



**Town of Amherst
Regular Council Meeting
Agenda**

Date: **Monday, April 27, 2020**
Time: **4:00 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.	APPROVAL OF AGENDA/MINUTES	
	3.1 Approval of the Agenda	
	3.2 Approval of Minutes	
	3.2.1 February 24, 2020 Regular Council	3 - 22
	3.2.2 March 31, 2020 Special Council	23 - 24
	3.2.3 April 20, 2020 Special Council	25 - 26
4.	REQUESTS FOR DECISION	
	4.1 Water Utility Budget - Christie	27 - 58
	4.2 Victoria Park Lease Agreement - Rhindress	59 - 74
	4.3 General Borrowing Resolution - Byrne	75 - 78
5.	INTERNAL COMMITTEE REPORTS	
	5.1 Planning Advisory Committee - Rhindress	79 - 79
	5.2 Amherst Board of Police Commissioners - No Report	
	5.3 Audit Committee - No Report	

5.4 Amherst Youth Town Council - No Report

6. EXTERNAL COMMITTEE REPORTS

6.1 Cumberland Public Libraries - MacKenzie 80 - 80

6.2 Cumberland YMCA - No Report

6.3 Cumberland Joint Services Management Authority - No Report

6.4 Northern Region Solid Waste Committee - No Report

6.5 L. A. Animal Shelter - No Report

6.6 Senior Safety - Jones 81 - 81

6.7 Inter Municipal Tourism - Jones 82 - 82

6.8 Poverty Reduction - Christie 83 - 83

7. ADJOURNMENT

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: February 24, 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
Dwayne Pike, Police Chief
Greg Jones, Fire 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

Michelle LeBlanc did the singing of O Canada.

4. APPROVAL OF AGENDA/MINUTES

4.1 Approval of the Agenda

Moved By Councillor MacKenzie

Seconded By Councillor Jones

That the agenda be approved with the addition of Councillor Blanch announcement.

Motion Carried

4.2 Approval of Minutes

4.2.1 January 20, 2020 Public Hearing

Moved By Councillor Byrne

Seconded By Deputy Mayor Christie

To approve the minutes of the January 20, 2020 Public Hearing as circulated.

Motion Carried

4.2.2 January 27, 2020 Public Hearing

Moved By Councillor Rhindress

Seconded By Councillor Blanch

To approve the minutes of the January 27, 2020 Public Hearing as circulated.

Motion Carried

4.2.3 January 27, 2020 Council

Moved By Councillor Jones

Seconded By Councillor MacKenzie

To approve the minutes of the January 27, 2020 regular meeting of Council as circulated.

Motion Carried

4.2.4 February 4, 2020 Special Council

Moved By Councillor Byrne

Seconded By Deputy Mayor Christie

To approve the February 4, 2020 minutes of a special meeting of Council as circulated.

Motion Carried

5. REQUESTS FOR DECISION

5.1 2 Abbott Street Development Agreement - Second Reading

Moved By Councillor Rhindress

Seconded By Councillor Blanch

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

Motion Carried

Case No: DA-2019-01

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

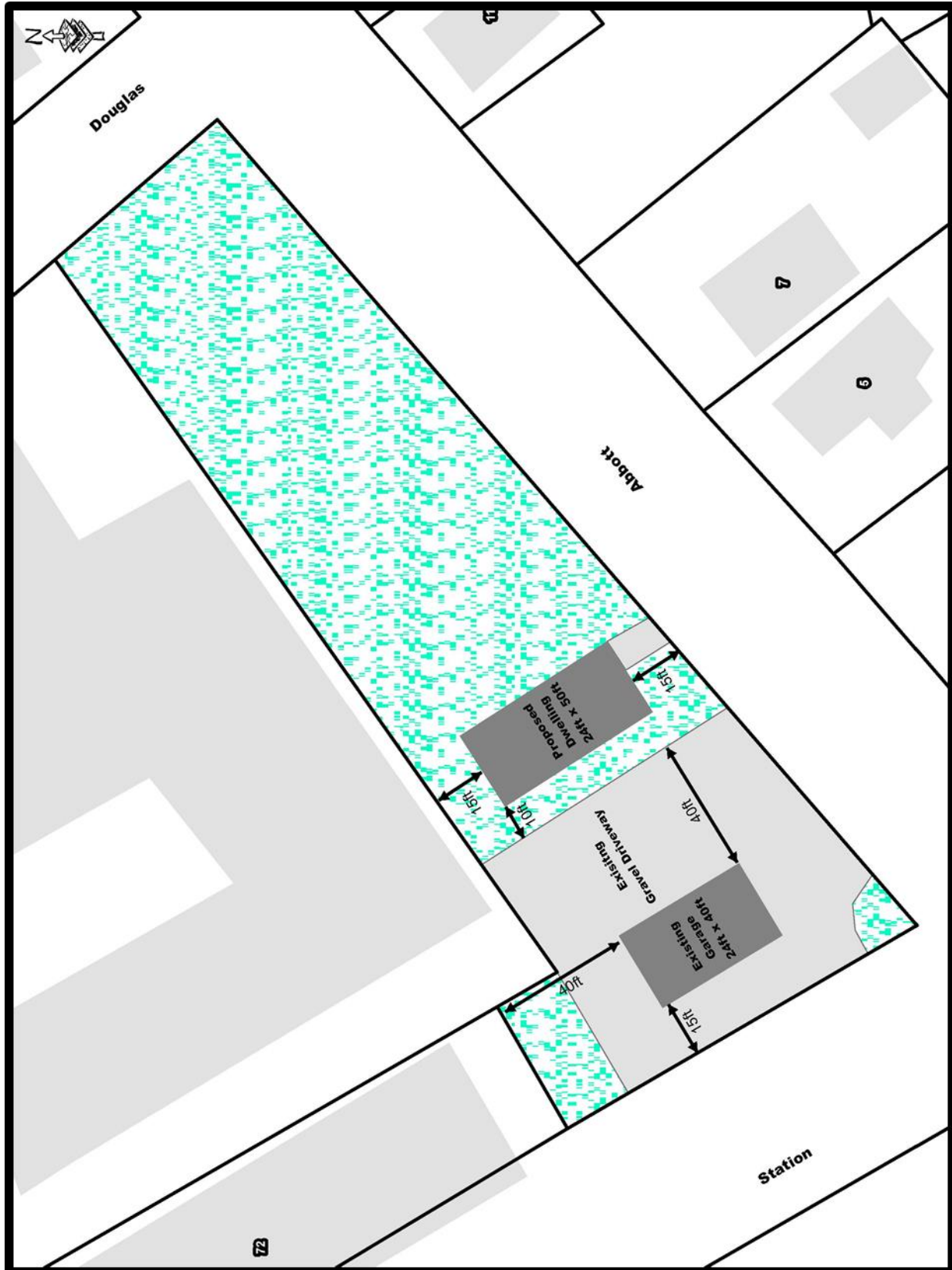
- 1.1 The use of the Lands shall be limited to a single-detached dwelling and a storage garage in the general location shown on Schedule 'B'.
- 1.2 A minimum of one (1) parking space shall be provided for the dwelling unit on the Lands and shall be generally configured as shown on Schedule 'B'.
- 1.4 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

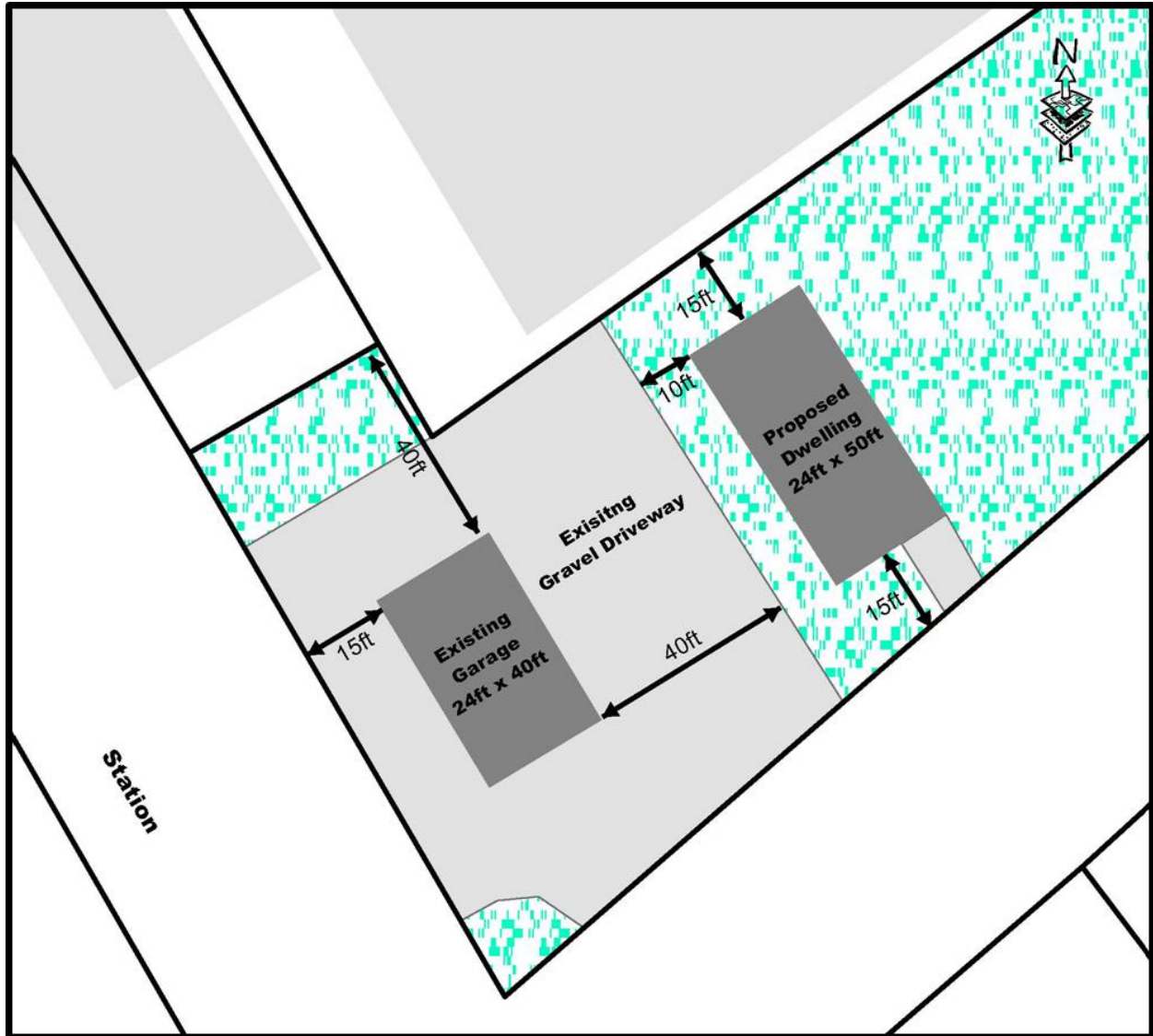
- 2.1 The Owner shall keep the Lands and buildings and any portion thereof clean and in good repair. All elements of the development on the Lands shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.

- 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'



5.2 Land Use Bylaw Amendment - Signage Second Reading

Moved By Deputy Mayor Christie

Seconded By Councillor Byrne

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

Motion Carried

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.**

5.3 Appointment of Returning Officer
Moved By Councillor Rhindress
Seconded By Councillor MacKenzie
That Council appoint Municipal Clerk Kim Jones as the Returning Officer for the 2020 municipal election, and further appoint Deputy Clerk Natalie LeBlanc as the Assistant Returning Officer.

Motion Carried

5.4 Volunteer of the Year
Moved By Councillor MacKenzie
Seconded By Councillor Rhindress
That Council approve of Michael Wilson as Amherst Volunteer of the year to be recognized at the Nova Scotia Ceremony, and recommend Rajan McKenny for the Provincial Youth Volunteer Award.

