



**Town of Amherst
Regular Council Meeting
Agenda**

Date: **Tuesday, May 23, 2017**
Time: **7:00 pm**
Location: **Council Chambers, Town Hall**

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10. ADJOURNMENT

Special Guest

Regular Council Meeting

May 23, 2017

Justin Bennett – Amherst Youth Town Council

Councillor Justin Bennett is a Grade 9 student at Amherst Regional High School. Justin lives on Central Avenue in Amherst and enjoys taking part in extra-curricular activities like Holy Family Parish Youth Group, Me to We and sitting on Amherst Youth Town Council. While in AYTC, Justin has met many people involved in the community, experienced many learning opportunities like the Municipal Alcohol Project, Engage Nova Scotia and International Women’s Day meeting. He enjoys being part of Amherst Youth Town Council to continue learning and growing with others in the community and enjoys volunteering his time for the youth of Amherst and giving back to the community.

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: April 24, 2017
Time: 7:00 pm
Location: Council Chambers, Town Hall

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

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

1.

CALL TO ORDER

Mayor Kogon called the meeting to order at 7:00 PM, and introduced special guests, AYTC members Keira Dyck and Marilyn Nixon, and this evening's National Anthem singer, Drew Polegato.

3. HEARINGS/PRESENTATIONS/PETITIONS

3.1 Seniors Safety Coordinator - Ray Bristol (4458)

Ray Bristol, Coordinator for the Cumberland County Seniors Safety Program made a presentation on the 211 program.

3.2 NS Housing - Ann Baxter (4432)

Anne Baxter and Marie Slivocka from Housing Nova Scotia made a presentation on the programs that are available to assist citizens in repairing their homes.

4. APPROVAL OF AGENDA/MINUTES

4.1 Approval of the Agenda (5294)

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

Motion Carried

4.2 Approval of Minutes - March 27, 2017 Regular Meeting (5295)

**Moved By Councillor Rhindress
Seconded By Deputy Mayor Christie
To approve the minutes of the March 27, 2017 regular meeting**

Motion Carried

5. REQUESTS FOR DECISION

5.1 Policy - Attendance at Conferences (4710)

Moved By Councillor Blanch

Seconded By Deputy Mayor Christie

That Council approve the new Policy 10350-26, Council Conference Attendance and Professional Development

Motion Carried 6-1

Against (1): Councillor Rhindress

TOWN OF AMHERST POLICY NUMBER 10350-26 COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT

PURPOSE:

To set out policy and guidelines for effective professional development for the Mayor and members of Council to ensure proper representation at national and provincial conferences and to allow a fair and equitable schedule for participation at these conferences by the members of Council, including the Mayor.

POLICY STATEMENT:

1. Staff will prepare a list of known conferences and professional development opportunities for Council, including locations, in December for the following year. Typically, this would include Federation of Canadian Municipalities (FCM) annual conference, Union of Nova Scotia Municipalities (UNSM) spring workshop, UNSM fall conference, Nova Scotia Planning Directors Association (NSPDA) conference, the Canadian Association of Police Governance (CAPG) conference, and the joint conference of the Nova Scotia Chiefs of Police Association (NSCPA) and Nova Scotia Association of Police Governance (NSAPG).
2. Members of Council will submit requests to attend conferences by January 15th of each year. Staff will use the submissions to develop a draft annual conference / training plan for Council and advise Council of the existing professional development budget allotment.
3. To ensure adequate representation and appropriate opportunities for Mayor and members of Council to attend, the following maximum numbers will apply:
 - a. UNSM spring workshop –three members of Council;
 - b. UNSM fall conference – all members of Council;
 - c. FCM annual conference – three members of Council
 - d. NSPDA conference – two of the three members of Council on the Planning Advisory Committee
 - e. CAPG national conference – one member of the Amherst Board of Police Commissioners, not necessarily a Council member
 - f. NSCPA/NSAPG fall conference – all three members of Council on the Amherst Board of Police Commissioners
4. In cases where more members of Council wish to attend an event than is permitted as per paragraph 3 above, Council shall determine which members will be authorized to attend.
5. All members of Council will be permitted to attend the UNSM Spring Workshop when it is in the Cumberland Region.
6. All members of Council will be permitted to attend the FCM Annual Conference when it is held in the Maritime Provinces.
7. Each member of Council will be provided the opportunity to attend at least one FCM conference or conference other than those listed in paragraph 3 during their four-year term as long as the content of the conference supports the strategic direction of Council, and attendance has been approved by Council.
8. The Mayor may attend one conference other than those listed in paragraph 3 per year.
9. Members of Council wishing to attend other conferences or workshops, including but not limited to those permitted in paragraph 3, will submit the request to the CAO who, together with the Mayor, will determine the appropriateness of the request and recommend approval, or not, to Council who shall make the final decision.
10. Where budget allows, the Town will support members of Council interested in participating in the UNSM / AMA Leadership Education Modules.
11. For all members of Council attending a conference or workshop on behalf of the Town of Amherst, a brief written report describing the purpose and results achieved must be submitted to Council for information within 60 days of the date of the conference or workshop.

5.2 Tender - Station Street Sewer (5237)

Moved By Councillor Rhindress

Seconded By Councillor Blanch

That Council award the tender for the Station Street Storm Water Separation Project to Beale and Inch Construction Limited in the amount of \$1,295,723.80 plus HST with funding to come from the 2016-17 approved capital budget carried over to the 2017-18 capital budget

Motion Carried

5.3 Reservoir Property - Purchase & Sale Agreement (5238)

Moved By Councillor MacKenzie

Seconded By Councillor Jones

That Council approve entering into an agreement of purchase and sale with Gary Vernon in the amount of \$26,000 for the property identified as PID 25387556 required for the construction of a new water reservoir, and authorize the Mayor and CAO to sign the agreement on behalf of the Town

Motion Carried

THIS AGREEMENT of Purchase and Sale made this _____ day of _____, 2017.

BETWEEN:

THE AMHERST WATER UTILITY
Hereinafter called the Purchaser

AND

GARY VERNON
Hereinafter called the Vendor

1. Property

The Vendor agrees to sell and the Purchaser agrees to purchase from Vendor a lot of land owned by the Vendor being land located on Willow Street (PID25387556) in the Town of Amherst, County of Cumberland and Province of Nova Scotia, being the former reservoir property for the Town of Amherst, herein called the property.

2. Purchase Price

The purchase price of Twenty-Six Thousand Dollars (\$26,000.00).

3. Deposit

The Purchaser does not submit a deposit with this offer.

4. Date of closing

The sale shall be completed on or before the 15th day of May, 2017.

5. Deed

The Vendor shall convey title to the property by Warranty Deed. The Purchaser shall have until 30 days prior to the date of closing to examine the title and if valid objection is made in writing to the Vendor which the Vendor is unable or unwilling to remove, remedy or satisfy and which the Purchaser will not waive, this agreement notwithstanding any immediate acts or negotiations in respect of such objection shall be at an end and all monies theretofore paid shall be returned with the interest earned as described heretofore, and the Vendor shall not be liable for any costs or damages. Save as to any valid objection to title made by the 30 days prior to closing, the Purchaser shall be conclusively deemed to have accepted the Vendors title to the property.

6. Vendors Obligations

7. Purchasers Obligations

a. The completion of the purchase by the Purchaser is conditional upon the Purchaser passing a resolution approving the purchase of the property. Purchaser covenants and agrees with the Vendor as follows:

- (i) To purchase the property on an as is basis;
- (ii) To assume responsibility and to remediate any past or present environmental issues as may be determined as a consequence of any environmental assessment or inspection;
- (iii) To be responsible for all survey costs associated with the transfer of the land and the subsequent development;
- (iv) To be responsible for and pay all costs associated with the migrating the property to the land registry system, under the Land Registration Act;

b. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this agreement except as expressed herein.

c. Transfer of title shall be shall be by Warranty Deed be prepared by the Purchaser's solicitor.

8. Notices

All notices hereunder shall be in writing and shall be delivered either personally or by facsimile transmission, addressed to the parties as follows:

To the Vendor: Gary Vernon
 To the Purchaser: The Amherst Water Utility
 P.O. Box 516
 Amherst, N.S. B4H 4A1

9. Time

Time shall in all respects be of the essence hereof provided that the time for doing or completing any matter provided for herein may be extended or abridged by an agreement in writing signed by the Vendor and the Purchaser or by their respective solicitors who are hereby expressly appointed in this regard.

10. Tender of Money

Any tender of documents or money hereunder may be made upon the Vendor or the Purchaser or the respective solicitors on the date of closing. Money may be tendered by bank draft or cheque certified by a Canadian chartered bank or trust company.

11. Telefacsimiles and Reproduction

The Vendor and Purchaser agree that this offer to purchase when executed and the executed acceptance thereafter may be communicated by telefacsimile and that such agreement shall be legal and binding upon the parties hereto. The Vendor and Purchaser further agree that reproduction of signatures by telefacsimile will be treated as originals.

12. Governing Law

This agreement shall be governed by and interpreted in accordance with the provisions of the laws of the Province of Nova Scotia.

13. Binding

This agreement shall be binding upon and enure to the benefit of the Vendor and Purchaser and their respective heirs, executors, administrators, successors and assigns, except as otherwise herein provided.

14. Headings

Section headings herein are for ease of reference only and shall not be considered as part for this agreement. **THIS AGREEMENT** executed by the Purchaser this _____ day of _____, 2017, at Amherst, Nova Scotia.

AMHERST WATER UTILTY

Per:

 David Kogon, MD
 Mayor

Per:

 Gregory D. Herrett, CPA, CA
 Chief Administrative Officer

THIS AGREEMENT executed by the Vendor this _____ day of _____, 2017, at Amherst, Nova Scotia.

 Gary Vernon

5.4 Station Street Sewer Project - Easement Agreements (5025)

**Moved By Deputy Mayor Christie
 Seconded By Councillor MacKenzie
 That Council approve entering into an agreement to acquire an easement with William and Margaret MacDonald to construct, maintain, inspect and repair a sewer outfall main including all appurtenances to it, on and under the lands on Spring Street, PID 25364811 described in Schedule "A" of the easement and authorize the Mayor and CAO to sign these documents on behalf of the Town**

Motion Carried

THIS AGREEMENT made this ____ day of _____, 2017.

BETWEEN:

WILLIAM ARCHIBALD GERALD MACDONALD and MARGARET ANN MACDONALD both of Amherst, in the County of Cumberland and Province of Nova Scotia, being the owners of the lands described in Schedule AA@

OF THE ONE PART

-and-

THE TOWN OF AMHERST, a municipal corporation in the County of Cumberland and Province of Nova Scotia

OF THE OTHER PART

WHEREAS Agreement has been reached between William MacDonald, Margaret MacDonald and the Town of Amherst with respect to the construction, maintenance, inspection and repair of a five meter sewer outfall, and the granting of an Easement respecting same, as follows:

- 1. The MacDonalds will grant to the Town of Amherst a five (5) meter Easement and all rights pertaining thereto as more fully set out in the attached Schedule AA@;
2. The Town of Amherst agrees to fill in all excavations and as far as practicable restore the surface to the same condition as prior to the commencement of construction or of any subsequent work to it;
3. The Town of Amherst agrees to asphalt the parking lot, without warranty, of up to a maximum cost of \$7500.00 for the asphalt.
4. The Town of Amherst agrees to dispose of surplus fill from the excavation;

IN WITNESS WHEREOF the parties have executed this agreement the day, month and year first above written.



THIS EASEMENT made this ____ day of _____, 2017.

BETWEEN:

WILLIAM ARCHIBALD GERALD MACDONALD and MARGARET ANN MACDONALD both of Amherst, in the County of Cumberland and Province of Nova Scotia, being the owners of the lands described in Schedule A Hereinafter called the GRANTOR

OF THE ONE PART

-and-

THE TOWN OF AMHERST, a municipal corporation in the County of Cumberland and Province of Nova Scotia Hereinafter called the GRANTEE

OF THE OTHER PART

IN CONSIDERATION of the sum of One Dollar (\$1.00) and other good and valuable consideration, now paid by the Grantee to the Grantor, receipt of which is acknowledged, the Grantor grants to the Grantee, its successors and assigns a eight (5) meter wide easement and rights:

- 1. To enter, construct, maintain, inspect and repair a sewer outfall main including all appurtenances to it, on and under the lands described in Schedule A, and as outlined in Schedule B, plan of survey prepared by _____, Nova Scotia Land Surveyor, dated _____; and
2. For the servants, agents, contractors and workers of the Grantee to enter with machinery, material, vehicles and equipment necessary for the use of the easement.

THE GRANTEE covenants:

- 1. To fill in all excavations and as far as practicable restore the surface to the same condition as prior to the commencement of construction or of any subsequent work to it;
2. To dispose of surplus fill from the excavation;

IN WITNESS WHEREOF the parties have executed this agreement the day, month and year first above written.

