

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: December 18, 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
 Tom McCoag, Corporate Communications Officer

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 7:00 PM and introduced special guests, Youth Councillor Braeden Lines and National Anthem singer, Elle Stubbert.

2. O'CANADA

3. APPROVAL OF AGENDA/MINUTES

3.1 Approval of the Agenda (7083)

Moved By Councillor Byrne
 Seconded By Councillor MacKenzie
 To approve the agenda

Motion Carried

3.2 Approval of Minutes (7084)

Moved By Councillor Rhindress
 Seconded By Councillor Jones
 To approve the minutes of the November 27, 2017 regular meeting of Council

Motion Carried

4. REQUESTS FOR DECISION

4.1 Amend Salary Administration Policy - IT Manager (7082)

Moved By Councillor Jones
 Seconded By Deputy Mayor Christie
 That Council approve an amendment to the Town of Amherst Salary Administration Policy to add IT Manager to the Officer category of Appendix "C"

Motion Carried

4.2 United Way Funding Request (6659)

Moved By Councillor MacKenzie

Seconded By Councillor Jones

That Council ratify and approve the grant of \$1,000 to United Way of Cumberland County in support of their Festival of Trees

Motion Carried

4.3 Amend Solid Waste Bylaw (7058)

Moved By Councillor Byrne

Seconded By Councillor Rhindress

That Council approve first reading of a bylaw to amend the Solid Waste Bylaw to facilitate the implementation of a two-stream recycling system

Motion Carried

Bylaw to Amend the Solid Waste Bylaw, D-20

1. This is a Bylaw to Amend the Town of Amherst Solid Waste Bylaw, number D-20, approved by Council on April 26, 2011.

2. The Town of Amherst Solid Waste Bylaw is hereby amended as follows:

a. Under the heading "**Definitions**" by adding the following definition as 2 (10) and renumbering the subsequent paragraphs:

"container recyclables" means redeemable beverage containers, steel, tin or aluminum food containers and cans, glass food containers, jars and bottles, low density polyethylene bags and packaging, high density bags, containers and packaging, polycoat containers for milk, milk products, soya milk, concentrates or other liquids or powders, and any such other items as may, from time to time, be identified in public education documents distributed by the Town of Amherst or CJSMA as suitable for municipal container recyclables collection;

And by adding the following definition as 2 (18) and renumbering subsequent paragraphs:

"fibre recyclables" means corrugated cardboard, newsprint, catalogues, bond paper, glossy flyers and magazines, paper egg cartons, boxboard, computer paper, telephone and other soft cover books, and any such other items as may, from time to time, be identified in public education documents distributed by the Town of Amherst or CJSMA as suitable for municipal fibre recyclables collection.

Deleting the definition "recyclable material" at paragraph 2. (28).

b. Under the heading **Source Separation**, by removing "(2) recyclable materials" and replacing it with "(2) (i) container recyclable materials" and "(ii) fibre recyclable materials"

c. Under the heading **Solid Waste Collection**, paragraph 6 (4) becomes 6(4)(i) and the first word "general" is replaced with the word "container" and in the last sentence "six (6)" is replaced with "three (3)"; a new sub-paragraph 6 (4)(ii) is added: "paper recyclable materials shall be placed for collection in securely tied, transparent plastic disposable water-proof bags of a dimension no smaller than 60 cm X 80 cm, nor greater than 100 cm X 150 cm, and shall not exceed a weight of 25 kg per bag. Not more than three [3] such bags or bundles per dwelling unit shall be placed for collection on any one collection date;"

d. In the **INDUSTRIAL COMMERCIAL AND INSTITUTIONAL SECTOR (ICI)** section, under the heading **Industrial, Commercial, Institutional Solid Waste Disposal**, paragraph 10 (3)(i), by replacing the words "recyclable materials" with the words "container recyclable materials and fibre recyclable materials"; paragraph 10 (4)(i) replace the words "and recyclable materials" with the words "container recyclable material and fibre recyclable material".

In the same section, under the heading **Commercial Containers**, paragraph 11 (1)(v) add the word "CONTAINER" before the word "RECYCLABLES" and add the word "container" before the word "recyclables"; and by adding an additional sentence, "has displayed thereon the following message "FIBRE RECYCLABLES" where fibre recyclables are to be deposited in the commercial container."

