



Town of Amherst
Regular Council Meeting
Agenda

Date: **Monday, May 25, 2026**
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 Agenda	
3.2 Acceptance of Minutes	
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4. REQUESTS FOR DECISION	
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4.6	By-law to Amend the Companion Animal By-law Second Reading - McManaman	65 - 70
4.7	Graffiti Bylaw First Reading - Davidson	71 - 78
5.	INTERNAL COMMITTEE REPORTS	
5.1	Amherst Youth Town Council - Avery Hoeg-Burbine	79 - 79
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7.	ADJOURNMENT	

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: April 27, 2026
Time: 6:00 pm
Location: Council Chambers, Town Hall

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

Members Absent Councillor Kathy Wells

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

1. CALL TO ORDER

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

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA/ACCEPTANCE OF MINUTES

3.1 Approval of the Agenda

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

Motion Carried

3.2 Acceptance of Minutes - March 23, 2026

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

4. REQUESTS FOR DECISION

4.1 Community Support Grants

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

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

Motion Carried

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

**Moved By Deputy Mayor Chambers
Seconded By Councillor Furlong
That Council approve a grant under Community Support in the amount of \$5,000 to the Cumberland County Minor Baseball Association.**

Motion Carried

Councillor McManaman returned to his seat in chambers.

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

**Moved By Deputy Mayor Chambers
Seconded By Councillor McManaman
That Council approve a grant under Community Support in the amount of \$10,000 to the Bordertown Biker Bash.**

Motion Carried

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

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

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

Motion Carried

Councillor McManaman returned to his seat in chambers.

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

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

Motion Carried

Councillor Ripley returned to his seat in chambers.

4.2 Capital Budget Carry Overs

**Moved By Councillor Furlong
Seconded By Deputy Mayor Chambers**

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

Motion Carried

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

**Moved By Councillor Davidson
Seconded By Councillor Furlong**

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

Motion Carried

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

**Moved By Councillor McManaman
Seconded By Councillor Ripley**

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

Motion Carried

4.5 2026-27 Capital Budget Amendment - Paving

**Moved By Deputy Mayor Chambers
Seconded By Councillor McManaman**

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

Motion Carried

4.6 Asphalt Patching Tender

**Moved By Councillor Ripley
Seconded By Deputy Mayor Chambers**

That Council award the Asphalt Patching Tender (RFT-25-29) to the lowest compliant bidder, Dexter Construction, at their unit prices based on our estimated quantities in the amount of \$519,600.00 plus HST.

Motion Carried

4.7 Cumberland Regional Emergency Management Organization Emergency Management Plan

Moved By Councillor Furlong

Seconded By Councillor Davidson

That Council approve the newly developed Emergency Management Plan.

Motion Carried

4.8 By-law to Amend the Deed Transfer Tax By-law Second Reading

Moved By Councillor Davidson

Seconded By Councillor McManaman

That Council give second reading of the By-law to Amend the Deed Transfer Tax By-law, B-2 to increase the rate from 1.25% to 1.5% effective July 1, 2026.

Against (2): Councillor Furlong, and Councillor Ripley

Motion Carried

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

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

a. Paragraph 3

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

4.9 By-law to Repeal the Property Assessed Clean Energy (PACE) Program By-law First Reading

Moved By Councillor Ripley

Seconded By Councillor Furlong

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

Motion Carried

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

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

4.10 LA Animal Shelter Memorandum of Understanding

Moved By Deputy Mayor Chambers

Seconded By Councillor Furlong

That Council approve the Memorandum of Understanding between the Town of Amherst and the LA Animal Shelter and authorize the Mayor and CAO to sign on behalf of the Town.

Motion Carried

Memorandum of Understanding

THE TOWN OF AMHERST

(Hereinafter referred to as “the Town”)

AND

THE LA ANIMAL SHELTER

(Hereinafter referred to as “the Shelter”)

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

WHEREAS the Town supports the work of the Shelter; and

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

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

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

THEREFORE it is agreed that:

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

9.
 - a. The Town shall compensate the Shelter in the base amount of ~~\$10,000~~ **\$25,000** annually, payable in two equal installments. The first such installment shall be payable on the signing of this MOU and on each April 1st thereafter during the term of this MOU. The second annual installment shall be payable on October 1st of each year during the term of this MOU.
 - b. Provision for the Town to pay if the Shelter holds dogs while waiting for a determination as to how the dog will be dealt with (court proceeding, etc.)
- ~~10. The Town shall, in addition to the amounts identified in paragraph 8 above, compensate the Shelter in an amount equal to the gross amount of the proceeds of the sale of dog licenses/permits subject to the limits described in paragraph 10 below. Such payments will be made to the Shelter on a monthly basis.~~
- ~~11. The total amount paid to the Shelter, by the Town, in respect of paragraphs 8 and 9 above shall not exceed \$20,000.00 in any fiscal year of the Town. (April 1 – March 31).~~
10. This MOU shall be in effect from the time of signing and shall continue in effect until Canceled by either of the parties using the procedures set out in paragraph 13~~2~~.
11. The terms and conditions shall be reviewed annually by the parties.
12. Either party to this MOU may terminate its participation in this relationship by giving six months' notice, in writing, of its intention to discontinue the relationship. The following positions are designated of the Parties for the purpose of this MOU and notices and/or reports required under the MOU shall be delivered as follows:
 - a. In the case of the Shelter, president of the association
 - b. In the case of the Town, the Chief Administrative Officer

This Memorandum of Understanding reflects an agreement between the Town of Amherst and the LA Animal Shelter.

In Witness Whereof both parties have executed this Memorandum of Understanding by their duly authorized officers this _____ day of _____, 2026

SIGNED, SEALED AND DELIVERED

) **TOWN OF AMHERST**

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Robert Small
Mayor

Jason MacDonald, CAO
Chief Administrative Officer

LA ANIMAL SHELTER

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

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

Motion Carried

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

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

Under the Interpretation Section 2:

Section (g) remove the words “cat or”

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

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

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

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

Remove section s. “Licensing Year” shall mean a period from April 1st in any year to March 31st in the following year

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

Remove the title “Control, Licensing, Registering and Impounding”

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

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

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

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

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

Remove sections 31 through to and including section 42.

Licensing of Dogs

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

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

Registering of Cats

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

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

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

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

Dog License Fees

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

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

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

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

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

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

The CAO returned to his seat in chambers.

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

Motion Carried

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

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

1.0 Background

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

2.0 Project Goal

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

3.0 Purpose

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

4.0 Membership

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

5.0 Terms of Appointment

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

6.0 Financial Matters

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

7.0 Meetings

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

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

8.0 Staff Support

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

9.0 Review

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

10. Major Donations

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

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Council	Appoint members to the Committee

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

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	CAO	Council	

Minutes reference date:

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

Motion Carried

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

Motion Carried

**TITLE: SALARY ADMINISTRATION POLICY
 SECTION: HUMAN RESOURCE MANAGEMENT
 POLICY NO: 04530-01**

APPROVAL DATE: April 27, 2026 **CAO Signature:** _____

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

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

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

DEFINITION OF TERMS

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

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

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

Overall Market Review – A review of the appropriateness of the salary ranges for positions as listed in

Appendix C. The review shall include a survey of the market value of similar positions.

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

SALARY GRID:

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

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

STEP ADJUSTMENTS

Step adjustments shall be made only when:

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

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

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

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

TRAVEL VEHICLE ALLOWANCES:

Mayor, Council and Directors of departments shall receive a monthly vehicle allowance of \$150.00. The monthly vehicle allowance is for reimbursement for all local travel using one’s personal motor vehicle for travel within the boundary of the Town of Amherst. Travel outside the boundary is covered under Policy #03000-01. The monthly vehicle allowance shall be reviewed each year after considering any changes in the cost of operating a motor vehicle.

LUNCH BREAKS:

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

PERFORMANCE EVALUATION:

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

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

SCOPE OF RESPONSIBILITY:

The Town Council shall:

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

The Chief Administrative Officer shall:

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

The Director Shall:

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

APPENDIX A

January 1,

2019

Town of Amherst

Salary Grid

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

APPENDIX A-1

April 1, 2024

Salary Grid

Other Non-Union Positions

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

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

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

APPENDIX B

April 1,

2024

Town of Amherst

Hourly Rates – Casual Positions

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

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

APPENDIX C

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

MAY 26, 2025

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



APPENDIX C

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

APRIL 1, 2026

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

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

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

MINUTES REFERENCE DATE

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

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

**4.15 Annual CAO Performance Review
Moved By Councillor Davidson
Seconded By Councillor Furlong**

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

Motion Carried

5. INTERNAL COMMITTEE REPORTS

5.1 Planning Advisory Committee - Chambers

Information item only.

5.2 Amherst Youth Town Council – Avery Hoeg-Burbine

Information item only.

5.3 North Tyndal Wellfield Advisory Committee - McManaman

Information item only.

6. EXTERNAL COMMITTEE REPORTS

6.1 Cumberland Public Libraries - McManaman

Information item only.

6.2 Cumberland YMCA - Chambers

Information item only.

6.3 Northern Region Solid Waste Management - Furlong

Information item only.

6.4 L. A. Animal Shelter - Davidson

Information item only.

7. ADJOURNMENT

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

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor

DRAFT

SYNOPSIS

Scholarship and Bursary Policy

The Town currently funds one scholarship and four bursaries annually that support qualifying Amherst students attending a recognized post-secondary institution as set out in the Scholarship and Bursary Policy.

