



Town of Amherst
Regular Council Meeting
Agenda

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

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGMENT	
<p>"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."</p>	
3. APPROVAL OF AGENDA/ACCEPTANCE OF MINUTES	
3.1 Approval of the Agenda	
3.2 Acceptance of Minutes - November 24, 2025	3 - 6
4. REQUESTS FOR DECISION	
4.1 Demographic Strategic Plan - Chambers	7 - 15
4.2 Accessibility, Inclusion, Diversity and Equity Committee Recommendations - Wells	16 - 18
4.3 Community Support Grant - Furlong	19 - 21
4.4 Industrial Park Land Purchase and Sale Agreement Roop - Ripley	22 - 28
4.5 Industrial Park Land Purchase and Sale Agreement Cumberland Ridge - Davidson	29 - 35
4.6 Industrial Park Land Purchase and Sale Agreement Pederson - Wells	36 - 41
5. INTERNAL COMMITTEE REPORTS	

5.1	Amherst Board of Police Commissioners - Davidson	42 - 42
5.2	Audit Committee - Chambers	43 - 43
5.3	Amherst Youth Town Council - Avery Hoeg-Burbine	44 - 44
6.	EXTERNAL COMMITTEE REPORTS	
6.1	Cumberland YMCA - Wells	45 - 45
6.2	Northern Region Solid Waste Management - Furlong	46 - 46
7.	ADJOURNMENT	

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: November 24, 2025
Time: 6:00 pm
Location: Council Chambers, Town Hall

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

Staff Present
Jason MacDonald, Chief Administrative Officer
Aaron Bourgeois, Director, Operations
Dwayne Pike, Chief, Police Services
Kim Jones, Deputy Chief Administrative Officer
Sharon Bristol, Director, Community Living
Sean Payne, Marketing & Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

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

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA / ACCEPTANCE OF MINUTES

3.1 Approval of Agenda

Moved By Councillor Furlong
Seconded By Councillor McManaman
To approve the agenda as circulated.

Motion Carried

3.2 Acceptance of Minutes

3.2.1 October 27, 2025 Regular Council

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the October 27, 2025, regular meeting of Council were accepted as included in the agenda package.

3.2.2 November 13, 2025 Public Hearing

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the November 13, 2025, Public Hearing were accepted as included in the agenda package.

4. REQUESTS FOR DECISION

4.1 Municipal Planning Strategy / Land Use By-law Second Reading

As Councillor Wells was not present at the Public Hearing; she did not vote on this item.

Moved By Deputy Mayor Chambers
Seconded By Councillor Davidson
That Council give Second Reading of the new Municipal Planning Strategy and Land Use By-law.

Motion Carried

4.2 Marshview Drive Sale of Lots

Moved By Councillor Davidson
Seconded By Councillor Wells
That Council authorize the Chief Administrative officer to sell two lots on Marshview Drive to Tom Mattinson with the following conditions:

1. Purchase price of \$50,000 each;
2. Purchase price payable within 18 months of sale of the lots or upon sale of the homes, whichever comes first;
3. A lien on the properties or other mechanism to protect the Town's interest as recommended by the Town solicitor is included in the purchase and sale agreement;
4. The CAO be authorized to extend the term for repayment by up to 6 months;
5. Mattinson to pay all real estate fees and HST at closing of the initial land sale;
6. Construction to commence on the lots (poured concrete foundation) no later than January 30, 2026, with the CAO authorized to provide a three-month extension due to extenuating circumstances.

Motion Carried

4.3 Beautification Strategy

Moved By Councillor McManaman

Seconded By Councillor Wells

That Council approve the Town of Amherst 2025 Beautification Strategy.

Motion Carried

4.4 Wastewater Treatment Plant UV Disinfection System

Moved By Councillor Ripley

Seconded By Councillor Wells

That Council approve an amendment to the 2025/26 general capital budget to increase the budget from \$650,000 to \$750,000 with the funding increase to come from long term debt (sewer department), and further that Council award the supply and installation of the ultraviolet disinfection system for the Amherst Wastewater Treatment Facility to Filtrum Construction in the amount of \$721,000 plus applicable taxes.

Motion Carried

4.5 2026 Meeting Dates

Moved By Councillor Wells

Seconded By Councillor Ripley

That Council approve changing the February 2026 Committee of the Whole meeting date from Monday, February 16, 2026 to Tuesday, February 17, 2026 due to the Heritage Day holiday, change the May 2026 Committee of the Whole meeting date from Monday, May 18, 2026 to Tuesday, May 19, 2026 due to the Victoria Day holiday, change the start time of the December 2026 Committee of the Whole meeting from 4:00 p.m. to 3:00 p.m. and further the date of the regular Council meeting date from Monday, December 21, 2026 to Monday, December 14, 2026 due to the holiday season.

Motion Carried

4.6 Written Submissions to Council Policy

Moved By Councillor Furlong

Seconded By Deputy Mayor Chambers

That Council approve the Written Submissions to Council Policy with amendments.

Motion Carried

TITLE: WRITTEN SUBMISSIONS TO COUNCIL POLICY
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-15

APPROVAL DATE: _____ CAO Signature: _____

PURPOSE

To set out the policy of the Town of Amherst regarding written **and email** submissions to Council.

POLICY STATEMENT

It shall be the policy that all submissions that are not part of a mass mailing, or mass emailing, shall be acknowledged by the Chief Administrative Officer or Mayor and distributed to the members of Council. Anonymous submissions to Council shall be destroyed.

If, in the opinion of the Mayor, any member of Council or the Chief Administrative Officer, any correspondence requires consideration, debate or action by Council, it shall be added to the agenda of a meeting of the Committee of the Whole.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
CAO	Ensure submissions to Council that are not part of a mass mailing are distributed to Council, and if it requires consideration, debate or action by Council it is added to a Committee of the Whole agenda.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Include email submissions in the policy, and add the Mayor as a submission acknowledger.	Clerk	Council	

Minutes reference date: November 27, 2008

**4.7 Debt Management Policy
 Moved By Deputy Mayor Chambers
 Seconded By Councillor McManaman
 That Council accept the Debt Management Policy as presented with no
 recommended changes.**

Motion Carried

**TITLE: DEBT MANAGEMENT POLICY
 SECTION: FINANCIAL MANAGEMENT
 POLICY NO: 03450-03**

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

PURPOSE

The purpose of the Debt Management Policy is to outline the management methods for long-term borrowings and debt repayment.

POLICY STATEMENT

The Town will confine long-term borrowings to capital investments or projects that cannot be financed from current revenues. The Town will not use long-term debt to finance current operating expenditures. Considerations will be made before borrowing funds as to the level of existing debt and the impact on current and future operating budgets.

When the Town finances capital projects through the issuance of debentures, it will pay back the debentures within a period not to exceed the expected useful life of the project. Total annual payments of principal and interest for long term borrowings will not exceed 15% percent of the Town's total annual own source generated operating revenue. Where possible, the Town may use special assessment or revenues instead of long term borrowings.

The Town will maintain a debt repayment schedule outlining debt principal and interest outstanding for each year.

