



Town of Amherst
North Tyndal Wellfield Advisory Committee Meeting
Agenda

Date: **Tuesday, April 21, 2026**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
1.1 Territorial Acknowledgement	
"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."	
1.2 Approval of Agenda	
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TOWN OF AMHERST
North Tyndal Wellfield Advisory Committee Meeting
Minutes

Date: October 7, 2025
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present Rob Small, Town of Amherst, Mayor, Chair
Terry McManaman, Town of Amherst, Councillor, Vice Chair
Fred Gould, Cumberland County, Deputy Mayor
Anthony Fromm, Cumberland County, Councillor
Keith Thompson, Town of Amherst, Citizen Representative
Daniela MacKay, Cumberland County, Citizen Representative

Members Absent Justin Waugh-Cress, Cumberland County, Director of Public Works

Staff Present Aaron Bourgeois, Town of Amherst, Director of Operations
Andrew Fisher, Town of Amherst, Director of Planning & Economic Development
Sean Payne, Town of Amherst, Marketing & Communications Officer
Natalie LeBlanc, Town of Amherst, Municipal Clerk
Cindy Brown, Town of Amherst, Administrative Assistant

1. CALL TO ORDER

The Chair called the meeting to order.

1.1 Territorial Acknowledgement

The Chair gave the Territorial Acknowledgement.

1.2 Approval of Agenda

Moved By Councillor Fromm

Seconded By Deputy Mayor Gould

That the agenda be approved as circulated.

Motion Carried

1.3 Acceptance of Minutes - April 8, 2025

The Chair called for any errors or omissions in the minutes. There being none, the minutes of the April 8, 2025, meeting of the North Tyndall Wellfield Advisory Committee were accepted as included in the agenda package.

2. Amherst Water Utility Updates

Aaron Bourgeois reviewed his memo, included in the agenda package, which provided updates on the current SCADA system upgrades, surface and groundwater sampling, and the recent water levels at the production wells. Further to the motion made at the April 18, 2025, meeting, he also reported that staff will be working over the winter months with a forestry technician from the Department of Natural Resources and Renewables to complete a risk analysis for the wellfield with respect to post hurricane and drought conditions.

Mayor Small asked about the water levels along the ditch on the Tyndal Road near the wellfield, and if the low levels of water in them is because of evaporation due to the dry conditions or if we drew that water down to that level. Aaron Bourgeois answered if we shut off all the wells the transducer will measure forty meters above the pump and when the well turns on it does come down to twenty-five meters of water. Aaron said it did stay steady all summer.

Deputy Mayor Gould asked how many gallons of water a minute do the wells pump water. Aaron Bourgeois answered that it depends on which well, it can be between 1,500 to 2,200 liters per minute, adding that the town averages 3,000 liters a minute during the day which does go down at night when there is less usage.

Deputy Mayor Gould said that on the tour they took last spring there were two wells that were in use. He asked if the Town is still using both wells or if they are switched around. Aaron Bourgeois answered that the town rotates three of the four wells, adding that well P4 is considered a backup well and that we are only permitted to draw a certain amount of water from the ground from that particular well due to the aquifer.

Councillor Fromm asked if there has ever been a historical year where the water dropped to a concerning level. Aaron Bourgeois replied just once for well 3 when there was a low water level alarm and that was because the transducer failed.

Keith Thompson asked what is contributing to the low water level, is that because it is an underground aquifer. Aaron Bourgeois answered that is what he is thinking. Aaron said we may in a few years see some drop as the re-charge can be a two-year process and at the outer limits of the protected area is up to a twenty-five-year re-charge time, adding we may not see the water level drop now from the current drought we have been experiencing however we may see it in future years.

Mayor Small asked the size of the aquifer, and if we share it with Oxford. Aaron Bourgeois said he is not sure about the size of the aquifer however he does not think we are sharing with Oxford, he will confirm this.

Mayor Small asked about the canisters of oil that was found in the wellfield area a few months ago. Aaron Bourgeois answered Department of Environment was contacted and JD Irving was on site immediately and they led the clean up. The Department of Environment said it was contained and cleaned up with no issue. Mayor Small asked if anyone was ever caught for the dumping of the cannisters. Aaron Bourgeois answered that he had not heard and that it would be a police matter.

