



**Town of Amherst
Committee of the Whole**

Date: **Monday, February 24, 2020**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

Pages

-
1. Call to Order - 4:00 p.m.
 - 1.1 Approval of Agenda
 2. In Camera - 4:00 p.m.
 - 2.1 Approval of In Camera Agenda
 - 2.2 MGA 22(2)(c) - personnel matters
 - 2.3 MGA 22(2)(c) - personnel matters
 - 2.4 MGA 22(2)(c) - personnel matters
 - 2.5 MGA 22(2)(a) - acquisition, sale, lease and security of municipal property
 3. Council Direction Requests 4:45 p.m.
 - 3.1 Accessibility Committee 1 - 6
 - 3.2 Sanitary Sewer Rates
 - 3.2.1 Sewer Rates 7 - 13
 - 3.2.2 Wastewater Treatment Facility Rate 14 - 19
 - 3.3 Solid Waste Uniform Charge 20 - 26
 - 3.4 Lawn Bowling 27 - 27
 4. Information / Discussion Items - 5:15 p.m.
 - 4.1 Entrance Signage 28 - 65
 5. Adjournment - 5:30 p.m.



COMMITTEE OF THE WHOLE

CDR# 2020011

Date: February 24, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector CPA, CMA - CFO

DATE: February 24, 2020

SUBJECT: Advisory Committee on Accessibility Terms of Reference

ORIGIN: In 2017, Nova Scotia passed the Accessibility Act. The act recognizes accessibility as a human right and outlines how we will improve accessibility by preventing and removing barriers. As of April 1, 2020 the Town of Amherst, like all municipal units, is a “prescribed municipality” under the Act and must be in compliance with it.

LEGISLATIVE AUTHORITY: Section 26 of the Municipal Government Act.

RECOMMENDATION: That Council refer approval of the attached Terms of Reference for the newly created Advisory Committee on Accessibility to its regular Council meeting on February 24, 2020. The terms of reference outlines the purpose, roles, membership and terms of appointments for members.

BACKGROUND: Under the Nova Scotia Accessibility Act (NSAA), the Town of Amherst is required to appoint an Accessibility Advisory Committee to provide input on accessibility matters within the Town of Amherst.

DISCUSSION: As the Town is required under Provincial Legislation to create an Accessibility Advisory Committee, a terms of reference is necessary to direct the work of the committee. This terms of reference outlines the membership in the group, identifies the chair, the purpose and anticipated outcomes for the group. As reference point for Council, the work of the Wolfville committee was a pilot project for the province. A link to that committee’s site and documents follows: <https://www.wolfville.ca/accessibility-advisory-committee.html>

FINANCIAL IMPLICATIONS: There are no significant financial implications as this group provides advice to Council. Any financial spending would be at the discretion of Council and on an as needed basis.

COMMUNITY ENGAGEMENT: Members from the community will participate on the Committee. In accordance with the Nova Scotia Accessibility Act, at least half of the committee membership must be people with disabilities or represent organizations that represent people with disabilities. As recommendations come forward to Council, social media releases will be planned.



ENVIRONMENTAL IMPLICATIONS: There are no implications anticipated at this time.

SOCIAL JUSTICE IMPLICATIONS: There are potential social justice implications for this committee's work. As the committee is in the initial stages of their work, it is difficult to fully identify these implications. As the work of the committee progresses, the social justice implications of any recommendations will be identified.

ALTERNATIVES:

1. Delay approval of the Terms of Reference to next month's Regular Council Meeting.
2. Make recommendations on changes to the Terms of Reference.

ATTACHMENTS: Advisory Committee on Accessibility Terms of Reference.

Report prepared by: Cheryl LaLiberte

Report and Financial approved by: Shelley Rector CPA, CMA - CFO

DEPARTMENT: Executive Operations

TITLE: Accessibility Advisory Committee Terms of Reference

Minutes reference date:

1.0 BACKGROUND

Under the Nova Scotia Accessibility Act (NSAA), the Town of Amherst is required to appoint an Accessibility Advisory Committee to provide input on accessibility matters within the Town of Amherst.

2.0 PURPOSE

The Accessibility Advisory Committee (“Committee”) assists Town Council (“Council”) in fulfilling its responsibilities relating to identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in helping the Town of Amherst become a barrier-free community and ensuring obligations under *An Act Respecting Accessibility in Nova Scotia* (2017) are met, and to assist in creating a community of wellbeing.

3.0 DEFINITIONS

- 3.1 The definitions in the Nova Scotia Accessibility Act will supersede any and all definitions in this policy
- 3.2 Barrier means anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;
- 3.3 Council means the Town Council for the Town of Amherst;
- 3.4 Disability includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability, that, in interaction with a barrier, hinders an individual’s full and effective participation in society.

4.0 POLICY

4.1 Role

The Accessibility Advisory Committee shall:

- 4.1.1 Advise Council on the preparation, implementation, and effectiveness of its accessibility plan. In accordance with the Accessibility Act, the plan must include:
 - i. a report on measures the municipality has taken and intends to take to identify, remove, and prevent barriers
 - ii. information on procedures the municipality has in place to assess the following for their impact on accessibility for people with disabilities:
 - any proposed policies, programs, practices, and services
 - any proposed enactments or by-laws
 - iii. any other prescribed information

DEPARTMENT: Executive Operations

TITLE: Accessibility Advisory Committee Terms of Reference

Minutes reference date:

- 4.1.2 Review and update its accessibility plan at least every three years, in accordance with the Act.
- 4.1.3 Consult with the community on accessibility in the Town of Amherst.
- 4.1.4 Advise Council on the impact of Town of Amherst policies, programs, and services on people with disabilities.
- 4.1.5 Review and monitor existing and proposed Town of Amherst bylaws to promote full participation of people with disabilities, in accordance with the Act.
- 4.1.6 Identify and advise on the accessibility of existing and proposed municipal services and facilities.
- 4.1.7 Advise and make recommendations about strategies designed to achieve the objectives of the Town's accessibility plan.
- 4.1.8 Receive and review information from Council and its committees, and make recommendations, as requested.
- 4.1.9 Monitoring compliance with federal and provincial government directives and regulations.

4.2 Membership

- 4.2.1 In accordance with the Act, at least half of the committee membership must be people with disabilities or represent organizations that represent people with disabilities.
- 4.2.2 All members must adhere to and abide by the Code of Ethics Policy
- 4.2.3 When making appointments to the Committee, Council will give consideration to representation from different sectors of the community.
- 4.2.4 Appointees shall possess knowledge and understanding of accessibility related issues and services currently being provided by the community. Appointments shall be approved by Council annually at their October meeting.
- 4.2.5 The Committee shall have 7 voting membership that includes:
 - a) 2 Town of Amherst Council members
 - b) 5 community members

DEPARTMENT: Executive Operations

TITLE: Accessibility Advisory Committee Terms of Reference

Minutes reference date:

- 4.2.6 Non-voting members shall include:
 - a) Municipal Accessibility Coordinator – Town of Amherst staff

4.3 Terms of Appointment

- 4.3.1 The initial appointments will be for one-year terms, as a transitional measure, and subsequent appointments will have three members for a one-year term and four members for a two-year term to ensure knowledge is retained on the Committee.
- 4.3.2 The Town of Amherst Council members shall be appointed annually by Council.
- 4.3.3 The Town of Amherst Accessibility Coordinator, and the Secretary of the Committee shall be employees of the Town of Amherst and appointed by the Chief Administrative Officer.
- 4.3.4 The Chair and Vice Chair shall be elected annually by the Committee, and the Chair shall be a Town of Amherst Council member.

5. OTHER

- 5.1 The Committee shall meet at least quarterly but may meet more frequently, as required
- 5.2 Meetings of the Committee shall be open to the Public, however, they are subject to the provision of Section 22 of the Municipal Government Act with respect to closed meetings
- 5.3 The Committee provides open avenues of communication to stakeholders and Council.
- 5.4 The Committee may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities. Members of the Working Group may consist of additional members of the community.
- 5.5 Meetings shall convene at 4pm on the day selected, unless otherwise specified.
- 5.6 The Committee and its members shall follow the rule of order, as set in the Proceedings of Council Policy, Policy #10350-24.

DEPARTMENT: Executive Operations

TITLE: Accessibility Advisory Committee Terms of Reference

Minutes reference date:

6. TERMS OF REFERENCE REVIEW

- 6.1 The Committee will review its terms of reference annually and make any recommendations to Council, as the Committee deems appropriate.

7. REFERENCES

- 7.1 Bill NO. 59 – Accessibility Act, Chapter 2 of the Act of 2017.



COMMITTEE OF THE WHOLE

CDR# 2020022

Date: February 24, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, CPA, CMA – CFO

DATE: February 24, 2020

SUBJECT: **Setting the Town of Amherst Sewer Rates**

ORIGIN: Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY: MGA 75(4)(b) and Town of Amherst Sanitary Sewer Rates By-law.

RECOMMENDATIONS: That, per the attached SAP summary, the setting of the Town of Amherst Sewer Rates at \$0.99 per cu. meter of metered water consumption for residential customers and \$0.49 per cu. meter of metered water consumption for commercial customers as determined by the Amherst Water Utility with base charges remaining the same and the unmetered rate remaining at \$178.53 be forwarded to Council for approval.

BACKGROUND: The sewer budget is balanced independent of the other operating expenditures in the budget. The amount charged for the sewer rates cover the anticipated expenditures for the year including capital out of revenue of \$15,000. There has been no change in the sewer rate in at least the last six years. The consumption rate has varied minimally over the last few years and is not anticipated to fluctuate significantly over the coming year.

DISCUSSION: There is no anticipated increase in the sewer rate for this fiscal year. The charges are as follows:

- a) Those owners whose water service is metered shall pay a usage charge:
 - o Residential: \$0.99 per cu. meter of metered water consumption as determined by the Amherst Water Utility;
 - o Commercial/Industrial/Institutional: \$0.49 per cu. meter of metered water consumption as determined by the Amherst Water Utility.
 - o Base Charges
Those owners whose water service is metered shall pay a base charge quarterly. The quarterly base charge by meter size is:

5/8"	\$18.00
3/4"	\$27.00
1"	\$43.75



1 ½"	\$86.00
2"	\$136.25
3"	\$271.25
4"	\$500.00

b) Non-Metered Customers

For non-metered customers in unmetered mobile home parks, the park owner shall pay \$178.53 per dwelling unit per annum.

We note that the revenue for the turbine is forecasted to be lower than anticipated for this fiscal year. The turbine has required some repairs and we anticipate those will be completed by early in the new fiscal year. If problems with the turbine continue, a review of the sewer rate would need to be completed by staff for budget 2021/22.

FINANCIAL IMPLICATIONS: The sewer rate remains unchanged from the prior fiscal year, thus requiring no change to the rate.

COMMUNITY ENGAGEMENT: Communication coordinated by Corporate Communications Officer including media releases, the Town’s website and social media.

ENVIRONMENTAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: None

ALTERNATIVES: Defer the approval of the sewer rates to approval of the overall operating budget.

