

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: November 29, 2021
Time: 6:00 pm
Location: Zoom Virtual Meeting

Members Present
 Mayor David Kogon
 Deputy Mayor Sheila Christie
 Councillor George Baker
 Councillor Hal Davidson
 Councillor Lisa Emery
 Councillor Dale Fawthrop
 Councillor Leon Landry

Staff Present
 Jason MacDonald, Chief Administrative Officer
 Michael Hunter, Chief Financial Officer
 Dwayne Pike, Police Chief
 Greg Jones, Director of Fire Services
 Andrew Fisher, Director of Planning & Strategic Initiatives
 Aaron Bourgeois, Director of Operations
 Tom McCoag, Corporate Communications Officer
 Kim Jones, Director of Corporate Communications and
 Community Well Being /Municipal Clerk
 Natalie LeBlanc, Deputy Clerk
 Krista Crossman, Human Resources

Due to the COVID-19 pandemic this was a virtual meeting held via Zoom.

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 6:05 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA/MINUTES

3.1 Approval of the Agenda

Moved By Councillor Emery

Seconded By Councillor Landry

To approve the agenda with the additions of 4.6 and 4.7.

Motion Carried

3.2 Approval of Minutes

3.2.1 October 25, 2021 Regular Council

Moved By Councillor Fawthrop

Seconded By Councillor Baker

To approve the minutes of the October 25, 2021 regular meeting of Council as circulated.

Motion Carried

3.2.2 November 5, 2021 Special Council

Moved By Councillor Davidson

Seconded By Deputy Mayor Christie

To approve the minutes of the November 5, 2021 special meeting of Council as circulated.

Motion Carried

3.2.3 November 17, 2021 Special Council**Moved By Councillor Baker****Seconded By Councillor Emery****To approve the minutes of the November 17, 2021 special meeting of Council as circulated.****Motion Carried****4. REQUESTS FOR DECISION****4.1 North Tyndal Wellfield Advisory Committee Citizen Appointment****Moved By Councillor Emery****Seconded By Councillor Fawthrop****That Council appoint Ben Pitman to the North Tyndal Wellfield Advisory Committee for a one-year term ending October 31, 2022.****Motion Carried****4.2 Audit Committee Citizen Appointment****Moved By Councillor Landry****Seconded By Councillor Emery****That Council appoint Jeff Brennan and Rob Small to the Audit Committee for a two-year term expiring October 31, 2023.****Motion Carried****4.3 Snow and Ice Management Policy Amendments****Moved By Councillor Baker****Seconded By Deputy Mayor Christie****That Council approve of the amendments to the Snow and Ice Management Policy.****Motion Carried**

TOWN OF AMHERST POLICY

NUMBER 31600-25

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DEPARTMENT: OPERATIONS**TITLE: SNOW AND ICE MANAGEMENT POLICY****Date: 24 November 2014 23 November 2015****PURPOSE:**

The purpose of this policy is to provide direction to staff involved in snow and ice management operations to ensure streets, sidewalks, fire hydrants and parking lots are cleared in a safe and timely manner.

POLICY STATEMENT:

1. Snow and ice management operations will commence after 5 – 10 cm of snow has fallen and snowfall is continuing.
2. Salting of streets on the 'salt route' will commence when conditions warrant and salting of remaining streets not on the salt route will occur as needed.
3. Upon completion of the public streets, sidewalk operations will commence.
4. Priority will be given to heavily travelled streets and sidewalks, as defined in this policy.
5. Safety of the public and our operators is paramount in all aspects of our work.
6. Additional street widening and intersection clearing will occur upon the completion of the priority operations and as time and budget allow.

SERVICE LEVEL EXPECTATIONS**Level of Service for Roadway Types**

The objective is that all streets will be cleaned of snow within 6 hours from the end of a snow storm of up to 30 centimetres.

