

TOWN OF AMHERST
Regular Council Meeting
Minutes

Date: June 22, 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
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Economic Development
Krista Crossman, Director, Human Resources
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
Sean Payne, Marketing & Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

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1. **CALL TO ORDER**
Mayor Small called the meeting to order at 6:00 p.m.
3. **TERRITORIAL ACKNOWLEDGMENT**
Mayor Small gave the Territorial Acknowledgement.
2. **APPROVAL OF AGENDA / ACCEPTANCE OF MINUTES**
- 2.1 Approval of Agenda
Moved By Councillor Furlong
Seconded By Councillor McManaman
To approve the agenda as circulated.
- Motion Carried
- 2.2 Acceptance of Minutes
- 2.2.1 May 8, 2026 Special Council
The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the May 8, 2026, special Council meeting were accepted as included in the agenda package.
- 2.2.2 May 25, 2026 Regular Council
The Mayor called for any errors or omissions in the minutes. There being none, the minutes of the May 25, 2026, Council meeting were accepted as included in the agenda package.
4. **REQUESTS FOR DECISION**
- 4.1 Amherst Youth Town Council Policy
Moved By Deputy Mayor Chambers
Seconded By Councillor Ripley
That Council approve the amendments to the Amherst Youth Town Council Policy as presented.
- Motion Carried

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.**
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 ~~15~~ **10**.
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.
- 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.

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

4.21 Albion Street Development Agreement First Reading

Moved By Councillor Davidson

Seconded By Councillor Wells

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.

Motion Carried

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*.

SIGNED AND DELIVERED

In the presence of

FOR THE OWNER

Name:

Trina Clarke, Chief Executive Officer
The YMCA Association of Cumberland

In the presence of

THE TOWN OF AMHERST

Name:

Rob Small, Mayor

Jason MacDonald, MCIP, LPP, CAO

Schedule A – Terms and Conditions:

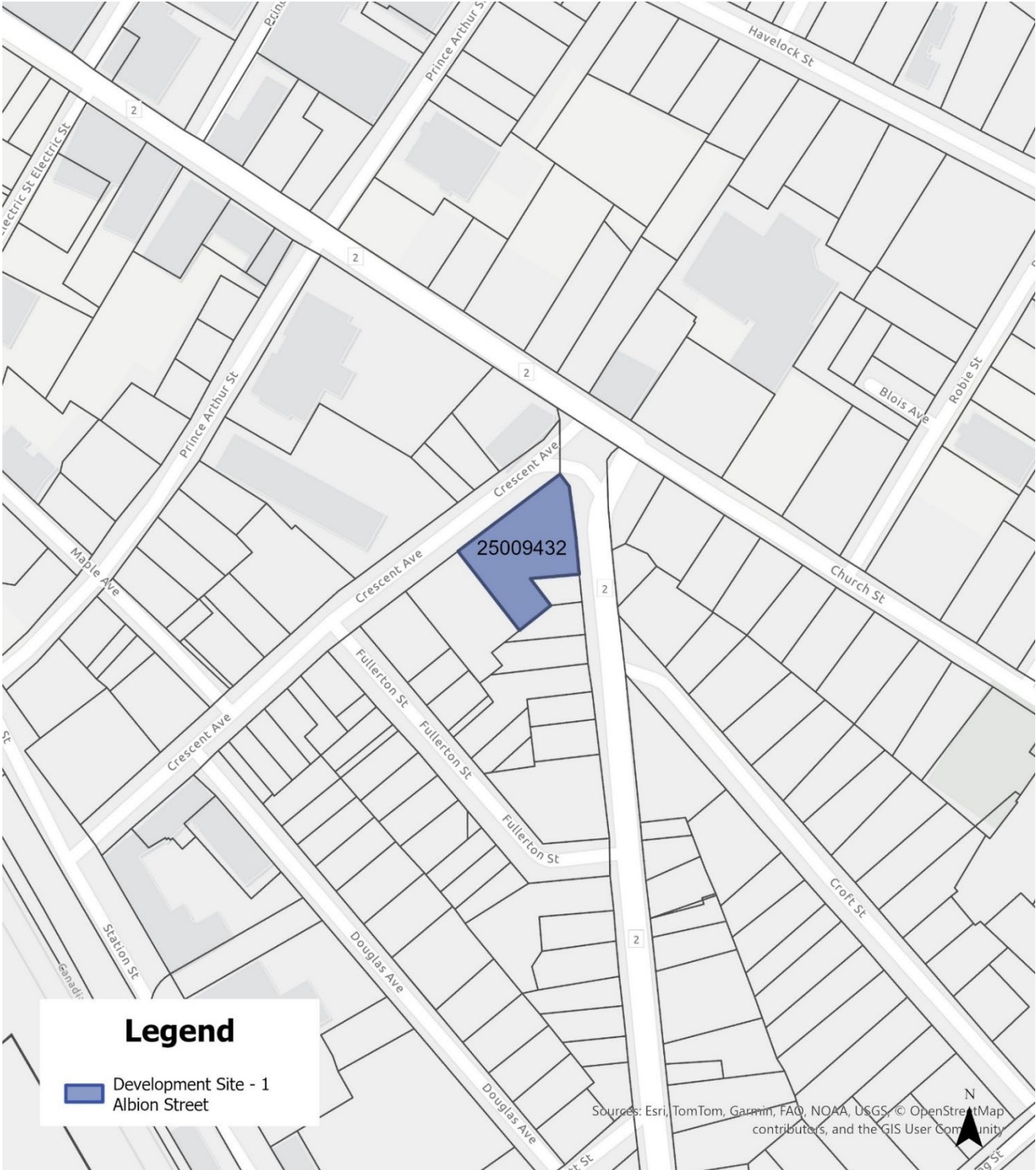
1. USE OF LAND AND BUILDINGS

- 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.

