

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: February 2, 2026
Time: 6:00 pm
Location: Council Chambers, Town Hall

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

Staff Present
 Jason MacDonald, Chief Administrative Officer
 Lori O'Connell, 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 Davidson
 To approve the agenda as circulated.

Motion Carried

3.2 Acceptance of Minutes

3.2.1 January 21, 2026 Special Meeting

The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the January 21, 2026, special meeting of Council were accepted as included in the agenda package.

3.2.2 December 15, 2025 Regular Meeting

The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the December 15, 2026, special meeting of Council were accepted as included in the agenda package.

4. PRESENTATION

4.1 Lillian Allbon Animal Shelter - Mark Casey

Mark Casey presented to Council, requesting a review of the Memorandum of Understanding (MOU) between the Lillian Allbon Animal Shelter and the Town of Amherst, as well a request to increase the annual funding from \$10,000 to \$25,000 due to the upsurge in activities and costs incurred at the Shelter since the signing of the MOU in 2010.

5. REQUESTS FOR DECISION

5.1 Curling Club Community Support Grant

Moved By Deputy Mayor Chambers
 Seconded By Councillor Ripley
 That Council give approval for the Amherst Curling Club to carry over into fiscal year 2026/27 the 2025 Community Support Grant in the amount of \$8,000.

Motion Carried

5.2 Requests for Proclamations and Flag Raising Ceremonies Policy

Moved By Councillor Davidson

Seconded By Deputy Mayor Chambers

That Council approve the amendments to the Requests for Proclamations and Flag Raising Ceremonies Policy.

Motion Carried

Moved By Councillor Furlong

Seconded By Councillor Ripley

That when marketing the new policy and receiving requests for proclamations and flag raisings that staff incorporate the rationale as to why there will be formal flag-raising ceremonies held at the Church Street flag poles for African Heritage Month, Pride Month and National Indigenous Peoples Day as set out in the new policy.

Motion Carried

TITLE: Requests for Proclamations and Flag Raising Ceremonies Policy
SECTION: All Town Departments
POLICY NO: 10350-14

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

POLICY STATEMENT

1. Proclamations

Proclamations will only be made in support of specific community events or activities in or around the Town at the request of the organizing group.

Requests must:

- Be made in writing to the CAO at least two weeks in advance
- Include proposed wording for the proclamation.

Requests must be approved by the CAO or designate, who may, at their discretion, refer the request to Council.

2. Flag Raisings

2.1 Location and General Requirements

Flags will only be placed on the Town-owned flagpole at the intersection of Church and Albion Streets in support of recognized community events or activities.

- Maximum duration: **five (5) days**
- The requesting organization must pick up their flag after the display period.
- Requests must be submitted in writing to the CAO at least two weeks in advance.
- Flag raising and Proclamation requests must be approved by the CAO or designate, who may refer them to Council at their discretion if he/she feels it raises considerations community impact, legal or reputational risk, precedent-setting implications, or misalignment with municipal priorities and policies.

2.2 Flag Raising Ceremonies

Formal flag-raising ceremonies will be held at the Church Street flag poles for the following three annual civic observances to accommodate the larger participation numbers:

1. African Heritage Month (1st week of February)
2. Pride Month (typically June or July)
3. National Indigenous Peoples Day (June 21st)

For these events, the Town will coordinate a formal ceremony which may include remarks, participation by Council, and support from Town staff.

2.3 All Other Approved Flag Raisings

For all other approved flag raising requests:

- The flag will be raised by staff on the approved date without an on-site ceremony.
- Community organizations may request a ceremony in the lobby of town hall to read the proclamation and give remarks highlighting the organization.
- The flag and/or proclamation will be shared across Town social media platforms to help promote awareness.

This approach maintains inclusive recognition of community groups.

3. Conditions for Approval

In general, it shall be the policy of Council to approve requests only when:

- a) The message being conveyed is considered to be for the public good;
- b) The request does not promote one group or individual to the detriment of another;
- c) The flag is in good condition (no rips or fading);
- d) All ropes, attachments, or hardware are supplied by the applicant, if required.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director, Community Living	Ensure the guidelines of the policy are clear to community organizations
CAO	Approve applications in a timely manner
Council	Continue to encourage and support the inclusive and equitable approval of this policy

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Minor wording to make policy more inclusive and equitable	Director, Community Living	Council	March 27, 2023
Modify the procedures for flag raising requests and ceremonies	Director, Community Living	Council	

5.3 North Tyndal Wellfield Land Acquisition

Moved By Councillor Furlong

Seconded By Councillor McManaman

That Council approve the purchase of PID # 25252248 from Delco Forest Products Ltd. for \$90,000 (plus applicable HST), with all funds to be paid from the Nova Scotia Department of Environment and Climate Change Nature Agreement and further that that CAO and Mayor be authorized to execute the necessary agreements.