Title/Role	Responsibilities
Director of Finance	Ensure Debt Management Policy is followed and that debt does not exceed 15%.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy review – no changes	Director of Finance	Council	

Minutes reference date: January 22, 2007

4.8 Community Support Grant

Councillor Ripley declared a conflict of interest and took a seat in the galley for the vote on this item.

Moved By Councillor Davidson

Seconded By Councillor Wells

That Council approve a Community Support Grant in the amount of \$2,000 to the Amherst Community Christmas Dinner.

Motion Carried

5. INTERNAL COMMITTEE REPORTS

5.1 Amherst Board of Police Commissioners - Chambers

Information item only.

5.2 Amherst Youth Town Council – Kennedy Newman

Information item only.

5.3 Accessibility, Inclusion, Diversity and Equity Committee - Wells

Information item only.

6. EXTERNAL COMMITTEE REPORTS

6.1 L. A. Animal Shelter - Davidson

Information item only.

6.2 Cumberland Public Libraries - McManaman

Information item only.

6.3 Cumberland YMCA - Wells

Information item only.

6.4 Northern Region Solid Waste Management - Furlong

Information item only.

7. ADJOURNMENT

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

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor

SYNOPSIS

DEMOGRAPHIC STRATEGIC PLAN

Staff have been working on the development of the Demographic Strategic Plan since June 2025. To engage the community and understand what draws people to Amherst and what helps them stay, surveys were administered over the Town's communication platforms and printed on the back of the July Water Bill. Feedback was also gathered through an in-person engagement event with our YReach Partners in November.

Integrating pieces of this plan into the Marketing and Communications Strategic Plans and targeting specific demographics, the Demographic Strategic Plan positions Amherst as a vibrant, connected and family-friendly regional hub to attract and retain young professionals and families.

MOTION:

That Council approve the 2025 Demographic Strategic Plan.



AMHERST TOWN COUNCIL

RFD# 2025142

Date: December 15, 2025

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: Monday, December 15, 2025

SUBJECT: Demographic Strategic Plan

ORIGIN: As set out in the Town of Amherst’s Strategic Plan, staff were to develop a Town demographics strategy that targets specific demographics to move to Amherst.

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: That Council approve the 2025 Demographic Strategic Plan.

BACKGROUND: Over the past several months staff have consulted with new and long-term residents through online surveys and an in-person engagement event to understand what draws people to Amherst and what helps them stay.

DISCUSSION: Staff have been working on the development of the Demographic Strategic Plan since June 2025. To engage the community, surveys were administered over the town’s communication platforms and printed on the back of the July Water Bill. Feedback was also gathered through an in-person engagement event with our YReach Partners in November. In total data was collected over 37 surveys.

Integrating pieces of this plan into the Marketing and Communications Strategic Plans and targeting specific demographics, the Demographic Strategic Plan positions Amherst as a vibrant, connected and family-friendly regional hub to attract and retain young professionals and families.

FINANCIAL IMPLICATIONS: The expenses associated with the Demographic Strategic Plan should be planned and delivered with consideration for both capital and operating budget impacts as well as staffing capacity. Projects should be assessed to ensure that appropriate staff resources are available for planning, and implementation.

SOCIAL JUSTICE IMPLICATIONS: The community through the delivery of this plan could see improvement to the Town’s long-term vitality, sustainability and promote a more balanced life-style.





AMHERST TOWN COUNCIL

RFD# 2025142

Date: December 15, 2025

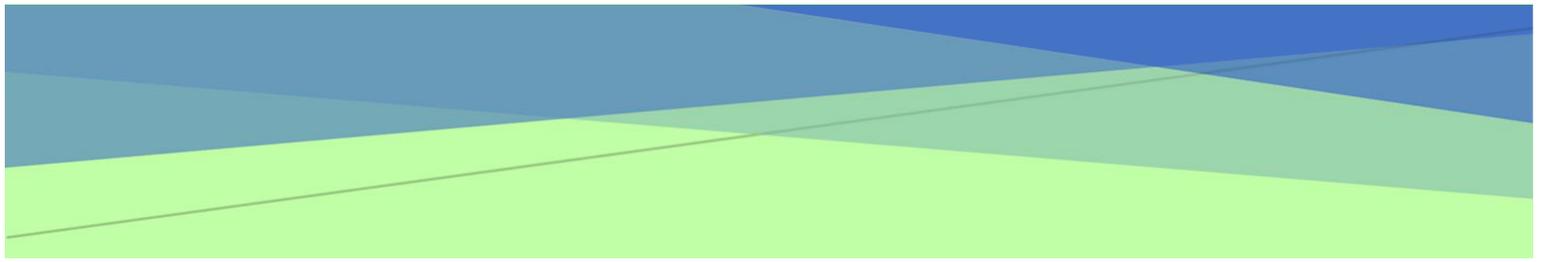
ENVIRONMENTAL IMPLICATIONS: The Demographic Strategic Plan should consider environmental sustainability, such as promoting green spaces and sustainable transportation, and also anticipate the environmental impact of growth, like managing waste and energy consumption. Key considerations include adapting to climate change, improving energy efficiency, protecting natural heritage, and ensuring new development doesn't negatively affect air and water quality or resource availability

COMMUNITY ENGAGEMENT: Ongoing

ALTERNATIVES: 1. Send back to staff for further considerations
2. Do not accept the Demographic Strategic Plan

ATTACHMENTS: Town of Amherst Demographic Strategic Plan





OUR TOWN, YOUR FUTURE

Amherst Demographic Strategic Plan 2026-2028

A **roadmap to achieve sustainable population and economic growth** by aligning community resources and marketing efforts with the specific needs and preferences of target demographics

Manager of Community Well-Being
Community Living Department

1. Executive Summary

Like many Nova Scotia communities, Amherst's population is aging. Between 1996 and 2021, the number of seniors (65–84) and elderly residents (85+) grew by 35% and 39%, while the youth (0–19) and working-age (20–64) populations declined by 22% and 7%.

As of the 2021 Census, Amherst's population was 9,548, with a median age of 48.8—higher than the national average. This trend has continued over several decades, contributing to slower population growth and an older community profile.

Attracting and retaining young professionals and families is essential to Amherst's long-term vitality. A younger, working population supports local businesses, fills labour gaps, and contributes to a balanced, sustainable community.

This plan outlines Amherst's two-year strategy to strengthen its position as a welcoming, affordable, and connected town where families and professionals can live, work, and thrive.

2. Regional Overview

Amherst is the largest town in Cumberland County, located on the Nova Scotia–New Brunswick border. Its location along major highways and rail lines provides access to regional trade, transport, and employment opportunities.

Amherst serves as a regional service centre for health care, education, retail, and government services, supporting surrounding rural communities and contributing to the area's economic stability.

3. Community Highlights

To understand what draws people to Amherst and what helps them stay, the Town conducted an online survey and an in-person engagement event with 37 residents, including newcomers and long-term community members.

What We Heard – New Residents

New residents shared that Amherst's affordability, community character, and welcoming environment were key reasons for choosing the town.

Top reasons for moving to Amherst:

- Affordable housing and cost of living
- Small-town atmosphere and slower pace of life
- Proximity to family or community ties
- Employment or business opportunities
- Strong community values and sense of belonging
- Access to recreation and nature

Respondents said Amherst feels safe, peaceful, and connected, offering a good balance between affordability and quality of life.

