



**Town of Amherst
Regular Council Meeting
Agenda**

Date: **Monday, February 24, 2020**
Time: **7:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGMENT	
"We [I] would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Mi'kmaw Peoples."	
3. O CANADA	
4. APPROVAL OF AGENDA/MINUTES	
4.1 Approval of the Agenda	
4.2 Approval of Minutes	
4.2.1 January 20, 2020 Public Hearing	3 - 3
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5.2 Land Use Bylaw Amendment - Signage Second Reading - CHRISTIE	31 - 39
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5.4 Expense Reimbursement Policy and Hospitality Expense Policy Amendments - MACKENZIE	46 - 58

5.5	Temporary Borrowing Resolution - BYRNE	59 - 63
5.6	Mandatory Contribution Area Rate - BLANCH	64 - 71
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6.1	Physician Recruitment - CHRISTIE	72 - 78
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8.1	Cumberland Public Libraries - No Report	
8.2	Cumberland YMCA - No Report	
8.3	Cumberland Joint Services Management Authority - No Report	
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8.5	L. A. Animal Shelter - No Report	
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9.	ADJOURNMENT	

**Town of Amherst
Public Hearing
Minutes**

Date: January 20, 2020
Time: 6:00 pm
Location: Council Chambers, Town Hall

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

Staff Present Andrew Fisher, Manager of Planning & Strategic Initiatives
Kimberlee Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

1. Call the Public Hearing to Order

Mayor Kogon called the Public Hearing to order at 6:10p.m.

2. LUB / MPS Amendment - 13 West Pleasant Street Rezoning

2.1 Staff Report

Mr. Fisher reviewed the staff report included as part of the agenda package, stating the owner has applied to amend the Future Land Use Designation Map of the Municipal Planning Strategy (MPS), and the Zoning Map of the Land Use Bylaw (LUB) to change the zoning designation from Industrial to Commercial.

2.2 Committee Questions / Comments

Councillor Jones asked for clarification on what the owner planned to do with the property. Mr. Fisher replied that the owner is interested in occupying a portion of the facility with a barber shop.

2.3 Owner Questions / Comments

The owner was not present.

2.4 Public Questions / Comments

There was no public present.

3. Adjournment

Moved By Deputy Mayor Christie

Seconded By: Councillor MacKenzie

To adjourn the Public Hearing at 6:15 p.m.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

**Town of Amherst
Public Hearing
Minutes**

Date: January 27, 2020
Time: 6:30 pm
Location: Council Chambers, Town Hall

Members Present Mayor David Kogon
Deputy Mayor Sheila Christie
Councillor Jason Blanch
Councillor Darrell Jones
Councillor Vince Byrne
Councillor Terry Rhindress
Councillor Wayne MacKenzie
Greg Herrett, CAO
Jason MacDonald, Deputy CAO
Andrew Fisher, Manager of Planning & Strategic Initiatives
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

-
1. **Call the Public Hearing to Order**
Mayor Kogon called the Public Hearing to order at 6:30 p.m.

 2. **Development Agreement Application - 2 Abbott Street**
 - 2.1 **Staff Report**
Mr. Fisher reviewed the staff report included as part of the agenda package.
 - 2.2 **Committee Questions / Comments**
Councillor Byrne asked for clarification on what type of residential dwelling will be permitted on the subject property, for example modular, pre-fabricated or mini home. Mr. Fisher replied that only a mini home would not be permitted.
 - 2.3 **Owner Questions / Comments**
The owner and applicant Ross MacLelland was in attendance, and thanked everyone for their time and consideration of this application. There were no questions for him.
 - 2.4 **Public Questions / Comments**
There were no public in attendance. At this time the Mayor closed the Public Hearing for 2 Abbott Street Development Agreement Application.

 3. **Land Use Bylaw Amendment - Signage**
 - 3.1 **Staff Report**
Mr. Fisher reviewed the staff report included as part of the agenda package.
 - 3.2 **Committee Questions / Comments**
Councillor Byrne asked for clarification on the maximum sign area permitted for a two-sided sign in residential zones. Mr. Fisher responded that the maximum size of the sign would be 0.6m², whether it be two-sided or not.
 - 3.3 **Public Questions / Comments**
There were no public in attendance. At this time the Mayor closed the Public Hearing for Land Use Bylaw Amendment - Signage.

4. **Adjournment**
Moved By: Wayne MacKenzie
Seconded By: Terry Rhindress
To adjourn at 6:45 p.m.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: January 27, 2020
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
Shelley Rector, Chief Financial Officer
Greg Jones, Fire Chief
Dwayne Pike, Police Chief
Andrew Fisher, Manager of Planning & Strategic Initiatives
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 7:00 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgement.

3. O CANADA

4. APPROVAL OF AGENDA/MINUTES

4.1 Approval of the Agenda

Moved By Councillor Byrne
Seconded By Deputy Mayor Christie
To approve the agenda as circulated.

Motion Carried

4.2 Approval of Minutes

4.2.1 December 16, 2019

Moved By Councillor MacKenzie
Seconded By Councillor Rhindress
To approve the minutes of the December 16, 2019 regular Council meeting as circulated.

Motion Carried

5. REQUESTS FOR DECISION

5.1 LUB / MPS Amendments - 13 West Pleasant Street Rezone - Second Reading

Moved By Councillor Rhindress
Seconded By Councillor MacKenzie
That Council give Second Reading of the amendments to the Future Land Use Designations Map of the Municipal Planning Strategy, and the Zoning Map of the Land Use Bylaw to change the zoning of 13 West Pleasant Street from the Industrial Zone to the Downtown Zone.

Motion Carried

**5.2 Capital Budget Short List
Moved By Councillor Byrne
Seconded By Councillor Blanch
That Council approve the Capital Budget short list.**

Motion Carried

**5.3 Forestry Committee Representative
Moved By Councillor Jones
Seconded By Councillor Blanch
That Council appoint Deputy Mayor Christie to the Future of Forestry
Advisory Committee, and appoint Mayor Kogon as an alternate.**

Motion Carried

**5.4 Community Support Grants Policy
Moved By Councillor Byrne
Seconded By Deputy Mayor Christie
That Council approve the attached Community Support Grants Policy.**

Motion Carried

TOWN OF AMHERST POLICY

NUMBER 72000-08

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: COMMUNITY SUPPORT GRANTS POLICY

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24
September 2018 28 October 2019

POLICY STATEMENT

1. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are considered by Council to enhance the lives of residents. 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.
2. This program does not govern the following, which are separately administered:
 - (1) Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws); and
 - (2) Residential Property Tax Rebates (low-income homeowners).

POLICY OBJECTIVES

3. The objectives of this policy are:
 - (1) To outline the requirements to apply and be considered for a Community Support Grant from the Town of Amherst;
 - (2) To ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
 - (3) To provide for public disclosure of a list of grant recipients and the amounts of those grants.

EXCLUSIONS

4. The following are exclusions from the grant program:
 - (1) 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 (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g. health, social services, housing).
 - (2) The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns.
 - (3) Funding applications will not be considered from the following:
 - > Businesses;
 - > Provincial Government organization like
 - > School Boards or quasi government organizations;
 - > Non-profit organizations for the purpose of funding accumulated deficits;
 - > Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - > Organizations with political affiliations.

- (4) Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief.
- (5) Funding will also not normally be provided to fundraising campaigns of national charitable organizations.
- (6) Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

ALLOCATION OF FUNDS

5. Council is not obligated to:
 - (1) Provide funding in the form of Community Support Grants;
 - (2) Spend all the funds allocated for grants in any given year;
 - (3) Award the full amount requested in an application; or
 - (4) Renew any grant.

SPECIAL CONSIDERATION

6. The following Grants are provided annually, and the recipients must comply with the applicable requirements under the **application process** below. Failure to do so could result in future funding being suspended.
 - a) Amherst Food Assistance Network
 - b) Cumberland Early Intervention Program
 - c) Sexual Health Centre for Cumberland County
 - d) Cumberland County Transition House (Autumn House)
 - e) Senior's Safety Advisory Committee
 - f) Cumberland County Museum
 - g) Amherst Little League Baseball Association
 - h) Amherst Little League T-Ball Baseball
 - i) NSCC Grant last payment fiscal 2021/22
 - j) Maggie's Place

Council reserves the right to discontinue and/or alter funding for these organizations without notice. Council will ensure consideration is made to provide notice to applicants or a gradual decrease to the amounts above wherever possible. Support for these organization and the amounts are reviewed annually. It is anticipated that funding from the Town of Amherst is note the main source of funding for the above organizations.

LIMITATIONS

7. The following limitations apply to funding for the Programs listed below:
 - a) Funding shall be limited to no more than 40% of overall costs for an event or program.
 - b) Funding will be provided for a maximum of five consecutive years.
 - c) Funding cannot be used to purchase alcohol.
 - d) An organization can only apply for funding under either the regular Community Grant or "A" Fresh start for the same activity, item or event. For example, an event cannot apply under "A" Fresh Start and under the Festivals and Events Grant.
 - e) Those organizations receiving funding under number seven above are not eligible for funding under the programs listed below.

PROGRAMS

8. The following are a list of the grants available:
 - a) "A" Fresh Start

There are two annual intakes with a maximum annual allocation \$35,000. See Appendix A.

- b) Sport and Physical Activity Grants and Assistance
 - i. Maximum funding considered under this component will be \$500 for a team and \$250 for an individual.
 - ii. This includes amounts for teams traveling to Provincial, National and International competitions when the team or 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).
 - iii. The team is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team.
 - iv. The individual is competing as an individual and has their principal residence in the Town of Amherst.
- c) Festivals and Events Grants
 - i. Less than 1,000 people anticipated to participate:
 1. Maximum funding considered under this component will be \$1,000
 2. Must demonstrate broad community support; and
 3. Provides a unique experience not duplicated by other ongoing events, festivals or activities.
 - ii. More than 1,000 people participating:
 1. Maximum funding will be determined by Council but will not exceed \$5,000;

2. Draw spectators from the Maritimes, nationally or internationally and increases the profile of our community; and
 3. Must be a minimum of three days in length and must be affiliated with a local community non-profit organization.
- d) **Organizational Equipment**
Operational and capital equipment purchase requests will be considered by Council to a maximum of \$500.
- e) **Community Well-Being**
Funds have been allocated for initiatives that directly impact community well-being and result in a reduction in poverty in the community. The reporting requirements and limitations in section 8 apply to these grants.
- i. Applications will be considered up to a maximum of \$5,000

APPLICATION PROCESS

9. The following outlines the application process:
- a) Applications may be submitted throughout the year. Council reserves the right to refer the request to the following year's budget process if they deem so appropriate. Budget deliberations begin in November of each year. Deadline for submission is December 1st of each year for the following fiscal year. The Town's fiscal year runs April 1-March 31.
 - b) Council will only approve one application per year per group in addition to the "A" Fresh Start grant. Applications for "A" Fresh Start must be for new initiatives and must not include events applied for under the Community Support Grant process.
 - c) An applicant for amounts under \$1,000 must submit the following information as application for grant funds:
 - a. A complete Community Grant Application in the form prescribed by the Town of Amherst, including a proposed budget for the project.
 - d) An applicant for amounts over \$1,000 must submit the following information as application for grant funds:
 - a. A complete Community Grant Application in the form prescribed by the Town of Amherst, including a proposed budget for the project.
 - b. The most current financial statements of the organization designated to receive the grant funds in the application, as well as a budget for the upcoming year.
 - e) The Town of Amherst may request additional information.

APPROVAL PROCESS

10. The follow outlines the approval process for applications:
- (1) Staff will review the applications to ensure the proper information has been provided. Applicants who have not provided proper information will be identified in the information provided for the Committee of the Whole meeting;
 - (2) Applications will be reviewed at Committee of the Whole for eligibility, evaluation and recommendation to Council;
 - (3) Council determines all grant levels per organization as per maximum allocations identified in number 9 above.
11. Council retains the authority to provide amounts over the maximum amounts in unusual or special circumstances where it is in the Town's best interest to do so.
12. Following annual Council budget deliberations, successful applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the applicant in order to receive the full amount of funding offered.

AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

13. The Chief Administrative Officer (CAO) may approve applications submitted under this sections 6 B (1, 2 & 3) and 6 C (1) of 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)

PAYMENT PROCESS

14. For amounts over \$1,000 payment will be made as follows:
- (1) 75% at the time of award
 - (2) 25% at the time of receipt of the final report. Reports must be received by no later than March 31 in the year of award. Failure to submit final reports by March 31, will result in the final 25% not being awarded.

CONDITIONS

15. Grant recipients shall:
- (1) Make no misrepresentation on their application;
 - (2) Use the grant as described in the application;
 - (3) Provide a final report after the completion of the activity; and
 - (4) Use the funds in the year granted.

16. Grant recipients receiving less than \$1,000 shall submit a final report once the activity has been completed but not later than March 31 of the fiscal year in which it was awarded. The report shall include:
 - (1) A copy of receipts for funding used; and
 - (2) An outline of the impact of the grant upon the organization and community.
17. Grant recipients receiving \$1,000 or more shall submit a final report once the activity has been completed but not later than March 31 of the fiscal year in which it was awarded. The report shall include:
 - (1) A copy of receipts for funding used;
 - (2) An outline of the impact of the grant upon the organization and community; and
 - (3) The proposed project budget submitted with the original application with updates for actual revenue and expenditures.
18. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.
19. Non-compliance in number 17 above, could result in no funding being awarded in the future year(s).
20. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted.
21. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

PUBLIC DISCLOSURE

22. The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis.
23. A summary of grant awards will be posted on the Town of Amherst's website in accordance with s.65C(1) of the *Municipal Government Act*.

Appendix A – "A" FRESH START – Maximum Annual Allocation \$35,000

This money would be granted in a program called "A" Fresh Start- Community Initiative. This program would be twice per year, with up to \$17,500 available each time. The process would be administered, and events convened, by the Amherst Recreation Department.

- (1) Applications
 - (a) Organizations may apply twice a year
 - (b) Organizations may only be chosen once every two years
 - (c) Application Deadlines
 - (i) April 1st for first public voting- in June
 - (ii) August 1st for second public voting- in October.
- (2) Qualifying applications
 - (a) In order to qualify the presentation, idea, or use of the money must be for creative, new events or initiatives or that enhance current programs. For example: a new cultural play, new event, festival, fundraising event with funds going back into Amherst and area, or new enhancement to an existing service or event.
 - (b) Normal ongoing operations of an organization do not qualify.
- (3) Selection Process
 - (a) All qualifying applicants, are eligible to be one of 5 FINALISTS reviewed by a staff committee and approved by Council at both the May and the September council meetings.
 - (b) The 5 selected are required to present at the public event in June and October.
- (4) Presentations
 - (a) The public meeting would be for 1 ½ hours from 7pm- 8:30 pm- June and October at the Community Credit Union Business Innovation Centre.
 - (b) All presenters and public are welcomed to attend.
 - (c) Those persons 16 years of age and over will be charged a \$2.00 fee at the door and will receive a ballot to vote.
 - (d) The door proceeds will be donated to a local charity
 - (e) Selected applicants are required to make presentations of 10 minutes each.
- (5) Decision making
 - (a) After all presentations are complete, members of the public who have paid for a ballot at the door will vote to rank the quality of the presentation.
 - (b) Council will review the applications immediately following the public event, taking into consideration the results of the presentation vote and other factors, and determine by vote final decision on funding to be allocated to the final 5.
 - (c) Awards
 - (i) Up to \$17,500.00 to be awarded, but all 5 chosen get an award- the money at the door is donated to charity.
 - (ii) Public vote on top 5– council then votes on final ranking of all 5.
- (6) Other
 - (a) Where applicable While voting is going on- previous winner makes a presentation on how they spent the money for their cause.
- (7) Transition – As 2018/19 is the initial year of the program there will only be a fall event in the 2018/19 fiscal year.

- (8) Those receiving grants will receive 80% of the funding granted in advance of their event with the remaining 20% issued after completion of a final report that must be presented to the Town following the completion of the event.
- (9) Those receiving grants will have 12-months after the approval date to plan and execute the event.

Date: _____

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? (Sport and Physical Activity, Festivals and events, Organizational Equipment, Community Well-Being 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: _____



98 Victoria Street East, P.O. Box 516, Amherst, Nova Scotia, Canada B4H 4A1
 Phone: (902) 667-3352 Fax: (902) 667-5409

5.5 Recognition of Athletic Achievers Policy

Moved By Councillor MacKenzie

Seconded By Councillor Rhindress

That Council approve the attached Recognition of Athletic Achievers Policy.

Motion Carried

TOWN OF AMHERST POLICY

NUMBER 72000-01

DEPARTMENT: COUNCIL AND COMMUNITY & ECONOMIC DEVELOPMENT

TITLE: **RECOGNITION OF ATHLETIC ACHIEVERS**

Minutes reference date: 16 February 2004

PURPOSE:

To set out the Policy of the Town to establish a standard procedure for the recognition of Amherst residents and Amherst teams who have excelled in sanctioned Provincial, Maritime, Atlantic, Eastern Canada, National and International Athletic Championships / Games.