Street Priority 1

- Plow continuously during storm, visibility permitting
- Plow to bare pavement, whenever possible
- Normally plow curb to curb within 4 hours after storm ends

Street Priority 2

- Plow continuously during storm, visibility permitting
- Salting of hills, intersections, as needed
- Normally plow curb to curb within 6 hours after storm ends

Level of Service for Sidewalk Types

The objective is that all sidewalks will be cleaned of snow within 24 hours from the end of snow plowing operations, for snow storms up to 30 centimetres.

Sidewalk Priority 1 (Cleared within 12 hours)

- Sidewalks in school zones
- Sidewalks in the Core Area District (Downtown)
- Arterial streets

Sidewalk Priority 2 (Cleared within 24 hours)

- Collector streets
- Local streets

Sidewalks will generally be maintained with salt to remove excess snow and ice. However, sand may be used under certain ice and temperature conditions under which salt is not effective.

While sidewalk clearing generally commences after street snow clearing operations have been completed, staff will make an initial pass along sidewalks on Albion, South Albion, Robert Angus Drive, Willow Street, portions of East and West Victoria and Hickman Streets DURING street clearing operations to improve pedestrian accessibility in these areas whenever possible.

Level of Service for Fire Hydrants

The objective is that all fire hydrants will be accessible by emergency personnel 96 hours from the end of snow plowing operations, for snow storms up to 30 centimetres.

The Streets **Public Works** Foreman will decide if the accumulation of snow around the fire hydrants, and/or the snow bank along the street in front of the fire hydrant, warrants the clearing operation to be activated.

Town crews are available to clear hydrants in an emergency, whenever required.

MAJOR STORMS

A major storm will be declared by the **Transportation Public Works** Foreman, or on-call supervisor, when snow clearing crews are no longer able to keep all Town streets cleared of snow and the storm continues.

During a major snowstorm, crews will attempt to keep at least one lane of the following streets open:

- | | |
|--------------------------------|--------------------------------------|
| - Abbey Road | - Lawrence Street |
| - Albion & South Albion Street | - McCully Street |
| - Anson Avenue | - Pleasant (East & West) |
| - Chamberlain Street | - Spring Street |
| - Chandler Road | - Robert Angus Drive |
| - Church Street | - Rupert Street |
| - Havelock Street | - Townshend Avenue |
| - Hickman Street | - Tupper Blvd |
| - Industrial Park Drive | - Victoria Street |
| - LaPlanche Street | - Willow Street |
| - King Street | - Prince Arthur (Church to Havelock) |
| - Electric Street | |

During a major snowstorm, the Town Hall Parking Lot, Fire Station and Stadium parking lots will be kept open to allow emergency off-street parking.

To provide quick response in an emergency, a "storm line" will be activated during major storms (664-6000). This line will be monitored 24 hours a day until all of the streets have been opened.

As snowfall intensity decreases, Town equipment will commence snow plowing operations on other streets.

PRIORITY STREETS – BARE PAVEMENT

Town snow clearing crews will attempt to create a “bare pavement” condition within 12 hours following a snowfall event of up to 30 cm on the following streets:

- Victoria Street
- Church Street
- Willow Street
- Albion / West Pleasant intersection
- Albion Street
- South Albion Street
- Lawrence Street
- LaPlanche Street
- Robert Angus Drive
- East Pleasant
- West Pleasant
- Hickman Street

For the purposes of this policy, bare pavement conditions refer to winter road conditions where all travel lanes of the roadway are primarily clear of snow and ice build-up that could impair safe travel on the road.