ATTACHMENTS:

1. Model of water/sewer rates
2. SAP summary and detail for the Town of Amherst Sewer Operating Budget.

Report prepared by: Sarah Wilson, Manager of Financial Services
 Report and Financial approved by: Shelley Rector, CPA, CMA, CFO

**TOWN OF AMHERST
MODEL OF YEARLY WATER/SEWER TAXES FOR A RESIDENT**

Sewer Rates

Sewer Rate - 2019/20	0.000990 per litre
Sewer Rate - 2020/21	0.000990 per litre
Sewer Base Quarterly Charge - 2019/20	\$ 18.00 per customer
Sewer Base Quarterly Charge - 2020/21	\$ 18.00 per customer

Water Rates

Water Rate - 2019/20	0.000765 per litre
Water Rate - 2020/21	0.000765 per litre
Water Base Quarterly Charge - 2019/20	\$ 31.11 per customer
Water Base Quarterly Charge - 2020/21	\$ 31.11 per customer

Based on 45,000 litres average consumption

<u>2019/20 Average Water/Sewer Bill</u>	
Water	\$ 65.54
Sewer	62.55
Total Bill per Quarter	<u>\$ 128.09</u>
Yearly Amount	<u>\$ 512.34</u>

<u>2020/21 Average Water/Sewer Bill</u>	
Water	\$ 65.54
Sewer	62.55
Total Bill per Quarter	<u>\$ 128.09</u>
Yearly Amount	<u>\$ 512.34</u>

Total increase from 2019/20 to 2020/21 \$ -

COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group MUN2 MUN2
 Cost Center Group SEWAGE SEWAGE COLLECTION & DISPOSAL
 Periods Reported: 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 02/10/2020

Cost elements/Cost centers	2016/2017		2017/2018		2018/2019		2019/2020		2020/2021		Change 2019 to 2020 Budget	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Budget	Amount	% Change
*** 4070 SEWER METERED CH	962,817.84-		961,234.26-		957,657.10-		728,887.32-		945,256-		7,920-	0.8
*** 4080 SEWER FLAT CHARG	88,197.41-		87,430.17-		86,760.72-		65,115.17-		86,761-		86,761-	
*** 4085 UNIFORM CHG W/TF	34,524.72-		34,662.00-		34,636.73-		34,884.00-		34,992-		34,992-	
*** 4300 INTER.RECOV.LABO			357.42-									
*** 4310 INTER.RECOV.MATE	1,833.00-		2,861.38-									
*** 4330 INTER.RECOV.OVER			667.22-									
*** 4340 INTER.RECOV.OTHE			1,003.82-									
*** 4350 SALE OF SERVICES	51,322.49-		30,932.14-		33,841.82-		11,561.07-		38,000-		38,000-	
*** 4530 PERMITS	6,750.00-		8,579.29-		1,500.00-		3,750.00-		7,000-		7,000-	
*** 4650 INT.O/S SEWER	7,977.51-		12,207.17-		13,171.91-		7,569.46-		10,000-		10,000-	
**** Gross revenues	1,153,422.97-		1,139,934.87-		1,127,568.28-		851,767.02-		1,122,009-		7,920-	0.7
*** Wages & Benefits	284,879.77		278,370.09		312,961.13		272,838.83		334,785		1,656-	0.5-
*** Administrative Costs	12,956.77		7,030.14		8,270.06		11,997.96		17,001		17,097	96
*** Building & Facility Co	209,028.86		201,979.60		218,941.59		137,951.66		175,852		2,439	1.4
*** Vehicle & Equipment Co	24,177.88		17,240.37		20,940.77		18,365.09		22,673		504-	2.2-
*** Materials & Supplies	58,526.66		90,902.17		65,949.27		73,235.19		83,138		7,436	8.9
*** Other municipal costs	34,728.67		36,190.61		41,158.82		60,185.34		86,156		86,156	
*** Fiscal Services	529,124.36		508,221.89		423,040.08		387,404.40		402,404		109	0.0
**** Expenditures	1,153,422.97		1,139,934.87		1,091,261.72		961,978.47		1,122,009		7,920	0.7
**** Total					36,306.56-		110,211.45					

COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group EXP Expenditures
 Cost Center Group SEWAGE SEWAGE COLLECTION & DISPOSAL
 Periods Reported: 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 02/10/2020

Cost elements/Cost centers	2016/2017		2017/2018		2018/2019		2019/2020		2020/2021		Change 2019 to 2020 Budget	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Amount	% Change	
** 6000 WAGES/SALARIES	234,204.81		219,117.68		249,697.12		220,842.01		262,500	265,000	2,500	1.0
** 6009 Y/E WAGES & BEN A	1,405.70-		2,146.67		2,513.47		578		578	578		
** 6010 CPP	9,312.88		9,897.49		10,278.69		8,875.73		11,670	12,160	490	4.2
** 6012 Employment Insura	4,512.35		4,335.63		4,655.46		3,702.04		5,110	5,020	90-	1.8-
** 6014 Blue Cross	5,229.58		9,855.31		8,629.13		6,472.02		11,050	9,530	1,520-	13.8-
** 6015 Pension - Reg Pym	16,891.04		18,725.09		19,728.36		16,823.06		23,880	24,150	270	1.1
** 6016 Group Insurance	7,419.11		6,261.24		6,985.02		5,024.71		7,980	8,250	270	3.4
** 6017 WCB	3,651.70		2,966.98		4,894.88		4,857.26		5,240	4,880	360-	6.9-
** 6018 Pension-Special P	5,064.00		5,064.00		5,579.00		6,242.00		6,777	3,561	3,216-	47.5-
*** Wages & Benefits	284,879.77		278,370.09		312,961.13		272,838.83		334,785	333,129	1,656-	0.5-
** 8015 Liability Claims	276.00		177.29				688.29		2,000	2,000		
** 6020 PROFESSIONAL DEVE	5,375.47		1,209.72		1,981.09		4,260.31		5,000	6,000	1,000	20.0
** 6030 TRAVEL	675.87		623.57				123.32		1,100	2,100	1,000	90.9
** 6040 PROF MEM/DUES & F	158.34		361.15		242.82		201.06		300	300		
** 6050 OFFICE SUPPLIES	43.65		96.14						200	200		
** 6080 ADVERTISING	148.19											
** 6090 POSTAGE	311.88											
** 6100 COURIER			69.68									
** 6114 Cellular	965.09		1,256.47		1,350.92		1,132.38		1,900	1,900		
** 6130 COMPUTER HARDWARE	2,040.79						998.70		1,300		1,300-	100.0-
** 6140 COMPUTER SOFTWARE	271.44											
** 6142 Software Licensin	497.05		450.26		558.23		346.90		940	350	590-	62.8-
** 6170 PROMOTION	604.86											
** 6160 LIABILITY INSURAN	2,193.00		2,181.00		4,137.00		4,247.00		4,261	4,247	14-	0.3-
*** Administrative Costs	12,956.77		7,030.14		8,270.06		11,997.96		17,001	17,097	96	0.6
** 7025 Solid Waste Dispo												
** 7010 ELECTRICAL	126,650.08		127,141.63		146,782.24		122,862.07		142,600	142,600		
** 7030 BLDG/FACILITY MAI			25,306.07		3,336.20		1,838.51		6,700	6,700		
** 7050 BLDG/FACILITY INS	6,944.00		7,253.00		6,167.00		7,992.00		6,352	8,791	2,439	38.4
** 7070 BLDG/FACILITY REN	4,200.00		4,200.00		4,200.00		4,200.00		4,200	4,200		
** 7080 PLANT MAINTENANCE	71,234.78		38,078.90		58,456.15		1,059.08		15,000	15,000		
*** Building & Facility Cos	209,028.86		201,979.60		218,941.59		137,951.66		175,852	178,291	2,439	1.4
** 7510 VEH/EQUIP REPAIRS	10,257.20		3,963.16		3,598.05		6,075.76		5,000	5,000		
** 7520 VEH/EQUIP INSURAN	2,794.00		2,696.00		2,110.00		1,669.00		2,173	1,669	504-	23.2-
** 7540 VEH/EQUIP RENTAL	1,869.32								500	500		
** 7550 VEH/EQUIP FUEL -	4,469.94		3,267.96		6,652.22		5,237.73		6,500	6,500		
** 7551 VEH/EQUIP FUEL-DI	4,231.26		6,646.46		8,207.43		4,733.32		7,500	7,500		
** 7560 VEH/EQUIP GEN SUP			92.76									

COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group EXP Expenditures
 Cost Center Group SEWAGE SEWAGE COLLECTION & DISPOSAL
 Periods Reported: 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 02/10/2020

Cost elements/Cost centers	2016/2017		2017/2018		2018/2019		2019/2020		2020/2021		Change 2019 to 2020 Budget	
	Actual		Actual		Actual		Actual	Budget	Budget	Amount	% Change	
** 7570 VBH/EQUIP TOOLS	556.16		574.03		373.07		649.28	1,000	1,000	1,000		
*** Vehicle & Equipment Cos	24,177.88		17,240.37		20,940.77		18,365.09	22,673	22,169	504-		2.2-
** 8010 MATERIALS / SUPPL	19,777.93		19,647.55		14,108.03		5,026.49	18,097	24,097	6,000		33.2
** 8004 GRAVEL	3,650.01		6,801.24		1,785.78		6,841.58	7,000	7,000			
** 8005 ASPHALT	33,263.07		38,417.21		42,109.06		47,657.32	44,041	45,477	1,436		3.3
** 8006 CONCRETE			2,604.82				307.90	1,000	1,000			
** 8007 MANHOLES CATCH BA	3,817.29-		11,444.51		5,025.79		7,192.60	6,000	6,000			
** 8008 PIPE & ACCESSORIE	5,652.94		11,986.84		2,920.61		6,209.30	7,000	7,000			
*** Materials & Supplies	58,526.66		90,902.17		65,949.27		73,235.19	83,138	90,574	7,436		8.9
** 8090 UNIFORMS/CLOTHING	1,637.88		2,428.44		1,989.16		1,631.95	2,700	2,700			
** 8100 PROFESSIONAL SERV	1,251.43				2,183.78		1,741.58	4,000	4,000			
** 8110 CONTRACTS/AGREEME	30,312.12		31,106.75		32,693.68		55,544.72	72,456	72,456			
** 8111 CONTR/AGREE -WELD	125.15		703.93		3,441.44			5,000	5,000			
** 8130 LICENSES/PERMITS	1,402.09		1,951.49		850.76		1,267.09	2,000	2,000			
*** Other municipal costs	34,728.67		36,190.61		41,158.82		60,185.34	86,156	86,156			
* 9020 INT ON DEBENTURES	163,315.06		156,065.88		148,696.08		145,134.40	145,134	140,043	5,091-		3.5-
* 9050 PRINC ON DEBENTUR	255,453.00		257,953.50		258,753.00		242,270.00	242,270	245,970	3,700		1.5
** Debt Service Costs	418,768.06		414,019.38		407,449.08		387,404.40	387,404	386,013	1,391-		0.4-
* 9010 INT SHRT TERM BOR					591.00				1,500	1,500		
** Bank charges & Short te					591.00				1,500	1,500		
* 9400 APPROP CAPITAL RE	15,000.00		15,000.00									
* 9410 APPROP OPER RESEF	95,356.30		79,202.51					15,000	15,000			
* 9420 APPROP CAPITAL FU					15,000.00			15,000	15,000			
** Transfers to Own Funds	110,356.30		94,202.51		15,000.00		387,404.40	402,404	402,513	109		0.0
*** Fiscal Services	529,124.36		508,221.89		423,040.08		961,978.47	1,122,009	1,129,929	7,920		0.7
**** Total	1,153,422.97		1,139,934.87		1,091,261.72		961,978.47	1,122,009	1,129,929	7,920		0.7

**Town of Amherst
Sewage
2019/20
Year End Forecast**

Cost elements/Cost centers	Actual Costs at Dec 31, 2019	Budget	Y/E Forecast	Forecast Variance
*** 4070 SEWER METERED CHRG	-728,887.32	945,256.00-	-952,336.32	-7,080.32
*** 4080 SEWER FLAT CHARGES	-65,115.17	86,761.00-	-86,820.23	-59.23
*** 4085 UNIFORM CHG WWTF	-34,884.00	34,992.00-	-34,884.00	108.00
*** 4310 INTER.RECOV.MATER.				
*** 4330 INTER.RECOV.OVERHE				
*** 4350 SALE OF SERVICES	-11,561.07	38,000.00-	-12,561.07	25,438.93
*** 4530 PERMITS	-3,750.00	7,000.00-	-4,500.00	2,500.00
*** 4650 INTEREST O/S SEWER	-7,569.46	10,000.00-	-9,083.35	916.65
*** 4680 MISC.REVENUE				
*** 4740 TRAN-FR.CAP RESERV				
**** Gross revenues	-851,767.02	1,122,009.00-	-1,100,184.97	21,824.03
*** Wages & Benefits	269,985.83	334,785.00	326,615.52	-8,169.48
*** Administrative Costs	10,884.18	17,001.00	12,735.00	-4,266.00
*** Building & Facility Cost	117,634.12	175,852.00	190,532.70	14,680.70
*** Vehicle & Equipment Cost	15,436.51	22,673.00	20,582.01	-2,090.99
*** Materials & Supplies	65,896.24	83,138.00	76,440.61	-6,697.39
*** Other municipal costs	48,140.22	86,156.00	67,864.92	-18,291.08
*** Fiscal Services	387,404.40	402,404.00	402,404.40	0.40
*** Cost recovery				
**** Expenditures	915,381.50	1,122,009.00	1,097,175.16	-24,833.84
***** Total	63,614.48		3,009.81-	3,009.81-



COMMITTEE OF THE WHOLE

CDR# 2020024

Date: February 24, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, CPA, CMA – CFO

DATE: February 24, 2020

SUBJECT: **Setting the Wastewater Treatment Facility Uniform Charge**

ORIGIN: Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY: MGA 75(4) (b) and Budget Management Policy 03450-04.

RECOMMENDATIONS: That the setting of the Town of Amherst Wastewater Treatment Facility Uniform Charge, raised for a portion of the debenture principal and interest payments for the wastewater treatment facility and based on approximately 486 unmetered mobile homes within a land leased community within the boundaries of the Town of Amherst, of \$72.00 be referred to Council for approval.

