

**TOWN OF AMHERST  
Regular Council Meeting**

**Minutes**

**Date:** February 26, 2024  
**Time:** 6:00 pm  
**Location:** Council Chambers, Town Hall

**Members Present**  
 Mayor David Kogon  
 Deputy Mayor Dale Fawthrop  
 Councillor Charlie Chambers  
 Councillor George Baker (via Zoom)  
 Councillor Hal Davidson  
 Councillor Leon Landry  
 Councillor Lisa Emery

**Staff Present**  
 Jason MacDonald, Chief Administrative Officer  
 Aaron Bourgeois, Director, Operations  
 Andrew Fisher, Director, Planning & Strategic Initiatives  
 Dwayne Pike, Chief, Police Services  
 Greg Jones, Director, Fire Services  
 Kim Jones, Director, Corporate Communications  
 Krista Crossman, Director, HR & Customer Services  
 Sean Payne, Corporate Communications Officer  
 Natalie LeBlanc, Municipal Clerk  
 Cindy Brown, Administrative Assistant

**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/ACCEPTANCE OF MINUTES**

**3.1 Approval of the Agenda**

**Moved By Councillor Emery**

**Seconded By Councillor Baker**

**To approve the agenda as circulated.**

**Motion Carried**

**3.2 Acceptance of Minutes**

**3.2.1 January 22, 2024 Regular Council**

The Mayor called for any errors or omissions. There being none, the minutes of the January 22, 2024 regular meeting of Council were accepted as circulated.

**3.2.2 February 8, 2024 Public Hearing**

The Mayor called for any errors or omissions. There being none, the minutes of the February 8, 2024 Public Hearing were accepted as circulated.

**3.2.3 February 13, 2024 Special Council**

The Mayor called for any errors or omissions. There being none, the minutes of the February 13, 2024 special meeting of Council were accepted as circulated.

**4. REQUESTS FOR DECISION**

**4.1 2024 Municipal Election**

**Moved By Deputy Mayor Fawthrop**

**Seconded By Councillor Landry**

**That Council approve of the following recommendations for the 2024 Municipal Election:**

- **That Council authorize expenditures for the October 2024 Municipal Election;**
- **That Council gives authority to the CAO to determine the Tariff of Fees and Expenses for the 2024 Municipal Election;**
- **That Council appoint Kimberlee Jones as the Returning Officer for the 2024 Municipal Election and also appoint Natalie LeBlanc as the Assistant Returning Officer;**

- That Council agree to a full electronic/alternative voting method (internet and telephone) from Intelivote Systems Inc for the 2024 Municipal Election;
- That Council set the dates for the advance polling period from Thursday October 10, 2024 to the close of voting on regular election poll day October 19, 2024; and
- That Council authorizes the use of the Nova Scotia permanent registry of voters provided by Elections Nova Scotia as the preliminary list of electors.

**Motion Carried**

**4.2 15 & 31 East Victoria Street Development Agreement Second Reading  
Moved By Councillor Landry  
Seconded By Councillor Davidson  
That Council give Second Reading of the Development Agreement for 15 and 31  
East Victoria Street.**

**Motion Carried**

Case No: DA-2024-01

This Agreement made this X<sup>th</sup> Day of 2024.

Between:

**CASEY REALTY LIMITED** (owner of three abutting properties along Electric Street, East Victoria Street and Maple Avenue, Amherst [PIDs: 25508698, 25005430 and 25033747], 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 CP-15 of the Municipal Planning Strategy of the Town of Amherst, to construct a 3-story, 24-unit apartment building and a 6-storey mixed-use building on three abutting properties along Electric Street, East Victoria Street and Maple Avenue (PIDs: 25508698, 25005430 and 25033747 respectively).

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 XX<sup>th</sup> Day of [Month] 2024, 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:

- Schedule 'A' - Terms and Conditions
- Schedule 'B' - Property Location Map
- Schedule 'C' – Site Plan
- 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 Land in the Town of Amherst, hereinafter called the "Land". The aforesaid Land is the only land in the Town of Amherst to which this Agreement applies, and the Land is illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may construct a maximum of a 24-unit, 3-level apartment building and a 6-storey mixed-use building on the said Land, subject to Schedules A, B, C, and D attached.
- 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, SEALED AND DELIVERED

