



Town of Amherst
Committee of the Whole

Date: Monday, December 12, 2016
Time: 4:00 p.m.
Location: Council Chambers, Town Hall

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7. Adjournment

Amherst Town Council

Committee of the Whole

Minutes

Date of Meeting: Monday, November 28, 2016
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
Vince Arbing, Treasurer
Bill Schurman, Director Recreation
Dwayne Pike, Deputy Police Chief
Andrew Fisher, Planner
Greg Jones, Fire Chief
Rebecca Purdy, Executive Assistant

1. Call to Order

1.1. Approval of Agenda

Moved By: Deputy Mayor Christie

Seconded By: Councillor MacKenzie

To approve the agenda with the addition of an In Camera item at item 3. 1

MOTION CARRIED

1.2. Approval of Minutes, November 21, 2016 (4029)

Moved By: Councillor Rhindress

Seconded By: Councillor Blanch

To approve the minutes of the November 21, 2016 Committee of the Whole meeting

MOTION CARRIED

2. Presentations

2.1. Greetings from Terry Farrell, MLA Cumberland North

MLA Terry Farrell congratulated Council members on their recent election and spoke of his continuing positive working relationship with the Town.

The CAO expressed the Town's appreciation for his assistance in arranging a meeting with the Minister of Health so quickly following last week's Committee of the Whole.

3. In Camera

Moved By: Councillor Rhindress

Seconded By: Deputy Mayor Christie

To go In-Camera

MOTION CARRIED

4. Council Direction Requests

4.1 Citizen Appointments to the Audit Committee (3703)

Moved By: Deputy Mayor Christie

Seconded By: Councillor Blanch

That the citizen appointments to the Audit Committee be deferred to February 2017, and that staff be directed to continue to seek expressions of interest from the public

MOTION CARRIED

5. Information Items

5.1. Snow Removal Policies/Standards/Routes (3879)

Jason Macdonald made a presentation on the Town's snow removal policies and standards and addressed comments and enquiries from Council members.

5.2. 2nd Quarter Procurement Report (3926)

Vince Arbing reviewed his report included in the agenda and addressed comments and enquiries from Council.

5.3. 2nd Quarter Report - Grants Approved by CAO (3947)

The Community Grant Report was included in the agenda for Council's information. The CAO addressed Council's comments and enquiries on this report.

5.4. Municipal Awareness Week (3946)

Bill Schurman reviewed the report included in the agenda.

5.5. Briefing on Commercial Development Zone Bylaw (4022)

Andrew Fisher reviewed his report included in the agenda and addressed comments and enquiries from Council. Staff will continue to research the program and provide Council with a detailed report on the benefits and drawbacks, required policy changes and recommendations for moving forward.

5.6. Net Zero Energy (4023)

Andrew Fisher distributed a draft RFP for a Smart Grid Energy Pilot Project feasibility study, and presented a report on the potential of a Smart Network for locations that create and store energy.

Moved By: Councillor MacKenzie

Seconded By: Councillor Blanch

That Council express its support in principle to proceed with an RFP to engage an independent consultant to do a feasibility study that will identify opportunities, level of investment required, potential partners, payback and return on investment, and local and regional economic development benefits of a Net Zero Energy Project, and make applications to ACOA and the Province for funding support for the feasibility study

MOTION CARRIED

6. Monthly Reports

6.1. Corporate Services (3927)

Vince Arbing reviewed the Corporate Services report included in the agenda and addressed comments and enquiries from Council.

6.2. Operations (3928)

Jason MacDonald reviewed the Operations report included in the agenda and addressed comments and enquiries from Council.

6.3. Police Services (3929)

Deputy Chief Pike reviewed the Police Services report included in the agenda and addressed comments and enquiries from Council.

6.4. Recreation (3930)

Bill Schurman reviewed the Recreation report included in the agenda and addressed comments and enquiries from Council.

6.5. Fire (3931)

Chief Jones reviewed the Fire Department report included in the agenda and addressed comments and enquiries from Council.

7. Adjournment

Moved By: Councillor Rhindress

Seconded By: Councillor Jones

To adjourn at 5:30 PM

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

David Kogon, MD
Mayor



COMMITTEE OF THE WHOLE

CDR# 2017064

Date: December 12, 2016

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: December 12, 2016

SUBJECT: Water Rate Study

ORIGIN:

The Amherst Water Utility generates most of its revenue by the application of water rates to its customers. The Nova Scotia Utility and Review Board approves all water utility water rates within the Province and requires a water rate study to be completed justifying the rates applied for.

LEGISLATIVE AUTHORITY:

Section 42 (Separate rate base for each service supplied) and Section 35 (Approval of improvement over \$250,000) of the Public Utilities Act.

RECOMMENDATION:

That Council refer the application to the Nova Scotia Utility and Review Board for the establishment of new water rates to the December 19, 2016 meeting of Amherst Town Council.

Gerry Isenor, our water rate consultant, will be in attendance at our Committee of the Whole meeting on December 12 to answer any questions that Council may have.

BACKGROUND:

Our last water rate study included a rate structure until March 31, 2016. Given that the Town anticipated applying for significant senior government funding for water infrastructure projects in the near future, and as staff were of the opinion that the Water Utility had sufficient revenues for the 2016/17 operating year the rate study was delayed one year. The Town engaged G. A. Isenor Consulting Limited to complete the rate study. This study includes the costs for the construction and operation of the recently announced Clean Water and Wastewater Fund projects to be completed by the Town this upcoming construction season (water reservoir and Victoria Street waterline). The process for applying to the Board for the water rate increase includes a resolution of Council, which is attached.

DISCUSSION:

The rate study will cover a three year operating period and is designed to provide the Utility with sufficient operating resources to provide potable drinking water to its customers as well as sufficient firefighting water flows to fight fires within our service area. The new rates will include significant capital upgrades to our water distribution system including the new water reservoir and the rehabilitation of the water line on West Victoria Street. Section 35 of the Public Utilities Act requires approval for all capital expenditures of \$250,000. The annual fire protection charge is impacted mainly by the construction of the new reservoir as approximately ½ of its capacity is required for firefighting purposes.



It should also be noted that due to demographics, the proliferation of more efficient household appliances and the continued metering of water usage, the trend has been for water consumption to be decreasing for the last number of years. While this has positive impacts on the environment the cost of producing and transmitting the water does not decrease. Therefore the rates have to increase modestly just to retain the existing required revenue for the Utility.

Notwithstanding the modest water rate increases being proposed, Amherst Water Utility customers will continue to benefit from having some of the very lowest water rates in Nova Scotia (list attached).

FINANCIAL IMPLICATIONS:

The following are the proposed impacts on the quarterly water bill of the new rates on the average residential water customer with a 5/8” water meter and a commercial customer with a 1” water meter which are our two most common service types. Un-metered customers are also included, which mainly represents mini-homes within a land leased community. A detailed list of all customer meter charges is included on page 31 of the attached Water Rate Study.

| | Current Quarterly Bill | 2017/2018 | 2018/2019 | 2019/2020 |
|------------------|-------------------------------|------------------|------------------|------------------|
| Residential 5/8” | \$55.86 | \$60.45 | \$62.66 | \$63.96 |
| Un-Metered | \$71.77 | \$78.42 | \$82.12 | \$85.06 |
| Commercial 1” | \$176.47 | \$192.56 | \$201.68 | \$209.10 |

In addition the fire protection charge paid by the Town of Amherst to the Amherst Water Utility will be impacted as outlined in the following chart. Please note that the year over year change will have a direct impact on the Town’s operating budget in the given year. The entire fire protection charge does not impact the Town as a small portion of the fire hydrants, and therefore fire protection costs, are within the County. This portion will be paid by the County to the Water Utility.

| | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 |
|---|------------------|------------------|------------------|------------------|
| Fire Protection Charge | \$694,800 | \$766,273 | \$802,359 | \$838,735 |
| Year over Year Change (Town Portion of Year Over Year Change) | - | \$71,473 | \$36,086 | \$36,376 |
| | | \$63,715 | \$31,965 | \$32,221 |

The Town portion of the year over year change is the impact the increase of the Fire Protection Charge will have on the general tax rate.

Finally, the dividend to the owner, paid from the Amherst Water Utility to the Town of Amherst will be impacted as follows

| | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 |
|-------------------|------------------|------------------|------------------|------------------|
| Dividend to Owner | \$125,000 | \$125,000 | \$130,000 | \$135,000 |

COMMUNITY ENGAGEMENT:

A Media Release will be issued, pending Council’s approval. In addition, the Nova Scotia Utility and Review Board will hold a public hearing as required under the Public Utilities Act.

ENVIRONMENTAL IMPLICATIONS:

There are no direct environmental implications to applying for new water rates. However, the new rates will fund a significant amount of infrastructure renewal which will improve the efficiency of the water distribution system, including reduced water loss from water main breaks and general leakage in the system.

ALTERNATIVES:

The water rate increases could be deferred for a short period of time. However this will result in a general lack of investment in the water system leading to larger water rate increases being required in the future. Furthermore, and very significantly, this rate application is required to fund the Water Utilities portion of the recently announced Clean Water and Wastewater fund projects for which the Town is receiving \$8,707,500 from senior government sources (\$6,370,000 for Water infrastructure). If we do not capitalize on this program now, the funding will be lost and the opportunity to renew this infrastructure with 75% of the cost being covered by senior levels of government will be lost.

ATTACHMENTS:

Water Rate Study prepared by G. A. Isenor Consulting Limited.
Water rates for other Nova Scotian water utilities
Resolution of Council.

Report prepared by: Jason MacDonald, Deputy CAO - Operations
Report and Financial approved by:

Town of Amherst Water Utility
Water Rate Study

Prepared By

G. A. Isenor Consulting Limited

in Association with

Blaine S. Rooney Consulting Limited

20-Nov-16

INDEX

NOTES TO WORKSHEETS

WORKSHEETS B-1 TO D-2

SCHEDULES A, B, AND C – RATES AND CHARGES

SCHEDULE D – RULES AND REGULATIONS

**TOWN OF AMHERST
WATER UTILITY
NOTES ON WORKSHEETS**

Worksheet B-1

This worksheet includes a summary of the operating revenues, operating expenditures, non-operating revenues and non-operating expenditures for the year 2015/16 (actual) as provided by the Utility.

Operating Revenues - The operating revenue for 16/17, 17/18, 18/19 and 19/20 is based on the Utility's budget. The application includes projected growth of five new residential customers in each of the test years. The fire protection rate is based on rate approved at the last rate hearing.

Operating Expenditures - The projection of expenses for the test years is as derived from Worksheet B-2a/2b/2c/2d/2e. The Depreciation has been calculated based on the addition of the planned infrastructure.

Non-operating Revenues – The non-operating revenue is projected for the test years.

Non-operating Expenditures – The non-operating expenditures include interest and principal on the existing and new debt, capital out of revenue and a dividend to the owner.

Accumulated Surplus (Deficit) The Utility has a projected deficit in all three test years.

Worksheet B-2

This worksheet takes the information from Worksheet B-1 to develop revenue requirements for the years for 17/18, 18/19 and 19/20.

Worksheet B-2a/2b/2c/2d/2e

This worksheet provides the breakdown of the estimated operating expenditures as provided by the Utility for the year 16/17. The projected expenditures for the test years are taken from the Utility budget.

Worksheet B-3

This worksheet calculates the depreciation per year and the depreciation fund balance based on the proposed capital works for the years 16/17, 17/18, 18/19 and 19/20. The depreciation fund balance for the year 15/16 is taken from the financials statements of the Utility.

Worksheet B-4

This worksheet includes the funding from Federal and Provincial sources.

Worksheet B-5

This worksheet allocates the assets of the Utility between general service and fire protection. The Utility Plant in Service has been taken from the 2015/16 Financial Statements. The worksheet includes the addition of the proposed capital works identified in Worksheet B-3. Production assets are allocated 90% general service and 10% fire protection. Demand assets are allocated 40% general service and 60% fire protections.

Worksheet C-1

This worksheet uses the percentage of total assets allocated to fire protection from Worksheet B-5 to determine the allocation of transmission and distribution; depreciation, taxes and return on rate base to the fire protection charge. The remaining expenses are allocated at 10% to fire protection.

Worksheet C-2

This worksheet calculates the return on rate base

Worksheet C-3

This worksheet allocates expenses among customer charge, base charge, delivery and production. The allocations used are consistent with those used in the final year of the last rate application to the Board.

Worksheet C-4

This worksheet sets out the number and size of meters in the Utility and by use of the capacity ratio establishes the system equivalents. The application includes projected growth of five new residential customers in each of the test years.

Worksheet C-5

This worksheet uses the information from Worksheet's C-3 and C-4 to calculate quarterly base charge for each size of meter.

Worksheet C-6

This worksheet sets out the water consumption by meter size. The data for current year is based on information provided by the Utility. A review of the data from the previous rate study indicates that in the last 3 years the average consumption per customer for the 5/8" customers has declined. Based on this data the rate study includes an average decline for both unmetered and 5/8" customers of 2.0% per year. Unmetered customers are included as they are primarily residential and are expected to follow the pattern of the 5/8" customers.

Worksheet C-7

This worksheet uses information from Worksheet's C-3 and C-6 to calculate the consumption charge for years 17/18, 18/19 and 19/20.

Worksheet C-8

This worksheet is used as a check to determine that the potential revenues will be the same as the requirements on Worksheet C-3.

Worksheet C-9

This worksheet is used to calculate the bulk water charge for the years 16/17, 17/18 and 18/19.

Worksheet D-1

This worksheet is a comparison of existing and proposed rates.

Worksheet D-2

This worksheet provides a comparative statement of Operations for the current year as well as the test years

Town of Amherst Water Utility
Comparitive Statement of Operations
 Fiscal Years ending March 31st

| | 2015/16 (Actual) | 2016/17 Budget | Projection Using Current Rates | | |
|--|---------------------|-------------------|--------------------------------|-------------------|-------------------|
| | | | 2017/18 Budget | 2018/19 Budget | 2019/20 Budget |
| OPERATING REVENUES | | | | | |
| Metered Sales | 1,064,902 | 1,053,841 | 1,053,841 | 1,053,841 | 1,053,841 |
| Flat Rate Sales | 146,339 | 145,550 | 145,550 | 145,550 | 145,550 |
| Public Fire Protection | 694,800 | 694,800 | 694,800 | 694,800 | 694,800 |
| Private Hydrants | 11,800 | 11,800 | 11,800 | 11,800 | 11,800 |
| Sprinkler Service | 15,850 | 15,850 | 15,850 | 15,850 | 15,850 |
| Bulk Water Sales | 3,300 | 3,300 | 3,300 | 3,300 | 3,300 |
| Sale of Services | 5,511 | 5,000 | 5,000 | 5,000 | 5,000 |
| Sundry | 3,307 | 1,700 | 1,700 | 1,700 | 1,700 |
| Total | 1,945,809 | 1,931,841 | 1,931,841 | 1,931,841 | 1,931,841 |
| OPERATING EXPENDITURES | | | | | |
| Source of Supply | 37,523 | 35,200 | 35,552 | 35,908 | 36,267 |
| Power and Pumping | 131,559 | 149,650 | 153,427 | 157,310 | 161,301 |
| Water Treatment | 6,925 | 3,500 | 3,535 | 3,605 | 3,677 |
| Transmission and Distribution | 694,850 | 718,970 | 730,621 | 742,493 | 754,594 |
| Administration and General | 406,414 | 443,720 | 452,389 | 470,181 | 464,101 |
| Depreciation | 265,878 | 343,698 | 362,579 | 417,046 | 475,997 |
| Taxes | 31,031 | 33,990 | 35,010 | 36,060 | 37,142 |
| Total | 1,574,180 | 1,728,728 | 1,773,113 | 1,862,602 | 1,933,077 |
| OPERATING PROFIT (LOSS) | | | | | |
| | 371,629 | 203,113 | 158,728 | 69,239 | -1,236 |
| | | | 0 | | |
| NON-OPERATING REVENUES | | | | | |
| Interest and other income | 12,370 | 6,000 | 6,000 | 6,000 | 6,000 |
| Transfer from General Operating Fund | 0 | | 0 | 0 | 0 |
| Other- Interest on Depreciation account | 0 | 0 | 0 | 0 | 0 |
| Total | 12,370 | 6,000 | 6,000 | 6,000 | 6,000 |
| NON-OPERATING EXPENDITURES | | | | | |
| Debt Charges - Principal | 54,416 | 54,416 | 67,263 | 64,263 | 64,263 |
| Debt Charges - Interest | 19,432 | 20,494 | 20,444 | 17,830 | 15,281 |
| New Debt - Principal | | | 29,153 | 30,902 | 32,756 |
| New Debt - Interest | | | 64,344 | 62,595 | 60,741 |
| New Debt - Principal | | | 0 | 0 | 0 |
| New Debt - Interest | | | 0 | 0 | 0 |
| New Debt - Principal | | | 0 | 0 | 0 |
| New Debt - Interest | | | 0 | 0 | 0 |
| Bank Charges | | | | | |
| Short term Interest | 0 | 0 | 0 | 0 | 0 |
| Capital out of Revenue | 42,902 | 40,000 | 40,000 | 40,000 | 40,000 |
| Dividend to Owner | 125,000 | 125,000 | 125,000 | 130,000 | 135,000 |
| Total | 241,750 | 239,910 | 346,204 | 345,590 | 348,041 |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | | | | | |
| | 142,249 | -30,797 | -181,476 | -270,351 | -343,278 |
| SURPLUS AT BEGINNING OF YEAR | | | | | |
| | 11,262 | 153,511 | 122,714 | -58,762 | -329,113 |
| ACCUMULATED SURPLUS (DEFICIT) | | | | | |
| | 153,511 | 122,714 | -58,762 | -329,113 | -672,391 |

| Town of Amherst Water Utility | | | | |
|---|--------------------------------|------------------|------------------|------------------|
| Statement of Operating Expenditures and Revenue Requirements | | | | |
| | 2016/17 (Estimated) | 2017/18 | 2018/19 | 2019/20 |
| OPERATING EXPENDITURES | | | | |
| Source of Supply | 35,200 | 35,552 | 35,908 | 36,267 |
| Power and Pumping | 149,650 | 153,427 | 157,310 | 161,301 |
| Water Treatment | 3,500 | 3,535 | 3,605 | 3,677 |
| Transmission and Distribution | 718,970 | 730,621 | 742,493 | 754,594 |
| Administration and General | 443,720 | 452,389 | 470,181 | 464,101 |
| Depreciation | 343,698 | 362,579 | 417,046 | 475,997 |
| Taxes | 33,990 | 35,010 | 36,060 | 37,142 |
| Total | 1,728,728 | 1,773,113 | 1,862,602 | 1,933,077 |
| NON OPERATING EXPENSES | | | | |
| Debt Charges - Principal | 54,416 | 67,263 | 64,263 | 64,263 |
| Debt Charges - Interest | 20,494 | 20,444 | 17,830 | 15,281 |
| New Debt - Principal | 0 | 29,153 | 30,902 | 32,756 |
| New Debt - Interest | 0 | 64,344 | 62,595 | 60,741 |
| New Debt - Principal | 0 | 0 | 0 | 0 |
| New Debt - Interest | 0 | 0 | 0 | 0 |
| New Debt - Principal | 0 | 0 | 0 | 0 |
| New Debt - Interest | 0 | 0 | 0 | 0 |
| Permit Fee | 0 | 0 | 0 | 0 |
| Short term Interest | 0 | 0 | 0 | 0 |
| Capital out of Revenue | 40,000 | 40,000 | 40,000 | 40,000 |
| Dividend to Owner | 125,000 | 125,000 | 130,000 | 135,000 |
| Total | 239,910 | 346,204 | 345,590 | 348,041 |
| LESS NON-OPERATING REVENUES | | | | |
| Interest and other income | 6,000 | 6,000 | 6,000 | 6,000 |
| Transfer from General Operating Fund | 0 | 0 | 0 | 0 |
| Other- Interest on Depreciation account | 0 | 0 | 0 | 0 |
| Total | 6,000 | 6,000 | 6,000 | 6,000 |
| LESS OTHER OPERATING REVENUE | | | | |
| Private Hydrants | 11,800 | 11,800 | 11,800 | 11,800 |
| Sprinkler Service | 15,850 | 15,850 | 15,850 | 15,850 |
| Bulk Water Sales | 3,300 | 3,300 | 3,300 | 3,300 |
| Sale of Services | 5,000 | 5,000 | 5,000 | 5,000 |
| Sundry | 1,700 | 1,700 | 1,700 | 1,700 |
| Total | 37,650 | 37,650 | 37,650 | 37,650 |
| REVENUE REQUIRED FROM FIRE PROTECTION AND WATER CUSTOMERS | | | | |
| | 1,924,988 | 2,075,667 | 2,164,542 | 2,237,469 |

20-Nov-16

| Town of Amherst Water Utility Statement of Operating Expenditures | | | | |
|--|----------------|----------------|----------------|----------------|
| | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
| SOURCE OF SUPPLY | | | | |
| Software Licensing | 2,000 | 2,020 | 2,040 | 2,061 |
| Meeting Expenses | 1,000 | 1,010 | 1,020 | 1,030 |
| Plant Maintenance | 2,500 | 2,525 | 2,550 | 2,576 |
| Materials and Supplies | 2,000 | 2,020 | 2,040 | 2,061 |
| Professional Services | 27,700 | 27,977 | 28,257 | 28,539 |
| Other | 0 | 0 | 0 | 0 |
| TOTAL SOURCE OF SUPPLY | 35,200 | 35,552 | 35,908 | 36,267 |
| POWER AND PUMPING | | | | |
| Heat and Furnace Oil | 4,000 | 4,040 | 4,080 | 4,121 |
| Electricity | 114,000 | 117,420 | 120,943 | 124,571 |
| Vehicle/Equipment Repairs | 1,100 | 1,111 | 1,122 | 1,133 |
| Vehicle /Equipment Diesel Fuel | 1,000 | 1,010 | 1,020 | 1,030 |
| Materials and Supplies | 14,000 | 14,140 | 14,281 | 14,424 |
| Contracts/Agreements | 15,300 | 15,453 | 15,608 | 15,764 |
| Licenses and Permits | 250 | 253 | 255 | 258 |
| Other | 0 | 0 | 0 | 0 |
| TOTAL POWER AND PUMPING | 149,650 | 153,427 | 157,310 | 161,301 |
| WATER TREATMENT | | | | |
| Electricity | 1,800 | 1,818 | 1,836 | 1,855 |
| Plant Maintenance | 1,700 | 1,717 | 1,769 | 1,822 |
| Other | 0 | 0 | 0 | 0 |
| TOTAL WATER TREATMENT | 3,500 | 3,535 | 3,605 | 3,677 |
| TRANSMISSION AND DISTRIBUTION | | | | |
| Wages and Salaries | 293,700 | 299,574 | 305,565 | 311,677 |
| Year End Wages and Benefit Accruals | 1,385 | 1,413 | 1,441 | 1,470 |
| CPP | 13,180 | 13,575 | 13,983 | 14,402 |
| Employment Insurance | 6,980 | 7,189 | 7,405 | 7,627 |
| Blue Cross | 7,270 | 7,488 | 7,713 | 7,944 |
| Pension Regular Payment | 23,110 | 23,803 | 24,517 | 25,253 |
| Group Insurance | 10,630 | 10,949 | 11,277 | 11,616 |
| WCB | 5,700 | 5,871 | 6,047 | 6,229 |
| Pension Special Payment | 8,688 | 8,949 | 9,217 | 9,494 |
| Professional Development | 1,000 | 1,010 | 1,020 | 1,030 |
| Travel | 1,000 | 1,010 | 1,020 | 1,030 |
| Professional Memberships | 500 | 505 | 510 | 515 |
| Office Supplies | 500 | 505 | 510 | 515 |
| Advertising | 500 | 505 | 510 | 515 |
| Cellular | 1,000 | 1,010 | 1,020 | 1,030 |
| Electricity | 4,000 | 4,040 | 4,080 | 4,121 |
| Building Facility Rent | 25,462 | 25,717 | 25,974 | 26,234 |
| Vehicle/Equipment Repairs | 12,000 | 12,120 | 12,241 | 12,364 |

| | | | | |
|--|----------------|----------------|----------------|----------------|
| Vehicle/Equipment Rental | 5,000 | 5,050 | 5,101 | 5,152 |
| Vehicle/Equipment Gas | 10,000 | 10,100 | 10,201 | 10,303 |
| Vehicle /Equipment Diesel Fuel | 8,000 | 8,080 | 8,161 | 8,242 |
| Equipment Tools | 2,600 | 2,626 | 2,652 | 2,679 |
| Vehicle Leases | 19,500 | 19,695 | 19,892 | 20,091 |
| Operational Equipment | 5,000 | 5,050 | 5,101 | 5,152 |
| Materials and Supplies | 80,000 | 80,800 | 81,608 | 82,424 |
| Gravel | 35,000 | 35,350 | 35,704 | 36,061 |
| Asphalt | 76,000 | 76,760 | 77,528 | 78,303 |
| Pipe and Accessories | 8,000 | 8,080 | 8,161 | 8,242 |
| Uniforms and Clothing | 3,500 | 3,535 | 3,570 | 3,606 |
| Professional Services | 27,565 | 27,841 | 28,119 | 28,400 |
| Contracts/Agreements | 14,600 | 14,746 | 14,893 | 15,042 |
| Contracts/Agreements - Welding | 6,000 | 6,060 | 6,121 | 6,182 |
| Licenses and Permits | 1,600 | 1,616 | 1,632 | 1,648 |
| Other | 0 | 0 | 0 | 0 |
| TOTAL TRANSMISSION AND DISTRIBUTION | 718,970 | 730,621 | 742,493 | 754,594 |
| | | | | |
| | | | | |
| ADMINISTRATION AND GENERAL | | | | |
| Wages and Salaries | 165,100 | 168,402 | 171,770 | 175,205 |
| Year End Wages and Benefit Accruals | 958 | 977 | 997 | 1,017 |
| CPP | 5,700 | 5,871 | 6,047 | 6,229 |
| Employment Insurance | 2,960 | 3,049 | 3,140 | 3,234 |
| Blue Cross | 5,540 | 5,706 | 5,877 | 6,054 |
| Pension Regular Payment | 13,130 | 13,524 | 13,930 | 14,348 |
| Group Insurance | 2,510 | 2,585 | 2,663 | 2,743 |
| WCB | 2,520 | 2,596 | 2,673 | 2,754 |
| Pension Special Payment | 6,312 | 6,501 | 6,696 | 6,897 |
| Liability Claims | 10,000 | 10,100 | 10,201 | 10,303 |
| Professional Development | 1,000 | 1,010 | 1,020 | 1,030 |
| Travel | 2,000 | 2,020 | 2,040 | 2,061 |
| Conferences and Conventions | 1,500 | 1,515 | 1,530 | 1,545 |
| Professional Memberships | 700 | 707 | 714 | 721 |
| Office Supplies | 1,300 | 1,313 | 1,326 | 1,339 |
| Advertising | 2,000 | 2,020 | 2,040 | 2,061 |
| Postage | 200 | 202 | 204 | 206 |
| Courier | 300 | 303 | 306 | 309 |
| Telephone | 25,500 | 25,755 | 26,013 | 26,273 |
| Cellular | 2,000 | 2,020 | 2,040 | 2,061 |
| Computer Hardware | 1,600 | 1,616 | 1,632 | 1,648 |
| Software Licensing | 2,000 | 2,020 | 2,040 | 2,061 |
| Meeting Expenses | 2,000 | 2,020 | 2,040 | 2,061 |
| Catering | 200 | 202 | 204 | 206 |
| Liability Insurance | 3,167 | 3,199 | 3,231 | 3,263 |
| Building Facility Insurance | 6,732 | 6,799 | 6,867 | 6,936 |
| Vehicle/Equipment Insurance | 4,191 | 4,233 | 4,275 | 4,318 |
| Materials and Supplies | 6,000 | 6,060 | 6,121 | 6,182 |
| Professional Services | 39,500 | 39,895 | 40,294 | 40,697 |
| Contracts/Agreements | 102,900 | 103,929 | 104,968 | 106,018 |
| Licenses and Permits | 2,000 | 2,020 | 2,040 | 2,061 |
| Regulatory Fees | 2,000 | 2,020 | 2,040 | 2,061 |
| Interest on Short Term Borrowing | 2,000 | 4,000 | 15,000 | 2,000 |
| Provision for Bad Debts | 18,200 | 18,200 | 18,200 | 18,200 |
| Other | | 0 | 0 | 0 |
| TOTAL ADMINISTRATION AND GENERAL | 443,720 | 452,389 | 470,181 | 464,101 |
| | | | | |
| | | | | |