POLICY STATEMENT:

Amherst Town Council will recognize annually:

Amherst residents participating in individual or team sporting events,

1. Athletic Teams based in Amherst,
2. Amherst Residents who are members of Athletic Teams in other municipalities,
3. Non residents who are members of Amherst Athletic Teams,

who have achieved a gold medal performance, as an amateur, in sanctioned provincial, maritime, Atlantic, Eastern Canadian athletic championships/games or a bronze, silver or gold in national or international athletic championships/games, or have received special recognition for their achievements from their governing sports body during the previous calendar year.

The Mayor and Council will host an Awards Ceremony annually to honor these Athletes and Teams. A Town certificate will be presented to each Athlete, Team Member and/or Team in recognition of their achievements.

The following should receive personal invitations to the Ceremony from the Mayor:

- (a) The Award Recipients
- (b) Mayor and members of Council
- (c) Department Heads
- (e) The Local Media
- (f) Any special Guests or Dignitary as dictated by council

Members of the general public will be encouraged to attend and congratulate those being recognized.

The awards ceremony will be held by no later than March 15th annually.

5.6 Multi-Purpose Center

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

That Council direct staff to draft the terms of reference for a consultant assignment to consult stakeholders, potential partners and funders and prepare a preliminary project scope, initial cost estimate and preliminary business case for a multi-purpose community sport/cultural centre in Amherst. Once the terms of reference have been approved by Council they would be issued in a request for proposals. The estimated cost of such an assignment would be determined when the terms of reference are complete.

Motion Carried

5.7 Climate Change Emergency Response

5.7.1 Climate Change Emergency Report

Councillor Blanch read the report included as part of the agenda package.

5.7.2 Partners for Climate Protection Program

Council Resolution to Join the FCM–ICLEI Partners for Climate Protection Program

WHEREAS The Federation of Canadian Municipalities (FCM) and ICLEI–Local Governments for Sustainability (ICLEI Canada) have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 350 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

BE IT RESOLVED that the Town of Amherst review the guidelines on PCP Member Benefits and Responsibilities and then communicate to FCM and ICLEI Canada its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the Town of Amherst appoint the following:

a) Corporate staff person: Andrew Fisher
Manager, Planning & Strategic Initiatives
902.667.3352
afisher@amherst.ca

b) Elected official: David Kogon, MD
Mayor
902.667.3352
dkogon@amherst.ca

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

_____ Signature

_____ Date

Moved By Councillor Blanch

Seconded By Councillor Byrne

That Council approve the resolution to join the Partners for Climate Protection Program.

Motion Carried

5.7.3 On-site Energy Manager Agreement

Moved By Councillor Blanch

Seconded By Deputy Mayor Christie

That Council authorize the CAO to enter into an agreement with Efficiency One to hire an Onsite Energy Manager as an imbedded independent contractor for a two-year term at a cost of \$100,000 per year funded by Operating Reserves in the 2020/21 Operating Budget.

Motion Carried

6. INFORMATION / DISCUSSION ITEMS

6.1 Mail Delivery

A discussion ensued further to a complaint received by Councillor Blanch regarding the suspension of mail delivery due to winter conditions. The Deputy CAO stated that he has spoken with Canada Post and they will make every effort to contact Public Works if street and/or sidewalk conditions are not suitable for delivery. He also reiterated that mail delivery has not been suspended permanently, only in cases where it has been deemed unsafe at that time due to winter conditions.

7. INTERNAL COMMITTEE REPORTS

7.1 Planning Advisory Committee – No Report

7.2 Amherst Board of Police Commissioners

Information item; no direction given or action required.

7.3 Audit Committee – No Report

7.4 Amherst Youth Town Council

Information item; no direction given or action required.

8. EXTERNAL COMMITTEE REPORTS

8.1 Cumberland Public Libraries – No Report

8.2 Cumberland YMCA

Information item; no direction given or action required.

8.3 Cumberland Joint Services Management Authority – Verbal Report

Information item; no direction given or action required.

8.4 Northern Region Solid Waste Committee – No Report

8.5 L.A. Animal Shelter – No Report

8.6 Senior Safety – No Report

8.7 Inter Municipal Tourism – No Report

8.8 Poverty Reduction

Information item; no direction given or action required.

9. ADJOURNMENT

Moved By Councillor Jones

Seconded By Councillor Blanch

To adjourn the meeting at 7:55 p.m.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

**Amherst Town Council
Special Meeting
Minutes**

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

Members Present Mayor David Kogon
 Deputy Mayor Sheila Christie
 Councillor Jason Blanch
 Councillor Vince Byrne
 Councillor Darrell Jones

Staff Present Councillor Wayne MacKenzie
 Councillor Terry Rhindress
 Deputy CAO – Operations Jason MacDonald
 Deputy Clerk Natalie LeBlanc
 Chief Financial Officer Shelley Rector
 Manager of Financial Services Sarah Wilson
 Chief of Police Dwayne Pyke
 Administrative Assistant Emily Wainwright

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 4:00p.m.

2. REQUEST FOR DECISION

2.1 Capital Budget Approval - Town of Amherst and Amherst Water Utility

Moved By: Councillor Rhindress

Seconded By: Councillor MacKenzie

That Council approve the Town of Amherst General Capital Budget for the 2020-21 fiscal year as presented in the amount of \$2,150,951 and the Amherst Water Utility Capital Budget for the 2020-21 fiscal year in the amount of \$713,000 to be funded as follows:

<u>Town of Amherst</u>		<u>Amherst Water Utility</u>	
Capital from revenue	\$ 590,000	Capital from Revenue	\$40,000
Gas Tax Funding	1,128,000	Long Term	<u>673,000</u>
Long Term Debt	65,000	Total	<u>\$ 713,000</u>
Internal Borrowing (Op Reserve)	<u>367,951</u>		
Total	<u>\$2,150,951</u>		

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

Fiscal Year	General Capital Total Amount	Water Capital Total Amount
2021 – 2022	4,554,500	367,000
2022 – 2023	2,789,250	431,000
2023 – 2024	3,867,000	840,000
2024 – 2025	1,874,000	205,000
2025 – 2026	1,754,000	265,000
2026 – 2027	1,879,000	375,000
2027 – 2028	1,797,000	385,000
2028 – 2029	1,297,000	395,000
2029 – 2030	2,197,000	1,025,000

To be clear, the second part of this motion contemplates the approval of the amounts for the years 2021-2022 to 2029-2030 for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.

MOTION CARRIED

- 3. ADJOURNMENT**
Moved by Councillor Byrne
Seconded by Deputy Mayor Christie
To adjourn the meeting at 4:38p.m.

David Kogon, MD
Mayor

Natalie LeBlanc
Deputy Clerk

Synopsis

2 Abbott Street – Proposed Development Agreement

An application has been made by the property owner of 2 Abbott Street (PID 25357344) to locate a detached dwelling on the property. The subject property is located in the Downtown Zone, which permits ground floor residential uses subject to entering into a development agreement. An advertised Public Participation Opportunity related to this issue was held on October 10, 2019 with the applicants and one resident in attendance. The resident spoke in favour of the development. The Planning Advisory Committee recommended that Council enter into the development agreement. First Reading was given at a regular meeting of Council on November 25, 2019, with a Public Hearing held on January 27, 2020 with no public in attendance.

MOTION:

That Council give second reading of the proposed development agreement for 2 Abbott Street.



AMHERST TOWN COUNCIL

RFD# 2020020

Date: February 24, 2020

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Andrew Fisher, Manager of Planning & Strategic Initiatives

DATE: February 24, 2020

SUBJECT: **2 Abbott Street Development Agreement Second Reading**

ORIGIN: An application by the property owner of 2 Abbott Street (PID 25357344) to locate a prefabricated detached dwelling on the property. The subject property is located in the Downtown Zone, which permits ground floor residential uses, subject to entering into a development agreement.

LEGISLATIVE AUTHORITY: MGA section 225 (1) *A council may consider development by development agreement where a municipal planning strategy identifies (a) the developments that are subject to a development agreement[.]*

RECOMMENDATION: That Council give Second Reading to the draft Development Agreement.

BACKGROUND:

Site Details: The subject property is approximately 2196 m² (0.5 acre), and contains an 89 m² (960 sqft) garage. The property is bordered by Station, Abbott, and Douglas Avenue. The surrounding neighborhood consists of a mix of 1-2 unit detached dwellings, and commercial uses. Immediately adjacent is vacant commercial land and a former window manufacturing plant.

Proposal Details: The proposed single-story detached dwelling shown on the attached diagram is approximately 111 m² (1,200 sqft (24 ft. x 50 ft.) in area and will be located approximately 15 m (50 ft) beside the existing garage, as shown on the site plan.

Relevant Policy: Within the Downtown Zone, ground floor residential uses are subject to a development agreement. Land Use Bylaw (LUB) section 8.3.2 (d) states:

8.3.2 Permitted uses by Development Agreement

In the Downtown Zone, a development permit application for the following uses shall be considered by development agreement in accordance with the applicable Municipal Planning Strategy (MPS) Policies:

(d) *Ground floor residential uses subject to MPS-Policy CP-15.*



The Municipal Planning Strategy (MPS) Policy CP-15 is as follows:

CP-15 *It shall be the intention of Council to consider applications for ground floor residential uses in the Downtown Zone by Development Agreement excluding that portion of a building that abuts Church, Victoria and Havelock Streets. Outside said streets, applications for new residential buildings or ground floor conversion of existing commercial and institutional buildings will not be considered for residential uses unless it can be shown that such a conversion will not detract from the commercial character of the surrounding streetscape.*

In negotiating such a development agreement, Council shall take into account:

- (a) the location, height, bulk of the building;*
- (b) the architecture of the building;*
- (c) signage;*
- (d) parking facilities;*
- (e) landscaping;*
- (f) pedestrian access;*
- (g) the unique characteristics of the property and its relationship to the surrounding streetscape;*
- (h) that the ground floor frontage of any building fronting on Church, Havelock or Victoria Streets shall be used for commercial purposes.*

In addition, MPS Policy A-5 provides a number of general matters to consider with regard to a property development agreement:

A-5 *It shall be the intention of Council, when considering an amendment to this or any other planning document, including the entering into or amendment of a development agreement, to consider the following matters, in addition to all other criteria set out in the various policies of this planning strategy:*

- (a) That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.*
- (b) That the proposal is not premature or inappropriate by reason of:*
 - (i) the financial capability of the Town to absorb any costs relating to the development;*
 - (ii) the adequacy of municipal water, sanitary sewer and storm sewer services;*
 - (iii) the adequacy of road networks, in, adjacent to, or leading to the development;*
- (c) That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:*
 - (i) type of use;*
 - (ii) height, bulk and lot coverage of any proposed building;*
 - (iii) parking, traffic generation, access to and egress from the site;*
 - (iv) any other matter of planning concern outlined in this strategy.*

DISCUSSION: Staff feel the proposed detached dwelling generally conforms to the intent of the relevant MPS policies noted above. The potential for negative impact on the Town's financial capacity, infrastructure, or street networks is negligible. Given the size of the subject lot, ample separation from the adjacent dwellings and commercial uses, the impact on nearby land uses would also be negligible.

FINANCIAL IMPLICATIONS: None.

COMMUNITY ENGAGEMENT: An advertised Public Participation Opportunity related to this issue was held on October 10, 2019 with the proponents and one resident in attendance. The resident spoke in favour of the development. Council gave first reading at their regular meeting on November 25, 2019 and held a Public Hearing on January 27, 2020.

ENVIRONMENTAL IMPLICATIONS: None.

SOCIAL JUSTICE IMPLICATIONS: None.

ALTERNATIVES: 1) Reject the development agreement request and take no further action; 2) Refer the matter back to the PAC for further changes to the draft agreement.

ATTACHMENTS: 1) Draft Development Agreement; 2) Staff PAC report.

Report prepared by: A.Fisher
Report and Financial approved by:

This Agreement made this _____ Day of _____ 2019.

Between:

Ross MacLelland (owner of property located at Abbott Street [PID 25357344], hereinafter called the "Owner"),

of the one part, and

The Town of Amherst (a body corporate in the Province of Nova Scotia, hereinafter called the "Town"),

of the other part.

WHEREAS the Owner wishes to obtain permission pursuant to Policy CP - 15 of the Municipal Planning Strategy of the Town of Amherst, to construct single-detached dwelling on property located at 2 Abbott Street (PID 25357344).

AND WHEREAS a condition of the granting of approval of Council is that the Owner enter into an Agreement with the Town;

AND WHEREAS the Council of the Town, at its meeting on the _____th Day of _____ 2019, approved the said Development Agreement, subject to the registered Owner of the land described herein entering into this Agreement;

AND WHEREAS the following Schedules shall be attached to and form part of this Agreement:

- (a) Schedule 'A' - Terms and Conditions
- (b) Schedule 'B' - Site Plan
- (c) Schedule 'C' - Building Elevation

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the granting by the Town of the Development Agreement requested by the Owner, the Owner agrees as follows:

- 1) That the Owner is the registered owner of the aforesaid Lands in the Town of Amherst, hereinafter called the "Lands". The aforesaid Lands are the only lands in the Town of Amherst to which this Agreement applies, and the Lands are illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may construct a single-detached dwelling on the Lands.
- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any Provincial or Federal statute, act, or regulation.
- 4) Any failure of the Town to insist upon strict enforcement of any requirements or conditions contained in this Agreement shall not be deemed a waiver of any rights or remedies that the Town may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.

- 5) Should the Owner fail to act in accordance with any aspect of this Agreement, the Town shall retain the right to discharge the Agreement upon 30 days notification and / or enter the property and conduct the required work. The cost of the said work will become a lien on the property tax bill.
- 6) The Town shall issue the necessary Development Permit for the development upon expiration of the appeal period specified for Development Agreements under Section 249 of the *Municipal Government Act*, as the same may be amended from time to time, or upon the withdrawal or dismissal of any appeal which may be taken.
- 7) The Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Town in accordance with Section 229 of the *Municipal Government Act*.

SIGNED, SEALED AND DELIVERED

In the presence of

THE TOWN OF AMHERST

David Kogon MD, Mayor

Gregory D. Herrett, CAO

FOR THE OWNER

Ross MacLelland

Schedule A

2 Abbott Street - Development Agreement

Terms and Conditions:

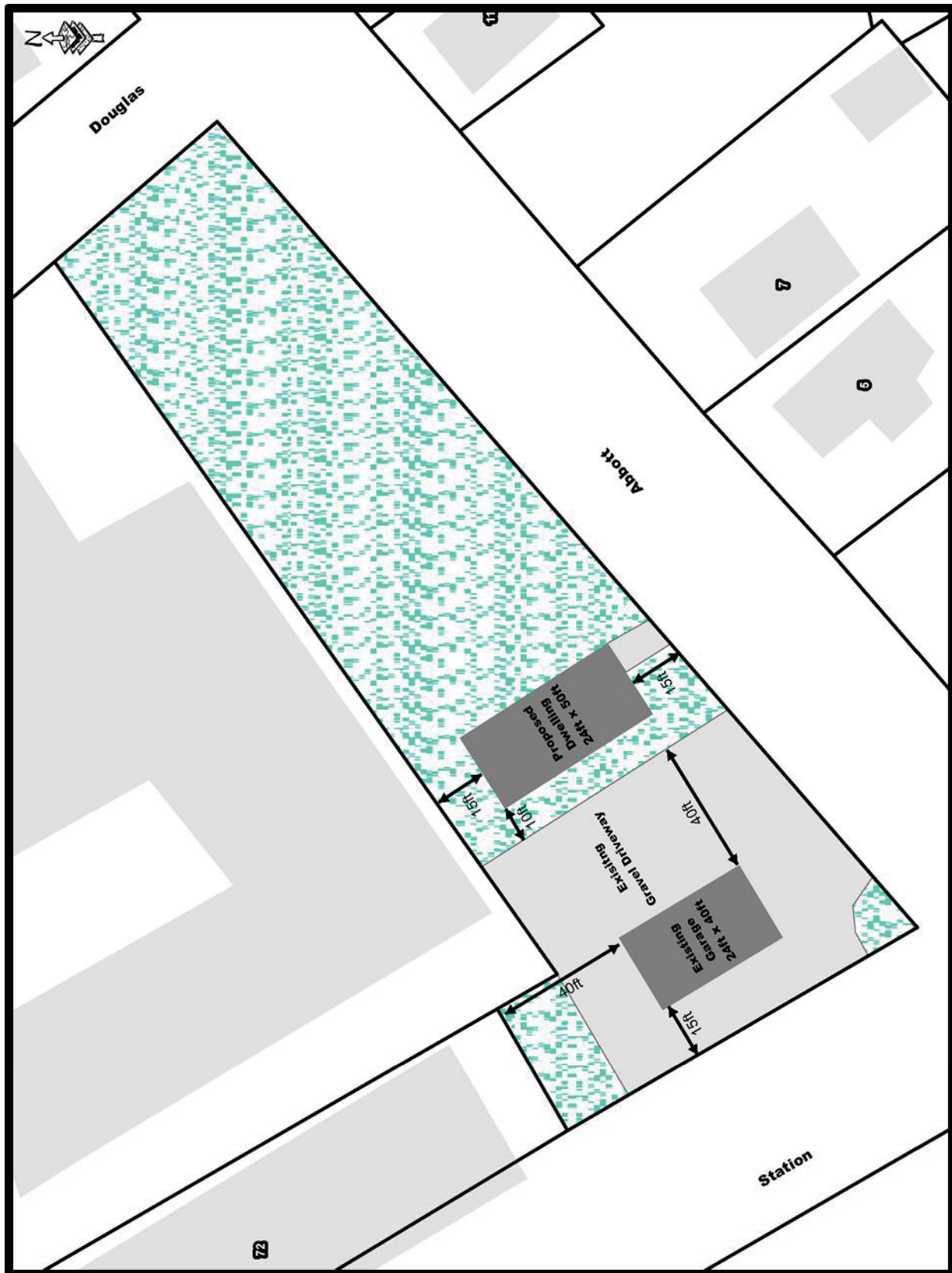
1.0 USE OF LAND AND BUILDINGS

- 1.1 The use of the Lands shall be limited to a single-detached dwelling and a storage garage in the general location shown on Schedule 'B'.
- 1.2 A minimum of one (1) parking space shall be provided for the dwelling unit on the Lands and shall be generally configured as shown on Schedule 'B'.
- 1.4 Accessory buildings may be permitted on the Lands in accordance with the *Town of Amherst Land Use Bylaw*.
- 1.5 The dwelling shall generally conform to the design shown on Schedule 'C'. Variations to the architectural details may be permitted, to the satisfaction of the Development Officer.
- 1.6 All areas of the Lands not covered by buildings or driveways generally as shown on Schedule 'B' shall be landscaped.
- 1.7 The area between the existing driveway and the dwelling shall be landscaped to act as a visual separation between the residential use and the commercial use.