SNOW HAULING

Within 48 hours of the accumulation of 10 or more centimeters of snow, the snow will be hauled away from the boulevards of the Town streets listed below:

- Victoria Street from Herbert Street to C.N.R. Tracks
- Church Street from Victoria Street to YMCA Driveway
- Havelock Street from Victoria Street to Prince Arthur Street
- Ratchford Street
- King Street and Princess Street
- Electric Street
- Prince Arthur Street from Acadia Street to Station Street
- Acadia Street from Victoria Street to Prince Arthur Street
- Albion Street and South Albion Street from Church Street to the Lord Amherst Drive
- LaPlanche Street from Victoria Street to Civic # 12
- Lawrence Street from Victoria Street to Civic # 17
- Academy Street from Spring Street to Queen Street on (West side only)
- Charles Street from Spring Street to Dunlap Street (West side only)
- Spring Street from Albion Street to Church Street
- Maltby Court and Cornwall Avenue (West Side)
- Hickman Street from Mission Street to Park Street
- Mission Street from Hickman Street to Cornwall Avenue

TOWN OWNED PROPERTY

Town staff will take necessary steps to minimize public hazards due to snow/ice conditions on Town-owned/leased property.

Public Parking Lots

Snow will be removed by private contractors before 8:00 a.m. each day. The lots will then be checked for slippery conditions by Town staff and appropriate measures taken, using salt and or sand to alleviate any hazard to the public. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Library and CCUBIC
- Ratchford Street and Dayles Grand Market
- George Blanche
- Corner of Maple Street and Electric Street
- Corner of Bounded by west side of Church Street and north side of Electric Street
- Paramount Theatre and Lions Den Bounded by Church, Prince Arthur, Maple and Electric
- Trinity St. Stephen Church
- Baptist Church and Church of England
- King Street
- Dickey Park
- YMCA
- Stadium
- Fire Station

Public Buildings

The public entrances and adjacent sidewalks to Town operated facilities will be checked by Town staff for hazardous snow and ice conditions each day, before the building is open to the public. Excess snow will be removed and slippery conditions will be addressed using salt, sand and other suitable ice control material. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Police Station
- Fire Station
- Library
- Works Garage
- Stadium
- CCUBIC

SALT MANAGEMENT

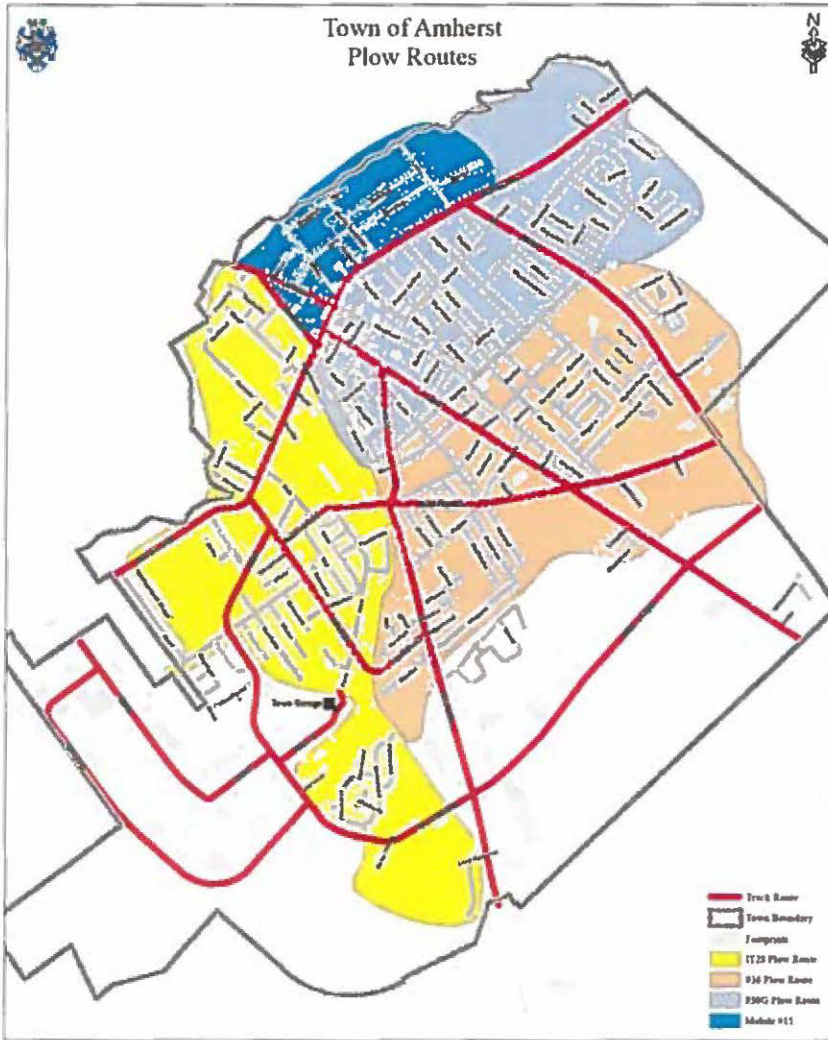
The Town of Amherst is committed to the efficient management of its road salt, while continuing to provide effective winter maintenance for the safety of motorists and winter maintenance workers.

