

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: September 25, 2017
Time: 7:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor David Kogon
Deputy Mayor Sheila Christie
Councillor Jason Blanch
Councillor Vince Byrne
Councillor Darrell Jones
Councillor Wayne MacKenzie
Councillor Terry Rhindress

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Ian Naylor, Police Chief
Vince Arbing, Treasurer
Bill Schurman, Director Recreation
Greg Jones, Fire Chief
Rebecca Purdy, Executive Assistant
Sarah Wilson, Accountant

Others Present Mark Milner, Auditor

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 7:00 PM.

2. O'CANADA

Drew Polegato was in attendance for the singing of the national anthem.

3. HEARINGS/PRESENTATIONS/PETITIONS

3.1 Colleen Dowe, SOAR Community Health Board (6496)

Colleen Dowe made a presentation on behalf of the SOAR Community Health Board. The SOAR Board is asking the Town to consider creating a policy that would eliminate alcohol on municipally owned property when children are present, to support their efforts to keep working toward becoming the healthiest most active community in Nova Scotia.

4. APPROVAL OF AGENDA/MINUTES

4.1 Approval of the Agenda (6495)

Moved By Councillor Jones
Seconded By Councillor Rhindress
To approve the agenda

Motion Carried

4.2 Approval of Minutes

4.2.1 June 26, 2017 Regular Meeting (6494)

Moved By Councillor Blanch
Seconded By Deputy Mayor Christie
To approve the minutes of the June 26, 2017 Regular Meeting

Motion Carried

5. REQUESTS FOR DECISION

5.1 Salary Administration Policy Amendment (6284)

Moved By Councillor MacKenzie

Seconded By Councillor Blanch

To approve the amended Salary Administration Policy, 4530-01, which renames the Marketing and Communications position to the Corporate Communications Officer, and adds a 12 month contract Coordinator of Culture, Marketing and Tourism position

Motion Carried

**SALARY ADMINISTRATION POLICY 04530-01
APPENDIX C – JOB CATEGORIES**

Category	Position
Deputy CAO	Deputy CAO
Director	Director of Finance/Corp Serv
	Director of Recreation
Manager	Fire Chief
	Operations Manager
Officer	Planner
	Accountant
	Business Development Officer
	Building Official
Supervisor	Exec Asst/Dispatch Coordinator
	Transportation Foreman
	Facility Manager
	Capital Asset Coordinator/Property Manager
Admin/Cust Serv 4	HR Coordinator
	Exec Asst CAO
	Fire Inspector
Admin/Cust Serv 3	GIS Coordinator
	Exec Asst Planning
	Marketing and Communications Officer
	Corporate Communications Officer (CCO)
	Horticulturalist
	Fire Fighter
	Procurement Coordinator
	Revenue Officer
	Accounts Payable Coordinator
	Cashier/Receptionist
	Water Sewer Billing Clerk
	IT Coordinator
Admin/Cust Serv 2	Admin Asst Recreation
	Admin Clerk Public Works
	Active Living Coordinator
	Culture/Marketing/Tourism Coordinator (Term)
Admin/Cust Serv 1	Bylaw Enforcement Officer
	Criminal Records Checks
	Dispatcher

5.2 Repeal Amherst Fire Department Bylaw (6392)

Moved By Councillor Byrne

Seconded By Councillor Rhindress

To approve first reading of a Bylaw to Repeal the Bylaw Respecting the Management of the Amherst Fire Department

Motion Carried

Town of Amherst
Bylaw to Repeal the Bylaw Respecting the
Management of the Amherst Fire Department

1. This is a by-law to repeal Bylaw Respecting the Management of the Amherst Fire Department.
2. The "Bylaw Respecting the Management of the Amherst Fire Department Bylaw" C-06, approved by Council on the 8th day of December, 1986 and amended on the 8th day of September, 1992, is hereby repealed.
- 3.

5.3 Bottled Water Policy (5635)

Moved By Councillor Blanch

Seconded By Deputy Mayor Christie

To approve the Purchase and Use of Bottled Water Policy, #1130-02

Motion Carried (5-2)

Against (2): Councillor Jones, and Councillor Rhindress

TOWN OF AMHERST POLICY
Purchase and Use of Bottled Water

NUMBER 1130-02
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Policy Statement:

The Town of Amherst, through the Amherst Water Utility, provides municipal drinking water in the area. It is important that the Town stands as a leader in the promotion of public drinking water, and the building of public confidence in the use of drinking water in Amherst. The use of tap water over bottled water conserves energy, reduces utilization of fossil fuels and saves money.