Town of Amherst Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2016/17

| | Additions to Utility Plant in Service | Capital Cost Contribution from Others | Utility Cost of Plant in Service | Depreciation Rate | Annual Depreciation |
|--|--|---|--|----------------------|--|
| | | | | | Estimated Depreciation at beginning of year 265,878 |
| LAND AND LAND RIGHTS | | | | | |
| Source of Supply Land | 0 | | 0 | 0.05 | 0 |
| Land - General | | | 0 | | 0 |
| STRUCTURES AND IMPROVEMENTS | | | 0 | | 0 |
| Source of Supply Structures | 0 | | 0 | 0 | 0 |
| Power and Pumping Structures | 0 | | 0 | 0.02 | 0 |
| Purification | 0 | | 0 | 0.05 | 0 |
| Distribution Reservoirs and Standpipes | 0 | 0 | 0 | 0.1 | 0 |
| Well Blowoffs | 100,000 | | 100,000 | 0.07 | 7,000 |
| General - Watershed Study | 0 | 0 | 0 | 0.05 | 0 |
| Other | 0 | | 0 | 0.05 | 0 |
| Equipment | 0 | | 0 | | 0 |
| Electrical Pumping | 0 | 0 | 0 | 0.05 | 0 |
| Purification Equipment | 0 | 0 | 0 | 0.05 | 0 |
| Office Furniture and Equipment | 0 | | 0 | | 0 |
| Transportation Equipment | 48,600 | 0 | 48,600 | 0.1 | 4,860 |
| Tools and Work Equipment | 0 | | 0 | 0.05 | 0 |
| 5 Ton Dump Truck | 0 | | 0 | 0.0667 | 0 |
| Water leak Correlator | 0 | | 0 | 0.2 | 0 |
| Handheld Meter Reading Device | 0 | 0 | 0 | 0.2 | 0 |
| Other Equipment SCADA | 0 | 0 | 0 | 0.2 | 0 |
| Mains | 0 | | 0 | | 0 |
| Transmission | 0 | 0 | 0 | 0.0133 | 0 |
| Distribution | 218,000 | 0 | 218,000 | 0.0133 | 2,899 |
| Meters | 10,000 | 0 | 10,000 | 0.05 | 500 |
| Hydrants | 10,000 | 0 | 10,000 | 0.0133 | 133 |
| Sprinkler Connections | | | 0 | | 0 |
| Services | 0 | 0 | 0 | 0.02 | 0 |
| Other - Water Rate Application | 0 | 0 | 0 | 0.333 | 0 |
| TOTAL | 386,600 | 0 | 386,600 | 2 | 15,392 |
| Source of Funding | | | | | |
| Outside Sources | 0 | | | | Depreciation Fund Balance beginning of year 1,281,876 |
| Depreciation fund | 343,698 | | | | Interest on Fund balance 16,023 |
| Long Term Debt | 2,902 | | | | Fund balance before expenditures 1,297,899 |
| Capital out of revenue | 40,000 | | | | Depreciation Payment in Current Year 281,270 |
| TOTAL | 386,600 | | | | Depreciation Expenditure in Current Year 343,698 |
| | | | | | Balance after expenditures 1,235,472 |

Town of Amherst Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2017/18

| | Additions to Utility Plant in Service | Capital Cost Contribution from Others | Utility Cost of Plant in Service | Depreciation Rate | Annual Depreciation |
|--|--|---|---|----------------------|------------------------|
| | | Estimated Depreciation at beginning of year | | | 343,698 |
| LAND AND LAND RIGHTS | | | | | |
| Source of Supply Land | 0 | | 0 | | 0 |
| Land - General | | | 0 | | 0 |
| STRUCTURES AND IMPROVEMENTS | | | 0 | | 0 |
| Source of Supply Structures | 0 | | 0 | 0.05 | 0 |
| Power and Pumping Structures | 0 | | 0 | 0.05 | 0 |
| Purification | 0 | | 0 | 0.05 | 0 |
| Distribution Reservoirs and Standpipes | 7,760,000 | 5,820,000 | 1,940,000 | 0.01333 | 0 |
| Water Treatment Plant | 0 | | 0 | | 0 |
| General - Watershed Study | 0 | 0 | 0 | 0.05 | 0 |
| Source Water Protection Study | 0 | | 0 | 0.05 | 0 |
| Equipment | 0 | | 0 | | 0 |
| Electrical Pumping | 0 | 0 | 0 | 0.05 | 0 |
| Purification Equipment | 0 | 0 | 0 | 0.05 | 0 |
| Office Furniture and Equipment | 0 | | 0 | | 0 |
| Transportation Equipment | 0 | 0 | 0 | 0.1 | 0 |
| Tools and Work Equipment | 25,000 | | 25,000 | 0.1 | 2,500 |
| Backwash Piping | 0 | | 0 | 0.05 | 0 |
| Distribution Mains Equipment | | | | | 0 |
| Meter Shop Equipment | 0 | 0 | 0 | 0 | 0 |
| Other Equipment SCADA | 0 | 0 | 0 | 0.1 | 0 |
| Mains | 0 | | 0 | | 0 |
| Transmission | 0 | 0 | 0 | 0.0133 | 0 |
| Distribution | 1,172,156 | 549,750 | 622,406 | 0.0133 | 15,590 |
| Meters | 12,500 | 0 | 12,500 | 0.05 | 625 |
| Hydrants | 12,500 | 0 | 12,500 | 0.0133 | 166 |
| Sprinkler Connections | 0 | 0 | 0 | | 0 |
| Services | 0 | 0 | 0 | 0.02 | 0 |
| Other | 0 | 0 | 0 | 0.02 | 0 |
| TOTAL | 8,982,156 | 6,369,750 | 2,612,406 | 1 | 18,881 |
| Source of Funding | | | | | |
| | | | Depreciation Fund Balance beginning of year | | 1,281,876 |
| Outside Sources | 6,369,750 | | Interest on Fund balance | | 16,023 |
| Depreciation fund | 1,500,000 | | Fund balance before expenditures | | 1,297,899 |
| Long Term Debt | 1,072,406 | | Depreciation Payment in Current Year | | 362,579 |
| Capital out of revenue | 40,000 | | Depreciation Expenditure in Current Year | | 1,500,000 |
| TOTAL | 8,982,156 | | Balance after expenditures | | 160,478 |

| Town of Amherst Water Utility | | | | | |
|--|--|---|---|----------------------|------------------------|
| Calculation of Depreciation of Tangible Plant at Total Cost | | | | | |
| 2018/19 | | | | | |
| | Additions to Utility Plant in Service | Capital Cost Contribution from Others | Utility Cost of Plant in Service | Depreciation Rate | Annual Depreciation |
| | | Estimated Depreciation at beginning of year | | | 362,579 |
| LAND AND LAND RIGHTS | | | | | |
| Source of Supply Land | 0 | 0 | 0 | 0 | 0 |
| Source Water Protection | | | | | 0 |
| STRUCTURES AND IMPROVEMENTS | | | | | |
| Source of Supply Structures | 0 | 0 | 0 | 0.01333 | 0 |
| Power and Pumping Structures | 0 | 0 | 0 | 0.02 | 0 |
| Purification | 0 | | 0 | 0 | 0 |
| Distribution Reservoirs and Standpipes | 93,750 | 0 | 93,750 | 0.01333 | 52,970 |
| Water Treatment Plant | 0 | 0 | 0 | 0.02 | 0 |
| Booster Station Upgrades | 0 | 0 | 0 | 0.02 | 0 |
| Other Piping | 0 | 0 | 0 | 0.05 | 0 |
| Equipment | | 0 | 0 | | 0 |
| Electrical Pumping | 0 | 0 | 0 | 0.05 | 0 |
| Purification Equipment | 0 | 0 | 0 | 0.05 | 0 |
| 4X4 1/2 Ton Mobile truck | 0 | 0 | 0 | 0.2 | 0 |
| Dump Truck | 0 | 0 | 0 | 0.0667 | 0 |
| Tools and Work Equipment | 0 | 0 | 0 | 0.2 | 0 |
| GIS System | | 0 | 0 | | 0 |
| Distribution Mains Equipment | | 0 | 0 | | 0 |
| Meter Pit | 0 | 0 | 0 | 0 | 0 |
| Other Equipment | 0 | 0 | 0 | 0.04 | 0 |
| Mains | | 0 | 0 | | 0 |
| Transmission | 0 | | 0 | 0.01333 | 0 |
| Distribution | 52,900 | 0 | 52,900 | 0.01333 | 705 |
| Meters | 12,500 | 0 | 12,500 | 0.05 | 625 |
| Hydrants | 12,500 | 0 | 12,500 | 0.01333 | 167 |
| Sprinkler Connections | | | 0 | | 0 |
| Services | | 0 | 0 | 0.02 | 0 |
| Other | | | 0 | 0.02 | 0 |
| TOTAL | 171,650 | 0 | 171,650 | | 54,467 |
| Source of Funding | | | | | |
| | | | Depreciation Fund Balance beginning of year | | 160,478 |
| Outside Sources | 0 | | Interest on Fund balance | | 2,006 |
| Depreciation fund | 131,650 | | Fund balance before expenditures | | 162,484 |
| Long Term Debt | 0 | | Depreciation Payment in Current Year | | 417,046 |
| Capital out of revenue | 40,000 | | Depreciation Expenditure in Current Year | | 131,650 |
| TOTAL | 171,650 | | Balance after expenditures | | 447,880 |

Town of Amherst Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2019/20

| | Additions to Utility Plant in Service | Capital Cost Contribution from Others | Utility Cost of Plant in Service | Depreciation Rate | Annual Depreciation |
|--|--|---|--|---|------------------------|
| | | Estimated Depreciation at beginning of year | | | 417,046 |
| LAND AND LAND RIGHTS | | | | | |
| Source of Supply Land | 0 | | 0 | | 0 |
| Land - General | | | 0 | | 0 |
| STRUCTURES AND IMPROVEMENTS | | | 0 | | 0 |
| Source of Supply Structures | | | 0 | 0 | 0 |
| Power and Pumping Structures | | | 0 | | 0 |
| Purification | | | 0 | 0.05 | 0 |
| Distribution Reservoirs and Standpipes | | 0 | 0 | 0.02 | 51,720 |
| Water Treatment Plant | 5,000 | | 5,000 | 0.05 | 250 |
| General Test well | 0 | 0 | 0 | 0.04 | 0 |
| Other Water Source Structures | | | 0 | | 0 |
| Equipment | | | 0 | | 0 |
| Electrical Pumping | 0 | 0 | 0 | 0.05 | 0 |
| Purification Equipment | 0 | 0 | 0 | 0.05 | 0 |
| Office Furniture and Equipment | | | 0 | | 0 |
| Transportation Equipment | 43,750 | 0 | 43,750 | 0.1 | 4,375 |
| Tools and Work Equipment | 0 | | 0 | 0.1 | 0 |
| GIS System | | | 0 | 0.2 | 0 |
| Distribution Mains Equipment | | | 0 | | 0 |
| Meter Shop Equipment | | 0 | 0 | 0.05 | 0 |
| Other Equipment | | | 0 | | 0 |
| Mains | | | 0 | | 0 |
| Transmission | 0 | | 0 | 0.0133 | 0 |
| Distribution | 136,390 | 0 | 136,390 | 0.0133 | 1,814 |
| Meters | 12,500 | 0 | 12,500 | 0.05 | 625 |
| Hydrants | 12,500 | 0 | 12,500 | 0.01333 | 167 |
| Sprinkler Connections | | 0 | 0 | | 0 |
| Services | 0 | 0 | 0 | 0.02 | 0 |
| Other | | | | 0.02 | 0 |
| TOTAL | 210,140 | 0 | 210,140 | 1 | 58,951 |
| Source of Funding | | | | | |
| | | | | Depreciation Fund Balance beginning of year | 447,880 |
| Outside Sources | 0 | | | Interest on Fund balance | 5,599 |
| Depreciation fund | 170,140 | | | Fund balance before expenditures | 453,479 |
| Long Term Debt | 0 | | | Depreciation Payment in Current Year | 475,997 |
| Capital out of revenue | 40,000 | | | Depreciation Expenditure in Current Year | 170,140 |
| TOTAL | 210,140 | | | Balance after expenditures | 759,335 |

| Town of Amherst Water Utility | | | |
|--|--|-------------------|------------------------|
| Calculation of Amortization on Capital Contributions (to Plant) | | | |
| 2017/18 | | | |
| | Capital Contributions to Utility Plant in Service | Amortization Rate | Annual Amortization |
| | | | |
| | | | |
| LAND AND LAND RIGHTS | | | |
| Source of Supply Land | 0 | 0.0000 | 0 |
| Land - General | 0 | 0.0000 | 0 |
| STRUCTURES AND IMPROVEMENTS | 0 | 0.0000 | 0 |
| Source of Supply Structures | 0 | 0.0500 | 0 |
| Power and Pumping Structures | 0 | 0.0500 | 0 |
| Purification | 0 | 0.0500 | 0 |
| Distribution Reservoirs and Standpipes | 5,820,000 | 0.0133 | 0 |
| Water Treatment Plant | 0 | 0.0000 | 0 |
| General - Watershed Study | 0 | 0.0500 | 0 |
| Other Water Source Structures | 0 | 0.0500 | 0 |
| Equipment | 0 | 0.0000 | 0 |
| Electrical Pumping | 0 | 0.0500 | 0 |
| Purification Equipment | 0 | 0.0500 | 0 |
| Office Furniture and Equipment | 0 | 0.0000 | 0 |
| Transportation Equipment | 0 | 0.1000 | 0 |
| Tools and Work Equipment | 0 | 0.1000 | 0 |
| GIS System | 0 | 0.0500 | 0 |
| Distribution Mains Equipment | 0 | 0.0000 | 0 |
| Meter Shop Equipment | 0 | 0.0000 | 0 |
| Other Equipment | 0 | 0.1000 | 0 |
| Mains | 0 | 0.0000 | 0 |
| Transmission | 0 | 0.0133 | 0 |
| Distribution | 549,750 | 0.0133 | 7,312 |
| Meters | 0 | 0.0500 | 0 |
| Hydrants | 0 | 0.0133 | 0 |
| Sprinkler Connections | 0 | 0.0000 | 0 |
| Services | 0 | 0.0200 | 0 |
| Other | 0 | 0.0000 | 0 |
| TOTAL | 6,369,750 | | 7,312 |

Town of Amherst Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2018/19

| | Capital Contributions to Utility Plant in Service | Amortization Rate | Annual Amortization |
|--|--|-------------------|------------------------|
| LAND AND LAND RIGHTS | | | |
| Source of Supply Land | 0 | 0.0000 | 0 |
| Land - General | 0 | 0.0000 | 0 |
| STRUCTURES AND IMPROVEMENTS | | 0.0000 | 0 |
| Source of Supply Structures | 0 | 0.0133 | 0 |
| Power and Pumping Structures | 0 | 0.0200 | 0 |
| Purification | 0 | 0.0000 | 0 |
| Distribution Reservoirs and Standpipes | 0 | 0.0133 | 38,790 |
| Water Treatment Plant | 0 | 0.0200 | 0 |
| General - Watershed Study | 0 | 0.0200 | 0 |
| Other Water Source Structures | 0 | 0.0500 | 0 |
| Equipment | 0 | 0.0000 | 0 |
| Electrical Pumping | 0 | 0.0500 | 0 |
| Purification Equipment | 0 | 0.0500 | 0 |
| Office Furniture and Equipment | 0 | 0.2000 | 0 |
| Transportation Equipment | 0 | 0.0667 | 0 |
| Tools and Work Equipment | 0 | 0.2000 | 0 |
| GIS System | 0 | 0.0000 | 0 |
| Distribution Mains Equipment | 0 | 0.0000 | 0 |
| Meter Shop Equipment | 0 | 0.0000 | 0 |
| Other Equipment | 0 | 0.0400 | 0 |
| Mains | 0 | 0.0000 | 0 |
| Transmission | 0 | 0.0133 | 0 |
| Distribution | 0 | 0.0133 | 0 |
| Meters | 0 | 0.0500 | 0 |
| Hydrants | 0 | 0.0133 | 0 |
| Sprinkler Connections | 0 | 0.0000 | 0 |
| Services | 0 | 0.0200 | 0 |
| Other | 0 | 0.0200 | 0 |
| TOTAL | 0 | | 38,790 |

Town of Amherst Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2019/20

| | Capital Contributions to Utility Plant in Service | Amortization Rate | Annual Amortization |
|--|--|-------------------|------------------------|
| LAND AND LAND RIGHTS | | | |
| Source of Supply Land | 0 | 0.0000 | 0 |
| Land - General | 0 | 0.0000 | 0 |
| STRUCTURES AND IMPROVEMENTS | 0 | 0.0000 | 0 |
| Source of Supply Structures | 0 | 0.0000 | 0 |
| Power and Pumping Structures | 0 | 0.0000 | 0 |
| Purification | 0 | 0.0500 | 0 |
| Distribution Reservoirs and Standpipes | 0 | 0.0200 | 77,581 |
| Water Treatment Plant | 0 | 0.0500 | 0 |
| General - Watershed Study | 0 | 0.0400 | 0 |
| Other Water Source Structures | 0 | 0.0000 | 0 |
| Equipment | 0 | 0.0000 | 0 |
| Electrical Pumping | 0 | 0.0500 | 0 |
| Purification Equipment | 0 | 0.0500 | 0 |
| Office Furniture and Equipment | 0 | 0.0000 | 0 |
| Transportation Equipment | 0 | 0.1000 | 0 |
| Tools and Work Equipment | 0 | 0.1000 | 0 |
| GIS System | 0 | 0.2000 | 0 |
| Distribution Mains Equipment | 0 | 0.0000 | 0 |
| Meter Shop Equipment | 0 | 0.0500 | 0 |
| Other Equipment | 0 | 0.0000 | 0 |
| Mains | 0 | 0.0000 | 0 |
| Transmission | 0 | 0.0133 | 0 |
| Distribution | 0 | 0.0133 | 0 |
| Meters | 0 | 0.0500 | 0 |
| Hydrants | 0 | 0.0133 | 0 |
| Sprinkler Connections | 0 | 0.0000 | 0 |
| Services | 0 | 0.0200 | 0 |
| Other | 0 | 0.0200 | 0 |
| TOTAL | 0 | | 77,581 |

Town of Amherst Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2016/17

| | Utility Plant in Service Previous Year | Additions | Utility Plant in Service | Percent | General Service | Percent | Fire Protection |
|--|--|-----------|-----------------------------|---------|--------------------|---------|-----------------|
| Intangible Plant | | | | | | | |
| Organization and Working Capital | | | - | 100.0% | 0 | 0.0% | 0 |
| Tangible Plant | | | | | | | |
| LAND AND LAND RIGHTS | | | | | | | |
| Source of Supply Land | 571,999 | - | 571,999 | 90.0% | 514,799 | 10.0% | 57,200 |
| Land - Reservoir | - | - | - | 90.0% | 0 | 10.0% | 0 |
| STRUCTURES AND IMPROVEMENTS | | | | | | | |
| Source of Supply Structures | 1,000,514 | - | 1,000,514 | 90.0% | 900,463 | 10.0% | 100,051 |
| Power and Pumping Structures | 491,661 | - | 491,661 | 90.0% | 442,495 | 10.0% | 49,166 |
| Purification | 436,056 | - | 436,056 | 90.0% | 392,450 | 10.0% | 43,606 |
| Distribution Reservoirs and Standpipes | 1,154,440 | - | 1,154,440 | 40.0% | 461,776 | 60.0% | 692,664 |
| Water Treatment Plant | - | 100,000 | 100,000 | 90.0% | 90,000 | 10.0% | 10,000 |
| Wells | - | - | - | 90.0% | 0 | 10.0% | 0 |
| Other | - | - | - | 90.0% | 0 | 10.0% | 0 |
| Equipment | | | | | | | |
| Electrical Pumping | 281,485 | - | 281,485 | 90.0% | 253,337 | 10.0% | 28,149 |
| Purification Equipment | 287,111 | - | 287,111 | 90.0% | 258,400 | 10.0% | 28,711 |
| SCADA and Radio Controls | - | - | - | 90.0% | 0 | 10.0% | 0 |
| Transportation Equipment | 434,504 | 48,600 | 483,104 | 90.0% | 434,794 | 10.0% | 48,310 |
| Tools and Work Equipment | 57,483 | - | 57,483 | 90.0% | 51,735 | 10.0% | 5,748 |
| Computers | - | - | - | 90.0% | 0 | 10.0% | 0 |
| Distribution Mains Equipment | - | - | - | 40.0% | 0 | 60.0% | 0 |
| Meter Shop Equipment | - | - | - | 90.0% | 0 | 10.0% | 0 |
| Other - Office Equipment | - | - | - | 90.0% | 0 | 10.0% | 0 |
| Mains | | | | | | | |
| Transmission | 1,834,359 | - | 1,834,359 | 40.0% | 733,744 | 60.0% | 1,100,615 |
| Distribution | 7,217,439 | 218,000 | 7,435,439 | 40.0% | 2,974,176 | 60.0% | 4,461,263 |
| Meters | 427,771 | 10,000 | 437,771 | 100.0% | 437,771 | 0.0% | 0 |
| Hydrants | 551,303 | 10,000 | 561,303 | 0.0% | 0 | 100.0% | 561,303 |
| | | - | - | 0.0% | 0 | 100.0% | 0 |
| Services | 784,085 | - | 784,085 | 100.0% | 784,085 | 0.0% | 0 |
| Other | - | - | - | 90.0% | 0 | 10.0% | 0 |
| TOTAL | 15,530,210 | 386,600 | 15,916,810 | 54.8% | 8,730,023 | 45.2% | 7,186,787 |

| Town of Amherst Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2017/18 | | | | | | | |
|---|--|-----------|-----------------------------|---------|--------------------|---------|-----------------|
| | Utility Plant in Service Previous Year | Additions | Utility Plant in Service | Percent | General Service | Percent | Fire Protection |
| Intangible Plant | | | | | | | |
| Organization and Working Capital | | | | 100.0% | 0 | 0.0% | 0 |
| Tangible Plant | | | | | | | |
| LAND AND LAND RIGHTS | - | - | - | | | | |
| Source of Supply Land | 571,999 | - | 571,999 | 90.0% | 514,799 | 10.0% | 57,200 |
| Land - General | - | - | - | 90.0% | 0 | 10.0% | 0 |
| STRUCTURES AND IMPROVEMENTS | - | - | - | | 0 | | 0 |
| Source of Supply Structures | 1,000,514 | - | 1,000,514 | 90.0% | 900,463 | 10.0% | 100,051 |
| Power and Pumping Structures | 491,661 | - | 491,661 | 90.0% | 442,495 | 10.0% | 49,166 |
| Purification | 436,056 | - | 436,056 | 90.0% | 392,450 | 10.0% | 43,606 |
| Distribution Reservoirs and Standpipes | 1,154,440 | 7,760,000 | 7,867,627 | 40.0% | 3,147,051 | 60.0% | 4,720,576 |
| Water Treatment Plant | 100,000 | - | 100,000 | 90.0% | 90,000 | 10.0% | 10,000 |
| Wells | - | - | - | 90.0% | 0 | 10.0% | 0 |
| Other Water Source Structures | - | - | - | 90.0% | 0 | 10.0% | 0 |
| Equipment | - | - | - | | 0 | | 0 |
| Electrical Pumping | 281,485 | - | 281,485 | 90.0% | 253,337 | 10.0% | 28,149 |
| Purification Equipment | 287,111 | - | 287,111 | 90.0% | 258,400 | 10.0% | 28,711 |
| Office Furniture and Equipment | - | - | - | 90.0% | 0 | 10.0% | 0 |
| Transportation Equipment | 483,104 | - | 483,104 | 90.0% | 434,794 | 10.0% | 48,310 |
| Tools and Work Equipment | 57,483 | 25,000 | 82,483 | 90.0% | 74,235 | 10.0% | 8,248 |
| Backwash Piping | - | - | - | 90.0% | 0 | 10.0% | 0 |
| Distribution Mains Equipment | - | - | - | 40.0% | 0 | 60.0% | 0 |
| Meter Shop Equipment | - | - | - | 90.0% | 0 | 10.0% | 0 |
| Other Equipment | - | - | - | 90.0% | 0 | 10.0% | 0 |
| Mains | - | - | - | | 0 | | 0 |
| Transmission | 1,834,359 | - | 1,834,359 | 40.0% | 733,744 | 60.0% | 1,100,615 |
| Distribution | 7,435,439 | 1,172,156 | 8,607,595 | 40.0% | 3,443,038 | 60.0% | 5,164,557 |
| Meters | 437,771 | 12,500 | 450,271 | 100.0% | 450,271 | 0.0% | 0 |
| Hydrants | 561,303 | 12,500 | 573,803 | 0.0% | 0 | 100.0% | 573,803 |
| Sprinkler Connections | - | - | - | 0.0% | 0 | 100.0% | 0 |
| Services | 784,085 | - | 784,085 | 100.0% | 784,085 | 0.0% | 0 |
| Other | - | - | - | 90.0% | 0 | 10.0% | 0 |
| TOTAL | 15,916,810 | 8,982,156 | 23,852,153 | 50.0% | 11,919,160 | 50.0% | 11,932,993 |