Keith Thompson asked if JD Irving is supposed to give a yearly monitoring report on their operations to the Department of Environment and if this committee should be getting an annual copy of it as well. He further asked if there is a forest management plan for Zone 1 as the Town owns the land in this zone. Mayor Small said he thought at one time that Athol Forestry was responsible for this. Keith Thompson answered that they are no longer in existence. Deputy Mayor Gould said that the contract had run out and no one else had taken over.

Deputy Mayor Gould asked if there was any concern about downed trees due to hurricanes that might be an issue for a forest fire. Keith Thompson said with a Wellfield Risk Analysis being done this winter it should address this. Aaron Bourgeois added that yes, a risk analysis will determine this, and that from looking at a Department of Natural Resources GIS map it shows that the Wellfield has not really been impacted at this time.

3. Tyndal Road Salting

Aaron Bourgeois reviewed the report from CBCL Engineering & Environmental Design Services, included in the agenda package. Aaron explained that since the Tyndal Road is in Zone 1 of the Wellfield that there are ice control restrictions laid out by the Protected Water Area (PWA) under the Nova Scotia Environment Act. Ice control on any road situated in the Protected Water Area shall be accomplished by spreading with a minimum salt content, subject to subsection (1), no person shall use any material or chemical for ice control on a road in the Protected Water Area unless that person has the prior written approval of the Minister or the Administrator.

Daniela MacKay asked since salt is not allowed on the Tyndal Road what else can be used to help mitigate the ice. She stated that sand does nothing first thing in the morning, and she feels it is not safe for anyone. Mayor Small asked what about more sand. Daniela MacKay replied that would cause damage to vehicles driving on that road. Aaron Bourgeois answered that the report mentions that in some areas in Alberta they have used beet juice however he does not think the local Department of Transportation (DOT) will use beet juice; they use either sand or salt. Daniela MacKay asked if some salt can be used, such as a salt/sand mix. Aaron Bourgeois answered that the report does not stipulate how much salt is considered minimum and that in speaking with the local DOT they indicated they do not use a salt/sand mix.

Keith Thompson said that incidents of accidents has not risen, according the RCMP report.

Councillor Fromm asked if the Tyndal Road could be re-routed to go around the Wellfield. Mayor Small suggested that maybe Cumberland County could have a motion to request this of the province. Deputy Mayor Gould said the County does receive a number of complaints about the condition of this portion of road during winter conditions.

Andrew Fisher reminded the Committee that their mandate is protecting the water supply. Mayor Small agreed and suggested the Department of Transportation could be contacted to see if they could use alternative product like beet juice since that is an acceptable product. Councillor Fromm said that the Department of Transportation has tried that product in Nova Scotia before and the cost was quite prohibited, however maybe on a small stretch of road it might be doable.

Andrew Fisher suggested that maybe lower speed signs can be erected on the Tyndal Road during the winter. Mayor Small agreed that would be a good idea.

4. Adjournment

There being no further business, the Chair adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Mayor Rob Small
Chair

MEMORANDUM

To: North Tyndal Wellfield Advisory Committee

From: Natalie LeBlanc, Municipal Clerk

Date: April 17, 2026

Subject: Election of Chair and Vice Chair

As per Section 6 of the North Tyndal Wellfield Advisory Committee Terms of Reference, the Committee needs to elect a Chair and Vice Chair. The Committee will be asked to nominate and elect a member to hold the office of both the Chair and Vice-Chair.

Should there be more than one nomination, there shall be an election by secret ballot.

TITLE: North Tyndal Wellfield Advisory Committee Policy
SECTION: Engineering and Public Works Services
POLICY NO: 31700-05

APPROVAL DATE: March 27, 2023

CAO Signature: _____



1. **ADVISORY COMMITTEE**

There shall be a Committee which shall consist of six members appointed in the manner hereinafter set out and which shall be known as the "North Tyndal Wellfield Advisory Committee"

2. **DEFINITIONS**

- (a) "Committee" means the North Tyndal Wellfield Advisory Committee;
- (b) "County Council" means the Council of the Municipality of the County of Cumberland;
- (c) "Town Council" means the Council of the Town of Amherst.

3. **MEMBERSHIP SHALL CONSIST OF**

- (a) Two members of the Town Council appointed by resolution of Town Council;
- (b) Two members of the County Council appointed by resolution of County Council;
- (c) Two members of the public, one appointed by each Council by resolution, and preferably residents or landowners in the water recharge area;
- (d) Resources shall include staff from the Town of Amherst, the Municipality of the County of Cumberland and Provincial Departments as required.