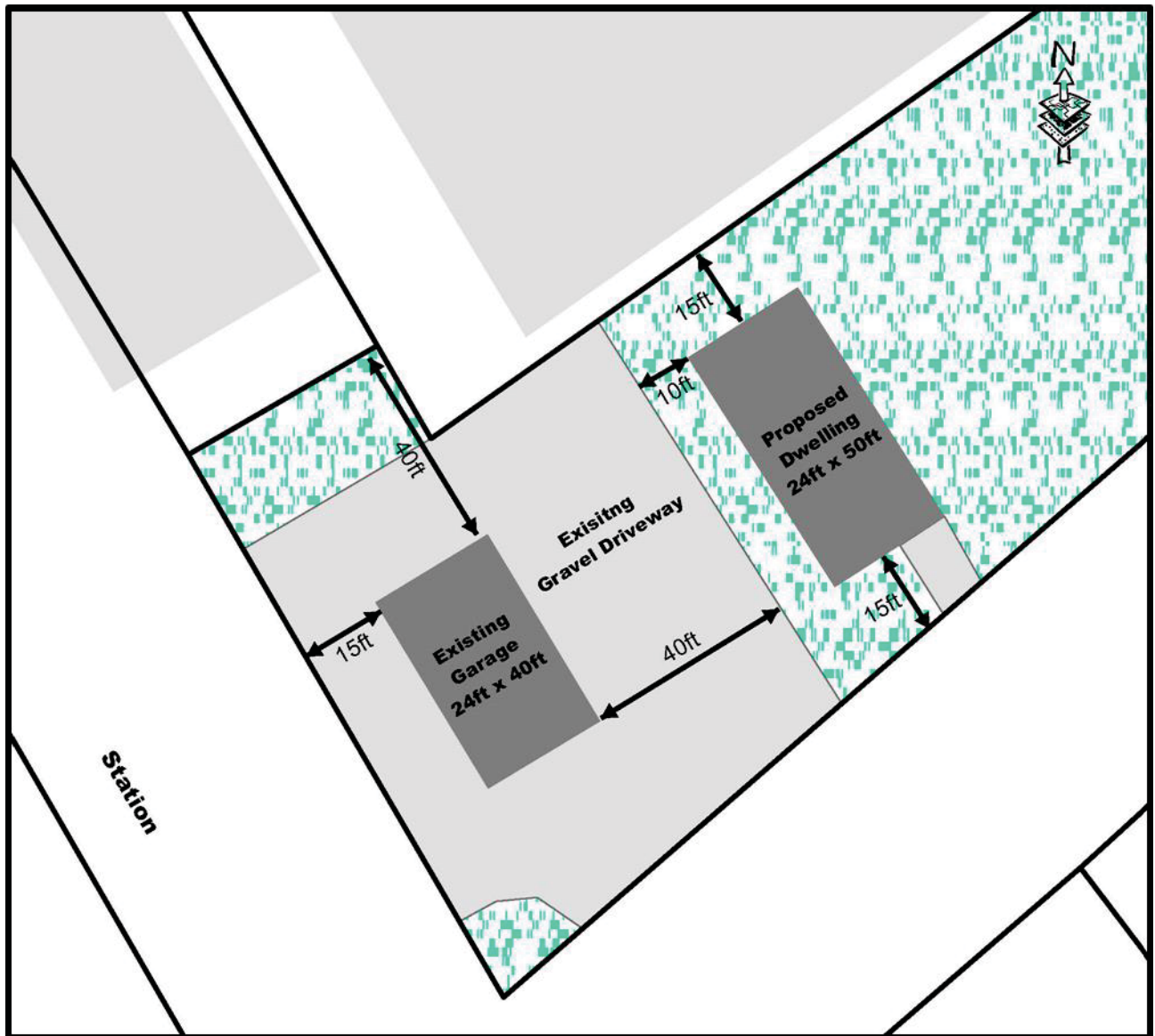
2.0 GENERAL REQUIREMENTS

- 2.1 The Owner shall keep the Lands and buildings and any portion thereof clean and in good repair. All elements of the development on the Lands shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.
- 2.2 Signage on the property shall conform to the Town of Amherst *Land Use Bylaw*.
- 2.3 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties.
- 2.4 Solid waste management shall be in conformance with the Town of Amherst *Solid Waste Bylaw*.
- 2.5 The Owner shall be responsible for storm water management during and after construction.

SCHEDULE 'B'



SCHEDULE 'C'



SCHEDULE 'B'



MEMO

TO: Planning Advisory Committee

FROM: Andrew Fisher, Manager of Planning & Strategic Initiatives

DATE: November 4, 2019

RE: **2 Abbott Street – Proposed Development Agreement to allow a detached dwelling**

PROPOSAL

An application by the property owner of 2 Abbott Street (PID 25357344) to locate a prefabricated detached dwelling on the property. The subject property is located in the Downtown Zone, which permits ground floor residential uses, subject to entering into a development agreement.

BACKGROUND

Site Details: The subject property is approximately 2196 m² (0.5 acre), and contains an 89 m² (960 sqft) garage. The property is bordered by Station, Abbott, and Douglas Avenue. The surrounding neighborhood consists of a mix of 1-2 unit detached dwellings, and commercial uses. Immediately adjacent is vacant commercial land and a former window manufacturing plant.

Proposal Details: The proposed single-story detached dwelling shown on the attached diagram is approximately 111 m² (1,200 sqft (24 ft. x 50 ft.) in area and will be located approximately 15 m (50 ft) beside the existing garage, as shown on the site plan.

RELEVANT POLICY AND DISCUSSION:

Within the Downtown Zone, ground floor residential uses are subject to a development agreement. Land Use Bylaw (LUB) section 8.3.2 (d) states:

8.3.2 Permitted uses by Development Agreement

In the Downtown Zone, a development permit application for the following uses shall be considered by development agreement in accordance with the applicable Municipal Planning Strategy (MPS) Policies:

(d) *Ground floor residential uses subject to MPS-Policy CP-15.*

The Municipal Planning Strategy (MPS) Policy CP-15 is as follows:

CP-15 *It shall be the intention of Council to consider applications for ground floor residential uses in the Downtown Zone by Development Agreement excluding that portion of a building that abuts Church, Victoria and Havelock Streets. Outside said streets, applications for new residential buildings or ground floor conversion of existing commercial and institutional buildings will not be considered for residential uses unless it can be shown that such a conversion will not detract from the commercial character of the surrounding streetscape.*

In negotiating such a development agreement, Council shall take into account:

- (a) the location, height, bulk of the building;*
- (b) the architecture of the building;*
- (c) signage;*
- (d) parking facilities;*
- (e) landscaping;*
- (f) pedestrian access;*
- (g) the unique characteristics of the property and its relationship to the surrounding streetscape;*
- (h) that the ground floor frontage of any building fronting on Church, Havelock or Victoria Streets shall be used for commercial purposes.*

In addition, MPS Policy A-5 provides a number of general matters to consider with regard to a property development agreement:

A-5 *It shall be the intention of Council, when considering an amendment to this or any other planning document, including the entering into or amendment of a development agreement, to consider the following matters, in addition to all other criteria set out in the various policies of this planning strategy:*

- (a) That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.*
- (b) That the proposal is not premature or inappropriate by reason of:*
 - (i) the financial capability of the Town to absorb any costs relating to the development;*
 - (ii) the adequacy of municipal water, sanitary sewer and storm sewer services;*
 - (iii) the adequacy of road networks, in, adjacent to, or leading to the development;*
- (c) That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:*
 - (i) type of use;*
 - (ii) height, bulk and lot coverage of any proposed building;*
 - (iii) parking, traffic generation, access to and egress from the site;*
 - (iv) any other matter of planning concern outlined in this strategy.*

Staff feel the proposed detached dwelling generally conforms to the intent of the relevant MPS policies noted above. The potential for negative impact on the

Town's financial capacity, infrastructure, or street networks is negligible. Given the size of the subject lot, ample separation from the adjacent dwellings and commercial uses, the impact on nearby land uses would also be negligible.

PUBLIC PARTICIPATION OPPORTUNITY

An advertised Public Participation Opportunity related to this issue was held on October 10, 2019 with the proponents and one resident in attendance. The resident spoke in favour of the development.

CONCLUSIONS:

The proposal generally conforms to the relevant policies of the MPS and LUB. Staff do not anticipate significant negative impacts on the surrounding neighbourhood. There may be additional measures such as requirements for tree planting or other landscaping measures that might improve the property, and benefit the aesthetic character of the area; however, such requirements would go beyond what would be required for approval of a detached dwelling in a residential zone.

RECOMMENDATION

Staff suggest the PAC consider the following three motion options:

1. I move that the PAC recommend that Council enter into the development agreement for 2 Abbott Street to allow a single detached dwelling as drafted.
2. I move that the PAC recommend that Council enter into the development agreement for 2 Abbott Street to allow a single detached dwelling with the specified changes.
3. I move that the PAC recommend that Council not enter into the development agreement for 2 Abbott Street.

Staff recommend option one.

Synopsis

Land Use Bylaw – Amendment to Sign Regulations

Council directed the Planning Advisory Committee to review the sign regulations of the Land Use Bylaw. As a result, the PAC have recommended three minor amendments with respect to tourism-related signs erected by government, election signs, and residential signage. A Public Participation Opportunity was held October 10, 2019 where no members of the public attended. Council gave first reading of the amendments at their regular meeting on November 25, 2019, and held a public hearing on January 27, 2020, with no members of the public in attendance.

MOTION:

The Council approve Second Reading of the amendments with respect to signage as drafted.



AMHERST TOWN COUNCIL

RFD# 2020021

Date: February 24, 2020

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Andrew Fisher, Manager of Planning & Strategic Initiatives

DATE: February 24, 2020

SUBJECT: Land Use Bylaw Amendments – signage regulations

ORIGIN: September 17, 2018 Committee of the Whole meeting where Council passed the following motion:

That staff be directed to refer a review of all signage provisions in the Land Use Bylaw to the Planning Advisory Committee (PAC), particularly to do with uniform signs, entrance signs, off-lot signage and unsightly signs, and that the PAC report back to Council with recommended amendments, if any.

LEGISLATIVE AUTHORITY: MGA section 220 (5) *Where a Municipal Planning Strategy so provides, a land-use by-law may (b) regulate or prohibit the type, number, size and location of signs and sign structures; ...*

RECOMMENDATION: The Council approve Second Reading of the amendments with respect to signage as drafted.

BACKGROUND: For the most part, the sign regulations currently in place were adopted in 2005 as part of a new LUB. Since then Council have dealt with the following four LUB amendments related to signage:

1. 2013 – signage amendments as part of a suite of amendments that established the Downtown Zone Core Area District design requirements.
2. 2014 – amendment to section 6.7 Off-site Signage to remove the requirement that off-site signage be limited to uses located to within 5 km of the Town boundary.
3. April 2018 – amendments to allow electronic signs in the Core Area District that also included a restriction on off-site signage in this area.
4. June 2019 – Council rejected an amendment request that would allow non-electrified off-site signage in the Downtown Core Area District.

There is no one size fits all set of regulations for signage, and every community is different. Most jurisdictions have sign regulations that attempt to strike a balance between the need for businesses to identify themselves, and restricting unsightly and excessive signs. The degree to which signage becomes excessive depends greatly on the desired character of a given community or a specific area of a community.



DISCUSSION: With regard to Council’s motion and discussion with the PAC, the following provides context to the specific areas of the sign regulations that should be reviewed:

Uniform signs – At their most restrictive, sign regulations could require a uniform size, form, and location. This type of restriction is typically reserved for private multi-tenant developments that are often marketed to tourism. While a uniform sign regulatory framework could be considered aesthetically pleasing, the ability of private businesses to market themselves would be greatly restricted. It is difficult to argue that the business community at large would support uniform sign requirements. As noted above, the 2013 amendments that established the Downtown Core Area District included a suite of sign requirements for this area, as provided in section 6.14. These requirements were derived from consult recommendations from the 2010 Centre First: Downtown Amherst Action Strategy, that included requirements for canopy signs and non-internally lit signs. The intent was to protect and enhance the historical downtown commercial character of the Core Area District. It should be noted that the consultant’s recommendation did not include a uniform sign regulatory framework.

Entrance signs – The County of Cumberland have introduced the attached Draft Border Entrance Signage Bylaw to improve the aesthetic character of the Laplanche Street corridor approaching town. This Bylaw would allow signage on private property where the business is located, and would require the removal of private signage erected on the public right-of-way. Off-site signage advertising individual businesses will only be permitted on Tourism-oriented directional signs, Shared ground signs, Tourism-oriented wayfinding signs, and Gateway signs. The Bylaw prescribes where these sign types may be located along the Laplanche Street corridor.

While the County is considering a Bylaw to implement these sign requirements, the same or similar theme could be extended within town limits without formally adopting them within the Town’s LUB. A simple amendment to LUB section 6.3 (f) as shown below would allow the Town to implement the program as policy:

6.3 Signs Permitted in all Zones

The following signs are permitted in all zones and no development permit is required for their erection:

- (f) signs erected by a governmental body, or under the direction of such a body, ~~and bearing no commercial advertising~~, such as **tourism-oriented signs**, traffic signs, railroad crossing signs, safety signs, signs identifying public institutions or public election lists or other public notices;

Off-lot signs – As outlined above, the Town has dealt with the issue of off-lot signs three times in recent years. Currently, off-lot signs are permitted in commercial and industrial zones but not in the Downtown Core Area District. Given the number of times Council have considered this type of sign, it does appear that further consideration is warranted at this time.

Unightly signs – In addition to requiring a Development Permit prior to locating a sign, LUB section 6.2 deals with the maintenance of existing signs:

6.2 Maintenance

- (a) Every sign shall be kept in good repair and working order.
- (b) Every sign and all parts thereof, including framework, supports, background, anchors and wiring systems shall be constructed and maintained in compliance with the building, electrical, and fire prevention Bylaws.
- (c) If the business, service or other enterprise for which a sign is erected is no longer in operation the sign shall be removed, by the owner, within 60 days of the date the operations cease. Removal of a sign includes the support structure or apparatus to which it is attached.
- (d) Subsection (c) shall not apply to a seasonal enterprise that normally closes during part of the year.

In the past where a sign appears to be in obvious disrepair such that it may pose a safety hazard Staff have ordered the sign removed or repaired. Staff have also responded to specific complaints where a sign might unsightly or illegally placed. In general, however, Staff make every attempt to work with the business or landowner to address unsightly or outdated signs, while allowing some flexibility to reuse existing sign structures from one tenant to the next.

Election signs – While it could be argued election signs are ineffective, wasteful and an eyesore, it could also be argued that they are a form of free speech, political expression, and serve as a reminder to vote. The LUB section 6.3 (k) permits election signs on private property in all zones without a Development Permit; however, section 6.3 (f) prohibits all private signs within the public lot or right-of-way. Across Canada, Staff could find no examples where election signs are prohibited outright, although many like Amherst prohibit them on public property. Some jurisdictions restrict election signs until the campaign writ is announced.

Upon discussion with Staff, it has been suggested that explicitly restricting election signs on a public lot or right-of-way would be helpful. This could be achieved by amending section 6.4 (f) as follows:

6.4 Signs Prohibited in all Zones

Except where permitted under conditions expressly set out in this section, the following signs are prohibited in all zones:

- (f) signs, **including election signs, located** on a public lot or a public right-of-way unless erected by a governmental body, or unless specially permitted by Council, and except sandwich boards signs in the Downtown Zone;

In addition, Staff's review of the sign regulations identified a potential change to the maximum permitted area of signs in a residential zone. The existing maximum permitted area is 0.2 m² (2 sqft), which is quite restrictive. Increasing the maximum permitted sign in residential zones to 0.6 m² (6.5 sqft) would match the maximum permitted size for real estate signs. This would allow uses in the residential zone such as home occupations or B&Bs to more adequately identify the location of their business. The other suggested change is to explicitly prohibit off-lot signs in residential zone. The suggested changes are as follows:

6.6 Signs in Residential Zones

Unless otherwise specified in this Bylaw, signage in a Residential Zone shall be subject to the following requirements:

- (a) The maximum sign area shall be ~~0.2~~ **0.6** m² per side in the case of a two sided sign.
- (c) The maximum height of the sign shall be 1.5 m.
- (d) Facia signs shall not be located in excess of 3 m above the grade of the wall upon which it is affixed.
- (e) The sign shall be set back a minimum of 1 m from any lot line
- (f) Off-site signs are not permitted.**

FINANCIAL IMPLICATIONS: None.