| Town of Amherst Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2018/19 | | | | | | | |
|---|--|----------------|--------------------------|--------------|-------------------|--------------|-------------------|
| | Utility Plant in Service Previous Year | Additions | Utility Plant in Service | Percent | General Service | Percent | Fire Protection |
| Intangible Plant | | | | | | | |
| Organization and Working Capital | - | | - | 100.0% | 0 | 0.0% | 0 |
| Tangible Plant | - | | | | | | |
| LAND AND LAND RIGHTS | - | | - | | | | |
| Source of Supply Land | 571,999 | 0 | 571,999 | 90.0% | 514,799 | 10.0% | 57,200 |
| Land - General | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| STRUCTURES AND IMPROVEMENTS | - | 0 | - | | 0 | | 0 |
| Source of Supply Structures | 1,000,514 | 0 | 1,000,514 | 90.0% | 900,463 | 10.0% | 100,051 |
| Power and Pumping Structures | 491,661 | 0 | 491,661 | 90.0% | 442,495 | 10.0% | 49,166 |
| Purification | 436,056 | 0 | 436,056 | 90.0% | 392,450 | 10.0% | 43,606 |
| Distribution Reservoirs and Standpipes | 7,867,627 | 93,750 | 7,961,377 | 40.0% | 3,184,551 | 60.0% | 4,776,826 |
| Water Treatment Plant | 100,000 | 0 | 100,000 | 90.0% | 90,000 | 10.0% | 10,000 |
| General | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| Other Water Source Structures | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| Equipment | - | 0 | - | | 0 | | 0 |
| Electrical Pumping | 281,485 | 0 | 281,485 | 90.0% | 253,337 | 10.0% | 28,149 |
| Purification Equipment | 287,111 | 0 | 287,111 | 90.0% | 258,400 | 10.0% | 28,711 |
| Office Furniture and Equipment | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| Transportation Equipment | 483,104 | 0 | 483,104 | 90.0% | 434,794 | 10.0% | 48,310 |
| Tools and Work Equipment | 82,483 | 0 | 82,483 | 90.0% | 74,235 | 10.0% | 8,248 |
| Backwash Piping | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| Distribution Mains Equipment | - | 0 | - | 40.0% | 0 | 60.0% | 0 |
| Meter Pit | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| Other Equipment | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| Mains | - | 0 | - | | 0 | | 0 |
| Transmission | 1,834,359 | 0 | 1,834,359 | 40.0% | 733,744 | 60.0% | 1,100,615 |
| Distribution | 8,607,595 | 52,900 | 8,660,495 | 40.0% | 3,464,198 | 60.0% | 5,196,297 |
| Meters | 450,271 | 12,500 | 462,771 | 100.0% | 462,771 | 0.0% | 0 |
| Hydrants | 573,803 | 12,500 | 586,303 | 0.0% | 0 | 100.0% | 586,303 |
| Sprinkler Connections | - | 0 | - | 0.0% | 0 | 100.0% | 0 |
| Services | 784,085 | 0 | 784,085 | 100.0% | 784,085 | 0.0% | 0 |
| Other | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| TOTAL | 23,852,153 | 171,650 | 24,023,803 | 49.9% | 11,990,320 | 50.1% | 12,033,483 |

| Town of Amherst Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2019/20 | | | | | | | |
|---|--|----------------|-----------------------------|--------------|--------------------|--------------|-------------------|
| | Utility Plant in Service Previous Year | Additions | Utility Plant in Service | Percent | General Service | Percent | Fire Protection |
| Intangible Plant | | | | | | | |
| Organization and Working Capital | - | | - | 100.0% | 0 | 0.0% | 0 |
| Tangible Plant | | | | | | | |
| LAND AND LAND RIGHTS | - | | - | | | | |
| Source of Supply Land | 571,999 | 0 | 571,999 | 90.0% | 514,799 | 10.0% | 57,200 |
| Land - General | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| STRUCTURES AND IMPROVEMENTS | - | 0 | - | | 0 | | 0 |
| Source of Supply Structures | 1,000,514 | 0 | 1,000,514 | 90.0% | 900,463 | 10.0% | 100,051 |
| Power and Pumping Structures | 491,661 | 0 | 491,661 | 90.0% | 442,495 | 10.0% | 49,166 |
| Purification | 436,056 | 0 | 436,056 | 90.0% | 392,450 | 10.0% | 43,606 |
| Distribution Reservoirs and Standpipes | 7,961,377 | 0 | 7,961,377 | 40.0% | 3,184,551 | 60.0% | 4,776,826 |
| Water Treatment Plant | 100,000 | 5,000 | 105,000 | 90.0% | 94,500 | 10.0% | 10,500 |
| General | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| Other Water Source Structures | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| Equipment | - | 0 | - | | | | |
| Electrical Pumping | 281,485 | 0 | 281,485 | 90.0% | 253,337 | 10.0% | 28,149 |
| Purification Equipment | 287,111 | 0 | 287,111 | 90.0% | 258,400 | 10.0% | 28,711 |
| Office Furniture and Equipment | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| Transportation Equipment | 483,104 | 43,750 | 526,854 | 90.0% | 474,169 | 10.0% | 52,685 |
| Tools and Work Equipment | 82,483 | 0 | 82,483 | 90.0% | 74,235 | 10.0% | 8,248 |
| GIS System | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| Distribution Mains Equipment | - | 0 | - | 40.0% | 0 | 60.0% | 0 |
| Meter Shop Equipment | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| Other Equipment | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| Mains | - | 0 | - | | 0 | | 0 |
| Transmission | 1,834,359 | 0 | 1,834,359 | 40.0% | 733,744 | 60.0% | 1,100,615 |
| Distribution | 8,660,495 | 136,390 | 8,796,885 | 40.0% | 3,518,754 | 60.0% | 5,278,131 |
| Meters | 462,771 | 12,500 | 475,271 | 100.0% | 475,271 | 0.0% | 0 |
| Hydrants | 586,303 | 12,500 | 598,803 | 0.0% | 0 | 100.0% | 598,803 |
| Sprinkler Connections | - | 0 | - | 0.0% | 0 | 100.0% | 0 |
| Services | 784,085 | 0 | 784,085 | 100.0% | 784,085 | 0.0% | 0 |
| Other | - | 0 | - | 90.0% | 0 | 10.0% | 0 |
| TOTAL | 24,023,803 | 210,140 | 24,233,943 | 49.9% | 12,101,251 | 50.1% | 12,132,692 |

| Town of Amherst Water Utility | | | |
|--|---------------------------|--|-------------------------------|
| Allocation of Fire Protection Charges | | | |
| Projected Expenses for 2017/18 | | | |
| | Estimated Expenses | PerCent Allocation to fire Protection | Fire Protection Charge |
| Source of Supply | 35,552 | 10.0% | 3,555 |
| Power and Pumping | 153,427 | 10.0% | 15,343 |
| Water Treatment | 3,535 | 10.0% | 354 |
| Transmission and Distribution | 730,621 | 50.0% | 365,522 |
| Adminstration and General | 452,389 | 10.0% | 45,239 |
| Depreciation | 362,579 | 50.0% | 181,395 |
| Taxes | 35,010 | 10.0% | 3,501 |
| Return on Rate Base | 302,554 | 50.0% | 151,365 |
| Total | 2,075,667 | 36.9% | 766,273 |

| Town of Amherst Water Utility | | | |
|--|---------------------------|--|-------------------------------|
| Allocation of Fire Protection Charges | | | |
| Projected Expenses for Year 2018/19 | | | |
| | Estimated Expenses | PerCent Allocation to fire Protection | Fire Protection Charge |
| Source of Supply | 35,908 | 10.0% | 3,591 |
| Power and Pumping | 157,310 | 10.0% | 15,731 |
| Water Treatment | 3,605 | 10.0% | 361 |
| Transmission and Distribution | 742,493 | 50.1% | 371,914 |
| Adminstration and General | 470,181 | 10.0% | 47,018 |
| Depreciation | 417,046 | 50.1% | 208,898 |
| Taxes | 36,060 | 10.0% | 3,606 |
| Return on Rate Base | 301,940 | 50.1% | 151,241 |
| Total | 2,164,542 | 37.1% | 802,359 |

| Town of Amherst Water Utility | | | |
|--|---------------------------|--|-------------------------------|
| Allocation of Fire Protection Charges | | | |
| Projected Expenses for Year 2019/20 | | | |
| | Estimated Expenses | PerCent Allocation to fire Protection | Fire Protection Charge |
| Source of Supply | 36,267 | 10.0% | 3,627 |
| Power and Pumping | 161,301 | 10.0% | 16,130 |
| Water Treatment | 3,677 | 10.0% | 368 |
| Transmission and Distribution | 754,594 | 50.1% | 377,786 |
| Adminstration and General | 464,101 | 10.0% | 46,410 |
| Depreciation | 475,997 | 50.1% | 238,307 |
| Taxes | 37,142 | 10.0% | 3,714 |
| Return on Rate Base | 304,391 | 50.1% | 152,393 |
| Total | 2,237,469 | 37.5% | 838,735 |

| Town of Amherst Water Utility | | | | |
|---|-------------------|-------------------|-------------------|-------------------|
| Calculation of rate Base and required Return on rate Base | | | | |
| Years Ending March 31st | | | | |
| | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
| | (Estimate) | (Estimate) | (Estimate) | (Estimate) |
| RATE BASE | | | | |
| Utility plant in Service March 31st | 15,916,810 | 23,852,153 | 24,023,803 | 24,233,943 |
| Less Accumulated Depreciaton on actual cost of plant in service (Estimated) | (5,719,798) | (6,082,377) | (6,499,423) | (6,975,420) |
| Less unamortized amount of capital contribution for plant in service | - | (6,362,438) | (6,316,336) | (6,231,444) |
| Estimated Rate Base at Year End | 10,197,012 | 11,407,338 | 11,208,044 | 11,027,079 |
| REQUIRED RETURN | | | | |
| Non-operating Expenditures (B-2) | 239,910 | 346,204 | 345,590 | 348,041 |
| Less Non-operating Revenue | (6,000) | (6,000) | (6,000) | (6,000) |
| Less Other Non-operating Revenue (B-2) | (37,650) | (37,650) | (37,650) | (37,650) |
| Return on Rate Base | 196,260 | 302,554 | 301,940 | 304,391 |
| Required Rate of Return (Req'd Return/Est Rate Base) | 1.92% | 2.65% | 2.69% | 2.76% |

Town of Amherst Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2017/18

| | Total Revenue Required | Fire Protection Revenue | Revenue Required from Metered Rates | Charge | | | Commodity Charge | | | | |
|-------------------------------|------------------------|-------------------------|-------------------------------------|----------|---------------|------|------------------|------------|----------------|---------|----------------|
| | | | | Customer | Base | | Delivery | Production | | | |
| Source of Supply | 35,552 | 3,555 | 31,997 | | | | | | 100% | 31,997 | |
| Power and Pumping | 153,427 | 15,343 | 138,084 | | | | | | 100% | 138,084 | |
| Water Treatment | 3,535 | 354 | 3,182 | | | | | | 100% | 3,182 | |
| Transmission and Distribution | 730,621 | 365,522 | 365,099 | | | 0% | 0 | 100% | 365,099 | | |
| Administration and General | 452,389 | 45,239 | 407,150 | 10% | 40,715 | 90% | 366,435 | | | | |
| Depreciation | 362,579 | 181,395 | 181,184 | | | 40% | 72,474 | 30% | 54,355 | 30% | 54,355 |
| Taxes | 35,010 | 3,501 | 31,509 | | | 100% | 31,509 | 0% | 0 | 0% | 0 |
| Return on Rate Base | 302,554 | 151,365 | 151,189 | | | 40% | 60,476 | 30% | 45,357 | 30% | 45,357 |
| SUBTOTAL | 2,075,667 | 766,273 | 1,309,394 | | 40,715 | | 530,893 | | 464,811 | | 272,974 |
| TOTAL | 2,075,667 | 766,273 | 1,309,394 | | 40,715 | | 530,893 | | 464,811 | | 272,974 |

Town of Amherst Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2018/19

| | Total Revenue Required | Fire Protection Revenue | Revenue Required from Metered Rates | Charge | | | Commodity Charge | | | | |
|-------------------------------|------------------------|-------------------------|-------------------------------------|----------|---------------|------|------------------|------------|----------------|---------|----------------|
| | | | | Customer | Base | | Delivery | Production | | | |
| Source of Supply | 35,908 | 3,591 | 32,317 | | | | | | 100% | 32,317 | |
| Power and Pumping | 157,310 | 15,731 | 141,579 | | | | | | 100% | 141,579 | |
| Water Treatment | 3,605 | 361 | 3,245 | | | | | | 100% | 3,245 | |
| Transmission and Distribution | 742,493 | 371,914 | 370,580 | | | 0% | 0 | 100% | 370,580 | | |
| Administration and General | 470,181 | 47,018 | 423,163 | 10% | 42,316 | 90% | 380,846 | | | | |
| Depreciation | 417,046 | 208,898 | 208,148 | | | 40% | 83,259 | 30% | 62,444 | 30% | 62,444 |
| Taxes | 36,060 | 3,606 | 32,454 | | | 100% | 32,454 | 0% | 0 | 0% | 0 |
| Return on Rate Base | 301,940 | 151,241 | 150,699 | | | 40% | 60,280 | 30% | 45,210 | 30% | 45,210 |
| SUBTOTAL | 2,164,542 | 802,359 | 1,362,183 | | 42,316 | | 556,839 | | 478,234 | | 284,794 |
| TOTAL | 2,164,542 | 802,359 | 1,362,183 | | 42,316 | | 556,839 | | 478,234 | | 284,794 |

Town of Amherst Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2019/20

| | Total Revenue Required | Fire Protection Revenue | Revenue Required from Metered Rates | Charge | | | Commodity Charge | | | | |
|-------------------------------|------------------------|-------------------------|-------------------------------------|----------|---------------|------|------------------|------------|----------------|---------|----------------|
| | | | | Customer | Base | | Delivery | Production | | | |
| Source of Supply | 36,267 | 3,627 | 32,640 | | | | | | 100% | 32,640 | |
| Power and Pumping | 161,301 | 16,130 | 145,171 | | | | | | 100% | 145,171 | |
| Water Treatment | 3,677 | 368 | 3,309 | | | | | | 100% | 3,309 | |
| Transmission and Distribution | 754,594 | 377,786 | 376,807 | | | 0% | 0 | 100% | 376,807 | | |
| Administration and General | 464,101 | 46,410 | 417,691 | 10% | 41,769 | 90% | 375,921 | | | | |
| Depreciation | 475,997 | 238,307 | 237,690 | | | 40% | 95,076 | 30% | 71,307 | 30% | 71,307 |
| Taxes | 37,142 | 3,714 | 33,428 | | | 100% | 33,428 | 0% | 0 | 0% | 0 |
| Return on Rate Base | 304,391 | 152,393 | 151,998 | | | 40% | 60,799 | 30% | 45,599 | 30% | 45,599 |
| SUBTOTAL | 2,237,469 | 838,735 | 1,398,733 | | 41,769 | | 565,224 | | 493,714 | | 298,026 |
| TOTAL | 2,237,469 | 838,735 | 1,398,733 | | 41,769 | | 565,224 | | 493,714 | | 298,026 |

Worksheet C-4

20-Nov-16

| Town of Amherst Water Utility Service Connections and Equivalents 2017/18 | | | |
|--|--------------------|----------------|--------------------|
| Meter Size | Number of Services | Capacity Ratio | System Equivalents |
| Unmetered | 507 | 1 | 507 |
| 5/8" | 3258 | 1 | 3,258 |
| 3/4" | 30 | 1.5 | 45 |
| 1" | 72 | 2.5 | 180 |
| 1.5" | 41 | 5 | 205 |
| 2" | 37 | 8 | 296 |
| 3" | 11 | 16 | 176 |
| 4" | 7 | 25 | 175 |
| 6" | 0 | 50 | 0 |
| 8" | 0 | 90 | 0 |
| TOTAL | 3963 | | 4,842 |

| Town of Amherst Water Utility Service Connections and Equivalents 2018/19 | | | |
|--|--------------------|----------------|--------------------|
| Meter Size | Number of Services | Capacity Ratio | System Equivalents |
| Unmetered | 507 | 1 | 507 |
| 5/8" | 3263 | 1 | 3,263 |
| 3/4" | 30 | 1.5 | 45 |
| 1" | 72 | 2.5 | 180 |
| 1.5" | 41 | 5 | 205 |
| 2" | 37 | 8 | 296 |
| 3" | 11 | 16 | 176 |
| 4" | 7 | 25 | 175 |
| 6" | 0 | 50 | 0 |
| 8" | 0 | 90 | 0 |
| TOTAL | 3968 | | 4,847 |

| Town of Amherst Water Utility Service Connections and Equivalents 2019/20 | | | |
|--|--------------------|----------------|--------------------|
| Meter Size | Number of Services | Capacity Ratio | System Equivalents |
| Unmetered | 507 | 1 | 507 |
| 5/8" | 3268 | 1 | 3,268 |
| 3/4" | 30 | 1.5 | 45 |
| 1" | 72 | 2.5 | 180 |
| 1.5" | 41 | 5 | 205 |
| 2" | 37 | 8 | 296 |
| 3" | 11 | 16 | 176 |
| 4" | 7 | 25 | 175 |
| 6" | 0 | 50 | 0 |
| 8" | 0 | 90 | 0 |
| TOTAL | 3973 | | 4,852 |

**Town of Amherst Water Utility
Service Connections and Equivalents
2017/18**

| Meter Size | Capacity Ratio | Base Charge | Customer Charge | Total Base Charge | |
|--------------|----------------|-------------|-----------------|-------------------|-----------|
| | | | | Annual | Quarterly |
| Unmetered | 1 | 109.64 | 10.27 | 119.92 | 29.98 |
| 5/8" | 1 | 109.64 | 10.27 | 119.92 | 29.98 |
| 3/4" | 1.5 | 164.47 | 10.27 | 174.74 | 43.68 |
| 1" | 2.5 | 274.11 | 10.27 | 284.38 | 71.10 |
| 1.5" | 5 | 548.22 | 10.27 | 558.49 | 139.62 |
| 2" | 8 | 877.15 | 10.27 | 887.42 | 221.86 |
| 3" | 16 | 1,754.29 | 10.27 | 1,764.57 | 441.14 |
| 4" | 25 | 2,741.09 | 10.27 | 2,751.36 | 687.84 |
| 6" | 50 | 5,482.17 | 10.27 | 5,492.45 | 1,373.11 |
| 8" | 90 | 9,867.91 | 10.27 | 9,878.18 | 2,469.55 |
| TOTAL | | | | | |

**Town of Amherst Water Utility
Service Connections and Equivalents
2018/19**

| Meter Size | Capacity Ratio | Base Charge | Customer Charge | Total Base Charge | |
|--------------|----------------|-------------|-----------------|-------------------|-----------|
| | | | | Annual | Quarterly |
| Unmetered | 1 | 114.88 | 10.66 | 125.55 | 31.39 |
| 5/8" | 1 | 114.88 | 10.66 | 125.55 | 31.39 |
| 3/4" | 1.5 | 172.32 | 10.66 | 182.99 | 45.75 |
| 1" | 2.5 | 287.21 | 10.66 | 297.87 | 74.47 |
| 1.5" | 5 | 574.42 | 10.66 | 585.08 | 146.27 |
| 2" | 8 | 919.07 | 10.66 | 929.73 | 232.43 |
| 3" | 16 | 1,838.13 | 10.66 | 1,848.80 | 462.20 |
| 4" | 25 | 2,872.08 | 10.66 | 2,882.75 | 720.69 |
| 6" | 50 | 5,744.16 | 10.66 | 5,754.83 | 1,438.71 |
| 8" | 90 | 10,339.49 | 10.66 | 10,350.16 | 2,587.54 |
| TOTAL | | | | | |

**Town of Amherst Water Utility
Service Connections and Equivalents
2019/20**

| Meter Size | Capacity Ratio | Base Charge | Customer Charge | Total Base Charge | |
|--------------|----------------|-------------|-----------------|-------------------|-----------|
| | | | | Annual | Quarterly |
| Unmetered | 1 | 116.49 | 10.51 | 127.01 | 31.75 |
| 5/8" | 1 | 116.49 | 10.51 | 127.01 | 31.75 |
| 3/4" | 1.5 | 174.74 | 10.51 | 185.25 | 46.31 |
| 1" | 2.5 | 291.23 | 10.51 | 301.75 | 75.44 |
| 1.5" | 5 | 582.47 | 10.51 | 592.98 | 148.24 |
| 2" | 8 | 931.94 | 10.51 | 942.46 | 235.61 |
| 3" | 16 | 1,863.89 | 10.51 | 1,874.40 | 468.60 |
| 4" | 25 | 2,912.33 | 10.51 | 2,922.84 | 730.71 |
| 6" | 50 | 5,824.65 | 10.51 | 5,835.17 | 1,458.79 |
| 8" | 90 | 10,484.38 | 10.51 | 10,494.89 | 2,623.72 |
| TOTAL | | | | | |

| Town of Amherst Water Utility Water Consumption by Block | | | | |
|---|---------------------------|---------------------------|---------------------------|---------------------------|
| Meter Size | Actual | | 2017/18 | |
| | Current Consumption | | Consumption | |
| | 1st Block Cubic Metres | 2nd Block Cubic Metres | 1st Block Cubic Metres | 2nd Block Cubic Metres |
| Unmetered | 137,904 | | 135,146 | |
| 5/8" | 567,810 | | 557,319 | |
| 3/4" | 11,824 | | 11,824 | |
| 1" | 49,103 | | 49,103 | 0 |
| 1.5" | 52,737 | | 52,737 | |
| 2" | 101,795 | | 101,795 | |
| 3" | 34,430 | | 34,430 | |
| 4" | 93,263 | | 93,263 | 0 |
| 6" | - | | 0 | 0 |
| 8" | - | | 0 | |
| TOTAL | 1,048,866 | 0 | 1,035,617 | 0 |
| | TOTAL BOTH BLOCKS | 1,048,866 | TOTAL BOTH BLOCKS | 1,035,617 |

| Town of Amherst Water Utility Water Consumption by Block | | | | |
|---|---------------------------|---------------------------|---------------------------|---------------------------|
| Meter Size | 2018/19 | | 2019/20 | |
| | Current Consumption | | Consumption | |
| | 1st Block Cubic Metres | 2nd Block Cubic Metres | 1st Block Cubic Metres | 2nd Block Cubic Metres |
| Unmetered | 132,443 | | 129,794 | |
| 5/8" | 547,038 | | 536,963 | |
| 3/4" | 11,824 | | 11,824 | |
| 1" | 49,103 | | 49,103 | |
| 1.5" | 52,737 | | 52,737 | |
| 2" | 101,795 | | 101,795 | |
| 3" | 34,430 | | 34,430 | |
| 4" | 93,263 | 0 | 93,263 | 0 |
| 6" | 0 | 0 | 0 | 0 |
| 8" | 0 | | 0 | |
| TOTAL | 1,022,633 | 0 | 1,009,909 | 0 |
| | TOTAL BOTH BLOCKS | 1,022,633 | TOTAL BOTH BLOCKS | 1,009,909 |

| Town of Amherst Water Utility Calculation of Consumption Charge 2017/18 | |
|--|--------------|
| NET PRODUCTION EXPENSE | BLOCK 1 |
| <u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6 | 0.264 |
| NET DELIVERY EXPENSES | |
| <u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6 | 0.449 |
| TOTAL CONSUMPTION CHARGE PER Cubic Meter | |
| | 0.712 |

| Town of Amherst Water Utility Calculation of Consumption Charge 2018/19 | |
|--|--------------|
| NET PRODUCTION EXPENSE | BLOCK 1 |
| <u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6 | 0.278 |
| NET DELIVERY EXPENSES | |
| <u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6 | 0.468 |
| TOTAL CONSUMPTION CHARGE PER Cubic Meter | |
| | 0.746 |

| Town of Amherst Water Utility Calculation of Consumption Charge 2019/20 | |
|--|--------------|
| NET PRODUCTION EXPENSE | BLOCK 1 |
| <u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6 | 0.295 |
| NET DELIVERY EXPENSES | |
| <u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6 | 0.489 |
| TOTAL CONSUMPTION CHARGE PER Cubic Meter | |
| | 0.784 |

