

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: September 22, 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 (via Zoom)

Staff Present
Jason MacDonald, Chief Administrative Officer
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Economic Development
Dwayne Pike, Chief, Police Services
Kim Jones, Deputy Chief Administrative Officer
Krista Crossman, Director, Human Resources
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
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 Agenda

Moved By Councillor Furlong
Seconded By Councillor McManaman
To approve the agenda as circulated.

Motion Carried

3.2 Acceptance of Minutes

3.2.1 June 23, 2025 Regular Council

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the June 23, 2025, regular meeting of Council were approved as included in the agenda package.

3.2.2 July 23, 2025 Special Council

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the July 23, 2025, special meeting of Council were approved as included in the agenda package.

3.2.3 August 18, 2025 Special Council

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the August 18, 2025, special meeting of Council were approved as included in the agenda package.

4. REQUESTS FOR DECISION

4.1 Community Support Grant

Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers
That Council approve the request from Maggie's Place for a community support grant for \$2,000 for back-to-school supplies for children in Amherst and Cumberland County.

Motion Carried

4.2 Capital Budget Amendment Fire Vehicle

Moved By Councillor McManaman
 Seconded By Councillor Furlong

That Council approve an amendment to the 2025/26 capital budget in the amount of \$75,000 to replace the Fire Chief's command vehicle, including the operational accessories, to be funded from the operating reserve.

Motion Carried

4.3 Capital Budget Amendment West Victoria Street

Moved By Councillor Wells
 Seconded By Councillor Chambers

That Council approve an amendment to the 2025/26 general capital budget, and the 2025/26 water utility capital budget to include the engineering design to reconstruct West Victoria Street from the CNR tracks to Hickman Street to be funded with:

- \$15,000 from the Operating Reserve – Sewer
- \$37,000 from the Operating Reserve – Unrestricted, and
- \$15,000 from the water utility depreciation fund

For a total of \$67,000 inclusive of applicable taxes.

Motion Carried

4.4 Year End Operating Reserve Transfer to General Operating Solid Waste and Sewer Deficit

Moved By Councillor Chambers
 Seconded By Councillor Ripley

That Council approve the following transfers from the Operating Reserve to General Operating:

- Withdraw from the Operating Reserve – Reserve for Solid Waste of \$2,137.73 to fund the deficit in the Solid Waste department for the 2024/25 fiscal year.
- Withdraw from the Operating Reserve – Reserve for Sewage of \$2,548.98 to fund the deficit in the Solid Waste department for the 2024/25 fiscal year.

Motion Carried

4.5 Year End Capital Financing Adjustments

Moved By Councillor Ripley
 Seconded By Councillor McManaman

That Council approve the following changes to the funding for the 2024/25 Water Capital Budget:

Approval of the increase of Water Operating capital from revenue from \$40,000 to \$134,000.

Motion Carried

4.6 2024/25 Consolidated Financial Statements

Moved By Councillor Furlong
 Seconded By Councillor Chambers

That Council accept the recommendation of the Audit Committee: approving the Town of Amherst Consolidated Financial Statements for the year ended March 31, 2025, which have been audited by the firm Mclsaac Darragh Inc.

Motion Carried

4.7 Appointment of Auditor

Moved By Councillor Wells
 Seconded By Councillor Ripley

That Council appoint Mclsaac Darragh Inc. as the municipal auditor for auditing services for the 2025/26 fiscal year.

Motion Carried

4.8 Workplace Violence and Harassment Policy
Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers
That Council approve the amended Workplace Violence & Harassment
Prevention Policy #04500-02.

Motion Carried

TITLE: WORKPLACE VIOLENCE & HARASSMENT PREVENTION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO.: 04500-02

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

PURPOSE

The Town of Amherst is committed to providing a safe and respectful workplace that promotes the physical and psychological well-being of all employees. This policy outlines our commitment to preventing workplace violence, harassment, and psychological harm, and to fostering a psychologically safe environment in compliance with the *Stronger Workplaces for Nova Scotia Act* and the *Occupational Health and Safety Act*.

~~To establish and maintain a policy regarding Workplace Violence. This policy, in conjunction with the Safety Policy, will help ensure the Town's commitment to a safe working environment~~

POLICY STATEMENT

The Town of Amherst recognizes that workplace violence, harassment, and psychological harm are serious occupational health and safety hazards. We are committed to:

- Preventing workplace violence, harassment, and bullying.
- Protecting employees from psychological harm.
- Promoting psychological safety.
- Responding promptly and effectively to incidents.
- Providing training and resources to support a respectful and psychologically safe workplace.