COMMUNITY ENGAGEMENT: A Public Participation Opportunity was held October 10, 2019 where no members of the public attended. Council gave First Reading at their regular meeting on November 25, 2019. A Public Hearing was held on January 27, 2020, also with no members of the public in attendance.

ENVIRONMENTAL IMPLICATIONS: None.

SOCIAL JUSTICE IMPLICATIONS: None

ALTERNATIVES: 1) Give First Reading of the draft amendment with changes.
2) Do not give First Reading of the draft amendments.
3) Refer the matter back to the PAC for further changes.

ATTACHMENTS: 1) Draft Bylaw amendments; 2) Staff report to PAC.

Report prepared by: A. Fisher
Report and Financial approved by:

Town of Amherst

By-Law P-2-26 to amend the Land Use By-Law, P-2

1. This is a by-law to amend the Land Use By-Law of the Town of Amherst with respect to the matter of regulating tourism-related signs and election signs on town-owned property and right-of-way's, and signs in residential zones.
2. In the Land Use By-law, Section 6.6 *Signs Permitted in all Zones* is amended by removing the words, "and bearing no commercial advertising" in subsection 6.3 (f), and adding "tourism-oriented signs" to the same subsection as shown in bold red type:

6.3 Signs Permitted in all Zones

The following signs are permitted in all zones and no development permit is required for their erection:

- (a) Signs not more than 0.2 m² in sign area, showing the civic number of a building;
 - (b) signs of not more than 0.2 m² in sign area, showing the name of a resident or an occupier;
 - (c) "No trespassing" signs or other signs regulating the use of a lot, and of not more than 0.2 m² in sign area, unless otherwise directed by a public authority;
 - (d) real estate signs not exceeding 0.6 m² in sign area in a residential zone and 1.5 m² in other zones, which advertise the sale, rental or lease of the premises;
 - (e) signs regulating or denoting on-premises traffic, or parking, or other signs denoting the direction or function of various parts of a building or premises, provided that such signs are less than 0.5 m² in area;
 - (f) signs erected by a governmental body, or under the direction of such a body, ~~and bearing no commercial advertising,~~ **such as tourism-oriented signs**, traffic signs, railroad crossing signs, safety signs, signs identifying public institutions or public election lists or other public notices;
 - (g) memorial signs or tablets, and signs denoting the history of a site or structure provided that no such sign exceeds 0.5 m² in area;
 - (h) the flag, pennant or insignia of any nation, province or state or of any religious, charitable or fraternal organization;
 - (i) a sign having an area of not more than 10 m² incidental to construction and within the area of such construction, and erected only during the period of construction;
 - (j) a sign painted on window; and,
 - (k) election signs.
3. In the Land Use By-law, Section 6.4 *Signs Prohibited in all Zones* is amended by adding the words, "including election signs, located" to subsection 6.4 (f), as shown in red type:

6.4 Signs Prohibited in all Zones

Except where permitted under conditions expressly set out in this section, the following signs are prohibited in all zones:

- (a) any sign or sign structure which constitutes a hazard to public safety or health;
 - (b) signs which by reason of size, location, content, colouring or manner of illumination obstruct the vision of drivers or obstruct or detract from the visibility or effectiveness of any traffic sign or control device on public streets or roads;
 - (c) any sign which obstructs free ingress to or egress from a fire escape door, window or other required exit way;
 - (d) signs not erected by a public authority which make use of words such as "STOP", "LOOK", "ONE WAY", "DANGER", "YIELD", or any similar words, phrases, symbols, lights or characters in such manner as to interfere with, mislead, or confuse traffic along a public road;
 - (e) signs on utility poles;
 - (f) signs, **including election signs, located** on a public lot or a public right-of-way unless erected by a governmental body, or unless specially permitted by Council, and except sandwich boards signs in the Downtown Zone;
 - (g) signs painted on, attached to, or supported by a tree, stone, cliff or other natural object;
 - (h) portable signs advertising a business not located on the same property as the said sign.
4. In the Land Use By-law, Section 6.6 *Residential Zones* is amended by replacing 0.2 with 0.6 in subsection 6.6 (a), adding subsection 6.6 (f) with the words, "Off-site signs are not permitted", as shown below in red type:

6.6 Signs in Residential Zones

Unless otherwise specified in this Bylaw, signage in a Residential Zone shall be subject to the following requirements:

- (a) The maximum sign area shall be ~~0.2~~ **0.6** m² per side in the case of a two sided sign.
- (c) The maximum height of the sign shall be 1.5 m.
- (d) Facia signs shall not be located in excess of 3 m above the grade of the wall upon which it is affixed.
- (e) The sign shall be set back a minimum of 1 m from any lot line
- (f) Off-site signs are not permitted.**

Clerk's Annotation for Official By-Law Book

Date of First Reading: November 25, 2019

Date of Notice of Intent to Consider: January 8 and January 15, 2020

Date of Second Reading: February 24, 2020

Date of Advertisement/Notice of Publication (to be published following Ministerial approval)

Date of mailing to Minister a certified copy:

I certify that this **By-Law P-2-26, a By-Law to Amend the Land Use By-Law**, was adopted by Council and published as indicated above.

Kimberlee Jones
Municipal Clerk

Date

*Effective Date of the By-Law unless otherwise specified in the text of the By-Law.

Architectural Heritage Area identified on Schedule A – Zoning Map

SYNOPSIS

Request to Rename Copp Lane to Ernie Lane

At a January 20, 2020 COW meeting, Council directed staff to look into renaming Copp Lane to something that honours Ernie Mills, a prominent area resident. Staff were advised that the Mills family agrees with Ernie Lane as an acceptable name. A descendant of Ernie Mills is the only current resident on the subject street. Staff have reviewed Ernie Lane against the Town street network and with the Nova Scotia civic addressing system, and found no conflicts or issues. If adopted, the name change would take effect on September 1st, 2020.

MOTION:

That Council approve the attached Policy to Rename Copp Lane to Ernie Lane.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Andrew Fisher, Manager of Planning & Strategic Priorities

DATE: February 24, 2020

SUBJECT: Request to Rename Copp Lane to Ernie Lane

ORIGIN: A January 20, 2020 motion of Committee of the Whole that staff be directed to gather further information to change the name of Copp Lane to Ernie Lane and bring back to the Committee

LEGISLATIVE AUTHORITY: MGA Section 313, *The council may (c) by policy, name or rename any street or private road.*

RECOMMENDATION: That Council approve the attached Policy to Rename Copp Lane to Ernie Lane.

BACKGROUND: At a January 20, 2020 COW meeting, Council considered a request to change Copp Lane to E.J. Mills Lane. Staff's report to Council on the matter pointed out that there are already two streets with similar sounding names – Mill Avenue and Mill Street. The stated purpose of the Town's Street Naming Policy is to avoid duplication and confusion. As such, staff did not recommend adding a third street that contains the name "Mill".

Council directed staff to look at an alternative name that still honours Ernie Mills, and were advised by the family through Councillor Rhindress that Ernie Lane is acceptable. The only existing house on the subject street is 2 Copp Lane, which is owned and occupied by Ernie Mills' family. The Town and two other vacant properties are the only other properties on the subject street.

DISCUSSION: Staff have reviewed Ernie Lane against the Town street network and with the Nova Scotia civic addressing system, and found no conflicts or issues. This name change would not conflict with the attached Street Naming Policy. Should Council decide to rename the street staff will notify the property owners and other stakeholders such as emergency measures (911), Canada Post, etc. The attached Street Naming Procedure states:

- 3) *When a street name is changed at the discretion of Council in order to rectify an existing problem (such as duplication of street names) the Town will give all affected residents and property owners 6 months notice.*



As noted above the MGA authorizes Council to change street name by policy. Staff have drafted such a policy for Council's consideration.

FINANCIAL IMPLICATIONS: Minor costs to change street name signs, maps, and the cost to individual residents to change their addresses.

COMMUNITY ENGAGEMENT: The single affected resident on the subject street is agreeable to the new name.

ENVIRONMENTAL IMPLICATIONS: None.

SOCIAL JUSTICE IMPLICATIONS: None.

ALTERNATIVES:

- 1) Take no action and maintain status quo.
- 2) Direct Staff to investigate an alternative name.

ATTACHMENTS: 1. Town of Amherst Street Naming Policy 31600-23
2. Draft Policy to Rename Copp Lane to Ernie Lane.

Report prepared by: A. Fisher
Report and Financial approved by:

DEPARTMENT: ENGINEERING & PUBLIC WORKS

TITLE: STREET RENAMING – COPP LANE TO ERNIE LANE

Minutes reference date: 24 February 2020

PURPOSE:

To rename Copp Lane to Ernie Lane.

POLICY STATEMENT:

The Town of Amherst hereby renames Copp Lane to Ernie Lane effective September 1, 2020.

DEPARTMENT: PLANNING AND DEVELOPMENT

TITLE: **STREET NAMING POLICY**

Minutes Reference Date: 25 November 2002 28 October 2013

PURPOSE

To establish a policy for the naming of streets within the Town. A clearly defined street naming policy is required in order to:

- a) Ensure any potential difficulties and delays for emergency vehicles are avoided;
- b) Enable visitors to find their way around Town efficiently and in a pleasant manner;
- c) Enable businesses and service providers within the Town to carry out their business efficiently.

POLICY STATEMENT

It shall be the policy of the Amherst Town Council that all new streets shall be named, or existing streets re-named, according to the following criteria. The three principals which guide the street naming procedures:

- i) **Avoid Duplication** – there should be no duplication of street names, including street names differentiated by a suffix.
- ii) **Avoid Confusion** – street names that sound similar should be avoided.
- iii) **Establish Continuity** – streets running in one compass direction should have one name for the entire length.

SUGGESTED STREET NAME LIST

Street Name	Background
Logan	Senator Hance James Logan
Hewson	Dr. Charles Wentworth Upham Hewson
Black	Percy Chapman Black (MLA)
Cameron	Fred S. Cameron (Runner, Boston Marathon Winner)
Ketchum	Henry G. C. Ketchum (Ship Railway)
Curry	Nathanial Curry (President of Rhodes Curry and Company Ltd.)
Cox	Ester Cox Ghost Story
Hillcoat	Hillcoat Pianos
Page	Amos Page, Silversmith
White	Shermie White, Hockey – New York Rangers
Lake View	View from new Hotel at Exit 4
Jackson	Stanton Jackson, Hockey – Toronto Maple Leafs
Riley	Hockey and Music (family)
Maltby	Frederick Roy Maltby, Hockey and Community

SYNOPSIS

Expense Reimbursement and Hospitality Expense Policies Amendments

The Municipal Government Act (MGA) was recently changed which affected the numbering of section 65. Section 65A has been renumbered to 65D. There are references to the MGA in paragraph 36 of the Town's Expense Reimbursement Policy and paragraph 28 of the Hospitality Policy which references reporting requirements.

As a result, housekeeping changes are required to Town policies to reflect the MGA re-numbering.

MOTION:

That Council approve the housekeeping amendments to the Expense Reimbursement and Hospitality Expense Policies as described above.



AMHERST TOWN COUNCIL

RFD# 2020012

Date: February 24, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, CPA, CMA – Chief Financial Officer

DATE: February 24, 2020

SUBJECT: **Modifications to Expense Reimbursement and Hospitality Policy**

ORIGIN: A recent housekeeping change was made to the MGA which included renumbering sections. Thus, the MGA reference in the Expense Reimbursement and Hospitality policies needs to be updated.

LEGISLATIVE AUTHORITY: MGA section 65 update (change from MGA 65A to MGA 65D).

RECOMMENDATION: That Council approve the attached proposed Expense Reimbursement and Hospitality Policies, reflecting housekeeping changes in paragraph 36 of the Expense Reimbursement Policy and paragraph 28 of the Hospitality Policy.

BACKGROUND: The changes to the Expense Reimbursement and Hospitality policies are housekeeping changes only based on a section re-numbering of the MGA. Section 65A has been renumbered to 65D. There are references to the MGA in paragraph 36 of the Expense Reimbursement Policy and paragraph 28 of the Hospitality Policy.

DISCUSSION: The MGA was recently changed which affected the numbering of section 65. The Town's Expense Reimbursement and Hospitality Policies referenced section 65A which references expense and hospitality reporting requirements. With the recent MGA changes this section is now 65D. Both Town policies have been updated to reflect this.

FINANCIAL IMPLICATIONS: There are no financial implications to the MGA section updates in either the Expense Reimbursement or Hospitality Policy.

COMMUNITY ENGAGEMENT: None at this time.

ENVIRONMENTAL IMPLICATIONS: None identified.

SOCIAL JUSTICE IMPLICATIONS: None at this time.

ALTERNATIVES: None.

ATTACHMENTS: Expense Reimbursement Policy and Hospitality Policy.

Report prepared by: SG Rector, CPA, CMA – CFO

Report and Financial approved by:



DEPARTMENT: CORPORATE SERVICES

TITLE: **Expense Reimbursement Policy**

Minutes reference date: March 25, 2019 November 26, 2018

PURPOSE:

1. This policy safeguards the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the Chief Administrative Officer (“CAO”), and Town of Amherst employees, Committee members and Commissioners in relation to Town of Amherst business.

SIGNING AUTHORITY:

2. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Mayor	CAO/Designate
Members of Council & CAO	Mayor/Designate
Town Employees	Director or CAO/Designate
Committee member or Commissioner	CAO/Designate

3. A Signing Authority may designate a second signing authority in their absence. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
4. A Signing Authority is prohibited from authorizing expenses incurred on their own behalf.

INDIVIDUAL RESPONSIBILITIES

5. Everyone who incurs an expense in relation to Town business is responsible for:
 - (1) familiarizing themselves and complying with the provisions of this policy;
 - (2) By April 1 of each year signing an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.
 - (3) completing and submitting expense claims with necessary supporting documentation;
 - (4) Exercising reasonable diligence and are incurring expenses prudently and responsibly; and
 - (5) with respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as teleconferencing and videoconferencing.

PERMITTED EXPENSES

6. Subject to and in accordance with this policy, the following expenses incurred by a member of Council, the CAO or a Town employee, Committee member or Commissioner are eligible for reimbursement:
 - (1) authorized travel within Nova Scotia, including transportation, accommodation and meal costs;
 - (2) pre-approved out-of-province travel, including transportation, accommodation and meal costs;
 - (3) approved training or continuing education costs.

AUTHORIZED TRAVEL

7. Council members shall be reimbursed for the reasonable expenses incurred in attending:
 - (1) conferences and professional development authorized by Policy 10350-26 Council Conference Attendance and Professional Development;
 - (2) meetings or conferences at which the Council member's attendance is authorized or requested by Council;
 - (3) a meeting of any Board, Commission, Committee or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Town if the Council member is entitled to reimbursement of expenses directly from the applicable organization;
 - (4) in the case of the Mayor and Deputy-Mayor or Designate, attendance at functions, meetings or conferences involving less than \$200 in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless Council has specifically directed the Mayor or Deputy-Mayor or Designate not to attend;
 - (5) in the case of a Councillor, attendance on behalf of the Town at a function identified in the previous subsection of this policy, involving less than \$200 in reimbursable expenses provided that such attendance is either at the request of the Mayor or Deputy-Mayor to attend in lieu of the Mayor or Deputy-Mayor; and
 - (6) a training or continuing education event in accordance with the provisions of this policy concerning training and education.
8. The CAO shall be reimbursed for the reasonable expenses pursuant to the CAO's employment contract.
9. An employee of the Town of Amherst, Committee member or Commissioner shall be reimbursed for the reasonable expenses, if pre-approved, incurred:
 - (a) in the carrying out of the duties and responsibilities associated with their employment and duly authorized by the Director and/or CAO on the Prior Approval Form;

- (b) for meetings, conferences, or professional development events at which the attendance of the employee, Committee member or Commissioner is authorized or is requested by the CAO;
- (c) for attendance at a meeting of any Board, Commission, Committee or other organization to which the employee has been appointed, except that no reimbursement shall be provided by the Town of Amherst if the employee, Committee member or Commissioner is entitled to reimbursement of expenses directly from the applicable organization; and
- (d) at a training or continuing education event in accordance with the provisions of this policy concerning training or education.

OUT-OF-PROVINCE TRAVEL

10. All requests for out-of-province travel shall be made in writing and shall contain the following information:
 - (a) the purpose and duration of the trip;
 - (b) the location(s) to be visited;
 - (c) the dates and times of arrival and departure;
 - (d) any pre-paid transportation, meals, or accommodation; and
 - (e) any other anticipated expenses.
11. All requests for out-of-province travel by Council members shall be reviewed by the CAO, Mayor or Designate who shall consider the necessity of travel based on the information provided.
12. All out-of-province travel by the CAO, other than that pursuant to the employment contract, shall be reviewed by the Mayor or Designate who shall follow the same guidelines established for Council members.
13. All requests for out-of-province travel by Town of Amherst employees, Committee members or Commissioners shall be reviewed by the CAO, who shall follow the same guidelines established for Council members.
14. If a request for out-of-province travel is approved, and the Claimant (not Town of Amherst) pays all or some of the expenses for the travel, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this policy.

