalism, rather than dictating how residents choose to decorate their own property.

Thank you for your time and consideration,

Kylie Atkinson-Hand

# MEMORANDUM

**TO:** Mayor Small and Members of Amherst Town Council  
**FROM:** Emily Wainwright, Dangerous & Unsightly Premises Administrator  
**DATE:** June 15, 2026  
**RE:** Dangerous & Unsightly Premises Semi-Annual Report

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As per the Municipal Government Act, Section 345 (3), the administrator shall at least twice per year table a public report to the council describing the status of dangerous or unsightly property orders including remedial progress made regarding properties for which orders were issued pursuant to this.

## **REPORTING PERIOD: November 1 – May 31, 2026**

Attached is the full report detailing all activity related to dangerous and unsightly properties during the above reporting period. Key statistics are summarized below:

- 42 new complaints were received:
  - 26 related to garbage, junk, or rubbish accumulation
  - 6 related to concerns over dangerous buildings or building maintenance
  - 4 related to violations of the *Minimum Standards for Residential Occupancies Bylaw* (Bylaw P-4)
  - 4 complaints were determined to be invalid or did not require action
  - 1 related to long grass
  - 1 related to derelict vehicles
- 24 properties were proactively identified by the Administrator
  - 15 related to garbage, junk, or rubbish accumulation
  - 6 related to long grass
  - 3 related to concerns over dangerous buildings or building maintenance
- 66 initial site inspections were conducted
- 131 follow-up inspections were completed
- 86 notices and orders were issued:
  - 17 First Notices
  - 34 Second Notices
  - 35 Orders
- 1 Warning Summary Offence Ticket was issued in relation to garbage, junk, or rubbish accumulation

- 59 files were closed:
  - 38 properties were brought into compliance by the property owner
  - 21 properties were remediated through Town-hired services
- 9 files were invalid and did not require action

## **DEMOLITIONS**

### 19 Spring Street

On September 25, 2024, the Planning Advisory Committee ordered demolition of the building located at 19 Spring Street, with a deadline of November 25, 2024. An order to vacate the building was issued on September 12, 2024. As of May 2025, the building is still occupied. Staff have sought legal opinion on proceeding with demolition.

### 77 Station Street

On September 25, 2024, the Planning Advisory Committee ordered demolition of the building located at 77 Station Street, with a deadline of December 24, 2024. As there had been no progress by the property owner, the town has completed a hazardous materials assessment, hazardous materials removal, and the removal of all contents of the building. Branco Management Ltd. Was awarded the demolition project. Additional requirements by CN have caused significant delays in the demolition of the building. Staff are currently waiting on CN to issue the work permit to Branco Management and subsequently schedule flaggers for the demolition.

### 27 Westminster Avenue

On June 2, 2025, the Planning Advisory Committee ordered demolition of the building and accessory building located at 27 Westminster Street with a deadline of October 1, 2025.

As the deadline was October 1, 2025, and no action had been taken by the property owner, the town issued a Request for Quotes and awarded the project to Fundy Landscaping Services. The demolition was completed on November 4, 2025.

### 2 York Street

On August 11, 2025, the Planning Advisory Committee ordered demolition of the building located at 2 York Street with a deadline of October 12, 2025.

Separately, the administrator Ordered a clean-out of the interior of the building due to concerns over public health and safety. As the owner did not comply before the deadline, Yard Guyz Inc. was awarded the project, which was completed on September 8, 2025.

There was a change in ownership, who completed the demolition of the building on January 21, 2026.

### 2-4 Industrial Park Drive

On April 6, 2026, the Planning Advisory Committee ordered demolition of the building located at 2-4 Industrial Park Drive with a deadline of July 6, 2026. The main concern was that of public and emergency personnel safety as the town is no longer capable of ensuring the building is secured due to the location and nature of the building. Reports from the Amherst Police Department, Amherst Fire Department, and the Building Official II were considered in the Committees decision.

### **CONCLUSION**

Ongoing challenges persist with repeat offender properties. However, with the recent approval of Special Constable status to the Administrator, staff are optimistic that this enhanced authority will support efforts to achieve compliance at these locations.

As of June 1, 2026, we have 51 open files, including:

- 23 related to garbage, junk, or rubbish accumulation
- 15 related to concerns over dangerous buildings or building maintenance
- 8 related to long grass
- 4 related to violations of the *Minimum Standards for Residential Occupancies Bylaw* (Bylaw P-4)
- 1 related to derelict vehicles

### **ATTACHMENTS**

- *20260615 D&U TS Plan Reporting*

# Bylaw Report

For Period: November 01 2025 To May 31 2026

AppType = US

Processes	Total
610110 Received Unsightly Complaint	42
610120 Site Visit	66
610210 No Action Required	8
610220 Educational Material	5
610230 First Notice	17
610250 Followup Inspection	131
610260 Second Notice	34
610310 Issue Order	35
610320 Issue SOT	1
610340 Compliance	43
610350 Inform Finance	21
610440 Close File	59
Total	462

