



Town of Amherst
Regular Council Meeting
Agenda

Date: **Monday, April 28, 2025**
Time: **6:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGMENT	
<p>“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”</p>	
3. APPROVAL OF AGENDA/ACCEPTANCE OF MINUTES	
3.1 Approval of the Agenda	
3.2 Acceptance of Minutes	
3.2.1 March 24, 2025 Regular Council	4 - 26
3.2.2 April 9, 2025 Public Hearing	27 - 28
4. REQUESTS FOR DECISION	
4.1 Volunteer of the Year - Davidson	29 - 31
4.2 112 West Victoria Street Development Agreement First Reading - McManaman	32 - 70
4.3 3 Robie Street Development Agreement Second Reading - Ripley	71 - 98
4.4 91 Rupert Street Development Agreement Second Reading - McManaman	99 - 126
4.5 2 Pearl Place Minimum Tax Sale Bid - Davidson	127 - 129

4.6	Employee Computer Purchase Policy - Furlong	130 - 140
4.7	Salary Administration Policy - Ripley	141 - 153
4.8	Workforce Stability and Attrition Management Policy - Wells	154 - 160
4.9	Public Participation and Notification Policy - Davidson	161 - 165
4.10	Amherst Train Station - Substantial Alteration - McManaman	166 - 176
4.11	Accessibility, Inclusion, Diversion and Equity Committee Appointments - Chambers	177 - 183
4.12	Community Support Grants - Davidson	184 - 194
4.13	Mayor's Budget Address	195 - 197
4.13.1	Estimates of Revenues and Expenditures - Ripley	198 - 198
4.13.2	General Tax Rate - McManaman	199 - 199
4.13.3	Area Rate - Community Support - Chambers	200 - 200
4.13.4	Area Rate - Mandatory Provincial Contribution - McManaman	201 - 201
4.13.5	Wastewater Treatment Facility (WWTF) Uniform Charge - Davidson	202 - 202
4.13.6	Solid Waste Management Uniform Charge - Furlong	203 - 203
4.13.7	Sanitary Sewer Rates - Ripley	204 - 204
4.13.8	Water Utility Operating Budget - Chambers	205 - 205
4.13.9	General Borrowing Resolution - Wells	206 - 209
4.13.10	Community Navigator Position - Furlong	210 - 212
4.13.11	User Fee Policy Amendment - Ripley	213 - 225
4.13.12	Tax Reduction Policy Amendment - Davidson	226 - 230
4.13.13	Tax Exemption Policy Amendment - Chambers	231 - 247
4.13.14	Capital Budget Carry Over Projects - Wells	248 - 249

4.13.15	Water and General Capital Budget - Ripley	250 - 258
5.	INFORMATION / DISCUSSION ITEMS	
5.1	2025/2026 Operating and Capital Budget Report	259 - 283
5.2	Empowering Cumberland Conference Verbal Report - Small	
5.3	Cumberland Y's Service Club Verbal Report - Small	
6.	INTERNAL COMMITTEE REPORTS	
6.1	Planning Advisory Committee - Ripley	284 - 284
6.2	Amherst Board of Police Commissioners - Davidson	285 - 285
6.3	Amherst Youth Town Council	286 - 286
7.	EXTERNAL COMMITTEE REPORTS	
7.1	Cumberland Public Libraries - McManaman - To Be Distributed	
7.2	Cumberland YMCA - Chambers	287 - 287
7.3	L. A. Animal Shelter - Davidson Verbal Report	
8.	ADJOURNMENT	

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: March 24, 2025
Time: 6:00 pm
Location: Council Chambers, Town Hall

Members Present Deputy Mayor Hal Davidson
Councillor Charlie Chambers
Councillor Nic Furlong
Councillor Terry McManaman

Members Absent Mayor Robert Small
Councillor Dwayne Ripley
Councillor Kathy Wells

Staff Present Jason MacDonald, Chief Administrative Officer
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Economic Development
Dwayne Pike, Chief, Police Services
Greg Jones, Director, Fire Services
Sarah Wilson, Director, Finance
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk

1. CALL TO ORDER

Deputy Mayor Davidson called the meeting to order at 6:00 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

Deputy Mayor Davidson gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA / ACCEPTANCE OF MINUTES

3.1 Approval of the Agenda

Moved By Councillor Furlong
Seconded By Councillor Chambers
To approve the agenda as circulated.

Motion Carried

3.2 Acceptance of Minutes - February 24, 2025 Regular Council

Deputy Mayor Davidson called for any errors or omissions in the minutes. There being none, the minutes of the February 24, 2025 regular meeting of Council were accepted as included in the agenda package.

4. REQUESTS FOR DECISION

4.1 Accessibility, Inclusion, Diversity and Equity (AIDE) Committee Strategic Plan

Moved By Councillor Furlong
Seconded By Councillor Chambers
That Council approve the 2025 Accessibility, Inclusion, Diversity and Equity (AIDE) Strategic Plan.

Motion Carried

4.2 Accessibility, Inclusion, Diversity and Equity (AIDE) Committee Terms of Reference

Moved By Councillor McManaman
Seconded By Councillor Furlong
That Council approve the new Terms of Reference for the combined Accessibility, Inclusion, Diversity and Equity Advisory Committee, and further approve the repeal of the Accessibility Advisory Committee Terms of Reference, the Inclusion, Diversity and Equity Committee Terms of Reference and the Poverty Reduction Advisory Committee Terms of Reference.

Motion Carried

TITLE: ACCESSIBILITY, INCLUSION, DIVERSITY AND EQUITY (AIDE) ADVISORY COMMITTEE TERMS OF REFERENCE
SECTION: EXECUTIVE OPERATIONS
POLICY NO: 10350-30

APPROVAL DATE: _____ **CAO Signature:** _____

1.0 BACKGROUND

Under the Nova Scotia Accessibility Act (NSAA) and the Nova Scotia Dismantling Racism and Hate Act (2022) the Town of Amherst is required to appoint a Committee on matters of Accessibility, Inclusion, Diversity and Equity to provide input on accessibility and equity matters within the Town of Amherst.

2.0 PURPOSE

The Accessibility, Inclusion, Diversity and Equity Advisory Committee (AIDE Advisory Committee) assists Town Council in fulfilling its responsibilities relating to identifying, preventing and eliminating barriers to people with disabilities, underserved and underrepresented populations and to address systemic hate, inequity and racism in municipal programs, services, initiatives and facilities. The AIDE Advisory Committee plays a pivotal role in helping the Town of Amherst become a barrier-free community while ensuring obligations under *An Act Respecting Accessibility in Nova Scotia* (2017) and the *Nova Scotia Dismantling Racism and Hate Act 2022* are met, and to assist in creating a community of equity, inclusion and wellbeing for all.

3.0 DEFINITIONS

3.1 The definitions in the Nova Scotia Accessibility Act / Nova Scotia Dismantling Racism and Hate Act 2022 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 person 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 participation in society.

3.5 Hate means provocation, hostility or intolerance by means of threats, harassment, abuse, incitement or intimidation motivated by the actual or perceived race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability or sexual orientation of any person.

3.6 Racism means the discrimination or antagonism by, or the prejudice of, an individual, community or institution against a person or people based on the person's or people's membership or perceived membership in a racial or ethnic group, and having the power to carry out that discrimination, antagonism or prejudice through institutional policies and practices that shape cultural beliefs and values of a society.

4.0 ACCESSIBILITY, INCLUSION, DIVERSITY AND EQUITY (AIDE) ADVISORY COMMITTEE

4.1 Role

The AIDE Advisory Committee shall:

4.1.1 Advise Council on the preparation, implementation, and effectiveness of its AIDE Plan. In accordance with the two Acts. 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 any proposed policies, programs, practices, and services and/or any proposed enactments or by-laws for their impact on equity and accessibility for people; and
- iii. Any other prescribed information.

4.1.2 Review and update its AIDE plan at least every three years, in accordance with the Acts.

4.1.3 Consult with the community on accessibility and equity in the town of Amherst.

4.1.4 Advise Council on the impact of Town of Amherst policies, programs, and services on people of equity deserving groups and those with disabilities.

4.1.5 Review and monitor existing and proposed Town of Amherst by-laws to promote full participation of equity deserving groups and people with disabilities, in accordance with the Acts.

4.1.6 Identify and advise on the accessibility of existing and proposed municipal services, facilities and infrastructure.

4.1.7 Advise and make recommendations about strategies designed to achieve the objectives of the Town's AIDE Plan.

4.1.8 Receive and review information from Council and its committees, and make recommendations, as requested.

4.1.9 Monitor federal and provincial government directives and regulations.

4.2 Membership

4.1.10 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.

4.1.11 All members must adhere to and abide by the NS Code of Ethics Policy.

4.1.12 When making appointments to the Committee, Council will give consideration to representation from different sectors of the community including equity deserving groups.

4.1.13 Appointees shall possess knowledge and understanding of equity and accessibility related issues and services currently being provided by the community.

4.1.14 The Committee shall have up to 10 voting members that includes:

- 2 Town of Amherst Council members as appointed by Council
- 7 community members as appointed by Council
- 1 Amherst Youth Town Council (AYTC) member as appointed by Council

Town of Amherst staff will be non-voting members.

4.3 Terms of Appointment

4.3.1 The initial appointments will be for one-year terms, with further appointments made for up to two years to ensure knowledge is retained on the Committee

4.3.2 AYTC members may be appointed for one or two-year terms.

4.3.2 The Chair and Vice Chair shall be elected by the Committee at the first meeting annually.

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 session 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, subject to staff capacity. Members of the Working Groups may consist of additional community members.

5.5 Meeting shall convene at 4:00 p.m. on the day selected, unless otherwise specified.

5.6 The Committee and its members shall follow the rules of order as set out in the Town of Amherst Proceedings of Council Policy #10350-24.

6. TERMS OF REFERENCE REVIEW

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.

7.2 Nova Scotia Dismantling Racism and Hate Act 2022.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director, Community Living	Adhere to the Strategic Plan, make recommendations to Council when required. Review Terms of Reference annually.
CAO	Appoint non-voting staff members to the Committee
Council	Appoint Council, AYTC and citizen members to the Committee, consider recommendations from the Committee.
Clerk	Schedule meetings, advertise for citizen members.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Clerk, LeBlanc	Council	

Minutes reference date:

4.3 Themed Crosswalks Policy

Moved By Councillor McManaman

Seconded By Councillor Chambers

That Council approve the new Themed Crosswalk Policy, and further that staff consult with our African Nova Scotian Community and our Indigenous Community to determine a location for their themed crosswalks.

Motion Carried

TITLE: THEMED CROSSWALK POLICY
SECTION: FACILITIES MANAGEMENT
POLICY NO:

APPROVAL DATE: _____ **CAO Signature:** _____

PURPOSE

The purpose of this policy is to provide guidance as to how and when themed crosswalks on Town of Amherst owned or controlled properties shall be requested and permitted.

POLICY STATEMENT

All crosswalk themes shall have significance to, and provide benefit to the Town of Amherst and its citizens.

The crosswalk paintings shall not:

- Represent illegal activities
- Promote hate
- Be a political advertisement
- Cause, abet or stimulate civic disorder
- Be commercial in nature
- Be otherwise inappropriate in the opinion of the Town
- Represent or infer that the Town is a sponsor or proponent on the content or representation of the crosswalk.

CONDITIONS

1 LOCATIONS

The Town of Amherst has six crosswalks in the downtown core that will be considered as themed crosswalks, four on East Victoria Street, one on Church Street and one on Havelock Street.

2 INSTALLATION AND UPKEEP OF CROSSWALKS

The installation and upkeep is to be managed by the Town of Amherst only.

3 REQUESTS FOR ADDITIONAL CROSSWALKS

- The painting of crosswalks by individuals or groups is not permitted on an ad hoc basis.
- Requests from individuals or groups to have further themed crosswalks, can be brought forward as a request to alter this policy.

4 DISCLAIMER

The Town reserves the right to refuse any application which it deems inappropriate.

APPENDIX A – Approved Themed Crosswalks

Veterans

East Victoria Street (1) at Havelock Street intersection and (2) Church Street intersection crossing Victoria Street

Pride

East Victoria Street in front of Town Hall

African Nova Scotia

Downtown – to be determined in consultation with our African Nova Scotia Community.

Indigenous

Downtown – to be determined in consultation with our Indigenous Community.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director, Community Living	Ensure the guidelines of this policy are clear to community organizations.
Council	Continue to encourage and support the inclusive and equitable approval of this policy

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Director, Community Living, Bristol	Council	

4.4 Fireworks
Moved By Councillor Chambers
Seconded By Councillor McManaman
That Council approve \$20,000 in the 2025/26 operating budget to include \$10,000 for Canada Day fireworks to be held at the Robb Complex and \$10,000 for New Years Eve fireworks to be held at the Amherst Stadium.

Motion Carried

4.5 Transit Feasibility Study
Moved By Councillor Furlong
Seconded By Councillor McManaman
That Council approve a transit feasibility study for the Town of Amherst.

Motion Carried

4.6 Industrial Park Land Sale Policy
Moved By Councillor McManaman
Seconded By Councillor Chambers
That Council approve the new Industrial Park Land Sales Policy and the amended Sale of Usable Town Owned Lands Policy.

Motion Carried

TITLE: Industrial Park Land Sales Policy
SECTION: Facilities Management
POLICY NO: 2300-04

APPROVAL DATE: _____ **CAO Signature:** _____

PURPOSE

1. To provide guidance and authority to the Chief Administrative Officer (CAO) for the sale of industrial-use land within the Town of Amherst, specifically in the Industrial Zone, in alignment with broader economic development goals.
2. Provide flexibility to the CAO to sell or retain industrial land based on market conditions and future development needs, with all land sold at its appraised value, or at a price established by Council.
3. To ensure that the sale of lots in the Amherst Industrial Park can occur in a timely manner needed to ensure sales are not impeded by undue process.

POLICY

The Town of Amherst is committed to fostering economic growth and development by ensuring timely sale of industrial land to attract new businesses. The CAO will be authorized to sell Town owned industrial lots at their appraised value, or at a price established by Council.

APPLICATION

The CAO will have authority to sell industrial lands in the Industrial Zone under the following conditions:

1. The proposed development meets the criteria of the Amherst Land Use Bylaw and Municipal Planning Strategy.
2. The sale is valued at the appraised value of the subject property, on a cost per square foot basis. The sale price shall be based on market value established by a third-party appraisal completed no more than 36 months prior to the sale, or a price established by Council.
3. The Purchase and Sale Agreement shall include a Site Development Proposal and a Buy-Back Agreement.
4. The Buy Back Agreement shall stipulate that the Town may repurchase the property if construction is not commenced within twenty-four months from the closing date.
5. On a first come / first served basis, except where multiple offers exist on the same property, the CAO, at their sole discretion, may evaluate the Site Development Proposal.
6. The CAO will exercise sole discretion over the timing and conditions of the sale of industrial lots, and may refer a sale to Council at their discretion.
7. All sales will be reported to Council at the next scheduled Committee of the Whole meeting.
8. All revenue will be deposited in a Capital Reserve account as per the Municipal Government Act.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Economic Development Officer	Promote the sale of lots in the Industrial Park and any expansion thereof.
CAO	Negotiate and execute necessary agreements related to the sale of lots

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Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Fisher, Director of Planning & Economic Development	Council	

Minutes reference date:

TITLE: Sale of Usable Town Owned Lands
SECTION: Facilities Management
POLICY NO: 2300-01

APPROVAL DATE: _____ **CAO Signature:** _____

PURPOSE

To establish a policy on the sale of surplus usable Town owned land. For the purposes of this policy, Usable shall mean:

All Town owned property that meets the requirements of the Subdivision Bylaw, Municipal Planning Strategy and Land Use Bylaw, and is not required for Town use.

POLICY

The Town of Amherst shall make available for sale usable property which Council deems, from time to time, to be surplus to its needs.

Except in the case of properties located in the Industrial Zone, the sale of property will be undertaken by either public tender, public auction, commission arrangement with local real estate firms, and/or by the Town posting the property for sale. The minimum asking price to be stipulated will be based on the appraised value for the property, prepared by an appraiser licensed and certified to practice in Nova Scotia and will be approved by Council before the land is listed for sale.

Any sale at a price less than the asking price must receive prior Council approval and Council may consider any offer presented after public tender.

For sale by public auction, Council will set a minimum price.

Property sold on Town owned lands located in the Industrial Zone shall conform to the Industrial Park Land Sales Policy.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director, Planning & Economic Development	Property sale facilitation

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
To add the stipulations that property sold on Town owned lands located in the Industrial Zone shall conform to the Industrial Park Land Sales Policy.	Fisher, Director of Planning and Economic Development	Council	

Minutes reference date: August 17, 1992: January 20, 1997 December 13, 1999 : October 24, 2005 September 25, 2006

**4.7 Community Support Grants Policy
 Moved By Councillor Chambers
 Seconded By Councillor Furlong
 That Council approve the amendments to the Community Support Grants Policy.**

Motion Carried

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

APPROVAL DATE: October 30, 2023 **CAO Signature:** _____

POLICY STATEMENT

- a. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are providing services that in the opinion of Council, are of a benefit to the residents and businesses of the Town. Applicants and Groups that actively support inclusion, diversity, accessibility and equity will be given priority consideration as will those applications that enhance community well-being and increase the social determinants of health, such as, but not limited to food insecurity, affordable housing, early childhood development, education, social inclusion and non-discrimination of the citizens of Amherst
- b. This program does not govern the following, which are separately administered:
 - i. Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
 - ii. Residential Property Tax Rebates (low-income homeowners)

POLICY OBJECTIVES

The objectives of this policy are:

- a. to outline the requirements to apply and be considered for a Community Support Grant
- b. to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in a manner approved by Council.
- c. to ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
- d. to provide for public disclosure of a list of grant recipients and the amounts of those grants.

1. SCOPE

The Program includes financial grants in the form of cash and in-kind services (for use of municipal facilities, for example). The value of requests is not limited; however, applicants must be aware that:

- a. The application process is competitive;
- b. There are more grant applications received than available funding;
- c. Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient;
- d. The Town would like to support programs and events that promote community well being and health and safety of our citizens. With that in mind, events based on alcohol consumption (beer gardens, wine tasting tours etc.) may only receive support if other community benefits can be shown. Overall, the Town will show preference to events that are family friendly and support the overall well being of the community.

2. EXCLUSIONS

The following are exclusions from the grant program:

- a. While Council reserves the right to, it is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g., health, social services)
- b. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns
- c. Funding applications will not be considered from the following:
 - i. Businesses;
 - ii. Provincial Government organizations;
 - iii. School Boards or quasi government organizations;
 - iv. Non-profit organizations for the purpose of funding accumulated deficits;
 - v. Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - vi. Organizations with political affiliations.
- d. Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief
- e. Funding will also not normally be provided to fundraising campaigns of national charitable organizations either directly or indirectly.
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

3. ALLOCATION OF FUNDS

Council is not obligated to:

- a. Provide funding in the form of Community Support Grants;
- b. Spend all the funds allocated for grants in any given year;
- c. Award the full amount requested in an application; or
- d. Renew any grant

4. GUIDELINES

The following guidelines apply to all grant requests except those listed in 4 above:

- a. Funding will generally be limited to no more than 40% of overall costs for an event or program
- b. Funding cannot be used to directly purchase products regulated by the Liquor Control Act R.S., c. 260, s. 1. or the Cannabis Control Act 2018, c. 3, s. 1.
- c. Preference is given to new initiatives; however, grants may be provided in multiple years for the same initiative.

5. PROGRAMS

The following are a list of the grants available:

a. Sport, Arts, and Culture

Maximum funding considered will be \$1000 for a team and \$250 for an individual:

- i. This includes amounts for teams / groups and individuals traveling to Provincial, National and International competitions and events when the Amherst based teams or individual have been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization, or have been invited by such an organization;
- ii. The team / group is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team;

- iii. The individual is competing / attending as an individual and has their principal residence in the Town of Amherst;
- iv. The Town of Amherst resident has been selected / qualified to represent the Province of Nova Scotia or Canada at a national or international competition / event.

b. Festivals, Arts and Cultural Events Grants

Under this component will generally not exceed \$5,000

- i. Event must demonstrate broad community support;
- ii. Provides an experience not duplicated by other ongoing events, festivals or activities.
- iii. Draw spectators locally, from the Maritimes, nationally or internationally and increases the profile of our community;
- iv. Must be affiliated with a local community non-profit organization.

c. Organizational Equipment

Operational and capital equipment purchase requests will be considered on an individual basis.

d. Funding for Social Equity Initiatives

For the purposes of this policy, Social Equity Funding” is defined as the annual funding allotment within the Community Support Area Rate, including any reserves for this purpose, to be used for initiatives that specifically target social equity issues. All applications which Council feels meet this definition and for which Council is considering funding from the annual Social Equity Funding allotment or associated reserves set aside for this purpose will **may** be referred to the respective committees for a recommendation.

Notwithstanding the above, Council reserves the right to fund such poverty initiatives from other sources in addition to or in lieu of the annual Social Equity Funding allotment.

e. Large Scale Projects

Applications for large scale projects (generally greater than \$5,000 or multi-year initiatives) will be evaluated on an individual basis. In these cases, Council may require Municipal representation on a board, the development of an MOU and/or other reporting requirements etc.

6. APPLICATION PROCESS

The following outlines the application process:

A call out for applications will be issued by the Town in the months leading up to budget time. Community organizations will be encouraged to apply during this initial call out however applications can and will be received throughout the year and be considered based on budget availability.

Community groups may submit more than one application per year however Council will prioritize funding over a diverse collection of applications to ensure fairness and equity for all.

- a) Applications - must submit the following information
 - i. A complete Community Grant Application
 - ii. a proposed budget for the project
- b) The Town of Amherst may request additional information as deemed necessary.

7. APPROVAL PROCESS

- a. For applications over \$1,000 staff will review applications, ensure requirements have been met and make recommendations to Council. Funding will be determined by council upon reviewing the proposal and recommendations from staff.

8. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) may approve applications that are less than \$1000 provided such applications qualify in accordance with this policy. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the Town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December).

The CAO may waive the cost for Town owned facility rentals for organizations carrying out an event or service that satisfies the intent of this policy to a maximum of four rental waivers per year per organization.

9. PAYMENT PROCESS

For amounts over \$1,000 payment will be made at time of award as follows:

- a. 75% at the time of award
- b. 25% at the time of receipt of the final report, including receipts. Reports must be received by no later than one year after the event/project is held

10. CONDITIONS

- a. Grant recipients shall:
 - i. Make no misrepresentation on their application
 - ii. Use the grant as described in the application
 - iii. Use the funds in the year granted
 - iv. Council and/or the CAO may request an in-depth report for grants over \$5,000 at their discretion
 - v. Recipients from previous years who received over \$2,000 will be asked to complete a report detailing expenses and impact on the community or individual. This report will be sent prior to the call for applications each year. This report must be completed prior to the new application being considered.
- b. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.
- c. Non-compliance, in any aspect could result in no funding being awarded in the future year(s)

- d. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted
- e. If the event/project does not occur for any reason, all grant monies must be returned
- f. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

11. PUBLIC DISCLOSURE

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

Application for Funding Date: _____
REQUEST FOR FINANCIAL SUPPORT REQUEST FOR IN-KIND FACILITY RENTAL

1. ORGANIZATION INFORMATION:

Name of Organization: _____
 Full Mailing Address: _____

 Contact Person: _____
 Email Address: _____
 Telephone: _____

- 2. **AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED** \$ _____
Total cost of program event or activity \$ _____
- 3. **What is the purpose for the funding requested? (Sport and Physical Activity, Arts/Culture Events, Festivals, Organizational Equipment, Community Well-Being etc.)**

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

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

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

NAME	FUNDING IF ANY

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



98 East Victoria Street, PO Box 516, Amherst, NS, Canada B4H 4A1
 Phone: 902-667-3352 Fax 902-667-5409

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director Community Living	To ensure adherence to the policy. Advise staff of Policy changes and create awareness in the community of policy changes.
Mayor and Council	Review and approve applications as required.
CAO	Ensure applications under \$1,000 are reviewed and decision made in accordance with policy.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Amendments to policy to collapse A fresh grants, streamline application process, increase CAO approval limit, inclusion of MAP requirements, rewording to ensure policy is more inclusive and promotes community well-being	Director Community Living, Bristol	Council	February 27, 2023

Amendment to policy to remove Deed Transfer reference from Poverty Funding. Rename Poverty Funding to Social Equity.	Director Community Living, Bristol	Council	April 24, 2023
Eliminate section 4 as it is exclusionary of other organizations; amend Section 9 Payment Process to eliminate the two phased payment approach as this is administratively time consuming and places undue pressure on community organizations; and amend Section 10 Conditions to include the reporting requirement for organizations who intend to reapply for future grants. This will allow for transparency on how funds are used and the impact on the community.	Director, Community Living, Bristol	Council	October 30, 2023
Change the requirement to send applications to the social equity committees from will to may	Director, Community Living, Bristol	Council	

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018
24 September 2018 28 October 2019 27 January 2020 25 October 2021
27 February 2023 24 April 2023 30 October 2023

**4.8 Installment Billing Policy
Moved By Councillor Furlong
Seconded By Councillor McManaman
That Council approve the amendments to the Installment Billing Policy
#3800-03.**

Motion Carried

TITLE: INSTALLMENT BILLING POLICY
SECTION: CORPORATE SERVICES FINANCIAL MANAGEMENT
POLICY NO: 03800-03

APPROVAL DATE: _____ **CAO Signature:** _____

POLICY STATEMENT

To establish a policy for the installment tax billing of real property taxes levied by the Town of Amherst under authority of Section 112 of the Municipal Government Act.

PURPOSE:

To provide authority and guidelines for interim tax billing.

1. In each year, an amount of the last year's assessment times one half of the tax rate levied in the previous fiscal year shall be due and payable to the Treasurer on the 34th last business day of May. These interim tax bills will be issued during the month of April of each year.
2. The rates levied against the property for the current fiscal year, less the payment made under Section 1 of this policy, shall be due and payable on a date to be determined by a resolution of Council the last business day of September. The final tax bills will be issued during the month of August each year.

Title/Role	Responsibilities
Director of Finance/Manager of Financial Services	To ensure policy is followed by staff.
Revenue Collection Officer	To ensure bills are issued twice per year.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy review – update wording	Manager of Financial Services	Council	

Minutes reference dates: March 28, 2011 March 31, 2008 April 20, 2000

**4.9 Annual Performance Review Chief Administrative Officer Policy
Moved By Councillor Chambers
Seconded By Councillor Furlong
That Council approve the amendments to the Annual Performance Review
– Chief Administrative Officer Policy #10350-25.**

Motion Carried

TITLE: ANNUAL PERFORMANCE REVIEW – CHIEF ADMINISTRATIVE OFFICER
SECTION: EXECUTIVE OPERATIONS
POLICY NO: 10350-25

APPROVAL DATE: _____ **CAO Signature:** _____

POLICY STATEMENT

The Chief Administrative Officer (CAO) is the only direct employee of Council and is the connecting link between Council and municipal operations. This position derives its authority under Sections 28, 30 and 31 of the *Municipal Government Act*.

- The chief administrative officer is the head of the administrative branch of the government of the municipality and is responsible to the council for the proper administration of the affairs of the municipality in accordance with the by-laws of the municipality and the policies adopted by the council;
- The council shall communicate with its employees of the municipality solely through the chief administrative officer, except that the council may communicate directly with employees of the municipality to obtain or provide information;
- The council shall provide direction on the administration, plans, policies and programs of the municipality to the chief administrative officer; and
- No council member, committee or member of a committee established by the council shall instruct or give instruction to, either publicly or privately, an employee of the municipality.

Regular performance reviews ensure that the CAO is provided with accurate and appropriate **feedback with goals for the purpose of enabling and achieving** corporate objectives and improving municipal performance.

PURPOSE

The performance evaluation of the CAO is a valuable instrument which can serve any or all of the following purposes:

- To formally discuss the relationship between Council and the CAO;
- To ensure that there is clarity with regard to the position expectations of the CAO;
- To provide an assessment of the performance of the role, responsibilities and authority as set out in legislation, Town policy and job description;
- To set objectives and criteria for future evaluation; and
- To serve as the basis for salary adjustments.

The annual performance review is part of an ongoing performance management process by which Council and the CAO work together to plan, monitor and review the work objectives and overall contribution to the organization. This is part of a continuous process of setting objectives, assessing progress and providing on-going feedback. The annual review of the CAO's performance should include the development of measurable criteria that:

- Align with the organization's strategic direction and culture;
- Are practical and easy to understand and use;
- Provide an accurate picture of expectation and performance;
- Include a collaborative process for setting goals and reviewing performance based on two-way communication between the Council and CAO;
- Monitor and measure results (what) and behaviours (how);
- Ensure that administrative work plans support the **strategic** direction of the organization;
- Identify and recognize accomplishments
- Support administrative decision-making

SCOPE

This policy applies to the Chief Administrative Officer as the only employee of Town Council.

POLICY

There shall be a CAO review committee of Council to facilitate and support excellent communications and positive collaborative effort between the CAO and elected officials. The Committee will consist of the Mayor, Deputy Mayor and the most recent Deputy Mayor. Where the most recent Deputy Mayor is not a member of Council, Council shall appoint another member of Council instead.

The review will be completed by December 31 annually, or another date as mutually agreed by the Committee and the CAO. The review will provide Council with the opportunity to assess the CAO's performance for the prior year and to clarify goals and expectations for the upcoming year.

Should the review not have been scheduled by March 31 of the following year, the CAO shall initiate the scheduling of the meeting.

Scheduling the date and time of the review shall be the responsibility of the Mayor in consultation with the Committee and the CAO.

Meetings of the CAO Review Committee and any meetings of Council regarding the CAO's performance review shall be held in-camera.

The process to be followed will be as has been agreed in **section 4** of the CAO's employment contract (excerpt at Appendix 1 of this Policy).

The CAO shall be assured that any comments regarding performance shall be strictly confidential and will not be released to any other staff member or the public.

A comprehensive appraisal form based on the core competencies of the job description and annual corporate goals and priorities should be jointly developed and agreed upon by the Committee and the CAO.

The CAO shall be given sufficient time to prepare for and respond to the performance appraisal. The appraisal shall be conducted at a time that is convenient to both the Council and CAO.

Council shall convene an annual strategic planning session in the fall of each year to determine and/or confirm the Town's strategic direction for the coming year. The Town's strategic direction, as approved by Council, shall be documented and forwarded to the CAO within 30 days of the annual **strategic** planning session.

The CAO shall draft a list of goals, objectives and training requirements for discussion during the review process.

The completed appraisal document shall be signed by the Mayor and CAO and be placed in the confidential personnel file.

Council may meet periodically throughout the year to discuss performance with the CAO, to review progress achieved on goals and priorities previously established and approved by Council.

APPENDIX 1
PERFORMANCE OF DUTIES AND ANNUAL PERFORMANCE REVIEW
(Excerpt from CAO Employment Contract)

4.
 - (a) The Employee shall perform their duties in a professional manner that is expected of a CAO.
 - (b) If the Employee successfully completes the probationary period, the Town of Amherst shall perform an annual review (the "Performance Review") of the Employee's performance.
 - (c) The parties agree that clearly articulated, mutually agreed and measurable performance expectations are fundamental to an effective, efficient, and healthy employment relationship. Thus, the parties commit to using a goal-setting process for the CAO's performance evaluation. The process shall be similar to the process utilized for Town staff, and it shall commence with a goal-setting process, with specific expectations, as well as commitments by the Town, to provide the support and communications that shall provide mutual commitment to success.
 - (d) Council shall appoint a CAO Review Committee to oversee an annual Performance Evaluation and Development Plan. The objectives of the Performance Evaluation and Development plan are:
 - (e) To ensure that Council and the CAO understand the responsibilities and priorities of the position as included in the approved position description; and to provide the CAO an opportunity to discuss such responsibilities to increase efficiencies and effectiveness of the organization.
 - (f) To provide an opportunity for the Town and the CAO to dialogue on the organization's priorities, operations and objectives.
 - (g) To provide feedback to the CAO regarding the Town's evaluation as to the CAO's performance in carrying out the assigned responsibilities.
 - (h) To discuss and obtain mutual agreement for long-term objectives and goals for the CAO and the position in the organization.
 - (i) To discuss and identify both short- and long-term training requirements, based on position responsibilities and organizational objectives.
 - (j) To provide a forum to discuss the factors that are considered in the approval of salary scale increments.
 - (k) To discuss revisions to this Employment Agreement.
 - (2) It is explicitly agreed that the annual goal setting process shall result in reasonable and achievable goals along with adequate resources from the Town, to support their achievement. The goals shall be accompanied by reasonable, mutually agreed upon annual measures and indicators.
 - (3) The Town agrees that the process will be completed in writing and annually (by December 30, or at another date as mutually agreed, each year and in writing by the parties).
 - (4) The CAO Review Committee shall present Council, in an *in camera* session, with a report that summarizes its findings and recommendations.
 - (5) Upon completion of its work, the CAO Review Committee is to give all documents it reviewed or generated as part of this process to the Mayor to be retained in the office of the Mayor, with a duplicate copy given to the CAO.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Mayor	The Mayor will: a. Lead and oversee the CAO performance review process; b. Ensure the review aligns with municipal goals and objectives; c. Provide feedback based on Council priorities and strategic initiatives; d. Work with the Review Committee and HR Director to prepare and deliver the final performance evaluation each year.
CAO Review Committee	The CAO Review Committee will: a. Participate fully in the annual review process; b. Assess performance and set goals for the upcoming year; c. Align the review with Council’s strategic direction.
Chief Administrative Officer	The Chief Administrative Officer will: a. Provide self-assessment and updates on progress toward municipal objectives; b. Engage in the review process to discuss performance, achievements, and challenges; c. Implement feedback and improvement strategies as required.
Director, Human Resources	The Director of Human Resources will: a. Assist in facilitating the review process by providing best practices for performance evaluations; b. Ensure the review is conducted fairly, consistently and in compliance with applicable HR policies; c. Supports Council with relevant HR metrics, data and/or feedback mechanisms.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy Review: correct grammar errors, update Appendix 1 to align with current CAO contract	Director, HR	Council	

MINUTES REFERENCE DATE: October 3, 2016

- 4.10 Citizen Appointments to the Amherst Board of Police Commissioners
Moved By Councillor Furlong
Seconded By Councillor McManaman
That Council go into closed session as per section 22(2)(c) of the MGA.**

Motion Carried

**Moved By Councillor McManaman
Seconded By Councillor Chambers
That Council appoint Caprice Barbour to the Amherst Board of Police Commissioners effective April 1, 2025 to March 31, 2027, and appoint George Baker effective April 1, 2025 to March 31, 2026.**

Motion Carried

- 4.11 Citizen Appointments to the Planning Advisory Committee
Moved By Councillor Chambers
Seconded By Councillor Furlong
That Council appoint Ron Wilson and Paul Diamond to the Planning Advisory Committee effective April 1, 2025 to March 31, 2027.**

Motion Carried

- 4.12 Citizen Appointment to the North Tyndal Wellfield Advisory Committee
Moved By Councillor McManaman
Seconded By Councillor Furlong
That Council appoint Keith Thompson to the North Tyndal Wellfield Advisory Committee effective April 1, 2025 to March 31, 2027.**

Motion Carried

- 4.13 **Appointment to the Amherst Youth Town Council**
Moved By Councillor Chambers
Seconded By Councillor McManaman
That Council appoint Krissa Murray to the Amherst Youth Town Council.

Motion Carried

- 4.14 **LiveScan Fingerprinting System Replacement**
Moved By Councillor Furlong
Seconded By Councillor Chambers
That Council approve \$40,000 in the 2025/2026 capital budget for the purchase of a new LiveScan system to replace the current system.

Motion Carried

- 4.15 **Provincial Capital Assistant Program Funding Application - Waste Water Treatment Plant UV System**
Moved By Councillor Chambers
Seconded By Councillor McManaman
That Council approve the Provincial Capital Assistance Program funding application for an ultraviolet disinfection system for the Town's wastewater treatment facility and authorize the CAO to submit the application on behalf of the Town.

Motion Carried

- 4.16 **Cumberland Adult Network for Upgrading (CANU) Lease**
Moved By Councillor McManaman
Seconded By Councillor Furlong
That Council approve the Addendum to the lease agreement between CANU and the Town, and further authorize the Mayor and CAO to sign on behalf of the Town.

Motion Carried

LEASE AGREEMENT ADDENDUM

THIS LEASE AMENDING ADDENDUM made this ____ day of _____, 2025

BETWEEN:

THE TOWN OF AMHERST

(Hereinafter referred to as the "Landlord")

- and -

CUMBERLAND ADULT NETWORK FOR UPGRADING

(Hereinafter referred to as the "Tenant")

BACKGROUND

- A. The Landlord and tenant entered into the Lease Agreement dated April 12, 2022 for the premises located on the second floor of the Four fathers Library at 21 Acadia Street, Amherst, Nova Scotia.
- B. The Landlord and Tenant desire to amend the Lease Agreement on the terms and conditions set forth in this Lease Amending Addendum, which will take effect on April 1, 2025 with the term ending on December 31, 2026.
- C. This Agreement is the first Addendum to the Lease Agreement.

IN CONSIDERATION OF The landlord and tenant agreeing to amend their existing Lease Agreement, both parties agree to keep, perform, and fulfill the promises, conditions and agreements below:

AMENDMENTS

1. The Lease Agreement is amended as follows:
 - a. The addition of 3 additional rooms plus the hallway (as shown in Schedule A), totaling 564 square feet to be included in the leased space at the rate of \$10.40/ft². The lease of this additional space represents an increase in the monthly rent of \$488.80 per month plus HST.
 - b. At any time during the Term, either the Landlord or the Tenant may terminate this additional leased space upon written notice to the other party without obligation or liability. Such termination notice shall be given at least 90 days prior to the effective date of termination. On the effective date, the Tenant shall deliver up vacant possession of the Premises in accordance with its obligations under this lease.

NO OTHER CHANGES

2. Except as otherwise expressly provided in this Agreement, all of the terms and conditions of the Lease Agreement remain unchanged and in full force and effect.

INCORPORATION

3. This Agreement incorporates and is subject to the Lease Agreement.

Signed, Sealed and Delivered
in the presence of:

)
)
)
)
)
)
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)
)
)

TOWN OF AMHERST:

Per:

Robert Small
Mayor

Jason MacDonald
Chief Administrative Officer

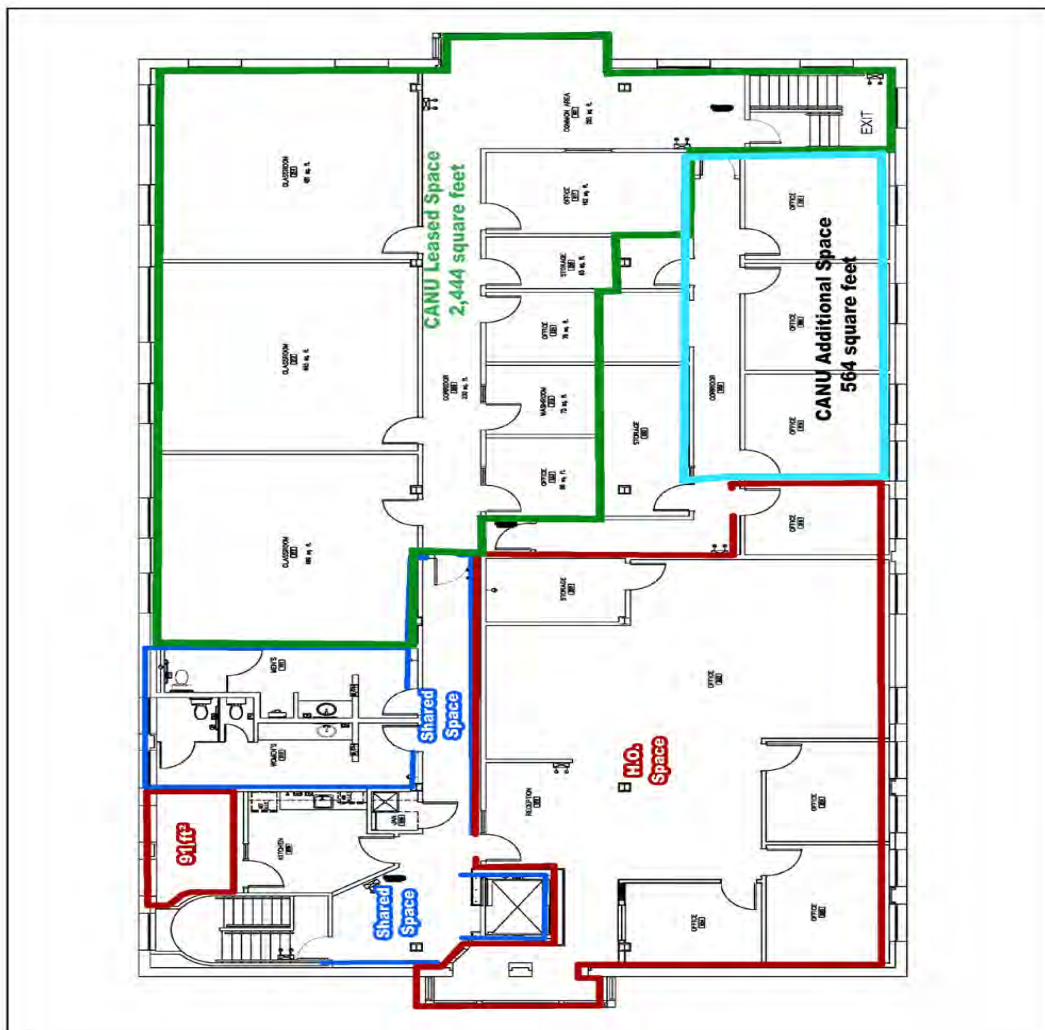
Dated: _____

CUMBERLAND ADULT NETWORK FOR UPGRADING:

Per:

Dated: _____

SCHEDULE A



4.17 3 Robie Street Development Agreement First Reading

Moved By Councillor Chambers

Seconded By Councillor McManaman

That Council give First Reading of the development agreement for 3 Robie Street to permit the conversion of an existing community hall into an 8-unit apartment building and schedule a Public Hearing for Wednesday, April 9th, 2025 at 12:00 noon in Town Hall Council Chambers.

Motion Carried

Case No: DA-2025-02

This Agreement made this _____ Day of _____ 2025.

Between:

Tom Mattinson of Six Point Star Homes, property located at 3 Robie Street [PID 25089471], 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 RP-9 of the Municipal Planning Strategy of the Town of Amherst, to renovate an existing building to include four new units in addition to the existing four units on property located at 3 Robie Street [PID 25089471]

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 ___ Day of _____ 2025, 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' – Property Location Map
- (c) Schedule 'C' – Site Plan
- (d) Schedule 'D' – 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 four (4) additional units within the existing building, subject to Schedules A, B, C and D attached.
- 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*.

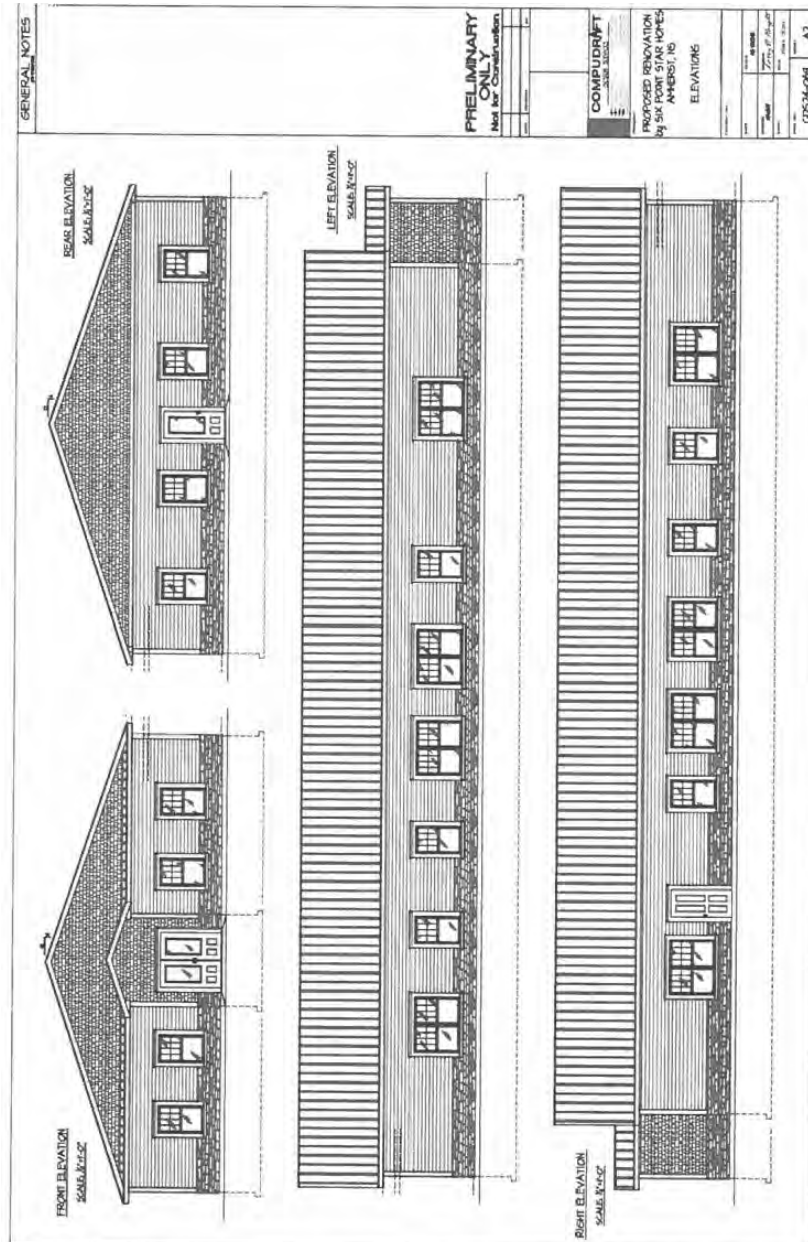
SIGNED AND DELIVERED

In the presence of

FOR THE OWNER

Tom Mattinson, Six Point Star Homes

Schedule D
Elevations



4.18 91 Rupert Street Development Agreement First Reading
Moved By Councillor McManaman
Seconded By Councillor Chambers
That Council give First Reading of the development agreement for 91
Rupert Street to permit the construction of an 18-unit apartment building
and schedule a Public Hearing for Wednesday, April 9th, 2025 at 12:00 noon
in Town Hall Council Chambers.