The Town will demonstrate environmental responsibility by implementing and maintaining a Salt Management Plan (SMP) and associated best management practices.

To ensure the Town successfully meets its commitment, it will:

- Conduct operational activities in a manner that protects the environment and prevents or minimizes pollution;
- Continue to provide snow and ice control on Town streets so that service level standards are achieved;
- Address concerns raised by the federal government's review of road salts and their effect on the environment;
- Comply with environmental legislation, relevant standards, and industry codes of practice that apply to the Town's facilities and operations;
- Provide all winter maintenance personnel with appropriate training and resources so they are able to complete their assigned tasks in a manner that is consistent with the requirements of this Policy;
- Establish and track objectives and targets to verify effectiveness and identify opportunities for continual improvement of processes and operations;
- Monitor operations and implement appropriate corrective and/or preventive actions to improve performance;
- Communicate the requirement of this Policy and the Salt Management Plan to all employees





4.4 **Exit 3 Sanitary Sewer Extension Request**

Moved By Councillor Davidson

Seconded By Councillor Landry

That Council approve of the Memorandum of Understanding for sanitary sewer access at Exit 3 between the Town of Amherst and the Municipality of the County of Cumberland, and based on this approval, further approve required amendments to the Town of Amherst Sanitary Sewer service to County Residents Policy.

**Motion Carried 6-1
Councillor Baker NAY vote**

MEMORANDUM OF UNDERSTANDING (MOU)

Made in duplicate

BETWEEN

Municipality of the County of Cumberland, a corporation under the laws of the Province of Nova Scotia, carrying out business at 1395 Blair Lake Road, RR6, Amherst, NS B4H 3Y4, (the "MCC")

- AND -

Town of Amherst, a corporation under the laws of the Province of Nova Scotia, carrying out business at 98 Victoria Street East, Amherst, NS B4H 4A1, (the "TOA")

(Collectively referred to as the "Parties")

WHEREAS the MCC has requested the TOA to provide sanitary sewer services to existing residential uses and future residential uses between the Town Boundary and Exit 3, and more clearly defined in the attached Schedule A and herein referred to as the Subject Properties;

AND WHEREAS the TOA has agreed to allow access to the sanitary sewer system for the Subject Properties;