BACKGROUND: The Town raises a portion of the debenture principal and interest payments for the wastewater treatment facility through the uniform charge on unmetered mobile homes within a land leased community within the boundaries of the Town of Amherst.

DISCUSSION: There is no anticipated increase in the wastewater treatment facility uniform charge this fiscal year. To cover a portion of the debenture principal and interest payments there will be a uniform charge of \$72.00 levied for the fiscal year ending March 31, 2021 on each unmetered mobile home within a land leased community within the boundaries of the Town of Amherst.

These uniform charges are due and payable on September 30, 2020 with interest to be charged on all final amounts outstanding on or after October 1, 2020 at the rate of 1% per month, 12% per annum.

FINANCIAL IMPLICATIONS: The budget and rate remain the same per the budget for 2019/20.

COMMUNITY ENGAGEMENT: Communication coordinated by Corporate Communications Officer including media releases, the Town's website and social media.

ENVIRONMENTAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: None



ALTERNATIVES: Defer the approval of the wastewater treatment facility uniform charge to approval of the overall operating budget.

ATTACHMENTS: Sewer SAP budget and forecasting documents.

Report prepared by: Sarah Wilson, Manager of Financial Services

Report and Financial approved by: SG Rector, CPA, CMA - CFO

COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group MUN2
 Cost Center Group SEWAGE COLLECTION & DISPOSAL
 Periods Reported: 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 02/10/2020

Cost elements/Cost centers	2016/2017 Actual	2017/2018 Actual	2018/2019 Actual	2019/2020 Actual	2019/2020 Budget	2020/2021 Budget	Change 2019 to 2020 Amount	Change 2019 to 2020 % Change
*** 4070 SEWER METERED CH	962,817.84-	961,234.26-	957,657.10-	728,887.32-	945,256-	953,176-	7,920-	0.8
*** 4080 SEWER FLAT CHARG	88,197.41-	87,430.17-	86,760.72-	65,115.17-	86,761-	86,761-		
*** 4085 UNIFORM CHG W/TF	34,524.72-	34,662.00-	34,636.73-	34,884.00-	34,992-	34,992-		
*** 4300 INTER.RECOV.LABO		357.42-						
*** 4310 INTER.RECOV.MATE	1,833.00-	2,861.38-						
*** 4330 INTER.RECOV.OVER		667.22-						
*** 4340 INTER.RECOV.OTHE		1,003.82-						
*** 4350 SALE OF SERVICES	51,322.49-	30,932.14-	33,841.82-	11,561.07-	38,000-	38,000-		
*** 4530 PERMITS	6,750.00-	8,579.29-	1,500.00-	3,750.00-	7,000-	7,000-		
*** 4650 INT.O/S SEWER	7,977.51-	12,207.17-	13,171.91-	7,569.46-	10,000-	10,000-		
**** Gross revenues	1,153,422.97-	1,139,934.87-	1,127,568.28-	851,767.02-	1,122,009-	1,129,929-	7,920-	0.7
*** Wages & Benefits	284,879.77	278,370.09	312,961.13	272,838.83	334,785	333,129	1,656-	0.5-
*** Administrative Costs	12,956.77	7,030.14	8,270.06	11,997.96	17,001	17,097	96	0.6
*** Building & Facility Co	209,028.86	201,979.60	218,941.59	137,951.66	175,852	178,291	2,439	1.4
*** Vehicle & Equipment Co	24,177.88	17,240.37	20,940.77	18,365.09	22,673	22,169	504-	2.2-
*** Materials & Supplies	58,526.66	90,902.17	65,949.27	73,235.19	83,138	90,574	7,436	8.9
*** Other municipal costs	34,728.67	36,190.61	41,158.82	60,185.34	86,156	86,156		
*** Fiscal Services	529,124.36	508,221.89	423,040.08	387,404.40	402,404	402,513	109	0.0
**** Expenditures	1,153,422.97	1,139,934.87	1,091,261.72	961,978.47	1,122,009	1,129,929	7,920	0.7
**** Total			36,306.56-	110,211.45				

COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group EXP Expenditures
 Cost Center Group SEWAGE SEWAGE COLLECTION & DISPOSAL
 Periods Reported: 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 02/10/2020

Cost elements/Cost centers	2016/2017		2017/2018		2018/2019		2019/2020		2020/2021		Change 2019 to 2020 Budget	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Amount	% Change	
** 6000 WAGES/SALARIES	234,204.81		219,117.68		249,697.12		220,842.01		262,500	265,000	2,500	1.0
** 6009 Y/E WAGES & BEN A	1,405.70-		2,146.67		2,513.47		578		578	578		
** 6010 CPP	9,312.88		9,897.49		10,278.69		8,875.73		11,670	12,160	490	4.2
** 6012 Employment Insura	4,512.35		4,335.63		4,655.46		3,702.04		5,110	5,020	90-	1.8-
** 6014 Blue Cross	5,229.58		9,855.31		8,629.13		6,472.02		11,050	9,530	1,520-	13.8-
** 6015 Pension - Reg Pym	16,891.04		18,725.09		19,728.36		16,823.06		23,880	24,150	270	1.1
** 6016 Group Insurance	7,419.11		6,261.24		6,985.02		5,024.71		7,980	8,250	270	3.4
** 6017 WCB	3,651.70		2,966.98		4,894.88		4,857.26		5,240	4,880	360-	6.9-
** 6018 Pension-Special P	5,064.00		5,064.00		5,579.00		6,242.00		6,777	3,561	3,216-	47.5-
*** Wages & Benefits	284,879.77		278,370.09		312,961.13		272,838.83		334,785	333,129	1,656-	0.5-
** 8015 Liability Claims	276.00		177.29				688.29		2,000	2,000		
** 6020 PROFESSIONAL DEVE	5,375.47		1,209.72		1,981.09		4,260.31		5,000	6,000	1,000	20.0
** 6030 TRAVEL	675.87		623.57				123.32		1,100	2,100	1,000	90.9
** 6040 PROF MEM/DUES & F	158.34		361.15		242.82		201.06		300	300		
** 6050 OFFICE SUPPLIES	43.65		96.14						200	200		
** 6080 ADVERTISING	148.19											
** 6090 POSTAGE	311.88											
** 6100 COURIER			69.68									
** 6114 Cellular	965.09		1,256.47		1,350.92		1,132.38		1,900	1,900		
** 6130 COMPUTER HARDWARE	2,040.79						998.70		1,300		1,300-	100.0-
** 6140 COMPUTER SOFTWARE	271.44											
** 6142 Software Licensin	497.05		450.26		558.23		346.90		940	350	590-	62.8-
** 6170 PROMOTION			604.86									
** 6160 LIABILITY INSURAN	2,193.00		2,181.00		4,137.00		4,247.00		4,261	4,247	14-	0.3-
*** Administrative Costs	12,956.77		7,030.14		8,270.06		11,997.96		17,001	17,097	96	0.6
** 7025 Solid Waste Dispo												
** 7010 ELECTRICAL	126,650.08		127,141.63		146,782.24		122,862.07		142,600	142,600		
** 7030 BLDG/FACILITY MAI			25,306.07		3,336.20		1,838.51		6,700	6,700		
** 7050 BLDG/FACILITY INS	6,944.00		7,253.00		6,167.00		7,992.00		6,352	8,791	2,439	38.4
** 7070 BLDG/FACILITY REN	4,200.00		4,200.00		4,200.00		4,200.00		4,200	4,200		
** 7080 PLANT MAINTENANCE	71,234.78		38,078.90		58,456.15		1,059.08		15,000	15,000		
*** Building & Facility Cos	209,028.86		201,979.60		218,941.59		137,951.66		175,852	178,291	2,439	1.4
** 7510 VEH/EQUIP REPAIRS	10,257.20		3,963.16		3,598.05		6,075.76		5,000	5,000		
** 7520 VEH/EQUIP INSURAN	2,794.00		2,696.00		2,110.00		1,669.00		2,173	1,669	504-	23.2-
** 7540 VEH/EQUIP RENTAL	1,869.32								500	500		
** 7550 VEH/EQUIP FUEL -	4,469.94		3,267.96		6,652.22		5,237.73		6,500	6,500		
** 7551 VEH/EQUIP FUEL-DI	4,231.26		6,646.46		8,207.43		4,733.32		7,500	7,500		
** 7560 VEH/EQUIP GEN SUP			92.76									

COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group EXP Expenditures
 Cost Center Group SEWAGE SEWAGE COLLECTION & DISPOSAL
 Periods Reported: 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 02/10/2020

Cost elements/Cost centers	2016/2017		2017/2018		2018/2019		2019/2020		2020/2021		Change 2019 to 2020 Budget	
	Actual		Actual		Actual		Actual	Budget	Budget	Amount	% Change	
** 7570 VBH/EQUIP TOOLS	556.16		574.03		373.07		649.28	1,000	1,000	1,000		
*** Vehicle & Equipment Cos	24,177.88		17,240.37		20,940.77		18,365.09	22,673	22,169	504-		2.2-
** 8010 MATERIALS / SUPPL	19,777.93		19,647.55		14,108.03		5,026.49	18,097	24,097	6,000		33.2
** 8004 GRAVEL	3,650.01		6,801.24		1,785.78		6,841.58	7,000	7,000			
** 8005 ASPHALT	33,263.07		38,417.21		42,109.06		47,657.32	44,041	45,477	1,436		3.3
** 8006 CONCRETE			2,604.82				307.90	1,000	1,000			
** 8007 MANHOLES CATCH BA	3,817.29-		11,444.51		5,025.79		7,192.60	6,000	6,000			
** 8008 PIPE & ACCESSORIE	5,652.94		11,986.84		2,920.61		6,209.30	7,000	7,000			
*** Materials & Supplies	58,526.66		90,902.17		65,949.27		73,235.19	83,138	90,574	7,436		8.9
** 8090 UNIFORMS/CLOTHING	1,637.88		2,428.44		1,989.16		1,631.95	2,700	2,700			
** 8100 PROFESSIONAL SERV	1,251.43				2,183.78		1,741.58	4,000	4,000			
** 8110 CONTRACTS/AGREEME	30,312.12		31,106.75		32,693.68		55,544.72	72,456	72,456			
** 8111 CONTR/AGREE -WELD	125.15		703.93		3,441.44			5,000	5,000			
** 8130 LICENSES/PERMITS	1,402.09		1,951.49		850.76		1,267.09	2,000	2,000			
*** Other municipal costs	34,728.67		36,190.61		41,158.82		60,185.34	86,156	86,156			
* 9020 INT ON DEBENTURES	163,315.06		156,065.88		148,696.08		145,134.40	145,134	140,043	5,091-		3.5-
* 9050 PRINC ON DEBENTUR	255,453.00		257,953.50		258,753.00		242,270.00	242,270	245,970	3,700		1.5
** Debt Service Costs	418,768.06		414,019.38		407,449.08		387,404.40	387,404	386,013	1,391-		0.4-
* 9010 INT SHRT TERM BOR					591.00				1,500	1,500		
** Bank charges & Short te					591.00				1,500	1,500		
* 9400 APPROP CAPITAL RE	15,000.00		15,000.00									
* 9410 APPROP OPER RESEF	95,356.30		79,202.51					15,000	15,000			
* 9420 APPROP CAPITAL FU					15,000.00			15,000	15,000			
** Transfers to Own Funds	110,356.30		94,202.51		15,000.00		387,404.40	402,404	402,513	109		0.0
*** Fiscal Services	529,124.36		508,221.89		423,040.08		961,978.47	1,122,009	1,129,929	7,920		0.7
**** Total	1,153,422.97		1,139,934.87		1,091,261.72		961,978.47	1,122,009	1,129,929	7,920		0.7

**Town of Amherst
Sewage
2019/20
Year End Forecast**

Cost elements/Cost centers	Actual Costs at Dec 31, 2019	Budget	Y/E Forecast	Forecast Variance
*** 4070 SEWER METERED CHRG	-728,887.32	945,256.00-	-952,336.32	-7,080.32
*** 4080 SEWER FLAT CHARGES	-65,115.17	86,761.00-	-86,820.23	-59.23
*** 4085 UNIFORM CHG WWTF	-34,884.00	34,992.00-	-34,884.00	108.00
*** 4310 INTER.RECOV.MATER.				
*** 4330 INTER.RECOV.OVERHE				
*** 4350 SALE OF SERVICES	-11,561.07	38,000.00-	-12,561.07	25,438.93
*** 4530 PERMITS	-3,750.00	7,000.00-	-4,500.00	2,500.00
*** 4650 INTEREST O/S SEWER	-7,569.46	10,000.00-	-9,083.35	916.65
*** 4680 MISC.REVENUE				
*** 4740 TRAN-FR.CAP RESERV				
**** Gross revenues	-851,767.02	1,122,009.00-	-1,100,184.97	21,824.03
*** Wages & Benefits	269,985.83	334,785.00	326,615.52	-8,169.48
*** Administrative Costs	10,884.18	17,001.00	12,735.00	-4,266.00
*** Building & Facility Cost	117,634.12	175,852.00	190,532.70	14,680.70
*** Vehicle & Equipment Cost	15,436.51	22,673.00	20,582.01	-2,090.99
*** Materials & Supplies	65,896.24	83,138.00	76,440.61	-6,697.39
*** Other municipal costs	48,140.22	86,156.00	67,864.92	-18,291.08
*** Fiscal Services	387,404.40	402,404.00	402,404.40	0.40
*** Cost recovery				
**** Expenditures	915,381.50	1,122,009.00	1,097,175.16	-24,833.84
***** Total	63,614.48		3,009.81-	3,009.81-

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, CPA, CMA – CFO

DATE: February 24, 2020

SUBJECT: **Setting the Solid Waste Management Uniform Charge**

ORIGIN: Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY: MGA 75(4) (b) and Budget Management Policy 03450-04.