**Town of Amherst Water Utility
Water Consumption by Block
2017/18**

BASE CHARGE

| <u>Meter Size</u> | <u>Number</u> | <u>Base Rate</u> | <u>Dollar Revenue</u> |
|-------------------|---------------|------------------|-----------------------|
| Unmetered | 507 | 119.92 | 60,798 |
| 5/8" | 3,258 | 119.92 | 390,690 |
| 3/4" | 30 | 174.74 | 5,242 |
| 1" | 72 | 284.38 | 20,476 |
| 1.5" | 41 | 558.49 | 22,898 |
| 2" | 37 | 887.42 | 32,835 |
| 3" | 11 | 1,764.57 | 19,410 |
| 4" | 7 | 2,751.36 | 19,260 |
| 6" | 0 | 5,492.45 | 0 |
| 8" | 0 | 9,878.18 | 0 |

TOTAL BASE REVENUE 571,608

CONSUMPTION CHARGE

| | <u>Quantity</u> | <u>\$/ Cubic Meter</u> | |
|-----------|-----------------|------------------------|---------|
| 1st Block | 1,035,617 | 0.712 | 737,785 |

TOTAL CONSUMPTION REVENUE 737,785

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 1,309,394

**Town of Amherst Water Utility
Water Consumption by Block
2018/19**

BASE CHARGE

| <u>Meter Size</u> | <u>Number</u> | <u>Base Rate</u> | <u>Dollar Revenue</u> |
|-------------------|---------------|------------------|-----------------------|
| Unmetered | 507 | 125.55 | 63,653 |
| 5/8" | 3,263 | 125.55 | 409,662 |
| 3/4" | 30 | 182.99 | 5,490 |
| 1" | 72 | 297.87 | 21,447 |
| 1.5" | 41 | 585.08 | 23,988 |
| 2" | 37 | 929.73 | 34,400 |
| 3" | 11 | 1,848.80 | 20,337 |
| 4" | 7 | 2,882.75 | 20,179 |
| 6" | 0 | 5,754.83 | 0 |
| 8" | 0 | 10,350.16 | 0 |

TOTAL BASE REVENUE 599,155

CONSUMPTION CHARGE

| | <u>Quantity</u> | <u>\$/ Cubic Meter</u> | |
|-----------|-----------------|------------------------|---------|
| 1st Block | 1,022,633 | 0.746 | 763,028 |

TOTAL CONSUMPTION REVENUE 763,028

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 1,362,183

Town of Amherst Water Utility
Water Consumption by Block
2019/20

BASE CHARGE

| <u>Meter Size</u> | <u>Number</u> | <u>Base Rate</u> | <u>Dollar Revenue</u> |
|-------------------|---------------|------------------|-----------------------|
| Unmetered | 507 | 127.01 | 64,392 |
| 5/8" | 3,268 | 127.01 | 415,057 |
| 3/4" | 30 | 185.25 | 5,558 |
| 1" | 72 | 301.75 | 21,726 |
| 1.5" | 41 | 592.98 | 24,312 |
| 2" | 37 | 942.46 | 34,871 |
| 3" | 11 | 1,874.40 | 20,618 |
| 4" | 7 | 2,922.84 | 20,460 |
| 6" | 0 | 5,835.17 | 0 |
| 8" | 0 | 10,494.89 | 0 |

TOTAL BASE REVENUE 606,993

CONSUMPTION CHARGE

| | <u>Quantity</u> | <u>\$/ Cubic Meter</u> | |
|-----------|-----------------|------------------------|---------|
| 1st Block | 1,009,909 | 0.784 | 791,740 |

TOTAL CONSUMPTION REVENUE 791,740

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 1,398,733

| Town of Amherst Water Utility Calculation of Bulk Water Rate Years Ending March 31st | | | |
|---|----------------|----------------|----------------|
| | 2017/18 | 2018/19 | 2019/20 |
| Cost Base | | | |
| Total Operating Expenses (Worksheet B-2) | 1,773,113 | 1,862,602 | 1,933,077 |
| Total Non Operating Expenses (Worksheet B-2) | 346,204 | 345,590 | 348,041 |
| Total Expenses | 2,119,317 | 2,208,192 | 2,281,119 |
| Water Consumption (Worksheet C-6) in cubic meters | 1,035,617 | 1,022,633 | 1,009,909 |
| Unit Calculations | | | |
| Unit cost per cubic meter | 2.046 | 2.159 | 2.259 |
| Operating cost and profit mark-up | 30% | 30% | 30% |
| Bulk rate per cubic meter | 2.66 | 2.81 | 2.94 |

Town of Amherst Water Utility
Comparison of Current Water Rates with Proposed New Rates
2017/18

| Meter Size | Average Quarterly | Base Charge | | Percent Change | Commodity Charge | | Percent Change | Quarterly Water Bill | | Percent Change |
|------------|-------------------|-------------|----------|----------------|------------------|----------|----------------|----------------------|----------|----------------|
| | Consumption | Current | Proposed | | Current | Proposed | | Current | Proposed | |
| Unmetered | | | | | | | | 71.77 | 78.42 | 9.3% |
| 5/8" | 43 | 28.66 | 29.98 | 4.6% | 27.20 | 30.47 | 12.0% | 55.86 | 60.45 | 8.2% |
| 3/4" | 99 | 41.78 | 43.68 | 4.6% | 62.67 | 70.20 | 12.0% | 104.45 | 113.88 | 9.0% |
| 1" | 170 | 68.03 | 71.10 | 4.5% | 108.44 | 121.46 | 12.0% | 176.47 | 192.56 | 9.1% |
| 1.5" | 322 | 133.66 | 139.62 | 4.5% | 204.52 | 229.09 | 12.0% | 338.18 | 368.71 | 9.0% |
| 2" | 688 | 212.41 | 221.86 | 4.4% | 437.44 | 490.00 | 12.0% | 649.85 | 711.85 | 9.5% |
| 3" | 783 | 422.41 | 441.14 | 4.4% | 497.67 | 557.46 | 12.0% | 920.08 | 998.60 | 8.5% |
| 4" | 3,331 | 658.66 | 687.84 | 4.4% | 2,118.40 | 2,372.91 | 12.0% | 2,777.06 | 3,060.75 | 10.2% |
| 6" | - | 1,314.91 | 1,373.11 | 4.4% | - | - | | 1,314.91 | 1,373.11 | |
| 8" | - | 2,364.91 | 2,469.55 | 0.0% | - | - | | 2,364.91 | 2,469.55 | |

Town of Amherst Water Utility
Comparison of Current Water Rates with Proposed New Rates
2018/19

| Meter Size | Average Quarterly | Base Charge | | Percent Change | Commodity Charge | | Percent Change | Quarterly Water Bill | | Percent Change |
|------------|-------------------|-------------|----------|----------------|------------------|----------|----------------|----------------------|----------|----------------|
| | Consumption | Current | Proposed | | Current | Proposed | | Current | Proposed | |
| Unmetered | | | | | | | | 78.42 | 82.12 | 4.7% |
| 5/8" | 42 | 29.98 | 31.39 | 4.7% | 30.47 | 31.27 | 2.6% | 60.45 | 62.66 | 3.7% |
| 3/4" | 99 | 43.68 | 45.75 | 4.7% | 70.20 | 73.52 | 4.7% | 113.88 | 119.27 | 4.7% |
| 1" | 170 | 71.10 | 74.47 | 4.7% | 121.46 | 127.21 | 4.7% | 192.56 | 201.68 | 4.7% |
| 1.5" | 322 | 139.62 | 146.27 | 4.8% | 229.09 | 239.93 | 4.7% | 368.71 | 386.20 | 4.7% |
| 2" | 688 | 221.86 | 232.43 | 4.8% | 490.00 | 513.20 | 4.7% | 711.85 | 745.63 | 4.7% |
| 3" | 783 | 441.14 | 462.20 | 4.8% | 557.46 | 583.86 | 4.7% | 998.60 | 1,046.05 | 4.8% |
| 4" | 3,331 | 687.84 | 720.69 | 4.8% | 2,372.91 | 2,485.26 | | 3,060.75 | 3,205.95 | 4.7% |
| 6" | - | 1,373.11 | 1,438.71 | 4.8% | - | - | | 1,373.11 | | 0.0% |
| 8" | - | 2,469.55 | 2,587.54 | | - | - | | 2,469.55 | | |

Town of Amherst Water Utility
Comparison of Current Water Rates with Proposed New Rates
2019/20

| Meter Size | Average Quarterly | Base Charge | | Percent Change | Commodity Charge | | Percent Change | Quarterly Water Bill | | Percent Change |
|------------|-------------------|-------------|----------|----------------|------------------|----------|----------------|----------------------|----------|----------------|
| | Consumption | Current | Proposed | | Current | Proposed | | Current | Proposed | |
| Unmetered | | | | | | | | 82.12 | 85.06 | 3.6% |
| 5/8" | 41 | 31.39 | 31.75 | 1.2% | 31.27 | 32.20 | 3.0% | 62.66 | 63.96 | 2.1% |
| 3/4" | 99 | 45.75 | 46.31 | 1.2% | 73.52 | 77.25 | 5.1% | 119.27 | 123.56 | 3.6% |
| 1" | 170 | 74.47 | 75.44 | 1.3% | 127.21 | 133.66 | 5.1% | 201.68 | 209.10 | 3.7% |
| 1.5" | 322 | 146.27 | 148.24 | 1.3% | 239.93 | 252.10 | 5.1% | 386.20 | 400.34 | 3.7% |
| 2" | 688 | 232.43 | 235.61 | 1.4% | 513.20 | 539.22 | 5.1% | 745.63 | 774.83 | 3.9% |
| 3" | 783 | 462.20 | 468.60 | 1.4% | 583.86 | 613.46 | 5.1% | 1,046.05 | 1,082.06 | 3.4% |
| 4" | 3,331 | 720.69 | 730.71 | 1.4% | 2,485.26 | 2,611.27 | 0.0% | 3,205.95 | 3,341.98 | 4.2% |
| 6" | - | 1,438.71 | 1,458.79 | 1.4% | | | 0.0% | | | 0.0% |
| 8" | - | 2,587.54 | 2,623.72 | | - | - | | | | |

| Town of Amherst Water Utility | | | | |
|--|------------------|------------------------------|----------------------|----------------------|
| Comparative Statement of Operations | | | | |
| Fiscal Years ending March 31st | | | | |
| | 2016/17 Year | Projection at Proposed Rates | | |
| | | 2017/18 Test Yr 1 | 2018/19 Test Yr 2 | 2019/20 Test Yr 3 |
| OPERATING REVENUES | | | | |
| Flat Rate Sales | 145,550 | 159,042 | 166,548 | 172,505 |
| Metered Sales | 1,053,841 | 1,150,351 | 1,195,635 | 1,226,228 |
| Public Fire Protection | 694,800 | 766,273 | 802,359 | 838,735 |
| Private Hydrants | 11,800 | 11,800 | 11,800 | 11,800 |
| Sprinkler Service | 15,850 | 15,850 | 15,850 | 15,850 |
| Bulk Water Sales | 3,300 | 3,300 | 3,300 | 3,300 |
| Sale of Services | 5,000 | 5,000 | 5,000 | 5,000 |
| Sundry | 1,700 | 1,700 | 1,700 | 1,700 |
| Total | 1,931,841 | 2,113,317 | 2,202,192 | 2,275,119 |
| OPERATING EXPENDITURES | | | | |
| Source of Supply | 35,200 | 35,552 | 35,908 | 36,267 |
| Power and Pumping | 149,650 | 153,427 | 157,310 | 161,301 |
| Water Treatment | 3,500 | 3,535 | 3,605 | 3,677 |
| Transmission and Distribution | 718,970 | 730,621 | 742,493 | 754,594 |
| Administration and General | 443,720 | 452,389 | 470,181 | 464,101 |
| Depreciation | 343,698 | 362,579 | 417,046 | 475,997 |
| Taxes | 33,990 | 35,010 | 36,060 | 37,142 |
| Total | 1,728,728 | 1,773,113 | 1,862,602 | 1,933,077 |
| OPERATING PROFIT (LOSS) | 203,113 | 340,204 | 339,590 | 342,041 |
| NON-OPERATING REVENUES | | | | |
| Interest and other income | 6,000 | 6,000 | 6,000 | 6,000 |
| Transfer from General Operating Fund | 0 | 0 | 0 | 0 |
| Other- Interest on Depreciation account | 0 | 0 | 0 | 0 |
| Total | 6,000 | 6,000 | 6,000 | 6,000 |
| NON-OPERATING EXPENDITURES | | | | |
| Debt Charges - Principal | 54,416 | 67,263 | 64,263 | 64,263 |
| Debt Charges - Interest | 20,494 | 20,444 | 17,830 | 15,281 |
| New Debt - Principal | 0 | 29,153 | 30,902 | 32,756 |
| New Debt - Interest | 0 | 64,344 | 62,595 | 60,741 |
| New Debt - Principal | 0 | 0 | 0 | 0 |
| New Debt - Interest | 0 | 0 | 0 | 0 |
| New Debt - Principal | 0 | 0 | 0 | 0 |
| New Debt - Interest | 0 | 0 | 0 | 0 |
| Permit Fee | 0 | 0 | 0 | 0 |
| Short term Interest | 0 | 0 | 0 | 0 |
| Capital out of Revenue | 40,000 | 40,000 | 40,000 | 40,000 |
| Dividend to Owner | 125,000 | 125,000 | 130,000 | 135,000 |
| Total | 239,910 | 346,204 | 345,590 | 348,041 |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | -30,797 | 0 | 0 | 0 |

Appendix 1
Loan Calculator
Long Term Debt
2017/18

| | |
|---------------|------------------|
| Interest Rate | 6.0% |
| Term in years | 20 |
| Capital \$ | 1,072,406 |

Payment Schedule

| Year | Principal | Interest | Total | Balance |
|------|-------------|-------------|-----------|--------------|
| 1 | \$29,152.88 | \$64,344.36 | 93,497.24 | 1,043,253.12 |
| 2 | \$30,902.05 | \$62,595.19 | 93,497.24 | 1,012,351.06 |
| 3 | \$32,756.18 | \$60,741.06 | 93,497.24 | 979,594.88 |
| 4 | \$34,721.55 | \$58,775.69 | 93,497.24 | 944,873.34 |
| 5 | \$36,804.84 | \$56,692.40 | 93,497.24 | 908,068.49 |
| 6 | \$39,013.13 | \$54,484.11 | 93,497.24 | 869,055.36 |
| 7 | \$41,353.92 | \$52,143.32 | 93,497.24 | 827,701.44 |
| 8 | \$43,835.16 | \$49,662.09 | 93,497.24 | 783,866.29 |
| 9 | \$46,465.26 | \$47,031.98 | 93,497.24 | 737,401.02 |
| 10 | \$49,253.18 | \$44,244.06 | 93,497.24 | 688,147.84 |
| 11 | \$52,208.37 | \$41,288.87 | 93,497.24 | 635,939.47 |
| 12 | \$55,340.87 | \$38,156.37 | 93,497.24 | 580,598.59 |
| 13 | \$58,661.33 | \$34,835.92 | 93,497.24 | 521,937.27 |
| 14 | \$62,181.01 | \$31,316.24 | 93,497.24 | 459,756.26 |
| 15 | \$65,911.87 | \$27,585.38 | 93,497.24 | 393,844.40 |

Loan Calculator
Long Term Debt
2018/19

| | |
|---------------|-------------|
| Interest Rate | 6.0% |
| Term in years | 20 |
| Capital \$ | - |

Payment Schedule

| Year | Principal | Interest | Total | Balance |
|------|-----------|----------|-------|---------|
| 1 | \$0.00 | - | - | - |
| 2 | \$0.00 | - | - | - |
| 3 | \$0.00 | - | - | - |
| 4 | \$0.00 | - | - | - |
| 5 | \$0.00 | - | - | - |
| 6 | \$0.00 | - | - | - |
| 7 | \$0.00 | - | - | - |
| 8 | \$0.00 | - | - | - |
| 9 | \$0.00 | - | - | - |
| 10 | \$0.00 | - | - | - |
| 11 | \$0.00 | - | - | - |
| 12 | \$0.00 | - | - | - |
| 13 | \$0.00 | - | - | - |
| 14 | \$0.00 | - | - | - |
| 15 | \$0.00 | - | - | - |

Loan Calculator
Long Term Debt
 2019/20

| | |
|---------------|------|
| Interest Rate | 6.0% |
| Term in years | 20 |
| Capital \$ | - |

Payment Schedule for Capital Works

| Year | Principal | Interest | Total | Balance |
|------|-----------|----------|-------|---------|
| 1 | \$0.00 | \$0.00 | - | - |
| 2 | \$0.00 | \$0.00 | - | - |
| 3 | \$0.00 | \$0.00 | - | - |
| 4 | \$0.00 | \$0.00 | - | - |
| 5 | \$0.00 | \$0.00 | - | - |
| 6 | \$0.00 | \$0.00 | - | - |
| 7 | \$0.00 | \$0.00 | - | - |
| 8 | \$0.00 | \$0.00 | - | - |
| 9 | \$0.00 | \$0.00 | - | - |
| 10 | \$0.00 | \$0.00 | - | - |
| 11 | \$0.00 | \$0.00 | - | - |
| 12 | \$0.00 | \$0.00 | - | - |
| 13 | \$0.00 | \$0.00 | - | - |
| 14 | \$0.00 | \$0.00 | - | - |
| 15 | \$0.00 | \$0.00 | - | - |

**SCHEDULES A, B, AND C
RATES AND CHARGES**

SCHEDULE "A"
TOWN OF AMHERST
WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April, 2017)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Amherst.

1. **RATES:**

| (a) | <u>Base Charges</u> | <u>Quarterly</u> |
|------------|---|-------------------------|
| | Unmetered (assuming 272 cubic meters per year) | 78.42 |
| | Size of Meter | |
| | 5/8" | 29.98 |
| | 3/4" | 43.68 |
| | 1" | 71.10 |
| | 1.5" | 139.62 |
| | 2" | 221.86 |
| | 3" | 441.14 |
| | 4" | 687.84 |
| | 6" | 1,373.11 |
| | 8" | 2,469.55 |

(b) Consumption Rate (per cubic meter)

\$0.712 per cubic meter

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2017 the sum of \$766,273. The fire protection rate shall be calculated based on the number of days at the existing rate plus the number of days at the new rate.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

| | |
|--|----------|
| Each building serviced by a sprinkler service pipe of 6" or less in diameter | \$250.00 |
| Each building serviced by a sprinkler service pipe of 8" or more in diameter | \$300.00 |

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. CONNECTION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer, for any reason requests that the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any additional fees charged by the bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$2.66 per cubic meter or part thereof with a minimum charge of \$ 75.00. Such charge shall be rendered for each loading.

SCHEDULE "B"
TOWN OF AMHERST
WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April, 2018)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Amherst.

1. **RATES:**

| | | | |
|-----|---|-------------------------|----------|
| (a) | <u>Base Charges</u> | <u>Quarterly</u> | |
| | Unmetered (assuming 272 cubic meters per year) | | 82.12 |
| | Size of Meter | | |
| | 5/8" | | 31.39 |
| | 3/4" | | 45.75 |
| | 1" | | 74.47 |
| | 1.5" | | 146.27 |
| | 2" | | 232.43 |
| | 3" | | 462.20 |
| | 4" | | 720.69 |
| | 6" | | 1,438.71 |
| | 8" | | 2,587.54 |

| | | |
|-----|------------------------------------|--|
| (b) | Consumption Rate (per cubic meter) | |
| | \$0.746 per cubic meter | |

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2018 the sum of \$802,359.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

| | |
|--|----------|
| Each building serviced by a sprinkler service pipe of 6" or less in diameter | \$250.00 |
|--|----------|

| | |
|--|----------|
| Each building serviced by a sprinkler service pipe of 8" or more in diameter | \$300.00 |
|--|----------|

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. CONNECTION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer, for any reason requests that the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any additional fees charged by the bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

B

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$2.81 per cubic meter or part thereof with a minimum charge of \$ 75.00. Such charge shall be rendered for each loading.

SCHEDULE "C"

TOWN OF AMHERST
WATER UTILITY

SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April, 2019)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Amherst.

1. **RATES:**

| | |
|--------------------------------------|------------------|
| (a) <u>Base Charges</u> | <u>Quarterly</u> |
| Unmetered | 85.06 |
| (assuming 272 cubic meters per year) | |
| Size of Meter | |
| 5/8" | 31.75 |
| 3/4" | 46.31 |
| 1" | 75.44 |
| 1.5" | 148.24 |
| 2" | 235.61 |
| 3" | 468.60 |
| 4" | 730.71 |
| 6" | 1,458.79 |
| 8" | 2,623.72 |

| | |
|-----|------------------------------------|
| (b) | Consumption Rate (per cubic meter) |
| | \$0.784 per cubic meter |

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2019 the sum of \$838,735.

For subsequent years, the annual public fire protection rate shall be based on the above or:

(a) the sum of 50.1 % of transmission and distribution, taxes and depreciation expenses of the Utility and return on rate base of the immediately preceding year, plus

(b) 10 % of all other expenses, whichever is the greater.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

| | |
|--|----------|
| Each building serviced by a sprinkler service pipe of 6" or less in diameter | \$250.00 |
| Each building serviced by a sprinkler service pipe of 8" or more in diameter | \$300.00 |

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$250.00.

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6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. CONNECTION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer, for any reason requests that the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any additional fees charged by the bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

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12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$2.94 per cubic meter or part thereof with a minimum charge of \$ 75.00. Such charge shall be rendered for each loading.

SCHEDULE D
RULES AND REGULATIONS

TOWN OF AMHJERST
WATER UTILITY

SCHEDULE OF RULES AND REGULATIONS
GOVERNING THE SUPPLY OF WATER AND WATER SERVICES
(Effective 1 April, 2017)

1. In these Rules and regulations, unless the context otherwise requires, the expression:

“Town” means the Town of Amherst

“Utility” means the Water Utility of the Town of Amherst

“Customer” means a person, firm or corporation who, or which, contracts to be supplied with water at a specific location or locations.

“Municipality” means the Municipality of the Count of Cumberland

“Domestic Service” means the type of service supplied to the owner or his authorized agent or to the occupant or tenant of any space or area occupied for the distinct purpose of a dwelling house, rooming house, apartment, flat, etc.

“Flat Rate Service” means that type of unmetered service charged for by all flat rates.

“Metered Rate Service” means that type of service charged for at metered rates and is supplied to customers other than those supplied by fixture and flat rate service. Metered rate service is required for all new services except mobile homes.

2. **LIABILITY FOR PAYMENT OF WATER BILL:** An agreement is deemed to exist between a customer and the Utility for the supply of water service at such rates and in accordance with these Regulations by virtue of:

a) the customer applying for and receiving approval for water service;

b) the customer consuming or paying for water service from the date that the customer who is a party to an agreement pursuant to clause (a) (the customer of record) moves out of the premises, in which case the customer of record shall remain jointly and severally liable for the water service account up to the date the Utility is notified that the customer of record wishes to terminate the supply of water service.

A property owner who rents or leases a property or self contained unit to a tenant or lessee shall be the customer. The property owner shall be required to open an account for the provision of water at the property that is rented or leased.

c) Any person, business or corporation that receives water service without the consent of the

Utility, shall be liable for the cost of such water service which cost shall be determined in the sole discretion of the Utility based upon its reasonable estimate of the amount of water utilized.

3. **DEPOSITS:** When required, an applicant for service shall deposit with the Utility a sum equal to the estimated charges for such service for a period of six months. The estimated charges will be based on the minimum bill for metered customers. This deposit shall be held by the Utility as collateral security for the payment of the customer's bills, but is not to be considered as a payment on account thereof. When the customer ceases to use the service and discharges all his liability to the utility in respect of such service, the deposit shall be returned to him with interest at the rate of 2% per annum, not compounded.
4. **REFUSAL OF SERVICE:** Service may be refused or suspended to any customer who has failed to discharge all of his liabilities to the Utility.
5. **BILLING:** If a contract is entered into or terminated at any time other than a regular billing date, the amount to be charged to the customer shall be the pro rata proportion to the next billing date, of the regular service charge for the billing period, plus the consumption charge, if any.
6. **PAYMENT OF BILLS:** Bills shall be rendered to each customer at intervals of approximately three months and are due and payable when rendered. Bills not paid within 30 days of the date rendered, shall incur an interest charge at the prescribed monthly rate for each month or part thereof.
7. **ADJUSTMENT OF BILLS:**
 - (a) Where meters exist - If the seal of a meter is broken or if a meter does not register correctly, the bill for that water service shall be estimated in accordance with the best data available. Any customer desiring to question a water bill must do so in writing within 30 days of the bill being rendered.
 - (b) Customers Under billed - Should it be necessary for the Utility to make a billing adjustment as a result of a customer being under billed for any reason, such adjustment shall be retroactive for a maximum of four billing periods or one year, whichever is the longest. Notwithstanding the above, in the event that a billing adjustment is the result of the customer's illegal connection to the water system or willful interference or damage of metering equipment (where they exist), the billing adjustment in such circumstances will not be limited to one year or four billing periods, but rather the customer shall be responsible for all payments of such accounts from the date such illegal connection or interference to meter equipment took place.
 - (c) Customer Over billed - Should it become necessary for the Utility to make a billing adjustment as a result of a customer being over billed for any reason, such adjustment will be estimated by the Utility, and the Utility will be responsible for payment of the over billed amount with interest calculated on the basis of current simple interest paid by the bank.