4. **TERMS OF MEMBERSHIP**

- (a) Members shall serve for a term of one year, with appointments being made annually in March. . All members shall be eligible to be reappointed.
- (b) When a member of the Committee ceases to be a member of a Council, his or her term on the Committee will be terminated.

5. **QUORUM**

Three members of the Committee will constitute a quorum.

6. **CHAIR**

At the first meeting of the Committee held each fiscal year, a Chair and a Vice-Chair shall be elected from among the members who shall hold office until their successors are elected.

7. **THE ROLE OF THE NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE SHALL BE:**

- (a) To advise the Councils on policy issues to do with the protection of the groundwater quality.

TITLE: North Tyndal Wellfield Advisory Committee Policy
SECTION: Engineering and Public Works Services
POLICY NO: 31700-05

- (b) To advise the Water Utility on operating policy issues as contained in the Groundwater Protection Strategy and Management Plan.
- (c) To ensure effective integration of current and proposed provincial government legislation through representation by staff from provincial departments.
- (d) To update the current Groundwater Protection Plan.

8. THE ROLE OF THE AMHERST WATER UTILITY SHALL INCLUDE:

- (a) Acting as the operating arm for the North Tyndal Wellfield including execution of all management functions;
- (b) Providing funding for the work of this Committee in the protected water area.

9. MEETINGS

Meetings of the Committee shall be held as required, at least once in every fiscal year. The Director of Operations in consultation with the Chair may convene a meeting of the Committee at any time provided seven days advance written notice is given.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Shall, in consultation with the Chair and Clerk, schedule meetings as required.
Clerk	Advertise annually for a citizen appointment,
Council	Appoint a member annually, and review the policy as required.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Title / Annual meeting requirement Changes	Clerk, LeBlanc	Council	March 27, 2023

Minutes reference date: 26 May 2014

MEMORANDUM

To: North Tyndal Wellfield Advisory Committee
From: Natalie LeBlanc, Municipal Clerk
Date: April 17, 2026
Subject: New Code of Conduct for Municipal Volunteers Policy

At their regular meeting in February, Amherst Town Council adopted the attached new Code of Conduct for Municipal Volunteers Policy. Volunteers who serve our Town on various Boards and Committees and at events are an extension of our organization. In their role, they are representatives of the Town of Amherst. This new policy outlines the values of the Town of Amherst and clarifies the expectations of volunteers. It is important to establish these guidelines and expectations of municipal volunteers serving our community on behalf of the Town of Amherst.

Included as part of the Policy is Appendix A which all volunteers are being required to sign indicating they have read and understand the policy and will adhere to it. As a volunteer on a Town of Amherst Committee, staff will have copies of Appendix A at the meeting for citizen representatives to sign.

TITLE:	CODE OF CONDUCT FOR MUNICIPAL VOLUNTEERS
SECTION:	EXECUTIVE OFFICE
POLICY NO:	10350-02

APPROVAL DATE: February 24, 2026

CAO Signature: 

1. PURPOSE

The purpose of this policy is to establish clear expectations for the conduct of volunteers serving the Municipality. Volunteers play an essential role in delivering programs, services, and events, and are expected to uphold the highest standards of integrity, professionalism, and respect in representing the Municipality.

2. SCOPE

This policy applies to all individuals who volunteer their time, skills, and services to the Municipality, whether on a regular, seasonal, or one-time basis, including members of advisory committees, boards, community events, and recreational programs. Volunteer members of the Amherst Fire Department and Amherst Police Department are covered under their own specific policies or standing orders.