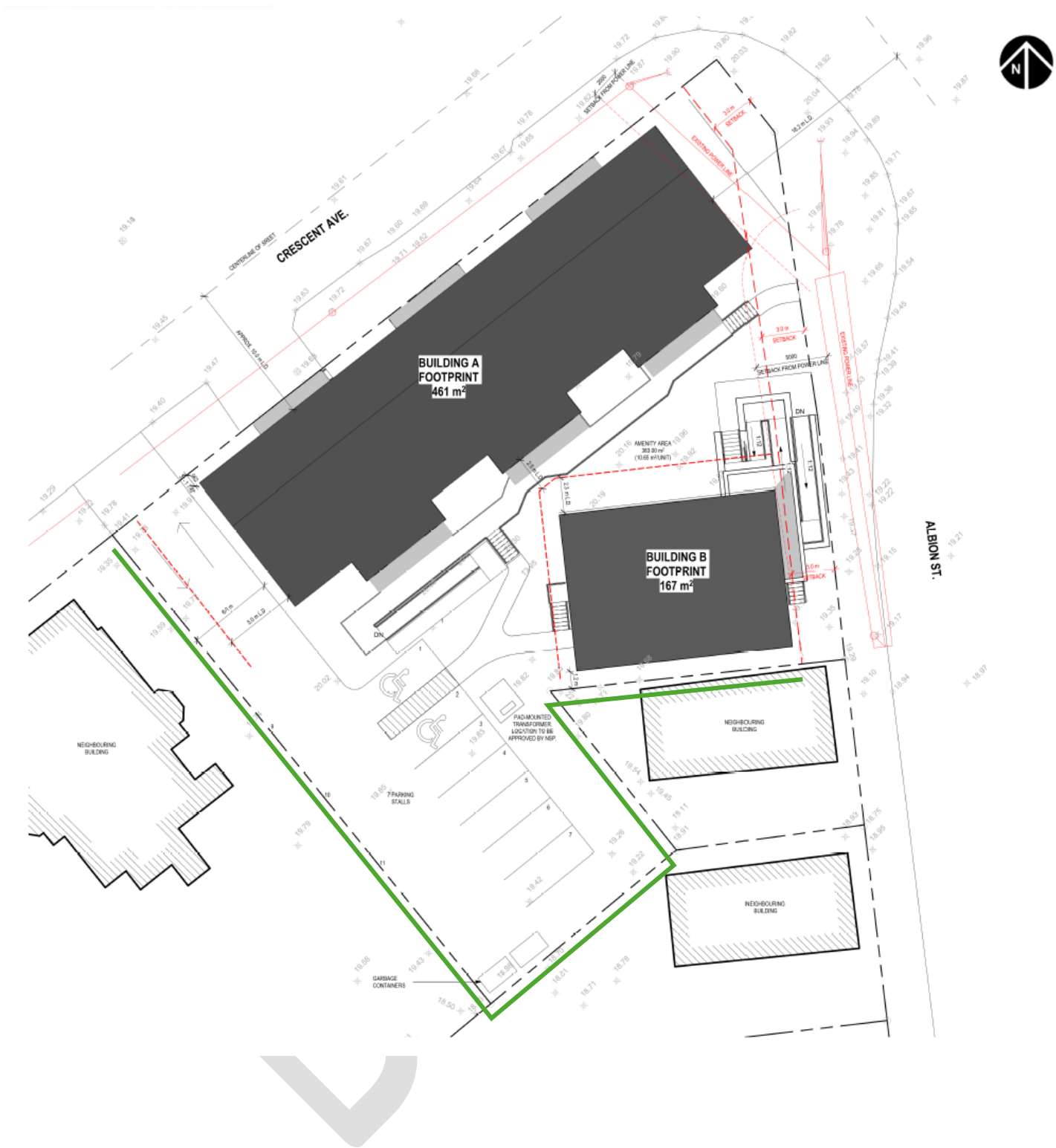
2. GENERAL REQUIREMENTS

- 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:

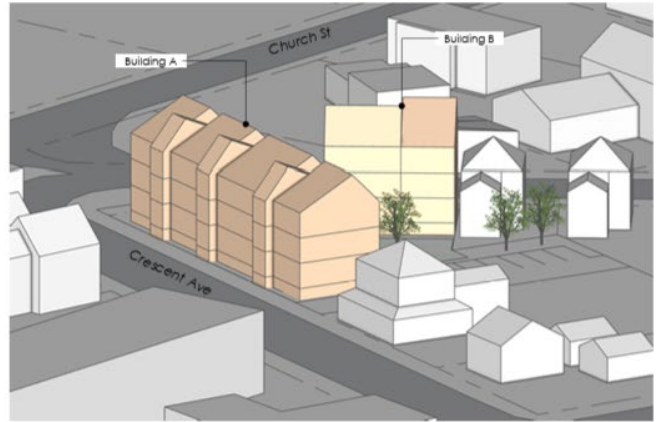
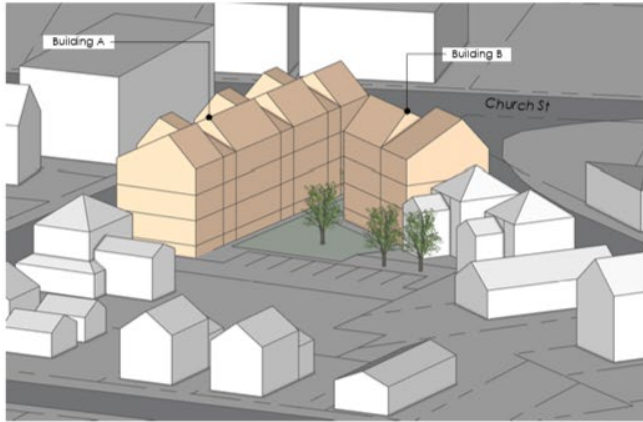


Schedule C – Site Plan:
Site Plan Not to Scale



Schedule D – Building Elevations:





Andrew Fisher left the meeting at this time.

4.3 Community Support Grants

**Moved By Councillor Furlong
Seconded By Councillor Wells**

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

Motion Carried

**Moved By Councillor Furlong
Seconded By Councillor McManaman**

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

Against (1): Mayor Small

Motion Carried

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

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.

Motion Carried

4.4 Flowers, Fruit Baskets and Memorial Donations Policy

Moved By Councillor McManaman

Seconded By Councillor Furlong

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

Motion Carried

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 for** of current Council members, employees, members of Boards and Commissions and past members of Council **or retired employees** in cases of death or hospitalization.

POLICY STATEMENT:

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

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

DEFINITIONS:

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

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

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

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

4.5 Accessibility, Inclusion, Diversity and Equity (AIDE) Committee Motions
Moved By Councillor Wells
Seconded By Councillor McManaman
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.

Motion Carried

4.6 Christie Foundation Donation
Councillor McManaman declared a conflict of interest and took a seat in the galley.
Moved By Deputy Mayor Chambers
Seconded By Councillor Davidson
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.

Motion Carried

Councillor McManaman returned to his seat in chambers.

Krista Crossman and Sharon Bristol left the meeting at this time.

