



Town of Amherst
Regular Council Meeting
Agenda

Date: **Monday, June 22, 2026**
Time: **6:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA / ACCEPTANCE OF MINUTES	
2.1 Approval of Agenda	
2.2 Acceptance of Minutes	
2.2.1 May 8, 2026 Special Council	3 - 3
2.2.2 May 25. 2026 Regular Council	4 - 15
3. 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>	
4. REQUESTS FOR DECISION	
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4.2 1 Albion Street Development Agreement First Reading - Davidson	24 - 64
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4.8	Graffiti By-law Second Reading - Davidson	98 - 105
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4.10	Commercial Water Service Policy - Ripley	112 - 115
4.11	Cumberland Regional Library Board Request for Additional Members - McManaman	116 - 119
4.12	Capital Budget Amendment Fire Apparatus Engine 3 Repairs - Furlong	120 - 122
4.13	Accessible Playground Design Build Contract - Wells	123 - 125
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5.	INTERNAL COMMITTEE REPORTS	
5.1	Planning Advisory Committee - Ripley	129 - 129
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6.	EXTERNAL COMMITTEE REPORTS	
6.1	Cumberland Public Libraries - McManaman	131 - 131
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6.3	L. A. Animal Shelter - Davidson - To be distributed	
7.	ADJOURNMENT	

**Amherst Town Council
Special Meeting
Minutes**

Date: May 8, 2026
Time: 12:00 pm
Location: Council Chambers, Town Hall

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

Members Absent Councillor Hal Davidson

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

1. CALL TO ORDER

Mayor Small called the Special Council meeting to order.

1.1 TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

2. REQUEST FOR DECISION

2.1 Capital Paving

Moved By Councillor Furlong

Second By Councillor McManaman

That Council award the Capital Paving Tender (RFT-26-04) to the lowest compliant bidder, Dexter Construction, at their unit prices based on our estimated quantities in the total amount of \$1,078,525 plus HST.

Motion Carried

3. ADJOURNMENT

There being no further business Mayor Small adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: May 25, 2026
Time: 6:00 pm
Location: Council Chambers, Town Hall

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

Staff Present Kim Jones, Deputy Chief Administrative Officer
Lori O'Connell, Marketing & Communications Officer
Sean Payne, Marketing & Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

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

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA / ACCEPTANCE OF MINUTES

3.1 Approval of Agenda

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

Motion Carried

3.2 Acceptance of Minutes

3.2.1 April 27, 2026

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 27, 2026, regular meeting of Council were accepted as included in the agenda package.

4. REQUESTS FOR DECISION

4.1 Scholarship and Bursary Policy

Moved By Councillor Davidson
Seconded By Deputy Mayor Chambers
That Council approve the Scholarship and Bursary Policy #10350-19 with the proposed amendments.

Motion Carried

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 scholarships 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.
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

Mayor Small recognized former Mayor Jerry Hallee who was in attendance and congratulated him on having a bursary added to the policy in his honor for his outstanding contributions to Amherst.

- 4.2 CUPE Collective Agreement
Moved By Deputy Mayor Chambers
Seconded By Councillor Wells
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, or Deputy CAO, to sign the agreement.**

Motion Carried

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 4.75%	April 1, 2027 3%	April 1, 2028 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

<u>Classification</u>	April 1, 2026 4.75%	April 1, 2027 3%	April 1, 2028 2.75%	Comment
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.

.....
Mayor

.....
President

.....
CAO

.....
Treasurer

.....
Witness

.....
Witness

**4.3 Community Support Grants
Moved By Councillor Ripley
Seconded By Councillor Furlong
That Council deny the Community Support Grant applications from the
Amherst Masonic Society and the Amherst Athletics 13U Baseball.**

Motion Carried

**4.4 Cumberland Chamber of Commerce Business Member Sponsorship
Moved By Councillor Wells
Seconded By Councillor Davidson
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.**

Against (2): Councillor Furlong, and Councillor Ripley

Motion Carried

**4.5 By-law to Repeal the Property Assessed Clean Energy (PACE) By-law
Second Reading
Moved By Councillor Furlong
Seconded By Councillor McManaman
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.**

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.

TOWN OF AMHERST POLICY

NUMBER 66000-04

DEPARTMENT: Planning & Strategic Initiatives
TITLE: Property Assessed Clean Energy (PACE) Program Policy
Minutes reference date: June 24, 2019 Revision date:

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.

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
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

**4.6 By-law to Amend the Companion Animal By-law Second Reading
Moved By Councillor McManaman
Seconded By Councillor Ripley
That Council give Second 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."

**4.7 Graffiti Bylaw First Reading
Moved By Councillor Davidson
Seconded By Deputy Mayor Chambers
That Council give First Reading of the new Graffiti By-Law.**

Motion Carried

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

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.
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.

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.

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:

5. INTERNAL COMMITTEE REPORTS

5.1 Amherst Youth Town Council - Avery Hoeg-Burbine

Information item only.

5.2 Accessibility, Inclusion, Diversity and Equity Committee - Wells

Information item only.

6. EXTERNAL COMMITTEE REPORTS

6.1 Cumberland YMCA - Wells

Information item only.

6.2 Northern Region Solid Waste Management - Furlong

Information item only.

6.3 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

SYNOPSIS

Amherst Youth Town Council Policy Amendments

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

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

Recent evaluation and engagement with current AYTC members indicate that the council has drifted from its intended purpose. Rather than functioning as a youth advisory group, AYTC has shifted focus to event planning and fundraising. This shift limits its effectiveness and ability to influence municipal policy or decision-making and has resulted in a lack of direction and clarity among members, reduced impact on municipal decision-making, confusion around roles and expectations, and decreased youth engagement and meaningful participation.

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

MOTION:

That Council approve the amendments to the Amherst Youth Town Council Policy as presented.



AMHERST TOWN COUNCIL

RFD# 2026069

Date: June 22, 2026

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: June 22, 2026

SUBJECT: Amherst Youth Town Council Policy Amendments

ORIGIN: Amherst Youth Town Council

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

RECOMMENDATION: That Council approve the amendments to the Amherst Youth Town Council Policy as presented.

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

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

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

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

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

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



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

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

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

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

ALTERNATIVES: Do not to accept the policy amendments as presented.

ATTACHMENTS: 10350-21 Amherst Youth Town Council Policy with amendments

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

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

POLICY STATEMENT

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

PURPOSE:

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

ROLE OF YOUTH COUNCIL:

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

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

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

COUNCIL REFERRALS:

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

MEMBERSHIP:

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

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

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

MEETINGS:

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

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

5. Meetings of the Amherst Youth Advisory Committee will be offered in a hybrid format where feasible.
6. Amherst Youth Advisory Committee may establish temporary or ongoing Working Groups focused on specific youth-related topics. Working Groups may conduct research, engagement activities, consultations, and develop recommendations for Amherst Town Council. Members of the Working Groups may consist of additional youth community members.
7. Meetings will commonly take place on Monday from 3:00PM-4:00PM, unless otherwise specified.

PARTICIPATION ON TOWN COMMITTEES:

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

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

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

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

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

SYNOPSIS

Development Agreement

First Reading

1 Albion Street

YMCA Cumberland has applied for a development agreement to permit the construction of a 36-unit residential development on property located at 1 Albion Street.

A public participation opportunity was held on March 30th where verbal and written input was submitted both in support for and in opposition to the proposal. After deferring a decision in April and requesting additional information, the Planning Advisory Committee reviewed a revised proposal on June 1st but failed to make recommendation on the application.

The attached development agreement contains terms and conditions intended to address the relevant policies of the Municipal Planning Strategy. This infill development addresses the high demand for affordable housing and would be located in a central location in the downtown core area.

MOTION:

That Council give First Reading of the development agreement for 1 Albion Street to permit the construction of a 36-unit residential development and schedule a public hearing for July 8, 2026 at 5 pm.



AMHERST TOWN COUNCIL

RFD# 2026079

Date: June 22, 2026

TO: Mayor Small and Members of Council

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

DATE: June 22, 2026

SUBJECT: 1 Albion Street Development Agreement – First Reading

ORIGIN: Application by YMCA Cumberland for a 36-unit apartment development at 1 Albion Street (PID 25009432).

LEGISLATIVE AUTHORITY: Municipal Government Act Part VIII Planning and Development.

RECOMMENDATION: That Council give First Reading of the development agreement for 1 Albion Street to permit the construction of a 36-unit residential development and schedule a public hearing for July 8, 2026 at 5pm.

BACKGROUND: Attached is the draft development agreement and the June 1st staff report to the PAC.