The Francis J. Smith Memorial Bursary currently stipulates that the recipient had to be a member of the SADD program or another drug awareness or prevention program within the community. The SADD program no longer exists; and there are now new criteria a student needs to meet to qualify for this bursary, the wording in the policy has been amended to reflect this.

Earlier this year, Council approved a grant in the amount of \$15,000 to come from the Social Equity Grant budget for the Nova Scotia Community College, and further that staff draft a Memorandum of Understanding to continue providing this funding in future years. Therefore, since funding will now be provided through this avenue, the Nova Scotia Community College Bursary should be removed from this policy.

In response to a request for recognition of former Mayor Jerry Hallee, Council recently passed a motion that a bursary in his honor in the amount of \$1,000 be added to the policy.

Further amendments include minor grammatical errors and putting the policy into the new policy format.

MOTION:

That Council approve the Scholarship and Bursary Policy #10350-19 with the proposed amendments.



AMHERST TOWN COUNCIL

RFD# 2026038

Date: May 25, 2026

TO: Mayor Small and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: May 25, 2026

SUBJECT: Scholarship and Bursary Policy

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 approve the Scholarship and Bursary Policy #10350-19 with the proposed amendments.

BACKGROUND: The Town currently funds one scholarship and four bursaries annually that support qualifying Amherst students attending a recognized post-secondary institution as set out in the Scholarship and Bursary Policy. The Mayor or their designate participates on the selection committee.

DISCUSSION: Staff have reviewed the policy as part of the overall policy review. The Francis J. Smith Memorial Bursary currently stipulates that the recipient had to be a member of the SADD program or another drug awareness or prevention program within the community. The SADD program no longer exists; and there are now new criteria a student needs to meet to qualify for this bursary, the wording in the policy has been amended to reflect this.

In 2016, the Nova Scotia Community College requested that Council amend the Scholarship and Bursary Policy to add an annual \$500 bursary to be awarded to an Amherst student graduating from the NSCC Cumberland Campus. Council approved the amendment at their regular meeting on April 25, 2016, and the bursary was awarded that year as well as in 2017. In 2018 Council approved funding for five years in the amount of \$20,000 each year as part of the Make Way – The Campaign for NSCC, which provided financial support to Amherst students attending NSCC. In 2023/24 this amount was reduced to \$15,000, and at the April 13, 2026 Committee of the Whole Community Support Grants meeting Council passed a motion that Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$15,000 to come from the Social Equity Grant budget for the Nova Scotia Community College, and further that staff draft a Memorandum of Understanding to continue providing this funding in future years. Therefore, since funding will now be provided through this avenue, and that the bursary has not been awarded since 2017, this bursary should be removed from this policy.





AMHERST TOWN COUNCIL

RFD# 2026038

Date: May 25, 2026

In response to a request for recognition of former mayor Jerry Halle, Council also passed a motion that a bursary in his honor in the amount of \$1,000 be added to the policy, and that staff contact him to see what criteria he would like the recipient to meet. In speaking with him, the only criterion he requested is that the student have a high academic standing and be considered a low-income student.

Further amendments include minor grammatical errors and putting the policy into the new policy format.

FINANCIAL IMPLICATIONS: Funding is addressed annually in the operating budget.

SOCIAL JUSTICE IMPLICATIONS: This policy supports graduating Amherst Regional High School students with continuing with their post-secondary education.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: No community engagement required.

ALTERNATIVES: Request further amendments to the policy.

ATTACHMENTS: Scholarship and Bursary Policy #10350-19



TITLE: SCHOLARSHIP AND BURSARY POLICY
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-19

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

PURPOSE:

To establish a policy to support funding towards the post-secondary educational objectives of qualified Amherst students through the award of a scholarship or bursaries.

POLICY STATEMENT:

The Town of Amherst will fund the following annual scholarships and bursaries to Amherst Regional High School students with a good academic standing. The students must be Amherst residents and be involved in extra-curricular activities. The Mayor or designate will participate in the selection committee at Amherst Regional High School:

1. Robert Angus Memorial Scholarship
An annual scholarship in the amount of \$1,500 will be awarded to an Amherst student graduating from Amherst Regional High School attending a recognized post-secondary degree granting institution to be paid directly to the institution in two equal instalments for the fall and spring semesters.
2. Norman Mansour Memorial Bursary
An annual bursary in the amount of \$1,000 will be awarded to an Amherst student graduating from Amherst Regional High School attending the Nova Scotia Community College, Cumberland Campus, to be paid directly to the institution.
- ~~3. Nova Scotia Community College Bursary
An annual bursary in the amount of \$500 to be awarded to an Amherst student graduating from the Nova Scotia Community College — Cumberland Campus to be paid directly to the student.~~
3. Francis J. Smith Memorial Bursary
An annual bursary in the amount of \$500 will be awarded to an Amherst student graduating from Amherst Regional High School who ~~was either members of the SADD program or another drug awareness or prevention program within the community~~ is civic and community minded, involved in current social justice issues, is entering a "helping" profession for post-secondary studies, and participates in volunteerism. The amounts will be paid directly to the institution. It is understood that the Amherst Police Association may, on an annual basis, provide an additional bursary with the same conditions.
4. Amherst Youth Town Council Bursary
An annual bursary in the amount of \$250 will be awarded to an Amherst student graduating from Amherst Regional High School who is a member of the Amherst Youth Town Council to be paid directly to the student.

TITLE: SCHOLARSHIP AND BURSARY POLICY
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-19

5. Jerry Hallee Bursary

An annual bursary in the amount of \$1,000 will be awarded to an Amherst student graduating from Amherst Regional High School who has a high academic standing and is considered a low-income student.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Mayor/Designate	Participate in the selection process with the Amherst Regional High School
Clerk	Administer the funding of the scholarship and bursaries upon receipt of confirmation of enrollment from a selected student at a recognized post-secondary institution.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Change the criteria for the Francis J. Smith Memorial Bursary, remove the NSCC bursary, add the Jerry Hallee bursary, correct minor grammatical errors and put the policy into the new policy format	Clerk	Council	

Minutes reference date: 28 April 2014 26 May 2014 25 April 2016 27 April 2021

SYNOPSIS

CUPE Local 1233 Collective Agreement

The current contract with our public works and recreation facilities unionized employees expired March 31, 2026. The management bargaining team of Jason MacDonald, Aaron Bourgeois, Krista Crossman and Kim Jones met with the Local Executive on two occasions for negotiations and a new three-year agreement has been reached.

The wage settlement over the three-year term of the agreement is 4.75%, 3% and 2.75%.

Other changes to the agreement include:

- Housekeeping updates to correct the names of existing holidays to reflect their current statutory/legislative names;
- Removing article 17.01 and updating article 17.06 under Vacations which are simply housekeeping items that should have been removed in the last contract and;
- The addition of a Letter of Understanding (LOU) that demonstrates a shared commitment to working collaboratively on sick leave and attendance management issues.

Overall, this represents a balanced and pragmatic outcome that reflects market conditions, advances an important operational priority, and maintains a positive labour relationship.

MOTION:

That Council approve the collective agreement between the Town of Amherst and CUPE Local 1233 to March 31, 2029, and authorize the Mayor and CAO to sign the agreement.

TO: Mayor Small and Members of Council

SUBMITTED BY: Jason MacDonald, CAO

DATE: May 25, 2026

SUBJECT: CUPE Collective Agreement

ORIGIN: Collective agreement between the Town and CUPE Local 1233 expired March 31, 2026.

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

RECOMMENDATION: That Council approve the collective agreement between the Town of Amherst and CUPE Local 1233 to March 31, 2029, and authorize the Mayor and CAO to sign the agreement.

BACKGROUND: The current contract expired March 31, 2026. The management bargaining team of Jason MacDonald, Aaron Bourgeois, Krista Crossman and Kim Jones met with the Local Executive on two occasions for negotiations and a new three-year agreement has been reached.

DISCUSSION: The wage settlement over the three-year term of the agreement is 4.75%, 3% and 2.75%.

Other changes to the agreement include:

- Housekeeping updates to correct the names of existing holidays to reflect their current statutory/legislative names;
- Removing article 17.01 and updating article 17.06 under Vacations which are simply housekeeping items that should have been removed in the last contract and;
- The addition of a Letter of Understanding (LOU) that demonstrates a shared commitment to working collaboratively on sick leave and attendance management issues.

Overall, this represents a balanced and pragmatic outcome that reflects market conditions, advances an important operational priority, and maintains a positive labour relationship.

FINANCIAL IMPLICATIONS: The proposed agreement will cost approximately \$76,130 in year 1 of the agreement, which has been accommodated within the 2026/27 operating budget.

COMMUNITY ENGAGEMENT: A joint press release will be issued following signing of the new agreement.



ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: The new agreement provides fair wage adjustments.

ALTERNATIVES: Do not ratify the agreement and send the bargaining team back to negotiations.

ATTACHMENTS:
Ratification Document

Ratification Document Town of Amherst and Local 1233

May 20, 2026

ARTICLE 28 TERM OF AGREEMENT

28.01 This Agreement shall be binding and remain in effect from **April 1, 2026** until **March 31, 2029**, and shall continue in effect from year to year unless any Party gives written notice to the other Party of their desire to amend this Agreement or negotiate a new Agreement. Such notice shall be given at least sixty (60) days prior to the expiration date of this Agreement or any renewal thereof.