Why People Stay in Amherst

Long-term residents described Amherst as a place where community, safety, and affordability define everyday life.

They stay because Amherst is:

- Friendly and welcoming—a place where people support one another
- Safe and family-oriented
- Affordable, making homeownership achievable
- Conveniently located, with easy access to larger centres while maintaining small-town charm
- Connected to recreation and nature through walkable neighbourhoods, parks, and local facilities

Residents also expressed pride in their town’s sense of belonging and hope to see continued investment in recreation, youth programming, and downtown vibrancy.

4. Target Demographics

Young Professionals (25–40 years)

- Remote workers, entrepreneurs, skilled trades and service professionals.
- Motivated by digital connectivity, affordable living, balanced lifestyle, proximity to nature, community feel.

Young Families (30–45 years)

- Seeking safe, supportive communities with access to quality schools, childcare, recreation and parks.
- Value connection, affordability, sense of belonging, and good housing options for kids.

Resident Attraction Campaign & Strategic Timeline (2026–2028)

Goal: Position Amherst as a vibrant, connected, and family-friendly regional hub that attracts and retains young professionals and families.

Phase 1: Foundation and Brand Launch (2026–2027)

Focus: Build awareness, strengthen Amherst’s identity, and prepare for growth.

Initiative	Description	Lead	Timeline
1. “Centre of It All” Campaign	Develop and launch a campaign promoting Amherst’s affordability, quality of life, and location to position Amherst as the Centre of it all. Create digital and print materials and share resident success stories.	MarComm, Community Living & Economic Development	2026–2027

Initiative	Description	Lead	Timeline
2. Resident Attraction Marketing	Target young professionals and families through digital advertising, social media, relocation focused web pages and partnerships with regional media.	MarComm & Economic Development	2026–2027
3. Community Alignment Workshops	Host sessions with local employers, realtors, and organizations to coordinate housing, employment, and relocation efforts.	Economic Development, MarComm & Community Living	2026
4. Resident Ambassador Program	Recruit community volunteers and new residents to share their experiences and support newcomers.	Community Well Being Manager & CommLiving	2026
5. Establish Baseline Data	Collect housing, demographic, and relocation data to track progress.	Community Well Being Manager & CommLiving with departmental support as needed	2026

Phase 2: Growth and Engagement (2026–2028)

Focus: Strengthen housing, infrastructure, and community engagement.

Initiative	Description	Lead	Timeline
6. Residential Development & Infrastructure	Support diverse, family- and professional-oriented housing projects. Improve broadband and transportation links.	Planning & Infrastructure	2026–2028
7. Co-Working and Innovation Hub	Establish a shared workspace to support entrepreneurs, remote workers, and small business start-ups.	Economic Development and Community Well Being Manager	Mid 2026–2027
8. Strengthen Partnership with YMCA YReach Program	Collaborate with the Cumberland YREACH team to enhance newcomer settlement, inclusion and integration supports. Collaborate to expand Welcoming Week Event.	Community Living CWB Manager	Mid 2026
9. Family Lifestyle Campaign	Promote Amherst’s parks, schools, and recreation through local storytelling and media.	MarComm	2027–2028

Initiative	Description	Lead	Timeline
10. Regional Employer Partnerships	Collaborate with regional employers and post-secondary institutions to attract and retain workers.	Economic Development	2027–2028

Phase 3: Expansion and Retention (2027–2028)

Focus: Sustain momentum and reinforce belonging.

Initiative	Description	Lead	Timeline
11. Lifestyle and Public Space Enhancements	Invest in parks, childcare, recreation, and cultural spaces to improve livability.	CommLiving Operations Land & Planning	2027–2028
12. Regional Collaboration	Work with neighbouring communities, tourism, and education partners to market Amherst regionally.	Economic Development & MarComm & Community Well Being Manager	2027–2028
13. Incentives for New Residents and Businesses	Explore small business start-up and relocation incentives.	Economic Development & MarComm	2027–2028

Summary

This two-year campaign positions Amherst as a **“Centre of it All”**—a welcoming, affordable, and connected community for young families and professionals. Through deliberate branding, infrastructure investment, and community engagement, Amherst can achieve sustainable population growth, economic vitality, and a strengthened sense of belonging.

Recommendations

That **Council endorse the Our Town, Your Future: Amherst Demographic Strategic Plan (2026–2028)** as a guiding framework to support population growth and community vitality, and direct staff to:

1. **Launch the “Centre of It All” Brand Campaign**
Implement a coordinated marketing campaign promoting Amherst’s lifestyle, affordability, and location advantages.
2. **Support Alignment Across Sectors**
Strengthen collaboration between housing, workforce, and community development initiatives.

3. Implement Resident and Business Attraction Programs

Deliver newcomer welcome initiatives and partnerships that promote Amherst as a great place to live and work.

Next Steps

1. Implement Monitoring and Evaluation Framework

Establish baseline data for 2026 and track annual progress

2. Pursue External Funding and Partnerships

Authorize staff to seek provincial and federal grants and to partner with private developers, local employers, and educational institutions to:

- Support housing and infrastructure investment.
- Fund marketing and community engagement initiatives.
- Leverage shared priorities to extend municipal resources.

3. Strengthen Partnerships for Newcomer Settlement

Continue collaboration with the Cumberland YMCA YREACH Program to improve newcomer support and inclusion. Through coordinated settlement services, cultural awareness activities, and community connections, YREACH and the Town can ensure Amherst remains a welcoming destination for new residents.

SYNOPSIS

ACCESSIBILITY, INCLUSION, DIVERSITY AND EQUITY COMMITTEE MOTIONS

At the November 12, 2025, meeting of the Accessibility, Inclusion, Diversity and Equity Committee, the Committee passed motions requesting that Council direct staff to investigate the feasibility of all gender washrooms and conducting accessibility audits at Town facilities.

As these issues are contained in our Accessibility, Inclusion, Diversity and Equity Strategic Plan staff will be carrying out this work regardless. That being said, Council passing a motion regarding the same will show additional support for the work of the Committee.

MOTION:

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

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: December 15, 2025

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

ORIGIN: The Town of Amherst Accessibility and IDE Strategic Plan, and November 12, 2025 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: That Council request staff to investigate the feasibility of having inclusive, all gender restrooms at all Town of Amherst facilities; and that Council request staff to complete an audit of all Town of Amherst facilities and infrastructures, including accessible parking spaces, to ensure they are fully accessible as it is laid out in the Council approved Strategic Plan and to bring a report back to this Committee for review.

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 November 12, 2025, 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 recommend that Council request staff to investigate the feasibility of having inclusive, all gender restrooms at all Town of Amherst facilities.
2. That the Accessibility, Inclusion, Diversity and Equity Committee recommend Council request staff to complete an audit of all Town of Amherst facilities and infrastructures, including accessible parking spaces, to ensure they are fully accessible as it is laid out in the Council approved Strategic Plan and to bring a report back to this Committee for review.





AMHERST TOWN COUNCIL

RFD# 2025149

Date: December 15, 2025

These motions were in reference to the AIDE strategic plan and the yearly update report. 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.