Council is referred to the June 15, 2026, Committee of the Whole information package regarding this matter that includes the following information:

- March 30th Public Participation Summary and written comments
- Draft PAC meeting minutes from June 1, 2026
- Letters submitted following the June 1 Planning Advisory Committee (PAC) meeting

DISCUSSION: As detailed in the attached staff report to the PAC, the proposal meets the general intent of the Municipal Planning Strategy (MPS) policies.

FINANCIAL IMPLICATIONS: The proposal will require the town to extend approximately 60 metres of sidewalk along Albion and Crescent Avenue at an estimated cost of \$5,000. This cost can be accommodated within the Operations budget for sidewalk network maintenance and improvements.

SOCIAL JUSTICE IMPLICATIONS: The development agreement process provides opportunities for the public to provide input. The proposed development would provide much needed affordable housing and social supports.





AMHERST TOWN COUNCIL

RFD# 2026079

Date: June 22, 2026

ENVIRONMENTAL IMPLICATIONS: The proposal is an infill development on existing services, in a central, highly walkable location.

COMMUNITY ENGAGEMENT: Public Participation Opportunity held on March 30, 2026, and a future advertised Public Hearing.

ALTERNATIVES: Do not approve first reading citing specific MPS policies that are not being met.

ATTACHMENTS:

- 1) Draft Development Agreement
- 2) Staff report to PAC
- 3) Presentation to PAC



Case No: DA-2026-01

This Agreement made this _____ Day of _____ 2026.

Between:

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

of the one part, and

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

of the other part.

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

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

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

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

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

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

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

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

DRAFT

SIGNED AND DELIVERED

In the presence of

Name:

FOR THE OWNER

Trina Clarke, Chief Executive Officer
The YMCA Association of Cumberland

In the presence of

Name:

**THE TOWN OF
AMHERST**

Rob Small, Mayor

Jason MacDonald, MCIP, LPP, CAO

Schedule A – Terms and Conditions:

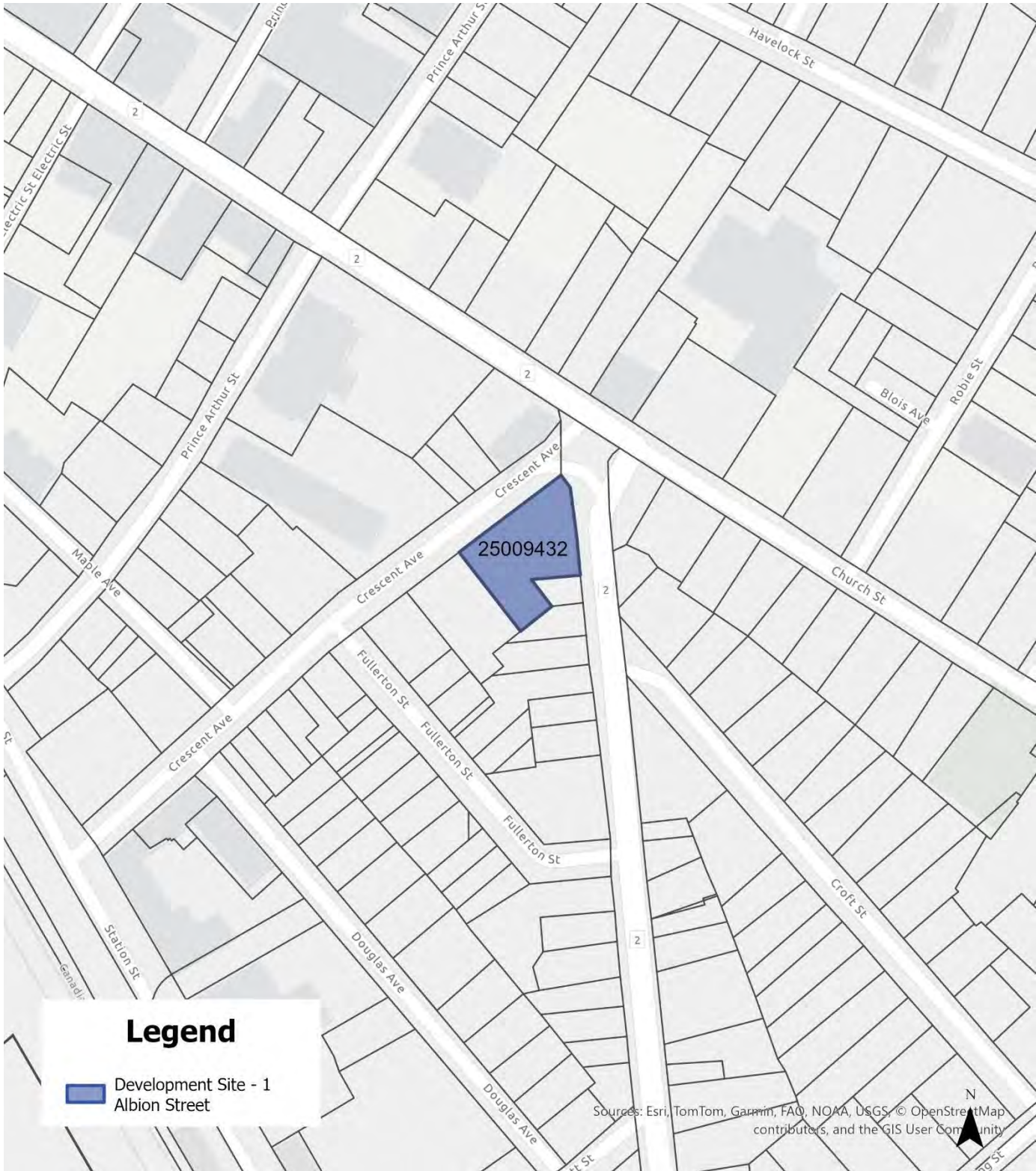
1. USE OF LAND AND BUILDINGS

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

2. GENERAL REQUIREMENTS

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

Schedule B – Property Location Map:



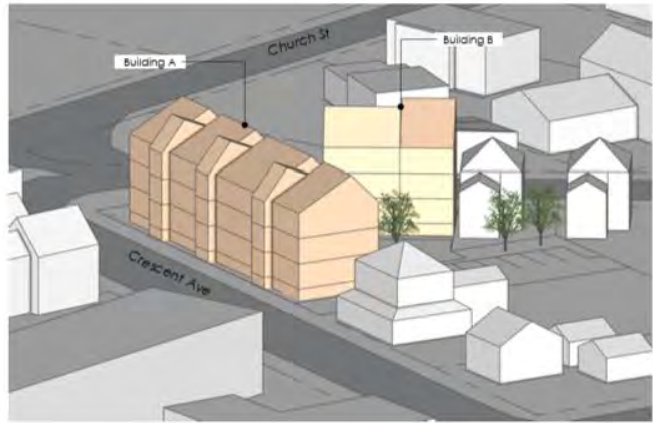
Schedule C – Site Plan:

Site Plan Not to Scale



Schedule D – Building Elevations:





MEMO

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

PROPOSAL

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

BACKGROUND INFORMATION

The attached application briefing provides site details, neighborhood context, and building proposal specifics. An application by the YMCA of Cumberland has been submitted to permit the construction of two new buildings at 1 Albion Street (PID: 25009432) within the Downtown Core Area.

The subject property has a total area of approximately 1,705 square metres (18,350 square feet) and is currently vacant land zoned Downtown Commercial / Core Area. The site is located at the corner of Crescent Avenue and Albion Street and has approximately 60 metres of frontage along Crescent Avenue and 37 metres along Albion Street.

The proposed development consists of two multi-unit residential buildings intended to provide a mix of supportive and affordable housing pending approval from funding streams and the focuses the YMCA will take regarding the level of housing needs of future residents. The proposal includes one three and a half-storey apartment building containing 24 units and one three and a half-storey apartment building containing 12 units, with office space dedicated for the YMCA Community Development Office. Currently, the YMCA Development Office is located across the street and provides programs and services such as food support, advice, counselling, and other community development opportunities. The proposed building footprint would cover approximately 6,838 square feet of the site.

The development proposes 7 on-site parking spaces which was revised to provide better access to the solid waste collection site. The development is located approximately 136 metres from the YMCA of Cumberland and directly across the street from the YMCA – Community Development Office. The surrounding neighborhood is characterized by a mix of residential and commercial uses, including apartment buildings and converted multi-unit dwellings, reflecting

the higher-density residential character typical of the downtown area. The proposal supports additional housing within the urban core while remaining compatible with the existing neighborhood context.

Affordable House – (CMHC)

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

Supportive Housing means a community-based group living arrangement for individuals with social, emotional, legal, mental and/or physical handicaps or problems, that is developed for the wellbeing of its residents through self-help, professional care, guidance and supervision unavailable in the resident's own family, as an institution or in an independent living situation. A group care facility is licensed, funded or approved by the Province of Nova Scotia.