LIMITS ON REIMBURSEMENT OF EXPENSES

15. Notwithstanding any other provision of the policy, the following limits shall apply to the reimbursement of expenses:
 - (1) subject to payment of per diem, a claimant shall only be reimbursed for costs that they have incurred;
 - (2) the expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Town of Amherst;

- (3) airplane travel shall be booked by Town of Amherst staff or shall only be reimbursed at the lowest rate which would have been available if Town of Amherst staff had booked the airfare. Reasonable costs for airport improvement or similar fees and luggage shall be reimbursed at actual costs.
- (4) accommodation costs shall be reimbursed at actual costs. Government rates should be obtained whenever possible. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements included, but not limited to, wheel chair accessibility;
- (5) reimbursement for meals shall not exceed the per diem meal amounts set out in this policy, except in the case of out-of-province travel, in which event the applicable Signing Authority may authorize reimbursement of meals expenses at a comparable standard. Reimbursement for meals shall not be claimed in respect of meals that are included as part of registration fees for conferences or seminars;
- (6) the cost of any alcoholic beverages shall not be reimbursed;
- (7) fees, deposits, interest and surcharges incurred on a personal credit card shall not be reimbursed;
- (8) when personal and Town of Amherst travel is combined, only documented expenses directly related to the Town of Amherst portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense;
- (9) reimbursement shall not be provided for loss of personal effects; for medical and hospital treatment; for purchase of luggage, clothing and other personal equipment; or for personal services such as shoe shines, valet services, dry-cleaning, laundry, haircuts and other personal services;
- (10) there shall be no reimbursement of travel and related expense for individuals other than a Council member, the CAO, or an employee, Committee member or Commissioner of the Town of Amherst;
- (11) there shall be no reimbursement for travel by a Council member within the Town of Amherst because such travel is deemed to be included in the monthly vehicle allowance.

TRAVEL ADVANCES

16. Advances are not routinely approved. The following limits shall apply to the use of advances:

- (1) all advances must be approved by the CAO;
- (2) advances will only be issued where an overnight stay is required;
- (3) advances will not be made for less than \$200;
- (4) the CAO must not approve an advance unless the CAO is satisfied that there is a reasonable need for the advance;
- (5) upon completion of the travel for which an advance has been made, the recipient must complete an expense claim in relation to the travel costs that reconciles the amount of the advance with the actual reimbursable expenses incurred. The recipient must repay any part of the advance owing to the Town of Amherst within 10 days of completing the travel.

USE OF TOWN OF AMHERST CREDIT CARDS

17. Town of Amherst credit cards, in respect of travel expenses, shall only be used for parking, accommodations, airfare, vehicle rentals and event registration fees. Town of Amherst credit cards shall not be used for tolls or per diem meal allowances.

PER DIEM MEAL ALLOWANCES

18. For each day or part day when overnight accommodation forms part of an authorized expense, the Claimant shall be paid a meal allowance for each meal for which the Claimant is required to pay, in the amounts authorized from time to time as per diem meal allowances by the Province of Nova Scotia OR in the amount of \$12 for breakfast, \$17 for lunch, and \$26 for supper. This allowance includes gratuities and taxes.
19. Claimants whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware the appropriate meals can normally be obtained from caterers, provided that adequate notice of a special requirement is given. Should special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as a result the Claimant must pay for a meal, they shall be paid a meal allowance for that meal.

KILOMETRAGE

20. The kilometrage allowance reimbursed for Claimants using personal vehicles for authorized travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees.
21. Where several Council members, the CAO, and/or employees, Committee members or Commissioners of the Town of Amherst, or any combination thereof, attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

VEHICLE RENTALS

22. The cost of rental of a vehicle shall be a reimbursable expense in instances where:
- (1) reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or
 - (2) two or more Council members, the CAO, and/or employees, Committee members or Commissioners of the Town of Amherst or any combination thereof, are traveling together, and it is more economical than the combined cost of other reasonable ground transportation.
23. Compact, economical vehicles must be used unless three or more persons are travelling together, the bulk or weight of goods being transported necessitates a larger vehicle or a compact, economical vehicle is unavailable.

24. For the protection of the Claimant and the Town of Amherst, Claimants must ensure that adequate insurance (collision, comprehensive and third-party liability insurance) is in place for all drivers by either renting the vehicle using a personal credit card with an insurance option, or by purchasing a policy from the rental agency. The applicable deductible must be the lowest available given the coverage described above.

EXPENSE CLAIMS

25. Expense claims must be submitted on the form provided from time to time by the Town of Amherst and shall be signed by the Claimant.

26. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:

- (1) claims for per diem meal allowances;
- (2) tolls and parking; and
- (3) claims for personal vehicle kilometrage for authorized travel.

27. If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.

28. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.

29. No expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:

- (1) the claim is consistent with policy;
- (2) the expenses claimed were necessarily incurred in the performance of municipal business;
- (3) appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed; and
- (4) the expenses claimed have appropriate justification.

30. In considering an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.

31. The use of petty cash to pay an expense claim is prohibited.

TIMEFRAME

32. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.

33. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

FRAUD, MISUSE OR MISAPPROPRIATION OF MUNICIPAL FUNDS

34. Fraudulent irregularity, misuse or misappropriation of Town of Amherst funds may result in disciplinary action up to and including termination of employment.

35. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO it must be reported immediately to the Mayor.

REPORTING REQUIREMENTS

36. Pursuant to section 65D of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:

- (1) within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Town of Amherst website for the Mayor, CAO (including an employee of the Town of Amherst delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Council on their expenses regarding the following:
 - a. travel and travel related expenses, including transportation, accommodation and incidentals;
 - b. meals; and
 - c. training and education.
- (2) On a monthly basis, posts the expense reports of each reportable individual on the Town of Amherst website on their expenses regarding the following:
 - a. travel and travel related expenses, including transportation, accommodation and incidentals;
 - b. meals; and
 - c. training and education.

REVIEW REQUIREMENTS

37. The Town of Amherst Audit Committee shall review the expense annual summary report, relevant to section 36, by October 31st of each year.

38. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

DEPARTMENT: CORPORATE SERVICES

TITLE: **Hospitality Policy**

Minutes reference date: November 26, 2018

POLICY STATEMENT:

1. The Town of Amherst recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business for reasons of diplomacy, protocol, business development or promotional advocacy.
2. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council members, the Chief Administrative Officer (“CAO”) and Town of Amherst employee hospitality claims.

POLICY OBJECTIVES

3. To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the Town of Amherst’s objectives.
4. To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.
5. To ensure taxpayers’ dollars are used prudently and responsibly with a focus on accountability and transparency.

HOSPITALITY AND HOSPITALITY EVENTS

6. A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the Town of Amherst. Hospitality may be offered under the following circumstances in accordance with this policy:
 - (1) hosting foreign dignitaries;
 - (2) engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
 - (3) sponsoring or hosting conferences;
 - (4) hosting ceremonies / recognition events; and
 - (5) other official functions, as approved by the CAO, their designate or Town of Amherst Council.

SIGNING AUTHORITY

7. The following are the Signing Authority for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Mayor	CAO/Designate
Members of Council & CAO	Mayor/ Designate
Town Employees	CAO/Designate

8. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
9. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

PRIOR AUTHORIZATION

10. Subject to this policy, all hospitality events require prior authorization.
11. A request for prior authorization for hospitality events requires the following information:
- (a) rationale/purpose of the event;
 - (b) estimated numbers of attendees and their respective affiliations;
 - (c) if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances; and
 - (d) estimated itemized costs including gratuities and supplementary expenses.
12. Requests for hospitality events shall be reviewed by the appropriate Signing Authority as set out in paragraph 7 of this policy, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.
13. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.

SERVING OF ALCOHOL

14. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by the appropriate Signing Authority, as set out in paragraph 7 of this policy.

15. The Town of Amherst and its employees and members of Council are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.
16. The Town of Amherst will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
17. If alcohol is provided at a hospitality event, food must be served.

GIFTS

18. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed \$40.00) is sometimes appropriate. Any giving of gifts requires prior approval by the appropriate Signing Authority as set out in paragraph 7 of this policy.

CLAIMS FOR REIMBURSEMENT OF HOSPITALITY EXPENSES

19. By April 1 of each year any individual claiming reimbursement pursuant to this policy must sign an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.
20. Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Town of Amherst and shall be signed by the Claimant.
21. Hospitality expense claims must include the following:
 - (1) a copy of the signed prior authorization for the hospitality event for which the expense was incurred;
 - (2) the names and positions of the guests at the hospitality event;
 - (3) the business objective for the expense; and
 - (4) a detailed itemized receipt for the expense.
22. In instances where prior approval of the hospitality event was not possible, the hospitality expense claim must also provide the information required in paragraph 11 of this policy and an explanation of why prior approval was not possible.
23. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.

24. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
25. No hospitality expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
- (1) the claim is consistent with this policy;
 - (2) the expenses claimed were necessarily incurred in the performance of municipal business;
 - (3) appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed; and
 - (4) the expenses claimed have appropriate justification.
26. In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense that did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.
27. The use of petty cash to pay a hospitality expense claim is prohibited.

REPORTING REQUIREMENTS

28. Pursuant to s. 65D of the *Municipal Government Act*, the CAO shall ensure that the Town of Amherst does the following:
- (1) within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the Town of Amherst website that describes all of the hospitality expenses incurred by the Town of Amherst, including purchases of alcohol during the quarter.
 - (2) by September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.
 - (3) On a monthly basis, posts the expense reports of each reportable individual on the Town of Amherst website on their expenses related to hospitality.

Synopsis

Temporary Borrowing Resolution

Temporary borrowing resolutions (TBRs) are to provide the authority for municipalities to temporarily finance capital projects when that is necessary or advisable for a period of up to 12 months. Once the projects are completed and the actual costs are known, the municipalities then proceed to permanently financing the project by a handful of available options. Among those options is the issue of debentures with the Nova Scotia Municipal Finance Corporation. This process also requires that a TBR, properly approved by the Minister of Municipal Affairs and Housing, be in place prior to the issue of the debentures.

Similar to the General Borrowing Resolution approved by Council last spring, this TBR will give the Town the authority to borrow, *if required*, from our financial institution, RBC, for the completion of the capital projects identified. This is not to say the Town *will* borrow the funds, and it does not commit us to long term financing. The main purpose of this TBR is to obtain Ministerial approval so that we can borrow funds in the spring or fall debenture issue. This TBR will only be valid for 12 months from the date the Minister approves it.

MOTION :

That Council approve a Temporary Borrowing Resolution in the amount not exceeding \$1,209,332 for the following items, and submit it to the Department of Municipal Affairs for Ministerial approval:

• Willow Street – water main replacement (water utility)	\$ 449,332
• Water – backhoe (water utility)	150,000
• Willow Street – sanitary sewer, curb, sidewalk, culvert, paving	535,000
• Community Credit Union Business Innovation Centre – new roof	<u>75,000</u>
	<u>\$1,209,332</u>



AMHERST TOWN COUNCIL

RFD# 2020015

Date: February 24, 2020

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Shelley Rector, CPA, CMA - CFO

DATE: February 24, 2020

SUBJECT: Temporary Borrowing Resolution

ORIGIN: 2019-20 Capital Budget

LEGISLATIVE AUTHORITY: Section 66 of the *Municipal Government Act* provides that the Town of Amherst, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose authorized by statute; Section 65 requires the Town to adopt a capital budget for the fiscal year and then can expend funds for capital purpose as identified in the Town’s capital budget.

RECOMMENDATION: That Council approve a Temporary Borrowing Resolution in the amount not exceeding \$,1,209,332 for the following items, and submit it to the Department of Municipal Affairs and Housing for Ministerial approval:

- Willow Street – water main replacement (water utility) \$449,332
 - Water - backhoe (water utility) 150,000
 - Willow Street – sanitary sewer, curb, sidewalk, culvert, paving 535,000
 - Community Credit Union Business Innovation Centre – new roof 75,000
- \$1,209,332

BACKGROUND: Temporary borrowing resolutions (TBRs) are used as temporary financing for capital projects. The Minister of Municipal Affairs allows municipalities to use TBRs to borrow funds on short term loans not exceeding 12 months. Once the projects are completed and the actual costs are known, the Town will enter into long term borrowing with the Municipal Finance Corporation by issuing a debenture in the fall of 2020. We require the Minister’s approval of a TBR before we can apply for a debenture. The above projects were approved by Council in the 2019/20 capital budget process with funding from long term debt.

DISCUSSION: Similar to the General Borrowing Resolution approved by Council last Spring, this TBR will give the Town the authority to borrow, *if required*, from our financial institution, RBC, for the completion of the capital projects identified. This is not to say the Town *will* borrow the funds, and it does not commit us to long term financing. The main purpose of this TBR is to obtain Ministerial approval so that we can borrow funds in the spring or fall in the debenture issue. This TBR will only be valid for 12 months from the date the Minister approves it.



FINANCIAL IMPLICATIONS: There are no actual financial implications to approving the TBR unless we actually use it, as an overdraft or to finance the capital projects. If this occurs, the rate will be as that set out in the General Borrowing Resolution with RBC in the spring, prime minus ¼% on the amount borrowed. As stated earlier, the long term financing of these projects will come in the form of debentures issued in the fall.

COMMUNITY ENGAGEMENT: None at this time.

ENVIRONMENTAL IMPLICATIONS: The financing of the capital projects is not expected to have any environmental implications.

SOCIAL JUSTICE IMPLICATIONS: None at this time.

ALTERNATIVES: There are really no viable alternatives to applying to the Minister of Municipal Affairs for this TBR. Such approval will be required before we can apply for long term financing.

ATTACHMENTS: Temporary Borrowing Resolution - Various Purposes and Schedule "A"

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

TOWN OF AMHERST

TEMPORARY BORROWING RESOLUTION

\$1,209,332

File No. 19/20-01
Capital: Various

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Amherst, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS the Town of Amherst has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purpose as identified in their capital budget;

AND WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding One Million Two Hundred Nine Thousand Three Hundred Thirty-Two Dollars (\$1,209,332) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Town to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding One Million Two Hundred Nine Thousand Three Hundred Thirty-Two Dollars (\$1,209,332) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Amherst held on the ___ day of _____ 2020.

GIVEN under the hands of the Mayor and the Clerk and under the seal of the Town this ___ day of _____ 2020.

Mayor

Clerk

For DMA Use Only

TOWN OF AMHERST
TEMPORARY BORROWING RESOLUTION
SCHEDULE 'A'

\$1,209,332

File No. 19/20-01
Various Purposes, Capital

Willow Street – Spring to East Pleasant – water main replacement (water utility)	\$ 449,332
Water – backhoe (water utility)	\$ 150,000
Willow Street – Spring to East Pleasant – sanitary sewer, curb, sidewalk, culvert, paving	\$ 535,000
Community Credit Union Business Innovation Centre – new roof	\$ 75,000

Total Temporary Borrowing Resolution - Town of Amherst

\$ 1,209,332.00

Synopsis

Mandatory Contribution Area Rate

The setting of the Mandatory Provincial Contribution Area Rate provides funding for provincial services the Town is mandated by the province to pay for. They include amounts for Education, Property Valuation Services Corporation (PVSC) Assessment Services, Correctional Services, Housing and the Library.

The Town of Amherst has no authority to vary any of these amounts and has no input into the calculation of them. A few years back Council agreed to levy these costs as a separate area rate to improve transparency and highlight the fact that almost 40 cents of the total residential or commercial rate is simply passed on to other, government regulated or owned agencies.

MOTION :

That Council set the Mandatory Provincial Contribution Area Rate at \$0.397, a decrease of .8 cents, for the 2020-21 fiscal year.



AMHERST TOWN COUNCIL

RFD# 2020013

Date: February 24, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, CPA, CMA – CFO

DATE: February 24, 2020

SUBJECT: **Setting the Mandatory Provincial Contribution Area Rate**

ORIGIN: Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY: Town of Amherst Budget Management Policy 03450-04 and the MGA section 75 which authorizes the levying of area rates.

RECOMMENDATIONS: That Council set the Mandatory Provincial Contribution Area Rate at \$0.397, a decrease of .8 cents, for the 2020-21 fiscal year.

BACKGROUND: The Budget Management Policy states in section 15 that Council will consider setting the Mandatory Provincial Contribution Area Rate by the end of February each year based on the available information from the province at the time and will communicate it to the public through social media.

DISCUSSION: The setting of the Mandatory Provincial Contribution Area Rate provides funding for provincial services the Town is mandated by the province to pay for. They include amounts for Education, Property Valuation Services Corporation (PVSC) Assessment Services, Correctional Services, Housing and the Library. The following assumptions were made for each of the components of the Mandatory Provincial Contribution Area Rate:

- a) Education** – The Town is required to provide funding to the Chignecto Central Regional Centre for Education under the Education Act. This mandatory education contribution is set by the Province of NS and is based on the Town's share of the Uniform Assessment.