In the presence of

**THE TOWN OF AMHERST**

\_\_\_\_\_  
David Kogon MD, Mayor

\_\_\_\_\_  
Jason MacDonald, MCIP, LPP, CAO

**FOR THE OWNER**

\_\_\_\_\_  
Jim Furlong

#### Schedule A PID 25508698, 25005430 and 25033747, Electric Street, Amherst

Terms and Conditions:

##### 1.0 USE OF LAND AND BUILDINGS

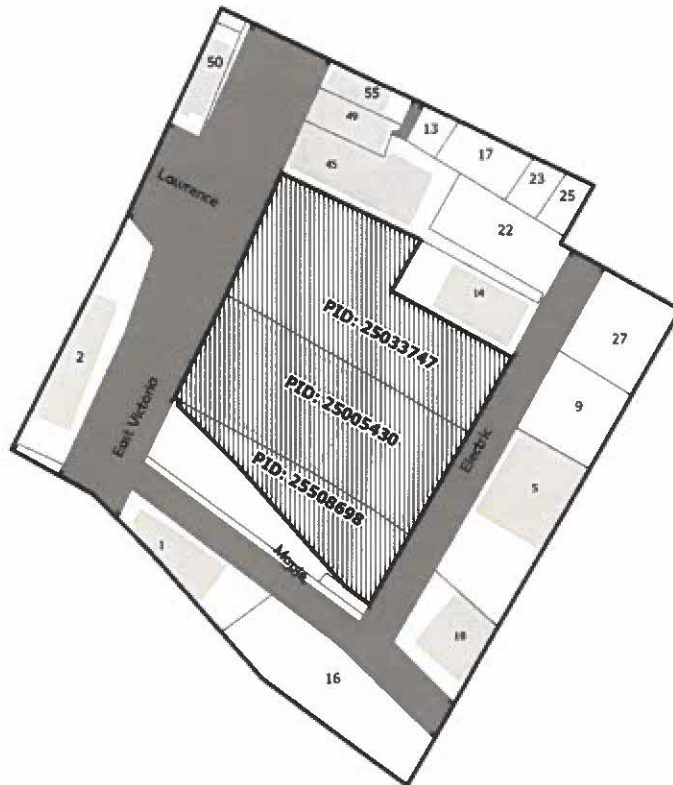
- 1.1 The use of the properties shall be limited to residential uses within a maximum of a 24-unit, 3-level apartment building and a 6-storey mixed use building that shall contain commercial uses on the ground floor and up to 62 dwelling units on the upper floors, in the general location as shown on Schedule 'C'. Additional commercial uses may be permitted on the upper floors by reducing the number of dwelling units.
- 1.2 A minimum of 100 parking spaces shall be provided on the Land and shall be generally configured as shown on Schedule 'C' on the surface level with the balance of parking spaces provided underground.
- 1.4 Accessory buildings may be permitted on the Land in accordance with the *Town of Amherst Land Use Bylaw* and shall not be considered a substantial change to this agreement.
- 1.5 The buildings shall generally conform to the designs shown on Schedule 'C' and 'D'. Variations to the architectural details and footprint of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.6 The Owners shall be responsible for landscaping unpaved areas and maintenance on the Land.
- 1.7 The Owner shall be responsible for maintaining screened solid waste containment areas, generally in the locations shown on Schedule 'C'.
- 1.8 Paving of the driveways and parking areas shall be completed for the facility within twelve (12) months from the date an Occupancy Permit is issued for the first building constructed.

##### 2.0 GENERAL REQUIREMENTS

- 2.1 The Owner shall keep the Land, building and any portion thereof clean and in good repair. All elements of the development on the Land shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.

- 2.2 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties.
- 2.3 Solid waste management shall be in conformance with the Town of Amherst *Solid Waste Bylaw*.
- 2.4 The Owner shall be responsible for storm water management during and after construction.
- 2.5 The Owner shall take all reasonable steps to maintain a clean worksite during construction by picking up building material waste.

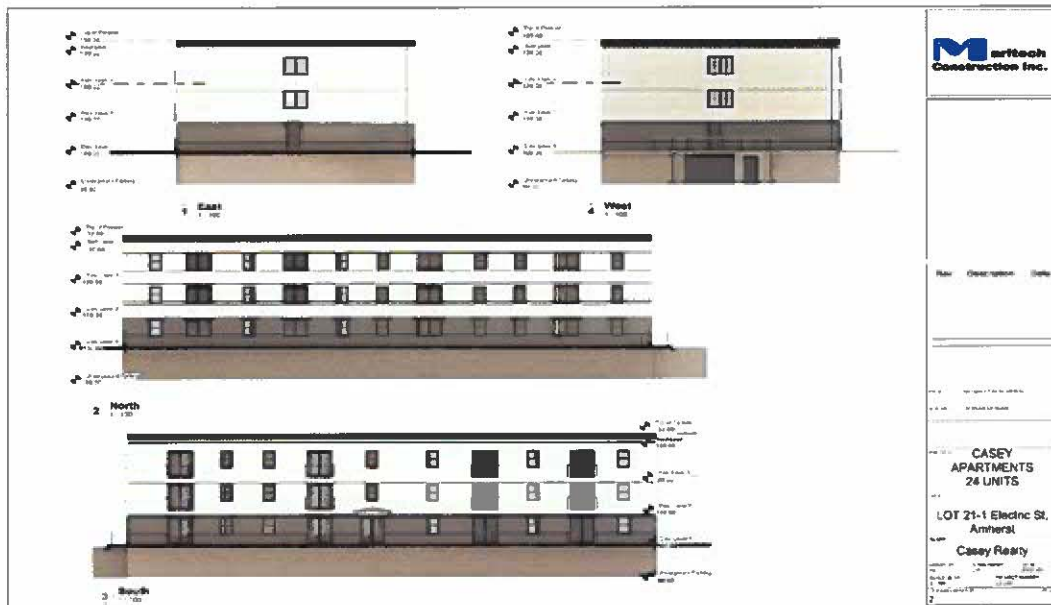
**SCHEDULE 'B'**



**SCHEDULE 'C'**



### SCHEDULE 'D' Phase 1 Building



### SCHEDULE 'C' Phase 2 Building



**SCHEDULE 'C'  
Phase 2 Building**



South Elevation

**SCHEDULE 'C'  
Phase 2 Building**



East Elevation



West Elevation

**4.3 Dr. & Mrs. H.E. Christie Community Foundation Donation**

**Moved By Councillor Emery**

**Seconded By Deputy Mayor Fawthrop**

**That Council approve the request to receive a donation of \$35,250 from the Dr. & Mrs. H.E. Christie Community Foundation to fund the grants listed below:**

- \$18,000 to the Amherst Little League;
- \$2,000 to the Royal Canadian Legion Branch 10 Amherst;
- \$2,500 to the Amherst Pre-School Association; and
- \$12,750 to the Cumberland County Minor Hockey Association.

**Motion Carried**

**4.4 Salary Administration Policy Amendments**

**Moved By Councillor Chambers**

**Seconded By Councillor Baker**

**That Council approve the amendments to the Salary Administration Policy to add the position of Manager of Financial Services.**

**Motion Carried**

**TITLE: SALARY ADMINISTRATION POLICY**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-01**

**APPROVAL DATE: September 25, 2023**

**CAO Signature: \_\_\_\_\_**

**PURPOSE**

To set out the Policy of the Town of Amherst for salary administration for all non-union employees.

**POLICY STATEMENT**

The Town of Amherst will ensure the fair and equitable compensation of all non-union employees in relation to the duties of the position within the Town.

**OBJECTIVES**

1. To promote salary equity in the Town's non-union sector.
2. To establish a framework and procedure to determine categories of compensation for new positions.

**DEFINITION OF TERMS**

**Salary Grid** - shows all the salary scales applicable to positions within the Town. The salary grids are contained in Appendices A, A-1, B, C-1. The salary grid – Appendix C-1 - has eight steps.

**Step Adjustment** – a move from one step, within a given salary range, to another (usually the next step) for individual employees is based on a satisfactory performance evaluation.

**Salary Range** - is defined as a range of pay for a category of duties, with a minimum and maximum. The range will be established by Council after considering the recommendation of the CAO.

**Overall Market Review** – A review of the appropriateness of the Job Category Listing (Appendix C) and the Salary Grid (Appendix C-1). The review shall include a survey of the market value of similar positions.

**Performance Evaluation** – A formal evaluation of the employee's job performance. All employees will receive at least one Performance Evaluation in each year of service.

**SALARY GRID:**

An appropriate salary grid for all non-union positions shall be determined by the council:

**New Positions:** Recommendations for placement on the Job Category Listing shall be prepared by the Chief Administrative Officer and forwarded to Council for approval.

**STEP ADJUSTMENTS**

Step adjustments shall be made only when:

1. The adjustment can be accommodated within the Salary Account of the appropriate department; and
2. A current Performance Evaluation form is on file.

Upon completion of a satisfactory annual evaluation, the employee may be moved to the next step on the salary grid within his or her category. All step movements must be approved by the CAO.

An employee in Step 8 in a year in which there is no overall market review shall receive a bonus equal to salary times CPI for the immediately preceding calendar year. This amount will be separate and not added to the base salary.

The CAO may, on the recommendation of the Director, authorize a movement of up to 3 steps in one year to recognize exceptional performance. In normal circumstances employees would move one step each year upon a satisfactory performance evaluation.

**TRAVEL VEHICLE ALLOWANCES:**

Mayor, Council and Directors of departments shall receive a monthly vehicle allowance of \$150.00.

The monthly vehicle allowance is for reimbursement for all local travel using one's personal motor vehicle for travel within the boundary of the Town of Amherst. Travel outside the boundary is covered under Policy #03000-01. The monthly vehicle allowance shall be reviewed each year after considering any changes in the cost of operating a motor vehicle.

**LUNCH BREAKS:**

The lunch break period shall be for a one-hour period.

**PERFORMANCE EVALUATION:**

Performance appraisals shall be conducted by the Chief Administrative Officer/Director at the completion of the probation period, and at least annually thereafter recorded on Performance Evaluation forms.

The Chief Administrative Officer/Director shall discuss the employee's performance evaluation in detail with the employee, in accordance with the employee evaluation system and standardized forms.

**SCOPE OF RESPONSIBILITY:**

The Town Council shall:

1. Authorize changes to the policies comprising the program of employee compensation.
2. Review and approve salary categories for all established positions within the Town.
3. Review and consider for approval the recommendations of the CAO in regard to the appropriateness of the salary classifications and ranges from time to time if necessary.

The Chief Administrative Officer shall:

1. Review and recommend changes to policy and procedures as they relate to the employee compensation program.
2. Ensure the maintenance of the salary rating and performance appraisal procedures.
3. Conduct salary rating and performance evaluation procedures relative to Director positions.
4. Monitor salary surveys and make recommendations to Council concerning market conditions as appropriate with an overall market review to be completed every three (3) years, or as directed by Council.
5. Grant step and/or merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.
6. Maintain all personnel files and records.
7. Determine salary ratings for temporary and casual positions.

The Director Shall:

1. Conduct performance evaluation procedures relative to the positions and employees within their respective departments, and make appropriate recommendations to the Chief Administrative Officer.
2. Make recommendations to the Chief Administrative Officer regarding step adjustments for employees within their departments.

**APPENDIX A**  
January 1, 2019

**Town of Amherst**  
Salary Grid

Job Level	Salary Amount	
Mayor	Stipend	\$41,178.00
Deputy Mayor	Stipend	\$27,723.00
Councilor	Stipend	\$25,050.00

**APPENDIX A-1**  
April 1, 2022

Salary Grid  
Other Non-Union Positions

Job Level
Chief of Police
Deputy Chief of Police

\*\*Effective April 1, 2018 the Chief of Police and Deputy Chief of Police salaries will be calculated on April 1<sup>st</sup> of each year as being 141% and 129% of the first-class constable rates.

**APPENDIX B**  
October 1, 2023

**Town of Amherst**  
Hourly Rate Grid – Casual

Job Title	Hourly Rate				
	Step 1	Step 2	Step 3	Step 4	Step 5
Casual Firefighter	17.27	17.55	17.86	18.17	18.46
Jail Guards	17.27	17.55	17.86	18.17	18.46
Canine Control Officer	15.13	15.64	16.16	16.68	17.28
School Crossing Guards	15.13	15.64	16.16	16.68	17.28
Ice Marshall	15.07	15.55	16.08	16.59	17.18
<b>Other</b>	Provincial Minimum Wage				
New Student	Provincial Minimum Wage				
Returning Student	Provincial Minimum Wage + \$1.00/hour				
Professional Student*	Provincial Minimum Wage + \$3.00/hour				

\* Applies to student employees enrolled in a professional post-secondary program for which the Town is requiring specialized educational requirements as a condition of employment. i.e. Engineering, Planning, Accounting, etc.

**APPENDIX C JOB CATEGORIES**

Category	Position
8	Director, Community Living
	Director, Communications and Information Technology
	Director, Finance
	Director, Fire Services
	Director, HR & Customer Services
	Director, Operations
	Director, Planning and Strategic Initiatives
7a	Manager of Financial Services
7	Engineering Technologist
	Public Works Foreman
6	Building Official
	Business Development Officer
	Community Well-Being Manager
	Engineering Technician
	Facility Manager
	IT Manager
	Land Use Planner
	Municipal Clerk
	Parks & Recreation Foreman
	Solid Waste Education and Coordination Officer
5	Exec Asst/Dispatch Coordinator
	Fire Inspector
4	Accounting Clerk/Accounts Payable
	Corporate Communications Officer (CCO)
	Dangerous and Unsanitary Premises Administrator
	Fire Fighter
	HR Administrator
	Procurement Coordinator
	Revenue Officer
3	Active Living Coordinator
	Administrative Assistant – Clerk's Office
	Bylaw Enforcement Officer
	Cashier/Customer Service
	Crime Prevention Coordinator
	Culture, Community Events & Marketing Coordinator
	Dispatcher
	IT Coordinator
	Water/Sewer Billing Clerk
2	Criminal Records Checks
1	Vacant

APPENDIX C-1  
April 1, 2024

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
8	87,814	89,656	91,502	93,346	95,189	97,034	98,878	100,722
7a	80,200	81,654	83,111	84,566	86,022	87,478	88,933	90,389
7	72,585	73,652	74,719	75,786	76,854	77,921	78,988	80,055
6	60,481	62,314	64,148	65,981	67,814	69,647	71,481	73,314
5	53,620	55,078	56,535	57,992	59,449	60,906	62,363	63,820
4	52,037	53,357	54,676	55,996	57,315	58,635	59,954	61,273
3	43,753	45,519	47,285	49,051	50,816	52,582	54,349	56,114
2	40,247	41,252	42,256	43,260	44,264	45,269	46,272	47,277
1	37,566	38,452	39,339	40,226	41,112	41,999	42,886	43,772

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Chief Administrative Officer	As indicated under "Scope of Responsibility"
Directors and Managers	As indicated under "Scope of Responsibility"

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
1. NS minimum wage updates; 2. Position name changes: Municipal Clerk, Dir. Corp. Communications + Info Technology, removal of GIS Coordinator, addition of Engineering Technician	Crossman: Director, HR and Customer Services	Council	March 27, 2023
Appendix B – amendment to the pay structure for student hourly rate of pay.	Director of HR & Customer Services	Council	April 24, 2023
NS minimum wage updates	Director of HR & Customer Services	Council	September 25, 2023
Addition of new position: Manager of Financial Services	Director of HR & Customer Services	Council	

MINUTES REFERENCE DATE

December 12, 2000	November 2, 2004 (See April 26, 2004 Minutes)	November 27, 2006
December 18, 2006	February 26, 2007	March 31, 2008
September 29, 2008	March 30, 2009	September 28, 2009
April 26, 2010	March 28, 2011	August 2, 2011
May 23, 2012	November 26, 2012	December 17, 2012
September 23, 2013	October 28, 2013	December 16, 2013
May 21, 2015	March 29, 2016	May 25, 2016
May 23, 2017	June 26, 2017	September 25, 2017
February 26, 2018	March 14, 2018	February 28, 2019
June 7, 2021	October 5, 2021	November 29, 2021
March 27, 2023	April 24, 2023	September 25, 2023

**4.5 Employment Equity Policy  
Moved By Councillor Davidson  
Seconded By Councillor Landry  
That Council approve the new Employment Equity Policy.**

**Motion Carried**

**TITLE: EMPLOYMENT EQUITY POLICY  
SECTION: HUMAN RESOURCE MANAGEMENT  
POLICY NO: 4050-01**

**APPROVAL DATE: \_\_\_\_\_ CAO Signature: \_\_\_\_\_**

**POLICY STATEMENT**

The Town of Amherst is committed to diversity and inclusion as it enriches and cultivates a culture of excellence. Attracting and leveraging a diverse workforce, and creating an environment that embraces inclusivity, ignites innovation and excellence in service delivery, engagement, and performance. Our commitment extends to achieving and sustaining a climate of Employment Equity throughout our organization, with the goal of guaranteeing that every employee enjoys a fair and equitable opportunity to engage in, and benefit from, all aspects of their employment experience.

**OBJECTIVES**

The objectives of this policy are to:

- Promote a culturally competent and inclusive workforce that values diversity by establishing working conditions that are free from barriers;
- Define the guiding principles that foster employment equity, diversity and a culturally proficient workplace that strives for inclusion;
- Assist with the identification and removal of barriers to employment and advancement.

## SCOPE

This policy applies to all prospective and current employees of the Town, regardless of employment status, and shall be in compliance with the *Nova Scotia Human Rights Act*, *Employment Equity Act* and the *Dismantling Racism and Hate Act*.

## DEFINITIONS

**Accessibility:** the quality of an environment that enables a person to access it with ease.

**Cultural Competence:** Attitudes, behaviors and policies which enable employees and organizations to work effectively and develop meaningful relationships with people of various cultural backgrounds.

**Disability:** a physical, mental, intellectual, cognitive, sensory, learning or communication impairment, or a functional limitation, whether apparent or not, and permanent, temporary or episodic in nature, that hinders a person's full and equal participation in society when they face a barrier.

**Diversity:** the variety of identities found within an organization, group or society. Diversity is expressed through factors such as culture, ethnicity, religion, sex, gender, sexual orientation, age, language, education, ability, family status or socioeconomic status.

**Employment Equity:** encourages the establishment of working conditions that are free from barriers and seeks to correct conditions of disadvantage in employment.

**Equity:** the principle of considering people's unique experiences and differing situations, and ensuring they have access to the resources and opportunities that are necessary for them to attain just outcomes.

**Fairness:** an accessible, consistent and transparent process that is impartial, based upon the principles of merit and equity.

**Inclusion:** the practice of using proactive measures to create an environment where people feel welcomed, respected and valued, and to foster a sense of belonging and engagement.

**Merit:** hiring and promoting individuals based on their ability to perform a job.

**Reasonable Accommodation:** Human rights legislation requires that employers have a duty to accommodate by providing reasonable accommodations to support the special needs of all employees, for example, improving accessibility to the workplace, religious observances, and alternative work arrangements. "Reasonable" imparts a duty to accommodate unless it would impose undue hardship on the employer.

**Systemic barrier:** a barrier that results from seemingly neutral systems, practices, policies, traditions or cultures, and that disadvantages certain individuals or groups of people.

## GUIDING PRINCIPLES

### Fair Treatment

We are committed to ensuring fair treatment for all employees, acknowledging, respecting, and accommodating different needs when reasonably possible.

### Inclusive Workplace

We are committed to building an inclusive workplace by drawing on the ideas and talents of all employees.

### Diverse Workforce

We recognize and embrace the unique perspectives and abilities of a qualified and diverse workforce, while valuing and appreciating the skills, creativity and innovation that diversity contributes to our team.

### Barrier-Free Organization

We are committed to ensuring our systems, policies, practices and work environment are barrier-free and accessible.

### Integrated Approach

We are committed to building diversity and inclusion into organizational plans, policies, practices and programs.

### Equal Opportunity Employer

We are dedicated to achieving equity in the workplace, so that no person will be denied employment or promotional opportunities for reasons unrelated to ability. All individuals have the right of equal opportunity to employment and promotion without regard to race, nationality or ethnic origin, color, religion, age, gender, gender identity or expression, marital or family status, or disability.

## FOCUS: RECRUITMENT, SELECTION & HIRING

- A. Eliminate biased language from job advertisements;
- B. Offer flexible working arrangements by default in job ads;
- C. Make job requirements clear, specific, and behavior-based;
- D. Use structured interviews and develop scoring systems and hiring criteria in advance.

## FOCUS: EMPLOYEE DEVELOPMENT & TRAINING

- A. Advancing employment equity concepts in the workplace through education efforts;
- B. Including inclusion, diversity and equity training as a compulsory component of new employee orientation as well as for all hiring managers, human resources staff;
- C. Ensure inclusion and diversity training is integrated into all learning and development programs;
- D. Committing to the development of on-going, long term training strategies.

## FOCUS: PROMOTION & RETENTION

- A. Ensuring transparency of promotion, pay and reward processes;
- B. Developing and implementing formal grievance procedures, offering employees alternative measures to address issues and offering resources for support networks;
- C. Performance assessments: using 360-degree evaluations to collect diverse performance information.

## FOCUS: WORKPLACE FLEXIBILITY & ACCESSIBILITY

- A. Enhance workplace flexibility for all employees, allowing them to align professional responsibilities with other aspects of their lives.
- B. Make workplace or role accommodations available when reasonable and operationally viable.
- C. Improve support and flexibility in the workplace by ensuring that staff and Town Council members with disabilities have access to adaptive technologies, possible accommodations in the workplace, appropriate and supportive leave practices and return to work plans.

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
<b>Chief Administrative Officer</b>	The Chief Administrative Officer will: <ol style="list-style-type: none"> <li>Provide leadership in promoting the principles of employment equity throughout the organization;</li> <li>Assist in setting goals and objectives for achieving a diverse and inclusive workforce and incorporate these goals into the municipality's broader strategic plans.</li> </ol>
<b>Director, HR</b>	The Director of HR will: <ol style="list-style-type: none"> <li>Be responsible for the effective implementation of the policy and the integration of the policy objectives into the organization's HR processes and practices;</li> <li>Provide support for training and education programs related to employment equity;</li> <li>Monitor the effectiveness of the policy and related initiatives.</li> </ol>
<b>Directors and Managers</b>	Directors and Managers will: <ol style="list-style-type: none"> <li>Ensure a welcoming and respectful environment for all employees;</li> <li>Encourage and participate in the training and development of staff;</li> <li>Translate the principles of employment equity into tangible actions within their teams.</li> </ol>
<b>Employees</b>	Employees will: <ol style="list-style-type: none"> <li>Ensure a welcoming and respectful environment for all employees;</li> <li>Attend and participate in diversity, employment equity and/or inclusion training as required;</li> <li>Participate in the accommodation process when accommodations are necessary.</li> </ol>

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<b>New Policy</b>	Director, HR and Customer Services	Council	

## MINUTES REFERENCE DATE:

## RESOURCES

- How to improve workplace equity: Evidence-based actions for employers, *Government of Canada*: <https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/reports/employers-improve-workplace.html>
- Employment Equity Act, *Government of Canada*: <https://laws-lois.justice.gc.ca/eng/acts/e-5.401/>
- Guide on Equity, Diversity and Inclusion Terminology, *Government of Canada*: <https://www.canada.ca/en/department-national-defence/maple-leaf/defence/2022/05/guide-equity-diversity-inclusion-terminology.html>
- Employment Equity Policy, *Government of Nova Scotia*: <https://novascotia.ca/treasuryboard/manuals/PDF/500/50203.pdf>
- Nova Scotia Human Rights Act: <https://nslegislature.ca/sites/default/files/legc/statutes/human%20rights.pdf>
- Nova Scotia Dismantling Racism and Hate Act: <https://nslegislature.ca/sites/default/files/legc/statutes/dismantling%20racism%20and%20hate.pdf>
- Anti-Bias and Inclusion, and Diversity and Culture: Strategies for Working with Differences, *Achieve Centre for Leadership*

**4.6 Tree Advisory Committee Policy Repeal  
 Moved By Councillor Baker  
 Seconded By Deputy Mayor Fawthrop  
 That Council repeal the Tree Advisory Committee Policy (64000-03).**

Motion Carried

TOWN OF AMHERST POLICY

NUMBER 64000-03

PAGE 11 of 13

TITLE: TREE ADVISORY COMMITTEE

Minutes reference date: 23 February 2009

## PURPOSE

To establish a policy for the governance of the Amherst Tree Advisory Committee.

## BASIS

To provide Council and staff direction related to Dutch Elm diseased trees within the Town of Amherst and to other issues related to trees within the community which are not the direct responsibility of the Town Engineer under the *Municipal Government Act*. Dutch Elm Disease continues to be a significant concern to all municipalities in Nova Scotia including the Town of Amherst. To ensure community involvement, the Town requires the assistance from concerned community members to provide their expertise and direction so that the spread of Dutch Elm disease can be curtailed.

**ROLE OF COMMITTEE**

The role of a Tree Advisory Committee is to:

1. Advise Council as required from time to time with data related to Dutch Elm diseased trees in Amherst and the spread of this disease.
2. The Committee will work with staff in determining appropriate strategies and actions for the treatment and/or removal diseased trees.
3. The Committee will provide advice regarding the species of trees that the Town should plant in place of the trees that have been removed.
4. The Committee will work with staff and consider any training opportunities or resources that the Town should be accessing in addressing Dutch Elm Disease Trees in Amherst.
5. The Committee will provide advice and direction on matters related to Trees within the Town of Amherst that Council may request from time to time.

