



**Town of Amherst
Regular Council Meeting
Agenda**

Date: Monday, December 19, 2016
Time: 7:00 p.m.
Location: Council Chambers, Town Hall

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3. HEARINGS/PRESENTATIONS/PETITIONS	
3.1 Barry Patriquin - Employer Engagement Specialist (4088)	
4. APPROVAL OF AGENDA/MINUTES	
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Solid Waste - Rhindress (4146) 100 - 101

9. ADJOURNMENT

Special Guests

Regular Council Meeting

December 19, 2016

Madelynn Carter – Amherst Youth Town Council Member

Junior Mayor Madelynn Carter is a Grade 12 student at Amherst Regional High School. Madelynn lives in Amherst on Townshend Avenue and is involved in many extra-curricular activities including head of the school drama club, head of festivals and spirit committee and is a facilitator in healthy relationships in youth. Madelynn believes Amherst Youth Town Council is a great connect to sharing new ideas and increasing youth involvement opportunities. This year is Madelynn's sixth consecutive year as a member of Amherst Youth Town Council and has been voted in at the 2016-17 Amherst Youth Town Council's Junior Mayor. Madelynn is a great leader and looking forward to completing another term with Amherst Youth Town Council. Congratulations Junior Mayor and the best of luck in the coming year.

Elle Stubbart – National Anthem Singer

Elle Stubbart is a grade three student at Spring Street Academy. Elle lives to sing, enjoys dancing with Sackville's perpetual dance studio, really enjoys going to school and is known to be a 'social butterfly', knowing just about everyone. Someday Elle would like to be an actress and wants to meet Ellen Degeneres. Let's all welcome Elle and ask her to lead off the meeting by singing O'Canada.

TOWN OF AMHERST

Regular Council Meeting

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
Greg Jones, Fire Chief
Dwayne Pike, Deputy Police Chief
Andrew Fisher, Planner
Karen Brookins, Communications & Marketing
Rebecca Purdy, Executive Assistant

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 7:08 PM

2. O'CANADA (Kenzie Crossman)

3. HEARINGS/PRESENTATIONS/PETITIONS

3.1. Amherst and Area Trails Society (3695)

Tammy Allen made a presentation on behalf of the Amherst and Area Trail Society; it included the Society's background, priorities, value of trails and next steps. She said the Recreation Master Plan pairs nicely with what the Society hopes to achieve. The Society is asking Council to adopt the Recreation Master Plan and recommendations, especially those related to trails. Further, the Society asks that the Town consider the creation of a trail parallel to the CN tracks in conjunction with the upcoming Station Street redevelopment. They extended an invitation to Council to come for a walk on existing trails, as well as the potential ones and those outside of town.

3.2. Amherst Golf Club (3713)

Mayor Kogon declared a potential conflict and excused himself from the Council table for the presentation. Deputy Mayor Christie chaired the meeting during his absence.

Bruce Saunders made a presentation on behalf of the Amherst Golf Club. The Club proposes a five year commitment from the Town from 2017 to 2021 of \$10,000 per year, representing approximately 11% of the total capital cost of their project to complete the paving of the golf cart paths. The Club will be requesting the same contribution from the Municipality of Cumberland. A copy of their Capital Campaign is included in the agenda.

4. APPROVAL OF AGENDA/MINUTES

4.1. Approval of the Agenda (4032)

Moved By: Councillor Rhindress

Seconded By: Councillor Byrne

To approve the agenda

Motion Carried

4.2. Approval of Minutes (4033)

Moved By: Councillor Jones

Seconded By: Deputy Mayor Christie

To approve the minutes of the October 3, 2016 Regular Meeting, October 12, 2016 Special Meeting and November 1, 2016 Special Meeting

Motion Carried

5. REQUESTS FOR DECISION

5.1. Signing Authority - Designated Councillor (3740)

Moved By: Councillor Byrne

Seconded By: Councillor MacKenzie

That Council appoint Councillor Terry Rhindress as the Designated Councillor for signing cheques, bank documents, etc., on behalf of the Town of Amherst, in accordance with the Town's Signing Authority Policy.

Motion Carried

5.2. Parking Lot Snow Removal - RFP (3851)

Moved By: Councillor Byrne

Seconded By: Councillor Rhindress

That Council accept the following proposals for snow clearing packages for the 2016 / 2017 snow removal season:

Package	Bidder	Bid Amount per Snow Event 5cm – 15 cm	Bid Amount Per Snow Event 16cm – 25cm	Bid Amount per Snow Event 26cm+
A	Baxter Trucking Ltd	\$425	\$685	\$900
B	Baxter Trucking Ltd	\$220	\$365	\$530
C	Baxter Trucking Ltd	\$295	\$485	\$680
D	Baxter Trucking Ltd	\$575	\$960	\$1,475
E	K. L. Carter & Son Ltd.	\$500	\$740	\$1,250
F	Baxter Trucking Ltd	\$130	\$200	\$270

Motion Carried

5.3. Micro Seal - RFP (3564)

Moved By: Deputy Mayor Christie

Seconded By: Councillor Byrne

That Council accept the proposal from Industrial Cold Milling in response to the Town's Request for Proposals, RFP-16-18, for Micro Sealing of Church Street from Dickey Street to Albion Street to a maximum project amount of \$50,000.