Uniform assessment for 2020-21 is \$523,901,080 (2019-20 \$524,732,215). The rate has not been set yet by the province. However, the rate of 0.3048 has not changed in 8 years. So, if the rate does not change again this year, education costs to the Town for 2020-21 will be \$1,596,850, a decrease of \$2,534.

- b) PVSC Assessment Services** – The Town is required to provide funding to pay a share of the cost of operating the provincial assessment system. The Town pays a portion of the total Property Valuation Services Corporation costs, based on the Town's share of the Uniform Assessment and the Town's share of assessment accounts across the province.



The Town will not know its exact share of PVSC costs until late February or early March. Last year saw a .2% increase, which is consistent with the prior year. We have allowed for a 1.6% increase (based on CPI) from the 2019-20 actual, for a budget figure of \$119,136 for 2020-21. The budget increase is \$369.

c) Correction Services – The Town is required to make a mandatory contribution to the province to fund the cost of correctional services. The contribution is set by the Province of Nova Scotia and is based on the Town's share of the Uniform Assessment and the Town's share of dwelling units across the province.

Our share of correction services costs will not be known with complete certainty until sometime in March. In 2019-20 there was a decrease of 2.9% but the two years prior there were .1% and .5% increases. Before that it had decreased 4 consecutive years. Considering past increases and conservative budgeting, we are assumed a 1.6% increase (based on CPI) on the 2019-20 actual, resulting in a budget figure of \$114,211. This is a \$2,323 decrease from the 2019-20 budget.

d) Housing – The Cobequid Housing Authority administers and manages public non-profit housing for seniors and families on low incomes within the Town. The Town is required to fund a portion of the prior year deficit of the Cobequid Housing Authority annually.

The Housing Authority has provided its budget for the current fiscal year. Amherst's share based on their budget would be \$215,000. The actual amount will be based on their actuals and not this budget figure. Actuals will not be known for some time. In 2019-20 Amherst's share of the Authority's budget was \$230,000, however actuals came in at \$248,767. Given that the budget figure provided by the Housing Authority is subject to change, we are recommending leaving the Town's budget figure at \$230,000 instead of lowering it to \$215,000. There have been many years in the past that the final amount owed to the Housing Authority has been significantly higher than the budget figure they provided. By allowing a little extra in the Town's budget, it will help to offset if the final amount comes in higher than expected. If the final figure comes in under budget, we will transfer the excess budget funds to a reserve for Mandatory Provincial Contributions to be used in the future.

e) Library – The Town is required to fund the Cumberland Public Library pursuant to a formula determined by the Province of Nova Scotia. The Town does not share in any surplus or deficits. In addition, the Town provides funds for the operating and maintenance of the library building which is included in the General Rate.

The expense for the regional library has been \$61,820 for the last 6 years. There were meetings and conversations in 2019 regarding changing the formula for the regional library funding but these discussions have not been finalized. Therefore, we have estimated for this amount to remain the same for 2020-21.

Town of Amherst			
Mandatory Provincial Contribution Area Rate			
	2019/20	2020/21	Change
\$0.01 on Tax Rate =	\$ 52,556	\$ 53,429	\$ 873
Mandatory Provincial Contributions Area Rate			
Education	\$ 1,599,384	\$ 1,596,850	-\$ 2,534
Corrections	116,534	114,211	- 2,323
Housing	230,000	230,000	-
PVSC - Assessment	118,767	119,136	369
Library	61,820	61,820	-
Total Mand Provincial Contributions Budget	\$ 2,126,505	\$ 2,122,017	-\$ 4,488
Mandatory Provincial Contributions Area Rate =	\$ 0.405	\$ 0.397	-\$ 0.008

FINANCIAL IMPLICATIONS: The Mandatory Provincial Contribution Area Rate will see a decrease of \$0.008 due to changes in costs for services.

At the end of the 2018/19 fiscal year, there was a surplus in the Mandatory Provincial Contribution Area Rate of \$21,281. This amount was transferred to a separate account in the Operating Reserve to be used in the future if there was ever a deficit.

For the 2019/20 fiscal year, the expense for Housing came in \$18,767 higher than budget and Assessment Services and Corrections came in under budget by \$1,507 and \$4,122 respectively. This resulted in the Mandatory Provincial Contribution Area Rate being over budget by \$13,138. To fund the \$13,138 deficit in the Mandatory Provincial Contribution Area Rate in 2019/20 a transfer from Operating Reserve will be made as part of the year end adjustments that will withdraw this amount from Operating Reserve and transfer it to the General Operating Mandatory Provincial Contribution Area Rate. This can be seen on the attached forecasting report which provides a projection of the financial results to March 31, 2020.

	Final Audited	Proposed		Proposed
	Balance	2019/20 Transactions		Final Balance
OPERATING RESERVE	31-Mar-19	Additions	Withdrawals	31-Mar-20
Reserve Mandatory Provincial Contribution Area Rate	21,281			8,143
19/20 Operating - Housing expense came in higher than budget			13,138	

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

ENVIRONMENTAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: None

ALTERNATIVES:

1. Wait until the figures are released by the Province before the Mandatory Provincial Contribution Area Rate is set.

ATTACHMENTS: 2019_20 MANDAREA Year End Forecast Report

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

Town of Amherst
Mandatory Provincial Contribution Area Rate

	2019/20	2020/21	Change
\$0.01 on Tax Rate =	\$ 52,556	\$ 53,429	\$ 873

Mandatory Provincial Contributions Area Rate

Education	\$ 1,599,384	\$ 1,596,850	-\$ 2,534
Corrections	116,534	114,211	- 2,323
Housing	230,000	230,000	-
PVSC - Assessment	118,767	119,136	369
Library	61,820	61,820	-
Total Mand Provincial Contributions Budget	\$ 2,126,505	\$ 2,122,017	-\$ 4,488
Mandatory Provincial Contributions Area Rate =	\$ 0.405	\$ 0.397	-\$ 0.008

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

Cost element group MUN2
 Cost Center Group MANDARENA Mandatory Provincial Contr Area Rate
 Periods Reported: 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 02/10/2020

Cost elements/Cost centers	2016/2017	2017/2018	2018/2019	2019/2020	2019/2020	2020/2021	Change 2019 to 2020 Budget	
	Actual	Actual	Actual	Actual	Budget	Budget	Amount	% Change
*** 4000 RESIDENTIAL TAXE			1,112,735.00-	1,143,401.00-	1,143,401-	1,143,631-	230-	0.0
*** 4010 TAXES COMMERCIAL			994,944.00-	983,104.00-	983,104-	978,386-	4,718	0.5-
**** Gross revenues			2,107,679.00-	2,126,505.00-	2,126,505-	2,122,017-	4,488	0.2-
* 9470 ASSESSMENT SERVI	116,269.16	116,575.44	117,012.20	117,259.92	118,767	119,136	369	0.3
* 9600 PROV. CORRECTIONS	114,997.00	115,148.00	114,033.00	84,309.00	116,534	114,211	2,323-	2.0-
* 9610 REGIONAL HOUSING	299,221.32	238,071.00	192,792.50	248,767.00	230,000	230,000		
* 9620 REGIONAL LIBRARY	61,820.00	61,820.00	61,820.00	61,820.00	61,820	61,820		
* 9630 REG. SCHOOL BOAR	1,554,876.00	1,583,700.00	1,600,740.00	1,466,102.00	1,599,384	1,596,850	2,534-	0.2-
** Unconditional Transfer	2,147,183.48	2,115,314.44	2,086,397.70	1,978,257.92	2,126,505	2,122,017	4,488-	0.2-
**** Fiscal Services	2,147,183.48	2,115,314.44	2,086,397.70	1,978,257.92	2,126,505	2,122,017	4,488-	0.2-
**** Expenditures	2,147,183.48	2,115,314.44	2,086,397.70	1,978,257.92	2,126,505	2,122,017	4,488-	0.2-
**** Total	2,147,183.48	2,115,314.44	2,1281.30-	148,247.08-				

**Town of Amherst
Mandatory Provincial Contribution Area Rate
2019/20
Year End Forecast**

Cost elements/Cost centers	Actual Costs at Dec 31, 2019	Budget	Y/E Forecast	Forecast Variance
*** 4000 RESIDENTIAL TAXES	1,143,401.00-	1,143,401.00-	1,143,401.00-	0.00
*** 4010 TAXES COMMERCIAL	983,104.00-	983,104.00-	983,104.00-	0.00
*** 4730 TRANSFER FR OP RESERVE				0.00
**** Gross revenues	2,126,505.00-	2,126,505.00-	2,126,505.00-	0.00
* 9470 ASSESSMENT SERVICE	87,944.94	118,767.00	117,259.92	-1,507.08
* 9600 PROV.CORRECTIONS	84,309.00	116,534.00	112,412.00	-4,122.00
* 9610 REGIONAL HOUSING	248,767.00	230,000.00	248,767.00	18,767.00
* 9620 REGIONAL LIBRARY	61,820.00	61,820.00	61,820.00	0.00
* 9630 REG. SCHOOL BOARD	1,199,538.00	1,599,384.00	1,599,384.00	0.00
** Unconditional Transfers	1,682,378.94	2,126,505.00	2,139,642.92	13,137.92
*** Fiscal Services	1,682,378.94	2,126,505.00	2,139,642.92	13,137.92
**** Expenditures	1,682,378.94	2,126,505.00	2,139,642.92	13,137.92
***** Total	444,126.06-		13,137.92	13,137.92

MEMORANDUM

To: Mayor Kogon and Council
From: Deputy Mayor Christie
Date: February 24, 2020
Subject: **Funding for Physician Recruitment**

The purpose of this memo is to formally advise Council that, working in collaboration with our partners at the County of Cumberland and the Town of Oxford, we have been successful in obtaining funding for physician retention activities in the amount of \$15,700. I have attached the relevant documentation.

The submission also provided for a municipal contribution of \$2,200. The Municipality of the County of Cumberland has agreed to provide \$1500 of that amount, leaving a balance of funding to be provide by Amherst and Oxford of \$700. Our CAO has discussed this briefly with Oxford CAO Rachel Jones and they have agreed that a contribution from Amherst of \$500 and Oxford of \$200 would be appropriate.

It is recommended that Council authorize the expenditure of \$500 in support of the physician retention effort.

Motion:

I move that Council authorize the expenditure of \$500 in support of the physician retention effort.



The Cumberland region is comprised of the Town of Amherst, Town of Oxford and Municipality of the County of Cumberland.

For the past couple of years, the abundance of vacancies in the healthcare system set several concerned citizens and elected officials in motion to work towards a remedy. A group of committees set to working in tandem with provincial recruitment opportunities. These efforts have been rewarded with nine new physicians moving to the region in the last 18 months.

Recently, the committees have recognized that they must work collectively if they wish to see continued success with not only recruitment, but more importantly – retention.

We wish to demonstrate that living and practicing in rural Nova Scotia does not mean giving up on the tenants of an urban lifestyle, rather it is more about discovering the extra benefits that come with our wonderful corner of this province.

To that end, a regional physician retention strategy has been developed to combine the efforts of government, citizens and community groups into a guided approach.

By implementing this strategy, physicians will be more engaged in their communities, marked by greater work/life satisfaction and fewer vacancies.

What is the promotion or program for physicians and their families?

Cumberland County Regional Physician Retention Strategy

This regional strategy has grown from a grassroots community effort to integrate incoming physicians and their families into their new communities. The community-led approach recognizes the need to get to know each physician and their family as individuals with unique concerns and interests. The strength of this approach is that families are integrated as a whole unit, with the mantra: happy spouse, happy house.

Our committee has been tremendously fortunate to be able to partner with the Multicultural Association of Cumberland and the YReach program to make the arrival and integration of new physicians more comfortable for those coming from varied cultural backgrounds. Both groups work in conjunction with the committee to create the arrival package and ensure it is appropriate.

The four stages described below take into account retaining new physicians and also strengthening the community relationships with existing physicians.

Our program has four stages:

1) Pre-arrival

In this stage, after recruitment has been confirmed, we develop a relationship with the physician and family through emails and phone calls. We learn family values including special holidays, cultural celebrations, hobbies and interests. We also discover needs for such things as childcare, housing, etc.

This stage enables the committee and supporting partners to determine how to approach the subsequent stages. No two physicians and their families are the same and our individualized approach allows for a more in-depth integration for both the family and the community.



2) Arrival

At this stage, physicians and their families are welcomed upon their arrival into the community using the knowledge gained in the previous stage. Currently, a welcome basket with items from the community has proven to be a positive introduction to family interests in the community. The items from the community are individually based on the interests and values of the family unit determined in the first stage. This also benefits the community as the new families will be familiar with the products and services, relevant to their needs, available right in their community.

With this grant, our committee intends to build upon that success and develop a welcome brochure, outlining facilities and features of interest in the community. The intent of the welcome brochure is to go beyond a tourism experience and provide deeper details on the community and services available. These will be produced in small batches to lengthen the longevity of the information. A print version is the planned format so that it can be “kitchen-table shareable” for the entire family.

Plans also include using earned press coverage to promote the new physician in the local media.

3) Introduction

With the support of this grant, in this stage, physicians and their families will be formally introduced to their community with a community engagement session. These events will be uniquely planned to showcase both the community and the interests of the family unit. These sessions will contribute to the successful integration for family and the community. Community member attendance will be a marker of a positive tactic.



4) On-going support

The final, and on-going stage of our retention program has two pillars; twice annual physician and family excursions to showcase locations within our region, and baskets of support for milestones/celebrations/trying times. It is in this stage where the committee not only focuses on new recruits, but also our long-serving physicians.

We recognize that established physicians and their families also play a role in the rich cultural practices of our communities. Physicians who have served our communities for a longer length of time are well-known to committee members. Although a formalized approach to the pre-arrival relationship building and the introduction stage has never existed for established physicians and their families, our committee is confident that established relationships are strong enough to provide adequate knowledge to provide the same individualized

approach as newer physicians and their families.

Why does this program help the community embrace new physicians and their families?

Our program helps the community embrace new physicians and their families by finding combined interests and communicating with like-minded community members. Regardless of vocation, all families require avenues of socialization with people of similar values. One example of our success to date is our ability to make connections with local running clubs and family members looking for running mates. The running clubs have embraced new members and have created a link in the social chain for physicians and their families.



How will you make physicians and their families feel more welcome and included? What potential cultural barriers will this address?

Physicians tell us they feel their family is welcomed and included when we take the time to know them on a personal, individualized level. We recognize no two families are the same. By taking a holistic and individualized approach to each family, our committee has been successful in addressing cultural barriers such as finding appropriate worship communities, sport and special-interest groups.

Who are you and why are you the expert to meet this need in your community? Do you have partners or collaborators to make it happen?

The committee is comprised of members from all communities within the region. The support of three municipal governments (Towns of Amherst & Oxford, Municipality of Cumberland) extends the resources of the committee. By partnering with the Multicultural Association of Cumberland, we are able to bridge the cultural considerations of families.

What benefit do you think there is to having physicians and their families included in this promotion or program?

We recognize that coming to a largely rural area can be off-putting to new families. With declining demographics, there can be a perception that the area is not vibrant, and nothing could be further from the truth. Our tight-knit communities are rich in experiences and vital to family well-being. When we are able to take a personalized approach to each physician and their family it is possible to connect the family to the experiences in their community which will match their family and cultural values.



Without this funding, a full implementation of this program is not possible. This leaves physicians and their families without knowledge of their community and their communities without engaged, connected health professionals. Without engagement and familial connections, no sense of belonging is developed, and the community is at risk of losing a vital physician.



How much money do you need to make this project a success?

The table below breaks down the expected costs for the tactics within each stage of the above program.

<i>Program Stage</i>	<i>Tactic</i>	<i>Budgeted cost</i>
Arrival	Develop Welcome Brochure	\$ 1,750.00
Arrival	Print Welcome Brochure	\$ 1,500.00
Arrival	Welcome Baskets	\$ 3,000.00
Introduction	Community Engagement Sessions	\$ 8,000.00
On-going Support	Family Excursions	\$ 5,800.00
On-going Support	Milestone Baskets	\$ 1,000.00
TOTAL		\$ 21,050.00

Financial and in-kind support from the three municipal governments, and from the Multicultural Association of Cumberland and YReach groups. A break-down of funding is in the following table.

Total Cost	\$ 21,050.00
In-Kind Contributions	\$ 3,150.00
Municipal Support	\$ 2,200.00
Funding Request	\$ 15,700.00

In-kind contributions are expected to include portions of brochure development, basket preparation and administrative time required to organize tactics.

This submission is the formal request for \$15,700 to allow actualization of our belief that living and practicing in rural Nova Scotia does not mean giving up on the tenants of an urban lifestyle, rather it is more about discovering the extra benefits that come with our wonderful corner of this province. We will take steps to capitalize on what our community already has to offer by bringing those extra benefits of our area to the attention, and we trust pleasure, of physicians and their families.