Motion Carried

5.5 Accessibility Committee
Moved By Councillor Jones
Seconded By Councillor MacKenzie
That Council approve the Terms of Reference for the newly created Advisory Committee on Accessibility.

Motion Carried

TOWN OF AMHERST POLICY

NUMBER
PAGE 7 of 20

DEPARTMENT: All Town of Amherst Departments

TITLE: Accessibility Advisory Committee

Minutes reference date:

1.0 BACKGROUND

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

2.0 PURPOSE

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

3.0 DEFINITIONS

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

4.0 POLICY

- 4.1 Role**
The Accessibility Advisory Committee shall:

- 4.1.1 Advise Council on the preparation, implementation, and effectiveness of its accessibility plan. In accordance with the Accessibility Act, the plan must include:
 - i. a report on measures the municipality has taken and intends to take to identify, remove, and prevent barriers
 - ii. information on procedures the municipality has in place to assess the following for their impact on accessibility for people with disabilities:
 - any proposed policies, programs, practices, and services
 - any proposed enactments or by-laws
 - iii. any other prescribed information
- 4.1.2 Review and update its accessibility plan at least every three years, in accordance with the Act.
- 4.1.3 Consult with the community on accessibility in the Town of Amherst.
- 4.1.4 Advise Council on the impact of Town of Amherst policies, programs, and services on people with disabilities.
- 4.1.5 Review and monitor existing and proposed Town of Amherst bylaws to promote full participation of people with disabilities, in accordance with the Act.
- 4.1.6 Identify and advise on the accessibility of existing and proposed municipal services and facilities.
- 4.1.7 Advise and make recommendations about strategies designed to achieve the objectives of the Town's accessibility plan.
- 4.1.8 Receive and review information from Council and its committees, and make recommendations, as requested.
- 4.1.9 Monitoring federal and provincial government directives and regulations.

4.2 Membership

- 4.2.1 In accordance with the Act, at least half of the committee membership must be people with disabilities or represent organizations that represent people with disabilities with preference for the former.
- 4.2.2 All members must adhere to and abide by the Code of Ethics Policy, Policy #04000-12.
- 4.2.3 When making appointments to the Committee, Council will give consideration to representation from different sectors of the community.
- 4.2.4 Appointees shall possess knowledge and understanding of accessibility related issues and services currently being provided by the community. Appointments shall be approved by Council annually at their October meeting.
- 4.2.5 The Committee shall have 8 voting membership that includes:
 - a) 2 Town of Amherst Council members
 - b) 6 community members
- 4.2.6 Non-voting members shall include:
 - a) Municipal Accessibility Coordinator – Town of Amherst staff

4.3 Terms of Appointment

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

5. OTHER

- 5.1 The Committee shall meet at least quarterly but may meet more frequently, as required

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

6. TERMS OF REFERENCE REVIEW

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

7. REFERENCES

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

**5.6 Street Renaming Copp Lane to Ernie Lane Policy
 Moved By Councillor Rhindress
 Seconded By Councillor Jones
 That Council approve the attached Policy to Rename Copp Lane to Ernie Lane.**

Motion Carried

TOWN OF AMHERST POLICY

**NUMBER 31600-26
 PAGE 9 of 20**

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.

**5.7 Expense Reimbursement Policy and Hospitality Expense Policy Amendments
 Moved By Councillor MacKenzie
 Seconded By Councillor Rhindress
 That Council approve the housekeeping amendments to the Expense Reimbursement and Hospitality Expense Policies to comply with renumbering of sections in the Municipal Government Act.**

Motion Carried

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.

TOWN OF AMHERST POLICY

NUMBER 03000-08
Page 14 of 20

DEPARTMENT: CORPORATE SERVICES

TITLE: **Hospitality Policy**

Minutes reference date: November 26, 2018

POLICY STATEMENT:

- 39. 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.
- 40. 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

- 41. To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the Town of Amherst’s objectives.
- 42. 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.
- 43. To ensure taxpayers’ dollars are used prudently and responsibly with a focus on accountability and transparency.

HOSPITALITY AND HOSPITALITY EVENTS

- 44. 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

- 45. 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

46. 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.
47. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

PRIOR AUTHORIZATION

48. Subject to this policy, all hospitality events require prior authorization.
49. 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.
50. 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.
51. 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

52. 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.
53. 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.
54. The Town of Amherst will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
55. If alcohol is provided at a hospitality event, food must be served.

GIFTS

56. 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

57. 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.
58. 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.
59. 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.
60. 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.

61. 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.
62. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
63. 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.
64. 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.
65. The use of petty cash to pay a hospitality expense claim is prohibited.

REPORTING REQUIREMENTS

66. 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.

5.8 Temporary Borrowing Resolution

Moved By Councillor Byrne

Seconded By Councillor Blanch

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 – 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**

Motion Carried

5.9 Mandatory Contribution Area Rate

Moved By Councillor Blanch

Seconded By Deputy Mayor Christie

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

Motion Carried

5.10 **Sewer Rates**
Moved By Councillor Byrne
Seconded By Councillor Blanch

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

THEREFORE BE IT RESOLVED THAT owners shall be billed for sewer services using one of the following methods effective April 1, 2020:

Metered Customers

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

- **Base Charges**

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

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

- **Non-Metered Customers**

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

Motion Carried

5.11 **Wastewater Treatment Facility Rate**

Moved By Deputy Mayor Christie
Seconded By Councillor Byrne

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2021, an amount to be raised for a portion of the debenture principal and interest payments for the wastewater treatment facility, a purpose for which the Town may expend funds; and

WHEREAS there are approximately 486 unmetered mobile homes within a land leased community within the boundaries of the Town of Amherst; and

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

THEREFORE BE IT RESOLVED that a uniform charge of \$72.00 be levied for the fiscal year ending March 31, 2021 on each unmetered mobile home within a land leased community within the boundaries of the Town of Amherst, and that these uniform charges are due and payable on September 30, 2020 with interest to be charged on all final tax accounts outstanding on or after October 1, 2020 at the rate of 1% per month, 12% per annum.

Motion Carried

- 5.12 **Solid Waste Rates**
Moved By Councillor Blanch
Seconded By Deputy Mayor Christie

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2021, the amount of \$591,795 to be expended for the purpose of solid waste management, a purpose for which the Town may expend funds; and

WHEREAS \$591,495 is funded from the Solid Waste Management Uniform Charge; and

WHEREAS there are approximately 3,205 dwelling units within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units; and

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

THEREFORE BE IT RESOLVED that a uniform charge of \$185.00 be levied for the fiscal year ending March 31, 2021 on each dwelling unit within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units, and that these uniform charges are due and payable on September 30, 2020 with interest to be charged on all final tax accounts outstanding on or after October 1, 2020 at the rate of 1% per month, 12% per annum, and further and that staff be directed to complete an alternative fee structure as soon as possible.

Motion Carried

6. **INFORMATION / DISCUSSION ITEMS**

- 6.1 **Physician Recruitment**
Moved By Deputy Mayor Christie
Seconded By Councillor Blanch
That Council authorize the expenditure of \$500 in support of the physician retention effort.

Motion Carried

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**
Moved By Councillor Byrne
Seconded By Councillor MacKenzie
That Council, on the recommendation of the Audit Committee, appoint Jorgensen and Bickerton as auditors for the 2019/20 fiscal year.

Motion Carried

- 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 – No Report**
- 8.3 **Cumberland Joint Services Management Authority – No Report**
- 8.4 **Northern Region Solid Waste Committee**
Information item; no direction given or action required.
- 8.5 **L. A. Animal Shelter – No Report**
- 8.6 **Senior Safety**
Information item; no direction given or action required.
- 8.7 **Inter Municipal Tourism**
Information item; no direction given or action required.
- 8.8 **Poverty Reduction – No Report**

9. RESIGNATION OF COUNCILLOR BLANCH

Councillor Blanch announced his resignation from Council effective February 29, 2020, and read the following letter:

Kim Jones
Amherst Town Clerk
Town Hall
Victoria Street
Amherst NS

February 24, 2020

Dear Kim Jones,

I am writing today to announce my resignation from Amherst Town Council effective February 29, 2020. It has been an absolute honour to serve as an Amherst Town Councillor. I am proud of the accomplishments that we have made as a Town during these past three years and I am happy that so many of the policies we have implemented will continue to benefit Amherst and its residents for decades to come. I am resigning for personal reasons, largely related to the fact that I have built a new home, just outside Amherst in the county, that I want to fully and completely move into and share with my family. If I was to remain a resident of Amherst I would certainly be running for re-election in October.

I have loved this job. I have loved being able to immerse myself in all the available information on a topic and then contribute to the important decisions that impact peoples lives. I am proud that so many of the intentions I set for myself coming onto council have been initiated or are already accomplished. I am equally proud of all the work we have accomplished that was initiated by other council members and staff. Together we have accomplished so much. The true power of teamwork is on display everyday at Town Hall for all that choose to look.

I have truly enjoyed interacting with the Mayor, Council, Youth Town Council and all of the amazing staff of the Town of Amherst, from the CAO to our summer students. At every turn I have been impressed by the thoughtfulness, dedication and positive intentions of all of these people. As a citizen of Amherst, you can rest assured that the people representing you and the ones working for you, have your best interest in mind. I know they care about you and about your opinion as I have seen that care first hand. Good politics requires an engaged public and better decisions are always reached when more minds are focused on finding solutions. Come to council meetings, especially the Committee of the Whole meetings, watch the meetings live stream and call or email your council members. The more you look the more you will be amazed, as I have been, by the quality and dedication of our staff and council.

My final love about being a town councillor is you, the people of Amherst. What an amazing opportunity it has been to get to know my community so deeply! We live in an extraordinary community, full of kind, intelligent people who constantly go out of their way to support each other. This community spirit is in evidence in all of the amazing volunteers and organizations and service clubs and the staggering number of community events. Amherst is a community that continues to reinvent itself and that is in evidence by the creative nature of Amherst's new and lasting businesses. Amherst is truly a great place to live, work and play and in my opinion this is because of you, the people of Amherst.

Thank you Amherst for the greatest job anyone could ever ask for It has been an honour to serve you.

Jason Blanch

10. **ADJOURNMENT**
Moved By Councillor Blanch
Seconded By Councillor MacKenzie
To adjourn the meeting at 7:45 p.m.

Motion Carried

Kimberlee Jones, Municipal Clerk
Town Clerk

David Kogon, MD
Mayor

DRAFT

**Amherst Town Council
Special Meeting
Minutes**

Date: March 31, 2020
Time: 4:00 pm
Location: Virtual Zoom Meeting

Members Present Mayor David Kogon
Deputy Mayor Sheila Christie
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
Dwayne Pike, Police Chief
Greg Jones, Fire Chief
Andrew Fisher, Manager of Planning & Strategic Initiatives
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

Due to the COVID-19 pandemic and the requirement for physical distancing, this was a virtual meeting held via Zoom.

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 4:00 p.m., and spoke to the COVID-19 pandemic.

2. REQUEST FOR DECISION

2.1 Special Election

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

That Council approve the recommendation of the Returning Officer to not hold a Special Election this Spring.

Motion Carried

2.2 Amherst Board of Police Commissioners Citizen Appointments

Moved By Councillor Jones

Seconded By Councillor Byrne

That Council re-appoint Steve Wells and Roy Pettigrew to the Amherst Board of Police Commissioners for one-year terms expiring March 31, 2021.

Motion Carried

2.3 Planning Advisory Committee Citizen Appointment

Moved By Councillor Rhindress

Seconded By Councillor Jones

That Council re-appoint Ron Wilson to the Planning Advisory Committee for a three-year term ending March 31, 2023.

Motion Carried

3. DEPARTMENTAL COVID-19 UPDATES

3.1 Chief Administrative Officer

Information item included as part of the agenda package. No direction given or action required.

3.2 Police

Information item included as part of the agenda package. No direction given or action required.