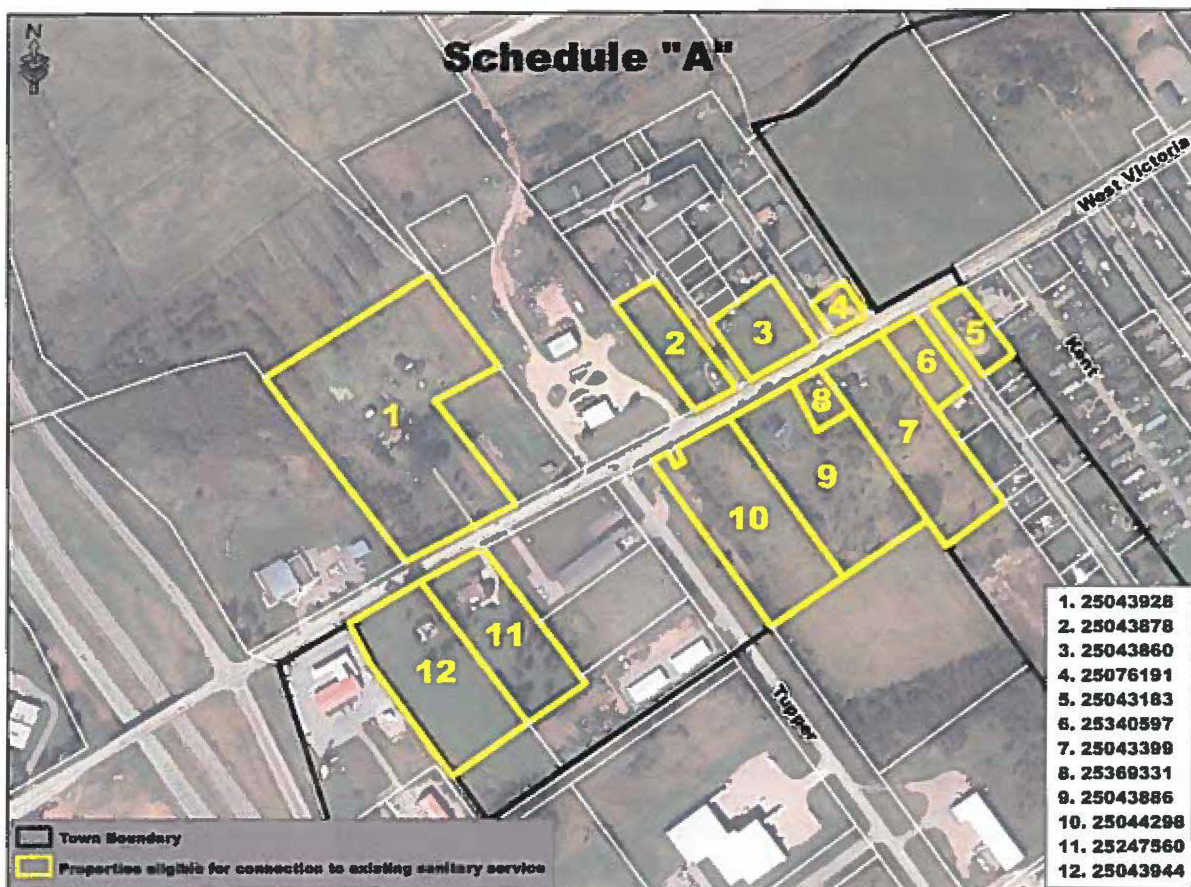
NOW THEREFORE THIS AGREEMENT WITNESSETH in consideration of the mutual covenants contained herein, the parties covenant and agree as follows:

1. **Infrastructure Standards** – The MCC agrees that any new infrastructure will be constructed to the standards of the TOA Infrastructure Standards currently contained within our Subdivision Bylaw.
2. **Main Extensions** – Any extension of the sanitary sewer main will require the prior approval of Amherst Town Council.
3. The continued usage and operation of the sanitary sewer system within the MCC will be subject to the rates and rules established by the Town of Amherst for the provision of sanitary sewer services to Town properties as may be changed from time to time including but not limited to the SANITARY SEWER RATES BYLAW and the BYLAW RESPECTING DISCHARGE INTO PUBLIC SEWERS; BUILDING SERVICE CONNECTIONS Policy; and SEWER INSTALLATIONS Policy.
4. For properties which receive sanitary sewer service, and which a new building has been constructed or a significant addition or renovation takes place as a result of the provision of the sanitary sewer service:
 - a) A Base Assessment will be established which is the assessment amount for the year prior to the service installation;
 - b) Any increase in assessment above and beyond the base assessment will be shared with the MCC receiving 65% and the TOA receiving 35%, until otherwise agreed by both parties;
 - c) All taxes will be applied at the MCC rate, as may be changed from time to time.
5. **Payment** – The MCC shall be billed annually for its contribution and shall pay within 30 days of the invoice date.