Wage rate increases only shall be effective as of **April 1, 2026**.

Additional changes effective April 1, 2026:

Article 16 Holidays

- 16.01: Housekeeping updates to correct the names of existing holidays to reflect their current statutory/legislative names:

16.01 All employees shall receive one day's pay for not working on the following:

- | | |
|---------------------------------|-------------------------------------|
| New Year's Day | Remembrance Day |
| Queen's Birthday | Dominion Day |
| Good Friday | Thanksgiving Day |
| Boxing Day | Labour Day |
| Christmas Day | Easter Monday |
| 1st Monday in August | Nova Scotia Heritage Day |

- New Year's Day**
- Nova Scotia Heritage Day**
- Good Friday**
- Easter Monday**
- Victoria Day**
- Canada Day**
- 1st Monday in August**
- Labour Day**
- National Day for Truth and Reconciliation**
- Thanksgiving Day**
- Remembrance Day**
- Christmas Day**
- Boxing Day**

Article 17 Vacations

- 17.01: removing the first instance of article 17.01, which was mistakenly not removed in the last contract renewal, as this no longer accurately reflects the current vacation entitlements that came into effect January 2021.

~~17.01— After one (1) year continuous service—two (2) weeks' vacation with pay.
After three (3) years—three (3) weeks' vacation with pay.
After eleven (11) years—four (4) weeks' vacation with pay.
After eighteen (18) years—five (5) weeks' vacation with pay.
After twenty four (24) years—six (6) weeks' vacation with pay~~

Leaving the second, correct instance of article 17.01 unchanged:

17.01 Effective on date of January 1, 2021, the vacation entitlements in Article shall be amended so that they are as follows:

"A permanent full time employee shall earn:

a. 1 ¼ days per month up to the tenth year of employment calculated from the date the employee commences work in the first year up to the tenth year, to a maximum of 15 working days per year in any subsequent year. However, in the 10th year, the employee will receive the increased vacation allotment of 20 days.

b. From the commencement of the eleventh year up to the fifteenth, 1 2/3 days per month to a maximum of 20 working days per year. However, in the 15th year, the employee will receive the increased vacation allotment of 25 days.

c. From commencement of the sixteenth year up to the twentieth year, 2 1/2 days per month to a maximum of 25 working days per year. However, in the 20th year, the employee will receive the increased vacation allotment of 30 days.

d. For over twenty years, 30 working days per year.

Vacation earned shall not be paid out except in unusual circumstances and only with the approval of the CAO."

Payment shall be made at the rate effective immediately prior to the vacation period.

Employees off work on LTD or Workers' Compensation shall only be entitled to earn vacation credits during the first year of their absence, to a maximum of one year's entitlement. Employees off work on a personal unpaid leave of absence shall not accumulate vacation credits during such leave.

- Article 17.06: updating article 17.06 with the correct percentages to align with the housekeeping changes to article 17.01:

~~17.06 All vacations will be paid on a percentage of the previous year's total gross earning less the amount(s) paid under Article 17.01 herein:~~

~~One year ————— Two (2) weeks or ten (10) days, four percent (4%)
 Three years ————— Three (3) weeks or fifteen (15) days, six percent (6%)
 Eleven years ————— Four (4) weeks or twenty (20) days, eight percent (8%)
 Eighteen yrs. ————— Five (5) weeks or twenty five (25) days, ten percent (10%)
 Twenty Four years — Six (6) weeks or thirty (30) days, twelve percent (12%)~~

Replacing with the corrected percentages:

17.06 All vacation will be paid on a percentage of the previous year's total gross earning less the amount(s) paid under Article 17.01 herein:

**1 to 10 years Three (3) weeks or fifteen (15) days, six percent (6%)
 11 to 15 years Four (4) weeks or twenty (20) days, eight percent (8%)
 16 to 20 years Five (5) weeks or twenty-five (25) days, ten percent (10%)
 20+ years Six (6) weeks or thirty (30) days, twelve percent (12%)**

SCHEDULE "A"
CUPE LOCAL 1233/OPERATIONAL SERVICES DEPARTMENT

<u>Classification</u>	April 1, 2026	April 1, 2027	April 1, 2028
	4.75%	3%	2.75%
Sub-Foreman	\$36.98	\$38.09	\$39.13
Electrician*	\$35.18	\$36.23	\$37.23
Mechanic*	\$35.18	\$36.23	\$37.23
Welder/Mechanic	\$35.18	\$36.23	\$37.23
Lead Hand	\$33.79	\$34.81	\$35.76
Lead Hand w/certification*	\$35.18	\$36.23	\$37.23
Operator	\$31.92	\$32.87	\$33.78
Sewer Maintenance	\$31.68	\$32.63	\$33.52
Sewer Maintenance w/certification*	\$33.79	\$34.81	\$35.76
Water Maintenance	\$31.68	\$32.63	\$33.52
Water Maintenance w/certification*	\$33.79	\$34.81	\$35.76
Utility	\$31.68	\$32.63	\$33.52
Labourer	\$30.30	\$31.21	\$32.07

* Where certification is required by the Employer.

SCHEDULE "B"
CUPE LOCAL 1233/RECREATION FACILITIES

	April 1, 2026	April 1, 2027	April 1, 2028	Comment
<u>Classification</u>	4.75%	3%	2.75%	
Parks & Stadium Supervisor	\$36.98	\$38.09	\$39.13	
Operator with Refrigeration Class II Provincial Certificate	\$33.79	\$34.81	\$35.76	With Provincial Certificate
Parks, Maintenance and Stadium Operator Fully functional with Parks Maintenance and or Stadium Equipment	\$31.92	\$32.87	\$33.78	Fully functional with Parks Maintenance and Stadium Equipment
Stadium Attendant	\$30.30	\$31.21	\$32.07	Works in Stadium
Parks Attendant	\$30.30	\$31.21	\$32.07	Works as Parks Worker
Recreation Maintenance	\$30.30	\$31.21	\$32.07	Works in Maintenance role
Custodian	\$30.30	\$31.21	\$32.07	

Letter of Understanding

Re: Sick Leave Usage and Attendance

Between:

The Employer (the Town of Amherst)

And:

CUPE Local 1233 (the Union)

During negotiations for this Collective Agreement, the parties jointly acknowledged that there has been a historical pattern of excessive sick leave usage by some members of the bargaining unit, which has had, and may continue to have, an impact on municipal operations, service delivery and membership moral.

The parties further acknowledged a shared interest in addressing this issue in a manner that:

- Respects the legitimate use of sick leave,
- Supports employees, and
- Ensures the effective and efficient delivery of municipal services.

Joint Approach

The Employer and the Union agree to work collaboratively to explore reasonable and constructive approaches to sick leave usage and attendance.

This collaborative approach may include, but is not limited to:

- The establishment of a joint management–union committee to review sick leave usage trends and operational impacts; and
- Identifying non-disciplinary and proactive strategies that may assist in improving attendance and supporting employee wellness.

The parties acknowledge that certain aspects of sick leave management may be addressed by the Employer through the exercise of existing management practices, without the need for amendments to the Collective Agreement.

Management Rights

Nothing in this Letter of Understanding shall limit or restrict the Employer’s management rights, as set out in the Collective Agreement and applicable legislation.

Should the Employer choose, now or in the future, to exercise its management rights with respect to the management of sick leave usage or attendance—provided such actions are taken reasonably and in accordance with the Collective Agreement and applicable law—such actions shall not be deemed inappropriate, retaliatory, or punitive solely by reason of their enforcement.

No Precedent / No Amendment

This Letter of Understanding:

- Does not amend the sick leave provisions of the Collective Agreement;
- Does not create a precedent for future negotiations; and
- Is entered into without prejudice to the rights of either party under the Collective Agreement or applicable legislation.

Term

This Letter of Understanding shall take effect upon ratification of the Collective Agreement and shall remain in force for the term of the Agreement, unless otherwise mutually agreed in writing by the parties.

Dated this _____ day of **May, 2026**, A.D., at Amherst, Nova Scotia.

MUNICIPALITY OF THE
CORPORATION OF THE
TOWN OF AMHERST, N.S.

CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL No. 1233

.....
Mayor

.....
President

.....
CAO

.....
Treasurer

.....
Witness

.....
Witness

SYNOPSIS

Community Support Grants

Further to the Community Support Grant application from the Cumberland Twirlers Square Dance Club, Council requested staff take time to gather more information surrounding their application and the ability of the Masonic Hall to request an Automated External Defibrillator (AED) for the building. In response the Amherst Masonic Society completed an application requesting \$2388.30 for an AED to be available for all people attending the hall.

The Amherst Athletics 13U Baseball Team is requesting \$1500 from the Town as a major sponsorship to help with the overall costs associated with the team. Staff are not recommending this as it is specific to one team and not a league or association.

MOTION:

That Council deny the Community Support Grant applications from the Amherst Masonic Society and the Amherst Athletics 13U Baseball.



AMHERST TOWN COUNCIL

RFD# 2026060

Date: May 25, 2026

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: May 25, 2026

SUBJECT: Community Support Grants

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 deny the Community Support Grant applications from the Amherst Masonic Society and the Amherst Athletics 13U Baseball.

CAO NOTE: Amherst Masonic Society: We are being asked to fund 100% of the defibrillator. Funding a percentage of the cost could be a consideration.