3.3 Fire

Information item included as part of the agenda package. No direction given or action required.

3.4 Operations

Information item included as part of the agenda package. No direction given or action required.

3.5 Corporate

Information item included as part of the agenda package. No direction given or action required.

3.6 Clerk's Office

Information item included as part of the agenda package. No direction given or action required.

4. ADJOURNMENT

Moved By Councillor Jones

Seconded By Deputy Mayor Christie

To adjourn the meeting at 4:45 p.m.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

**Amherst Town Council
Special Meeting
Minutes**

Date: April 20, 2020
Time: 1:40 pm
Location: Virtual Zoom Meeting

Members Present Mayor David Kogon
Deputy Mayor Sheila Christie
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
Dwayne Pike, Police Chief
Greg Jones, Fire Chief
Andrew Fisher, Manager of Planning & Strategic Initiatives
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

Due to the COVID-19 pandemic and the requirement for physical distancing, this was a virtual meeting held via Zoom.

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 1:40 p.m.

2. REQUEST FOR DECISION

2.1 'A' Fresh Start

Moved By Deputy Mayor Christie

Seconded By Councillor Jones

That the 'A' Fresh Start spring event be cancelled for this year.

Motion Carried

2.2 Waiver of Interest - General

Moved By Councillor Byrne

Seconded By Councillor MacKenzie

That due to the COVID-19 pandemic, the Town of Amherst waive interest for the months of March, April, May of 2020 for all outstanding tax and miscellaneous accounts and that accounts that remain outstanding after June 30 will attract interest.

Motion Carried

2.3 Waiver of Interest - Water

Moved By Councillor Rhindress

Seconded By Deputy Mayor Christie

That due to the COVID-19 pandemic, the Amherst Water Utility and the Town of Amherst waive interest for the months of March, April, May and June of 2020 for outstanding water/sewer accounts and that accounts that remain outstanding after July 31 will attract interest.

Motion Carried

2.4 Capital Paving

Moved By Councillor MacKenzie

Seconded By Councillor Jones

That Council award the 2020 Capital Paving Tender (RFT-20-1) to the lowest compliant bidder, Costin Paving and Contracting, at their unit prices based on our estimated quantities in the total amount of \$ \$579,280 plus HST.

Motion Carried

3. ADJOURNMENT

Moved By Councillor Jones

Seconded By Councillor MacKenzie

To adjourn the meeting at 1:50 p.m.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

DRAFT

Synopsis

Amherst Water Utility Operating Budget for 2020-2021

At its March 16, 2020 meeting Committee of the Whole agreed to forward the 2020/21 operating budget for the Amherst Water Utility to Council for formal approval.

The 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. The Amherst Water Utility rates continue to be in the low range for the province, second only to the Village of New Minas which has not had a rate increase since 2009.

The Amherst Water Utility operating budget for 2020-21 is presented as follows:

Revenues	
Metered Sales	\$ 1,221,615
Flat Rate Sales	166,320
Bulk Water Sales	7,500
Fire Protection	807,481
Private Hydrants	14,750
Sprinkler Service	15,350
Interest	5,000
Sale of Services	3,000
Sundry	1,200
Total Revenues	\$ 2,242,216

Expenditures	
Source of Supply	\$ 34,000
Pumping	175,500
Water Treatment	17,600
Transmission & Distribution	724,681
Administration	924,995
Depreciation	365,440
Total Expenditures	\$ 2,242,216

MOTION:

That Council approves the 2020-2021 Amherst Water Utility Operating Budget of \$2,242,216 as presented.



AMHERST TOWN COUNCIL

RFD# 2020032

Date: April 27, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, CPA, CMA – CFO

DATE: April 27, 2020

SUBJECT: Approval of the Town of Amherst Water Utility Budget

ORIGIN: Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY: MGA 75(4) (b).

RECOMMENDATIONS: That Council approves the 2020-2021 Amherst Water Utility Operating Budget of \$2,242,216 as presented.

BACKGROUND: The water utility rates are regulated by the Nova Scotia Utility and Review Board (UARB). A summary of the rates and related rules and regulations are attached for Council's reference. It should be noted that for the 2020-21 fiscal year, the Town will continue with the water utility rates from 2019-20 until a new water rate study is completed. We expect to have rate changes for the 2021-22 fiscal year.

Per the UARB, there is no rule or regulation that a utility must file a rate application before the year end of the effective date of the current rates. The current rates can continue as long as the utility is financially healthy. The Water Utility Accounting and Reporting Handbook Section 3090 sets out when the utility must contact the Board if it is decided to defer a rate application which includes if the Water Utility is currently in a deficit.

DISCUSSION: As the rate for services to be charged by the Water Utility was already approved by the UARB for the prior fiscal year, the revenue component of the budget is based on the prior years' actual consumption trends multiplied by the approved rates.

It is worth noting that our rates continue to be in the low range for the province, second only to the Village of New Minas which has not had a rate increase since 2009.

The estimated amount of the operating expenditures is provided in the attached SAP document which outlines the line items expected for this fiscal year. A summary is provided below:



Revenues	
Metered Sales	\$ 1,221,615
Flat Rate Sales	166,320
Bulk Water Sales	7,500
Fire Protection	807,481
Private Hydrants	14,750
Sprinkler Service	15,350
Interest	5,000
Sale of Services	3,000
Sundry	1,200
Total Revenues	\$ 2,242,216

Expenditures	
Source of Supply	\$ 34,000
Pumping	175,500
Water Treatment	17,600
Transmission & Distribution	724,681
Administration	924,995
Depreciation	365,440
Total Expenditures	\$ 2,242,216

FINANCIAL IMPLICATIONS: The water utility rates will be set per the attached rules and regulations approved by the Utility and Review Board. A summary of the water rate charges is provided below. Details on other charged can be found in the rules and regulation included in this package.

1. RATES:

(a) <u>Base Charges</u>	<u>Quarterly</u>	
Unmetered		83.16
(assuming 272 cubic meters per year)		
Size of Meter		
5/8"		31.11
3/4"		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
(b) Consumption Rate (per cubic meter)		
	\$0.765 per cubic meter	

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

ENVIRONMENTAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: None

ALTERNATIVES: Defer the approval of the Town of Amherst Water Utility Budget to final budget deliberations.

ATTACHMENTS:

1. Model of water/sewer rates
2. SAP summary and detail for the Water Utility Operating Budget.
3. Water Utility Year End Forecast.
4. Utility and Review Board approved Rules and Regulations for the Town of Amherst Water Utility.
5. Rate comparisons with other NS Water Utilities.

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

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

Sewer Rates

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

Water Rates

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

Based on 45,000 litres average consumption

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

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

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

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

Cost element group MUN2 MUN2
 Cost Center Group AM02 TOWN OF AMHERST WATER OPERATIONS
 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: 03/05/2020

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
*** 4330 INTER.RECOV.OVER		287.95-						
*** 4350 SALE OF SERVICES	17,821.35-	6,209.62-	3,523.84-	14,366.63-	2,890-	3,000-	110-	3.8
*** 4660 INT.ON MISC. A/R	485.43-	1,964.81-	13.48-	44.34-				
*** 4680 MISC.REVENUE	245.00-	50.00-	75.00-	52.00-	700-	200-	500	71.4-
*** 5000 INCOME FR.OT.NON	1,300.00-	950.00-	1,100.00-	1,802.46-	1,000-	1,000-		
*** 5020 METERED SALES	1,065,576.39-	1,115,230.89-	1,176,258.68-	920,763.50-	1,226,147-	1,221,615-	4,532	0.4-
*** 5030 FLAT RATE SALES	145,728.77-	151,820.01-	160,480.00-	124,740.00-	166,320-	166,320-		
*** 5035 BULK WATER SALES	11,200.00-	10,600.00-	8,700.00-	7,725.00-	6,000-	7,500-	1,500-	25.0
*** 5040 HYDRANT/FIRE PRO	694,800.00-	725,010.00-	771,089.00-	807,481.00-	807,481-	807,481-		
*** 5045 Private Hydrants	11,800.00-	14,750.00-	14,750.00-	14,500.00-	14,750-	14,750-		
*** 5050 SPRINKLER SERVIC	15,550.00-	18,500.00-	15,150.00-	15,050.00-	15,650-	15,350-	300	1.9-
*** 5060 INTEREST O/S WAT	9,696.73-	5,908.34-	6,199.61-	4,834.57-	6,000-	5,000-	1,000	16.7-
**** Gross revenues	1,974,203.67-	2,051,281.62-	2,157,339.61-	1,911,359.50-	2,246,938-	2,242,216-	4,722	0.2-
*** Wages & Benefits	570,954.75	595,913.48	661,869.54	608,488.62	673,959	675,051	1,092	0.2
*** Administrative Costs	61,431.06	69,815.31	83,599.05	73,256.12	101,434	107,779	6,345	6.3
*** Building & Facility Co	191,388.32	184,220.68	208,027.97	216,030.90	236,513	242,589	6,076	2.6
*** Vehicle & Equipment Co	73,732.47	58,303.26	58,589.77	46,723.56	65,760	43,504	22,256-	33.8-
*** Materials & Supplies	202,559.00	204,821.70	200,738.86	192,120.45	224,132	211,500	12,632-	5.6-
*** Other municipal costs	197,673.81	188,149.56	205,652.64	252,192.93	292,569	288,167	4,402-	1.5-
*** Fiscal Services	668,703.28	744,041.06	731,928.65	94,873.19	652,571	673,626	21,055	3.2
*** Cost recovery				9,750.00-				
**** Expenditures	1,966,442.69	2,045,265.05	2,150,406.48	1,473,935.77	2,246,938	2,242,216	4,722-	0.2-
***** Total	7,760.98-	6,016.57-	6,933.13-	437,423.73-				

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

Cost element group EXP Expenditures
 Cost Center Group AM02 TOWN OF AMHERST WATER OPERATIONS
 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: 03/05/2020