PUBLIC PARTICIPATION

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

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

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

Written Submissions

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

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

PLANNING ADVISORY COMMITTEE

The Planning Advisory Committee met on April 7th and passed the following motion:

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

The applicant reviewed the comments and provided an updated site plan and response to issues raised during both Public Participation Opportunity and Planning Advisory Committee.

Parking:

The 7 on-site parking spaces are above the minimum required under the Town of Amherst Municipal Planning Strategy which states developments in the Downtown Commercial Zone do not require any on-site parking. Further, noting that about 50% of the supported, affordable and mixed market units to have parking needs.

The need for the 12-unit building:

The developer noted that the need for the 12-unit building is informed by the need for affordable housing in Cumberland County and across Nova Scotia with internal and external data to guided decision-making.

The intensity of use on the site:

Nothing that this development contributes to the towns desired growth within its downtown commercial and mixed-use areas.

The response table from the developer is attached to the PAC package for reference.

DEPARTMENT FEEDBACK

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

Police:

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

Operations:

The Director of Operations did not find any concerns with the proposed site plan. The property used to be occupied therefor, service connections are already located on the property.

RELEVANT POLICIES

Policy	Relevance/Application
4.5.2 Downtown Zone	
Policy 4-35: Council shall, through the Land Use Bylaw, permit a range of commercial uses, including but not limited to, banks, restaurants, licensed establishments, offices, accommodations, clinics, and shops within the Downtown Zone. Multi-unit dwellings shall be permitted within commercial buildings, and stand-alone multi-unit buildings shall be permitted, subject to provisions within the Land Use Bylaw. Light manufacturing uses shall also be permitted.	The development satisfies the general intent of this policy. The development proposes multi-unit dwellings with the smaller building facing Albion Street containing office space on the first floor.
Policy 4-38: Council shall consider, in the Downtown Zone, applications for ground floor residential uses by development agreement. In considering such proposals, Council shall ensure: <ul style="list-style-type: none"> a. the residential use does not abut Church, Victoria and Havelock Streets; b. that such a conversion will not detract from the commercial character of the surrounding streetscape; the proposal is consistent with the provisions in the Land Use Bylaw for residential uses In the Downtown Zone; and c. the proposal complies with the general development agreement policies of Section 6.6 of this Plan. 	The larger proposed building facing Crescent Ave will have dwelling units on the ground floor.
5.2.3 Supportive Housing	
Policy 5-2: Council shall continue to work with senior levels of Government, as well as, not-for-profit and for-profit partners to increase the amount of affordable housing.	This development will provide a variety of affordable housing units and satisfies the intent of this policy.

<p>Policy 5-7: Council shall consider entering into a development agreement for proposals for supportive housing and nursing homes with more than twelve beds or units in any zone that permits residential uses. Council shall only enter into such a development agreement if Council is satisfied:</p> <ul style="list-style-type: none"> a. the proposal is situated along an arterial or collector street, or vehicular traffic from the development to the nearest arterial or collector street can be effectively managed; b. the architectural design of the building, including, but not limited to, building material and orientation; the location, orientation, and size of windows and doors; and the roof pitch and material is complementary and compatible with—but not necessarily the same as—surrounding land uses; c. the bulk and massing of the building is complementary to and compatible with—but not necessarily the same as—neighbouring properties; d. the proposal is appropriately integrated into the built form of the existing neighbourhood through the use of setbacks and stepbacks; e. parking areas are planned and landscaped so as not to create adverse effects on neighbouring properties; f. stormwater runoff from impervious areas is appropriately managed and unlikely to cause disturbance on neighbouring properties or the natural environment; and g. the proposal complies with the general development agreement policies of Section 6.6 of this Plan. 	<p>The development satisfies the general intent of this policy. The applicant stated that the development will provide services for lower income and people who need food security such as food, counseling opportunities and resources.</p> <p>Regarding other aspects of this policy, the building is designed to fit in with its surroundings and is appropriately integrated into the neighborhood.</p>
<p>5.5.3 Automobile Parking</p>	
<p>Policy 5-57: Council shall, through the Land Use Bylaw, exempt properties within the Downtown Commercial Zone from the minimum parking requirements within the Land Use Bylaw to promote compact, pedestrian-oriented development in Amherst’s historic downtown.</p>	<p>There are 7 parking spots proposed in behind the two buildings. The applicant is willing to provide additional parking on the site of the YMCA. The development satisfies the general intent of this policy.</p>
<p>5.6.2 Amenity Space in Multi Unit Dwellings</p>	
<p>Policy 5-72: Council shall, through the Land Use Bylaw, establish amenity space requirements for multi-unit developments for residents to use on- site. The requirements within the Land Use Bylaw shall include provisions regarding the types of amenity space that are considered acceptable.</p>	<p>The drafted development agreement makes note of amenity space.</p>
<p>Policy 5-73: In consideration of a proposal that includes residential development enabled by development agreement, Council shall ensure adequate amenity space is provided on-site for use by residents.</p>	<p>The proposed development, through discussion with the applicant, plans on providing space around the building with seating and paths. The location is situated with close proximity to other town amenities such as parks and the stadium just walking distances away.</p>

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

<p>Policy 6-24: Council may not amend the Land Use Bylaw or enter into a development agreement unless Council is satisfied the proposal:</p> <ul style="list-style-type: none"> a. is consistent with the intent of this Municipal Planning Strategy; b. does not conflict with any law or regulation of the Provincial or Federal Governments; c. is not premature or inappropriate due to: <ul style="list-style-type: none"> i. the ability of the Town to absorb public costs related to the proposal; ii. impacts on existing drinking water supplies, both private and public; iii. the adequacy of central water and sewage services or, where such services are not available, the suitability of the site to accommodate on-site water and sewage services; iv. the creation of excessive traffic hazards or congestion on road, cycling, and pedestrian networks within, adjacent to, and leading to the site; v. the adequacy of fire protection services and equipment; vi. the adequacy and proximity of schools and other community facilities; vii. the creation of a new, or worsening of a known, pollution problem in the area, including, but not limited to, soil erosion and siltation of watercourses; viii. its impact on nearby watercourses or wetlands; ix. site-specific climate change risks, such as threats of flooding; x. the potential to create flooding or serious drainage issues, including within the site and in nearby areas; xi. the suitability of the site in terms of grades, soil and geological conditions, the location of watercourses and wetlands, and proximity to utility rights-of-way; and 	<p>The proposal meets the intent of the relevant town bylaws and regulations. In terms of subsection c., i., there would be no significant burden on the Town's finances. The street network and town water, sanitary and storm sewer services can accommodate the development.</p>
<p>Policy 6-25: Council may, in addition to any other required information, require any or all of the following information prepared by an appropriate qualified professional, at the applicant's cost, and at a level sufficiently detailed to evaluate whether the criteria for amending the Land Use Bylaw or entering into a development agreement have been met:</p> <ul style="list-style-type: none"> a. a detailed site plan showing features such as, but not limited to: <ul style="list-style-type: none"> i. topography; ii. location and dimensions of existing and proposed property and unit lines; iii. location of zoning boundaries; 	<p>The proposal meets the intent of the relevant town bylaws and regulations.</p>

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

DISCUSSION & CONCLUSION

Staff feel the draft DA is in keeping with the general intent of the relevant policies of the MPS. The proposal has the potential to have a significant positive impact not just for the Town of Amherst by addressing the shortage of suitable and affordable housing as stated in the Municipal Planning Strategy. This development would be a welcoming addition to the downtown area with its design and density, height, bulk, and general built form.

The following decision options are therefore put forward:

OPTIONS:

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

STAFF RECOMMENDATION: Option One.



DOMINION PUBLIC BUILDING
ERECTED 1911

Amherst

NOVA SCOTIA

Planning Advisory Committee

June 1, 2026

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

Disclaimer

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

Development Agreement

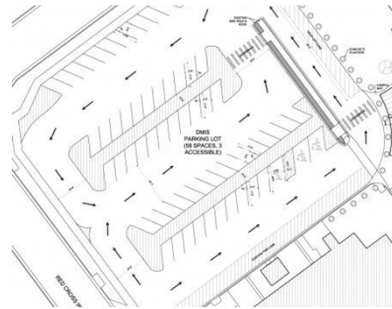
What is a Development Agreement (DA)?