8. **ESTIMATED READINGS FOR BILLING PURPOSES - METERED CUSTOMERS:** If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available, subject, however, to the provision that in no circumstance will an estimated reading be used for more than two (2) consecutive billing periods. If an estimated bill is rendered for two (2) consecutive billing periods, the Utility shall notify the customer by regular mail that arrangements must be made for the Utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimated bill or bills shall be adjusted accordingly.
9. **SUSPENSION OF SERVICE FOR NON PAYMENT BILLS:** The Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered.
10. **WATER TO BE SUPPLIED BY METER:** The Utility may at any time install a meter on the premises of any customer. The Utility shall determine the size and type of meter to be installed in each case. All meters shall be the property of the Utility.
11. **INSTALLATION AND REMOVAL OF METERS:** Meters shall be installed and removed only by employees or duly authorized representatives of the Utility and no other person shall install, alter, change or remove a meter without the written permission of the Utility. The plumbing and connections shall be properly prepared to receive the installation of such meters to the approval of and without expense to the Utility.
12. **METER READERS:** Each meter reader shall be provided with an official identification, which he/she shall exhibit on request.
13. **ACCESS TO CUSTOMER'S PREMISES:** Representatives of the Utility shall have right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of inspecting any water pipes or fittings, or appliances, or discontinuing service, or for the purpose of installing, removing, repairing, reading or inspecting meters. The Utility shall have the right to suspend service to any customer who refuses such access.
14. **LOCATION OF METERS:** The Utility shall have the right to refuse service to, or suspend the service of, any customer who does not provide a place which, in the opinion of the Utility, is suitable for the meter. It should be in the building served, at or near the point of entry of the service pipe, in a place where it can be easily read and where it will not be exposed to freezing temperatures.

Where the premises of a customer are of such a nature that a meter cannot be properly installed in a building or if the building is not sufficiently frost-proof as to guarantee the safety of the meter, the Utility may order the construction of a suitable frost-proof box in which the meter can be installed. Service to such premises may be refused or suspended until such a frost-proof box approved by the Utility is installed.

15. **DAMAGE TO WATER METERS:** Each customer shall be responsible for the meter installed on his service and shall protect it. He shall be liable for any damage to the meter resulting from carelessness, hot water or steam, or the action of frost or from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter shall be paid by the customer. If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid.
16. **METER TESTING.** On the request to have their meter tested, the Utility may charge the sum of \$50.00 to defray, in part, the cost of making the test for meters up to 1 ½ inch in size. In the case of meters 1-1/2 inches and larger, the actual cost of the test will be paid by the customer. If the test shows that the meter is over registering by more than one and one half percent (1 ½%) for positive displacement meters and three percent (3%) for turbine or compound meters, the sum so deposited will be refunded to the customer.
17. **PLUMBING TO BE SATISFACTORY:** All plumbing, pipes and fittings, fixtures, and other devices for conveying, distributing, controlling, or utilizing water which are used by a customer and are not the property of the Utility, shall be installed in the manner provided by the Regulations of and be approved by the proper official of the Town of Amherst and/or the operators of the Utility. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied the Utility that these requirements have been met. The supply of water may be discontinued to any customer at any time if, in the opinion of the proper official of the Town of Amherst and/or the operator of the Utility, the plumbing, pipes, fittings, fixtures, or other devices as hereinbefore mentioned, or any of them, fail to comply with the above requirements, or if any part of the water system of such customer or the meter is in any unsuitable, dirty, unsanitary or inaccessible place. Service shall not be re-established until such condition is corrected to the satisfaction of the Utility.
18. **REMOTE REGISTERING WATER METERS:** When a remote registering water meter is installed on a customer's premises under a general outside register installation program of the Utility, then the cost of the meter and its installation shall be paid by the Utility. The meter shall become the property of the Utility which shall become responsible for its operation, maintenance and replacement. Any damage to the meter caused by the negligence or wrongful acts or omissions by the customer, his agents or members of his family, shall be paid for by the customer, and the failure by the customer to make the payment shall entitle the Utility, after making a forty day written demand for the payment, to disconnect the water service to the customer.
19. **CROSS CONNECTION CONTROL & BACKFLOW PREVENTION:**
 - (a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as "person" shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, any piping fixtures, fittings container or appliance in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.

(b) Where, in the opinion of the Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the Utility may require the customer, at the customer's sole cost and expense, to install at any point on the customer's water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the Utility.

(c) All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility on any or all tests performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device; and the test date, the tester's initials, the tester's name, the name of his employer, and the tester's license number.

(d) Installation, maintenance, field-testing and selection of all BFP devices shall fully conform to the latest revision of CSA B64.10 and CSA B64 series.

(e) In the event of any breach, contravention or non-compliance by a person of any of the provision and regulations in a sub-paragraphs (a),(b),(c) or (d) the Utility may:

(i) suspend water service to such person, or

(ii) give notice to the person to correct the breach, contravention or non-compliance within 96 hours, or a specified lesser period. If the person fails to comply with such notice, the Utility may immediately thereafter suspend water service to such person.

20. **DANGEROUS CONNECTIONS:** No connection shall be permitted to any installation; equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.

21. **PROHIBITED DEVICES:** Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as, for example, booster pumps, quick-opening or quick-closing valves, flushometers, water operated pumps or siphons, standpipes, or large outlets for supplying locomotives or ships, etc., which may occasion sudden large demands of short or long duration, thereby requiring oversize meters and pipe lines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.

22. **IMPROPER USE OR WASTE OF WATER:** No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and /or

apartment building from a single service, nor shall he sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility.

23. **SERVICE PIPES:** Upon receipt of an application for service to any premises located on any portion of a street through which portion a main water pipe is laid and which premises are not already provided with water service, the Utility shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than 3/4" in diameter shall be laid for any service.

The Utility shall supply and install the 3/4" service pipe and fittings between the main pipe and the street line. The necessary excavation for the installation of the service pipe, backfilling and replacement of the street and sidewalk surfaces from the water main in the street to the street-line shall be carried out by the Utility and paid for by the applicant. The applicant shall be responsible for the excavation and the supply and installation of the service pipe including restoration from the street-line to the premise and all such work shall be carried out without cost to the Utility.

For services larger than 3/4" the whole cost shall be borne by the customer, less the cost of a 3/4" service from the main to the street line.

Should any person make application for more than one service to his premises, the decision as to the necessity of the additional service shall be made by the Utility, and if the additional service is installed, the total cost thereof from the main to the customer's premises shall be paid by such applicant.

All services must be installed in accordance with the Rules and Regulations of the Town and to the satisfaction of the Utility.

When a service has been installed without objection from the customer as to the location of the same, no subsequent removal of or alteration to the position of the pipe shall be made except at the expense of the customer requesting such removal or alteration.

24. **REPAIRS TO SERVICES:** If a leak or other trouble occurs it shall be repaired as soon as possible. If the leak or trouble occurs in a service line providing non-fire protection water supplies between the main and the property line it shall be repaired by the Utility at its expense. If the leak or trouble occurs elsewhere in a service line providing non-fire protection water supplies, it shall be repaired by the customer at his/her expense.

If the leak or trouble occurs in a service line which provides private fire protection services (sprinkler or hydrant) it shall be repaired by the customer at his expense.

If a leak occurs on the customer's portion of his service pipe and, after being notified of same, he refuses or unduly delays to have repairs made, the Utility may discontinue the supply of water to such service pipe if, in its opinion, such action is necessary in order to prevent wastage of water. The Utility shall notify the customer affected of its intention to discontinue such supply.

25. **UNAUTHORIZED EXTENSIONS, ADDITIONS OR CONNECTIONS:** No person shall,

without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water therefrom in any manner other than as set out in these Regulations.

26. **SEASON FOR LAYING PIPES:** The Utility shall not be required to lay any pipe at any season of the year or at any time which, in its opinion, is not suitable.
27. **PRIVATE FIRE PROTECTION:** Fire protection lines within buildings shall be installed so that all pipes will be open and readily accessible for inspection at any time, and no connection for any purpose other than fire protection shall be made thereto. Unless approved by the Utility in writing, no fire protection line shall be connected in any way to a metered service.
28. **LIABILITY OF UTILITY:** The Utility shall not be deemed to guarantee an uninterrupted supply or a sufficient or uniform pressure and shall not be liable for any damage or injury caused or done by reason of the interruption of supply, variation of pressure or on account of the turning off or turning on of the water for any purpose.
29. **INTERFERENCE WITH UTILITY PROPERTY:** No person, unless authorized by the Utility in writing, shall draw water from, open, close, cut, break, or in any way injure or interfere with any fire hydrant, water main, water pipe, or any property of the Utility or obstruct the free access to any hydrant, stop cock, meter, building, etc., provided, however, that nothing in this paragraph contained shall be deemed to prevent an officer or member of the Fire Department engaged in the work of such Department, from using any hydrant or other source of water supply of the Utility for such purpose.
30. **SUSPENDING SERVICE FOR VIOLATION:** Whenever, in the opinion of the Utility, violation of any of these Rules and Regulations is existing or has occurred, the Utility may cause the water service to be suspended from the premises where such violation has occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been removed.
31. **RESUMPTION OF SERVICE:** In all cases where water service has been suspended for violation of any of these rules, service shall not be restored until the cause for violation has been removed.
32. **SPRINKLER SERVICE MAINS AND HYDRANT SYSTEM:** The customer shall be responsible for the cost of installing and maintaining a sprinkler service pipe from the main in the street to the building. It shall include a proper size control valve so that the service may be shut off if necessary. If requested by the applicant, a domestic service pipe may be connected to the sprinkler service pipe, but only if it is connected outside the building foundation wall and is provided with an approved shutoff valve located outside the building to permit control of the domestic service pipe without the necessity to enter the building. Before any domestic service pipe is connected to a sprinkler service pipe, the applicant must obtain approval from the appropriate authority and provide the Utility with a certified copy of such approval. The utility shall supervise the installation of same. When the private fire protection system includes private hydrants, these hydrants must be flushed during the Utility's regular flushing periods, under the

supervision of the Utility's personnel. These hydrants shall be maintained in a manner, or on a regular basis as approved by the Utility. Fire protection lines within buildings shall be so installed that all pipes will be open and readily accessible for inspection at any time and no connection other than for fire protection shall be made thereto.

The location and spacing of hydrants in new construction shall be installed in accordance with the Town of Amherst's Subdivision Regulations. All hydrants in the water system, including those on transmission mains, are available for fire protection.

33. **PRESSURE REDUCING VALVES:** Where, in the opinion of the Utility, it is necessary for proper water service, a customer shall install on the service pipe, between the meter and the shut off valve on the supply side of the meter, a pressure reducing valve of a type satisfactory to the Utility. The customer shall be responsible for the cost of installing and maintaining the pressure reducing valve at all time.
34. **PRESSURE RELIEF VALVES:** Whenever a pressure reducing valve has been installed by a customer in accordance with Regulation 33, the customer shall, for his own safety and protection, install on his hot water boiler and any other hot water heating device connected to the building's plumbing system, a pressure relief valve of an approved type, as well as an approved temperature limiting device. It shall be the customer's responsibility to maintain and keep in service the pressure relief valve at all times.
35. **EXTENSIONS:** Upon request of any owner or owners of property situated on any street or highway, in which a water main has not been laid, for the extension of water service thereto, such extension may be made upon execution of an agreement with the owner or owners on such terms and conditions as may be approved by the Utility and as approved by the Nova Scotia Utility and Review Board.
36. **DEPOSITS IN ADVANCE:** When a customer requests the Utility to do work for which they are required to pay and the Utility agrees to do the work, the Utility may require, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work. When the actual cost is determined an adjustment in the payment shall be made. Regular service shall not be established by the Utility until all charges are paid in full.
37. **NO RESELLING WATER:** The Utility shall supply water only to customers for which there exists a contract. Water resold to others without the expressed written consent of the Utility is prohibited. In the event that a customer is reselling water to others without prior approval by the Utility, the Utility may suspend service to the premises until such time the approval to resell is granted.

Comparison of Water Rates

| | | |
|---|------------------|------------------|
| Average Consumption Rate in Cubic Meters 42.8 | METRIC CONVERTER | |
| | 9,422.60 | Imperial Gallons |
| | 42.8 | Cubic Meters |

Updated november, 2016

| Water Utility | \$ 5/8" fixed charge | \$ Rate/ 1000 gal | \$ Rate/ cubic meter | \$ Quarterly Bill | Date Rates effective |
|--|----------------------------|-------------------------|-------------------------|----------------------|----------------------|
| New Minas, Village of | 25.40 | 2.91 | 0.64 | 52.83 | April 1, 2009 |
| Amherst, Town of EXISTING | 28.66 | 2.89 | 0.64 | 55.88 | April 1, 2015 |
| Pictou County | 22.50 | 3.73 | 0.82 | 57.66 | November 1, 2001 |
| Amherst, Town of PROPOSED | 29.98 | 3.23 | 0.71 | 60.45 | April 1, 2017 |
| Digby, Town of | 40.73 | 2.30 | 0.51 | 62.41 | April 1, 2015 |
| Pictou, Town of | 32.73 | 3.15 | 0.69 | 62.43 | April 1, 2007 |
| Antigonish, Town of | 43.66 | 2.05 | 0.45 | 62.99 | April 1, 2016 |
| Kentville, Town of | 32.67 | 3.29 | 0.72 | 63.69 | April 1, 2016 |
| Wolfville | 33.92 | 3.28 | 0.72 | 64.84 | January 1, 2004 |
| Inverness | 27.87 | 3.95 | 0.87 | 65.11 | April 1, 2008 |
| Richmond County | 34.82 | 4.04 | 0.89 | 72.91 | April 1, 2010 |
| Baddeck, Co. of Victoria - Village Comm. | 46.79 | 3.50 | 0.77 | 79.75 | April 1, 2012 |
| Queens, Region of | 39.23 | 4.36 | 0.96 | 80.32 | April 1, 2004 |
| Oxford, Town of | 64.29 | 2.20 | 0.48 | 85.03 | April 1, 2016 |
| Stellarton, Town of | 44.96 | 4.62 | 1.02 | 88.51 | April 1, 2008 |
| Port Williams, Village of | 60.78 | 3.27 | 0.72 | 91.60 | July 1, 2013 |
| Falmouth, West Hants | 36.29 | 6.31 | 1.39 | 95.78 | April 1, 2016 |
| Fringe Area - Antigonish County | | | 0.00 | 99.80 | April 1, 2016 |
| Canning, Village Commissioners of | 52.05 | 5.52 | 1.22 | 104.09 | April 1, 2013 |
| Cape Breton Regional | 51.52 | 5.58 | 1.23 | 104.16 | April 1, 2013 |
| Lawrencetown, The Village of | 62.76 | 4.40 | 0.97 | 104.28 | April 1, 2013 |
| Yarmouth, Town of | 49.25 | 5.85 | 1.29 | 104.40 | September 1, 2016 |
| Truro, Town of | 63.44 | 3.96 | 0.99 | 105.81 | April 1, 2015 |
| New Glasgow | 54.02 | 6.06 | 1.34 | 111.37 | July 1, 2016 |
| Westville | 48.71 | 6.67 | 1.47 | 111.63 | April 1, 2012 |
| Middleton, Town of | 76.98 | 3.90 | 0.86 | 113.79 | April 1, 2016 |
| Bridgewater Water Utility | 62.07 | 5.49 | 1.21 | 113.86 | July 1, 2016 |
| Lunenburg, Town of | 71.47 | 4.52 | 1.00 | 114.08 | July 1, 2016 |
| Springhill, Town | 66.67 | 5.48 | 1.21 | 118.33 | April 1, 2016 |
| Trenton | 73.26 | 5.01 | 1.10 | 120.47 | April 1, 2011 |
| Annapolis County - CP, Granville, Margareville | 69.05 | 6.09 | 1.34 | 126.46 | April 1, 2011 |
| Three Mile Plains, Wentworth, West Hants | 33.03 | 10.00 | 2.20 | 127.30 | April 1, 2016 |
| Windsor, Town of | 68.29 | 6.45 | 1.42 | 129.10 | April 1, 2016 |
| Port Hawkesbury | 67.75 | 6.85 | 1.51 | 132.33 | April 1, 2016 |
| East Hants Regional - Enfeild, Elmsdale, Lantz | 45.10 | 9.55 | 2.10 | 135.13 | April 1, 2012 |
| Annapolis Royal, Town of | 97.95 | 4.09 | 0.90 | 136.51 | April 1, 2010 |
| Stewiacke, Town of | 48.98 | 9.88 | 2.18 | 142.12 | April 1, 2015 |
| Sherbrooke, District of St. Mary's | 72.39 | 7.41 | 1.63 | 142.28 | April 1, 2015 |
| St. Peter's, Samsonville & Area | 95.29 | 5.90 | 1.30 | 150.91 | April 1, 2010 |
| Bridgetown | 66.93 | 9.03 | 1.99 | 152.10 | April 1, 2016 |
| Greenwood (Mun. of the Co. of Kings) | 65.01 | 9.76 | 2.15 | 157.02 | April 1, 2015 |
| Mill Cove Water Utility | 78.06 | 8.97 | 1.98 | 162.62 | April 1, 2010 |
| Mulgrave | 104.70 | 6.21 | 1.37 | 163.24 | April 1, 2010 |
| Lower South River - Antigonish County | | | 0.00 | 164.90 | April 1, 2015 |
| Hantsport | 84.84 | 8.99 | 1.98 | 169.58 | April 1, 2016 |
| Debert, Colchester County | 90.78 | 9.20 | 2.03 | 177.51 | April 1, 2013 |
| Tatamagouche, Colchester County - | 81.49 | 10.46 | 2.30 | 180.10 | April 1, 2016 |
| Canso - Hazel Hill Water | 85.69 | 10.75 | 2.37 | 187.03 | April 1, 2016 |
| Shelburne | 93.32 | 10.71 | 2.36 | 194.33 | July 1, 2016 |
| Victoria County (Ding, NH, N Haven, Ing, Little Narrows) | 108.23 | 9.94 | 2.19 | 201.96 | April 1, 2011 |
| Mahone Bay | 99.99 | 12.91 | 2.84 | 221.70 | April 1, 2016 |
| Parrsboro, Town of | | | | | April 1, 1999 |
| Low | 27.87 | 2.05 | 0.00 | 62.41 | |
| High | 108.23 | 12.91 | 2.84 | 221.70 | |
| Mean | 62.84 | 6.27 | 1.32 | 122.46 | |
| Median | 63.44 | 5.85 | 1.23 | 114.08 | |

**IN THE MATTER OF THE APPLICATION OF THE TOWN OF AMHERST
WATER UTILITY FOR AN AMMENDMENT OF ITS RATES AND CHARGES
FOR WATER AND WATER SERVICE AND SCHEDULE OF RULES AND
REGULATIONS.**

The petition of Gregory D. Herrett, Chief Administrative Officer of the Town of Amherst, makes the application for an order authorizing and approving a new schedule of rates and charges for water supply and service and a schedule of rules and regulations, respectfully shows the following particulars in support of this application, namely:

1. That the applicant is a Public Utility within the meaning of the Public Utilities Act R.S.N.S.1989 c380 as amended;
- 2A. That the Schedule of Rates for Water and Water Service for accounts rendered on and after April 1, 2015 has been in effect since April 1, 2015 and remain in effect;
- 2B That the Schedule of Rules and Regulations governing the supply of water and water service has been in effect since June 1, 2013 and remain in effect.
3. That in the opinion of the petitioner certain changes in the Schedule of Rates for Water and Water Service and the Schedule of Rules and Regulations and in particular the need to adjust the base charges and consumption charges, increased operating costs and the capital program.
4. That the attached hereto as Exhibit "A" is a copy of the resolution of the Town of Amherst Water Utility authorizing the application.

Town of Amherst
Chief Administrative Officer

Gregory D. Herrett, CPA, CA

Sworn to, before me, at Amherst
In the County of Cumberland
And the province of Nova Scotia
This _____ day of _____, A.D., 2015

Commissioner of the Supreme Court
of Nova Scotia



COMMITTEE OF THE WHOLE

CDR# 2017065

Date: December 12, 2016

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO - Operations

DATE: December 12, 2016

SUBJECT: Croft Street Sidewalk

ORIGIN:

At the November 21, 2016 Committee of the Whole staff were directed to prepare a report and recommendation on the need for a sidewalk on Croft Street, between Beacon and Spring Streets, for presentation at the December Committee of the Whole meeting.

LEGISLATIVE AUTHORITY:

MGA Section 65 The council may expend money required by the municipality for; (aa) streets, culverts, retaining walls, **sidewalks**, curbs and gutters;

RECOMMENDATION:

That consideration of the proposed sidewalk on Croft Street from Beacon to Spring Street be included in the 2017/18 Capital Budget deliberations.

BACKGROUND:

A new sidewalk on the west side of Croft Street from Beacon to Spring was approved by Council on May 1, 2013 in the 2013/2014 Capital Budget. On September 16, 2013 Council directed staff to defer this project until the following budget year in order to facilitate the sidewalk being constructed on the east side of Croft Street (along the front of the Golden Years Society) instead of the west side as originally planned. On January 27, 2014 Council again approved this project in the Capital Budget for the 2014/15 year. This project was tendered in the summer of 2014 and on September 22, 2014 Council decided not to award the tender for the construction of this sidewalk. In the RFD for the sidewalk tender staff made the following comment, "Upon review of the location of the sidewalk on Croft Street, and after speaking to the President of the Golden Years Society, staff are recommending that is sidewalk not be constructed. Specifically, it is likely that a sidewalk across the front of the parking lot of the Golden Years Society could negatively impact access to this property and constructing a sidewalk from Beacon Street to their parking lot will not significantly improve pedestrian safety in the area."

DISCUSSION:

On November 25, 2016 staff once again contacted the President of the Golden Years Society, Merrill Murray, to discuss this issue. Mr. Murray articulated his concerns with a sidewalk being constructed across the front of the parking lot. Notwithstanding that two driveways would be provided to the property, Mr. Murray indicated that the users of the facility are accustomed to driving directly out of the parking lot and he thinks they will damage their vehicles by running over the sidewalk, as they will not use the driveways provided. He also indicated that if they are walking to and from the building, the seniors may trip on the sidewalk as they are not accustomed to it being there.



FINANCIAL IMPLICATIONS:

Staff estimate the cost of the sidewalk in this location to be approximately \$45,000.

COMMUNITY ENGAGEMENT:

Should Council decide to include the subject sidewalk in the 2017/18 Capital Budget for construction a formal procurement process for this work will be conducted. Furthermore, prior to and during construction, Town staff will be in contact with both the Golden Years Society and Amherst Little League to coordinate construction and minimize disruption to these groups' activities.

ENVIRONMENTAL IMPLICATIONS:

Usage of resources (sand, gravel and concrete) in the construction of the sidewalk will have some impact on the environment.

ALTERNATIVES:

There is adequate room for pedestrians to safely walk along the side of the little league fields should Council decide not to construct the sidewalk at this time.

ATTACHMENTS:

Memo

Report prepared by: Jason MacDonald, Deputy CAO Operations.

Report and Financial approved by:

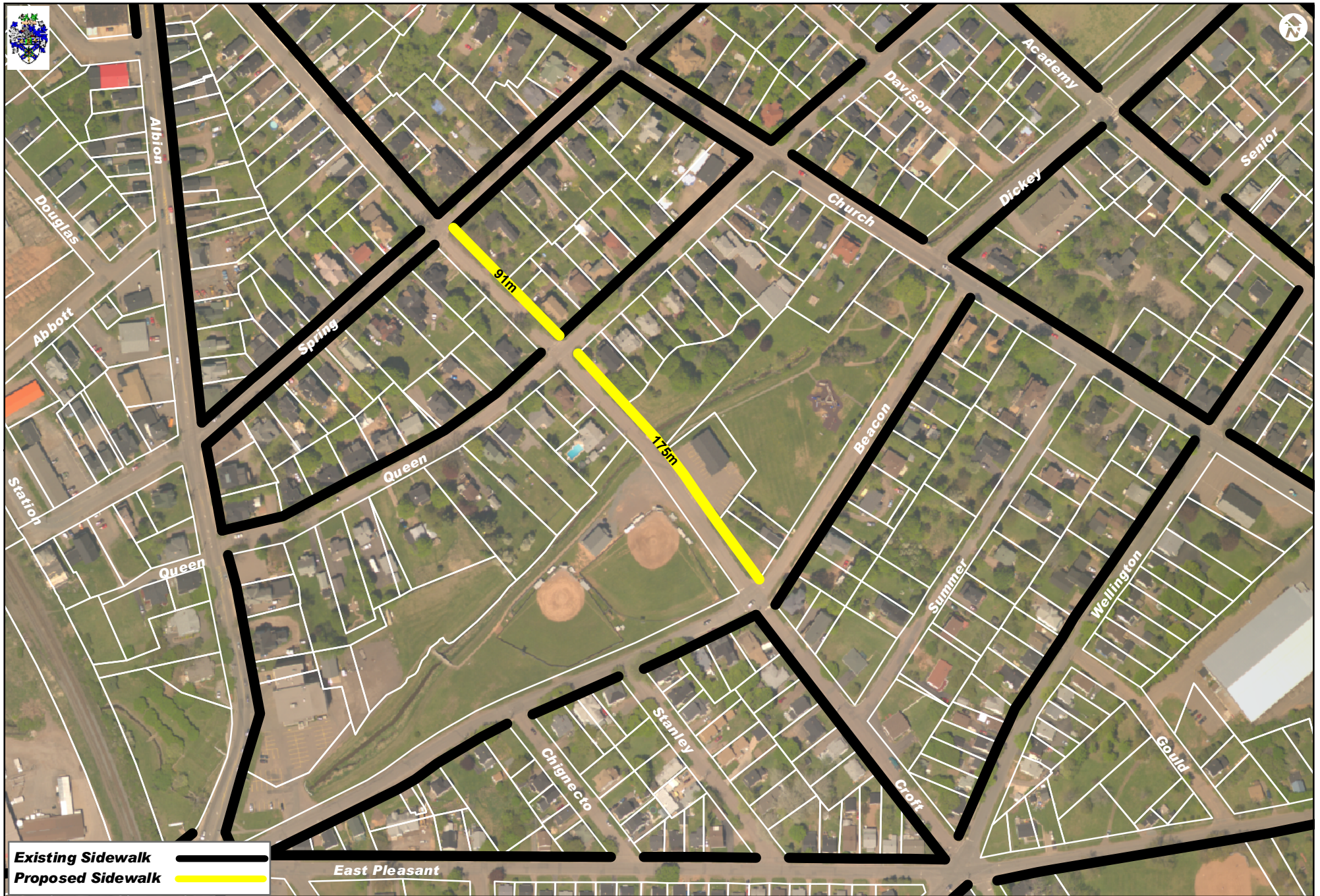
MEMORANDUM

To: Mayor and Council
From: Jason MacDonald, Deputy CAO
Date: December 12, 2016
Subject: Croft Street Sidewalk

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- A new sidewalk on the west side of Croft Street from Beacon to Spring was approved by Council on May 1, 2013 in the 2013/2014 Capital Budget.
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- On January 27, 2014 Council again approved this project in the Capital Budget for the 2014/15 year.
- This project was tendered in the summer of 2014 and on September 22, 2014 Council decided not to award the tender for the construction of this sidewalk. In the RFD for the sidewalk tender staff made the following comment, "Upon review of the location of the sidewalk on Croft Street, and after speaking to the President of the Golden Years Society, staff are recommending that this sidewalk not be constructed. Specifically, it is likely that a sidewalk across the front of the parking lot of the Golden Years Society could negatively impact access to this property and constructing a sidewalk from Beacon Street to their parking lot will not significantly improve pedestrian safety in the area."
- On November 25, 2016 staff once again contacted the president of the Golden Years Society, Merrill Murray, to discuss this issue. Mr. Murray articulated his concerns with a sidewalk being constructed across the front of the parking lot. Notwithstanding that two driveways would be provided to the property, Mr. Murray indicated that the users of the facility are accustomed to driving directly out of the parking lot and he thinks they will damage their vehicles by running over the sidewalk, as they will not use the driveways provided. He also indicated that if they are walking to and from the building, the seniors may trip on the sidewalk as they are not accustomed to it being there.
- Staff estimate the cost of the sidewalk in this location to be approximately \$45,000.