Bylaw Types	Total
Dangerous Unsightly	462
Total	462

File No	File Type	Process	Date Entered	Location
<b>US2023-105</b>				
US2023-105	US	610260 Second Notice	10-Dec-2025	7 Spring St, Amherst
US2023-105	US	610260 Second Notice	19-Dec-2025	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	06-Jan-2026	7 Spring St, Amherst
US2023-105	US	610340 Compliance	06-Jan-2026	7 Spring St, Amherst
US2023-105	US	610440 Close File	08-Jan-2026	7 Spring St, Amherst
<b>US2023-109</b>				
US2023-109	US	610250 Followup Inspection	11-May-2026	5 Rhodes Ave, Amherst
US2023-109	US	610340 Compliance	11-May-2026	5 Rhodes Ave, Amherst
US2023-109	US	610440 Close File	11-May-2026	5 Rhodes Ave, Amherst
<b>US2024-006</b>				
US2024-006	US	610350 Inform Finance	06-Nov-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	12-Nov-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	14-Nov-2025	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	12-Dec-2025	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	10-Apr-2026	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	29-May-2026	77 Station St, Amherst
<b>US2024-021</b>				
US2024-021	US	610250 Followup Inspection	18-Nov-2025	4 Industrial Park Dr, Amherst
US2024-021	US	610260 Second Notice	26-Nov-2025	4 Industrial Park Dr, Amherst
US2024-021	US	610250 Followup Inspection	02-Dec-2025	4 Industrial Park Dr, Amherst
US2024-021	US	610250 Followup Inspection	17-Dec-2025	4 Industrial Park Dr, Amherst
<b>US2024-041</b>				
US2024-041	US	610250 Followup Inspection	15-Apr-2026	22 Eddy St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-041	US	610310 Issue Order	16-Apr-2026	22 Eddy St, Amherst
US2024-041	US	610260 Second Notice	16-Apr-2026	22 Eddy St, Amherst
US2024-041	US	610250 Followup Inspection	21-Apr-2026	22 Eddy St, Amherst
US2024-041	US	610350 Inform Finance	30-Apr-2026	22 Eddy St, Amherst
US2024-041	US	610350 Inform Finance	04-May-2026	22 Eddy St, Amherst
US2024-041	US	610350 Inform Finance	04-May-2026	22 Eddy St, Amherst
US2024-041	US	610440 Close File	05-May-2026	22 Eddy St, Amherst
<b>US2024-042</b>				
US2024-042	US	610250 Followup Inspection	03-Nov-2025	27 Westminster Ave, Amherst
US2024-042	US	610250 Followup Inspection	04-Nov-2025	27 Westminster Ave, Amherst
US2024-042	US	610250 Followup Inspection	05-Nov-2025	27 Westminster Ave, Amherst
US2024-042	US	610440 Close File	06-Nov-2025	27 Westminster Ave, Amherst
US2024-042	US	610350 Inform Finance	19-Nov-2025	27 Westminster Ave, Amherst
<b>US2024-093</b>				
US2024-093	US	610250 Followup Inspection	06-May-2026	6 Parkwood Dr, Amherst
US2024-093	US	610340 Compliance	06-May-2026	6 Parkwood Dr, Amherst
US2024-093	US	610440 Close File	11-May-2026	6 Parkwood Dr, Amherst
<b>US2025-007</b>				
US2025-007	US	610350 Inform Finance	06-Nov-2025	25 Palmer St, Amherst
US2025-007	US	610350 Inform Finance	06-Nov-2025	25 Palmer St, Amherst
<b>US2025-017</b>				
US2025-017	US	610250 Followup Inspection	05-Nov-2025	166 Church St, Amherst
US2025-017	US	610250 Followup Inspection	18-Nov-2025	166 Church St, Amherst
US2025-017	US	610250 Followup Inspection	26-Nov-2025	166 Church St, Amherst
US2025-017	US	610340 Compliance	26-Nov-2025	166 Church St, Amherst
US2025-017	US	610440 Close File	27-Nov-2025	166 Church St, Amherst
<b>US2025-024</b>				
US2025-024	US	610250 Followup Inspection	10-Dec-2025	2 York St, Amherst
US2025-024	US	610250 Followup Inspection	21-Jan-2026	2 York St, Amherst
US2025-024	US	610340 Compliance	21-Jan-2026	2 York St, Amherst
US2025-024	US	610440 Close File	26-Jan-2026	2 York St, Amherst
<b>US2025-028</b>				
US2025-028	US	610310 Issue Order	04-Dec-2025	3 Dale St, Amherst
US2025-028	US	610250 Followup Inspection	09-Dec-2025	3 Dale St, Amherst
US2025-028	US	610340 Compliance	09-Dec-2025	3 Dale St, Amherst
US2025-028	US	610440 Close File	15-Dec-2025	3 Dale St, Amherst
<b>US2025-033</b>				
US2025-033	US	610250 Followup Inspection	13-Nov-2025	74 West Victoria St, Amherst
US2025-033	US	610260 Second Notice	14-Nov-2025	74 West Victoria St, Amherst
US2025-033	US	610310 Issue Order	14-Nov-2025	74 West Victoria St, Amherst
US2025-033	US	610250 Followup Inspection	26-Nov-2025	74 West Victoria St, Amherst
US2025-033	US	610250 Followup Inspection	26-Nov-2025	74 West Victoria St, Amherst
US2025-033	US	610350 Inform Finance	27-Nov-2025	74 West Victoria St, Amherst
US2025-033	US	610440 Close File	04-Dec-2025	74 West Victoria St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
<b>US2025-048</b>				
US2025-048	US	610440 Close File	09-Dec-2025	35 Park St, Amherst
<b>US2025-049</b>				
US2025-049	US	610260 Second Notice	12-Nov-2025	61 Hickman St, Amherst
US2025-049	US	610250 Followup Inspection	19-Nov-2025	61 Hickman St, Amherst
US2025-049	US	610310 Issue Order	19-Nov-2025	61 Hickman St, Amherst
US2025-049	US	610250 Followup Inspection	10-Dec-2025	61 Hickman St, Amherst
US2025-049	US	610250 Followup Inspection	17-Dec-2025	61 Hickman St, Amherst
US2025-049	US	610250 Followup Inspection	18-Dec-2025	61 Hickman St, Amherst
US2025-049	US	610440 Close File	19-Dec-2025	61 Hickman St, Amherst
<b>US2025-052</b>				
US2025-052	US	610120 Site Visit	19-Nov-2025	23 East Pleasant St, Amherst
US2025-052	US	610210 No Action Required	19-Nov-2025	23 East Pleasant St, Amherst
US2025-052	US	610440 Close File	19-Nov-2025	23 East Pleasant St, Amherst
<b>US2025-063</b>				
US2025-063	US	610250 Followup Inspection	19-Nov-2025	1 Central Ave, Amherst
US2025-063	US	610340 Compliance	19-Nov-2025	1 Central Ave, Amherst
US2025-063	US	610440 Close File	19-Nov-2025	1 Central Ave, Amherst
<b>US2025-064</b>				
US2025-064	US	610250 Followup Inspection	19-Nov-2025	3 Prince Arthur St, Amherst
US2025-064	US	610260 Second Notice	19-Nov-2025	3 Prince Arthur St, Amherst
US2025-064	US	610250 Followup Inspection	14-Jan-2026	3 Prince Arthur St, Amherst
US2025-064	US	610340 Compliance	14-Jan-2026	3 Prince Arthur St, Amherst
US2025-064	US	610440 Close File	14-Jan-2026	3 Prince Arthur St, Amherst
<b>US2025-066</b>				
US2025-066	US	610440 Close File	19-Dec-2025	55 Havelock St, Amherst
<b>US2025-068</b>				
US2025-068	US	610250 Followup Inspection	22-May-2026	39 Rupert St, Amherst
<b>US2025-078</b>				
US2025-078	US	610340 Compliance	12-Nov-2025	11 West Victoria St, Amherst
US2025-078	US	610250 Followup Inspection	17-Nov-2025	11 West Victoria St, Amherst
US2025-078	US	610250 Followup Inspection	18-Nov-2025	11 West Victoria St, Amherst
US2025-078	US	610350 Inform Finance	02-Dec-2025	11 West Victoria St, Amherst
US2025-078	US	610310 Issue Order	02-Dec-2025	11 West Victoria St, Amherst
US2025-078	US	610320 Issue SOT	02-Dec-2025	11 West Victoria St, Amherst
US2025-078	US	610250 Followup Inspection	09-Dec-2025	11 West Victoria St, Amherst
US2025-078	US	610340 Compliance	09-Dec-2025	11 West Victoria St, Amherst
US2025-078	US	610440 Close File	12-Dec-2025	11 West Victoria St, Amherst
<b>US2025-080</b>				
US2025-080	US	610440 Close File	09-Dec-2025	107 Church St, Amherst
US2025-080	US	610250 Followup Inspection	09-Dec-2025	107 Church St, Amherst
US2025-080	US	610340 Compliance	09-Dec-2025	107 Church St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
<b>US2025-084</b>				
US2025-084	US	610250 Followup Inspection	19-Nov-2025	41 Brownell Ave, Amherst
US2025-084	US	610250 Followup Inspection	25-May-2026	41 Brownell Ave, Amherst
US2025-084	US	610340 Compliance	25-May-2026	41 Brownell Ave, Amherst
US2025-084	US	610440 Close File	26-May-2026	41 Brownell Ave, Amherst
<b>US2025-085</b>				
US2025-085	US	610340 Compliance	13-Nov-2025	3 Bayview Dr, Amherst
US2025-085	US	610250 Followup Inspection	13-Nov-2025	3 Bayview Dr, Amherst
US2025-085	US	610440 Close File	09-Dec-2025	3 Bayview Dr, Amherst
<b>US2025-086</b>				
US2025-086	US	610250 Followup Inspection	13-Nov-2025	5 Bayview Dr, Amherst
<b>US2025-087</b>				
US2025-087	US	610440 Close File	02-Dec-2025	2 Queen St, Amherst
<b>US2025-088</b>				
US2025-088	US	610440 Close File	02-Dec-2025	4 Queen St, Amherst
<b>US2025-089</b>				
US2025-089	US	610250 Followup Inspection	25-Nov-2025	1 Spring St, Amherst
US2025-089	US	610350 Inform Finance	27-Nov-2025	1 Spring St, Amherst
US2025-089	US	610440 Close File	02-Dec-2025	1 Spring St, Amherst
<b>US2025-096</b>				
US2025-096	US	610350 Inform Finance	06-Nov-2025	196 East Victoria St, Amherst
<b>US2025-097</b>				
US2025-097	US	610250 Followup Inspection	06-Nov-2025	89 East Victoria St, Amherst
US2025-097	US	610260 Second Notice	12-Nov-2025	89 East Victoria St, Amherst
US2025-097	US	610340 Compliance	17-Nov-2025	89 East Victoria St, Amherst
US2025-097	US	610250 Followup Inspection	17-Nov-2025	89 East Victoria St, Amherst
US2025-097	US	610440 Close File	18-Nov-2025	89 East Victoria St, Amherst
<b>US2025-098</b>				
US2025-098	US	610250 Followup Inspection	12-Nov-2025	11 West Victoria St, Amherst
US2025-098	US	610340 Compliance	12-Nov-2025	11 West Victoria St, Amherst
US2025-098	US	610310 Issue Order	12-Nov-2025	11 West Victoria St, Amherst
US2025-098	US	610250 Followup Inspection	17-Nov-2025	11 West Victoria St, Amherst
US2025-098	US	610250 Followup Inspection	18-Nov-2025	11 West Victoria St, Amherst
US2025-098	US	610350 Inform Finance	02-Dec-2025	11 West Victoria St, Amherst
US2025-098	US	610440 Close File	12-Dec-2025	11 West Victoria St, Amherst
<b>US2025-099</b>				
US2025-099	US	610110 Received Unsightly Complain	04-Nov-2025	74 West Victoria St, Amherst
US2025-099	US	610120 Site Visit	13-Nov-2025	74 West Victoria St, Amherst
US2025-099	US	610260 Second Notice	14-Nov-2025	74 West Victoria St, Amherst
US2025-099	US	610250 Followup Inspection	26-Nov-2025	74 West Victoria St, Amherst
US2025-099	US	610250 Followup Inspection	26-Nov-2025	74 West Victoria St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-099	US	610350 Inform Finance	27-Nov-2025	74 West Victoria St, Amherst
US2025-099	US	610440 Close File	04-Dec-2025	74 West Victoria St, Amherst
<b>US2025-100</b>				
US2025-100	US	610110 Received Unsightly Complain	10-Nov-2025	63 Albion St, Amherst
US2025-100	US	610120 Site Visit	13-Nov-2025	63 Albion St, Amherst
US2025-100	US	610260 Second Notice	13-Nov-2025	63 Albion St, Amherst
US2025-100	US	610250 Followup Inspection	26-Nov-2025	63 Albion St, Amherst
US2025-100	US	610310 Issue Order	27-Nov-2025	63 Albion St, Amherst
US2025-100	US	610440 Close File	09-Dec-2025	63 Albion St, Amherst
US2025-100	US	610340 Compliance	09-Dec-2025	63 Albion St, Amherst
<b>US2025-101</b>				
US2025-101	US	610110 Received Unsightly Complain	24-Nov-2025	50 Copp Ave, Amherst
US2025-101	US	610210 No Action Required	28-Nov-2025	50 Copp Ave, Amherst
US2025-101	US	610440 Close File	28-Nov-2025	50 Copp Ave, Amherst
<b>US2025-102</b>				
US2025-102	US	610110 Received Unsightly Complain	26-Nov-2025	5 South Adelaide St, Amherst
US2025-102	US	610120 Site Visit	04-Dec-2025	5 South Adelaide St, Amherst
US2025-102	US	610220 Educational Material	12-Dec-2025	5 South Adelaide St, Amherst
US2025-102	US	610210 No Action Required	12-Dec-2025	5 South Adelaide St, Amherst
US2025-102	US	610440 Close File	12-Dec-2025	5 South Adelaide St, Amherst
<b>US2025-103</b>				
US2025-103	US	610110 Received Unsightly Complain	19-Nov-2025	19 Parkwood Dr, Amherst
US2025-103	US	610120 Site Visit	19-Nov-2025	19 Parkwood Dr, Amherst
US2025-103	US	610260 Second Notice	26-Nov-2025	19 Parkwood Dr, Amherst
<b>US2025-104</b>				
US2025-104	US	610110 Received Unsightly Complain	05-Dec-2025	20 Eddy St, Amherst
US2025-104	US	610120 Site Visit	11-Dec-2025	20 Eddy St, Amherst
US2025-104	US	610260 Second Notice	12-Dec-2025	20 Eddy St, Amherst
US2025-104	US	610250 Followup Inspection	16-Dec-2025	20 Eddy St, Amherst
US2025-104	US	610250 Followup Inspection	19-Dec-2025	20 Eddy St, Amherst
US2025-104	US	610310 Issue Order	19-Dec-2025	20 Eddy St, Amherst
US2025-104	US	610250 Followup Inspection	21-Jan-2026	20 Eddy St, Amherst
US2025-104	US	610340 Compliance	21-Jan-2026	20 Eddy St, Amherst
US2025-104	US	610440 Close File	26-Jan-2026	20 Eddy St, Amherst
<b>US2026-001</b>				
US2026-001	US	610110 Received Unsightly Complain	05-Jan-2026	20 Eddy St, Amherst
US2026-001	US	610120 Site Visit	07-Jan-2026	20 Eddy St, Amherst
US2026-001	US	610210 No Action Required	08-Jan-2026	20 Eddy St, Amherst
US2026-001	US	610440 Close File	08-Jan-2026	20 Eddy St, Amherst
<b>US2026-002</b>				
US2026-002	US	610110 Received Unsightly Complain	09-Jan-2026	9 East Pleasant St, Amherst
US2026-002	US	610120 Site Visit	09-Jan-2026	9 East Pleasant St, Amherst
US2026-002	US	610310 Issue Order	12-Jan-2026	9 East Pleasant St, Amherst
US2026-002	US	610250 Followup Inspection	14-Jan-2026	9 East Pleasant St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2026-002	US	610340 Compliance	14-Jan-2026	9 East Pleasant St, Amherst
US2026-002	US	610440 Close File	14-Jan-2026	9 East Pleasant St, Amherst
<b>US2026-003</b>				
US2026-003	US	610120 Site Visit	10-Feb-2026	107 Church St, Amherst
US2026-003	US	610310 Issue Order	10-Feb-2026	107 Church St, Amherst
US2026-003	US	610250 Followup Inspection	16-Apr-2026	107 Church St, Amherst
US2026-003	US	610340 Compliance	16-Apr-2026	107 Church St, Amherst
US2026-003	US	610440 Close File	17-Apr-2026	107 Church St, Amherst
<b>US2026-004</b>				
US2026-004	US	610110 Received Unsightly Complain	12-Mar-2026	41 Brownell Ave, Amherst
US2026-004	US	610120 Site Visit	12-Mar-2026	41 Brownell Ave, Amherst
US2026-004	US	610230 First Notice	12-Mar-2026	41 Brownell Ave, Amherst
US2026-004	US	610250 Followup Inspection	12-Mar-2026	41 Brownell Ave, Amherst
US2026-004	US	610250 Followup Inspection	19-Mar-2026	41 Brownell Ave, Amherst
US2026-004	US	610260 Second Notice	20-Mar-2026	41 Brownell Ave, Amherst
US2026-004	US	610250 Followup Inspection	16-Apr-2026	41 Brownell Ave, Amherst
US2026-004	US	610310 Issue Order	17-Apr-2026	41 Brownell Ave, Amherst
US2026-004	US	610250 Followup Inspection	01-May-2026	41 Brownell Ave, Amherst
US2026-004	US	610250 Followup Inspection	04-May-2026	41 Brownell Ave, Amherst
US2026-004	US	610250 Followup Inspection	11-May-2026	41 Brownell Ave, Amherst
US2026-004	US	610250 Followup Inspection	19-May-2026	41 Brownell Ave, Amherst
US2026-004	US	610340 Compliance	25-May-2026	41 Brownell Ave, Amherst
US2026-004	US	610250 Followup Inspection	25-May-2026	41 Brownell Ave, Amherst
US2026-004	US	610440 Close File	26-May-2026	41 Brownell Ave, Amherst
<b>US2026-005</b>				
US2026-005	US	610120 Site Visit	17-Mar-2026	41 Havelock Ave, Amherst
US2026-005	US	610310 Issue Order	17-Mar-2026	41 Havelock Ave, Amherst
US2026-005	US	610250 Followup Inspection	23-Mar-2026	41 Havelock Ave, Amherst
US2026-005	US	610250 Followup Inspection	31-Mar-2026	41 Havelock Ave, Amherst
US2026-005	US	610250 Followup Inspection	31-Mar-2026	41 Havelock Ave, Amherst
US2026-005	US	610350 Inform Finance	10-Apr-2026	41 Havelock Ave, Amherst
US2026-005	US	610350 Inform Finance	10-Apr-2026	41 Havelock Ave, Amherst
US2026-005	US	610250 Followup Inspection	10-Apr-2026	41 Havelock Ave, Amherst
US2026-005	US	610250 Followup Inspection	13-Apr-2026	41 Havelock Ave, Amherst
US2026-005	US	610440 Close File	17-Apr-2026	41 Havelock Ave, Amherst
<b>US2026-006</b>				
US2026-006	US	610120 Site Visit	17-Mar-2026	130 Church St, Amherst
US2026-006	US	610260 Second Notice	17-Mar-2026	130 Church St, Amherst
US2026-006	US	610220 Educational Material	17-Mar-2026	130 Church St, Amherst
US2026-006	US	610250 Followup Inspection	25-Mar-2026	130 Church St, Amherst
US2026-006	US	610340 Compliance	25-Mar-2026	130 Church St, Amherst
US2026-006	US	610440 Close File	25-Mar-2026	130 Church St, Amherst
<b>US2026-007</b>				
US2026-007	US	610110 Received Unsightly Complain	09-Mar-2026	15 Palmer St, Amherst
US2026-007	US	610120 Site Visit	10-Mar-2026	15 Palmer St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2026-007	US	610250 Followup Inspection	23-Mar-2026	15 Palmer St, Amherst
US2026-007	US	610250 Followup Inspection	09-Apr-2026	15 Palmer St, Amherst
US2026-007	US	610250 Followup Inspection	13-Apr-2026	15 Palmer St, Amherst
US2026-007	US	610260 Second Notice	13-Apr-2026	15 Palmer St, Amherst
US2026-007	US	610310 Issue Order	13-Apr-2026	15 Palmer St, Amherst
US2026-007	US	610250 Followup Inspection	15-Apr-2026	15 Palmer St, Amherst
US2026-007	US	610260 Second Notice	16-Apr-2026	15 Palmer St, Amherst
US2026-007	US	610250 Followup Inspection	27-Apr-2026	15 Palmer St, Amherst
US2026-007	US	610250 Followup Inspection	13-May-2026	15 Palmer St, Amherst
US2026-007	US	610310 Issue Order	13-May-2026	15 Palmer St, Amherst
US2026-007	US	610250 Followup Inspection	19-May-2026	15 Palmer St, Amherst
US2026-007	US	610250 Followup Inspection	20-May-2026	15 Palmer St, Amherst
US2026-007	US	610310 Issue Order	20-May-2026	15 Palmer St, Amherst
US2026-007	US	610250 Followup Inspection	21-May-2026	15 Palmer St, Amherst
US2026-007	US	610440 Close File	26-May-2026	15 Palmer St, Amherst
<b>US2026-008</b>				
US2026-008	US	610120 Site Visit	19-Mar-2026	77 Havelock Ave, Amherst
US2026-008	US	610260 Second Notice	20-Mar-2026	77 Havelock Ave, Amherst
US2026-008	US	610220 Educational Material	20-Mar-2026	77 Havelock Ave, Amherst
US2026-008	US	610250 Followup Inspection	10-Apr-2026	77 Havelock Ave, Amherst
US2026-008	US	610340 Compliance	10-Apr-2026	77 Havelock Ave, Amherst
US2026-008	US	610440 Close File	10-Apr-2026	77 Havelock Ave, Amherst
<b>US2026-009</b>				
US2026-009	US	610110 Received Unsightly Complain	19-Mar-2026	85 Church St, Amherst
US2026-009	US	610120 Site Visit	19-Mar-2026	85 Church St, Amherst
US2026-009	US	610230 First Notice	20-Mar-2026	85 Church St, Amherst
US2026-009	US	610250 Followup Inspection	16-Apr-2026	85 Church St, Amherst
US2026-009	US	610250 Followup Inspection	11-May-2026	85 Church St, Amherst
US2026-009	US	610340 Compliance	11-May-2026	85 Church St, Amherst
US2026-009	US	610440 Close File	11-May-2026	85 Church St, Amherst
<b>US2026-010</b>				
US2026-010	US	610120 Site Visit	20-Mar-2026	87 Church St, Amherst
US2026-010	US	610230 First Notice	20-Mar-2026	87 Church St, Amherst
US2026-010	US	610250 Followup Inspection	10-Apr-2026	87 Church St, Amherst
US2026-010	US	610250 Followup Inspection	16-Apr-2026	87 Church St, Amherst
US2026-010	US	610260 Second Notice	16-Apr-2026	87 Church St, Amherst
US2026-010	US	610250 Followup Inspection	27-Apr-2026	87 Church St, Amherst
US2026-010	US	610250 Followup Inspection	07-May-2026	87 Church St, Amherst
US2026-010	US	610340 Compliance	07-May-2026	87 Church St, Amherst
US2026-010	US	610440 Close File	07-May-2026	87 Church St, Amherst
<b>US2026-011</b>				
US2026-011	US	610110 Received Unsightly Complain	31-Mar-2026	11 West Victoria St, Amherst
US2026-011	US	610120 Site Visit	31-Mar-2026	11 West Victoria St, Amherst
US2026-011	US	610310 Issue Order	31-Mar-2026	11 West Victoria St, Amherst
US2026-011	US	610250 Followup Inspection	01-Apr-2026	11 West Victoria St, Amherst
US2026-011	US	610260 Second Notice	01-Apr-2026	11 West Victoria St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2026-011	US	610250 Followup Inspection	02-Apr-2026	11 West Victoria St, Amherst
US2026-011	US	610250 Followup Inspection	07-Apr-2026	11 West Victoria St, Amherst
US2026-011	US	610250 Followup Inspection	10-Apr-2026	11 West Victoria St, Amherst
US2026-011	US	610250 Followup Inspection	13-Apr-2026	11 West Victoria St, Amherst
US2026-011	US	610440 Close File	17-Apr-2026	11 West Victoria St, Amherst
US2026-011	US	610350 Inform Finance	21-Apr-2026	11 West Victoria St, Amherst
US2026-011	US	610350 Inform Finance	21-Apr-2026	11 West Victoria St, Amherst
US2026-011	US	610350 Inform Finance	04-May-2026	11 West Victoria St, Amherst
<b>US2026-012</b>				
US2026-012	US	610110 Received Unsightly Complain	07-Apr-2026	18 West Pleasant St, Amherst
US2026-012	US	610120 Site Visit	09-Apr-2026	18 West Pleasant St, Amherst
<b>US2026-013</b>				
US2026-013	US	610110 Received Unsightly Complain	01-Apr-2026	179 East Victoria St, Amherst
US2026-013	US	610120 Site Visit	08-Apr-2026	179 East Victoria St, Amherst
US2026-013	US	610250 Followup Inspection	09-Apr-2026	179 East Victoria St, Amherst
US2026-013	US	610250 Followup Inspection	10-Apr-2026	179 East Victoria St, Amherst
US2026-013	US	610210 No Action Required	10-Apr-2026	179 East Victoria St, Amherst
US2026-013	US	610440 Close File	10-Apr-2026	179 East Victoria St, Amherst
<b>US2026-014</b>				
US2026-014	US	610120 Site Visit	31-Mar-2026	3 Dale St, Amherst
US2026-014	US	610230 First Notice	02-Apr-2026	3 Dale St, Amherst
US2026-014	US	610250 Followup Inspection	10-Apr-2026	3 Dale St, Amherst
US2026-014	US	610340 Compliance	10-Apr-2026	3 Dale St, Amherst
US2026-014	US	610440 Close File	10-Apr-2026	3 Dale St, Amherst
<b>US2026-015</b>				
US2026-015	US	610110 Received Unsightly Complain	31-Mar-2026	51 York St, Amherst
US2026-015	US	610120 Site Visit	08-Apr-2026	51 York St, Amherst
US2026-015	US	610250 Followup Inspection	08-Apr-2026	51 York St, Amherst
US2026-015	US	610310 Issue Order	09-Apr-2026	51 York St, Amherst
US2026-015	US	610310 Issue Order	09-Apr-2026	51 York St, Amherst
US2026-015	US	610250 Followup Inspection	14-Apr-2026	51 York St, Amherst
US2026-015	US	610310 Issue Order	16-Apr-2026	51 York St, Amherst
US2026-015	US	610310 Issue Order	16-Apr-2026	51 York St, Amherst
US2026-015	US	610250 Followup Inspection	27-Apr-2026	51 York St, Amherst
US2026-015	US	610250 Followup Inspection	19-May-2026	51 York St, Amherst
US2026-015	US	610250 Followup Inspection	29-May-2026	51 York St, Amherst
<b>US2026-016</b>				
US2026-016	US	610110 Received Unsightly Complain	23-Feb-2026	27 Longleah Crt, Amherst
US2026-016	US	610210 No Action Required	09-Apr-2026	27 Longleah Crt, Amherst
US2026-016	US	610440 Close File	10-Apr-2026	27 Longleah Crt, Amherst
<b>US2026-017</b>				
US2026-017	US	610110 Received Unsightly Complain	10-Apr-2026	99 Rupert St, Amherst
US2026-017	US	610120 Site Visit	14-Apr-2026	99 Rupert St, Amherst
<b>US2026-018</b>				