Motion Carried

Case No: DA-2025-03

This Agreement made this _____ Day of _____ 2025.

Between:

Andrew Cameron of Ocean Breese Estate Ltd, property located at 91 Rupert Street [PID 25518242], 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 RP-9 of the Municipal Planning Strategy of the Town of Amherst, to construct a 3-story, 18-unit apartment building on property located at 91 Rupert Street [PID 25518242]

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 ___ Day of _____ 2025, 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:

- (e) Schedule 'A' – Terms and Conditions
- (f) Schedule 'B' – Property Location Map
- (g) Schedule 'C' – Site Plan
- (h) Schedule 'D' – 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 3-story, 18-unit apartment building subject to Schedules A, B, C, and D attached.
- 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 AND DELIVERED

In the presence of

FOR THE OWNER

Andrew Cameron, Ocean Breese Estate Ltd

THE TOWN OF AMHERST

Rob Small, Mayor

Jason MacDonald, MCIP, LPP, CAO

Schedule A 91 Rupert Street, PID 25518242 - Development Agreement

Terms and Conditions:

3. USE OF LAND AND BUILDINGS

- 3.0 The use of the property shall be limited to the construction of a 3-story, 18-unit apartment building located on property shown on Schedule 'B'.
- 3.1 Prior to issuance of a Building Permit, the Owner shall submit construction drawings as required by the Building Code to the satisfaction of the Building Inspector.
- 3.2 The Owner shall be responsible for ongoing compliance with the Town of Amherst Solid Waste Bylaw, including but not limited to, maintenance of solid waste containment where located outside the building.
- 3.3 The Owner shall place a privacy fence approximately 1.8 m (6 ft) along the shared property line with 85 Rupert Street and 32 Charles Street.
- 3.4 The Owner shall be responsible for maintaining a screened solid waste containment area(s) at minimum six (6) metres from the rear property line of adjacent properties.
- 3.5 A minimum of 1.83 parking spaces shall be provided for each dwelling unit for a total of 33 spaces on the Lands and shall be generally configured as shown on Schedule 'C'.

- 3.6 The building shall generally conform to the designs shown on Schedule 'C' and 'D'. Variations to the architectural details and footprint of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 3.7 The Owners shall be responsible for all elements of the Site Plan on the Land generally in accordance with Schedule 'C'. Variations to the Site Plan elements may be permitted, to the satisfaction of the Development Officer and shall not be considered substantial changes to this agreement.
- 3.8 The Owner shall provide a Stormwater Management Plan to reflect the location of the building, as shown on Schedule 'C', designed by a certified engineer.

4. GENERAL REQUIREMENTS

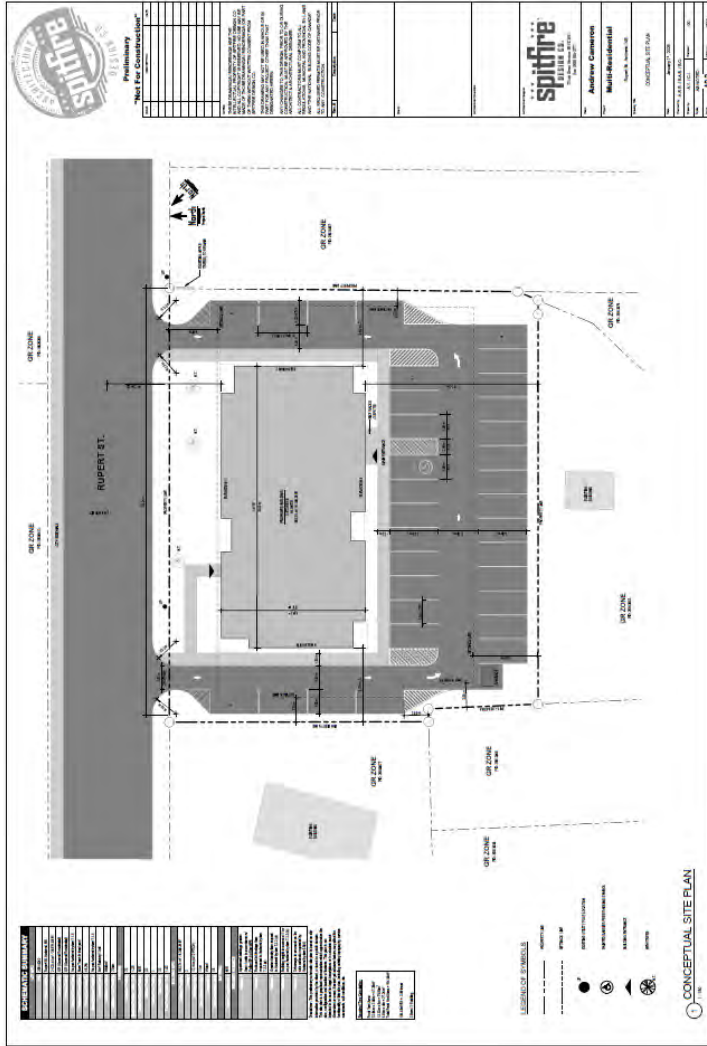
- 4.0 The Owner shall keep the Lands and building and any portion thereof clean and in good repair. All elements of the development on the Lands shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.
- 4.1 In addition to *Part 5 – Hours of Construction* under the Town of Amherst Building Bylaw D-6, operation of heavy equipment and electrical generators shall not take place on the property from 8:00 P.M. to 7:00 A.M.
- 4.2 Signage on the property shall conform to the Town of Amherst *Land Use Bylaw*.
- 4.3 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties or streets.
- 4.4 The Owner shall take all reasonable steps to maintain a clean worksite during construction by picking up building material waste, and taking all reasonable measures to minimize dust.
- 4.5 Accessory buildings may be permitted on the Lands in accordance with the Town of Amherst Land Use Bylaw.

Schedule B
Property Location Map

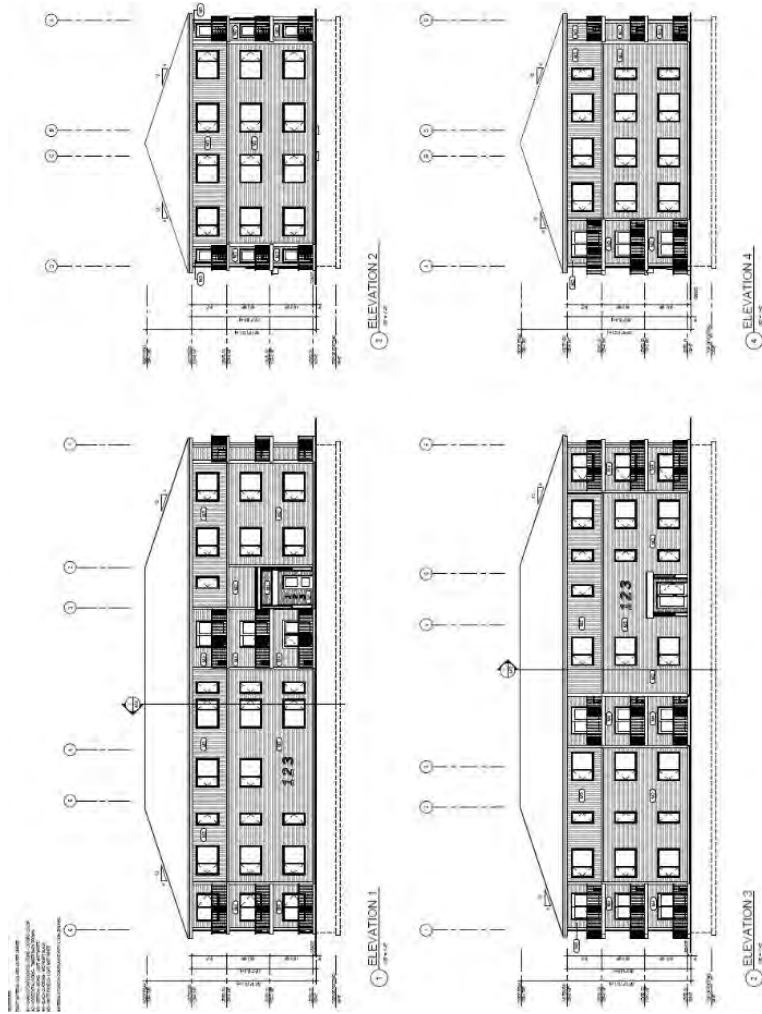
91 Rupert Street (PID 25518242)



Schedule C
Site Plan



Schedule D
Elevations



5. INTERNAL COMMITTEE REPORTS

- 5.1 Planning Advisory Committee - Chambers**
Information item only.
- 5.2 Amherst Board of Police Commissioners - Furlong**
Information item only.
- 5.3 Audit Committee - McManaman**
Information item only.
- 5.4 Amherst Youth Town Council – Leah Brunt**
Information item only.

6. EXTERNAL COMMITTEE REPORTS

- 6.1 Cumberland Public Libraries - McManaman**
Information item only.
- 6.2 Cumberland YMCA - Chambers**
Information item only.
- 6.3 Northern Region Solid Waste Management - Furlong**
Information item only.
- 6.4 L. A. Animal Shelter - Davidson**
Information item only.

7. ADJOURNMENT

There being no further business, Deputy Mayor Davidson adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Hal Davidson
Deputy Mayor

**Town of Amherst
Public Hearing
Minutes**

Date: April 9, 2025
Time: 12:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Rob Small
Deputy Mayor Hal Davidson
Councillor Nic Furlong
Councillor Terry McManaman
Councillor Dwayne Ripley

Members Absent Councillor Charlie Chambers
Councillor Kathy Wells

Staff Present Jason MacDonald, CAO
Andrew Fisher, Director, Planning & Economic Development
Marc Buske, Building Official
Torben Laux, Planner/GIS
Emily Wainwright, Dangerous/Unsightly Premises Administrator
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

Mayor Small called the Public Hearing to order.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

3. 3 Robie Street Development Agreement Application

3.1 Staff Report

Torben Laux presented the application for a Development Agreement on the property located at 3 Robie Street (PID 25029471) to permit the construction of 4 additional units, for a total of 8 units in an existing structure.

3.2 Council Questions / Comments

Councillor Davidson asked for clarification on the number of units. Torben Laux explained that four units are permitted as of right, and the application is to permit an additional four units for a total of eight.

3.3 Public Questions / Comments

There were no members of the public present.

4. 91 Rupert Street Development Agreement Application

4.1 Staff Report

Torben Laux presented the application for a Development Agreement on the property located at 91 Rupert Street (PID 25518242) to permit the construction of an 18-unit apartment building.

4.2 Council Questions / Comments

The Mayor asked if there is watercourse that runs through the property behind the subject property. Torben Laux explained that there is a ditch, not a watercourse, that is currently going through the property.

Councillor Ripley asked if the capacity of Dickey Brook can handle any additional water draining this proposed development may create, to which Torben Laux replied yes.

4.3 Public Questions / Comments

James 'Jim' Swetland of 85 Rupert Street, whose property is directly adjacent to the proposed development, asked if staff knew of the proposed start date if this application is approved. Marc Buske answered the developer would like to start this year. Mr. Swetland asked how far the parking lot will be to his property line. Torben Laux said he will be in contact with him to give him the exact measurements, however he noted that there is 9.15 meters from the edge of the proposed building to Mr. Swetland's property line. Andrew Fisher added that he believes the driveway as proposed is approximately 1.5 meters from Mr. Swetland's property line.

Mr. Swetland asked if a fence will be installed between his property and the development to which Torben Laux replied yes, it is required as part of the Development Agreement that an opaque fence be installed between the properties. Mr. Swetland further asked if these units will be affordable housing, to which Andrew Fisher replied he believes they will be market value rent. Mr. Swetland asked if the developer is required to release that information, Torben Laux said no.

Councillor Ripley stated that he spoke with the developer who indicated the units will be market value rent.

Mr. Swetland asked if a fence will also be required to be constructed along the back of the property to which Torben Laux replied yes.

5. Adjournment

There being no further business, Mayor Small adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor

SYNOPSIS

PROVINCIAL VOLUNTEER OF THE YEAR NOMINATIONS

The Province of Nova Scotia celebrates volunteers nominated by organizations and communities at the annual Provincial Volunteer Awards Ceremony, where the premier, lieutenant-governor and minister of the volunteer sector will present awards to volunteer representatives from each municipality.

In January 2025, the Town of Amherst made a public call for nominations of volunteers who deserve special recognition. All nominated individuals will be recognized in person at the Amherst Volunteer Reception on May 6, 2025.

Amherst is very fortunate to have a very large pool of amazing volunteers dedicated helping our community. While all volunteers will be recognized at a local event, Amherst Town Council is very pleased and honored to specifically recognize Dale Fawthrop and Leah Brunt for the exceptional dedication to volunteerism in Amherst and our local area.

MOTION:

That Council nominate Dale Fawthrop as the Volunteer of the Year and Leah Brunt as the Youth Volunteer of the Year to be recognized at the Nova Scotia Ceremony.



AMHERST TOWN COUNCIL

RFD# 2025043

Date: April 28, 2025

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol Director, Community Living

DATE: April 28, 2025

SUBJECT: Provincial Volunteer Award Nominations

ORIGIN: Provincial Volunteer Week.

LEGISLATIVE AUTHORITY: Municipal Government Act Section 47.

RECOMMENDATION: That Council nominate Dale Fawthrop as the Volunteer of the Year and Leah Brunt as the Youth Volunteer of the Year to be recognized at the Nova Scotia Ceremony.

BACKGROUND: The Province of Nova Scotia celebrates volunteers nominated by organizations and communities at the annual Provincial Volunteer Awards Ceremony, where the premier, lieutenant-governor and minister of the volunteer sector will present awards to volunteer representatives from each municipality.

In January 2025, the Town of Amherst made a public call for nominations of volunteers who deserve special recognition. All nominated individuals will be recognized in person at the Amherst Volunteer Reception on May 6, 2025.

From the nominations received, the Town of Amherst is eligible to submit a name(s) for a Provincial recognition in the following categories: Representative Volunteer Award, a Youth Volunteer Award, a Family Volunteer award and a Nova Scotia Strong Award.

DISCUSSION: Fifty-three applications were received. Staff have reviewed the applications, scored them using criteria for years of service, level of volunteer service, community impact and other scored metrics. We did not receive any applications for Family Volunteer of the Year.

FINANCIAL IMPLICATIONS: The event to celebrate Amherst Volunteers is anticipated to cost \$1000 and there may be some cost for travel for the Amherst Volunteer of the year to attend the Awards Ceremony in September.

COMMUNITY ENGAGEMENT: There will be a Town of Amherst event in May to recognize our volunteers.

ENVIRONMENTAL IMPLICATIONS: No implications indicated.



SOCIAL JUSTICE IMPLICATIONS: Volunteers play a key role in the community and recognition of their contributions is important to all aspects of our community.

ALTERNATIVES: Do not put names forward for the provincial award.

ATTACHMENTS:

SYNOPSIS

Development Agreement

First Reading

112 West Victoria Street

Six Point Star Homes, the owner of 112 West Victoria Street, has applied for a development agreement to permit the construction of two 16-unit and three 8-unit apartment buildings (total of 56 units) apartment buildings.

A public participation opportunity was held on June 20th, 2024 where input was provided by the public. In July 2024 the Planning Advisory Committee reviewed the proposal and requested changes. The developer made the changes and on April 7th, 2025 the Committee recommended that Council enter into the agreement.

This development agreement contains terms and conditions intended to address the relevant policies of the Municipal Planning Strategy.

MOTION:

That Council give First Reading of the development agreement for 112 West Victoria Street to permit the construction of two 16-unit and three 8-unit apartment buildings and schedule a Public Hearing for Wednesday, May 14th, 2025 at 5:00 pm in Town Hall Council Chambers.



AMHERST TOWN COUNCIL

RFD# 2025057

Date: April 28, 2025

TO: Mayor Small and Members of Council

SUBMITTED BY: Andrew Fisher, Director, Planning & Economic Development

DATE: April 28, 2025

SUBJECT: First Reading: 112 West Victoria Street Development Agreement

ORIGIN: An application by Six Point Star Homes for the construction of two 16-unit and three 8-unit apartment buildings (total of 56 units) apartment buildings located at 112 Victoria Street (PID 25000605).

LEGISLATIVE AUTHORITY: Municipal Government Act Part VIII Planning and Development.

PAC RECOMMENDATION: That Council enter into the Development Agreement for 112 Victoria Street (PID 25000605) that would allow two 16-unit and three 8-unit apartment buildings (total of 56 units) apartment buildings as drafted.

BACKGROUND: Attached is the draft development agreement. An advertised Public Participation Opportunity was held on June 20th, 2024. Members of the public were in attendance to voice their concerns.

Council is referred to the attached April 7th, 2025 staff report to the Planning Advisory Committee that contains details about the proposed development, input received through the Public Participation Opportunity, information provided by the applicant, and a review of the relevant MPS policies.

DISCUSSION: As detailed in the attached staff report to the PAC, the proposal meets the general intent of MPS policies.

FINANCIAL IMPLICATIONS: None specific to this issue.

SOCIAL JUSTICE IMPLICATIONS: The development agreement process provides opportunities for the public provide input and the development include affordable housing units.

ENVIRONMENTAL IMPLICATIONS: This is energy efficient, infill development located close to amenities.





AMHERST TOWN COUNCIL

RFD# 2025057

Date: April 28, 2025

COMMUNITY ENGAGEMENT: Public Participation Opportunity and pending First Reading an advertised Public Hearing.

ALTERNATIVES: Do not approve first reading citing specific MPS policies that are not being met.

ATTACHMENTS: 1) Draft Development Agreement; 2) Staff report and presentation to PAC

Report prepared by: T. Laux
Report and Financial approved by:



This Agreement made this _____ Day of _____ 2025.

Between:

Six Point Start Homes (owner of property located at 112 Victoria Street West [PID 25000605], 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 RP-9 of the Municipal Planning Strategy of the Town of Amherst, to construct two (2) 16-unit and three (3) 8-unit apartment dwellings on property located at 112 Victoria Street West (PID 25000605).

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 ___ Day of _____ 2025, 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' – Property Location Map
- (c) Schedule 'C' – Site Plan
- (d) Schedule 'D' – 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 five (5) Apartment Buildings, two (2) 16-unit and three (3) 8-unit dwellings on the said Lands, subject to Schedules A, B, C, and D attached.
- 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 AND DELIVERED

In the presence of

FOR THE OWNER

Tom Mattinson
Six Point Star Homes

THE TOWN OF AMHERST

Rob Small, Mayor

Jason MacDonald, MCIP, LPP, CAO

Schedule A

112 Victoria Street West, PID 25000605 - Development Agreement

Terms and Conditions:

1.0 USE OF LAND AND BUILDINGS

- 1.1 The use of the property shall be limited to five (5) Apartment Buildings consisting of two 16-unit and three 8-unit dwelling units, for a total of fifty-six (56) dwelling units on property shown on Schedule 'B'.
- 1.2 Each Apartment Dwelling shall consist of no more than 2 levels and shall generally conform to the designs shown on Schedule 'D'. Variations to the architectural details and footprint of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.3 The location of each Apartment Dwelling, driveway, parking area shall be generally configured on the Lands as shown on Schedule 'C', except that the developer shall submit, to the satisfaction of the Development Officer. Variations to the location of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.4 A minimum of 1.63 parking spaces shall be provided for each dwelling unit for a total of 91 spaces on the Lands and shall be generally configured as shown on Schedule 'C'.
- 1.5 Prior to issuance of a Development Permit for any building, the Owner shall submit a detailed landscaping plan that shall include but not be limited to the following:
 - 1.5.1 Specify the type of treatment of all areas during all phases of the development. Areas of the Lands not part of initial phases must be kept as grass or otherwise treated so as to minimize dust.
 - 1.5.2 An opaque fence approximately 1.8 meters (6 feet) in height shall be placed along both sides of the driveway access, extending from the property line bordering West Victoria Street to the rear corner of the adjacent properties. This fence requirement may be altered or waived on one or both sides upon mutual written agreement with the nearest property owner.
 - 1.5.3 A visual buffer, at least 1.8 meters or 6 feet consisting of vegetation, an opaque privacy fence, or a combination of both, must be established along the property line as specified below. 114 West Victoria Street - PID 25000654, 110 West Victoria Street PID - 25387531, and 108 West Victoria Street PID 25382169
- 1.6 The Owner shall be responsible for maintaining screened solid waste containment area(s) at minimum ten (10) metres from the rear property line of adjacent properties fronting on West Victoria Street and shall generally follow the location as set out in Schedule 'C'.
- 1.1 Prior to the issuance of a Development Permit for any building, the Owner shall submit a detailed Stormwater Management Plan created by a professional engineer. Said plan shall be designed and implemented such that there will be no increase in stormwater flow onto adjacent properties and no increase of peak flow into over existing conditions. The Owner shall be responsible for storm water management during and after construction.

2. GENERAL REQUIREMENTS

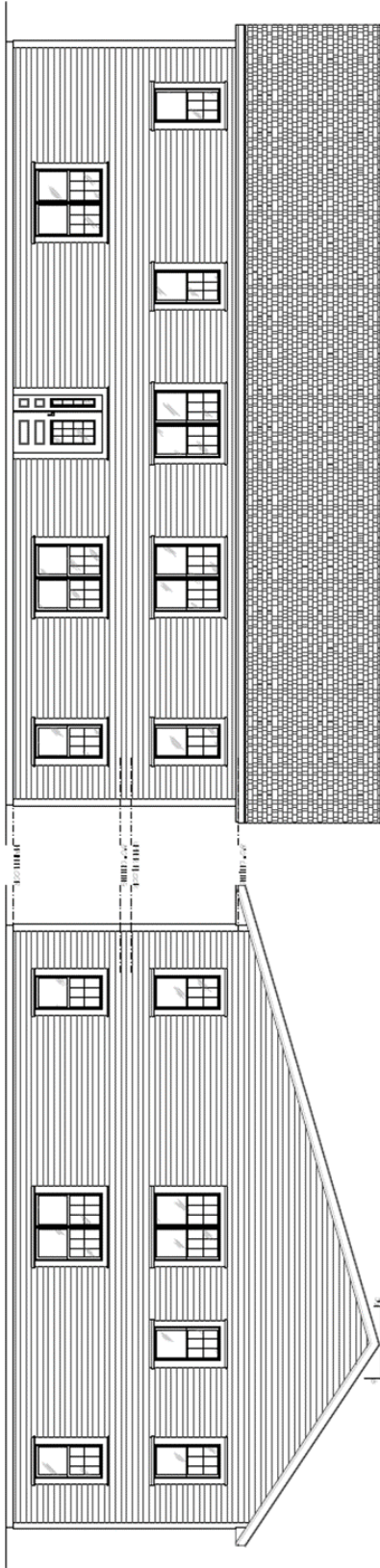
- 2.0 The Owner shall keep the Lands and buildings and any portion thereof clean and in good repair. All elements of the development on the Lands shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.
- 2.1 In addition to *Part 5 – Hours of Construction* under the Town of Amherst Building Bylaw D-6, operation of heavy equipment and electrical generators shall not take place on the property from 8:00 P.M. to 7:00 A.M.
- 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 take all reasonable steps to maintain a clean worksite during construction by picking up building material waste, and taking all reasonable measures to minimize dust.
- 2.6 The Owner shall erect temporary construction fencing during construction to minimize danger to the public and prevent unauthorized access to the construction site.
- 2.7 Accessory buildings may be permitted on the Lands in accordance with the Town of Amherst Land Use Bylaw.

Schedule B – Property Location Map

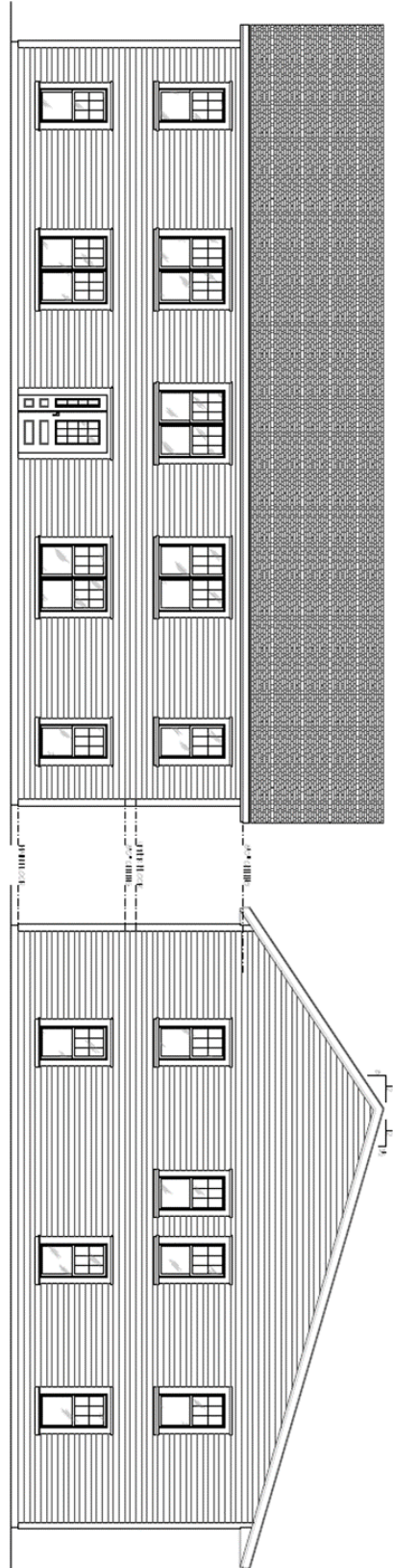


Schedule D – Building Elevations - 8 Units

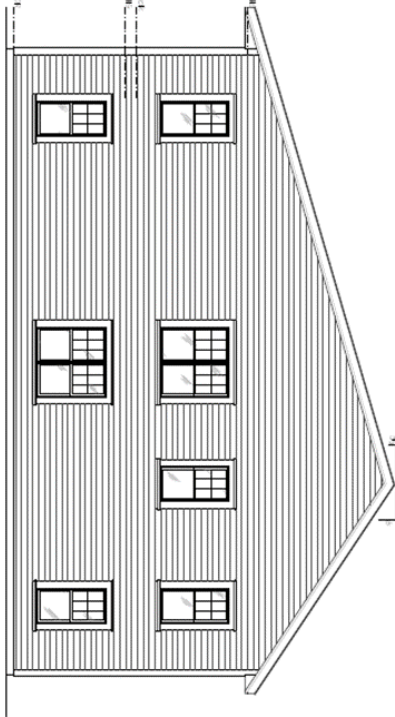
REAR ELEVATION
SCALE: 1/4" = 1'-0"



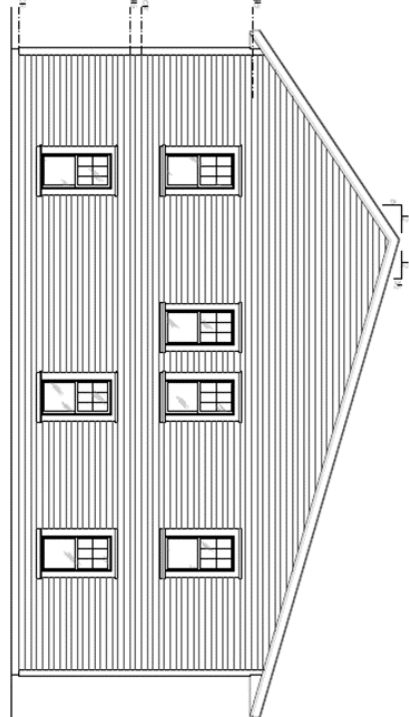
FRONT ELEVATION
SCALE: 1/4" = 1'-0"



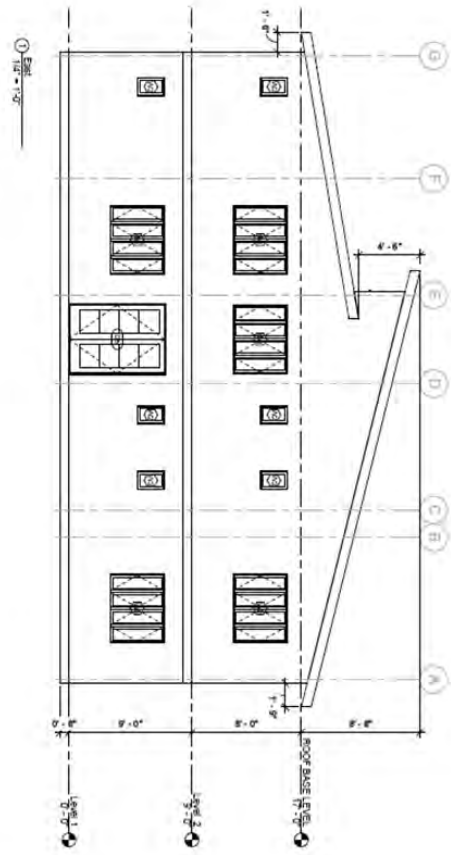
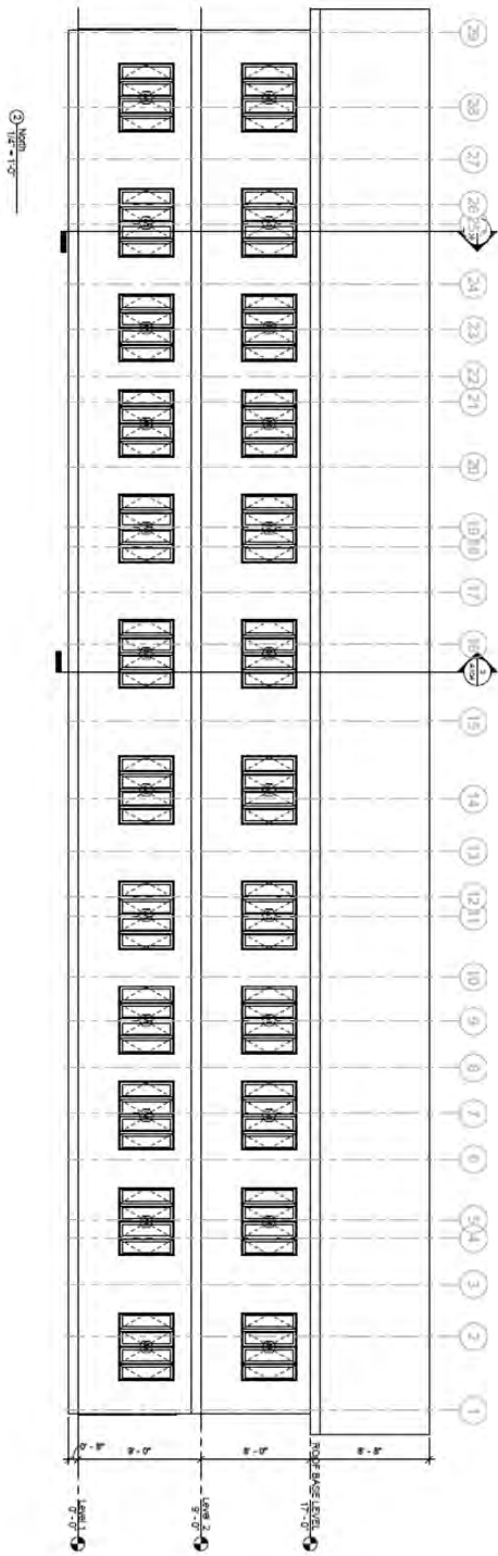
RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



LEFT ELEVATION
SCALE: 1/4" = 1'-0"



Schedule D – Building Elevations - 16 Units





Planning Advisory Committee

Development Agreement to Permit the Construction of 2-16 unit and 3-8 unit Apartment buildings.

April 7, 2025



Disclaimer

These applications are not the Town's proposal. It is a property owner's right to make an application for a development agreement or a zoning map amendment. No approval or decisions have been made.

Development Agreement

What is a Development Agreement (DA)?

A development agreement is a legally binding contract between a property owner and the Town that stipulates standards, design requirements, terms, and conditions to which the property owner must adhere.

Aspects of a development that may be addressed in this agreement include:



Architectural Design

Parking

Landscaping

Drainage

A development agreement may also influence the use, of fencing and other similar site features to ensure the matter is addressed adequately, stipulate how the project should be phased, enforce certain special requirements, and require the developer to make contribution towards funding public infrastructure.

Development Agreement Process



Application Details

Applicant/ Owner: Tom Mattinson, Six Point Star Homes

Summary of Proposal: to construct 2-16 unit and 3-8 unit apartment dwellings. Each building is to be located on separate lots.

Location: 112 Victoria Street W. (PID 25000605)

Total Property Area: 222,156 sqft (20,639 sq m)

Existing Zoning: General Residential

Existing Land Use: Vacant Land

Street Frontage: 23 m along Victoria Street E.
28 m along Colin Ct.

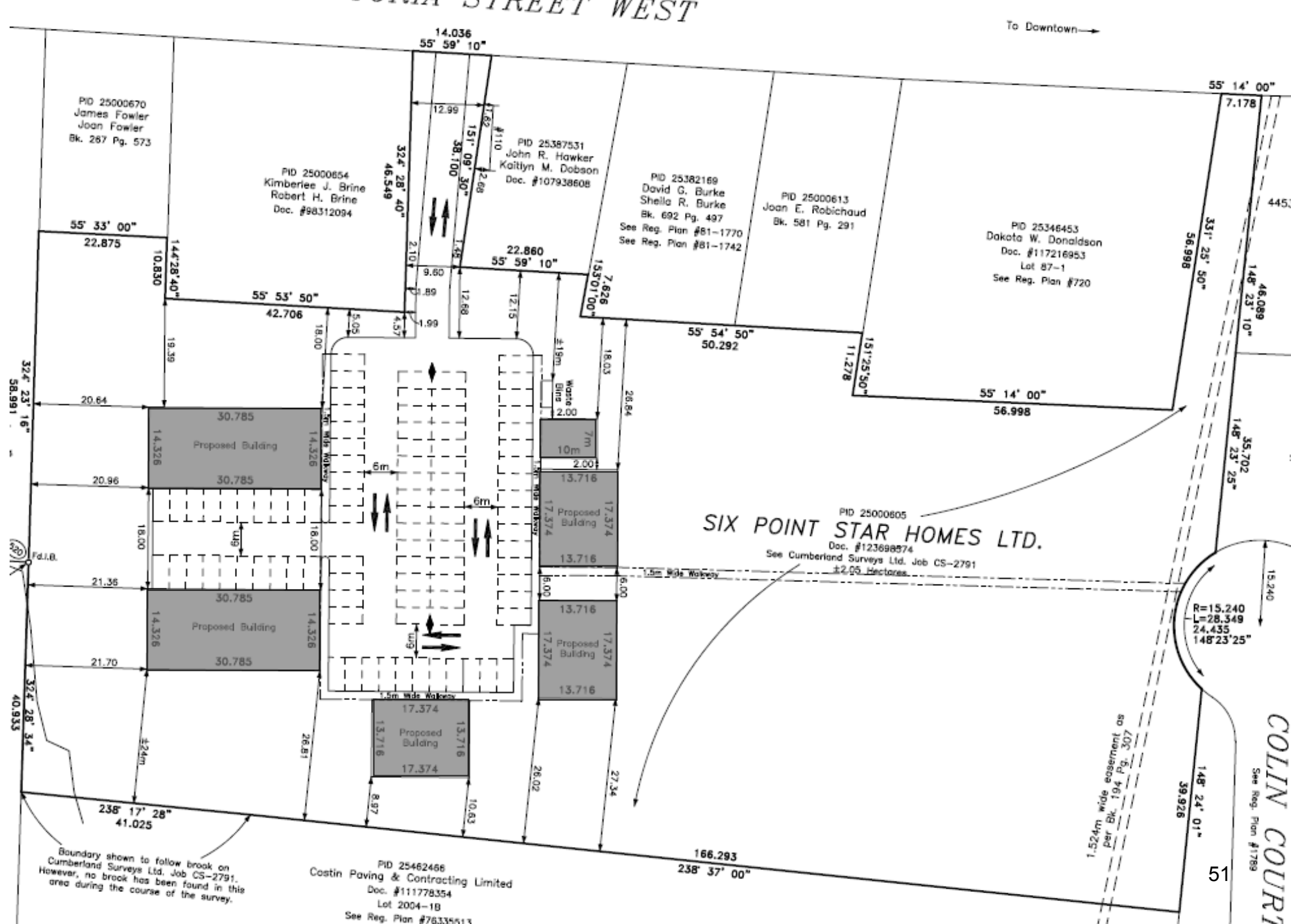


Neighbourhood Context

- Currently vacant land with developed land on three sides with a mix of single detached homes and converted multi-units.
- Costin Paving & Construction is located just behind the property.
- To the North, the marsh and open fields.
- About 1.5km from the Downtown Core and 1km from Highway Exit 3.



Site Plan



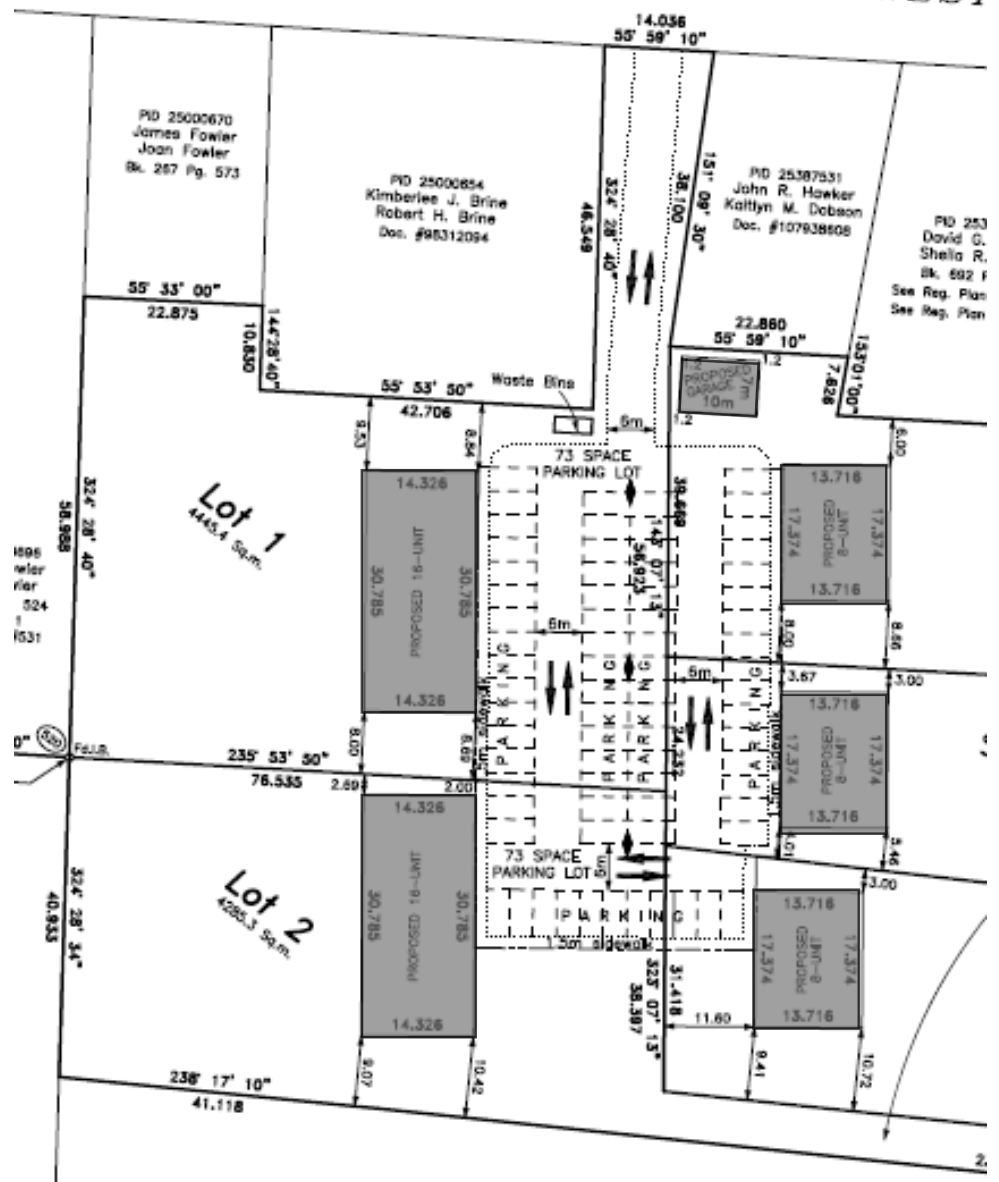
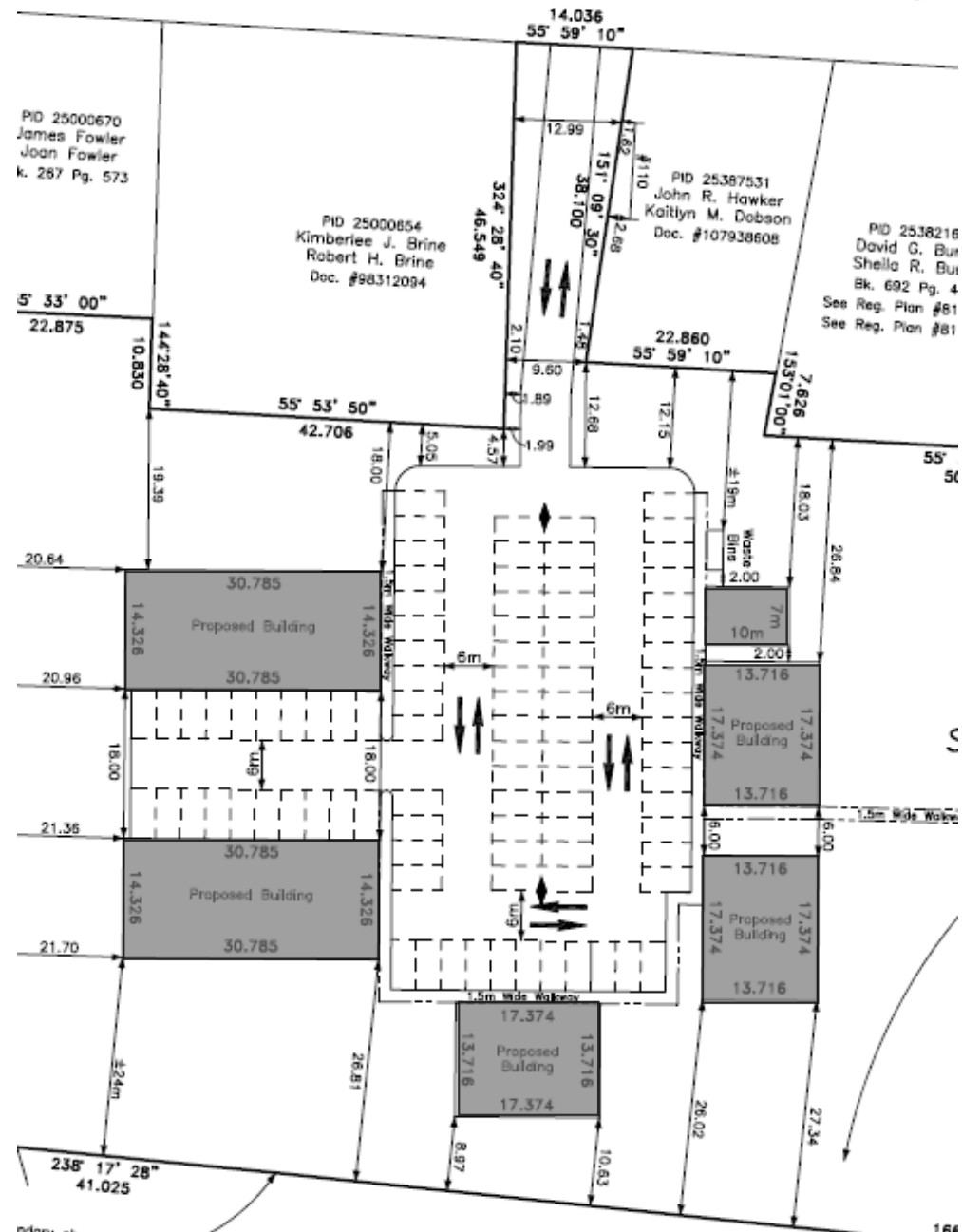
Boundary shown to follow brook on Cumberland Surveys Ltd. Job CS-2791. However, no brook has been found in this area during the course of the survey.