We reviewed the Accessibility Act and clarified that it applies to new builds or redevelopments, and though existing buildings are not grandfathered, it is considered best practice to conduct area assessments on these spaces.

FINANCIAL IMPLICATIONS: Unknown at this time but there could be a financial impact to make these changes.

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.

ALTERNATIVES: 1 Deny the motions
 2 Defer to next month

ATTACHMENTS: None



SYNOPSIS

COMMUNITY SUPPORT GRANT

The Nova Scotia Community College (NSCC) is developing a program for Maggie's Place and Public Health to assist families in providing alternative opportunities to reduce screen time use among young children.

They are requesting \$3,000 to help offset the costs. After reviewing this application, it is felt that these costs could and should be covered by the NSCC or the partners of the program (Maggie's Place and Public Health).

MOTION:

That Council does not support the Community Support Grant application from the Nova Scotia Community College.



AMHERST TOWN COUNCIL

RFD# 2025143

Date: December 15, 2025

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: December 15, 2025

SUBJECT: Community Support Grants 2025

ORIGIN: 2025-26 Operating Budget

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

RECOMMENDATION: That Council does not support the Community Support Grant application from the Nova Scotia Community College.

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

DISCUSSION: The Nova Scotia Community College (NSCC) is developing a program for Maggie's Place and Public Health to assist families in providing alternative opportunities for fun as opposed to being dependent on electronics. They are requesting \$3,000 to help offset these costs. After reviewing this application staff feel that these costs could and should be covered by the NSCC or the partners (Maggie's Place and Public Health).

FINANCIAL IMPLICATIONS: Currently there is \$328.00 in the Community Support Grant fund.

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

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

SOCIAL JUSTICE IMPLICATIONS: Community not for profit organizations, sports teams, festivals and events help weave the fabric of our society. When a community has a strong base



of supportive organizations dedicated to improving the quality of life for our residents in addition to sports, culture, arts, and events it is enriched in so many key ways. In most all cases these organizations rely heavily on outside sources of funding to stay afloat. Due to the nature of the not-for-profit world, it is our opportunity to assist those who work so tirelessly to make our community better. The Town of Amherst, as a funding contributor, helps create a community that all can be proud to live, work and play.

ALTERNATIVES:

1. Approve the funding requests as listed
2. Discontinue the practice of providing community support grants

ATTACHMENTS: None

SYNOPSIS

INDUSTRIAL PARK EXPANSION PURCHASE AND SALE AGREEMENT

It is a Council's strategic priority to develop a plan for the expansion of the industrial park.

The attached Purchase and Sale Agreement would see the Town take ownership of a 0.35-acre vacant land parcel near the corner of Industrial Park Drive and Race Track Road. The purchase price is \$35,000 in accordance with a 2025 3rd party appraisal. An Environmental Assessment of the area found no record of environmental contamination.

Acquiring this property will help facilitate the expansion of Amherst's Industrial Park.

MOTION:

That Council approve the purchase of the 0.35-acre Race Track Road property, PID 25047283, from Betty Roop for \$35,000 (plus applicable HST), with all funds to be paid from the Operating Reserve and further that that CAO and Mayor be authorized to execute the necessary agreements.

TO: Mayor Small and Members of Council

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

DATE: December 15, 2025

SUBJECT: Industrial Park Expansion – Roop land - Agreements of Purchase & Sale

ORIGIN: November 17, 2025, Council Motion:

That Council direct staff to continue with the planning and development of an expanded industrial park.

It is a Council Strategic Priority to *develop a plan and decision on the expansion of the industrial park.*

LEGISLATIVE AUTHORITY: MGA 50(5a) *A municipality may acquire property, including property outside the municipality, that the municipality requires for its purposes or for the use of the public.*

RECOMMENDATION: That Council approve the purchase of the 0.35-acre Race Track Road property, PID 25047283, from Betty Roop for \$35,000 (plus applicable HST), with all funds to be paid from the Operating Reserve and further that that CAO and Mayor be authorized to execute the necessary agreements.

BACKGROUND: The attached Purchase and Sale Agreement would see the Town take ownership of the 0.35-acre vacant land near the corner of Industrial Park Drive and Race Track Road. The June 2025 appraisal by CBRE estimated a market value of \$34,600. The agreement with Betty Roop provides that the Town will pay the \$35,000 purchase price upon closing.

An Environmental Assessment of the area is complete and did not find any record of environmental contamination.

DISCUSSION: This 0.35-acre property as seen in the blue image below is located along Industrial Park Drive and surrounded by the large 20-acre property the Town is purchasing from Roger McInnis. The acquisition of the property would provide unified ownership and decision making for development of the Industrial Expansion area.





FINANCIAL IMPLICATIONS: \$36,350.93 (\$35,000 purchase price + \$1,350.93 non-recoverable HST if applicable) will be funded from Operating Reserve.

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

ENVIRONMENTAL IMPLICATIONS: An environmental assessment is in process as part of the town's due diligence.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.





AMHERST TOWN COUNCIL

CDR# 2025145

Date: December 15, 2025

ALTERNATIVES: Do not purchase the land.

ATTACHMENTS: Draft Agreement of Purchase and Sale.



AGREEMENT OF PURCHASE AND SALE (VACANT LAND)

BETWEEN:

BETTY ROOP, of Brookfield, in the County of Colchester and Province of Nova Scotia (collectively, the "Vendor")

- and -

THE TOWN OF AMHERST, a municipal corporation incorporated under the Municipal Government Act, S.N.S. 1998, c. 18, (the "Purchaser")

WHEREAS the Purchaser is authorized under the Municipal Government Act to acquire real property for municipal purposes, subject to approval of Council and any applicable statutory requirements;

NOW THEREFORE in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. PROPERTY

The Vendor agrees to sell and the Purchaser agrees to purchase all and singular those lands and premises situate at or near Amherst, Nova Scotia, and being more particularly known and described as:

- RACE TRACK ROAD, Amherst, NS – PID 25047283 (the "Property").

2. PURCHASE PRICE

The purchase price shall be **THIRTY FIVE THOUSAND DOLLARS (\$35,000.00)**, subject to adjustment for property taxes only, payable on Closing Date.

3. CLOSING DATE AND POSSESSION

This Agreement shall be completed on or before the ___ day of _____, 2025 (the "Closing Date"). Upon completion, vacant possession of the Property shall be given to the Purchaser unless otherwise agreed in writing.

4. FORM OF CONVEYANCE

The conveyance shall be by Warranty Deed, prepared at the Vendor's expense, and shall convey good and marketable title in fee simple to the Purchaser, free and clear of all liens, charges, mortgages, and encumbrances except for registered easements, covenants, or restrictions that do not materially affect the use and enjoyment of the Property for municipal purposes.

5. HARMONIZED SALES TAX (HST)

All conveyances of real property in Canada are subject to the Harmonized Sales Tax ("HST") unless the conveyance is specifically exempt pursuant to the Excise Tax Act (Canada). The facts required to determine exemption from HST are entirely dependent upon the use of the property by the Vendor or the intention of the Vendor when the property was purchased and are therefore within the knowledge of the Vendor only.