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

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



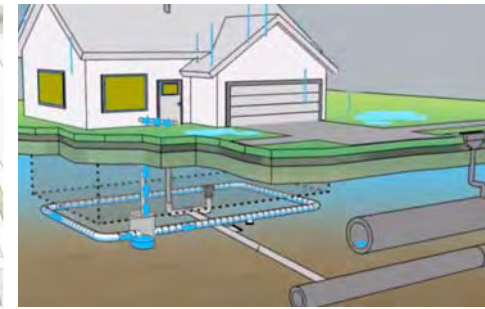
Architectural Design



Parking



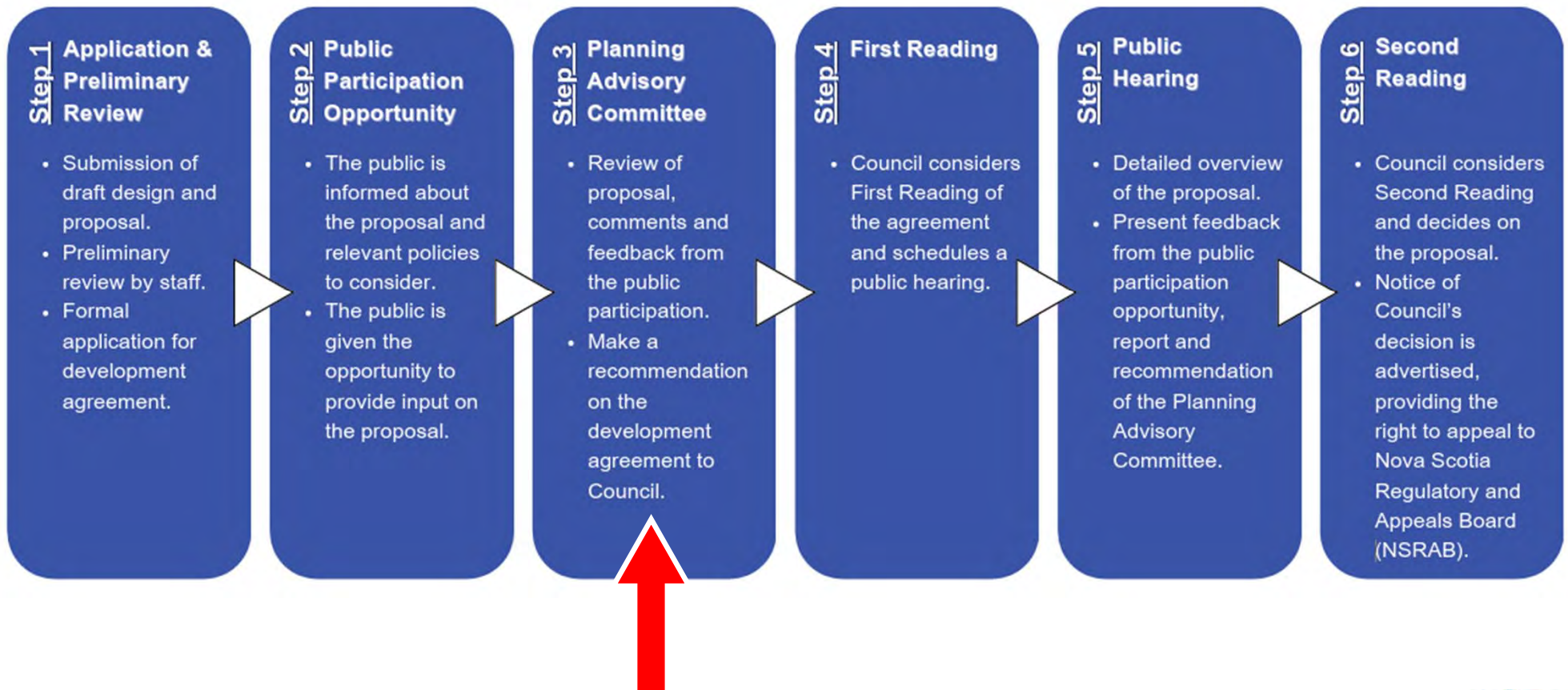
Landscaping



Drainage

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

Development Agreement Process



Response to PAC

YMCA Response to PAC Comments

Parking

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

Snow removal & garbage collection

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

Play space for children

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

Staff Notes:

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

Application Details

Refer to PAC Package from April 7th for full details

Applicant/ Owner: YMCA Association of Cumberland

Location: 1 Albion Street (PID: 25009432)

Lot Size: 18,350 sqft

Current Zoning: Downtown Commercial

Current Land Use: Vacant Land

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

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

Building Lot Coverage: 6838 sqft

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

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



Site Plan





zap

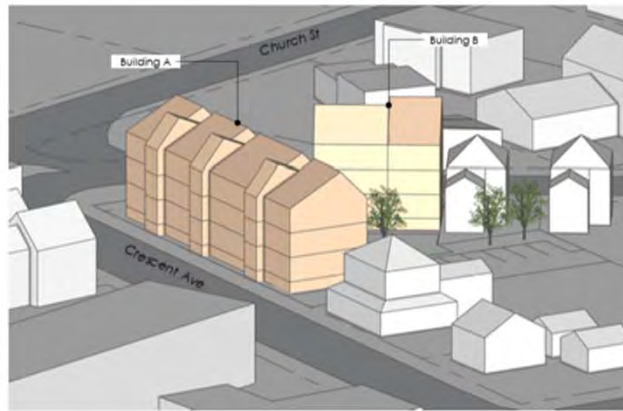
Amherst
NOVA SCOTIA



zzap | 2

Amherst
NOVA SCOTIA

Elevations



Relevant Planning Policies

5.4.2 Downtown Zone

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

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

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

Relevant Planning Policies

5.2.1 Housing Diversity and Affordability

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

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

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

Staff Note:

- The proposal is directly supported by these policies.

Relevant Planning Policies

5.2.3 Supportive Housing

Policy 5-7: Council shall consider entering into a development agreement for proposals for supportive housing and nursing homes with more than twelve beds or units in any zone that permits residential uses. Council shall only enter into such a development agreement if Council is satisfied:

- a. the proposal is situated along an arterial or collector street, or vehicular traffic from the development to the nearest arterial or collector street can be effectively managed;
- b. the architectural design of the building, including, but not limited to, building material and orientation; the location, orientation, and size of windows and doors; and the roof pitch and material is complementary and compatible with—but not necessarily the same as—surrounding land uses;
- c. the bulk and massing of the building is complementary to and compatible with—but not necessarily the same as—neighbouring properties;
- d. the proposal is appropriately integrated into the built form of the existing neighbourhood through the use of setbacks and stepbacks;
- e. parking areas are planned and landscaped so as not to create adverse effects on neighbouring properties;
- f. stormwater runoff from impervious areas is appropriately managed and unlikely to cause disturbance on neighbouring properties or the natural environment; and
- g. the proposal complies with the general development agreement policies of Section 6.6 of this Plan.

Staff Note:

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

Relevant Planning Policies

5.6.2 Amenity Space in Multi Unit Dwellings

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

5.5.3 Automobile Parking

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

Staff Note:

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

Relevant Planning Policies

6.6.1 Development Agreement – General Requirements

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

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

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

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

Relevant Planning Policies

6.6.1 Development Agreement

Policy 6-23: ...

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

Relevant Planning Policies

6.7 General Criteria

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

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

Relevant Planning Policies

6.7 General Criteria – Information required if needed

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

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

Recommendation

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

STAFF RECOMMENDATION: Option One.

SYNOPSIS

Community Support Grants

Maggie's Place is seeking approval for their Community Support Grant to support their annual backpack program which provides good quality backpacks filled with school supplies to students across Cumberland County. Last year they were able to fill 350 backpacks with 245 of those going directly to those in need in Amherst.

The Amherst Black Education Committee is seeking an in-kind outdoor water line installation to support their community garden which currently hosts their Young Growers Collective Summer Program. This program creates a safe space for black youth in our community to learn practical skills while strengthening generational ties and promoting food security in Amherst.

The Nova Scotia Highlanders Regimental Museum was founded in 1986 and since then has been located in the Colonel J.L. Ralston Armouries. As the status of the Armouries is in transition, the Museum's history and legacy is being preserved and is now being relocated to 55 Victoria Street. This funding request will assist with the relocation to a more updated and accessible space while continuing to promote and preserve the valuable historical contributions of these brave military men and women. This will allow the story of their national contributions to be shared with more people. It will also serve as a much-needed anchor for tourism and activity in the downtown core.

MOTION 1:

That Council approve funding in the amount of \$2,500 for Maggie's Place to come from Community Support Grants.

MOTION 2:

That Council approve funding in the amount of \$1,500 (in kind) for Amherst Black Education Committee to come from Community Support Grants.

MOTION 3:

That Council approve funding in the amount of \$15,000 for the Nova Scotia Highlanders Regimental Museum to come from Operating Reserve – Community Support Area Rate.



AMHERST TOWN COUNCIL

CDR# 2026068

Date: June 22, 2026

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: June 22, 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 approve the following Community Support Grants as follows:

Organization/Applicant	Amount Recommended	Funding Stream
Maggie’s Place	\$2,500	Community Support Grant
Amherst Black Education Committee	\$1,500	Community Support Grant
Nova Scotia Highlanders Regimental Museum	\$15,000	Operating Reserve – Community Support Area Rate

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

DISCUSSION: Maggie’s Place is seeking approval for their Community Support Grant to support their annual backpack program which provides good quality backpacks filled with school supplies to students across Cumberland County. Last year they were able to fill 350 backpacks with 245 of those going directly to those in need in Amherst.