400 kg of 461 kg per Bk 4424-1

COLIN COURT
See Reg. Plan #1769

STREET WEST

VICTORIA STREET WEST



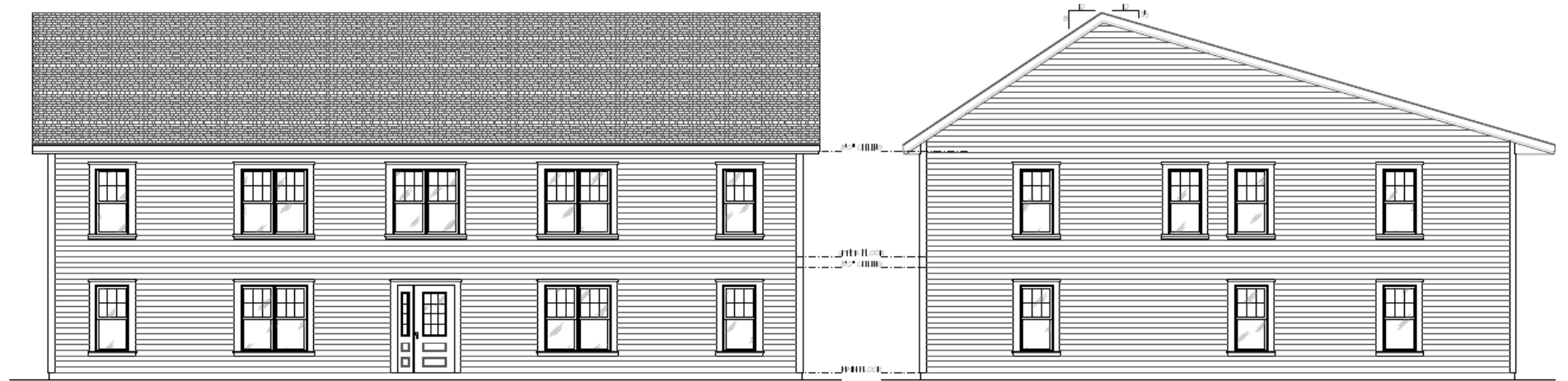
Boundary shown to follow brook on island surveys Ltd. Job CS-2791. No brook has been found in this during the course of the survey.

PID 25462486
Costin Paving & Contracting Limited
Doc. #111778354
Lot 2004-10
See Reg. Plan #76335513

PID 25462486
Costin Paving & Contracting Limited
Doc. #111778354
Lot 2004-10
See Reg. Plan #76335513

Drawings

8 Units

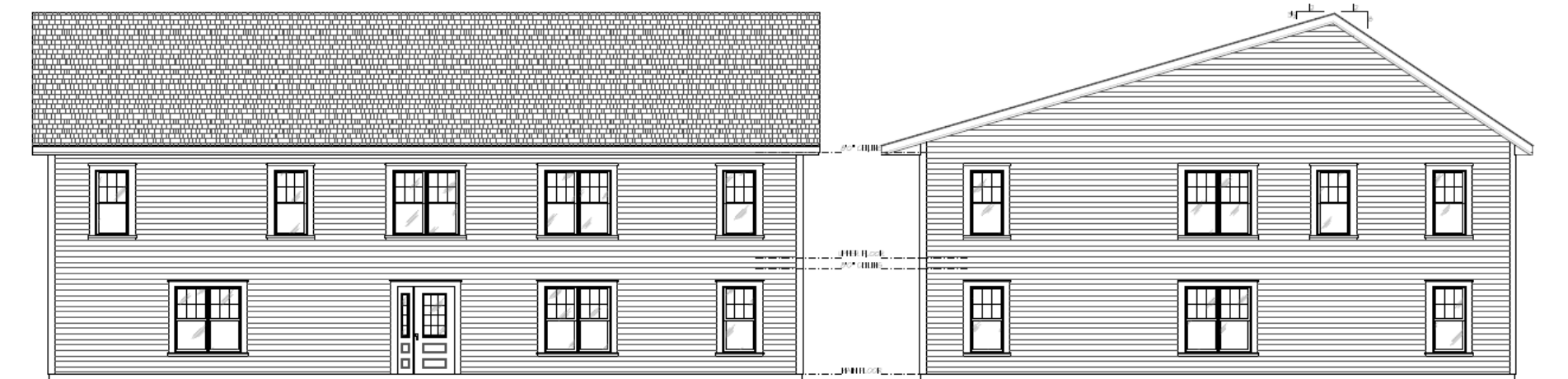


FRONT ELEVATION

SCALE: 1/4"=1'-0"

LEFT ELEVATION

SCALE: 1/4"=1'-0"



REAR ELEVATION

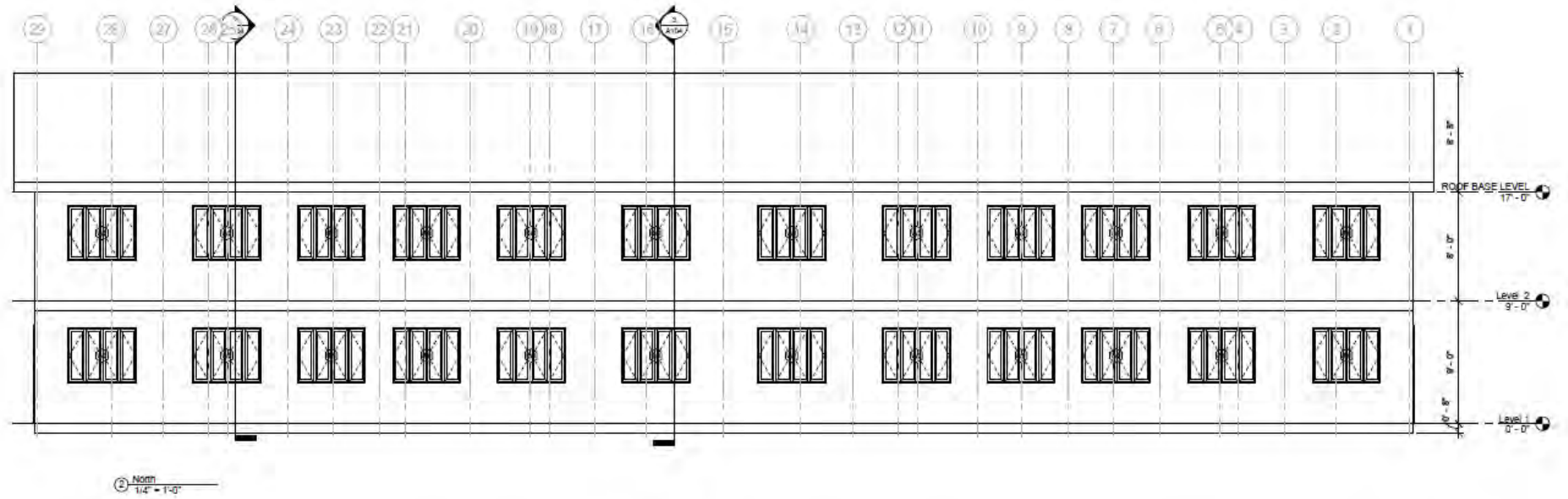
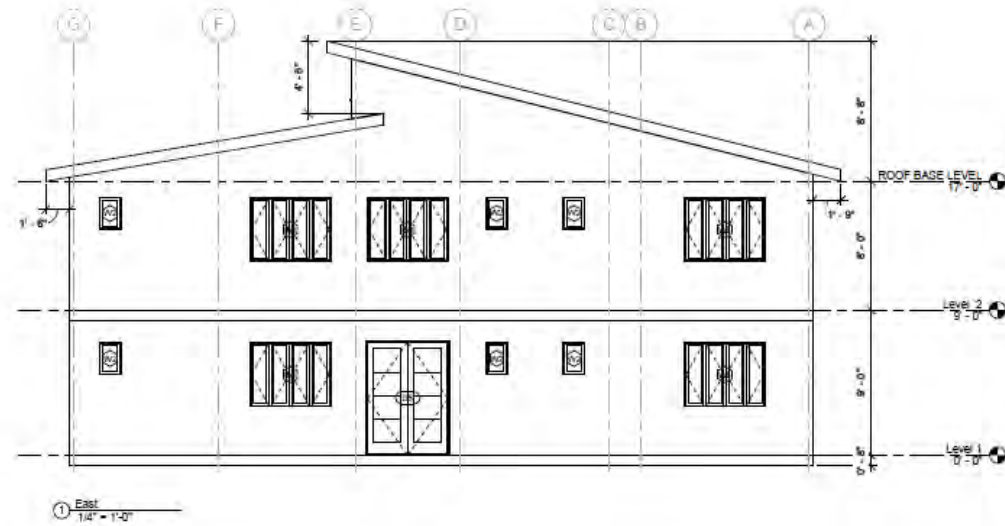
SCALE: 1/4"=1'-0"

RIGHT ELEVATION

SCALE: 1/4"=1'-0"

Drawings

16 Units





#seewhyweloveit



#seewhyweloveit

Relevant Planning Bylaws & Policies

1. General Land Use and Development Policies

GP-4 (Efficient Development)

It shall be the intention of Council to ensure that growth and development within the Town is efficient and cost effective by:

- (a) facilitating the contiguous expansion of the built up areas of the Town;
- (b) limiting development in un-serviced areas of the Town;
- (c) concentrating new development in adequately serviced and properly planned areas;
- (d) encouraging and facilitating infill development on underutilized properties within the built up area of town.

GP-7 (Compatibility)

It shall be the intention of Council to allow a mix of compatible land uses and to minimize their impacts by:

- (a) requiring adequate buffering and setbacks;
- (b) screening development by the use of visual barriers;
- (c) regulating the location of parking, storage buildings or other accessory uses or facilities.

Relevant Planning Bylaws & Policies

2. Residential Policies

RP-9 (Medium and High Density By Development Agreement)

Within the Residential Designation, it shall be the intention of Council to ensure medium and high density residential development occur in a manner compatible with a low density residential neighbourhood. Specifically, Council shall require that all residential developments greater than 4 dwelling units per property, be subject to a Development Agreement. In Agreement. In negotiating such an agreement Council shall:

- (a) ensure that the structure is located on the lot in such a manner as to limit potential impacts on surrounding low density residential developments;
- (b) ensure that the development provides sufficient on-site parking, and appropriate access to, and egress from the

Relevant Planning Bylaws & Policies

2. Residential Policies

RP-11 (Affordable Housing)

It shall be the intention of Council to encourage and promote the provision of affordable housing units within all residential areas of the Town by:

- (a) encouraging a mix of housing types and densities;
- (b) permitting secondary apartments in all dwelling units;
- (c) permitting a secondary residential structure (Garden Suite) on a lot;
- (d) cooperating with Federal and Provincial Governments to facilitate affordable housing within the Town.

Relevant Planning Bylaws & Policies

2. Residential Policies

RP-12 (Residential Area Design)

It shall be the intention of Council to ensure that new residential areas:

- (a) provide for the efficient use of land;
- (b) provide for the efficient and economic extension of existing water, storm sewer and sanitary sewer systems and other and other utilities;
- (c) incorporates a hierarchy of streets that efficiently and safely accommodates traffic flows and proper access to other other areas of Town;
- (d) provides for the efficient and safe movement of pedestrians and cyclists;
- (e) minimizes adverse effects on the environment;
- (f) provides for parks and other community uses in safe and central locations.

Relevant Planning Bylaws & Policies

3. Municipal Services

MS-2 (Service Capacity)

It shall be the intention of Council to require that new municipal water, sanitary sewer and storm sewer services be built to to a capacity capable of providing service to undeveloped lands beyond the immediate development area, when the development of such an area is dependent upon use of said services.

It shall further be in the intention of Council to pay the incremental cost of such excess capacity and to recoup such costs upon costs upon development of the undeveloped lands outside the immediate development.

MEMO

TO: Planning Advisory Committee
FROM: Torben Laux, Land Use Planner
DATE: April 7th, 2025
RE: **Development Agreement – 112 Victoria Street West** (PID 25000605)

PROPOSAL

An application by Tom Mattinson of Six Point Star Homes for a development agreement (DA) to allow the construction of two 16-unit and three 8-unit apartment buildings on 112 Victoria Street West. Each building will be located on separate properties.

BACKGROUND INFORMATION

Tom Mattinson submitted an application in 2024 to allow the construction of two 16-unit and three 8-unit apartment buildings at 112 Victoria Street West. After reviewing the application on July 2, 2024, the Planning Advisory Committee (PAC) voted on a motion to request additional information and modifications to the proposal before making a recommendation to council.

The PAC recommended three key adjustments:

1. Site-specific illustrations
2. Increased setbacks to the south
3. A ninety-degree rotation of the buildings

Based on the PAC's recommendations, the attached application briefing provides updated site details, neighborhood context, and building proposal information.

The developer proposes constructing two 16-unit and three 8-unit apartment buildings on a 5.1-acre vacant lot. The site has three frontages on two streets: two on Victoria Street West and one connecting to Colin Court on the eastern side of the property. Costin Paving & Construction is located just behind the property.

The proposed buildings will be green-certified, featuring solar panels and energy-efficient designs. Construction will be stick-built by a local company and designated as **affordable housing**. The updated site plan includes **91 parking spaces** (an increase from the original 73), with the majority (71 spaces) centralized within the development. Vehicle access will be via a two-lane driveway on the western frontage of Victoria Street West.

The applicant has addressed **two of the three** PAC requests: increasing setbacks to the south and rotating the two 16-unit buildings by ninety degrees to create more space between the buildings and adjacent properties. The third request involved site-specific illustrations.

Response to PAC Recommendations

1. Site-Specific Illustrations

- The applicant provided renders of the development at a different location, stating that the buildings would be identical. Given the scale of the buildings relative to surrounding dwellings and the existing setback, staff believe site-specific renders may not be necessary as there is already a sufficient visual buffer.

2. Increased Setbacks to the South

- The buildings have been moved further back from the southern property line, increasing the setback distances as follows:
 - From **8.84m to 18m** at the property line of **114 Victoria Street W**
 - From **6m to 26.84m** at the property line of **108 Victoria Street W**

3. Ninety-Degree Rotation of the Buildings

- The two 16-unit apartment buildings have been rotated **ninety degrees**, further increasing the setback at **114 Victoria Street W (PID: 25000654)** from **8.84m to 18m** at its closest point.

The applicant intends to keep the right side of the property largely as is, incorporating outdoor space for garden beds and a walking path to Colin Court. The existing watercourse on the property will also be preserved.

Another concern raised was the width of the access to the property. At its narrowest point, the access is 9.6 m with the driveway being 6 m wide. As per the Land Use Bylaw, section 5.5 Performance Standards for Parking Area Driveways and Aisles, the minimum width of a two-way driveway is 6 m.

STORMWATER MANAGEMENT

It is recommended that an engineered stormwater management plan will be required to obtain permits.

PUBLIC PARTICIPATION

A Public Participation Opportunity (PPO) was held on June 20, 2024, in accordance with the Policy for Public Participation and Notification. Several members of the public attended the session.

Minutes from the PPO, along with written submissions, are included in the package. The concerns raised can be summarized as follows:

- Loss of natural habitat for wildlife
- Loss of green space, privacy and views
- Flooding and stormwater runoff
- Was told nothing could be built there
- Buildings and development in general are too large for the neighbourhood
- Local school capacity
- Inadequate access and increased traffic
- There are better locations for this development
- Increased noise pollution and traffic
- Influx of low-income people will increase crime and negative social problems
- Negative impact on property values
- The solid waste containment area is too close to the neighbouring property

RELEVANT POLICIES

1. Residential Policies (RP)

RP-8 (Housing Mix)

It shall be the intention of Council to encourage a mix of housing densities in all residential areas of town to encourage a mix of housing types and income groups in all residential areas.

This development provides a range of housing mix in an already established residential area.

RP-9 (Medium and High Density By Development Agreement)

Within the Residential Designation, it shall be the intention of Council to ensure medium and high density residential development occur in a manner compatible with a low density residential neighbourhood. Specifically, Council shall require that all residential developments greater than 4 dwelling units per property, be subject to a Development Agreement. In negotiating such an agreement Council shall:

- (a) ensure that the structure is located on the lot in such a manner as to limit potential impacts on surrounding low density residential developments;*
- (b) ensure that the development provides sufficient on-site parking, and appropriate access to, and egress from the street;*
- (c) ensure that the location of parking facilities does not dominate the surrounding area, including the utilization of vegetation and fences to mitigate the aesthetic impacts of parking lots;*
- (d) ensure that any on site outdoor lighting does not negatively impact the surrounding properties;*
- (e) ensure that any signage on the property is sympathetic to the surrounding residential properties;*
- (f) require the use of vegetation to improve the aesthetic quality of the development;*
- (g) ensure that the architecture of the building is sympathetic to any existing development in the surrounding area.*

With the updated proposal, the buildings have been moved further back from the southern property line, increasing the setback from 8.84m to 18m at the property line of 114 Victoria Street West and from 6m to 26.84m at the property line of 108 Victoria Street West. The two 16-unit apartment buildings have also been rotated ninety degrees, further increasing the setback at 114 Victoria Street West (PID: 25000654) from 8.84m to 18m at its closest point.

The 91 parking spaces for 56 units, a ratio of 1.63 spaces per unit, which exceeds the 1.25 standard set out in the Land Use Bylaw. Access via a 6 m wide 2-lane driveway will lead directly onto an arterial street.

Outdoor lighting, signage provisions to address landscaping are addressed in the DA.

Regarding architectural sympathy, the proposed buildings would be significantly larger in footprint to the surrounding low-density dwellings nearby, although as 2-story buildings they are not significantly higher. Mitigating factors include the ample separation from existing dwellings, and the use of fencing and vegetation to act as a visual buffer.

RP-11 (Affordability)

It shall be the intention of Council to encourage and promote the provision of affordable housing units within all residential areas of the Town by:

- (a) encouraging a mix of housing types and densities;
- (b) permitting secondary apartments in all dwelling units;
- (c) permitting a secondary residential structure (Garden Suite) on a lot;
- (d) cooperating with Federal and Provincial Governments to facilitate affordable housing within the Town.

The applicant proposes that 49% of units will be affordable, with 50% 2-bedroom and 25% 3-bedroom apartments.

RP-12 (Residential Area Design)

It shall be the intention of Council to ensure that new residential areas:

- (a) provide for the efficient use of land;
- (b) provide for the efficient and economic extension of existing water, storm sewer and sanitary sewer systems and other utilities;
- (c) incorporates a hierarchy of streets that efficiently and safely accommodates traffic flows and proper access to other areas of Town;
- (d) provides for the efficient and safe movement of pedestrians and cyclists;
- (e) minimizes adverse effects on the environment;
- (f) provides for parks and other community uses in safe and central locations.

The development generally satisfies this policy.

2. General Land Use and Development Policies (GP)

GP-4 Efficient Development

It shall be the intention of Council to ensure that growth and development within the Town is efficient and cost effective by:

- (a) facilitating the contiguous expansion of the built up areas of the Town;*
- (b) limiting development in un-serviced areas of the Town;*
- (c) concentrating new development in adequately serviced and properly planned areas;*
- (d) encouraging and facilitating infill development on underutilized properties within the built up area of town*

The proposed development satisfies all aspects of this policy. It is infill development that will require no extension of town infrastructure.

GP-7 Compatibility

It shall be the intention of Council to allow a mix of compatible land uses to minimize their impacts by:

- (a) requiring adequate buffering and setbacks;*
- (b) screening development by the use of visual barriers; and,*
- (c) regulating the location of parking, storage buildings and other accessory uses or facilities.*

The draft DA contains provisions that address setbacks, buffering through the use of visual barriers. The location of parking and accessory buildings are all addressed.

GP-8 Density

It shall be the intention of Council to allow development at a density appropriate to the overall desired character of the town.

The overall density of the development is 9.4 units/acre. To provide some perspective, if the property were to be developed as a subdivision, a rough estimate would suggest that it could accommodate approximately 31 single-detached dwelling lots if 1/3 of the property were used for streets. This amounts to a density of 6 units/acre. While there is no singular definition of low or high density, 9.4 units/acre could be considered at the lower end of medium density.

GP-12 General Quality Controls

It shall be the intention of Council to include in the land use bylaw a full range of provisions to ensure a high quality urban environment in all land use designations. Such provisions shall include, but not be limited to regulations concerning signage,

landscaping and buffering, accessory buildings, separation distances, and obnoxious uses.

The development generally satisfies this policy with the increase of the setbacks and visual buffer.

5. Implementation Policy

A-5 (Amendment Criteria)

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

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

The proposal meets the intent of the relevant town bylaws and regulations. In terms of subsection (b), there would be no significant burden on the Town's finances. The street network and town water, sanitary and storm sewer services can accommodate the development. With regard to subsection (c), the proposed development represents a significant increase in scale when compared to the nearby low density residential development. That being said, the buildings will be two-storey, similar to 1-2 level dwellings nearby. The development is positioned approximately 73m (240ft) up from 60m (200ft) from West Victoria. As such it will have no visual impact on the streetscape. In addition, the proposed buildings are oriented on the lot such that the buildings have a significant distance from existing dwellings to the north. The Costin Paving property is to the south where there will be no impact. In terms of lot coverage, the buildings and parking are condensed on the lot leaving over 80% of the overall property as green space.

DISCUSSION & CONCLUSION

Staff feel the draft DA is in keeping with the general intent of the relevant polices of the MPS. This development is appropriate for the area in terms of its height, bulk, and general built form.

The following decision options are therefore put forward:

OPTIONS:

Option One: Recommend that Council enter into the Development Agreement for 112 Victoria Street West Development as drafted.

Option Two: Recommend that Council not enter into the Development Agreement 112 Victoria Street West.

Option Three: Defer a decision and request additional information and /or changes to the proposal.

STAFF RECOMMENDATION: Option One.

SYNOPSIS

Second Reading

Development Agreement

3 Robie Street

Six Point Star Homes, the owner of 3 Robie Street, has applied for a development agreement to permit a converted community hall with four dwelling units into an eight-unit apartment building.

A public participation opportunity was held on February 6th where no input was provided by the public. On March 3rd, the Planning Advisory Committee recommended that Council enter into the agreement as drafted. An advertised Public Hearing was held on April 9th, where again no input was provided by the public.

The attached development agreement contains terms and conditions intended to address the relevant policies of the Municipal Planning Strategy. The development will result in much needed housing near the downtown core.

MOTION:

That Council give Second Reading of the development agreement for 3 Robie Street to permit the conversion of an existing community hall into an 8-unit apartment building.

TO: Mayor Small and Members of Council

SUBMITTED BY: Andrew Fisher, Director, Planning & Economic Development

DATE: April 28, 2025

SUBJECT: Second Reading: 3 Robie Street Development Agreement

ORIGIN: An application by Six Point Star Homes to convert a former community hall located at 3 Robie Street (PID 25089471) into an 8-unit apartment building.

LEGISLATIVE AUTHORITY: Municipal Government Act Part VIII Planning and Development.

RECOMMENDATION: That Council give Second Reading of the development agreement for 3 Robie Street to permit the conversion of an existing community hall into an 8-unit apartment building.

BACKGROUND: Attached is the draft development agreement. An advertised Public Participation Opportunity was held on February 6, 2025. No members of the public provided input into the proposal. An advertised Public Hearing was held on April 9th, again no members of the public provided input into the proposal.

Council is referred to the attached March 3, 2025 staff report to the Planning Advisory Committee that contains details about the proposed development, input received through the Public Participation Opportunity, information provided by the applicant, and a review of the relevant MPS policies.

DISCUSSION: As detailed in the attached staff report to the PAC, the proposal meets the general intent of MPS policies.

FINANCIAL IMPLICATIONS: None specific to this issue.

SOCIAL JUSTICE IMPLICATIONS: The development agreement process provides opportunities for the public provide input and the development include affordable housing units.

ENVIRONMENTAL IMPLICATIONS: This is energy efficient, infill development located close to amenities.

COMMUNITY ENGAGEMENT: Public Participation Opportunity and an advertised Public Hearing.





AMHERST TOWN COUNCIL

RFD# 2025056

Date: April 28, 2025

ALTERNATIVES: Do not approve second reading citing specific MPS policies that are not being met.

ATTACHMENTS: 1) Draft Development Agreement; 2) Staff report and presentation to PAC

Report prepared by: A.Fisher

Report and Financial approved by:



This Agreement made this _____ Day of _____ 2025.

Between:

Tom Mattinson of Six Point Star Homes, property located at 3 Robie Street [PID 25089471], 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 RP-9 of the Municipal Planning Strategy of the Town of Amherst, to renovate an existing building to include four new units in addition to the existing four units on property located at 3 Robie Street [PID 25089471]

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 ___ Day of _____ 2025, 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' – Property Location Map
- (c) Schedule 'C' – Site Plan
- (d) Schedule 'D' – 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 four (4) additional units within the existing building, subject to Schedules A, B, C and D attached.
- 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 AND DELIVERED

In the presence of

FOR THE OWNER

Tom Mattinson, Six Point Star Homes

THE TOWN OF AMHERST

Rob Small, Mayor

Jason MacDonald, MCIP, LPP, CAO

Schedule A

3 Robie Street, PID 25089471- Development Agreement

Terms and Conditions:

1. USE OF LAND AND BUILDINGS

- 1.0 The use of the property shall be limited to the additional four (4) units, for a total of eight (8) within the existing building located on property shown on Schedule 'B'.
- 1.1 Prior to issuance of a Building Permit, the Owner shall submit construction drawings as required by the Building Code to the satisfaction of the Building Inspector.
- 1.2 The Owner shall be responsible for ongoing compliance with the Town of Amherst Solid Waste Bylaw, including but not limited to, maintenance of solid waste containment where located outside the building.
- 1.3 The Owner shall be responsible for maintaining a screened solid waste containment area(s) at minimum six (6) metres from the rear property line of adjacent properties.
- 1.4 A minimum of 1.25 parking spaces shall be provided for each dwelling unit for a total of 10 spaces on the Lands and shall be generally configured as shown on Schedule 'C'.

2. GENERAL REQUIREMENTS

- 2.1 The Owner shall keep the Lands and building 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 In addition to *Part 5 – Hours of Construction* under the Town of Amherst Building Bylaw D-6, operation of heavy equipment and electrical generators shall not take place on the property from 8:00 P.M. to 7:00 A.M.
- 2.3 Signage on the property shall conform to the Town of Amherst *Land Use Bylaw*.
- 2.4 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties or streets.
- 2.5 The Owner shall take all reasonable steps to maintain a clean worksite during construction by picking up building material waste, and taking all reasonable measures to minimize dust.
- 2.6 Accessory buildings may be permitted on the Lands in accordance with the Town of Amherst Land Use Bylaw.

Schedule B

Property Location Map

 3 Robie Street (PID 25089471)



Schedule D

Elevations

GENERAL NOTES

FRONT ELEVATION
SCALE 1/4"=1'-0"

REAR ELEVATION
SCALE 1/4"=1'-0"

LEFT ELEVATION
SCALE 1/4"=1'-0"

RIGHT ELEVATION
SCALE 1/4"=1'-0"

PRELIMINARY ONLY
Not for Construction

COMPUDRAFT
2008.0000

PROPOSED RENOVATION
by SIX POINT STAR HOMES
AMHERST, NH

ELEVATIONS

DATE	1/11/08
BY	J.P.
CHECKED	J.P.
SCALE	1/4"=1'-0"
PROJECT	CD534-061
SHEET	A2

The image displays four architectural elevation drawings of a house, arranged vertically. From top to bottom: 1. Front Elevation (Scale 1/4"=1'-0"): Shows a two-story house with a gabled roof, a central entrance with a small porch, and several windows. 2. Rear Elevation (Scale 1/4"=1'-0"): Shows the back of the house with a gabled roof, a central door, and multiple windows. 3. Left Elevation (Scale 1/4"=1'-0"): Shows the left side of the house, which is a long, narrow profile with a series of windows and a small porch at the top. 4. Right Elevation (Scale 1/4"=1'-0"): Shows the right side of the house, similar to the left elevation but with a different window arrangement and a small porch at the bottom. To the right of the drawings is a title block containing project information, a 'PRELIMINARY ONLY' warning, a 'COMPUDRAFT' logo, and a table with drawing details.

MEMO

TO: Planning Advisory Committee
FROM: Torben Laux, Land Use Planner
DATE: March 3rd, 2025
RE: **Development Agreement – 3 Robie Street** (PID 25089471)

PROPOSAL

An application by Tom Mattinson of Six Point Star Homes has been submitted for a development agreement (DA) to allow the construction of four units in addition to the four units already approved at 3 Robie Street.

PUBLIC PARTICIPATION

A Public Participation Opportunity (PPO), advertised in accordance with the Policy for Public Participation and Notification, was held on February 6th. No members of the public spoke to this application.

BACKGROUND INFORMATION

The attached application briefing provides site details, neighborhood context, and building proposal specifics. This development agreement would permit an additional four units within the existing dwelling. The subject property has a total area of 908.5 square meters (9,779 square feet) and is zoned General Residential. Currently used for residential purposes, the lot features an existing dwelling that will accommodate the proposed units. The site includes ten parking spaces, ensuring a ratio of 1.25 spaces per unit. Located within an established residential neighborhood, the property aligns with surrounding land uses and zoning regulations, supporting a modest increase in density while maintaining compatibility with the area.

RELEVANT POLICIES

1. General Land Use and Development Policies (GP)

GP-4 Efficient Development

It shall be the intention of Council to ensure that growth and development within the Town is efficient and cost effective by:

- (a) facilitating the contiguous expansion of the built up areas of the Town;*
- (b) limiting development in un-serviced areas of the Town;*
- (c) concentrating new development in adequately serviced and properly planned areas;*
- (d) encouraging and facilitating infill development on underutilized properties within the built up area of town*

The proposed development generally satisfies this policy. It is a renovation of an existing building that will require no extension of town infrastructure.

GP-7 (Compatibility)

It shall be the intention of Council to allow a mix of compatible land uses and to minimize their impacts by:

- a) requiring adequate buffering and setbacks;*
- b) screening development by the use of visual barriers;*
- c) regulating the location of parking, storage buildings or other accessory uses or facilities.*

The proposed development aligns with the aspects of this policy by ensuring compatibility with surrounding land uses while minimizing potential impacts. As a renovation of an existing building within an established neighborhood, the project maintains the residential character of the area. The development agreement addresses visual screening and site layout to further enhance compatibility with the surrounding area.

GP-8 (Density)

It shall be the intention of Council to allow development at a density appropriate to the overall desired character of the town.

The proposed development satisfies all aspects of this policy. By adding four additional residential units within an existing dwelling, the project promotes moderate density increases that align with the character of the neighborhood. The development maintains an appropriate scale and intensity while efficiently utilizing existing infrastructure and services.

2. Residential Policies (RP)

RP-9 (Medium and High Density By Development Agreement)

Within the Residential Designation, it shall be the intention of Council to ensure medium and high density residential development occur in a manner compatible with a low density residential neighbourhood. Specifically, Council shall require that all residential developments greater than 4 dwelling units per property, be subject to a Development Agreement. In negotiating such an agreement Council shall:

- (a) ensure that the structure is located on the lot in such a manner as to limit potential impacts on surrounding low density residential developments;*
- (b) ensure that the development provides sufficient on-site parking, and appropriate access to, and egress from the street;*
- (c) ensure that the location of parking facilities does not dominate the surrounding area, including the utilization of vegetation and fences to mitigate the aesthetic impacts of parking lots;*
- (d) ensure that any on site outdoor lighting does not negatively impact the surrounding properties;*
- (e) ensure that any signage on the property is sympathetic to the surrounding residential properties;*
- (f) require the use of vegetation to improve the aesthetic quality of the development;*
- (g) ensure that the architecture of the building is sympathetic to any existing development in the surrounding area.*

As an existing structure, the proposed development is designed to minimize potential impacts on the surrounding residential area. The building's placement remains unchanged, maintaining compatibility with adjacent low-density residential properties.

The development provides 10 parking spaces for 8 units, achieving a ratio of 1.25 spaces per unit, which meets the parking requirements outlined in the Land Use Bylaw. These spaces will be accessible from the Robie Street side, ensuring efficient access and egress while minimizing disruption to neighboring properties. Landscaping, outdoor lighting, and signage provisions are addressed in the Development Agreement to enhance the overall aesthetic and mitigate any potential visual impacts.

Regarding architectural compatibility, the proposed development will retain its existing exterior with the addition of more windows.

RP-11 (Affordable Housing)

It shall be the intention of Council to encourage and promote the provision of affordable housing units within all residential areas of the Town by:

- (a) encouraging a mix of housing types and densities;*
- (b) permitting secondary apartments in all dwelling units;*
- (c) permitting a secondary residential structure (Garden Suite) on a lot;*
- (d) cooperating with Federal and Provincial Governments to*

The applicant stated that the units will be affordable based on eligibility for Government level funding.

RP-12 (Residential Area Design)

It shall be the intention of Council to ensure that new residential areas:

- (a) provide for the efficient use of land;*
- (b) provide for the efficient and economic extension of existing water, storm sewer and sanitary sewer systems and other utilities;*
- (c) incorporates a hierarchy of streets that efficiently and safely accommodates traffic flows and proper access to other areas of Town;*
- (d) provides for the efficient and safe movement of pedestrians and cyclists;*
- (e) minimizes adverse effects on the environment;*
- (f) provides for parks and other community uses in safe and central locations.*

The proposed development satisfies the general intent of this policy.

3. Implementation Policy

A-5 (Amendment Criteria)

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

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

The proposal meets the intent of the relevant town bylaws and regulations. In terms of subsection (b), there would be no significant burden on the Town's finances. The street network and town water, sanitary and storm sewer services can accommodate the development.

DISCUSSION & CONCLUSION

Staff feel the draft DA is in keeping with the general intent of the relevant policies of the MPS. The proposal has the potential to have a significant positive impact not just for the Town of Amherst by addressing the shortage of suitable and affordable housing. This development is appropriate for the area in terms of its height, bulk, and general built form.

The following decision options are therefore put forward:

OPTIONS:

Option One: Recommend that Council enter into the Development Agreement for 3 Robie Street Development as drafted.

Option Two: Recommend that Council not enter into the Development Agreement for 3 Robie Street.

Option Three: Defer a decision and request additional information and /or changes to the proposal.

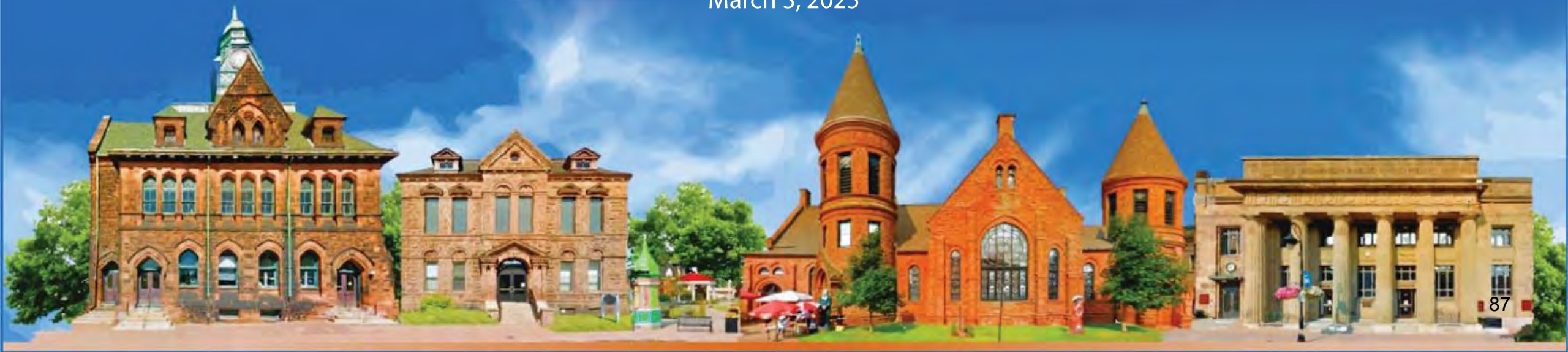
STAFF RECOMMENDATION: Option One.



Planning Advisory Committee

Development Agreement to Permit the Construction of 4 additional units (total of 8 units) on 3 Robie Street.

March 3, 2025



Disclaimer

These applications are not the Town's proposal. It is a property owner's right to make an application for a development agreement or a zoning map amendment. No approval or decisions have been made.

Development Agreement

What is a Development Agreement (DA)?

A development agreement is a legally binding contract between a property owner and the Town that stipulates standards, design requirements, terms, and conditions to which the property owner must adhere.

Aspects of a development that may be addressed in this agreement include:



Architectural Design

Parking

Landscaping

Drainage

A development agreement may also influence the use, of fencing and other similar site features to ensure the matter is addressed adequately, stipulate how the project should be phased, enforce certain special requirements, and require the developer to make contribution towards funding public infrastructure.

Development Agreement Process



Application Details

Applicant/ Owner: Tom Mattinson, Six Point Star Homes

Summary of Proposal: to construct 4 additional units (for a total of 8) within an existing structure

Location: 3 Robie Street (PID:25089471)

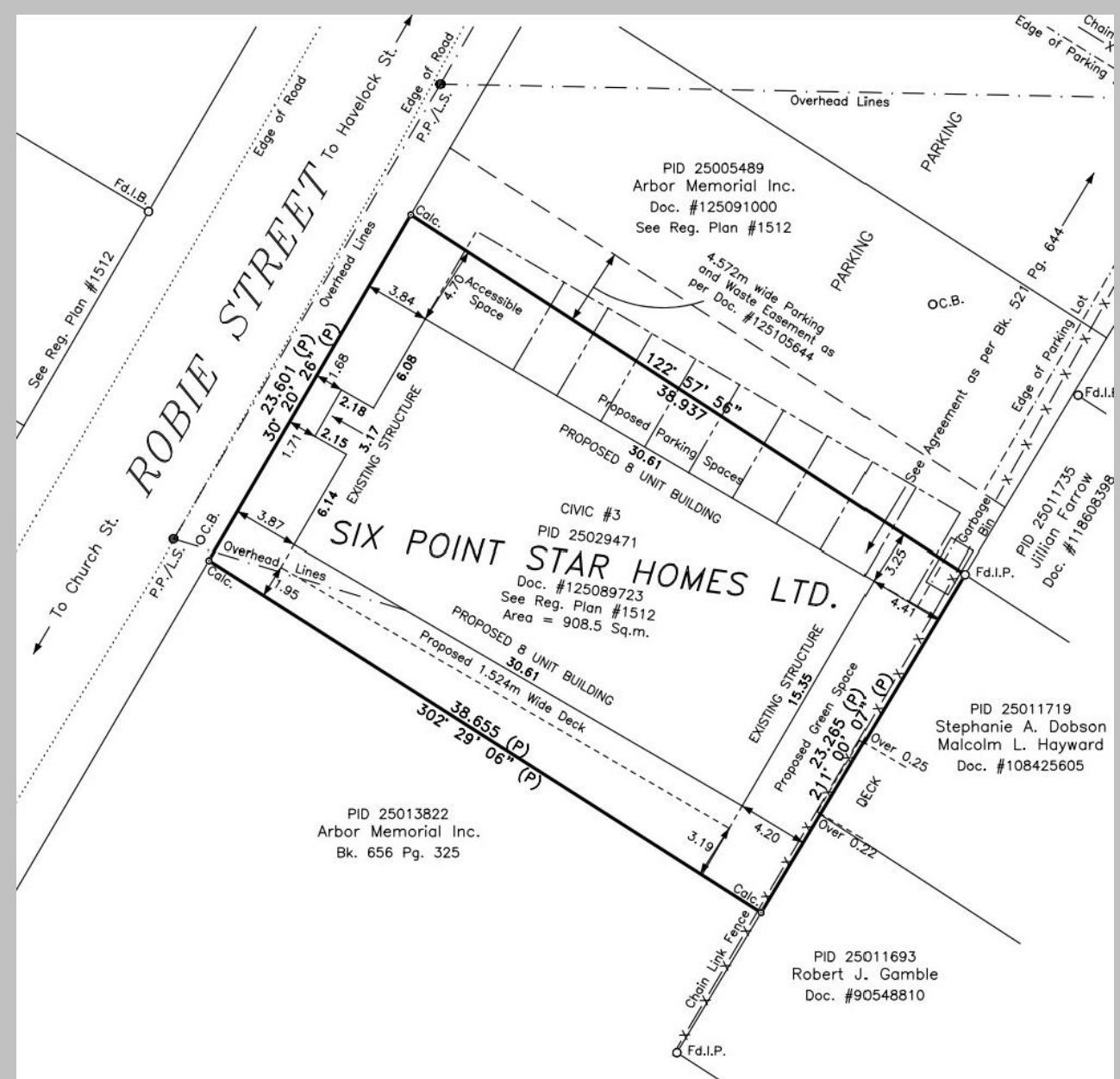
Total Property Area: 908.5 sq m (9779 sq ft.)

Existing Zoning: General Residential

Existing Land Use: Residential

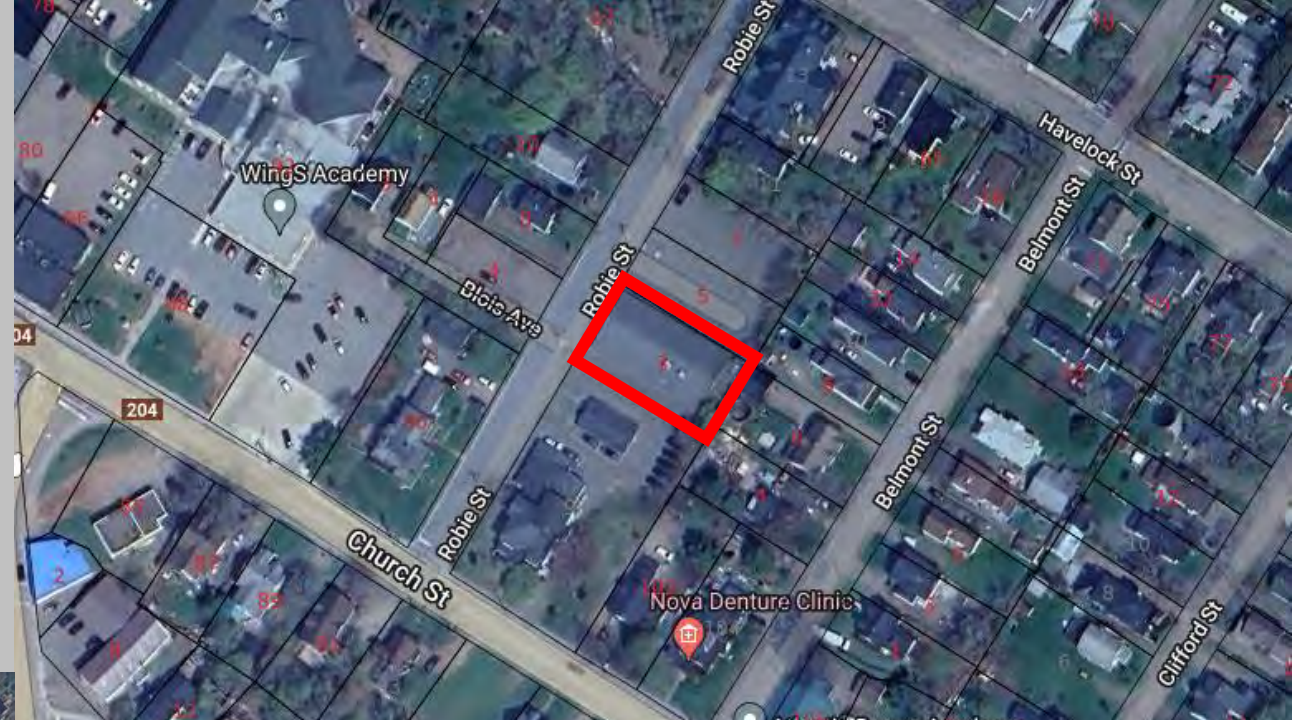
Parking: 10 Parking Spaces (1.25/unit)

Street Frontage: 23m along Robie St.