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
** 6000 WAGES/SALARIES	454,951.33	473,337.29	528,900.66	492,030.44	532,300	542,500	10,200	1.9
** 6009 Y/E WAGES & BEN A	1,146.01	6,129.42	684.16		2,343	2,343		
** 6010 CPP	17,571.39	18,341.71	20,554.35	18,403.37	22,850	24,110	1,260	5.5
** 6012 Employment Insura	8,337.54	7,724.88	8,895.18	7,455.54	9,740	9,630	110-	1.1-
** 6014 Blue Cross	13,827.90	14,046.94	19,980.09	16,682.51	19,560	18,690	870-	4.4-
** 6015 Pension - Reg Pym	38,390.08	40,893.15	43,697.61	41,121.70	46,020	46,730	710	1.5
** 6016 Group Insurance	14,731.06	12,519.71	14,897.61	11,799.97	14,800	15,030	230	1.6
** 6017 WCB	6,999.44	7,920.38	7,802.88	6,437.09	10,180	9,500	680-	6.7-
** 6018 Pension-Special P	15,000.00	15,000.00	16,457.00	14,558.00	16,166	6,518	9,648-	59.7-
*** Wages & Benefits	570,954.75	595,913.48	661,869.54	608,488.62	673,959	675,051	1,092	0.2
** 8015 Liability Claims	1,855.77		80.00	638.06	10,000	10,000		
** 6020 PROFESSIONAL DEVE	4,285.04	1,809.94	2,650.45	6,285.61	6,000	4,500	1,500-	25.0-
** 6030 TRAVEL	4,422.90	4,187.69	7,770.48	4,068.17	7,500	5,500	2,000-	26.7-
** 6032 Conferences & Con	1,181.25	1,341.37	2,304.83	1,931.73	2,100	2,000	100-	4.8-
** 6040 PROF MEM/DUES & F	1,260.89	1,055.14	909.05	1,679.22	1,650	1,350	300-	18.2-
** 6050 OFFICE SUPPLIES	1,789.36	1,931.32	2,617.99	1,942.46	3,100	2,600	500-	16.1-
** 6060 OFFICE EQUIPMENT		1,060.57		2,398.56	500	1,000	500	100.0
** 6070 PHOTOCOPIY SUPPLIE			18.12	75.81				
** 6080 ADVERTISING	1,766.41	1,762.17	621.70		1,800	1,250	550-	30.6-
** 6090 POSTAGE	211.57	24.53	356.48	131.51	300	300		
** 6100 COURIER	140.71	78.88	43.16	55.96	200	200		
** 6110 TELEPHONE	28,826.35	29,599.80	32,122.37	29,212.72	30,000	32,000	2,000	6.7
** 6114 Cellular	4,612.58	6,146.94	7,503.02	7,827.65	9,000	9,000		
** 6120 PUBL./SUBSCRIPTIO			202.83					
** 6130 COMPUTER HARDWARE	301.33	2,959.78	10,496.96	1,127.10	3,000	6,540	3,540	118.0
** 6140 COMPUTER SOFTWARE	2,212.01	2,704.08	885.05	4.17	500	2,660	2,160	432.0
** 6142 Software Licensin	3,584.84	10,063.93	8,048.56	7,567.77	16,650	19,815	3,165	19.0
** 6150 MEETING EXPENSES	1,813.05	1,087.86	847.59	1,411.91	1,400	1,250	150-	10.7-
** 6152 Catering		769.65			150	250	100	66.7
** 6170 PROMOTION		81.66						
** 6160 LIABILITY INSURAN	3,167.00	3,150.00	6,120.41	6,897.71	7,584	7,564	20-	0.3-
*** Administrative Costs	61,431.06	69,815.31	83,599.05	73,256.12	101,434	107,779	6,345	6.3
** 7000 HEAT - FURNACE OI	3,949.94	6,052.33	5,196.60	4,731.12	5,000	5,000		
** 7001 HEAT - NATURAL GA				2,102.12		4,500	4,500	
** 7010 ELECTRICAL	116,327.67	111,053.68	137,489.15	134,305.40	157,100	154,100	3,000-	1.9-
** 7030 BLDG/FACILITY MAI		1,020.17		208.57				
** 7040 BLDG/FACILITY REP		187.71	12.57					
** 7050 BLDG/FACILITY INS	6,536.00	6,826.00	5,805.00	14,989.00	11,913	16,489	4,576	38.4
** 7070 BLDG/FACILITY REN	25,461.96	28,000.00	28,000.00	28,000.00	28,000	28,000		

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

Cost element group EXP Expenditures
 Cost Center Group AM02 TOWN OF AMHERST WATER OPERATIONS
 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: 03/05/2020

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
** 7080 PLANT MAINTENANCE	8,081.49	156.43	141.71		2,500	2,500		
** 7120 PROPERTY TAXES	31,031.26	30,924.36	31,382.94	31,694.69	32,000	32,000		
*** Building & Facility Cos	191,388.32	184,220.68	208,027.97	216,030.90	236,513	242,589	6,076	2.6
** 7510 VEH/EQUIP REPAIRS	13,575.47	12,534.82	10,614.54	15,838.41	22,000	12,500	9,500-	43.2-
** 7520 VEH/EQUIP INSURAN	4,191.00	4,044.00	3,165.00	2,504.00	3,260	2,504	756-	23.2-
** 7540 VEH/EQUIP RENTAL	6,687.66	3,384.07			3,000	3,000		
** 7550 VEH/EQUIP FUEL -	7,249.56	6,950.59	9,463.32	8,508.30	10,000	8,000	2,000-	20.0-
** 7551 VEH/EQUIP FUEL-DI	8,315.46	8,519.01	9,671.19	11,798.60	13,000	13,000		
** 7560 VEH/EQUIP GEN SUP		207.12		449.07				
** 7570 VEH/EQUIP TOOLS	5,293.22	3,373.65	6,092.15	2,802.68	4,500	4,500		
** 8120 LEASES-VEHICLE/EQ	19,290.00	19,290.00	19,290.00	4,822.50	10,000		10,000-	100.0-
** 8000 OPERATIONAL EQUIP	9,130.10							
** 8020 MAINTENANCE EQUIP			293.57					
*** Vehicle & Equipment Cos	73,732.47	58,303.26	58,589.77	46,723.56	65,760	43,504	22,256-	33.8-
** 8010 MATERIALS / SUPPL	99,646.11	89,151.36	78,252.60	51,202.01	77,500	74,000	3,500-	4.5-
** 8004 GRAVEL	16,574.60	26,083.47	24,986.77	26,121.04	31,000	27,000	4,000-	12.9-
** 8005 ASPHALT	63,258.91	71,376.36	77,557.72	93,047.48	90,632	90,000	632-	0.7-
** 8008 PIPE & ACCESSORIE	23,079.38	18,210.51	19,941.77	21,749.92	25,000	20,500	4,500-	18.0-
*** Materials & Supplies	202,559.00	204,821.70	200,738.86	192,120.45	224,132	211,500	12,632-	5.6-
** 8090 UNIFORMS/CLOTHING	3,418.20	3,472.68	6,188.96	5,604.52	5,000	4,500	500-	10.0-
** 8100 PROFESSIONAL SERV	62,537.16	58,385.45	58,587.01	50,295.55	76,809	68,967	7,842-	10.2-
** 8110 CONTRACTS/AGREEME	124,478.59	120,084.06	125,326.55	190,736.66	191,060	202,900	11,840	6.2
** 8111 CONTR/AGREE -WELD	1,084.09	417.14	10,439.03	1,433.94	11,000	4,000	7,000-	63.6-
** 8121 LEASES -OFFICE EQ				1,458.56	1,800	1,800		
** 8130 LICENSES/PERMITS	2,876.64	2,531.10	1,826.92	2,706.74	3,400	2,500	900-	26.5-
** 8135 REGULATORY FEES	3,279.13	3,259.13	3,284.17	43.04-	3,500	3,500		
*** Other municipal costs	197,673.81	188,149.56	205,652.64	252,192.93	292,569	288,167	4,402-	1.5-
* 9230 RATE OF RETURN	125,000.00	125,000.00	130,000.00		135,000	135,000		
** Rate of Return	125,000.00	125,000.00	130,000.00		135,000	135,000		
* 9020 INT ON DEBENTURES	21,179.54	19,311.09	18,531.13	19,905.19	34,564	33,370	1,194-	3.5-
* 9050 PRINC ON DEBENTUR	54,416.00	67,263.00	64,263.00	73,930.00	73,930	83,385	9,455	12.8
** Debt Service Costs	75,595.54	86,574.09	82,794.13	93,835.19	108,494	116,755	8,261	7.6
* 9010 INT SHRT TERM BOR	1,393.00		1,061.00	1,038.00	3,665	6,431	2,766	75.5
* 9090 BANK CHARGES			336.49					
** Bank charges & Short te	1,393.00		1,397.49	1,038.00	3,665	6,431	2,766	75.5
* 9210 ALL OTHER UNCOLL	9,391.44	967.65	2,227.96		10,000	10,000		
** Valuation allow/appeals	9,391.44	967.65	2,227.96		10,000	10,000		

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

Cost element group EXP Expenditures
 Cost Center Group AM02 TOWN OF AMHERST WATER OPERATIONS
 Periods Reported: 1 to 12
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 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 03/05/2020

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
* 9420 APPROP CAPITAL FU	159,066.80	237,296.77	250,000.00		40,000	40,000		
** Transfers to Own Funds	159,066.80	237,296.77	250,000.00		40,000	40,000		
* 9100 DEPRECIATION	298,256.50	294,202.55	265,509.07		355,412	365,440	10,028	2.8
** Depreciation	298,256.50	294,202.55	265,509.07		355,412	365,440	10,028	2.8
*** Fiscal Services	668,703.28	744,041.06	731,928.65	94,873.19	652,571	673,626	21,055	3.2
** 6180 COST RECOVERY				9,750.00-				
*** Cost recovery				9,750.00-				
**** Total	1,966,442.69	2,045,265.05	2,150,406.48	1,473,935.77	2,246,938	2,242,216	4,722-	0.2-

**Town of Amherst
Water Utility
2019/20
Year End Forecast**

Cost elements/Cost centers	Actual Costs at Dec 31, 2019	Budget	Y/E Forecast	Forecast Variance
*** 4350 SALE OF SERVICES	14,216.63-	2,890.00-	14,216.63-	11,326.63-
*** 4660 INT.ON MISC. A/R	43.31-		43.31-	43.31-
*** 4680 MISC.REVENUE	52.00-	700.00-	52.00-	648.00
*** 5000 INCOME FR.OT.NON U	1,752.46-	1,000.00-	1,802.46-	802.46-
*** 5020 METERED SALES	918,369.87-	1,226,147.00-	1,224,493.16-	1,653.84
*** 5030 FLAT RATE SALES	124,740.00-	166,320.00-	166,320.00-	
*** 5035 BULK WATER SALES	7,725.00-	6,000.00-	7,725.00-	1,725.00-
*** 5040 HYDRANT/FIRE PROT.	630,846.00-	807,481.00-	807,481.00-	0.00
*** 5045 Private Hydrants	14,500.00-	14,750.00-	14,500.00-	250.00
*** 5050 SPRINKLER SERVICE	13,450.00-	15,650.00-	15,050.00-	600.00
*** 5060 INTEREST O/S WATER	3,433.52-	6,000.00-	4,578.03-	1,421.97
**** Gross revenues	1,729,128.79-	2,246,938.00-	2,256,261.59-	-9,323.59
*** Wages & Benefits	543,312.75	673,959.00	677,619.85	3,660.85
*** Administrative Costs	58,634.65	101,434.00	83,902.13	-17,531.87
*** Building & Facility Cost	179,914.58	236,513.00	234,091.19	-2,421.81
*** Vehicle & Equipment Cost	38,571.88	65,760.00	53,154.86	-12,605.14
*** Materials & Supplies	164,196.58	224,132.00	226,678.34	2,546.34
*** Other municipal costs	192,190.29	292,569.00	263,644.21	-28,924.79
*** Fiscal Services	94,873.19	652,571.00	609,285.19	-43,285.81
*** Cost recovery	-9,750.00		-9,750.00	-9,750.00
**** Expenditures	1,261,943.92	2,246,938.00	2,138,625.77	-108,312.23
***** Total	467,184.87-		117,635.81-	117,635.81-

NOVA SCOTIA UTILITY AND REVIEW BOARD

IN THE MATTER OF THE PUBLIC UTILITIES ACT

- and -

IN THE MATTER OF AN APPLICATION of the **Town of Amherst**, on behalf of its **Water Utility**, for Approval of Amendments to its Schedule of Rates and Charges for Water and Water Services, Fire Protection and Amendments to its Schedule of Rules and Regulations

ORDER

BEFORE:



Murray E. Doehler, CPA, CA, P. Eng., Member
Steven M. Murphy, MBA, P. Eng., Member

WHEREAS the Amherst Water Utility, made an Application to the Nova Scotia Utility and Review Board ("Board") for approval of amendments to its Schedule of Rates and Charges for Water and Water services and amendments to its Schedule of Rules and Regulations;

AND WHEREAS after due public notice, a hearing was held on April 27, 2017, and the Board issued its Decision on June 9, 2017;


IT IS HEREBY ORDERED that the Schedule of Rates and Charges, attached hereto as Schedules "A", "B" and "C" be approved, for Water and Water Services supplied on and after July 1, 2017; April 1, 2018 and April 1, 2019 respectively;

AND IT IS FURTHER ORDERED that the Schedule of Rules and Regulations, attached hereto as Schedule "D", be approved effective July 1, 2017.

DATED at Halifax, Nova Scotia, this 9th day of June, 2017.