The Amherst Black Education Committee is seeking an in-kind outdoor water line installation to support their community garden which currently hosts their Young Growers Collective Summer Program.



This program creates a safe space for black youth in our community to learn practical skills while strengthening generational ties and promoting food security in Amherst. The Town would install a water service to a 4" x 4" post at the property line. The line would be winterized by staff at the end of the season. The Town would have to pay the water utility for the cost of the service installation.

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

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

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

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

ENVIRONMENTAL IMPLICATIONS: None

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

ALTERNATIVES:

1. Deny the funding request as listed
2. Fund different amounts or do not fund.

ATTACHMENTS: Community Support Grants Policy, 72000-08
Community Support Grant Application – Maggie's Place
Community Support Grant Application - Amherst Black Education
Committee
Nova Scotia Highlanders Regimental Museum Request for Support

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
POLICY NO: 72000-08

- 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: _____



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

ROLES AND RESPONSIBILITIES

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

For Administrative Use Only:

VERSION LOG

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

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

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

**TOWN OF AMHERST
COMMUNITY SUPPORT GRANTS POLICY**

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

Date: May 22, 2026

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

1. ORGANIZATION INFORMATION:

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

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$2500.00

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

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

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. Please attach all documents that support the funding request.

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

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

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

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

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

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



Maggie's Place 2026 Backpack & School Supply Giveaway

EXPENSES				Total cost
Item	Rate/Hour/ or Cost/ Unit	Hours or Units		
Backpacks			350.00	\$12,250.00
Supplies			350.00	\$10,500.00
Staffing	\$29/hr	40 hours		\$1,160
Staffing	\$30/hr	20 hours		\$600
Staffing	\$20/hr	70 hours		\$1,400
Travel (delivery for outreach)	.57 cents/ km @	500km		\$285.00
		Total Expense		\$26,195.00
INCOME				Amount
Source	Items covering			
Maggie's Place	Staffing & Travel			\$3,445.00
Donations from community				unknown
Grants				unknown
		Total need		\$22,750.00

Date: April 10 2026

COMMUNITY SUPPORT GRANTS
TOWN OF AMHERST
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

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

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ In Kind ^{outdoor} Water install

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)
Community Garden outdoor water install at
159 East Pleasant.

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. Please attach all documents that support the funding request.

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)
Food Security, Spring / Summer Program for kids

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

NAME	FUNDING IF ANY

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

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



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

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

Dear Town of Amherst,

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

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

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

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

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

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

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

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

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

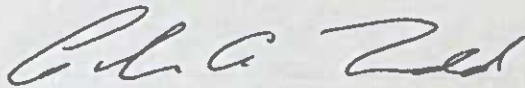
Your support will directly contribute to ensuring that the legacy of the Nova Scotia Highlanders—and the many individuals who served Canada—is preserved and shared for generations to come. It will also help position the museum as a destination of provincial and national significance, strengthening cultural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

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

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

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

Sincerely,



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

SYNOPSIS

Flowers, Fruit Baskets and Memorial Donations Policy Amendments

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

Staff have reviewed this policy as part of the overall policy review and are proposing amendments that include increasing the amounts, changing fruit basket to gift basket, including retired employees and adding a definition of such, amending the definition of immediate family and putting the policy into the new format.

Funding to carry out this policy is addressed annually in the operating budget.

MOTION:

That Council approve the Flowers, Fruit Baskets and Memorial Donations Policy #10350-11 with the proposed amendments.



AMHERST TOWN COUNCIL

RFD# 2026066

Date: June 22, 2026

TO: Mayor Small and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: June 22, 2026

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

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 Flowers, Gift Baskets and Memorial Donations Policy #10350-11 with the proposed amendments.

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

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

During the June 15, 2026, Committee of the Whole meeting, staff were asked to confirm the definition of immediate family to ensure that it is consistent with its use across the organization. The definition of immediate family in our union agreements includes spouse, children, parent, brother or sister of the employee, or any other person at the full discretion of the Employer. Staff have added "or any other person at the full discretion of the Employer" to the definition of immediate family to the proposed amendments.

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

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.





AMHERST TOWN COUNCIL

RFD# 2026066

Date: June 22, 2026

COMMUNITY ENGAGEMENT: No community engagement required.

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

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



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

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

PURPOSE:

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

POLICY STATEMENT:

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

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

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

DEFINITIONS:

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

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

Immediate Family - Shall mean a parent, ~~stepparent~~ **stepparent**, spouse, partner, ~~son, daughter,~~ **child, stepchild**, a family member who resides at the employee's primary household, ~~or any other person at the full discretion of the Employer.~~ **or any other person at the full discretion of the Employer.**

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

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

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Clerk	Ensure the policy is followed.

For Administrative Use Only:

VERSION LOG

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

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

SYNOPSIS

Accessibility, Inclusion, Diversity and Equity Committee Recommendations

At the May 13, 2026, Accessibility, Inclusion, Diversity and Equity Committee meeting, the Committee passed two motions to be forwarded to council for consideration for accessibility improvements at the Community Credit Union Business Centre.

These motions were in reference to the AIDE Strategic Plan and the yearly update report which included a Built Environment Assessment on the Community Credit Union Business Innovation Centre located at 5 Ratchford Street.

Costs to complete these tasks is unknown at this time however there would be a financial impact to the Operation Departments Budget as well as considerations made for the 2027/2028 budget deliberations.

MOTION:

That Council direct staff to carry out the accessibility improvements at the Community Credit Union Business Innovation Centre as recommended by the Accessibility, Inclusion, Diversity and Equity Committee that can be financially and operationally accommodated in the current fiscal year and provide a recommendation / plan for the remainder of the improvements in the 2027/28 operating and capital budget process.



AMHERST TOWN COUNCIL

RFD# 2026070

Date: June 22, 2026

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: June 22, 2026

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

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

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

RECOMMENDATION: That Council direct staff to carry out the accessibility improvements at the Community Credit Union Business Innovation Centre as recommended by the Accessibility, Inclusion, Diversity and Equity Committee that can be financially and operationally accommodated in the current fiscal year and provide a recommendation / plan for the remainder of the improvements in the 2027/28 operating and capital budget process.

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

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

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

2. That the Accessibility, Inclusion, Diversity and Equity Committee recommends to Council that they consider including funds in the 2027/2028 Capital Budget for the



following long-term improvements to the Community Credit Union Business Innovation Centre: 1. Investigate feasibility of an accessible rear entrance. 2. Renovate doorways to meet 36” clearance. 3. Investigate feasibility of a universal washroom (single use room) downstairs. 4. Install push buttons on Universal Washrooms upstairs. 5. Install handrails on both sides of staircase.

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

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

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

ENVIRONMENTAL IMPLICATIONS: None

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

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

ALTERNATIVES:

- 1 Deny the motions
- 2 Defer to next month

ATTACHMENTS: None

SYNOPSIS

Christie Foundation Donation

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

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

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

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

MOTION:

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

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



AMHERST TOWN COUNCIL

RFD# 2026066

Date: June 22, 2026

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: June 22, 2026

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

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

LEGISLATIVE AUTHORITY:

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

RECOMMENDATION: That Council approve the request to receive a donation of \$45,377 from the Dr. & Mrs. H.E. Christie Community Foundation to fund the grants listed below:

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

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

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

- Cumberland African Nova Scotia Association (CANSAs) - \$35,877 to fund their Tech Equity Access Initiative to assist students from low-income households to access computer technology;
- Cumberland County Minor Baseball Association - \$5,000 to help fund a 15U baseball program; and



- Fibre Arts Festival Society of NS - \$4,500 to support the Fibre Arts Festival to be held in Amherst Fall 2026.

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

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

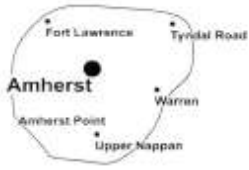
COMMUNITY ENGAGEMENT: No community engagement is contemplated in carrying out this request. The community engagement occurred between the organizations and the Dr. & Mrs. H.E. Christie Community Foundation.

ENVIRONMENTAL IMPLICATIONS: No environmental implications are anticipated with this business process.

ALTERNATIVES: Decline this request.