RECOMMENDATIONS: That Council refer the setting of the solid waste management uniform charge at \$185.00, based on the amount of \$591,795 to be expended for the purpose of solid waste management and approximately 3,205 dwelling units within the boundaries of the Town of Amherst in residential premises with less than four dwelling units, for the 2020/21 fiscal year to Council for approval.

And

That staff be directed to complete an alternative fee structure in time for the next solid waste pickup contract which is due April 1, 2023.

BACKGROUND: The amount collected for the solid waste management uniform charge is the amount of the total expenses for the upcoming year divided by the number of dwelling units in the Town. Historically this has been done as a part of the regular budget process.

DISCUSSION: As the formula is simply total net expenses divided by dwelling units and the full amount of expense are to be covered by the charge, staff recommend the setting of this rate in the regular March council meeting to expediate budget discussions.

The anticipated costs for 2020/21 are \$591,495 and the approximate number of total dwelling units within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units is 3,205.

A request was made to provide information on the collection of waste for dwelling units of four or more. A memo is attached for Council's consideration.

FINANCIAL IMPLICATIONS: The solid waste management uniform charge is recommended to remain at last year's level.



COMMUNITY ENGAGEMENT: Communication coordinated by Corporate Communications Officer including media releases, the Town's website and social media.

ENVIRONMENTAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: None

ALTERNATIVES:

1. Do not approve the changes to the solid waste management uniform charge and fund the increased cost through an increase in general tax rates.
2. Defer the increase to budget discussions.

ATTACHMENTS:

1. Waste collection and disposal budget for 2020/21.
2. Waste collection and disposal forecast for 2019/20.
3. Memo on collection of waste for four-unit buildings.

Report prepared by: Sarah Wilson, Manager of Financial Services
Report and Financial approved by: Shelley Rector, CPA, CMA, CFO

COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group MUN2
 Cost Center Group MUN2
 Periods Reported: GARBAGE GARBAGE & WASTE COLLECTION & DISPOSAL
 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 02/10/2020

Cost elements/Cost centers	2016/2017 Actual	2017/2018 Actual	2018/2019 Actual	2019/2020 Actual	2019/2020 Budget	2020/2021 Budget	Change 2019 to 2020 Amount	Change 2019 to 2020 % Change
*** 4000 RESIDENTIAL TAXE	16,000.00-	16,000.00-						
*** 4090 UNIFORM CHG.SOL.	512,486.60-	513,428.00-	560,886.50-	592,430.95-	591,495-	591,495-		
*** 4680 MISC.REVENUE	815.10-	320.00-	905.00-	230.00-	300-	300-		
*** 4730 TRAN-FR OPER RES		26,400.00-		9,744.53-				
**** Gross revenues	529,301.70-	556,148.00-	561,791.50-	602,405.48-	591,795-	591,795-		
*** Wages & Benefits	22,473.79	20,676.36	22,417.29	15,963.43	22,430	22,550	120	0.5
*** Administrative Costs	847.48	145.34	193.61		1,000	880	120-	12.0-
*** Building & Facility Co	12,074.51	11,867.28	2,400.00	2,400.00	2,400	2,400		
*** Vehicle & Equipment Co		2,771.08	1,654.61		1,500	1,500		
*** Materials & Supplies	11,253.34	499.70	4,471.38	1,355.72	1,600	1,600		
*** Other municipal costs	489,266.64	513,626.97	543,534.35	495,567.12	562,865	562,865		
*** Fiscal Services	3,301.48	6,561.27						
*** Cost recovery	9,915.54-							
**** Expenditures	529,301.70	556,148.00	574,671.24	12,350.96-	591,795	591,795		
**** Total			12,879.74	99,470.17-				

COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group EXP Expenditures
 Cost Center Group GARBAGE GARBAGE & WASTE COLLECTION & DISPOSAL
 Periods Reported: 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 02/10/2020

Cost elements/Cost centers	2016/2017 Actual	2017/2018 Actual	2018/2019 Actual	2019/2020 Actual	2019/2020 Budget	2020/2021 Budget	Change 2019 to 2020 Amount	Change 2019 to 2020 % Change
** 6000 WAGES/SALARIES	18,487.51	16,892.49	17,958.31	13,441.55	18,300	18,400	100	0.5
** 6009 Y/E WAGES & BEN A			817.41					
** 6010 CPP	689.80	616.36	664.75	429.68	690	720	30	4.3
** 6012 Employment Insura	339.90	271.97	304.91	180.79	300	290	10-	3.3-
** 6014 Blue Cross	813.05	968.85	706.68	512.53	730	730		
** 6015 Pension - Reg Pym	1,580.00	1,706.23	1,589.90	1,212.02	1,780	1,790	10	0.6
** 6016 Group Insurance	283.53	220.46	375.33	186.86	320	330	10	3.1
** 6017 WCB	280.00				310	290	20-	6.5-
*** Wages & Benefits	22,473.79	20,676.36	22,417.29	15,963.43	22,430	22,550	120	0.5
** 6030 TRAVEL		21.00	10.50					
** 6080 ADVERTISING	847.48	124.34	182.01		1,000	880	120-	12.0-
** 6090 POSTAGE			1.10					
*** Administrative Costs	847.48	145.34	193.61		1,000	880	120-	12.0-
** 7025 Solid Waste Dispo	9,674.51	9,467.28						
** 7070 BLDG/FACILITY REN	2,400.00	2,400.00	2,400.00	2,400.00	2,400	2,400		
*** Building & Facility Cos	12,074.51	11,867.28	2,400.00	2,400.00	2,400	2,400		
** 8000 OPERATIONAL EQUIP		2,771.08	1,654.61		1,500	1,500		
*** Vehicle & Equipment Cos		2,771.08	1,654.61		1,500	1,500		
** 8010 MATERIALS / SUPPL	11,253.34	499.70	4,471.38	1,355.72	1,600	1,600		
*** Materials & Supplies	11,253.34	499.70	4,471.38	1,355.72	1,600	1,600		
** 8060 PROGRAM INSTRUCTI	107.64							
** 8100 PROFESSIONAL SERV				22,095.49				
** 8110 CONTRACTS/AGREEME	489,159.00	513,626.97	543,534.35	473,471.63	562,865	562,865		
*** Other municipal costs	489,266.64	513,626.97	543,534.35	495,567.12	562,865	562,865		
* 9410 APPROP OPER RESER	3,301.48	6,561.27						
** Transfers to Own Funds	3,301.48	6,561.27						
*** Fiscal Services	3,301.48	6,561.27						
** 6180 COST RECOVERY	9,915.54-			12,350.96-				
*** Cost recovery	9,915.54-			12,350.96-				
**** Total	529,301.70	556,148.00	574,671.24	502,935.31	591,795	591,795		

**Town of Amherst
Solid Waste
2019/20
Year End Forecast**

Cost elements/Cost centers	Actual Costs at Dec 31, 2019	Budget	Y/E Forecast	Forecast Variance
*** 4090 UNIFORM CHG.SOL.WS	592,430.95-	591,495.00-	592,430.95-	935.95-
*** 4680 MISC.REVENUE	230.00-	300.00-	230.00-	70.00
*** 4730 TRAN-FR OPER RESER	9,744.53-		9,744.53-	9,744.53-
**** Gross revenues	602,405.48-	591,795.00-	602,405.48-	10,610.48-
*** Wages & Benefits	15,963.43	22,430.00	20,752.46	1,677.54-
*** Administrative Costs	94.50	1,000.00	94.50	905.50-
*** Building & Facility Cost	1,800.00	2,400.00	2,400.00	0.00
*** Vehicle & Equipment Cost	0.00	1,500.00	0.00	-1,500.00
*** Materials & Supplies	1,386.52	1,600.00	1,848.69	248.69
*** Other municipal costs	410,865.91	562,865.00	588,960.49	26,095.49
*** Fiscal Services				
*** Cost recovery	12,350.96-		12,350.96-	-12,350.96
**** Expenditures	417,759.40	591,795.00	601,705.18	9,910.18
***** Total	184,646.08-		700.30-	700.30-

MEMORANDUM

To: Mayor and Council
From: Jason MacDonald, Deputy CAO
Date: April 22, 2019
Subject: **UPDATE:** Residential Solid Waste Collection 4 – Unit Buildings

At the March 18, 2019 Committee of the Whole the following motion was passed:

That staff be directed to compile a report as to what it would involve and the extra cost to have the Town's solid waste collection contractor begin collecting residential solid waste from 4-unit residential properties.

Issues to Consider

Bylaw

The definition of Residential Premises would have to be amended to include 4-unit residential buildings. This would require the owner of a 4-unit property to receive and pay for the town's residential solid waste collection service. This would be the only change required in the bylaw.

Property Owners

There are approximately 128 4-unit residential properties within Town totaling 512 dwelling units. Approximately 73 of these properties were built as single-story town houses in the last 20 years. Many of these properties are clustered within common developments. The remaining 55 properties are mainly converted single detached houses scattered throughout Town.

Cumberland Joint Service Management Authority

Staff have had discussions with the CJSMA Solid Waste Manager on this issue. He supports the change as it will likely lead to increased compliance from this sector after an initial education period. He also believes that it is likely that the waste generated per unit in each of these dwellings will be significantly less than the average amount of waste generated from single detached dwellings.

Contract

The current solid waste collection contract expires March 31, 2023. The contractor has quoted a price of \$212.47 per building to add the four-unit buildings to the collection contract.

Business Case

Based on the amount quoted from Miller Waste to collect the solid waste from the 4-unit buildings, plus the estimated tipping fees it would cost \$37,341 to provide municipal solid waste collection to the 4-unit buildings. This cost can be recouped a number of ways:

1. Charge each 4-unit building \$291.73 / year and keep the existing \$185 charge for all other units
2. Charge all units \$189 / year (an increase of \$4 / year for existing customers).

Under the existing pricing structure, given that currently the same residential solid waste collection charge applies for all single unit, two unit and three-unit properties it would make sense that 4-unit buildings also have the same fee.

That being said, there is an argument that multi-unit buildings should be charged an amount based on the number of units in the building. This would have the effect of lowering the cost for single detached dwellings and raising the cost for 2-unit and 3-unit dwellings. The Town of Antigonish follows such a model.

It is likely that if our contractor was asked to include 4-unit buildings in the initial bid the cost of the pickup for these buildings would be more in line with what they originally bid. **Instead of introducing a new rate structure in the middle of the solid waste contract, staff suggest that an alternative fee schedule be developed in time for the next solid waste pickup contract which is due on April 1, 2023.**

MEMO

TO: Mayor Kogon and Members of Council

FROM: Councillor Rhindress

DATE: February 24, 2020

RE: Lawn Bowling

I would like the Town of Amherst to look at the possibility of lawn bowling in our community.

Therefore, I move that Council direct the CAO to forward this issue to the Recreation Department for their consideration in future program development.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Deputy Mayor Christie

DATE: February 24, 2020

RE: Entrance Signage

Over the past few months I have been working with the Entrance Development Committee and the County of Cumberland with respect to improving the look and feel of the area of Fort Lawrence between the NS Welcome Centre and the boundary of Amherst.

The Committee is now in a position to submit a draft signage bylaw to County Council for approval. While the Town of Amherst has no official role to play in the approval of the bylaw, the Committee has asked that I discuss it with Council and seek Council's endorsement of the bylaw. The bylaw and additional information are attached.