~~The Town of Amherst acknowledges that violence in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. We view any acts of violence or threats of violence in the workplace as unacceptable. We are committed to working to prevent workplace violence and to responding appropriately if workplace violence does occur. Town Council and all employees are responsible for creating and maintaining a safe working environment.~~

SCOPE

This policy applies to all employees, contractors, volunteers, and visitors at all Town of Amherst workplaces, including municipal buildings, vehicles, remote work settings, and off-site locations where Town activities occur.

DEFINITIONS

Workplace Violence: as per the *Occupational Health and Safety Act*, workplace violence includes the attempted, threatened, or actual conduct of a person that endangers the health or safety of another person.

Harassment: Defined by the *Stronger Workplaces for Nova Scotia Act*, harassment includes any vexatious behavior or comment that is known, or ought reasonably to be known, to be unwelcome, and includes bullying, intimidation, threats, and unwanted behavior that causes harm.

Bullying: Repeated, unreasonable behavior directed at an employee or group that creates a risk to health and safety. Examples can include verbal abuse, spreading malicious rumors, or deliberately undermining a person's work.

Psychological Harm Any mental or emotional injury, distress, or adverse impact on an employee's psychological well-being resulting from workplace violence, harassment, bullying, or other unsafe or threatening work conditions.

Psychological Safety: A workplace environment in which employees feel safe to speak up, contribute, and participate without fear of humiliation, intimidation, or negative consequences to their dignity, health or career.

Workplace: Any location where an employee is engaged in work on behalf of the Town, including municipal buildings, community sites, vehicles, and virtual/remote work settings.

~~Workplace Violence — is the attempted, threatened, or actual conduct of a person that endangers the health or safety of another person. It does not include verbal abuse or harassing behaviour that does not give a person "reasonable grounds" to believe they are at risk. It can also include violence that occurs away from work, but resulting from work.~~

Workplace— means any place where an employee is or is likely to be engaged in any occupation and includes any vehicle or mobile equipment used or likely to be used by an employee in an occupation. (Occupational Health and Safety Act, S.N.S. 1996, c.7)

Reasonable Grounds— a set of facts or circumstances that would satisfy any ordinary, cautious, and prudent person that there is reason to believe, and which goes beyond mere suspicion.

Disruptive behaviour— can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

OBJECTIVES

1. Prevent and eliminate workplace violence, harassment, and psychological harm.
 2. Ensure all reports of workplace violence and harassment are taken seriously and addressed promptly, confidentially, and without retaliation.
 3. Conduct regular risk assessments of worksites and job functions.
 4. Maintain clear reporting, documenting, and investigation processes.
 5. Provide appropriate support and accommodations to employees impacted by workplace violence.
 6. Provide regular training to employees and managers on violence prevention, harassment awareness, psychological safety, and reporting procedures.
- ~~We are committed to working to prevent workplace violence and to responding appropriately if workplace violence does occur.~~
 - ~~Violence, threats, harassment, intimidation and other disruptive behaviour in our workplace will not be tolerated: that is, all reports of incidents will be taken seriously and will be dealt with appropriately~~
 - ~~Through the creation and constant updating of a prevention plan that addresses risk assessment of our worksites, as well as the reporting, documenting and investigating incidents of violence, the Town of Amherst and its employees will minimize or eliminate workplace violence.~~

REPORTING AND RECORD KEEPING

Employees shall report incidents of violence or harassment in accordance with 04500-02-P Workplace Violence Procedure.

All complaints, investigations, and outcomes will be documented and retained in accordance with privacy and legislative requirements.

TRAINING AND EDUCATION

All managers and supervisors will receive training on preventing workplace violence, harassment, bullying, and promoting psychological safety. Training records will be maintained, and refresher training will be provided every three years, or after significant policy or legislative changes.

NON-RETALIATION

Employees who report incidents or participate in investigations in good faith will be protected from retaliation. Retaliation of any kind is strictly prohibited and will result in corrective action.

ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|---------------------------------------|---|
| Chief Administrative Officer | The CAO will: <ol style="list-style-type: none"> a. Provide resources for training, risk assessment, and support b. Promote a safe and respectful workplace |
| Council | Members of Council will: <ol style="list-style-type: none"> a. Promote a safe and respectful workplace by endorsing and upholding the policy b. Approve updates as required. |
| Directors/Managers/Supervisors | Directors, Managers and Supervisors will: <ol style="list-style-type: none"> a. Maintain a safe and respectful work environment b. Respond promptly to reports of violence, harassment, or bullying |
| Human Resources | Human Resources staff will: <ol style="list-style-type: none"> a. Support reporting, investigations, and resolution b. Ensure appropriate confidential record keeping and manage training programs. |
| Employees | All Employees will: <ol style="list-style-type: none"> a. Follow the policy and report incidents b. Cooperate with investigation and support a safe workplace |

ACKNOWLEDEMENT AND AGREEMENT

I, (Employee Name), acknowledge that I have read and understood the Workplace Violence & Harassment Prevention Policy. I agree to adhere to this policy and will ensure that any employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____
 Signature: _____
 Date: _____

For Administrative Use Only:

VERSION LOG

| Amendment Description | Policy Owner | Approved By | Approval Date |
|--|---------------------------|-------------|---------------|
| Amended: added harassment, bullying, & psychological harm; scope broadened to include employees, contractors, volunteers, & visitors in all work settings; new definitions added for harassment, bullying, psychological harm, & psychological safety; objectives expanded to include prevention, risk assessment, support for affected employees & regular training, introduces reporting, record-keeping & non-retaliation language to ensure accountability and confidentiality. | Director, Human Resources | Council | |

Minutes Reference Date: May 26, 2008

**4.9 Asset Management Policy
 Moved By Councillor Furlong
 Seconded By Deputy Mayor Davidson
 That Council approve the new Asset Management Policy.**

Motion Carried

**TITLE: ASSET MANAGEMENT POLICY
 SECTION: ENGINEERING & PUBLIC WORKS
 POLICY NO: 31600-03**

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

PURPOSE

Asset management is the process of acquiring, operating, maintaining, upgrading, replacing and eventually disposing of assets in the most cost-effective manner using a standardized method of decision-making to balance costs, risks, performance, and sustainability across the lifecycle of an asset.

The Town of Amherst is responsible for delivering a wide range of services that support community well-being, public safety, economic growth, and environmental sustainability. To achieve this, the Town owns and manages a diverse asset portfolio, including roads, sidewalks, streetlights, water, wastewater and stormwater systems, fleet and equipment, land, buildings, recreation facilities, parks, and trails.

The purpose of this policy is to:

- Demonstrate the Town's commitment to responsible stewardship of community assets.
- Provide direction to staff to implement and maintain a municipal asset management program.
- Align the management of assets with the Town's strategic priorities.
- Ensure that services are delivered reliably, cost-effectively, and sustainably for current and future generations.

SCOPE

This Policy applies to all assets owned, leased, managed, and operated by the Town of Amherst.

POLICY STATEMENT

The Town shall adopt an asset management program to ensure sustainable delivery of services. The asset management program will provide the data required to ensure the responsible management of all Town owned infrastructure and shall include:

- **Inventories:** Capture all asset types, records and historical data.
- **Current Valuations:** Calculate current condition ratings and replacement values.
- **Life Cycle Analysis:** Identify maintenance and renewal strategies and life cycle costs.
- **Service Level Targets:** Define measurable levels of service targets.
- **Risk and Prioritization:** Rank all assets categories through risk and prioritization strategies.
- **Sustainable Financing:** Identify sustainable financing strategies for all asset categories.

- **Continuous Processes:** Provide continuous processes to ensure asset information is kept current and accurate.
- **Decision Making and Transparency:** Integrate the asset data into all purchases, acquisitions, assumptions, and disposals.
- **Monitoring and Reporting:** At defined intervals, assess the assets and report on condition and performance

The data, when compiled, will provide the critical information needed for Council to make evidence-based decisions regarding the timely acquisition and disposal of all Town owned assets.

ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|-------------------------------|---|
| Director of Operations | <ul style="list-style-type: none"> • Ensure the policy is reviewed periodically and updated as needed to reflect changes in best practices and ensure it meets the needs of the Town. • Be able to interpret and explain policy content |
| Council | <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit) • Support the Asset Management Program; and • Authorize the CAO to maintain oversight over the Asset Management Program. |

For Administrative Use Only:

VERSION LOG

| Amendment Description | Policy Owner | Approved By | Approval Date |
|-----------------------|------------------------------------|-------------|---------------|
| New Policy | Director of Operations – Bourgeois | Council | |

Minutes Reference Dates:

- 4.10 Surplus Fill Policy**
Moved By Councillor Ripley
Seconded By Councillor Furlong
That Council repeal the existing Surplus Fill Policy and approve the new Surplus Fill Policy.