SCHEDULE A

PID 25364811 ALL that certain lot or tract and premises lying and being in the Town of Amherst, in the County of Cumberland, and Province of Nova Scotia, bounded and described as follows: **BEGINNING** on Spring Street on the Southerly side thereof at the Northwest corner of a lot of land now owned or occupied by Alice Cormier, **THENCE** running along said last mentioned lot and a continuation of its West side line South Nine Degrees East One Hundred and Fifty-four Feet and Six Inches or to a lane or street laid out through said Moffatt property; **THENCE** running westerly along said lane fifty feet to W.R. Parker's lot, **THENCE** North Nine Degrees West One Hundred and Fifty Feet to Spring Street aforesaid, **THENCE** along said Spring Street to the place of beginning. **MGA** Compliance Statement: The parcel was created by a subdivision that predates subdivision control or planning legislation or by-laws in the municipality and therefore no subdivision approval was required for creation of this parcel.

**Moved By Deputy Mayor Christie
Seconded By Councillor Blanch
That Council approve entering into an agreement to acquire an easement with Vincent and Judith Williston to construct, maintain, inspect and repair a sewer outfall main including all appurtenances to it, on and under the lands on Queen Street Extension and Albion Street, PID's 25009853 and 25028481 described in Schedule "A" of the easement and authorize the Mayor and CAO to sign these documents on behalf of the Town**

Motion Carried

THIS AGREEMENT made this _____ day of _____, 2017.

BETWEEN:

HILBURN VINCENT WILLISTON and JUDITH GAIL WILLISTON both of Amherst, in the County of Cumberland and Province of Nova Scotia, being the owners of the lands described in Schedule A

OF THE ONE PART

-and-

THE TOWN OF AMHERST, a municipal corporation in the County of Cumberland and Province of Nova Scotia

OF THE OTHER PART

WHEREAS Agreement has been reached between Hilburn Vincent Williston and Judith Gail Williston and the Town of Amherst with respect to the construction, maintenance, inspection and repair of a five meter sewer outfall, and the granting of an Easement respecting same, as follows:

1. The Willistons will grant to the Town of Amherst a five (5) meter Easement and all rights pertaining thereto as more fully set out in the attached Schedule A;
2. The Town of Amherst agrees to fill in all excavations and as far as practicable restore the surface to the same condition as prior to the commencement of construction or of any subsequent work to it;
3. The Town of Amherst agrees to pay the Willistons the sum of Ten Thousand Dollars (\$10,000.00).
4. The Town of Amherst agrees to dispose of surplus fill from the excavation;

IN WITNESS WHEREOF the parties have executed this agreement the day, month and year first above written.

.....

THIS EASEMENT made this _____ day of _____ 2017.

BETWEEN:

HILBURN VINCENT WILLISTON and JUDITH GAIL WILLISTON, both of Amherst, in the County of Cumberland and Province of Nova Scotia, being the owners of the lands described in Schedule A

Hereinafter called the **GRANTOR**

OF THE ONE PART

-and-

THE TOWN OF AMHERST, a municipal corporation in the County of Cumberland and Province of Nova Scotia
Hereinafter called the **GRANTEE**

OF THE OTHER PART

IN CONSIDERATION of the sum of One Dollar (\$1.00) and other good and valuable consideration, now paid by the Grantee to the Grantor, receipt of which is acknowledged, the Grantor grants to the Grantee, its successors and assigns a eight (5) meter wide easement and rights:

1. To enter, construct, maintain, inspect and repair a sewer outfall main including all appurtenances to it, on and under the lands described in Schedule A, and as outlined in Schedule B, plan of survey prepared by _____, Nova Scotia Land Surveyor, dated _____; and
2. For the servants, agents, contractors and workers of the Grantee to enter with machinery, material, vehicles and equipment necessary for the use of the easement.

THE GRANTEE covenants:

1. To fill in all excavations and as far as practicable restore the surface to the same condition as prior to the commencement of construction or of any subsequent work to it;
2. To dispose of surplus fill from the excavation;

IN WITNESS WHEREOF the parties have executed this agreement the day, month and year first above written.

SCHEDULE "A"
PID 25028481

ALL AND SINGULAR THAT CERTAIN LOT lying and being situate on the southerly side of Queen Street Extension in the Town of Amherst, Province of Nova Scotia and being shown on a plan of survey of lands of Henry Joseph LeBlanc and Ruth Marie LeBlanc prepared by Jerry L. Borden, N.S.L.S. dated the 1st day of June, A.D. 2004, and filed at the Registry of Deeds Office for the County of Cumberland, Province of Nova Scotia, on June 2, 2004, as No. 75604901 and being more particularly described as follows:[Directions in the following are oriented to the Nova Scotia Co-ordinate Grid 3 deg. MTM Zone 5 Central Meridian 64 deg. 30 min. West Longitude] **BEGINNING** at an iron bar on the southerly boundary of Queen Street Extension, said iron bar also being the northwesterly corner of lands of Allan G. Porter and Mary I. Porter, said iron bar being S 39 deg. 05 min. 21 E sec a distance of 2087.53 feet from Nova Scotia Control Monument No. 28874;**THENCE** S 17 deg. 12 min. 51 sec. E a distance of 65.26 feet along lands of Allen G. Porter and Mary I. Porter to and iron bar on lands of Hilburn V. Williston and Judith G. Williston; **THENCE** S 71 deg. 04 min. 51 sec. W a distance of 55.75 feet along lands of Hilburn V. Williston and Judith G. Williston to an iron bar at a corner;**THENCE** S 21 deg. 03 min. 31 sec. E a distance of 59.98 feet along lands of Hilburn V. Williston and Judith G. Williston to an iron bar at a corner;**THENCE** S 67 deg. 26 min. 29 sec. W a distance of 70.00 feet along lands of Hilburn V. Williston and Judith G. Williston to a survey marker at the southeasterly corner of lands of W.B. Wells Limited (Book 623, Page 13);**THENCE** N 24 deg. 34 min. 41 sec. W a distance of 121.13 feet along lands of W.B. Wells Limited to a survey marker at the southwesterly corner of Queen Street Extension; **THENCE** N 65 deg. 00 min. 00 sec. E a distance of 90.44 feet along the southerly boundary of Queen Street Extension to a survey maker;**THENCE** N 71 deg. 41 min. 07 sec. E a distance of 47.32 feet along the southerly boundary of Queen Street Extension to an iron bar at the northwesterly corner of lands of Allan G. Porter and Mary I. Porter being the place of beginning. **SAID DESCRIBED LOT** to contain 12,840 square feet. **THE ABOVE DESCRIBED LOT** of land being and intended to be the lands described in a deed to Henry Joseph LeBlanc and Ruth Marie LeBlanc dated the 9th day of January, A.D. 1976 and recorded in the Cumberland County Registry Office in Amherst in Book 337 at Page 92.

PID 25009853

ALL that lot of land situate in Amherst in the County of Cumberland, Province of Nova Scotia, and lying on the westerly side of Albion Street and more particularly described as follows:**COMMENCING** on the westerly margin of said street at the southeasterly corner of lands formerly owned by Enamel & Heating Products Limited, now or formerly owned by Allan G. Porter and Mary I. Porter,**THENCE** running in a southeasterly direction along the various courses of the westerly margin of Albion Street, for a distance of 99.81 feet, or to the northeasterly corner of lands, at one time owned by Gilbert G. Collicutt, now or formerly owned by Sybil K. Shipley;**THENCE** running in a southwesterly direction and at right angles to said Albion Street, along the northwesterly boundary line of the said lands now or formerly owned by Sybil K. Shipley and continuing in the same direction along the northwesterly boundary line of lands now or formerly owned by the Town of Amherst, for the total distance of 246 feet more or less, or until it comes to the northeasterly boundary line of lands now or formerly owned by Canadian National Railway;**THENCE** running in a northwesterly direction along the northeasterly boundary line of the said lands now

or formerly owned by Canadian National Railway line, for a distance of 30 feet more or less, or until it comes to the southwesterly corner of the said lands at one time owned by Enamel & Heating Products Limited, now or formerly owned by W. B. Wells Ltd.; **THENCE** running in a northeasterly direction along the southeasterly boundary line of the said lands now or formerly owned by W. B. Wells Ltd., for a distance of 63.38 feet, to a survey marker set at the southwesterly corner of lands now or formerly owned by Henry Joseph LeBlanc and Ruth Marie LeBlanc; **THENCE** running North 67 degrees 26 minutes 29 seconds East along a portion of the southeasterly boundary line of the said lands now or formerly owned by Henry Joseph LeBlanc and Ruth Marie LeBlanc, for a distance of 70 feet, to a found iron bar; **THENCE** running North 21 degrees 03 minutes 31 seconds West along a portion of the northeasterly boundary line of the said lands now or formerly owned by Henry Joseph LeBlanc and Ruth Marie LeBlanc, for a distance of 59.98 feet, to another found iron bar; **THENCE** running North 71 degrees 04 minutes 51 seconds East along the remaining portion of the southeasterly boundary line of the said lands now or formerly owned by Henry Joseph LeBlanc and Ruth Marie LeBlanc, for a distance of 55.75 feet, to an iron bar found whereat the southeasterly corner of the said lands now or formerly owned by Henry Joseph LeBlanc and Ruth Marie LeBlanc intersects the southwesterly corner of the said lands now or formerly owned by Allan G. Porter and Mary I. Porter; **THENCE** running in a northeasterly direction along the southeasterly boundary line of the said lands now or formerly owned by Alan G. Porter and Mary I. Porter, for a distance of 72.63 feet, to the point of beginning. **BEING AND INTENDED TO BE** the lot of land conveyed by Stephen W. Benjamin and S. Melanie Benjamin to Hilburn Vincent Williston and Judith Gail Williston, as Joint Tenants, by Warranty Deed dated the 30th day of May, 2002, and registered at the Registry of Deeds Office for the County of Cumberland, Province of Nova Scotia, on the same date, in Book 764, at Pages 270-272, as No. 1896. **TOGETHER WITH** the benefit of, and also **SUBJECT TO** the burden of a Town of Amherst sewer line easement, apparently prescriptive insofar as it crosses the said described lot of land, extending across, or near, the southwesterly corner of the said described lot of land, as shown on a Plan of the Town of Amherst filed at the Registry of Deeds Office aforesaid, on August 13, 1984, as No. P-2357, the said easement also shown on the Plan of Survey Lands of Henry Joseph LeBlanc and Ruth Marie LeBlanc prepared by Rayworth and Roberts Surveys Limited, bearing date the 1st day of June, A.D., 2004, and filed at the Registry of Deeds Office aforesaid, on June 2, 2004, as No. 75604901.

5.5 Willow Street Sewer Project - PCAP Application (5263)

Moved By Councillor Jones

Seconded By Councillor Rhindress

That Council approve the following resolution:

Whereas the Provincial Capital Assistance Program is designed to enable the Province to contribute financially towards the cost of high priority municipal infrastructure projects in order that this cost burden might be reduced to an affordable level; and

Whereas eligible projects include construction of sanitary sewage collection systems; and

Whereas components of an eligible project qualify for cost sharing under PCAP include engineering – cost of preparing design drawings and specifications; and

Whereas funding of up to 50% is available towards the cost of eligible projects;

Therefore be it resolved that the Council of the Town of Amherst approve the Willow Street Sanitary Sewer Replacement in the amount of \$488,982 in the 2017-18 Capital Budget and submit an application for 50% assistance through the Provincial Capital Assistance Program

Motion Carried

6. INFORMATION / DISCUSSION ITEMS

7. INTERNAL COMMITTEE REPORTS

7.1 Amherst Board of Police Commissioners (5303)

Councillor Blanch presented a report on behalf of the Amherst Board of Police Commissioners.

0731

7.2 Amherst Youth Town Council (5318)

Youth Councillor Marilyn Nixon presented a report on behalf of the Amherst Youth Town Council.

8. EXTERNAL COMMITTEE REPORTS

8.1 Cumberland Public Libraries (5304)

Councillor MacKenzie presented a report on behalf of the Cumberland Public Libraries Board. and addressed comments and enquiries from Council members.

8.2 Cumberland YMCA (5477)

Deputy Mayor Christie presented a report on behalf of the Cumberland YMCA and addressed comments and enquiries from members of Council

8.3 Cumberland Joint Services Management Authority (5306)

Councillor Byrne presented a report on behalf of the CJSMA. He reported that he had been appointed Vice Chair of the Authority at its meeting held April 20. Issues discussed at the meeting included the budget and special resolution processes, and waste handling, The Authority agreed to look at the future of garbage for the next 5 to 10 years, further refining the processing of residual waste, organics and recyclables. Two presentations are being planned for May, one from Sustane Technologies and one from Biogas Energy Inc (BEI); both who deal with gas extraction. He addressed comments and enquiries from Council.

8.4 L. A. Animal Shelter (5439)

Mayor Kogon presented a report on behalf of the L. A. Animal Shelter.

8.5 Seniors Safety Advisory Group (5305)

Councillor Jones presented a report on behalf of the Cumberland Seniors Safety Advisory Group.

9. ADJOURNMENT

Prior to the adjournment, Bill Schurman provided a brief summary on the upcoming Home Show to be held at the Stadium this weekend.