I will be recommending and seeking Council's endorsement.

Public Highway Signage By-Law

General:

1. This By-Law is entitled the “Public Highway Signage By-Law”.
2. This By-Law is made pursuant to the provisions of Section 49A of the *Public Highways Act*.
3. Nothing in this By-Law is intended to limit or change the application of the Municipality’s Land Use By-Law.
4. Should any section of this by-law be declared by a court of competent jurisdiction as ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding and shall be read as if the offending section or part has been struck out.
5. Should the provisions of this by-law be found to conflict with any provisions of any other by-law of the municipality, the provisions of the by-law providing the greater degree of safety shall prevail.

Definitions:

6. In this By-Law:
 - a. “Municipality” means the Municipality of the County of Cumberland;
 - b. “Council” means the Council of the Municipality;
 - c. “Public Highway” means a roadway vested in Her Majesty in right of the Province of Nova Scotia, and for clarity includes the full width of the roadway, including what is commonly referred to as the “public right of-way”. As set out in section 15 (1) of the Public Highways Act, a Public Highway is deemed to be at least 20.1168 metres in width until the contrary is shown; and
 - d. “sign” means a structure or device used to advertise or draw attention to any product, place, person, business, institution, or organization, including any directional or way-finding purpose, and including any posts or other material installed to support the sign. Signs placed by, or under the authority of, the Province of Nova Scotia or the Municipality are not subject to this By-Law.

Purpose:

7. The purpose of this By-Law is to eliminate or reduce unsightly accumulations of signs within designated portions of Public Highways in the Municipality.

8. The intention is to protect the scenic beauty along the public and private roads in Cumberland County, promote vehicular and pedestrian safety, and provide for sign advertisement in a uniform and consistent manner where Council has determined that it is warranted.

Interpretation:

9. This By-Law does not apply to:
 - a. any part of a highway that has been designated as a controlled access highway under section 21 of the *Public Highways Act*;
 - b. signs placed by, or under the authority of, the Province of Nova Scotia or the Municipality; and
 - c. campaign signs during an election or plebiscite in the area in which the sign is located or any sign specifically exempted under section 49 of the *Public Highways Act*.

Signs Prohibited

10. Signs, including existing signs, are prohibited within the sections of Public Highway designated in Schedule "A" of this By-Law.

Removal of Signs

11. Any sign existing within the sections of Public Highway designated in Schedule "A" of this By-Law at the time it becomes effective shall be posted with a notice indicating that the sign will be removed by the Municipality after thirty days, unless the sign is first removed by the owner. When the notice period has elapsed, the sign may be removed by the Municipality.
12. Any sign placed in contravention of this By-Law may be removed by the Municipality without notice.
13. Any signs removed by the Municipality will be destroyed. The Municipality is not responsible for any losses or damages suffered by the owner of a sign as a result of the sign being removed and destroyed.

Administration and Enforcement

14. The Municipality's Engineer or designate is authorized and responsible to take any action or perform any work required to implement and achieve the purpose of this By-Law. The Engineer or designate may retain and direct the services of third parties in order to carry out work and exercise authority as set out in this By-Law.
15. This By-Law comes into force upon approval by the Minister of Transportation and Infrastructure Renewal, and upon publication.



plan
cumberland

Tourism Signage Guidelines

ADOPTED
XXX, XX, 2019

plan
cumberland

municipality of
cumberland

Credits

These guidelines were prepared by the Municipality of Cumberland in consultation with the public and a variety of stakeholders. We gratefully acknowledge the assistance provided by similar documents prepared by many organizations throughout Canada. The most important of these are the province of Alberta: Highway Operations Technical Standards Branch and the province of Prince Edward Island: Economic Development & Tourism.

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PURPOSE

This Policy is entitled “Tourism Signage Guidelines”.

The purpose of this Policy is to provide a convenient place to set out and amend guidelines and standards for Municipal tourism signage.

Introduction

The following guidelines provide eligibility and location requirements for attractions, facilities and services in the Municipal Tourism Signage Program (TSP).

Although a tourist operator or business may be deemed to be eligible under these guidelines, other factors, such as having limited space on the roadside, may prohibit the business from receiving a tourist attraction or essential services sign.

Program Objective

The objective of the signage program is to protect the landscape, promote safety and provide an effective way-finding system to direct traffic to qualified tourism-oriented operations in Cumberland.

Program Administrator

The Municipality shall appoint a Program Administrator who shall be responsible for administration of the signage program.

SIGN ELIGIBILITY

Eligible Operations

For an operation to be eligible for Municipal Tourism Signage, it must be an operation listed in Table 1 and it must meet the basic criteria described below. Note that Business logo signs are exempt from these criteria.

Basic Criteria

The tourism attraction must be listed in an official travel guide, Nova Scotia’s Tourist Information System, or is a legitimate operation recognized by the relevant industry association. If the business chooses not to be officially listed, they must prove their profile as a tourism operator and provide evidence of having their tourism attraction or service profiled in tourism marketing literature and online.

Tourist Attractions include: commercial (for profit) and non-commercial (non-profit / community owned) operated tourism attractions that provide visitors with an experience in Heritage or Historical, Recreational, Entertainment, Natural, Cultural, Educational and Scientific activities. A categorized listing of the available attraction types is included in Table 1.

Accessibility: eligible businesses that qualify under the tourism signage guidelines are encouraged to keep in mind the needs of motorists who may have physical disabilities, through:

- Meeting current building & fire codes;
- Installing public access to a Teletype Telephone;

- Providing wheelchair accessible facilities including designated spaces in the parking area, easy access into the building and accessible washroom facilities; and
- Prominently displaying the blue and white accessibility symbols on relevant signs.

To be eligible for TSP signs, an operation must:

- Comply with all applicable federal, provincial and municipal legislation,
- Adhere to the safety standards and procedures that apply to the industry to which the operation belongs,
- Serve transient customers,
- Be open to the general public,
- Be accessible by public roads,
- Remain open for at least 12 consecutive weeks a year, 5 days a week,
- Have one or more of the following tourist-oriented facilities:
 - Reception structure
 - Controlled gate
 - Staffed reception and orientation point
 - Permanent interpretation panels or displays
- Advertise its location, operating season, hours, contact information, and facilities online and in tourism publications, or in publicity material regularly distributed to regional/local Travel Information Centres,

Table 1: Tourist Attraction Categories

Attraction Category	Description
Recreational Attractions	<p>Recreational resources provide either active or passive outdoor recreational experiences directly dependent upon the natural or man-made elements of the landscape. These attractions must have an appeal to visitors beyond the local community, and that the category does not include facilities that are merely local or community “service providers”.</p> <p>*Recreational Attractions Examples: Touring - Boat Tours and Charters; Air (fixed wing) Tours; Helicopter Tours; Dog Sledding Tours. Outdoor Experience - Hiking Trails / Backpacking; All Terrain Vehicle Areas; Recreational Scuba Diving; Kayaking; Skiing (Nordic or Cross-Country); Fishing / Hunting; Snow Boarding / Tobogganing; outback camping / eco-tourism); Aerial forest climbing (treego). Outdoor Activities - Golf Course (Public); ATV/Snowmobile Trails (Staging Areas); Campgrounds (Public); Water Slide / Water Theme Parks; RV Parks; Resorts; Picnic Areas; Stocked Fish Pond; Public Beach</p>
Heritage and Historical Attractions	<p>Heritage and Historical Attractions represent distinctive physical elements in the landscape, either natural or manmade, that reflect the human actions in relation to past events, sites or structures. They may include buildings, aboriginal habitations, trails, structures, replicas, settlement patterns and landscapes.</p> <p>This category also includes attractions with an archeological focus. These resources embody the physical evidence or remains of known historic or prehistoric human life, activity or culture. They may include significant ruins, artifacts, inscriptions and, structural or human remains. They differ from historical resources in that they may have existed before written records were kept in an area.</p>

	<p>*Heritage/Historical Attraction Examples - Historic Sites; Historic / Heritage Villages or Buildings; Interpretive Centres; Public Archives; Museums (artifacts); Archeological Sites; Points of Interest Plaques /Cairns); Community Museums.</p>
Cultural Attractions	<p>Cultural Attractions include attractions that express traditions, aesthetics, values and customs passed along from generation to generation. They may include components such as crafts, music, arts, dance or drama, rituals, tribal customs, festivals, languages, interpretive centres, culinary experiences and agro-tourism, foods and special events.</p> <p>*Cultural Attraction Examples - Aboriginal Displays / Interpretive Centre; Artisan Demonstrations; Cultural Centre; Unique Displays (e.g. World’s Largest Moose); Sports/Music Hall of Fame; Murals; Public Art Galleries; Interpretive Craft Centre; Wineries, Breweries, Tea House; Performance Theatre; Historical Theatre</p>
Entertainment Attractions	<p>Entertainment Attractions include attractions whose sole purpose is to provide visitors with an experience that typically involves amusement, pleasure, fun and/or excitement. These attractions provide a type of diversion or past time that visitors to an area can pursue during their stay. They are usually built facilities and are designed for audiences beyond just the local community. They have regularly scheduled programs, services and events that are available to the traveling public. The intent is on the provision of an experience as opposed to being merely a “service provider” for the local/regional community and traveling public.</p> <p>*Entertainment Attraction Examples – Casino; Farmers’ Markets; Live Theatre; Steam Train; Raceways/Motor Speedways; Theme Park; shopping/Tourist Districts; Game Farm</p>
Natural Attractions	<p>Natural Attractions include attractions that occur naturally in the environment. Examples include marshes, geological features, forests, landforms or topography, as well as water bodies and vegetation that are indigenous and characteristic of Nova Scotia.</p> <p>This category includes scenic attractions that may include a combination of natural and artificial features that give notable character to the visual landscape. These resources are striking in appearance and provide a memorable experience for viewers.</p> <p>The facilities must be accessible to the traveling public from the provincial highway network and have the necessary support infrastructure to accommodate the traveling public (proper access/egress off highway system, parking, and interpretive signage).</p> <p>*Natural Attraction Examples - Developed Natural Site: Local Parks; Scenic Lookout; Forest, Wood or Tree Related; Conservation Areas Natural; Wildlife Viewing; Display Garden; Botanical Garden; Natural Sites & Trails</p>
Educational Attractions	<p>Educational Attractions include both natural and artificial attractions whose primary aim is to provide visitors with learning and or enrichment opportunities from a social, business/industrial, cultural, and scientific or historical perspective. The intent is to provide an experience that provides visitors with the opportunity to develop/acquire knowledge, skills or abilities. Interpretation, from a learning or educational perspective, must be provided either through print material, signs, guides/interpreters or special programming (i.e. seminars, classroom instruction). The latter must be offered in a regularly scheduled manner and be accessible to the travelling public.</p> <p>*Educational Attraction Examples - Visitor Interpretive Centre; Industrial Plant Tours; Zoo / Animal Display; Fish Hatcheries; Petting Zoo; Interpretive Hikes / Tours; Farm Tours; Planetarium; Sight Seeing; Conservation Areas; Scenic Tours; Theme Parks; Industrial Interpretative Centre.</p>
Tourist Accommodation	<p>This category includes traditional hotels, motels, B&B’s and alternative accommodations which seek to provide an experience over and above general lodgings in a unique setting. Facilities must have a minimum of three guest rooms to be eligible.</p> <p>* Tourist Accommodation Examples - hotels, motels, B&B’s, Country Lodges; Bed & Breakfast; Farm Vacations; Hostels; Guest Ranches; Wilderness Lodges, Yurts, Tree houses.</p>

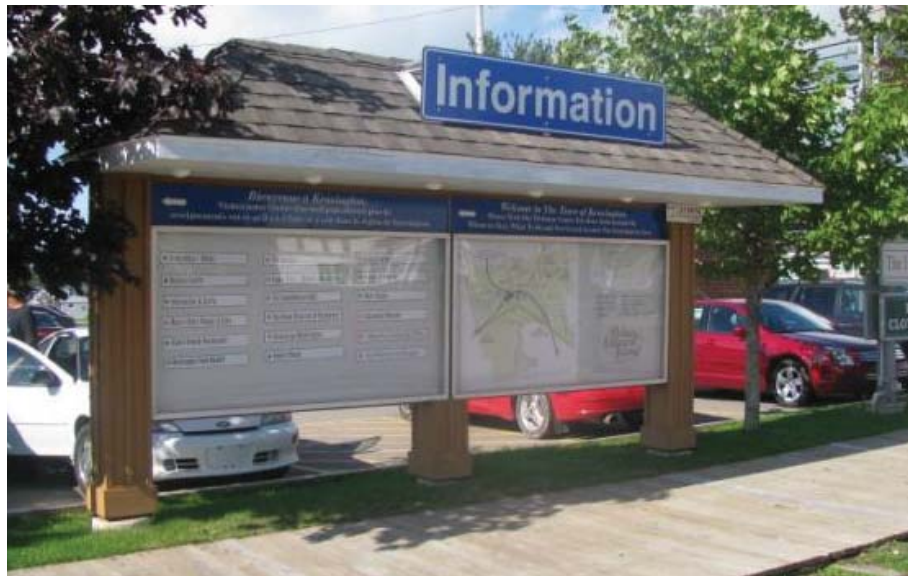
Tourist Retail	Business whose products are unique and primarily sold to tourists and visitors from outside the immediate area. These tourist retail venues provide sufficient size, variety and selection of outlets to be attractive to tourists. Farm Retail or Fruit & Vegetable stands need to be supported by a permanent business location, which provides access, parking and washroom facilities.
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SIGN TYPES

Kiosks & Map Stops

In addition to the tourism-oriented sign types shown below, communities and/or business associations may also develop self-serve map-stops and/or kiosks. These units typically provide orientation maps and directional information as well as details about local amenities for the immediate area or community.