Motion Carried

5.4. Council Appointments to Committees (3904)

Moved By: Councillor Blanch

Seconded By: Councillor Jones

That Council approve the following committee appointments for one-year terms ending October 31, 2017:

Mayor Kogon

- L. A. Animal Shelter
- Regional Emergency Management Committee

Deputy Mayor Christie

- Planning Advisory Committee
- Susan Taylor Theatre Advisory Committee
- VON Board of Directors
- YMCA Board of Directors

Councillor Blanch

- Amherst Board of Police Commissioners
- Municipal Alcohol Project
- Tree Advisory Committee
- Tyndall Wellfield Advisory Committee

Councillor Byrne

- Amherst Board of Police Commissioners
- Cumberland Joint Services Management Authority (CJSMA)
- Regional Emergency Management Committee

Councillor Jones

- Amherst Board of Police Commissioners
- Senior Safety Advisory Group
- Tyndall Wellfield Advisory Committee

Councillor MacKenzie

- Cumberland Public Libraries Board
- Planning Advisory Committee
- West Highlands Redevelopment Committee

Councillor Rhindress

- Cumberland Joint Services Management Authority
- Northern Region Solid Waste Committee
- Planning Advisory Committee
- West Highlands Redevelopment Committee

AND FURTHER, that all members of Council be appointed to the Committee of the Whole of Amherst Town Council, and to the Town of Amherst Audit Committee for terms ending October 31, 2017

Motion Carried

5.5. Appointments to Amherst Youth Town Council (3878)

Moved By: Councillor Jones

Seconded By: Councillor MacKenzie

That Council reappoint the following Amherst Youth Town Council members: Austin Coates, Justin Bennett, Keira Dyck, MacKenzie Sears, Alie Quinn Degenstein, Rohin Minocha-McKenney and Madelynn Carter, and appoint the following new members: Olivia Pulsifer, Rajan McKenney, Jenna Clarke and Marilyn Nixon to the Amherst Youth Town Council for 2016-17

Motion Carried

A number of the youth council members were present and introduced themselves to Council

5.6. Multi Use Trail - Memorandum of Understanding (3138)

Moved By: Councillor MacKenzie

Seconded By: Councillor Jones

That Council enter into a Memorandum of Understanding (MOU) with Cumberland County Riders ATV Club, Cumberland Snowmobile Club, and Amherst and Area Trail Society to initiate a one-year pilot project for a shared-use trail corridor, and authorize the Mayor and CAO to sign the MOU on behalf of the Town

Motion Carried

**MEMORANDUM OF UNDERSTANDING
SHARED USE TRAIL ACCESS**

THIS MEMORANDUM OF UNDERSTANDING (MOU) made as of this _____ day of _____, 2016.

AMONG:

The **Town of Amherst**, a municipal body corporate pursuant to Section 8 of the Municipal Government Act (hereinafter called the "Town");

OF THE FIRST PART

AND

The **Cumberland County Riders ATV Club**, a society registered under the Societies Act of Nova Scotia (hereinafter called the "ATV Club");

AND

The **Cumberland Snowmobile Club**, a society registered under the Societies Act of Nova Scotia (hereinafter called the "Snowmobile Club");

AND

The **Amherst and Area Trail Society**, a society registered under the Societies Act of Nova Scotia (hereinafter called the "Trail Society")

(Collectively hereinafter called the "User Groups")

OF THE SECOND PART

WHEREAS the Town intends to grant access over Town-owned property for use by the User Groups on the route shown in Schedule "A" of this agreement, subject to the terms of this agreement;

AND WHEREAS the ATV Club is a member in good standing of the ATV Association of Nova Scotia;

AND WHEREAS the Snowmobile Club is a member in good standing of the Snowmobilers Association of Nova Scotia;

AND WHEREAS the Amherst and Area Trails Society is a member in good standing of the Nova Scotia Trails Federation.

THE PARTIES HERETO HAVE AGREED AS FOLLOWS:

1. Grant of User Groups

1.1 The Town hereby grants to the User Groups permission to enter, establish, maintain, groom, enforce, sign, and use that portion of Town-owned lands indicated in Schedule "A" for the purpose of establishing and operating a Shared Use Trail.

1.2 For the purposes of this MOU, Shared Use Trail is defined as a trail that permits more than one type of trail user at the same time or during different seasons and shall include pedestrians, cyclists, skiers, and Off Highway Vehicles as defined by the *Off-highway Vehicles Act. R.S., c.323, s.1*.

2. Term

2.1 Unless terminated or suspended, this MOU is valid for a period of one year, starting _____, and ending _____, and may be renewed subject to a review process to be determined by the Town.

3. Termination or Suspension

3.1 The Town may terminate or suspend this MOU at any time for any reason whatsoever following thirty (30) days written notice to the User Groups. All parties agree; however, that prior to terminating or suspending this MOU, mutual consultation and concerted effort will be made to seek a resolution.

3.2 The Town may terminate or suspend any individual party to this MOU at any time for any reason whatsoever following thirty (30) days written notice to the User Groups. Termination or suspension by the Town of any individual party to this MOU does not extend to the other parties. All parties agree; however, that prior to terminating or suspending any party to this MOU, mutual consultation and concerted effort will be made to seek a resolution.

3.3 The Town or the User Groups with permission from the Town, following notification of all parties, may close the Shared Use Trail, or any specific portion of the Shared Use Trail or related site, for a period which may be specified or indefinite, for any reason whatsoever. The Town and the User Groups shall promptly cooperate in the closure and the Town shall not be liable for any damage, expense or loss the User Groups may incur as a result of the closure.

3.4 Upon termination of this MOU, the Town may request, within a specified time period, that the User Groups remove any or all of the structures, fixtures, signage, facilities, and works which have been installed by the User Groups. Any such structures, fixtures, signage, facilities, and works not removed within the specified time period shall become the property of the Town and no compensation shall be payable to the User Groups.

4. Liability and Insurance

4.1 The Town shall not be liable for any injury or damage (including death) to the person or for the loss of or damage to the property of the User Groups attributable in any way to the performance of any act under this MOU.

4.2 The User Groups shall at all times indemnify and save harmless the Town, its officers, employees or agents, from and against all claims, demands, losses, costs, debts, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted, or from anything done or omitted by the User Groups, in any manner based upon, occasioned by or attributable to the execution of this MOU, unless such claims, etc., result from the negligence of any officer, employee or agent of the Town while acting within the scope of his or her duty or employment.

4.3 The User Groups, acting together or separately, shall provide and maintain during the term of this MOU General Liability insurance covering bodily injury, personal injury or death to any person and property damage, with the Town of Amherst named as an insured party. The minimum limit of coverage shall not be less than \$2,000,000 with respect to each occurrence or accident, \$2,000,000 annual aggregate on an occurrence (not claims made) basis.