**Communities, Culture and Heritage
Office of the Minister**

1741 Brunswick Street, PO Box 456, STN Central, Halifax, Nova Scotia, Canada B3J 2R5
Telephone 902-424-2170 Fax 902-424-0710 • cch.novascotia.ca

File Number:
5015100

February 4, 2020

Amanda MacLeod
Municipality of the County of Cumberland
1395 Blair Lake Road
Upper Nappan, NS B4H 3Y4

Dear Amanda MacLeod:

I am pleased to inform you that the *Municipality of the County of Cumberland* is receiving \$15,700 to assist with the *Cumberland County Regional Physician Retention Strategy*. This funding is made available under the Department of Communities, Culture and Heritage's Culture Innovation Fund Healthy Communities Stream (a Support4Culture assisted program).

The Culture Innovation Fund Healthy Communities Stream supports initiatives and projects that use culture in new and different ways to create a sense of community and a sense of belonging and welcome for physicians and their families.

Ian Mullan, the Program Officer responsible for the Culture Innovation Fund will send you a Terms and Conditions document, which once signed and returned, will result in processing a payment for the amount approved. Ian can be reached at Ian.Mullan@novascotia.ca or 902-424-5205.

Please convey my best wishes to the members of your organization.

Sincerely,

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

Leo Glavine
Minister

Internal Committee Report

Amherst Board of Police Commissioners

February 2020

The Amherst Board of Police Commissioners met on February 19, 2020 at 3:00 p.m. Items on the agenda included a presentation on the Sexual Assault Audit, a capital budget update, verbal updates on policies, as well as the Chief's report.

The next meeting will be scheduled following budget discussions.

Internal Committee Report

Audit Committee

February 2020

The Audit Committee met on February 20, 2020. Items on the agenda included a review of the third quarter report (which is attached to this report), capital budget actuals-to-date, year-end forecasts for the 2019-2020 budget year, as well as a motion that Council recommended appointment of Jorgensen & Bickerton as the municipal auditor for the 2019-2020 fiscal year.

Motion:

That Council, on the recommendation of the Audit Committee, appoint Jorgensen and Bickerton as auditors for the 2019/20 fiscal year.



THIRD QUARTER FINANCIAL REPORT

FOR THE PERIOD ENDED DECEMBER 31, 2019 (UNAUDITED)

Town of Amherst



INTRODUCTION

Quarterly financial reporting is being prepared by the Town of Amherst as a means of providing the community, council and the organization with a regular overview of financial and statistical information. Quarterly financial reporting is a strategic priority identified by council.

The primary information provided in the quarterly report is a comparison of the year to date budget amounts to actual revenues and expenditures for operating departments. All financial information is based on preliminary, unaudited information reported from the municipal finance system as of the report date. Seasonal variations in municipal operations may affect the proportion of revenues achieved or expenditures incurred to date.

This quarterly report provides information in seven parts:

Organizational Structure, page 3

- ✔ Hierarchy with departmental responsibilities.

Commentary, page 4

- ✔ Charts and comments

Schedules of Operations, pages 5-7

- ✔ Schedule of Operations – General Operating Fund – Revenues & Expenditures
- ✔ Schedule of Operations – General Operating Fund – Departmental & Mandatory Expenditures
- ✔ Schedule of Operations – Water Operating Fund – Revenues & Expenditures

Statement of Financial Position, page 8

- ✔ Consolidated Statement of Financial Position

Capital Budget, pages 9-12

- ✔ 2019/20 Capital budget with actual and committed costs

Tax Rates, pages 13-14

- ✔ General
- ✔ Mandatory Provincial Contribution Area Rate
- ✔ Community Support Area Rate

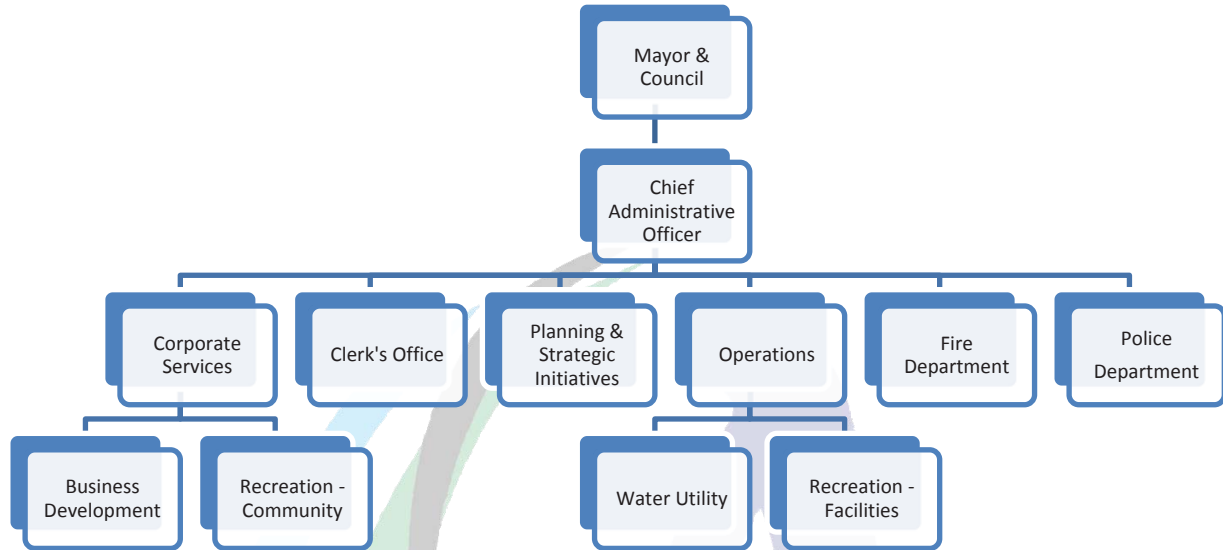
Other Rates, pages 15 - 16

- ✔ Deed Transfer Tax
- ✔ Uniform Charge – Solid Waste
- ✔ Sewer Rates
- ✔ Uniform Charge – Wastewater Treatment Facility
- ✔ Water Utility Rates

Quarterly financial reporting follows the fiscal year of the municipality which is April 1 through March 31.

ORGANIZATIONAL STRUCTURE

Below is the organizational structure of the Town of Amherst with a brief description of each departments responsibilities.



Corporate Services

- / Finance
- / Fiscal Planning
- / Human Resources
- / Tax & Water/Sewer Billing
- / Collections
- / Procurement
- / Information Services

Business Development

- / Investment Attraction
- / Business Retention Expansion

Recreation – Community

- / Wellness
- / Programming
- / Community Events
- / Tourism

Clerk’s Office

- / Council & Committee Liaison
- / Records Management

Planning & Strategic Initiatives

- / Planning / Development
- / Strategic Initiatives / Projects

Operations

- / Inspections / Permits
- / Solid Waste
- / Engineering
- / Public Works
- / Sewer
- / Water

Recreation - Facilities

- / Stadium
- / Parks / Playgrounds
- / Robbs

Fire Department

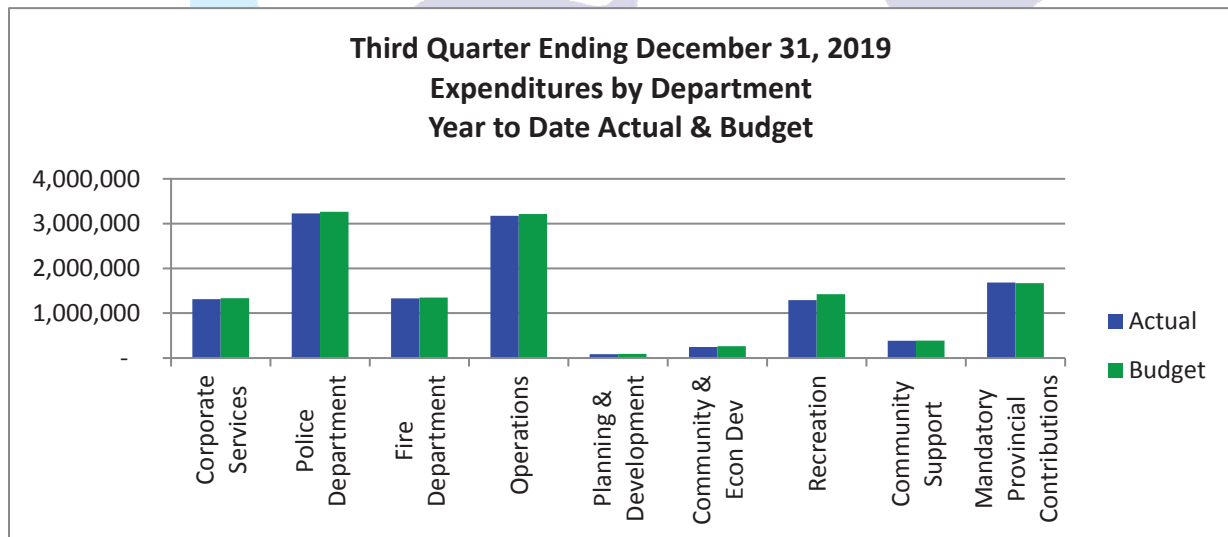
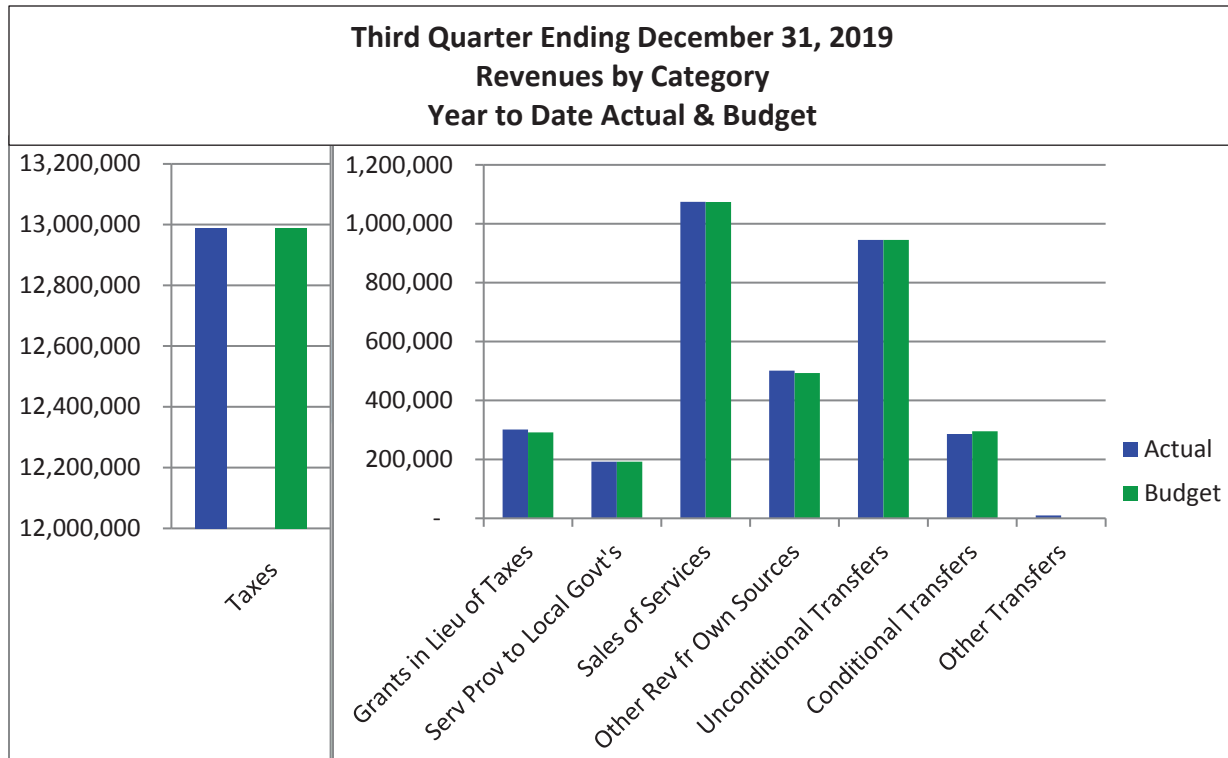
- / Fire Rescue
- / Hazmat

Police Department

- / Crime
- / Major Crime
- / Street Crime
- / Crime Prevention
- / Community Partnerships

COMMENTARY

Nine months into the 2019/20 fiscal year the general operating fund has a surplus of \$263,750 compared to budget. The Town’s operating revenues are \$16,298,896 compared to the budgeted amount of \$16,279,899. The Town’s expenditures at the end of the third quarter are \$12,740,015 compared to the budgeted amount of \$12,984,768.



SCHEDULE OF OPERATIONS

Town of Amherst
Schedule of Operations - General Operating Fund
For the Nine Months Ended December 31, 2019

	2018/19 Actual	2019/20 Actual	2019/20 Budget	2019/20 Variance
Revenues				
Taxes	\$ 12,934,854	\$ 12,988,264	\$ 12,988,862	-\$ 598
Grants in Lieu of Taxes	314,628	301,340	291,397	9,943
Services Provided to Other Local	188,379	192,193	192,019	174
Sales of Services	1,106,589	1,074,617	1,074,186	431
Other Revenue from Own Sources	408,832	501,057	492,948	8,109
Unconditional Transfers	945,288	945,288	945,287	1
Conditional Transfers	255,465	286,392	295,200	- 8,808
Other Transfers	-	9,745	-	9,745
Total Revenues	16,154,035	16,298,896	16,279,899	18,997
Expenditures				
Wages & Benefits	6,107,725	6,428,457	6,435,695	- 7,238
Administrative Costs	571,710	540,716	613,159	- 72,443
Building & Facility Costs	657,945	591,086	598,921	- 7,835
Vehicle & Equipment Costs	266,812	254,944	276,143	- 21,199
Materials & Supplies	348,771	393,377	382,716	10,661
Grants to Organizations	160,129	232,884	243,958	- 11,074
Other Municipal Costs	855,401	903,939	911,883	- 7,944
Fiscal Services	2,892,002	2,925,262	2,888,689	36,573
Fire Protection Charge	503,893	529,911	529,910	1
Tax Exemptions	115,971	127,352	116,102	11,250
Cost Recovery	- 94,109	- 187,913	- 12,408	- 175,505
Total Expenditures	12,386,250	12,740,015	12,984,768	- 244,753
Surplus	3,767,785	\$ 3,558,881	\$ 3,295,131	\$ 263,750

SCHEDULE OF OPERATIONS (cont'd)

Town of Amherst
Schedule of Operations - General Operating Fund
Departmental and Mandatory Expenditures
For the Nine Months Ended December 31, 2019

	2018/19 Actual	2019/20 Actual	2019/20 Budget	2019/20 Variance
Departmental Expenditures				
Corporate	\$ 1,249,013	\$ 1,313,851	\$ 1,332,515	-\$ 18,664
Police	3,032,542	3,226,250	3,261,974	- 35,724
Economic Development	206,055	243,640	261,804	- 18,164
Recreation	1,387,183	1,289,447	1,423,048	- 133,601
Fire	1,313,272	1,328,961	1,346,317	- 17,356
Operations	1,797,747	1,840,478	1,877,784	- 37,306
Solid Waste	400,816	417,759	407,159	10,600
Sewage	951,589	915,382	928,716	- 13,334
Planning & Development	87,092	83,448	89,508	- 6,060
Strategic	15,430	15,291	-	15,291
Community Support	303,262	383,129	388,110	- 4,981
Total Departmental Expenditures	<u>10,744,001</u>	<u>11,057,636</u>	<u>11,316,935</u>	<u>- 259,299</u>
Mandatory Expenditures				
Assessment Services	117,012	87,945	89,075	- 1,130
Corrections	85,524	84,309	87,400	- 3,091
Housing	192,793	248,767	230,000	18,767
Education	1,200,555	1,199,538	1,199,538	-
Regional Library	46,365	61,820	61,820	-
Total Mandatory Expenditures	<u>1,642,249</u>	<u>1,682,379</u>	<u>1,667,833</u>	<u>14,546</u>
Grand Total Expenditures	<u>\$ 12,386,250</u>	<u>\$ 12,740,015</u>	<u>\$ 12,984,768</u>	<u>-\$ 244,753</u>

SCHEDULE OF OPERATIONS (cont'd)

Compared to budget, the Water Operating Fund is showing a surplus of \$67,389 at the end of the third quarter. Revenues are over budget by \$11,252 and expenditures are under budget by \$56,137.