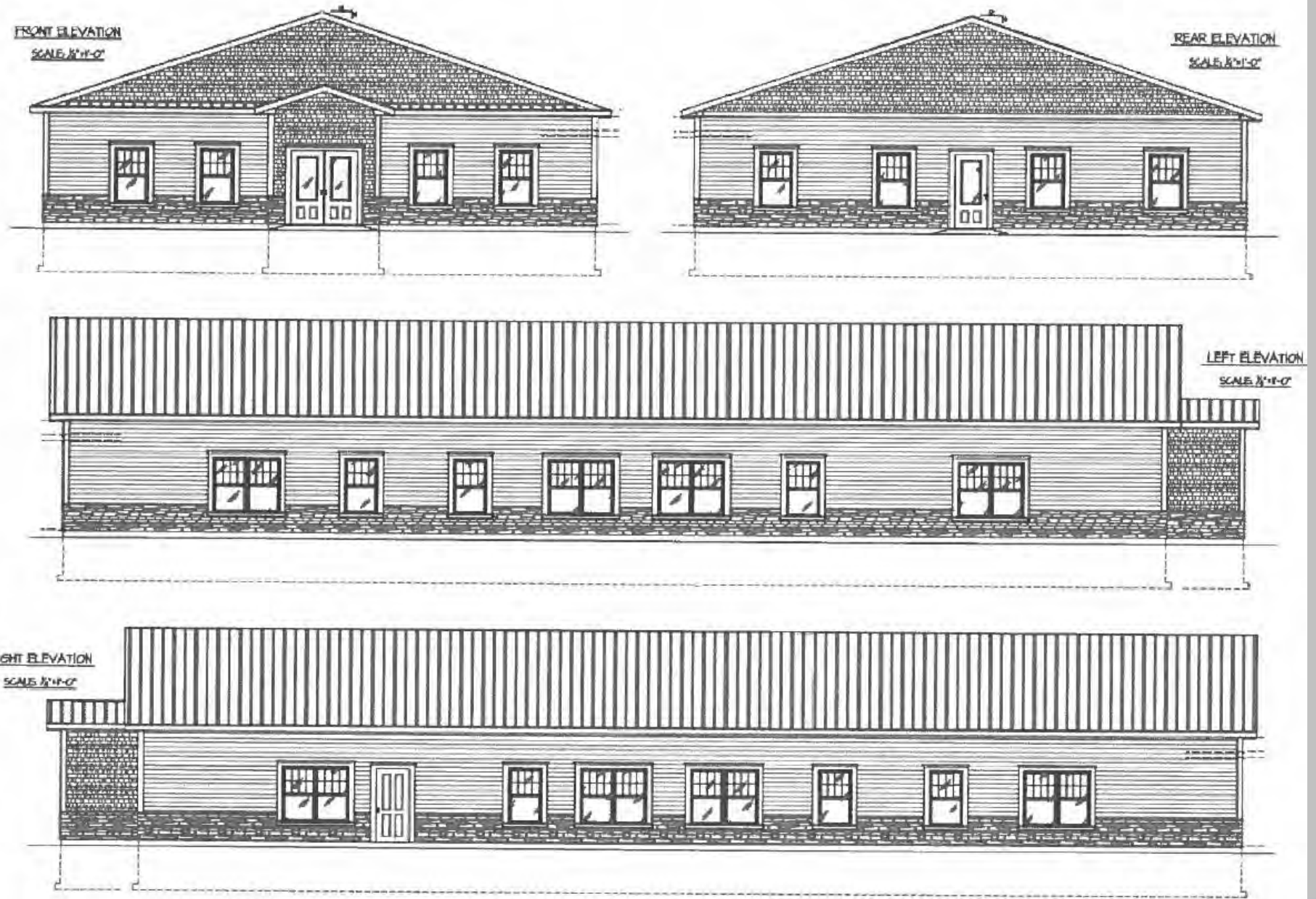


Neighbourhood Context

- Located in an old Community Hall
- Located west of the YMCA
- Campbell's Funeral Home is to the immediate south
- About a 10 min walk from Town Hall
- Curry Park is a 3 min walk to the north.



Elevations



Relevant Planning Bylaws & Policies

1. General Land Use and Development Policies

GP-4 (Efficient Development)

It shall be the intention of Council to ensure that growth and development within the Town is efficient and cost effective by:

- (a) facilitating the contiguous expansion of the built up areas of the Town;
- (b) limiting development in un-serviced areas of the Town;
- (c) concentrating new development in adequately serviced and properly planned areas;
- (d) encouraging and facilitating infill development on underutilized properties within the built up area of town.

GP-7 (Compatibility)

It shall be the intention of Council to allow a mix of compatible land uses and to minimize their impacts by:

- (a) requiring adequate buffering and setbacks;
- (b) screening development by the use of visual barriers;
- (c) regulating the location of parking, storage buildings or other accessory uses or facilities.

GP-8 (Density)

It shall be the intention of Council to allow development at a density appropriate to the overall desired character of the town.

Relevant Planning Bylaws & Policies

2. Residential Policies

RP-9 (Medium and High Density By Development Agreement)

Within the Residential Designation, it shall be the intention of Council to ensure medium and high density residential development occur in a manner compatible with a low density residential neighbourhood. Specifically, Council shall require that all residential developments greater than 4 dwelling units per property, be subject to a Development Agreement. In Agreement. In negotiating such an agreement Council shall:

- (a) ensure that the structure is located on the lot in such a manner as to limit potential impacts on surrounding low density residential developments;
- (b) ensure that the development provides sufficient on-site parking, and appropriate access to, and egress from the

Relevant Planning Bylaws & Policies

2. Residential Policies

RP-11 (Affordable Housing)

It shall be the intention of Council to encourage and promote the provision of affordable housing units within all residential areas of the Town by:

- (a) encouraging a mix of housing types and densities;
- (b) permitting secondary apartments in all dwelling units;
- (c) permitting a secondary residential structure (Garden Suite) on a lot;
- (d) cooperating with Federal and Provincial Governments to facilitate affordable housing within the Town.

RP-12 (Residential Area Design)

It shall be the intention of Council to ensure that new residential areas:

- (a) provide for the efficient use of land;
- (b) provide for the efficient and economic extension of existing water, storm sewer and sanitary sewer systems and other and other utilities;
- (c) incorporates a hierarchy of streets that efficiently and safely accommodates traffic flows and proper access to other other areas of Town;
- (d) provides for the efficient and safe movement of pedestrians and cyclists;
- (e) minimizes adverse effects on the environment;
- (f) provides for parks and other community uses in safe and central locations.

Relevant Planning Bylaws & Policies

3. Implementation Policy

A-5 (Amendment Criteria)

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

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

SYNOPSIS

Second Reading

Development Agreement

91 Rupert Street

Ocean Breeze Estates, the owner of 91 Rupert Street, has applied for a development agreement to permit the construction of an 18-unit apartment building.

A public participation opportunity was held on February 6th where no input was provided by the public. On March 3rd, the Planning Advisory Committee recommended that Council enter into the agreement as drafted. An advertised Public Hearing was held on April 9th. One member of the public was in attendance and asked about parking and fencing around the proposed development and if the units would be considered affordable housing. Staff provided answers to the questions and there was no further input from the public.

The attached draft development agreement contains terms and conditions intended to address the relevant policies of the Municipal Planning Strategy. This is an infill development that will provide housing in a central location that is within a short walking distance of three schools.

MOTION:

That Council give Second Reading of the development agreement for 91 Rupert Street to permit the construction of an 18-unit apartment building.

TO: Mayor Small and Members of Council

SUBMITTED BY: Andrew Fisher, Director, Planning & Economic Development

DATE: April 28, 2025

SUBJECT: Second Reading: 91 Rupert Street Development Agreement

ORIGIN: An application by Andrew Cameron with Ocean Breeze Estates to construct an 18-unit apartment building at 91 Rupert Street (PID 25518242).

LEGISLATIVE AUTHORITY: Municipal Government Act Part VIII Planning and Development.

RECOMMENDATION: That Council give Second Reading of the development agreement for 91 Rupert Street to permit the construction of an 18-unit apartment building.

BACKGROUND: Attached is the draft development agreement. An advertised Public Participation Opportunity was held on February 6, 2025. No members of the public provided input into the proposal. An advertised Public Hearing was held on April 9th. One member of the public was in attendance and asked about parking and fencing around the proposed development and if the units would be considered affordable housing. Staff provided answers to the questions and there was no further input from the public.

Council is referred to the attached March 3, 2025 staff report to the Planning Advisory Committee that contains details about the proposed development, any input received through the Public Participation Opportunity, information provided by the applicant, and a review of the relevant MPS policies.

DISCUSSION: As detailed in the attached staff report to the PAC, the proposal meets the general intent of relevant MPS policies.

FINANCIAL IMPLICATIONS: None specific to this issue.

SOCIAL JUSTICE IMPLICATIONS: The development agreement process provides opportunities for the public provide input.

ENVIRONMENTAL IMPLICATIONS: This is infill development representing an efficient use of existing infrastructure.





AMHERST TOWN COUNCIL

RFD# 2025055

Date: April 28, 2025

COMMUNITY ENGAGEMENT: Public Participation Opportunity and an advertised Public Hearing.

ALTERNATIVES: Do not approve second reading citing specific MPS policies that are not being met.

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

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



This Agreement made this _____ Day of _____ 2025.

Between:

Andrew Cameron of Ocean Breese Estate Ltd, property located at 91 Rupert Street [PID 25518242], 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 RP-9 of the Municipal Planning Strategy of the Town of Amherst, to construct a 3-story, 18-unit apartment building on property located at 91 Rupert Street [PID 25518242]

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 ___ Day of _____ 2025, 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' – Property Location Map
- (c) Schedule 'C' – Site Plan
- (d) Schedule 'D' – 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 3-story, 18-unit apartment building subject to Schedules A, B, C, and D attached.
- 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 AND DELIVERED

In the presence of

FOR THE OWNER

Andrew Cameron, Ocean Breese Estate Ltd

THE TOWN OF AMHERST

Rob Small, Mayor

Jason MacDonald, MCIP, LPP, CAO

Schedule A

91 Rupert Street, PID 25518242 - Development Agreement

Terms and Conditions:

1. USE OF LAND AND BUILDINGS

- 1.0 The use of the property shall be limited to the construction of a 3-story, 18-unit apartment building located on property shown on Schedule 'B'.
- 1.1 Prior to issuance of a Building Permit, the Owner shall submit construction drawings as required by the Building Code to the satisfaction of the Building Inspector.
- 1.2 The Owner shall be responsible for ongoing compliance with the Town of Amherst Solid Waste Bylaw, including but not limited to, maintenance of solid waste containment where located outside the building.
- 1.3 The Owner shall place a privacy fence approximately 1.8 m (6 ft) along the shared property line with 85 Rupert Street and 32 Charles Street.
- 1.4 The Owner shall be responsible for maintaining a screened solid waste containment area(s) at minimum six (6) metres from the rear property line of adjacent properties.
- 1.5 A minimum of 1.83 parking spaces shall be provided for each dwelling unit for a total of 33 spaces on the Lands and shall be generally configured as shown on Schedule 'C'.
- 1.6 The building shall generally conform to the designs shown on Schedule 'C' and 'D'. Variations to the architectural details and footprint of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.7 The Owners shall be responsible for all elements of the Site Plan on the Land generally in accordance with Schedule 'C'. Variations to the Site Plan elements may be permitted, to the satisfaction of the Development Officer and shall not be considered substantial changes to this agreement.
- 1.8 The Owner shall provide a Stormwater Management Plan to reflect the location of the building, as shown on Schedule 'C', designed by a certified engineer.

2. GENERAL REQUIREMENTS

- 2.1 The Owner shall keep the Lands and building 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 In addition to *Part 5 – Hours of Construction* under the Town of Amherst Building Bylaw D-6, operation of heavy equipment and electrical generators shall not take place on the property from 8:00 P.M. to 7:00 A.M.
- 2.3 Signage on the property shall conform to the Town of Amherst *Land Use Bylaw*.
- 2.4 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties or streets.

2.5 The Owner shall take all reasonable steps to maintain a clean worksite during construction by picking up building material waste, and taking all reasonable measures to minimize dust.

2.6 Accessory buildings may be permitted on the Lands in accordance with the Town of Amherst Land Use Bylaw.

Schedule B

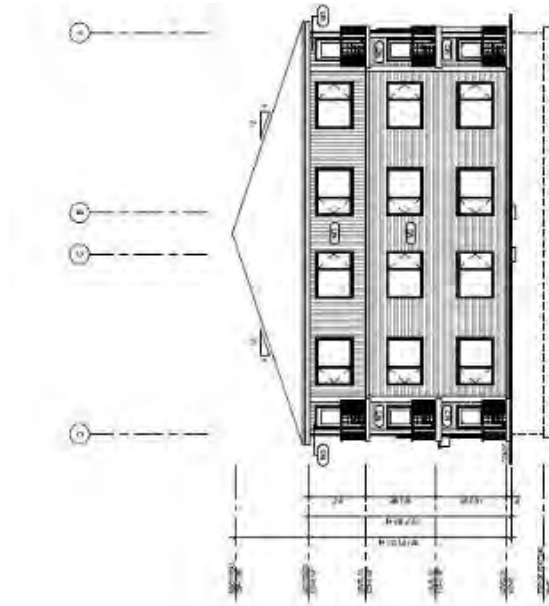
Property Location Map

 91 Rupert Street (PID 25518242)

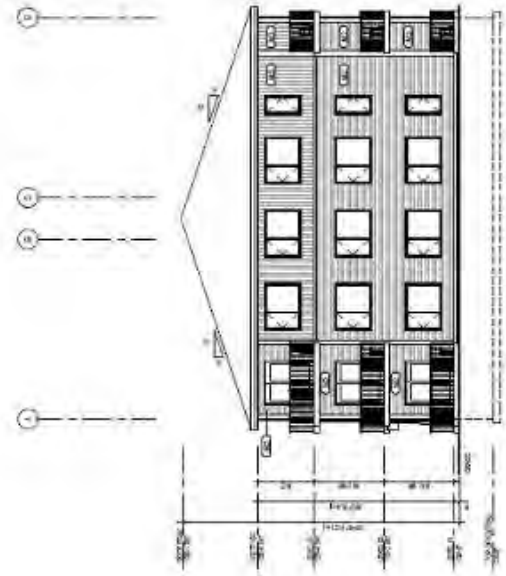


Schedule D

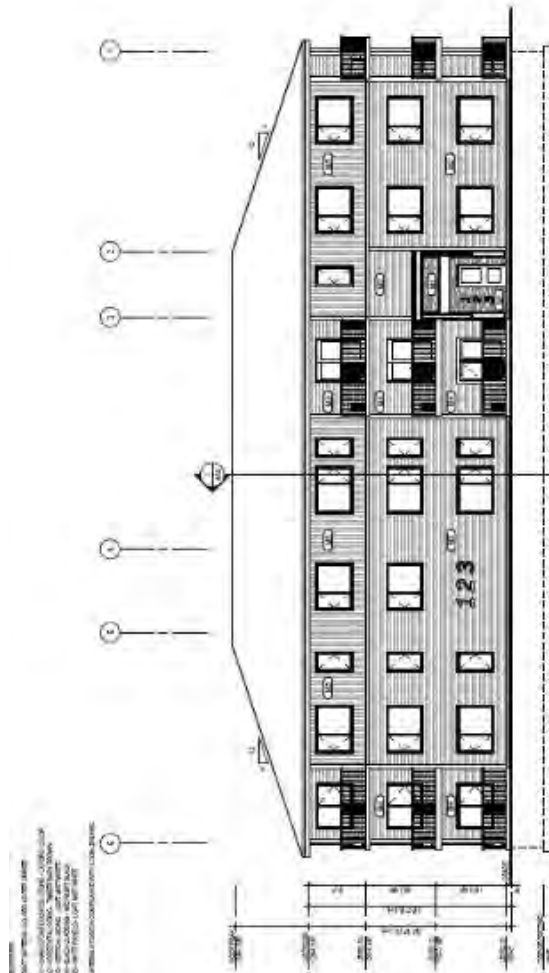
Elevations



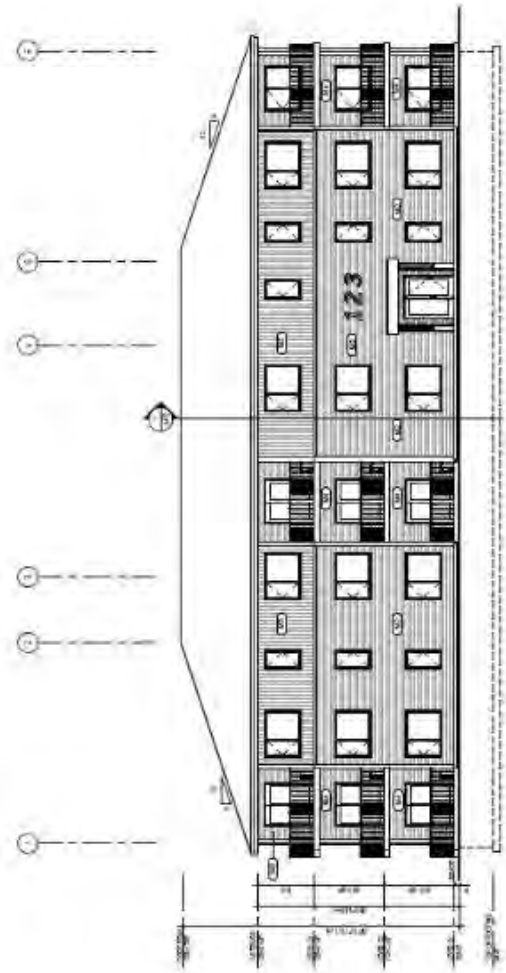
2 ELEVATION 2
8'-10"



4 ELEVATION 4
8'-10"



1 ELEVATION 1
8'-10"



3 ELEVATION 3
8'-10"

MEMO

TO: Planning Advisory Committee
FROM: Torben Laux, Land Use Planner
DATE: March 3rd, 2025
RE: **Development Agreement – 91 Rupert Street** (PID 25518242)

PROPOSAL

An application by Andrew Cameron of Ocean Breese Estate Ltd, has been submitted for a development agreement (DA) to allow the construction of a 3-story, 18-unit apartment building located at 91 Rupert Street.

PUBLIC PARTICIPATION

A Public Participation Opportunity (PPO), advertised in accordance with the Policy for Public Participation and Notification, was held on February 6th. No members of the public spoke to this application.

BACKGROUND INFORMATION

The attached application briefing provides site details, neighborhood context, and building proposal specifics. This development agreement would permit the construction of a three-story, 18-unit apartment building. The subject property, located at 91 Rupert Street (PID: 25518242), has a total area of 2,422 square meters (26,074 square feet) and is zoned General Residential. Currently, the lot is vacant and designated for residential use. The proposed development will include 33 parking spaces, providing a ratio of 1.83 spaces per unit. With 53 meters of frontage along Rupert Street, the project aligns with surrounding land uses and zoning regulations, supporting increased residential density while maintaining compatibility with the neighborhood.

RELEVANT POLICIES

1. General Land Use and Development Policies (GP)

GP-4 Efficient Development

It shall be the intention of Council to ensure that growth and development within the Town is efficient and cost effective by:

- (a) facilitating the contiguous expansion of the built up areas of the Town;*
- (b) limiting development in un-serviced areas of the Town;*
- (c) concentrating new development in adequately serviced and properly planned areas;*
- (d) encouraging and facilitating infill development on underutilized properties within the built up area of town*

The proposed development generally satisfies this policy. It is infill development that will require no extension of town infrastructure.

GP-7 (Compatibility)

It shall be the intention of Council to allow a mix of compatible land uses and to minimize their impacts by:

- a) requiring adequate buffering and setbacks;*
- b) screening development by the use of visual barriers;*
- c) regulating the location of parking, storage buildings or other accessory uses or facilities.*

The proposed development aligns with the general intent of this policy by incorporating appropriate setbacks to minimize potential impacts on surrounding properties. The building is set back 21.35 m from the rear lot line and 17.4 m (57 ft) from the nearest dwelling, 9.15 m (30 ft) from the property line of 85 Rupert Street, with an additional 7.45 m to the building, and 9.44 m from PID 25013087, a vacant lot. To further enhance privacy and screening, a 1.8 m (6 ft) high opaque fence will be installed along the shared property line with 85 Rupert Street and the rear boundary adjacent to 32 Charles Street.

GP-8 (Density)

It shall be the intention of Council to allow development at a density appropriate to the overall desired character of the town.

The proposed development satisfies the general intent of this policy. The construction of a three-story, 18-unit apartment building introduces a moderate increase in residential density that aligns with the town's growth objectives. The project makes efficient use of a vacant, residentially zoned property within a serviced area, ensuring that the added density is appropriate for the neighborhood.

2. Residential Policies (RP)

RP-9 (Medium and High Density By Development Agreement)

Within the Residential Designation, it shall be the intention of Council to ensure medium and high density residential development occur in a manner compatible with a low density residential neighbourhood. Specifically, Council shall require that all residential developments greater than 4 dwelling units per property, be subject to a Development Agreement. In negotiating such an agreement Council shall:

- (a) ensure that the structure is located on the lot in such a manner as to limit potential impacts on surrounding low density residential developments;*
- (b) ensure that the development provides sufficient on-site parking, and appropriate access to, and egress from the street;*
- (c) ensure that the location of parking facilities does not dominate the surrounding area, including the utilization of vegetation and fences to mitigate the aesthetic impacts of parking lots;*
- (d) ensure that any on site outdoor lighting does not negatively impact the surrounding properties;*
- (e) ensure that any signage on the property is sympathetic to the surrounding residential properties;*
- (f) require the use of vegetation to improve the aesthetic quality of the development;*
- (g) ensure that the architecture of the building is sympathetic to any existing development in the surrounding area.*

The proposed development is designed to minimize potential impacts on the surrounding residential area through appropriate setbacks and screening measures. The building is set back 21.35 m from the rear lot line, approximately 17.4 m from the nearest dwelling behind the site, 9.15 m from the property line of 85 Rupert Street, with an additional 7.45 m to the building, and 9.44 m from PID 25013087, a vacant lot. A 1.8 m (6 ft) high opaque fence should be installed along the shared property line with 85 Rupert Street and the rear boundary adjacent to 32 Charles Street to enhance privacy.

The development provides 33 parking spaces for 18 units, a ratio of 1.83 spaces per unit, which meets the parking requirements outlined in the Land Use Bylaw. Landscaping will provide additional buffering. Outdoor lighting and signage provisions, as well as landscaping requirements, are addressed in the Development Agreement.

Regarding architectural compatibility, the proposed development is located adjacent to an existing four-story apartment building, approximately 30 m away which is similar in style.

RP-12 (Residential Area Design)

It shall be the intention of Council to ensure that new residential areas:

- (a) provide for the efficient use of land;*
- (b) provide for the efficient and economic extension of existing water, storm sewer and sanitary sewer systems and other utilities;*
- (c) incorporates a hierarchy of streets that efficiently and safely accommodates traffic flows and proper access to other areas of Town;*
- (d) provides for the efficient and safe movement of pedestrians and cyclists;*
- (e) minimizes adverse effects on the environment;*
- (f) provides for parks and other community uses in safe and central locations.*

The proposed development satisfies the general intent of this policy.

3. Implementation Policy

A-5 (Amendment Criteria)

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

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

The proposal meets the intent of the relevant town bylaws and regulations. In terms of subsection (b), there would be no significant burden on the Town's finances. The street network and town water, sanitary and storm sewer services can accommodate the development.

DISCUSSION & CONCLUSION

Staff feel the draft DA is in keeping with the general intent of the relevant policies of the MPS. The proposal has the potential to have a significant positive impact not just for the Town of Amherst by addressing the shortage of suitable and affordable housing. This development is appropriate for the area in terms of its height, bulk, and general built form.

The following decision options are therefore put forward:

OPTIONS:

Option One: Recommend that Council enter into the Development Agreement for 91 Rupert Street Development as drafted.

Option Two: Recommend that Council not enter into the Development Agreement for 91 Rupert Street.

Option Three: Defer a decision and request additional information and /or changes to the proposal.

STAFF RECOMMENDATION: Option One.



Planning Advisory Committee

Development Agreement to Permit the Construction of an 18-Unit Apartment Building on 91 Rupert Street.

March 3, 2025



Disclaimer

These applications are not the Town's proposal. It is a property owner's right to make an application for a development agreement or a zoning map amendment. No approval or decisions have been made.

Development Agreement

What is a Development Agreement (DA)?

A development agreement is a legally binding contract between a property owner and the Town that stipulates standards, design requirements, terms, and conditions to which the property owner must adhere.

Aspects of a development that may be addressed in this agreement include:



Architectural Design

Parking

Landscaping

Drainage

A development agreement may also influence the use, of fencing and other similar site features to ensure the matter is addressed adequately, stipulate how the project should be phased, enforce certain special requirements, and require the developer to make contribution towards funding public infrastructure.

Development Agreement Process



Application Details

Applicant/ Owner: Ocean Breeze Estate Ltd.

Summary of Proposal: to construct a 3-story, 18-unit apartment building.

Location: 91 Rupert Street. (PID: 25518242)

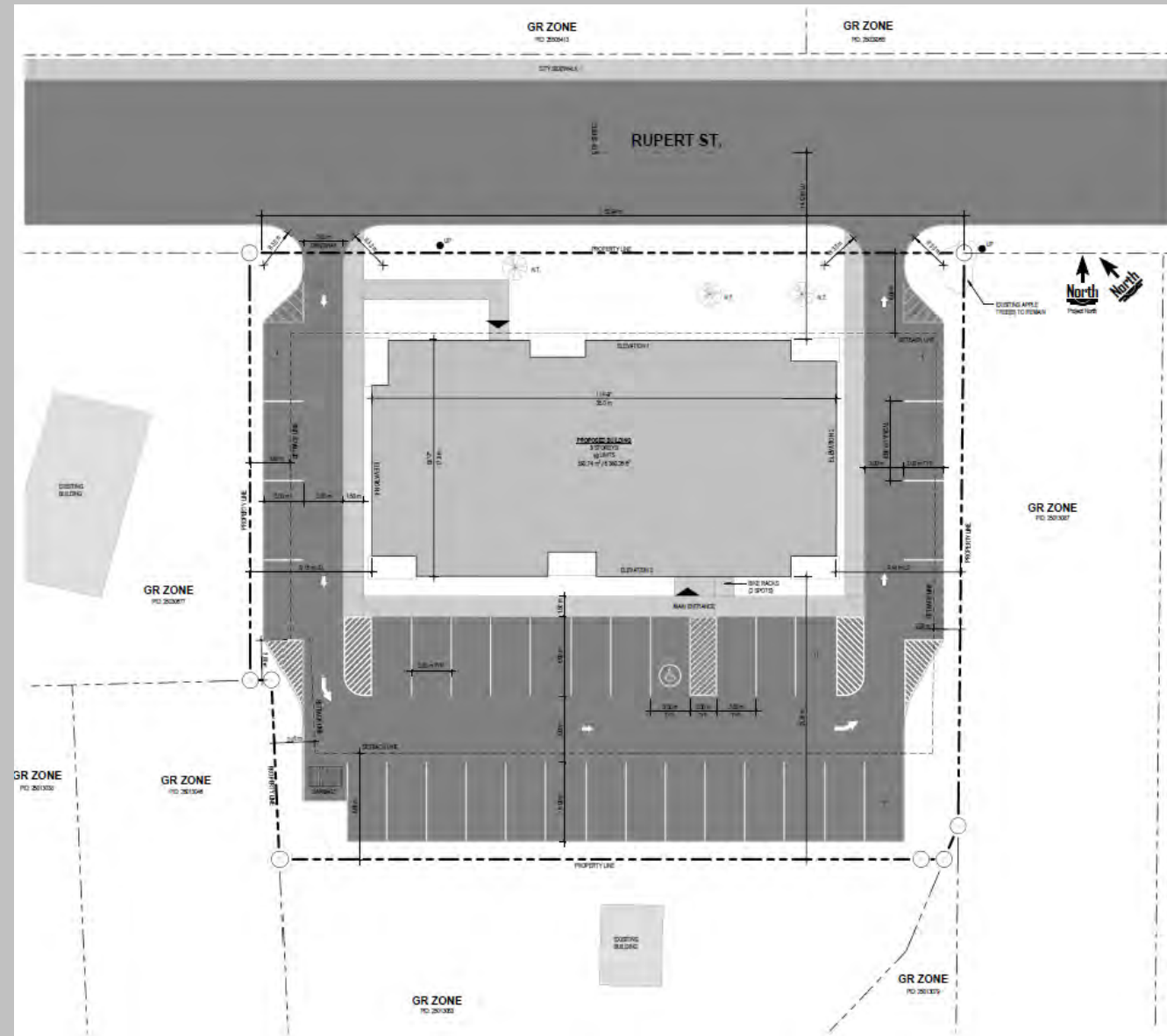
Total Property Area: 2422 sqm (26074 sq ft)

Existing Zoning: General Residential

Existing Land Use: Residential – Vacant Land

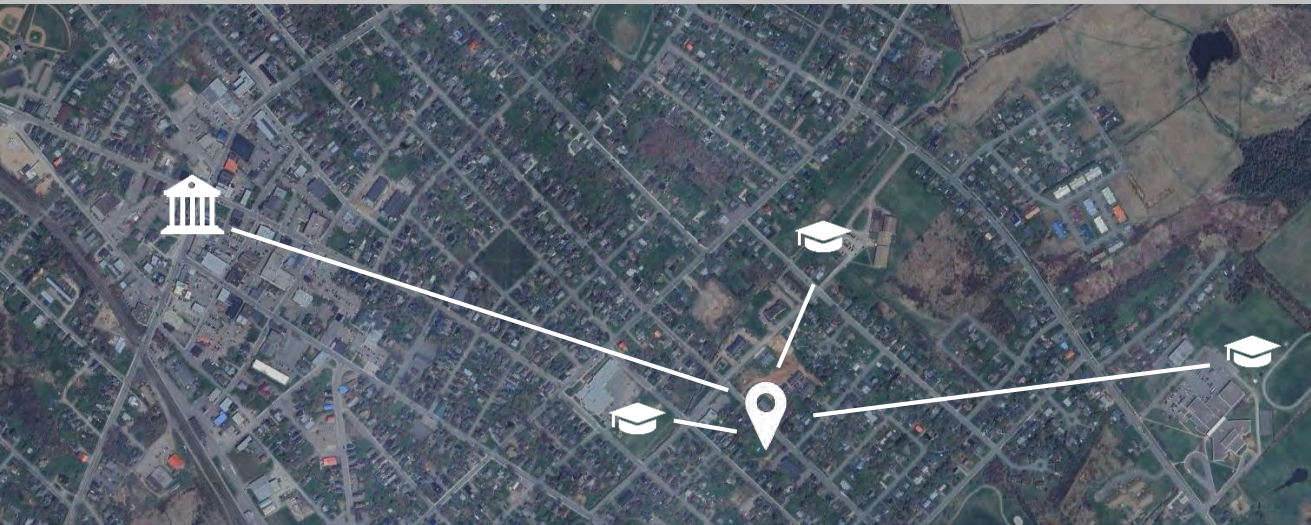
Parking: 33 Parking Spaces (1.83/unit)

Street Frontage: 53m along Rupert Street



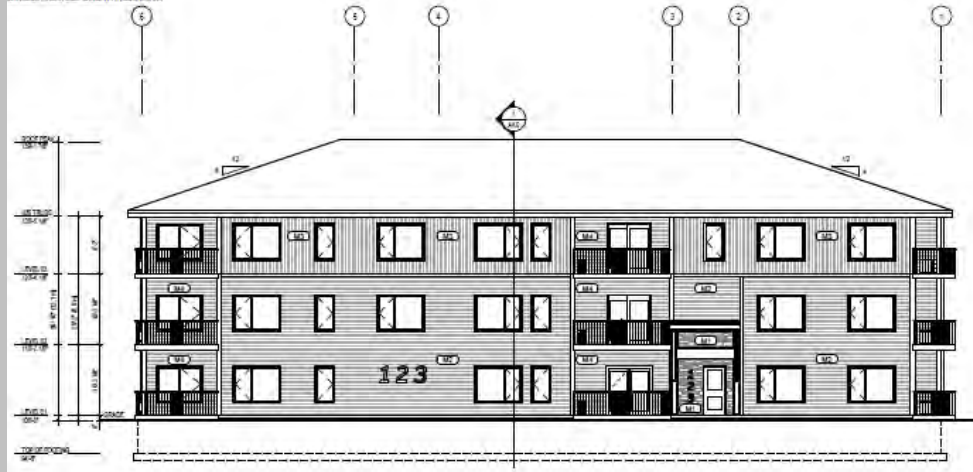
Neighbourhood Context

- Located west of Spring Street Academy and southwest of EB Chandler Junior High.
- Located beside 99 Rupert (a 4-story apartment building).
- About a 4-minute drive to downtown.
- Surrounded by a mixture of housing types.

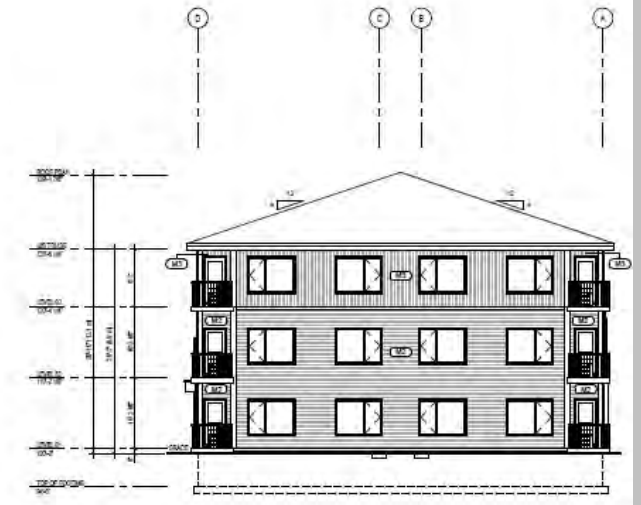


Elevations

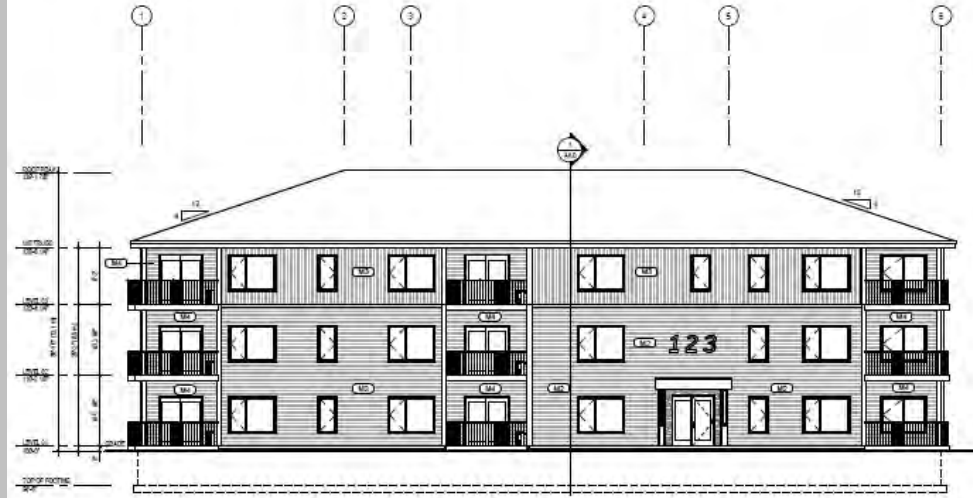
DWG MATERIAL COLORS AS SHOWN
 W1 - DARK STAIN OAK (SOLID) - CHERRY COLOR
 W2 - HORIZONTAL SLATS - PINE BARK BROWN
 W3 - VERTICAL SLATS - LIGHT BROWN
 W4 - BLACK GLAZING - NO MESH GLASS
 W5 - WHITE PANELS - LIGHT BROWN
 W6 - WHITE PANELS - LIGHT BROWN
 MATERIALS TO BE IN COMPLIANCE WITH LOCAL BYLAW



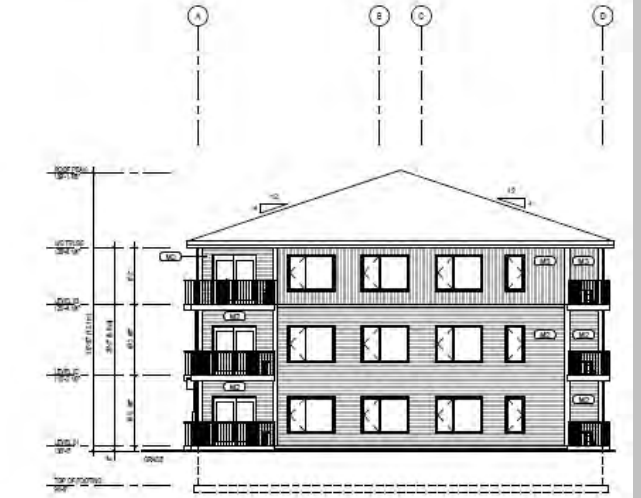
1 ELEVATION 1
1/8" = 1'-0"



3 ELEVATION 2
1/8" = 1'-0"



2 ELEVATION 3
1/8" = 1'-0"



4 ELEVATION 4
1/8" = 1'-0"

Relevant Planning Bylaws & Policies

1. General Land Use and Development Policies

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- (c) incorporates a hierarchy of streets that efficiently and safely accommodates traffic flows and proper access to other other areas of Town;
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- (f) provides for parks and other community uses in safe and central locations.

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A-5 (Amendment Criteria)

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

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

SYNOPSIS

2 PEARL PLACE MINIMUM TAX SALE BID

The property located at 2 Pearl Place had been vacant since January 2014 and was deemed unsightly and unsafe. Demolition of the property was completed June 2024. The property was included in the public auction tax sale held on February 11, 2025. No bids were received.

The current balance outstanding on the account is \$56,095.28 and consists of outstanding property taxes from 2022 to interim 2026 taxes in addition to dangerous and unsightly charges and interest charged on overdue amounts.

This property is assessed at \$25,000. A lot in the same vicinity sold for \$17,000 in the fall of 2024 and is assessed at \$25,600. In trying to get the most value from this buildable lot but given that the assessment is slightly lower than the comparable sale, staff are recommending that council set a minimum bid of \$15,000 for the pending July 3, 2025 tax sale.

MOTION:

That Council approve setting the minimum bid for 2 Pearl Place at \$15,000 for the tax sale tentatively scheduled for July 3, 2025.



AMHERST TOWN COUNCIL

RFD 2025042

Date: April 28, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: April 28, 2025

SUBJECT: 2 Pearl Place Tax Sale Property – Minimum Bid

ORIGIN: Property failed to solicit any bids at the previous tax sale held on February 11, 2025.

LEGISLATIVE AUTHORITY: MGA Section 141 (3) The Council may direct the treasurer as to what constitutes an acceptable minimum tender or bid, if the treasurer is of the opinion that the property might not realize sufficient to cover the outstanding taxes, interest and expenses.

RECOMMENDATION: That Council approve setting the minimum bid for 2 Pearl Place at \$15,000 for the tax sale tentatively scheduled for July 3, 2025.

BACKGROUND: The property located at 2 Pearl Place had been vacant since January 2014 and was deemed unsightly and unsafe. Demolition of the property was completed June 2024. The property was included in the public auction tax sale held on February 11, 2025. No bids were received.

The current balance outstanding on the account is \$56,095.28 and consists of outstanding property taxes from 2022 to interim 2026 taxes in addition to dangerous and unsightly charges and interest charged on overdue amounts.

DISCUSSION: This property is assessed at \$25,000. A lot in the same vicinity sold for \$17,000 in the fall of 2024 and is assessed at \$25,600. In trying to get the most value from this buildable lot but given that the assessment is slightly lower than the comparable sale, staff are recommending that council set a minimum bid of \$15,000 for the pending July 3, 2025 tax sale.

FINANCIAL IMPLICATIONS: A valuation allowance for unsightly premises for this property has not been updated for the year ended March 31, 2025 but will be based on the minimum bid, if approved. The valuation allowance at March 31, 2024 was minimal as the demolition of the property had not been completed. The allowance is recorded to recognize the potential reduction in value due to the outstanding amount not likely to be fully recovered.

COMMUNITY ENGAGEMENT: The proposed July 3, 2025 tax sale will be advertised in the Saltwire newspaper and the Town of Amherst website as stipulated in the MGA.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.



ALTERNATIVES: Do not set a minimum price or set an alternative minimum price.

ATTACHMENTS: None

Report prepared by: Denise Smith, Manager of Financial Services Report and Financial approved by:

SYNOPSIS

EMPLOYEE COMPUTER PURCHASE POLICY

Our Employee Computer Purchase Policy is a highly valued and well-utilized initiative that demonstrates our commitment to equity, inclusion and staff development.

By providing interest-free loans for the purchase of personal technology through manageable payroll deductions, the program helps bridge the digital divide and ensures all employees and elected officials have access to the tools they need to thrive in today's increasingly digital workplaces.

It is a low-risk, cost-effective and simple program to administer. Continued support for this program is an investment in our workforce and aligns with our broader goals for accessibility and inclusion.

Upon review of the policy, only minor revisions are being recommended:

- Removing the specific amount that included HST given the recent reduction of HST from 15% to 14%. Specifying only that the eligible purchase amount is \$1,500 plus HST allows us to not have to amend the policy any time the HST rate changes.
- Expanding the purpose of the policy to include not just personal computers, but also computer-related equipment. Technology has advanced significantly since the policy was introduced and last reviewed in 2001.
- Directing product eligibility to the procedure that corresponds to this policy.
- Expanding the parameters in regard to employees who are off work for various purposes and not just on lay-off.
- Moving the policy over to the new template and adding the roles and responsibilities section.

MOTION:

That Council approve the amendments to the Employee Computer Purchase Policy #04530-02.



AMHERST TOWN COUNCIL

RFD# 2025053

Date: April 28, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Krista Crossman, Director of Human Resources

DATE: April 28, 2025

SUBJECT: Employee Computer Purchase Policy

ORIGIN: Bylaw and policy review.

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

RECOMMENDATION: That Council approve the amendments to the Employee Computer Purchase Policy #04530-02.

BACKGROUND: Staff are completing a review of all Town policies and bylaws to ensure they are relevant and updated appropriately. The Employee Computer Purchase Policy has been reviewed as a result of this initiative.

DISCUSSION: Our Employee Computer Purchase Policy is a highly valued and well-utilized initiative that demonstrates our commitment to equity, inclusion and staff development.

By providing interest-free loans for the purchase of personal technology through manageable payroll deductions, the program helps bridge the digital divide and ensures all employees and elected officials have access to the tools they need to thrive in today's increasingly digital workplaces.

It is a low-risk, cost-effective and simple program to administer. Continued support for this program is an investment in our workforce and aligns with our broader goals for accessibility and inclusion.

Upon review of the policy, only minor revisions are being recommended and are highlighted on the policy in yellow:

- Removing the specific amount that included HST given the recent reduction of HST from 15% to 14%. Specifying only that the eligible purchase amount is \$1,500 plus HST allows us to not have to amend the policy any time the HST rate changes.
- Expanding the purpose of the policy to include not just personal computers, but also computer-related equipment. Technology has advanced significantly since the policy was introduced and last reviewed in 2001.
- Directing product eligibility to the procedure that corresponds to this policy.
- Expanding the parameters in regard to employees who are off work for various purposes and not just on lay-off.
- Moving the policy over to the new template and adding the roles and responsibilities section.

FINANCIAL IMPLICATIONS: There are no financial implications. Policy updates only.

COMMUNITY ENGAGEMENT: No community engagement is required.

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

SOCIAL JUSTICE IMPLICATIONS: Continued support for this program is an investment in our workforce and aligns with our broader goals for accessibility and inclusion.

ALTERNATIVES:

1. Do not accept the recommendation.
2. Direct staff to develop alternative recommendations.

ATTACHMENTS:

#04530-02 Employee Computer Purchase Policy

Report prepared by: Krista Crossman, Director, HR

TITLE: EMPLOYEE COMPUTER PURCHASE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04530-02

APPROVAL DATE: _____

CAO Signature: _____

PURPOSE

To set out a policy of the Town of Amherst to allow and assist employees and elected representatives to purchase personal computers & computer-related equipment. The intent of this policy is to promote growth of computer literacy and compute skills throughout the organization. Recognizing the increasing importance of technology in both professional and personal development, the intent of this policy is to support digital fluency and technology literacy among employees and elected officials by facilitating access to essential computer-related equipment.

POLICY STATEMENT

The Town will provide an interest-free loan to employees and elected officials for the purchase of personal computers and related equipment up to \$1,500 plus HST of \$225 for a total of \$1,725.

Equipment purchased for business purposes will not be eligible for this program. Equipment deemed eligible for the program is in accordance with the Employee Computer Purchase Procedure #04530-02P.

1. Term
At no time shall the term of the loan exceed 24 months.
2. Repayment
Repayment shall be by way of payroll deduction.

Employees shall be required to sign a promissory note in the amount of the indebtedness.

Employees who become temporarily laid off, or take a period of leave from the workplace due to illness or other purposes, will be required to make arrangements to pay the Town directly during the period of layoff or leave.

Employees whose employment with the Town is terminated, for any reason, shall be required to pay the balance in full upon serving. The Town will deduct any amounts owing in respect of a computer purchase loan from any other amounts due to the employee on serving. In the event that an employee's employment with the Town ends, or an elected official's term concludes for any reason, any outstanding balance on a computer purchase loan shall become immediately due and payable. The Town

TITLE: EMPLOYEE COMPUTER PURCHASE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04530-02

reserves the right to deduct any remaining loan amount from final pay or any other monies owed to the individual at the time of departure or term end.