Clerk of the Board



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

(Effective for water supplied on and after 1 July 2017)

RATES

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

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

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

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

1. **RATES:**

(a) <u>Base Charges</u>	<u>Quarterly</u>
Unmetered (assuming 272 cubic meters per year)	76.55
Size of Meter	
5/8"	29.34
3/4"	42.72
1"	69.48
1.5"	136.40
2"	216.70
3"	430.83
4"	671.73
6"	1,340.90
8"	2,411.56

(b) Consumption Rate (per cubic meter)

\$0.694 per cubic meter

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2017 the sum of \$735,041. The fire protection rate shall be calculated based on the number of days at the existing rate plus the number of days at the new rate.

3. RATES FOR SPRINKLER SERVICE

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

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

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

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

5. PRIVATE HYDRANT RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

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

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

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

8. CONNECTION FEE

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

9. DISCONNECTION FEE

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

10. SPECIAL SERVICE CHARGE:

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

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

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

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

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

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$2.58 per cubic meter or part thereof with a minimum charge of \$ 75.00. Such charge shall be rendered for each loading.



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

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

RATES

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

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

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

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

1. RATES:

(a)	<u>Base Charges</u>	<u>Quarterly</u>
	Unmetered (assuming 272 cubic meters per year)	80.24
	Size of Meter	
	5/8"	30.74
	3/4"	44.78
	1"	72.86
	1.5"	143.06
	2"	227.29
	3"	451.91
	4"	704.62
	6"	1,406.57
	8"	2,529.69
(b)	Consumption Rate (per cubic meter)	
	\$0.728 per cubic meter	

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2018 the sum of \$771,089.

3. RATES FOR SPRINKLER SERVICE

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

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

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

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

5. PRIVATE HYDRANT RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

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

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

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

8. CONNECTION FEE

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

9. DISCONNECTION FEE

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

10. SPECIAL SERVICE CHARGE:

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

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

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

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

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

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$2.73 per cubic meter or part thereof with a minimum charge of \$ 75.00. Such charge shall be rendered for each loading.

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

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

RATES

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

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

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

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

1. **RATES:**

(a) <u>Base Charges</u>	<u>Quarterly</u>	
Unmetered		83.16
(assuming 272 cubic meters per year)		
Size of Meter		
5/8"		31.11
3/4"		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

(b)	
Consumption Rate (per cubic meter)	
	\$0.765 per cubic meter

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2019 the sum of \$807,481.

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

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

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

3. RATES FOR SPRINKLER SERVICE

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

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

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

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

5. PRIVATE HYDRANT RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

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

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

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

8. CONNECTION FEE

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

9. DISCONNECTION FEE

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

10. SPECIAL SERVICE CHARGE:

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

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

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

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

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

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$2.86 per cubic meter or part thereof with a minimum charge of \$ 75.00. Such charge shall be rendered for each loading.

SCHEDULE "D"
TOWN OF AMHJERST WATER UTILITY
SCHEDULE OF RULES AND REGULATIONS

(Effective 1 July 2017)

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

"Town" means the Town of Amherst

"Utility" means the Water Utility of the Town of Amherst

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

"Municipality" means the Municipality of the County of Cumberland

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

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

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

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

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

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

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

c) Any person, business or corporation that receives water service without the consent of the Utility, shall be liable for the cost of such water service which cost shall be determined in the sole

discretion of the Utility based upon its reasonable estimate of the amount of water utilized.

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

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

Where the premises of a customer are of such a nature that a meter cannot be properly installed in a building or if the building is not sufficiently frost-proof as to guarantee the safety of the meter, the Utility may order the construction of a suitable frost-proof box in which the meter can be installed. Service to such premises may be refused or suspended until such a frost-proof box approved by the Utility is installed.
15. **DAMAGE TO WATER METERS:** Each customer shall be responsible for the meter installed on his service and shall protect it. He shall be liable for any damage to the meter resulting from

carelessness, hot water or steam, or the action of frost or from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter shall be paid by the customer. If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid.

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

at the customers sole cost and expense, to install at any point on the customers water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the Utility.

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

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

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

(i) suspend water service to such person, or

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

20. **DANGEROUS CONNECTIONS:** No connection shall be permitted to any installation; equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.
21. **PROHIBITED DEVICES:** Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as, for example, booster pumps, quick-opening or quick-closing valves, flushometers, water operated pumps or siphons, standpipes, or large outlets for supplying locomotives or ships, etc., which may occasion sudden large demands of short or long duration, thereby requiring oversize meters and pipe lines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.
22. **IMPROPER USE OR WASTE OF WATER:** No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and /or apartment building from a single service, nor shall he sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility.
23. **SERVICE PIPES:** Upon receipt of an application for service to any premises located on any portion of a street through which portion a main water pipe is laid and which premises are not already

provided with water service, the Utility shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than 3/4" in diameter shall be laid for any service.

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

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

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

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

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

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

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

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

25. **UNAUTHORIZED EXTENSIONS, ADDITIONS OR CONNECTIONS:** No person shall, without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water therefrom in any manner other than as set out in these Regulations.

26. **SEASON FOR LAYING PIPES:** The Utility shall not be required to lay any pipe at any season

of the year or at any time which, in its opinion, is not suitable.

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

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

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

Comparison of Water Rates *

Average Consumption Rate in Cubic Meters		
30.0	METRIC CONVERTER	
	6,600.00	Imperial Gallons
	30.0	Cubic Meters

*** NOTE: This Comparison Sheet May NOT be up to date**

Water Utility	\$ 5/8" fixed charge	\$ Rate/ 1000 gal	\$ Rate/ cubic meter	\$ Quarterly Bill	Date Rates effective
New Minas, Village of	25.40	2.91	0.64	44.63	April 1, 2009
Amherst, Town of	31.11	3.15	0.77	54.06	April 1, 2019
Kentville, Town of	32.67	3.29	0.72	54.41	April 1, 2016
Digby, Town of	40.73	2.30	0.51	55.93	April 1, 2015
Trenton	24.42	5.01	1.10	57.51	April 1, 2011
Wolfville, Town of	37.24	3.43	0.76	59.91	April 1, 2019
Queens, Region of	39.23	4.36	0.96	68.03	April 1, 2004
Baddeck, Co. of Victoria - Village Comm.	46.79	3.50	0.77	69.89	April 1, 2013
Antigonish, Town of	53.05	2.88	0.63	72.08	April 1, 2018
Stellarton, Town of	44.96	4.62	1.02	75.49	April 1, 2008
Inverness County	43.32	5.77	1.27	81.45	April 1, 2019
Oxford, Town of	74.54	1.50	0.33	84.45	October 1, 2019
Richmond County	38.31	7.58	1.67	88.41	April 1, 2018
Canning, Village Commissioners of	52.05	5.52	1.22	88.53	April 1, 2013
Port Williams, Village of	60.61	4.27	0.94	88.83	April 1, 2018
Lawrencetown, The Village of	62.76	4.41	0.97	91.90	March 1, 2013
Truro, Town of	63.44	4.45	0.98	92.85	April 1, 2015
Westville	48.71	6.68	1.47	92.85	March 1, 2012
Fringe Area - Antigonish County				96.20	April 1, 2017
Yarmouth, Town of	54.87	6.27	1.38	96.30	April 1, 2018
Falmouth, West Hants	42.82	8.17	1.80	96.81	July 1, 2019
Three Mile Plains, Wentworth, West Hants	46.06	8.17	1.80	100.05	July 1, 2019
Pictou County	65.88	5.22	1.15	100.37	April 1, 2019
Pictou, Town of	62.67	5.81	1.28	101.06	April 1, 2019
New Glasgow	59.23	6.64	1.46	103.03	April 1, 2017
Springhill, Town	69.15	5.60	1.23	106.15	April 1, 2017
Cape Breton Regional	63.71	6.90	1.52	109.31	April 1, 2019
Port Hawkesbury	67.75	6.85	1.51	113.01	April 1, 2016
Windsor, Town of	69.75	6.69	1.47	113.96	April 1, 2017
Lunenburg, Town of	86.62	5.00	1.10	119.66	April 1, 2018
Middleton, Town of	87.44	5.40	1.19	123.14	April 1, 2019
Annapolis Royal, Town of	97.95	4.09	0.90	124.98	April 1, 2010
East Hants Regional - Enfield, Elmsdale, Lantz	47.00	12.34	2.72	128.54	April 1, 2019
Stewiacke, Town of	53.03	12.12	2.67	133.12	October 1, 2019
Greenwood (Mun. of the Co. of Kings)	67.95	10.36	2.28	136.41	April 1, 2016
Hantsport	72.90	9.85	2.14	137.10	July 1, 2019
Mill Cove Water Utility	78.06	8.97	1.98	137.33	April 1, 2010
St. Peter's, Samsonville & Area	97.96	6.31	1.39	139.66	April 1, 2019
Bridgewater Water Utility	68.13	6.14	2.51	143.43	April 1, 2018
Annapolis County - CP, Granville, Margaretville	81.78	9.94	2.19	147.48	October 15, 2019
Parrsboro, Town of				150.00	April 1, 2018
Debert, Colchester County	90.78	9.20	2.03	151.57	April 1, 2013
Bridgetown Water Utility	77.98	11.39	2.51	153.24	April 1, 2019
Sherbrooke, District of St. Mary's	88.93	9.76	2.15	153.43	April 1, 2019
Canso - Hazel Hill Water	85.69	10.75	2.37	156.73	April 1, 2016
Lower South River - Antigonish County				179.96	April 1, 2017
Shelburne	105.89	11.35	2.50	180.89	April 1, 2018
Tatamagouche, Colchester County	104.79	12.35	2.72	186.39	April 1, 2019
Mahone Bay	106.71	14.08	3.10	199.75	November 1, 2019
Mulgrave	136.98	10.88	2.40	208.98	April 1, 2018
Victoria County (Ding, NH, N Haven, Ing, Little Narrows)	111.00	17.07	3.76	223.80	April 1, 2019
Updated	2020-03-08				
Low	24.42	1.50	0.33	55.93	
High	43,898.00	17.07	3.76	223.80	
Mean	1,021.25	7.33	1.64	119.17	
Median	66.82	6.64	1.47	111.16	

SYNOPSIS

Victoria Park Lease

The park area at the intersection of Church and Victoria Streets has, in recent memory, been maintained by the Town although the Town has not owned it. In 1995, a 99 year lease was signed with the Province of Nova Scotia which allowed the Town to use the land as a park, or more specifically, “to care for and maintain Victoria Park in such condition that it will be an ornament and place of beauty within the Town”.

A number of years ago a major redevelopment was undertaken in the area as part of the Downtown Centre First project.

In 2016 the Province transferred title of the property to the County of Cumberland. When that transfer of ownership took place, the lease was transferred as well. Up until 2017 this property was also part of the property that housed the Court House and Jail. In 2017 the County subdivided the property into three parcels – Victoria Park, the Court House and the former Jail. In 2019 the Province received permission from the Heritage Advisory Committee to add a ramp to the Victoria Park side of the Court House which is a Municipally Registered Heritage Property. This new ramp is on a portion of the property that is leased to the Town.

The province wants to enter into an amended lease agreement for the lands of Victoria Park that will be utilized for the new accessibility ramp. Our solicitor has reviewed the proposed amending lease and advises that the Town should execute it.

MOTION:

That Council approve entering into the amended lease agreement between the Town, Municipality of the County of Cumberland and the Province of Nova Scotia.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: April 27, 2020

SUBJECT: Victoria Park Lease

ORIGIN: Construction of Accessibility Ramp on Courthouse

LEGISLATIVE AUTHORITY: MGA Section 50 – Powers of a Municipality Regarding Property

RECOMMENDATION: That Council approve the amended lease agreement between the Town, Municipality of the County of Cumberland and the Province of Nova Scotia.

BACKGROUND: Historically, the Town has always operated a park on the subject property, generally known as Victoria Square or Victoria Park. In 1995 the property was owned by the Province and a 99 year lease was signed with the Town which allowed the Town to use the land as a park, or more specifically, “to care for and maintain Victoria Park in such condition that it will be an ornament and place of beauty within the Town”.