Moved By Councillor Byrne
Seconded By Councillor Blanch
To adjourn at 8:20 PM

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

David Kogon, MD
Mayor

Estimates of Revenues & Expenditures

MOTION:

THAT Council accepts the following estimates of the sums required by the Town of Amherst for the fiscal period ending March 31, 2018, prepared in accordance with Section 72 of the *Municipal Government Act*:

Revenues	
Taxes	\$12,963,675
Grants in Lieu of Taxes	317,628
Services Provided to Other Local Gov't	186,324
Sale of Services	1,355,433
Other Revenue from Own Sources	617,626
Unconditional Transfers	1,260,382
Conditional Transfers	466,250
Other Transfers	413,270
Total Revenues	\$17,580,588

Expenditures	
Corporate Services	\$4,876,443
Police Services	4,180,546
Fire Protection Services	1,654,796
Operations	4,323,951
Community & Economic Development	431,503
Recreation	1,877,449
Strategic	235,900
Total Expenditures	\$17,580,588

2017-2018 General Tax Rates

WHEREAS total estimated expenditures for the fiscal period are \$17,580,588; and

WHEREAS total estimated revenues, other than taxes to be levied are \$4,616,913 ;
and

WHEREAS the balance of revenues required, \$12,963,675 must be rated;

THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year
ending March 31, 2018:

a) The general tax rates are as follows:

Residential / Resource	\$1.16 per \$100 of assessment
Commercial	\$3.96 per \$100 of assessment

AND THAT these taxes are due and payable on September 29, 2017 with interest to
be charged on all final tax accounts outstanding on or after October 1, 2017 at the
rate of 1% per month, 12% per annum.

2017-2018 Area Rate

Mandatory Provincial Contributions

WHEREAS the Mandatory provincial contributions for the 2017-18 fiscal period of \$2,155,418 must be rated;

THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year ending March 31, 2018, the Mandatory Provincial Contribution Area Rate on all property assessments within the boundary of the Town of Amherst are as follows:

Residential / Resource	\$0.41 per \$100 of assessment
Commercial	\$0.41 per \$100 of assessment

AND THAT these area rates are due and payable on September 29, 2017 with interest to be charged on all final tax accounts outstanding on or after October 1, 2017 at the rate of 1% per month, 12% per annum.

2017-2018 Area Rate

Community Support

WHEREAS the estimated community support for the 2017-18 fiscal period of \$332,477 must be rated;

THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year ending March 31, 2018, the Community Support Area Rate on all property assessments within the boundary of the Town of Amherst are as follows:

Residential / Resource	\$0.06 per \$100 of assessment
Commercial	\$0.06 per \$100 of assessment

AND THAT these area rates are due and payable on September 29, 2017 with interest to be charged on all final tax accounts outstanding on or after October 1, 2017 at the rate of 1% per month, 12% per annum.

Sewer Rates Resolution

WHEREAS Council is authorized by the Town of Amherst Sanitary Sewer Rates By-law to set rates for sewer services;

THEREFORE BE IT RESOLVED THAT owners shall be billed for sewer services using one of the following methods effective April 1, 2017:

- **Metered Customers**

Those owners whose water service is metered shall pay a usage charge:

- **Residential**: \$0.99 per cu. meter of metered water consumption as determined by the Amherst Water Utility;
- **Commercial/Industrial/Institutional**: \$0.49 per cu. meter of metered water consumption as determined by the Amherst Water Utility.

- **Base Charges**

Those owners whose water service is metered shall pay a base charge quarterly. The quarterly base charge by meter size is:

5/8"	\$18.00
3/4"	\$27.00
1"	\$43.75
1 1/2"	\$86.00
2"	\$136.25
3"	\$271.25
4"	\$500.00

- **Non-Metered Customers**

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

Wastewater Treatment Facility Uniform Charge

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2018, an amount to be raised for a portion of the debenture principal and interest payments for the wastewater treatment facility, a purpose for which the Town may expend funds; and

WHEREAS there are approximately 484 unmetered mobile homes within a land leased community within the boundaries of the Town of Amherst; and

WHEREAS the Council may, under paragraph 75(4)(b) of the *Municipal Government Act*, in lieu of levying an area rate, levy a uniform charge on each unmetered mobile home within a land lased community in the area;

THEREFORE BE IT RESOLVED that a uniform charge of \$72.00 be levied for the fiscal year ending March 31, 2018 on each unmetered mobile home within a land leased community within the boundaries of the Town of Amherst, and that these uniform charges are due and payable on September 29, 2017 with interest to be charged on all final tax accounts outstanding on or after October 1, 2017 at the rate of 1% per month, 12% per annum.

Solid Waste Management Uniform Charge

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2018, the amount of \$558,100 to be expended for the purpose of solid waste management, a purpose for which the Town may expend funds; and

WHEREAS \$16,000 of this amount is funded from the general tax rate and \$26,400 is funded from the Operating Reserve, leaving \$515,700 to be funded from the Solid Waste Management Uniform Charge; and

WHEREAS there are approximately 3,210 dwelling units within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units; and

WHEREAS the Council may, under paragraph 75(4)(b) of the *Municipal Government Act*, in lieu of levying an area rate, levy a uniform charge on each property assessment in the area;

THEREFORE BE IT RESOLVED that a uniform charge of \$160.00 be levied for the fiscal year ending March 31, 2018 on each dwelling unit within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units, and that these uniform charges are due and payable on September 29, 2017 with interest to be charged on all final tax accounts outstanding on or after October 1, 2017 at the rate of 1% per month, 12% per annum.

Synopsis

2017-18 General Capital Budget Town of Amherst

Each year the Town of Amherst presents the capital budget to Council for approval. The general Capital budget is in the amount of \$5,756,714.

MOTION:

That Council approves the Town of Amherst General Capital Budget for the 2017-18 fiscal year as presented in the amount of \$5,756,714 to be funded as follows:

Capital Reserve from General Operating	\$ 525,000
Operating Reserve	195,282
Capital Reserve (Carry Over Items)	372,580
Gas Tax Funding	750,000
Fundraising	181,852
Federal – ACOA	65,000
Federal – CWWF	1,558,000
Provincial – CWWF	779,500
Long Tem Debt	<u>1,329,500</u>
	\$ 5,756,714

And further, that Council approve in principle the subsequent nine years' General Capital Budget plan as presented:

Fiscal Year	General Capital Total Amount
2018 – 2019	\$ 2,935,500
2019 – 2020	\$ 1,746,750
2020 – 2021	\$ 1,686,250
2021 – 2022	\$ 2,384,000
2022 – 2023	\$ 1,598,250
2023 – 2024	\$ 1,723,250
2024 – 2025	\$ 1,577,250
2025 – 2026	\$ 1,326,000
2026 – 2027	\$ 1,625,000

To be clear, the second part of this motion contemplates the approval of the amounts for the years 2018-2019 to 2026-2027 for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.



SPECIAL COUNCIL MEETING

RFD#

Date: May 23, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Gregory D. Herrett, CA – Chief Administrative Officer

DATE: May 23, 2017

SUBJECT: 2017 – 18 General Capital Budget, Town of Amherst

ORIGIN:

2017 - 2018 budget preparations

LEGISLATIVE AUTHORITY:

Section 65 of the Municipal Government Act gives Council the authority to spend money.

RECOMMENDATION:

That Council approves the Town of Amherst General Capital Budget for the 2017-18 fiscal year as presented in the amount of \$5,756,714, and further, that Council approve in principle the subsequent nine years’ general Capital Budget plan as presented.

BACKGROUND:

Each year the Town of Amherst presents the capital budget to Council for approval. This year, the general capital budget in the amount of \$5,756,714 includes \$1,467,000 for the general capital portion of the reconstruction of East Victoria Street from Rupert to Marshview and \$1,650,000 for the Station Street storm water separation.

DISCUSSION:

Fiscal capacity for services and long range budgeting is a strategic priority of Council. The general capital budget, as presented, fits within the Town’s financial resources. The borrowing being contemplated for the 2017-18 general capital projects are for a fire truck, a portion of East Victoria Street reconstruction, and a portion of Station Street storm water separation.

FINANCIAL IMPLICATIONS:

Funding this year’s Town of Amherst general capital budget of \$5,756,714 is proposed to be:

Capital Reserve from General Operating	\$ 525,000
Operating Reserve	195,282
Capital Reserve (Carry Over Items)	372,580
Gas Tax Funding	750,000
Fundraising	181,852
Federal – ACOA	65,000
Federal – CWWF	1,558,000
Provincial – CWWF	779,500
Long Tem Debt	<u>1,329,500</u>
	\$ 5,756,714



As in past years, projections for the subsequent nine years are included for Council's consideration:

<u>Fiscal Year</u>	<u>Total Amount</u>
2018 – 2019	\$ 2,935,500
2019 – 2020	\$ 1,746,750
2020 – 2021	\$ 1,686,250
2021 – 2022	\$ 2,384,000
2022 – 2023	\$ 1,598,250
2023 – 2024	\$ 1,723,250
2024 – 2025	\$ 1,577,250
2025 – 2026	\$ 1,326,000
2026 – 2027	\$ 1,625,000

COMMUNITY ENGAGEMENT:

ENVIRONMENTAL IMPLICATIONS:

ALTERNATIVES:

1. Approve the general capital budget as presented
2. Approve the general capital budget with amendments
3. Refer the general capital budget back to staff for further review.

ATTACHMENTS:

NA

Report prepared by: Sarah Wilson, Accountant

Report and Financial approved by: N/A

Capital Budget YEAR 1 - 2017/18		Sources of Financing									
Projects	Estimated Gross Cost with non- recoverable HST included	Capital Reserve from General Operating	Sewer Operating	Operating Reserve	Capital Reserve (Carry Over Items)	Gas Tax	Fundraising	ACOA	Federal Grant - CWWF	Province of Nova Scotia Grant - CWWF	Long Term Debt - General
GENERAL CAPITAL											
TRANSPORTATION & PUBLIC WORKS											
EQUIPMENT											
Via Rail Station - new furnace (carry over)	7,000				7,000						
Trackless Sidewalk Blower	162,000	162,000									
Salt Hopper (new hopper - retire 4th dump truck)	35,000	35,000									
Subtotal	204,000	197,000	-	-	7,000	-	-	-	-	-	-
BUILDINGS / LAND											
West Highlands School - Gymnasium Enhancement & Bleachers & Scoreclock (carry over)	217,252				35,400		181,852				
Library Heating Issues (depending on option)	100,000	100,000									
Subtotal	317,252	100,000	-	-	35,400	-	181,852	-	-	-	-
LARGE MULTI - CATEGORY PROJECTS											
East Victoria Street ~ Rupert to Marshview ~ (\$2,200,000 with water) ~ sanitary sewer, street reconstruction, storm sewer, curb and some sidewalk. (carry over)	1,467,000	-	-	-	-	-	-	-	733,000	367,000	367,000
STREETS											
Chuch Street ~ Dickey to Albion - Micro Seal (carry over)	50,000					50,000					
Mallard Drive - top coat as per policy	35,000					35,000					
Robert Angus Drive ~ Albion to Church (Overlay)	200,000					200,000					
Myrtle Street (Overlay)	20,000					20,000					
Newton Avenue ~ Albion to Silver (Overlay)	10,000					10,000					
Kimberly Court West (Pulverize)	20,000					20,000					
Tantramar Crescent - portion of street (Overlay)	100,000					100,000					
Rosewood Drive (Plane)	15,000					15,000					
Subtotal	450,000	-	-	-	-	450,000	-	-	-	-	-
<i>RC = Reconstruction and paving; CM = Cold mill and Paving; P = Pulverize and paving; O = Asphalt Overlay</i>											
SIDEWALKS											
Park Street - new sidewalk (materials only Town crew labour)	5,000					5,000					
Chamberlain Street ~ South Albion to tracks - replace asphalt sidewalk with concrete (materials only Town crew labour)	25,000					25,000					
Subtotal	30,000	-	-	-	-	30,000	-	-	-	-	-
STORMSEWER											
Station Street ~ storm water separation (carry over)	1,650,000							825,000	412,500	412,500	
Alma Street (materials only Town crew labour)	10,000					10,000					
Highfield Street (materials only Town crew labour)	10,000					10,000					
Subtotal	1,670,000	-	-	-	-	20,000	-	825,000	412,500	412,500	
SANITARY SEWER											
Willow Street ~ North of Walter Purdy to Highschool	225,000					225,000					
Alma Street (materials only Town Crew labour)	20,000		15,000			5,000					
Highfield Street (materials only Town crew labour)	20,000					20,000					
Subtotal	265,000	-	15,000	-	-	250,000	-	-	-	-	-
FIRE DEPARTMENT											
Fire Truck - replace 1987 Fire Truck (carry over)	550,000										550,000
Replacement - Fire fighter voice pagers (58 units)	30,243	30,243									
Replacement of breathing air refilling stations (2 units)	30,034	30,034									
Replacement structural firefighting bunker gear (6-8 sets)	19,200	19,200									
Replacement of VHF Radios (HAZMAT Entry) (6-9 units)	20,523	20,523									
Subtotal	650,000	100,000	-	-	-	-	-	-	-	-	550,000
POLICE DEPARTMENT											
Vehicle - Patrol Car 2 (carry over)	45,000				45,000						
Vehicle - Patrol Car 3	45,000	45,000									
Radio Console - Dispatch	50,000			50,000							
Air to Air Heat Pumps (2) - Air Conditioning Men and Women's Locker Rooms	10,000		10,000								
Vehicle - Street Crime Unit	40,000	40,000									
Subtotal	190,000	95,000	-	50,000	45,000	-	-	-	-	-	-
RECREATION											
Dickey Park - Field Development - Goal Posts & Nets (carry over)	47,203				47,203						
Signage - Parks / Playgrounds / Facilities (carry over)	6,500				6,500						
West Highlands Park Redevelopment - new Tennis Court (carry over \$120,000)	185,000				120,000		65,000				
Town Hall / Downtown Signage Branding / Street Banners / Themed Lights / Victoria Square / Benches / Receptacles / Self Watering Hanging Baskets (carry over)	44,806				44,806						
Park/Decorative Land Development - Four Fathers monument (100 Victoria - beside Town hall) (carry over \$19,218)	25,000			5,782	19,218						
Playground Equipment (carry over)	15,000				15,000						
New Truck - replace Expedition (carry over)	32,453				32,453						
Trail Development	12,500	12,500									
Stadium Sound System - replace speakers	25,000			25,000							
Net Zero Energy - recommendation from feasibility study	50,000			50,000							
Dog Park	25,000			25,000							
Robb's Fencing	20,000	5,500		14,500							
Video live stream of Council Meetings	25,000			25,000							
Subtotal	513,462	18,000	-	145,282	285,180	-	-	65,000	-	-	-
GENERAL TOTAL	5,756,714	510,000	15,000	195,282	372,580	750,000	181,852	65,000	1,558,000	779,500	1,329,500

Synopsis

General Borrowing Resolution

Each year, usually in conjunction with approving the budget, Council approves a general borrowing resolution to authorize the borrowing of up to \$2 million from the Royal Bank to meet expenditures of the Town until such time as the taxes are levied and collected.