3. Rate
 All loans made under this program will be interest free. Appropriate reporting of any taxable benefits to the Canada Customs & Revenue Agency shall be done through the annual issue of T4's.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director, Human Resources	The Director of Human Resources will: <ol style="list-style-type: none"> a. Oversee the policy and provide guidance on eligibility and program requirements.
Payroll	Payroll staff will: <ol style="list-style-type: none"> a. Administer the loan program; b. Manage payroll deductions and; c. Ensure proper repayment and reporting.
Employees & Elected Officials	Employees & elected officials will: <ol style="list-style-type: none"> a. Use the program for its intended purpose and for eligible purchases only; b. Ensure full repayment as required.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy Review	Director, HR	Council	

MINUTES REFERENCE DATE

November 26, 2001

DEPARTMENT: ALL DEPARTMENTS

TITLE: **EMPLOYEE COMPUTER PURCHASE POLICY**

Minutes reference date: November 26, 2001 Page 588

PURPOSE

To set out a policy of the Town of Amherst to allow and assist employees and elected representatives to purchase personal computers. The intent of this policy is to promote growth of computer literacy and compute skills throughout the organization.

POLICY STATEMENT

The Town will provide an interest free loan to employees and elected officials for the purchase of personal computers and related equipment up to \$1,500 plus HST of \$225 for a total of \$1,725. Equipment purchased for business purposes will not be eligible for this program.

1. Term
At no time shall the term of the loan exceed 24 months.
2. Repayment
Repayment shall be by way of payroll deduction

Employees shall be required to sign a promissory note in the amount of the indebtedness.

Employees who become temporarily laid off will be required to make arrangements to pay the Town directly during the period of lay off.

Employees whose employment with the Town is terminated, for any reason, shall be required to pay the balance in full upon serving. The Town will deduct any amounts owing in respect of a computer purchase loan from any other amounts due to the employee on serving.

3. Rate
All loans made under this program will be interest free. Appropriate reporting of any taxable benefits to the Canada Customs & Revenue Agency shall be done through the annual issue of T4's.

TITLE: Employee Computer Purchase Procedure
DEPARTMENT: All Town Departments
POLICY NO: 04530-02P

APPROVAL DATE: March 19/25

CAO Signature: _____

PURPOSE:

This procedure outlines the process for employees to participate in the Employee Computer Purchase Program, enabling them to purchase computer-related equipment and repay the cost via payroll deductions

PROGRAM OVERVIEW:

Employees are eligible to purchase computer equipment or associated products up to a total of \$1,500 plus HST. The repayment for purchases will be made through payroll deductions over a maximum of 52 payments (equivalent to two payroll years for bi-weekly pay periods).

ELIGIBLE PRODUCTS

- Computers (desktops, laptops, and tablets).
- Associated equipment (e.g., monitors, keyboards, mice, printers, external drives, computer accessories).
- Software necessary for operating the purchased equipment.
- Networking equipment (e.g., routers) essential for setting up the computer.

INELIGIBLE PRODUCTS

- Smartphones.
- Consumable items (e.g., ink cartridges, paper).
- Non-computer-related electronic devices.

PROGRAM ADMINISTRATION

The HR Generalist oversees the program, including:

- Reviewing and approving employee purchase requests.
- Ensuring purchases comply with program guidelines.
- Completing the purchase on behalf of the employee.
- Coordinating the signing of the promissory note.
- Performing monthly reconciliations of all transactions under the program.

TITLE: Employee Computer Purchase Procedure
DEPARTMENT: All Town Departments
POLICY NO: 04530-02P

PROCEDURE

1. **Identify the Product:** the employee is responsible for sourcing their own computer or associated equipment they wish to purchase within the program's spending limit.
2. **Submit Request:**
 - The employee submits a written request to purchase to the HR Generalist, including the product details, using the Request to Purchase form titled Appendix 'A'.
 - Alternatively, the employee may purchase the product directly and submit the receipt to the HR Generalist for reimbursement. The HR Generalist will review the receipt for compliance and, if approved, submit it to Accounts Payable for reimbursement. The HR Generalist will then set up the employee's payroll deduction.
3. **Review:**
 - The HR Generalist reviews the request to ensure it complies with the program's eligibility criteria.
 - If the total cost of the purchase exceeds the \$1,500 limit, the employee must pay the overage amount immediately.
 - If approved, the HR Generalist will proceed with the purchase.
 - If not approved, the HR Generalist will notify the employee with an explanation.
4. **Promissory Note:** the employee signs a promissory note agreeing to repay the total purchase amount via payroll deductions. The promissory note includes the repayment terms and total amount of the purchase.
5. **Payroll Deduction:** the HR Generalist will set-up the bi-weekly deduction in payroll.
6. **Delivery:** the HR Generalist will notify the employee once the product has arrived.
7. **Monthly Reconciliation:** The HR Generalist is responsible for a monthly reconciliation of all purchases to ensure:
 - All purchase and deductions are accurately recorded and;
 - Outstanding balances align with repayment schedules and balance to GL 1216 in SAP.

TITLE: Employee Computer Purchase Procedure
DEPARTMENT: All Town Departments
POLICY NO: 04530-02P

REPAYMENT TERMS

- Repayment must occur over a maximum of 52 payments.
- Early repayment without penalty is allowed at any time.
- If the employee's employment ends before full repayment, the outstanding balance will be deducted from their final pay.
- Employee's who are laid off or are off work on leave and stop receiving pay from the Town, they will be required to make arrangements to pay the Town directly during the period of their leave.

TITLE: Employee Computer Purchase Procedure
DEPARTMENT: All Town Departments
POLICY NO: 04530-02P

APPENDIX A

EMPLOYEE COMPUTER PURCHASE PROGRAM: REQUEST TO PURCHASE FORM

Employee Information:

Name: _____
Department: _____
Phone Number: _____

Product Information:

Product Name: _____
Vendor Name: _____
Cost (including HST): \$ _____

Purchase Method (select one):

- Request HR Generalist to purchase on my behalf.
 Reimbursement Request (attach receipt).

Employee Acknowledgement:

- I confirm that the product(s) listed above fall within the eligibility criteria of the Employee Computer Purchase Program.
- I understand that if the total purchase amount exceeds \$1,725 (including HST), I must pay the overage immediately.

Signature: _____
Date: _____

HR Generalist Use Only:

Request Review:

- Approved
- Not Approved (Reason: _____)

Reimbursement Submitted to Accounts Payable (if applicable):

TITLE: Employee Computer Purchase Procedure
DEPARTMENT: All Town Departments
POLICY NO: 04530-02P

- o Date: _____
- o Amount: \$ _____

Promissory Note and Payroll Deduction Set-up:

- o Total Deduction Amount: \$ _____
- o Number of Bi-weekly Payments: _____
- o Start Date: _____

HR Generalist Signature: _____

Date: _____

SYNOPSIS

SALARY ADMINISTRATION POLICY AMENDMENTS

Upon completion of a review of the Salary Administration Policy, it was recommended that staff who are at the last step of their salary range in any given year be provided with a one time supplement equal to CPI for the preceding year, not to exceed 3%.

There are several advantages to this:

- Boosts employee morale.
- Improves retention and encourages loyalty, especially considering most of the affected employees who are at the end of their salary scale are more senior in their roles and/or their tenure with the Town.
- Demonstrates fairness: employees who do not receive any increase may feel stagnant. Providing a CPI supplement in between market reviews shows an employer commitment to fair compensation.
- Provides budget certainty.

The cost to provide affected staff who are at the end of their salary scale with a CPI supplement is \$9,567 for the 2025/26 fiscal year.

MOTION:

That Council amend the Salary Administration policy to include the proposed CPI supplement, not to exceed 3%, for staff who are at the end of their salary range.



AMHERST TOWN COUNCIL

RFD# 2025064

Date: April 28, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Krista Crossman, Director of Human Resources

DATE: April 28, 2025

SUBJECT: **Amendments to Salary Administration Policy – CPI Supplement**

ORIGIN: 2025/26 Operating Budget

LEGISLATIVE AUTHORITY: Section 65 of the Municipal Government Act requires that council shall adopt an operating budget and a capital budget for each fiscal year.

RECOMMENDATION: That Council amend the Salary Administration policy to include the proposed CPI supplement not to exceed 3%, for staff at the end of their salary range.

BACKGROUND: At the April 4, 2024, Committee of the Whole meeting, Council made a motion to direct staff to review end-of-step salary adjustments and bring back a recommendation to Committee of the Whole:



Natalie LeBlanc

June 11, 2024 11:58 AM

MGA 22(2)(c) - Salary Administration Policy Non-Union Amendments

Moved By Councillor Davidson

Seconded By Councillor Chambers

That Council include \$44,590 in the 2024/25 operating budget for the following changes with the omission of #8 to the Salary Administration Policy 04530-01, and forward the recommended changes with the omission of #8 to the next regular meeting of Council for approval, and further direct staff to review #8 and the end of step salary adjustments and bring a recommendation back to Committee of the Whole:

- 8. Amend the Salary Administration Policy to remove the CPI bonus for staff at step 8 of their scale and replace with a bonus of 3% for staff who are at the last step of their salary range in a year in which there is no overall market review;

DISCUSSION: In preparation for last years Operating budget (2024/25), several revisions to the non-union salary scales were recommended to Council. Changes approved by Council included the amendment of the salary scales from eight (8) steps to seven (7) steps in each salary range.

The Salary Administration policy at that time also had the following provision:

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

As we would no longer have any employees in step 8 due to the revision to only 7 steps, it was recommended to Council that:

"Under the proposed changes, step 8 is no longer applicable. We are recommending a revision to the process for staff who have reached the last step of their salary range. We are proposing that staff who have reached the last step of their salary range shall receive a bonus equal to salary times 3%. This amount will be separate and not added to the base salary."

Providing staff who have reached the last step of their salary range with a 3% bonus as opposed to the CPI bonus under the current structure provides the following advantages:

- a) This provides consistency as the differential between each step for all staff is 3%. If the last step of the salary range has been achieved, the employee does not move a step but still receives a 3% bonus.
- b) This allows for more budget certainty as CPI is not within our control and varies each year. "

Council omitted this recommendation from the motion and directed staff to review the end-of-step bonuses and bring back a recommendation.

In preparation for this years Operating budget, staff have reviewed this at Council's direction and would like to provide the following data for discussion.

- a) All non-union employees effective April 1, 2025, who are not at the last step of their salary scale, will move a step on their respective scale following a positive performance evaluation, resulting in a 3% increase as the differential between each step on the salary scale is 3%.
- b) Our CUPE employees will receive a 3% increase, as per the collective agreement, effective April 1, 2025.
- c) Our Police APA employees will receive a 4.75% increase, as per the collective agreement, effective April 1, 2025
- d) Our hourly rate employees, as per Appendix B of the Salary Administration Policy, will receive a 3.3% increase due to the increase of the NS minimum wage from \$15.20 to \$15.70, effective April 1, 2025.
- e) This currently leaves a gap only for our employees who are at the end of their salary scale who would otherwise receive no increase due to the removal of the previous CPI bonus from the Salary Administration policy for staff at the end of their scale.

HR staff also consulted with other municipal units in Nova Scotia to gather comparative data on the process used specifically for those who also have salary scales/steps and staff who have reached the end of their scale. The available data is presented in the table below:

Municipality	Process
County of Kings	All salary ranges move with CPI annually, based on the 5-year average of CPI. Therefore all staff receive at least the CPI movement.
Town of Yarmouth	Salaries are adjusted in January by CPI, but will be increased, if necessary, to ensure the rate of increase will be comparable to CUPE negotiated rate increases.
Town of Truro	Performance increases are effective May 1 (ie step movements). Economic increases are also provided in line with CUPE collective agreement rates, also effective May 1. Therefore, all staff receive at least the economic increase.
Cumberland County	All salary scales are adjusted by CPI effective April 1.
East Hants	April 1 = step increases. If an employee is at the last step, they don't receive anything. However, a market review is completed annually in the fall and all levels typically receive an increase of at least CPI, maybe more if the review justifies it.
New Glasgow	No salary scales, annual increases granted in line with CUPE rate of increase.

To summarize: while the performance management process may slightly differ, all of the municipalities that offered this data provide, at a minimum, economic increases to staff regardless of their step placement on a scale.

With this information, we are recommending that staff who are at the last step of their salary range in any given year in which is there no market review completed, are provided with a CPI supplement of salary x the annual CPI rate for the preceding year, not to exceed 3%.

There are several advantages to this:

- Boosts employee morale.
- Improves retention and encourages loyalty, especially considering most of the affected employees who are at the end of their salary scale are more senior in their roles and/or their tenure with the Town.
- Demonstrates fairness: employees who do not receive any increase may feel stagnant. Providing a CPI supplement in between market reviews shows an employer commitment to fair compensation.
- Provides budget certainty.

As recent revisions to the Salary Administration policy also included the requirement to complete a market review every three (3) years, the next full market review is set to be completed in Autumn 2025 which may result in further recommendations to Council following completion of the review.

FINANCIAL IMPLICATIONS: The cost to provide affected staff who are at the end of their salary scale with a CPI supplement is \$9,567 for the 2025/26 fiscal year.

COMMUNITY ENGAGEMENT: No community engagement is required.

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

SOCIAL JUSTICE IMPLICATIONS: The proposed revisions support positive employee morale by compensating staff fairly and encouraging retention.

ALTERNATIVES:

1. Do not approve the CPI supplement.
2. Direct staff to develop alternative options.

ATTACHMENTS:

04530-01 Salary Administration Policy

Report prepared by: Krista Crossman, Director, HR

TITLE: SALARY ADMINISTRATION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04530-01

APPROVAL DATE: _____

CAO Signature: _____

PURPOSE

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

POLICY STATEMENT

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

OBJECTIVES

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

DEFINITION OF TERMS

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

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

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

Overall Market Review – A review of the appropriateness of the salary ranges for positions as listed in Appendix C. The review shall include a survey of the market value of similar positions.

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

SALARY GRID:

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

New Positions: Recommendations for placement on the salary grid in Appendix C shall be prepared by the Chief Administrative Officer and forwarded to Council for approval.

TITLE: SALARY ADMINISTRATION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04530-01

STEP ADJUSTMENTS

Step adjustments shall be made only when:

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

Upon completion of a satisfactory annual evaluation, the employee may be moved to the next step of their salary range in Appendix C. All step movements must be approved by the CAO.

An employee in the last step of their salary range in a year in which there is no overall market review shall receive a supplement equal to salary times CPI for the immediately preceding calendar year, not to exceed 3%. This amount will be separate and not added to the base salary.

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

TRAVEL VEHICLE ALLOWANCES:

Mayor, Council and Directors of departments shall receive a monthly vehicle allowance of \$150.00. The monthly vehicle allowance is for reimbursement for all local travel using one's personal motor vehicle for travel within the boundary of the Town of Amherst. Travel outside the boundary is covered under Policy #03000-01. The monthly vehicle allowance shall be reviewed each year after considering any changes in the cost of operating a motor vehicle.

LUNCH BREAKS:

The lunch break period shall be for a one-hour period.

PERFORMANCE EVALUATION:

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

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

SCOPE OF RESPONSIBILITY:

The Town Council shall:

1. Authorize changes to the policies comprising the program of employee compensation.

TITLE: SALARY ADMINISTRATION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04530-01

2. Review and approve salary categories for all established positions within the Town.
3. Review and consider for approval the recommendations of the CAO in regard to the appropriateness of the salary classifications and ranges from time to time if necessary.

The Chief Administrative Officer shall:

1. Review and recommend changes to policy and procedures as they relate to the employee compensation program.
2. Ensure the maintenance of the salary rating and performance appraisal procedures.
3. Conduct salary rating and performance evaluation procedures relative to Director positions.
4. Monitor salary surveys and make recommendations to Council concerning market conditions as appropriate with an overall market review to be completed every three (3) years, or as directed by Council.
5. Grant step and/or merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.
6. Maintain all personnel files and records.
7. Determine salary ratings for temporary and casual positions.

The Director Shall:

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

TITLE: SALARY ADMINISTRATION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04530-01

APPENDIX A

January 1, 2019

Town of Amherst
Salary Grid

Job Level	Salary Amount	
Mayor	Stipend	\$41,178.00
Deputy Mayor	Stipend	\$27,723.00
Councilor	Stipend	\$25,050.00

APPENDIX A-1

April 1, 2024

Salary Grid
Other Non-Union Positions

Job Level
Chief of Police
Deputy Chief of Police
Inspector - Police

** Effective April 1, 2018 the Chief of Police and Deputy Chief of Police salaries will be calculated on April 1st of each year as being 141% and 129% of the first-class constable rates.

** Effective April 1, 2024, the Inspector salary will be calculated on April 1st of each year as being 120% of the first-class constable rates.

TITLE: SALARY ADMINISTRATION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04530-01

APPENDIX B

April 1, 2024

Town of Amherst

Hourly Rates – Casual Positions

Position	Rate
Casual Firefighter	Provincial Minimum Wage + \$4.00/hr.
Jail Guard	Provincial Minimum Wage + \$4.00/hr.
School Crossing Guard	Provincial Minimum Wage + \$2.00/hr.
New Student	Provincial Minimum Wage
First Year Returning Student	Provincial Minimum Wage + \$2.00/hr.
Second+ Year Returning Student	Provincial Minimum Wage + \$3.00/hr.
Professional Student *	Provincial Minimum Wage + \$4.00/hr.

* Applies to student employees enrolled in a professional post-secondary program for which the Town requires specialized education requirements as a condition of employment. i.e. Engineering, Planning, Accounting, etc.

TITLE: SALARY ADMINISTRATION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04530-01

APPENDIX C

JANUARY 27, 2025

**Town of Amherst - 2024/25 Salary Grid
Non-Union**

DEPARTMENT	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CAO's OFFICE	Deputy CAO	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Municipal Clerk	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Marketing & Communications Strategist	67,624	69,653	71,742	73,895	76,111	78,395	80,747
	Communications Officer	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Administrative Assistant - Clerk's Office	49,740	51,232	52,769	54,352	55,983	57,662	59,392
IT	IT Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	IT Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
COMMUNITY LIVING	Director of Community Living	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Community Well-Being Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Culture, Events & Marketing Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Active Living Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
FINANCE	Director, Finance	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Manager of Financial Services	80,200	82,606	85,084	87,637	90,266	92,974	95,763
	Revenue Officer	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Accounting Clerk/Accounts Payable	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Water/Sewer Billing Clerk	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Cashier/Customer Service	49,740	51,232	52,769	54,352	55,983	57,662	59,392
FIRE	Director, Fire Services	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Fire Inspector	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Firefighter	54,414	56,046	57,728	59,460	61,243	63,081	64,973
HUMAN RESOURCES	Director, Human Resources	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	HR Generalist	54,414	56,046	57,728	59,460	61,243	63,081	64,973
OPERATIONS	Director, Operations	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Public Works Foreman	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Facilities Manager	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Parks & Recreation Foreman	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Solid Waste Education and Coordination Officer	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Engineering Technician	62,295	64,164	66,089	68,071	70,114	72,217	74,383
PLANNING + ECONOMIC DEVELOPMENT	Director, Planning & Economic Development	95,680	98,550	101,507	104,552	107,689	110,919	114,247
	Building Official	72,585	74,763	77,005	79,316	81,695	84,146	86,670
	Land Use Planner	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Economic Development Officer	62,295	64,164	66,089	68,071	70,114	72,217	74,383
	Dangerous and Unsightly Premises Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
POLICE	Executive Assistant/Dispatch Coordinator	54,414	56,046	57,728	59,460	61,243	63,081	64,973
	Bylaw Enforcement Officer	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Crime Prevention Coordinator	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Dispatcher	49,740	51,232	52,769	54,352	55,983	57,662	59,392
	Criminal Records Check	41,454	42,698	43,979	45,298	46,657	48,057	49,498

TITLE: SALARY ADMINISTRATION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04530-01

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Chief Administrative Officer	As indicated under “Scope of Responsibility”
Directors and Managers	As indicated under “Scope of Responsibility”

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<ol style="list-style-type: none"> NS minimum wage updates; Position name changes: Municipal Clerk, Dir. Corp. Communications + Info Technology, removal of GIS Coordinator, addition of Engineering Technician 	Crossman: Director, HR and Customer Services	Council	March 27, 2023
Appendix B – amendment to the pay structure for student hourly rate of pay.	Director of HR & Customer Services	Council	April 24, 2023
NS minimum wage updates	Director of HR & Customer Services	Council	September 25, 2023
Addition of new position: Manager of Financial Services	Director of HR & Customer Services	Council	February 26, 2024
<ol style="list-style-type: none"> Revision of hourly rates for casual positions Appendix B, removal of Appendix C “Job Categories”, revision to salary scales presented by department (new Appendix C), removal of Appendix C-1; Salary steps moved to 7 levels from 8, equal differential between each step, elimination of level 1, addition of new upper level; Language updates to reflect revisions to Appendices, Director, HR and Customer Services changed to Director, Human Resources. HR Administrator changed to HR Generalist. 	Director of HR & Customer Services	Council	April 22, 2024
Addition of Inspector salary to Appendix A-1	Director of HR	Council	June 11, 2024
Removal of Procurement Coordinator position, addition of Marketing Manager position, Dir. of Planning + Strategic Initiatives to Dir. Planning + Economic Development, Business Development Officer to Economic Development Officer, addition of Deputy CAO and addition of CAO’s Office	Director of HR	Council	January 27, 2025

TITLE: SALARY ADMINISTRATION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04530-01

Addition of CPI supplement for employees in the last step of their respective salary scales	Director of HR	Council	April 28, 2025
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MINUTES REFERENCE DATE

<p>December 12, 2000 December 18, 2006 September 29, 2008 April 26, 2010 May 23, 2012 September 23, 2013 May 21, 2015 May 23, 2017 February 26, 2018 June 7, 2021 March 27, 2023 April 22, 2024</p>	<p>November 2, 2004 February 26, 2007 March 30, 2009 March 28, 2011 November 26, 2012 October 28, 2013 March 29, 2016 June 26, 2017 March 14, 2018 October 5, 2021 April 24, 2023 June 11, 2024</p>	<p>(See April 26, 2004 Minutes) March 31, 2008 September 28, 2009 August 2, 2011 December 17, 2012 December 16, 2013 May 25, 2016 September 25, 2017 February 28, 2019 November 29, 2021 September 25, 2023 January 27, 2025</p>	<p>November 27, 2006 July 16, 2008 March 29, 2010 January 30, 2012 May 1, 2013 April 30, 2014 September 2, 2016 December 18, 2017 September 28, 2020 September 28, 2022 February 26, 2024</p>
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SYNOPSIS

WORKFORCE STABILITY AND ATTRITION MANAGEMENT POLICY – POLICE DEPARTMENT

The Amherst Police Department continues to experience staff shortages due to ongoing employee absences. These vacancies are backfilled by using members from the three-person major crime unit, leaving the major crime unit with only one-member and an extremely high workload.

Operating with staff shortages places extra burden on current members and raises our overtime expenses. Sustaining this approach increases the risk of more officers needing time off due to workplace strain, thereby creating a cyclical absenteeism issue.

As it is anticipated that this will remain an ongoing issue, staff have developed a policy to address how we will maintain workforce stability at the police department going forward. The policy aims to present a staffing approach that anticipates vacancies and attrition due to ongoing staff absences.

MOTION:

That Council approve the addition of \$150,000 in the 2025/26 operating budget, to be funded from operating reserves, as a temporary overstaffing allowance for the Amherst Police Department and further, to approve the Workforce Stability & Attrition Management Policy – Police Department, #04700-01.



AMHERST TOWN COUNCIL

RFD# 2025065

Date: April 28, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Krista Crossman, Director of Human Resources

DATE: April 28, 2025

SUBJECT: **Workforce Stability & Attrition Management Policy – Police Department**

ORIGIN: 2025/26 Operating Budget

LEGISLATIVE AUTHORITY: Section 65 of the Municipal Government Act requires that council shall adopt an operating budget and a capital budget for each fiscal year.

RECOMMENDATION: That Council approve the addition of \$150,000 in the 2025/26 operating budget, to be funded from operating reserves, as a temporary overstaffing allowance for the Amherst Police Department and further, to approve the Workforce Stability & Attrition Management Policy – Police Department, #04700-01.

BACKGROUND: At the August 12, 2024 special meeting of Council, Council made the following motion:

Moved By Councillor Davidson

Seconded By Councillor Baker

That Council authorize the hiring of two permanent full time police officers to fill in for two officers currently on Workers Compensation with the intention of returning to a normal compliment of officers at our next available opportunity. And further to direct staff to recommend additional solutions to this issue during the upcoming budget deliberations.

Motion Carried

DISCUSSION: The Amherst Police Department (APD) continues to experience staff shortages due to ongoing employee absences. At this present time, one member is on maternity leave, one member is suspended pending a police act investigation, and one member is off on WCB with no timeline for their return. Another member has just returned from WCB and is currently participating in a return-to-work accommodation with modified hours and duties.

These vacancies are backfilled by using members from the three-person major crime unit, leaving the major crime unit with only one-member and an extremely high workload.

Operating with staff shortages places extra burden on current members and raises our overtime expenses. Sustaining this approach increases the risk of more officers needing time off due to workplace strain, thereby creating a cyclical absenteeism issue.

While it is impossible to predict employee absences, it should be noted that APD has historically experienced an average of 33.5 months of lost time per year since 2017. This is not unique to just APD; absences in policing are systemic due to a combination of the high-stress working conditions, physical risks, and demanding schedules.

Complicating the issue is the fact that police recruitment is more challenging than ever. A competitive market for qualified officers and shifting attitudes toward law enforcement careers have made it very difficult to fill vacancies. In prior years, APD had “flex” officers and part-time officers that would cover vacations, sickness and long-term leaves. Many qualified officers in the job market today are looking for permanent, full-time positions only so we have been unable to staff for part-time or flex positions to use to fill vacancies.

As it is anticipated that this will remain an ongoing issue, staff have developed a policy to address how we will maintain workforce stability at the police department going forward. The policy aims to present a staffing approach that anticipates vacancies and attrition due to ongoing staff absences.

The following measures are proposed under the new policy to ensure continuity of policing service and to satisfy the need for consistent staffing levels:

Temporary Overstaffing Allowance: the approved staffing level remains at 25 officers. The CAO may authorize the hiring of additional police officers that could result in the department temporarily exceeding the 25-officer complement should all employees return to work. While staffing may temporarily exceed 25 officers, it will naturally adjust as vacancies arise. These temporary positions provide flexibility for covering absences without permanently increasing the approved complement.

Budget Considerations: the budget impact and effectiveness will be reviewed yearly, with adjustments made based on staffing trends, department needs and financial considerations.

Annual Review and Reporting: the Police Chief will provide an annual report on staffing trends, recruitment efforts, and the impact of temporary overstaffing. Based on the analysis of vacancies and overtime costs, adjustments may be recommended to Council.

Temporarily operating at a complement higher than our budgeted 25 officers also provides for the following advantages:

- Having additional staff resources to dedicate to the higher-than-normal rate of crime in Town;
- Utilizing the additional resources to minimize overtime, resulting in reduced expenses, but also positively reinforcing work-life balance for other officers who have been required to work overtime to cover absences;
- Ability to dedicate additional resources to traffic enforcement, which has the opportunity to generate additional revenue.

FINANCIAL IMPLICATIONS: \$150,000 (wages and benefits) to be funded from the operating reserve for 2025/26 fiscal year.

COMMUNITY ENGAGEMENT: No community engagement is required.

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

SOCIAL JUSTICE IMPLICATIONS: The proposed policy aims to ensure that resources are in place to support the mental health and well-being of all officers.

ALTERNATIVES:

- Do not approve the policy
- Direct staff to develop alternative options.

ATTACHMENTS:

04700-01 Workforce Stability & Attrition Management Policy – Police Department

Report prepared by: Krista Crossman, Director, HR

TITLE: WORKFORCE STABILITY & ATTRITION MANAGEMENT – POLICE DEPARTMENT
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04700-01

APPROVAL DATE: _____ **CAO Signature:** _____

POLICY STATEMENT

This policy aims to present a staffing approach that anticipates vacancies and attrition at the Amherst Police Department due to ongoing staff absences.

SCOPE

This policy applies to the Amherst Police Department and governs the process of temporary overstaffing to offset staffing fluctuations. It includes guidelines for approval, funding, recruitment, and monitoring to maintain a consistent complement of 25 officers.

PURPOSE

The purpose of this policy is to establish a structured approach to maintaining adequate police staffing levels through an overstaffing and attrition model. This model ensures operational stability by proactively managing vacancies caused by staff departures, long-term absences, or unexpected leave, thereby reducing the impact of staffing shortages on policing services.

POLICY GUIDELINES

The police department plays a pivotal role in maintaining public safety in our community. It is essential that staffing levels remain adequate and aligned with the operational needs of the department. Ongoing temporary staff absences that are not addressed can jeopardize police response times, decrease the quality of service provided to the community, and impact the overall safety and security of our residents.

The following measures will be applied to ensure continuity of service and to satisfy the need for consistent staffing levels:

Temporary Overstaffing Allowance

1. The approved staffing complement will remain at 25 officers.
2. When the Police Department is experiencing a situation where less than 25 sworn officers are available for an extended period of time, on the recommendation of the Police Chief, the CAO may authorize the hiring of additional police officers that could result in the department temporarily exceeding the 25 sworn officer allotment should all employees return to work.
3. If a situation develops with more than 25 sworn officers working, the Chief will reduce the number of officers through attrition at the next available opportunity.

TITLE: WORKFORCE STABILITY & ATTRITION MANAGEMENT – POLICE DEPARTMENT
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04700-01

Approval Process

- The Chief Administrative Officer (CAO) must approve the use of additional positions before any recruitment occurs.
- The CAO will assess the necessity based on projected staffing levels and department needs, on the recommendation of the Chief of Police.

Funding and Budget Considerations

- Budgetary impact and effectiveness will be reviewed annually to ensure sustainability.
- Adjustments to funding will be made based on staffing trends, department needs, and financial considerations.

Annual Review and Reporting

- The Police Chief will report annually on staffing trends, recruitment efforts, and the impact of the temporary overstaffing allowance.
- Adjustments may be recommended to Council based on the analysis of vacancies and overtime expenditures.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Chief Administrative Officer	The Chief Administrative Officer will: a. Approve the use of additional temporary positions; b. Review funding annually to determine ongoing feasibility.
Chief of Police	The Chief of Police will: a. Monitor staffing levels and identify projected vacancies; b. Oversee recruitment efforts; c. Provide annual reporting on police staffing trends and budget implications.
Director, Human Resources	The Director of Human Resources will: a. Support recruitment efforts; b. Assist in workforce planning initiatives to manage staffing levels.

TITLE: WORKFORCE STABILITY & ATTRITION MANAGEMENT – POLICE DEPARTMENT
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04700-01

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Director, HR	Council	

MINUTES REFERENCE DATE

SYNOPSIS

PUBLIC PARTICIPATION AND NOTIFICATION POLICY

The MGA was recently amended to require engagement with abutting municipalities prior to the adoption of planning documents (Municipal Planning Strategy, Land Use Bylaw, Subdivision Bylaw). The proposed amendments to the subject policy are intended to reflect this change, as well as some minor housekeeping amendments.

It should also be noted that other MGA amendments removed the requirement to publish notice of proposed new or amended planning documents in a local newspaper and allowed the option to provide notice via the Town's website. This amendment is reflected in changes to the Public Participation and Notification Procedure, which has been approved by the CAO.

MOTION:

That Council approve the amendments to the Public Participation and Notification Policy #66000-03.

TO: Mayor Small and Members of Council

SUBMITTED BY: Andrew Fisher, Director, Planning & Economic Development

DATE: April 28, 2025

SUBJECT: Public Participation and Notification Policy Amendments

ORIGIN: Amendments to the Municipal Government Act (MGA) regarding engagement with abutting municipalities and removing the requirement to notify with a local newspaper.

LEGISLATIVE AUTHORITY: MGA section 204A (1) *A council shall adopt, by policy, an engagement program for engaging with abutting municipalities when the council is adopted or amending a municipal planning strategy.* Section 205(4) *A council shall complete the public participation program before either placing the first notice for a public hearing in a newspaper circulating in the municipality or posting notice of the public hearing on the municipality's website.* Section 206 (1) *Prior to holding a public hearing [...] the clerk shall provide notice of the public hearing at least fourteen days before the date of the public hearing by (a) placing the notice in a newspaper circulating in the municipality, inserted at least once a week, for two successive weeks; or (b) posting the notice on the municipality's website.*

RECOMMENDATION: That Council approve the amendments to the Public Participation and Notification Policy #66000-03.

BACKGROUND: As noted above, the MGA was recently amended to require engagement with abutting municipalities prior to the adoption of planning documents (Municipal Planning Strategy, Land Use Bylaw, Subdivision Bylaw). The proposed amendments to the subject policy are intended to reflect this, as well as, some minor housekeeping changes.

It should also be noted that other MGA amendments removed the requirement to publish notice in a local newspaper and allowed the option to provide notice via the Town's website. This amendment is reflected in changes to the Public Participation and Notification Procedure, which has been approved by the CAO.

DISCUSSION: Engagement with Cumberland on planning documents, although not required, has been the general practice in the past. This policy change simply makes it a requirement. Given that the Town is currently renewing its planning documents, drafts have been shared with the County planning staff.





AMHERST TOWN COUNCIL

RFD# 2025051

Date: April 28, 2025

Regarding notification requirements, removing the need to give notice in a local newspaper will improve processing efficiencies in both time and staff resources while significantly reducing costs.

FINANCIAL IMPLICATIONS: Reduce or eliminate costs to run notices in the paper.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue.

COMMUNITY ENGAGEMENT: The amendment codifies engagement with the County.

ALTERNATIVES: Request staff to make further changes to the policy or provide more information.

ATTACHMENTS: Public Participation and Notification Policy with proposed amendments.

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



TITLE: ~~Policy for Public Participation and Notification~~ **Policy**
SECTION: Planning and Development
POLICY NO: 66000-03

APPROVAL DATE: _____ **CAO Signature:** _____

PURPOSE:

To establish a policy for public participation and notification for the adoption of the Municipal Planning Strategy (MPS), Subdivision By-law, Land Use By-law (LUB), Development Agreements, Variances, Site Plans, and amendments thereto.

AUTHORITY:

This policy carries out MGA section 204 that requires Council to adopt a public participation policy concerning the preparation and administration of planning documents. This policy also provides for public notification where required under MGA sections: **204A(1) (Engagement with abutting)** 205 (Requirements for adoption of planning documents), 206 (Public hearings), 210 (LUB amendments), 221 (Notifications and costs), 230 (Adoption or amendment of development agreement), 232 (Site-plan approval), 236 (Variance procedures), and 237 (Variance appeals and costs).

The ~~Deputy CAO~~ **Director of Planning and Economic Development**, or designate, is responsible for administration of this policy.

POLICY:

Engagement With the Municipality of the County of Cumberland

Notification shall be provided to the Municipality of the County of Cumberland when considering the adoption, or amendment of planning documents where lands within 200 metres of the municipal boundary are affected. Notification shall adhere to the Public Participation and Notification Procedure.

Public Participation Session

1. A public participation session will take place at **prior to** a meeting of the Planning Advisory Committee, **and** prior to making a recommendation to Council. Notification of the session shall adhere to the ~~Procedure for~~ Public Participation and Notification **Procedure**.
2. A summary of the public participation session will be provided to Council prior to First Reading.

Public Hearing

1. A public hearing will ~~generally take place prior to a meeting of Council, and~~ prior to **Council** giving second reading of the planning document, Development Agreement, or amendment thereto.

TITLE: ~~Policy for Public Participation and Notification~~ **Policy**
SECTION: Planning and Development
POLICY NO: 66000-03

2. ~~Advertisement and~~ Notification of the public hearing shall adhere to the Municipal Government Act, and the ~~Procedure for Public Participation and Notification~~ **Procedure**.

Documentation and Coordination

Documentation and coordination shall adhere to the ~~Procedure for Public Participation and Notification~~ **Procedure**.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Planning and Economic Development and the Clerk	Ensure public participation sessions and public hearings are scheduled as required and that the Public Participation and Notification Procedure is adhered to for notification of public participation sessions and public hearings.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
1. Change Policy title 2. Change who is responsible for administration of this policy from Deputy CAO to Director of Planning & Economic Development 3. Add a section to address engagement with MCC 4. Minor housekeeping changes for clarity	Director of Planning & Economic Development, Fisher		

Minutes reference date:

SYNOPSIS

TRAIN STATION SUBSTANTIAL ALTERATION

The owner of the Train Station, a municipally registered heritage building, has applied to replace a second story window with a door and a new staircase to access it. While the staircase does detract to some degree from the overall architectural style of the building, the removal of character-defining features is minimal. The Heritage Advisory Committee recommended approval of the alteration.

Approval will also require approval in principle of the sale or lease of a portion of town owned property to accommodate the staircase. The details of the sale or lease would come back to Council for final approval once the detailed design is complete and the extent of property needed is known.

MOTION:

That Council approve the substantial alteration of a municipally registered heritage property at 27 Station Street and further approve in principle the sale or lease of a portion of Town property to accommodate the staircase.

TO: Mayor Small and Members of Council

SUBMITTED BY: Andrew Fisher, Director, Planning & Economic Development

DATE: April 28, 2025

SUBJECT: Train Station – Substantial Alteration

ORIGIN: Application by the property owner, J.E. Bembridge to substantially alter a municipally registered heritage property.

LEGISLATIVE AUTHORITY: Nova Scotia Heritage Property Act, section 13: *The Heritage Advisory Committee may advise the municipality respecting (b) an application for permission to substantially alter or demolish a municipal heritage property.* Section 17(1): *Municipal heritage property shall not be substantially altered in exterior [...] appearance or demolished without the approval of the municipality.* (5) *The municipality may grant the application either with or without conditions or may refuse it.*

HERITAGE ADVISORY COMMITTEE RECOMMENDATION: That Council approve the proposed staircase to be added to the north end of the Train Station.

RECOMMENDATION: That Council approve an application to substantially alter a municipally registered heritage property at 27 Station Street and further approve in principle the sale or lease of a portion of Town property to accommodate the staircase.

BACKGROUND: In accordance with section 13 of the Act noted above, section 4.1(b) of the Town of Amherst Heritage Property Bylaw gives the Town's Heritage Advisory Committee (HAC) the authority to advise Council in these matters. To be clear the Committee is the recommending body, but the decision rests with Council.

As detailed in the attached April 7, 2025 staff report to the HAC, the owner has applied to replace a second story window with a door and a staircase to access it. This change is requested to allow use of the northern 2/3rd of the upper floor. Beyond the window replacement there would be no other alterations to the existing building. However, the staircase leading to the ground would have the effect of obscuring the north-facing end of the building to some degree.

The train station property boundary is approximately the drip line of the station canopy. Should Council approve the alteration, it will also need to approve in principle, the sale or lease of a portion of Lot 18-1 to accommodate the staircase. The details of the sale or lease would come back to Council for final approval once the detailed design is complete and the extent of



property is known. Lot 18-1 is currently used for parking at the train station. The staircase would eliminate 1-2 parking spaces.

Attached is a diagram of the property staircase, an excerpt from the Federal Government website that describes the building's heritage value, and Schedule A that shows property lines and corresponding ownership.

It should be noted that since J.E. Bembridge took over the building, in 2019 following a multi-year negotiation with VIA and the Town, he has replaced the roof, all mechanical and plumbing systems, repointed the masonry and extensively renovated the interior. It should also be noted that there was no alternative use or other party interested in taking over the subject building when a public request for proposals was released around 2016.

DISCUSSION: The subject building, given its position wedged between the railway and Station Street when coupled with current Building Code requirements for access, results in few options for the location of this staircase. While the staircase does detract to some degree from the overall architectural style of the building, the removal of character-defining features is minimal.

The Heritage Advisory Committee passed a motion that followed the staff recommendation that Council approve the alteration.

FINANCIAL IMPLICATIONS: None specific to this issue.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue.

COMMUNITY ENGAGEMENT: None is required.

ALTERNATIVES: 1) Deny the alterations; 2) Defer a decision and request changes to the design or additional information.





ATTACHMENTS: 1) April 7, 2025 staff report to HAC; 2) Staircase diagrams; 3) Schedule A showing property lines and ownership.

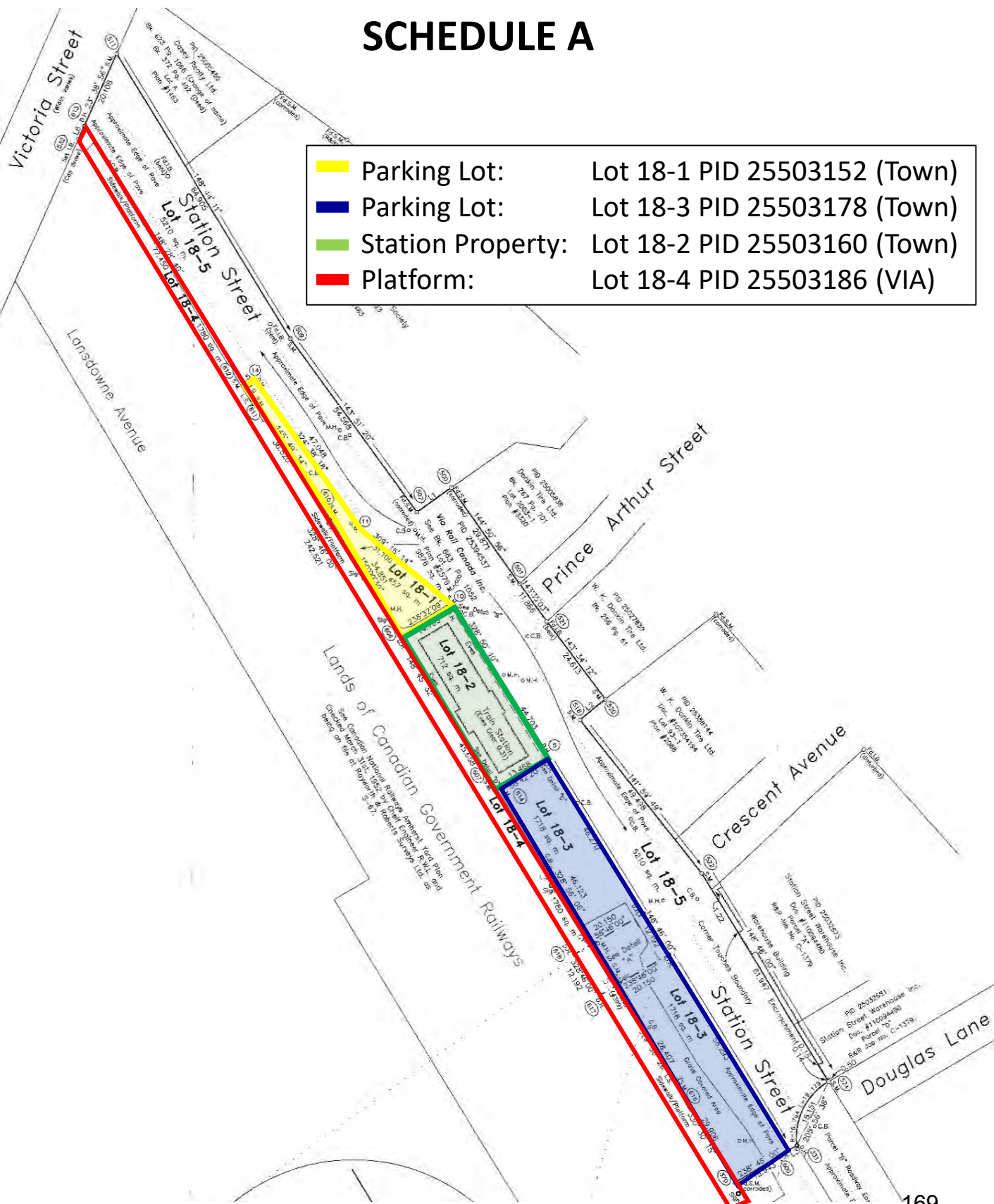
Report prepared by:

Report and Financial approved by:



SCHEDULE A

	Parking Lot:	Lot 18-1 PID 25503152 (Town)
	Parking Lot:	Lot 18-3 PID 25503178 (Town)
	Station Property:	Lot 18-2 PID 25503160 (Town)
	Platform:	Lot 18-4 PID 25503186 (VIA)



MEMO

TO: Heritage Advisory Committee

FROM: Andrew Fisher, Director of Planning & Economic Development

DATE: April 7, 2025

RE: **Amherst Train Station**

Background

John Baxter of Baxter Engineering Ltd. has submitted drawings for an exterior staircase to be added to the north-facing side of the Railway Station at 77 Station Street. The train station is privately owned but is a municipally registered property. Under the Nova Scotia Heritage Property Act, an alteration considered substantial must be reviewed by the Heritage Advisory Committee who make a recommendation to Council.

The location of the exterior staircase is dictated by the interior layout and the requirement for two exits under the 2020 National Building Code. The staircase would be built over the wraparound canopy, turning towards the back to face the train tracks before making a U-turn towards the front. The stairs would extend beyond the property line.