Town of Amherst
Schedule of Operations - Water Operating Fund
For the Nine Months Ended December 31, 2019

	2018/19 Actual	2019/20 Actual	2019/20 Budget	2019/20 Variance
Revenues				
Sale of Services	\$ 3,517	\$ 14,217	\$ 2,890	\$ 11,327
Interest on o/s Water A/R	4,702	3,477	4,200	-
Misc Rev & Inc fr Other Non Utility	1,025	1,804	1,150	654
Metered Sales	905,645	918,370	920,102	-
Flat Rate Sales	120,360	124,740	124,740	-
Bulk Water Sales	8,700	7,725	6,000	1,725
Fire Protection	600,279	630,846	630,845	1
Private Hydrants	14,750	14,500	14,500	-
Sprinkler Service	15,150	13,450	13,450	-
Total Revenues	1,674,128	1,729,129	1,717,877	11,252
Expenditures				
Wages & Benefits	514,010	543,313	540,707	2,606
Administrative Costs	55,947	58,635	66,042	-
Building & Facility Costs	167,258	179,915	186,865	-
Vehicle & Equipment Costs	44,601	38,572	44,428	-
Materials & Supplies	140,984	164,196	171,500	-
Other Municipal Costs	153,359	192,190	211,039	-
Fiscal Services	83,154	94,873	97,500	-
Cost Recovery	-	9,750	-	-
Total Expenditures	1,159,313	1,261,944	1,318,081	- 56,137
Surplus	\$ 514,815	\$ 467,185	\$ 399,796	\$ 67,389

STATEMENT OF FINANCIAL POSITION

Town of Amherst
Consolidated Statement of Financial Position
As at December 31, 2019

	As at December 31, 2019	As at December 31, 2018
Financial Assets		
Cash and cash equivalents	\$ 7,330,315	\$ 7,192,719
Receivables	2,331,666	1,545,962
	<u>9,661,981</u>	<u>8,738,681</u>
Liabilities		
Accounts payable and accrued liabilities	1,644,385	1,569,314
Deferred revenue	817,074	4,072,668
Long term debt	8,988,533	9,702,567
	<u>11,449,993</u>	<u>15,344,549</u>
Net assets (debt)	- 1,788,011	- 6,605,868
Non-financial assets		
Prepaid expenses	27,018	8,113
Inventories of supplies	105,368	107,767
Capital assets (net of accumulated amortization)	62,677,764	57,813,102
Capital work in progress	3,882,861	7,759,209
	<u>66,693,011</u>	<u>65,688,192</u>
Accumulated surplus	<u>\$ 64,905,000</u>	<u>\$ 59,082,323</u>

Note: The Consolidated Statement of Financial Position does not include Cumberland Joint Services Management Authority.

CAPITAL BUDGET

Town of Amherst Capital Budget - 2019/20 Projects	Total Actual Committed & WIP Costs at December 31/19	2019/20 Budget
WATER CAPITAL BUDGET		
Willow Street ~ Spring to East Pleasant watermain replacement - including portion of paving & culvert (extension of CWWF project) <i>(carry over)</i>	1,784,355	1,797,332
New service truck <i>(carry over)</i>	49,506	43,750
2014 Water Backhoe Replacement	150,168	150,000
Fire Hydrant Replacement	10,429	12,500
Water Meter Replacement	14,000	12,500
Taplin Drive - water main replacement	18,727	20,000
Edgewood Drive - water and storm sewer upgrade	6,206	10,000
Monitoring Wells	-	40,000
WATER CAPITAL BUDGET TOTAL	2,033,390	2,086,082

GENERAL CAPITAL BUDGET		
OPERATIONS (TRANSPORTATION & PUBLIC WORKS)		
EQUIPMENT		
Via Rail Station ~ new furnace <i>(carry over)</i>	-	7,000
Crosswalk/Lights - West Victoria	6,649	10,000
New Truck - Replace 2006 Service Truck	49,506	43,750
Ice Crusher & Salt Spreader - Trackless attachments	49,692	-
Subtotal	105,846	60,750
BUILDINGS / LAND		
Library Heating Issues <i>(carry over)</i>	67,968	100,000
Net Zero Energy - recommendation from feasibility study <i>(carry over)</i>	-	50,000
Solar for Community Buildings	-	259,491
Community Credit Union Business Innovation Centre - new roof	59,500	75,000
Subtotal	127,468	484,491

CAPITAL BUDGET (cont'd)

Town of Amherst Capital Budget - 2019/20 Projects	Total Actual Committed & WIP Costs at December 31/19	2019/20 Budget
LARGE MULTI - CATEGORY PROJECTS		
Willow Street ~ Spring to High School (P) (add'l \$100k in CWWF project) \$110,000 & curb, sidewalk & Dickey Brook Culvert (add'l \$150k in CWWF project) \$200,000 & sanitary sewer North of Walter Purdy to High School) \$225,000 <i>(carry over)</i>	<u>463,696</u>	<u>535,000</u>
STREETS		
Railway Crossing Improvements - Anson/Industrial Park	-	54,785
Railway Crossing Improvements - Ernclyff	27,449	-
Abbey - Victoria to Elmwood (pulverize and pave)	29,907	28,000
Abbey Road / Spring Street Intersection - Drain tile, pulverize and pave	25,491	50,000
Taplin Drive (pulverize & pave)	25,045	10,000
Tantramar Crescent - before Westin Bakery driveway to Tupper (overlay)	155,000	155,000
Dunlap Street ~ Rupert to Charles (overlay)	10,974	14,000
Fairview Avenue ~ Winston to Myrtle (overlay)	16,085	25,000
Senior Street ~ Charles to Academy (overlay)	13,182	17,000
Durley Street ~ Lamy to end (overlay)	36,681	39,000
Gladstone Avenue (overlay)	30,411	30,000
West Victoria Street ~ Liberty Lane to James Street (overlay)	88,643	88,643
Subtotal	<u>458,869</u>	<u>511,428</u>
SIDEWALKS		
Robert Angus Drive - Church to Willow - Gravel Trail (<i>Active Transportation Plan</i>) <i>(carry over)</i>	23,404	62,500
Willow Street - Robert Angus Drive to East Pleasant - Gravel Trail (<i>Active Transportation Plan</i>) <i>(carry over)</i>	25,252	62,500
South Albion Street - Robert Angus Drive to Canadian Tire - Off Street Asphalt Trail (<i>Active Transportation Plan</i>) <i>(carry over)</i>	96,726	110,000
Park / West Pleasant intersection	2,724	10,000
Robert Angus Drive ~ Dairy Queen to Church - widen asphalt sidewalk (<i>Active Transportation Plan</i>)	244,059	275,000
Copp Avenue	20,147	50,000
North Adelaide Street ~ Harding to seniors complex (work done in-house)	8,848	28,000
Subtotal	<u>421,162</u>	<u>598,000</u>

CAPITAL BUDGET (cont'd)

Town of Amherst Capital Budget - 2019/20 Projects	Total Actual Committed & WIP Costs at December 31/19	2019/20 Budget
SANITARY SEWER		
Racetrack Road - Pump Station Upgrades (Surcharge Tank) <i>(carry over)</i>	-	50,000
Edgewood Avenue - Storm sewer and water upgrade	20,677	29,000
Wastewater Treatment plant and Lift Stations (SLI report) Laplanche River Upgrades to reduce clogging	-	125,000
Subtotal	<u>20,677</u>	<u>204,000</u>
FIRE DEPARTMENT		
Fire Station Bldg Repairs - Repair floor and wall finishes in south entrance <i>(carry over)</i>	-	7,000
Fire Station Bldg Repairs - Replace the two main exterior entrances <i>(carry over)</i>	899	18,000
New Truck - replace unit # 7 - Heavy duty truck (5 passenger) <i>(carry over)</i>	65,744	80,000
New Pumper - replace engine # 2	599,645	600,000
Replacement structural firefighting bunker gear (6-9 sets)	19,335	20,000
Replacement - Thermal imaging camera (TIC) #1	-	18,000
Fire Station Bldg Repairs - concrete ramp and stairs remove & replace	-	25,000
Fire Station Bldg Repairs - Prepare and apply a protective floor coating to the truck bays	62,940	75,000
Subtotal	<u>748,563</u>	<u>843,000</u>
POLICE DEPARTMENT		
Patrol Vehicle # 5 SUV 4X4 <i>(carry over)</i>	62,099	75,000
Patrol Vehicle # 1 <i>(carry over)</i>	55,361	49,000
Body Armour - 17 Units <i>(carry over)</i>	-	35,000
Cell Blocks- Accoustic Panels and Mics <i>(carry over)</i>	8,864	12,000
TMR2 Radio System <i>(partial carry over)</i>	-	125,000
Patrol Vehicle # 6	-	55,000
Server and VMWare	23,820	26,000
Fibre Communications between APD and Town Hall	-	34,500
Subtotal	<u>150,144</u>	<u>411,500</u>

CAPITAL BUDGET (cont'd)

Town of Amherst Capital Budget - 2019/20 Projects	Total Actual Committed & WIP Costs at December 31/19	2019/20 Budget
RECREATION		
Dickey Park - Field Development - Goal Posts & Nets <i>(carry over)</i>	23,171	47,203
West Highlands (Lions) Park Development - phase 2 washrooms, etc (re-procure) <i>(carry over)</i>	-	12,500
Christie Park - repairing bricks & steps <i>(carry over)</i>	9,827	15,000
Murals - restoration/repair <i>(carry over)</i>	-	10,000
Robb's Lighting <i>(carry over)</i>	-	10,000
1 Ton Truck with Dump Box (replacement)	55,231	55,000
New Truck - replace 1/2 ton truck	35,336	35,000
Floor Scrubber (Stadium)	8,150	10,000
Ice Edger (Stadium)	6,800	15,000
Subtotal	<u>138,516</u>	<u>209,703</u>
GENERAL CAPITAL BUDGET TOTAL	<u>2,634,941</u>	<u>3,857,872</u>
GRAND TOTAL WATER & GENERAL CAPITAL BUDGETS	4,668,331	5,943,954

TAX RATES

There are three different tax rates: general, mandatory provincial contribution area rate and the community support area rate. These tax rates are established annually for residential, commercial and resource properties. Tax bills are issued bi-annually. The interim billing is 50% of the total prior year's bill and was due May 31, 2019. The final billing takes into consideration the accounts new assessment, the current year tax rate and uniform charges then deducting the interim billing. The final bill was due September 30, 2019.

Tax Rates

1. General – this rate is used to pay for services provided by the Town to residents of the Town. These services include; fire, police, planning, transportation and public works, economic development, recreation, as well as internal services performed by the Corporate Services department. The general operations rate decreased by one tenth of a cent (\$0.001) for fiscal 2019/20.
2. Mandatory Provincial Contributions Area Rate - the cost for provincial services the province charges the municipality for. Any changes in these costs are mandated by the Province and passed on to the municipalities to collect on their behalf. In 2019/20 the Town increased the Mandatory Provincial Contribution Area Rate by one and a half cents (\$0.015). This rate includes the following provincial services:
 - ☞ Education
 - ☞ The Town is required to provide funding to the Chignecto Central Regional Centre for Education under the Education Act. This mandatory education contribution is set by the Province of Nova Scotia and is based on the Town's share of the Uniform Assessment.
 - ☞ Property Valuation Services Corporation (Assessment)
 - ☞ The Town is required to provide funding to pay a share of the cost of operating the provincial assessment system. The Town pays a portion of the total Property Valuation Services Corporation costs, based on the Town's share of the Uniform Assessment and the Town's share of assessment accounts across the province.
 - ☞ Correction Services
 - ☞ The Town is required to make a mandatory contribution to the province to fund the cost of correctional services. The contribution is set by the Province of Nova Scotia and is based on the Town's share of the Uniform Assessment and the Town's share of dwelling units across the province.

TAX RATES (cont'd)

🌿 Housing

🌿 The Cobequid Housing Authority administers and manages public non-profit housing for seniors and families on low incomes within the Town. The Town is required to fund a portion of the prior year deficit of the Cobequid Housing Authority annually.

🌿 Regional Library

🌿 The Town is required to fund the Cumberland Public Library pursuant to a formula determined by the Province of Nova Scotia. The Town does not share in any surplus or deficits. In addition, the Town provides funds for the operating and maintenance of the library building which is included in the General Rate.

3. Community Support Area Rate – a rate that provides funding for services that, in the opinion of Council, provide support to the community. In 2019/20 the Town increased the Community Support Area Rate by just over half of a cent (\$0.006). These include support to the following organizations/events:

🌿 Grants to Organizations

🌿 'A' Fresh Start Grants

🌿 Youth Free Ice Time

🌿 Cumberland YMCA

🌿 Tax Exemption Policy

🌿 Tax Reduction Policy

🌿 Community Events

In summary, all tax and area rates are per \$100 of Assessment. The rates are as follows:

Residential / Resource	<u>2018/19</u>	<u>2019/20</u>
🌿 Residential / Resource Tax Rate	\$1.180	\$1.179
🌿 Mandatory Provincial Contributions Area Rate	\$0.390	\$0.405
🌿 Community Support Area Rate	\$0.065	\$0.071
 Commercial	 <u>2018/19</u>	 <u>2019/20</u>
🌿 Commercial Tax Rate	\$3.980	\$3.979
🌿 Mandatory Provincial Contributions Area Rate	\$0.390	\$0.405
🌿 Community Support Area Rate	\$0.065	\$0.071

OTHER RATES

1. Deed Transfer Tax

When land/property is sold a Deed Transfer Tax (DTT) may be applicable. The Deed Transfer Tax rate is set by the Town and the DTT payable is calculated based on the sale price of the property. Deed Transfer Tax is collected on behalf of the Town through the Land Registration Office when the deed is registered/recorded.

For the 2019/20 fiscal year the deed transfer tax will remain the same at 1.25%.

2. Uniform Charge

Solid Waste Management Uniform Charge

This uniform charge is levied on each dwelling unit within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units.

The uniform charge for 2019/20 to be levied is \$185 (2018/19 - \$175).

3. Sewer Rates

Effective April 1, 2015 there was a sewer base charge added to the metered quarterly bills. This new base charge was implemented because of the removal of the uniform charge for the wastewater treatment facility. Sewer services in the Town of Amherst are billed through one of the following methods:

Sewer Metered – consumption volume is determined by the Amherst Water Utility

Sewer Consumption Rate (per cubic meter)

Residential - \$0.99 per cubic meter of metered water consumption

Commercial - \$0.49 per cubic meter of metered water consumption

Sewer Base Charges (Quarterly)

Size of Meter

5/8" \$ 18.00

3/4" \$ 27.00

1" \$ 43.75

1.5" \$ 86.00

2" \$ 136.25

3" \$ 271.25

4" \$ 500.00

Sewer Non-Metered Customers

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

OTHER RATES (cont'd)

- a. Wastewater Treatment Facility Uniform Charge (this offsets expenses for sewer services for those not charged a sewer base charge).
 - ☞ As of April 1, 2015 the Town has removed the uniform charge for the Wastewater Treatment Facility for all assessments with the exception of unmetered mobile homes within a land leased community and replaced it with a base charge on the quarterly sewer bill.
 - ☞ The uniform charge for unmetered mobile homes within a land leased community for 2019/20 to be levied is \$72 (2018/19 - \$72).

4. Water Utility Rates

The Town of Amherst Water Utility is regulated by the Nova Scotia Utility and Review Board (NSUARB). The most recent water rate study was approved by the NSUARB on June 9, 2017. In accordance with the NSUARB Order for the 2019/20 fiscal year, the rates are as follows:

Water Base Charges (Quarterly)	
☞ Un Metered	\$ 83.16
☞ Size of Meter	
▪ 5/8"	\$ 31.11
▪ ¾"	\$ 45.35
▪ 1"	\$ 73.83
▪ 1.5"	\$ 145.03
▪ 2"	\$ 230.47
▪ 3"	\$ 458.32
▪ 4"	\$ 714.65
▪ 6"	\$1,426.67
▪ 8"	\$2,565.90

Water Consumption Rate (per cubic meter)
 ☞ \$0.765 per cubic meter

The Town of Amherst bills water and sewer together quarterly. The fiscal year quarters are April to June, July to September, October to December and January to March.

Internal Committee Report

Amherst Youth Town Council

February 2020

The Amherst Youth Town Council met on January 6th, 2020 at the Amherst Regional High School at 3:05 pm. At the meeting, the council discussed the Climate Emergency with liaison Shelley Rector and Cheryl Laliberté. They informed us about some future plans that the Town of Amherst was planning on initiating to help the climate.

We also discussed how the Town Council could approve members in June so once the school year starts the youth council could start right away working on projects. This would mean putting applications out in April-May.

The members who attended the Town's New Year Eve event had a few comments on how the Town could improve on the event for future years. The council feels glitter tattoos should be brought back for the celebration because it was very popular in previous years.

The council has been working to put out a spring survey for youth to talk about youth health and activity. The topics of our survey will consist of problems they see in our town, what kinds of events they'd like to see in our town, events they'd participate in and overall health and screen-time.

External Committee Report

Northern Region Solid Waste Committee

February 2020

The Committee met on February 21st at the Municipality of East Hants. Items on the agenda included a Regional Chairs Committee update on the Fall Workshop and Priorities Group Direction, a Regional Coordinators Committee update on the Provincial Bag Ban, Mercury Collection Program and Divert NS Plastics Summit.

Updates were also provided by the NS Managers and Directors Committee, as well as regional partner activity updates from Colchester, Cumberland and East Hants.

External Committee Report

Senior Safety

February 2020

In the month of September the Cumberland Senior Safety Society welcomed Trishe Colman as our new Coordinator. Trishe will be working out of 21 Havelock Street here in Amherst. She has spent some time with our outgoing coordinator Ray Bristol for training.

Trishe has been very busy working with other community groups and clubs making presentations and arranging a 5 week Senior Safety Academy, titled Living Alone Workshop, for Amherst and one for Wentworth this spring.

She has met with the Town Culture, Event and Marketing Coordinator and the Active Living Coordinator to discuss programming, partnership and grants.

Trishe has also met with the County Coordinator about programming for the County of Cumberland.

External Committee Report

Cumberland Region Tourism Marketing

February 2020

The Cumberland Region Tourism Marketing Committee is proposing to meet on March 3, 2020 at 10:00 am.

The purpose of the meeting is to discuss the Tourism Brand Marketing Strategy and Website RFP, the process involved in scoring the proposals and determine who will be on the scoring Committee.

We were also informed that seven industry representatives have applied to stand on the Tourism Advisory Committee.