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2026-018	US	610110 Received Unsightly Complain	13-Apr-2026	10 Newton Ave, Amherst
US2026-018	US	610120 Site Visit	13-Apr-2026	10 Newton Ave, Amherst
US2026-018	US	610230 First Notice	13-Apr-2026	10 Newton Ave, Amherst
US2026-018	US	610250 Followup Inspection	16-Apr-2026	10 Newton Ave, Amherst
US2026-018	US	610340 Compliance	16-Apr-2026	10 Newton Ave, Amherst
US2026-018	US	610440 Close File	17-Apr-2026	10 Newton Ave, Amherst
<b>US2026-019</b>				
US2026-019	US	610120 Site Visit	13-Apr-2026	79 East Victoria St, Amherst
US2026-019	US	610230 First Notice	20-Apr-2026	79 East Victoria St, Amherst
US2026-019	US	610250 Followup Inspection	05-May-2026	79 East Victoria St, Amherst
<b>US2026-020</b>				
US2026-020	US	610110 Received Unsightly Complain	13-Apr-2026	16 Fleming St, Amherst
US2026-020	US	610120 Site Visit	13-Apr-2026	16 Fleming St, Amherst
US2026-020	US	610250 Followup Inspection	17-Apr-2026	16 Fleming St, Amherst
US2026-020	US	610340 Compliance	17-Apr-2026	16 Fleming St, Amherst
US2026-020	US	610440 Close File	20-Apr-2026	16 Fleming St, Amherst
<b>US2026-021</b>				
US2026-021	US	610110 Received Unsightly Complain	15-Apr-2026	125 East Victoria St, Amherst
US2026-021	US	610120 Site Visit	17-Apr-2026	125 East Victoria St, Amherst
US2026-021	US	610260 Second Notice	20-Apr-2026	125 East Victoria St, Amherst
US2026-021	US	610250 Followup Inspection	11-May-2026	125 East Victoria St, Amherst
US2026-021	US	610250 Followup Inspection	15-May-2026	125 East Victoria St, Amherst
US2026-021	US	610340 Compliance	15-May-2026	125 East Victoria St, Amherst
US2026-021	US	610440 Close File	19-May-2026	125 East Victoria St, Amherst
<b>US2026-022</b>				
US2026-022	US	610110 Received Unsightly Complain	15-Apr-2026	32 West Victoria St, Amherst
US2026-022	US	610120 Site Visit	17-Apr-2026	32 West Victoria St, Amherst
US2026-022	US	610260 Second Notice	20-Apr-2026	32 West Victoria St, Amherst
US2026-022	US	610250 Followup Inspection	01-May-2026	32 West Victoria St, Amherst
US2026-022	US	610310 Issue Order	01-May-2026	32 West Victoria St, Amherst
US2026-022	US	610250 Followup Inspection	08-May-2026	32 West Victoria St, Amherst
US2026-022	US	610340 Compliance	08-May-2026	32 West Victoria St, Amherst
US2026-022	US	610440 Close File	11-May-2026	32 West Victoria St, Amherst
<b>US2026-023</b>				
US2026-023	US	610110 Received Unsightly Complain	15-Apr-2026	5 Rhodes Ave, Amherst
US2026-023	US	610120 Site Visit	17-Apr-2026	5 Rhodes Ave, Amherst
US2026-023	US	610260 Second Notice	20-Apr-2026	5 Rhodes Ave, Amherst
US2026-023	US	610250 Followup Inspection	04-May-2026	5 Rhodes Ave, Amherst
US2026-023	US	610250 Followup Inspection	11-May-2026	5 Rhodes Ave, Amherst
US2026-023	US	610340 Compliance	11-May-2026	5 Rhodes Ave, Amherst
US2026-023	US	610440 Close File	11-May-2026	5 Rhodes Ave, Amherst
<b>US2026-024</b>				
US2026-024	US	610110 Received Unsightly Complain	15-Apr-2026	10 Lusby St, Amherst
US2026-024	US	610120 Site Visit	17-Apr-2026	10 Lusby St, Amherst
US2026-024	US	610230 First Notice	07-May-2026	10 Lusby St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
<b>US2026-025</b>				
US2026-025	US	610110 Received Unsightly Complain	20-Apr-2026	26 Donald Ave, Amherst
US2026-025	US	610120 Site Visit	20-Apr-2026	26 Donald Ave, Amherst
US2026-025	US	610220 Educational Material	23-Apr-2026	26 Donald Ave, Amherst
US2026-025	US	610340 Compliance	23-Apr-2026	26 Donald Ave, Amherst
US2026-025	US	610440 Close File	23-Apr-2026	26 Donald Ave, Amherst
<b>US2026-026</b>				
US2026-026	US	610110 Received Unsightly Complain	21-Apr-2026	35 South Albion St, Amherst
US2026-026	US	610120 Site Visit	21-Apr-2026	35 South Albion St, Amherst
US2026-026	US	610260 Second Notice	23-Apr-2026	35 South Albion St, Amherst
US2026-026	US	610250 Followup Inspection	04-May-2026	35 South Albion St, Amherst
US2026-026	US	610310 Issue Order	04-May-2026	35 South Albion St, Amherst
US2026-026	US	610250 Followup Inspection	12-May-2026	35 South Albion St, Amherst
US2026-026	US	610340 Compliance	12-May-2026	35 South Albion St, Amherst
US2026-026	US	610440 Close File	19-May-2026	35 South Albion St, Amherst
<b>US2026-027</b>				
US2026-027	US	610110 Received Unsightly Complain	23-Apr-2026	30 West Pleasant St, Amherst
US2026-027	US	610120 Site Visit	30-Apr-2026	30 West Pleasant St, Amherst
US2026-027	US	610310 Issue Order	30-Apr-2026	30 West Pleasant St, Amherst
US2026-027	US	610250 Followup Inspection	07-May-2026	30 West Pleasant St, Amherst
<b>US2026-028</b>				
US2026-028	US	610110 Received Unsightly Complain	24-Apr-2026	2 Queen St, Amherst
US2026-028	US	610120 Site Visit	30-Apr-2026	2 Queen St, Amherst
US2026-028	US	610310 Issue Order	30-Apr-2026	2 Queen St, Amherst
US2026-028	US	610250 Followup Inspection	01-May-2026	2 Queen St, Amherst
US2026-028	US	610250 Followup Inspection	07-May-2026	2 Queen St, Amherst
US2026-028	US	610340 Compliance	07-May-2026	2 Queen St, Amherst
US2026-028	US	610440 Close File	11-May-2026	2 Queen St, Amherst
<b>US2026-029</b>				
US2026-029	US	610110 Received Unsightly Complain	24-Apr-2026	61 Albion St, Amherst
US2026-029	US	610120 Site Visit	30-Apr-2026	61 Albion St, Amherst
US2026-029	US	610310 Issue Order	01-May-2026	61 Albion St, Amherst
US2026-029	US	610250 Followup Inspection	07-May-2026	61 Albion St, Amherst
US2026-029	US	610260 Second Notice	07-May-2026	61 Albion St, Amherst
US2026-029	US	610250 Followup Inspection	11-May-2026	61 Albion St, Amherst
US2026-029	US	610340 Compliance	11-May-2026	61 Albion St, Amherst
US2026-029	US	610440 Close File	11-May-2026	61 Albion St, Amherst
<b>US2026-030</b>				
US2026-030	US	610120 Site Visit	29-Apr-2026	106 East Victoria St, Amherst
US2026-030	US	610230 First Notice	29-Apr-2026	106 East Victoria St, Amherst
US2026-030	US	610250 Followup Inspection	04-May-2026	106 East Victoria St, Amherst
US2026-030	US	610340 Compliance	04-May-2026	106 East Victoria St, Amherst
US2026-030	US	610440 Close File	05-May-2026	106 East Victoria St, Amherst
<b>US2026-031</b>				