Several jurisdictions have developed similar components to compliment signage programs for the travelling public. In Prince Edward Island, these components are called “Map Stops”, in Vermont they are called “Travel Plazas” and in Ontario they are called “Tower Signage”. This feature allows Tourism operators to purchase advertising space to promote their attraction in free-standing structures where large volumes of visitors stop/congregate.



Map Stop (Kensington, PE)

Kiosks, Map Stops or similar structures may not be constructed within the highway or street right-of-way. The design of these is beyond the scope of these guidelines and at the discretion of the Municipality to ensure they are attractive, professional, serve the traveling public and not present a hazard to the public.

Gateway Billboards








The Municipality, neighbouring Towns or local chamber of commerce or similar body may desire to place large billboard type signage or other welcoming signs identifying the community. The size and design of such signage shall be at the discretion of the Municipality.

Generally, such signage shall be in addition to and the same as Type A (Major Destination Gateway) signage, and limited to a single sign unless otherwise specified in Schedule A.

Tourism Signage

Five types of tourism signs are outlined in Table 2 followed by location criteria. The limits on the number of signs is outlined in Table 3.

Table 2: Classification of Tourism Signage

Category	Description
<p>TYPE A (Major Destination Gateway)</p>	
<p>TYPE B (Destination Direction)</p>	
<p>TYPE C (Business Logo)</p>	
<p>TYPE D (Fingerboards)</p>	
<p>TYPE E (Trailblazers)</p>	

SIGN LOCATION CRITERIA

Sign Placement

The location of a tourist attraction or services business should be a primary consideration at the time of initial business planning. Roadside signage should not be expected to compensate for a poorly located business.

Where the number, types and locations of tourism signage has been established by Schedule A, those restrictions shall take precedence over these guidelines.

Signs should be carefully positioned so that:

- they do not obstruct a driver’s view of the road or intersection;
- they do not obstruct traffic or pedestrians;
- they do not form a confusing background to normal regulatory traffic signs and signals; and
- they do not heavily impact on visual amenity, particularly in environmentally and visually sensitive locations.

In areas where the placement of a sign causes an operational or safety problem, as determined by the Dept. of Transportation or Municipal Public Works, the sign will not be permitted, or the request will be placed on hold until the operational or safety problem can be resolved.

Number of Signs

To prevent proliferation of signs and to ensure commercial equity, there is a limit to the number of tourist and services signs that will be permitted at any particular location. The following limitations are used for the number of signs per location or installation and may be varied at the sole discretion of the Program Administrator.

Table 3: Limits on the number of Tourism Signs

Sign Type	Maximum # of signs
Type A: Major Destination Gateway	One, Type A Major Destination Gateway, including up to three attractions and a service panel.
Type B: Destination Direction	Two (Three in exceptional circumstances with approval of the administrator) Only one panel may be a services panel or logo panel.
TYPE C: Business Logo	Up to three panels at any one location
TYPE D: Fingerboard Signs	Maximum of four businesses per installation. Must be within 25 km of business
TYPE E: Trailblazers	Maximum of one business per installation. Must be within 15 km of business

In urban areas, a significant number of regulatory, warning and guide signs may exist. For this reason, the number of signs permitted approaching an urban intersection will be determined on a case-by-case basis depending on the available space. Signage will be permitted on a first-come, first-serve basis, and at the discretion of the Program Administrator.

Destination Gateway and Direction Signs

Communities are permitted to erect a sign at their highway entrance or at their highway access, depicting the significant attractions and facilities within their community.

Community Destination Gateway Signs may be placed on any highway, 5 km in advance of the community limits. If placement is difficult due to the abundance of signs in the entrance area, the sign may be placed further in advance of the community at the discretion of the program administrator.

The local chamber of commerce or similar body may choose which attractions and facilities will represent their community. The Community Destination Gateway Sign (Type A) consists of a blue panel where up to three attractions may be displayed, representing the main attractions within the community which visitors should see while in the community. Examples may include historic sites, unique displays (world's largest egg), cultural centers, significant tours, etc.

Up to six service symbols may be used to represent the services available within the community. Police, hospital, tourist information and gas station service symbols must be shown on the sign if they exist within the community, the program administrator will determine which other symbols will be used in consultation with the local chamber of commerce or similar association if one exists.

Destination Direction Signs (Type B) may be placed on highways within 50 km of the community at major intersections.

Business Logo Signs

Where Business Logo Signs (Type C) are placed on the highway, the Community Destination Gateway Sign is placed immediately upstream of the Logo Signs to indicate the name of the community in which motorists can expect the gas, food and lodging services displayed on the Logo Signs. Any business type or service clubs are eligible for business logo signs.

Fingerboard Signs

Fingerboard signs are typically located approaching an intersection with up to four signs sharing an installation.

The display order of individual fingerboard signs sharing an installation (top to bottom) is determined by the direction to the tourist facility and shall be as follows: Straight, Left, Right. Fingerboard signs are only available at a first-come, first-serve basis. Public tourist-oriented facilities which meet the criteria set out above, such as parks, beaches or campgrounds, may also be represented on fingerboards and may be coloured brown to indicate that they are public.

Trailblazer Signs

The location of trailblazer signs is similar to fingerboards, but signs shall be located individually.

FEES

All fees shall be in accordance with the Municipal Fees Policy and paid in advance.

Destination signs

Costs for Destination signs are covered by the Municipality unless they are for destinations outside the Municipality of Cumberland. Destination signs will be erected at the discretion of the Program Administrator as time and budgets permit.

Business Logo, Fingerboard and Trailblazer Signs

These business signs will only be available as a pay-to-play service. Fees will cover installation costs and also have an on-going maintenance fee to ensure maintenance and removal of signs for closed businesses.

APPLICATION PROCESS

1. For Tourist Oriented Signs: Complete the attached application.
2. Return the completed application to the Municipality which will review the application and a site visit will be completed. If the application is approved for eligibility, the Municipality will forward the eligibility approval to Public Works and/or Transportation staff to review the proposed signing locations and feasibility will be determined. Our intent is to complete the eligibility process within 90 days of receiving the completed application.
3. After it is determined that signs can be installed, the applicant will be contacted with an approval letter. The Municipality will then contact the applicant so signage plans and sign layouts can be developed and fabricated. Public Works or subcontractors will install the signs as soon as their schedule permits.
4. The Municipality recognizes the importance of tourism signage and will work diligently - however the entire process can take up to one year depending on existing workload and/or sign type.
5. If the application is denied, the tourism attraction will be contacted with an explanation of why the application was denied. The Municipality may reject any application that is incomplete or does not comply with these guidelines, or other signage bylaws and/or policies. It is possible for an attraction to receive approval for eligibility, but not to receive signage based on existing signage conditions.

TOURISM SIGN APPLICATION FORM

Attraction:	
Contact Name:	
Title:	
Mailing Address:	
Postal Code:	
Location Address:	
Telephone:	
Fax:	
Email:	
Website:	

Attraction Information

Select one or more categories appropriate for the attraction (see page 3 above)

- Recreational Attraction
- Heritage and Historical Attraction
- Cultural Attraction
- Entertainment Attraction
- Natural Attraction
- Educational Attraction
- Tourist Accommodation
- Alternate Tourist Accommodation
- Tourist Retail

1. What is your primary source of business? If you have more than one, please list the significance in order by percentages.

2. Please describe what a visitor will experience at your attraction (attach page if needed):

3. When did your attraction first open?

4. What months of the year is the attraction open to the public?

5. What are the hours of operation?

Visitation & Marketing

1. Daily average attendance: _____

2. Number of visitors per year: _____

3. How do you obtain your visitation numbers?

4. List the tourism organizations, alliances, groups, etc. that your attraction is involved with or a member of:

5. Is the attraction listed on the following services?

- Nova Scotia Travel Guide
- TripAdvisor.ca
- Google Maps

If not listed on all the above services, please describe why:

Accessibility and Capacity

1. Number of parking spaces for visitors:

2. Is motorcoach (bus) parking available?

YES NO

3. Are public modern restrooms available?

YES NO

4. Are public telephones available?

YES NO

Miscellaneous Information

1. Please check if the attraction is:

- Not-For-Profit
- Government-Owned
- For-Profit

2. What hours is your attraction staffed?

3. Do you have interpretive information available at your attraction?

- YES NO

4. Does the attraction meet accessibility requirements?

- YES NO

Placement

1. Are there currently any tourism attraction signs in place for this facility?

- YES NO

If yes, please list their locations & include photos of the signs:

2. Are trailblazing signs currently in place that direct the tourist to your attraction once off the main highway?

- YES NO

If yes, please list their locations & include photos of the signs:

3. Is the name of your business prominently displayed on the premises in such a manner that it is readily visible to motorists from the public highway on which the facility is located?

- YES NO

4. Please list and attach a map or sketch with your desired sign locations:

Return Completed Application To:

Municipality of Cumberland

1395 Blair Lake Rd.

Upper Nappan, NS

B4H 3Y4

TOURISM SIGNAGE STANDARDS

Common Features:

TYPEFACE: Roadgeek 2014 is the typeface for standard tourism signage.

Alternatively, Highway Gothic, High Road, or Clearview Highway may be used with weights adjusted to fit letters of the heights specified in these standards.

STRUCTURE: Substrate: 6mm Dibond aluminium or 3 mm Aluminum Sheeting.

SHEETING: ATSM Type III, High Intensity Reflective Sheeting on all surfaces.

Green and brown service symbols may use Engineer grade sheeting at the discretion of the program administrator.

Post-mounted signs 1800 mm wide or greater must be reinforced from behind with bracing affixed to the back of the sign face.

