

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: December 18, 2023
Time: 6:00 pm
Location: Council Chambers, Town Hall

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

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
Kim Jones, Director, Corporate Communications & IT
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

Mayor Kogon called the meeting to order.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgement.

3. AGENDA APPROVAL / ACCEPTANCE OF MINUTES

3.1 Approval of the Agenda

Moved By Deputy Mayor Fawthrop

Seconded By Councillor Baker

To approve the agenda as circulated.

Motion Carried

3.2 Acceptance of Minutes

3.2.1 November 23, 2023 Public Hearing

Mayor Kogon called for any errors or omissions. There being none the minutes of the November 23, 2023 Public Hearing were accepted as included in the agenda package.

3.2.2 November 27, 2023 Regular Meeting

Mayor Kogon called for any errors or omissions. There being none the minutes of the November 27, 2023 regular meeting were accepted as included in the agenda package.

3.2.3 November 29, 2023 Special Meeting

Mayor Kogon called for any errors or omissions. There being none the minutes of the November 29, 2023 special meeting were accepted as included in the agenda package.

3.2.4 December 12, 2023 Special Meeting

Mayor Kogon called for any errors or omissions. There being none the minutes of the December 12, 2023 special meeting were accepted as included in the agenda package.

4. REQUESTS FOR DECISION

4.1 Poverty Reduction Advisory Committee Terms of Reference Amendments

Moved By Councillor Landry

Seconded By Councillor Davidson

That Council approve the revised Poverty Reduction Advisory Committee Terms of Reference for the Town of Amherst.

Motion Carried

TITLE: Poverty Reduction Advisory Committee Terms of Reference
SECTION: Executive Office
POLICY NO: 10350-29

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

POLICY STATEMENT

This policy will govern the terms of reference for the Poverty Reduction Advisory Committee for the Town of Amherst.

PURPOSE:

The purpose of the Poverty Reduction Advisory Committee (PRAC) is to advise Amherst Town Council on matters regarding poverty reduction through the application of social equity lenses within our community. The primary goals of the PRAC are:

1. Assist with increasing awareness of wellness and quality of life for all constituents living in Amherst focusing on what is needed to prevent people from experiencing poverty.
2. To support those who are equity deserving by focusing on inclusion, empowerment, capacity building, and cross-sectoral collaboration

ROLE OF COMMITTEE:

Mandate:

The mandate of the Poverty Reduction Advisory Committee is to:

- Provide advice and recommendations to Municipal Council as determined by the goals of strategic plan, or as determined by ongoing collaboration with the community
- Work collaboratively with community organizations and neighboring municipalities to carry out priorities as identified in the strategic plan
- Create awareness and education around poverty and its impact on social wellness;
- Function as a hub of community-based poverty reduction assets;
- Consider and integrate the advice and activities of other council committees with mandates aligned with poverty reduction;
- Align with strategic priorities of councils that are matters related to the committee's purpose; and
- Review these Terms of Reference every three years.

MEMBERSHIP:

Committee Composition and Term

The committee will endeavor to maintain a diverse and inclusive membership and represent all demographics and cultural groups within Amherst.

The Chair and Vice Chair will be elected by the committee at the first meeting of each calendar year.

The membership of the PRAC will be as follows:

- Two Councillors as voting members
- Up to six members of the public as voting members ideally with experience in a social equity field or lived experience. Membership will not be limited to Town of Amherst residents; however, preference will be given to residents of the Town of Amherst.
- Staff are not voting members.
- Applications for community representatives may be solicited using radio, newspaper, social media and municipal websites. Interested citizens will be invited to submit a letter of interest and experience. Staff will review the applications with the Councillor appointed to the Committee and make a recommendation to Amherst Town Council for approval of the citizen appointments.

MEETINGS:

Delegated Authority

The PRAC is established as an advisory committee to the Amherst Town Council and does not have any delegated authority. The Committee has no authority to direct staff but may request direction from the CAO as needed.

Functioning of the Committee

The Clerks Office will manage the scheduling and facilitation of Committee meetings.

A quorum consists of a majority of the members of the Committee. The Committee will attempt to make decisions by consensus, in the absence of such a vote will be held.

Budget and Resources Remuneration

PRAC Committee members serve as volunteers and shall serve without remuneration.

Frequency of Meetings

It is expected the PRAC will meet quarterly or as determined by the Committee.

Absenteeism

If a committee member misses three consecutive meetings without giving notice to the Committee, the position will be considered vacated and a new representative will be appointed.

Title/Role	Responsibilities
Director Community Living	Ensure the Committee meets quarterly, follows the terms of reference and brings forward recommendations from the committee to Council
CAO	Ensures recommendations are reviewed by Council at Committee of the Whole meetings and communication on meetings is forward to PRAC
Council	Reviews monthly reports on progress and considers any recommendations brought forward with due diligence

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Revise the Terms of Reference to be a Town of Amherst Committee	Director of Community Living, Bristol	Council	

4.2 Nature Challenge Fund Land Acquisition

Moved By Councillor Emery

Seconded By Deputy Mayor Fawthrop

That Council approve the purchase of a 110-acre parcel of woodland off the Green Road for \$99,000, plus any applicable tax and closes costs, subject to an appraisal, to be fully funded through the Nature Challenge Fund; and further, that the Mayor and CAO be authorized to execute the necessary documents.

Motion Carried

4.3 Water Utility Dump Truck Purchase

Moved By Councillor Chambers

Seconded By Councillor Emery

That Council approve of an amendment to the 2023/24 Water Utility Capital Budget to include \$355,000 from the water depreciation fund for the purchase of a dump truck for the Amherst Water Utility, and further, the contract to supply the dump truck be awarded to Nova Truck Centres in the amount of \$339,500 plus applicable taxes.

Motion Carried

4.4 Appointment of Development Officer

Moved By Councillor Baker

Seconded By Councillor Emery

That Council appoint Torben Laux as a Development Officer for the Town of Amherst.

Motion Carried

5. INTERNAL COMMITTEE REPORTS

5.1 Amherst Board of Police Commissioners - Davidson

Information item only; no direction given or action required.

5.2 Amherst Youth Town Council - AYTC Member

Information item only; no direction given or action required.

5.3 Inclusion Diversity and Equity Committee - Davidson

Information item only; no direction given or action required.

6. EXTERNAL COMMITTEE REPORTS

6.1 Cumberland Public Libraries - Fawthrop

Information item only; no direction given or action required.

6.2 Cumberland YMCA - Fawthrop

Information item only; no direction given or action required.

6.3 Northern Region Solid Waste Management - Baker

Information item only; no direction given or action required.

6.4 L. A. Animal Shelter - Fawthrop

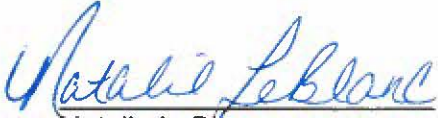
Information item only; no direction given or action required.

6.5 Municipal Alcohol Project - Emery

Information item only; no direction given or action required.

7. ADJOURNMENT

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



Natalie LeBlanc
Municipal Clerk



David Kogon, MD
Mayor