4.7 Road Trails Designation By-law First Reading
Moved By Councillor Ripley
Seconded By Councillor Furlong
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.

Motion Carried

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:

4.8 **Graffiti By-law Second Reading**
Moved By Councillor Davidson
Seconded By Councillor Wells
That Council give Second 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

- In this by-law all words have the usual meaning from dictionaries of the English language except for the following:
 - “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;
 - “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:
 - 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;
 - “Hate-Based Graffiti”** includes drawings or messages that convey political, racial, misogynistic, religious or ethnic slurs;
 - “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;
 - “Offensive Graffiti”** includes drawings or messages that are lewd, indecent, obscene or contain profane, vulgar or offensive language;
 - “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;
 - “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;
 - “Public Place”** means a place to which the public has access, as of right or by invitation, expressed or implied;
 - “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:

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:

4.9 **Vehicular Idling Control Policy**
Moved By Councillor Furlong
Seconded By Councillor Wells
That Council approve the amendments to the Vehicular Idling Control
Policy #31400-01.

Motion Carried

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

APPROVAL DATE: _____ CAO Signature: _____

INTRODUCTION- PURPOSE
Air quality, climate change and energy conservation discussions are becoming increasingly common among all levels of government. One issue that incorporates all three concerns is unnecessary vehicle idling. ~~It is recognized that contaminants from vehicle exhaust are a major contributor to deteriorating air quality and climate change. In addition, these contaminants are linked to significant respiratory health effects.~~
The Town of Amherst is committed to reducing greenhouse gas emissions, improving air quality, protecting employee and public health, and reducing fuel consumption and operating costs.

Unnecessary vehicle idling contributes to increased emissions, fuel waste, and premature equipment wear. This policy establishes clear expectations to minimize idling across all Town operations.

POLICY STATEMENT
~~Employees of the Town of Amherst shall not allow a vehicle to idle for more than 60 seconds, as stated in the definition of idling.~~
Employees shall limit vehicle idling to no more than 60 seconds, except where operational requirements, safety considerations, weather conditions, or manufacturer specifications require otherwise.

Vehicles shall be shut off when parked or not actively in use, including at job sites, facilities, or during work planning activities.

DEFINITIONS

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

Idling does not include situations where the engine is required to power auxiliary equipment necessary to complete work activities (e.g., plows, pumps, hydraulic systems, or specialized equipment).

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

Any motorized equipment used for transportation or work that is powered by an engine. This includes cars, trucks, loaders, tractors, snowplows, and any other equipment owned, leased, or operated by the Town.

EXEMPTIONS

This policy does not apply to the following:

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

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	• 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	• 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

Moved By Councillor Ripley
Seconded By Councillor McManaman
That Council repeal the existing Commercial Water Service Policy #31700-03.

Motion Carried

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.

4.11 **Cumberland Regional Library Board Request for Additional Members**
Moved By Councillor McManaman
Seconded By Councillor Ripley
That Council approve the request from the Cumberland Regional Library Board to change to the composition of the Cumberland Regional Library Board as proposed.

Motion Carried

4.12 **Capital Budget Amendment Fire Apparatus Engine 3 Repairs**
Moved By Councillor Furlong
Seconded By Councillor Wells
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.

Motion Carried

4.13 **Accessible Playground Design Build Contract**
Moved By Councillor Wells
Seconded By Councillor McManaman
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.

Motion Carried

4.14 **East Pleasant Street Property Purchase**
Moved By Councillor Ripley
Seconded By Councillor McManaman
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.

Motion Carried

5. INTERNAL COMMITTEE REPORTS

5.1 Planning Advisory Committee - Ripley

Information item only.

5.2 Amherst Board of Police Commissioners - Furlong

Information item only.

6. EXTERNAL COMMITTEE REPORTS

6.1 Cumberland Public Libraries - McManaman

Information item only.

6.2 Cumberland YMCA - Wells

Information item only.

7. ADJOURNMENT

Mayor Small congratulated former Councillor Dale Fawthrop and Shelley Carroll on the success of their recent play which raised just over \$4,000 in donations for the Amherst Food Bank. He also thanked Councillor Furlong for the t-shirts for this event.

With this being the last regular Council meeting before the summer break, Mayor Small also noted the many events that will be happening in our community over the summer months, particularly Canada Day, and thanked staff for the all the work done with clean up and repairs in the community noting that he is receiving several positive comments.

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

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor