

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: May 26, 2025
Time: 6:00 pm
Location: Council Chambers, Town Hall

Members Present
 Mayor Robert Small
 Deputy Mayor Hal Davidson
 Councillor Charlie Chambers
 Councillor Nic Furlong
 Councillor Terry McManaman
 Councillor Dwayne Ripley
 Councillor Kathy Wells

Staff Present
 Jason MacDonald, Chief Administrative Officer
 Aaron Bourgeois, Director, Operations
 Andrew Fisher, Director, Planning & Economic Development
 Dwayne Pike, Chief, Police Services
 Greg Jones, Director, Fire Services
 Kim Jones, Deputy Chief Administrative Officer
 Sarah Wilson, Director, Finance
 Sharon Bristol, Director, Community Living
 Lori O'Connell, Marketing & Communications Officer
 Sean Payne, Marketing & Communications Officer
 Natalie LeBlanc, Municipal Clerk
 Cindy Brown, Administrative Assistant

1. CALL TO ORDER

Mayor Small called the meeting to order at 6:00 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA/ACCEPTANCE OF MINUTES

3.1 Approval of the Agenda

Moved By Councillor McManaman

Seconded By Councillor Wells

To approve the agenda as circulated.

Motion Carried

3.2 Acceptance of Minutes

3.2.1 April 28, 2025 Council

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 28, 2025 regular meeting of Council were accepted as included in the agenda package.

3.2.2 May 14, 2025 Public Hearing

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the May 14, 2025 Public Hearing were accepted as included in the agenda package.

4. REQUESTS FOR DECISION

4.1 Community Support Grant Westcumb Amateur Radio

Moved By Deputy Mayor Davidson

Seconded By Councillor Furlong

That Council approve funding in the amount of \$15,000 for the Westcumb Amateur Radio Club under the Community Support Grants Policy and further fund this out of the Community Support Area Rate Reserve in the Operating Reserve.

Motion Carried

4.2 Community Support Grants Bridge Adult Workshop and Spring Street Academy

Moved By Councillor Wells

Seconded By Deputy Mayor Davidson

That Council approve funding in the amount of \$1,600 to the Bridge Adult Service Centre under the Community Support Grants Policy to be funded from the Social Equity Fund.

Motion Carried

Moved By Councillor Wells

Seconded By Councillor Chambers

That Council approve funding in the amount of \$14,720 to the Bridge Adult Service Centre under the Community Support Grants Policy to be funded from the Operating Reserve Social Equity Fund.

Motion Carried

Moved By Councillor Wells

Seconded By Councillor Furlong

That Council approve funding in the amount of \$2,000 to Spring Street Academy Home and School Association under the Community Support Grants Policy to be funded from Community Support Grants.

Motion Carried

4.3 By-law to Amend the Building Bylaw First Reading

Moved By Councillor Chambers

Seconded By Councillor Ripley

That Council give first reading of the By-law to Amend the Building Bylaw.

Motion Carried

**BY-LAW TO AMEND
THE TOWN OF AMHERST BUILDING BY-LAW D-6**

The Town of Amherst Building Bylaw, D-6, approved by Council on May 24, 2011 is hereby amended as follows:

1. Part 1 – Definitions under section c) replace NSBCR with National Building Code of Canada
2. Part 1 – Definitions under section d) add the words “to do anything in the”
3. Part 1 – Definitions under section g) update the entire definition of “owner” to read “means any person, firm or corporation controlling the property under consideration.”
4. Add section 1.2 to Definitions to read “The definitions in Section 1.4.1.2(1) of Division A of the Nation Building Code and the Nova Scotia Building Code Regulation apply to this bylaw, unless otherwise defined.”
5. Part 2 – Permits add a new section 2.1 Application to read:
 - a) This by-law applies to the administration and enforcement of the Building Code Act in the design, construction, erection, placement and occupancy of new buildings, and the alteration, reconstruction, demolition, removal relocation, occupancy and change of occupancy classification of existing buildings and to the work necessary to correct unsafe conditions in existing buildings reported to the authority having jurisdiction of observed during an inspection.
 - b) Any construction or condition that lawfully existed prior to the effective date of this bylaw need not conform to this by-law provided that such construction or condition does not constitute an unsafe condition in the opinion of the authority having jurisdiction.
 - c) Where a building or any part thereof is altered, this by-law applies to the parts of the building that are altered.
6. Part 4 – Inspections replace section a) with
 1. Footings in place;
 2. ICF foundations to be inspected prior to placing any concrete in the forms;
 3. Foundation insulation is placed on exterior of foundation;
 4. Water/sewer/storm line connections between footing and property line prior to covering;
 5. Foundation before backfilling;
 6. All under slab water/sewer connections;
 7. Basement floor slab insulation (if required);
 8. Prior to placing concrete over a hydronic heating system;
 9. Framing inspection once all rough in work is complete including plumbing, electrical, ventilation and heating;
 10. Insulation/vapor barrier inspection prior to covering
 11. Final inspection prior to allowing occupancy.

4.4 By-law to Repeal the Vacant Building By-law First Reading

Moved By Councillor Ripley

Seconded By Councillor Chambers

That Council give first reading of the By-law to Repeal the Town of Amherst Vacant Building By-law.

Motion Carried

**TOWN OF AMHERST
BY-LAW TO REPEAL THE VACANT BUILDING BY-LAW, P-5**

1. This is a bylaw to repeal the Vacant Building Bylaw, P-6.
2. The Vacant Building Bylaw approved by Council on the May 24, 2011 is hereby repealed.

4.5 112 West Victoria Street Development Agreement Second Reading

As Councillor Wells was not present at the Public Hearing, she did not vote on this item.

Moved By Councillor McManaman

Seconded By Deputy Mayor Davidson

That Council give Second Reading of the development agreement for 112 West Victoria Street to permit the construction of two 16-unit and three 8-unit apartment buildings.

Against (2): Councillor Chambers, and Councillor Ripley

Motion Carried 4-2

Case No: DA-2025-XX

This Agreement made this _____ Day of _____ 2025.
Between:

Six Point Start Homes (owner of property located at 112 Victoria Street West [PID 25000605], 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 RP-9 of the Municipal Planning Strategy of the Town of Amherst, to construct two (2) 16-unit and three (3) 8-unit apartment dwellings on property located at 112 Victoria Street West (PID 25000605).

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 ___ Day of _____ 2025, 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:

- (a) Schedule 'A' – Terms and Conditions
- (b) Schedule 'B' – Property Location Map
- (c) Schedule 'C' – Site Plan
- (d) Schedule 'D' – Building Elevation

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 Lands in the Town of Amherst, hereinafter called the "Lands". The aforesaid Lands are the only lands in the Town of Amherst to which this Agreement applies, and the Lands are illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may construct five (5) Apartment Buildings, two (2) 16-unit and three (3) 8-unit dwellings on the said Lands, 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 AND DELIVERED

In the presence of

FOR THE OWNER

 Tom Mattinson
 Six Point Star Homes
THE TOWN OF AMHERST

 Rob Small, Mayor

 Jason MacDonald, MCIP, LPP, CAO
Schedule A**112 Victoria Street West, PID 25000605 -
Development Agreement**

Terms and Conditions:

1.0 USE OF LAND AND BUILDINGS

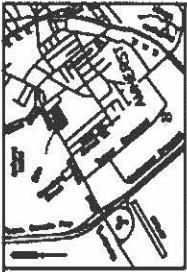
- 1.1 The use of the property shall be limited to five (5) Apartment Buildings consisting of two 16-unit and three 8-unit dwelling units, for a total of fifty-six (56) dwelling units on property shown on Schedule 'B'.
- 1.2 Each Apartment Dwelling shall consist of no more than 2 levels and shall generally conform to the designs shown on Schedule '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.
- 1.3 The location of each Apartment Dwelling, driveway, and parking area shall be generally configured on the Lands as shown on Schedule 'C'. Variations to the location of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.4 A minimum of 1.25 parking spaces shall be provided for each dwelling unit on the Lands and shall be generally configured as shown on Schedule 'C'. Variations to the number and configuration of parking and internal access shall be made to ensure compliance with fire vehicle access requirements of the National Building Code. Such variations shall not be considered substantial.
- 1.5 The Owner shall incorporate a walkway from Victoria Street West to the internal parking are of the development.
- 1.6 Prior to issuance of a Development Permit for any building, the Owner shall submit a detailed landscaping plan that shall include but not be limited to the following:
- 1.6.1 Specify the type of treatment of all areas during all phases of the development. Areas of the Lands not part of initial phases must be kept as grass or otherwise treated so as to minimize dust.
- 1.6.2 An opaque fence approximately 1.8 meters (6 feet) in height shall be placed along both sides of the driveway access, extending from the property line bordering West Victoria Street to the rear corner of the adjacent properties. This fence requirement may be altered or waived on one or both sides upon mutual written agreement with the nearest property owner.
- 1.6.3 A visual buffer, at least 1.8 meters or 6 feet consisting of vegetation, an opaque privacy fence, or a combination of both, must be established along the property line as specified below. 114 West Victoria Street - PID 25000654, 110 West Victoria Street PID - 25387531, and 108 West Victoria Street PID 25382169
- 1.7 The Owner shall be responsible for maintaining screened solid waste containment area(s) at minimum ten (10) metres from the rear property line of adjacent properties fronting on West Victoria Street and shall generally follow the location as set out in Schedule 'C'.
- 1.1 Prior to the issuance of a Development Permit for any building, the Owner shall submit a detailed Stormwater Management Plan created by a professional engineer. Said plan shall be designed and implemented such that there will be no increase in stormwater flow onto adjacent properties and no increase of peak flow into over existing conditions. The Owner shall be responsible for storm water management during and after construction.
- 2. GENERAL REQUIREMENTS**
- 2.0 The Owner shall keep the Lands and buildings and any portion thereof clean and in good repair. All elements of the development on the Lands shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.

- 2.1 In addition to *Part 5 – Hours of Construction* under the Town of Amherst Building Bylaw D-6, operation of heavy equipment and electrical generators shall not take place on the property from 8:00 P.M. to 7:00 A.M.
- 2.2 Signage on the property shall conform to the Town of Amherst *Land Use Bylaw*.
- 2.3 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties.
- 2.4 Solid waste management shall be in conformance with the Town of Amherst *Solid Waste Bylaw*.
- 2.5 The Owner shall take all reasonable steps to maintain a clean worksite during construction by picking up building material waste, and taking all reasonable measures to minimize dust.
- 2.6 The Owner shall erect temporary construction fencing during construction to minimize danger to the public and prevent unauthorized access to the construction site.
- 2.7 Accessory buildings may be permitted on the Lands in accordance with the Town of Amherst *Land Use Bylaw*.

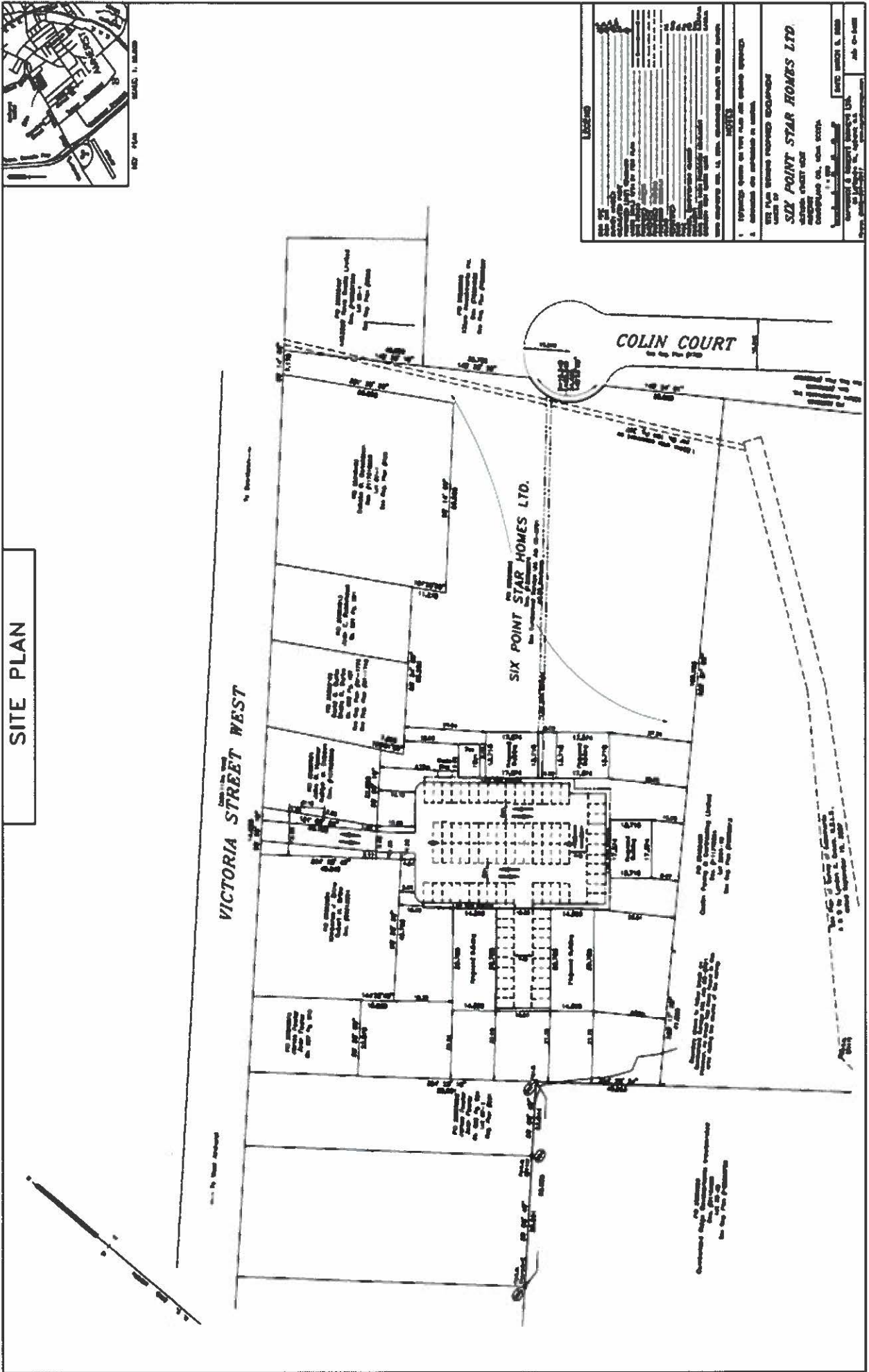
Schedule B – Property Location Map



Schedule C – Site Plan



SITE PLAN



LEGEND	
---	Proposed Boundary
---	Proposed Lot Lines
---	Proposed Building Footprints
---	Proposed Driveways
---	Proposed Parking Spaces
---	Proposed Access Driveways
---	Proposed Utility Lines
---	Proposed Fences
---	Proposed Landscaping
---	Proposed Other Features

NOTES

1. Proposed items on this plan are subject to approval.
2. Conditions are attached to this plan.

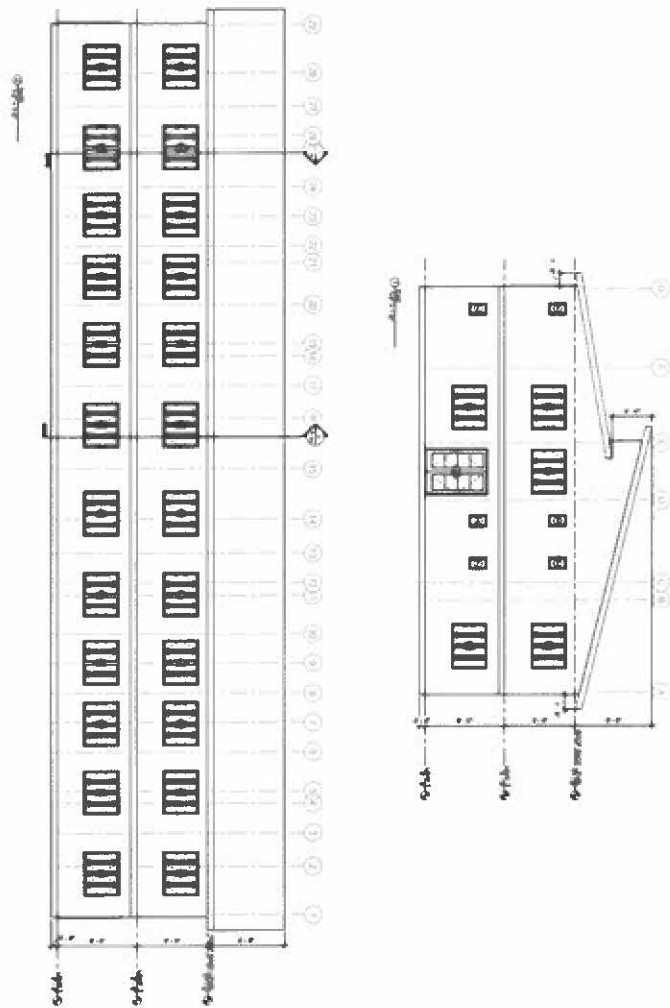
SIX POINT STAR HOMES LTD.
 11111 VICTORIA STREET WEST
 VANCOUVER, B.C. V6P 1A1
 604-273-1111