ATTACHMENTS:

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



Christie - Smith Community Fund

consisting of

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



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

Christie Fund

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

Phone: (902) 664-9779

E-mail: christiesmithfoundation@gmail.com

Smith Fund

Trustees:

26 May 2026

David H. Christie

Town of Amherst

Morris J. Haugg

attn: Sarah Wilson

Jennifer Brennan

98 Victoria St. East

Barry MacLeod

Amherst, NS

Donna Fitzpatrick

B4H 1X6

Mark Carter

Dear Sarah,

Linda Macleod

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

Cumberland African Nova Scotia Association (CANSA)

63 Victoria Street East

Amherst, NS B4H 1X7

Victoria Vance (902) 661-1509 x222

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

Cumberland County Minor Baseball Association

1301 Hwy 6

Warren, NS B4H 3Y2

Dawn Boutilier (902) 664-0709

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

Fibre Arts Festival Society of Nova Scotia

c/o Lesley Hart

24D Durley Street

Amherst, NS B4H 3X7

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

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

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

Sincerely,

John Matthews, Administrator

JM/hs

SYNOPSIS

Road Trails Designation By-law First Reading

ATV tourism offers the potential to positively impact the economy of the Town of Amherst. As such, council has an interest in providing access for ATVs to our commercial areas which would allow ATV tourists to frequent local businesses. While Council would like to provide access to all commercial areas, there are logistical issues to gaining ATV access to the South Albion Street area at this time.

The Eddy Road does provide a direct access from the ATV trail system to the downtown area therefore, the proposed By-law will designate Eddy Street as an ATV access trail from the town limit to a parking area located at 8 Eddy Street in accordance with the Nova Scotia Road Trails Act.

The Act includes several requirements for ATV operators on designated road trails, including but not limited to:

- Vehicle license, registration and insurance, and a valid operator driver's license under the Motor Vehicle Act.
- 25 km/h speed limit.
- No operation between 30 minutes after sunset and 30 minutes before sunrise.
- No passengers under 9 years of age.

This By-law does not impact any other street within the Town of Amherst.

The Town continues to work with the ATV Association of Nova Scotia and local property owners to potentially gain ATV access to the South Albion Street business area. If a route can be found, an amendment to this bylaw will be brought forward at future date.

Upon first reading of this By-law, a publicized public meeting will be scheduled ahead of consideration for second reading.

MOTION:

That Council give First Reading of the proposed Road Trails Designation By-law and direct staff to schedule a public meeting prior to second reading of the By-law.

TO: Mayor Small and Members of Council

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

DATE: June 22, 2026

SUBJECT: ATV Access – Road Trails Designation By-law

ORIGIN: Council gave the following direction at its May COW meeting:

That staff be directed to pursue downtown ATV access from Eddy Road, and communicate to the ATV Club that if they would like to investigate an alternative route as a long-term plan they will need to discuss it with the representatives from Maritime Sod and the County of Cumberland.

LEGISLATIVE AUTHORITY: MGA Section 172: *A council may make by-laws, for municipal purposes..." and then lists broad areas such as health, safety, protection of persons and property, public places, nuisances, transportation, businesses, and other municipal matters.* NS Road Trails Act Section 5(2): *A municipality may, by bylaw, designate a highway or part of a highway that is not a road owned by the Crown in right of the Province as a road trail.*

RECOMMENDATION: That Council give First Reading of the proposed Road Trails Designation By-law and direct staff to schedule a public meeting prior to second reading of the By-law.

BACKGROUND: As noted above, Council directed staff to pursue ATV access on Eddy Street to provide access to the downtown area. Mikhial Mansour, owner of the large parking lot at 8 Eddy Street has agreed to allow ATV parking on the lot. This permission is subject to change in the future as the lot is redeveloped. In due course, staff will pursue an MOU with Mr. Mansour to better define the terms of the lot use.

The attached draft By-law would designate Eddy Street as a "Road Trail". Assuming this by-law is given first reading, details, including but limited to, signage will need to be worked out.

It should be noted that previous Council direction related to the investigation of access to the South Albion commercial district included public engagement. No engagement has taken place for the Eddy Street access. Staff recommend that letters be sent property owners and residents on Eddy Street to ensure they are aware of this initiative.

The Traffic Authority have reviewed the draft by-law.

The Road Trails Act include several requirements for the operation of ATVs on designated road trails, including but not limited to:



- Vehicle license, registration and insurance, and a valid operator driver's license under the Motor Vehicle Act.
- 25 km/h speed limit.
- No operation between 30 minutes after sunset and 30 minutes before sunrise.
- No passengers under 9 years of age.

DISCUSSION: Council's direction in May also included communicating with the ATV club and the sod farm about an alternate route as a longer-term plan. This communication has been initiated.

FINANCIAL IMPLICATIONS: Minimal beyond the cost for signage.

SOCIAL JUSTICE IMPLICATIONS: Residents along Eddy Street may be impacted.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue.

COMMUNITY ENGAGEMENT: A public meeting will be scheduled prior to second reading of the by-law.

ALTERNATIVES: Do not approve the By-law.

ATTACHMENTS: Draft Road Trails Designation By-Law



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

APPROVAL DATE: _____

CAO Signature: _____

1. SHORT TITLE

This By-law is entitled Road Trails Designation By-law

2. DEFINITIONS

In this By-law:

- a) "Highway" means a means a highway as defined by section 3 of the Road Trails Act;
- b) "Town" means the Town of Amherst.
- c) "Road Trail" means a road trail as defined by section 3 of the Road Trails Act.

3. OPERATION ON ROAD TRAIL

Notwithstanding section 11 of the Motor Vehicle Act, a driver may operate an all-terrain vehicle, a dirt bike, or another off-highway vehicle of a class prescribed by the regulations, on a highway or part of a highway that is designated as a Road Trail under this By-Law if the driver meets all requirements of under the Road Trails Act and the Off-Highway Vehicles Act.

4. DESIGNATION

The Town hereby designates the portion of Eddy Street between and including 60 Eddy Street and 8 Eddy Street as a Road Trail pursuant to section 5(2) of the Road Trails Act:

For Administrative Use Only:

Road Trails Designation Bylaw P-10 Adoption	
First reading:	
Notice of Publication:	
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
	o ;	

Minutes reference date:

DRAFT

SYNOPSIS

Graffiti By-Law Second Reading

Last month Council gave first reading to a new Graffiti Bylaw. The draft Town of Amherst Graffiti By-law prohibits unapproved graffiti on structures, vegetation or property. If unapproved 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 Second Reading of the new Graffiti By-Law.

TO: Mayor Small and Members of Council

SUBMITTED BY: Dwayne Pike, Chief of Police

DATE: June 22, 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 Second 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: Notice of Intent to give Second Reading was posted on Town of Amherst social media on June 5, 2026.

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:

By-law Regarding Graffiti and Graffiti Removal in the Town of Amherst Adoption	
First reading:	May 25, 2026
Notice of Intent:	June 5, 2026
Second Reading:	
Notice of Publication and Effective Date of Bylaw:	
Notice to Service Nova Scotia & Municipal Relations:	

VERSION LOG

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

Minutes reference date:

SYNOPSIS

Vehicular Idling Control Policy Amendments

The Vehicular Idling Control Policy originally adopted by Council in 2006 is being updated to better reflect current operations, environmental goals, and enforcement needs. The revisions maintain the original intent of reducing unnecessary idling to lower emissions, fuel use, and costs while improving clarity, practicality, and alignment with modern municipal practices.

Key updates include replacing the rigid 60- second idling rule with a flexible, exception-based approach; updating definitions with plain language, and modernizing exemptions based on manufacturer requirements.

The amended policy also introduces reasonable limits for temperature-related idling, strengthens safety provisions, and removes vague language and includes a new roles and responsibilities section to improve accountability and support consistent enforcement.

MOTION:

That Council approve the amendments to the Vehicular Idling Control Policy #31400-01.

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: June 22, 2026

SUBJECT: Vehicular Idling Control Policy Amendments

ORIGIN: Policy and bylaw review.

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

RECOMMENDATION: That Council approve the amendments to the Vehicular Idling Control Policy #31400-01.

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

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

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

The proposed changes include:

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



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

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

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications

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

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

ALTERNATIVES:

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

ATTACHMENTS:

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



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

This policy does not apply to the following:

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

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

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

RESPONSIBILITIES

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

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

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	<ul style="list-style-type: none"> • Ensure the policy is reviewed periodically and updated as needed to reflect changes in best practices and ensure it meets the needs of the Town. • Be able to interpret and explain policy content
Council	<ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit)

For Administrative Use Only:

VERSION LOG

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

Minutes Reference Dates: 23 October 2006

SYNOPSIS

Commercial Water Service Policy Repeal

The Commercial Water Service Policy was originally approved by Council in 1989 to allow the Town to recover the costs of installing commercial water services. At that time, there was a difference in how services were billed: residential water services were installed at a flat rate, while commercial services were charged based on the actual cost of installation.