Motion Carried

TITLE: SURPLUS FILL POLICY
SECTION: ENGINEERING & PUBLIC WORKS
POLICY NO.: 31600-17

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

PURPOSE:

The purpose of this policy is to establish guidelines for the responsible and efficient use / disposal of surplus fill generated from Town of Amherst construction, maintenance, and repair projects. This policy aims to ensure the best use of municipal resources while considering environmental, economic, and community interests.

POLICY STATEMENT:

From time to time, when undertaking municipal infrastructure projects, the Town finds itself in a position of having surplus fill material on our jobsites. The removal or disposal of surplus fill can be costly; this policy provides guidance to staff to ensure the disposal of surplus fill material is completed in an efficient and economical manner with minimal impacts to the environment.

The disposal or redistribution of surplus fill shall follow the order of priority below:

1. Reuse on Town Projects:
Surplus fill will first be evaluated for reuse on current or upcoming Town projects, provided it meets the needs of the project.
2. Stockpile for Future Use:
If feasible and cost-effective, the Town may stockpile surplus fill at an approved Town site for use in future Town projects.
3. Sale to Local Contractors or Developers:

If there is no municipal use for the material, the Town may sell surplus fill to local developers at fair market value. When surplus material is offered for sale to contractors the material is offered on an "as-is" basis and all transportation costs will be the contractors' responsibility.

ENVIRONMENTAL COMPLIANCE

Fill deemed unsuitable for reuse due to contamination must be disposed of in accordance with the applicable acts and regulations as of the Nova Scotia Department of Environment and Climate Change.

Fill suspected of contamination shall be tested prior to use or disposal.

ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|------------------------|---|
| Director of Operations | Ensure the policy is reviewed periodically and updated as needed to reflect changes in regulations, best practices, and the needs of the Town of Amherst. |
| | |

For Administrative Use Only:

VERSION LOG

| Amendment Description | Policy Owner | Approved By | Approval Date |
|--|-----------------------------------|-------------|---------------|
| New policy, old surplus fill policy repealed | Director of Operations- Bourgeois | Council | |

Minutes Reference Dates:

4.11 Dangerous and Unsightly Premises Policy

Moved By Councillor McManaman

Seconded By Councillor Ripley

That Council approve the recommended amendments to the Dangerous or Unsightly Premises Policy.

Motion Carried

TITLE: DANGEROUS OR UNSIGHTLY PREMISES POLICY
DEPARTMENT: PLANNING AND DEVELOPMENT
POLICY NO: 66150-01

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

PURPOSE

1. The purpose of this policy to delegate the Town's ~~powers~~ authority and set priority with regard to Part XV of the *Municipal Government Act* (Dangerous or Unsightly Premises).
2. Part XV of the *Municipal Government Act* states, "Every property in a municipality shall be maintained so as not to be dangerous or unsightly".

POLICY STATEMENT

3. Council delegates its authority to declare a property as dangerous or unsightly to the Dangerous or Unsightly Premises Administrator. The Administrator will determine whether or not a property is considered dangerous or unsightly in accordance with the definition of such in the *Municipal Government Act*.
4. Council delegates its authority under the provisions of the Dangerous or Unsightly Premises contained in the *Municipal Government Act* to issue an order to demolish a building to the Planning Advisory Committee.
5. Council delegates its authority to bring into compliance a property which has been declared dangerous or unsightly to the Administrator. The Administrator will utilize any and all tools listed in the Dangerous or Unsightly Premises Procedure to achieve compliance.
6. Council retains its authority under the provisions of the Dangerous or Unsightly Premises provisions contained in the *Municipal Government Act* to conduct appeal hearings when an appeal is launched against an order to demolish a building issued by the Planning Advisory Committee.
7. Council delegates its authority to conduct appeal hearings when an appeal is launched against a decision of the Administrator to the Planning Advisory Committee.