The Purchaser shall remit to the Vendor any HST payable on closing, or, if applicable, provide to the Vendor a certificate establishing that the Purchaser is registered for HST pursuant to the Harmonized Sales Tax Act and will self-assess and remit any applicable HST directly to the Receiver General for Canada.

6. CONDITIONS PRECEDENT

This Agreement is conditional upon the following, each of which is for the sole benefit of the Purchaser and may be waived by the Purchaser in writing:

(a) Municipal Council Approval

That the execution and completion of this Agreement, including all financial obligations of the Town, shall have received the formal approval of the Council of the Town of Amherst by resolution in accordance with the Municipal Government Act, S.N.S. 1998, c. 18.

(b) Environmental Review and Approval

That the Purchaser shall have received, to its satisfaction, the results of an environmental site assessment (Phase I and, if recommended, Phase II), confirming that the Property is free from contamination or other environmental conditions requiring remediation under applicable provincial or federal legislation. If such approval is not obtained on or before the Closing Date, the Purchaser may, at its option, terminate this Agreement and all deposits (if any) shall be returned without deduction or interest.

(c) Title and Due Diligence

The Vendor acknowledges that the properties are not yet registered pursuant to the Nova Scotia Land Registration Act ("LRA"). It shall be the sole responsibility of the Vendor, at the Vendor's cost and expense, to have the properties migrated and registered under the LRA no later than seven (7) days prior to the Closing Date. The Vendor shall forthwith provide written notice to the Purchaser's solicitor upon completion of the migration and registration. The Purchaser's solicitor shall have five (5) business days from receipt of such notice to review the registration and to raise any title objections in accordance with the terms of this Agreement.

If any of the above conditions are not satisfied or waived by the Purchaser on or before the Closing Date, this Agreement shall be null and void and neither party shall have any further rights or obligations hereunder.

7. TENDER

Any tender of documents or money may be made upon the solicitor for either party, and money may be tendered by bank draft, certified cheque, or solicitor’s trust cheque.

8. TIME OF THE ESSENCE

Time shall in all respects be of the essence of this Agreement. In the event of a written agreement of extension, time shall continue to be of the essence.

9. BINDING EFFECT

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

10. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior negotiations and representations, whether oral or written, relating to the subject matter hereof. Any amendment must be in writing and executed by both parties.

11. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.

DATED this ____ day of _____, 2025

TOWN OF AMHERST
PER:

Witness

ROBERT SMALL, Mayor

Witness

JASON MACDONALD, CAO

The Vendor accepts the above offer at on this ___ day of _____, 2025

Witness

BETTY ROOP, OWNER

SYNOPSIS

INDUSTRIAL PARK EXPANSION PURCHASE AND SALE AGREEMENT

It is a Council's strategic priority to develop a plan for the expansion of the industrial park.

The attached Purchase and Sale Agreement would see the Town take ownership of a 29.4-acre vacant land parcel, located at the end of the Race Track Road, and bordered by the Larry Pederson property to the northwest, the Charles McInnis property to the northeast, and the Trans-Canada Highway to the south. The purchase price is \$264,600 in accordance with a 2025 3rd party appraisal. An Environmental Assessment of the area found no record of environmental contamination.

Acquiring this property will help facilitate the expansion of Amherst's Industrial Park.

MOTION:

That Council approve the purchase of the 29.4 acre Race Track Road property, PID 25037193, from Cumberland Ridge Developments Incorporated for \$264,600 (plus applicable HST), with all funds to be paid from the Operating Reserve, and further that that CAO and Mayor be authorized to execute the necessary agreements.

TO: Mayor Small and Members of Council

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

DATE: December 15, 2025

SUBJECT: Industrial Park Expansion - Agreements of Purchase & Sale

ORIGIN: November 17, 2025, Council Motion:

That Council direct staff to continue with the planning and development of an expanded industrial park.

It is a Council Strategic Priority to *develop a plan and decision on the expansion of the industrial park..*

LEGISLATIVE AUTHORITY: MGA 50(5a) *A municipality may acquire property, including property outside the municipality, that the municipality requires for its purposes or for the use of the public.*

RECOMMENDATION: That Council approve the purchase of the 29.4 acre Race Track Road property, PID 25037193, from Cumberland Ridge Developments Incorporated for \$264,600 (plus applicable HST), with all funds to be paid from the Operating Reserve and further that that CAO and Mayor be authorized to execute the necessary agreements.

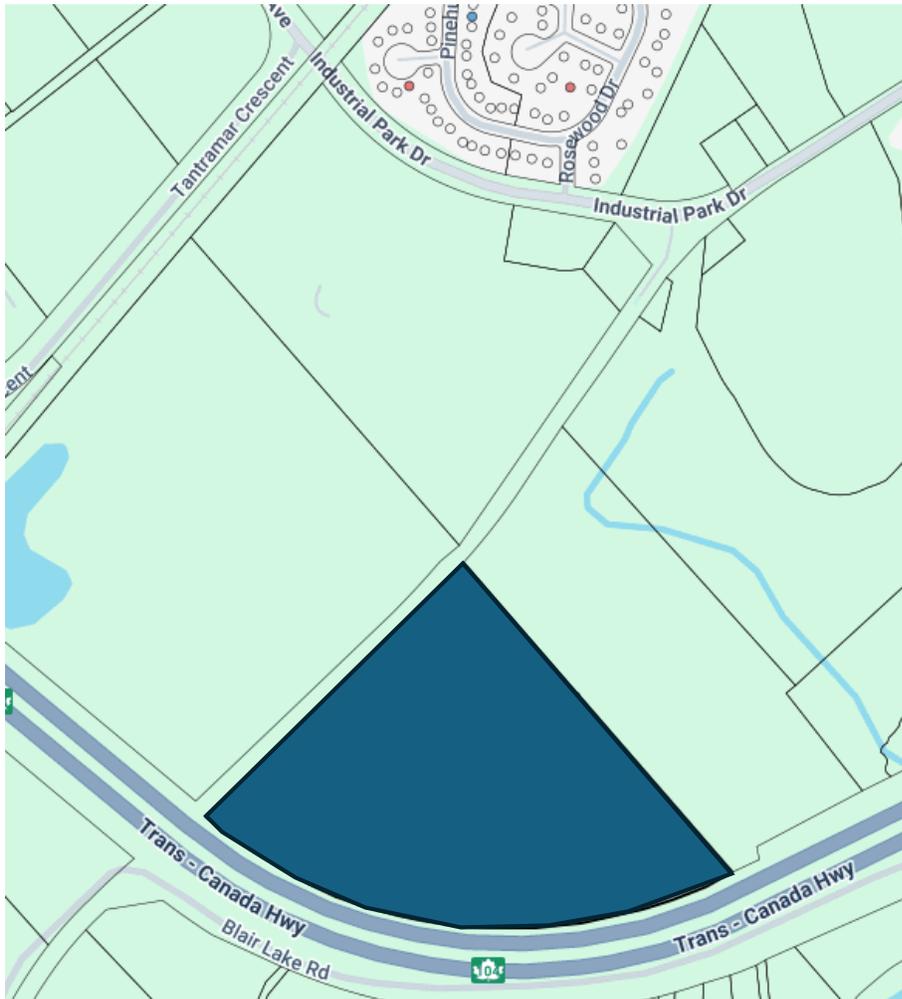
BACKGROUND:

The attached Purchase and Sale Agreements would see the Town take ownership of the 29.4 acre vacant land parcel shown below, which is generally at the end of Race Track Road, and is bordered by the Larry Pederson, Charles McInnis Properties, and Trans-Canada Highway. A June 2025 by CBRE estimated the market value of \$217,500. The agreement with Cumberland Ridge Developments Incorporated provides that the Town will pay the \$264,600 purchase price upon closing.