This general borrowing resolution ensures the day to day operations of the Town are not affected by cash flow in times when revenue from taxes hasn't been collected yet. This isn't to say the Town borrows \$2 million; it is just temporary financing that may be required from time to time to avoid any cash flow issues prior to taxes being collected.

The interest rate on such borrowing is Royal Bank prime minus ¼%.

MOTION :

That Council approves a general borrowing resolution to authorize the borrowing of certain moneys from the Royal Bank of Canada to meet the current expenditures of the Town of Amherst for the year ending March 31, 2018.



SPECIAL COUNCIL MEETING

RFD#

Date: May 23, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Vince Arbing, CA – Director of Finance

DATE: May 23, 2017

SUBJECT: General Borrowing Resolution

ORIGIN:

2017-18 Operating Budget

LEGISLATIVE AUTHORITY:

Municipal Government Act, section 84 gives the Town authority to temporarily borrow to cover the annual current expenditure of the municipality that has been authorized by the council.

RECOMMENDATION:

That Council approves a general borrowing resolution to authorize the borrowing of certain moneys from the Royal Bank of Canada to meet the current expenditures of the Town of Amherst for the year ending March 31, 2018

BACKGROUND:

Each year, usually in conjunction with approving the budget, Council approves a general borrowing resolution to authorize the borrowing of up to \$2 million from the Royal Bank to meet expenditures of the Town until such time as the taxes are levied and collected.

DISCUSSION:

This general borrowing resolution ensures the day to day operations of the Town are not affected by cash flow in times when revenue from taxes hasn't been collected yet. This isn't to say the Town borrows \$2 million; it is just temporary financing that may be required from time to time to avoid any cash flow issues prior to taxes being collected.

FINANCIAL IMPLICATIONS:

The interest rate on such borrowing is Royal Bank prime minus ¼%.

COMMUNITY ENGAGEMENT:

This temporary borrowing is operational in nature; Community engagement is not being contemplated.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications associated with this borrowing.

ALTERNATIVES:

Council could approve a General Borrowing Resolution for a different amount or decline approval of any temporary borrowing for this purpose.



ATTACHMENTS:

- 1) General Borrowing Resolution

Report prepared by: Vince Arbing, CPA, CA – Director of Finance
Report and Financial approved by: N/A

TOWN OF AMHERST
GENERAL BORROWING RESOLUTION

To authorize the borrowing of certain moneys from the Royal Bank of Canada to meet the current expenditure of the Corporation of the Town of Amherst (hereinafter called "the Corporation") for the year ending March 31, 2018.

WHEREAS it is necessary to borrow the sum of \$2,000,000 (two million dollars) from the **Royal Bank of Canada** to meet the new current expenditures of the Corporation until such time as the taxes to be levied therefore can be collected;

BE IT THEREFORE RESOLVED by the Municipal Council of the Corporation as follows:

1. **THAT** the Mayor and the Treasurer of the Corporation be, and they are hereby authorized under the seal of the Corporation to borrow from the **Royal Bank of Canada** up to the sum of **\$2,000,000 (two million dollars)** as the same may be required from time to time to meet the now current expenditures of the Corporation which said expenditures has been duly authorized by Council; and
2. **THAT** the said Mayor with the Treasurer aforesaid, be, and they are hereby authorized to pay or allow to the said bank, interest on the sum of **\$2,000,000 (two million dollars)** at a rate of Royal Bank Prime minus ¼% per annum, which may be paid or allowed in advance by way of discount or otherwise howsoever as they may deem best; and
3. **THAT** the said sum of **\$2,000,000 (two million dollars)** so to be borrowed shall be made payable on or before the 31st day of March, 2018, and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of March, 2018, may be renewed by the said Mayor and Treasurer from time to time, but no renewal thereof shall fall due later than the said 31st day of March, 2018; and
4. **THAT** the said promissory note or notes of the Corporation, sealed with the corporate seal and signed by the Mayor and Treasurer of the Corporation be given from time to time as required, in security for the amounts borrowed from time to time under the provisions of this resolution; and
5. **THAT** giving of such renewal note or notes, as aforesaid, shall not be deemed satisfaction to the said bank of the said advance or interest, but as evidence only in indebtedness.

This is to certify that the foregoing is a true copy of a resolution of the Council of the Municipal Corporation of the **Town of Amherst** passed at a meeting of the said Council, duly called and held on the ____ day of _____, 2017 at which a quorum of the Council was present and voting.

Given under the hands of the Mayor and Treasurer of the Town this ____ day of _____, 2017

.....
David Kogon, MD
Mayor

.....
Vince G. Arbing, CA
Treasurer

Synopsis

Tax Exemption Bylaw

The Tax Exemption Bylaw either 100% exempts certain charitable organizations from paying property taxes (i.e. registered charitable Canadian organizations), or allows other organizations that are assessed as taxable commercial to be reduced to the tax that would otherwise be payable if the property were assessed residential.

Staff is recommending removing land and building, 189 Church Street, Pythian Castle Ltd., AAN 02209128 on Schedule "C". This property was sold and no longer qualifies for this exemption.

All remaining nine organizations in the bylaw submitted applications with their financial information. They all continue to qualify for exemption under the conditions of the bylaw. The cost to the Town as a result of the Tax Exemption Bylaw this year will be \$80,086, which is a decrease of \$4,354 from last year.

MOTION :

That Council approve first reading of a bylaw to amend the Tax Exemption Bylaw, B-1, which removes the property located at 189 Church Street, and further, that \$80,086 be granted in tax exemptions to nine organizations in total.



SPECIAL COUNCIL MEETING

RFD#

Date: 23 May 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Vince Arbing, CA – Director of Finance

DATE: May 23, 2017

SUBJECT: Tax Exemption Bylaw

ORIGIN:

Annual review of the Tax Exemption Bylaw.

LEGISLATIVE AUTHORITY:

MGA 71 (1) and (2) state that “*council may, by policy, exempt from taxation, to the extent and under the conditions set out in the policy*”

RECOMMENDATION:

That Council approve a bylaw to amend the Tax Exemption Bylaw, B-1, which removes the property located at 189 Church Street, and further, that \$80,086 be granted in tax exemptions to nine organizations in total

BACKGROUND:

The Tax Exemption Bylaw either 100% exempts certain charitable organizations from paying property taxes (i.e. registered charitable Canadian organizations, on Schedule “A”) or allows other organizations that are assessed as taxable commercial to be reduced to the tax that would otherwise be payable if the property were assessed residential (Schedule “C”).

All organizations are required to apply annually for the tax exemption. Financial information must be included with the application. Tax exemption will be granted based on the financial need of the organization. This year, all nine organizations who qualify for the tax exemption submitted an application with their financial information. We also asked each organization the following three questions:

1. If your organization were NOT to receive the property tax exemption, what impact would this have on your organization?
2. What social and financial benefit does your organization provide to the community? What would the community lose if this organization did not exist?
3. What other services and/or support does the Town provide to this organization?

All organizations submitted the required information. Staff reviewed the information submitted and are satisfied with the financial need of all the organizations.



DISCUSSION:

Pythian Castle Ltd. was sold in August 2016 to Keith Moses, who runs the Amherst Kodokan Judo Academy. This property therefore no longer qualifies for this exemption as the property ownership is not in the name of the organization. The Municipal Government Act states, in part, that the property must be owned by the organization.

FINANCIAL IMPLICATIONS:

The annual cost to the Town as a result of the Tax Exemption By-law is approximately \$80,086, which is a decrease of \$4,354 from last year.

COMMUNITY ENGAGEMENT:

Staff contacted all nine organizations requesting that they submit applications and answers to the questions.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications.

ALTERNATIVES:

1. Repeal the Bylaw and do not provide any exemptions to any organizations;
2. Eliminate some of the organizations from receiving the exemption based on the information in their applications.

ATTACHMENTS:

Bylaw to Amend the Tax Exemption Bylaw
Tax Exemption Bylaw Consolidation

Report prepared by: Vince Arbing, CA - Director of Finance
Report and Financial approved by: N/A

Town of Amherst

Bylaw to Amend the Tax Exemption Bylaw, B-1

1. This is a by-law to amend the Tax Exemption Bylaw, B-1.
2. The Tax Exemption Bylaw of the Town of Amherst is hereby amended as follows:
 - a) Remove the following organization from Schedule C:

Property: Land & Building, 189 Church Street

Owner: Pythian Castle Ltd.

Assessment Account Number: 02209128

Extent of Application: The Whole of Commercial Portion

Extent of Exemption: 100%

First Reading of Council –
Notice of Intention to Adopt –
Second Reading of Council –
Notice of Publication –
Effective Date –

Amend Tax Exemption Bylaw

Annotation for Official Bylaw Book	
Date of First Reading	
Date of advertisement of Notice of Intent to Consider	
Date of Second Reading	
Date of advertisement of passage of Bylaw	
Date of mailing to Minister a certified copy of Bylaw	
Effective Date of Bylaw	
I certify that this Bylaw to Amend the Tax Exemption Bylaw was adopted by Council and published as indicated above	
<hr style="border: 0.5px solid black;"/> Gregory D. Herrett, CPA, CA Town Clerk and CAO	

First Reading of Council –
 Notice of Intention to Adopt –
 Second Reading of Council –
 Notice of Publication –
 Effective Date –

TOWN OF AMHERST
TAX EXEMPTION BYLAW, B-1
CONSOLIDATION TO 12 JUNE 2015

BE IT RESOLVED by the Council of the Town of Amherst that the following bylaw is hereby enacted and that the Clerk forward two copies of it to the Minister of Service Nova Scotia and Municipal Relations for his information.

BYLAW RESPECTING TAX EXEMPTION FOR FIRE DEPARTMENTS
CHARITABLE AND NON-PROFIT ORGANIZATIONS

- | | | |
|----|--|----------------------------------|
| 1. | This bylaw shall be known as the Town of Amherst Tax Exemption Bylaw. | SCOPE AND TITLE |
| 2. | The property of the organizations or institutions named in Schedules "A", "B", and "C", to this bylaw that would otherwise be classified as commercial property shall be exempt or taxed in accordance with the particular schedule. | SCHEDULE OF CLASSIFICATIONS |
| 3. | The partial or total exemption provided in Section 2 above shall apply only to that portion of the property specified in the Schedule. | PORTION OF PROPERTY TO BE EXEMPT |
| 4. | When a property, or part thereof, listed on a Schedule ceases to be occupied by the association or for the purposes set out in the Schedule, or if not in good standing, then the partial or total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then expired. | PROPERTY CEASING TO BE EXEMPT |
| 5. | In order to be considered for a tax exemption, all organizations or institutions must apply in writing to the Town of Amherst by January 31 of each year. Included with the application will be the annual financial statements for the most recent fiscal year. Exemptions granted will be based on the financial need of the organization or institution. This is effective for the 2016-17 fiscal year. | APPLICATION PROCESS |

6. The effective date of this Bylaw shall be April 1, 2007 and the provisions of the Bylaw shall continue until Council sets a new effective or expiry date.

B-1

DURATION OF
BYLAW

7. The Tax Exemption Bylaw as approved by Council on 13th December 1982, and by the Minister of Municipal Affairs on 7th January 1983 with its amendments is hereby repealed.

REPEAL

CONSOLIDATION NOTES:

The existing bylaw was approved by council on the 23rd day of April 2001, with amendments to December 16, 2002.

On March 27, 2006 a Bylaw to Amend the Tax Exemption Bylaw was approved which changed Section 5, Duration of By-Law. The above is the consolidated version of the By-Law.

Changes approved at the March 27, 2006 Council meeting include amendments to Schedule D .The attached schedules represent the Consolidated version including the changes to Schedule "D".