Under the Act, a substantial alteration is defined as, *any action that affects or alters the character-defining elements of a property*. “Character-defining elements” means *the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to heritage value and that must be sustained in order to preserve heritage value*.

Heritage Value and Character-Defining Elements

The property was designated as a heritage site in 1992 and is described as a one-and-a-half-storey red sandstone railway station, built between 1907 and 1908. Its heritage value is defined by its strategic location between Nova Scotia and central Canada, which contributed to Nova Scotia's growth in the early 20th century, establishing Amherst as an important industrial and service center. Its construction in local red sandstone, in the Romanesque Revival style, aligns with the architectural style and materials of other local buildings from the same era.

Key character-defining elements of the VIA Rail/Canadian National Railways Station in Amherst include its long, rectangular form with a steep hipped roof, Romanesque Revival architectural details, and early 20th-century railway station features such as a deep platform canopy with wooden brackets and stone corbels. The station's red sandstone masonry, irregular window patterns, and distinctive bay projections contribute to its historic charm.

Discussion

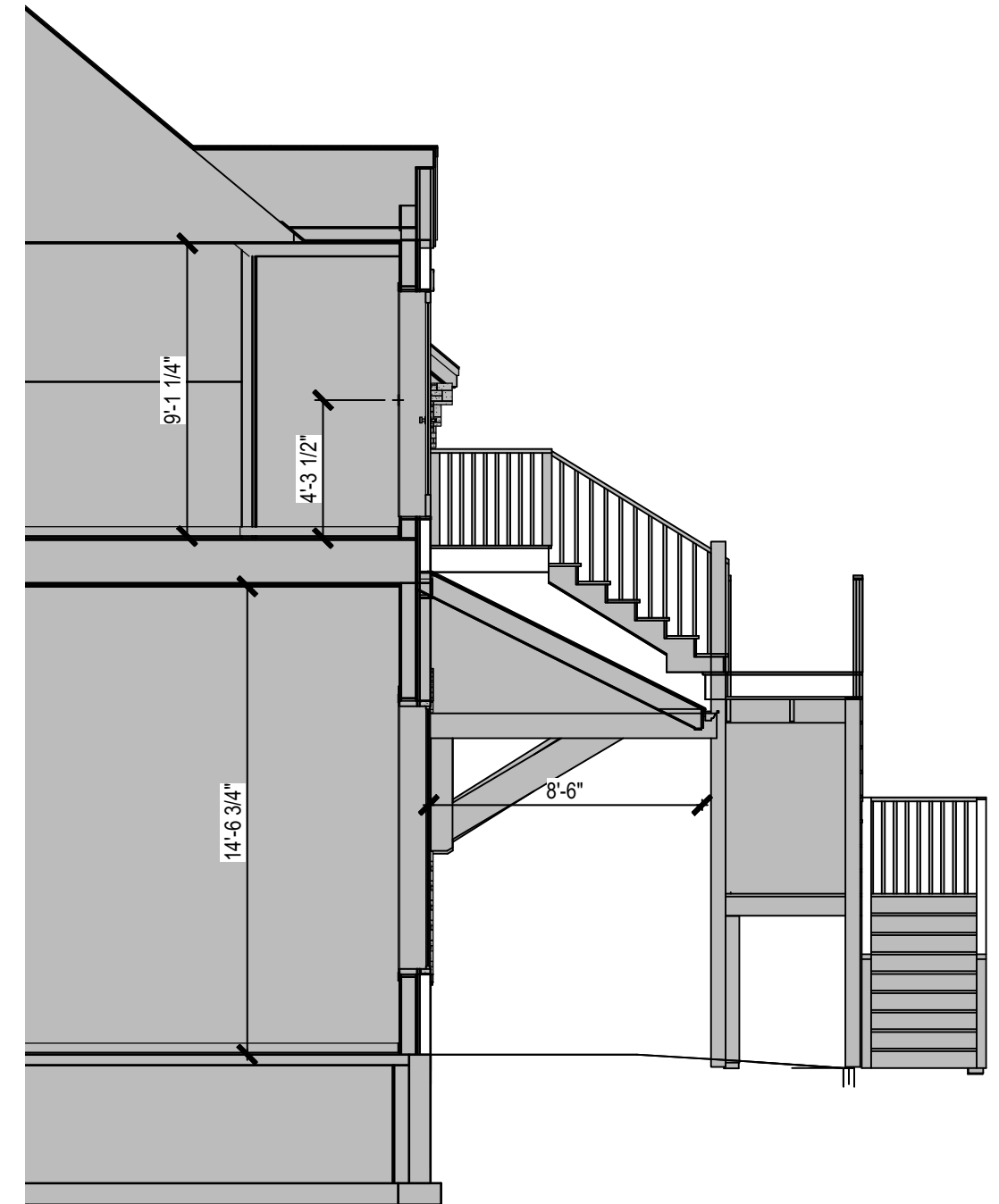
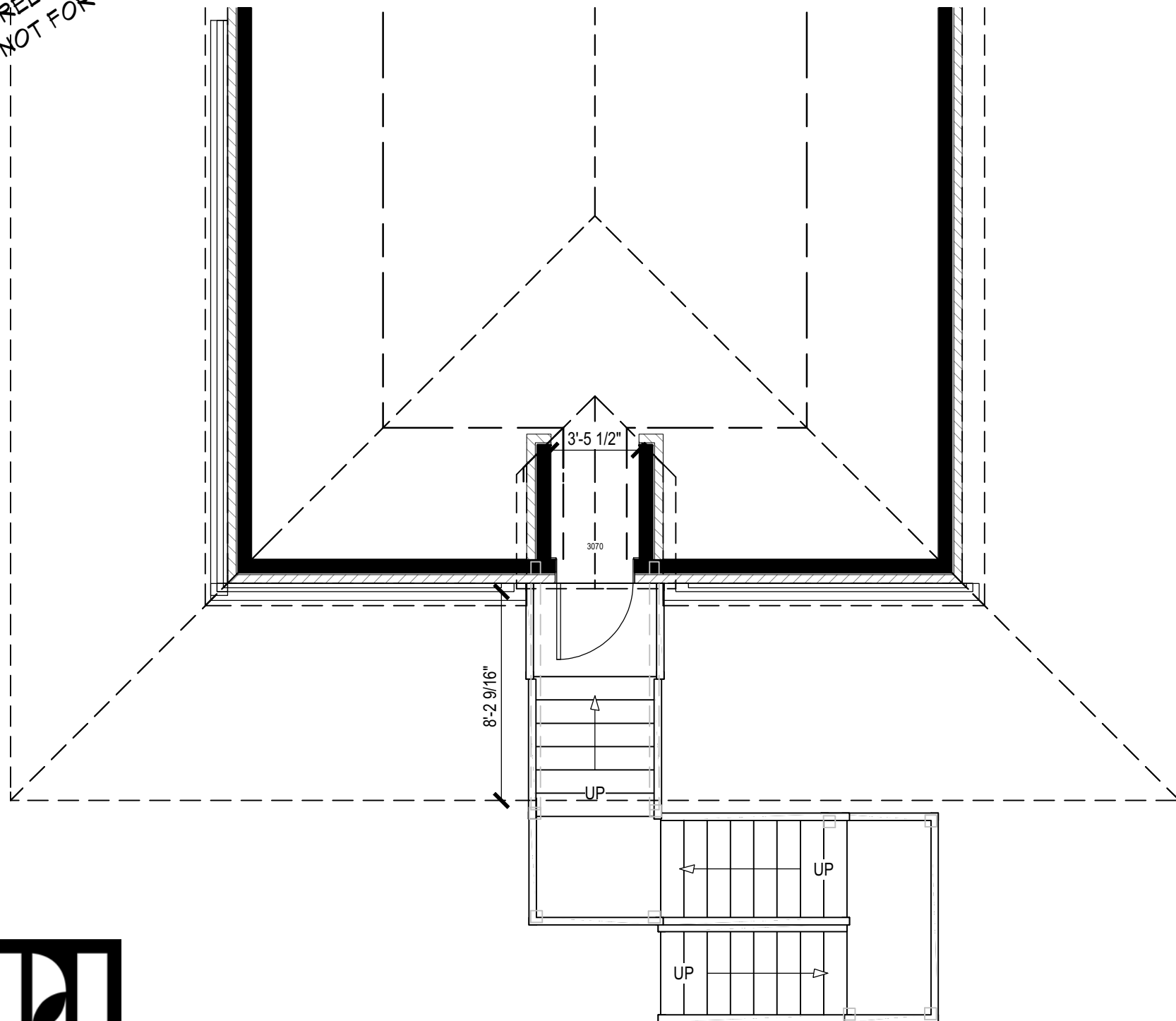
Beyond the replacement of a second storey window with an entrance and the addition of a staircase, it could be argued that the proposed changes do not constitute a substantial alteration. The character-defining elements, architectural features such as the canopy, arching ground-floor windows and overall architectural form are not being altered. However, it could be argued that these features are being obscured to some degree.

The subject building, given its position wedged between the railway and Station Street when coupled with current Building Code requirements for access, results in few options for the location of this staircase. While the staircase does detract to some degree from the overall architectural style of the building, the removal of character-defining features is minimal. As such, staff recommend that the Heritage Advisory Committee recommend that Council approve the alteration – Option 1.

Options

- Option 1 Recommend the Council approve the proposed staircase to be added to the north end of the Train Station.**
- Option 2 Recommend the Council not approve the proposed staircase to be added to the north end of the Train Station.
- Option 3 Defer a recommendation and request changes or additional information.

PRELIMINARY DESIGN
NOT FOR CONSTRUCTION



SCALE = 3/16" = 1'-0"
11" x 17"

AMHERST TRAIN STATION
AMHERST, NS
March 21, 2025
DRAFT #3

PRELIMINARY DESIGN
NOT FOR CONSTRUCTION



Front Elevation



Polyline
Designs Inc.

SCALE = 3/16" = 1'-0"
11" x 17"



Elevation 1

AMHERST TRAIN STATION
AMHERST, NS
March 21, 2025
DRAFT #3

PRELIMINARY DESIGN
NOT FOR CONSTRUCTION



Exterior Image

SCALE = 3/16" = 1'-0"
11" x 17"



AMHERST TRAIN STATION
AMHERST, NS
March 21, 2025
DRAFT #3



Government
of Canada

Gouvernement
du Canada

[Home](#) > [Directory of Federal Heritage Designations](#) > Heritage Railway Stations

VIA Rail/Canadian National Railways Station

Heritage Railway Station of Canada

Amherst, Nova Scotia



General view

(© DFA, Barry Moody, 1992.)

Address : Station Street, Amherst, Nova Scotia

Recognition Statute: Heritage Railway Stations Protection Act (R.S.C., 1985, c. 52 (4th Supp.))

Designation Date: 1992-11-06

Dates: 1907 to 1908 (Construction)

Event, Person, Organization:

Intercolonial Railway (Organization)

William B. Mackenzie, chief engineer, Moncton regional office, Intercolonial Railway (Architect)

Other Name(s): Intercolonial Railway Station (Other Name)

Amherst Intercolonial Railway Station (Other Name)

Canadian National Railways Station (Other Name)

Research Report Number: RS-134

Description of Historic Place

The VIA Rail/Canadian National Railways (CNR) Station at Amherst is a one-and-a-half-storey, red sandstone railway station, built between 1907 and 1908. It is located in the town of Amherst. The formal recognition is confined to the railway station building.

Heritage Value

The VIA Rail/Canadian National Railways Station at Amherst represents the growth and prosperity of

Nova Scotia at the beginning of the 20th century, and the role of the Intercolonial Railway Company (ICR) in the economic development of small towns. Strategically placed on the rail link between Nova Scotia and central Canada, Amherst became an important industrial and service centre. The present station reflects increasing demands for passenger and freight services and the expectation of continued growth.

The large size and impressive design of the VIA Rail/Canadian National Railways Station at Amherst reflects the significance of Amherst to the ICR and its expectations for future growth. Deliberately built to dominate its surroundings and provide more space than was required, it remains one of the largest railway stations in the province of Nova Scotia. Its construction of local red sandstone in the Romanesque Revival style corresponds to the style and materials of local buildings of the same era.

The station retains its relationship with the long platform beside the station and with railway-related buildings in the neighbourhood.

Sources: Heritage Character Statement, The Via Rail/CNR Station, Amherst, Nova Scotia, March 1993; Delta Four Associates Inc., Harry Jost and Barry Moody, Railway Station Report 134, VIA Rail/Canadian National Railways Station, Amherst, Nova Scotia.

Character-Defining Elements

Character-defining elements of the VIA Rail/Canadian National Railways Station at Amherst include: its form and massing, consisting of a long, high, rectangular block, capped with a steep, hipped roof; its Romanesque Revival style, evident in the towers, the stone chimney stacks, the arched, tripartite, masonry openings, and the deeply shadowed canopy; its features typical of early-20th-century railway stations, including the hipped roof, the deep platform canopy, the large wooden brackets, and the projecting operator's bay; the deep platform canopy, sitting below the eaves line, and supported on chamfered scissor brackets resting on stone corbels; the prominent moulded cornice above the platform canopy, with deep shadow lines created by projecting courses of masonry; the small dormer with stepped detailing on each of the track (west), town (east) and north façades; the large, two-storey bay on each of the track and town façades, terminating in a pyramidal roof on the track side, and in a parapet with stepped detailing on the town side; the deliberately irregular pattern of openings; the configuration of each tripartite opening, including semi-circular, tripartite, windows on all elevations, semi-circular, tripartite openings with double doors, transom and sidelights, segmentally arched tripartite windows in the second-storey bays, and rectangular tripartite windows in the ground-floor bays; the surviving original wood sash and multi-light storm windows; the character and high quality of the masonry work, consisting of local red sandstone laid rock-faced in broken courses; the surviving original features of the elegant, Edwardian-style interior, including coffered ceilings, intricately patterned in matched lumber, walls divided into contrasting panels of vertical, horizontal and diagonal boarding, leaded glass sidelight in the ladies' waiting room and a fireplace in the ladies' waiting room.

SYNOPSIS

ACCESSIBILITY, INCLUSION, DIVERSITY AND EQUITY COMMITTEE APPOINTMENTS

At their regular meeting in March 2025, Council approved a new Accessibility, Inclusion, Diversity and Equity Strategic Plan, and a new Accessibility, Inclusion, Diversity and Equity Committee Terms of Reference. Council now needs to appoint members to this new Committee.

MOTION:

That Council appoint Victoria Vance, LJ Barquilla, Jim Prendergast, Clifford Pinchbeck, Vanessa Jones, Tammy Gero and Marina Godfrey as citizen appointees to the new Accessibility, Inclusion, Diversion and Equity Committee for a term ending March 31, 2027, appoint Deputy Mayor Davidson and Councillor Wells as the two council appointments for a term ending October 31, 2025, and further that Amherst Youth Town Councillor Leah Brunt be invited to attend the meetings as a non-voting member until an Amherst Youth Town Councillor is appointed to this Committee in September.

TO: Mayor Small and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: April 28, 2025

SUBJECT: Accessibility, Inclusion, Diversity and Equity Committee Appointments

ORIGIN: New Accessibility, Inclusion, Diversity and Equity (AIDE) Committee

LEGISLATIVE AUTHORITY: AIDE Committee Terms of Reference

RECOMMENDATION: That Council appoint Victoria Vance, LJ Barquilla, Jim Prendergast, Clifford Pinchbeck, Vanessa Jones, Tammy Gero and Marina Godfrey as citizen appointees to the new Accessibility, Inclusion, Diversion and Equity Committee for a term ending March 31, 2027, appoint Deputy Mayor Davidson and Councillor Wells as the two council appointments for a term ending October 31, 2025, and further that Amherst Youth Town Councillor Leah Brunt be invited to attend the meetings as a non-voting member until an Amherst Youth Town Councillor is appointed to this Committee in September.

BACKGROUND: Council recently approved a Terms of Reference for the new Accessibility, Inclusion, Diversity and Equity Committee. Citizens and Council members now need to be appointed to this Committee.

DISCUSSION: Staff reached out to all of the citizen appointees of the former Accessibility Advisory Committee (AAC), the Inclusion, Diversity and Equity Committee (IDEC) and the Poverty Reduction Advisory Committee (PRAC) to see if there was interest from them in being appointed to the new AIDE Committee. Seven responded that they would like to be appointed, Victoria Vance, LJ Barquilla, Jim Prendergast, Clifford Pinchbeck, Vanessa Jones, Tammy Gero and Marina Godfrey. Appointing these seven citizens will meet the criteria of section 4.2 of the AIDE Committee Terms of Reference.

Section 4.3.1 of the Terms of Reference states that initial appointments will be made for one year, with further appointments made for up to two years to ensure knowledge is retained on the Committee. If Council chooses to make these citizen appointments, staff feel making them for two years would be appropriate as they are all previous committee members. Staff would suggest the appointments be made until March 31, 2027; however, this is at Council's discretion.





AMHERST TOWN COUNCIL

RFD# 2025050

Date: April 28, 2025

Council also needs to appoint two Councillors to the new AIDE Committee. When Council made their Council Committee appointments following the municipal election, Councillor Wells and Councillor McManaman were appointed to the AAC, and Deputy Mayor Davidson and Councillor Wells were appointed to the IDEC. Staff would suggest the Council appointments be made until October 31, 2025, when Council will be asked to review all Council Committee appointments as they do annually.

Section 4.2.5 of the AIDE Terms of Reference also states that a member of the Amherst Youth Town Council (AYTC) will be appointed to the AIDE Committee. As we are nearing the end of the 2024/25 school year, AYTC Mayor Leah Brunt will be invited to attend the meetings as a non-voting member until a new AYTC appointment to the AIDE Committee is made in September 2025.

FINANCIAL IMPLICATIONS: There are no financial implications to these appointments.

SOCIAL JUSTICE IMPLICATIONS: These appointments will allow the committee to function and to improve living conditions of citizens throughout the County.

ENVIRONMENTAL IMPLICATIONS: None relating to appointment of members.

COMMUNITY ENGAGEMENT: The Town of Amherst and the AIDE Committee will continue to engage with the community as and when necessary.

ALTERNATIVES: Do not make these appointments and put out a call for expressions of interest. Staff are not recommending this and we would like to get this Committee up and running and feel the people that have expressed interest not only meet the requirements of the Terms of Reference but also have lived experience and are familiar with the Strategic Plan from their terms on the previous committees.

ATTACHMENTS: Accessibility, Inclusion, Diversity and Equity Committee Terms of Reference.

Report prepared by: Natalie LeBlanc, Municipal Clerk
Report and Financial approved by:



TITLE: ACCESSIBILITY, INCLUSION, DIVERSITY AND EQUITY (AIDE) ADVISORY COMMITTEE TERMS OF REFERENCE
SECTION: EXECUTIVE OPERATIONS
POLICY NO: 10350-30

APPROVAL DATE: March 24, 2025

CAO Signature: _____



1.0 BACKGROUND

Under the Nova Scotia Accessibility Act (NSAA) and the Nova Scotia Dismantling Racism and Hate Act (2022) the Town of Amherst is required to appoint a Committee on matters of Accessibility, Inclusion, Diversity and Equity to provide input on accessibility and equity matters within the Town of Amherst.

2.0 PURPOSE

The Accessibility, Inclusion, Diversity and Equity Advisory Committee (AIDE Advisory Committee) assists Town Council in fulfilling its responsibilities relating to identifying, preventing and eliminating barriers to people with disabilities, underserved and underrepresented populations and to address systemic hate, inequity and racism in municipal programs, services, initiatives and facilities. The AIDE Advisory Committee plays a pivotal role in helping the Town of Amherst become a barrier-free community while ensuring obligations under *An Act Respecting Accessibility in Nova Scotia* (2017) and the *Nova Scotia Dismantling Racism and Hate Act 2022* are met, and to assist in creating a community of equity, inclusion and wellbeing for all.

3.0 DEFINITIONS

3.1 The definitions in the Nova Scotia Accessibility Act / Nova Scotia Dismantling Racism and Hate Act 2022 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 person 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 participation in society.

3.5 Hate means provocation, hostility or intolerance by means of threats, harassment, abuse, incitement or intimidation motivated by the actual or perceived race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability or sexual orientation of any person.

3.6 Racism means the discrimination or antagonism by, or the prejudice of, an individual, community or institution against a person or people based on the person's or people's membership or perceived membership in a racial or ethnic group, and having the power to carry out that discrimination, antagonism or prejudice through institutional policies and practices that shape cultural beliefs and values of a society.

TITLE: ACCESSIBILITY, INCLUSION, DIVERSITY AND EQUITY (AIDE) ADVISORY COMMITTEE TERMS OF REFERENCE
SECTION: EXECUTIVE OPERATIONS
POLICY NO: 10350-30

4.0 ACCESSIBILITY, INCLUSION, DIVERSITY AND EQUITY (AIDE) ADVISORY COMMITTEE

4.1 Role

The AIDE Advisory Committee shall:

4.1.1 Advise Council on the preparation, implementation, and effectiveness of its AIDE Plan. In accordance with the two Acts. 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 any proposed policies, programs, practices, and services and/or any proposed enactments or by-laws for their impact on equity and accessibility for people; and
- iii. Any other prescribed information.

4.1.2 Review and update its AIDE plan at least every three years, in accordance with the Acts.

4.1.3 Consult with the community on accessibility and equity in the town of Amherst.

4.1.4 Advise Council on the impact of Town of Amherst policies, programs, and services on people of equity deserving groups and those with disabilities.

4.1.5 Review and monitor existing and proposed Town of Amherst by-laws to promote full participation of equity deserving groups and people with disabilities, in accordance with the Acts.

4.1.6 Identify and advise on the accessibility of existing and proposed municipal services, facilities and infrastructure.

4.1.7 Advise and make recommendations about strategies designed to achieve the objectives of the Town's AIDE Plan.

4.1.8 Receive and review information from Council and its committees, and make recommendations, as requested.

4.1.9 Monitor 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.

TITLE: ACCESSIBILITY, INCLUSION, DIVERSITY AND EQUITY (AIDE) ADVISORY COMMITTEE TERMS OF REFERENCE
SECTION: EXECUTIVE OPERATIONS
POLICY NO: 10350-30

4.2.2 All members must adhere to and abide by the NS Code of Ethics Policy.

4.2.3 When making appointments to the Committee, Council will give consideration to representation from different sectors of the community including equity deserving groups.

4.2.4 Appointees shall possess knowledge and understanding of equity and accessibility related issues and services currently being provided by the community.

4.2.5 The Committee shall have up to 10 voting members that includes:

- 2 Town of Amherst Council members as appointed by Council
- 7 community members as appointed by Council
- 1 Amherst Youth Town Council (AYTC) member as appointed by Council

Town of Amherst staff will be non-voting members.

4.3 Terms of Appointment

4.3.1 The initial appointments will be for one-year terms, with further appointments made for up to two years to ensure knowledge is retained on the Committee

4.3.2 AYTC members may be appointed for one or two-year terms.

4.3.2 The Chair and Vice Chair shall be elected by the Committee at the first meeting annually.

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 session 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, subject to staff capacity. Members of the Working Groups may consist of additional community members.

5.5 Meeting shall convene at 4:00 p.m. on the day selected, unless otherwise specified.

5.6 The Committee and its members shall follow the rules of order as set out in the Town of Amherst Proceedings of Council Policy #10350-24.

TITLE: ACCESSIBILITY, INCLUSION, DIVERSITY AND EQUITY (AIDE) ADVISORY COMMITTEE TERMS OF REFERENCE
SECTION: EXECUTIVE OPERATIONS
POLICY NO: 10350-30

6. TERMS OF REFERENCE REVIEW

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.
- 7.2 Nova Scotia Dismantling Racism and Hate Act 2022.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director, Community Living	Adhere to the Strategic Plan, make recommendations to Council when required. Review Terms of Reference annually.
CAO	Appoint non-voting staff members to the Committee
Council	Appoint Council, AYTC and citizen members to the Committee, consider recommendations from the Committee.
Clerk	Schedule meetings, advertise for citizen members.

For Administrative Use Only:

VERSION LOG

Amendments Description	Policy Owner	Approved By	Approval Date
New Policy	Clerk, LeBlanc	Council	March 24, 2025

Minutes reference date: March 24, 2025

SYNOPSIS

Community Support Grants

An annual budget is allocated for community support grants in accordance with Council's Community Support Grants Policy so that the Town provides assistance in a fiscally responsible manner to organizations that qualify under the criteria set in the policy. In doing so, the Town will encourage and promote the success of these organizations. It should be noted that all groups fill a significant role in the community; however, to ensure the intentions of the policy are adhered to, not all can be funded. Finally, there are a small number of additional requests that are still under consideration. Decisions on these applications will be made soon.

MOTION:

That Council approve the following grants under the Community Support Grants Policy and Social Equity Fund as follows:

Amherst Little League Baseball Association	\$10,000	Year 2 of 3
Cumberland County Transition House	\$10,000	– Social Equity
After the School Bell Food Program	\$10,000	– Social Equity
Food Assistance Network	\$10,000	– Social Equity
Society of Saint Vincent de Paul	\$ 5,000	– Social Equity
Autism Nova Scotia Cumberland Chapter	\$ 4,500	– Social Equity
Border Town Biker Bash	\$ 10,000	
NSCC	\$15,000	– Social Equity
Amherst 50+ Club	\$ 5,000	
LA Animal Shelter	\$50,000	Year 3 of 3
Fibre Arts Festival 2025	\$ 2,000	
CANSA	\$ 5,000	– Social Equity
CANSA Marathon	\$ 1,000	– Social Equity
Cumberland Pride	\$ 1,000	– Social Equity
Fundy Winds	\$ 5,000	
Great Amherst Cultural Society (Esther Fest)	\$ 5,000	
Amherst Preschool (one time grant)	\$10,000	Social Equity
Cumberland County Genealogical Society	\$ 9,396	
Amherst Curling Club	\$ 8,000	
Amherst Wesleyan Church	\$12,850	
Chignecto Arts Council	\$ 1,000	
Tantramar Quilts	\$ 1,000	
The Travellers	\$ 1,000	
Cumberland County Museum	\$ 5,000	



AMHERST TOWN COUNCIL

RFD# 2025063

Date: April 28, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: April 28, 2025

SUBJECT: Community Support Grants 2025

ORIGIN: 2025-26 Operating Budget

LEGISLATIVE AUTHORITY: MGA 65 (au) and (v), and the Community Support Grants Policy

RECOMMENDATION: That Council approve funding under the Community Support Grants Policy and Social Equity fund as follows:

Amherst Little League Baseball Association	\$10,000	Year 2 of 3
Cumberland County Transition House	\$10,000	– Social Equity
After the School Bell Food Program	\$10,000	– Social Equity
Food Assistance Network	\$10,000	– Social Equity
Society of Saint Vincent de Paul	\$ 5,000	– Social Equity
Autism Nova Scotia Cumberland Chapter	\$ 4,500	– Social Equity
Border Town Biker Bash	\$ 10,000	
NSCC	\$15,000	– Social Equity
Amherst 50+ Club	\$ 5,000	
LA Animal Shelter	\$50,000	Year 3 of 3
Fibre Arts Festival 2025	\$ 2,000	
CANSA	\$ 5,000	– Social Equity
CANSA Marathon	\$ 1,000	– Social Equity
Cumberland Pride	\$ 1,000	– Social Equity
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Great Amherst Cultural Society (Esther Fest)	\$ 5,000	
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Chignecto Arts Council	\$ 1,000	
Tantramar Quilts	\$ 1,000	
The Travellers	\$ 1,000	
Cumberland County Museum	\$ 5,000	



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

DISCUSSION: This includes \$125,246 in expenditures from the Community Support Grants budget and \$71,500 from social equity fund.

SOCIAL JUSTICE IMPLICATIONS: Our strategic priorities around food insecurity, poverty reduction, creating a diverse, inclusive and welcoming community and fostering an active, healthy municipality are only strengthened by funding community organizations that work to these goals.

FINANCIAL IMPLICATIONS: An allowance remains in the budget to address these requests.

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

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications attached to this request.

ALTERNATIVES:

1. Approve the funding requests as listed
2. Discontinue the practice of providing community support grants

ATTACHMENTS:

- Community Support Grants Policy #72000-08

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

APPROVAL DATE: March 24, 2025

CAO Signature: 

POLICY STATEMENT

- a. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are providing services that in the opinion of Council, are of a benefit to the residents and businesses of the Town. Applicants and Groups that actively support inclusion, diversity, accessibility and equity will be given priority consideration as will those applications that enhance community well-being and increase the social determinants of health, such as, but not limited to food insecurity, affordable housing, early childhood development, education, social inclusion and non-discrimination of the citizens of Amherst
- b. This program does not govern the following, which are separately administered:
 - i. Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
 - ii. Residential Property Tax Rebates (low-income homeowners)

POLICY OBJECTIVES

The objectives of this policy are:

- a. to outline the requirements to apply and be considered for a Community Support Grant
- b. to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in a manner approved by Council.
- c. to ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
- d. to provide for public disclosure of a list of grant recipients and the amounts of those grants.

1. SCOPE

The Program includes financial grants in the form of cash and in-kind services (for use of municipal facilities, for example). The value of requests is not limited; however, applicants must be aware that:

- a. The application process is competitive;
- b. There are more grant applications received than available funding;
- c. Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient;
- d. The Town would like to support programs and events that promote community well being and health and safety of our citizens. With that in mind, events based on alcohol consumption (beer gardens, wine tasting tours etc.) may only receive support if other community benefits can be shown. Overall, the Town will show preference to events that are family friendly and support the overall well being of the community.

2. EXCLUSIONS

The following are exclusions from the grant program:

- a. While Council reserves the right to, it is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g., health, social services)
- b. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

- c. Funding applications will not be considered from the following:
 - i. Businesses;
 - ii. Provincial Government organizations;
 - iii. School Boards or quasi government organizations;
 - iv. Non-profit organizations for the purpose of funding accumulated deficits;
 - v. Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - vi. Organizations with political affiliations.
- d. Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief
- e. Funding will also not normally be provided to fundraising campaigns of national charitable organizations either directly or indirectly.
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

3. ALLOCATION OF FUNDS

Council is not obligated to:

- a. Provide funding in the form of Community Support Grants;
- b. Spend all the funds allocated for grants in any given year;
- c. Award the full amount requested in an application; or
- d. Renew any grant

4. GUIDELINES

The following guidelines apply to all grant requests except those listed in 4 above:

- a. Funding will generally be limited to no more than 40% of overall costs for an event or program
- b. Funding cannot be used to directly purchase products regulated by the Liquor Control Act R.S., c. 260, s. 1. or the Cannabis Control Act 2018, c. 3, s. 1.
- c. Preference is given to new initiatives; however, grants may be provided in multiple years for the same initiative.

5. PROGRAMS

The following are a list of the grants available:

a. Sport, Arts, and Culture

Maximum funding considered will be \$1000 for a team and \$250 for an individual:

- i. This includes amounts for teams / groups and individuals traveling to Provincial, National and International competitions and events when the Amherst based teams or individual have been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization, or have been invited by such an organization;
- ii. The team / group is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team;

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

- iii. The individual is competing / attending as an individual and has their principal residence in the Town of Amherst;
- iv. The Town of Amherst resident has been selected / qualified to represent the Province of Nova Scotia or Canada at a national or international competition / event.

b. Festivals, Arts and Cultural Events Grants

Under this component will generally not exceed \$5,000

- i. Event must demonstrate broad community support;
- ii. Provides an experience not duplicated by other ongoing events, festivals or activities.
- iii. Draw spectators locally, from the Maritimes, nationally or internationally and increases the profile of our community;
- iv. Must be affiliated with a local community non-profit organization.

c. Organizational Equipment

Operational and capital equipment purchase requests will be considered on an individual basis.

d. Funding for Social Equity Initiatives

For the purposes of this policy, "Social Equity Funding" is defined as the annual funding allotment within the Community Support Area Rate, including any reserves for this purpose, to be used for initiatives that specifically target social equity issues. All applications which Council feels meet this definition and for which Council is considering funding from the annual Social Equity Funding allotment or associated reserves set aside for this purpose may be referred to the respective committees for a recommendation.

Notwithstanding the above, Council reserves the right to fund such poverty initiatives from other sources in addition to or in lieu of the annual Social Equity Funding allotment.

e. Large Scale Projects

Applications for large scale projects (generally greater than \$5,000 or multi-year initiatives) will be evaluated on an individual basis. In these cases, Council may require Municipal representation on a board, the development of an MOU and/or other reporting requirements etc.

6. APPLICATION PROCESS

The following outlines the application process:

A call out for applications will be issued by the Town in the months leading up to budget time. Community organizations will be encouraged to apply during this initial call out however applications can and will be received throughout the year and be considered based on budget availability.

Community groups may submit more than one application per year however Council will prioritize funding over a diverse collection of applications to ensure fairness and equity for all.

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

- a) Applications - must submit the following information
 - i. A complete Community Grant Application
 - ii. a proposed budget for the project
- b) The Town of Amherst may request additional information as deemed necessary.

7. APPROVAL PROCESS

- a. For applications over \$1,000 staff will review applications, ensure requirements have been met and make recommendations to Council. Funding will be determined by council upon reviewing the proposal and recommendations from staff.

8. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) may approve applications that are less than \$1000 provided such applications qualify in accordance with this policy. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the Town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December).

The CAO may waive the cost for Town owned facility rentals for organizations carrying out an event or service that satisfies the intent of this policy to a maximum of four rental waivers per year per organization.

9. PAYMENT PROCESS

For amounts over \$1,000 payment will be made at time of award as follows:

- a. 75% at the time of award
- b. 25% at the time of receipt of the final report, including receipts. Reports must be received by no later than one year after the event/project is held

10. CONDITIONS

- a. Grant recipients shall:
 - i. Make no misrepresentation on their application
 - ii. Use the grant as described in the application
 - iii. Use the funds in the year granted
 - iv. Council and/or the CAO may request an in-depth report for grants over \$5,000 at their discretion
 - v. Recipients from previous years who received over \$2,000 will be asked to complete a report detailing expenses and impact on the community or individual. This report will be sent prior to the call for applications each year. This report must be completed prior to the new application being considered.
- b. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

- c. Non-compliance, in any aspect could result in no funding being awarded in the future year(s)
- d. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted
- e. If the event/project does not occur for any reason, all grant monies must be returned
- f. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

11. PUBLIC DISCLOSURE

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

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

Application for Funding

Date: _____

REQUEST FOR FINANCIAL SUPPORT

REQUEST FOR IN-KIND FACILITY RENTAL

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

Total cost of program event or activity \$ _____

3. What is the purpose for the funding requested? (Sport and Physical Activity, Arts/Culture Events, Festivals, Organizational Equipment, Community Well-Being etc.)

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

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

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

NAME	FUNDING IF ANY

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



98 East Victoria Street, PO Box 516, Amherst, NS, Canada B4H 4A1
 Phone: 902-667-3352 Fax 902-667-5409

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director Community Living	To ensure adherence to the policy. Advise staff of Policy changes and create awareness in the community of policy changes.
Mayor and Council	Review and approve applications as required.
CAO	Ensure applications under \$1,000 are reviewed and decision made in accordance with policy.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Amendments to policy to collapse A fresh grants, streamline application process, increase CAO approval limit, inclusion of MAP requirements, rewording to ensure policy is more inclusive and promotes community well-being	Director Community Living, Bristol	Council	February 27, 2023
Amendment to policy to remove Deed Transfer reference from Poverty Funding. Rename Poverty Funding to Social Equity.	Director Community Living, Bristol	Council	April 24, 2023
Eliminate section 4 as it is exclusionary of other organizations; amend Section 9 Payment Process to eliminate the two phased payment approach as this is administratively time consuming and places undue pressure on community organizations; and amend Section 10 Conditions to include the reporting requirement for organizations who intend to reapply for future grants. This will allow for transparency on how funds are used and the impact on the community.	Director, Community Living, Bristol	Council	October 30, 2023

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

Change the requirement to send applications to the social equity committees from will to may	Director, Community Living, Bristol	Council	March 24, 2025
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Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018
 28 October 2019 27 January 2020 25 October 2021 27 February 2023 24 April 2023
 30 October 2023



Mayor's Budget Address

I am very pleased today to have our 2025/26 Operational and Capital Budgets for Council's consideration.

I would like to thank Director of Finance Sarah Wilson, her staff and indeed all of the Directors and managers who helped develop this budget over the previous months.

I would also like to point out the engagement of all of Council in ensuring that these budgets reflected the priorities of Council, while ensuring prudence in our spending programs.

These budgets reflect the initiatives identified in our newly adopted Strategic Plan that will be implemented during the next four years. While we would prefer to address each and every need of the Town, we believe that by concentrating on our strategic initiatives, we will get the most 'bang for our buck' and make significant strides in the positive development of our community.

I am very happy to announce that our tax rates will remain unchanged for the upcoming fiscal year. Due to the provincial CAP program, residential assessments for tax purposes will increase by a maximum of 1.5% for those properties that did not sell during the past fiscal year.





A few of the budget highlights include:

- Community Centre
 - \$500,000 has been built into the general tax rate to pay for a significant portion of the future borrowing costs of a new community centre. We hope to be able to announce more details very soon.
- Housing
 - Approximately \$1,000,000 has been included in the Capital Budget for housing infrastructure initiatives to be funded mainly from the Housing Accelerator Fund.
- Mobility Strategy
 - Grant funding has been secured in the amount of \$50,000 for a Transit Feasibility Study.
 - Approximately \$150,000 has been included in the capital budget for sidewalk installation and repairs.
- Marketing
 - Funds have been included in the operational budget for the creation of a new marketing position and an additional \$30,000 has been allocated for new marketing initiatives.
- Vibrant Community
 - \$65,000 for New Lighting for Victoria Square
 - \$20,000 for Fireworks
 - \$6,000 Lions Park Drainage Improvements
 - \$15,000 CCUBIC Stage Lighting Improvements
- Economic Development
 - \$12,000 Tourism Student
 - \$25,000 CCUBIC Boardroom Improvements



- **Social Needs**
 - Over \$200,000 for Community Support Grants to Organizations.
 - \$25,000 for Library Accessibility Improvements
 - \$50,000 for the continuation of the Community Navigator (health care recruitment)
 - \$50,000 for the Armoury Feasibility Study
 - Increased the low-income cutoff from \$28,000 to \$30,000 so more people can qualify for the \$450 property tax rebate

- **Environment**
 - \$650,000 for UV Disinfection at the Waste Water Treatment Facility

- **Safety**
 - \$150,000 included for Police Officer Continuity
 - \$175,000 contribution towards a Live Fire Training Facility

- **Infrastructure**
 - In excess of \$1,000,000 for various infrastructure repairs and equipment purchases, including over \$500,000 for street paving
 - We have included \$494,000 for asphalt patching of our streets and parking lots, which is our largest allotment for this purpose ever.

I am now going to ask Council to present the required motions to adopt the 2025/26 operating and capital budgets.



SYNOPSIS

Estimates of Revenues & Expenditures

MOTION:

THAT Council accepts the following estimates of the sums required by the Town of Amherst for the fiscal year ending March 31, 2026, prepared in accordance with Section 72 of the *Municipal Government Act*:

Revenues	2025/26 Budget
Taxes	\$ 17,564,937
Grants in Lieu of Taxes	273,649
Services Provided to Other Local Gov't	279,272
Sale of Services	1,508,147
Other Revenue from Own Sources	1,014,788
Unconditional Transfers	1,323,275
Conditional Transfers	1,027,282
Other Transfers	511,105
Total Revenues	\$ 23,502,455

Expenditures by Department	2025/26 Budget
Executive Office	\$ 1,079,049
Finance	2,690,146
Human Resources	276,950
Police	5,780,479
Fire	2,071,936
Community Living	996,036
Operations	2,691,846
Recreation Facilities	1,543,097
Planning, Development & Economic Development	635,290
Strategic	589,445
Environmental Stewardship	64,563
Sewage	1,200,590
Solid Waste	1,004,538
Mandatory Provincial Support Area Rate	2,252,034
Community Support Area Rate	626,456
Total Expenditures	\$ 23,502,455

SYNOPSIS

2025-2026 General Tax Rate

The General Tax Rate provides funding for General operations for the Town including Police, Fire, Transportation, Public Works, Economic Development, Planning, Strategic Priorities, Environmental Stewardship, Recreation Facilities, Community Living, Human Resources, Finance and the Executive Office.

MOTION:

THAT for the Town of Amherst for the fiscal year ending March 31, 2026 the General Tax Rate is as follows:

Residential / Resource	\$1.259 per \$100 of assessment
Commercial	\$4.059 per \$100 of assessment

SYNOPSIS

2025-2026 Community Support Area Rate

The Community Support Area rate provides funding for services that, in the opinion of Council, provide support to the community. This rate includes:

1. Grants to Organizations
2. Grant to the YMCA
3. Tax Exemption and Tax Reduction Policies
4. Community Events such as Canada Day, Esther Fest, New Year's Eve, Winter Carnival, etc.

MOTION:

THAT for the Town of Amherst for the fiscal year ending March 31, 2026 the Community Support Area Rate is as follows:

Residential / Resource	\$0.089 per \$100 of assessment
Commercial	\$0.089 per \$100 of assessment

SYNOPSIS

2025-2026 Mandatory Provincial Contribution Area Rate

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

MOTION:

THAT for the Town of Amherst for the fiscal year ending March 31, 2026 the Mandatory Provincial Contribution Area Rate is as follows:

Residential / Resource	\$0.322 per \$100 of assessment
Commercial	\$0.322 per \$100 of assessment

SYNOPSIS

2025-2026 Wastewater Treatment Facility Uniform Charge

The Wastewater Treatment Facility Uniform Charge funds a portion of the debenture principal and interest payments for the wastewater treatment facility. There are approximately 488 unmetered mobile homes within a land leased community within the boundaries of the Town of Amherst. 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.

MOTION:

THAT for the Town of Amherst for the fiscal year ending March 31, 2026 the Wastewater Treatment Facility Uniform Charge is set at \$82.80 on each unmetered mobile home within a land leased community within the boundaries of the Town of Amherst.

SYNOPSIS

2025-2026 Solid Waste Management Uniform Charge

The Town collects solid waste from the approximately 3,198 residential premises with less than four such dwelling units within the Town. 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.

MOTION:

THAT for the Town of Amherst for the fiscal year ending March 31, 2026 the Solid Waste Management Uniform Charge is set at \$278.00 on each residential property within the boundaries of the Town of Amherst with less than four such dwelling units.

SYNOPSIS

2025-2026 Sanitary Sewer Rates

Council is authorized by the Town of Amherst Sanitary Sewer Rates By-law to set rates for sewer services. Effective April 1, 2025 owners shall be billed for sewer services using one of the methods indicated in the motion.

MOTION:

- **Metered Customers**

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

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

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

5/8"	\$20.70
3/4"	\$31.05
1"	\$50.31
1 1/2"	\$98.90
2"	\$156.69
3"	\$311.94
4"	\$575.00

- **Non-Metered Customers**

For non-metered customers in unmetered mobile home parks, the park owner shall pay \$189.23 per dwelling unit per annum.

SYNOPSIS

2025-2026 Amherst Water Utility Operating Budget

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 March 29, 2022. There are no water rate increases for the 2025-2026 fiscal year.

The Amherst Water Utility operating budget for 2025-2026 is presented as follows:

Revenues	
Metered Sales	\$ 1,512,078
Flat Rate Sales	195,836
Bulk Water Sales	6,500
Fire Protection	867,516
Private Hydrants	15,000
Sprinkler Service	17,250
Interest	7,000
Sale of Services	12,000
Sundry	1,200
Total Revenues	\$ 2,634,380

Expenditures	
Source of Supply	\$ 34,000
Pumping	166,300
Water Treatment	29,800
Transmission & Distribution	927,354
Administration	1,040,577
Depreciation	436,349
Total Expenditures	\$ 2,634,380

MOTION:

That Council approve the 2025-2026 Amherst Water Utility Operating Budget of \$2,634,380 as presented.

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 is \$7.7 million. This credit facility is almost never used and, when it is used, it is only briefly.

This general borrowing resolution ensures the provision of municipal services by the Town are able to be financed until taxes are collected. 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 $\frac{1}{4}$ %.

MOTION:

That Council approve a general borrowing resolution authorizing a line of credit in the amount of \$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, 2026.

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: April 28, 2025

SUBJECT: General Borrowing Resolution

ORIGIN: 2025-26 Operating Budget

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 His Majesty in right of Canada or in right of the Province or from an agency of His 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 of the Town of Amherst for the year ending March 31, 2026.

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. In prior years the borrowing limit was \$2 million but in 2020/21 the borrowing was increased to \$7.7 million due to the uncertainties 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. The borrowing limit of \$7.7 million is now the approved annual limit with Royal Bank for the Town of Amherst. This does not mean that the Town will borrow this amount, it just means that it is able to. During 2020/21, 2021/22, 2022/23, 2023/24 and 2024/25 the Town did not need to access any of the borrowing.

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.

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.

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



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

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

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

Report prepared by: Sarah Wilson, Director of Finance

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, 2026.