3. Principles

Volunteers are expected to:

- Act in the best interests of the Municipality and its residents.
- Conduct themselves in a professional, respectful, and inclusive manner.
- Comply with all applicable laws, municipal policies, and safety regulations.
- Refrain from any conflicts of interest or actions that could harm the Municipality's reputation.
- Maintain a high standard of integrity

4. Standards of Conduct

Volunteers must:

a) Respect and Inclusivity

- Treat all persons with courtesy, dignity, and fairness, regardless of race, gender, age, disability, sexual orientation, religion, or other protected characteristics.
- Refrain from any form of harassment, discrimination, or bullying.

b) Integrity and Accountability

- Perform volunteer duties honestly, ethically, and to the best of their ability.
- Follow through on commitments and notify the appropriate supervisor if unable to attend or complete assigned tasks.
- Shall not use their volunteer position for personal gain.

c) Confidentiality

- Protect confidential and sensitive information obtained through volunteer activities.
- Refrain from disclosing personal or municipal information without proper authorization.

d) Safety and Conduct in the Workplace

- Comply with all municipal health and safety rules.
- Report hazards, unsafe conditions, or incidents immediately.
- Refrain from the use of alcohol, cannabis, or impairing substances while performing volunteer duties.

e) Use of Municipal Resources

TITLE: CODE OF CONDUCT FOR MUNICIPAL VOLUNTEERS
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-02

- Use municipal property, equipment, and materials only for authorized purposes.
- Return any borrowed items promptly and in good condition.

5. Conflict of Interest

Volunteers must:

- Disclose any personal, financial, or professional interest that may conflict with their volunteer role.
- Refrain from participating in decisions or activities where such conflicts exist or could be perceived.

6. Social Media and Public Representation

- Volunteers shall not speak on behalf of the Municipality unless specifically authorized in advance by the Mayor, CAO or designate.
- When expressing personal opinions publicly, volunteers must make it clear they do not represent the Municipality's official position.
- Avoid posting or sharing content that could damage the Municipality's reputation.

7. Non-Compliance

Failure to comply with this Code of Conduct may result in:

- Verbal or written warnings.
- Reassignment of duties.
- Dismissal from the volunteer position by the CAO. In the event the volunteer(s) had been formally appointed by Council, the CAO shall recommend dismissal to Council who shall make the final decision through a motion of direction.

8. Acknowledgment

All volunteers must review and sign the **Volunteer Code of Conduct Acknowledgment Form** before commencing their duties, confirming that they have read, understood, and agree to abide by the policy.

TITLE: CODE OF CONDUCT FOR MUNICIPAL VOLUNTEERS
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-02

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
CAO	Administer policy
Directors/Supervisors	Report any potential breaches of policy to the CAO

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Deputy CAO	Council	February 24, 2026

Minutes reference date: February 24, 2026

TITLE: CODE OF CONDUCT FOR MUNICIPAL VOLUNTEERS
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-02

APPENDIX



I, _____ declare that as a volunteer for the Town of Amherst, I acknowledge that I have read and support the Volunteer Code of Conduct Policy.

Signed: _____

Dated this ___ day of _____, 202_.

MEMORANDUM

To: North Tyndal Wellfield Advisory Committee

From: Aaron Bourgeois, Director of Operations

Date: April 16, 2026

Subject: Wellfield Risk Assessment Update

This memo provides an update on the status of the risk and hazard assessment for the North Tyndal Wellfield protected area.

Staff had initiated coordination with DNR to undertake a risk assessment focused on wildfire exposure and overall forest conditions within the protected area, with the goal of identifying hazards such as blowdown, overgrowth, and deadfall, and establishing appropriate mitigation strategies.

The staff member originally engaged on this work has since transitioned to a new position, and responsibility has been reassigned. This change has resulted in a delay.

Staff are now connected with the new contact, and it is anticipated that the assessment will be started in the near future.

MEMORANDUM

To: North Tyndal Wellfield Advisory Committee
From: Aaron Bourgeois, Director of Operations
Date: April 16, 2026
Subject: NSECC – Change to Annual Reporting Requirements

The purpose of this memo is to advise the Committee of a recent regulatory change issued by Nova Scotia Environment and Climate Change regarding annual reporting requirements for the North Tyndal Wellfield Operating Approval.

On March 4, 2026, the Town received formal notification from Nova Scotia Environment and Climate Change advising that amendments are being made to approvals issued under the Environment Act.

As part of this amendment, the requirement to submit annual reports on a scheduled basis has been removed. The updated condition now states that annual reports are only required to be submitted upon request by the Department, rather than as a mandatory yearly submission.

This change is part of a broader initiative to modernize regulatory processes and streamline administrative requirements while maintaining environmental oversight.

Key Implications

- The Town is no longer required to prepare and submit annual reports.
- The Department may still request reports at any time, including during audits or inspections.
- All monitoring, sampling, and data collection requirements remain unchanged, and the Town must continue to maintain complete and organized records.
- Any non-compliance events must continue to be reported in accordance with existing approval conditions and legislation.