In 2016 the Province transferred title of the property to the County. When that transfer of ownership took place, the lease was transferred as well. Up until 2017 this property was also part of the property that housed the Court House and Jail. In 2017 the County subdivided the property into three parcels – Victoria Park, the Court House and the former Jail. In 2019 the Province received permission from the Heritage Advisory Committee to add a ramp to the Victoria Park side of the Court House which is a Municipally Registered Heritage Property. This new ramp is on a portion of the property that is leased to the Town.

DISCUSSION: The province wants to enter into an amended lease agreement for the lands of Victoria Park that will be utilized for the new accessibility ramp. Our solicitor has reviewed the proposed amending lease and advises that the Town should execute it.

Further to the lease issue, the Town and the County are discussing a transfer of ownership of Victoria Park from the County to the Town. The County is prepared to transfer title at no charge. In this case the land subject to the amended lease would be consolidated with the property of the Court House. It is expected that the required survey work will be completed soon and this property transfer can be brought before both municipal units for approval later in the spring. Once the property transfer is complete, the lease in question would no longer be required.



FINANCIAL IMPLICATIONS: There are no financial implications to the amended lease agreement.

COMMUNITY ENGAGEMENT: Upon approval of the amending lease agreement, a media release will be issued.

ENVIRONMENTAL IMPLICATIONS: There are no direct environmental implications to the approval of this amending lease agreement.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to the approval of the amending lease agreement, however the agreement is required due to the accessibility improvements being undertaken within the Court House.

ALTERNATIVES: Council could decide not to approve the amending lease agreement and simply wait for the property conveyance with the County to take place. However, the lawyer for the Province is adamant that the amending lease agreement be entered into as a first step.

ATTACHMENTS: Amending Lease Agreement

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

THIS LEASE AMENDING AGREEMENT made this _____ day of January, 2020.

BETWEEN:

MUNICIPALITY OF THE COUNTY OF CUMBERLAND, a municipal body corporate, with its Office at or in the vicinity of Amherst, in the County of Cumberland and Province of Nova Scotia, hereinafter called the "COUNTY"

OF THE FIRST PART

- and -

TOWN OF AMHERST a municipal body corporate, with its Office at Amherst, in the County of Cumberland and Province of Nova Scotia, hereinafter called the "TOWN"

OF THE SECOND PART

- and -

HER MAJESTY THE QUEEN in right of the Province of Nova Scotia, represented in this behalf by the Minister of Transportation and Infrastructure Renewal, hereinafter called "HMQ"

OF THE THIRD PART

WHEREAS the County is the Registered Owner of Lot 17-2 PID 25500976, herein called the "Court House Parcel" and Lot 17-3 PID 25500984, herein called the "Victoria Park Parcel", all as shown on a subdivision plan filed at the Cumberland County Land Registration Office on February 10, 2017 as Document No. 110325975, herein called the "Plan", a copy of which plan is attached hereto as Schedule A;

AND WHEREAS the Town, as Tenant, leases the Victoria Park Parcel in accordance with the terms of a Lease dated October 20, 1995, herein called the "Victoria Park Lease", a copy of which is attached hereto as Schedule B;

AND WHEREAS HMQ, as Tenant, leases the Court House Parcel in accordance with the terms of a Lease dated April 14, 2016, herein called the "Court House Lease", a copy of which is attached hereto as Schedule C;

AND WHEREAS the County, Town and HMQ, in the interests of greater clarity and certainty, acknowledge and agree that the lands leased to the Town pursuant to the Victoria Park Lease are comprised of Lot 17-3 as shown on the Plan and identified as PID 25500984, being the Victoria Park Parcel, and the lands leased to HMQ pursuant to the Court House Lease are comprised of Lot 17-2 as shown on the Plan and identified as PID 25500976, being the Court House Parcel;

AND WHEREAS the County and the Town acknowledge and agree that HMQ, having received the consent and approval of the County and the Town, may and shall proceed with accessibility improvements to the Court House building situate on the Court House Parcel which will require that such accessibility improvements and related works will extend northerly from the Court House Parcel into and onto the Victoria Park Parcel and which additional required lands, extending onto and being a portion of the Victoria Park Parcel, are shown and depicted as "Block A" on the architectural plan dated September 20, 2019, attached hereto as Schedule D and marked thereon A to B to C to D to E to A and which parcel of additional required lands is herein called the "Accessibility Parcel";

NOW THEREFORE THIS LEASE AMENDING AGREEMENT WITNESSETH THAT in consideration of the premises and the sum of One Dollar (\$1.00) of lawful money of Canada now paid by each of the parties hereto to each of the other parties hereto, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the County, the Town and HMQ covenant, promise, undertake and agree as follows:

1. The lands leased to HMQ pursuant to the Court House Lease are those lands more particularly described in Schedule E attached hereto, **together with and including the Accessibility Parcel**, and the Court House Lease shall be read and construed accordingly, and, for greater certainty, it is declared and agreed that the Accessibility Parcel is now a part of and a portion of the lands leased by HMQ pursuant to the Court House Lease.
2. The lands leased to the Town pursuant to the Victoria Park Lease are those lands more particularly described in Schedule F attached hereto, **saving and excepting therefrom** the Accessibility Parcel and the Victoria Park Lease shall be read and construed accordingly.

3. This Lease Amending Agreement and the Court House Lease shall be read and construed together and the Court House Lease shall continue in full force and effect as amended and modified by this Lease Amending Agreement.

4. This Lease Amending Agreement and the Victoria Park Lease shall be read and construed together and the Victoria Park Lease shall continue in full force and effect as amended and modified by this Lease Amending Agreement.

5. This Lease Amending Agreement shall be read with all changes of gender or number required of the context.

6. This Lease Amending Agreement shall enure to the benefit of and be binding upon the County, the Town and HMQ and their, and each of their, successors and assigns.

IN WITNESS WHEREOF the County has properly executed this Lease Amending Agreement on the ____ day of January A.D. 2020 and the Town has properly executed this Lease Amending Agreement on the ____ day of January A.D. 2020 and HMQ has properly executed this Lease Amending Agreement on the ____ day of January 2020.

SIGNED & DELIVERED) MUNICIPALITY OF THE COUNTY OF CUMBERLAND

- in the presence of -)

) _____

)

(witness)) _____

) TOWN OF AMHERST

) _____

)

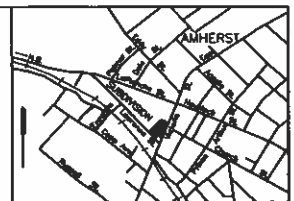
(witness)) _____

) Her Majesty the Queen in Right of the Province of Nova Scotia represented in this behalf by the Minister of Transportation and Infrastructure Renewal

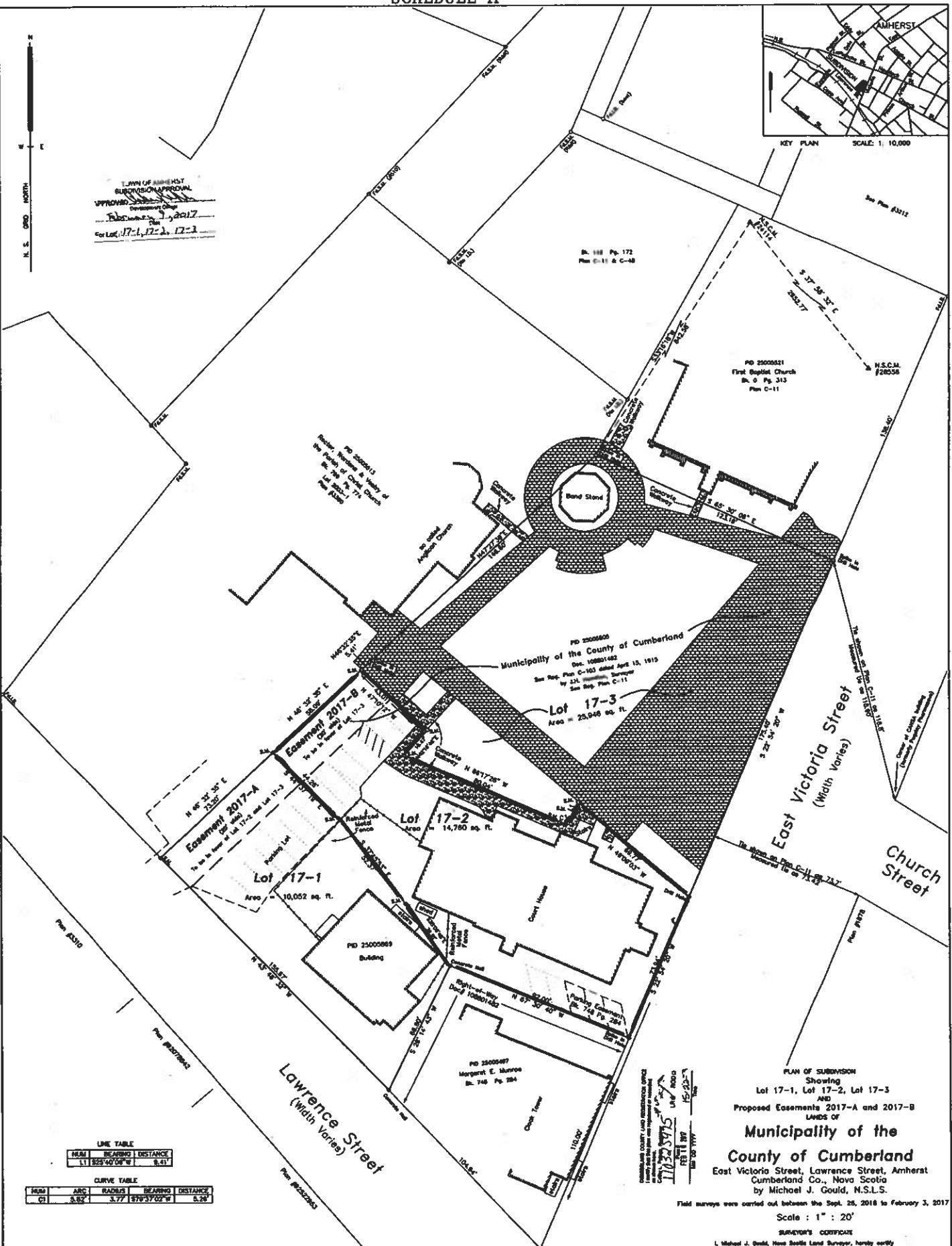
)

(witness)) _____
Authorized Signing Authority

SCHEDULE A



TOWN OF AMHERST
SURVEYOR GENERAL APPROVAL
APPROVED
February 3, 2017
For Lots 17-1, 17-2, 17-3



LINE TABLE

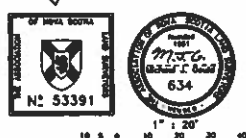
NUM	BEARING	DISTANCE
11	S29°50'04"W	8.61

CURVE TABLE

NUM	ARC	RADIUS	BEARING	DISTANCE
C1	5.82	3.77	S79°37'02"W	6.26

Legend
 (LP) denotes an iron pipe (LP) or iron bar (LB) found (No)
 (SM) denotes a survey marker set or found followed by surveyors designation (S-...)
 Lands dealt with by this plan shown thus
 Distances shown are ground and are in feet and decimals thereof, and are between survey monuments unless otherwise indicated.
 Bearings (or Azimuths) are oriented to the N.S. Co-ordinate Grid (F.M.S. Zone 5 Central Meridian 64°30'W) and are based on RTK GPS.
 Ref. Monuments used: N.S.C.M.No.24114 (1977) & No.26056 (1977) & No.26057 (1977)

The purpose of this Plan is to subdivide the Lands of Municipality of the County of Cumberland (described in Doc. 108801482) to create Lots 17-1, 17-2 and 17-3. Proposed Easement 2017-A as shown on this Plan is to be conveyed for the benefit of Lot 17-2 and 17-3. Proposed Easement 2017-B as shown on this Plan is to be conveyed for the benefit of Lot 17-3.