4.4 The User Groups, acting together or separately, shall provide a certificate of insurance confirming the Town as an insured party to the policy, and shall provide thirty (30) days written notice to the Town should said policy or policies be cancelled.

5. Use of Third Party Lands

5.1 Where the route shown in Schedule 'A' requires access over lands not owned by the Town, the User Groups, acting together or separately, shall provide to the Town written confirmation of permission to access said lands.

5.2 Permission to access lands not owned by the Town must be for the purpose of operating a Shared Use Trail that includes use by non-motorized users.

6. Construction and Commencement

6.1 Any construction project on Town owned lands shall require prior approval by the Town.

7. Signage

7.1 The User Groups must submit to the Town a signage plan. The User Groups are responsible for posting and maintaining signs at the usual point of access, at all road crossings, and at any other hazards to warn users and users of the road crossings. At usual points of access, particularly at ‘trail head’ locations, signs must be erected to indicate that the route is a Shared Use Trail and stress desired behaviour of riders and clearly communicate which uses are allowed on the Shared Use Trail.

7.2 Signs shall be erected at regular intervals indicating the speed limit, as determined by the Town of Amherst Traffic Authority.

8. Ongoing Operation

8.1 All costs associated with the ongoing operation, maintenance, enforcement and use of Town owned lands subject this MOU shall be at the User Group’s expense. The User Groups shall be responsible for providing all needed equipment, labour and materials to maintain the subject lands to ensure safe conditions.

8.2 During the period of the MOU the User Groups shall report to the Town immediately any damage, unauthorized entry or unsafe conditions at any of the lands subject to this MOU of which the User Groups have knowledge, whether or not such damage, unauthorized entry or condition was caused by the User Groups.

8.3 The User Groups shall actively work with the Town to minimize or mitigate any nuisance or damage to adjacent lands, whether Town owned or third party owned.

8.4 The User Groups acknowledge that different trail users may have different trail standard requirements, and that no individual user group shall have the authority through this MOU to impose standards on another user group.

9. Shared Use Trail User Responsibilities

9.1 Operators of off-highway vehicles on the Shared Use Trail shall:

- a) be a member in good standing of an approved Provincial Association, and / or have an approved trail permit;
- b) obey the posted speed limit and any other signage;
- c) not operate an off-highway vehicle if the noise level of the vehicle is higher than the level originally set by the manufacturer as per section 15A of the Off-Highway Vehicles Act;
- d) not be in violation of any other section of the Off-highway Vehicles Act, including but not limited to requirements for: training, license, registration, and insurance; and,
- e) comply with all applicable Federal, Provincial, and Municipal laws and regulations;

10. Enforcement

The User Groups shall, in cooperation with the appropriate authorities, submit a plan to promote safety and compliance.

11. Assignment

The User Groups agree that it may not assign nor transfer their rights and status under this MOU without the prior written consent of the Town, which consent may be withheld at the sole discretion of the Town.

SIGNED, SEALED AND DELIVERED

FOR THE TOWN OF AMHERST

FOR THE ATV CLUB

FOR THE SNOWMOBILE CLUB

FOR THE TRAIL SOCIETY

SCHEDULE "A"



6. INFORMATION / DISCUSSION ITEMS

7. INTERNAL COMMITTEE REPORTS

8. EXTERNAL COMMITTEE REPORTS

8.2. Cumberland YMCA

Deputy Mayor Christie presented the report on behalf of the YMCA Board.

8.3. Cumberland Joint Services Management Authority

Councillor Rhindress presented the CJSMA report included in the agenda.

9. ADJOURNMENT

Moved By: Councillor Jones

Seconded By: Councillor Byrne

To adjourn at 7:55 PM

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

David Kogon, MD
Mayor

Synopsis

Fuel Products Tender

The Town of Amherst and the Cumberland Joint Services Management Authority (CJSMA) utilize gasoline and diesel to operate buildings, vehicles and equipment. On December 31, 2016, the current fuel provision tender will expire. With much lower volumes than the Town of Amherst, CJSMA can experience better pricing for their fuel purchases through this joint procurement process. The period of the tendered contract runs from January 1, 2017 to March 31, 2019.

Bluewave Energy (Parkland Fuels), Pepco Atlantic (Esso) and Irving Energy all responded to the tender call and all were compliant with their bids. The bids are based on the Halifax Rack Price, plus a supplier's margin, with Bluewave Energy having the lowest bid at \$0.03 cpl (cents per litre) on both gasoline and diesel and \$0.045 cpl on furnace oil.

Company Name	Amount of Bid Supplier's Margin (cents per liter)	Tender Quantities	Annual Supplier's Margin
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

Based on the tender volumes bid, the tender value for supplier margin is estimated to be worth \$4,830. 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.

MOTION :

That Council award the tender for the provision of fuel products to be used in Town of Amherst and CJSMA buildings, vehicles and equipment to Bluewave Energy at their low supplier's margin price of \$0.03/Liter for gasoline, \$0.03/Liter for diesel and \$0.045/Liter for furnace oil



REQUEST FOR DECISION

RFD# 2017070

Date: December 19, 2016

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO - Operations

DATE: December 19, 2016

SUBJECT: Tender for 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 Council award the tender for the provision of fuel products, to be used in Town of Amherst and CJSMA buildings, vehicles and equipment to Bluewave Energy at their low supplier's 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

Synopsis

Facility Naming Policy

At the September 26, 2016 Committee of the Whole meeting, Council directed staff to prepare a brief report discussing the most appropriate facility to rename in honour of Dwight Jones, and the necessary arrangements to achieve this. This is not the first request to honour someone by naming a facility after them, and staff believe having an established policy in place will guide the process for this, and future such requests.

The attached policy was developed and reviewed with Council at the December 12, 2016 Committee of the Whole meeting. It sets out the criteria and process for naming public and Town owned facilities or properties, including a public engagement process. The 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.

MOTION :

That Council approve the proposed Naming Public Lands and Town Owned Facilities Policy, number 2000-03



REQUEST FOR DECISION

RFD# 2017066

Date: December 19, 2016

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Gregory D. Herrett, CAO

DATE: December 19, 2016

SUBJECT: Naming Public Lands and Town Owned Facilities

ORIGIN:

Committee of the Whole meeting, September 26, 2016

RECOMMENDATION:

That Council approve the proposed Naming Public Lands and Town Owned Facilities Policy, number 2000-03.