DATE: MARCH 8, 2008
 DRAWN BY: [Name]
 CHECKED BY: [Name]

Schedule D - Building Elevations - 8 Units



Schedule D - Building Elevations - 16 Units



4.6 Asphalt Patching Tender
Moved By Councillor Furlong
Seconded By Councillor Wells
That Council award the Asphalt Patching Tender (RFT-25-01) to the lowest compliant bidder, Dexter Construction, at their unit prices based on our estimated quantities in the amount of \$449,350.00 plus HST.
Motion Carried

4.7 Capital Budget Amendment Capital Paving Program
Moved By Deputy Mayor Davidson
Seconded By Councillor Ripley
That Council approve an amendment to the 2025/26 general capital budget in the amount of \$463,700 including applicable taxes for the paving of:

- **Queen Street from Croft Street to Albion Street - \$64,000 from the Capital Reserve;**
- **Park Street from West Pleasant Street to Mission Street - \$125,000 from the Canada Community Building Fund, and**
- **South Albion Street from Robert Angus Drive to the Town Boundary - \$137,350 from the Capital Reserve and \$137,350 Provincial Contribution.**

Motion Carried

4.8 Signing Authority Policy
Moved By Councillor Wells
Seconded By Deputy Mayor Davidson
That Council approve an amendment to the Signing Authority Policy #03400-01 to add the Manager of Financial Services as a third staff member to section 2 for signing cheques, bank documents, etc.
Motion Carried

TITLE:	SIGNING AUTHORITY POLICY
SECTION:	FINANCE
POLICY NO.:	03400-01

APPROVAL DATE: 23 January 2023 **CAO Signature:** _____

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, **Manager of Financial Services** (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.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy review – remove CFO, update bank account names.	Director of Finance - Wilson	Council	January 23, 2023
Amend policy to add third staff member to section 2.	Director of Finance - Wilson		

21 September 1992; 25 September 1995; 25 March 1996; 21 May 1996; 12 December 2000; 25 November 2002; 26 January 2015; 23 November 2020

**4.9 Salary Administration Policy
Moved By Councillor Chambers
Seconded By Councillor Furlong
That Council approve the amendments to the Salary Administration Policy
#04530-01.**

Motion Carried

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

APPROVAL DATE: _____

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. The salary grid in Appendix C has seven 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 salary ranges for positions as listed in Appendix C. 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 salary grid in Appendix C 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 budget 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 of their salary range in Appendix C. All step movements must be approved by the CAO.

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, 2024

Salary Grid
Other Non-Union Positions

Job Level
Chief of Police
Deputy Chief of Police
Inspector - Police

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

** Effective April 1, 2024, the Inspector salary will be calculated on April 1st of each year as being 120% of the first-class constable rates.