4.4 Funding Request - CCTS (6574)

Moved By Councillor Rhindress

Seconded By Deputy Mayor Christie

That Council approve a one-time capital grant of \$5,000 to Cumberland County Transportation Services to assist in the purchase of a bus

Motion Carried

4.5 Organizational Issues

Moved By Deputy Mayor Christie

Seconded By Councillor Byrne

That the Town of Amherst Salary Administration Policy, number 4530-01 be amended as follows:

- 1. Effective February 1, 2018:**
 - 1. That the position of Executive Assistant to the CAO be eliminated;**
 - 2. That the position of Executive Assistant, Planning be eliminated;**
 - 3. That the position of HR Coordinator be eliminated;**
 - 4. That the position of Municipal Clerk, reporting to the CAO, be created and placed in the Officer category;**
 - 5. That the position of Deputy Clerk, reporting to the Clerk, be created and placed in the Admin/Customer Service 4 category;**
 - 6. That the position of Administrative Assistant - Clerk's Office, reporting the Clerk be created and placed in the Admin/Customer Service 2 category;**
 - 7. That the position of Senior Planner be eliminated;**
 - 8. That the position of Manager of Land Use Planning and Strategic Initiatives, reporting to the CAO, be created and placed in the Manager Category;**
 - 9. That the position of Accountant be eliminated;**
 - 10. That the position of Manager of Financial Services, reporting to the Director of Finance, be created and placed in the Manager Category.**

Effective May 1, 2018

- 1. That the position of Director of Finance/Corporate Services be eliminated**
- 2. That the position of Chief Financial Officer, reporting to the CAO, be created and placed in the Director Category**
- 3. That the Manager of Financial Services report to the Chief Financial Officer**

Motion Carried

**POLICY 04530-01
JOB CATEGORIES**

APPENDIX C

Category	Position
Deputy CAO	Deputy CAO
Director	Director of Finance/Corp Serv May 1, 2018
	Director of Recreation
	Chief Financial Officer May 1, 2018
Manager	Fire Chief
	Operations Manager
	Manager of Land Use Planning and Strategic Initiatives February 1, 2018
	Manager of Financial Services February 1, 2018
Officer	Planner February 1, 2018
	Accountant February 1, 2018
	Business Development Officer
	Building Official
	IT Manager
	Municipal Clerk February 1, 2018
Supervisor	Exec Asst/Dispatch Coordinator
	Transportation Foreman
	Facility Manager
	Capital Asset Coordinator/Property Manager
Admin/Cust Serv 4	HR Coordinator February 1, 2018
	Exec Asst CAO February 1, 2018
	Fire Inspector
	Deputy Clerk February 1, 2018
Admin/Cust Serv 3	GIS Coordinator
	Exec Asst Planning February 1, 2018
	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)
	Administrative Assistant – Clerk’s Office February 1, 2018
Admin/Cust Serv 1	Bylaw Enforcement Officer
	Criminal Records Checks
	Dispatcher

Following the motion, the CAO made the following remarks:

“First I want to say what a pleasure it has been to work with this council. I appreciate the cooperative and collaborative manner in which this conversation and inward look took place. Personally and on behalf of the staff of the Town I'd like to say that the mutual trust and respect that exists in our relationship has only grown over the past year. Council's patience through an obvious period of acclimatization and the respect shown by all for the differing roles and responsibilities can be held up as a model for other municipal units.

“I am pleased to announce the following staff changes and appointments:

1. Effective January 31, my long time Executive Assistant will finish her distinguished career with the Town and she will be retiring.

2. Effective April 30, Director of Finance Vince Arbing will be wrapping up his career of exemplary service to the Town and he will be retiring.
3. I am very pleased to announce the following appointments effective February 1, 2018:
 1. Sarah Wilson to Financial Services Manager;
 2. Andrew Fisher to Manager of Land Use Planning and Strategic Initiatives;
 3. Kim Jones to Municipal Clerk;
 4. Natalie Leblanc to Deputy Clerk.
4. We will immediately be opening a competition for Administrative Assistant - Clerk's Office.
5. In the coming months we will be opening a competition for Chief Financial Officer."

4.6 Off Leash Dog Park (6383)

Moved By Councillor Blanch

Seconded By Councillor Rhindress

That Council formally ratify its earlier informal decision to shorten the off-leash dog park pilot at the Robb facility such that it will end on April 30, 2018

Motion Carried

5. INFORMATION / DISCUSSION ITEMS

5.1 CJSMA - Update on Cell Construction (7087)

Information item; no direction given or action required.

6. INTERNAL COMMITTEE REPORTS

6.1 Amherst Board of Police Commissioners (7088)

Councillor Blanch presented the report from the Amherst Board of Police Commissioners. This being an information item, no direction was given or action required.

6.2 Amherst Youth Town Council (7089)

Youth Councillor, Braden Lines presented the report from the Amherst Youth Town Council. This being an information item, no direction was given or action required.

7. EXTERNAL COMMITTEE REPORTS

7.1 Cumberland Joint Services Management Authority (7090)

No meeting was held - no report.

8. ADJOURNMENT

Moved By Councillor Jones

Seconded By Councillor MacKenzie

To adjourn at 7:30 PM

Gregory D. Herrett, CPA, CA
Town Clerk and Chief Administrative Officer

David Kogon, MD
Mayor