BACKGROUND:

At the September 26, 2016 Committee of the Whole meeting, Council directed staff to prepare a brief report discussing the most appropriate facility to rename in honour of Dwight Jones and the necessary arrangements to achieve this. This is not the first request to honour someone by naming a facility after them, and staff believe having an established policy in place will guide the process for this, and future such requests.

DISCUSSION:

The attached policy was developed and reviewed with Council at the December 12, 2016 Committee of the Whole meeting, with the recommendation at that time to make adjustments to the flow chart at the back of the policy.

The policy sets out the criteria and process for naming public and Town owned facilities or properties, including a public engagement process. The 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 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:

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;

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.

Synopsis

Water Rates

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 rates within the province and requires a water rate study to be completed justifying the rates applied for.

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, which was presented to Council at the December 12, 2016 Committee of the Whole meeting. The rate study covers 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 water flows to fight fires within our service area. The new rates also include significant capital upgrades to our water distribution system including the new water reservoir and the rehabilitation of the water line on East Victoria Street.

Our most common residential customer, those on a 5/8" water line, and using an average amount of water, will see their quarterly water bill rise from \$55.86 presently, to \$60.45 in 2017/18; to \$62.66 in 2018/19 and to \$63.96 in 2019/20. Our most common commercial customer, those using a 1" line, and using an average amount of water, will see their quarterly bill rise from \$176.47 presently, to \$192.56 in 2017/18; to \$201.68 in 2018/19; and to \$209.10 in 2019/20.

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.

MOTION :

That Council approve the Town of Amherst Water Utility's application to the Nova Scotia Utility and Review Board for changes in its rates for water and water service, fire protection to the Town of Amherst and changes to its rules and regulations for customers served by the Utility, as set out in the Water Rate Study prepared by G. A. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited.



REQUEST FOR DECISION

RFD# 2017064

Date: December 19, 2016

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: December 19, 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 accept the Water Rates Study dated November 20, 2016 as completed by G. A. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited, and submit the application for establishment of new water rates to the Nova Scotia Utility and Review Board.

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 a rate study, which was completed in November 2016 and presented to Council at the December 12, 2016 Committee of the Whole meeting. 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 rates proposed in the study will cover a three year operating period and are designed to provide the Utility with sufficient operating resources to provide potable drinking water to its customers as well as sufficient 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 of the Utility and Review Board for all capital expenditures of \$250,000 or more. The annual fire protection charge is impacted mainly by the construction of the new reservoir, as approximately half 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 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

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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	2017/18	2018/19	2019/20
	(Estimated)			
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					
			Depreciation Fund Balance beginning of year		1,281,876
Outside Sources	0		Interest on Fund balance		16,023
Depreciation fund	343,698		Fund balance before expenditures		1,297,899
Long Term Debt	2,902		Depreciation Payment in Current Year		281,270
Capital out of revenue	40,000		Depreciation Expenditure in Current Year		343,698
TOTAL	386,600		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							
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							
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							
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

Worksheet C-8

20-Nov-16

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		82.12
(assuming 272 cubic meters per year)		
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.

C

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.

C

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	METRIC CONVERTER
42.8	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

Synopsis

Christie Foundation Donation – Little League

The Christie Foundation has advised they wish to support Amherst Little League Baseball again 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. Thus, the Christie Foundation can give a grant to the Town of Amherst, and the Town then gives the same amount to Little League Baseball.

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. 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.

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 Little League would be to improve its ability to provide a no-cost quality program to the youth of the community.

MOTION :

That Council approve 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



REQUEST FOR DECISION

RFD# 2017069

Date: December 19, 2016

TO: Mayor Kogon and Members of Amherst Town Council

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

DATE: December 19, 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 Council approve 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

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*. Thus, the Christie Foundation gives the grant to the Town and the Town gives the same amount to the organization.

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. Accept the donation the from the Christie Foundation and pass it on to Amherst Little League Baseball as requested;
2. Decline this request.

ATTACHMENTS:

Letter from Christie Foundation

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.

Synopsis

Shared Use Trail – Revised Memorandum of Understanding

Subsequent to Council adopting the original Memorandum of Understanding (MOU) on November 28, 2016 with user groups Cumberland County Riders ATV Club, Cumberland Snowmobile Club and Amherst and Area Trail Society, it was learned that the Provincial Government provides part of the Snowmobile Club's insurance. As such, the Province would not accept clauses 4.1 and 4.2 in the MOU as follows:

4.1 The Town shall not be liable for any injury or damage (including death) to the person or for the loss of or damage to the property of the User Groups attributable in any way to the performance of any act under this MOU.

4.2 The User Groups shall at all times indemnify and save harmless the Town, its officers, employees or agents, from and against all claims, demands, losses, costs, debts, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted, or from anything done or omitted by the User Groups, in any manner based upon, occasioned by or attributable to the execution of this MOU, unless such claims, etc., result from the negligence of any officer, employee or agent of the Town while acting within the scope of his or her duty or employment.

According to the Province, clause 4.1 is invalid as the Town's potential liability cannot be absolved. Regarding clause 4.2, the *Financial Administration Act* prevents the acceptance of an indemnity agreement unless an Order in Council is sought. However, regardless of the above changes, the MOU still requires that User Groups provide at least \$2 million in liability insurance, and must provide proof that the Town is an insured party on their policy.

In addition, a recent meeting with User Group representatives provided an opportunity to make further refinements to the MOU terms and conditions. These changes, shown in red in the attached MOU, are relatively non-substantial, and do not significantly change the roles and responsibilities of parties

MOTION :

That Council adopt the revised Memorandum of Understanding (MOU) with Cumberland County Riders ATV Club, Cumberland Snowmobile Club, and Amherst and Area Trail Society to initiate a one-year pilot project for a shared-use trail corridor



REQUEST FOR DECISION

RFD# 2017071

Date: 19 December 2016

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Andrew Fisher, Planning & Economic Development

DATE: 19 December 2016

SUBJECT: Shared-Use Trail Access Revisions

ORIGIN:

Revisions and to the Memorandum of Understanding (MOU) for shared use trail access adopted by Council November 28, 2016.