APPENDIX B
April 1, 2024

Town of Amherst
Hourly Rates – Casual Positions

Position	Rate
Casual Firefighter	Provincial Minimum Wage + \$4.00/hr.
Jail Guard	Provincial Minimum Wage + \$4.00/hr.
School Crossing Guard	Provincial Minimum Wage + \$2.00/hr.
New Student	Provincial Minimum Wage
First Year Returning Student	Provincial Minimum Wage + \$2.00/hr.
Second+ Year Returning Student	Provincial Minimum Wage + \$3.00/hr.
Professional Student *	Provincial Minimum Wage + \$4.00/hr.

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

APPENDIX C
MAY 26, 2025

Town of Amherst - 2024/25 Salary Grid
Non-Union

DEPARTMENT	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CAO's OFFICE	Deputy CAO	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Municipal Clerk	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Marketing & Communications Strategist	67,624	69,653	71,742	73,895	76,111	78,395	80,747
	Communications Officer	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Administrative Assistant - Clerk's Office	49,740	51,232	52,769	54,352	55,983	57,662	59,392
IT	IT Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	IT Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
COMMUNITY LIVING	Director of Community Living	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Community Well-Being Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Marketing & Communications Officer	61,019	62,850	64,735	66,677	68,677	70,738	72,860
	Culture, Events & Marketing Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Active Living Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
FINANCE	Director, Finance	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Manager of Financial Services	80,200	82,606	85,084	87,637	90,266	92,974	95,763
	Revenue Officer	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Accounting Clerk/Accounts Payable	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Water/Sewer Billing Clerk	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Cashier/Customer Service	49,740	51,232	52,769	54,352	55,983	57,662	59,392
FIRE	Director, Fire Services	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Fire Inspector	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Firefighter	54,414	56,046	57,728	59,460	61,243	63,081	64,973
HUMAN RESOURCES	Director, Human Resources	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	HR Generalist	54,414	56,046	57,728	59,460	61,243	63,081	64,973
OPERATIONS	Director, Operations	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Public Works Foreman	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Facilities Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Parks & Recreation Foreman	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Solid Waste Education and Coordination Officer	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Engineering Technician	62,295	64,164	66,089	68,071	70,114	72,217	74,383
PLANNING + ECONOMIC DEVELOPMENT	Director, Planning & Economic Development	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Building Official	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Land Use Planner	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Economic Development Officer	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Dangerous and Unsanitary Premises Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
POLICE	Executive Assistant/Dispatch Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Bylaw Enforcement Officer	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Crime Prevention Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Dispatcher	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Criminal Records Check	41,454	42,698	43,979	45,298	46,657	48,057	49,498

4.10 Appointment of Special Constable**Moved By Councillor Ripley****Seconded By Councillor Wells****That Council approve the appointment of Emily Wainwright as a special constable to enforce Part 15 of the Municipal Government Act concerning Dangerous or Unsightly Property, the Solid Waste Bylaw (D-20) and the Minimum Standards for Residential Occupancies Bylaw (P-4).****Motion Carried****4.11 Extended Producer Responsibility****Moved By Councillor Furlong****Seconded By Councillor McManaman****That Council approve the attached agreement with Circular Materials to accept compensation for the delivery of curbside collection services and authorize the Mayor and CAO to sign the agreement, subject to minor non-substantive revisions that may be required.****Motion Carried****5. INTERNAL COMMITTEE REPORTS****5.1 Planning Advisory Committee - McManaman**

Information item only.

5.2 Amherst Board of Police Commissioners - Davidson

Information item only.

6. EXTERNAL COMMITTEE REPORTS**6.1 Cumberland YMCA – Chambers****Moved By Deputy Mayor Davidson****Seconded By Councillor Furlong****That staff invite the Cumberland YMCA to present to Council at the June Committee of the Whole meeting.****Motion Carried****6.2 Northern Region Solid Waste Management - Furlong**

Information item only.

6.3 L. A. Animal Shelter - Davidson

Information item only.

7. ADJOURNMENT

Before adjourning the meeting, Mayor Small recognized Alan Taylor for hosting a successful Home Show this past weekend. Mayor Small also congratulated Andy Keirstead on his upcoming retirement after more than 20 years of service with the Town of Amherst. He also recognized the new Integrated Youth Services site and congratulated everyone involved with their new facility.

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



Natalie LeBlanc
Municipal Clerk



Robert Small
Mayor