Staff are recommending that this project be included in the 2016/17 Capital Budget deliberations for Council's consideration.



Existing Sidewalk 
Proposed Sidewalk 



COMMITTEE OF THE WHOLE

CDR# 2017066

Date: December 12, 2016

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Gregory D. Herrett, CAO

DATE: December 12, 2016

SUBJECT: Naming Public Lands and Town Owned Facilities

ORIGIN:

Committee of the Whole meeting, September 26, 2016

LEGISLATIVE AUTHORITY:

RECOMMENDATION:

That the proposed Naming Public Lands and Town Owned Facilities Policy be referred to the December 19, 2016 regular meeting for Council's consideration.

BACKGROUND:

Councillor Rhindress had proposed, at the September 26 Committee of the Whole meeting, that the Town consider naming one of its recreational facilities in memory of the late Dwight Jones, a long time recreation staff member and community volunteer. While this is not the first request to honour someone by naming a facility after them, staff believe having an established policy in place will guide the process for this, and future such requests.

DISCUSSION:

A draft policy has been developed for Council's consideration which sets out the criteria and process for naming public and Town owned facilities or properties, including a public engagement process. The proposed policy includes the following criteria, which may be used by Council in determining the appropriateness of the naming designation:

- A noteworthy public figure or official;
- A person, place or event of historical or cultural significance;
- Special benefactor(s) (living or dead);
- A person, group, place or feature, particularly identified with the public land or facility;
- Exceptions to the naming criteria can be approved by Council if an occasion to recognize the outstanding contributions of a living person is determined.

FINANCIAL IMPLICATIONS:

No financial implications are anticipated in the adoption of this policy.

COMMUNITY ENGAGEMENT:

No community engagement has taken part in the development of this policy, other than research into how this is done in other municipalities .



ENVIRONMENTAL IMPLICATIONS:

No environmental implications are anticipated.

ALTERNATIVES:

1. Refer the draft policy back to staff for further review and recommendation
2. Do not adopt a policy at this time and make a decision on naming facilities as they are presented

ATTACHMENTS:

Draft Policy 2000-03, Naming Public Lands and Town Owned Facilities

Report prepared by: Bill Schurman, Director of Recreation

Report and Financial approved by:

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Naming Public Lands and Town-Owned Facilities**

Minutes reference date:
1st Revision date:

PURPOSE:

1. To provide guidelines whereby Town of Amherst public lands and facilities may be officially named by Town Council.

POLICY:

2. There are occasions when interested parties have proposed to name or re-name Town of Amherst public lands and facilities. It is the policy of the Town of Amherst to consider naming proposals, seek citizen input and formally decide on proposed names or renaming of Town of Amherst public lands or facilities within established criteria.

DEFINITIONS:

3. Public land – lands which are owned or controlled in use by the Town of Amherst for the long term benefit of the community. Examples include but are not limited to parks, sports fields, beautification areas and natural areas.

Public facilities – physical facilities owned or controlled in use by the Town of Amherst for the long term benefit of the community. Examples include: buildings, rooms and ball fields. Street naming guidelines are covered by a separate Town of Amherst policy.

NAMING CRITERIA

4. Town of Amherst public lands and facilities may be named after persons, a place or location, or an event that has created an important legacy or achievement. A person's name is eligible for consideration one year after his/her death with special benefactors excepted. The following criteria may be used by Council in determining the appropriateness of the naming designation:
 - A noteworthy public figure or official;
 - A person, place or event of historical or cultural significance;
 - Special benefactor(s) (living or dead);
 - A person, group, place or feature, particularly identified with the public land or facility;
 - Exceptions to the naming criterial can be approved by Council if an occasion to recognize the outstanding contributions of a living person is determined.

PROCEDURES

5. Initiation of proposed name:

- a. Preliminary consideration or naming proposals by Council may be initiated by any citizen, Council Advisory Committee, Council or Town task force, or elected or appointed official. Naming proposals for public facilities which have not originated from an advisory committee shall be given directly to Council through a department Director. Council will then direct the request to the appropriate committee for public notification and review.
- b. Prior to naming proposals being forwarded to Council for preliminary review, naming proposals shall be formally reviewed by the appropriate advisory committee(s) as determined by Council in public meetings with opportunity provided for citizen input requested through advance meeting advertisement. Council, through the associated department, will solicit public input prior to making a decision on a naming request not assigned to a committee or task force for preliminary review.
- c. Meeting minutes or department staff reports shall be prepared that fully document input received from citizens or committee discussions, and a specific naming recommendation(s) for preliminary review of Council.

6. Preliminary Council Review and Formal Decision

- a. The item will be placed on the Council meeting agenda for discussion and action. Minutes from committee meetings which include a naming recommendation or a department staff report will be transmitted to Council for review.
- b. Council, after consideration, by motion and majority vote may:
 - i) formally name a public land or facility; or
 - ii) formally reject a naming proposal; or
 - iii) hold a public hearing

7. Additional Public Input and Public Hearing

- a. If additional public input is needed, Council, prior to making a formal decision on a naming proposal, may hold a public hearing no sooner than 30 days following the council meeting at which recommendations were received by council. That public hearing will be announced at least 10 days in advance.
- b. The purpose of the public hearing is to provide opportunity for additional public input.
- c. Council will do one of two things at this time:
 - i) Formally name a public land or facility; or
 - ii) Formally reject a naming proposal.

8. Formal Council Decision

A formal decision of a naming recommendation may be made at the time of:

- a) Preliminary review or following;
- b) Additional public input and public hearing;
- c) Any decision to name a public land or facility or reject a recommendation to name a public land or facility is subject to review by appeal;
- d) Flow chart for the process is attached.

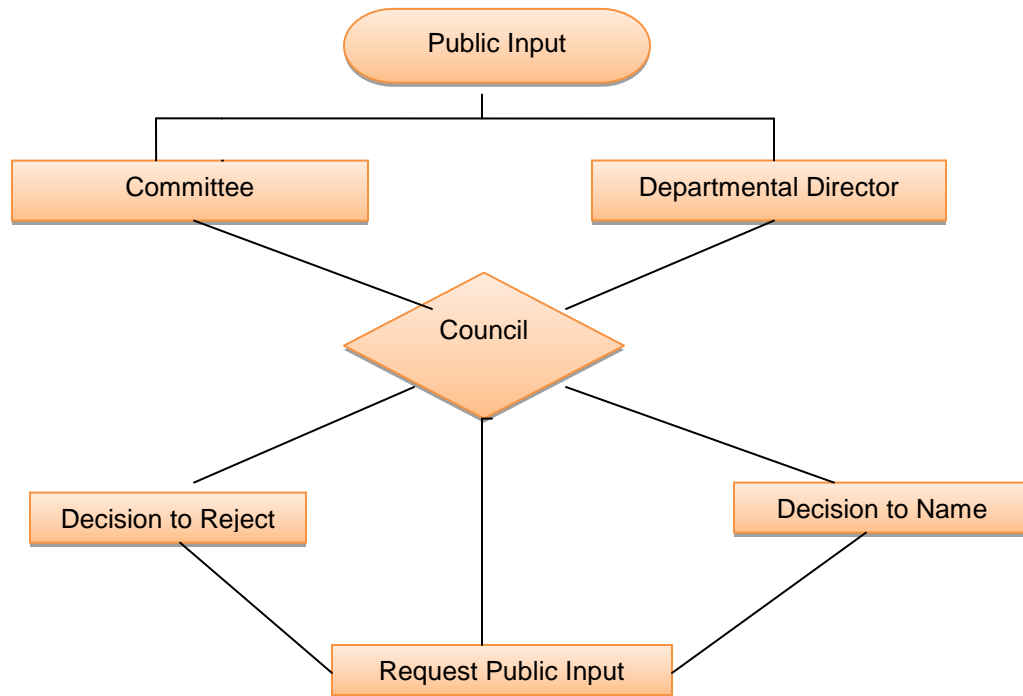
9. Public Notification

- a) Council finds widespread public involvement essential in considering naming of public lands and facilities. It is the intent of this policy that committee meetings and individual citizen recommendations are adequately advertised and opportunity exists for citizen input prior to developing recommendations for preliminary Council review. Advertisements shall specify the public land or facility being discussed and any proposed recommendations that may exist.
- b) If additional input is desired by Council, advance notice will be provided for Council public hearings.
- c) Chairs of the committee(s) and Department Directors, on behalf of Council, are charged with the responsibility of ensuring adequate opportunity is provided for citizen input throughout the process.
- d) Council may amend the naming procedures at any time to facilitate appropriate levels of citizen involvement.

10. Review and Update

In consultation with the CAO, the Recreation Director will prepare the policy review every five years for Council's approval.

NAMING OF PUBLIC FACILITIES AND LANDS





COMMITTEE OF THE WHOLE

CDR# 2017067

Date: December 12, 2016

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Gregory D. Herrett, CAO

DATE: December 12, 2016

SUBJECT: Amherst Golf Club Proposal

ORIGIN:

Presentation from Amherst Golf Club on their Capital Improvement Campaign

LEGISLATIVE AUTHORITY:

Municipal Government Act, Paragraph 65 (at) authorizes municipalities to provide a grant to any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province.

RECOMMENDATION:

That the request from the Amherst Golf Club for funding be referred to the budget process, and determine if Council requires additional information on the issue.

BACKGROUND:

Bruce Saunders made a presentation to Council on November 28 on behalf of the Amherst Golf Club. They have undertaken a capital improvement campaign which includes paving the cart paths, and have requested \$50,000 over five years (\$10,000 per year) from the Town as a part of the funding. A copy of the letter and presentation are attached.

DISCUSSION:

Following the presentation, I sent a letter to Mr. Saunders as Chair of the Capital Committee, thanking him for the presentation and informing him that Council will discuss the request and get back to them in due course.

Council has three options in this matter:

- 1) Make a decision on the amount of funding now
- 2) Refer to budget process
- 3) Decline request now

Council will engage in a priority setting exercise early in the new year, followed by the annual budget process. The recommendation is to determine whether any additional information is required before giving this request consideration, and consider it during the budget deliberations.



FINANCIAL IMPLICATIONS:

The request is for \$50,000, spread over five years. In the 2016-17 fiscal year, the Community Support Area rate on all properties in the Town is \$0.06 per \$100 of assessment. This provides \$300,583 in community support.

COMMUNITY ENGAGEMENT:

No community engagement has been undertaken on the Town's part.

ENVIRONMENTAL IMPLICATIONS:

No environmental implications are anticipated.

ALTERNATIVES:

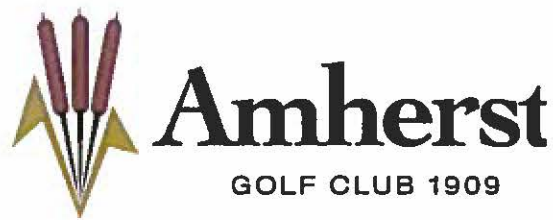
1. Make a decision on the amount of funding now
2. Refer the issue to the budget process for 2017-18
3. Decline the request now

ATTACHMENTS:

Letter and presentation on the Amherst Golf Club Capital Campaign

Report prepared by: Rebecca Purdy, Executive Assistant

Report and Financial approved by:



AMHERST GOLF CLUB CAPITAL COMMITTEE

November 28, 2016

Town of Amherst
98 East Victoria Street
Amherst, NS B4H 1X6

Attention: Mayor David Kogon and Council

Dear Mayor Kogon and Council,

On behalf of the Amherst Golf Club Capital Committee, we are pleased to inform you about our Committee's current initiative to complete the paving of the golf cart paths remaining unpaved at the Amherst Golf Club.

As community leaders, you will recognize the importance of the Amherst Golf Club as community infrastructure. We know you will all agree that to attract businesses and individuals/families to this region, life-style and recreational infrastructure are key components. For this reason and with the support of governments, the business community, Club members and individuals, we aspire to continue to build on our many past successes over the next few years and establish the Amherst Golf Club as a premier golf destination and facility.

We look forward to the Town of Amherst's engagement in the Amherst Golf Club's improvement program and its positive consideration to financial commitment in support of the project.

We propose a five year commitment from 2017 to 2021 of \$10,000 per year. This sum will represent approximately 11% of the total capital cost of this project for the benefit of our community.

Please find enclosed for your review a brief document outlining this Committee's effort to complete the golf cart paving initiative started in 2015, along with a table illustrating the approximate remaining cost per hole, and a summary of the Club's significant developments over the decades.

We are confident the Town of Amherst will be supportive of this project. To that end, we look forward to engaging with you and appearing before Council.

Yours Truly,

Bruce R. Saunders,
Chair, AGC Capital Committee

L. Blois Hennigar
Member, AGC Capital Committee



Capital Campaign 2016-2021

Submitted by:
The Amherst Golf Club Capital Committee

AMHERST GOLF CLUB CAPITAL IMPROVEMENT CAMPAIGN

Introduction

The Amherst Golf Club (the Club) is a mature 18-hole private/public, member-owned championship golf club, serving residents and visitors to Cumberland County, Nova Scotia and Westmorland County, New Brunswick.

The Club is a focal point of community activity, annually hosting various community events as well as regular golf and tournaments. The Club attracts golfers from far and wide to its lush fairways and challenging greens, thanks to Course Superintendent, Peter McCabe and his dedicated crew, where CPGA professional Michael Archibald and his assistant-professionals offer services and golf instructions to players of all ages and skill levels.

The clubhouse includes a licensed bar and kitchen, a spacious, well-stocked Pro-shop, and a banquet room that can seat 135, along with a large deck, all well-suited for hosting corporate and charitable events, weddings, theatre, etc.

The Club is an important part of the area's infrastructure in attracting businesses and people to its service area, located within one-half hour of summer and year-round residential communities on the shores of Northumberland Strait.

A summary of the Club's development history from its nine-hole beginning to today is included as "Appendix II".

Investment for the Future

To remain successful in a competitive market, the Club must continuously invest to maintain its infrastructure, and upgrade it when possible, to be able to offer a quality golf experience. The Club requires special capital injections from time-to-time for capital improvements as regular cash flow is required to fund operations, maintenance and capital replacements of existing assets, since there is no initiation fee to join the Club. To address this issue, the Board of Directors established a Capital Committee in 2015 to assess funding potential for identified capital upgrades, from members, business communities and government.

The Committee recommended and received Board approval for a program to raise funds to upgrade and pave cart paths over a five-year period. Quality cart paths extend our golfing season, extend cart-life, reduce path maintenance, and improve the appeal of the Club and course.

The first initiative of the Committee was to apply to ACOA (Atlantic Canada Opportunities Agency) for a share of community infrastructure funding that had been introduced by the Federal Government as part of Canada's upcoming sesquicentennial program, for part of an initial 6,352 feet of paving for cart paths that were most susceptible to erosion. The Club was awarded an ACOA contribution of \$47,500, Costin Paving contributed over \$21,685 in kind, contributions were received from businesses and individuals, and a bridge loan was taken out for the balance of the project, for a total project value of \$118,000.

Current Campaign

The Club is seeking funding of approximately \$322,000 to upgrade and pave the remaining 16,545 linear feet of course cart paths.

To that end, the Capital Committee is looking for an active five-year commitment from the municipalities of Cumberland County and Amherst, area companies and individuals for capital commitments. For those interested in funding a partial or a complete hole, current-dollar estimated costs by hole are indicated in "Appendix I" attached.

Committee members will contact potential participants in this initiative.

Appendix I

Approximate Cost by Hole

| Hole | Paved Footage | Unpaved Feet | Est Cost To Complete |
|--------------|---------------|---------------|----------------------|
| 1 | 1,250 | 756 | \$ 14,500 |
| 2 | 0 | 1,277 | \$ 24,500 |
| 3 | 0 | 1,141 | \$ 22,000 |
| 4 | 0 | 532 | \$ 10,000 |
| 5 | 0 | 1,610 | \$ 30,500 |
| 6 | 0 | 1,208 | \$ 23,000 |
| 7 | 0 | 1,235 | \$ 23,500 |
| 8 | 0 | 1,204 | \$ 23,000 |
| 9 | 701 | 296 | \$ 6,000 |
| 10 | 1,471 | 0 | \$ - |
| 11 | 497 | 992 | \$ 19,000 |
| 12 | 0 | 1,150 | \$ 22,000 |
| 13 | 0 | 625 | \$ 12,000 |
| 14 | 0 | 1,299 | \$ 25,000 |
| 15 | 0 | 587 | \$ 11,000 |
| 16 | 0 | 1,065 | \$ 20,500 |
| 17 | 404 | 1447 | \$ 27,500 |
| 18 | 2,029 | 421 | \$ 8,000 |
| Total | 6,352 | 16,845 | \$ 322,000 |

Appendix II

Amherst Golf Club Development

The Amherst Golf Club was incorporated in 1912 by an Act of the Nova Scotia legislature as a not-for-profit corporation for "the promotion and encouragement of golf and other athletic sports".

The course is located in East Amherst in the County of Cumberland and within the environs of the Town of Amherst.

The original nine-hole course, as developed from 1912, was on land acquired from Clement Embree, ice dealer, and his wife, Agnes. Mr. Embree retained the right to harvest ice from the pond on the property for his business as long as he wished. The 9-hole layout was designed by Fred Richwood, who worked for many years with renowned golf course designer Harry Vardon, of England.

Additional land fronting John Black Road was acquired in 1954 and 1963 from Elbert Black and the final 66 acres from Russell Black in 1967.

Starting in 1967 and continuing for the next three years, business and community leader Rob Lamy spearheaded the Club's expansion to 18 holes. Golf course architect Robbie Robinson designed the expansion.

The present-day club house opened in 1971 on John Black Road. This ambitious community project had the widespread and enthusiastic support of local golfers and the Amherst business community.

For many years after the expansion the Club relied on members of the business community to ensure sufficient revenue to carry on, include some members who did not golf, including the late Earl (Steamboat) Stevens and the late Roy Darragh.

In more recent years the Club has:

- Replaced and modernized its irrigation system in 2002;
- Assumed operations of its Pro-shop and power cart rentals in 2001;
- Transformed the practice area into a modern driving range in 2006, available to members, visitors, guests, and the general public;
- Renovated and expanded the Pro-shop in 2010, primarily with volunteer labour;
- With the generous support of Polycello, recently transformed the first tee box into a first-class teeing ground;
- Introduced a five-year capital assessment program to members for years 2012 through 2016 to fund a power cart barn and construction of a new course operations building that incorporates a work area for equipment maintenance, equipment storage area, superintendent's office, lunch room, and staff washrooms. All of the labour for these buildings was provided by member volunteers, led by local businessman, Danny Burke.
- Don and Karen Cormier completed improvements to the 4th hole teeing ground in 2015 in memory of their late son, Jason.
- The Club has completed a joint project this year (2016) with the Biggs Drive Water Association and now has a permanent washroom adjacent to the 6th hole forward tee.

A new project now under way to pave all the cart paths will enhance the golfing experience even further.





COMMITTEE OF THE WHOLE

CDR# 2017068

Date: December 12, 2016

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Vince Arbing, CPA, CA – Director of Corporate Services

DATE: December 12, 2016

SUBJECT: Public Reporting of Council Travel Expenses

ORIGIN:

Last month Council directed staff to research current best practices in Nova Scotia for reporting the travel expenses of members of municipal councils.

LEGISLATIVE AUTHORITY:

MGA 14(1), 23(1), 47(1)

RECOMMENDATION:

That Council accept the attached report and direct staff to create a webpage for each Council member to post their travel expenses, in a timely manner, retroactive to November 1, 2016.

BACKGROUND:

The Province of Nova Scotia has announced the formation of a Joint Committee to study and recommend best practices to establish a standardized practice for publicly reporting Council travel expenses.

DISCUSSION:

The process will be that Council will fill out a travel expense claim attaching any required receipts as per our travel policy, a narrative report on the event (if applicable) and the Council Expense Checklist form. Staff will then process for payment, do a summary cost report, gather any additional receipts (i.e: airfare, hotels) and post on the Town's website.

FINANCIAL IMPLICATIONS:

Staff resources will be required to implement this change

COMMUNITY ENGAGEMENT:

No community engagement is contemplated in carrying out this request. However this practice will establish a degree of transparency and accountability that Council can be proud of, and that their constituents will have faith in.

ENVIRONMENTAL IMPLICATIONS:

No environmental implications are anticipated with this business procedure.



ALTERNATIVES:

1. Continue with the current practice of publicly posting council travel expenses on the Town's website in a summary table every quarter until the Province of Nova Scotia enacts new legislation.
2. Direct staff to do further research.

ATTACHMENTS:

1. Memo to Mayor/Council from Vince Arbing
2. Council Expense Checklist form
3. Nova Scotia Joint Municipal Accountability and Transparency Committee Terms of Reference
4. Sample of Town of Yarmouth published travel expense report

Report prepared by: Vince Arbing, CPA, CA – Director of Corporate Services

Report and Financial approved by:

MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council
From: Vince Arbing, CPA, CA - Director of Corporate Services
Date: 12 December 2016
Subject: Public Reporting of Council Travel Expenses

Last month Council directed staff to research current best practices in Nova Scotia for reporting the travel expenses of members of municipal councils and to provide a report with a recommendation.

Currently there are no best practices in Nova Scotia for publicly reporting travel expenses for members of municipal councils. However, the Province has announced the formation of a joint committee to study and recommend best practices. The goal is to establish a standardized practice among all municipal elected officials to operate with a degree of transparency and accountability that they can be proud of, and that their constituents will have faith in.

In a letter from the Honorable Zach Churchill, Minister of Municipal Affairs to the Association of Municipal Administrators he states that “A standardized policy and best practices for all municipalities will be drafted, including a requirement for regular posting of expenses on line.” A Terms of Reference for the Joint Committee has been developed; I have attached a copy.

Until such time as we see the report, staff suggest modelling our reporting similar to what Yarmouth is doing. In Yarmouth, each member of Council has their own webpage and on their individual web page their travel expenses are scanned and posted including travel claims and receipts (if required). See attached for a sample copy of Yarmouth’s.

Staff are suggesting that we make it retroactive to November 1, 2016. Also, if a council member wants to supply staff with a narrative report on the event, this could also be uploaded to the member’s page on our website.

Another idea to ensure staff captures all expenses of a particular event, Council could fill out a checklist of the types of expenses for that event. See attached for a possible sample.

One possible administrative issue that may delay the timely posting of the expenses is if an expense (i.e: hotel room) is booked with a Town purchase card, the cycle for the purchase card is the end of each month and staff may need to wait for this information.



NOVA SCOTIA JOINT MUNICIPAL ACCOUNTABILITY & TRANSPARENCY COMMITTEE

**Term of Reference
November 28, 2016**

Group Name:

The name of the group will be the Nova Scotia Joint Municipal Accountability and Transparency Committee (JMAT)

Authority:

Established jointly by the Department of Municipal Affairs, the Association of Municipal Administrators Nova Scotia (AMANS), and the Union of Nova Scotia Municipalities (UNSM) the JMAT Committee will report to the Deputy Minister of the Department of Municipal Affairs.

Background:

In light of a recent forensic investigation of a municipal unit and the Ombudsman Report of October 28, 2016, the AMANS and the UNSM were approached by the Minister of the Department of Municipal Affairs to assist the Province in developing improved accountability regarding staff and council expenses, as well as other recommended legislative changes to improve monitoring controls on municipalities. The Minister's request referenced the development of standard (best) practices for expense policies, and improved assurance (audit) work surrounding these expenses, as led by the audit committee. Legislative changes to the MGA were also referred to although no specific changes were recommended. Both the AMANS and UNSM have been in discussions on these issues and welcome the opportunity to work with the Province on this important project.

Vision:

Improved citizen confidence in the fiscal affairs of local government across the Province.

Mandate:

- To ensure that mechanisms are in place to support the requirement of transparency and accountability to the public with respect to expense management
- To strengthen local government expense policies
- Increased transparency of local government staff and elected officials expenses to the public;
- Improved audit function on staff and elected officials expenses;
- Recommend MGA amendments where applicable

Committee Objectives:

The committee will carry out its mandate by:

1. Review the current mechanisms that are in place to support the requirement of transparency and accountability to the public with respect to expense management and give consideration to enhancements which will ensure a standardized level of transparency and accountability;
2. Researching and recommending best practices for Municipal/Village expense policies. (*preventative internal control*)
3. Develop such policy for recommended implementation across all municipal units and villages. (*preventative internal control*)
4. Develop specified audit procedures on staff and elected officials expenses that could be executed by municipal auditors annually. These procedures would provide added assurance that internal controls are in place and are working properly. (*monitoring internal control*)
5. Recommend standard practice for the public disclosure of such expenses and the clarification of the role of the Department of Municipal Affairs in such matters. (*monitoring internal control*).
6. Examine current MGA, Financial Reporting and Accounting Manual (FRAM) and HRM Charter legislation surrounding audit committees, recommend improved language to strengthen the role of the audit committee for municipal government (*preventative and monitoring internal controls*).
7. Identify other expenses or financial matters that require improved transparency and accountability and inform the Department of Municipal Affairs for future work.
8. Engaging the necessary external expertise to assist the committee in fulfilling its mandate.