To this end, the Town of Amherst will no longer purchase bottled water where potable tap water is available, and the Town will encourage staff to use potable tap water.

Definitions:

Bottled Water

Water that can be purchased in individual sized bottles (plastic and glass)

Potable Water

Water that is safe for human consumption and domestic use

Tap Water

Water that is provided by a municipal water treatment or distribution facility and registered public drinking water supply

Policy Objectives:

The objectives of this policy are to achieve the following:

- Eliminate the Town purchasing bottled water where potable water is available;
- Minimize Town staff and client use of bottled water;
- Increase the use of potable tap water for Town staff and clients

Application

This policy applies to all Town employees.

It is recognized that individuals who are immune-compromised or have other sensitivities related to water quality may need to buy bottled water.

This policy is exempt in the case of an emergency as defined by the *Emergency Management Act*.

Policy Directives

- Meetings and events hosted by the Town of Amherst (on or off site) shall have tap water available to clients and employees when potable water is available. Bottled water will not be provided;
- The use of Town supplied bottled water will be limited to work places that do not have access to potable water or are under a water advisory.

Policy Guidelines

- Encourage staff to use potable water in refillable containers rather than purchasing bottled water when at work (e.g., buildings, meetings and training sessions);
- Encourage staff to drink water as part of a healthy lifestyle whereby potable tap water is an excellent source.

Accountability

Management and staff responsible for purchasing are accountable for executing this policy. Employees are responsible for following the policy.

Monitoring

Each department will be responsible for monitoring the policy's implementation, performance and effectiveness

5.4 Salt Spreader RFP (6434)

Moved By Councillor Byrne

Seconded By Councillor Rhindress

To accept the proposal for RFP 17-08 from Del Equipment to supply a new Salt Spreader in the amount of \$30,145 plus HST, to be funded from the 2017-18 Capital Budget

Motion Carried

5.5 Christie Foundation Donation to Curling Club (6431)

Moved By Deputy Mayor Christie

Seconded By Councillor Blanch

To accept a donation of \$20,000 from the Christie Foundation to fund a corresponding contribution to the Amherst Curling Club in the amount of \$20,000

Motion Carried

5.6 Audited Financial Statements, March 31, 2017 (6466, 6467)

Mark Milner and Vince Arbing distributed and reviewed auditor's report and the audited financial statements for the Town of Amherst and the Amherst Water Utility for the year ended March 31, 2017.

Moved By Councillor Jones

Seconded By Councillor Rhindress

To accept the Audited Consolidated Financial Statements for the Town of Amherst, and the Non Consolidated Financial Statements for the Amherst Water Utility for the fiscal year ending March 31, 2017 which have been audited by the firm Jorgensen Bickerton, as recommended by the Audit Committee

Motion Carried

5.7 Citizen Appointments to the Audit Committee (6373)

Moved By Councillor Rhindress

Seconded By Councillor Jones

To re-appoint Jeff Brennan and Robert Small to the Audit Committee for two year terms ending October 31, 2019

Motion Carried (6-1)

Against (1): Deputy Mayor Christie

7. INTERNAL COMMITTEE REPORTS

7.1 Planning Advisory Committee (6490)

Councillor Rhindress reviewed the report included in the agenda. Information item - no action required.

8. EXTERNAL COMMITTEE REPORTS

8.1 Cumberland Public Libraries (6491)

Councillor MacKenzie reviewed the report included in the agenda. Information item - no action required.

8.2 Seniors Safety (6492)

Councillor Jones reviewed the report included in the agenda. Information item - no action required.

8.3 Cumberland Joint Services Management Authority (6493)

Councillor Byrne reviewed the report included in the agenda and updated Council on the recent fire at the recycling plant at the landfill. Information item - no action required.

8.4 L. A. Animal Shelter

Mayor Kogon reviewed the report included in the agenda. Information item - no action required.

8.5 Northern Region Solid Waste Committee

No report

8.6 Cumberland YMCA

Deputy Mayor Christie reported that there was no quorum present at the latest YMCA Board meeting. She provided a verbal update on discussions that were held in the absence of a quorum.

9. ADJOURNMENT

Moved By Councillor Jones

Seconded By Councillor Blanch

To adjourn at 7:50 PM

Gregory D. Herrett, CPA, CA
Town Clerk and CAO

David Kogon, MD
Mayor