LEGISLATIVE AUTHORITY:

Section 14 (2) of the Off-highway Vehicles Act allows access for such vehicles on property not designated as a street, and where permission is given.

RECOMMENDATION:

That Council adopt the revised Memorandum of Understanding (MOU) to initiate a one-year pilot project for a shared-use trail corridor.

BACKGROUND:

Subsequent to Council adopting the original MOU on November 28, 2016, it was learned that the Provincial Government provides part of the Snowmobile Club's insurance. As such, the Province would not accept clauses 4.1 and 4.2 in the MOU as follows:

4.1 The Town shall not be liable for any injury or damage (including death) to the person or for the loss of or damage to the property of the User Groups attributable in any way to the performance of any act under this MOU.

4.2 The User Groups shall at all times indemnify and save harmless the Town, its officers, employees or agents, from and against all claims, demands, losses, costs, debts, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted, or from anything done or omitted by the User Groups, in any manner based upon, occasioned by or attributable to the execution of this MOU, unless such claims, etc., result from the negligence of any officer, employee or agent of the Town while acting within the scope of his or her duty or employment.

According to the Province, clause 4.1 is invalid as the Town's potential liability cannot be absolved. Regarding clause 4.2, the *Financial Administration Act* prevents the acceptance of an indemnity agreement unless an Order in Council is sought. However, regardless of the above changes, the MOU still requires that User Groups provide at least \$2 million in liability insurance, and must provide proof that the Town is an insured party on their policy.



In addition, a recent meeting with User Group representatives provided an opportunity to make further refinements to the MOU terms and conditions. These changes, shown in red in the attached MOU, are relatively non-substantial, and do not significantly change the roles and responsibilities of parties

DISCUSSION:

Allowing OHVs to access town commercial services will support local business growth and retention, and increase visitor traffic. The shared use trail will benefit non-motorized trail enthusiasts by increasing the amount of developed trail in and around town.

FINANCIAL IMPLICATIONS:

Minimal – some public works resources may be required to make adjustments to a ditch on Sackville Road.

COMMUNITY ENGAGEMENT:

Consultation with trail user groups is ongoing. A public input process at the end of the one-year pilot project is recommended.

ENVIRONMENTAL IMPLICATIONS:

Varied – motorized recreational vehicles do have an environmental impact; however, providing a designated trail may reduce damage to natural areas.

ALTERNATIVES:

- 1) reject the revised MOU, or
- 2) defer the revised MOU to staff for further changes to the document.

ATTACHMENTS:

MOU Shared Use Trail Access (revised)

Report prepared by: Andrew Fisher, Planning & Economic Development

Report and Financial approved by:

MEMORANDUM OF UNDERSTANDING SHARED USE TRAIL ACCESS

THIS MEMORANDUM OF UNDERSTANDING (MOU) made as of this _____ day of _____, 2016.

AMONG:

The **Town of Amherst**, a municipal body corporate pursuant to Section 8 of the Municipal Government Act (hereinafter called the "Town");

OF THE FIRST PART

AND

The **Cumberland County Riders ATV Club**, a society registered under the Societies Act of Nova Scotia (hereinafter called the "ATV Club");

AND

The **Cumberland Snowmobile Club**, a society registered under the Societies Act of Nova Scotia (hereinafter called the "Snowmobile Club");

AND

The **Amherst and Area Trail Society**, a society registered under the Societies Act of Nova Scotia (hereinafter called the "Trail Society")

(Collectively hereinafter called the "User Groups")

OF THE SECOND PART

WHEREAS the Town intends to grant access over Town-owned property for use by the User Groups on the route shown in Schedule "A" of this agreement, subject to the terms of this agreement;

AND WHEREAS the ATV Club is a member in good standing of the ATV Association of Nova Scotia;

AND WHEREAS the Snowmobile Club is a member in good standing of the Snowmobilers Association of Nova Scotia;

AND WHEREAS the Amherst and Area Trails Society is a member in good standing of the Nova Scotia Trails Federation.

THE PARTIES HERETO HAVE AGREED AS FOLLOWS:

1. Grant of User Groups

1.1 The Town hereby grants to the User Groups permission to enter, establish, maintain, groom, enforce, sign, and use that portion of Town-owned lands indicated in Schedule "A" for the purpose of establishing and operating a Shared Use Trail.

1.2 For the purposes of this MOU, Shared Use Trail is defined as a trail that permits more than one type of trail user at the same time or during different seasons and shall include pedestrians, cyclists, skiers, and Off Highway Vehicles as defined by the *Off-highway Vehicles Act. R.S., c.323, s.1.*

2. Term

2.1 Unless terminated or suspended, this MOU is valid for a period of one year, starting

_____, and ending _____, and may be renewed subject to a review process to be determined by the Town.

3. Termination or Suspension

3.1 The Town may terminate or suspend this MOU at any time for any reason whatsoever following thirty (30) days written notice to the User Groups. All parties agree; however, that prior to terminating or suspending this MOU, mutual consultation and concerted effort will be made to seek a resolution.

3.2 The Town may terminate or suspend any individual party to this MOU at any time for any reason whatsoever following thirty (30) days written notice to the User Groups. Termination or suspension by the Town of any individual party to this MOU does not extend to the other parties. All parties agree; however, that prior to terminating or suspending any party to this MOU, mutual consultation and concerted effort will be made to seek a resolution.

3.3 The User Groups, acting together or separately, may terminate their involvement in this MOU at any time for any reason whatsoever following thirty (30) days written notice to all parties.

3.3 The Town or the User Groups with permission from the Town, following notification of all parties, may close the Shared Use Trail, or any specific portion of the Shared Use Trail or related site, for a period which may be specified or indefinite, for any reason whatsoever. The Town and the User Groups shall promptly cooperate in the closure and the Town shall not be liable for any damage, expense or loss the User Groups may incur as a result of the closure.