WHEREAS it is necessary to borrow the sum of \$7,700,000 (Seven million, seven hundred thousand 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 thousand 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 thousand 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 thousand dollars)** so to be borrowed shall be made payable on or before the 31st day of March, 2026, and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of March, 2026, 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, 2026; 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 28th day of April, 2025 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 April, 2025.

.....
Robert Small
Mayor

.....
Sarah Wilson
Treasurer

SYNOPSIS

Community Navigator Position Extension

The Community Navigator acts as the primary touch point between the community, local physicians, allied health professionals and businesses to engage, support and encourage physician integration and retention in the Cumberland region. The Navigator has been an employee of the Town of Amherst and is funded jointly by the Town of Amherst and the Municipality of the County of Cumberland. The Navigator will sit on three committees and the committees will serve as consultative support for the Navigator in relation to: (a) recruitment / retention initiatives advice, and (b) hands on support for work as requested and coordinated by the Community Navigator. As per a recent presentation to Council by Dr. Janneke Gradstein this position has been fundamental in assisting the Nova Scotia recruiters in attracting several physicians and healthcare providers to Amherst and Cumberland County.

The initial agreement was for a two-year term from 2023 to 2025.

MOTION:

That Council approve the extension of the Community Navigator position for two years (April 1, 2025 to March 31, 2027) funded out of the Operating Reserve and authorize the Mayor and CAO to sign the contribution agreement on the Town's behalf.

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: April 28, 2025

SUBJECT: Community Navigator Position Extension

ORIGIN: 2025/26 Operating Budget

LEGISLATIVE AUTHORITY: MGA 60(1) A municipality or a village may agree with one or more municipalities, villages, service commissions, the Government of the Province or of Canada or a department or agency of either of them or a band council pursuant to the *Indian Act (Canada)* to provide or administer municipal or village services.

RECOMMENDATION: That Council approve of the extension of the Community Navigator position for two years (April 1, 2025 to March 31, 2027) funded out of the Operating Reserve and authorize the Mayor and CAO to sign the contribution agreement on the Town's behalf.

BACKGROUND: The Town has been working with the Municipality of the County of Cumberland as well as the Cumberland Physician Recruitment Committee (CPRC), Cumberland Physician Retention and Appreciation Committee (CPRAC) and the Cumberland Health Professionals Recruitment and Retention Committee (CHPRRC) to develop a framework and funding for a Community Navigator position.

DISCUSSION: The Community Navigator acts as the primary touch point between the community, local physicians, allied health professionals and businesses to engage, support and encourage physician integration and retention in the Cumberland region. The Navigator has been an employee of the Town of Amherst and is funded jointly by the Town and the MCC. The Navigator will sit on all three committees and the committees will serve as consultative support for the Navigator in relation to: (a) recruitment / retention initiatives advice, and (b) hands on support for work as requested and coordinated by the CN. As per a recent presentation to Council by Dr. Janneke Gradstein this position has been fundamental in assisting the Nova Scotia recruiters in attract several physicians and healthcare providers to Amherst and Cumberland County.

FINANCIAL IMPLICATIONS: Two-year commitment totalling \$100,000 to be paid for out of the Town's operational reserve.



SOCIAL JUSTICE IMPLICATIONS: As this position is 100% devoted to physician and allied health care professional recruitment and retention, the social justice implications are profound.

ENVIRONMENTAL IMPLICATIONS: None

COMMUNITY ENGAGEMENT: This position will engage the community in a number of ways during the two-year term.

ALTERNATIVES: Do not enter into the agreement

ATTACHMENTS:

Report prepared by: Sharon Bristol

SYNOPSIS

User Fee Policy Amendment

The Town's User Fee Policy and schedule of rates is reviewed annually during budget preparations. From this year's operating budget, the only changes recommended to the User Fee Policy is to increase sewer base charges, sewer flat charges and the sewer uniform charge.

The sewer operating budget is funded solely through sewer revenue. Previously there was revenue from the wind turbine (\$38,000) at the WWTF but this revenue has been removed in the 2025/26 budget as the wind turbine is aging and parts are becoming obsolete. Any future revenue will continue to be recorded in the sewer department but it's too sporadic to be relying on it as a constant revenue source in the budget.

Staff have reviewed the sewer operating budget and historically capital from revenue has been \$15,000. This amount is too low. In an ideal scenario this amount would be well in excess of \$100,000.

Staff analyzed the sewer rates to see what impact an increase could have on the sewer operating budget. Increasing the sewer base charges and uniform charge for the waste water treatment facility by 15% and sewer flat charges by 6% will generate an additional \$57,767. This additional revenue will make up for the lost wind turbine revenue and the capital from revenue can be increased from \$15,000 to \$31,900.

The sewer flat charges will see an increase of \$2.68 per quarter. Sewer 5/8" meter base charges (which is a typical residential household) will also increase by \$2.70 per quarter.

MOTION:

That Council approve the amendment to the User Fee Policy 03470-03 to increase sewer base charges, sewer flat charges and the uniform charge for Wastewater Treatment Facility to reflect the changes highlighted in the attached red-line policy and as listed below:

<u>Size of Meter</u>	<u>Current Annual Base Charge</u>	<u>New Annual Base Charge</u>
5/8"	\$ 72.00	\$ 82.80
3/4"	\$ 108.00	\$ 124.20
1"	\$ 175.00	\$ 201.25
1.5"	\$ 344.00	\$ 395.60
2"	\$ 545.00	\$ 626.75
3'	\$1,085.00	\$1,247.75
4"	\$2,000.00	\$2,300.00

	<u>Current AnnualFlat Charge</u>	<u>New AnnualFlat Charge</u>
Flat Charges	\$ 178.52	\$ 189.23

	<u>Current Annual Uniform Charge</u>	<u>New Annual Uniform Charge</u>
Uniform Charge	\$ 72.00	\$ 82.80



AMHERST TOWN COUNCIL

RFD# 2025061

Date: April 28, 2025

TO: Mayor Small and Members of Amherst Town Council
SUBMITTED BY: Sarah Wilson, Director of Finance
DATE: April 28, 2025
SUBJECT: User Fee Policy Amendment - Sanitary Sewer Rate Increases

ORIGIN: 2025/26 Operating Budget

LEGISLATIVE AUTHORITY: User Fee Policy 03470-03 and Sanitary Sewer Rates Bylaw D-19

RECOMMENDATION: That Council approve the amendment to the User Fee Policy 03470-03 to increase sewer base charges, sewer flat charges and the uniform charge for Wastewater Treatment Facility to reflect the changes highlighted in the attached red-line policy and as listed below:

	<u>Current</u>	<u>New</u>
	<u>Annual</u>	<u>Annual</u>
	<u>Base</u>	<u>Base</u>
<u>Size of Meter</u>	<u>Charge</u>	<u>Charge</u>
5/8"	\$ 72.00	\$ 82.80
3/4"	\$ 108.00	\$ 124.20
1"	\$ 175.00	\$ 201.25
1.5"	\$ 344.00	\$ 395.60
2"	\$ 545.00	\$ 626.75
3'	\$1,085.00	\$1,247.75
4"	\$2,000.00	\$2,300.00

	<u>Current</u>	<u>New</u>	<u>Current</u>	<u>New</u>
	<u>Annual Flat</u>	<u>Annual Flat</u>	<u>Annual</u>	<u>Annual</u>
	<u>Charge</u>	<u>Charge</u>	<u>Uniform</u>	<u>Uniform</u>
	<u>Charge</u>	<u>Charge</u>	<u>Charge</u>	<u>Charge</u>
Flat Charges	\$ 178.52	\$ 189.23	Uniform Charge	\$ 72.00 \$ 82.80

BACKGROUND: Sewer base charges were introduced in 2015 and have not been increased since their inception. Sewer metered rates have not been increased in decades.

DISCUSSION: The sewer operating budget is funded solely through sewer revenue; metered charges (consumption and base charges), flat charges, uniform charge Wastewater Treatment Facility (WWTF), sewer permits and interest on outstanding sewer receivables. Previously there was revenue from the wind turbine (\$38,000) at the WWTF but this revenue has been removed in the 2025/26 budget as the wind turbine is aging and parts are becoming obsolete. There are still months that do generate small amounts of revenue from the wind turbine but they are not consistent. Any future revenue will continue to be recorded in the sewer department but it's too sporadic to be relying on it as a constant revenue source in the budget.

Staff have reviewed the sewer operating budget and historically capital from revenue (which is the funds that the operating budget contributes to capital projects annually) has been \$15,000. This amount is too low. In an ideal scenario this amount would be well in excess of \$100,000.

Staff analyzed the sewer rates to see what impact an increase could have on the sewer operating budget. When increasing rates, metered revenue can fluctuate but base charges are static. By increasing the sewer base charges and uniform charge WWTF by 15% and sewer flat charges by 6% this generated an additional \$57,767. This additional revenue helped to make up for the lost wind turbine revenue and the capital from revenue was increased from \$15,000 to \$31,900 to balance the budget.

The sewer flat charges were only increased by 6% because this increase equates to \$2.68 per quarter. Sewer 5/8" meter base charges (which is a typical residential household) will increase by \$2.70 per quarter. Therefore, the sewer flat and 5/8" meter customers will have comparable increases.

FINANCIAL IMPLICATIONS: The sewer rate increases add \$57,767 to the sewer operating budget for 2025/26. A 5/8" meter residential household will see an annual increase of \$10.80 which is \$2.70 per quarter. The largest meter is a 4" which will see an annual increase \$300 which is \$75 per quarter. The WWTF uniform charge will see an increase of \$10.80 annually.

COMMUNITY ENGAGEMENT: Social media will be used to communicate budget information.

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

SOCIAL JUSTICE IMPLICATIONS: The proposed increases are minimal, and rates remain sufficient for the Town to provide the level of service required in the sewer operating budget.

ALTERNATIVES:

1. Do not approve the sewer rate increases.
2. Direct staff to come up with alternate increases.

ATTACHMENTS: None

Report prepared by: Sarah Wilson, Director of Finance

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

APPROVAL DATE: April 22, 2024

CAO Signature: _____

PURPOSE:

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary, during the annual budgeting process.

POLICY STATEMENT:

It is appropriate for Council to charge fees, as authorized under the *Municipal Government Act*, in the Town's Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of the Schedule shall rest with the department to which a fee applies. Any additions/deletions to the Schedule will be updated by the Executive Office. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

OBJECTIVES:

To make the administration of the cost recovery portion of the Town's Bylaws, Policies and Procedures more efficient and to determine the impact on each year's projected revenues during the budget process. By combining all of the fees in one document, the review will be more visible and complete.

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

Corporate Services		
SERVICE/PRODUCT/ADMINISTRATIVE	FEE	HST STATUS
Photocopies	.25/copy	Plus HST
Tax Certificates	\$50.00	HST Exempt
NSF Cheques	\$20.00	HST Exempt

By-Law Fees Collected by Corporate Services		
C-4 Dog-By-Law, Schedule A		
Dog License spayed/neutered	\$15/yr	HST Exempt
Dog License un-spayed/un-neutered	\$30/yr	HST Exempt
Lost Tag Replacement	\$15	HST Exempt
Dog-1 st Impoundment	\$75	Plus HST
Licensed Dog-2 nd Impoundment	\$150	Plus HST
Licensed Dog-3 rd & Subsequent Impoundments	\$150	Plus HST
Unlicensed Dog-Impoundments	\$150	Plus HST
Maintenance fee – Impoundment period	\$25/per day	Plus HST
C-11 False Alarms - After 2nd Notice	\$50/alarm	HST Exempt

Operational Services		
It is not the intention of the policy to rent Town of Amherst equipment to the general public; these rates and the availability of this equipment are contemplated for use by commercial concerns only.		
Equipment Charge out Rates	Rate per Hour	HST Status
Backhoe	\$93.00*	Plus HST
Loader	\$97.25	Plus HST
1-ton trucks/Service trucks	\$44.23*	Plus HST
3-5 ton trucks	\$66.00*	Plus HST
Street Sweeper	\$115.00*	Plus HST
Trackless	\$70.00*	Plus HST
Sewer Camera	\$100.00*	Plus HST
Line Locator	\$50.00*	Plus HST
Hole Hog	\$45.00*	Plus HST
Vermeer Brush Chipper	\$60.00*	Plus HST
Steamer	\$30.00*	Plus HST
Trash Pump	\$15.00	Plus HST
Diaphragm Pump	\$15.00	Plus HST
Line Painter	\$115.00/hour	Plus HST
Overhead charges extra – see procedure		

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

* Price includes one operator and fuel during normal working hours;
overtime labour rates are extra.

Operational Services By-Laws

D-3 Wastewater Discharge By-Law

One Connection	\$750.00	HST Exempt
Storm Sewer Connection (if done at the same time as sewer connection)	\$250.00	HST Exempt

D-19 Sanitary Sewer Rates By-Law

Residential Metered Customers	\$.99 m ³	HST Exempt
Commercial/Industrial/Institutional metered customers	\$.49 m ³	HST Exempt
Annual Base Charges – Meter Size		
5/8"	\$72.00 \$82.80	HST Exempt
3/4"	\$108.00 \$124.20	HST Exempt
1"	\$175.00 \$201.25	HST Exempt
1.5"	\$344.00 \$395.60	HST Exempt
2"	\$545.00 \$626.75	HST Exempt
3"	\$1,085.00 \$1,247.75	HST Exempt
4"	\$2,000.00 \$2,300.00	HST Exempt
Annual Non-metered Mobile Home Park Owner	\$178.53 \$189.23 /dwelling unit/year	HST Exempt
Uniform Charge for Wastewater Treatment Facility for unmetered mobile homes billed on the property Tax Bill	\$72.00 \$82.80/yr	HST Exempt

Solid Waste Rates

Solid Waste Collection billed on Tax Bill	\$278.00/yr	HST Exempt
Replacement Green Bin (Composter)	\$95.00	Plus HST
Replacement White Kitchen Compost (Bucket)	\$5.00	Plus HST

Services/Products – Operational Services

Electric Vehicle Charging Station User Fee	\$1.50/hr	HST Included
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TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

Street Breaking Permit (Policy 31600-08)	\$500.00	Plus HST
Commercial Sewer Service (Policy 31600-14) Estimated by Engineer and final adjustment when work is done	Cost of Service	Plus HST

Planning and Development Department		
Zoning Confirmation Letter	\$50.00	HST Exempt
Copy of Land Use Bylaw or Municipal Planning Strategy	\$20.00	HST Exempt
Copy of Zoning Map (11 x 17)	\$5.00	HST Exempt
Copy of Zoning Map (50 cm x 60 cm)	\$10.00	HST Exempt
Application to Amend the Land Use Bylaw	\$200.00	HST Exempt
Application for a Development Agreement	\$200.00	HST Exempt
Application to Amend the Municipal Planning Strategy	\$300.00	HST Exempt
Application for a Variance or Site Plan	\$75.00	HST Exempt
Creation of Mapping Document	\$60.00/hr(including 10 lineal metres of maps)	Plus HST
Print Existing Map – less than 50 cm x 50 cm	\$25.00	Plus HST
Print Existing Map – more than 50 cm x 50 cm	\$50.00	Plus HST

Building Permits		
New residential buildings, community centres, churches	\$50.00 + \$0.12 per square foot	HST Exempt
New Commercial, Industrial or other building not listed	\$50.00 + \$0.17 per square foot	HST Exempt
All alterations or repairs	\$50.00 + 0.25% of value	HST Exempt
Decks, accessory buildings and farm buildings	\$50.00 + \$0.04 per square foot	HST Exempt
Demolition	\$20.00	HST Exempt
Permit Renewals	\$50.00	HST Exempt
Development Permit	\$50.00	HST Exempt
Police Department		
Commissioner of Oaths Signing	\$15.98	HST Exempt

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

Criminal Record Check/Vulnerable Sector for Amherst citizens to participate as volunteers for community organizations.	Waived	N/A
Criminal Record Check	\$30.00	Plus HST
Criminal Record Check for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Serial # Verification (homemade trailers)	\$25.00	Plus HST
Fingerprints (for non-criminal reasons)	\$50.00	Plus HST
Accident Reports	\$25.00	Plus HST
Community Room Rental	\$125.00/day \$75.00/half day	Plus HST
C-9 Taxi By-Law, Schedule E		
Taxi Cab License	\$25/yr	HST Exempt
Taxi License Transfer	\$10	HST Exempt
Taxi Driver License	\$20/yr	HST Exempt
Taxi Driver License Replacement	\$10	HST Exempt
Taxi License Photo	\$10.00	Plus HST

Fire Department		
Firefighter	\$20.00/hour	HST Exempt
Apparatus	\$200.00/in use; \$100.00/standby	HST Exempt
Standby Jaws of Life Alarm	\$350.00	HST Exempt
Meters	\$50.00/hr	HST Exempt
Saws	\$50.00/hr	HST Exempt
Lighting System	\$25.00/hr	HST Exempt
Generator	\$25.00/hr	HST Exempt
Foam – All Types	\$185.00/jug	HST Exempt
Specialized Suits – Hazmat	Replacement cost	HST Exempt
PPE (bunker gear)	Replacement cost	HST Exempt
Fire Extinguisher Training	\$300.00 up to 15 people	Plus HST
Fire Inspections	\$75.00/hr	Plus HST
Inspection Confirmation Letter	\$50.00	HST Exempt

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

Recreation								
Ice Time/Stadium								
The rates below are per hour plus HST.								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holidays
Early Time 6:30-8:30am	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$128.00
Fair Time 8:30-5:00pm	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	-	-	\$128.00
Prime Time 5:00-12:00am	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00
Youth Time Monday-Sunday	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00

Youth Time Rates Include:

- Groups affiliated with Amherst Skating Club; or
- Groups affiliated with another skating club; or
- Groups affiliated with Skate Nova Scotia and/or Skate Canada who are **18 years old and younger.**
- Groups affiliated with Cumberland County Minor Hockey; or
- Groups affiliated with another minor hockey association; or
- Groups affiliated with Hockey Nova Scotia or Hockey Canada who are **18 years old and younger.**
- Groups affiliated with Ringette Nova Scotia; or
- Groups affiliated with Ringette Canada who are **18 years old and younger.**
- Community groups who don't reside in the Town of Amherst and are **18 years old and younger.**

Photocopies/Stadium (Policy 72000-06)		
8 ½ X 11 (Town Paper)	\$0.10/copy	Plus HST
8 ½ X 14 (Town Paper)	\$0.15/copy	Plus HST
11 X 17 (Town Paper)	\$0.25/copy	Plus HST
8 ½ X 11 (own paper)	\$0.05/copy	Plus HST
8 ½ X 14 (own paper)	\$0.05/copy	Plus HST
11 X 17 (own paper)	\$0.10/copy	Plus HST

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

Ballfield User Policy (Policy 72300-01)		
Lights	\$18/diamond/game	Plus HST
Tournament Fee	\$100/day	Plus HST
Tournament Lights	\$30/day	Plus HST

Stadium Advertising Rates plus artwork, design and production*		
Ice logos	\$400.00	Plus HST
Dasherboard	\$400.00	Plus HST
Wall Signage (4X6)	\$400.00	Plus HST
Ice Making Machine	\$2,500.00	Plus HST
Red and Blue Line – per line (not per side)	\$100.00	Plus HST
Stairs Kick Plates	3 for \$150.00	Plus HST
Score clock Small	\$600.00	Plus HST
Score clock Large	\$850.00	Plus HST

*In addition to the advertising rate, the customer will be responsible and invoiced for all cost(s) associated with the creation of artwork, design, production & installation if applicable. Actual quote will be provided at the time the service is requested.

Off Season Stadium Rentals		
Rink Floor Only	\$50.00 per hr or \$630.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Entire Facility including meeting rooms, team rooms	\$70.00per hr or \$790.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Extra Employees	\$25.00 per person per hour	Plus HST
2 nd Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	Plus HST

*Includes one employee during that time

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

Community Credit Union Business Innovation Centre			
Rental Fee	Daily	1/2 Day	Hourly
Conference Room	\$400.00	\$250.00	\$80.00
Conference Room – Community	\$240.00	\$150.00	\$48.00
Boardroom	\$125.00	\$80.00	\$25.00
Boardroom – Community	\$75.00	\$48.00	\$15.00
Hub	\$75	\$50	
Hub – Community	\$45	\$30	
Evening & Weekend Surcharge			\$20.00
Evening & Weekend Surcharge – Community			\$12.00
Sound & Lighting Technician			\$30.00
Sound & Lighting Technician – Community			\$18.00

*HST shall be applied and be in addition to all rates noted for the Community Credit Union Business Innovation Centre

Municipal Government Act Fees – FOI-POP Section 466, MGA
The fees charged for access to information under Part XX of the MGA (Freedom of Information and Protection of Privacy) shall be in accordance with the Freedom of Information and Protection of Privacy Regulations of Nova Scotia, as amended from time to time.

Note: “All rates and charges with respect to the Amherst Water Utility will be in accordance with the schedule of rates for water and water services as approved by the Utility and Review Board of Nova Scotia from time to time and as reflected in the Order of the Board.”

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Finance	User Fee Policy is reviewed with departments annually as part of the operating budget process to determine if any updates / changes are required.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Add Fee for Electric Vehicle Charging Station \$1.50/hr HST included.	Director of Finance - Wilson	Council	January 23, 2023
Increase Solid Waste Collection Uniform Charge from \$185 to \$268 per year.	Director of Finance – Wilson	Council	April 24, 2023
Increase the fees for Dog impoundments to reflect amendments made to the Companion Animal Bylaw	Director of Finance – Wilson	Council	January 22, 2024
Increase the Solid Waste Collection Uniform Charge from \$268/yr to \$278/yr, and remove the section for Beer/Liquor Concession Robb Centennial Park (Policy 72300-05)	Director of Finance - Wilson	Council	April 22, 2024
Increase Sewer Base Charges, Sewer Flat Charge and Wastewater Treatment Facility Uniform Charge.	Director of Finance – Wilson		

Minutes Reference Dates:

30 April 2007	29 October 2007	18 April 2008
28 May 2009	26 April 2010	24 May 2011
23 May 2012	01 May 2013	30 April 2014
12 June 2015	25 May 2016	03 October 2016
23 January 2017	23 May 2018	15 May 2019
25 May 2020	22 June 2020	27 September 2021
08 June 2022	22 April 2024	

SYNOPSIS

Tax Reduction Policy Amendment

The Town of Amherst utilizes our Tax Reduction Policy to help reduce the taxes for those homeowners most in need.

The current policy provides for a \$450 reduction based on income level of less than \$28,000. The recommended change would increase the income level to \$30,000 with the reduction amount remaining at \$450. A new paragraph has also been added for clarification that if a person's total tax bill is less than the exemption, the exemption will be equal to the full amount of the tax bill that year.

MOTION:

That Council approve the Tax Reduction Policy #3800-02 as amended and increase the income cut-off amount from \$28,000 to \$30,000. Also adding clarification that should a property owner's total tax bill be less than the exemption, the exemption will be equal to the full amount of the tax bill.

TO: Mayor Small and Members of Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: April 28, 2025

SUBJECT: Tax Reduction Policy Amendment

ORIGIN: Annual Operating Budget, 2025-26 fiscal year

LEGISLATIVE AUTHORITY: MGA sections 69(2) states “The council may, by policy grant an exemption from taxation, in the amount or to the extent set out in the policy, for a person whose income is below the amount set out in the policy.”

RECOMMENDATION: That Council approve the Tax Reduction Policy #3800-02 as amended and increase the income cut-off amount from \$28,000 to \$30,000. Also adding clarification that should a property owner’s total tax bill be less than the exemption, the exemption will be equal to the full amount of the tax bill.

BACKGROUND: The Tax Reduction Policy was originally adopted in December 2005 and was last amended in June 2020. The Tax Reduction Policy provides authority and guidance for tax reductions per section 69 of the Municipal Government Act.

DISCUSSION: The current policy provides for a \$450 reduction based on income level of less than \$28,000. The recommended change would increase the income level, but the reduction amount will remain at \$450. A new paragraph has also been added for clarification that if a person’s total tax bill is less than the exemption, the exemption will be equal to the full amount of the tax bill that year.

FINANCIAL IMPLICATIONS: Unknown as raising income level provides no way of knowing how many more applicants may be eligible.

COMMUNITY ENGAGEMENT: Social media will be utilized to communicate the information, as well as the Town’s budget document.

SOCIAL JUSTICE IMPLICATIONS: The Tax Reduction Low Income rebate provides support to property owners in paying their annual taxes.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications

ALTERNATIVES:

1. Do not accept the recommended changes and keep policy as is.
2. Make additional changes to the policy.

ATTACHMENTS: Tax Reduction Policy #3800-02 with changes noted in red.

Report prepared by: Denise Smith, Manager of Financial Services



TITLE: TAX REDUCTION POLICY
SECTION: FINANCE
POLICY NO: 03800-02

APPROVAL DATE:

CAO Signature: _____

PURPOSE:

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

POLICY STATEMENT (1): LOW INCOME

It shall be the policy of the Amherst Town Council that an exemption from taxes will be granted, pursuant to Section 69(2) (a) of the Municipal Government Act, according to the following income levels and amounts:

- Less than ~~\$28,000~~ **\$30,000** - a credit of \$450

The following conditions will apply:

- a) That the exemption be granted to every person assessed with respect to taxable property in the Town of Amherst, who is a resident of the Town of Amherst, and whose total household income from all sources for the calendar year preceding the fiscal year of the Town of Amherst must be ~~\$28,000~~ **\$30,000** or less, including the income of all other members of the same family residing in the same household but does not include allowances paid pursuant to the War Veterans Allowance Act (Canada) or pension paid pursuant to the Pension Act (Canada);
- b) That the exemption shall only be available for residents where the property is their primary residence occupied by him/her year-round;
- c) That, where two or more persons, one or more of whom are entitled to an exemption, are – the owners of taxable property together, the person(s) is entitled to that portion of the amount of the exemption that the amount of his/her assessment bears to the whole property assessment;
- d) That the person applying for the exemption provide a copy of their Notice of Assessment from Revenue Canada for the prior year and make an affidavit regarding his/her income for that period and return such affidavit to the Town Office not later than September 30 of the year in which the taxes are payable.

TITLE: TAX REDUCTION POLICY
SECTION: FINANCE
POLICY NO: 03800-02

- e) To qualify for the exemption, a property owner's previous year's rates and taxes must be paid in full at the time of their application. In the case of owners with taxes in arrears, the owner can qualify if they have signed a Payment Arrangement Agreement and have made at least twelve consecutive payments of the agreed upon amount.
- f) Should a property owner's total tax bill for that year be less than the exemption for that year, then the exemption will be equal to the full amount of the tax bill for that year.

POLICY STATEMENT (2): BUILDING DESTROYED

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

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

TITLE: TAX REDUCTION POLICY
SECTION: FINANCE
POLICY NO: 03800-02

Title/Role	Responsibilities
Director of Finance	Policy is reviewed as part of the operating budget annually.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Updating income amount and for Policy Statement (1) Low Income and add (f).	Director of Finance		

Minutes reference date:	19 December 2005	Revision date: 24 April 2006	Revision date: 18 April 2008
	Revision date: 28 May 2009	Revision date: 24 May 2011	Revision date: 23 May 2012
	Revision date: 30 April 2014	Revision date: 21 May 2015	Revision date: 25 May 2016
	Revision date: 23 May 2017	Revision date: 23 May 2018	Revision date: 21 May 2019
	Revision date: 22 June 2020		

SYNOPSIS

Tax Exemption Policy Amendment

The Tax Exemption Policy either 100% exempts certain charitable organizations from paying property taxes or allows organizations that are assessed as taxable commercial to be reduced to the tax that would otherwise be payable if the property were assessed residential. Financial information must be included with the application.

The Town has received a new request this year for the property at 10 Prince Arthur Street owned by Cumberland Homelessness & Housing Support Association. As this application satisfies the criteria set out in the policy, it is being recommended for the 100% tax exemption.

MOTION:

That Council approve the amended Tax Exemption Policy # 03800-04 to add Cumberland Homelessness and Housing Support Association to Appendix A, as well as the following policy revisions:

- **Correction Municipal Government Act under Authority.**
- **Adding columns to Appendix A and Appendix B for Extent of Application and Exemption.**
- **Removal of line from Appendix A indicating extent of exemption is automatically 100%.**
- **Adding two additional questions to Appendix C.**

TO: Mayor Small and Members of Council
SUBMITTED BY: Sarah Wilson, Director of Finance
DATE: April 28, 2025
SUBJECT: Tax Exemption Policy New Request and Minor Policy Revisions

ORIGIN:

Annual Operating Budget, 2025-26 fiscal year

LEGISLATIVE AUTHORITY: MGA sections 47(1) states “The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law” and 71(1) “The council may, by policy, exempt from taxation, to the extent and under the conditions set out in the policy.”

RECOMMENDATION: That Council approve the amended Tax Exemption Policy # 03800-04 to add Cumberland Homelessness and Housing Support Association to Appendix A, as well as the following policy revisions:

- Correction Municipal Government Act under Authority.
- Adding columns to Appendix A and Appendix B for Extent of Application and Exemption.
- Removal of line from Appendix A indicating extent of exemption is automatically 100%.
- Adding two additional questions to Appendix C.

BACKGROUND: The Tax Exemption Policy either 100% exempts certain charitable organizations from paying property taxes based on the portion of the property specified in the appendices (i.e. registered charitable Canadian organizations, on Appendix “A”) or allows other organizations that are assessed as taxable commercial to be reduced to the tax that would otherwise be payable if the property were assessed residential (Appendix “B”). Financial information must be included with the application. Tax exemption is then granted based on the financial need of the organization.

DISCUSSION: We have received a new request this year for the property at 10 Prince Arthur Street by Cumberland Homelessness & Housing Support Association. This information is on Schedule A of the Policy.

FINANCIAL IMPLICATIONS: The cost to the Town for 2025-2026 as a result of the Tax Exemption Policy will be \$101,337, an increase of \$6,068 if Council approves the exemption of 100% property taxes for 10 Prince Arthur Street.

COMMUNITY ENGAGEMENT: Social media will be utilized to communicate the information, as well as the Town’s budget document.



SOCIAL JUSTICE IMPLICATIONS: These tax exemptions provide support to organizations who are providing services to allow increased social justice in our community.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications

ALTERNATIVES: Do not approve the new application at this time.

ATTACHMENTS: Application and Tax Exemption Policy with proposed amendments.

Report prepared by: Denise Smith, Manager of Financial Services

TITLE: Tax Exemption Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03800-04

APPROVAL DATE: _____

CAO Signature: _____

PURPOSE:

The purpose of this policy is to provide relief of current taxes for property of qualifying registered Canadian charitable organizations and/or non-profit organizations as defined within this policy and as specifically identified on the appendices attached.

AUTHORITY:

This policy is authorized under Part IV, Sections ~~69A and~~ 71, *Municipal Government Act*, as amended from time to time.

DEFINITIONS:

For the purpose of this policy:

Qualifying non-profit organization means:

- a registered Canadian charity [Canadian Revenue Agency] if the property being exempted is used directly and solely for a charitable purpose;
- a non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization.

POLICY STATEMENT:

Tax Exemption – Charitable and Non-profit Community Organizations

- a. Council may, at its discretion, provide a tax exemption to qualifying non-profit organizations demonstrating services to the residents of the Town of Amherst.
- b. In order to be considered for a tax exemption, all organizations or institutions must apply in writing to the Town of Amherst by January 31 of each year by completing Appendix C. Included with the application will be the annual financial statements for the most recent fiscal year. Exemptions granted will be based on the financial need of the organization or institution.
- c. The property of the organizations named in Appendices A and B to this policy shall be exempt or taxed in accordance with the particular appendix.
- d. The partial or total exemption shall apply only to that portion of the property specified in the appendix.

TITLE: Tax Exemption Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03800-04

- e. When a property, or part thereof, listed on an appendix to this policy ceases to be occupied by the association or for the purposes set out in the appendix, or if not in good standing, then the partial or total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then expired.

APPENDIX A

Properties of a named registered Canadian charitable organization and that is used directly and solely for a charitable purpose be exempt from taxation under Section 71(1) (a) of the Municipal Government Act and from area rates in accordance with Section 71(5) of the Municipal Government Act, to the extent set out in the last two columns of this appendix. Properties in Appendix A can be Residential or Commercial assessed. ~~The exemption for these properties is 100% of the commercial or residential taxes.~~

PROPERTY	OWNER	ASSESSMENT ACCOUNT NUMBER	CHARITABLE NUMBER	EXTENT OF APPLICATION	EXTENT OF EXEMPTION
Land and Building 25 Park St.	Bright Beginnings Child Care Centre	00064017	106708126	Whole	100%
Land and Building 1 Rupert St.	Amherst & District Residential Services Society	00635928	854331394	Whole	100%
Land and Building 16 Station St.	Bridge Adult Services Society	03030563	852586551	Whole	100%
Land and Building 20 Havelock St.	Trinity-St. Stephen's United Church	04405307	130164007	Whole	100%
Land and Building 82 Willow St.	Amherst and District Residential Services Society	05127858	854331394	Whole	100%
Land and Building 44 Park Street	Cumberland County Transition House	03533654	106995624	Whole	100%
Land and Building 10 Prince Arthur St.	Cumberland Homelessness & Housing Support Association	02484935	737309484	Whole	100%

TITLE: Tax Exemption Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03800-04

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APPENDIX B

Properties of non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations that are assessed as taxable commercial property be reduced to the tax that would otherwise be payable if the property were residential, inclusive of area rates under Section 71(2) of the Municipal Government Act, to the extent set out in the last two columns of this appendix. Properties in Appendix B can only be assessed Commercial. The exemption for these properties is the difference between the amount of commercial taxes and residential taxes.

PROPERTY	OWNER	ASSESSMENT ACCOUNT NUMBER	EXTENT OF APPLICATION	EXTENT OF EXEMPTION
Land and Building 20 Lawrence St	Amherst Masonic Society	00064149	Whole	100%
Land and Building 5 Electric St.	Amherst Lions Club	05127807	Whole	100%
Land and Building 45 Prince Arthur St.	Amherst Curling Club	00064009	Whole	100%
Board Room and Counselling Rooms 41 Russell Street (Commercial portion only)	Cumberland County Transition House Association	07419112	Whole of Commercial Portion	100%
Land and Building 80 Church Street (Commercial portion only)	Tantramar Community Radio Society	00005045	Whole of Commercial Portion	100%
Playground 36 Hickman St	Amherst Lions Club	04641027	Whole	100%

TITLE: Tax Exemption Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03800-04

APPENDIX C - APPLICATION

1. ORGANIZATION OR INSTIUTION INFORMATION

Name of Organization/Institution: _____

Civic Address: _____

AAN: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. Are you a registered Canadian Charitable Organization? YES ___ NO ___

If so, what is your Charitable number: _____

3. Are you a non-profit community, charitable, fraternal, educational, recreational, religious, cultural, or sporting organization? YES ___ NO ___

4. Attached are our most recent financial statements: YES ___ NO ___

5. What square footage of the property produces rental income? _____

6. What is the total square footage of the property? _____

TITLE: Tax Exemption Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03800-04

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of HR & Customer Services	The Director will: <ol style="list-style-type: none"> a. Ensure applications are received annually and that club exemptions are applied to accounts after the annual operating budget is approved.
Revenue Officer	The Revenue Officer will: <ol style="list-style-type: none"> a. Notify the Director of changes to be considered; b. Administer and facilitate the application of the tax exemption policy to qualifying organization tax accounts in accordance with the policy.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy reviewed for preparation of 2023/24 operating budget: remove Cumberland Columbia Club from Appendix “B” due to sale of properties.	Crossman: Director, HR and Customer Services	Council	April 24, 2023
Policy reviewed for preparation of 2025-26 operating budget: add Cumberland Homelessness & Housing Support Association to Appendix “A”.	Wilson: Director of Finance	Council	

Minutes Reference Date: June 25, 2018 May 25, 2020

TITLE: Tax Exemption Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03800-04

APPENDIX C - APPLICATION

1. ORGANIZATION OR INSTIUTION INFORMATION

Name of Organization/Institution: Cumberland Homelessness & Housing Support Association

Civic Address: 10 Prince Arthur Amherst NS.

AAN:

Full Mailing Address: 10 Prince Arthur St.
Amherst NS B4H1V4

Contact Person: Ryan Patriguin

Email Address: ryan@chhsa.ca

Telephone: 902-694-6589

2. Are you a registered Canadian Charitable Organization?

YES NO

If so, what is your Charitable number:

737309484RR0001

3. Are you a non-profit community, charitable, fraternal, educational, recreational, religious, cultural, or sporting organization?

YES NO

4. Attached are our most recent financial statements:

YES NO

TITLE: Tax Exemption Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03800-04

5. If your organization were NOT to receive the property tax exemption, what impact would this have on your organization?

Not receiving the tax exemption would reduce the available funds for shelter's programming and our ability to respond to any unexpected financial burdens.

6. What social and financial benefit does your organization provide to the community? What would the community lose if this organization did not exist?

CHSA provides shelter to residence experiencing homelessness, provides meals and other programming for those suffering poverty and operates supportive housing rental units.

7. What other services and/or support does the Town provide to this organization?

We received a grant to rent the CRUBIC Board Room for monthly board meetings.

Please drop off at Town Hall, located at 98 Victoria Street East, or mail to P.O. BOX 516 Amherst, NS B4H 4A1. Direct all enquiries to the Revenue Officer, 902-667-6514.

CUMBERLAND HOMELESSNESS AND HOUSING SUPPORT ASSOCIATION
Statement of Financial Position
March 31, 2024

	2024	2023
ASSETS		
CURRENT		
Cash	\$ 472,162	\$ 345,693
Provincial grants receivable	122,712	-
Funds held in trust (Note 3)	5,372	610,070
Harmonized sales tax recoverable	42,532	4,101
Prepaid expenses	-	3,375
	642,778	963,239
PROPERTY, PLANT AND EQUIPMENT (Note 4)	1,118,856	-
	\$ 1,761,634	\$ 963,239
LIABILITIES		
CURRENT		
Accounts payable	\$ 22,809	\$ 16,787
Employee deductions payable	35,344	8,134
Deferred contributions (Note 5)	537,226	925,328
Funds held in Trust (Note 3)	5,372	5,372
	600,751	955,621
DEFERRED CONTRIBUTIONS	1,089,286	-
	1,690,037	955,621
NET ASSETS		
NET ASSETS	71,597	7,618
	\$ 1,761,634	\$ 963,239
ON BEHALF OF THE BOARD		
	<i>Director</i>	
	<i>Director</i>	

See notes to financial statements

CUMBERLAND HOMELESSNESS AND HOUSING SUPPORT ASSOCIATION
Statement of Revenues and Expenditures and Changes in Net Assets
Year Ended March 31, 2024

	<i>March 31</i> 2024	<i>March 31</i> 2023
REVENUES		
Province of NS - Department of Community Services	\$ 641,734	\$ 132,685
Province of NS - Department of Labour, Skills and Immigration	-	825
Town of Amherst	80,985	8,222
Grant revenue	49,143	430
Donations	6,050	6,248
Miscellaneous	7,851	38
	785,763	148,448
EXPENSES		
Amortization	26,394	-
Business fees & licenses	1,396	91
Directors fees	200	-
Community program support	8,000	-
Insurance	6,625	2,066
Interest and bank charges	2,267	33
Laundry services	876	386
Legal & accounting fees	8,385	1,048
Meetings and conventions	693	643
Office	4,295	4,093
Rent	42,046	9,346
Repairs and maintenance	1,941	3,890
Salaries and wages	564,920	69,219
Security	17,074	42,888
Supplies	24,622	4,302
Telephone & internet	2,731	819
Travel	2,739	-
Training	2,546	-
Utilities	4,034	4,820
	721,784	143,644
NET EXCESS OF REVENUES OVER EXPENSES	63,979	4,804
NET ASSETS - BEGINNING OF YEAR	7,618	2,814
NET ASSETS - END OF YEAR	\$ 71,597	\$ 7,618

See notes to financial statements

CUMBERLAND HOMELESSNESS AND HOUSING SUPPORT ASSOCIATION

**Statement of Cash Flows
Year Ended March 31, 2024**

	2024	2023
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 63,979	\$ 4,804
Item not affecting cash:		
Amortization of property, plant and equipment	26,394	-
	<u>90,373</u>	<u>4,804</u>
Changes in non-cash working capital:		
Provincial grants receivable	(122,712)	-
Funds held in trust	604,698	(604,698)
Harmonized sales tax recoverable	(38,431)	(4,101)
Prepaid expenses	3,375	(3,375)
Accounts payable	6,022	16,787
Employee deductions payable	27,210	8,134
Deferred contributions	(388,102)	925,328
	<u>92,060</u>	<u>338,075</u>
Cash flow from operating activities	<u>182,433</u>	<u>342,879</u>
INVESTING ACTIVITY		
Purchase of property, plant and equipment	(1,145,250)	-
OTHER CASH FLOW ITEMS		
Deferred contributions	1,089,286	-
INCREASE IN CASH FLOW	126,469	342,879
CASH - BEGINNING OF YEAR	345,693	2,814
CASH - END OF YEAR	\$ <u>472,162</u>	\$ <u>345,693</u>

See notes to financial statements

CUMBERLAND HOMELESSNESS AND HOUSING SUPPORT ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2024

1. PURPOSE OF THE ASSOCIATION

Cumberland Homelessness and Housing Support Association (the "association") is a registered charity incorporated provincially under the Societies Act of Nova Scotia on September 4, 2018. As a registered charity the association is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The Society's mission is to assist residents of Cumberland County experiencing homelessness and housing insecurity by providing affordable housing, emergency beds and support services.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Cash and cash equivalents

Cash includes balances in bank.

Property, plant and equipment

Property, plant and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a declining balance basis at the following rates and methods: Amortization in the year of acquisition is calculated using the half year rule.

Land	N/A
Buildings	4% declining balance method
Equipment	20% declining balance method
Furniture and fixtures	20% declining balance method

The association regularly reviews its property, plant and equipment to eliminate obsolete items. Government grants for capital purchases are realized on a basis consistent with related amortization of the specific capital asset.

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Net assets

- a) Unrestricted net assets comprise the excess of revenue over expenditures accumulated by the organization each year, net of transfers, and are available for general purposes.

Fund accounting

Cumberland Homelessness and Housing Support Association follows the deferral method of accounting for contributions.

Revenues and expenses related to program delivery and administrative activities are reported in the Operating Fund.

Revenue recognition

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(continues)

CUMBERLAND HOMELESSNESS AND HOUSING SUPPORT ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Government contributions

Government contributions are recorded when there is a reasonable assurance that the association has complied with and will continue to comply with, all the necessary conditions to obtain the funding.

Measurement uncertainty

When preparing financial statements according to ASNPO, management makes estimates and assumptions relating to:

- reported amounts of revenues and expenses
- reported amounts of assets and liabilities
- disclosure of contingent assets and liabilities.

Estimates are based on a number of factors including historical experience, current events and actions that the association may undertake in the future, and other assumptions that management believes are reasonable under the circumstances. By their nature, these estimates are subject to measurement uncertainty and actual results could differ. In particular, estimates are used in accounting for certain items such as revenues and asset impairments.

3. FUNDS HELD IN TRUST

	2024	2023
Affordable Housing Association of Nova Scotia	\$ -	\$ 604,698
Waste Not, Want Not	5,372	5,372
	\$ 5,372	\$ 610,070

In the prior year, the Affordable Housing Association of Nova Scotia provided \$604,698 in funding to be spent on the construction of a facility which is to be used to provide permanent supported housing and temporary emergency shelter space if required. These funds were required to be held in trust with disbursements being made with approval of The Affordable Housing Association of Nova Scotia. These funds have been fully utilized in the current year construction of the facility.

In the current and prior year, amounts received from the Waste Not, Want Not organization have been held in trust, pending future use.

4. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Land	\$ 28,431	\$ -	\$ 28,431	\$ -
Buildings	1,066,094	21,322	1,044,772	-
Equipment	1,401	140	1,261	-
Furniture and fixtures	49,324	4,932	44,392	-
	\$ 1,145,250	\$ 26,394	\$ 1,118,856	\$ -

CUMBERLAND HOMELESSNESS AND HOUSING SUPPORT ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2024

5. DEFERRED CONTRIBUTIONS

	Beginning balance	Funding received	Revenue Recognized	2024
The Affordable Housing Association of Nova Scotia	\$ 604,698	\$ -	\$ (11,525)	\$ 593,173
Department of Community Services	190,558	676,784	(653,532)	213,810
Town of Amherst	86,840	-	(80,985)	5,855
Cost of Living Support Grant Municipality of the County of Cumberland	28,232	-	(16,733)	11,499
Bragg Foundation	15,000	-	-	15,000
Christie Foundation Grant	-	150,000	-	150,000
United Way Urgent Food Fund	-	75,500	(25,793)	49,707
Department of Municipal Affairs and Housing	-	21,468	-	21,468
	-	566,000	-	566,000
	<u>\$ 925,328</u>	<u>\$ 1,489,752</u>	<u>\$ (788,568)</u>	<u>\$ 1,626,512</u>

Deferred government contributions consist of a promissory mortgage used to finance major renovations to the building. If in compliance with the terms and conditions of this funding, the mortgage of \$566,000 will be forgiven in equal portions over 30 years. If the Association does not meet the terms and conditions of this funding, the \$566,000 will become due with interest of 5.9% per annum to be repaid in equal monthly payments of \$1,572.