ROLES AND RESPONSIBILITIES

Administrator

8. Receive all complaints in relation to this policy;
9. Conduct an initial investigation of the complaint and determine if the property is dangerous or unsightly in accordance with the relevant provisions contained within the *Municipal Government Act*;
10. Utilize any and all tools listed in the Dangerous or Unsightly Premises Procedure to bring a property into compliance;
11. Provide a **monthly semi-annual** report to Council detailing number of complaints, number of open files, number of resolved files, type of infraction, etc.

Planning Advisory Committee

12. Upon recommendation by the Administrator, the Planning Advisory Committee will make a decision on the issuance of an order to demolish a building.
13. Upon an appeal of a decision of the Administrator, the Planning Advisory Committee will determine if a property is dangerous or unsightly and any remedial action to be taken.

COMPLAINTS

14. Complaints shall be received in a written format either on a Town of Amherst Complaint Form or via letter or email. Each complaint must include the complainant's name and contact information. **The complaint must be signed by complainant.** Anonymous complaints will not be investigated.
15. Complaints shall contain specific information, including the address of property where the **complaint alleged dangerous or unsightly condition** exists, the date that the dangerous or unsightly condition existed and what specifically the complainant believes is causing the dangerous or unsightly condition.
16. Complaints may be received by staff or Council.
17. All complaints shall be submitted to the Administrator.
18. The Administrator shall acknowledge receipt of a complaint by regular mail to the complainant.
19. Complaints shall be considered confidential but are subject to Part XX of the *Municipal Government Act, Freedom of Information Protection of Privacy*.

ENFORCEMENT

20. The Administrator shall survey all streets at least twice per year, typically in spring and fall, to identify properties that fall within the definition of dangerous or unsightly as defined under the *Municipal Government Act*.
21. **The Administrator may act in the absence of a complaint where the Administrator has determined that site conditions warrant the issuance of an Order immediately.**
22. The following priority will be followed when dealing with dangerous or unsightly files:
 - a. Dangerous Properties
 - b. Properties for which a written complaint is received
 - c. **Properties identified by the Administrator under Section 21 of this Policy.**
 - d. Properties identified by the Administrator under Section 20 of this Policy.

HEARINGS

23. Notification of any hearing will be sent via registered mail no less than 10 days prior to the hearing. In cases where the owner cannot be located, notice of the hearing may be posted on the property no less than 10 days prior to the hearing.
24. The complainant will be notified of the hearing in writing no less than seven days prior to the hearing.
25. The Administrator's report will not be made public prior to the hearing.

APPEALS **(OF ADMINISTRATOR ADMINISTRATOR DECISIONS)**

- 26. Any decision of the Administrator may be appealed to the **Planning Advisory Committee** within seven days of such decision. Such appeal must be submitted in writing to the **Chief Administrative Officer Town of Amherst Office of the Clerk**.
- 27. Appeals may be lodged by the property owner or complainant.
- 28. The Planning Advisory Committee may make any decision that the Administrator could have made.
- 29. A decision of the Planning Advisory Committee is not appealable.

APPEALS (OF PLANNING ADVISORY COMMITTEE DECISIONS ON DEMOLITONS)

- 30. Decisions of the Planning Advisory Committee in relation to the demolition of a building may be appealed to Amherst Town Council within seven days of such decision. Such appeal must be submitted in writing to the **Chief Administrative Officer Town of Amherst Office of the Clerk**.
- 31. Appeals may be lodged by the property owner or complainant.
- 32. Council may make any decision that the Planning Advisory Committee could have made.
- 33. A decision of Council is not appealable.

ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|--|--|
| Dangerous and Unightly Premises Administrator | Responsible for the provisions of this policy, except where otherwise stated. |
| Director of Planning and Economic Development | Approves the closing of Dangerous and Unightly files. |
| Office of the Clerk | Receives appeals from owners or complainants regarding decisions of the Administrator and Planning Advisory Committee. |

For Administrative Use Only:

VERSION LOG

| Amendment Description | Procedure Owner | Approved By | Approval Date |
|--|---|-------------|---------------|
| Minor 'housekeeping changes', as well as the following more substantial revisions: Section 13 currently requires that the Administrator report to Council monthly. The proposed change would require a semi-annual report, which reflects MGA requirements and current practice. Council can always ask for a status report and/or an update on a specific issue at any time throughout the year. Section 14 removes the requirement that the complaints be signed. This requirement is redundant so long as the complaint is in writing and includes the complainant's name and contact information. Add as Section 21 that the Administrator may act without the requirement of a complaint. This change reflects the Administrator's | Director of Planning & Economic Development | Council | |

| | | | | |
|---|--|--|--|------|
| more proactive semi-annual survey of town streets. 21. The Administrator may act in the absence of a complaint where the Administrator has determined that site conditions warrant the issuance of an Order immediately. | | | | 0326 |
|---|--|--|--|------|

Minutes Reference Date: February 27, 2006 May 26, 2008 April 27, 2009 April 26, 2010
 March 24, 2014 March 29, 2016 June 28, 2021

4.12 Amherst Youth Town Council Policy

Moved By Councillor Wells

Seconded By Councillor McManaman

That Council approve the amendment to the Amherst Youth Town Council Policy as presented.