3.4 Upon termination of this MOU, the Town may request, within a specified time period, that the User Groups remove any or all of the structures, fixtures, signage, facilities, and works which have been installed by the User Groups. Any such structures, fixtures, signage, facilities, and works not removed within the specified time period shall become the property of the Town and no compensation shall be payable to the User Groups.

4. Liability and Insurance

~~4.1 The Town shall not be liable for any injury or damage (including death) to the person or for the loss of or damage to the property of the User Groups attributable in any way to the performance of any act under this MOU.~~

~~4.2 The User Groups shall at all times indemnify and save harmless the Town, its officers, employees or agents, from and against all claims, demands, losses, costs, debts, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted, or from anything done or omitted by the User Groups, in any manner based upon, occasioned by or attributable to the execution of this MOU, unless such claims, etc., result from the negligence of any officer, employee or agent of the Town while acting within the scope of his or her duty or employment.~~

4.3-1 The User Groups, acting together or separately, shall provide and maintain during the term of this MOU General Liability insurance covering bodily injury, personal injury or death to any person and property damage, with the Town of Amherst named as an insured party. The minimum limit of coverage shall not be less than \$2,000,000 with respect to each occurrence or accident, \$2,000,000 annual aggregate on an occurrence (not claims made) basis.

4.4-2 The User Groups, acting together or separately, shall provide a certificate of insurance confirming the Town as an insured party to the policy, and shall provide thirty (30) days written notice to the Town should said policy or policies be cancelled.

5. Use of Third Party Lands

5.1 Where the route shown in Schedule 'A' requires access over lands not owned by the Town, the User Groups, acting together or separately, shall provide to the Town written confirmation of permission to access said lands.

5.2 Permission to access lands not owned by the Town must be for the purpose of operating a Shared Use Trail that includes use by non-motorized users.

6. Construction and Commencement

6.1 Any construction project on Town owned lands shall require prior approval by the Town, excluding regular maintenance from normal wear and tear.

7. Signage

7.1 The User Groups must submit to the Town a signage plan. The User Groups are responsible for posting and maintaining signs at the usual point of access, at all road crossings, and at any other hazards to warn users and users of the road crossings. At usual points of access, particularly at 'trail head' locations, signs must be erected to indicate that the route is a Shared Use Trail and stress desired behaviour of riders and clearly communicate which uses are allowed on the Shared Use Trail.

7.2 Signs shall be erected at regular intervals indicating the speed limit, as determined by the Town of Amherst Traffic Authority, in consultation with the User Groups.

8. Ongoing Operation

8.1 ~~All costs associated with the~~The ongoing operation, maintenance, ~~enforcement~~ and use of Town owned lands subject this MOU shall be at the User Group's expense. The User Groups shall be responsible for providing all needed equipment, labour and materials to maintain the subject lands to ensure safe conditions.

8.2 During the period of the MOU the User Groups shall report to the Town ~~immediately~~ any damage, unauthorized entry or unsafe conditions at any of the lands subject to this MOU of which the User Groups have knowledge, whether or not such damage, unauthorized entry or condition was caused by the User Groups.

8.3 The User Groups shall actively work with the Town to minimize or mitigate any nuisance or damage to adjacent lands, whether Town owned or third party owned.

8.4 The User Groups acknowledge that different trail users may have different trail standard requirements, and that no individual user group shall have the authority through this MOU to impose standards on another user group.

9. Shared Use Trail User Responsibilities

9.1 Operators of off-highway vehicles on the Shared Use Trail shall:

- a) be a member in good standing of an approved Provincial Association, and / or have an approved trail permit;
- b) obey the posted speed limit and any other signage;
- c) not operate an off-highway vehicle if the noise level of the vehicle is higher than the level originally set by the manufacturer as per section 15A of the Off-Highway Vehicles Act;
- d) not be in violation of any other section of the Off-highway Vehicles Act, including but not limited to requirements for: training, license, registration, and insurance; and,
- e) comply with all applicable Federal, Provincial, and Municipal laws and regulations;

9.2 Non-motorized users of the Shared Use Trail shall obey all posted signs.

10. ~~Enforcement~~Safety

The User Groups shall, in cooperation with the appropriate authorities, submit a plan to promote safety and compliance.

11. Assignment

The User Groups agree that it may not assign nor transfer their rights and status under this MOU, ~~without the prior written consent of the Town, which consent may be withheld at the sole discretion of the Town.~~