PLAN OF SUBDIVISION
 Showing
 Lot 17-1, Lot 17-2, Lot 17-3
 Proposed Easements 2017-A and 2017-B
 LANDS OF
**Municipality of the
 County of Cumberland**
 East Victoria Street, Lawrence Street, Amherst
 Cumberland Co., Nova Scotia
 by Michael J. Gould, N.S.L.S.

Field surveys were carried out between the Sept. 25, 2016 to February 3, 2017
 Scale: 1" = 20'

SURVEYOR'S CERTIFICATE
 I, Michael J. Gould, Nova Scotia Land Surveyor, hereby certify that the survey represented by this plan was conducted under my supervision and that the survey and plan were made in accordance with the Land Surveyors Act, Regulations and Standards made there under.
 Dated this 3th day of February, A.D. 2017
Michael J. Gould N.S.L.S.

Raynolds & Roberts Surveys Ltd.
 23 LeFevre St.
 Amherst, N.S. 087-2017
 R. R. 2
 Pictou, N.S. 254-2273
 Drawn by: 2. Ryan
 Job No. C-3349

SCHEDULE B

THIS LEASE made this 20th day of October, 1995.

BETWEEN THE TOWN OF AMHERST, a Municipal Corporation, situate in the County of Cumberland, Province of Nova Scotia

(TOWN)

- and -

HER MAJESTY THE QUEEN, in the Right of the Province of Nova Scotia, represented in this behalf by the Honourable Minister of Supply and Services

(PROVINCE)

WHEREAS the PROVINCE is the owner of a lot of land situate in Amherst aforesaid and bounded northerly by property of the Anglican Church of Canada, easterly by property of the First Amherst Baptist Church, southerly by the northerly margin of Victoria Street and westerly by the County Court House property, and known as Victoria Park and hereinafter called Victoria Park.

NOW THEREFORE THIS INDENTURE WITNESSETH that in consideration of the premises and of the TOWN agreeing to care for and maintain Victoria Park in such condition that it will be an ornament and a place of beauty within the TOWN, the PROVINCE hereby demises Victoria Park to the TOWN.

TO HAVE AND TO HOLD the same unto the TOWN for a period of **NINETY-NINE (99) YEARS** commencing on the **1ST** day of **APRIL, 1995**, and continuing on a year to year basis thereafter.

IT IS HEREBY FURTHER AGREED between the parties hereto that should Victoria Park or any part thereof be required by the PROVINCE for provincial purposes or the TOWN feels it is not in the best interest of the TOWN to maintain Victoria Park that this lease may be terminated by the PROVINCE or the TOWN upon twelve (12) months previous notice being given by either of the parties hereto to the other.

IN WITNESS WHEREOF TOWN OF AMHERST and HER MAJESTY THE QUEEN have caused this Lease to be executed by their respective officers duly authorized in that behalf.

TOWN OF AMHERST

Dorothy F. Amos.....
Witness

Shauna P. Burrows
Witness for the Minister
of Supply and Services

Joseph R. Gouche
MAYOR
.....
Thomas
TOWN CLERK

Herald G. Malley
The Honourable Minister
of Supply and Services

SCHEDULE C

THIS LEASE made this 14 day April, 2016.

BETWEEN: MUNICIPALITY OF THE COUNTY OF CUMBERLAND, a municipal body corporate, with Head Office at 1395 Blair Lake Road, Amherst, in the County of Cumberland, Province of Nova Scotia.

(hereinafter called the "LANDLORD")

OF THE ONE PART

- and -

HER MAJESTY THE QUEEN, in Right of the Province of Nova Scotia, as Represented by the Minister of Transportation and Infrastructure Renewal

(hereinafter called the "TENANT")

OF THE OTHER PART

WHEREAS the Tenant proposed leasing certain lands in an as is where is condition as currently used as a Court House and parking lot situated on property identified as PID 25005505, located at 54 VICTORIA STREET, AMHERST, CUMBERLAND COUNTY, containing an area of 39,000 square feet, more or less, herein referred to as "the Property", for the operation of a Court House and parking lot;

AND WHEREAS the Landlord agreed to leasing the Property for the purpose of operating a Court House and parking lot;

AND WHEREAS the Landlord and the Tenant hereby agree to enter into a Lease on the terms and conditions set out herein;

WITNESSETH that in consideration of the terms hereinafter contained the Landlord and the Tenant covenant and agree as follows:

THE LANDLORD hereby leases to the Tenant, at no cost, the Property, until such time as the Property is no longer required by the Tenant for the purpose set out herein.

THE LANDLORD AND TENANT agree that upon the Tenant no longer requiring the Property for the purpose set out herein, and upon giving SIXTY (60) DAYS written notice to the Landlord, the Tenant may terminate this Lease and return vacant possession of the building to the Landlord.

THE LEASE shall be for a period of ONE YEAR commencing on the 15th day of April, 2016 and continuing on a month to month basis thereafter.

SERVICES AND FACILITIES shall be supplied and/or paid for as follows:

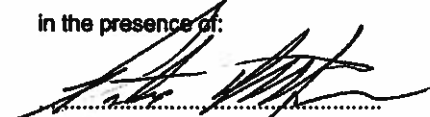
Table with 3 columns: Service, Landlord, Tenant. Rows include Heat, Electricity, Water, Cleaning, Realty Tax, Building Maintenance, and Snow Removal.

THIS LEASE AGREEMENT constitutes the entire Lease Agreement between the parties with respect to the subject matter hereof and shall supersede all previous proposals, both oral and written, negotiations, representations, commitments, writing, agreements, and all other communications between the parties unless specifically addressed in the Lease Agreement.

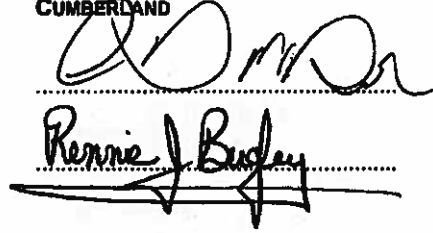
IN WITNESS WHEREOF THE MUNICIPALITY OF THE COUNTY OF CUMBERLAND and HER MAJESTY THE QUEEN IN THE RIGHT OF THE PROVINCE OF NOVA SCOTIA have caused this Lease to be executed by their respective officers duly authorized in that behalf as of the date first hereinabove written.

SIGNED, SEALED AND DELIVERED

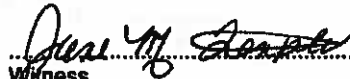
in the presence of:


.....
Witness

MUNICIPALITY OF THE COUNTY OF CUMBERLAND


.....
Rennie J. Bradley
.....

HER MAJESTY THE QUEEN, in Right of the Province of Nova Scotia as Represented by the Minister of Transportation and Infrastructure Renewal


.....
Witness


.....

SCHEDULE E

PID 25500976

Registration County: CUMBERLAND COUNTY

Street/Place Name: EAST VICTORIA STREET / AMHERST

Title of Plan: PLAN OF SUBDIVISION SHOWING LOT 17-1, 17-2, 17-3 AND PROPOSED EASEMENTS 2017-A AND 2017-B LANDS OF MUNICIPALITY OF THE COUNTY OF CUMBERLAND EAST VICTORIA STREET, LAWRENCE STREET, AMHERST

Designation of Parcel on Plan: LOT 17-2

Registration Number of Plan: 110325975

Registration Date of Plan: 2017-02-10 15:22:29

TOGETHER WITH the benefit of a right-of-way for ingress and egress, for persons, animals and vehicles over lands now owned by Anthony J. Van de Wiel (Book 516, Page 86), said right-of-way running from the northwestern boundary of Victoria Street to the northern corner of the Van de Wiel lands and thence to the northeastern boundary of Lawrence Street and running along the Van de Wiel lands lying between the northeastern and northwestern side lines of the building on the said lands and the northeastern and northwestern side lines of said lands, said right-of-way having been reserved by the Municipality of the County of Cumberland in a conveyance made by it to Tony Van de Wiel dated June 5, 1988 which is recorded at the Registry of Deeds Office at Amherst, N.S. in Book 516 at Page 86.

SUBJECT TO an Easement granted to Anthony J. Van de Wiel by Deed dated June 15, 1988 to use and park vehicles in the first three parking spaces from Victoria Street located on the Grantors lands lying to the northeast of the lands now owned by Anthony J. Van de Wiel.

SUBJECT TO a Registration of Provincial Heritage Property at Book 444 Page 297.

TOGETHER WITH a 20 foot wide easement for vehicular and pedestrian access commencing at the eastern verge of Lawrence Street and running in a northeasterly direction across Lot 17-1 to the western bounds of Lot 17-2 as shown on a plan of subdivision entitled "Plan of Subdivision Showing Lots 17-1, 17-2, Lot 17-3 and Proposed Easements 2017-A and 2017-B Lands of Municipality of the County of Cumberland" prepared by Michael J. Gould, N.S.L.S., dated February 6, 2017, and registered at the Land Registration Office in Cumberland County on February 10, 2017 as Doc No. 110325975. This easement was reserved by the Municipality of the County of Cumberland in its Deed to 689637 N.B. Ltd. for the benefit of the lots owned by the Municipality identified as Lots 17-2 and 17-3 on the aforesaid Plan of Subdivision. Said Deed was registered on February 23, 2017, as Doc. No. 110369007.

*** Municipal Government Act, Part IX Compliance ***

Compliance:

The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act

Registration District: CUMBERLAND COUNTY

Registration Year: 2017

Plan or Document Number: 110325975

SCHEDULE F

PID 25500984

Registration County: CUMBERLAND COUNTY

Street/Place Name: EAST VICTORIA STREET /AMHERST

Title of Plan: PLAN OF SUBDIVISION SHOWING LOT 17-1, 17-2, 17-3 AND PROPOSED EASEMENTS 2017-A AND 2017-B LANDS OF MUNICIPALITY OF THE COUNTY OF CUMBERLAND EAST VICTORIA STREET, LAWRENCE STREET, AMHERST

Designation of Parcel on Plan: LOT 17-3

Registration Number of Plan: 110325975

Registration Date of Plan: 2017-02-10 15:22:29

TOGETHER WITH a 20 foot wide easement for vehicular and pedestrian access commencing at the eastern verge of Lawrence Street and running in a northeasterly direction across Lot 17-1 to the western bounds of Lot 17-2 as shown on a plan of subdivision entitled "Plan of Subdivision Showing Lots 17-1, 17-2, Lot 17-3 and Proposed Easements 2017-A and 2017-B Lands of Municipality of the County of Cumberland" prepared by Michael J. Gould, N.S.L.S., dated February 6, 2017, and registered at the Land Registration Office in Cumberland County on February 10, 2017 as Doc No. 110325975. This easement was reserved by the Municipality of the County of Cumberland in its Deed to 689637 N.B. Ltd. for the benefit of the lots owned by the Municipality identified as Lots 17-2 and 17-3 on the aforesaid Plan of Subdivision. Said Deed was registered on February 23, 2017, as Doc. No. 110369007.

*** Municipal Government Act, Part IX Compliance ***

Compliance:

The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act

Registration District: CUMBERLAND COUNTY

Registration Year: 2017

THIS LEASE made this 20th day of October ,

1995 .

BETWEEN **THE TOWN OF AMHERST**, a Municipal Corporation, situate in the County of Cumberland, Province of Nova Scotia

(TOWN)

- and -

HER MAJESTY THE QUEEN, in the Right of the Province of Nova Scotia, represented in this behalf by the Honourable Minister of Supply and Services

(PROVINCE)

WHEREAS the PROVINCE is the owner of a lot of land situate in Amherst aforesaid and bounded northerly by property of the Anglican Church of Canada, easterly by property of the First Amherst Baptist Church, southerly by the northerly margin of Victoria Street and westerly by the County Court House property, and known as Victoria Park and hereinafter called Victoria Park.