An Environmental Assessment of the area, initiated by the ongoing purchase of the neighbouring Roger McInnis Property, is complete and did not find any record of environmental contamination.



DISCUSSION: Acquisition of the property would provide unified ownership and decision making for development of the Industrial Expansion area.



FINANCIAL IMPLICATIONS: \$274,813.03 (\$264,600 purchase price + \$10,213.03 non-recoverable HST if applicable) will be funded from Operating Reserve – Unrestricted (Year 1 payment in 25/26).



AMHERST TOWN COUNCIL

RFD# 2025148

Date: December 15, 2025

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

ENVIRONMENTAL IMPLICATIONS: An environmental assessment is in process as part of the town's due diligence.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ALTERNATIVES: Do not purchase the land.

ATTACHMENTS: Draft Agreement of Purchase and Sale.



AGREEMENT OF PURCHASE AND SALE (VACANT LAND)

BETWEEN:

CUMBERLAND RIDGE DEVELOPMENTS INCORPORATED, of Amherst, in the County of Cumberland and Province of Nova Scotia
(the "Vendor")

- and -

THE TOWN OF AMHERST, a municipal corporation incorporated under the Municipal Government Act, S.N.S. 1998, c. 18,
(the "Purchaser")

WHEREAS the Purchaser is authorized under the Municipal Government Act to acquire real property for municipal purposes, subject to approval of Council and any applicable statutory requirements;

NOW THEREFORE in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. PROPERTY

The Vendor agrees to sell and the Purchaser agrees to purchase all and singular those lands and premises situate at or near Amherst, Nova Scotia, and being more particularly known and described as:

- BLAIR ROAD, Amherst, NS – PID 25037193
(the "Property").

2. PURCHASE PRICE

The purchase price shall be **TWO HUNDRED SIXTY FOUR THOUSAND FOUR HUNDRED DOLLARS (\$264,400)**, subject to adjustment for property taxes only, payable on Closing Date.

3. CLOSING DATE AND POSSESSION

This Agreement shall be completed on or before the ___ day of _____, 2025 (the "Closing Date"). Upon completion, vacant possession of the Property shall be given to the Purchaser unless otherwise agreed in writing.

4. FORM OF CONVEYANCE

The conveyance shall be by Warranty Deed, prepared at the Vendor's expense, and shall convey good and marketable title in fee simple to the Purchaser, free and clear of all liens, charges, mortgages, and encumbrances except for registered easements, covenants, or restrictions that do not materially affect the use and enjoyment of the Property for municipal purposes.

5. HARMONIZED SALES TAX (HST)

All conveyances of real property in Canada are subject to the Harmonized Sales Tax ("HST") unless the conveyance is specifically exempt pursuant to the Excise Tax Act (Canada). The facts required to determine exemption from HST are entirely dependent upon the use of the property by the Vendor or the intention of the Vendor when the property was purchased and are therefore within the knowledge of the Vendor only.

The Purchaser shall remit to the Vendor any HST payable on closing, or, if applicable, provide to the Vendor a certificate establishing that the Purchaser is registered for HST pursuant to the Harmonized Sales Tax Act and will self-assess and remit any applicable HST directly to the Receiver General for Canada.

6. CONDITIONS PRECEDENT

This Agreement is conditional upon the following, each of which is for the sole benefit of the Purchaser and may be waived by the Purchaser in writing:

(a) Municipal Council Approval

That the execution and completion of this Agreement, including all financial obligations of the Town, shall have received the formal approval of the Council of the Town of Amherst by resolution in accordance with the Municipal Government Act, S.N.S. 1998, c. 18.

(b) Environmental Review and Approval

That the Purchaser shall have received, to its satisfaction, the results of an environmental site assessment (Phase I and, if recommended, Phase II), confirming that the Property is free from contamination or other environmental conditions requiring remediation under applicable provincial or federal legislation. If such approval is not obtained on or before the Closing Date, the Purchaser may, at its option, terminate this Agreement and all deposits (if any) shall be returned without deduction or interest.

(c) Title and Due Diligence

The Vendor acknowledges that the properties are not yet registered pursuant to the Nova Scotia Land Registration Act ("LRA"). It shall be the sole responsibility of the Vendor, at the Vendor's cost and expense, to have the properties migrated and registered under the LRA no later than seven (7) days prior to the Closing Date. The Vendor shall forthwith provide written notice to the Purchaser's solicitor upon completion of the migration and registration. The Purchaser's solicitor shall have five (5) business days from receipt of such notice to review the registration and to raise any title objections in accordance with the terms of this Agreement.

If any of the above conditions are not satisfied or waived by the Purchaser on or before the Closing Date, this Agreement shall be null and void and neither party shall have any further rights or obligations hereunder.

7. TENDER

Any tender of documents or money may be made upon the solicitor for either party, and money may be tendered by bank draft, certified cheque, or solicitor’s trust cheque.

8. TIME OF THE ESSENCE

Time shall in all respects be of the essence of this Agreement. In the event of a written agreement of extension, time shall continue to be of the essence.

9. BINDING EFFECT

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

10. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior negotiations and representations, whether oral or written, relating to the subject matter hereof. Any amendment must be in writing and executed by both parties.

11. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.

DATED this ____ day of _____, 2025

TOWN OF AMHERST

PER:

Witness

ROBERT SMALL, Mayor

Witness

JASON MACDONALD, CAO

The Vendor accepts the above offer at on this __ day of _____, 2025

CUMBERLAND RIDGE DEVELOPMENTS
INCORPERATED PER:

Witness

SUSAN COSTIN, OWNER

SYNOPSIS

INDUSTRIAL PARK EXPANSION PURCHASE AND SALE AGREEMENT

It is a Council's strategic priority to develop a plan for the expansion of the industrial park.

The attached Purchase and Sale Agreement would see the Town take ownership of a 43-acre vacant land parcel bordered by the Trans-Canada Highway, Race Track Road, Gordon Food Services and the railway. The purchase price is \$300,000, which is in general accordance with a 2025 3rd party appraisal of the property. An Environmental Assessment of the area found no record of environmental contamination.

Acquiring this property will help facilitate the expansion of the Amherst Industrial Park.

MOTION:

That Council approve the purchase of a 43-acre property off Race Track Road, PID 25444845, from Allan Doncaster, Linda Austin and Larry Pederson, for \$300,000 (plus applicable HST), with all funds to be paid from the Operating Reserve, and further that that CAO and Mayor be authorized to execute the necessary agreements.