IN WITNESS WHEREOF the parties hereto have executed this agreement the day and year first above written.

SIGNED, SEALED & DELIVERED
in the joint presence of:

)	TOWN OF AMHERST
)	Per: _____
)	
)	Per: _____
)	
)	MUNICIPALITY OF
)	COUNTY OF CUMBERLAND
)	Per: _____
)	
)	Per: _____
)	



TOWN OF AMHERST POLICY

NUMBER 31600-15
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DEPARTMENT: OPERATIONAL SERVICES

TITLE: SANITARY SEWER SERVICE TO COUNTY RESIDENTS

Minutes reference date: 26 November 2001 23 June 2014 29 November 2021

PURPOSE

To determine when the extension of the Town's Sanitary Sewer System to properties outside our boundaries is appropriate.

POLICY STATEMENT

The extension of sanitary sewer services to properties located outside the boundaries of the Town of Amherst will be reviewed on an individual basis. Any decision to extend the sanitary sewer service to a property outside of the Town of Amherst will require a motion of Council to amend this policy.

APPROVED PROPERTIES TO RECEIVE SANITARY SEWER SERVICES

Sanitary sewer services will be provided to the Cumberland Regional Health Care Center (PID#25384009, PID#25047044, PID#25376930 and PID#25337478) at Exit 4.

Sanitary Sewer Services will be provided to PID#25044009, PID#25043951 and PID#25098021 at Exit 3 currently operated as the Wandlyn Inn, subject to an agreement between the Town of Amherst and the Municipality of the County of Cumberland for the provision of such services.

Sanitary Sewer Services will be provided to PID#25043928, PID#25043878, PID#25043860, PID#25076191, PID#25043183, PID#25340597, PID#25043399, PID#25369331, PID#25043886, PID#25044298, PID#25247560 and PID#25043944, subject to an agreement between the Town of Amherst and the Municipality of the County of Cumberland for the provision of such services.

4.5 Community Support Grant Amherst Food Assistance Network

Moved By Councillor Fawthrop

Seconded By Councillor Davidson

That Council approve the request for \$2,000 for the Amherst Food Assistance Network.

Motion Carried

4.6 Salary Administration Policy Position Reclassification

Moved By Deputy Mayor Christie

Seconded By Councillor Fawthrop

That the following positions in Appendix C – Job Categories and Appendix C-1 Salary Scales be reclassified as follows:

- i. Active Living Coordinator: reclassify from current Admin/Cust Serv 1 (Level 1) category to Admin/Cust Serv 3 (Level 3) category;
 - ii. Bylaw Enforcement Officer: reclassify from current Admin/Cust Serv 1 (Level 1) category to Admin/Cust Serv 3 (Level 3) category;
 - iii. Culture, Community Events & Marketing Coordinator: reclassify from current Admin/Cust Serv 1 (Level 1) category to Admin/Cust Serv 3 (Level 3) category;
 - iv. Dispatcher: reclassify from current Admin/Cust Serv 1 (Level 1) category to Admin/Cust Serv 3 (Level 3) category;
 - v. Fire Fighter: reclassify from current Admin/Cust Serv 3 (Level 3) category to Admin/Cust Serv 4 (Level 4) category;
 - vi. Fire Inspector: reclassify from current Admin/Cust Serv 4 (Level 4) category to Supervisor category (Level 5);
- and further that the category names in Appendix C – Job Categories be replaced with numerical levels, as indicated in the attached policy.

Motion Carried

4.7 Salary Administration Policy Overall Adjustments

Moved By Councillor Davidson

Seconded By Councillor Baker

That all salaries and rates within the Salary Administration Policy Appendix B and C1 be adjusted upward by 2% effective January 1, 2022.