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2026-031	US	610120 Site Visit	29-Apr-2026	00 Laplanche St, Amherst
US2026-031	US	610230 First Notice	29-Apr-2026	00 Laplanche St, Amherst
US2026-031	US	610250 Followup Inspection	04-May-2026	00 Laplanche St, Amherst
US2026-031	US	610340 Compliance	04-May-2026	00 Laplanche St, Amherst
US2026-031	US	610440 Close File	05-May-2026	00 Laplanche St, Amherst
<b>US2026-032</b>				
US2026-032	US	610230 First Notice	04-May-2026	99 Willow St, Amherst
US2026-032	US	610120 Site Visit	04-May-2026	99 Willow St, Amherst
US2026-032	US	610220 Educational Material	05-May-2026	99 Willow St, Amherst
US2026-032	US	610250 Followup Inspection	11-May-2026	99 Willow St, Amherst
US2026-032	US	610260 Second Notice	13-May-2026	99 Willow St, Amherst
US2026-032	US	610250 Followup Inspection	15-May-2026	99 Willow St, Amherst
<b>US2026-033</b>				
US2026-033	US	610110 Received Unsightly Complain	05-May-2026	99 Rupert St, Amherst
<b>US2026-034</b>				
US2026-034	US	610110 Received Unsightly Complain	05-May-2026	99 Rupert St, Amherst
<b>US2026-035</b>				
US2026-035	US	610110 Received Unsightly Complain	01-May-2026	70 West Victoria St, Amherst
US2026-035	US	610120 Site Visit	06-May-2026	70 West Victoria St, Amherst
US2026-035	US	610260 Second Notice	08-May-2026	70 West Victoria St, Amherst
US2026-035	US	610250 Followup Inspection	22-May-2026	70 West Victoria St, Amherst
US2026-035	US	610260 Second Notice	26-May-2026	70 West Victoria St, Amherst
<b>US2026-036</b>				
US2026-036	US	610110 Received Unsightly Complain	01-May-2026	74 West Victoria St, Amherst
US2026-036	US	610120 Site Visit	06-May-2026	74 West Victoria St, Amherst
US2026-036	US	610210 No Action Required	11-May-2026	74 West Victoria St, Amherst
US2026-036	US	610440 Close File	11-May-2026	74 West Victoria St, Amherst
<b>US2026-037</b>				
US2026-037	US	610110 Received Unsightly Complain	01-May-2026	79 West Victoria St, Amherst
US2026-037	US	610120 Site Visit	06-May-2026	79 West Victoria St, Amherst
US2026-037	US	610210 No Action Required	11-May-2026	79 West Victoria St, Amherst
US2026-037	US	610440 Close File	11-May-2026	79 West Victoria St, Amherst
<b>US2026-038</b>				
US2026-038	US	610110 Received Unsightly Complain	05-May-2026	33 Queen St, Amherst
US2026-038	US	610120 Site Visit	06-May-2026	33 Queen St, Amherst
US2026-038	US	610230 First Notice	11-May-2026	33 Queen St, Amherst
<b>US2026-039</b>				
US2026-039	US	610120 Site Visit	06-May-2026	72 West Victoria St, Amherst
US2026-039	US	610260 Second Notice	08-May-2026	72 West Victoria St, Amherst
US2026-039	US	610250 Followup Inspection	22-May-2026	72 West Victoria St, Amherst
<b>US2026-040</b>				
US2026-040	US	610110 Received Unsightly Complain	08-May-2026	80 Rupert St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2026-040	US	610120 Site Visit	11-May-2026	80 Rupert St, Amherst
US2026-040	US	610230 First Notice	11-May-2026	80 Rupert St, Amherst
US2026-040	US	610310 Issue Order	11-May-2026	80 Rupert St, Amherst
US2026-040	US	610250 Followup Inspection	15-May-2026	80 Rupert St, Amherst
US2026-040	US	610340 Compliance	15-May-2026	80 Rupert St, Amherst
<b>US2026-041</b>				
US2026-041	US	610120 Site Visit	11-May-2026	10 Dickey St, Amherst
US2026-041	US	610230 First Notice	11-May-2026	10 Dickey St, Amherst
US2026-041	US	610310 Issue Order	11-May-2026	10 Dickey St, Amherst
US2026-041	US	610250 Followup Inspection	15-May-2026	10 Dickey St, Amherst
US2026-041	US	610340 Compliance	15-May-2026	10 Dickey St, Amherst
<b>US2026-042</b>				
US2026-042	US	610120 Site Visit	11-May-2026	15 Dickey St, Amherst
US2026-042	US	610230 First Notice	11-May-2026	15 Dickey St, Amherst
US2026-042	US	610310 Issue Order	11-May-2026	15 Dickey St, Amherst
US2026-042	US	610250 Followup Inspection	15-May-2026	15 Dickey St, Amherst
US2026-042	US	610340 Compliance	15-May-2026	15 Dickey St, Amherst
<b>US2026-043</b>				
US2026-043	US	610120 Site Visit	11-May-2026	21 Dickey St, Amherst
US2026-043	US	610230 First Notice	11-May-2026	21 Dickey St, Amherst
<b>US2026-044</b>				
US2026-044	US	610120 Site Visit	11-May-2026	15 Donald Ave, Amherst
US2026-044	US	610230 First Notice	11-May-2026	15 Donald Ave, Amherst
<b>US2026-045</b>				
US2026-045	US	610110 Received Unsightly Complain	11-May-2026	141 Church St, Amherst
US2026-045	US	610120 Site Visit	12-May-2026	141 Church St, Amherst
<b>US2026-046</b>				
US2026-046	US	610120 Site Visit	12-May-2026	130 Church St, Amherst
US2026-046	US	610310 Issue Order	12-May-2026	130 Church St, Amherst
US2026-046	US	610250 Followup Inspection	15-May-2026	130 Church St, Amherst
<b>US2026-047</b>				
US2026-047	US	610110 Received Unsightly Complain	19-Mar-2026	2 Albion St, Amherst
US2026-047	US	610120 Site Visit	11-May-2026	2 Albion St, Amherst
US2026-047	US	610340 Compliance	21-May-2026	2 Albion St, Amherst
US2026-047	US	610440 Close File	21-May-2026	2 Albion St, Amherst
<b>US2026-048</b>				
US2026-048	US	610110 Received Unsightly Complain	13-May-2026	00 Prince Arthur St, Amherst
US2026-048	US	610120 Site Visit	13-May-2026	00 Prince Arthur St, Amherst
US2026-048	US	610310 Issue Order	13-May-2026	00 Prince Arthur St, Amherst
US2026-048	US	610250 Followup Inspection	15-May-2026	00 Prince Arthur St, Amherst
US2026-048	US	610340 Compliance	15-May-2026	00 Prince Arthur St, Amherst
US2026-048	US	610440 Close File	19-May-2026	00 Prince Arthur St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
<b>US2026-049</b>				
US2026-049	US	610110 Received Unsightly Complain	08-May-2026	99 Rupert St, Amherst
<b>US2026-050</b>				
US2026-050	US	610110 Received Unsightly Complain	14-May-2026	66 Willow St, Amherst
US2026-050	US	610120 Site Visit	15-May-2026	66 Willow St, Amherst
US2026-050	US	610310 Issue Order	15-May-2026	66 Willow St, Amherst
US2026-050	US	610250 Followup Inspection	21-May-2026	66 Willow St, Amherst
US2026-050	US	610340 Compliance	21-May-2026	66 Willow St, Amherst
US2026-050	US	610260 Second Notice	25-May-2026	66 Willow St, Amherst
US2026-050	US	610250 Followup Inspection	26-May-2026	66 Willow St, Amherst
US2026-050	US	610440 Close File	27-May-2026	66 Willow St, Amherst
<b>US2026-051</b>				
US2026-051	US	610120 Site Visit	14-May-2026	7 Erncliff St, Amherst
US2026-051	US	610250 Followup Inspection	15-May-2026	7 Erncliff St, Amherst
US2026-051	US	610260 Second Notice	15-May-2026	7 Erncliff St, Amherst
US2026-051	US	610250 Followup Inspection	25-May-2026	7 Erncliff St, Amherst
US2026-051	US	610250 Followup Inspection	28-May-2026	7 Erncliff St, Amherst
<b>US2026-052</b>				
US2026-052	US	610120 Site Visit	15-May-2026	5 Erncliff St, Amherst
US2026-052	US	610260 Second Notice	15-May-2026	5 Erncliff St, Amherst
US2026-052	US	610250 Followup Inspection	25-May-2026	5 Erncliff St, Amherst
<b>US2026-053</b>				
US2026-053	US	610120 Site Visit	14-May-2026	17 Patterson St, Amherst
US2026-053	US	610260 Second Notice	15-May-2026	17 Patterson St, Amherst
US2026-053	US	610250 Followup Inspection	25-May-2026	17 Patterson St, Amherst
US2026-053	US	610250 Followup Inspection	28-May-2026	17 Patterson St, Amherst
US2026-053	US	610310 Issue Order	29-May-2026	17 Patterson St, Amherst
<b>US2026-054</b>				
US2026-054	US	610120 Site Visit	14-May-2026	99 South Albion St, Amherst
US2026-054	US	610260 Second Notice	15-May-2026	99 South Albion St, Amherst
US2026-054	US	610250 Followup Inspection	25-May-2026	99 South Albion St, Amherst
US2026-054	US	610340 Compliance	25-May-2026	99 South Albion St, Amherst
<b>US2026-055</b>				
US2026-055	US	610120 Site Visit	20-May-2026	89 Willow St, Amherst
US2026-055	US	610310 Issue Order	20-May-2026	89 Willow St, Amherst
<b>US2026-056</b>				
US2026-056	US	610120 Site Visit	20-May-2026	196 East Victoria St, Amherst
<b>US2026-057</b>				
US2026-057	US	610120 Site Visit	20-May-2026	12 Melrose St, Amherst
<b>US2026-058</b>				
US2026-058	US	610120 Site Visit	20-May-2026	12 Charles St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
<b>US2026-059</b>				
US2026-059	US	610120 Site Visit	20-May-2026	19 Spring St, Amherst
<b>US2026-060</b>				
US2026-060	US	610120 Site Visit	20-May-2026	23 Spring St, Amherst
<b>US2026-061</b>				
US2026-061	US	610120 Site Visit	20-May-2026	48 York St, Amherst
<b>US2026-062</b>				
US2026-062	US	610120 Site Visit	22-May-2026	147 South Albion St, Amherst
US2026-062	US	610230 First Notice	25-May-2026	147 South Albion St, Amherst
<b>US2026-063</b>				
US2026-063	US	610110 Received Unsightly Complain	27-May-2026	166 Church St, Amherst
US2026-063	US	610260 Second Notice	28-May-2026	166 Church St, Amherst
<b>US2026-064</b>				
US2026-064	US	610120 Site Visit	27-May-2026	34 Clinton St, Amherst
US2026-064	US	610310 Issue Order	28-May-2026	34 Clinton St, Amherst
<b>US2026-065</b>				
US2026-065	US	610120 Site Visit	27-May-2026	3 Erncliff St, Amherst
US2026-065	US	610310 Issue Order	29-May-2026	3 Erncliff St, Amherst
<b>US2026-066</b>				
US2026-066	US	610110 Received Unsightly Complain	27-May-2026	14 Melrose St, Amherst

Total: 462

**TOWN OF AMHERST  
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Jan-23				
	03400-01	SIGNING AUTHORITY POLICY (210-12)	FINANCE	updated january council
	03400-02	BANKING (211-2)	FINANCE	updated january council
	C 02	DISCHARGE OF FIREARMS BYLAW	POLICE	Reviewed at January COW - No changes
Feb-23				
	03800-05	COVID-19 PROPERTY TAX FINANCING PROGRAM POLICY	FINANCE	repealed Feb 2023
	10350-23	DOWNTOWN BUSINESS ADVISORY COMMITTEE	PLANNING	repealed feb 2023
	10350-22	COMMUNITY ARTS COUNCIL COMMITTEE	COMMUNITY LIVING	repealed Feb 2023
	72000-08	COMMUNITY SUPPORT GRANTS	COMMUNITY LIVING	updated Feb 2023
Mar-23				
	P 09	COMMERCIAL DEVELOPMENT SUPPORT BYLAW	PLANNING	reviewed, no change recommended March COW 2023
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	First reading March 2023
	04000-05	OVERTIME - NON-UNION EMPLOYEES (211-21)	CUSTOMER SERVICE/HR	updated March 2023
	10350-14	REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24)	CLERK / COMMUNICATIONS	updated March 2023
	10350-24	PROCEEDINGS OF COUNCIL	CLERK / COMMUNICATIONS	referred to April 2023
	317400-05	NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE POLICY	PLANNING	updated March 2023
	03700-01	PROCUREMENT POLICY	CLERK / COMMUNICATIONS	updated March 2023
	66000-01	PLANNING ADVISORY COMMITTEE (210-23)	PLANNING	updated March 2023
	04530-01	SALARY ADMINISTRATION (211-27)	CUSTOMER SERVICE/HR	updated March 2023
	3000-10	Inventory of Non Capital Equipment Policy - (New)	Finance	approved March 2023
Apr-23				
	01130-01	TOWN CREST (210)02)	CLERK / COMMUNICATIONS	amended April 2023
	01130-02	PURCHASE AND USE OF BOTTLED WATER	CLERK	amended April 2023
	03800-02	TAX REDUCTION POLICY (110-02)	FINANCE	updated to Customer Service/HR from Finance. Policy was included in the Operating Budget presentation, no changes recommended.
	03800-04	TAX EXEMPTION POLICY	FINANCE	updated to Customer Service/HR from Finance
	03470-03	USER FEES	FINANCE	updated to Finance from Customer Service/HR
May-23				
	C 09	C TAXI BYLAW	POLICE	given 1st reading at May 2023
	C07	FIRES AND BURNING OF MATERIALS BYLAW	FIRE	given 1st reading at May 2023
	C08	REGIONAL EMERGENCY MANAGEMENT BYLAW	FIRE	postponed to a later date pending consultation
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	amended at May 2023 Council
		Territorial Acknowledgement Policy (NEW)	CLERK	approved May 2023 Council
Jun-23				
	P 04	MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES	PLANNING	memo presented to COW, bring back in Fall for revisions
		STREET BANNER POLICY	COMMUNITY LIVING	amended June 2023
Sep-23				
	10350-21	AMHERST YOUTH TOWN COUNCIL	COMMUNITY LIVING	Amended Sept 2023
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	memo presented to COW from Andrew Fisher
	04530-01	SALARY ADMINISTRATION (211-27)	CUSTOMER SERVICE/HR	Amended Sept 2023
Oct-23				
	72000-08	COMMUNITY SUPPORT GRANTS	COMMUNITY LIVING	Amended Oct 2023
	C 04	COMPANION ANIMAL BYLAW	POLICE	received first reading in October 2023