TO: Mayor Small and Members of Council

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

DATE: December 15, 2025

SUBJECT: Industrial Park Expansion – Pederson land Purchase & Sale Agreement

ORIGIN: November 17, 2025, Council Motion:

That Council direct staff to continue with the planning and development of an expanded industrial park.

It is a Council Strategic Priority to *develop a plan and decision on the expansion of the industrial park.*

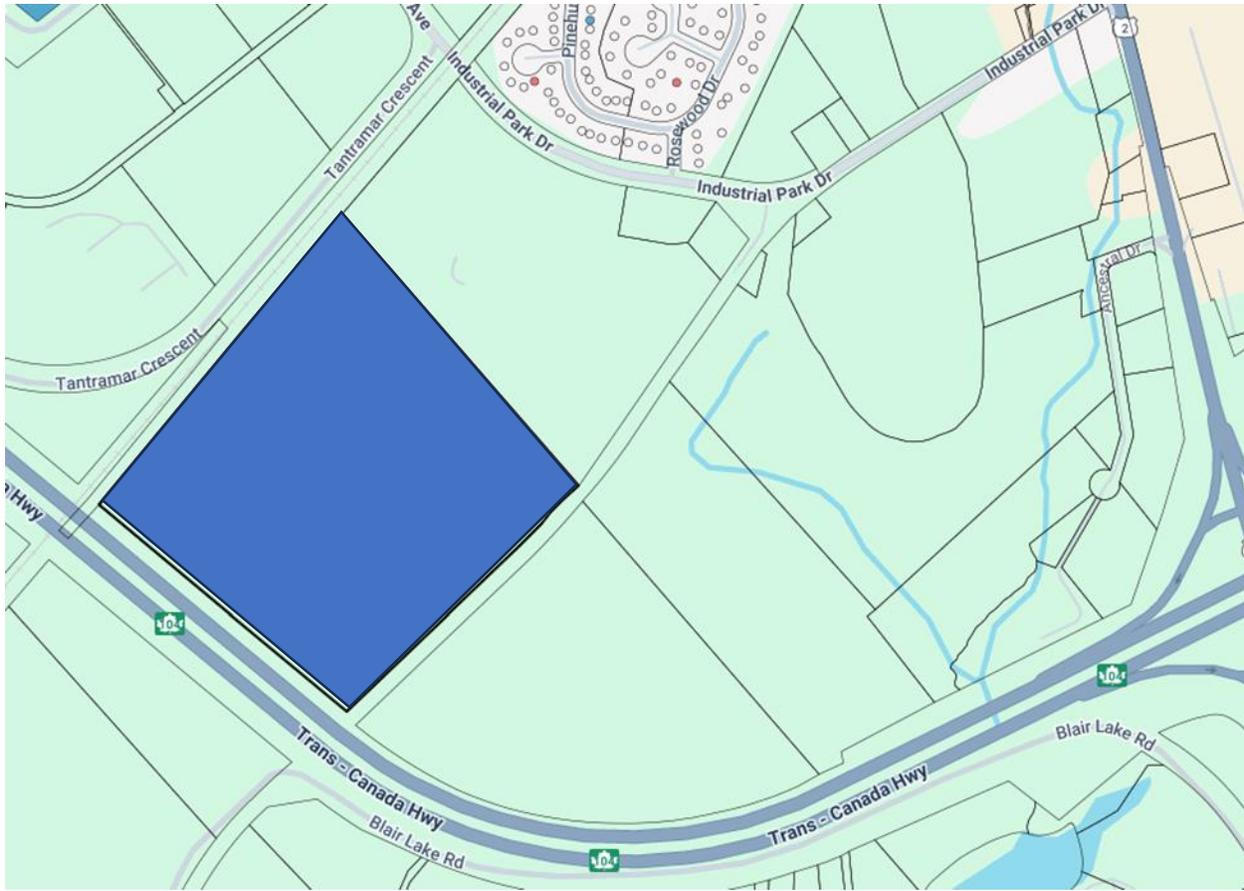
LEGISLATIVE AUTHORITY: MGA 50(5a) *A municipality may acquire property, including property outside the municipality, that the municipality requires for its purposes or for the use of the public.*

RECOMMENDATION: That Council approve the purchase of a 43-acre vacant property off Race Track Road, PID 25444845, from Allan Doncaster, Linda Austin and Larry Pederson, for \$300,000 (plus applicable HST), with all funds to be paid from the Operating Reserve and further that that CAO and Mayor be authorized to execute the necessary agreements.

BACKGROUND: The attached Purchase and Sale Agreement would see the Town take ownership of a 43-acre vacant land parcel shown below, which is bordered by the Trans-Canada Highway, Race Track Road, Gorden Food Services and the railway. A June 2025 appraisal by CBRE estimated a market value of \$279,500 for the property. The agreement with the owners provides that the Town will pay the \$300,000 purchase price upon closing. An Environmental Assessment of the area found no record of environmental contamination.

DISCUSSION: Acquisition of the property provides unified ownership and decision making for development of the Industrial Expansion area.





FINANCIAL IMPLICATIONS: \$311,579.40 (\$300,000 purchase price + \$11,579.40 non-recoverable HST if applicable) will be funded from Operating Reserv.

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

ENVIRONMENTAL IMPLICATIONS: An environmental assessment is in process as part of the Town's due diligence.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ALTERNATIVES: Do not purchase the land.

ATTACHMENTS: Draft Agreement of Purchase and Sale.



AGREEMENT OF PURCHASE AND SALE (VACANT LAND)

BETWEEN:

ALLAN L DONCASTER, LINDA M AUSTIN, LARRY C PEDERSEN, of Amherst, in the County of Cumberland and Province of Nova Scotia (collectively, the “Vendor”)

- and -

THE TOWN OF AMHERST, a municipal corporation incorporated under the Municipal Government Act, S.N.S. 1998, c. 18, (the “Purchaser”)

WHEREAS the Purchaser is authorized under the Municipal Government Act to acquire real property for municipal purposes, subject to approval of Council and any applicable statutory requirements;

NOW THEREFORE in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. PROPERTY

The Vendor agrees to sell and the Purchaser agrees to purchase all and singular those lands and premises situate at or near Amherst, Nova Scotia, and being more particularly known and described as:

- RACE TRACK ROAD, Amherst, NS – PID 25444845 (the “Property”).

2. PURCHASE PRICE

The purchase price shall be **THREE HUNDRED THOUSAND DOLLARS (\$300,000.00)**, subject to adjustment for property taxes only, payable on Closing Date.

3. CLOSING DATE AND POSSESSION

This Agreement shall be completed on or before the ___ day of _____, 2025 (the “Closing Date”). Upon completion, vacant possession of the Property shall be given to the Purchaser unless otherwise agreed in writing.

4. FORM OF CONVEYANCE

The conveyance shall be by Warranty Deed, prepared at the Vendor’s expense, and shall convey good and marketable title in fee simple to the Purchaser, free and clear of all liens, charges, mortgages, and encumbrances except for registered easements, covenants, or restrictions that do not materially affect the use and enjoyment of the Property for municipal purposes.

5. HARMONIZED SALES TAX (HST)

All conveyances of real property in Canada are subject to the Harmonized Sales Tax ("HST") unless the conveyance is specifically exempt pursuant to the Excise Tax Act (Canada). The facts required to determine exemption from HST are entirely dependent upon the use of the property by the Vendor or the intention of the Vendor when the property was purchased and are therefore within the knowledge of the Vendor only.