Changes approved at the September 24, 2007 Council meeting include renaming Schedule D to Schedule C, rewording the narrative at the beginning of each Schedule for clarification
Purposes, changing the name of the owner at 24 Crescent Ave. to Alpha Outreach Society, in the newly named Schedule "C", and adding Land & Building, 13 Prince Arthur St., assessed to Alpha Outreach Society to Schedule "C" for the Whole of the property at 100% exemption from commercial to residential tax rate.

Changes approved at the June 22, 2009 Council meeting include Schedule A - change to proper name of owner of the Bright Beginnings Child Care Centre. Take the YMCA and the Bridge Adult Services Society off the Schedule. They are now Commercial exempt per the 2009 Assessment Roll and therefore no need to have on this Schedule. Schedule B – Take the Amherst Golden Years Society off the Schedule. It is now Commercial exempt per the 2009 Assessment Roll and therefore no need to have in this Schedule. Schedule C – Add a new property, a vacant piece of land on Cornwall Avenue, recently purchased by the Amherst Lions Club to insure access to the adjacent Lion Cecil Small Bantam Baseball Field. Current assessment value is \$8,700. Delete land & building at 234 Church Street owned by the AME Church. Schedule C reduces taxable commercial properties to the tax that would otherwise be payable if the property were residential. Since the AME Church property is already assessed as residential and not commercial, there is no need to have this property on the schedule.

Changes approved at the October 26, 2009 Council meeting include Schedule A – Add Bridge Adult Services Society located at 16 Station St. to the Schedule. This property has been re-classified by Property Valuation Services Corporation from commercial exempt to commercial taxable for the 2009 fiscal year. This means we must add the society to this By-law if we do not want them to pay property taxes. Add Assessment Account Numbers of the properties to all Schedules.

Changes approved at the June 25, 2012 Council meeting added the words "or if not in good standing" to paragraph 4, to clarify that if an account is in arrears, the property would cease to have a tax exemption. The amending by-law removed two properties from Schedule "C" – 24 Crescent Avenue and 3 Prince Arthur Street, formerly owned by Alpha Outreach Society, but which have been sold and are no longer used for non-profit purposes, and corrected the assessment account number for 5 Electric Street.

Changes approved at the April 29, 2013 Council meeting added two properties owned by Cumberland Columbia Club (Knights of Columbus) to Schedule C; these two properties are used for parking, a non profit purpose, and qualify for exemption under Section 71(2) of the MGA.

Changes approved at the May 26, 2014 Council meeting removed two properties previously owned by Amherst Lions Club, which were sold to the Province as a part of the land parcel for construction of a new elementary school and no longer qualify for the exemption.

Changes approved at the June 12, 2015 special Council meeting added a new paragraph 5 requiring organizations and institutions to apply annually for exemptions effective in the 2016-17 fiscal year, and added one property owned by Tantramar Community Radio Society, 80 Church Street, to Schedule C; this is a not-for-profit society.

Changes approved at the June 26, 2017 regular Council meeting removed the land and building, 189 Church Street, Pythian Castle Ltd., AAN 02209128 from Schedule "C" as the property was sold and no longer qualifies for this exemption.

B-1
SCHEDULE "A"

*Properties of a named registered Canadian charitable organization
purpose be exempt from taxation under Section 71(1) (a) of the M
accordance with Section 71(5) of the Municipal Government Act, t*

PROPERTY

OWNER

ASSESSMENT
ACCOUNT
NUMBER

B-1

SCHEDULE "B"

Properties of non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations and which in the opinion of Council provide a service to the municipality that might otherwise be a responsibility of Council *be* exempt from taxation under Section 71(1) (b) of the Municipal Government Act to the extent set out in the last two columns of this Schedule.

PROPERTY

OWNER

ASSESSMENT
ACCOUNT
NUMBER

EXTENT OF
APPLICATION

EXTENT OF
EXEMPTION

B-1

SCHEDULE "C"

Properties of non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations that are assessed as taxable commercial property be reduced to the tax that would otherwise be payable if the property were residential, inclusive of area rates under Section 71(2) of the Municipal Government Act, to the extent set out in the last two columns of this schedule.

<u>PROPERTY</u>	<u>OWNER</u>	<u>ASSESSMENT ACCOUNT NUMBER</u>	<u>EXTENT OF APPLICATION</u>	<u>EXTENT OF EXEMPTION</u>
Land & Building 20 Lawrence St.	Amherst Masonic Society	00064149	The Whole	100%
Land & Building 3 Robie St.	Cumberland Columbia Club	01030914	The Whole	100%
Parking Lot 4-6 Robie St.	Cumberland Columbia Club	01030906	The Whole	100%
Parking Lot 5 Robie St.	Cumberland Columbia Club	01076573	The Whole	100%
Parking Lot 7 Robie St.	Cumberland Columbia Club	03256952	The Whole	100%
Land & Building 189 Church St.	Pythian Castle Ltd.	02209128	The Whole	100%
Land & Building 5 Electric St	Amherst Lions Club	05127807	The Whole	100%

B-1

SCHEDULE "C" (continued)

<u>PROPERTY</u>	<u>OWNER</u>	<u>ASSESSMENT ACCOUNT NUMBER</u>	<u>EXTENT OF APPLICATION</u>	<u>EXTENT OF EXEMPTION</u>
Land & Building 45 Prince Arthur St.	Amherst Curling Club	00064009	The Whole	100%
Board Room & Counselling Rooms Cumberland County Transition House 41 Russell St.	Cumberland County Transition House Association	07419112	The Whole of Commercial Portion	100%
Land & Building 80 Church Street	Tantramar Community Radio Society	0005045	The Whole of Commercial Portion	100%

**TOWN OF AMHERST
2017/18 Tax Exemption**

PROPERTY	OWNER	AAN	100% EXEMPT AS PER SCHEDULE A OF BYLAW	REDUCED TO RESIDENTIAL AS PER SCHEDULE B OF BYLAW	RECEIVED APPLICATION	RECEIVED FINANCIAL STATEMENTS	RECEIVED QUESTIONNAIRE	PROPOSED AMOUNT	RECOMMENDATION TO RECEIVE EXEMPTION
Land & Building 25 Park St	Bright Beginnings Child Care Centre	00064017	✓		YES	YES	YES	\$ 3,875.95	YES
Land & Building 1 Rupert St	Amherst & District Residential Services Society	00635928	✓		YES	YES	YES	\$ 4,083.63	YES
Land & Building 16 Station St	Bridge Adult Services Society	03030563	✓		YES	YES	YES	\$ 38,692.75	YES
Land & Building 20 Lawrence St	Amherst Masonic Society	00064149		✓	YES	YES	YES	\$ 4,325.88	YES
Land & Building 3 Robie St	Cumberland Columbia Club	01030914		✓	YES	YES	YES	\$ 11,968.08	YES
Parking Lot 4-6 Robie St	Cumberland Columbia Club	01030906		✓	YES	YES	YES	\$ 662.70	YES
Parking Lot 5 Robie St	Cumberland Columbia Club	01076573		✓	YES	YES	YES	\$ 789.60	YES
Parking Lot 7 Robie St	Cumberland Columbia Club	03256952		✓	YES	YES	YES	\$ 789.60	YES
Land & Building 189 Church St	Pythian Castle Ltd	02209128		✓	YES	YES	YES	\$ 2,851.02	YES
Land & Building 5 Electric St	Amherst Lions Club	05127807		✓	YES	YES	YES	\$ 5,044.98	YES
Land & Building 45 Prince Arthur St	Amherst Curling Club	00064009		✓	YES	YES	YES	\$ 6,198.36	YES
Board Room & Counselling Rooms 41 Russell St	Cumberland County Transition House Association	07419112		✓	YES	YES	YES	\$ 2,591.58	YES
Land & Building 80 Church St	Tantramar Community Radio Society	00005045		✓	YES	YES	YES	\$ 2,735.40	YES
GRAND TOTAL								\$ 84,609.53	

Synopsis

Tax Reduction Policy

Each year the Tax Reduction Policy is reviewed to ensure fair and equitable treatment of tax payers on low or fixed incomes who are challenged to pay their property taxes. In this year's review it was felt that a three tiered income level with different exemption amounts would be more fair and equitable. Residents shall be eligible for an annual property tax exemption according to the following income levels and amounts:

- \$20,000 or less - a credit of \$400
- \$20,001 to \$22,500 - a credit of \$200
- \$22,501 to \$25,000 - a credit of \$100

Other minor housekeeping changes in the wording of some of the conditions were also made.

In 2016-2017 there were 33 accounts that qualified for a total tax reduction of \$8,123. With these expanded ranges and increased exemption amounts it is hard to determine with any accuracy the financial impact for 2017-18. However, we have increased our budget from \$10,000 to \$27,500.

MOTION :

That Council approves amendments to the Tax Reduction Policy 3800-02 to the following income levels and amounts:

- **\$20,000 or less - a credit of \$400**
- **\$20,001 to \$22,500 - a credit of \$200**
- **\$22,501 to \$25,000 - a credit of \$100**

And also to make minor housekeeping changes in the wording of some of the conditions of eligibility



SPECIAL COUNCIL MEETING

RFD#

Date: 23 May 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Vince Arbing, CA – Director of Finance

DATE: May 23, 2017

SUBJECT: Tax Reduction Policy

ORIGIN:

Annual review of Tax Reduction Policy in relation to 2017/18 budget.

LEGISLATIVE AUTHORITY:

MGA 69 (2) *The council may, by policy (a) grant an exemption from taxation, in the amount or to the extent set out in the policy, for a person whose income is below the amount set out in the policy;*

RECOMMENDATION:

That Council approves amendments to the Tax Reduction Policy 03800-02 to reflect a three tiered income level and exemption amounts plus minor housekeeping changes.

BACKGROUND:

The Tax Reduction Policy tries to ensure fair and equitable treatment of tax payers on low or fixed incomes who are challenged to pay their property taxes.

DISCUSSION:

With the proposed policy amendments, residents shall be eligible for an annual property tax exemption according to the following income levels and amounts:

- \$20,000 or less - a credit of \$400
- \$20,001 to \$22,500 - a credit of \$200
- \$22,501 to \$25,000 - a credit of \$100

FINANCIAL IMPLICATIONS:

The approximate financial impact to the 2017/18 fiscal year with these changes is estimated to be \$27,500. In 2016/17, under the previous policy, there were 33 accounts that qualified for a total tax reduction of \$8,123.

COMMUNITY ENGAGEMENT:

We advertise annually in the local newspaper and on the Town of Amherst website. We also notify by letter the taxpayers who received the reduction in the previous year. In addition to this, we will also begin this year to advertise through social media.



ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications with this policy.

ALTERNATIVES:

1. Do not make any changes to the policy
2. Repeal the policy and do not provide any tax relief to low income taxpayers
3. Make further changes to the policy

ATTACHMENTS:

Tax Reduction Policy – 03800-02 with proposed changes.

Report prepared by: Vince Arbing, CA - Director of Finance
Report and Financial approved by:

DEPARTMENT: CORPORATE SERVICES

TITLE: **TAX REDUCTION POLICY**

Minutes reference date: 19 December 2005 Revision date: 24 April 2006 Revision date: 18 April 2008
 Revision date: 28 May 2009 Revision date: 24 May 2011 Revision date: 23 May 2012
 Revision date: 30 April 2014 Revision date: 21 May 2015 Revision date: 25 May 2016
 Revision date: 23 May 2017

PURPOSE:

To establish a policy to determine the reduction in taxes for a person (s) whose income from all sources for the calendar year preceding the fiscal year of the Town of Amherst is below the amount set out in this policy AND to determine the reduction in taxes for the owner(s) of a building which has been completely or partially destroyed.

POLICY STATEMENT (1): LOW INCOME

It shall be the policy of the Amherst Town Council that an exemption from taxes will be granted, pursuant to Section 69(2) (a) of the Municipal Government Act, ~~in the amount two hundred and forty six dollars and fourteen cents (\$246.14). This amount will be adjusted each year by an amount equal to the annual average percentage change in the Consumer Price Index, all items, for the Province of Nova Scotia for the previous calendar year, as determined by Statistics Canada. If that index is negative in any given year, the amount of the increase will be zero.~~ according to the following income levels and amounts:

- \$20,000 or less - a credit of \$400
- \$20,001 to \$22,500 - a credit of \$200
- \$22,501 to \$25,000 - a credit of \$100

The following conditions will apply:

- a) That the exemption be granted to every person assessed with respect to taxable property in the Town of Amherst, who is a resident of the Town of Amherst, and whose total household income from all sources for the calendar year preceding the fiscal year of the Town of Amherst ~~was less than the maximum annual income for a single person to qualify for the guaranteed Income Supplement for the period April – June of the current year, as determined by Service Canada.~~ **must be \$25,000 or less, including the income of all other members of the same family residing in the same household but does not include** allowances paid pursuant to the War Veterans Allowance Act (Canada) or military pension paid pursuant to the Pension Act (Canada) ~~are not to be included in a person's total income;~~
- b) That the exemption ~~be granted only in respect of property occupied by the applicant ratepayer at his/her home~~ **shall only be available for residents where the property is their primary residence occupied by him/her year-round;**
- c) That, where two or more persons, one or more of whom are entitled to an exemption, are ~~by an interest~~ the owners of taxable property together, the person(s) is entitled to that portion of

the amount of the exemption that the amount of his/her assessment bears to the whole property **assessment**;

- d) That the person applying for the exemption provide a copy of their Notice of Assessment from Revenue Canada for the prior year and make an affidavit regarding his/her income for that period and return such affidavit to the Town Office not later than September 30 of the year in which the taxes are payable.
- e) **To qualify for the exemption, a property owner's previous year's rates and taxes must be paid in full at the time of their application.**

POLICY STATEMENT (2): BUILDING DESTROYED

In accordance with Section 69(A) of the Municipal Government Act, that where a building(s) situate on a property has become permanently unlivable or unusable due to fire and the current assessment of the property does not reflect that the building (s) has been destroyed, it shall be the policy of the Amherst Town Council to permit the reduction or rebate of property taxes on the building(s) alone for the balance of the taxation year under the following conditions.