**TOWN OF AMHERST  
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Nov-23				
	10350-31	INCLUSION, DIVERSITY AND EQUITY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	amended Nov 2023
	10350-21	AMHERST YOUTH TOWN COUNCIL	COMMUNITY LIVING	amendments approved Nov 2023
	C 04	COMPANION ANIMAL BYLAW	POLICE	received 2nd reading in Nov 2023
Dec-23				
	66000-04	PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM POLICY	PLANNING	recommended no change
	10350-29	POVERTY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	Amended
	04500-06	SUBSTANCE USE POLICY	CUSTOMER SERVICE/HR	forwarded to January
	P 06	TRANSIENT AUTOMOBILE VENDORS	PLANNING	recommended no change
Jan-24				
		Noise bylaw	POLICE	recommend to not proceed
		USER FEE POLICY	CLERK	amended
Feb-24				
	10350-08	APPOINTMENTS OF CITIZENS TO BOARDS (210-11)	CLERK / COMMUNICATIONS	repealed Feb 2024
	NEW	EMPLOYMENT EQUITY POLICY	CUSTOMER SERVICE/HR	Approved Feb 2024
Mar-24				
Apr-24				
	10359 24	Proceedings of Council POLICY	Clerk	
	10350 32	Council committees Policy	Clerk	
	4000 10	Vacation Holiday Policy Non Union employees	HR	
	4000 11	Maternity Parental and Adoption Leave policy	HR	
May-24				
	04000-10	VACATION/HOLIDAY - NON-UNION EMPLOYEES (211-31)	CUSTOMER SERVICE/HR	
Jun-24	04000-10	VACATION/HOLIDAY - NON-UNION EMPLOYEES (211-31)	CUSTOMER SERVICE/HR	amended June 2024
	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS	Clerk	amended June 2024
		AUXILLIARY POLICY BYLAW	POLICE	given 2nd reading
Sep-24				
	03800-01	TAX COLLECTION POLICY (110-01)	FINANCE	approved Sept Council
Oct 2024 -NONE				
Nov-24		new council orientation		
Dec-24				

**TOWN OF AMHERST  
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Jan-25	03000-08	HOSPITALITY EXPENSE POLICY	FINANCE	Amended January Council
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	Amended January Council
	03000-05	AUDIT COMMITTEE TERMS OF REFERENCE POLICY	FINANCE	Approved January Council Status quo
	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK	Approved January Council Status quo
Feb-25	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS	Clerk	Amended February Council
		Sidewalk/Curb Construction Policy	Operations	Amended February Council
Mar-25	03800-03	INSTALLMENT BILLING POLICY (110-03)	FINANCE	
		Themed Crosswalk Policy (new)	Community Living	
	10350-25	ANNUAL PERFORMANCE REVIEW - CAO	HR	
	10350-30	ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	
Apr-25	03800-02	TAX REDUCTION POLICY (110-02)	FINANCE	
	03800-04	TAX EXEMPTION POLICY	FINANCE	
	03470-03	USER FEES	FINANCE	
	04530-02	EMPLOYEE COMPUTER PURCHASED POLICY (211-29)	HR	
May-25		Ice Allocation Policy	OPERATIONS	
		Sign Rental Policy - Stadium	OPERATIONS	
	03400-01	SIGNING AUTHORITY POLICY (210-12)	FINANCE	
Jun-25	04500-04	SMOKE FREE WORKPLACE POLICY	HR	
	P 05	VACANT BUILDING BY LAW	PLANNING	
	03700-01	PROCUREMENT POLICY	Communications	
Sep-25	66150-01	DANGEROUS OR UNSIGHTLY PREMISES POLICY (210-21)	PLANNING	amended Sept 2025
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	HR	Approved Sept 2025
		Fire and Burning of Materials Bylaw (C-07)	Fire	First reading Sept 2025
		Surplus Fill Policy	Operations	Approved Sept 2025
		Asset Management Policy	Operations	Approved Sept 2025
	New			deferred to Oct

**TOWN OF AMHERST  
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Oct-25				
	72000-04	ARTS & CULTURE POLICY (211-38)	COMMUNITY LIVING	Approved Oct 2025
		Volunteer Code of Conduct Policy	Exec	deferred
	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK	Approved Oct 2025
		Corrective Action Policy (new)	HR	Approved Oct 2025
		Land Sales and Development Policy	Planning	Approved Oct 2025
		Fire and Burning of Materials Bylaw (C-07)	Fire	2nd reading October 2025
Nov-25				
	10350-15	WRITTEN SUBMISSION TO COUNCIL (210-25)	CLERK	
	03450-03	DEBT MANAGEMENT POLICY (211-37)	FINANCE	
Dec-25				
	P 08	LEASED LAND COMMUNITY BYLAW	PLANNING	
	04000-06	RENUMERATION FOR ACTING POSITIONS (211-22)	HR	
Jan-26				
	B 02-1	DEED TRANSFER TAX BYLAW	FINANCE	
	66000-05	HOUSING, INFRASTRUCTURE INVESTMENT POLICY	PLANNING	
	66580-01	NEW SUBDIVISION STREETS - FINAL SUBDIVISION APPROVAL PRIOR TO STREET PAVING	PLANNING	
	10350-14	REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24)	CAO	amended January 2026
Feb-26				
		Volunteer Code of Conduct Policy	Exec	approved
		Commercial Development Support Bylaw		First reading
	03000-04	Rounding of Cash Transactions	Finance	amended
	10350-17	MEMBERSHIP ON NATIONAL BOARDS AND COMMITTEES (211-32)	CLERK	Repealed
	10350-18	MEMBERSHIP IN CLUBS, SOCIETIES AND ASSOCIATIONS (211-33)	CLERK	Repealed
Mar-26				
	03700-01	PROCUREMENT POLICY	Communications	
		Snow and Ice Management Policy	Operations	
	10350-05	INQUIRIES FROM COUNCIL (210-07)	CLERK / COMMUNICATIONS	
	31600-02	Street Light Policy	Operations	
		Performance Management Policy	HR	
Apr-26				
		PACE BYLAW AND POLICY	Finance	
	D 19	Sanitary Sewer Rates Bylaw	Finance	
		Sport and Recreation Hall of Fame policy and procedure (NEW)	Recreation	
		Soccer/Track and Field Complex Fundraising Cmte TOR (New)	Recreation	
		Bylaw to Amend Companion Animal Bylaw	Police	

**TOWN OF AMHERST  
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
May-26				
		Graffiti Bylaw	Police	first reading May 2025
	10350-19	SCHOLARSHIP AND BUSARY POLICY (NEW)	CLERK	amended May 2025
Jun-26				
	10350-11	GIFTS, CARDS, FLOWERS Vehicle Idling Policy Commercial Water Service Policy	CLERK/COMM Operations Operations	
Sep-26	C 11	ALARM BYLAW INTRUSION ROBBERY AND FIRE ALARM SYSTEMS	POLICE	
	04000-08	ATTENDANCE ADMINISTRATION (211-24)	HR	
	05000-04	ROUTINE ACCESS POLICY	CLERK	
	68300-02	NEW FIRE STATION, ALBION STREET (221-02)	FIRE	
	72200-01	R. H. SMITH BEQUEST LIBRARY (274-01)	COMMUNITY LIVING	
		Vehicular Idling Control Policy	Operations	
Oct-26				
	03450-01	CAPITAL BUDGETING (211-14)	FINANCE	
	01000-01	MEDIA POLICY (210-19)	COMMUNICATIONS	
	04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	HR	
	04000-07	HIRING POLICY (211-23)	HR	
Nov-26				
		Solid Waste Bylaw	Operations	
	03450-02	CAPITAL INVESTMENT PLAN (CIP) FRAMEWORK/BUDGET POLICY (211-36)	FINANCE	
	03450-04	Budget Management Policy	Finance	
	05000-02	INFORMATION/COMMUNICATION/TECHNOLOGY USAGE POLICY	CLERK / COMMUNICATIONS	
Dec-26				
	68300-04	FIRE INSPECTION POLICY	FIRE	
	31600-23	STREET NAMING POLICY	PLANNING	
	31000-01	Standard Specifications for Municipal Services	OPERATIONS	
	68000-03	TRAFFIC AUTHORITY	POLICE	
	31600-26	STREET RENAMING COPP LANE TO ERNIE LANE POLICY	PLANNING	
	03000-05	AUDIT COMMITTEE TERMS OF REFERENCE POLICY	FINANCE	
	10350-20	CODE OF CONDUCT OF ELECTED MUNICIPAL OFFICIALS	CLERK	
Jan-27				
		Catch Basins and Laterals	Operations	
	03000-10	Inventory of Non Capital Equipment Policy	Finance	
	31700-04	NORTH TYNDAL LAND ACQUISITION (241-06)	PLANNING	
	02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	CLERK / COMMUNICATIONS	
	05000-01	RECORDS MANAGEMENT (211-26)	CLERK	
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING	
	66150-02	ENFORCEMENT POLICY AND SUMMARY OFFENCE TICKETS (211-28)	POLICE	
Feb-27				
		PACE Bylaw	Finance	
	C 02	Discharge of Firearms Bylaw	Police	
	P 04	MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES	PLANNING	
	04000-03	STAFF TRAINING (211-06)	HR	
	66400-01	HERITAGE ADVISORY COMMITTEE	PLANNING	

**TOWN OF AMHERST  
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Mar-27				
	72000-08	Community Support Grants Policy	Community Living	
		Adopt A Garden	Operations	
	66000-03	POLICY FOR PUBLIC PARTICIPATION AND NOTIFICATION	PLANNING	
	C 03	LOITERING BYLAW	POLICE	
	66000-01	PLANNING ADVISORY COMMITTEE (210-23)	PLANNING	updated March 2023
	72000-01	RECOGNITION OF ATHLETIC ACHIEVERS (210-22)	COMMUNITY LIVING	
	10350-01	RECOGNITION OF SERVICE OF BOARDS (210-01)	CLERK	
	04500-03	SCENT REDUCTION POLICY	HR	
Apr-27				
	A 07	ALTERNATIVE VOTING BYLAW 2018	CLERK	
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	
	04000-05	OVERTIME - NON-UNION EMPLOYEES (211-21)	CUSTOMER SERVICE/HR	
	04500-01	Safety Policy (211-25)	FIRE	
	01700-01	REPORTING ACCIDENTS (211-03)	FIRE	
	31600-09	Paving New Residential Subdivision Streets (230-11)	Operations	
	02000-03	NAMING PUBLIC LANDS AND TOWN OWNED FACILITIES	CLERK	
	10350-24	PROCEEDINGS OF COUNCIL	Clerk	
	317400-05	NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE POLICY	PLANNING	
		Beer Garden Policy - Stadium	Operations	
Jun-27				
	02300-03	Sale/Disposal of Surplus Equipment	Finance	
	C 09	C TAXI BYLAW	POLICE	
	C07	FIRES AND BURNING OF MATERIALS BYLAW	FIRE	
	P 07	SUBDIVISION BYLAW	PLANNING	
	P 03	CIVIC ADDRESS BY LAW	PLANNING	
Sep-27				
		Street Rating System	Operations	
	04000-01	RECOGNITION OF EMPLOYEES (210-15)	HR	
	04000-02	SUGGESTION AWARDS (211-16)	HR	
	04000-14	PERSONAL LEAVE OF ABSENCE POLICY	HR	
	04000-11	MATERNITY, PATERNAL AND ADOPTION LEAVE POLICY (20071126)	HR	
	D 06	BUILDING BY LAW	PLANNING	
Oct-27				
	01130-01	TOWN CREST (210)02)	CLERK	
	02300-01	SALE OF USABLE TOWN OWNED LAND (211-07)	PLANNING	
	02300-02	SALE OF NON-USABLE TOWN OWNED LAND (211-08)	PLANNING	
	10350-10	RECOGNITION OF RETIRING MEMBERS OF COUNCIL (210-14)	CLERK	
Nov-27				
		Ice Helmet Policy	Operations	
		Smoke Free Recreational Places Bylaw	Operations	
	03450-02	Capital Investment Plan (CIP) Framework/Budget Policy	Finance	
Dec-27				
	03000-03	Fund Raising	Finance	
		Sale of Beer/Liquor - Robbs Park	Operations	
Jan-28				
		Sidewalk Inspection and Maintenance	Operations	
		Street Inspection and Maintenance	Operations	
	03400-02	Banking Policy	Finance	

**TOWN OF AMHERST  
BYLAW / POLICY LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Feb-28				
	C 04	COMPANION ANIMAL BYLAW	POLICE	
	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	HR	
	04000-12	(New) Public Street Financial Contribution Policy	Operations	
Mar-28		Tree Planting on Town Owned Lands	Operations	
Apr-28				
	01130-02	PURCHASE AND USE OF BOTTLED WATER	CLERK	
May-28		Street Breaking Policy	Operations	
Jun-28	03800-01	Tax Collection Policy	Finance	

# CAO Task Report

June 2026

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## Task Updates:

<p><b>Task: Soccer / Track and Field Complex Committee TOR</b> TOR has been sent to David McNairn. Requested names for committee appointment. Status: In Progress</p>
<p><b>Task: NSCC Grant Funding – MOU to fund \$15,000 annually</b> Staff have made initial contact with NSCC however have not yet commenced drafting the MOU. Status: In Progress</p>
<p><b>Task: Visitor Information Centre</b> An MOU has been signed to have town / county summer students attend the VIC twice per week throughout the summer to promote specific 'events' in Amherst and Cumberland. Status:</p>
<p><b>Task: Sport and Recreation Hall of Fame Policy and Procedure</b> This will continue to be worked on as time permits. An update on the cost estimate of the Bill Riley bust will be on the June COW agenda. Status: In Progress</p>

# Monthly Report

## Community Living

### June 2026

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Over the months of May and June the Community Living Department has been working on the following things:

#### **Events:**

- Planning & Coordination for Canada Day
- Call out for Vendors
- Booking games & entertainment
- Nova Scotia Health Documentation
- Creation of local marketing materials
- Planning & Coordination for Summer Thursdays
- Booking entertainment, food, logistics etc,
- Provincial Volunteer submissions and invitations
- Planning & Coordination for 9 -11 Event
- Amherst Town Wide Yard Sale
- Videos creation to promote
- Planning more videos for summer tourism
- Exit 1 assisting the committee
- Brianna Voss event promotion
- Heartland Tour

#### **Community Well Being:**

- Completed AYTC workshop with AYTC members and NSCC student to realign the program to its original intent through redeveloping the AYTC policy.
- Attended multiple workshops and webinars around community belonging, safety and Accessibility, Inclusion, Diversity and Equity
- Supported the progress of the Accessible Playground Project (\$200,000.00)
- Submitted applications for funding for the Dickey Park Soccer Field
- Continued to support community groups (Culture, History and Heritage) and plan community events (9/11 Memorial)
- Continued to support youth through Anchor's Youth Committee as well as AYTC and support the growth of that partnership
- Continue to listen to the community's needs in order to support the growth of our volunteer programming in Amherst.
- Developed two new program streams through Learn to Lead in partnership with YReach and NS Works which focus on building leadership, strengthening community connections and increasing volunteer capacity across Cumberland County.
- Making connections to roll out initiatives under the Demographic and Beautification Strategic Plans.