Today, the Town's Water Utility operates under rates and rules approved by the Nova Scotia Regulatory and Appeals Board, which govern how all water service installations are handled. Under these regulations, the Water Utility is responsible for installing service connections, and customers are responsible for the full installation cost, less a standard allowance for a basic ¾-inch service. The regulations also allow the Town to collect deposits based on estimated costs and adjust once the final costs are known.

As there is no longer a distinction between how residential and commercial water service installations are billed, this policy is no longer needed.

MOTION:

That Council repeal the existing Commercial Water Service Policy #31700-03.

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: June 22, 2026

SUBJECT: Commercial Water Service Policy Repeal

ORIGIN: A complete policy and bylaw review.

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

RECOMMENDATION: That Council repeal the existing Commercial Water Service Policy #31700-03.

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

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

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

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

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

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

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no direct environmental implications.





AMHERST TOWN COUNCIL

RFD# 2026073

Date: June 22, 2026

COMMUNITY ENGAGEMENT: There is no community engagement required.

ALTERNATIVES:

1. Do not repeal the existing policy.

ATTACHMENTS:

Commercial Water Service Policy #21700-03



DEPARTMENT: OPERATIONAL SERVICES

TITLE: **COMMERCIAL WATER SERVICE**

Minutes reference date: 16 January 1989

Page: 411

POLICY STATEMENT

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

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

SYNOPSIS

Cumberland Regional Library Board Request for Additional Members

The Cumberland Regional Library Board is currently made up of five appointed members including Councillors from each of the municipalities of Cumberland, Amherst and Oxford, and two citizen members appointed by the Province of Nova Scotia. The Library Board is requesting the addition of three community representatives to be selected by the respective Councils in an effort to strengthen the library board's connection to the community and aid them in making decisions that will benefit a larger sector of the population.

MOTION:

That Council approve the request from the Cumberland Regional Library Board to change to the composition of the Cumberland Regional Library Board as proposed.



AMHERST TOWN COUNCIL

RFD# 2026076

Date: June 22, 2026

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Chief Administrative Officer

DATE: June 22, 2026

SUBJECT: Library Board

ORIGIN: Request from the Cumberland Regional Library Board to change the composition of the Library Board.

LEGISLATIVE AUTHORITY: Section 10 (2c) of the Libraries Act specifies that the appointment of additional members requires agreement from all parties.

RECOMMENDATION: That Council approve the request from the Cumberland Regional Library Board to change to the composition of the Cumberland Regional Library Board as proposed.

BACKGROUND: The Library Board is currently made up of five appointed members including Councillors from each of the municipalities of Cumberland, Amherst and Oxford, and two citizen members appointed by the Province of Nova Scotia.

DISCUSSION: The Cumberland Regional Library Board is requesting the addition of three community representatives to be selected by the respective Councils.

FINANCIAL IMPLICATIONS: There are no financial implications to making these appointments.

SOCIAL JUSTICE IMPLICATIONS: Adding three community representatives is an effort to strengthen the library board's connection to the community and aid them in making decision that will benefit a larger sector of the population.

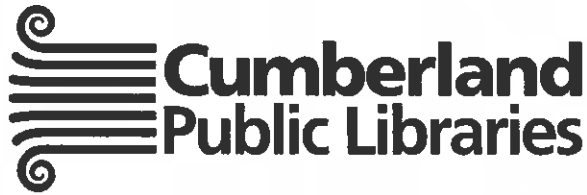
COMMUNITY ENGAGEMENT: The community will be engaged when seeking additional representatives.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

ALTERNATIVES: Do not approve the request from the library for additional Board members.

ATTACHMENTS: Letter of Request





PO Box 220
21 Acadia St., 2nd floor
Amherst, Nova Scotia
B4H 3Z2
information@cumberlandpubliclibraries.ca

Mayor Small and Municipal Council
Town of Amherst,
98 Victoria Street East,
Amherst, NS
B4H 1X6

June 2, 2026

Dear Mayor Small and Council:

I am writing to request a Council decision to change to the Cumberland Regional Library Board. The Library Board has been struggling due to its small size. Currently, the board is made up of 5 appointed members, Councillors from each of the municipalities of Cumberland, Amherst, and Oxford, and 2 citizen members appointed by the province of Nova Scotia.

We wish to add three community representatives to be selected by the respective Councils in an effort to strengthen the library board's connection to the community and aid us in making decisions that will benefit a larger sector of the population. The Library Board would request to have input on the selection process in order to have board members that represent different parts of the community or who have specific needed skills.

In total, that would mean a board comprised of;

- 1 Town of Amherst councillor;
- 1 Town of Oxford councillor;
- 1 Municipality of Cumberland councillors;
- 1 Equity, Diversity, Inclusion or Accessibility community member;
- 3 community members at large;
- and 2 provincially appointed representatives,

leading to a board of 9 individuals. A board of that size would allow for much more responsible governance, give the Library Board the ability to create subcommittees, and to allow for more perspectives.

Section 10 (2c) of the Libraries Act specifies that the appointment of additional members requires agreement from all parties:

- (2) A regional library board shall consist of*
- (a) one member appointed by each city, town and municipality that is a party to the agreement;*
 - (b) two members appointed by the Governor in Council; and*
 - (c) additional members appointed in such manner and number as the parties to the agreement agree.*

Therefore I am reaching out to you to ensure that the Council is in agreement with the proposed change to the makeup of the board. The library board will be discussing this at the September 3rd, 2026 meeting and so would appreciate an answer by that time.

Please contact me if you have any questions regarding this matter.

Sincerely,



Angel McCormick
Interim Chair,
Cumberland Regional Library Board

cc. Terry McManaman, Town of Amherst Councillor and Library Board Member

SYNOPSIS

Capital Budget Amendment Fire Apparatus Engine 3 Repairs

Engine 3 recently suffered a mechanical failure which required an immediate repair in order to ensure continued fire services coverage for the Town.

Our service provider, Cummins has provided a formal estimate of \$46,375.57 (excluding tax) to complete the engine overhaul. This estimate includes both parts and labour for work already completed related to the EGR cooler replacement and diagnostics, as well as the required repairs, including replacement of the cylinder head, water pump, oil cooler, liners, pistons, and bearings at their Fredericton facility. However, additional costs will be incurred that are not included in this estimate. These include transportation of the apparatus to Fredericton, which is expected to range between \$1,800 and \$2,400, depending on whether a float or tow service is used.

MOTION:

That Council approve an amendment to the 2026/27 capital budget in the amount of \$65,000 to repair fire apparatus engine 3, to be funded from the operating reserve.

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Greg Jones, Director, Fire Services

DATE: June 22, 2026

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

ORIGIN: 2026 – 2027 Capital Budget request

LEGISLATIVE AUTHORITY: 37000-01 Procurement Policy

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

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

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

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



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

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

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

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

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

ENVIRONMENTAL IMPLICATIONS: This will not present environmental implications.

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

ALTERNATIVES:

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

ATTACHMENTS:

No attachments



SYNOPSIS

Accessible Playground Design Build Contract

The 2026/27 General Capital Budget included funding to construct a new inclusive and accessible playground at Beacon Street Park. This project supports the Town's vision of enhancing accessible public spaces and expanding inclusive recreational opportunities within the community.

A Request for Proposals (RFP) was issued seeking qualified proponents to deliver a complete design-build, turnkey solution. The scope of work included playground design, supply and installation of equipment, accessible surfacing, landscaping, lighting, site preparation, demolition of the existing playground, and all associated site works.

The RFP closed on May 12, 2026. A total of four submissions were received.

Following evaluation, the proposal from Turf Masters Landscaping Ltd., in partnership with Glenn Group Ltd., achieved the highest overall score and was determined to offer the best overall value to the Town. Their submission demonstrated strong performance across all evaluation categories, with particular strengths in accessible design, quality, durability, and their relevant municipal experience.

The evaluation committee unanimously agreed that this proposal best aligns with the Town's vision for Beacon Street Park. It presents a well-integrated, constructible design that exceeds minimum accessibility standards while supporting long-term durability and ease of maintenance.

MOTION:

That Council award RFP-26-03 for the Design Build of an Inclusive & Accessible Playground to Turf Masters Landscaping Ltd. in the amount of \$999,800.00 plus applicable taxes, as the highest scoring proponent in accordance with the evaluation criteria set out in the RFP.

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: June 22, 2026

SUBJECT: RFP-26-03 Design Build Inclusive & Accessible Playground

ORIGIN: 2026/27 general capital budget.

LEGISLATIVE AUTHORITY: MGA Section 65A (4) - Authority to expend funds as approved in the capital budget.

RECOMMENDATION: That Council award RFP-26-03 for the Design Build of an Inclusive & Accessible Playground to Turf Masters Landscaping Ltd. in the amount of \$999,800.00 plus applicable taxes, as the highest scoring proponent in accordance with the evaluation criteria set out in the RFP.