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: Further to the Community Support Grant application from the Cumberland Twirlers Square Dance Club, Council requested staff take time to gather more information surrounding their application and the ability of the Masonic Hall to request an AED for the building. In response the Amherst Masonic Society has completed an application and is requesting \$2388.30 for an Automated External Defibrillator to be available for all people attending the hall.

The Amherst Athletics 13U Baseball Team is requesting \$1500.00 from the Town as a major sponsorship to help with the overall costs associated with the team. Staff are not recommending this as it is specific to one team and not a league or association. Staff feel these costs can be covered by an increase to the registration fees.

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



\$15,130 remains in the Community Support Grant Fund
\$2000 remains in the Social Equity Fund

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. Approve the funding requests

ATTACHMENTS: Community Support Grants Policy, 72000-08

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

- 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
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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

- 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

- 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: _____



98 East Victoria Street, PO Box 516, Amherst, NS, Canada B4H 4A1
 Phone: 902-667-3352 Fax 902-667-5409

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

SYNOPSIS

Cumberland Chamber of Commerce Business Member Sponsorship

Throughout the year, staff present a Business Certificate to businesses that meet one of the following criteria:

- **A new business or a new home-based business in Amherst.**
- **They are moving from a home-based business to a commercial location.**
- **They are have undertaken a major expansion in the current or new location.**

During these presentations, it became clear that many of the businesses receiving certificates are not members of the Chamber of Commerce.

Currently, the Chamber represents roughly 15% of all businesses in Cumberland County, with the majority of those members located in Amherst. By supporting the Chamber and helping expand its membership, we can strengthen the local business network. Offering new or expanding businesses the opportunity to experience Chamber membership will help build stronger connections and contribute to a more vibrant business community in our Town.

MOTION:

That Council approve 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.

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Jeff Bacon, Economic Development Officer

DATE: May 25, 2026

SUBJECT: Cumberland Chamber of Commerce Membership Sponsorship

ORIGIN: Business Certificate Procedure No: 01120-01

LEGISLATIVE AUTHORITY: MGA Section 48 (3): *In addition to matters specified in this Act or another Act of the Legislature, the Council may adopt policies on any matter that the Council considers conducive to the effective management of the municipality.*

RECOMMENDATION: That Council approve 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.

BACKGROUND: Throughout the year, staff organizes the presentation of a Business Certificate to any business that meets one of the following criteria:

1. Must be a new business or a new home-based business within Amherst
2. Must be moving from a home-based business to a commercial property
3. Must be moving to a new premises which is significantly larger than the existing premises
4. Must be significantly expanding the floor area of their current premises.

It was discovered during these presentations that many businesses that receive a certificate are not members of the Chamber of Commerce.

DISCUSSION: The Chamber's membership is comprised of roughly 15% of the businesses in Cumberland County, with the majority in Amherst. In support of the Chamber, and to grow their membership base, offering a business the opportunity to experience being a Chamber member will strengthen the business community network in our Town.

FINANCIAL IMPLICATIONS: Certificate presentations have averaged at twelve per year over the last three years. The membership fee for the Chamber varies depending on the number of employees. 1-5 employees - \$155, 6-25 employees - \$260, and 26 and above employees - \$340. Therefore, the cost of the program would be in the \$3,000 range.

COMMUNITY ENGAGEMENT: Staff have consulted with the Chamber, and they expressed their appreciation for the support the Town provides their organization and members.





AMHERST TOWN COUNCIL

RFD# 2026061

Date: May 25, 2026

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: Providing businesses with an annual Chamber membership will increase the business community network in Amherst.

ALTERNATIVES:

1. Do not approve the recommendation

ATTACHMENTS:

1. Proposed Certificate for Cumberland Chamber of Commerce Member Sponsorship
-





Cumberland
Chamber of Commerce



You Are Invited **To Join The** **Cumberland Chamber of Commerce**

Benefits Include:

- **Networking Opportunities**
Access to local events like trade shows, and social functions where there's an opportunity to strengthen contacts.
- **Advocacy & Voice**
Chambers act as a collective voice of the local business community and lobby government on policies that benefit our members.
- **Increased Credibility & Trust**
Displaying membership signals that a business is reputable and supports the community.
- **Community Involvement**
Stay informed of local business trends and gain sponsorship opportunities that 'give back'.

The Town of Amherst is pleased to provide your Business with a one year membership to the Cumberland Chamber of Commerce

The Town recognizes the value and service the Chamber provides to our Business Community and your membership will give you access to their Business Community Network to help you grow your business.



SYNOPSIS

Property Assessed Clean Energy (PACE) Program

The Property Assessed Clean Energy (PACE) program financed owner-occupied, home energy retrofits and renewable energy adoption through the property tax bill.

The PACE program was administered for the Town by the Clean Foundation, which managed resident applications and project outcomes. The Town of Amherst was one of twelve municipalities participating in the program.

The uptake in the program was minimal from the start. When this program was used, it was mostly used for heat pumps; however, the heat pump market has addressed the financing part of this directly through contractors or other loans available.

The Town of Amherst had a service agreement with Clean Foundation that expired on March 31, 2026. As per direction from the April 27 Council meeting, Clean Foundation has been notified that the Town of Amherst is not renewing the service agreement and is no longer participating in this program.

MOTION:

That Council give Second Reading to a By-law to Repeal the Property Assessed Clean Energy (PACE) Program By-Law B-8 and repeal the Property Assessed Clean Energy (PACE) Program Policy.

TO: Mayor Small and Members of Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: May 25, 2026

SUBJECT: Bylaw and Policy Review – Property Assessed Clean Energy (PACE) Program

ORIGIN: Bylaw and Policy Review. In 2018 The Town of Amherst adopted the PACE By-Law B-8, along with the PACE Policy 66000-04. The By-Law and Policy enable the Town to finance energy efficient upgrades to qualifying residential properties within Amherst.

LEGISLATIVE AUTHORITY: Town of Amherst PACE Bylaw B-8 and PACE Policy 66000-04. Municipal Government Act (MGA) section 81A (1) the Council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for the financing and installation of any of the following on private property with the consent of the property owner: (a) energy-efficient equipment, 81A (2) A by-law passed pursuant to this Section may provide (a) that the charges fixed by, or determined pursuant to, the by-law may be chargeable according to a plan or method set out in the by-law ...

RECOMMENDATION: That Council give Second Reading to a By-law to Repeal the Property Assessed Clean Energy (PACE) Program By-Law B-8 and repeal the Property Assessed Clean Energy (PACE) Program Policy.

BACKGROUND: The PACE program financed owner-occupied, home energy retrofits and renewable energy adoption through the property tax bill at a fixed interest rate (municipal cost of borrowing + 2%) for up to ten years. Eligibility requirements included a home energy assessment, a credit check of the property owner(s) and no outstanding municipal taxes or charges of the property owner(s). In addition, any energy retrofit must have a payback period of less than ten years. The PACE program was administered for the Town by the Clean Foundation, which managed resident applications and project outcomes. The Town of Amherst was one of twelve municipalities participating in the program.

DISCUSSION: The uptake in the program was minimal from the start. From 2018 to date there were only four participants who have completed the program and currently have loans with the Town, with the last loan set up in 2024. The Town had advertised this program since its inception (FaceBook, signs in Town Hall, etc.) but there wasn't much interest. This program had been mostly used for heat pumps and the heat pump market has addressed the financing part of this directly through contractors or other loans available.





AMHERST TOWN COUNCIL

RFD# 2026062

Date: May 25, 2026

The Town of Amherst had a service agreement with Clean Foundation that expired on March 31, 2026. Clean Foundation reached out to the Town regarding signing a new service agreement from April – November. The new service agreement included an increase in program participation fees charged by Clean Foundation to the property owner(s) from \$400 to \$1,000. Clean Foundation receives funding for this program from FCM and the funding is expiring on November 1, 2026. Clean Foundation will not be continuing with the program after November 1. The Town has advised Clean Foundation that it will not be renewing the agreement and is no longer participating in the program.

FINANCIAL IMPLICATIONS: The maximum amount that the Town could cumulatively finance each year is \$250,000, this is derived from a maximum of ten homes entering the program with a maximum eligible amount per home of \$25,000. If the Town had a huge uptake in this program it could have to borrow long term debt to help offset the cashflow of these loans. The interest rate charged on these loans is the municipal cost of borrowing plus a 2% interest premium which is intended to cover the Town's costs and risks associated with the program.

SOCIAL JUSTICE IMPLICATIONS: Increased program fees and lack of participation in the program outweigh the benefits of continuing to offer this program.

ENVIRONMENTAL IMPLICATIONS: Not applicable as recommending to repeal bylaw and policy.

COMMUNITY ENGAGEMENT: Notice of Intent to give second reading was posted on Town of Amherst social media on May 8, 2026.

ALTERNATIVES: Do not accept the recommendation to repeal the policy and bylaw.

ATTACHMENTS: By-law to Repeal the Property Assessed Clean Energy (PACE) Program By-law, Property Assessed Clean Energy (PACE) Program By-Law B-8, Property Assessed Clean Energy (PACE) Program Policy #66000-04, Clean Foundation Service Agreement



TOWN OF AMHERST

BY-LAW TO REPEAL

THE PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM BY-LAW, B-8

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

TITLE: Bylaw Respecting Charges for the Property Assessed Clean Energy (PACE) Program
SECTION: Planning Services
BYLAW NO: B-8

APPROVAL DATE: December 18, 2023

CAO Signature: 

TITLE

1. This Bylaw shall be known as "*The Property Assessed Clean Energy Program*" Bylaw.

PURPOSE

2. The purpose of this Bylaw is to enable financing of energy efficiency upgrades to qualifying residential properties within the Municipality.