Motion Carried

APPENDIX B

Job Title	Hourly Rate				
	Step 1	Step 2	Step 3	Step 4	Step 5
Casual Firefighter	17.27-16.93	17.55-17.21	17.86-17.51	18.17-17.81	18.46-18.10
Jail Guards	17.27-16.93	17.55-17.21	17.86-17.51	18.17-17.81	18.46-18.10
Canine Control Officer	13.47-13.21	13.92-13.65	14.38-14.10	14.84-14.55	15.37-15.07
School Crossing Guards	13.47-13.21	13.92-13.65	14.38-14.10	14.84-14.55	15.37-15.07
Ice Marshall	13.42-13.16	13.84-13.57	14.31-14.03	14.76-14.47	15.29-14.99
Other (including students)	Provincial Minimum Wage				

APPENDIX C JOB CATEGORIES

Category	Position
9 Senior Officer	Chief Financial Officer
8 Director	Director of Corporate Communications and Community Well Being
	Director of Operations
	Director of Planning and Strategic Initiatives
	Director of Fire Services
	Director of Solid Waste and Bylaw Enforcement

	0337
<u>7 Manager</u>	Vacant
<u>6 Officer</u>	Business Development Officer
	Solid Waste Education and Coordination Officer
	Community Well-Being Manager
	Building Official
	IT Manager
	Senior Accountant
	Land Use Planner
<u>5 Supervisor</u>	Exec Asst/Dispatch Coordinator
	Transportation Foreman
	Facility Manager
	Capital Asset Coordinator/Property Manager
	Horticulturist
	<u>Fire Inspector</u>
	Human Resources
	Deputy Clerk
<u>4 Admin/Cust Serv-4</u>	<u>Fire Inspector</u>
	<u>Fire Fighter</u>
	Dangerous and Unsanitary Premises Administrator
<u>3 Admin/Cust Serv-3</u>	GIS Coordinator
	<u>Active Living Coordinator</u>
	<u>Bylaw Enforcement Officer</u>
	<u>Culture, Community Events & Marketing Coordinator</u>
	<u>Dispatcher</u>
	Payroll & Administrative Assistant (Public Works)
	Corporate Communications Officer (CCO)
	Crime Prevention Coordinator (2 year term)
	<u>Fire Fighter</u>
	Procurement Coordinator
	Revenue Officer
	Customer Service/Accounts Payable Clerk
	Water/Sewer Billing & Accounting Clerk
	IT Coordinator
<u>2 Admin/Cust Serv-2</u>	<u>Active Living Coordinator</u>
	<u>Culture, Community Events & Marketing Coordinator</u>
	Administrative Assistant - Community Well Being & Clerk's Office
<u>1</u>	<u>Criminal Records Checks</u>

5. INTERNAL COMMITTEE REPORTS

5.1 Planning Advisory Committee - No Report

5.2 Amherst Board of Police Commissioners - No Report

5.3 Audit Committee - No Report

5.4 Amherst Youth Town Council - Hallee Humphrey

Amherst Youth Town Council Member Hallee Humphrey present AYTC Report as included in agenda package. No direction given or action required.

6. EXTERNAL COMMITTEE REPORTS

6.1 Cumberland Public Libraries - Fawthrop

Information item; no direction given or action required.

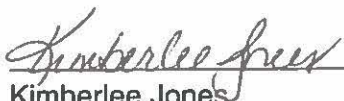
6.2 Cumberland YMCA - Fawthrop

Information item; no direction given or action required.


- 6.3 **Cumberland Joint Services Management Authority - No Report**
- 6.4 **Northern Region Solid Waste Committee - No Report**
- 6.5 **L. A. Animal Shelter - Fawthrop**
Information item; no direction given or action required.
- 6.6 **Senior Safety - Emery**
Information item; no direction given or action required.
- 6.7 **Inter Municipal Tourism - No Report**
- 6.8 **Poverty Reduction - No Report**
- 6.9 **Municipal Alcohol Project - Emery**
Information item; no direction given or action required.

7. **ADJOURNMENT**
Moved By Councillor Emery
Seconded By Deputy Mayor Christie
To adjourn the meeting.

Motion Carried



Kimberlee Jones
Municipal Clerk



David Kogon, MD
Mayor