**Community Health Navigator:**

- Separate report attached

**Active Living:**

- Hiring and training students summer parks program
- June is recreation Month planning and presentation
- Conducting Walk Audit
- Liaising with Pomerleau on Bocce court
- Planning for end of year summer party and Bluenose Marathon SSA
- Planning 55+ Games
- Completion of planning reports for the MPAL

**Marketing/Communication**

- Website updates
- Planning and prep for summer digital tourism campaigns
- Planning and prep for local launch of new brand elements
- Ongoing brand refresh work
- Planning and prep for internal launch of new brand elements
- Preparing to launch APD camera registry
- Working on homelessness anti-stigma campaign
- Preparing an annual approach to photo and video content development
- D-Day ceremony
- 9/11 event preparation
- Public notification for street closures, paving activities, events
- Proclamation and flag raising preparation activities
- Budget allocation work
- Council and committee meeting attendance
- Updating visitor information resources
- File storage review and re-organization
- Preparing plan to promote CMHC housing catalogue adoption

Task Updates:

Task: Accessible playground Update: Tenders reviewed and recommended to Council. \$200,000.00 received to date in grant requests Status: On track
Task: NSCC Bursary Program Update: Email communications to Ben Trenaman to set date to meet Status: Meeting schedule for June 8th
Task: Green space Veterans Park Update: No update. Awaiting information from contacts with Indigenous elders Status: Unknown

Community Navigator Town of Amherst Council Report  
May-June 2026

May and June was filled with meetings and organizing and implementing events while finalizing reports.

**Completed:**

**Site Visits**

- NS Health currently does not have any site visits scheduled for Amherst and Cumberland County.
  - They are working diligently through the application process to find the right candidates to fill the current vacancies within our area.
  - There had been a site visit planned for the month of June with an Emergency Physician; however, the physician has decided to focus on another site.

**Recruitment Needs:**

NS Health is actively working on filling vacancies and will provide updates as they have them available.

Vacancies 9.7 within Cumberland County

Stream	Amherst	Pugwash	Springhill	Parrsboro
Family	3.0	1.5	2.0	1.0
OB/GYN	.8			
Oncology	0.4			
Psychiatry (Child & Adolescent)	0.5			
Internal Medicine	0.5			
<b>Totals</b>	<b>5.2</b>	<b>1.5</b>	<b>2.0</b>	<b>1.0</b>

- Recruitment fairs
  - Dalhousie University FMRES (Family Medicine Resident Education Symposium) to be held August 19-21 in Halifax.

**We have recruited a total of 12 physicians for both family and specialists to Cumberland County during the 2025-2026 fiscal year.**

## **Residents:**

- We have been advised of two new Year 1 residents starting in Amherst in July 2026
  - Dr. Omotayo Amure
  - Dr. Mina Abdelsaied

## **Reporting:**

- Recruitment (OHPR) project status check in reports
  - The finalized report for the 2025-2026 fiscal year was submitted to the Office of Healthcare Professionals Recruitment on May 29<sup>th</sup>, 2026.
  - The application for the 2026-2027 fiscal year has not opened to date.

## **Rural Week**

- Amherst hosted six year-1 Dalhousie medical students during Rural week May 25-29
  - The students were paired with a preceptor for mentoring in a variety of clinical settings.
  - This week is used to showcase what healthcare looks like in rural areas to better educate them for future placements.
  - They had tours of some of the clinics and hospitals within Cumberland County.
  - The students participated in Simulation training for casting and suturing along with other areas of healthcare services.

## **Nurse's Week**

- Nurse's week was May 11-15, 2026. It was decided to celebrate all healthcare during that time to ensure that we do not miss any of the important healthcare workers.
  - We provided cake, coffee & tea to staff early in the week.
  - We provided a snack break on Friday that the administration brought around to their departments



## Conferences:

- The Canadian Society of Physician Recruitment (CaSPR) conference was held May 3-5, 2026, in Charlottetown, PE.
  - There was a lot of networking with recruiters and stakeholders from across Canada.
  - A majority of the guest speakers were physicians who were recruited from urban areas into rural areas who provided insight on what tools could be used to recruit physicians to our areas.



- Navigator's Conference was held June 1-3<sup>rd</sup>, 2026 in Halifax, NS.
  - There are 10 navigators across Nova Scotia, we are the only province that has a dedicated network to support physician settlement and integration not rural communities.
  - We had a tour of the Dalhousie medical building, with an opportunity to listen to a presentation from the Student Affairs team which provided details on the educational process for students.
  - The Nova Scotia College of Physicians and Surgeons provided a presentation to navigators to provide clarification on various pathways.
  - Nova Scotia Health presented their annual report #s and spoke on a variety of strategies and programs they have to offer.
    - The annual report is set to be released later this month.



- Attended the virtual Nova Scotia Health team huddle to present Amherst and Cumberland County.
  - All NS Health recruiters were in attendance. I was able to provide a small 15-minute insight to what Amherst and Cumberland County has to offer. It was similar to what information would be provided to an incoming physician during a site visit.
  - The purpose of this presentation is to build a greater awareness across the team about what region of Nova Scotia has to offer. While we have our Physician Recruitment Consultants that are assigned to our zone, they recruit collectively across the province.

**Ongoing:**

**Workshops:**

- Dr. Gradstein is currently hosting sessions called “workplace huddle” where she brings the Virtues Program to the Med/Surg floor bi-weekly. It is the intention to get staff members thinking positively on a day-to-day basis to boost morale, productivity and retention.
  - I provide cultural snacks/food for these sessions
  - This set of workshops took place until June 12<sup>th</sup>.
  - Other departments will participate as needed.
- ED Mentorship Program and Health & Wellness Initiatives have begun in the Emergency Department (ED).
  - This is a morale boosting venture being run by the nurse manager in ED for staff. Encouraging staff members to take care of themselves and each other and form a bond that discourages burn out and keeps staff engaged and supportive of one another.
  - Held weekly on Tuesday mornings until September 2026.

**Coming up:**

- Monthly meeting with Nova Scotia navigators.
- Research and plan upcoming recruitment conferences
- Plan recognition events for physicians and all staff.

Amy Menzies

[amenzies@amherst.ca](mailto:amenzies@amherst.ca)

902 694 0831

# Monthly Report

## Corporate

### June 2026

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#### IT Services:

Multiple POs completed and received.  
 Completed Server updates.  
 Configuring new version of VMWare Vcenter to manage servers.  
 Continuing to work on reviewing the IT asset list to purge any old or unusable items.  
 Upgraded the Security Server and renewed the license.  
 Purchased new Monitors for this fiscal year.  
 Rolled out a few computers to staff.  
 Installed new camera at Victoria Street and Church Street intersection.  
 Installed a new door swipe at the Police Department  
 Installed a Wireless Access Point, lower-level Town Hall.  
 Installed a Security Fob system at Public Works.  
 Rebuilt internal meeting structure/templates for the council chambers system.  
 Day to Day IT issues.

#### Procurement:

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
	RFQ	Half Ton Service Truck	Regular	C			X	CAO
	RFQ	One Ton Service Truck	Regular	C			X	CAO
	RFQ	Town Hall Generator Replacement	Regular	C			X	CAO
	RFQ	Security fob system Garage	Regular	O			X	CAO
	SO	CISCO Licenses	SO	O			X	CAO
	ALT	Emergency Repair Engine 3	ALT	O			X	CAO
	RFQ	Reservoir Interior Cleaning	Regular	C			X	CAO
	RFQ	South Albion Traffic Signal Upgrades	Regular	C			X	CAO

#### Other:

##### E-11 Customer service

There were 111 cases open in May. Top categories were: Unsightly Premises (35 cases), Solid Waste / Bin replacements or repairs (16 cases), , Applications for Development/Building Permits (15 cases) and Potholes/Damaged asphalt (7 cases) \*\* The high number of unsightly are primarily high grass and garbage on properties. Not uncommon in Spring.

# Monthly Report

## Cumberland Business Connector

### June 2026

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**Priority: Support Businesses (primarily 0-50 employees)**

#### **Cumberland Business Accelerator**

In the past month we have worked with 2 Accelerator Clients. Support includes:

- Helped a business get back on track for a new growth opportunity
- Provided advice on how to best prepare a new company, without many existing clients, to gain credibility and sell their services to prospective clients

**Business Retention and Expansion visits are going well. Some highlights include:**

- Continue to connect local businesses to Invest Nova Scotia to build upon opportunities in the Defense sector.
- Connected a local, growing business to ACOA to discuss the establishment of a second, complementary business in the Amherst area
- One of our clients had questions about the zoning of property in both Cumberland and Amherst. We have connected him with the relevant staff at the Municipalities.
- Forestry
  - We continue to make progress towards having the Cumberland Region receive a 3<sup>rd</sup> party Biomass Development Opportunity Zone rating. We are working to finalize the balance of funding for this project.

#### **New Businesses**

- There is an ongoing interest in entrepreneurship across our region. This interest is in different business sectors.
- The 2026 Youth Entrepreneurship Challenge has been completed. Business Plans were reviewed and the top 10 business plans were invited to Pitch their business plan on May 14<sup>th</sup>. There were 4 winners who took home a total of \$3,000 in awards.

#### **Workshops**

The last of the winter and spring workshops was the Women in Business workshop in Amherst on May 21<sup>st</sup>. Almost 40 people attended this workshop

#### **Social Media**

- Our social media following continues to grow. We share information that is relevant to our business community.
- The Business Spotlight program continues to highlight local businesses on social media.

## **Labour Availability and Workforce Development**

- Our Labour Force Gap Analysis is expected to commence later in the year.
- The Career Fair at the High School in Parrsboro was held on May 22<sup>nd</sup>. 25 businesses, industry associations, and related organizations were in attendance.
- We supported and attended the Nova Scotia Works/CANSA Job Fair in Amherst. It gave us an opportunity to talk to some people who are considering starting a business

## **Other Work**

- Planning is completed for the Annual General Meeting on June 16<sup>th</sup>.
- Our Review Engagement work is being finalized.
- We met with the Federal Treasury Board President in Truro and were able to raise issues of importance to our local business community.
- We attended a consultation session that was looking into the impact of power outages on residents and businesses across Nova Scotia.
- We met with partners from Hants and Colchester County to discuss shared opportunities to promote business growth across the Halifax to Moncton Growth Corridor
- We continue to work with the Valley Regional Enterprise Network and the Truro Colchester Partnership on advancing the AgriLink project for our regions.
- We attended an update on the CUSMA trade negotiations to keep up to date on potential impacts for local businesses.
- We continue to work with our municipal partners to create a new, Joint Economic Development Strategy.

# Monthly Report

## Finance

June 2026

### FINANCE

Finance staff have been busy in May and June working on the year end review. There are many year end tasks to complete such as ensuring invoices relating to March are properly accounted for in the correct fiscal year, year end accruals, capital asset additions, G/L analysis, etc. The year end audit is anticipated to commence in July. There will be an Audit Committee meeting on June 24<sup>th</sup> to review the draft fourth quarter financial results. The Town's Auditor Cindy Costin-Fury from McIsaac Darragh will also be in attendance to review the audit plan with Council. The deadline for the annual financial statements to be submitted to the Province and the Nova Scotia Utility and Review Board is September 29<sup>th</sup>.

### TAX / ACCOUNTS RECEIVABLE / COLLECTIONS

**2026/27 Tax Billings** – The 2026/27 interim tax bills were mailed out in April and were due on May 29, 2026.

**2026 Assessment Appeals** – The 2026 assessment appeal inventory from PVSC has 61 accounts with appeals as of June 1, 2026.

	# of Accounts Appealing		Appeal Completed as of Jun 1/26	Pending as of Jun 1/26	Withdrawn as of Jun 1/26	Outstanding Appeals as of Jun 1/26	Appeals Successful as of Jun 1/26	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	43	\$50,158,100	24	-	5	14	15	\$1,265,100	\$21,127.17	1
Commercial	18	\$39,911,700	8	-	-	10	3	\$137,300	\$6,137.31	0
<b>TOTAL</b>	<b>61</b>	<b>\$90,069,800</b>	<b>32</b>	<b>-</b>	<b>5</b>	<b>24</b>	<b>18</b>	<b>\$1,402,400</b>	<b>\$27,264.48</b>	<b>1</b>

**Property Sales/Tax Certificates** – There were 12 residential property sales in May as well as 18 tax certificate requests completed during the month of May.