Approach Moving Forward

While the formal requirement to submit annual reports has been removed, the Town will continue to prepare annual reports internally in the same manner as previously required.

Continuing to prepare the reports will ensure:

- All required data is compiled and readily available should the Department request it;
- The Town maintains a high standard of internal oversight and documentation; and
- There is no disruption to established monitoring and reporting practices.

This regulatory amendment is meant to reduce administrative burden while maintaining accountability through a request-based reporting model. The Town's decision to continue preparing annual reports internally ensures continued compliance readiness and supports sound operational and environmental management practices.

MEMORANDUM

To: North Tyndal Wellfield Advisory Committee

From: Aaron Bourgeois, Director of Operations

Date: April 16, 2026

Subject: 2025 Annual Summary - Groundwater and Surface Water Monitoring Program

In accordance with the Town of Amherst's North Tyndal Wellfield Groundwater Protection Strategy and the associated Long-Term Water Quality Monitoring Plan, GHD Limited completed a groundwater and surface water monitoring program. The objective of the Plan is to systematically document chemical parameters for both groundwater and surface water within the Town of Amherst's wellfield recharge area, enabling the early detection of any changes in water quality.

The 2025 monitoring program included annual testing of groundwater (underground water sources) and quarterly testing of nearby surface water such as streams and watercourses. The samples were analyzed for general water quality indicators, naturally occurring metals, and potential contaminants including pesticides and industrial chemicals.

The results of this year's monitoring program indicate that water quality within the wellfield remains stable and consistent with previous years. Some test results showed levels above guideline values for parameters such as iron, manganese, pH, and color. These are common in groundwater and surface water throughout Nova Scotia and are typically the result of natural conditions in the soil and bedrock, rather than contamination. Importantly, no harmful substances such as pesticides, volatile organic compounds, or other industrial contaminants were detected in any of the samples collected.

Surface water monitoring produced similar findings, with some naturally occurring parameters exceeding guideline values at certain times of the year. These variations are expected and can be influenced by seasonal conditions such as water flow and weather.

Overall, the monitoring results confirm that the North Tyndal Wellfield continues to function as intended and remains well protected. There are no current concerns regarding the quality of the Town's drinking water supply. The observed results reflect natural background conditions and do not indicate any emerging issues. This ongoing program ensures that any changes in water quality are identified early and that appropriate action can be taken if required, maintaining a safe and dependable water supply for the community.

MEMORANDUM

To: North Tyndal Wellfield Advisory Committee

From: Aaron Bourgeois, Director of Operations

Date: April 16, 2026

Subject: Nova Scotia Power Right-of-Way Clearing – Zone 3

Further to my email correspondence dated January 21, 2026, regarding proposed right-of-way (ROW) clearing within the North Tyndal Protected Water Supply Area (Zone 3), the Town reviewed Nova Scotia Power's submission, including the associated access and mitigation plan, for vegetation clearing along their transmission line project. The work is limited in scope to an existing transmission corridor located along the outer edge of Zone 3 of the Protected Water Area and will utilize established access routes.

Based on the information provided and the mitigation measures outlined, the work was approved subject to strict conditions. These include adherence to the approved access plan, compliance with all applicable regulatory approvals, advance notification of construction scheduling, and immediate reporting of any incidents with potential to impact water quality.

The access plan includes a range of environmental protection measures, such as conducting work during winter conditions to minimize ground disturbance, maintaining appropriate setbacks from watercourses, implementing erosion and sediment control practices, and ensuring proper spill prevention and response protocols are in place.

Since that time, confirmation has been received that Nova Scotia Environment approvals are in place, and coordination will continue with the utility prior to commencement of work within the wellfield area. The Town will be notified in advance of the final construction schedule and will monitor the work to ensure compliance with all conditions.

MEMO

To: North Tyndal Wellfield Advisory Committee
From: Andrew Fisher, Director, Planning & Economic Development
Date: April 17, 2026
Subject: Land Acquisitions

Since 2020, the Town has participated in a federal / provincial funding program to acquire land for conservation. This conservation goal aligns with the Town's goal of protecting the water source in the North Tyndal Wellfield. With the funding program having concluded on April 1st, staff will provide an overview of the approximately 1,205 acres acquired within the wellfield protection area.