The Purchaser shall remit to the Vendor any HST payable on closing, or, if applicable, provide to the Vendor a certificate establishing that the Purchaser is registered for HST pursuant to the Harmonized Sales Tax Act and will self-assess and remit any applicable HST directly to the Receiver General for Canada.

6. CONDITIONS PRECEDENT

This Agreement is conditional upon the following, each of which is for the sole benefit of the Purchaser and may be waived by the Purchaser in writing:

(a) Municipal Council Approval

That the execution and completion of this Agreement, including all financial obligations of the Town, shall have received the formal approval of the Council of the Town of Amherst by resolution in accordance with the Municipal Government Act, S.N.S. 1998, c. 18.

(b) Environmental Review and Approval

That the Purchaser shall have received, to its satisfaction, the results of an environmental site assessment (Phase I and, if recommended, Phase II), confirming that the Property is free from contamination or other environmental conditions requiring remediation under applicable provincial or federal legislation. If such approval is not obtained on or before the Closing Date, the Purchaser may, at its option, terminate this Agreement and all deposits (if any) shall be returned without deduction or interest.

(c) Title and Due Diligence

The Vendor acknowledges that the properties are not yet registered pursuant to the Nova Scotia Land Registration Act ("LRA"). It shall be the sole responsibility of the Vendor, at the Vendor's cost and expense, to have the properties migrated and registered under the LRA no later than seven (7) days prior to the Closing Date. The Vendor shall forthwith provide written notice to the Purchaser's solicitor upon completion of the migration and registration. The Purchaser's solicitor shall have five (5) business days from receipt of such notice to review the registration and to raise any title objections in accordance with the terms of this Agreement.

If any of the above conditions are not satisfied or waived by the Purchaser on or before the Closing Date, this Agreement shall be null and void and neither party shall have any further rights or obligations hereunder.

7. TENDER

Any tender of documents or money may be made upon the solicitor for either party, and money may be tendered by bank draft, certified cheque, or solicitor’s trust cheque.

8. TIME OF THE ESSENCE

Time shall in all respects be of the essence of this Agreement. In the event of a written agreement of extension, time shall continue to be of the essence.

9. BINDING EFFECT

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

10. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior negotiations and representations, whether oral or written, relating to the subject matter hereof. Any amendment must be in writing and executed by both parties.

11. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.

DATED this ____ day of _____, 2025

TOWN OF AMHERST

PER:

Witness

ROBERT SMALL, Mayor

Witness

JASON MACDONALD, CAO

The Vendor accepts the above offer at on this __ day of _____, 2025

Witness

LARRY PEDERSON, OWNER

Internal Committee Report

Amherst Board of Police Commissioners

December 2025

The Amherst Board of Police Commissioners met on Tuesday, December 9th at 3:00 p.m. in Town Hall Council Chambers.

Chief Pike swore in new Commissioner David (Sandy) Fairbanks as the new provincial ministerial appointee to the Board.

An Election for the positions of Chair and Vice-Chair for the 2026 calendar year was held, with Commissioner Fairbanks being elected Chair and Commissioner Furlong being elected Vice-Chair.

The new Auxiliary Police Officers were in attendance and introduced to the Board, including Justin McKay, Karley Shultz, Prab Brar and Robert Anderson.

Chief Pike reviewed the Nova Scotia Policing Foundational Changes presentation with the Board.

A verbal update was provided on the Hate Crime Training held recently in Truro. Further information and training on this to follow.

Chief Pike also reviewed the Chief's report for November and December.

The next meeting of the Amherst Board of Police Commissioners was scheduled for Tuesday, January 20, 2026, at 3:00 p.m.

The public is once again reminded that if you witness a crime being committed or believe something should be reported, to please call police at 902-667-8600 or 911 if it is an emergency.

Internal Committee Report

Audit Committee

December 2025

The Audit Committee met on Wednesday, December 10th at 4:00 p.m. in Town Hall Council Chambers.

The Director of Finance gave an orientation presentation for members, included in the agenda package.

A motion was passed that the CAO have the Town of Amherst Procurement Policy and tendering templates reviewed and updated prior to March 31, 2026, in regards to the trade agreement thresholds and public procurement requirements.

The Manager of Financial Services reviewed the second quarter financial results and the capital budget year-to-date actuals. Both of these documents were also included as part of the agenda package.

Internal Committee Report

Amherst Youth Town Council

December 2025

Although the Amherst Youth Town Council (AYTC) did not hold a regular meeting this month, members remained active and engaged in several community initiatives.

AYTC members volunteered at the Annual Light Up event, serving hot chocolate to attendees, and participated in the Christmas Parade.

On December 1st, our Youth Connector representative, Kawthar, joined Town staff at the Anchor Youth Committee meeting. Discussions included the HO HO Hockey: Hat and Mitt Toss fundraiser proposal, opportunities to support Anchor's volunteer program, exploring community partnerships for a Substance Use Expo, and identifying other collaborative projects.

AYTC launched its monthly youth newsletter this month, which features upcoming events, volunteer opportunities, AYTC activities, and other important information for young people in our community. Anchor will also be contributing monthly youth tips for the new AYTC newsletter moving forward.

On December 4th, AYTC members visited the After the School Bell program to learn more about their work and assist with packing food bags for families. Later that day, Ava Tooley, AYTC's representative on the A.I.D.E Committee, participated in a volunteer planning session with ARHS. The group is organizing an Opportunity Fair with community partners and the Town to highlight current volunteer roles, how to get involved, and what opportunities youth would like to see in Amherst.

Finally, AYTC has begun conversations around youth advocacy, focusing on three guiding questions:

1. What is something that affects youth in our community?
2. What is something you wish adults understood better about youth?
3. What is one thing you feel the Town could improve?

These discussions will help shape AYTC's advocacy priorities for the new year.

January is exam month for the majority of our members so we are pausing our work until February.

Happy Holidays!

External Committee Report

YMCA of Cumberland

December 2025

We have received and are reviewing proposals for housing projects and a capital asset review.

External Committee Report

Northern Region Solid Waste

December 2025

Monthly General Overview

Northern Region Meeting - December 12, 2025

A virtual meeting of the Northern Region Committee was held on December 12, 2025. Most of the discussion focused on the implementation of the Extended Producer Responsibility (EPR) Program for Packaging, Paper Products, and Packaging-Like Products (PPP). Key highlights shared at the meeting include:

- The EPR for PPP program officially launched on December 1, 2025.
- This is a province-wide program.
- Although primarily a residential recycling program, it also includes schools, multi-family dwellings, and campgrounds.
- A unified sort list is now available to be used across all municipalities.
- Municipalities are promoting the changes as an enhancement to the existing recycling system.
- Books and Pots & Pans are not included in the EPR Program. Residents are encouraged to donate these items for reuse whenever possible; if donation options are not available, they should be placed in the garbage.
- Cumberland County's residential recyclables continue to be transported to GFL with the materials then shipped to the Materials Recovery Facility (MRF) in Kempton for processing.