- a) The taxpayer shall apply in writing to the Clerk asking for a reduction or rebate of property taxes.
- b) The Clerk shall ask the Building Inspector to confirm the complete destruction of the building(s).
- c) The Clerk shall ask the Regional Assessment Office to determine the following years assessment value before any subsequent rebuilding or construction.
- d) Upon receipt of the Building Inspectors and Provincial Assessments report, the Clerk shall authorize the Treasurer to reduce the amount of the taxes on the building(s) by pro rating the same over the balance of the taxation year from the date of destruction.
- e) This policy section shall be made retroactive to April 1, 2005; provided that if, as a result of this policy being made retroactive, it results in property taxes being rebated such sums shall be paid without interest.
- f) If the owner of the property in question is found guilty of arson, either civilly or criminally, the Clerk shall not rebate any taxes. In the event that taxes have already been rebated, then that rebate shall be void ab initio, and the taxes with interest accrued thereon will become immediately due and payable, it being the overriding policy of the Town of Amherst that a person shall not benefit from his or her own wrongdoing.



REQUEST FOR DECISION

RFD#

Date: May 23, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: G.D. Herrett, CPA,CA - CAO

DATE:

SUBJECT: Amendment to Salary Administration Policy

ORIGIN:

2017-18 Town of Amherst Budget

LEGISLATIVE AUTHORITY:

MGA 47(1) The council shall make decision in the exercise of its powers and duties by resolution, by policy or by by-law and section 65(r) Council may expend money for expenses of the Council, Officers and employees of the municipality.

RECOMMENDATION:

That the Salary Administration Policy #4530-01 be amended as recommended

BACKGROUND:

It has been several years since a full analysis on the Salary Administration Policy has been conducted. In 2016 an independent market study was completed for the Town to compare existing salary levels with current market conditions. This data, along with some additional research has resulted in the recommendations before you today.

DISCUSSION:

Each position was reviewed independently and compared against a number of criteria such as duties, responsibility, internal equity, external market demands, retention, succession planning, salaries of comparable positions etc. This has resulted in a restructuring of the salary grid from 12 levels to 9 categories which better reflect overall function relative to the position. As well the salary ranges were expanded from a five-step range to an eight-step range and the annual CPI adjustment was removed.

These recommendations and adjustments are seen as a better representation of our operational structure and current market trends and delivers a sustainable structure for moving forward.

FINANCIAL IMPLICATIONS:

The financial impact of the recommended changes are approximately \$68,000 for 2017/18 and have been allowed for in the recommended budget.

COMMUNITY ENGAGEMENT:

Media Release pending Council approval



ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications of this recommendation

ALTERNATIVES:

- Amend the policy as presented
- Do not amend

ATTACHMENTS:

Salary Administration Policy #4530-01 with proposed amendments

Report prepared by: Kimberlee Jones, HR

Report and Financial approved by:

DEPARTMENT: ALL DEPARTMENTS

TITLE: **SALARY ADMINISTRATION POLICY**

Minutes reference date	December 12, 2000	November 2, 2004 (See April 26, 2004 Minutes)	November 27, 2006
	December 18, 2006	February 26, 2007	July 16, 2008
	September 29, 2008	March 30, 2009	March 29, 2010
	April 26, 2010	March 28, 2011	January 30, 2012
	May 23, 2012	November 26, 2012	May 1, 2013
	September 23, 2013	October 28, 2013	April 30, 2014
	May 21, 2015	March 29, 2016	September 2, 2016

PURPOSE:

To set out the Policy of the Town of Amherst for salary administration for all non-union employees.

POLICY STATEMENT:

The Town of Amherst will ensure the fair and equitable compensation of all non-union employees in relation to the duties of their position within the Town.

OBJECTIVES:

1. To promote salary equity in the Town’s non-union sector.
2. To establish a framework and procedure to determine categories of compensation for new positions.

DEFINITION OF TERMS:

Salary Grid shows all the salary scales applicable to positions within the Town. The salary grids are contained in Appendices A, A-1, B, C-1. The salary grid – Appendix C-1 – has eight steps.

Step Adjustment – a move from one step, within a given salary range, to another (usually the next step) for individual employees is based on a satisfactory performance evaluation.

Salary Range is defined as a range of pay for a category of duties, with a minimum and maximum. The range will be established by Council after considering the recommendation of the CAO.

Overall Market Review – A review of the appropriateness of the Job Category Listing (Appendix C) and the Salary Grid (Appendix C-1). The review shall include a survey of the market value of similar positions.

Performance Evaluation – A formal evaluation of the employee’s job performance. All employees will receive at least one Performance Evaluation in each year of service.

SALARY GRID:

An appropriate salary grid for all non-union positions shall be determined by the council:

New Positions: Recommendations for placement on the Job Category Listing shall be prepared by the Chief Administrative Officer and forwarded to Council for approval.

Salary ratings for temporary and casual positions shall be determined by the Chief Administrative Officer, in consultation with the departmental Director.

Student wage rates shall be set by the CAO in consultation with the Director, with reference to the minimum wage in effect and the individual requirements of the job.

Step adjustments shall be made only when:

- 1) The adjustment can be accommodated within the Salary Account of the appropriate department; and
- 2) A current Performance Evaluation form is on file.

Upon completion of a satisfactory annual evaluation, the employee may be moved to the next step on the salary grid within his or her category. All step movements must be approved by the CAO

Upon completion of a satisfactory annual evaluation, an employee in Step 8 in a year in which there is no overall market review shall receive a bonus equal to salary times CPI for the immediately preceding calendar year. This amount will be separate and not added to the base salary.

The CAO may, on the recommendation of the Director, authorize a movement of up to 3 steps in one year to recognize exceptional performance. In normal circumstances employees would move one step each year upon a satisfactory performance evaluation.

TRAVEL VEHICLE ALLOWANCES:

The Treasurer and Directors of departments shall receive a monthly vehicle allowance of \$150. Mayor and Council shall receive the same monthly vehicle allowance of \$150 effective November 1, 2008.

The monthly vehicle allowance is for reimbursement for all local travel using one's personal motor vehicle for travel within the boundary of the Town of Amherst. Travel outside the boundary is covered under Policy #03000-01. The monthly vehicle allowance shall be reviewed each year after considering any changes in the cost of operating a motor vehicle.

PERFORMANCE EVALUATION:

Performance appraisals shall be conducted by the Chief Administrative Officer/Director at the completion of the probation period, and at least annually thereafter recorded on Performance Evaluation forms.

The Chief Administrative Officer/Director shall discuss the employee's performance evaluation in detail with the employee, in accordance with the employee evaluation system and standardized forms.

SCOPE OF RESPONSIBILITY:

The Town Council shall:

1. Authorize changes to the policies comprising the program of employee compensation.
2. Review and approve salary categories for all established positions within the Town.
3. Review and consider for approval the recommendations of the CAO in regard to the appropriateness of the salary classifications and ranges from time to time if necessary.

The Chief Administrative Officer shall:

1. Review and recommend changes to policy and procedures as they relate to the employee compensation program.
2. Ensure the maintenance of the salary rating and performance appraisal procedures.
3. Conduct salary rating and performance evaluation procedures relative to Director positions.
4. Monitor salary surveys and make recommendations to Council concerning market conditions as appropriate. The next overall market review shall be completed by January 31, 2019.
5. Grant step and/or merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.
6. Maintain all personnel files and records.

The Director shall:

1. Conduct performance evaluation procedures relative to the positions and employees within their respective departments, and make appropriate recommendations to the Chief Administrative Officer.
2. Make recommendations to the Chief Administrative Officer regarding step adjustments for employees within their departments.

SYNOPSIS

TENDER – VICTORIA STREET RECONSTRUCTION

In late summer of 2016 the Town was notified that our Clean Water and Waste Water Fund (CWWF) application for the \$2,200,000 Victoria Street reconstruction project was approved. Since that time we have hired consultants to develop the final design and tender documents. Tenders were issued and closed on March 31, 2017, with five bids being received:

- Cumberland Paving and Contracting \$2,642,422.00 plus HST
- Beale and Inch Construction Ltd. \$2,789,499.40 plus HST
- Birch Hill Construction Ltd. \$2,922,214.57 plus HST
- Dexter Construction Co. Ltd. \$3,786,717.00 plus HST
- Atlantic Road Construction & Paving Limited \$4,787,790.00 plus HST

The total budget for this project is \$2,200,000 (75% funded by CWWF) which includes \$80,000 for engineering design and supervision services. In order to stay within the approved budget for this project staff are recommending reducing the total scope of work to be completed.

Based on the unit prices submitted by Cumberland Paving and Contracting, our engineering consultants have estimated that replacement of the entire infrastructure from Rupert Street to approximately civic address 250 East Victoria can be accomplished within the approved budget. Their estimated price to complete the work to 250 East Victoria is \$2,088,356.93 (including HST, Design and Supervision fees). This will leave a small contingency of approximately \$112,000.

MOTION:

That Council award the tender for the Victoria Street reconstruction project to Cumberland Paving and Contracting at their total unit price bid amount of \$2,642,422.00 plus HST, subject to staff being successful in negotiating a reduction in the amount of work to be completed, based on the unit prices submitted, to reflect the actual budgeted amount of \$2,200,000 including project design and supervision services and applicable HST.



REQUEST FOR DECISION

RFD# 2017008

Date: May 23, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: May 23, 2017

SUBJECT: Victoria Street Reconstruction Tender Award

ORIGIN:

The Town has received funding from the Clean Water and Wastewater Fund (CWWF) in the amount of \$2,200,000 to re-construct Victoria Street from Rupert Street to Marshview Drive. This work includes replacing the existing water, sanitary sewer and storm sewer lines as well as replacing the sidewalks, curbs and driving surface.

LEGISLATIVE AUTHORITY:

Municipal Government Act Section 65: The council may expend money required by the municipality for (aa) streets, culverts, retaining walls, sidewalks, curbs and gutters; (ak) wastewater facilities and stormwater systems; (al) water systems.

RECOMMENDATION:

That Council award the tender for the Victoria Street reconstruction project to Cumberland Paving and Contracting at their total unit price bid amount of \$2,642,422.00 plus HST, and further, that staff be directed to negotiate a reduction in the amount of work to be completed, based on the unit prices submitted, to reflect the actual budgeted amount of \$2,200,000 including HST as well as project design and supervision services.

BACKGROUND:

In late summer of 2016 the Town was notified that our Clean Water and Waste Water Fund (CWWF) application for the \$2,200,000 Victoria Street reconstruction project was approved. Since that time we have hired consultants to develop the final design and tender documents. Tenders were issued and closed on March 31, 2017, with five bids being received:

Cumberland Paving and Contracting	\$2,642,422.00 plus HST
Beale and Inch Construction Ltd.	\$2,789,499.40 plus HST
Birch Hill Construction Ltd.	\$2,922,214.57 plus HST
Dexter Construction Co. Ltd.	\$3,786,717.00 plus HST
Atlantic Road Construction & Paving Limited	\$4,787,790.00 plus HST



DISCUSSION:

Our consultants have reviewed the submissions for compliance and are recommending that the tender be awarded to the low compliant bidder, Cumberland Paving and Contracting. The contractor has personnel designated to work on the project with experience working on similar projects. The Town as well as our consultant have worked with Cumberland Paving and Contracting successfully on other projects.

FINANCIAL IMPLICATIONS:

Funding for this project is included in the proposed capital budget as carry over items of \$1,467,000 in the General Capital Budget and \$733,000 in the Water Capital Budget.

The total budget for this project is \$2,200,000 (75% funded by CWWF) which includes \$80,000 for engineering design and supervision services. In order to stay within the approved budget for this project staff are recommending reducing the total scope of work to be completed.

Based on the unit prices submitted by Cumberland Paving and Contracting, our engineering consultants have estimated that replacement of the entire infrastructure from Rupert Street to approximately civic address 250 East Victoria can be accomplished within the approved budget. Their estimated price to complete the work to 250 East Victoria is \$2,088,356.93 (including HST, Design and Supervision fees). This will leave a small contingency of approximately \$112,000.

COMMUNITY ENGAGEMENT:

Some community engagement has already taken place with residents of the area during the design phase of the project. Additional engagement, including a public meeting, will take place prior to major construction commencing on site.

ENVIRONMENTAL IMPLICATIONS:

Replacement of the existing 100 year old infrastructure will reduce water loss due to line breaks and reduce the amount of storm water entering the sanitary sewer system. Existing asphalt will be recycled and used for trails, parking lots or other such projects.