NOW THEREFORE THIS INDENTURE WITNESSETH that in consideration of the premises and of the TOWN agreeing to care for and maintain Victoria Park in such condition that it will be an ornament and a place of beauty within the TOWN, the PROVINCE hereby demises Victoria Park to the TOWN.

TO HAVE AND TO HOLD the same unto the TOWN for a period of **NINETY-NINE (99) YEARS** commencing on the **1ST** day of **APRIL, 1995**, and continuing on a year to year basis thereafter.

IT IS HEREBY FURTHER AGREED between the parties hereto that should Victoria Park or any part thereof be required by the PROVINCE for provincial purposes or the TOWN feels it is not in the best interest of the TOWN to maintain Victoria Park that this lease may be terminated by the PROVINCE or the TOWN upon **twelve (12) months** previous notice being given by either of the parties hereto to the other.

IN WITNESS WHEREOF TOWN OF AMHERST and HER MAJESTY THE QUEEN have caused this Lease to be executed by their respective officers duly authorized in that behalf.

TOWN OF AMHERST

Donitt F. Amos
.....
Witness

Sharon P. Burrows
.....
Witness for the Minister
of Supply and Services

Joseph R. Gouche
.....
MAYOR

Travis
.....
TOWN CLERK

Herald G. Malley
.....
The Honourable Minister
of Supply and Services

Synopsis

General Borrowing Resolution

Each year, usually in conjunction with approving the budget, Council approves a general borrowing resolution to authorize the borrowing of up to a specific amount from the Royal Bank to meet day to day expenditures of the Town until such time as the taxes are levied and collected. The amount of the authorization has been \$2 million for a number of years. This credit facility is almost never used and, when it is used, it is only used briefly.

This year staff have recommended an increase in the general borrowing amount due to the current State of Emergency in Nova Scotia as a result of the COVID-19 pandemic. Section 84 of the Municipal Government Act authorizes the Town to borrow up to 50% of the combined total of the taxes levied by the municipality for the previous fiscal year – this would amount to \$7.7 million for this fiscal year.

This general borrowing resolution ensures the provision of municipal services by the Town are able to be financed until taxes are collected. It is anticipated that there will be some tax collection challenges this year due to the current State of Emergency in Nova Scotia and having this line of credit increased will allow the Town to utilize it if required during the pandemic. Approval of this resolution does not REQUIRE the town to borrow this amount but it does authorize the borrowing up to that amount.

The interest rate on such borrowing is Royal Bank prime minus ¼%. The Royal Bank has approved the application for borrowing and the offer is open until May 7, 2020

MOTION :

That Council approves a general borrowing resolution in authorizing a line of credit in the amount \$7.7 million with the Royal Bank of Canada to meet the current expenditures of the Town of Amherst for the year ending March 31, 2021.



AMHERST TOWN COUNCIL

RFD# 2020035

Date: April 27, 2020

TO: Mayor Kogon and Members of Amherst Town Council

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

DATE: April 27, 2020

SUBJECT: General Borrowing Resolution

ORIGIN: COVID-19 State of Emergency

LEGISLATIVE AUTHORITY: Municipal Government Act, section 84 states that a municipality may borrow to cover the annual current expenditure of the municipality that has been authorized by the council, but the borrowing shall not exceed fifty per cent of the combined total of the taxes levied by the municipality for the previous fiscal year and the amounts received, or to be received, by the municipality from Her Majesty in right of Canada or in right of the Province or from an agency of Her Majesty.

RECOMMENDATION: That Council approves a general borrowing resolution to authorize the borrowing of up to \$7,700,000 from the Royal Bank of Canada to meet the cash flow requirements that may arise during the COVID-19 pandemic.

BACKGROUND: Each year, usually in conjunction with approving the budget, Council approves a general borrowing resolution to authorize the borrowing of up to \$7.7 million from the Royal Bank to meet expenditures of the Town until such time as the taxes are levied and collected. This year we are requesting to increase that amount due to the current State of Emergency in Nova Scotia as a result of the COVID-19 pandemic. Per section 84 of the Municipal Government Act, the Town can borrow up to 50% of of the combined total of the taxes levied by the municipality for the previous fiscal year and the amounts received.

DISCUSSION: This general borrowing resolution ensures the day to day operations of the Town are not affected by cash flow in times when revenue from taxes hasn't been collected yet. Due to the current State of Emergency in Nova Scotia and the COVID-19 pandemic, having this line of credit increased will allow the Town to utilize it if required during the pandemic.

The amount borrowed was calculated using the taxes and levies from the Town's 2019-20 fiscal year's actuals.

Please note that this isn't to say the Town will fully utilize the \$7.7 million; it is just temporary financing that may be required from time to time to avoid any cash flow issues prior to taxes being collected.



The Town has had discussion with the Royal Bank and it is based on preliminary conversations, it is anticipated there will be no difficulty in getting approval for the increase in our limit.

FINANCIAL IMPLICATIONS: The interest rate on such borrowing is Royal Bank prime minus $\frac{1}{4}\%$.

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

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications associated with this borrowing.

SOCIAL JUSTICE IMPLICATIONS: N/A

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

ATTACHMENTS: 1) General Borrowing Resolution
2) Maximum Borrowing Calculation

Report prepared by: Shelley Rector, CPA, CMA – Chief Financial Officer
Report and Financial approved by: N/A

TOWN OF AMHERST
GENERAL BORROWING RESOLUTION

To authorize the borrowing of certain moneys from the Royal Bank of Canada to meet the current expenditure of the Corporation of the Town of Amherst (hereinafter called "the Corporation") for the year ending March 31, 2021.

WHEREAS it is necessary to borrow the sum of \$7,700,000 (Seven million, seven hundred dollars) from the **Royal Bank of Canada** to meet the current expenditures of the Corporation until such time as the taxes to be levied therefore can be collected;

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

1. **THAT** the Mayor and the Treasurer of the Corporation, be, and they are hereby authorized under the seal of the Corporation to borrow from the **Royal Bank of Canada** up to the sum of **\$7,700,000 (Seven million, seven hundred dollars)** as the same may be required from time to time to meet the now current expenditures of the Corporation which said expenditures has been duly authorized by Council; and
2. **THAT** the said Mayor with the Treasurer aforesaid, be, and they are hereby authorized to pay or allow to the said bank, interest on the sum of **\$7,700,000 (Seven million, seven hundred dollars)** at a rate of Royal Bank Prime minus ¼% per annum, which may be paid or allowed in advance by way of discount or otherwise howsoever as they may deem best; and
3. **THAT** the said sum of **\$7,700,000 (Seven million, seven hundred dollars)** so to be borrowed shall be made payable on or before the 31st day of March, 2021, and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of March, 2021, may be renewed by the said Mayor and Treasurer from time to time, but no renewal thereof shall fall due later than the said 31st day of March, 2021; and
4. **THAT** the said promissory note or notes of the Corporation, sealed with the corporate seal and signed by the Mayor and Treasurer of the Corporation be given from time to time as required, in security for the amounts borrowed from time to time under the provisions of this resolution; and
5. **THAT** giving of such renewal note or notes, as aforesaid, shall not be deemed satisfaction to the said bank of the said advance or interest, but as evidence only in indebtedness.

This is to certify that the foregoing is a true copy of a resolution of the Council of the Municipal Corporation of the **Town of Amherst** passed at a meeting of the said Council, duly called and held on the _____ day of March, 2020 at which a quorum of the Council was present and voting.

Given under the hands of the Mayor and Treasurer of the Town this _____ day of March, 2020.

.....
David Kogon, MD
Mayor

.....
Shelley G. Rector, CPA, CMA
Treasurer

Internal Committee Report

Planning Advisory Committee

April 2020

The Planning Advisory Committee met on Monday, March 2, 2020.

A report from the Administrator was provided which recommended that the building at 1 Park Street be demolished. This property has not been properly maintained for many years, is negatively impacting the value of adjacent properties, is attracting rodents and shows significant signs of weather penetration including mold within the building.

A meeting of the Committee will be scheduled soon to make a decision on the recommendation. Also on the agenda will be the election of a new Chair and Vice Chair for the Committee.

External Committee Report

Cumberland Public Libraries

April 2020

On March 16th, the Cumberland Public Libraries closed all its locations to the public to help reduce the spread of COVID-19. Since that time, we have been increasing our digital resources so people would still have access to books, magazines, movies, and television shows. Links to these resources are on our website www.cumberlandpubliclibraries.ca however not everyone can access these digital resources for a variety of reasons.

We now have procedures in place to begin offering our Borrow by Mail service to all citizens of Cumberland County who have a library card (information on how to obtain a card can be found below). The library has offered this service in the past to those who met certain criteria but during these unprecedented times it is one way to serve everyone in a safe manner.

The library has also reached out to Public Health to make sure that this service is safe and will not further transmit the virus. Additionally, library staff will be taking precautions with library materials to ensure their safety and the safety of the patrons.

As we will only be using the collection from one location, the Four Fathers Library in Amherst, patrons will only have access to limited materials but that will include books, magazines, movies and television shows on DVD, and jigsaw puzzles.

To place an order for materials patrons will need to call 902-667-2135 or email information@cumberlandpubliclibraries.ca. The online catalogue is available to view at www.cumberlandpubliclibraries.ca but holds cannot be placed through it at this time.

Getting a library card is free and easy. There is a form on the library's website or call the library and provide your information

External Committee Report

Senior Safety

April 2020

Since my last report the Cumberland Seniors Safety Society hasn't met due to the COVID-19 Pandemic.

As a board member I was asked to participate in the conference calls along with our Safety Coordinator. The conference calls were held on Tuesdays & Thursdays starting March 23, until April 9, 2020 from 10:30am – 11:30 am. April 16 the calls move to once a week on Thursdays until further notices.

Summary of concerns:

- Meals on wheels - Concerns over the operation of our senior's apartment buildings. Common rooms have not been closed to tenants in response to the COVID-19 pandemic.
- Issue with the cost of prescriptions, especially for people on lower income.
- Ambulance Fee
- Frauds and Scams

If you know of any senior who could use assistance please get in touch with Trishe Colman at 902-664-4540 or cumberlandseniorsafety@gmail.com.

External Committee Report

Cumberland Region Tourism Advisory Committee

April 2020

The Cumberland Region Tourism Advisory Committee held its first meeting on Monday, April 9, 2020 via Zoom.

The Terms of Reference were circulated and reviewed prior to the meeting. Danielle Serratos volunteered for the Vice- Chair position. I was the only one nominated for the Chair position. Stephanie Moreau gave a brief overview of 2019-2022 Cumberland Region Tourism Development Strategy. Questions were raised following the presentation in relation to COVID-19, such as how can we support our local small businesses now while putting the public/communities health first?

Some of the ideas brought forward included:

- an inventory of businesses that are open, particularly food/beverage establishments.
- a link to essential services open in Cumberland on Google Maps that could be shared and would be able to be easily updated by users.
- contact Farmer's Market Nova Scotia and see how they are safety promoting food producers in the area.
- contact Cumberland Business Connector and see how they might be able to support the idea.

Some of the action items we can move forward with include creating smaller working groups for trails, festival/events, holding workshops via zoom or other platforms.

Th next meeting will be scheduled for early May.

External Committee Report

Advisory Committee to Reduce Poverty

April 2020

A meeting was held on February 25, 2020. The committee heard an update from the West Highlands Day event that took place on February 5, 2020. Approximately 40 people signed up, while only 24 attended the event. It included questions and conversations between the individuals about their dreams, long-term goals, and critical thinking.

The committee continued working on their mapping exercises, with this meeting focusing on current committees and boards that exist within our community. These items have been added to the master spreadsheet.

The Community Well-Being Manager attended the *Asking our Communities: A Journey to Understand Participation and Involvement* webinar through Tamarack.

As there is not currently anything regarding attendance in the Terms of Reference, Shelley brought forward the potential impact going forward with decisions and not having quorum. Language around attendance for the committee will be drafted and added to the Terms of Reference to be brought to Council.