SIGNED, SEALED AND DELIVERED

in the presence of

FOR THE TOWN OF AMHERST

**David Kogon
Mayor**

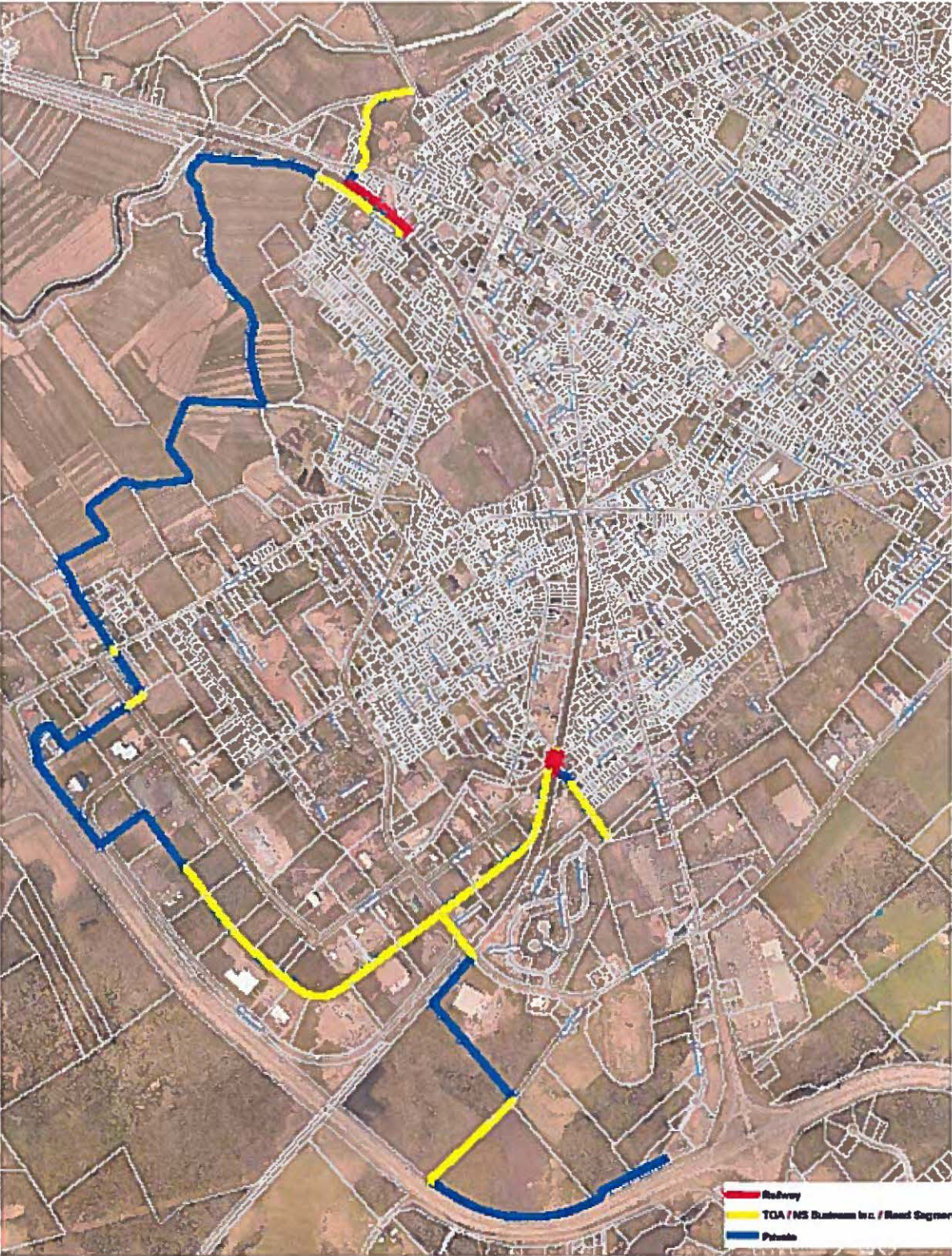
**Gregory D. Herrett, CA
Chief Administrative Officer**

FOR THE ATV CLUB

FOR THE SNOWMOBILE CLUB

FOR THE TRAIL SOCIETY

SCHEDULE 'A'





NOVA SCOTIA

**Health and Wellness
Office of the Minister**

PO Box 488, Halifax, Nova Scotia, Canada B3J 2R8 • Telephone 902 424-3377 Fax 902 424-0559 • novascotia.ca

DEC 14 2016

Mayor David Kogon
Town of Amherst
dkogon@amherst.ca

Dear Mayor Kogon:

Thank you for taking the time to meet with me on November 30, 2016. At the meeting, I had agreed to follow up with you regarding Cumberland Regional Hospital.

I wish to confirm that there are no plans at this time with regard to downgrading Cumberland Regional Hospital. The Department of Health and Wellness, Nova Scotia Health Authority, and IWK are working together to ensure communities have quality, safe, accessible health services based on the best information available and population health needs. Planning for health services is an ongoing process and engagement with providers, clients, and communities is part of this process.

I would happy to meet with the community, and ask that you please contact my assistant Wendy Anderson to arrange a meeting. Wendy can be reached at 902-424-3377 or by e-mail at wendy.anderson@novascotia.ca.

Thank you and I look forward to meeting with you and the community.

Sincerely,

A handwritten signature in cursive script that reads "Leo A. Glavine".

Leo A. Glavine
Minister

Internal Committee Report

Amherst Youth Town Council

December 19, 2016

The Amherst Youth Council met for their first official meeting on December 8 at the Community Credit Union Business Innovation Centre. At the first meeting members of the Youth Council voted in their governance, which is Madelynn Carter as the Junior Mayor, Rajan Minocha – McKenney as the Junior Deputy Mayor and Marilyn Nixon as the Council's Recorder. The Council also discussed meeting times, attending Regular Council meetings and 2016-17 youth initiatives and ideas.

The next meeting was held earlier today at Community Credit Union Business Innovation Centre.

Members of the youth council include Madelynn Carter, Rajan Minocha – McKenney, Olivia Pulsifer, Austin Coates, Jenna Clarke, Justin Bennett, Keira Dyck, MacKenzie Sears, Allie Quinn Degenstein, Marilyn Nixon and Rohin Minocha – McKenney.