DEFINITIONS

3. In this Bylaw:
 - a) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality;
 - b) "Chief Financial Officer" means the Chief Financial Officer of the Municipality;
 - c) "Clean Energy Upgrade" means an installation that is permanently affixed to the qualifying property and which
 - i. will result in improved energy efficiency, the generation of renewable energy, or substantially reduced energy use;
 - ii. involves building envelope upgrades such as caulking and weather stripping, duct / air sealing, insulating, or energy efficient windows and doors, building heating, ventilation and air conditioning system upgrades such as heat pumps, wood or pellet stoves, or furnaces or boilers; renewable energy upgrades such as solar thermal panels, solar photovoltaic panels, or wind turbines; or such other clean energy upgrades as are approved and agreed to in writing by the Town; and,
 - iii. is identified as an eligible upgrade in the PACE Program Clean Energy Upgrade Standards Policy, and meets or exceeds applicable energy efficiency standards as defined in the Policy.
 - d) "Municipality" means the Town of Amherst;
 - e) "PACE Customer Agreement" means the written, signed Property Assessed Clean Energy Efficiency Program Customer Agreement between the owner of a qualifying property and the Municipality for financing of an Energy Efficiency Upgrade to the property.

TITLE: Bylaw Respecting Charges for the Property Assessed Clean Energy (PACE) Program
SECTION: Planning Services
BYLAW NO: B-8

- f) "PACE Charge" means the Property Assessed Clean Energy improvement tax levied on the property pursuant to s.81A of the Nova Scotia *Municipal Government Act*.
- g) "PACE Program" means the program established by the Municipality under which owners of Qualifying Properties may apply for and obtain financing for Clean Energy Upgrades.
- h) "Qualifying Property" means an owner-occupied residential property located within the Municipality, but does not include multi-unit residential with more than 2 dwelling units, non-profit owned buildings and does not include business or industrial premises.

APPLICATION AND APPROVAL

- 4. An owner of a Qualifying Property within the Municipality who is not otherwise in default of any municipal taxes, rates or charges, may apply for Municipal financing of Clean Energy Upgrades to the property.
- 5. Financing shall be subject to the approval and agreement in writing of the CAO, or designate, on behalf of the Town, and the execution of a PACE Customer Agreement by the owner of the Qualifying Property. The conditions that must be met for approval include that:
 - a. the owner of the Qualifying Property is not in default of any municipal taxes, rates or chargers;
 - b. the Clean Energy Upgrade achieves an overall savings to debt ratio of the property owner equal to or greater than the ratio specified in the PACE Customer Agreement, as estimated by a qualified energy assessment generated through the PACE Program; and,
 - c. any additional conditions specified in the PACE Customer Agreement are met.

PAYMENT OF CHARGE

- 6. The PACE charge shall become payable in full on completion of installation of the Clean Energy Upgrade in accordance with the PACE Customer Agreement.

TITLE: Bylaw Respecting Charges for the Property Assessed Clean Energy (PACE) Program
SECTION: Planning Services
BYLAW NO: B-8

7. The PACE charge may consist of:
 - a. the cost of the Clean Energy Upgrade, including all labour costs, permitting fees, and applicable taxes;
 - b. applicable PACE Program service fees; and,
 - c. interest accrued on the charge including any additional interest arising due to any default of payment.
8. The Chief Financial Officer shall maintain a separate account of all monies due for PACE charges levied pursuant to this By-law, identifying:
 - a. The names of the property owners and assessment, PID and civic address information of the subject property;
 - b. The amount of the PACE charge levied on the property;
 - c. The amount paid on the PACE charge.
9. The owner of a Qualified Property may elect to pay the PACE Charge by equal installments over a period of not more than 10 years, on which interest shall be payable as set out in the PACE Customer Agreement, pursuant to the PACE Program Policy.
10. In the event of a default of any payment under the PACE Customer Agreement, the outstanding balance shall be immediately due and payable. Interest shall be accrued on the amount then due and payable at the same rate applied by the Municipality for unpaid taxes and charges in default.

LIEN

11. On completion of a Clean Energy Upgrade pursuant to a PACE Customer Agreement, the PACE Charge shall be levied against the property.
12. Where the owner of a Qualifying Property opts for installment payments:
 - a. the portion of the PACE charge payable annually shall be equal to the total PACE charge outstanding divided by the number of years remaining; and,

the amount outstanding on the PACE charge shall become due and payable in the event of default payment.
13. A PACE Charge imposed pursuant to this Bylaw constitutes a first lien on the subject property and has the same effect as rates and taxes under the *Municipal Government Act*.

TITLE: Bylaw Respecting Charges for the Property Assessed Clean Energy (PACE) Program
SECTION: Planning Services
BYLAW NO: B-8

13. A PACE Charge imposed pursuant to this Bylaw constitutes a first lien on the subject property and has the same effect as rates and taxes under the *Municipal Government Act*.
14. A PACE Charge pursuant to this Bylaw is collectable in the same manner as rates and taxes under the *Municipal Government Act* and, at the option of the Chief Financial Officer, is collectable at the same time and by the same proceedings as taxes.
15. The lien provided for in this Bylaw shall become effective on the date on which the Chief Administrative Officer files with the Chief Financial Officer a certificate that the agreed improvement has been completed.
16. The lien provided for in this Bylaw shall remain in effect until the total charge, plus interest and administrative charges have been paid in full.

INTEREST

17. Interest will be payable on any balance owing on the PACE Charge at a rate specified in the Town of Amherst PACE Program Policy.
18. Interest shall accrue on any PACE Charge or portion thereof which remain outstanding from the date of billing.
19. Interest is payable annually on the entire amount outstanding and unpaid, whether or not the owner has elected to pay by installments.

EFFECTIVE DATE

This Bylaw shall come into effect from and after the date of publication.

TITLE: Bylaw Respecting Charges for the Property Assessed Clean Energy (PACE) Program
SECTION: Planning Services
BYLAW NO: B-8

For Administrative Use Only:

ROLES AND RESPONSIBILITIES

Transient Automobile Vendors Bylaw P-6 Adoption	
First reading:	May 21, 2019
Notice of Publication:	June 5, 2019
Second Reading:	June 24, 2019
Notice of Publication and Effective Date of Bylaw:	June 26, 2019
Notice to Service Nova Scotia & Municipal Relations:	June 26, 2019

VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
Director of Planning & Strategic Initiatives, Fisher	By-law incorporated onto new By-law template, no amendments requiring formal approval.	December 18, 2023

Minutes reference date: December 18, 2023 June 24, 2019

TITLE: Property Assessed Clean Energy (PACE) Program Policy
SECTION: Planning Services
POLICY NO: 66000-04

APPROVAL DATE: December 18, 2023

CAO Signature: _____



1. PURPOSE

- 1.1 This Policy identifies the eligible types of Clean Energy Upgrades that may be financed by the Town of Amherst through the Property Assessed Clean Energy (PACE) Program Bylaw, and establishes the program financing details in Section 2.
- 1.2 The table in Section 3 lists the eligible Clean Energy Upgrade types that may be financed. Each type of upgrade must be evaluated by a specific energy evaluation procedure and may need to conform to a particular energy standard, which is identified beside each upgrade type. The required evaluation procedure or standard ensures that the upgrade is studied from an energy science perspective, and that a definable energy benefit is determined.
- 1.3 In administering this Policy, the Town will ensure that any Clean Energy Upgrades requested by property owners to be financed through the PACE program are identified as being eligible types in the table in Section 3. Furthermore, the Town will ensure that for each requested upgrade, the required evaluation procedure or standard has been met and that a definable energy benefit has been determined or recommended by a qualified energy professional. These minimum conditions must be met before permitting a requested upgrade to be financed on the subject property.
- 1.4 The ability to approve financing for Clean Energy Upgrades on specific properties may be subject to further restrictions through the conditions set out in the PACE Bylaw and the PACE Customer Agreement.

2. FINANCING DETAILS

- 2.1 Interest will be charged on PACE charges at a rate of municipal cost of borrowing plus 2%.
- 2.2 The maximum number of homes entering this program is 10 per year.
- 2.3 The Maximum Eligible Amount is \$15,000 for homes with full assessed property values of less than or equal to \$150,000. For homes with full assessed property values of more than \$150,000, the Maximum Eligible Amount is lesser of \$25,000 or 10% of the full assessed property value.