Motion Carried

5.4 Write-Off Uncollectable Accounts Receivables

Moved By Councillor McManaman

Seconded By Councillor Wells

That Council approve the proposed list of write off uncollectible accounts in the amount of \$44,334.07.

Motion Carried

5.5 Joint Councils Terms of Reference Policy

Moved By Councillor Ripley

Seconded By Councillor Davidson

That Council repeal the Joint Councils Terms of Reference Policy #10350-27.

Motion Carried

TOWN OF AMHERST POLICY

NUMBER 10350-27

DEPARTMENT: Executive

TITLE: Joint Councils Terms of Reference

Minutes reference date: February 25, 2019

1st Revision date:

Introduction

The Councils of the Municipality of the County of Cumberland ("the County"), the Town of Oxford ("Oxford") and the Town of Amherst ("Amherst") wish to establish a committee through which issues of mutual interest may be discussed at the council level. To this end, the Joint Council Committee has been established as a standing committee of each of the Councils.

1. Goals

To assist the Councils in an effort to:

- Identify opportunities for and encourage coordination, cooperation or sharing of services and/or programs between the municipal units.

- Promote the Cumberland region as a vibrant and healthy community that is a great place to live, work and play.

2. Purpose

The purpose of Committee is to:

- Facilitate communication between and among elected officials and provide a forum for the exchange of information on issues of mutual interest;
- Review studies, plans and proposals related to the approved committee goals and provide comments to staff and recommendations Councils.
- Propose policy changes that would encourage or enable the Committee's approved goals.
- Act as a single forum for presentations or report to both municipalities when appropriate. (example – grants to organizations)

3. Membership

- All elected members of the Councils of all three units are voting members of this committee.
- The CAO's are non-voting members of the Committee.
- The Warden and Mayors shall act as the chair on a rotating basis.
- The Municipal Advisor who has been appointed by the Department of Municipal Affairs for the region shall be an ex-officio member

4. Meetings

- The Committee will meet on the first Tuesday of February, May, September, and December of each year.
- Together, the Warden and Mayors may convene additional meetings as deemed necessary in consultation with the CAO's.
- A quorum will consist of fifteen voting members including at least two voting members of each Council.
- Meeting location and coordination shall rotate among the three municipal units.
- Minutes shall be kept and the municipality coordinating the meeting will provide administrative support.
- Agenda items will be compiled by the hosting Municipal Clerk or CAO. Any agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee on the Friday immediately preceding the scheduled meeting. Agendas and staff reports shall also be posted to the Amherst website prior to the meeting. The County and Oxford shall post a link to the agenda on their respective websites.
- No additions to the agenda will be permitted at the beginning of a meeting unless unanimously accepted.

5. Role and Responsibility of Staff

Staff representatives from the County, Oxford and Amherst shall provide administrative and research support to the Committee. This includes, but is not limited to the preparation and distribution of agendas and staff reports. Staff of each municipal unit will maintain a copy of all official records pertaining to the committee within their organization in accordance with their records management policy.

6. Reporting and Communication

Meetings of the Committee shall take place in accordance with Section 22 of the Municipal Government Act.

A meeting report including the meeting agenda, draft minutes and any forthcoming recommendations shall be presented to all councils at their next regular meeting.

Approved motions of the committee shall constitute recommendations to each of the Councils of the County, Oxford and Amherst.

7. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

8. Amendments

The Committee may recommend amendments to these terms of reference to each of the participating councils. Any amendments must be approved by all three Councils to be effective.

5.6 Christie Foundation Donation

Moved By Councillor Wells

Seconded By Deputy Mayor Chambers

That Council approve the request to receive a donation of \$10,000 from the Dr.& Mrs. H.E. Christie Community Foundation to fund a corresponding grant of \$10,000 to the Cumberland County Minor Hockey Association.

Motion Carried

5.7 YMCA of Cumberland Request for Funding

Moved By Deputy Mayor Chambers

Seconded By Councillor Wells

That Council approve the funding request from the YMCA of Cumberland in the amount of \$9,000 to come from the Strategic Priority Reserve.

Motion Carried

6. INTERNAL COMMITTEE REPORTS

6.1 Amherst Board of Police Commissioners - Davidson

Information item only.

6.2 Amherst Youth Town Council- Wells
Information item only.

7. EXTERNAL COMMITTEE REPORTS

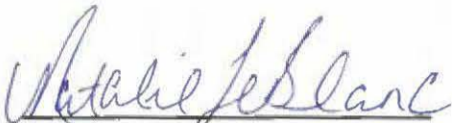
7.1 Cumberland Public Libraries - McManaman
Information item only.

7.2 Cumberland YMCA - Chambers
Information item only.

7.3 Northern Region Solid Waste Management - Furlong
Information item only.

8. ADJOURNMENT

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



Natalie LeBlanc
Municipal Clerk



Robert Small
Mayor