Solid Waste Matters

Provincial Efficiency Study

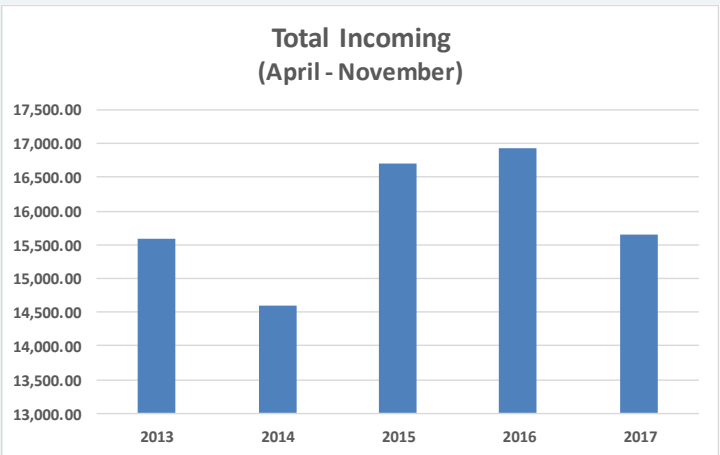
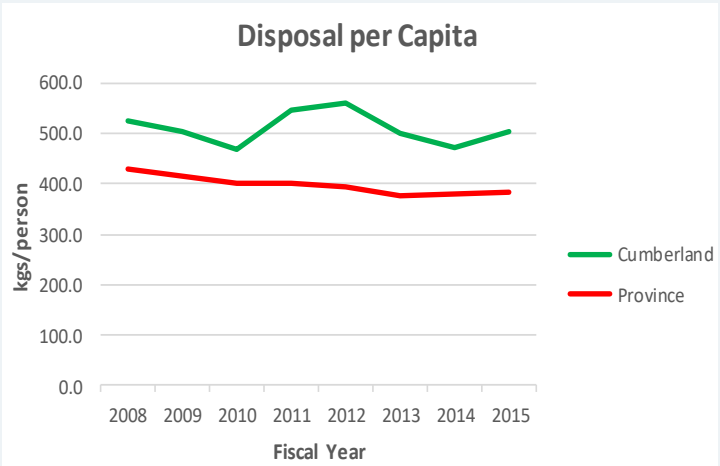
Nova Scotia Environment has responded to Regional Chairs providing clarification for the provincial Solid Waste Efficiency Study. First, they are still interested in Regional Chairs, via the Priorities Group, hiring the consultants and overseeing the study. They have also identified that they would like to see the project broken into two phases; the first phase will hire a consultant to develop the scope, terms of reference, and outputs, including the preparation of a Request for Proposal document for the second phase. The second phase will be the award and completion of the Solid Waste Efficiency Study as identified in Phase 1. Lastly, NSE has committed to paying for both phases of the project.

I anticipate NSE will tie Divert NS municipal funding to implementation of recommendations from the efficiency study.

The Priorities Group will be meeting on December 13th to discuss this information, and identify next steps.

CJSMA Board Orientation

CJSMA staff will be conducting an orientation to CJSMA Board Directors at the next Board meeting on January 19, 2017.

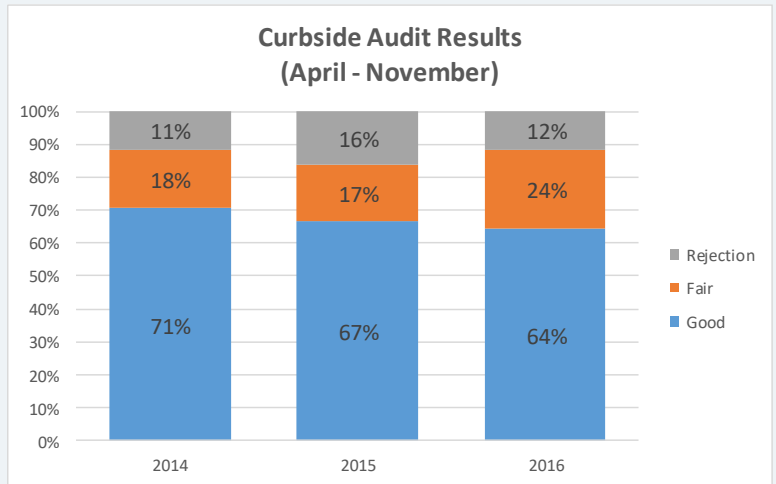


Your Partners in Waste Reduction



Education

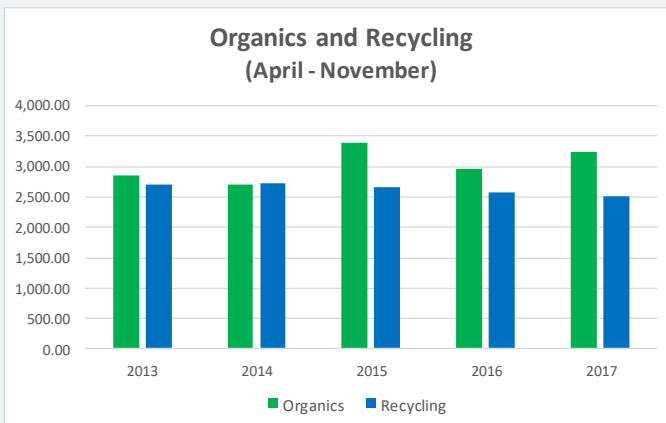
- Staff participated in the 4H Leadership Day. Staff were asked to speak about recycling and the environment.
- A tour was given to students from River Hebert Elementary School.
- Staff visited the Oxford Regional School to conduct a visual assessment. Source Separation Signs were given to the school to ensure proper labelling of the containers.
- Staff have been busy finalizing the details of the ReCollect Solid Waste App. Download the app by searching Cumberland County Solid Waste in the app store. Residents can also visit www.cjsma.ns.ca to try the “Waste Wizard” which is an online sorting tool that allows residents to search disposal options for over 300 items.



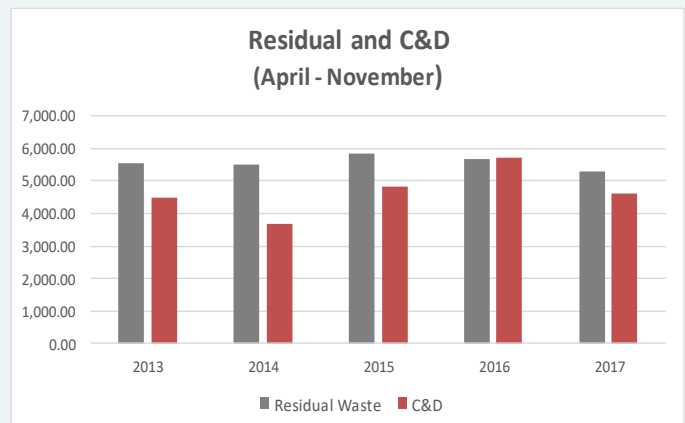
Enforcement

- Staff attended the Enforcement Meeting as required under the Divert NS Enforcement Contract.

Total Diverted



Total Disposed



Upcoming Meetings

Regional Chairs	December 9, 2016	Lower Sackville
Solid Waste Priorities Group	December 13, 2016	Truro
Regional Coordinators	January 9, 2017	Elmsdale
CAO Advisory Committee	January 12, 2017	Amherst
CJSMA Board	January 19, 2017	Amherst
Northern Region	TBD	Colchester
Managers & Directors	TBD	Truro