TITLE: Property Assessed Clean Energy (PACE) Program Policy
SECTION: Planning Services
POLICY NO: 66000-04

3. PACE PROGRAM CLEAN ENERGY UPGRADE STANDARDS

Clean Energy Upgrade Type	Required Evaluation or Standard
A. Insulation for ceilings, floors, main walls, knee-walls, foundation walls, foundation headers, foundation slabs, and crawlspaces	Home Energy Assessment
B. Draft-proofing including caulking, weather stripping, and duct sealing	Home Energy Assessment
C. Exterior doors	Home Energy Assessment
D. Exterior windows	Home Energy Assessment
E. Domestic Hot Water Tanks	Home Energy Assessment
F. Drain Water Heat Recovery Systems	Home Energy Assessment
G. Heat Pumps	Home Energy Assessment
H. Wood & Pellet Heating Systems	Home Energy Assessment
I. Exhaust Ventilation	Home Energy Assessment
J. Balanced Heat Recovery Ventilation	Home Energy Assessment
K. Electric Vehicle Charging Stations	Home Energy Assessment and Time- Of-Day Savings Assessment
L. Electric Thermal Storage (ETS) Systems	Home Energy Assessment and Time- Of-Day Savings Assessment
M. Solar Hot Water Systems	Home Energy Assessment and Solar Potential Site Assessment

TITLE: Property Assessed Clean Energy (PACE) Program Policy
SECTION: Planning Services
POLICY NO: 66000-04

N. Solar Hot Air Systems	Home Energy Assessment and Solar Potential Site Assessment
O. Solar Photovoltaic Systems	Home Energy Assessment and Solar Potential Site Assessment
P. Swimming Pool Heating & Circulation Systems	Home Energy Assessment, Existing Load Assessment, and Solar Potential Site Assessment
Q. Supplementary work required to successfully complete the above listed upgrades. This may include but is not limited to removal of existing equipment or components, repairs and maintenance required, installation of vapour barriers and other water controls and freeze protection, testing and abatement of asbestos and vermiculite, and electrical upgrades.	Home Energy Assessment

Initiator	Responsibilities
Director, Planning & Strategic Initiatives	Administering the PACE Bylaw and the service agreement with Clean Foundation
Director, Finance	Determining participant eligibility and billing

For Administrative Use Only:

VERSION LOG

Assessment Description	Policy Owner	Approved By	Approval Date
Put the existing policy into the new format.	Director, Planning & Strategic Initiatives, Fisher	Council	December 18, 2023

Minutes reference date: 18 December 2023 24 June 2019

THIS FIRST AMENDING AGREEMENT effective as of April 1, 2026 (the “**Effective Date**”).

BETWEEN:

CLEAN NOVA SCOTIA FOUNDATION, a body corporate established pursuant to the Clean Nova Scotia Foundation Act, SNS 1988, c. 7 (“**Clean Foundation**”)

-and-

TOWN OF AMHERST, a municipality continued pursuant to the Municipal Government Act, SNS 1998, c. 18 (the “**Town**”)

(each a “**Party**” and collectively the “**Parties**”)

- A. **WHEREAS** the Parties entered into an Agreement on September 22, 2025 (the “**Original Agreement**”) that set out the terms and conditions under which Clean Foundation would deliver the Clean Energy Financing program (the “**Program**”) on behalf of the Municipality;
- B. **AND WHEREAS** the Original Agreement expires on March 31, 2026;
- C. **AND WHEREAS** the Parties wish to extend the term of the Original Agreement under substantially the same terms and conditions as set out in the Original Agreement.

NOW THEREFORE in consideration of the promises and the mutual covenants and obligations herein and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. The following amendments to the Original Agreement shall take effect as of the Effective Date:

1.1. Section 3.01 and 3.02 of the Original Agreement are deleted and replaced with:

3.01 Clean Foundation will commit to maintaining and updating the CleanEnergyFinancing.ca website and responding to public and media inquiries about the Program.

1.2. Section 4.01 (a) is deleted and replaced with:

4.01 (a) \$1000 per Customer Agreement signed pursuant to paragraph 2.01(b) above. Clean Foundation covers costs of administering the program and any required home visits (such as home energy assessments performed by Clean) through an admin fee paid by the homeowner. Fees are presently being supplemented by grant funding received through the Federation of Canadian Municipalities. The current fee is \$1400 minus a \$400 supplement from the grant funding. This fee structure is subject to change.

Should a homeowner exit the program early a reduced administration fee of \$300 will be charged;

1.3. The phrase “a weekly” in Article 4.02 (b) of the Original Agreement is deleted and replaced with “an as-needed”.

1.4. Sections 9.01 and 9.02 of the Original Agreement are deleted and replaced with:

9.01 This Agreement shall be in effect from the Effective Date through to the later of:

(a) November 1, 2026; or

(b) the date on which the Town pays to Clean Foundation all funds referenced under Section 9.02 (the “**Term**”).

9.02

1.5. Except as specifically amended herein, the Agreement continues in full force and effect, unamended.

1.6. This First Amending Agreement shall be governed by and construed in accordance with the laws of the Province and the laws of Canada applicable therein.

1.7. All capitalized terms utilized in this First Amending Agreement shall, unless otherwise defined herein, have the meanings ascribed thereto in the Agreement.

1.8. This First Amending Agreement shall ensure to the benefit of and be binding upon the Parties and their respective successors and assigns.

1.9. This First Amending Agreement may be executed and delivered by the parties in original or electronic counterparts, each of which when so executed and delivered shall be deemed to be an original and when taken together shall be deemed to be one and the same instrument. The electronic delivery, including, without limitation, by email or facsimile transmission, of any signed original of this Second Amending Agreement shall be the same as the delivery of an original.

[Signature page follows]

IN WITNESS WHEREOF the Parties have properly executed this Agreement the day and year first above written.

SIGNED, SEALED AND DELIVERED
in the presence of:

Witness:

Witness:

CLEAN NOVA SCOTIA FOUNDATION

Per: _____
Scott Skinner, President & Chief Executive
Officer

TOWN OF AMHERST

Per: _____

SYNOPSIS

BY-LAW TO AMEND THE COMPANION ANIMAL BY-LAW C-4 SECOND READING

Further to the new Memorandum of Understanding (MOU) with the LA Animal Shelter, the Town of Amherst Companion Animal By-law also requires amendments. These include:

- Deletion of any reference to the sale or issuance of dog licenses or permits
- Deletion of references to 'licensed dog', 'Licensing year' and fees associated to 'unlicensed dogs'

In addition to the changes resulting from the new MOU, other amendments include:

- Changes related to additional control and restraint over animals
 - Added a definition in regard to an 'Enclosed Fenced Yard';
 - Added a definition of 'Tether';
 - A new section that deals with the issue of the ability to keep animals under effective restraint, including while on privately-owned property;
- Changes regarding the disposing of animal feces by including the option of utilizing public receptacles; and
- Removing the optional licensing and registration of cats.

MOTION:

That Council give Second Reading of the By-law to Amend the Companion Animal By-law C-4.

TO: Mayor Small and Members of Council

SUBMITTED BY: Dwayne Pike, Chief of Police

DATE: May 25, 2026

SUBJECT: Town of Amherst Companion Animal By-Law

ORIGIN: Request from the LA Animal Shelter to increase funding from the Town of Amherst used to compensate for pound services.

LEGISLATIVE AUTHORITY: MGA Sections 47 and 48 authorize council to make, amend and repeal by-laws and policies.

RECOMMENDATION: That Council give Second Reading of the By-law to Amend the Town of Amherst Companion Animal By-law.

BACKGROUND: A new Memorandum of Understanding was recently approved by Council which impacted the Companion Bylaw. The proposed amendments reflect these changes as well as other minor amendments based on current practices and protocol.

DISCUSSION: The MOU between the Town of Amherst and the LA Animal Shelter was recently updated. In recent years, enforcement of the licensing and registration of dogs in town had not been enforced and was changed as a result. Additional changes in the MOU included

- Reference to APD Bylaw Officers and Police Officers in performing animal control duties
- Increase in the costs associated to euthanizing an animal
- Deletion of any reference to the sale or issuance of dog licenses or permits
- Change in compensation amount from \$10,000 to \$25,000

As noted, these changes also impact the Companion Animal By-Law:

- Deletion of any reference to the sale or issuance of dog licenses or permits
- Deletion of references to 'licensed dog', 'Licensing year' and fees associated to 'unlicensed dogs'

Other amendments include:

- Changes related to additional control and restraint over animals
 - Added a definition in regards to a 'Enclosed Fenced Yard';
 - Added a definition of 'tether';



- A new section that deals with the issue of the ability to keep animals under effective restraint, including while on privately-owned property;
- Changes in regard to the disposing of animal feces by including the option of utilizing public receptacles.
- Removing the optional licensing and registration of cats

With these changes, the Town of Amherst Companion Animal By-Law would very closely resemble the Animal Control By-Law of the Municipality of the County of Cumberland, especially in relation to offenses and fines.

FINANCIAL IMPLICATIONS: The changes in the Companion Animal By-Law impact the sale of licenses and permits for dogs, which is minimal and has not been enforced. Last fiscal year, 44 dog licenses were issued for total revenue of \$660. There are approximately 1,500 – 2,000 dogs within the Town of Amherst.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications

COMMUNITY ENGAGEMENT: Should Council give Second Reading, Notice of Publication will be posted.

ALTERNATIVES: Do not approve of the amendments to the Companion Animal By-Law.

ATTACHMENTS: By-law to Amend the Companion Animal By-law
Companion Animal By-Law with recommended amendments



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

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

Under the Interpretation Section 2:

Section (g) remove the words “cat or”

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

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

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

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

Remove section s. “Licensing Year” shall mean a period from April 1st in any year to March 31st in the following year

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

Remove the title “Control, Licensing, Registering and Impounding”

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

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

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

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

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

Remove sections 31 through to and including section 42.