### WATER/SEWER

Preparations for first quarter billing are underway, and meters will be read in July. Public Works also completed several repairs or replacements of water meters requiring maintenance during the month of May.

### TASK UPDATES

**Task:** By-Law to Amend the Deed Transfer Tax By-Law (increasing rate from 1.25% to 1.5% effective July 1, 2026).

**Update:** First reading was completed on March 9<sup>th</sup>. Second reading was completed on April 27<sup>th</sup>. The Land Registrar Office has been notified, and they will update their system for the effective date of July 1.

**Status:** Once it is July 1<sup>st</sup> this task will be complete as the new rate will be effective.

# Monthly Report

## Fire Department

### June 2026

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#### **RESPONSES (May)**

	<u>Town of Amherst</u>	<u>District 2</u>
Alarm Equipment Malfunctioned	1	
Improper disposal	1	
Medical Assist	1	
Monitored alarm	9	
Mutual Aid		1
Open burning	1	1
Power lines on fire / Arcing		
Pull Station Activated	1	
Smell of smoke / Air quality check	1	
Structure fire	2	
Wildfire / Open land	1	
<b>Total events</b>	<b>18</b>	<b>3</b>

#### **PROFESSIONAL DEVELOPMENT**

##### Weekly fire fighter training

During the month of May, the Fire Department's weekly training sessions focused on strengthening operational readiness across several key areas. Training activities included dry hydrant operations, simulated vehicle fire scenarios, vehicle extrication techniques, and participation in a group session with the fire service review consultant.

##### Recruit fire fighter training

During the month of May, recruit firefighters participated in structured training focused on fire hose use and maintenance, hose stream application, and fundamental fire suppression techniques. This training included both classroom instruction and practical exercises, with recruits demonstrating proficiency through hands-on hose operations and skill development.

##### Junior firefighter program

During the month of May, the Junior Firefighter program focused on developing members' knowledge, skill sets, and confidence in key operational areas. Training activities included building construction and ventilation concepts, as well as fire hose use and maintenance. Participants also received instruction in hose streams and fire suppression techniques and completed practical exercises to reinforce hose handling and operational proficiency.

##### Additional training

During the month of May, members of the Fire Department completed the theory component of the Certified Emergency Vehicle Operation Program. The practical component of this training is scheduled to take place in the near future.

## **FIRE PREVENTION**

Backyard fire pits / fires - As a reminder, all residents and property owners are required to comply with the provisions of the Town of Amherst's "Fires and Burning of Materials By-law (C-7)" as it relates to recreational outdoor burning appliances. This by-law establishes clear requirements intended to reduce the risk of fire spread to adjacent buildings and combustible materials. It outlines limitations on the size and height of combustible materials being burned, specifies the fire control measures that must be in place, and requires that a responsible person be present and in control of the fire at all times until it is fully extinguished.

## **COMMUNITY EVENTS**

Also during the month of May, the Amherst Fire Department actively supported community engagement initiatives, including participation in McHappy Day and Police Week events in Amherst. These activities provided valuable opportunities to strengthen partnerships with community stakeholders and promote public safety awareness.

## **RECRUITMENT**

The Fire Department continues to actively seek new members to join our team. Individuals interested in serving their community and learning more about the role of a volunteer firefighter are encouraged to visit [www.amherst.ca/volunteer-firefighter.html](http://www.amherst.ca/volunteer-firefighter.html) for further information and application details.

## **TASK UPDATES**

Task: No open tasks at this time
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# Monthly Report

## Human Resources

### June 2026

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#### **Current Recruitment**

Summer Students: recruitment has mostly concluded for this year's summer students. We welcomed some students back in early May, with a few additional students who will come on board in June. Welcome back to those who are returning and a big welcome to our new students as well!

Lead Hand, Streets – Public Works: an internal competition was recently completed for the Lead Hand, Streets vacancy. A recommendation has been made with a decision forthcoming.

#### **Other HR News**

##### Student Placements

We were pleased to again host several NSCC students throughout May as part of our tradition of supporting on-the-job learning opportunities. Thank you to Colton Rushton (IT student), Isaish Jones (Business student) and Dustin Sarson (Social Services student) for their work during their placements and we wish them all the best in their future endeavours.

##### Renewed CUPE Collective Agreement

Collective bargaining concluded with a new three-year agreement signed May 27. A big thank you to the CUPE executive who remained collaborative throughout the process.

##### Retirements

Two long-term employees, Kevin Devine and Rick MacKay, will retire at the end of June following 23-year careers at our Public Works garage.

Official announcements and retirement events to celebrate their time with us will take place later this month.

##### First Aid Training

Several staff are undertaking first aid training in June with a second round scheduled for July.

##### People Strategy

HR staff continue to implement the action items from the People Strategy. Key initiatives in June include:

#### **Goal #5: Labour Relations & Union Partnerships**

- Host semi-annual meetings with front-line union managers to discuss collective agreement trends & operational challenges, resulting in proactive issue identification and improved bargaining readiness.

## **Goal #6: Policy Development & Compliance**

- Conduct a comprehensive review and gap analysis of existing HR policies

### **Payroll**

Payroll and WCB remittances are up to date.

Payroll remittances are remitted to CRA bi-weekly by the payroll company.

WCB is remitted automatically via our payroll provider.

# Monthly Report

## Operations

### June 2026

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In addition to their routine maintenance work Operational Services staff worked on and will be working on:

#### **RECREATION & HORTICULTURE**

- Park washrooms are open daily 8:00am to 7:00pm.
- The splash pads will be put into service for the season on June 15.
- The stadium office and walking track are open daily from 8:30am to 4:00pm.
- Stadium and Parks Events taking place over the summer months include:
  - Biker Bash (July 10, 11, and 12)
  - Heartland Tour (July 16)
  - Exit 1 Concert (August 13)
- Ice making will commence on August 14 with rentals available starting August 26
- Trails are scheduled for bi-weekly grooming, dog waste and garbage receptacles checked and changed on a weekly schedule.
- Seasonal flower program is underway including bed preparation, planting coordination, and watering plans. Hanging baskets and bedding plants are scheduled to arrive the 2<sup>nd</sup> week in June
- Matt Selig, Ryan Lalonde, and Chris Robinson attended the Certified Playground Safety Inspector (CPSI) training program. The course focused on playground safety standards, hazard identification, inspection practices, maintenance requirements, and risk management related to municipal playground infrastructure.
- The new poles and lighting for Victoria Square are scheduled to arrive on June 17 and staff will have them installed prior to the July 1 Canada Day Celebration.

#### **PUBLIC WORKS**

- The Water Utility began their annual unidirectional flushing program; this should be completed in early July.
- Line painting is ongoing, and weather permitting, will be completed before the end of the month.
- Staff Installed a new 10" and 4" water service for the expansion at Maritime Pride Eggs.
- Staff replaced 4 lead water service laterals on Cornwall Street prior to replacing the sidewalk.
- The traffic signal upgrade at South Albion Street and Robert Angus Drive is scheduled to be completed before the end of the month.
- The RFP to replace the stadium Ice Plant is undergoing final review by staff and will be posted by June 20.
- Contracted Patching and Capital Paving are underway
- The supply and installation of the new Town Hall generator has been awarded, and installation will be completed before September 1.
- New hand railing for the stage at the Community Credit Union Business Innovation Centre has been purchased, staff will install in the coming weeks.

- Engineering Technologist, Jay Crossman, has completed all of the employment and education requirements to apply for certification as a Certified Engineering Technologist. Once the ethics exam has been completed Jay will receive his certification.
- Staff had to pull 2 lift station wastewater pumps, one from the hospital lift station and one from the LaPlanche River lift station. The pumps have been sent out for repair estimates.
- Staff spent 4 days patching potholes in Town owned or leased parking lots.

## **SOLID WASTE**

- The Solid Waste Hotline (902-667-5141) which receives calls from residents all over Cumberland County received 440 phone calls this past month. Call volumes have been especially high due to the special collection taking place within the Municipality of Cumberland.
- Cheque presentations took place for the Earth Day contest. Springhill Senior/Junior High, EB Chandler Junior High, and Oxford Regional Education Center each received \$150 to support their breakfast program.
- The Litter Awareness signs are being installed, beginning with high traffic trails throughout the Town.
- The GFL Community Liaison Committee met on May 6<sup>th</sup>.
- Staff were recently made aware that there are no disposal options in Cumberland County for non-program tires (tractor tires, ATV tires, etc.) as the landfill no longer accepts them. The Northern Region (NR) Committee has submitted a letter to the Department of Environment expressing concern regarding the lack of disposal options and the NR is requesting that municipalities submit letters of support.
- The first round of HHW Events are scheduled for:
  - June 13<sup>th</sup> Blitz Events in the County
  - June 27<sup>th</sup> Amherst Fire Hall- 9:00 a.m. – 12:00 p.m.
- Staff continue to share recycling and sorting information, collection updates, and safety reminders through the Cumberland Region Solid Waste Facebook page.
- Miller Waste has reported an increase in rejected recycling due to improper dual stream sorting. As a result, staff will be increasing promotion and education efforts to improve compliance.

### **Curbside Rejections / Enforcement**

Town of Amherst Curbside Rejections (May 2026)

Not dual stream	31
Late	2
Branches not bundled	13
Garbage stored in green cart	2
Recycle contains Garbage / Organics	5
Exceeds bag limit	2
Miscellaneous	11
<b>Total</b>	<b>66</b>

## **TASK UPDATES**

### **Task: Christ Church Parking Lot Agreement**

Update: The agreement has been signed by all parties and copies given to the Clerk for filing.

Status: Complete

### **Task: Capital Budget Amendment West Victoria Street Engineering Design**

Update: The consultant is completing their internal QA and QC review; drawings should be sent to the Town for final review soon.

Status: In Progress

### **Task: Banner Request**

Update: An update on the cost estimate for the Bill Riley bust for June COW.

Status: In Progress

### **Task: Construction of New Residential Streets Policy**

Update: Draft policy has been reviewed by CAO, further revisions needed before presenting to Council.

Status: In Progress

### **Task: Anson Avenue CN Crossing**

Update: Staff are still waiting on a response from the CN representatives for a meeting to discuss train whistle cessation at this crossing. Another email request was sent to CN on June 5, 2026 for a meeting.

Status: In Progress

# Monthly Report

## Planning & Economic Development

### June 2026

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The attached report shows permits issued in May and a 2025-26 year-over-year comparison. After a slow start to the year, both residential and non-residential development is picking up with approximate permits valued at \$22.4 million to date, more than \$5 million over this time last year. Residential permits have received a significant and positive boost to 69 units to date in 2026, buoyed by approval of the first 48-unit apartment building at 105 South Albion Street, the former Blaine Street property.

On June 1<sup>st</sup> the Planning Advisory Committee, after a deferring a recommendation to Council on the YMCA Cumberland's application for a 36-unit apartment development at 1 Albion Street on April 7<sup>th</sup>, reviewed the applicant's response to a request for more information and revisions. The Committee failed to make recommendation on the application. Council will consider 1<sup>st</sup> reading and scheduling of a public hearing for the development agreement at the June 22<sup>nd</sup> regular meeting.

Town and County staff met to discuss the ongoing collaborative support of the Explore Cumberland Tourism Platform. From these conversations there will be a significant change in the branding, and all future marketing collateral will include the word Explore in the logo. Supporting this shared tourism initiative, staff held a Cumberland Region product knowledge training presentation with the Visitor Information Centre's (VIC) supervisors and travel counsellors in preparation for this year's tourist season. The Municipalities also signed an MOU to collaboratively participate at the VIC twice a week throughout this Summer to promote upcoming events and attractions in Amherst and the Cumberland Region. Tourism NS is reviewing the proposal and, when approved, will provide each municipality's Tourism Student Ambassador access by the end of June. Town and County staff have also submitted an application to TNS's 2026 Tourism Digital Assistance Program and are waiting on its approval.

The Town received notice that the application for TourismNS's (TNS) 2026 Digital Content Marketing Program was placed on a waitlist due to high demand. TNS will continue to review program capacity and, if approved, will contribute funding and program guidance for a Fall and Winter Digital Marketing Campaign. In the meantime, staff are coordinating a Summer Digital Campaign. Staff are also developing a Content Development project, which will include images of the Town and Cumberland Region to support the ExploreCumberland Tourism Platform. Town and County staff have also submitted an application to TNS's 2026 Tourism Digital Assistance Program and are waiting on its approval.

May included several successful events that impacted residents and businesses in the area. The NS Works Job Fair connected over 250 students and job seekers with local companies and agencies looking to grow their workforce. The Amherst Home Show had over 50 local businesses, and vendors showcased their products and services to the community. The Cumberland Business Connector hosted a very successful Women in Business event at the Amherst Train Station. Leaders in the Amherst area had the opportunity to network and listen to a speaker's panel, including local CEO Tracey McGillivray, who has created the RAYMEX Lift product and is building a company in Amherst. Combined with the support for Accessibility Week, the Town highlighted her company and product on our social media.

Town, County, and Cumberland Business Connector staff have held meetings to develop a revised joint economic development strategy for the Cumberland Region. This updated strategy will outline sectors and projects and business support activities that are key to the region and will define roles and responsibilities in each area.

The EV chargers located at the Canadian Tire parking lot are not working, and staff have been in contact with charger owners to inquire about the timing of their repair and offered assistance if needed. The organizations involved are working toward a fix, but no timeline for completion is available at this time.

Collier's Commercial Real Estate Services has been selected as the Amherst Business Parks Sales Brokerage Firm. Staff met with the firm to discuss marketing and sales tactics of the park and suggested approaches to its design and development to meet industry needs. This firm will work hand-in-hand with staff to ensure the best fit and investment in the Town.

A survey and staking of property markers were completed for the 8 Laplanche Street property landscaping and beautification project. Within this boundary, trees, shrubs, and flower beds will be planted to create an appealing space, welcoming visitors into Town. Development is intended to begin mid-Summer.