Committee Composition:

The Committee is a joint committee and each organization shall appoint their members in accordance with their respective committee selection policies.

The joint committee shall be comprised of:

- 2 AMANS members
- 2 UNSM members
- 2 Department of Municipal Affairs members
- 1 representative of the Association of Nova Scotia Villages
- The AMANS Executive Director and the UNSM Executive Director will both serve as non-voting ex-officio members.
- The committee will be no larger than 9 members, excluding ex-officio members
- The desired composition of the committee should include members with senior leadership experience in the areas of municipal administration, finance, internal controls and audit.

Note: From time to time the Committee may invite subject experts and specialized resources to aid the committee in meeting its mandate. Persons other than Committee members may, with permission of the Committee, attend any meeting for the purpose of providing information, making a submission or providing feedback. Such persons may, with the permission of the Chair, speak on an issue but are not involved in the decision process.

Specific Skills and Experience Preferred:

Preference will be given to candidates who demonstrate the following skills:

- **Experience** – appointed members shall have experience in municipal finance, specifically in the area of audit, fiscal policy development and management/implementation of internal controls. Elected members shall have experience in community engagement, policy development, and a general understanding of the audit process;
- **Communication skills** – members should be able to clearly present their opinions, ideas and concerns at committee meetings and beyond;
- **Perspective** – members must demonstrate leadership qualities and an ongoing commitment to improving fiscal accountability for municipal government;

Resignation from the Committee:

- A member's resignation from the Committee must be given in writing to the AMA office.

Term of Office

- This is an ad hoc committee; once the work is completed the term of office expires.
- The term of the work is anticipated to be completed by April of 2017

Meetings:

- Every attempt will be made to schedule meetings at least 7 days in advance, meetings shall be as required.

A face-to-face meeting can be cancelled by the meeting Chair if:

- All issues on the agenda can be addressed by phone, fax, or e-mail consultations.
- The meeting is purely for information sharing with no consensus building or decision-making necessary and the same result can be achieved by sending e-mails to everyone.
- Many people, especially key decision makers, are not available for the meeting.
- Bad weather or other unforeseen circumstances

Attendance at Meetings:

- If Committee members are unable to attend, they must notify the AMA office.
- A member of the Committee who, without leave of the Committee, is absent from three consecutive regular meetings of the Committee may be requested by the Committee to vacate his/her position.

Quorum:

A quorum shall be 50 percent of voting members plus one committee member.

Role of Committee Chair:

- Ensure that the work of the JMAT Committee is in keeping with the mandate as outlined in the Terms of Reference
- Chair the meetings of the JMAT Committee;
- Set the agenda for each meeting;
- Assign work to Committee members;
- Delegate work to Committee members
- Report the findings and recommendations to the Deputy Minister of Municipal Affairs and other stakeholders
- Ensure that all members at meetings have an opportunity to participate in discussions
- respect and support Committee actions through a unified voice, once the Committee has made its decision.

Role of Committee Members:

Once appointed, committee members will be expected to:

- regularly attend meetings
- stay informed about committee matters, be prepared for all meetings and review minutes, agenda and supporting materials;
- actively participate in a respectful and engaged manner;
- be committed to the work and mandate of the Committee;
- Volunteer for and willingly accepts assignments and completes them thoroughly and on time;
- respect and support Committee actions through a unified voice, once the Committee has made its decision.

- Hiring and oversight of any external resources needed.

Decision Making

The members of the JMAT Committee shall make every effort to come to consensus during the decision making process. The Committee will use consensus decision making to facilitate better decisions through:

- including the input of all Committee members;
- including and respecting all parties, and generating as much agreement as possible;
- setting the stage for greater cooperation in implementing the resulting decisions;
- promoting atmosphere that fosters group cohesion and interpersonal connection.

When the Committee members cannot reach an agreement, the Committee may have a motion put forth which requires a vote to be taken.



TOWN OF
Amherst
 FAITH IN OUR PEOPLE PRIDE IN OUR PRODUCTS

Council Expense Checklist

Name: _____

Date of Event: _____

Description of Event: _____

I will be claiming/providing the following as it relates to the above event:

Conference Registration Fee Yes No

Mileage Yes No

Air Fare Yes No

Meals Yes No

Hotel Yes No

Tolls Yes No

Parking Yes No

Incidentals Yes No

Other:
 _____ Yes No

_____ Yes No

_____ Yes No

I will be providing a narrative report detailing benefit/details of event Yes No

 Signature

 Date

Councillor Phil Mooney

Sustainable Communities Conference FCM Ottawa

Feb 05, 2016 to Feb 12, 2016

| | |
|--------------|-------------------|
| Mileage | 275.00 |
| Air Travel | 416.71 |
| Hotel | 1,989.46 |
| Registration | 715.00 |
| Other | 126.00 |
| Total | \$3,522.17 |

#58162

Linda Surette

From: register@fcm.ca
Sent: Thursday, November 12, 2015 12:06 PM
To: Phil Mooney
Cc: Linda Surette
Subject: FCM Event Registration - Inscription d'événement de la FCM - 2016 Sustainable Communities Conference / Conférence sur les collectivités durables 2016

La version française se trouve à la suite du texte anglais

Registration confirmation

2016 Sustainable Communities Conference / Conférence sur les collectivités durables 2016

02/08/2016 - 02/11/2016

Thank you for your registration. Please print this page as proof of payment for your records.



Your information

Name: Phil Mooney
Job title: Councillor
Organisation: Town of Yarmouth
Address:
Telephone: (902) 742-6112
Email: councillor.mooney@townofyarmouth.ca

Registration summary

Registration Package: Early-Member

Phil Mooney

Invoice number / Numéro de facture: 40929
Confirmation number / Numéro de confirmation: 38661
Registration Cost / Côté d'inscription

\$ 715.00

Functions / Fonctions:

Complete Streets in Action: Sustainable Streets for All Road Users /
Rues conviviales: des rues conçues pour tous les utilisateurs

\$0.00

00-200-41910
[Signature]
FCM Registration

| | |
|--|--------|
| Welcome Reception / Réception de bienvenue | \$0.00 |
| Agro-tourism and sustainable housing for small, rural communities / L'agrotourisme et le logement abordable dans les petites collectivités rurales | \$0.00 |

***Please see the FCM Website for more details as well as the terms and conditions as accepted.**

Payment detail

Amount Paid: \$715.00

Balance Due: \$0

Payment Type:MC

Credit Card Number:

Confirmation de l'inscription

**2016 Sustainable Communities Conference / Conférence sur les
collectivités durables 2016**

02/08/2016 - 02/11/2016

Merci pour votre inscription. Veuillez imprimer cette preuve de paiement pour vos dossiers.



Vos coordonnées :

Nom : Phil Mooney

Titre : Councillor

Organisation : Town of Yarmouth

Adresse :

Téléphone : (902) 742-6112

Courriel : councillor.mooney@townofyarmouth.ca

Sommaire des frais

Programme d'inscription : Early-Member

Phil Mobney

Invoice number / Numéro de facture: 40929

Confirmation number / Numéro de confirmation: 38661

Registration Cost / Côté d'inscription \$ 715.00

Functions / Fonctions:

Complete Streets in Action: Sustainable Streets for All Road Users /
Rues conviviales: des rues conçues pour tous les utilisateurs \$0.00

Welcome Reception / Réception de bienvenue \$0.00

Agro-tourism and sustainable housing for small, rural communities /
L'agrotourisme et le logement abordable dans les petites collectivités
rurales \$0.00

Veillez consulter le site web de la FCM pour plus de renseignements et pour consulter les conditions d'inscriptions telles qu'acceptées.

Détails de paiement

Montant facturé : \$715.00

Montant dû : \$0

Type de paiement :MC

Numéro de carte de crédit :

Registration Desk | Bureau d'inscription

Corporate Events
Événements corporatifs



24, rue Clarence Street, Ottawa, Ontario K1N 5P3
T. 613-007-6212 | F. 613-244-1500

*58977



EXPENSE REPORT

Name: PHIL MOONEY
For: SUSTAINABILITY

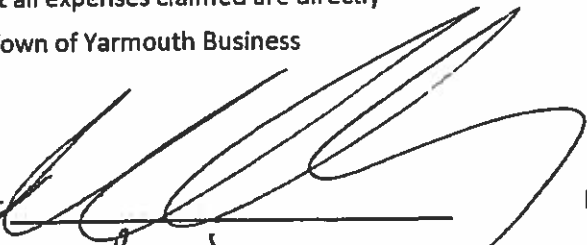
Date: FEB 16

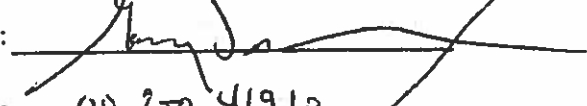
| Date | Explanation | Transportation | | Hotel | Meals | Other | Honorarium |
|---------|-----------------|----------------|--------|-------------|-------|-------|------------|
| | | km | Other | | | | |
| | FLIGHT OTTAWA | | 187.72 | (Tax incl.) | | | |
| | FLIGHT HALIFAX | | 228.99 | (Tax incl.) | | | |
| | MILEAGE HALIFAX | | 275.00 | (No Tax) | | | |
| | PARKING | | 126.00 | (Tax incl.) | | | |
| Totals: | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

** Show destination to support km claims
** Received bills must support all claims

I certify that all expenses claimed are directly related to Town of Yarmouth Business

| | |
|--------------------|---------------|
| km@ | 0.49 |
| Other | |
| Hotels | |
| Meals | |
| Entertaining | |
| Sundry | |
| Total | 817.71 |
| Advanced | |
| Balance Due | 817.71 |

Signed: 

Approved: 

Acct. No: 0020041910

Employee _____ Company _____

Parking

WELCOME TO
HALIFAX AIRPORT

PLEASE TAKE YOUR TICKET
WITH YOU

Entered/Arrivee:
2016/02/05 09:34

Ticket/Billet#:207939522
Dur/Duree:178:54:02
Paid On/Paye Le:
2016/02/12 15:29

Original Fee:\$ 126.00
Paid/Paye:\$ 126.00
HST INCL.:\$ 16.44

Change :\$ 0.00
S Change :\$ 0.00

HEIN 844900034

*****8487 S
MASTERCARD
Seq 300001001019 PFTWC07
Purchase 16/02/12 15:29:50
Auth 08569S
APPROVED 001/00



darlene mooney <darlenemooney1096@gmail.com>

Reservation Confirmation

1 message

WestJet Airlines <noreply@itinerary.westjet.com>
To: James Mooney <darlenemooney1096@gmail.com>

Tue, Jan 19, 2016 at 6:44 PM



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.

Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET)

Booking Confirmation

Your reservation code is: RVUDHS

Main contact: Mr James Phillip Mooney
E-mail: darlenemooney1096@gmail.com
Phone Number: 9027426112

For more information on flying with WestJet, including baggage fees, please visit Travel Info

Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the following details as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft.

If you are flying to Dublin, there are also some specific regulations you should be aware of before you leave.

Guest

Mr. James Phillip Mooney

Flight
Ticket Number
Seat

Halifax (YHZ)-Ottawa (YOW)
TN8382113323585
YHZ-YOW: *

Mrs. Darlene Marie Mooney

Flight
Ticket Number
Seat

Halifax (YHZ)-Ottawa (YOW)
TN8382113323586
YHZ-YOW: *

Air Itinerary Details

WS3467
 Operated by
 WESTJET ENCORE

Halifax, CA
 Fri 05 Feb, 2016 12:40 PM

Ottawa, CA
 Fri 05 Feb, 2016 02:06 PM

Fare type: Econo
 Non-stop

Fare breakdown

| Guest type | Base fare per guest | Air transportation charges per guest | Taxes, fees and charges per guest | Total fare per guest | Number of guests | Total fare |
|-----------------------|---------------------|--------------------------------------|-----------------------------------|----------------------|------------------|-------------------|
| adult | CAD 149.00 | CAD 18.00 | CAD 61.99 | CAD 228.99 | x 2 | CAD 457.98 |
| Total airfare: | | | | | | CAD 457.98 |

Tax details

| Rate code | Description | Amount |
|---------------------|---------------------------------------|-------------------|
| RC | Harmonized Sales Tax (HST) | CAD 59.74 |
| CA | Air Travellers Security Charge (ATSC) | CAD 14.24 |
| SQ | Airport Improvement Fee (AIF) | CAD 50.00 |
| Total taxes: | | CAD 123.98 |

Fare family benefits

YHZ-YOW: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.^{1,2}
- Second checked bag fee of \$25-29.50 CAD^{1,2}

¹ Not applicable on flights operated by our airline partners. ² For bookings made on or after November 3, 2015 for travel on or after January 6, 2016 a first checked bag fee applies to all destinations, and a second checked bag fee of \$35-41.30 CAD applies.

Total

Charged to MASTERCARD XXXX XXXX XXXX 8487

CAD 457.98

WestJet offers

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. **Get a quote**

Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our airlines partners ; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our code-share baggage info page.
- Positive identification is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
 - Fares, taxes and fees (For change/cancel guidelines, baggage fees, service fees and other taxes and fees)
 - Baggage allowances (Carry-on, checked, sporting goods, restricted items)
 - Seat selection (How it works, changing your seat and more)
 - Inflight services (Buy on board, up! magazine and more)
 - Inflight entertainment for information on our live seatback television
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the purchase of carbon offsets.
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our contact us page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

Important Legal Notice

Terms and Conditions

Contact Information

If you have questions about your reservation, call WestJet at 1-888-937-8538 (1-888-WESTJET) and have the itinerary number ready. Thank you for choosing WestJet



darlene mooney <darlenemooney1096@gmail.com>

Air Canada - 12-Feb: Ottawa - Halifax (booking ref: QDKHYZ)

1 message

Air Canada <confirmation@aircanada.ca>
To: darlenemooney1096@gmail.com

Tue, Jan 19, 2016 at 6:55 PM

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in
at any of our participating
airports.



Opens in New Window

Access your personalized Air Canada travel information

View your planner > Opens in New Window

Booking Information

Booking Reference: QDKHYZ

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Mr James Phillip Mooney
darlenemooney1096@gmail.com
Mobile: 1-902-7496991
Home: 1-902-7426112
Work: 1-902-7423579

Customer Care

Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Online Services

- **Manage** my booking online (view/change my booking, select seats*)
- **Select Seats**
- **Maple Leaf Lounge | Meal Vouchers | On My Way**
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

| Flight | From | To | Stops | Duration | Aircraft | Fare Type | Meal |
|--------|--|--|-------|----------|----------|-----------|------|
| AC859E | Ottawa, Ottawa Int'l (YOW) Fri 12-Feb 2016 12 20 | Halifax, Halifax Int'l (YHZ) Fri 12-Feb 2016 14 58 | | 1hr33 | CRA | Tango K | |

Operated by

¹ Air Canada Express - Jazz

Passenger Information

1: Mr James Phillip Mooney : Adult (16+), Ticket Number: 0142157726841

Frequent Flyer Prog : **None** Meal Preference : **None**

Payment Card : **xxxx-xxxx-xxxx-8487** Special Needs : **None**

Seat Selection : **None**

2: Mrs Darlene Marie Mooney : Adult (16+), Ticket Number: 0142157726842

Frequent Flyer Prog : **None** Meal Preference : **None**

Payment Card : **xxxx-xxxx-xxxx-8487** Special Needs : **None**

Seat Selection : **None**

Purchase Summary

Fare Summary

| Passenger Type | Adult |
|--|-----------------|
| Air Transportation Charges | |
| Departing Flight - Tango | 118.00 |
| Surcharges | 18.00 |
| Taxes, Fees and Charges | |
| <u>Canada Airport Improvement Fee</u> | 23.00 |
| Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) | 21.60 |
| <u>Air Travellers Security Charge (ATSC)</u> | 7.12 |
| Total before options (per passenger) | 187.72 |
| Number of passengers | x 2 |
| Total with options | 375.44 |
| Travel Insurance (declined) | 0.00 |
| Grand Total - Canadian dollars | \$375.44 |

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-8487 - Amount paid \$375.44

The following amount (tax inclusive) will appear on your credit card or debit card statement

- Air Canada: \$187.72 (Air Transp. Charges - per ticket)

Ticket number(s) 0142157726841 0142157726842

Fare Rules

Departing Flight Ottawa (YOW) To Halifax (YHZ) - Tango

• Changes:

- Prior to day of departure - Change fee per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Same-day confirmed changes at check-in or at the airport are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
- Same-day standby at the airport is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• Cancellations:

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.

- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who no-show their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada earn 25% Aeroplan Miles (Altitude Qualifying Miles) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.

Please read important information and notices regarding Air Canada's general conditions of carriage.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our [Baggage Guide Opens in New Window](#)

Carry-on Baggage Opens in New Window

When your flight is operated by Air Canada, Air Canada rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details [Opens in New Window](#)

Checked Baggage Opens in New Window

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Ottawa (YOW) To Halifax (YHZ) - Tango

| | 1st bag: | 2nd bag: |
|---------------------------|--|------------------------|
| | \$25.00 CAD | \$35.00 CAD |
| Regular Baggage Allowance | + taxes* per direction | + taxes* per direction |
| | Max. weight per bag: 23 kg (50 lb) | |
| | Max. linear dimensions per bag: 158 cm (62 in) | |

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel,

applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List Opens in New Window

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe senders list.

This service email was sent to darlenemooney1036@gmail.com because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our [Privacy Policy](#).

Please do not reply to this email, as this inbox is not monitored. If you have any questions please visit aircanada.com.

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary Alberta, T2K-6J7

All passengers are advised to view the [Travel documentation Opens in New Window](#) page for important information on identification required for travel.

Check-in and boarding times



Fly Carbon Neutral. Offset your portion of this flight's CO₂ emissions
Offset now | [Learn more](#)

AIR CANADA 

A STAR ALLIANCE MEMBER 

The Westin Ottawa
11 Colonel By Drive
Ottawa, ON K1N 9H4
Canada
Tel: 613-560-7000 Fax: 613-234-5396

WESTIN[®]

HOTELS & RESORTS

Mr. Phil Mooney
507 BRUNSWICK STREET EXTEN
YARMOUTH, NS B5A 4M8
Canada

Page Number : 1 Invoice Nbr : 212364
Guest Number : 1109300
Folio ID : A
Arrive Date : 08-FEB-16 13 10
Depart Date : 12-FEB-16 12 00
No. Of Guest : 1
Room Number : 1806
Club Account : SPG - Axxxxxxx3660

Information Invoice

Tax ID : 811719848RT0001
The Westin Ottawa 12-FEB-16 05:41 9999

G.L.# ?

| Date | Reference | Description | Charges (CAD) |
|-----------|-----------|-------------------------------|---------------|
| 08-FEB-16 | DEPOSIT | Deposit Applied | |
| 08-FEB-16 | 18:30:47 | 6135993267 0:24 | 1.70 |
| 08-FEB-16 | 18:30:47 | HST - TAX | 0.22 |
| 08-FEB-16 | RT1806 | Room | 239.00 |
| 08-FEB-16 | RT1806 | Tax-HST Rooms | 31.07 |
| 08-FEB-16 | RT1806 | Destination Marketing Program | 7.17 |
| 08-FEB-16 | RT1806 | Dest Marketing Program HST | 0.93 |
| 09-FEB-16 | 18:36:22 | 6138414540 0:01 | 1.70 |
| 09-FEB-16 | 18:36:22 | HST - TAX | 0.22 |
| 09-FEB-16 | 20:17:43 | 6138414540 0:10 | 1.70 |
| 09-FEB-16 | 20:17:43 | HST - TAX | 0.22 |
| 09-FEB-16 | RT1806 | Room | 239.00 |
| 09-FEB-16 | RT1806 | Tax-HST Rooms | 31.07 |
| 09-FEB-16 | RT1806 | Destination Marketing Program | 7.17 |
| 09-FEB-16 | RT1806 | Dest Marketing Program HST | 0.93 |
| 10-FEB-16 | RT1806 | Room | 239.00 |
| 10-FEB-16 | RT1806 | Tax-HST Rooms | 31.07 |

Credits (CAD)
-1112.68

Continued on the next page

19.

FCM
Master Card

The Westin Ottawa
11 Colonel By Drive
Ottawa, ON K1N 9H4
Canada
Tel. 613-560-7000 Fax: 613-234-5396

WESTIN®

HOTELS & RESORTS

Mr. Phil Mooney
507 BRUNSWICK STREET EXTEN
YARMOUTH, NS B5A 4M8
Canada

on 20-1-1910

| | | | | | |
|--------------|---|--------------------|-------------|---|--------|
| Page Number | : | 1 | Invoice Nbr | : | 211303 |
| Guest Number | : | 1116554 | | | |
| Folio ID | : | A | | | |
| Arrive Date | : | 05-FEB-16 | 14:38 | | |
| Depart Date | : | 08-FEB-16 | 13:09 | | |
| No. Of Guest | : | 1 | | | |
| Room Number | : | 1806 | | | |
| Club Account | : | SPG - Axxxxxxx3660 | | | |

Tax Invoice

Tax ID : 811719848RT0001
The Westin Ottawa 08-FEB-16 13:20 JONABLA2

| Date | Reference | Description | Charges (CAD) | Credits (CAD) |
|-----------|-----------|-------------------------------|---------------|---------------|
| 05-FEB-16 | DEPOSIT | Deposit Applied | | -876.78 |
| 05-FEB-16 | 19 19:59 | 6132991687 0:01 | 1.70 | |
| 05-FEB-16 | 19 19:59 | HST - TAX | 0.22 | |
| 05-FEB-16 | 19:24:04 | 6138414540 0:01 | 1.70 | |
| 05-FEB-16 | 19 24:04 | HST - TAX | 0.22 | |
| 05-FEB-16 | RT1806 | Room | 251.10 | |
| 05-FEB-16 | RT1806 | Tax-HST Rooms | 32.64 | |
| 05-FEB-16 | RT1806 | Destination Marketing Program | 7.53 | |
| 05-FEB-16 | RT1806 | Dest Marketing Program HST | 0.98 | |
| 06-FEB-16 | 20:09:13 | 6138414540 0:19 | 1.70 | |
| 06-FEB-16 | 20 09:13 | HST - TAX | 0.22 | |
| 06-FEB-16 | RT1806 | Room | 251.10 | |
| 06-FEB-16 | RT1806 | Tax-HST Rooms | 32.64 | |
| 06-FEB-16 | RT1806 | Destination Marketing Program | 7.53 | |
| 06-FEB-16 | RT1806 | Dest Marketing Program HST | 0.98 | |
| 07-FEB-16 | RT1806 | Room | 251.10 | |
| 07-FEB-16 | RT1806 | Tax-HST Rooms | 32.64 | |

Continued on the next page



COMMITTEE OF THE WHOLE

CDR# 2017069

Date: December 12, 2016

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Vince Arbing, CPA, CA – Director of Corporate Services

DATE: December 12, 2016

SUBJECT: Amherst Little League Baseball – Funding from Christie Foundation

ORIGIN:

Correspondence from the Christie Foundation that they will donate \$10,000 to the Town provided that the Town, in turn, provides \$10,000 funding to Amherst Little League Baseball.

LEGISLATIVE AUTHORITY:

Income Tax Act, Sections 118.1 and 110.1

RECOMMENDATION:

That the request to receive a donation of \$10,000 from the Christie Foundation to fund a corresponding contribution to Amherst Little League Baseball in the amount of \$10,000 be referred to the December 19, 2016 regular meeting for Council's consideration.

BACKGROUND:

Two years ago, the Town received \$5,000 from the Christie Foundation for the purpose of upgrading both Little League fields in the Town of Amherst.

DISCUSSION:

The Christie Foundation has advised they wish to support Little League Baseball this year in the amount is \$10,000. The Christie Foundation can only give grants to registered charitable organizations. Donations to Canadian municipalities qualify as charitable donations under the Income Tax Act.

The Christie Foundation's support for youth programs in the community is tremendous, and we are pleased to be able to facilitate its contributions in this manner.

FINANCIAL IMPLICATIONS:

There would be no financial implications for the Town in this transaction; it would be an 'in and out' entry. However, the financial implications for the Little League Baseball program would be to improve its ability to provide a quality program free of cost to the youth of the community.

COMMUNITY ENGAGEMENT:

No community engagement is contemplated in carrying out this request. The community engagement occurred between the Amherst Little League Baseball and the Christie Foundation.



ENVIRONMENTAL IMPLICATIONS:

No environmental implications are anticipated with this business process.

ALTERNATIVES:

1. Refer the matter to the December 19, 2016 Regular Council meeting for Council's consideration of accepting donation the from the Christie Foundation and passing it on to Amherst Little League Baseball;
2. Decline this request.

ATTACHMENTS:

Application and supporting documents

Report prepared by: Vince Arbing, Director, Corporate Services

Report and Financial approved by:



Dr. and Mrs. H.E. Christie Community Foundation

P.O. Box 986
Amherst, Nova Scotia
B4H 4E1

Phone: (902) 667-9650 E-mail: TCCF@eastlink.ca
Administrator: Paul Mahaney

Trustees:

David H. Christie 30 November, 2016
Morris J. Haugg Town of Amherst
Jennifer Brennan 98 Victoria Street
Barry MacLeod Amherst, NS
Donna Fitzpatrick B4H 1X6
Mark Carter Attn: Corporate Services
Mr. Vince Arbing

Dear Vince,


I am writing regarding a request for a grant received from Art Foster in support of the Amherst Little League Baseball.

