

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: January 23, 2023
Time: 6:00 pm
Location: Zoom Virtual Meeting

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

Staff Present Jason MacDonald, Chief Administrative Officer
Dwayne Pike, Chief, Police Services
Greg Jones, Director, Fire Services
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Strategic Initiatives
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
Krista Crossman, Director, HR & Customer Services
Kim Jones, Director, Corporate Communications/Clerk
Tom McCoag, Corporate Communications Officer
Natalie LeBlanc, Deputy Clerk

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 6:00 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 Fawthrop
To approve the agenda as circulated.

Motion Carried

3.2 Approval of Minutes - December 19, 2022

Moved By Councillor Davidson
Seconded By Deputy Mayor Landry
To approve the minutes of the December 19, 2022 regular meeting of Council as included in the agenda package.

Motion Carried

4. REQUESTS FOR DECISION

4.1 Accessibility Strategy

Moved By Councillor Fawthrop
Seconded By Councillor Landry
That Council accept the Town of Amherst Accessibility Strategy as presented to Council in December 2022.

Motion Carried

4.2 Solid Waste Collection RFP

Moved By Councillor Emery
Seconded By Councillor Fawthrop
That Council award the new five-year residential solid waste collection contract for three stream collection, yard waste, bi-weekly bulky item pickup and six extra summer organic collections to Miller Waste Systems Incorporated, Alternative Collection Proposal, in the amount of \$2,525,979.07.

Motion Carried

**4.3 Signing Authority Policy
 Moved By Councillor Baker
 Seconded By Councillor Davidson
 That Council approve of the revised Town of Amherst Signing Authority
 Policy # 03400-01.**

Motion Carried

TITLE:	SIGNING AUTHORITY POLICY
SECTION:	FINANCE
POLICY NO.:	03400-01
REFERENCE/DATE:	21 September 1992 25 September 1995; 25 March 1996; 21 May 1996; 12 December 2000; 25 November 2002 26 January 2015; 23 November 2020, 28 February 2022

PURPOSE:
 To identify signing officers of the Town of Amherst

POLICY STATEMENT:

1. All documents signed under the seal of the Town shall be signed by the:
 - a) Mayor or Deputy Mayor (any one of them)
 - And
 - b) Chief Administrative Officer, Town Clerk or Treasurer (any one of them).

2. For all Town bank accounts any cheques, bank documents, etc., of the Town shall be signed by two signing officers. The signing officers of the Town shall be:
 - a) Mayor, Deputy Mayor, Designated Councillor (any one of them)
 - And
 - b) Chief Administrative Officer or Treasurer (any one of them).

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Chief Administrative Officer	CAO: a. To ensure all documents are signed by the proper signing authorities.
Director of Finance	Director of Finance: a. To ensure all documents are signed by the proper signing authorities. b. To ensure any changes to signing authorities are corresponded to the proper external organizations.

VERSION LOG

Version Date	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
January 23, 2023	Policy review – remove CFO, update bank account names.	Director of Finance		

**4.4 User Fee Policy
 Moved By Deputy Mayor Landry
 Seconded By Councillor Fawthrop
 That Council approve of the following addition to the User Fee Policy:**

Electric Vehicle Charging Station User Fee \$1.50/hr HST included

Motion Carried

**4.5 Housing Investment Policy
 Moved By Councillor Davidson
 Seconded By Councillor Emery
 That the Housing Infrastructure Investment Policy be approved by Council.**

Motion Carried

TITLE: HOUSING INFRASTRUCTURE INVESTMENT POLICY
SECTION: Planning and Development - General
POLICY NO: 66000-05

REFERENCE/DATE: January 23, 2023

POLICY STATEMENT

It has become widely recognized in 2022 that the Town is experiencing a significant shortage of housing supply in all segments of the residential real estate market. In order to incentivize new housing development, the Town will consider, on a case-by-case basis, entering into an agreement with a land owner to temporarily fund all or a portion of new street and / or underground infrastructure required and intended to provide housing within the Town.

PURPOSE

To incentivize new residential development within the Town to address the current housing shortage.

APPLICATION

Town Council will consider entering into agreements with property owners who intend to bring new housing developments to market when, in the sole opinion and discretion of Council:

1. there is a housing shortage within the town and new streets and / or infrastructure are required to meet the housing demand;
2. the Town has the financial capacity to fund such infrastructure;
3. a satisfactory agreement can be negotiated that provides the Town with adequate security and minimal investment risk.

Any such agreement entered into by the town will contain:

1. Roles and responsibilities of each party;
2. Schedule of street and / or infrastructure construction;
3. Schedule and terms of payback of the Town's investment;
4. Terms and conditions of development, construction and lot sales as applicable;
5. Any other terms and conditions required to ensure the Town is not undertaking undue risk;
6. Any other terms and conditions, which at the sole discretion of Council, are in the best interests of the Town of Amherst.

The Town retains the right to refuse to enter into any agreement for any development, in any location, for any reason. The Town retains the right to decide if Town human and equipment resources will be utilized to build / install any or all infrastructure within the development, as well as the amount to charge the property owner for that work.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Mayor and Council	The Mayor and Council will: <ol style="list-style-type: none"> a. Upon recommendation of the CAO, provide direction to the CAO in regards to commencing, continuing and ending negotiations b. Retain sole authority to enter into any agreement that has been negotiated c. Maintain strict confidentiality and do not engage with property owners when contacted during negotiations.
Chief Administrative Officer	The CAO: <ol style="list-style-type: none"> b. Will determine opportunities to apply this policy c. Has the authority to negotiate on behalf of the Town Council d. Will update Council throughout the negotiation(s) e. May seek legal and other professional advice when required f. Will make a recommendation to Town Council regarding the agreement
Directors & Managers	Directors and Managers will: <ol style="list-style-type: none"> c. Provide advice and information to the CAO as required
Policy Owner	The policy owner (see version log) is responsible for reviewing the policy on an annual basis for relevancy and potential updates.

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0				

4.6 Blaine Street RFP

**Moved By Councillor Fawthrop
 Seconded By Councillor Baker**

That Council award RFP-22-102 to Black Bay Real Estate Group and authorize the company to make an application for a development agreement that reflects their proposal; and further, direct staff to draft an agreement and purchase and sale for the Blaine Street property.

Motion Carried

- 4.7 **8/10 Prince Arthur Street**
Moved By Deputy Mayor Landry
Seconded By Councillor Davidson
That Council confirm their intention to transfer ownership of 8/10 Prince Arthur Street to the Cumberland Homelessness and Housing Support Association, and schedule a public hearing on this matter for February 8, 2023.

Motion Carried

5. **INTERNAL COMMITTEE REPORTS**

- 5.1 **Planning Advisory Committee - Landry**
Information item; no direction given or action required.
- 5.2 **Amherst Board of Police Commissioners - Davidson**
Information item; no direction given or action required.
- 5.3 **Audit Committee - No Report**
- 5.4 **Amherst Youth Town Council**
Information item; no direction given or action required.
- 5.5 **Accessibility Advisory Committee - No Report**
- 5.6 **Inclusion Diversity and Equity Committee - Davidson**
Information item; no direction given or action required.

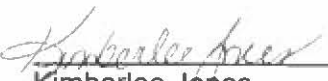
6. **EXTERNAL COMMITTEE REPORTS**

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

7. **ADJOURNMENT**

Moved By Councillor Davidson
Seconded By Deputy Mayor Landry
To adjourn the meeting.

Motion Carried



Kimberlee Jones
Municipal Clerk



David Kogon, MD
Mayor