SUPPORTS: As Needed

Primary Colours

3M High Intensity, ATSM Type III Reflective Sheeting:



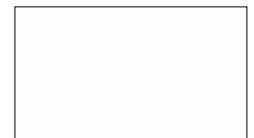
Blue
3935, blue



Green
3937, green



Brown
3939, brown



White
3930, white

3M Engineer Grade, ATSM Type I Reflective Sheeting:



Green
3437, green



Brown
3279, brown

Type A: Major Destination Gateway



SIGN DETAILS

DESTINATION PANEL:

Legend: 200 mm (8") Series D or E - White

Maximum of 16 Characters/spaces

Background: blue

Border: 15 mm border - White

ATTRACTION PANEL: (Optional)

Legend: 150 mm (6") Series D or E - White

Maximum of 25 Characters/spaces

Maximum of three attractions

Background: blue

Border: 15 mm border - White

SERVICE SYMBOLS:

400 mm x 400 mm (16" x 16")

Maximum of six symbols

Type B: Destination Direction, Style 1; Destination Panel



800
(32")

2400 mm (96")

Style 1: Destination Panel

SIGN DETAILS

MESSAGE PANEL:

- Distance Text: 150 mm (6") Series C or D - White
- Destination Text 200 mm (8") Series B or C - White
- May be stylized and include a graphic.
- Slogan text: 100 mm (4") Series C or D - White
- Background: blue
- Border: 15 mm border - White
- Directional Arrow: 150 mm x 150 mm (6")

Type B: Destination Direction, Style 2; Attraction Panel



800
(32")

2400 mm (96")

Style 2: Attraction Panel

SIGN DETAILS

MESSAGE PANEL:

Destination & Distance Text: 200 mm (8") Series C or D - White

Directional Arrow: 200 mm x 200 mm (8")

Background: blue

Border: 15 mm border - White

Attraction text: 150 mm (6") Series C or D - White

Maximum of two attractions

Three attractions may be used with the sign height increased by nine inches at the discretion of the Program Administrator

Type B: Destination Direction, Style 3; Services Panel



Style 3: Services Panel

SIGN DETAILS

MESSAGE PANEL:

Destination & Distance Text: 150 mm (6") Series C or D - White

Directional Arrow: 150 mm x 150 mm (6")

Background: blue

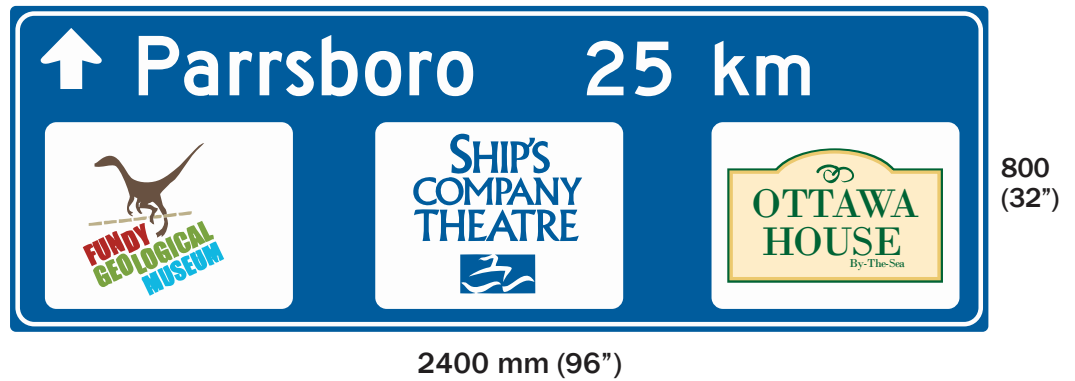
Border: 15 mm border - White

SERVICE SYMBOLS:

400 mm x 400 mm (16" x 16")

Maximum of six symbols

Type B: Destination Direction, Style 4; Logo Panel



Style 4: Logo Panel

SIGN DETAILS

MESSAGE PANEL:

Destination & Distance Text: 150 mm (6") Series C or D - White

Directional Arrow: 150 mm x 150 mm (6")

Background: blue

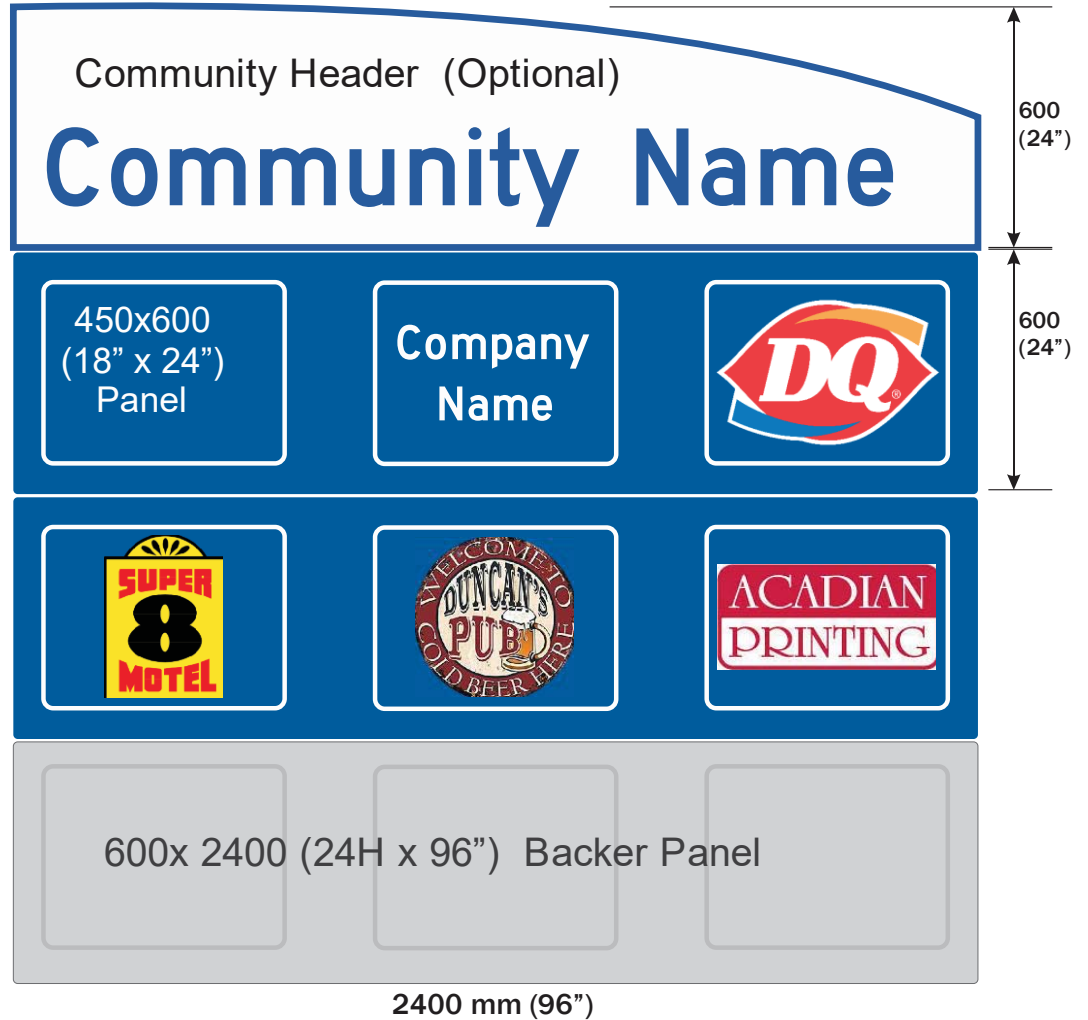
Border: 15 mm border - White

ATTRACTION LOGO PANELS:

Logo Panels 450mm x 600mm (18"x24")

Max of 3 logos.

Type C: Business Logo Sign



SIGN DETAILS

HEADER PANEL (Optional):

Legend: 200 mm (8") Series D or E.

May be stylized and include a graphic.

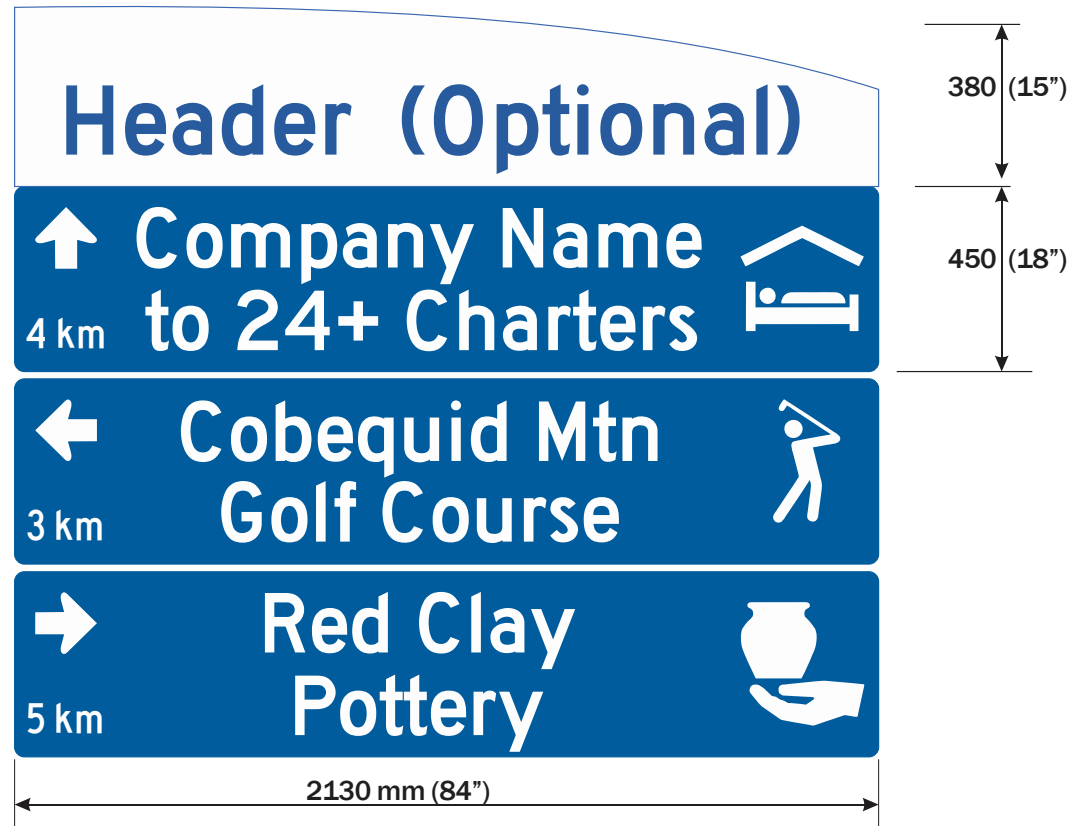
BUSINESS LOGO PANELS:

Business Panels 450mm x 600mm (18"x24")

Max of 3 symbols per panel

Maximum of three panels per sign

Type D: Fingerboard



SIGN DETAILS

HEADER PANEL (Optional)

Size: up to 380 mm (15") high

Community Header Text: 200 mm (8") Series C or D

May be stylized and include a graphic.

MESSAGE PANEL:

Legend: 150 mm (6") Series D or E - White

Maximum of 24+ Characters/spaces

Background: blue

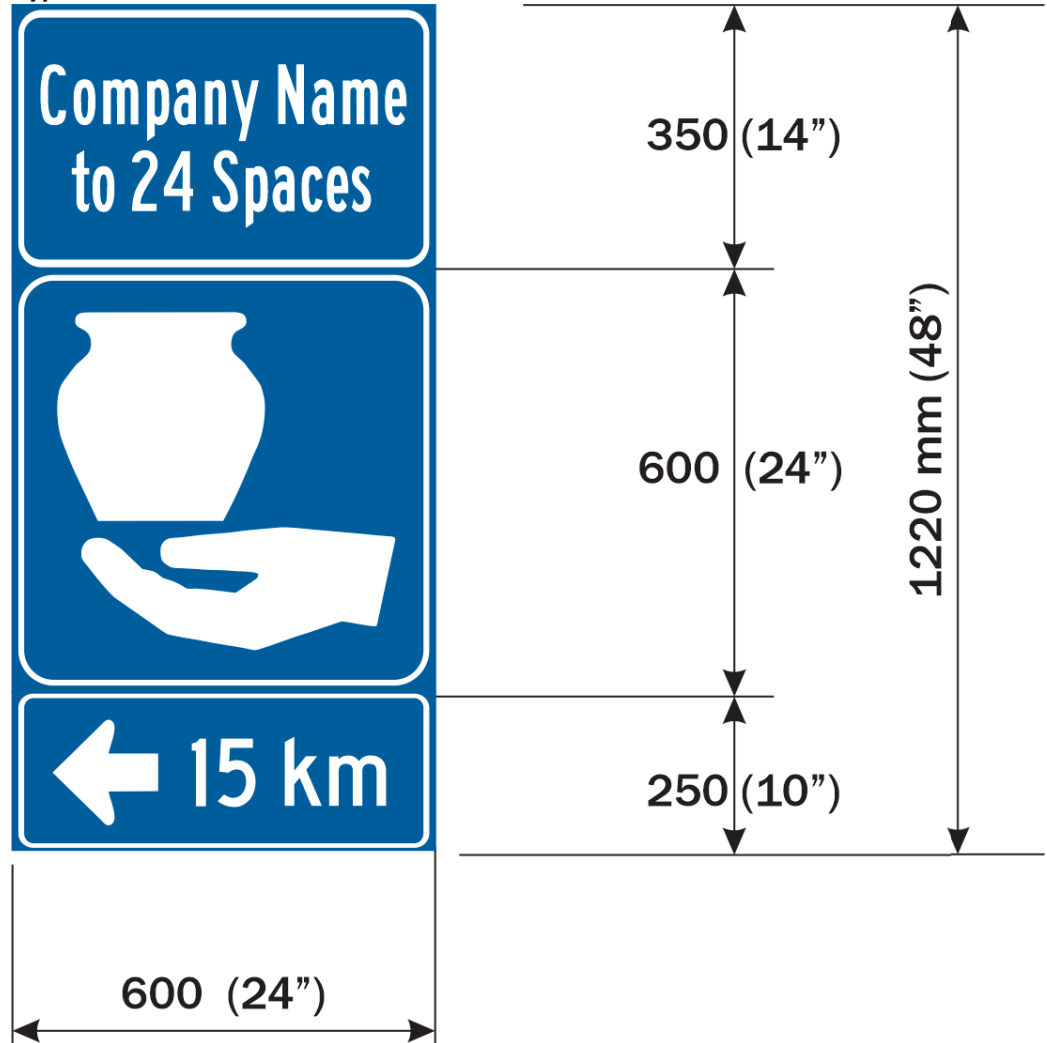
Symbols: 300 mm x 300 mm (12" x 12")

Directional Arrow: 150 mm x 150 mm (6")

Distance Text: 75 mm (3") Series C or D - White

Maximum of 4 panels per sign (plus header)

Type E: Trailblazer



SIGN DETAILS

MESSAGE PANEL:

Legend: 90 mm (3.5") Series B or C - White

Background: blue

Border: 10 mm border - White

Symbols: 450 mm x 450 mm (18" x 18")

Directional Arrow: 150 mm x 150 mm (6")

Distance Text: 100 mm (4") Series C or D - White

Addendum 1: Cape D'Or Coastal Park

Cape d'Or

Common Features

TYPEFACE: ITC Avant Garde Gothic Pro is the typeface for the wordmark.