BACKGROUND: The 2026/27 general capital budget included funding to construct a new inclusive and accessible playground at the Beacon Street Park. This project supports the Town's vision of improving inclusive recreation opportunities and enhancing accessible public spaces within the community.

DISCUSSION: A Request for Proposals was issued seeking qualified proponents to provide a complete design-build turn-key solution for the construction of an Inclusive and Accessible Playground at Beacon Street Park, with a closing date of May 12, 2026.

The RFP required proponents to provide a turnkey solution including playground design, supply and installation of playground equipment, accessible surfacing, landscaping, lighting, site preparation, demolition of the existing playground, and associated site works.

Four submissions were received:

- Turf Masters Landscaping Ltd. / Glenn Group Ltd.
- Tessier Récréo-Parc
- Parkside Recreation Inc. / Durum Services Inc.
- Flagship Construction / Cobequid Consulting

The proposals were reviewed for compliance and evaluated in accordance with the weighted criteria identified within the RFP documents that included Project Price, Design Quality &



Innovation, Accessibility & Inclusivity, Timeline & Project Delivery, Warranty & Maintenance, and Experience & References.

An evaluation committee of 4 staff independently completed a detailed review of all submissions and scored each proposal based on the evaluation criteria and weighting established within the RFP document.

The proposal submitted by Turf Masters Landscaping Ltd., in partnership with Glenn Group Ltd., achieved the highest overall score and was determined to provide the best overall value to the Town. The submission demonstrated strong performance across all evaluation categories, particularly in accessible design, overall quality, durability, and municipal experience.

The evaluation committee unanimously agreed that the proposal best aligned with the Town's vision for Beacon Street Park, offering a well-integrated, constructible design that exceeds minimum accessibility standards and supports long-term maintainability.

FINANCIAL IMPLICATIONS: The 2026/27 general capital budget included \$1,272,241 inclusive of non-recoverable HST funded by long term debt for this project. Based on the proposed cost of the project of \$1,038,362 inclusive of non-recoverable tax, leaving some contingency funding available should unforeseen site conditions or construction-related issues be encountered. An example would be that we will be adding security cameras to the project.

Staff have also submitted funding applications related to the project, and if approved, will offset the Town's overall financial contribution.

COMMUNITY ENGAGEMENT: Upon award staff will issue a media release and provide ongoing updates to the community regarding project timing, impacts, and completion milestones.

ENVIRONMENTAL IMPLICATIONS: There are minimal environmental implications associated with this decision.

SOCIAL JUSTICE IMPLICATIONS: This project will create an inclusive and accessible space that supports equitable access to recreation for children and families of all abilities.

ALTERNATIVES: Do not award the RFP and advise the proponents of Council's decision.

ATTACHMENTS: None

SYNOPSIS

East Pleasant Street Property Purchase

At the June 15, 2026, Committee of the Whole the CAO was given direction to submit an offer to purchase three properties at 141/143 East Pleasant Street, directly across from the location of the proposed new soccer track and field complex, which have been listed for sale.

These properties could potentially be used as overflow 'grass' parking for the soccer / track and field complex. Depending on the how solid the land is, this property could accommodate approximately 100 vehicles.

This offer has been submitted, and to expedite the purchase process, staff should be authorized to sign the purchase and sale agreement and close the deal provided all conditions of the purchase as required by Committee of the Whole are satisfied. This will remove the need for a special meeting later in the summer.

MOTION:

That Council authorize the purchase of 141/143 East Pleasant Street, subject to the conditions set out at the June 15, 2026, Committee of the Whole; and further authorize the CAO to sign the purchase and sale agreement on behalf of the Town.



AMHERST TOWN COUNCIL

RFD# 2026078

Date: June 22, 2026

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Chief Administrative Officer

DATE: June 22, 2026

SUBJECT: East Pleasant Street Property Purchase

ORIGIN: Staff direction received at the June 15, 2026, Committee of the Whole closed session meeting to submit an offer to purchase the property located at 141/143 East Pleasant Street, subject to conditions.

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

RECOMMENDATION: That Council authorize the purchase of 141/143 East Pleasant Street, subject to the conditions set out at the June 15, 2026, Committee of the Whole; and further authorize the CAO to sign the purchase and sale agreement on behalf of the Town.

BACKGROUND: The CAO has been approached by Eleanor Riley to gauge the Town's interest on purchasing her property located on East Please Street, directly across from our new soccer / track and field complex.

DISCUSSION: Ms. Riley owns three properties across the street from the proposed new soccer / track and field complex. She approached the CAO in late May to see if the Town was interested in purchasing them. The properties have recently been listed for sale with a local realtor. These properties could potentially be used as overflow 'grass' parking for the soccer / track and field complex. Depending on the how solid the land is, this property could accommodate approximately 100 vehicles. With the permission of Ms. Riley, Engineering staff have visited the property to visually determine if the ground condition is viable for parking on the grass. Ms. Riley shared an appraisal of the three properties. The listing price is \$100,000. Staff feel that we should acquire the property for overflow parking. Should it be determined that this parking is not needed in the future (unlikely) we can always sell the property for housing. It is likely that a fence will be required next to any adjacent houses to mitigate the impact of the parking facilities.

FINANCIAL IMPLICATIONS: Purchase cost can be accommodated from either the operating or capital reserve.

SOCIAL JUSTICE IMPLICATIONS: Obtaining this property would allow easy access for parking for the proposed new soccer track and field complex.



COMMUNITY ENGAGEMENT: There has been no community engagement.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

ALTERNATIVES: Do not approve the purchase.

ATTACHMENTS: None

Internal Committee Report

Planning Advisory Committee

June 2026

The Planning Advisory Committee met on Monday, June 1, 2026.

The Committee heard an appeal of the Dangerous and Unsightly Premises Administrator's decision ordering the property owner of the apartment building located at 99 Rupert Street to engage a qualified pest control professional to carry out an inspection and eradication of cockroaches and bed bugs an apartment of the apartment building. A motion was passed to uphold the Administrator's decision and deny the appeal. A further motion was also passed ordering that the property owner engage a qualified pest control professional to carry out a thorough inspection and remediation of the entire building.

The Committee also considered the YMCA of Cumberland's application for a 36-unit apartment development at 1 Albion Street. The Committee failed to make a recommendation on the application. Council will consider 1st reading and scheduling of a public hearing for the development agreement at the June 22nd regular Council meeting.

Internal Committee Report

Amherst Board of Police Commissioners

June 2026

The Amherst Board of Police Commissioners met on Tuesday, May 26, 2026.

The Chair welcomed the two newest Board members, Alex Harrison and Chris Johanneson and gave them their oaths of office and swore them in as Commissioners. The new members also signed the Code of Conduct for Municipal Volunteers Policy acknowledging they had read and understood the Policy.

Chief Pike reviewed the Board member orientation presentation that was included for members in the agenda package. The Chief also provided a verbal update on the Amherst Police Department's strategic plan and reviewed the Chief's report.

The next meeting of the Amherst Board of Police Commissioners is scheduled for Tuesday, September 8, 2026, at 3:00 p.m.

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

External Committee Report

Cumberland Public Libraries

June 2026

Approved Board minutes are now available on the Library's website
www.cumberlandpubliclibraries.ca/about-us/

In the year 2025-26 Cumberland Public Libraries signed out 150,113 items, 60,483 items in the Amherst library alone. This includes books, movies, TV shows, magazines, ebooks and more.

Also, over the course of the year, the Amherst library held 180 programs with 3,484 people in attendance. The Amherst library had 40,709 in person visits.

The next Board meeting is scheduled for July 14, 2026.

External Committee Report

YMCA of Cumberland

June 2026

The YMCA Annual General meeting will take place June 23, 2026, at the YMCA, 92 Church Street. All are welcome. Special guest this year is Peter Dinsdale, President and CEO of YMCA Canada. Please RSVP to Beth.doucette@cumberland.ymca.ca

On July 11, 2026, Drive for Your Community Event partnered with Taylor Ford Amherst Ltd will be taking place. For every test drive completed, Taylor Ford will donate \$30 to the YMCA Strong Communities Campaign, helping us continue to provide programs and services that strengthen our community. This event is being held at the YMCA of Cumberland from 9:00 a.m. – 2:00 p.m. You can reserve your test drive time slot by visiting the YMCA Front Desk or calling (902) 667-9112. Take a drive. Make a difference. Support your community!

YMCA Canada governance volunteers recently completed a Governance Review of our YMCA. A report was presented to the Board of Directors on June 8, 2026, with recommendations to consider.

The audit is still in progress. The year end financial statements and annual report will be available following the AGM.

The new Anchor Manager started on June 22, 2026. Several new or open positions are currently being advertised for, or interviews are being conducted. A key position is for a Finance Manager. Interviews took place the week of June 16. Summer student hiring also continues.