ALTERNATIVES:

1. Do not award the tender to Cumberland Paving and Contracting, change the scope of the project, and re-tender.
2. Borrow an additional \$635,676.21 and complete the entire project (approximately \$220,000 of this amount would be in the Water Utility)

ATTACHMENTS:

N/A

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:

Synopsis

Community Support Grants

An annual budget is allocated for community support grants in accordance with Council’s Community Support Grants policy so that the Town provides assistance in a fiscally responsible manner to organizations that qualify under the criteria set in the policy. In doing so, the Town will encourage and promote the success of these organizations. It should be noted that all groups fill a significant role in the community; however, to ensure the intentions of the policy are adhered to, not all can be funded. Requests received this year are higher than past years and exceed the budgeted amount by a significant amount.

MOTION :

That Council approves funding in the amount of \$63,950 under the Community Support Grants Policy as follows:

• Food Assistance Network	\$ 2,000
• Cumberland Early Intervention	500
• Sexual Health Centre for Cumberland	500
• Autumn House	10,000
• Amherst Little League	1,500
• Amherst Little League Tball	500
• LA Animal Shelter	10,000
• Cumberland Health Care Foundation*	1,000
• Amherst Kodokan Judo Academy	250
• Amherst Tae Kwon Do Parents Assoc	250
• Amherst Community Garden	500
• Double “D” 4H Club	250
• Empowering Beyond Borders	500
• Rotary Club of Amherst	1,200
• Showcase Productions	1,000
• Amherst Aerials Gymnastics Club	1,000
• CARMA	500
• Relay for Life Committee	2,000
• Amherst Youth Town Council	1,000
• Bordertown Biker Bash	3,000
• Cumberland Y Summer Kick Off	2,500
• Fibre Arts Society	5,000
• Cumberland Seniors Safety Program	5,000
• Cumberland County Museum	4,000
• Esther Fest	10,000
	\$ 63,950



AMHERST TOWN COUNCIL

RFD#

Date: May 23, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: May 23, 2017

SUBJECT: Community Support Grants 2017

ORIGIN:

2017-18 Operating Budget

LEGISLATIVE AUTHORITY:

MGA 65 Power to expend money: (au) a grant or contribution to (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the province; Community Support Grants Policy, 72000-08

RECOMMENDATION:

That Council approves funding in the amount of \$63,950 under the Community Support Grants Policy as follows:

- Food Assistance Network \$ 2,000
- Cumberland Early Intervention 500
- Sexual Health Centre for Cumberland 500
- Autumn House 10,000
- Amherst Little League 1,500
- Amherst Little League Tball 500
- LA Animal Shelter 10,000
- Cumberland Health Care Foundation 1,000
- Amherst Kodokan Judo Academy 250
- Amherst Tae Kwon Do Parents Assoc 250
- Amherst Community Garden 500
- Double "D" 4H Club 250
- Empowering Beyond Borders 500
- Rotary Club of Amherst 1,200
- Showcase Productions 1,000
- Amherst Aerials Gymnastics Club 1,000
- CARMA 500
- Relay for Life Committee 2,000
- Amherst Youth Town Council 1,000
- Bordertown Biker Bash 3,000



• Cumberland Y Summer Kick Off	2,500
• Fibre Arts Society	5,000
• Cumberland Seniors Safety Program	5,000
• Cumberland County Museum	4,000
• Esther Fest	<u>10,000</u>
	\$ 63,950

BACKGROUND:

An annual budget is allocated for community support grants so that the can Town provide assistance in a fiscally responsible manner to organizations that qualify under the criteria set in the policy. In doing so, the Town encourages and promotes the success of these organizations. It should be noted that all groups fill a significant role in the community; however, to ensure the intentions of the policy are adhered to, not all can be funded.

DISCUSSION:

The amount of \$63,950 includes \$25,000 in grants that are set out in the Policy. These amounts include Little League, T-Ball, Autumn House, Early Intervention, Food Assistance Network, Animal Shelter and Sexual Health Centre.

Requests for support submitted by community organizations total \$108,263 this year.

FINANCIAL IMPLICATIONS:

This year’s community support grants amount to \$63,950 with funding coming from the Community Support Area Rate. This amount does not include the requests to support events and activities that are received throughout the year, which qualify for funding under the policy. A small allowance remains in the budget to address these requests.

COMMUNITY ENGAGEMENT:

In response to a public invitation to apply, funding requests were submitted by community groups. Future community and sporting event requests will be dealt with on an individual basis.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications attached to this request.

ALTERNATIVES:

1. Approve the funding requests as listed
2. Increase the budget and tax rate to accommodate all requests
3. Discontinue the practice of providing community support grants

ATTACHMENTS:

- Community Support Grants Policy, 72000-08
- A binder containing the Community Support Grants Funding Requests is available.

Report prepared by: Bill Schurman, Director of Recreation
 Report and Financial approved by:

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **COMMUNITY SUPPORT GRANTS POLICY**

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015

POLICY STATEMENT:

1. Amherst Town Council directs the operation of the Town through its approved policies. Every year the Town receives more grant requests than it can fund. The purpose of this policy is to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in the community in a manner approved by Council. It is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia or the Government of Canada (e.g. health, social services, housing).
2. This program does not govern the following, which are separately administered:
 - * Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
 - * Residential Property Tax Rebates (low-income homeowners).

AUTHORITY

3. Authority is provided under Section 65, *Municipal Government Act*, as amended.

APPLICATIONS FOR ASSISTANCE

4. All grant applications shall normally be submitted on the form provided by the Town. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns. Applications will be considered from groups that have had satisfied conditions and obligations from previous grants awarded to them and provided sufficient proof of their non-profit status. Funding applications will not be considered from the following:
 - ✓ Businesses
 - ✓ Hospitals, medical programs, treatment services or social services programs.
 - ✓ School Boards or quasi government organizations
 - ✓ Non-profit organizations for the purpose of funding accumulated deficits.
 - ✓ Organizations with political affiliations

Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief.

Funding will also not normally be provided to fund raising campaigns of national charitable organizations.

Applicants are encouraged to submit applications to the Town of Amherst prior to January 31st if possible in order to address the schedule under the Towns budget process.

SPECIAL CONSIDERATION

5. The current level of financial support to the Amherst Food Assistance Network, Cumberland Early Intervention Program, Sexual Health Centre for Cumberland County and Cumberland County Transition House (Autumn House) will be continued. While the intent of the policy is not to fund social service type organizations, support to these projects will be continued. Further applications requesting financial assistance in this category will not be considered. Funding for 2014 in the amount of \$1000 and 2015 in the amount of \$500 for the Amherst Bantam Baseball Association will be confirmed under this policy though the annual budget process.

POLICY COMPONENTS

6. A) **Community Support Grants**

A Community Support Grant is a grant to fund a project, program or activity that provides support to:

- Arts Culture and Heritage Activities
- Youth
- Seniors
- Community Spirit and Wellness

Maximum funding considered under this component will be \$500 per request.

B) **Recreation and Physical Activity Grants and Assistance**

- (1) **Indirect Recreation Programming Support** (through reduced rental rates for Town-owned facilities):

Amounts may be appropriated under this program only when it provides an organized recreational opportunity through an organization recognized and registered with its relevant provincial umbrella (e.g. Hockey Nova Scotia). Support currently provided to the following organizations will be continued:

- Cumberland County Minor Hockey Association
- Amherst Skating Club

- (2) **Direct Recreation Programming Support**

Amounts may be appropriated under this program only when the organization provides an organized recreational opportunity through an organization recognized and registered with its relevant provincial umbrella organization. Support currently provided to the following organizations will be continued:

- Fundy Youth Soccer Association (Payment of Property Taxes)
- The current funding for Amherst Little League will continue and be included in our operations budget each year under Program Youth.
- The current funding for Amherst T-ball will continue and be included in our operations budget each year under Program Youth.

(3) Financial Assistance to Teams Traveling to Provincial, National and International Competition

Amounts may be appropriated under this program only when the team or individual applying meets the following applicable criteria:

- The team/individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g. Hockey Nova Scotia or Skate Canada).
- The team is located in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team.
- Individuals playing for an Amherst Team do not qualify for funding support. Only the team qualifies to apply for funding.
- The individual is competing as an individual and has their principal residence in the Town of Amherst.

Maximum funding considered under this component will be \$500.00 for a team and \$250 for an Individual.

(4) Financial Assistance for hosting Invitational, Provincial and National Tournaments.

An organization or team hosting an Invitational Tournament in the Town of Amherst qualify for funding support under this policy.

Maximum funding considered will be \$250.00 for the host team or organization.

Organizations who have successfully applied to host a Provincial or National Tournament in the Town of Amherst qualify for funding under this policy.

Maximum funding considered will be \$500.00 for the host organization.

C) **Festivals and Events Grants**

- The Town of Amherst recognizes that local festivals and events are an integral part of life in Amherst. The Town wants to encourage and support organizations that successfully organize and facilitate these events. It is recognized that there are many requirements to be successful, ranging from the financial capacity of the organizing body to facility requirements. Through this policy, the Town of Amherst will provide support to organizing bodies who demonstrate that their event or festival garners broad community support, significant participation up to 1000 people, and provides a unique experience not duplicated by other ongoing events, festivals or activities. The Town of Amherst will consider requests for financial assistance submitted.

Maximum funding considered under this component will be \$500.00

- Major events and festivals in the community are designed to stimulate public participation and enhance the quality of life for our residents, while serving as an economic generator for the Town. These events will draw spectators from the Maritimes, nationally or internationally and increases the profile of our community. These events must be a minimum of three days in length and must be affiliated with a local community non-profit organization.

Maximum funding considered under this component will be determined by council upon reviewing the proposal and recommendations from staff.

EVALUATION CRITERIA

7. Applications being considered for funding will be evaluated on the following criteria.

a) Financial Need (20%)

- a. Need for direct financial assistance from the Town is identified.
- b. Other fund raising efforts identified and sources confirmed.

b) Economic Impact (15%)

- a. The event or activity promotes economic activity in the community
- b. The event or activity positions the town to be destination for visitors.
- c. Direct economic impact identified. (revenues generated by event; hotel rooms sold; local vendors utilized; volunteers mobilized; local purchased made; etc.

c) Value of Event or Activity (50%)

- a. Uniqueness of the experience to the community and is not a duplication of other activities.
- b. Potential of audience numbers and participation levels (planned success levels)
- c. Potential of event to become an annual marquis event.

- d. Ability for the event or activity to become self-sufficient with little or no financial assistance from the Town.
- d) Organizational Strength (15%)
 - a. Strong and committed leadership with a clear focus
 - b. Proposals, budgets and action plans are clear, organized and well developed

Only applications scoring in excess of 60% will be considered for funding.

Authority of the Chief Administrative Officer

The Chief Administrative Officer (CAO) may approve applications submitted under this policy that are \$500 and less, provided such applications qualify in accordance with this policy and fall within the thresholds established. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December)

GENERAL CONDITIONS

- 8.
 - a) Applications received after the January 31st deadline are considered late. Late applications are reviewed only after the regular review. Each year the Town receives more applications than it can fund, so it is important for applications to be on time and contain the correct information.
 - b) Awards are announced after the Town's budget has been approved (usually in May).
 - c) Successful proponents shall agree for the Town to arrange a presentation of the community support grant with the media present and for the Town to use any photo images, videos or stories related to the community support grant in other forms of media as the Town deems fit.
 - d) An applicant must be a registered non-profit organization or charitable society. Part of the review process includes confirmation of registration by municipal staff.
 - e) Only one application per organization can be submitted in each funding year.
 - f) Grants are not awarded for salary/wages of staff positions or board honoraria.
 - g) Grant applications should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service.
 - h) Grants may be awarded with certain terms and conditions. The letter of award will state if any particular restrictions apply to the grant. Funding may be revoked for failure to comply with terms and conditions.

- i) Awards may be issued in full (the usual practice) or can be paid in instalments. The letter of award will state if a holdback applies to the grant.
- j) In rare circumstances, an applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation.
- k) At the end of a project or the organization's year-end, grant recipients **must** submit a report and/or financial statement to the Town

Date: _____

COMMUNITY SUPPORT GRANTS
TOWN OF AMHERST
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. **Please attach all documents that support the funding request.**

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY

7. How many volunteers contribute to this event or festival: _____





REQUEST FOR DECISION

RFD#

Date:

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: GD Herrett, CPA,CA - CAO

DATE:

SUBJECT: Amendment to Personnel Policy – Hours of Work

ORIGIN:

2017-18 Town of Amherst Budget

LEGISLATIVE AUTHORITY:

MGA 47(1) The council shall make decision in the exercise of its powers and duties by Resolution, by policy or by by-law

CAO COMMENTS:

Senior staff will be bringing forward full, comprehensive revisions to the personnel policy in the fall of 2017.

RECOMMENDATION:

That the Personnel Policy #4000-12 be amended by replacing the text at Paragraph 3 page 16 in its entirety with the following:

`` Town Hall – The regular hours of work shall be Monday through Friday, commencing at 8:30am to 4:30pm daily from September through June and 8:00am to 4:00pm in July and August, with one hour allowed for lunch break. ``

BACKGROUND:

As part of the review of remuneration levels for non-union staff, it has been determined that the current 75 minute lunch hour for Town Hall staff should be reduced to 60 minutes to be more in line with current practice in other municipal units and private sector workplaces. As well, our existing practice of Summer Hours from 8am – 4pm during July and August is also included.