**MEMBERSHIP:**

1. The Council shall appoint members of the Tree Advisory Committee by resolution.
2. All members shall be residents of the Town and shall include two members of Town Council and three citizen appointees.
3. The term for citizen appointees shall be three years, and members may be re-appointed to the Committee without limitations. Citizen appointee terms shall be by fiscal year.
4. In September of the last year of the term, an advertisement for citizen appointees shall be placed in the local newspaper. Council will appoint members for the new term prior to the end of that year.

**MEETINGS:**

1. Meetings will be scheduled by the Chairperson in consultation with staff. Generally meetings will commence at 12:00 noon.
2. The committee will meet at least three times annually. All meetings are open to the public.

**4.7 Appointments of Citizen to Boards, Committees and Commissions Policy Repeal  
**Moved By Councillor Landry**  
**Seconded By Councillor Emery**  
**That Council repeal the Appointments of Citizens to Boards, Committees and**  
**Commissions Policy 10350-08.****

**Motion Carried**

**TOWN OF AMHERST POLICY**

**NUMBER 10350-08**  
**PAGE 1 of 1**

**DEPARTMENT: COUNCIL**

**TITLE: APPOINTMENTS OF CITIZENS TO BOARDS, COMMITTEES & COMMISSIONS**

Minutes reference date: 8 September 1992 28 November 2011

**POLICY STATEMENT**

1. All appointments to boards, committees and commissions shall be ratified by Town Council at a duly constituted meeting of Council.
2. All appointments shall be for a specific period of time and may be terminated by Council at any time.
3. Term and expiry of appointments shall be in accordance with the applicable committee terms of reference.
4. Only residents of Amherst shall be appointed to boards, committees and commissions unless the terms of reference provide for appointments of non-residents.
5. Solicitation for prospective appointees for boards, committees and commissions shall be obtained by advertising in the local media and on the Town's website.
6. Town employees or their family members shall not be eligible to sit as a member of any board, committee or commission. Employees shall act as resource persons only.
7. A citizen shall be eligible to serve on not more than two boards, committees or commissions at any one time.

**PURPOSE**

The purpose of this policy is to clarify the appointment of members to boards, committees and commissions.

**DEFINITIONS**

"Boards, committees and commissions" are those agencies, either operational or advisory, created by Council, the members of which are appointed to fulfill a specific mandate.

"Family members" shall include persons of an employee's immediate family.

## 5. INTERNAL COMMITTEE REPORTS

- 5.1 **Planning Advisory Committee - Landry**  
Information item only; no direction given or action required.
- 5.2 **Amherst Board of Police Commissioners - Davidson**  
Information item only; no direction given or action required.
- 5.3 **Amherst Youth Town Council - Brennan**  
Information item only; no direction given or action required.
- 5.4 **Accessibility Advisory Committee - Fawthrop**  
Information item only; no direction given or action required.
- 5.5 **Inclusion Diversity and Equity Committee - Davidson**  
Information item only; no direction given or action required.
- 5.6 **Poverty Reduction Advisory Committee - Landry**  
Moved By Deputy Mayor Fawthrop  
Seconded By Councillor Landry  
That further to the Basic Income Guarantee presentation given to the Poverty Reduction Advisory Committee, the CAO be directed to provide further information at the March Committee of the Whole regarding a Council resolution in support of the Basic Income Guarantee to be included in the Nova Scotia Registry of municipalities that support this initiative.

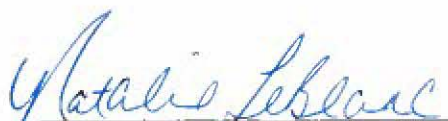
Motion Carried

## 6. EXTERNAL COMMITTEE REPORTS

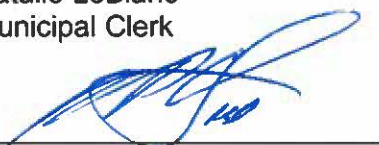
- 6.1 **Cumberland Public Libraries - Fawthrop**  
Information item only; no direction given or action required.
- 6.2 **Cumberland YMCA - Fawthrop**  
Information item only; no direction given or action required.
- 6.3 **Northern Region Solid Waste Management - Baker**  
Information item only; no direction given or action required.
- 6.4 **L. A. Animal Shelter - Fawthrop**  
Information item only; no direction given or action required.
- 6.5 **Senior Safety - Emery**  
Information item only; no direction given or action required.
- 6.6 **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