



Town of Amherst
North Tyndal Wellfield Advisory Committee Meeting
Agenda

Date: **Tuesday, April 8, 2025**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
1.1 Territorial Acknowledgement	
“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”	
1.2 Introduce Members	
1.3 Election of Chair and Vice Chair	3 - 3
1.4 Approval of Agenda	
1.5 Acceptance of Minutes - November 14, 2023	4 - 6
Follow-up discussion from the last meeting minutes will be held.	
2. Terms of Reference and Role of Committee	7 - 8
3. Nova Scotia Transportation and Infrastructure Renewal Role	
4. Tyndal Road Sanding vs Salting	
5. Wellfield Tour Date	
6. Next Meeting Date	
7. Closed Session	
7.1 MGA 22(2)(h) - Public Security	

8. ADJOURN

MEMORANDUM

To: North Tyndal Wellfield Advisory Committee

From: Natalie LeBlanc, Municipal Clerk

Date: April 8, 2025

Subject: Election of Chair and Vice Chair

As per Section 6 of the North Tyndal Wellfield Advisory Committee Terms of Reference, the Committee needs to elect a Committee Chair and Vice Chair. Staff will be seeking nominations for these positions. Should there be more than one nomination, there shall be an election by secret ballot.

**TOWN OF AMHERST
North Tyndal Wellfield Advisory Committee Meeting
Minutes**

Date: November 14, 2023
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present Lisa Emery, Town of Amherst, Councillor, Chairperson
Rod Gilroy, Cumberland County, Councillor, Vice Chair
Dale Fawthrop, Town of Amherst, Deputy Mayor
Fred Gould, Cumberland County, Councillor
Keith Thompson, Town of Amherst, Citizen Representative

Staff Present Aaron Bourgeois, Town of Amherst, Director of Operations
Andrew Fisher, Town of Amherst, Director of Planning
Natalie LeBlanc, Town of Amherst, Municipal Clerk
Cindy Brown, Town of Amherst, Administrative Assistant

Staff Absent Justin Waugh-Cress, Cumberland County, Director of Operations

1. CALL TO ORDER

The Municipal Clerk called the meeting to Order.

1.1 Election of Chair and Vice Chair

Deputy Mayor Fawthrop nominated Councillor Emory as Chair and Keith Thompson seconded. Councillor Gould nominated Councillor Gilroy as the Vice Chair and Keith Thompson seconded. The Municipal Clerk called for additional nominations and there were no other nominations.

Moved By Deputy Mayor Fawthrop

Seconded By Keith Thompson

To nominate Councillor Emory as Chair of the North Tyndal Wellfield Advisory Committee for the 2023-2024 calendar year.

Motion Carried

Moved By Councillor Gould

Seconded By Keith Thompson

To nominate Councillor Gilroy as Vice Chair of the North Tyndal Wellfield Advisory Committee for the 2023-2024 calendar year.

Motion Carried

1.2 Territorial Acknowledgement

The Chair gave the Territorial Acknowledgement.

1.3 Approval of Agenda

Moved By Councillor Gilroy

Seconded By Councillor Gould

That the agenda of the November 14, 2023 North Tyndal Wellfield Advisory Committee Meeting be approved as circulated.

Motion Carried

1.4 Review of Minutes - November 9, 2018

Information item only; no direction given or action required.

2. BUSINESS ARISING

2.1 North Tyndal Wellfield Advisory Committee Terms of Reference

Aaron Bourgeois reviewed the Terms of Reference with the Committee.

2.2 North Tyndal Wellfield Management Plan

Aaron Bourgeois gave a review of the North Tyndal Wellfield Management Plan.

Councillor Gilroy requested that sand/salting on the Tyndal Road be added to the next meeting agenda.

Councillor Gilroy asked if there are any changes to the Management Plan, does it get forwarded to both councils? Or do the changes come from this Committee and then is forwarded to the two councils? Aaron Bourgeois answered it would go before both council for recommendations.

Councillor Gilroy asked if blow downs in the wellfield area regarding the hurricane will be cleaned up to help prevent forest fire from spreading. Aaron Bourgeois will bring back information regarding this for the next meeting.

Keith Thompson asked if Irving Oil has submitted an annual report for the work they are doing? Aaron Bourgeois said no. Councillor Emery suggested it may be a good idea for the Committee to take a tour of the Wellfield. Aaron Bourgeois said that can be arranged.