Licensing of Dogs

31. No person shall own, possess or harbor an unlicensed dog within the boundaries of the Town.
32. A person who owns, possesses or harbors any dog before the first day of April in each year, shall obtain a dog license in accordance with the provisions of this by-law.
33. Applications for and the issuance of a dog license shall be the responsibility of the Town Hall staff, or person so designated by the Town of Amherst.
34. The Town of Amherst and/or its recognized agent for this purpose will maintain a record of all dogs registered, showing the date and number of the registration, and the name and address of the owner of the dog.
35. Every person who obtains a dog license shall be given a metal tag which shall be, at all times, fastened to a collar or harness worn by the dog for which the license was obtained.
36. Where a metal tag issued pursuant to this by-law has been lost, destroyed or mutilated, the dog owner shall acquire, for the remainder of the current licensing year, a replacement tag, upon producing proof of purchase of a valid dog license and upon payment of a prescribed fee.
37. Fees pursuant to this by-law are set out in Schedule “A” attached hereto.
38. Notwithstanding this section, the following dogs need not have a dog license:
 - a. a trained guide dog owned or utilized by a blind person, or any dog determined by the ACO to be a service or assistance dog
 - b. a dog owned and utilized as a law enforcement service dog

Registering of Cats

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

42. Every person who obtains a cat registration shall be given a metal tag which shall be fastened to a collar or harness worn by the cat for which the registration was obtained.

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

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

Under Schedule “A” remove the entire section as follows:

Dog License Fees

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

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

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

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

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

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

SYNOPSIS

Graffiti By-Law First Reading

While graffiti is still primarily considered a 'property crime', its impact can pose a significant threat to community safety, well-being and inclusivity if it is offensive, misogynistic, racist, hate-based imagery or terms. To mitigate such negative impacts on communities, by-laws are often developed to provide guidance and protocols when dealing with complaints of graffiti on public or private property, especially regarding removal of graffiti. Studies have shown that the best way to deal with graffiti is to immediately remove it. As a result, graffiti by-laws often include sections that deal with the *immediate* removal of graffiti.

The draft Town of Amherst Graffiti By-law prohibits graffiti on structures, vegetation, property or things and prohibits property owners from allowing graffiti on their property. Property owners are to ensure that their property is 'graffiti free'. If graffiti is found to be on property, the Town may provide written notice that the property owner must remove it within 15 days. Hate-Based or Offensive graffiti is to be removed within 24 hours of receipt of written notice. If the graffiti is not removed within these time frames, the Town can enter the property and remove the graffiti at the owner's cost.

MOTION:

That Council give First Reading of the new Graffiti By-Law.

TO: Mayor Small and Members of Council

SUBMITTED BY: Dwayne Pike, Chief of Police

DATE: May 25, 2026

SUBJECT: Town of Amherst Graffiti By-Law

ORIGIN: February 17th, 2026, Committee of the Whole: Motion that staff be directed to investigate drafting a procedure, policy or by-law regarding graffiti and bring a recommendation back to Council at the April 2026 Committee of the Whole meeting.

LEGISLATIVE AUTHORITY: MGA Sections 47 and 48 authorize council to make, amend and repeal by-laws and policies.

RECOMMENDATION: That Council give First Reading of the new Graffiti By-Law.

BACKGROUND: Incidents of property damage that involve ‘graffiti’ differ from other incidents of mischief and often pose a significant challenge to property owners and municipalities. While graffiti is still primarily considered a ‘property crime’, its impact can pose a significant threat to community safety, well-being and inclusivity if it is offensive, misogynistic, racist, hate-based imagery or terms. To mitigate such negative impacts on communities, bylaws are often developed to provide guidance and protocols when dealing with complaints of graffiti on public or private property, especially in regard to removal of graffiti.

DISCUSSION: By-Laws concerning graffiti centre on two main issues, 1) the prohibition of allowing or placing graffiti on property, and 2) ensuring that graffiti is removed from property. The removal of graffiti becomes the more difficult to manage as it often places the onus of graffiti removal on the owner of property, who is usually also the victim. Removal is at their expense. This is one of several challenges when addressing graffiti: The victimization of property owners – property owners find themselves not only victims of the property damage but are also responsible for the costs associated to removing graffiti, increasing the feeling of being a ‘victim’.

Studies have shown that the best way to deal with graffiti is to immediately remove it. Graffiti taggers are often motivated by their own handiwork and when it is repeatedly removed, they often soon lose interest in that location. Also, if actions are not taken to immediately remedy the problem, the ‘broken window effect’ often comes into play, as visible signs of ‘disorder’ such as property damage, graffiti and other crimes has a tendency to encourage further crimes, causing communities to further deteriorate and can lead to much more serious crime and disorder as well as decreased property values. This theory supports the idea that fixing smaller problems immediately can often immediately stop and reverse such decline. As a result, graffiti by-laws often include sections that deal with the *immediate* removal of graffiti.



The Criminal Code can be utilized by charging those responsible for damaging property (Section 430(4) CC Mischief), but the Criminal Code does not deal with removal of graffiti. As a result, By-Laws are often enacted to ensure a legislative procedure is in place so that graffiti is removed. This is especially true with regard to graffiti that is hate-based or offensive, which creates an additional layer of victimization and urgency for removal.

The draft *TOA Graffiti By-Law* prohibits graffiti on structures, vegetation, property or things and prohibits property owners from allowing graffiti on their property. Property owners are to ensure that their property is 'graffiti free'. If graffiti is found to be on property, the Town may provide written notice that the property owner must remove it within 15 days. Hate-Based or Offensive graffiti is to be removed within 24 hours of receipt of written notice. If the graffiti is not removed within these time frames, the Town can enter the property and remove the graffiti at the owner's cost. If this occurs and the owner does not pay the cost for graffiti removal, the Town may take the property owner to court or add the amount to the tax bill.

Written notice service can be done in person by a representative of the Town, a By-Law Officer or a Police Officer or Notice may be made by registered post to the address on file for the property owner.

The By-law would also be applicable to all Town-owned property.

FINANCIAL IMPLICATIONS: Financial implications could include costs associated to cleaning/removing graffiti from private and public property

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications

COMMUNITY ENGAGEMENT: Should Council give First Reading, notice of intent to give Second Reading will be posted.

ALTERNATIVES: Do not approve the draft Graffiti By-Law as drafted.

ATTACHMENTS:

1. Draft Town of Amherst Graffiti By-Law.



TITLE: By-law Regarding Graffiti and Graffiti Removal in the Town of Amherst
SECTION: Protective Services
BYLAW NO: C-14

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

This by-law shall be known as and may be cited as the Graffiti By-Law.

Interpretation

1. In this by-law all words have the usual meaning from dictionaries of the English language except for the following:

- a. **“Art Mural”** A mural commissioned or approved prior to its creation by a property owner or occupant, where the primary purpose is to aesthetically enhance the surface it covers and the general surroundings;
- b. **“Graffiti”** means one or more letters, symbols or marks, howsoever made, on any structure or thing but does not include marks made accidentally or any of the following:
 - i. a sign, public notice or traffic control mark authorized by the Town Engineer or Traffic Authority
 - ii. a sign authorized pursuant to an existing Town By-Law, the Nova Scotia Motor Vehicle Act or other applicable laws/statutes;
 - iii. a public notice authorized by a Town by-law or by Provincial or Federal legislation;
 - iv. in the case of real property, a letter, symbol or mark for which the owner or tenant of the real property on which the letter, symbol or mark appears has given prior, written authorization;
- c. **“Hate-Based Graffiti”** includes drawings or messages that convey political, racial, misogynistic, religious or ethnic slurs;
- d. **“Occupant”** includes a lessee or person in possession of the property who, under the terms of a lease, is required to repair and maintain the property;
- e. **“Offensive Graffiti”** includes drawings or messages that are lewd, indecent, obscene or contain profane, vulgar or offensive language;
- f. **“Owner”** includes the person for the time being managing or receiving the rent for the land, premises, structure, or thing in connection with which the word is used, whether on the person's own account or as agent or trustee of any other person, or who would receive the rent if the land, premises, structure, or thing were let;
- g. **“Property”** means a building or structure or land or part of a building or structure or land, and includes all vehicles, mobile structures, outbuildings, fences, erections thereon whether heretofore or hereafter erected, and any other things on the property;
- h. **“Public Place”** means a place to which the public has access, as of right or by invitation, expressed or implied;
- i. **“Town”** means the Municipality of the Town of Amherst

TITLE: By-law Regarding Graffiti and Graffiti Removal in the Town of Amherst
SECTION: Protective Services
BYLAW NO: C-14

Enforcement

2. No person shall place graffiti, or cause graffiti to be placed on any structure, vegetation or thing in a street or other public place.
3. No person shall place graffiti, or cause graffiti to be placed on any structure, vegetation or thing on real property adjacent to a street or other public place, including railway tracks.
4. No owner or occupier of real property adjacent to a street or other public place shall permit graffiti to be placed on any structure, vegetation or thing on that real property.
5. The owner or occupant of property shall maintain the property free of graffiti vandalism.
6. Every owner or occupier of real property must remove from that real property any unsightly accumulation of graffiti within 15 days after written notification is received from the Town.
7. Graffiti deemed to be offensive or hate-based must be removed within 24 hours after written notification is received from the Town.
8. If an owner defaults in removing any unsightly accumulation of graffiti in compliance with section 6 & 7 and the notice referred to therein, the Town, by its workers or others, may enter the real property and effect such removal at the cost of the defaulting owner.
9. If an owner defaults in paying to the Town, within 30 days after receipt of demand for payment from the Town, the cost referred to in sections 6 & 7, the Town may recover from the owner, in any court of competent jurisdiction, the cost as a debt due to the Town, or direct that the amount of the cost, after certification by the Director of Finance, be inserted in the real-property tax roll as a charge imposed with respect to the real property in respect of which the Town incurred the cost.
10. Service upon an owner of the notice referred to in sections 6 & 7 or the demand referred to in section 8 will be sufficient if the Town mails the notice by prepaid registered post to the address shown on the current year's real-property assessment roll for the real property on which the graffiti is located. Written notice may also be served in person by a representative of the Town, a By-Law Officer or a Police Officer.