DISCUSSION:

The amendments are to reflect the operation of Town Hall, and include the reduction in lunch hour and addition of reference to Summer Hours in July and August. Attached is the original document.



FINANCIAL IMPLICATIONS:

There are no financial impacts

COMMUNITY ENGAGEMENT:

Media Release pending Council approval

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications to this recommendation

ALTERNATIVES:

- Amend the policy as presented
- Do not amend

ATTACHMENTS:

Personnel Policy – Hours of Work #4000-12 (page 16)

Report prepared by: Kimberlee Jones, HR

Report and Financial approved by:

12. HOURS OF WORK

PURPOSE

To establish the hours of work for the various groups of employees.

POLICY

The regular work hours of the employees in the various employee groups shall be in accordance with the following:

1. Supervisory Staff Level and Above

There are no established number of hours for these executive, supervisory or administrative employees. Due to the public service nature of the Town, Boards and Commissions, these employees are expected to be at work during the normal working hours of their respective department. Generally and within reason, they are expected to work the hours required to do their job and their salary should reflect this condition of employment.

2. Public Works Department – Administrative and Technical Support Staff

These employees should adhere to the same regular hours of work as the hourly rated employees in that department. The noon lunch break shall not be counted as working hours.

3. ~~Town Office Administrative Support Staff~~

~~The regular hours of work shall be Monday through Friday commencing at 8:30 a.m. to 4:30 p.m. daily, with one hour and fifteen minutes allowed for lunch break.~~

Town Hall

The regular hours of work shall be Monday through Friday, commencing at 8:30am to 4:30pm daily from September through June and 8:00am to 4:00pm in July and August, with one hour allowed for lunch break.

4. ~~Social Services Department Staff~~ **DELETED**

~~The regular hours of work shall be thirty five (35) hours per week, Monday through Friday commencing at 8:30 a.m. to 4:30 p.m. daily, with one hour allowed for lunch break.~~

5. Fire Department

The hours of work for the full-time firemen shall be as presently constituted, i.e., two men per shift working twenty-four (24) hours on with seventy-two (72) hours off continuously throughout the year including Saturdays, Sundays and holidays.

6. Recreation Department

The very nature of the Recreation Department services requires a variation of time schedules relating to the planned activities. The hours of work of four full-time employees are covered in the previous policies, therefore the Director of Recreation shall endeavor to assign the temporary full-time employees to a forty-hour week.

7. Stadium

The hours of work for Stadium employees are as set out in the Union Contract.

Internal Committee Report

Amherst Board of Police Commissioners

May 23, 2017

The Amherst Board of Police Commissioners held its regular meeting on Wednesday, April 26th in Council Chambers. A couple of highlights of that meeting included:

- Presentation of the draft report by the committee that conducted the audit on unfounded sexual assaults, Cst. Tom Wood, Cst. Michelle Harrison, Deputy Chief Dwayne Pike and Nicole Long, Sexual Violence Outreach Worker for Cumberland County. There was discussion on the terminology and language used in reporting and scoring sexual assault occurrences. Chief Naylor said including Nicole Long in the review committee provided a great opportunity to build a mutually beneficial relationship. Once the report has been finalized it will be presented to Council.
- Police Week was to be recognized on Wednesday, May 17th at with an event at the Amherst Centre Mall. This event has now been held
- The next meeting of the Police Commission will be held on Wednesday, May 24th in Council Chambers.

Internal Committee Report

Amherst Youth Town Council

May 23, 2017

Over the past month the Amherst Youth Town Council has been hard at work organizing the 150 Minutes of Fun activity day. During the activity day we plan on having fun activities like ball hockey, guided painting, and a selfie scavenger hunt.

We have also been discussing an AYTC helpline for students to talk about their problems and ask questions. This would be run by the council itself through email and/or calling.

AYTC has been working with The Cumberland Pride Committee to arrange Amherst's first pride parade; the parade will take place on June 3rd. We have also received suggestions to have something pride-related installed permanently in the downtown area. This idea would reflect our support of the LGBT community year round and preferably be placed in the area around the YMCA. We are currently exploring our options and in discussion with involved local groups.

This concludes the April 2017 monthly report for Amherst Youth Town Council. If there are any comments or questions relating to our monthly report I would be happy to answer them.

External Committee Report

Cumberland YMCA

May 23, 2017

There was no CAO report given at the recent meeting of the Cumberland YMCA Board of Directors as there were mostly presentations.

The 2017-2018 budget has been approved.

The YMCA audit for 2016-17 will begin on May 23, and the YMCA Annual General Meeting will be held on June 20 at 12:00 noon in the YMCA Community Room.

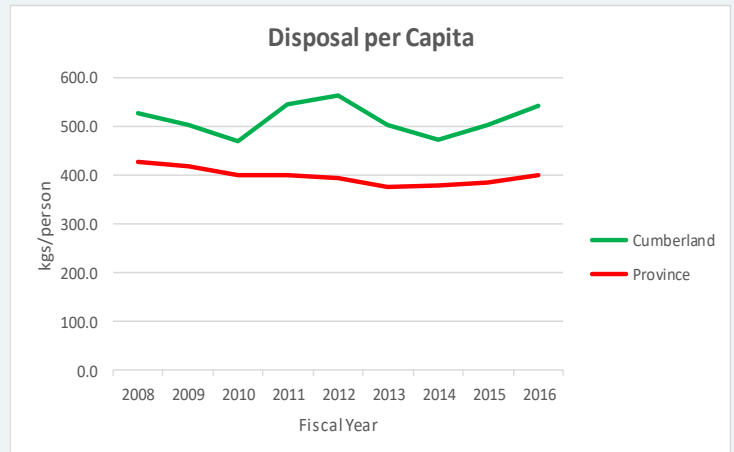
The YMCA is well into the process of planning our summer program schedule, which will be available soon.



Solid Waste Matters

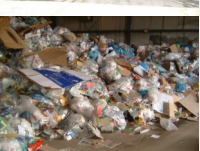
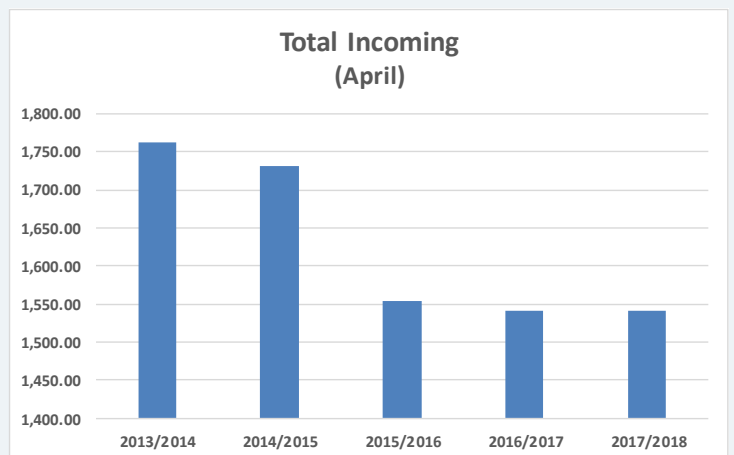
Provincial Efficiency Study

Phase 1 of the Provincial Solid Waste Efficiency Study is progressing. The consultant has met with stakeholders to collect input. A draft report will be presented to the Priorities Group by May 26, with the final draft currently scheduled to be presented to Regional Chairs on June 23.



New Landfill Cell

The Board approved construction of our new landfill cell on April 20, 2017. This motion was sent to all of our municipal partners for their respective approvals on April 24, 2017. Meanwhile, Dillon Consulting has submitted our application for approval to construct the landfill cell to NSE. Tender documents have also been prepared, and will be issued as soon as we receive approval to proceed from our municipal partners.



Strategic Plan

In addition to a number of presentations, the May Board meeting will include discussions around the development and adoption of a strategic plan for CJSMA.

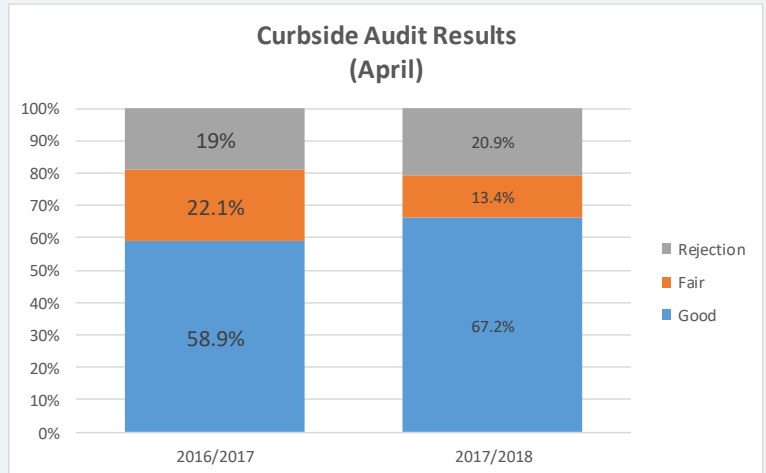


Your Partners in Waste Reduction

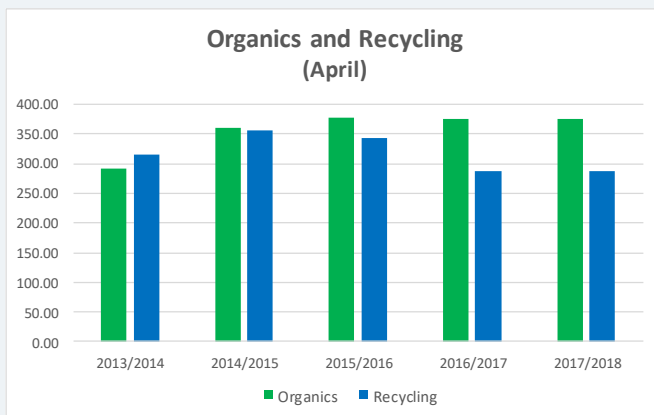


Education

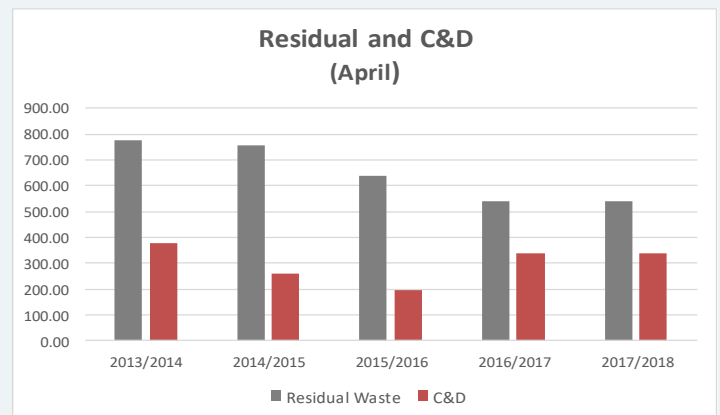
- Staff have decided to extend our Compost Giveaway due to the poor weather conditions. The giveaway will take place on Saturday, May 20 and Tuesday, May 23 – Saturday, May 27.
- Staff set up a booth at the Home and Leisure Show on April 28-30.
- Staff participated in Earth Day events in both Amherst and Springhill. Staff gave away compost and also made bird feeders in Springhill.
- Staff met with Town of Amherst staff to discuss proper source separation at the stadium and the parks.
- A presentation was given at the Adopt-A-Highway Conference in Joggins on our facilities and programs.
- Staff were asked to present to the CANSA students on our programs in Cumberland County.
- The final education & enforcement reports were completed and sent to Divert NS. Staff will now be working on our program plans for the upcoming year.



Total Diverted



Total Disposed



Upcoming Meetings

CJSMA Board	May 25, 2017	Upper Nappan
Solid Waste Priorities Group	May (TBD)	TBD
Managers & Directors	June (TBD)	TBD
Regional Chairs	June 23, 2017	TBD
Regional Coordinators	July 6, 2017	Yarmouth
Northern Region	TBD	TBD
CAO Advisory Committee	TBD	TBD

External Committee Report

L.A. Animal Shelter Board

May 23, 2017

The L. A. Animal Shelter Board of Directors met on April 27, 2017.

FINANCIAL REPORT:

- January 1, 2017 to date: -\$12,846.98
- Ongoing renovations covered

VOLUNTEER PROGRAM:

- New application form introduced
 - lowered age to 16
 - Increase information on applicants
 - Criminal record check being considered
- New volunteer agreement form introduced
- Searching for a new program co-ordinator

FUNDRAISING & EXPOSURE:

- Monkey's Uncle Dance May 13th at the Wandlyn
- Booth at the Home Show with the Lottery Tree
- Dog Expo at Park Your Paws May 6
- Maritime Mosaic May 13
- Spring clean-up of walking trail May 13

\$500 received from Emmerson Packaging for gravel and other expenses for trail and the Shelter

EDUCATION OUTREACH:

- Barb Bowes and Terri McCormack going to schools, Sparks and open to others

ADOPTION GUIDELINES:

- Promote spaying/neutering and vaccinations so required for adoption (exceptions may be considered)

MOTION:

To develop an appeal process for people who feel they were denied an animal unjustly (PASSED)