Councillor Emery asked if the Wellfield falls under Emergency Management Operations (EMO). Aaron Bourgeois answered yes, it is.

Councillor Gilroy also asked if there is a bilateral plan between the Town of Amherst and the Municipality of Cumberland in case of emergency. Aaron Bourgeois said there is not a MOU but it should be covered in the Management Plan, he will confirm this at the next meeting.

2.3 Distribution System Update

Aaron Bourgeois provided an update on the Distribution System.

2.4 Challenge Fund Properties

Andrew Fisher discussed the Challenge Fund Properties and the recent purchase of land using the Nature Challenge Fund given by the Federal Government.

2.4.1 Irving Land Trade

Andrew Fisher explained the land trade with Irving Oil.

2.5 2024 Meeting Dates

The next meeting will be held on January 16, 2024 at 4:00 PM.

The Municipal Clerk will contact Shelley Hoeg-Eaton about having a Citizen Representative from the Municipality of Cumberland appointed to the Committee.

Aaron Bourgeois will report to the Committee at the next meeting regarding Adam Cameron's (Area Manager at Nova Scotia Transportation and Infrastructure Renewal) role in the North Tyndal Wellfield Plan.

3. **ADJOURN**
Moved By Councillor Gilroy
Seconded By Deputy Mayor Fawthrop
To adjourn the meeting.

Motion Carried

Natalie LeBlanc
Municipal Clerk

Councillor Lisa Emery
Chair

TITLE: North Tyndal Wellfield Advisory Committee Policy
SECTION: Engineering and Public Works Services
POLICY NO: 31700-05

APPROVAL DATE: March 27, 2023

CAO Signature: _____



1. **ADVISORY COMMITTEE**

There shall be a Committee which shall consist of six members appointed in the manner hereinafter set out and which shall be known as the "North Tyndal Wellfield Advisory Committee"

2. **DEFINITIONS**

- (a) "Committee" means the North Tyndal Wellfield Advisory Committee;
- (b) "County Council" means the Council of the Municipality of the County of Cumberland;
- (c) "Town Council" means the Council of the Town of Amherst.

3. **MEMBERSHIP SHALL CONSIST OF**

- (a) Two members of the Town Council appointed by resolution of Town Council;
- (b) Two members of the County Council appointed by resolution of County Council;
- (c) Two members of the public, one appointed by each Council by resolution, and preferably residents or landowners in the water recharge area;
- (d) Resources shall include staff from the Town of Amherst, the Municipality of the County of Cumberland and Provincial Departments as required.

4. **TERMS OF MEMBERSHIP**

- (a) Members shall serve for a term of one year, with appointments being made annually in March. . All members shall be eligible to be reappointed.
- (b) When a member of the Committee ceases to be a member of a Council, his or her term on the Committee will be terminated.

5. **QUORUM**

Three members of the Committee will constitute a quorum.

6. **CHAIR**

At the first meeting of the Committee held each fiscal year, a Chair and a Vice-Chair shall be elected from among the members who shall hold office until their successors are elected.

7. **THE ROLE OF THE NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE SHALL BE:**

- (a) To advise the Councils on policy issues to do with the protection of the groundwater quality.

TITLE: North Tyndal Wellfield Advisory Committee Policy
SECTION: Engineering and Public Works Services
POLICY NO: 31700-05

- (b) To advise the Water Utility on operating policy issues as contained in the Groundwater Protection Strategy and Management Plan.
- (c) To ensure effective integration of current and proposed provincial government legislation through representation by staff from provincial departments.
- (d) To update the current Groundwater Protection Plan.

8. THE ROLE OF THE AMHERST WATER UTILITY SHALL INCLUDE:

- (a) Acting as the operating arm for the North Tyndal Wellfield including execution of all management functions;
- (b) Providing funding for the work of this Committee in the protected water area.

9. MEETINGS

Meetings of the Committee shall be held as required, at least once in every fiscal year. The Director of Operations in consultation with the Chair may convene a meeting of the Committee at any time provided seven days advance written notice is given.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Shall, in consultation with the Chair and Clerk, schedule meetings as required.
Clerk	Advertise annually for a citizen appointment,
Council	Appoint a member annually, and review the policy as required.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Title / Annual meeting requirement Changes	Clerk, LeBlanc	Council	March 27, 2023

Minutes reference date: 26 May 2014