TITLE: By-law Regarding Graffiti and Graffiti Removal in the Town of Amherst
SECTION: Protective Services
BYLAW NO: C-14

11. Every person who offends against any of the provisions of this by-law, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this by-law, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this by-law, or who does any act or thing which violates any of the provisions of this by-law, shall be deemed to be guilty of an infraction of this by-law, and shall be liable to penalties hereby imposed.
12. Every person who commits an offence against a provision of this By-law is liable to a fine and penalty of not less than \$250.00 for any offence under this By-law, except for an offence under sections 2, 3, 4 or 5 in respect of which the fine and penalty will be not less than \$500.00, and not more than \$10,000.00 for each offence.
13. Any contravention of any provision of this By-law, in the preceding twelve months by any person charged, shall be counted as a previous contravention for the purpose of the preceding paragraphs.
14. If payment is not made in accordance with these procedures, the fine is recoverable under the *Summary Proceedings Act*.

Costs

15. In all cases the Town shall have the right to recover from the owner the cost incurred by the Town in applying this by-law to the owner.
16. In all cases the costs of the Town shall include the actual payments made by the Town, together with its reasonable administrative charges.
17. The provisions of this by-law shall be enforceable pursuant to the *Municipal Government Act*.

Interpretation

18. This by-law shall be read with all changes in gender and number, as may be appropriate.
19. Any part of this by-law found to be illegal shall be severed from the balance of the by-law.

TITLE: By-law Regarding Graffiti and Graffiti Removal in the Town of Amherst
SECTION: Protective Services
BYLAW NO: C-14

A Notice Under the Town of Amherst Graffiti By-Law

In accordance with Sections 6 & 7 of the Town of Amherst Graffiti By-Law, you are hereby notified that *graffiti*, as defined in Section 2 of the By-law has been confirmed on the property located at:
_____, Amherst, Nova Scotia

(Civic Address)

Section 2 defines graffiti as:

One or more letters, symbols or marks, howsoever made, on any structure or thing but does not include marks made accidentally or any of the following:

a sign, public notice or traffic control mark authorized by the Town Engineer or Traffic Authority
a sign authorized pursuant to an existing Town By-Law, the Nova Scotia Motor Vehicle Act or other applicable laws/statutes;

a public notice authorized by a town by-law or by Provincial or Federal legislation;
in the case of real property, a letter, symbol or mark for which the owner or tenant of the real property on which the letter, symbol or mark appears has given prior, written authorization;

Owner is defined as

the person for the time being managing or receiving the rent for the land, premises, structure, or thing in connection with which the word is used, whether on the person's own account or as agent or trustee of any other person, or who would receive the rent if the land, premises, structure, or thing were let;

As owner of the aforementioned property, you are hereby notified that under Sections 6 & 7 of the Graffiti By-Law, Graffiti must be removed within 15 days of notice and offensive or hate-based graffiti must be removed within 24 hours of notice.

Failing to remove the accumulation of graffiti as per these sections, the Town, by its workers or others, may enter the real property and effect such removal at the cost of the defaulting owner as per section 8 of the By-Law.

TITLE: By-law Regarding Graffiti and Graffiti Removal in the Town of Amherst
SECTION: Protective Services
BYLAW NO: C-14

For Administrative Use Only:

Adoption	
First reading:	
Notice of Intent:	
Second Reading:	
Notice of Publication and Effective Date of Bylaw:	
Notice to Service Nova Scotia & Municipal Relations:	

VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
Chief of Police	New By-law	

Minutes reference date:

Internal Committee Report

Amherst Youth Town Council

May 2026

The Amherst Youth Town Council met on May 4, 2026, at the Amherst Regional High School Cafeteria. During the meeting, we joined together in a group activity focused on reviewing the Amherst Youth Town Council handbook and talking about the future of the group.

We split into small groups and used flipcharts and sticky notes to record ideas, feedback, and suggestions related to the structure and purpose of AYTC. Our talks focused on questions such as: What is the Amherst Youth Town Council? What do we currently do? What could we do in the future? We also talked about the current application process, roles and responsibilities, and ways to improve youth engagement.

During the meeting, we shared both positive parts of the current structure and areas where changes may be needed. Ideas included improving communication about AYTC's purpose, creating clearer expectations for members, increasing chances for youth leadership, and ensuring the council remains focused on representing youth point-of-view within the community.

The activity provided a chance for us to openly share ideas for how AYTC can continue to grow and better support youth in Amherst. Feedback collected during the session will help guide future choices around updates to the AYTC handbook and what we do.

The next meeting of the Amherst Youth Town Council will take place on June 1, 2026, from 3:00–4:00 PM

Internal Committee Report

Accessibility, Inclusion, Diversity and Equity Committee

May 2026

The Accessibility, Inclusion, Diversity and Equity (AIDE) Committee met on Wednesday, May 13th at 4:30 p.m. in Town Hall Council Chambers.

The annual Election of Chair and Vice-Chair was held. Councillor Wells was re-elected as Chair, and citizen appointee Vanessa Jones was nominated as Vice-Chair; however, as she was not in attendance her confirmation of accepting the nomination will take place at the next meeting.

The Committee passed a motion recommending Council 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.

A further motion was passed recommending Council 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.

The Committee also passed a motion recommending Council direct staff to investigate the feasibility of hosting another Canadian Race Relations Foundation Hate Training and if this training can be held virtually.

Due to the timing of the meeting and proximity to Committee of the Whole meeting these motions will be brought to the June COW for review.

The Committee agreed to a working group session which will include how the Committee will function, observations from the community and planning for the next year. This is being scheduled for June 17th at 4:30 p.m.

Committee members discussed the Community Walk Audit and were invited to take part by observing the infrastructure and accessibility for pedestrians and provide feedback that will be used to update the Active Transportation Plan.

Access Awareness Week is being held from May 31st to June 6th. The theme this year is Disability Justice: Stronger Together and First Voice Leading Change for Collective Action. The Committee passed a motion recommending staff investigate a location and date to host an event to recognize Access Awareness Week.

The next meeting of the Accessibility, Inclusion, Diversity and Equity Committee is scheduled for Wednesday, September 16, 2026, at 4:30 p.m.

External Committee Report

YMCA of Cumberland

May 2026

Give the Gift of Camp

This year, our fundraising efforts have already raised more than \$22,600 — and the support continues to grow through our Give the Gift of Camp campaign.

In partnership with the Amherst Theatre, we hosted a “Movie by Donation” event that welcomed more than 100 attendees and raised over \$618 in donations.

On May 7, Dale Fawthrop set out to conquer an 82-minute accessible triathlon, raising another \$1,700, with donations continuing to come in.

Thanks to the incredible generosity of our community, we have already been able to provide more than 104 weeks of camp opportunities for children across Cumberland County through Give the Gift of Camp. Every donation helps ensure more children can experience a summer filled with friendship, confidence-building, and belonging, regardless of their family’s financial situation.

As the campaign continues, we hope to expand access even further and give every child the opportunity to learn, grow, and thrive at summer camp.

External Committee Report

Northern Region Solid Waste

May 2026

Sharps Regulation

At the last Regional Chairs meeting Nova Scotia Environment & Climate Change staff reported that regulation for sharps would not be proceeding at this time. In response, the Regional Chairs submitted a letter to the Minister expressing their disappointment with this decision.

At the Northern Region meeting held on May 8th, a motion was passed to also submit a letter to Nova Scotia Environment and Climate Change outlining similar concerns. Once finalized, the Northern Region will request that all municipal councils provide letters of support to reinforce the regional position.

Extended Producer Responsibility (EPR)

The province currently has 42 Enviro-Depots and 4 Transfer Stations operating as designated drop-off locations. Circular Materials continues to work toward securing additional sites.

Recent sampling audits indicate contamination rates of approximately 15% in the container stream and 7.5% in fiber stream.

Non-Program Tires

It has recently come to our attention that the GFL landfill is no longer accepting tires that fall outside of the Regulated Tire Program (e.g., oversized tires, ATV tires, etc.). As a result, residents and businesses in Cumberland County are currently left without disposal options for these materials.

This issue was raised at the Regional Chairs meeting on April 29th and again at the Northern Region meeting on May 8th. At that time, a motion was passed for the Northern Region to write a letter to the Minister of Environment and Climate Change expressing concern with the lack of disposal options. Once the letter is signed, the committee will request that municipal councils submit letters of support.

External Committee Report

LA Animal Shelter

May 2026

The LA Animal Shelter executive and Board of Directors have been very active in the review of the governance structure and making relevant changes to bylaws, policies and procedures which are consistent with its growth in recent years. Now that the new building has been completed operational challenges have resulted in a new quarantine room being built. Additional cameras for safety and security, an upgrade to the internet and phone system, new computers and new signage has either been completed or is a work in progress.

The Spring Tea was very successful raising over \$8,000 with great support by those in attendance.

Finally, please join us at the grand opening of the new building on June 7th at 1:00 PM. It is a huge event as we give thanks to the multiple donors and many of yourselves who made this day a reality.