STRUCTURE: Substrate: Dibond aluminium or 3mm Aluminum Sheeting

Post-mounted signs 1800 mm wide or greater must be reinforced from behind with bracing affixed to the back of the sign face.

SUPPORTS: Cedar posts as needed.

Primary Colours



C 0 M 85 Y 75 K 0
R 240 G 78 B 69
HEX: F04E45



C 75 M 40 Y 60 K 20
R 68 G 110 B 99
HEX: 446E63



C 80 M 45 Y 35 K 10
R 58 G 114 B 135
HEX: 3A7287

Addendum 1: Cape D'Or Coastal Park

Common Features (Continued)



C 0 M 0 Y 0 K 20
R 209 G 211 B 212
HEX: D1D3D4



C 0 M 0 Y 0 K 50
R 147 G 149 B 152
HEX: 939598



C 30 M 35 Y 60 K 5
R 176 G 152 B 113
HEX: B09871



C 30 M 55 Y 70 K 10
R 168 G 117 B 85
HEX: A87555



C 50 M 55 Y 60 K 30
R 108 G 91 B 81
HEX: 6C5B51



C 5 M 15 Y 45 K 0
R 241 G 212 B 153
HEX: F1D499



C 15 M 60 Y 95 K 0
R 215 G 125 B 49
HEX: D77D31



C 30 M 80 Y 60 K 10
R 167 G 78 B 86
HEX: A74E56



C 70 M 60 Y 50 K 30
R 76 G 81 B 90
HEX: 4C515A



C 70 M 20 Y 70 K 5
R 83 G 151 B 109
HEX: 53976D



C 55 M 15 Y 65 K 0
R 126 G 174 B 123
HEX: 7EAE7B



C 50 M 0 Y 40 K 0
R 127 G 203 B 174
HEX: 7FCBAE



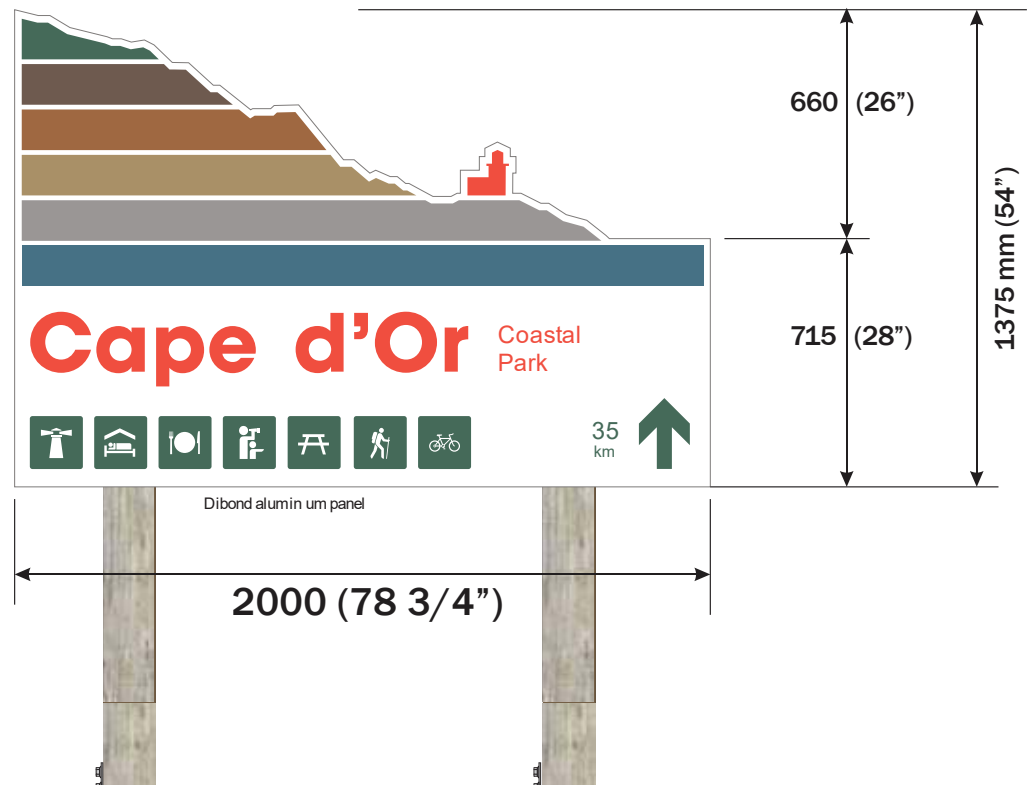
C 40 M 15 Y 15 K 0
R 153 G 188 B 203
HEX: 99BCCB



C 70 M 30 Y 10 K 0
R 75 G 149 B 193
HEX: 4B95C1

Addendum 1: Cape D'Or Coastal Park

Secondary Hwy Directional Sign



Description: The proposed signs are large directional signs with a die-cut background in the shape of the Cape d'Or logo. The logo and messaging are displayed in the Cape d'Or vermilion. The sign includes a variety of amenity symbols featured at the site, as well as an arrow and distance marker.

SIGN DETAILS

MESSAGE PANEL:

Legend: 175 mm (7") ITC Avant Garde Std Md- Red

Additional text: 50 mm (2") ITC Avant Garde- Red

Background: white

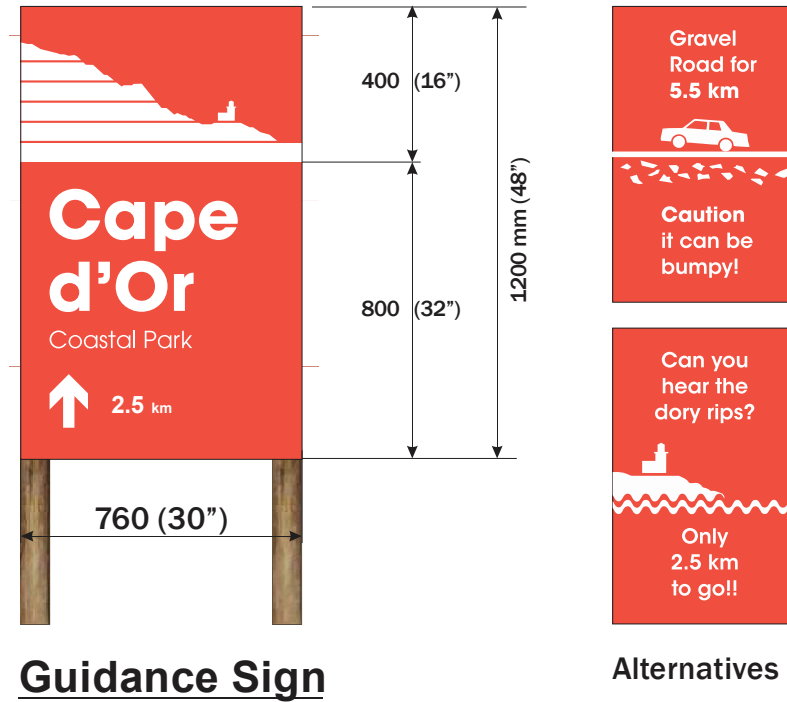
Border: None

Service Symbols: 150 mm x 150 mm (6" x 6")

Directional Arrow: 146 mm x 204 mm (5 3/4 x 8")

Distance Text: 50 mm (2") ITC Avant Garde – Green

Addendum 1: Cape D'Or Coastal Park



Guidance Sign

Alternatives

Description: Placing guidance signs along the Cape D'Or Road indicating the distance to the parking lot will reassure visitors that they are almost at their destination and that they are on the right track.

SIGN DETAILS

MESSAGE PANEL:

Legend: 175 mm (7") ITC Avant Garde Std Md- Red

Additional text: 50 mm (2") ITC Avant Garde- Red

Background: white

Border: None

Service Symbols: 150 mm x 150 mm (6" x 6")

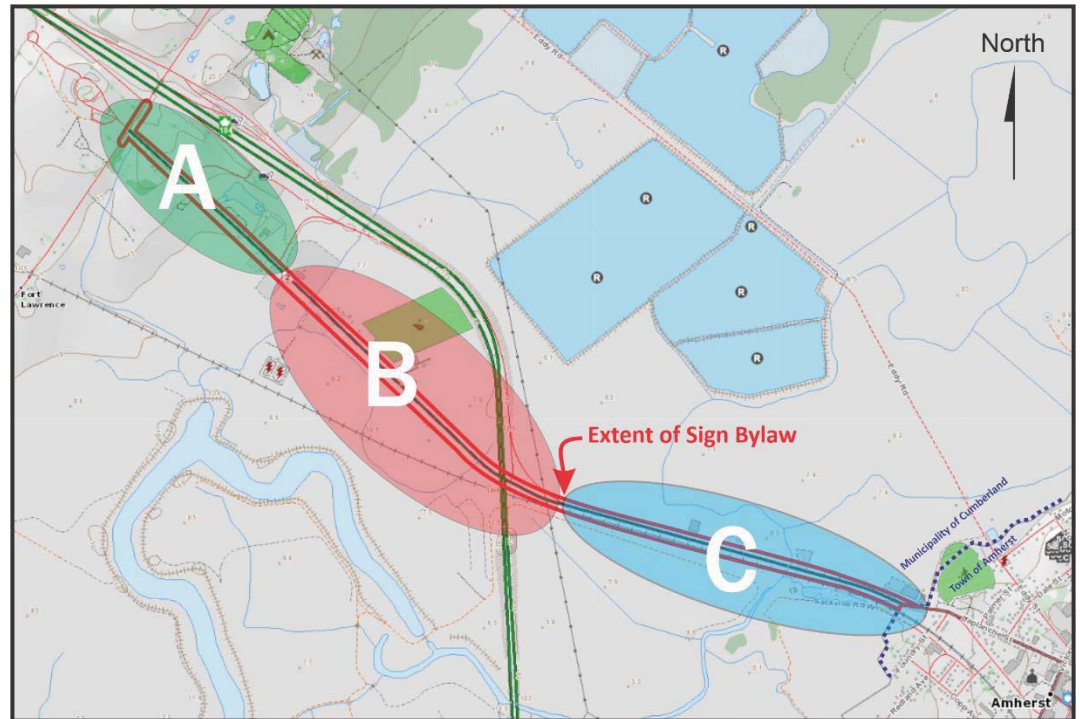
Directional Arrow: 146 mm x 204 mm (5 3/4 x 8")

Distance Text: 50 mm (2") ITC Avant Garde - Green

SCHEDULE A – SIGNAGE CONTROL ZONES

Zone 1: Fort Lawrence

All that section of Fort Lawrence Road, Cumberland County extending 150m in either direction from the intersection with Trunk 2, (also known as Old Trunk 2 and Highway 2); and also Trunk 2, in Fort Lawrence, from its intersection with the Fort Lawrence Road, south to the limits or boundary of the Town of Amherst, are hereby designated for the purposes of the Public Highway Signage By-Law of the Municipality of Cumberland.



Sign Zone Designations

A	B	C
Exit 1 to Exit 2 On-Ramp	Exit 2 On-Ramp to 104 Westbound On-Ramp	104 Westbound On-Ramp to Town Boundary

Sign Type	Maximum Number of Signs		
	Zone A	Zone B	Zone C
Gateway Billboard	4 Existing + 1 Additional	2	2
Type A: Major Destination Gateway	None	None	1
Type B: Destination Direction	1	None	None
Type C: Business Logo	None	None	2
Type D: Fingerboard Signs	None	None	5
Type E: Trailblazers	None	None	None

Note that several sign types such as fingerboards may have multiple panels per sign. Multiple panels sharing the same support count as a single sign.