Motion Carried

TITLE: AMHERST YOUTH TOWN COUNCIL POLICY
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-21

APPROVAL DATE: November 27, 2023 **CAO Signature:** _____

POLICY STATEMENT

This policy will govern the rules and requirements for the operation of the Youth Town Council.

PURPOSE:

The Amherst Youth Town Council will act as an advisory body to Town Council on those matters within the influence of the Town of Amherst which have an impact on the youth of the Town, regardless of their cultural and religious identity, socio-economic background, intellectual and physical abilities, sexuality or gender. The Amherst Youth Town Council will improve the image of the Town of Amherst by raising the profile of the Town's youth. The Council will create community awareness of youth facilities, youth services, youth organizations and the opportunities and programs they provide.

ROLE OF YOUTH COUNCIL:

1. The Amherst Youth Town Council will identify and bring forward issues which have an impact on the youth of Amherst and, while *indirectly* under the control of the Town of Amherst, may be of sufficient significance to warrant the Town's consideration or support.
2. The Amherst Youth Town Council shall encourage its members to become more familiar with the workings of local government through education, involvement and participation *in council meetings*.
3. The Amherst Youth Town Council will, through researching issues and presenting constructive solutions, act as a realistic advocate for the youth of our community.
4. The Amherst Youth Town Council will endeavor to participate actively in community events and activities, as well as host events they deem fit, in Amherst, and through this involvement, foster a positive image for all young people.
5. The Amherst Youth Town Council may address, foster discussion, or make recommendations to Town Council on issues that they believe need to be addressed for the benefit of the youth.

MEMBERSHIP:

1. The Town of Amherst is an inclusive and equitable organization. We value inclusivity & diversity in all areas of the workplace, including the Amherst Youth Town Council. We encourage membership from members of groups who are typically underrepresented and with historical and/or current barriers to equity.
2. The Council shall appoint members of the Amherst Youth Town Council by resolution.
3. The maximum number of appointees on the Amherst Youth Town Council is 15.

4. Members shall be students attending Amherst schools from grade 7 to 12 with a maximum of three members being residents of the Municipality of the County of Cumberland.
5. The term for citizen youth appointees shall be two years and members may be reappointed to the committee without limitations. Members who do not complete their two-year term may be replaced, with their replacement finishing their term and eligible for reappointment without limitations. Citizen appointee terms shall commence in September of each year.
6. By April of each year, advertisement for expression of interest will be posted using appropriate media to reach youth. Council will appoint members for the new term in June of each year. Members will convene in September of each year.

MEETINGS:

1. Meetings will be scheduled by the *Junior Mayor*, in consultation with staff and fellow members. Meetings will be held at an accessible location as determined by the Junior Mayor and Staff.
2. The committee will meet bi-monthly or as required. Each month a member of the Amherst Youth Town Council will attend an Amherst Town Council regular meeting and provide a report on the activities of the month.
3. All meetings are open to the public. If local organizations wish to present to the Amherst Youth Town Council, they must previously inform the elected Junior Mayor of their presentation plans.
4. All meetings of the Amherst Youth Town Council are mandatory. If a member is unable to attend, they are required to notify a member of the executive committee if they are to miss a meeting. If two meetings are missed without regrets sent, the committee will discuss attendance improvement for that individual. If further action is required it will be brought to the Amherst Town Council for review.

PARTICIPATION ON TOWN COMMITTEES:

1. The Amherst Youth Town Council may, at their discretion, nominate one member to sit on ~~each of the Inclusion, Diversity, and Equity Committee, the Accessibility Advisory Committee and the Poverty Reduction Advisory~~ **the Accessibility, Inclusion, Diversity and Equity (AIDE) Committee** as a voting member to be appointed by Amherst Town Council. Each appointment will be for a 1 year term.

ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|-----------------------------------|--|
| Director, Community Living | Work with the AYTC while adhering to the policy; make recommendations to Council on AYTC appointments. |
| Council | Consider recommendations from the AYTC, appoint members annually. |

For Administrative Use Only:

VERSION LOG

| Amendment Description | Policy Owner | Approved By | Approval Date |
|---|-------------------------------------|-------------|--------------------|
| Change the number of appointments from 12 to 15, and minor housekeeping amendments. | Director, Community Living, Bristol | Council | September 25, 2023 |
| Ad section to appoint AYTC member to IDE, PRAC and AAC Committees | | Council | November 27, 2023 |
| Remove the requirement to appoint an AYTC member to IDE, PRAC and AAC Committees and add a requirement to appoint an AYTC member to the new AIDE Committee | | Council | |

Minutes reference date: 25 May, 2010 24 October, 2011 25 November, 2013 23 October, 2017
 25 June, 2018 26 April, 2021 25 September 2023 27 November 2023

4.13 Amherst Youth Town Council Appointments

Moved By Councillor Chambers

Seconded By Councillor Furlong

That Council appoint Levi Allen, Rhaya MacDonald, Ava Tooley and Kawthar Alchegade to the Amherst Youth Town Council.

Motion Carried

- 4.14 By-law to Amend the Fires and Burning of Materials By-law First Reading
Moved By Councillor Furlong
Seconded By Deputy Mayor Davidson
That Council give First Reading of the By-law to Amend the Fires and
Burning of Materials By-law C-7.**

Motion Carried

BY-LAW TO AMEND THE FIRES AND BURNING OF MATERIALS BY-LAW, C-07

The Town of Amherst Fires and Burning of Materials By-law is hereby amended as follows:

- Clauses 4(g), 4(h), and 4(i) have been relocated under Clause 4(e) as #s 4, 5 and 6 as they pertain specifically to recreational outdoor burning appliances that utilize wood or other combustible materials. This reorganization excludes appliances fueled by propane or natural gas, which are governed under Clause 4(j).
- Clause 4(j) has been renumbered to Clause 4(g) to reflect the structural changes above. Additionally, the reference to the "Nova Scotia Department of Natural Resources and Renewables" has been updated for accuracy. An exception statement has also been added to clarify the applicability of Clause 4(f) in relation to propane and natural gas appliances.

- 4.15 Russell Street Development
Moved By Councillor Wells
Seconded By Councillor McManaman
That as per section 6.14 of the Street Construction and Financing
Agreement with Tony Aalders and Holly Casey for their property on Russell
Street, whereas the second phase of the development has not been
triggered within 18 months of the commencement of the first phase the
Town has decided not to move forward with the next phase of the
agreement.**

Motion Carried

- 4.16 United Way Request
Moved By Deputy Mayor Davidson
Seconded By Councillor Ripley
That the request for property tax relief from the United Way be denied.**

Motion Carried

5. INTERNAL COMMITTEE REPORTS

- 5.1 Planning Advisory Committee - Ripley
Information item only; included in the agenda package.**
- 5.2 Amherst Board of Police Commissioners - Davidson
Information item only; included in the agenda package.**
- 5.3 Audit Committee - Furlong
Information item only; included in the agenda package.**
- 5.4 Accessibility, Inclusion, Diversity and Equity Committee - Wells
Information item only; included in the agenda package.**

6. EXTERNAL COMMITTEE REPORTS

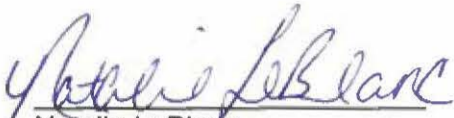
- 6.1 Cumberland Public Libraries - McManaman
Information item only; included in the agenda package.**
- 6.2 Cumberland YMCA - Chambers
Information item only; included in the agenda package.**
- 6.3 Northern Region Solid Waste Management - Furlong
Information item only; included in the agenda package.**
- 6.4 L. A. Animal Shelter - Davidson
Information item only; included in the agenda package.**

7. ADJOURNMENT

Mayor Small recognized the passing of Bill Martin, who rallied on behalf of Cumberland County on several issues, as well as the recent passing of former Town Crier Jerry Randall.

Mayor Small also thanked Town staff for a successful summer recognizing the number of events held, and the effort put into the downtown core area and its beautification.

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



Natalie LeBlanc
Municipal Clerk



Robert Small
Mayor