My Board of Trustees met last evening and gave approval for a grant of \$10,000.00 for this organization. I would ask that this offer be presented to the Amherst Town Council to request their approval to receive this grant on behalf of the Little League.

This grant will not be available until January, 2017 so we are not under any time pressure. As always, we appreciate your work in getting these grants before the Town Council. Please advise me should they agree to receiving these funds.

Again, thank you for your continued support.

Sincerely,


Paul A. Mahaney
Administrator

RECEIVED

DEC 02 2016
Corporate Services
Amherst, N.S.



COMMITTEE OF THE WHOLE

CDR# 2017070

Date: December 12, 2016

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO - Operations

DATE: December 12, 2016

SUBJECT: Provision of Fuel Products

ORIGIN:

The Town of Amherst and the Cumberland Joint Services Management Authority (CJSMA) utilize gasoline and diesel to run their various vehicles and equipment. In addition fuel oil is required for some buildings.

LEGISLATIVE AUTHORITY:

Procurement Policy 3700-01

RECOMMENDATION:

That the tender for the provision of fuel products, to be used in Town of Amherst and CJSMA buildings, vehicles and equipment be referred to the December 19, 2016 regular meeting for Council's consideration of awarding it to Bluewave Energy at their low tender suppliers margin price of \$0.03/Liter for gasoline, \$0.03/Liter for diesel and \$0.045/Liter for furnace oil.

BACKGROUND:

On December 31, 2016, the current fuel provision tender will expire. Traditionally, this is a multi-year contract and covers the fuel requirements for both the Town of Amherst and CJSMA. With much lower volumes than the Town of Amherst, joint procurement processes such as this allow CJSMA to experience better pricing for their fuel purchases. CJSMA will handle the invoicing and payment of their portion of the contract directly with the vendor.

DISCUSSION:

This tender was released with the contract to run from January 1, 2017 to March 31, 2019. The previous contract was for marked gas (dyed) which can only be supplied by one vendor in the Province: Irving Energy. While this allowed the Town of Amherst to receive tax exemption at the point of invoicing, thus reducing the amount of work for staff members not having to apply for reimbursement, only one bidder could supply and therefore, limited the competition for suppliers (especially for local vendors). As such, this contract has been modified to unmarked gas, allowing all three major oil suppliers (and local distributors) to participate. Bluewave Energy (Parkland Fuels), Pepco Atlantic (Esso) and Irving Energy all responded to the tender call and all were compliant with their bids.

The bid amount is based on the Halifax Rack Price, plus a supplier's margin.



| Company Name | Amount of Bid Supplier's Margin (cents per liter) | Tender Quantities | Annual Supplier's Margin |
|---------------------|--|------------------------------|---------------------------------|
| Irving Energy | \$0.0802 cpl – Gasoline | 100,000 | \$8,020 |
| | \$0.06 cpl – Diesel | 52,000 | \$3,120 |
| | \$0.0538 cpl – Furnace oil | 6,000 | \$323 |
| Total | | | \$11,463 |
| Pepco Atlantic | \$0.075 cpl – Gasoline | 100,000 | \$7,500 |
| | \$0.06 cpl – Diesel | 52,000 | \$3,120 |
| | \$0.15 cpl – Furnace oil | 6,000 | \$900 |
| Total | | | \$11,520 |
| Bluewave Energy | \$0.03 cpl – Gasoline | 100,000 | \$3,000 |
| | \$0.03 cpl – Diesel | 52,000 | \$1,560 |
| | \$0.045 cpl – Furnace Oil | 6,000 | \$270 |
| Total | | | \$4,830 |

FINANCIAL IMPLICATIONS:

Based on the tender volumes bid, the tender value for supplier margin is estimated to be worth \$4,830. This represents an estimated savings of approximately \$4,222 per year for the two year contract when compared to the current contract price set to expire on December 31, 2016. For the current budget year the Town (including the Water Utility) has budgeted \$80,404 for gasoline, \$58,600 for diesel, and \$4,000 for furnace oil.

COMMUNITY ENGAGEMENT:

Local vendors were contacted regarding the opportunity to bid, but Community-at Large engagement is not necessary for this process.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications to awarding the fuel tender as all bidders are providing the same material.

ALTERNATIVES:

To award to a bidder other than the lowest bidder or to cancel the tender and be without a contract for fuel products.

ATTACHMENTS:

None

Report prepared by: Jason MacDonald, Deputy CAO - Operations

Report and Financial approved by: N/A

MEMORANDUM

To: Mayor Kogon and Members of Council

From: Councillor Darrell Jones

Date: December 12, 2016

Subject: Off-Leash Dog Park

I have been approached by members of the community as well as members of Council as to why Amherst has not established a dog park. I understand this idea was brought forward a few years ago, but the concerned citizens felt it was not given proper consideration at that time by Council. Therefore, I propose the following motion:

That Council direct staff to do a feasibility study on the establishment, operating and maintenance of an Off-Leash Dog Park in Amherst, possible proposed location and estimated timeframe.

MEMORANDUM

To: Mayor Kogon and Members of Council

From: Deputy Mayor Sheila Christie

Date: December 12, 2016

Subject: 80/20 Trucking Rule

It is my understanding that a presentation was made to the previous Council concerning the 80/20 rule for trucking in June of 2016, with no decision made.

With three major construction projects happening in 2017, I would like to ask staff to present their previous findings to this Council .

As, well to make recommendations that may not involve the 80/20 rule but that could be written into our tendering process to ensure more local trucking businesses are used for major projects.

The deadline would need to be before the tendering process starts.

MEMORANDUM

To: Mayor Kogon and Members of Council

From: Councillor Jason Blanch

Date: December 12, 2016

Subject: Edible Landscaping Program

Whereas Amherst has an issue of food security for its unemployed and working poor that is managed by the local food bank and Maggie's Place; and

Whereas many Canadian communities have instigated edible landscaping programs including, Montreal, Ottawa and Moncton; and

Whereas Amherst has just hired a horticulturist and is currently developing a horticultural plan for managing and beautifying Amherst's parks and green spaces; and

Whereas communities that have instigated edible landscaping programs have benefited in areas of food security, community cohesion, economic development and tourism; and

Whereas Climate Change is altering our climate, extending our growing season and therefore providing opportunities to plant edible species that would not have been able to survive in Amherst 100 years ago;

Therefore, I move to have Amherst staff research the best practices in developing an edible landscaping program for Amherst and outline a five- year implementation plan for increasing the number of edible perennial bushes and trees as well as edible annual plants and flowers in Amherst's parks and green spaces. This plan would include signage, and programs with partners (possibly Maggie's Place, Cumberland Food Action Network or the Amherst Food bank) identifying the nature of the food resource, proper harvesting and storage procedures, and an explanation that it is a free community resource to be picked for personal use and storage.

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Gregory D. Herrett, CPA, CA – Chief Administrative Officer
Date: December 12, 2016
Subject: Barry Patriquin Request to Make a Presentation to Council

Barry Patriquin has requested to make a brief presentation to Council regarding his new role as “Employer Engagement Specialist” for CANSA, a Nova Scotia Works Employment Services Centre.

The Proceedings of Council policy says:

73. Persons wishing to make a presentation to Council shall write one week in advance of the next Committee of the Whole meeting to the CAO outlining their issue and the decision they wish Council to consider, and request to make a presentation.

74. The request will be added to the next Committee of the Whole agenda to be issued.

75. Committee of the Whole will discuss the matter when it appears on the agenda, and will determine if they wish to have the presentation at a future meeting.

76. The CAO shall advise the person or group requesting to make a presentation of the

I recommend that we invite him in for the 19th at 7:00 PM

MEMORANDUM

To: Members of Council
From: Mayor David Kogon, MD
Date: December 12, 2016
Subject: Four Fathers Tree Carving

I have received the following letter from Jean Carr regarding the Four Fathers of Confederation tree carving on Victoria Street.

I would entertain a motion to ask staff for a report on what, if anything, can be done with respect to this carving.

To Our Mayor and Counsellors.

There is an urgent need in our town that I hoped would be addressed by our previous administration.

It is the important art work of Bruce Hebert's that is rotting. The historic carving on an ancient tree trunk of our Four Fathers of Confederation who called our town home.

Also AMHERST carved in bold letters. We take many visitors to view this important carving.

Please do something to save it, if it is indeed possible.

In great sincerity,
Jean Barr.

667-3277.

MEMORANDUM

To: Mayor and Council
From: Jason MacDonald, Deputy CAO - Operations
Date: December 12, 2016
Subject: Heritage Advisory Committee

Staff have been asked to provide information on the pros and cons of having a stand alone Heritage Advisory Committee (HAC) as opposed to the current situation of having the Planning Advisory Committee (PAC) act as the HAC.

Due to the fact that the Town of Amherst has a Heritage Properties Bylaw, the *Heritage Properties Act* requires the Town have a HAC. In this regard, the purpose of the HAC is to advise Council on the inclusion, or removal, of properties on the Town's list of Registered Heritage Properties. Since at least 1999 the Town has not received a request to include a property on the heritage property register. In fact during this time, the Committee met about 3-5 times to consider requests to de-register heritage homes.

In 2015 Council amended the HAC and PAC policy to allow the PAC to act as the HAC. This was done as it was difficult, at that time, to find citizens willing to sit on the HAC. In addition, the HAC was not active, as its only real function was to advise Council on the de-registration of heritage buildings when such applications were made.

The actual HAC Policy includes reference to a built heritage strategy and a cultural heritage strategy, however these issues were never prioritized or funded by previous Councils.

Pros of a Stand Alone HAC

- Having a stand alone HAC may attract members interested and willing to participate in heritage preservation / promotion that may not otherwise be willing to sit on the PAC which also deals with development, land use and unsightly premises issues.
- A stand alone HAC will be able to devote 100% of its meeting time to heritage issues, thus allowing them to be more efficient and effective.
- A stand alone HAC could utilize its resources to proactively develop the heritage based strategies.

Cons of a Stand Alone HAC

- Historically, it has been somewhat challenging to find citizens willing to sit on the HAC.
- Additional committees require additional staff resources for planning, attendance and administration of the meetings / committees.
- Additional committees require additional commitment for Council members on those committees.

- Should Council decide that heritage preservation / promotion is not a main priority for the Town members of a stand alone HAC may feel that their time and efforts are not valued.

HAC and a subcommittee of PAC

The HAC has specific functions under the *Heritage Properties Act* which require them to make recommendations to Council, therefore making a recommendation to the PAC, which then recommends to Council may not be allowed under the *Act*. Furthermore, as membership of the HAC would hopefully attract those individuals with the most knowledge and passion for heritage issues, making recommendations to another committee whose membership possibly has less knowledge in these matters may not be appropriate. Finally, a subcommittee reporting and recommending to the PAC may simply add additional administrative costs / processes timelines that are of limited benefit.

Through its strategic planning process and budget deliberations, should Council decide to focus resources on the development of a heritage strategy it may be advisable to go back to a stand alone HAC. However, should this not be the case, there is no real need to appoint citizen members to a HAC that has no real mandate.

DEPARTMENT: PLANNING AND DEVELOPMENT

TITLE: **Heritage Advisory Committee Policy**

Minutes reference date: 26 May 2008 26 January 2015

PURPOSE:

The purpose of this policy is to establish a policy for the governance of the Heritage Advisory Committee in accordance with the Town of Amherst Heritage Properties Bylaw and to carry out the heritage goals, objectives and policies of the Municipal Planning Strategy and Strategic Plan.

BASIS:

The basis for the Committee comes from both the Town's Strategic Plan and Municipal Planning Strategy. The strategic plan states that the Town is committed to preserving our heritage and making heritage awareness a part of our programs. It includes a specific task which states that the Town will, "Develop a Heritage Advisory Committee Policy that addresses the heritage of the Town of Amherst in general, including heritage properties."

Furthermore the Town's Municipal Planning Strategy contains objectives that endeavor to encourage the conservation, retention and improvement of the historically and / or architecturally significant residential and commercial buildings and streetscapes.

ROLE OF COMMITTEE:

The role of a Heritage Advisory Committee is to:

1. Advise Council respecting the registration and / or de-registration of heritage properties under the Heritage Properties Bylaw.
2. Establish and implement a built heritage protection strategy. This strategy will focus on the retention and rehabilitation of the built heritage of Amherst through education, promotion and recognition of the significant built heritage of the Town.
3. Establish and implement a cultural heritage strategy. This strategy will focus on preserving and promoting the cultural heritage of the Town.
4. The duties assigned to the Committee, pursuant to this policy, shall only be carried out by the Committee.

MEMBERSHIP:

1. The Heritage Committee is the Planning Advisory Committee of the Town of Amherst

STAFF RESOURCES:

1. The Deputy Chief Administrative Officer – Operations (Deputy CAO) is responsible for all functions of the Committee including:

- a. Calling meetings;
 - b. Taking minutes;
 - c. Distributing reports and other information as required;
 - d. Notifying and contacting public as required; and
 - e. Providing Committee motions to the Chief Administrative Officer for inclusion on the Council agenda.
2. Where additional information or work is required of staff by the Committee, the Deputy CAO will be responsible for prioritizing staff resources, in conjunction with the Chief Administrative Officer when required.
 3. Meetings are to be attended by the Deputy CAO or designate as well as an Administrative Assistant. At the discretion of the Deputy CAO, other staff may be invited / asked to attend as well. Standing invitations to Committee meetings will be given to the Chief Administrative Officer and the Director of Community and Economic Development.

MEETINGS:

1. Meetings will be scheduled by the Chairperson in consultation with the Deputy CAO.
2. All meetings are open to the public unless the Committee, by a majority vote, moves a meeting in private to discuss matters permitted by the *Municipal Government Act*.
3. Meeting agenda packages are to be delivered to Committee members and the CAO at least 48 hours prior to any scheduled meeting.

Monthly Report

Corporate Services

November 2016

FINANCIAL

All departments have now started the 2017-18 budget process. A budget timeline has been created by Corporate Services and an initial information training session for Directors and staff has been held. The hope is to have budgets presented to the Audit Committee in early March 2017.

TAXATION

Tax Sale

The 2016 Fall Tax Sale is scheduled for Tuesday, December 13, 2016 at 10:00am in Town Hall Council Chambers. Presently we have two properties on the tax sale list.

Tax Exemption Bylaw

Letters have been mailed to the organizations under the current Bylaw, outlining the application process. Deadline for applications is January 31, 2017.

ASSESSMENT APPEALS

2016 Appeal Inventory Report as of December 1, 2016

| | Number of Tax Accounts Appealed | Total Assessment Value Being Appealed | Appeals Completed as of Dec 1, 2016 | Appeals Withdrawn as of Dec 1, 2016 | Appeals Successful as of Dec 1, 2016 | Loss of Assessment Value | Amount of Revenue Reduction | Nova Scotia Assessment Appeal Tribunal Status |
|--------------|---------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------|-----------------------------|---|
| Residential | 82 | 24,214,900 | 81 | 1 | 43 | \$ 1,488,200 | \$ 24,256 | 6 |
| Commercial | 15 | 16,975,000 | 12 | 3 | 9 | \$ 681,000 | \$ 30,305 | 1 |
| Resource | 1 | 21,900 | 1 | 0 | 1 | \$ 400 | \$ 7 | 0 |
| TOTAL | 98 | \$41,211,800 | 94 | 4 | 53 | \$ 2,169,600 | \$ 54,568 | 7 |

As of December 1, 2016 all appeals are now complete. The 1 appeal that was outstanding last month was removed from the appeal inventory list as they were non-compliant. There are still 7 properties scheduled to be heard on December 12 by the NS Assessment Appeal Tribunal. There have been 53 successful appeal to-date resulting in lost revenue of \$54,568.

PROCUREMENT

Work continues on capital projects and annual winter operational procurements. At this time a significant number of the capital budget items approved in June have been processed through procurement. The majority remaining belong to Recreation with our Procurement Officer working closely with Bill Schurman to complete the list.

INSURANCE

There were no new insurance claims brought forward in the month of November.

Monthly Report

Operations

November 2016

The Streets and Utility crews finished up any sidewalk replacement work, and installed banners on poles for Remembrance Day, then switched them out for Christmas. These crews mounted all of the Christmas lighting along our streets and installed downtown decorations and lighting in various parks. They also assisted with the light-up downtown, and redoing the lights in the trees in Victoria Square.

Summer equipment such as loaders and trackless machines were steamed, repaired and equipped with all the winter plows and blowers. The carpenter has been building awards cases for the Stadium as well as ongoing work in a variety of buildings as needed.

The Water crews completed all winterizing of Town-owned and private fire hydrants. During this work we do find a variety of deficiencies with the hydrants on occasion. Any private hydrant problems found are passed on to the owners. The Town hydrants are serviced and repaired by our own crews. The hydrant barrels beneath the ground level are meant to be virtually dry and any leakage may cause freezing and damage to them.

On November 30 an early winter storm caused electrical disruption at the Wellfield. The power was off for 10 hours and crews were prepared to dispatch the generator when the power came back on. However, when the power came back on the surge caused a number of failures in the chlorine control system at the Wellfield. The chlorine system had to be operated on manual until staff were able to get the system back up and running, which happened on December 2.

This month the Sewer crews went through most of our streets to trim back limbs of trees impeding the sidewalk and street plows during winter operations. The crew assisted during a sewer video study being undertaken by Heritage Gas where sewer mains and laterals are checked by a contractor's video equipment for any damages that may have been caused by directional drilling and installation of new gas mains. During this study one of our sewer laterals had indeed been hit. This was later repaired by our Sewer crew and Heritage Gas will be invoiced for our work.

The mechanic has been servicing various pieces of equipment, with snow tires being mounted, oil changes completed and regular troubleshooting being done.

Contract engineering consultants worked throughout the month to prepare plans for the CWWF projects next summer, being the Replacement of the Town Reservoir, East Victoria Street Infrastructure Renewal and the Station Street Storm Water Separation. Surveying was completed and initial plans have been prepared, submitted and reviewed for all three projects. All plans should be completed by January with an early issuing of the tender expected.

Due to staff vacations November building permit numbers and unsightly premises numbers are not available at this time but will be included in next month's report.

Planning staff are working on two development agreements which will be brought before the Planning Advisory Committee in January.

Monthly Departmental Report

Amherst Police Department

November 2016

PROFESSIONAL DEVELOPMENT

SFST – Standardized Field Sobriety Testing (October 31st to November 3rd) – Constable Andrea Vriend attended Training at RCMP Headquarters in Halifax for a four day course which covers roadside sobriety testing and drugs that impair. This training provides police officers with the tools and knowledge to identify persons who are impaired and to understand the affects that various drugs have on motor skills and thought processes. While primarily used for impaired driving, these tools are also useful in other situations.

Domestic Violence Educator's Training (October 8th & 9th) – Sergeant Dave Lepper attended a 2 day update on Domestic Violence training. These updates are implemented into our training with our members to ensure that they are provided with the most recent information available.

Use of Force Recertification (November 14th -18th) – Sgt Tim Hunter & Cst Chris Jobe attended a 5 day Use of Force Instructor recertification at the Atlantic Police Academy. They are required to recertify every 3 years. The province mandates different use of force training each year which must be provided to all police officers in Nova Scotia.

SafeTALK Conference (November 16th-17th) – Constable Michelle Harrison attended the SafeTALK conference in Moncton NB. The SafeTALK program deals with suicide alertness and prevention. As a SafeTALK trainer, Cst Harrison has been involved in training many of our community partners and will be training our members and staff.

PART-TIME DISPATCHER

Amanda MacLean was the successful applicant for the position of Part time Police Dispatcher. Amanda is a graduate of NBCC's Office Administration Course and has a significant amount of experience in this area. Amanda attended the PROS Course from November 14th to 18th and is currently being trained by our full-time staff. She will be available to cover for vacations and sick time for our regular dispatchers

OPERATIONAL STATS – November 2016

| | |
|------------------------|------------------------------|
| Occurrences: 360 | Criminal Code Charges: 34 |
| Impaired by Alcohol: 1 | CDSA: 1 |
| Impaired by Drug: 0 | Traffic Written Warnings: 28 |
| Traffic Tickets: 33 | LCA: 4 |
| Vehicle Checks: 186 | Foot Patrol Hours: 71h 2m |

FOCUSED ENFORCEMENT

Focused Enforcement. Traffic Enforcement for November focused on Vehicle Safety and Inspection Issues. Through the month, 18 checkpoints were completed for a total of 15 hours and 7 tickets were issued for vehicle inspection issues. Tickets were also issued for using a handheld cellular device, unregistered vehicle and an uninsured vehicle. Four written warnings and several verbal warnings were also issued.

PROJECT RED RIBBON

November 2nd was the Launch of Project Red Ribbon in Cumberland County. Members of the Amherst Police Department joined with MADD and other community partners at a Check Point on Robert Angus Drive where Red Ribbons were handed out to motorists and awareness concerning the dangers of impaired driving was spread. The Program continued throughout the month including a "First Responders Photo" that was taken at the Nova Scotia Border on November 16th which was National Day of Remembrance for Road Crash Victims

CRIME PREVENTION /YOUTH OFFICERS

Prior to going off on scheduled medical leave on November Constable Tom Wood has been off on scheduled medical leave since November 10th Cst Wood continued his involvement with Senior Police Academy and had the APD Community Vehicle parked at various locations for Cram A Crusier, in support of the Amherst Food Bank and the 'Coats for Cumberland' initiative. Constable Harrison continued to attend the YMCA drop in centre including the grand opening of the new Teen Centre based out of the Cumberland YMCA. She also worked closely with other Town staff in the selection and appointments for the new Amherst Youth Town Council



Monthly Departmental Report

Recreation / Culture / Programming / Communications

November 2016

Marketing & Communications

November was busy with several family-first community events and Christmas kick-off celebrations. Recreation coordinated and executed the swearing in ceremony and inaugural meeting, assisted in the Remembrance Day ceremony, and coordinated the 2nd annual Nova Scotia Tree for Boston Send off, Light Up, the pre-light up Amherst staff party and the Christmas Parade in partnership with the Amherst Centre Mall and Cumberland Y Service Club. Regular community event promotion, collaboration and support was given to various community initiatives and events. 11 AYTC applicants were appointed positions on the 2016/17 Amherst Youth Town Council. The Department also worked with Cultural Consultant Charlie Rhindress in hosting the first of three public meetings to plan and initiate branding Amherst as “The Home of the Great Amherst Mystery”.

Active Living Coordinator

The Active Living Coordinator assisted with the Tree for Boston arrival, the Downtown light up and also the Christmas parade, including the award ceremony at the mall. She completed part 1 of the Leadership Development for Physical Activity course in Truro, and co-partnered with the County and held the Lead 2 Teach Basketball coaching clinic in Springhill. We participated in the Fall Prevention Expo at the hospital and started the planning the Christmas staff party and the New Year’s celebration.

Horticulturist

The last of the flowerbeds were put to bed for the winter, shrubbery and trees saw the removal of dead, damaged or diseased limbs. Hazard trees were inspected and documented with the assistance of Town Engineer, Ben Pitman. Planters in the downtown and the Stadium were made into seasonal winter planters. Work has begun on our Urban Tree Inventory with the help of a well-known professor and his associates in the Urban Forestry field from Dalhousie University, who will pay Amherst a site visit in early December. The development of an urban tree inventory is key to maintaining Amherst’s healthy urban tree canopy, now and for years to come.

Facilities

Recreation Facilities were well in use in November, hosting and planning several events and programs. In November the Stadium hosted three Amherst Jr. Ramblers games and was the proud host of a live broadcast by Eastlink on November 26, where on-air commentators spoke to the no-fee ice policy for youth programs in 2016-17 and suggested coordinating an on-air round table discussion regarding Amherst Recreation’s youth activity initiative. The Stadium hosted a Novice Bluenose Tournament with eight teams who all played with reduced tournament fees as a result of the no-fee ice initiative. As a key player in Municipal Awareness Week events, the Stadium played slide-shows on the role of each Town Department on the blow up movie screen. This initiative was very well received given the amount of traffic at the Stadium and the public’s feedback. In total the Stadium delivered 83 free and family-first programming skating hours, 388 free walking track hours to the public and 214 ice rental hours to various clients and user groups. The Stadium’s public and programmed skates, ongoing promotion and maintenance to the Big Block Walk in Downtown Amherst and flexible walking track hours are a result of Amherst’s Physical Activity Strategy objectives and, where applicable, Amherst’s 2016-17 no-fee ice policy for youth programs. Maintenance and cleaning have also been, and will continue to be, a top priority for the Amherst Stadium. Dickey Park walking track is still a popular destination for many walkers in the community; the washroom is still opened daily and adds an attraction for those who want to be active. During the entire month ongoing cleanup and maintenance was a priority in all parks.

Monthly Report

Fire Department

November 2016

Responses

Town of Amherst – 13 events

- 3 Fire alarm system activations
- 3 Structure fires
- 2 Smoke alarm activations
- 1 Motor vehicle accidents
- 1 Downed power lines
- 1 Hazardous materials
- 1 Carbon monoxide
- 1 Vehicle fire

Contract area (District 2) – 5 events

- 2 Fire alarm system activations
- 2 Motor vehicle accidents
- 1 Carbon monoxide

Fire inspections:

10 fire inspections were completed in this period

Professional development:

The recruits have completed the first month of the basic fire fighter training program. They have gained knowledge in firefighter health and safety, personal protective equipment, using self contained breathing apparatus effectively and how fire ground operations are determined. The next phase in the program will focus on water supply, fire fighter survival and fire fighter rehabilitation.

Community Involvement:

The Amherst Fire Department participated in Operation Red Ribbon and a photo shoot with the Cumberland division of Madd Canada. Coordinated efforts between the Amherst Fire Department and the Sackville Fire Department made the display of the 30' x 60' Canadian flag on Remembrance Day possible. During Municipal Awareness Week, the Department took part in the Touch A Truck event and held an open house at the fire station, which saw approximately 400 people in attendance. The Department also took part in the Amherst and River Hebert Christmas parades.

Annual Fire Department Banquet:

On November 5th, the Fire Department held it's annual banquet. This is an opportunity to look back on the past year and acknowledge the years of service and efforts that the members of the Department put forth.