The Economic Development Support Officer has made an immediate positive impact and has engaged over 15 businesses, successfully registering five of them on NovaScotia.com and Explore Cumberland. In addition to providing this service, the officer is sharing information and guidance on how each business can develop its visitor offering. Work continues on the organization of a community economic data analysis template and gathering baseline information.

### Task Updates

<b>Task: Nature Challenge Fund Land Acquisition</b> The JDI land trade has been approved by all parties and the transaction is with the lawyers. Status: Ongoing
<b>Task: ATV Access</b> A memo updating the status of this issue is on the agenda. Status: Ongoing
<b>Task: Economic Forum</b> Council directed staff to pause the forum until the fall of 2026. Status: Ongoing
<b>Task: Farmers Market Support</b> Staff continue to engage the existing market and a new group that is testing a separate Saturday market. Status: Ongoing

# Permits Issued: May 2026

PERMIT APPLICATIONS								For the Month of May
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value
B2026-027	25344441	143 South Albion St	0	Renovate	Commercial	Hotel Motel and Motor Inn	1,775.00	690,277.00
C2026-028	25014655	295 Church St	0	Construction	Commercial	Storage Room	549.00	150,000.00
C2026-029	25018599	15 Durley St	0	Construction	Garage/Carport/Shed	Deck	56.00	5,000.00
C2026-030	25033382	24 Townshend Ave	0	Construction	Garage/Carport/Shed	Shed	58.00	10,000.00
B2026-031	25462094	12 Pinehurst St	0	Construction	Garage/Carport/Shed	Deck	58.00	6,000.00
B2026-032	25027459	11 Poplar St	0	Renovate	Single Detached Dwelling	Foundation	58.00	3,500.00
D2026-033	25370925	142 South Albion St	0	Construction	Commercial	Com - Permanent Sign	50.00	1,800.00
D2026-034	25382144	84 Willow St	0	Construction	Garage/Carport/Shed	Storage Room	50.00	1,000.00
D2026-036	25018102	46 Donald Ave	0	Construction	Garage/Carport/Shed	Shed	50.00	5,000.00
C2026-035	25036286	105 South Albion St	48	Construction	Apartments	Apartment Building	6,904.00	7,088,386.00
C2026-037	25020611	4 Gerard Ave	4	Construction	Apartments	Apartment Building	174.00	390,000.00
<b>Total</b>	<b>11</b>		<b>52</b>				<b>9,782.00</b>	<b>8,350,963.00</b>

# 2025 – 2026 YTD Comparison

ACTIVITY REPORT							For Month of May 2026-05-31
Type	May 2025			May 2026			
	Permits	Units	Value of Construction	Permits	Units	Value of Construction	
Single Family	3	1	288,320	1	0	3,500	
Duplex/Semi	0	0	0	0	0	0	
Apartments	3	8	1,800,300	2	52	7,478,386	
Other Residential	5	0	162,900	5	0	27,000	
Commercial	2	0	25,300	3	0	842,077	
Industrial	0	0	0	0	0	0	
Inst & Gov	0	0	0	0	0	0	
Agriculture	0	0	0	0	0	0	
Other	0	0	0	0	0	0	
<b>Total</b>	<b>13</b>	<b>9</b>	<b>2,276,820</b>	<b>11</b>	<b>52</b>	<b>8,350,963</b>	
<b>Year To Date</b>	<b>48</b>	<b>87</b>	<b>17,044,562</b>	<b>38</b>	<b>69</b>	<b>22,428,112</b>	

# Monthly Report

## Police Services

June 2026

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### TRAINING:

**Firearms/Carbine Training:** Members attended annual firearms/carbine training during the month of May. This training not only includes annual qualifications, but also exercises and scenarios to increase the skill levels and decision-making of our members when dealing a use-of-force situation.

**CEW/TASER Training:** Members attended annual TASER training and certification for CEW/TASER the month of May. The training focuses on how the Conducted Energy Weapon works and includes exercise that work on muscle-memory when switching cartridges and transitioning between weapons in a use-of force incident. Scenarios are utilized to test and exercise decision-making and skill.

**Restorative Justice Refresher Training:** Members have been attending Restorative Justice Refresher training that focuses on the value and intent of the program and how it should be used by police officers when making referrals and diverting matters from the court process. Restorative Justice plays a very important role in our community and public education is one of the next goals that we are working on.

**Breath Tech Training:** Constable Greg Pavlovic, one of APD's Drug Recognition Experts (DRE) attended the week-long breath tech course in Halifax from May 11<sup>th</sup> to the 15<sup>th</sup>. Breath Techs are required for any impaired driving investigation and the training focuses on how the instrument analyzes breath samples to determine Blood Alcohol Concentration (BAC) and the delves into the physiology of how the body reacts to alcohol and alcohol intoxication.

**Incident Commander – Level 300:** Sgt Aaron Graham attended the 3-day IC 300 course in Bridgewater from May 25<sup>th</sup> to May 27<sup>th</sup>. The IC 300 Incident Command course is a step above the 200-level course that all of our supervisors have and focuses on high risk/critical incidents and managing emergency response resources as an incident commander. The course is taught by Sgt Hunka of the Truro Police and the plan is to have all our front-line supervisors trained by the fall of 2026.

**Future Training:** Five of our members have been selected for the Joint Regional Tactical Support Team Training with Truro, Stellarton and Westville. Training ran for the first two weeks of June in Truro NS at the Truro Police Firearms Range.

### COMMUNITY POLICING

**McHappy Day – May 6<sup>th</sup>, 2026:** Some of our members and staff participated in McHappy Day, either by volunteering their time to serve customers or by helping to raise money for Ronald MacDonal House Charities. A portion of the proceeds from all menu items go to this charity.



**Police Week 2026:** Police Week 2026 was held May 15, 2026 and was once again a huge success with many other policing and public safety agencies from across Nova Scotia and even PEI in attendance. The formal ‘handover’ of the SARV from GardaWorld VP Darrell Coffin to Mayor Small took place and a new partnership was announced with GardaWorld – The Teddy Bear Patrol Program, in which GardaWorld will supply teddy bears to APD to provide to children who may be impacted by traumatic incidents or events. The event ended with a ‘Parade of Lights’ through town.



**Citizens on Patrol:** APD began sharing public posts for the Citizens on Patrol Program. This program is a partnership between Police and the community that focuses on observing and reporting incidents to Police. It is a community led crime prevention and crime reduction program that communicates with our dispatch when volunteers observe any criminal or suspicious activity.



### **OPERATIONAL INCIDENTS:**

**Counterfeit/Prop \$50 bills:** Amherst Police continue to receive reports of prop \$50 bills being circulated and used around town. As noted in previous reports, the bills are similar to legitimate bills, but are marked “prop” and do not have the hologram of Prime Minister MacKenzie King in the transparent area. These can be purchased online, some of which do have the hologram. Information on these have been shared several times on our social media. We also shared information from Fredericton in regards to similar bills, albeit \$100 bills, with the hologram of sir Robert Borden have also been noted to be floating around in the Fredericton NB area.

**Impaired Driving Charges – May 21<sup>st</sup>, 2026:** A 21-year-old New Brunswick woman is facing impaired driving charges as a result of an incident on May 20, 2026 shortly after 8:00pm. Amherst Police were contacted shortly after 8:00pm regarding a vehicle that had almost caused an accident in the downtown area and was running through stop signs on Willow Street. The vehicle continued and passed several vehicles on Robert Angus Drive before striking a curb and damaging a tire. The complainant provided information to the police on the vehicle and driver’s whereabouts and the driver was arrested on the outskirts of town. The driver showed signs of alcohol impairment and was arrested by Police for impaired driving. The driver was given the breath demand by Police and was returned to the Police station for testing. The vehicle was towed from the scene. As a result of this incident, the female driver is facing several charges that include impaired driving. She has since been released and is scheduled to appear in court on July 20, 2026 at 9:30am in relation to the charges.

**Repeat Offender - Shoplifting:** A 29-year-old woman from New Brunswick who had been arrested on May 21, 2026 and held for court was arrested again shortly after making an appearance in court on May 22, 2026. Nellie Landry, aged 29 had been arrested and charged with theft under \$5000, possession of property obtained by crime, resisting arrest and breach of probation in relation to an incident on the evening of May 21, 2026. She was held overnight and brought to court on May 22, 2026. She appeared on the charges and was released from custody with a court date to reappear. Shortly after 1:00pm on May 22, 2026 Amherst Police responded to a complaint of a theft from a downtown business where a suspect had allegedly stolen articles of clothing. Landry was arrested by Police shortly afterwards and has been charged with theft under \$5000 – Section 334(b) of the Criminal Code. She made a brief appearance in court on the new charges and was remanded into custody until Monday May 25, 2026.

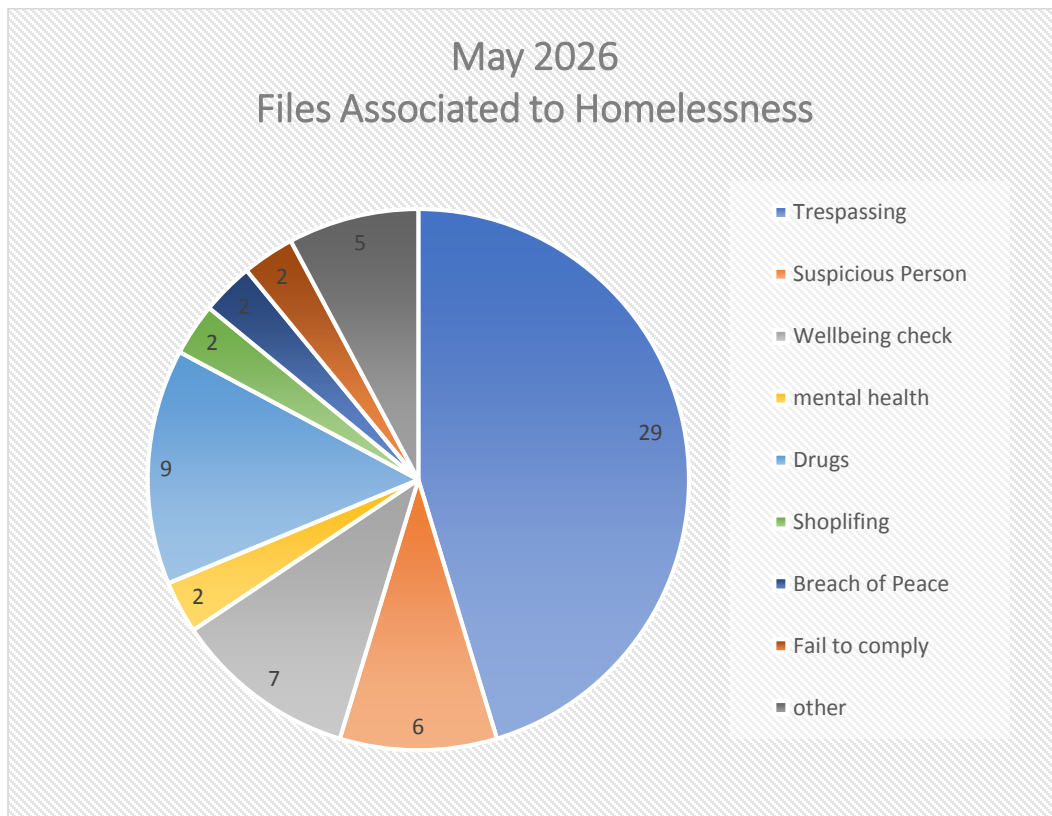
**GENERAL OPERATIONAL UPDATES:**

**Foot Patrols:** Over the month of May 2026, foot patrols by members were greatly increased and jumped from 40 hours/27 minutes to 86 hours/45 minutes. Of the 86 hours, 52 hours and 22 minutes was in the downtown area and was conducted during the day, evening and nights.

**Shoplifting/Theft Complaints:** In May 2026, there were 13 complaints of shoplifting received by APD. This compares to 11 in April and 11 in March. Two of the complaints came from the Downtown area while the other 10 came from the area of Robert Angus Drive/South Albion Street. As noted in previous reports, Police often get the information after the incident and the suspects have departed, and as a result, the biggest challenge is to identify the subject as incidents are captured on video. For the month, the majority of suspects were local to Amherst, but it is common to have people from other areas as suspects in thefts.

**Trespassing:** Our department received 55 complaints of trespassing during the month of May 2026. This is an increase from the 44 complaints received in April and compares to 54 in March and 73 in February. Of the 55 complaints, 29 had a nexus to homelessness. In April, 26 of the 44 complaints were associated to homelessness. Of the 29 associated to homelessness in May, 17 were related to Bank ATMS while others were related to business or government services. The majority of the 29 were also in the downtown area.

**Homelessness Files:** During the month of May, APD responded to 64 complaints that have a connection to homelessness. This is close to the 62 in April and down from 82 in March. As noted in previous reports, the vast majority of complaints are surrounding 2-3 people, with 30 of the 64 involving a single individual. As noted, 29 of these involve trespassing at Bank ATMS for shelter purposes. In these cases, the individuals are not able to use the Shelter for various reasons.



**OPERATIONAL STATS – April 2026**

Occurrences:	578	Criminal Code Charges:	61
Impaired by Alcohol:	3	CDSA:	2
Impaired by Drug:	1	CBCA:	0
Traffic Tickets:	38	Traffic Written Warnings:	32
Vehicle Checks:	132	LCA:	2
Foot Patrol Hours:	86hrs, 45 min	PPA:	1
Parking Tickets(police):	1 (members)	Parking Tickets(bylaw):	0
Parking Warnings:	4 (members)	Parking Warnings (bylaw)	8

**Task:** That the traffic authority be directed to investigate a potential 4 way stop at the Park Street and Patterson Street intersection in front of the daycare.

**UPDATE:** Have been reviewing criteria for 4-way stops and examining the area of this intersection. Primarily, 4-way stops have criteria relating to traffic counts, view obstructions etc.