6. COMMITMENTS

The Association rents space under three operating leases; two which expired prior to year end. The third expired on April 30, 2024.

Total rent expenses for 2024 amounted to \$42,046 (2023 - \$9,346).

7. FINANCIAL INSTRUMENTS

The association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the association's risk exposure and concentration as of March 31, 2024.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The association is exposed to credit risk from it's funding partners. An allowance for doubtful accounts may be established based upon factors surrounding the credit risk of specific accounts, historical trends and other information.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The association is exposed to this risk mainly in respect of its receipt of funds from its funders and other related sources and accounts payable.

SYNOPSIS

CAPITAL BUDGET CARRY OVER PROJECTS

During last year's Capital Budget, capital projects were presented to Council who provided approval for the 2024/25 fiscal year. Although most of these projects were completed staff were not able to complete some of them. There are various reasons for this such as long delivery timelines and resource limitations. Now that we are in a new fiscal year (2025/26) we are simply requesting that the spending authority be carried over into the current fiscal year.

There is one project that is being added to the capital carry over projects which is the land purchase in the Industrial Park. This land purchase was approved by Council but the funding sources for legal fees were not identified. This land purchase is funded partially by Invest Nova Scotia with the remaining balance from the Capital Reserve.

With various potential land sales in 2025/26 staff have added a second part to the motion below that authorizes the withdraw from the Capital Reserve (out of the sale proceeds) for any expenses relating to the land sales. Without this second part of the motion, staff do not have authority to pay for the land sale expenses out of the sale proceeds in the Capital Reserve.

MOTION:

That Council approve the capital carry over projects of \$990,000 for the Water Utility and \$1,165,000 for General Capital to be included the 2025/26 Town of Amherst Water Utility and General Capital Budgets.

And further for all land sales in 2025/26, that the proceeds of sale will go to the Capital Reserve and any expenses related to the land sales will be paid for from the proceeds of sale in the Capital Reserve.

Capital Budget		Sources of Financing					
CARRY OVER PROJECTS FROM 2024/25 to 2025/26							
Projects	Budget	Water Depreciation	Operating Reserve	Capital Reserve	Capital Reserve (Carry Overs)	Contribution	Grants

WATER CAPITAL							
Dump Truck (<i>carry over</i>)	355,000	355,000					
McCully Street Booster Station - upgrades (<i>carry over</i>)	300,000	300,000					
Wellfield Production Wells - replace pump in well P-3	60,000	60,000					
Land purchases (potential) - Challenge Fund	275,000						275,000
WATER TOTAL	990,000	715,000	-	-	-	-	275,000

GENERAL CAPITAL							
EQUIPMENT							
1 Ton Dump Truck / Salt Truck	110,000	-	-	-	110,000	-	-
BUILDINGS / LAND							
Four Fathers Library - HVAC Upgrade (<i>carry over</i>)	40,000				40,000		
Land Purchase - 8 Lower LaPlanche Street (<i>carry over</i>)	10,000			10,000			
Industrial Park Signage Area Upgrades	24,000		24,000				
Visitor Welcome Signage - Highway 2	10,000		10,000				
Landscaping, fence and/or welcome sign - 8 Lower LaPlanche St	8,000		8,000				
Town Hall Renovations	75,000				75,000		
Land Purchase - Industrial Park	16,000			11,000		5,000	
Subtotal	183,000	-	42,000	21,000	115,000	5,000	-
POLICE DEPARTMENT							
APX500 Radio Base and install	12,000				12,000		
Vehicle - Patrol # 1	75,000				75,000		
Dispatch Console and Software	115,000				115,000		
Subtotal	202,000	-	-	-	202,000	-	-
RECREATION							
Accessible Playground (contingent on grant funding)	600,000		100,000	100,000			400,000
Robb Complex 3 Scoreboards	70,000				70,000		
Subtotal	670,000	-	100,000	100,000	70,000	-	400,000
GENERAL TOTAL	1,165,000	-	142,000	121,000	497,000	5,000	400,000

GRAND TOTAL WATER & GENERAL	2,155,000	715,000	142,000	121,000	497,000	5,000	675,000
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SYNOPSIS

2025-26 Capital Budgets

Town of Amherst & Amherst Water Utility

Each year the Town of Amherst and the Amherst Water Utility present their capital budgets to Council for approval. The General Capital budget is in the amount of \$3,814,564. The Water Utility's capital budget is in the amount of \$588,000.

This year's capital budget for the water utility includes \$237,000 for an excavator, \$100,000 for SCADA system upgrades and \$113,000 for the water portion of the large multi-category new housing development projects.

In the general capital budget we continue to replace various vehicles and equipment required to provide services to our residents with over \$135,000 committed to this initiative. There will be a \$446,700 investment in equipment for our police and fire services to ensure the safety of our first responders as well as the people they serve.

We are investing \$75,000 in our buildings to improve security and update equipment at the Community Credit Union Business Innovation Centre as well as accessibility improvements to the seminar room at the Library. Also we are replacing lighting in Victoria Square and some street light poles in the Industrial Park.

We are also investing over \$691,000 to pave all or part of 10 town streets and the replacement of all or a part of 4 sidewalks, along with new sidewalks on Anson Avenue from Liberty Lane to Cornwall Street and Abbey Road from Spring to Victoria. Included in this amount is the installation of tactile plates at various intersections which will improve the accessibility of our sidewalks for those with visual disabilities.

There is \$956,864 being invested on Hillsdale / Upper Church Street, Marshview Drive and Orchard Park to support new housing development in the Town.

There is \$650,000 for a UV disinfection system at the Wastewater Treatment Facility which will ensure compliance with Provincial Legislation.

We would also like to note that due to the positive financial position of the Town we are able to make these strategic investments without impacting the municipal tax rate this fiscal year.

MOTION:

That Council approves the Town of Amherst General Capital Budget for the 2025-26 fiscal year as presented in the amount of \$3,814,564 and the Amherst Water Utility Capital Budget for the 2025-26 fiscal year in the amount of \$588,000 to be funded as follows:

Town of Amherst - General Capital		Amherst Water Utility	
Capital from Revenue	\$ 1,031,900	Capital from Revenue	\$ 40,000
Capital Reserve	431,879	Water Depreciation	435,000
Operating Reserve	342,500	Grant - Housing Accelerator Fund	80,000
Canada Community Building Fund (formerly Gas Tax Fund)	663,000	Contribution	33,000
Grant - Housing Accelerator Fund	864,864		\$ 588,000
Grants - Federal/Provincial	262,300		
Long Term Debt	218,121		
	\$ 3,814,564		

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

Fiscal Year	General Capital Total Amount	Water Capital Total Amount
2026-2027	\$ 4,506,700	\$ 761,000
2027-2028	\$ 4,702,000	\$ 979,000
2028-2029	\$ 4,793,000	\$ 751,000
2029-2030	\$ 5,878,400	\$ 1,976,600

To be clear, the second part of this motion contemplates the approval of the amounts for the years 2026-2027 to 2029-2030 for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.

Capital Budget		Sources of Financing									
YEAR 1 - 2025/26											
Projects	Budget	Water Operating	Water Depreciation	General Operating	Sewer Operating	Capital Reserve	Operating Reserve	Canada Community Building Fund (formerly Gas Tax)	Federal Grant - Housing Accelerator Fund	Grant or Contribution	Long Term Debt
WATER CAPITAL											
Marshview Drive - new housing development - Phase 2 - pipe only	80,000								80,000		
Orchard Park - Phase 2	33,000									33,000	
Fire Hydrant Replacement	17,000	17,000									
Water Meter Replacement	16,000	16,000									
Service Truck	80,000		80,000								
8-10 Ton Excavator	237,000	7,000	230,000								
Equipment Float (trailer)	25,000		25,000								
SCADA system upgrades	100,000		100,000								
WATER TOTAL	588,000	40,000	435,000	---	---	---	---	---	80,000	33,000	---
GENERAL CAPITAL											
EQUIPMENT											
Replace Utility Trailer	10,000			10,000							
Aerial Platform for Loader	67,000			67,000							
Inspection Vehicle	50,000			50,000							
E-Permitting Software (new)	75,000								75,000		
Subtotal	202,000	---	---	127,000	---	---	---	---	75,000	---	---
BUILDINGS / LAND											
Street Light Poles - Industrial Park x 6 replacement	40,000			40,000							
Victoria Square Lights	65,000			47,600		17,400					
CCUBIC - 2nd Floor Boardroom - equipment refresh	25,000			25,000							
CCUBIC - update cameras	10,000			10,000							
CCUBIC - 1st Floor Conference Room - new stage lighting control system	15,000			15,000							
Library - Seminar Room - fill in floor to make room one level	25,000			25,000							
Lions Park Drainage	6,000			6,000							
Subtotal	186,000	---	---	168,600	---	---	17,400	---	---	---	---
LARGE MULTI - CATEGORY PROJECTS											
Hillsdale - Phase 1 - asphalt top layer <i>(carry over)</i>	114,864								114,864		
Marshview Drive - Phase 1 - curb and asphalt <i>(carry over)</i>	275,000								275,000		
Marshview Drive - new housing development - Phase 2 - pipe only	250,000								250,000		
Orchard Park - Phase 2	317,000						167,000		150,000		
Subtotal	956,864	---	---	---	---	---	167,000	---	789,864	---	---

Capital Budget		Sources of Financing									
YEAR 1 - 2025/26											
Projects	Budget	Water Operating	Water Depreciation	General Operating	Sewer Operating	Capital Reserve	Operating Reserve	Canada Community Building Fund (formerly Gas Tax)	Federal Grant - Housing Accelerator Fund	Grant or Contribution	Long Term Debt
STREETS											
Ash ~ All (Overlay)	25,000							25,000			
Kay ~ All (Overlay)	15,000							15,000			
Patterson ~ All (Overlay)	110,000							110,000			
Christie ~ Poplar to East Pleasant (Overlay)	60,000							60,000			
Silver ~ All (Overlay)	25,000							25,000			
Veno ~ All (Overlay)	20,000							20,000			
Tantramar Court ~ All (Overlay)	40,000							40,000			
Russell Street ~ Victoria to Autumn House (Overlay)	90,000							90,000			
Winston ~ Albion to Civic 40 (Overlay)	80,000							80,000			
Ernie Lane ~ Pave gravel portion of street	45,000							45,000			
Subtotal	510,000	-	-	-	-	-	-	510,000	-	-	-
<i>RC = Reconstruction and paving; CM = Cold mill and Paving; P = Pulverize and paving; O = Asphalt Overlay</i>											
SIDEWALKS											
Havelock Street ~ Prince Arthur to Spring (TOA)	40,000							40,000			
Wellington Street ~ Croft to Church (TOA)	19,000							19,000			
Dickey Street North Side ~ Rupert to Donald (TOA)	18,000							18,000			
Donald Avenue ~ Dickey to Dickey Brook	6,000							6,000			
Anson Avenue (new sidewalk) ~ Liberty to Cornwall (TOA)	24,000							24,000			
Abbey Road (new sidewalk) ~ Spring to Victoria (TOA)	46,000							46,000			
Repair retaining wall at Subway	20,000			20,000							
Tactile Plates ~ Victoria @ Lawrence Intersection	8,000			8,000							
Subtotal	181,000	-	-	28,000	-	-	-	153,000	-	-	-
STORM / SANITARY SEWER											
Lift Station Pump Rebuild/Replacement	50,000				31,900		18,100				
WWTP UV Disinfection System	650,000					431,879					218,121
Replace / reline culvert in AFD parking lot <i>[contingent on grant funding]</i>	300,000						90,000			210,000	
Subtotal	1,000,000	-	-	-	31,900	431,879	108,100	-	-	210,000	218,121
FIRE DEPARTMENT											
Structural Firefighting Bunker Gear (6-9 sets) - replacement	24,000			24,000							
VHF / Digital Radios - replacement	150,000			150,000							
Exterior Door Replacement - Rear Entrance	8,400			8,400							
AFD Renovations to remodel staff quarters (sleeping and kitchen area)	16,000			16,000							
Subtotal	198,400	-	-	198,400	-	-	-	-	-	-	-

Capital Budget		Sources of Financing									
YEAR 1 - 2025/26											
Projects	Budget	Water Operating	Water Depreciation	General Operating	Sewer Operating	Capital Reserve	Operating Reserve	Canada Community Building Fund (formerly Gas Tax)	Federal Grant - Housing Accelerator Fund	Grant or Contribution	Long Term Debt
POLICE DEPARTMENT											
Vehicle - Patrol # 6	85,000			85,000							
Vehicle - Crime Prevention	60,000			60,000							
LiveScan Fingerprint System - <i>Approved at March Council</i>	40,000			40,000							
APD Server	26,000			26,000							
Speed Radar Sign	5,000			5,000							
Technical Equipment	32,300									32,300	
Subtotal	248,300	-	-	216,000	-	-	-	-	-	32,300	-
RECREATION											
Robb Complex Dugouts - replacement	50,000			50,000							
Site Furniture	20,000			20,000							
Glycol Loop For Stadium Compressor	30,000			30,000							
Decorative Lighting	50,000						50,000				
Skate Park Repairs	20,000			20,000							
Replace Service Truck	75,000			75,000							
Robb Complex - Portable Pitching Mound Kits - Qty 3	20,000			20,000							
Tables & Chairs for Events	15,000			15,000							
Robb Complex - Surface Treatment and Pickle Ball Court Lines	12,000			12,000							
Anson Aircraft Monument	10,000			10,000							
Bocce Ball Court <i>[contingent on grant funding]</i>	30,000			10,000						20,000	
	332,000	-	-	262,000	-	-	50,000	-	-	20,000	-
GENERAL TOTAL	3,814,564	-	-	1,000,000	31,900	431,879	342,500	663,000	864,864	262,300	218,121
GRAND TOTAL WATER & GENERAL											
	4,402,564	40,000	435,000	1,000,000	31,900	431,879	342,500	663,000	944,864	295,300	218,121

Capital Budget		Sources of Financing						
YEAR 2 - 2026/27								
Projects	Budget	Water Operating	Water Depreciation	General Operating	Sewer Operating	Canada Community Building Fund (formerly Gas Tax)	Federal Grant - Housing Accelerator Fund	Long Term Debt
WATER CAPITAL								
Loader	350,000		350,000					
Dale Street ~ LaPlanche to Eddy - water main replacement	220,000	9,000						211,000
Fire Hydrant Replacement	17,000	17,000						
Water Meter Replacement	14,000	14,000						
Reservoir - interior cleaning / silt removal	70,000		70,000					
Marshview Drive - new housing development - Phase 2 (cont'd)	20,000						20,000	
Marshview Drive - new housing development - Phase 3	70,000						70,000	
WATER TOTAL	761,000	40,000	420,000	-	-	-	90,000	211,000
GENERAL CAPITAL								
EQUIPMENT								
Service Truck - Sewer	80,000			80,000				
Replace 1/2 Ton Truck	60,000			60,000				
Subtotal	140,000	-	-	140,000	-	-	-	-
BUILDINGS / LAND								
5 Ratchford Street (CCUBIC) - Upper Level Roof	150,000							150,000
Street Light Luminaires - Victoria Street (Acadia to CNR tracks) replacement	70,000			70,000				
Lighting - Robert Angus Trail ~ Church to Willow	25,000			25,000				
Lighting - Willow Street Trail ~ Robert Angus to East Pleasant	10,000			10,000				
Town Hall Windows - Second Floor, Main Floor & Lower Level	175,000							175,000
Subtotal	430,000	-	-	105,000	-	-	-	325,000
LARGE MULTI - CATEGORY PROJECTS								
Dale Street ~ LaPlanche to Eddy - street, sanitary sewer, curb	400,000							400,000
Marshview Drive - new housing development - Phase 2 (cont'd)	200,000						200,000	
Marshview Drive - new housing development - Phase 3	280,000						280,000	
Subtotal	880,000	-	-	-	-	-	480,000	400,000
STREETS								
Milford ~ Coates to Franklyn, & Willow to Allison (Overlay)	50,000					50,000		
Rogers ~ All (Overlay)	110,000					110,000		
Willow Court ~ All (Overlay)	40,000					40,000		
Church ~ Robert Angus Drive to Town Boundary (Cold Mill and Pave)	210,000					119,000		91,000
South Albion ~ Robert Angus Drive to Costin Drive (Cold Mill and Overlay)	325,000							325,000
Racetrack Road ~ All (Overlay)	30,000					30,000		
Clinton ~ All (Overlay)	70,000					70,000		
Upper Church Street ~ Robert Angus Drive to Town Boundary	274,700						274,700	
Subtotal	1,109,700	-	-	-	-	419,000	274,700	416,000
SIDEWALKS								
Robert Angus Trail ~ Church to Willow - Paving	95,000					95,000		
Willow Street Trail ~ Robert Angus to East Pleasant - Paving	92,000					92,000		
Clarence Street ~ Belmont to Spring (TOA)	15,000					15,000		
Cornwall Street ~ Cordova to Hickman (TOA)	20,000					20,000		
Eddy Street ~ Victoria to Civic #20 (TOA)	15,000					15,000		
East Victoria Street ~ North Side Herbert to Rupert (TOA)	10,000					10,000		
Fullerton Street ~ new sidewalk (TOA)	14,000					14,000		
Tactile Plates	20,000					20,000		
Subtotal	281,000	-	-	-	-	281,000	-	-
STORM / SANITARY SEWER								
Lift Station Pump Rebuild/Replacement	50,000			35,000	15,000			
Westminster Avenue - asphalt overlay, curb and storm sewer (corrugated)	280,000							280,000
WWTF - Replace all Aeration Lines	80,000							80,000
Subtotal	410,000	-	-	35,000	15,000	-	-	360,000
FIRE DEPARTMENT								
Computer Aided Dispatch System and mobile data terminals	175,000							175,000
Structural Firefighting Bunker Gear (6-9 sets) - replacement	24,000			24,000				
Fire Fighter Voice Pagers (60 units) - replacement	48,000			48,000				
Cylinder replacement (10 units) - Self contained breathing apparatus	24,000			24,000				
Fire Station Bldg Repairs - Insulate hot water heating supply and return piping	8,000			8,000				
Subtotal	279,000	-	-	104,000	-	-	-	175,000
POLICE DEPARTMENT								
Vehicle - Patrol #3	85,000			85,000				
Vehicle - Patrol #2	85,000			85,000				
Vehicle - MCU	60,000			60,000				
Hard Body Armour	35,000			35,000				
APD Rear Door Repair	12,000			12,000				
Subtotal	277,000	-	-	277,000	-	-	-	-
RECREATION								
Infield Groomer	10,000			10,000				
Floor Scrubber - replacement	20,000			20,000				
Storage Shed at Angus Building - replacement	20,000			20,000				
Zero Turn - replacement	40,000			40,000				
1 Ton Dump Truck - replacement	110,000			110,000				
Outdoor Skating Rink	250,000							250,000
Beacon Street Playground Equipment - replacement	250,000			139,000				111,000
Subtotal	700,000	-	-	339,000	-	-	-	361,000
GENERAL TOTAL	4,506,700	-	-	1,000,000	15,000	700,000	754,700	2,037,000
GRAND TOTAL WATER & GENERAL	5,267,700	40,000	420,000	1,000,000	15,000	700,000	844,700	2,248,000

Capital Budget		Sources of Financing									
YEAR 3 - 2027/28											
Projects	Budget	Water Operating	Water Depreciation	General Operating	Sewer Operating	Reserves	Canada Community Building Fund (formerly Gas Tax)	Contribution	Federal Grant - Housing Accelerator Fund	Grant	Long Term Debt
WATER CAPITAL											
Queen Street ~ Church to Albion - water main replacement	500,000										500,000
Orchard Park - Phase 3	28,000							28,000			
Dump Truck	350,000		350,000								
Wellfield Production Wells - replace pump in well P-2	60,000	9,000	51,000								
Wellfield Chlorine Building - replace roof	10,000		10,000								
Fire Hydrant Replacement	17,000	17,000									
Water Meter Replacement	14,000	14,000									
WATER TOTAL	979,000	40,000	411,000	-	-	-	-	28,000	-	-	500,000
GENERAL CAPITAL											
EQUIPMENT											
Backhoe - Sewer	180,000			180,000							
Service Truck - Streets	80,000			80,000							
Subtotal	260,000	-	-	260,000	-	-	-	-	-	-	-
LARGE MULTI - CATEGORY PROJECTS											
Queen Street ~ Church to Albion - street, sanitary sewer, curb, sidewalk	1,000,000										1,000,000
Orchard Park - Phase 3	262,000					142,000			120,000		
Subtotal	1,262,000	-	-	-	-	142,000	-	-	120,000	-	1,000,000
STREETS											
Chamberlain ~ Newton to South Albion (Overlay)	60,000						60,000				
Robb Complex Paving	200,000						25,000				175,000
Belmont ~ Melrose to Clarence (Overlay)	25,000						25,000				
Robert Angus Dr ~ Church Street to Tantram GMC (Cold Mill and Pave)	365,000										365,000
Foundry ~ Copp to End (Overlay)	35,000						35,000				
Newton ~ Chamberlain to Ash (Overlay)	30,000						30,000				
Park ~ West Pleasant to Hickman (Overlay)	200,000						200,000				
South Albion ~ Costin Drive to Poplar Street (Cold Mill and Pave)	200,000						200,000				
Subtotal	1,115,000	-	-	-	-	-	575,000	-	-	-	540,000
SIDEWALKS											
Anson Ave ~ Hickman to Civic #5 (TOA)	16,000						16,000				
Park Street ~ Mission to Hickman (new sidewalk)	20,000						20,000				
Park Street ~ Maltby to McCully (new sidewalk)	12,000						12,000				
McCully Street ~ Park to Anson (new sidewalk)	40,000						40,000				
Lusby ~ West Victoria to end	10,000						10,000				
Donald ~ # 5 Donald to Dickey	7,000						7,000				
Tactile Plates	20,000						20,000				
Subtotal	125,000	-	-	-	-	-	125,000	-	-	-	-
STORM / SANITARY SEWER											
Russell Street - sanitary sewer & storm sewer (corrugated) <i>(contingent on grant funding)</i>	750,000									502,500	247,500
Minto Street - street (CM) and storm sewer (corrugated)	160,000										160,000
Lift Station Pump Rebuild/Replacement	50,000			35,000	15,000						
Croft Street ~ Beacon to East Pleasant - asphalt overlay and storm sewer (corrugated)	190,000										190,000
Subtotal	1,150,000	-	-	35,000	15,000	-	-	-	-	502,500	597,500
FIRE DEPARTMENT											
Structural Firefighting Bunker Gear (6-9 sets) - replacement	24,000			24,000							
Fire Station Bldg Repairs - Replace Generator and Supply Tank	190,000			190,000							
Fire Station Bldg Repairs - Replace the Nederman Exhaust Fan	14,000			14,000							
Fire Station Bldg Repairs - Basement entrance stairwell repair moisture infiltration	50,000			50,000							
Fire Station Bldg Repairs - Replace the mortar in all joints	20,000			20,000							
Subtotal	298,000	-	-	298,000	-	-	-	-	-	-	-
POLICE DEPARTMENT											
Truck - Vehicle # 5	95,000			95,000							
Vehicle - Patrol #1	85,000			85,000							
Subtotal	180,000	-	-	180,000	-	-	-	-	-	-	-
RECREATION											
Site Furniture	20,000			20,000							
Replace Ice Edger	12,000			12,000							
Decorative Lighting	25,000			25,000							
Snow Blower Attachment for Kubota	10,000			10,000							
Replace Service Truck	75,000			75,000							
Sound System at Robb Complex	20,000			20,000							
Strawberry Fields Playground Equipment - replacement	150,000			65,000							85,000
Subtotal	312,000	-	-	227,000	-	-	-	-	-	-	85,000
GENERAL TOTAL	4,702,000	-	-	1,000,000	15,000	142,000	700,000	-	120,000	502,500	2,222,500
GRAND TOTAL WATER & GENERAL	5,681,000	40,000	411,000	1,000,000	15,000	142,000	700,000	28,000	120,000	502,500	2,722,500

Capital Budget		Sources of Financing							
YEAR 4 - 2028/29									
Projects	Budget	Water Operating	Water Depreciation	General Operating	Sewer Operating	Reserves	Canada Community Building Fund (formerly Gas Tax)	Contribution	Long Term Debt
WATER CAPITAL									
York Street ~ Mission to West Pleasant - water main replacement	480,000		200,000						280,000
Orchard Park - Phase 4	30,000							30,000	
Wellfield Chlorination System - replacement	100,000		100,000						
Service Truck with fibreglass service body	110,000	9,000	101,000						
Fire Hydrant Replacement	17,000	17,000							
Water Meter Replacement	14,000	14,000							
WATER TOTAL	751,000	40,000	401,000	-	-	-	-	30,000	280,000
GENERAL CAPITAL									
EQUIPMENT									
Loader - Streets	275,000			275,000					
Replace walk behind line painter	17,000			17,000					
Replace Asphalt Roller	65,000			65,000					
Subtotal	357,000	-	-	357,000	-	-	-	-	-
BUILDINGS / LAND									
Public Works Garage - replace compound fencing	80,000			80,000					
Terrace Street Lift Station roofing	12,000			12,000					
Library building upgrades	150,000			19,000					131,000
Subtotal	242,000	-	-	111,000	-	-	-	-	131,000
LARGE MULTI - CATEGORY PROJECTS									
York Street ~ Mission to West Pleasant - street, sanitary sewer, curb	950,000								950,000
Dundonald Street - street (CM), sanitary sewer and storm sewer (corrugated)	325,000								325,000
Orchard Park - Phase 4	295,000					145,000			150,000
Subtotal	1,570,000	-	-	-	-	145,000	-	-	1,425,000
STREETS									
South Albion ~ Poplar to East Pleasant (Cold Mill and Pave)	165,000						65,000		100,000
Albion ~ East Pleasant to Spring (Cold Mill and Pave)	125,000						125,000		
Victoria ~ Acadia to CNR Tracks (Cold Mill and Pave)	250,000								250,000
Hill ~ Mission to West Pleasant (Overlay)	98,000						98,000		
East Pleasant ~ Charles to Veno (Overlay)	103,000						103,000		
Marshview ~ Victoria to End (Cold Mill and Overlay)	97,000						97,000		
Robert Angus Dr ~ Tantramar GMC to South Albion (Cold Mill and Pave)	365,000								365,000
Gould ~ Wellington to Stadium (Overlay)	15,000						15,000		
Subtotal	1,218,000	-	-	-	-	-	503,000	-	715,000
SIDEWALKS									
Fairview ~ Poplar to Winston (new sidewalk)	40,000						40,000		
Winston ~ Fairview to South Albion (new sidewalk)	75,000						75,000		
Industrial Park Drive ~ Southgate to Woodlawn (new sidewalk - gravel)	72,000						72,000		
Chandler Road / Tupper Blvd ~ Anson to Town Boundary (new sidewalk - gravel)	122,000								122,000
Academy ~ Dickey to Wellington	10,000						10,000		
Subtotal	319,000	-	-	-	-	-	197,000	-	122,000
STORM / SANITARY SEWER									
Wellington Street - street (CM) and storm sewer (corrugated)	230,000								230,000
Lift Station Pump Rebuild/Replacement	50,000			35,000	15,000				
Subtotal	280,000	-	-	35,000	15,000	-	-	-	230,000
FIRE DEPARTMENT									
Structural Firefighting Bunker Gear (6-9 sets) - replacement	24,000			24,000					
Cylinder replacement (10 units) - Self contained breathing apparatus	22,000			22,000					
Commercial Washer and Dryer System - replacement	26,000			26,000					
Fire Station Bldg Repairs - Replacement of exterior windows	60,000								60,000
Subtotal	132,000	-	-	72,000	-	-	-	-	60,000
POLICE DEPARTMENT									
Vehicle - Police # 6	85,000			85,000					
Vehicle - Police # 3	85,000			85,000					
Regular Body Armour & Spares	35,000			35,000					
Subtotal	205,000	-	-	205,000	-	-	-	-	-
RECREATION									
Harding Park Playground Equipment replacement	150,000			150,000					
Church Street Court Fence - replacement	70,000			70,000					
Condenser Replacement	250,000								250,000
Subtotal	470,000	-	-	220,000	-	-	-	-	250,000
GENERAL TOTAL	4,793,000	-	-	1,000,000	15,000	145,000	700,000	-	2,933,000
GRAND TOTAL WATER & GENERAL	5,544,000	40,000	401,000	1,000,000	15,000	145,000	700,000	30,000	3,213,000

Capital Budget		Sources of Financing						
YEAR 5 - 2029/30								
Projects	Budget	Water Operating	Water Depreciation	General Operating	Sewer Operating	Canada Community Building Fund (formerly Gas Tax)	Grants	Long Term Debt
WATER CAPITAL								
West Victoria Street ~ CNR to Hickman - water main replacement <i>[contingent on grant funding]</i>	1,230,600						824,502	406,098
Beacon Street - water main replacement	400,000							400,000
1/2 Ton Truck - replacement	75,000	9,000	66,000					
Bulk Water Station	60,000		60,000					
Backhoe	180,000		180,000					
Fire Hydrant Replacement	17,000	17,000						
Water Meter Replacement	14,000	14,000						
WATER TOTAL	1,976,600	40,000	306,000	-	-	-	824,502	806,098
GENERAL CAPITAL								
EQUIPMENT								
Dump Truck	360,000			135,000				225,000
Sidewalk Snowplow with Blower	210,000			210,000				
Subtotal	570,000	-	-	345,000	-	-	-	225,000
BUILDINGS / LAND								
Town Hall Lower Roof	150,000	-	-	-	-	-	-	150,000
LARGE MULTI - CATEGORY PROJECTS								
West Victoria Street ~ CNR to Hickman - sanitary sewer, storm sewer (corrugated), pulverize & rebuild street, curb, sidewalk <i>[contingent on grant funding]</i>	2,285,400						1,531,218	754,182
Beacon Street ~ Croft to Church - street, sanitary sewer, storm sewer, curb	450,000							450,000
Subtotal	2,735,400	-	-	-	-	-	1,531,218	1,204,182
STREETS								
South Albion Street ~ Town Boundary to Robert Angus Drive (Cold Mill and Pave)	225,000							225,000
Town Garage Parking Lot (Pulverize and Pave)	130,000							130,000
Elmwood Drive ~ Regent to Willow	95,000					62,000		33,000
Elmwood Drive ~ Willow to Fletcher	118,000					118,000		
Admore Avenue	54,000					54,000		
Ratchford Street	45,000					45,000		
Ottawa Avenue	71,000					71,000		
Palmer Street	62,000					62,000		
Snowden Avenue	63,000					63,000		
Willow Court	45,000					45,000		
Station Street	180,000					180,000		
Subtotal	1,088,000	-	-	-	-	700,000	-	388,000
SIDEWALKS								
Charles ~ Townshend to Rogers	6,000			6,000				
West Pleasant ~ Mill to Subway	25,000			25,000				
Acadia Street ~ Victoria to Prince Arthur	13,000			13,000				
Albion Street ~ Spring to Church	30,000			30,000				
Lawrence Street ~ Civic # 1 To end (TOA)	22,000			22,000				
Subtotal	96,000	-	-	96,000	-	-	-	-
STORM / SANITARY SEWER								
WWTP Lagoon Sludge Removal and Disposal	300,000				15,000			285,000
Cornwall Avenue - street (CM) and storm sewer (corrugated)	225,000							225,000
Subtotal	525,000	-	-	-	15,000	-	-	510,000
FIRE DEPARTMENT								
Structural Firefighting Bunker Gear (6-9 sets) - replacement	24,000			24,000				
Self contained breathing apparatus (5-8 sets) - replacement	80,000			80,000				
Fire Station Bldg Repairs - Replace roof membrane - main building	105,000							105,000
Fire Station Bldg Repairs - Replace mechanical roof support curb & add add'l roof drains	50,000							50,000
Subtotal	259,000	-	-	104,000	-	-	-	155,000
POLICE DEPARTMENT								
Vehicle - Patrol #2	85,000	-	-	85,000	-	-	-	-
RECREATION								
Replace Service Truck	75,000			75,000				
Site Furniture	20,000			20,000				
Replace 1 Ton Truck	110,000			110,000				
Decorative Lighting	25,000			25,000				
Zero turn mower replacement	40,000			40,000				
Ernie Lane Playground Equipment replacement	100,000			100,000				
Subtotal	370,000	-	-	370,000	-	-	-	-
GENERAL TOTAL	5,878,400	-	-	1,000,000	15,000	700,000	1,531,218	2,632,182
GRAND TOTAL WATER & GENERAL	7,855,000	40,000	306,000	1,000,000	15,000	700,000	2,355,720	3,438,280



OPERATING & CAPITAL BUDGETS

2025/26

Final approvals by Council April 28, 2025

Town of Amherst



TABLE OF CONTENTS

The operating and capital budget report is divided into the following segments:

Governance & the Budget Process, page 3

Assessment Changes 2024/25 to 2025/26, page 4

Tax Rates:

- 🌿 General, page 5
- 🌿 Mandatory Provincial Contributions Area Rate, pages 5 – 6
- 🌿 Community Support Area Rate, page 6

Other Rates:

- 🌿 Deed Transfer Tax, page 7
- 🌿 Uniform Charge – Solid Waste, page 7
- 🌿 Sewer Rates, page 7
- 🌿 Uniform Charge – Wastewater Treatment Facility, page 8
- 🌿 Water Utility Rates, page 8

General Operating Budget:

- 🌿 2025/26 General Operating Budget - Summary, pages 9 - 10
- 🌿 General Operating Budget Comparatives:
 - 🌿 Part 1 – General Operations, page 11
 - 🌿 Part 1– General Operations– Departmental Expenditure Detail, pages 12 – 14
 - 🌿 Part 2 - Mandatory Provincial Contributions Area Rate, page 15
 - 🌿 Part 3 - Community Support Area Rate, page 16
 - 🌿 Part 4 - Sewage, page 17
 - 🌿 Part 5 - Solid Waste, page 18

Water Utility Operating Budget:

- 🌿 2025/26 Water Utility Operating Budget - Charts, page 19
- 🌿 Water Utility Operating Budget Comparative, page 20

Capital Budget:

- 🌿 2025/26 Water & General Capital Budgets, pages 21 – 24
- 🌿 2025/26 Water & General Capital Budgets Source Financing, page 25

GOVERNANCE & THE BUDGET PROCESS

The Town of Amherst is governed by a Mayor and six Councillors and operates under the Council/Chief Administrative Officer (CAO) system. As outlined in the Nova Scotia Municipal Government Act; it is the responsibility of the CAO to provide advice to Council and to administer the operations of the Town in accordance with the policies and programs approved by Council. The role of Council is to provide strategic direction for the Town.

The fiscal year of the Town is April 1 – March 31. The Town's General and Water Utility operating budgets are prepared for the upcoming fiscal year. The General and Water Utility capital budgets are prepared for the upcoming five fiscal years. Only the first fiscal year of the General and Water capital budgets are formally approved, the remaining four years are for planning purposes only.

Fiscal responsibility within the Town is enhanced through the establishment of Operating and Capital Reserves intended to set funds aside on an annual basis for certain operating and capital expenditures in future years. This is balanced with using cash to pay for equipment and projects with shorter useful lives where possible.

Tax rates are calculated to generate the revenue required to fund the various programs and services offered by the Town. These rates are also influenced by the annual assessment levels for properties in the Town, as established annually through the Assessment Roll generated by review of assessed values which is completed by the Nova Scotia Property Valuation Services Corporation (PVSC).

For the 2025/26 budgets each segment was approved by Council individually:

1. General – April 28
2. Mandatory Provincial Contribution Area Rate – April 28
3. Community Support Area Rate – April 28
4. Sewage – April 28
5. Solid Waste – April 28
6. Water Utility – April 28
7. Capital – March 24 (one police project), April 28

ASSESSMENT CHANGES 2024/25 TO 2025/26

The Assessment Roll is provided from Property Valuation Services Corporation (PVSC), an agency of the Government of Nova Scotia. PVSC does an assessment of the properties, reviews values and deals with appeals on an annual basis. Notices of assessment are sent to property owners each year in January.

As indicated in the chart below, residential assessment accounts have grown by 7.7%, commercial accounts have decreased by 2.3% and resource accounts have grown by 0.9% from 2024/25 fiscal year to 2025/26.

ASSESSMENT COMPARISON **2024/25 vs. 2025/26**

Assessment Category	2024/25 CAP Assessment Base	2025/26 CAP Assessment Base	Change from 2024/25 to 2025/26	% Change from 2024/25 to 2025/26
Residential	\$ 495,190,600	\$ 533,567,600	\$ 38,377,000	7.7%
Commercial (not subject to CAP)	\$ 162,838,200	\$ 159,144,500	\$ (3,693,700)	-2.3%
Resource	\$ 1,376,000	\$ 1,388,300	\$ 12,300	0.9%

TAX RATES

There are three different tax rates: general, mandatory provincial contribution area rate and the community support area rate. These tax rates are established annually for residential, commercial and resource properties. Tax bills are issued bi-annually. The interim billing is 50% of the total prior year's bill and is due May 30, 2025. The final billing takes into consideration the accounts new assessment, the current year tax rate and uniform charges then deducting the interim billing. The final bill is due September 29, 2025.

Tax Rates

1. General – this rate is used to pay for services provided by the Town to residents of the Town. These services include; fire, police, planning, economic development, transportation and public works, recreation, community living as well as internal services performed by the executive, human resources and finance departments. The general operations rate increased by \$0.06 for fiscal 2025/26.
2. Mandatory Provincial Contributions Area Rate - the cost for provincial services the province charges the municipality for. Any changes in these costs are mandated by the Province and passed on to the municipalities to collect on their behalf. The Mandatory Provincial Contribution Area Rate decreased by \$0.053 for fiscal 2025/26. The final payment to the Province for Housing was made in 2024/25. The Town is no longer required to fund a portion of the prior year deficit of the Cobequid Housing Authority (the Cobequid Housing Authority administers and manages public non-profit housing for seniors and families on low incomes within the Town). The Mandatory Provincial Contributions Area Rate includes the following provincial services:
 - 🌿 Education
 - 🌿 The Town is required to provide funding to the Chignecto Central Regional Centre for Education under the Education Act. This mandatory education contribution is set by the Province of Nova Scotia and is based on the Town's share of the Uniform Assessment.
 - 🌿 Property Valuation Services Corporation (Assessment)
 - 🌿 The Town is required to provide funding to pay a share of the cost of operating the provincial assessment system. The Town pays a portion of the total Property Valuation Services Corporation costs, based on the Town's share of the Uniform Assessment and the Town's share of assessment accounts across the province.

OTHER RATES

1. Deed Transfer Tax

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

ℳ For the 2025/26 fiscal year the deed transfer tax will remain the same at 1.25%.

2. Uniform Charge

Solid Waste Management Uniform Charge

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

ℳ The uniform charge for 2025/26 to be levied remains the same at \$278 (2024/25 - \$278).

3. Sewer Rates

Sewer services in the Town of Amherst are billed through one of the following methods:

ℳ Sewer Metered – consumption volume is determined by the Amherst Water Utility
Sewer Consumption Rate (per cubic meter)

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

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

Sewer Base Charges (Quarterly)

ℳ Size of Meter

ℳ 5/8" \$ 20.70

ℳ ¾" \$ 31.05

ℳ 1" \$ 50.31

ℳ 1.5" \$ 98.90

ℳ 2" \$ 156.69

ℳ 3" \$ 311.94

ℳ 4" \$ 575.00

ℳ Sewer Non-Metered Customers

ℳ For non-metered customers in unmetered mobile home parks, the park owner shall pay \$189.23 per dwelling unit per annum.

OTHER RATES (cont'd)

- a. Wastewater Treatment Facility Uniform Charge (this offsets expenses for sewer services for those not charged a sewer base charge).
- ℓ The uniform charge for unmetered mobile homes within a land leased community for 2025/26 to be levied is \$82.80 (2024/25 - \$72).

4. Water Utility Rates

The Town of Amherst Water Utility is regulated by the Nova Scotia Utility and Review Board (NSUARB). The most recent water rate study was approved by the NSUARB on March 29, 2022. For the 2025/26 fiscal year, the water rates remain the same and are as follows:

Water Base Charges (Quarterly)

ℓ Un Metered \$ 95.81

ℓ Size of Meter

ℓ 5/8" \$ 39.49

ℓ ¾" \$ 57.48

ℓ 1" \$ 93.45

ℓ 1.5" \$ 183.40

ℓ 2" \$ 291.33

ℓ 3" \$ 579.15

ℓ 4" \$ 902.95

ℓ 6" \$1,802.39

ℓ 8" \$3,241.49

Water Consumption Rate (per cubic meter)

ℓ \$0.894 per cubic meter

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

2025/26 GENERAL OPERATING BUDGET – SUMMARY

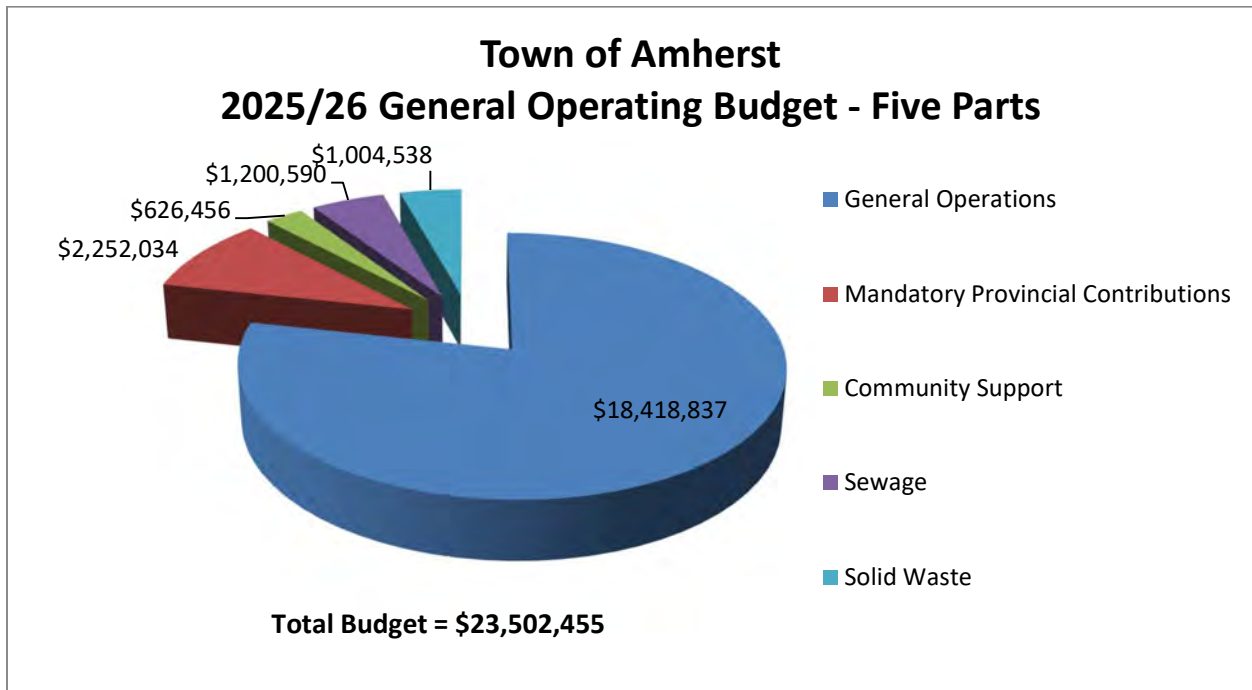
Summary - Total	2024/25 Budget	% of Total	2025/26 Budget	% of Total	
Taxes	\$ 16,974,287	76.9%	\$ 17,564,937	74.7%	
Grants in Lieu of Taxes	\$ 285,466	1.3%	\$ 273,649	1.2%	
Services Provided to Other Local Govt's	\$ 278,404	1.3%	\$ 279,272	1.2%	
Sales of Services	\$ 1,476,499	6.7%	\$ 1,508,147	6.4%	
Other Revenue from Own Sources	\$ 976,726	4.4%	\$ 1,014,788	4.3%	
Unconditional Transfers	\$ 1,323,275	6.0%	\$ 1,323,275	5.6%	
Conditional Transfers	\$ 592,300	2.7%	\$ 1,027,282	4.4%	
Other Transfers	\$ 180,442	0.8%	\$ 511,105	2.2%	
Total Revenue	\$ 22,087,399	100.0%	\$ 23,502,455	100.0%	
Page					
#					
Executive Office	12	\$ 1,184,944	5.4%	\$ 1,079,049	4.6%
Finance	12	\$ 2,372,058	10.7%	\$ 2,690,146	11.4%
Human Resources	12	\$ 258,398	1.2%	\$ 276,950	1.2%
Police	12	\$ 5,234,041	23.7%	\$ 5,780,479	24.6%
Fire	13	\$ 2,085,241	9.4%	\$ 2,071,936	8.8%
Community Living	13	\$ 843,604	3.8%	\$ 996,036	4.2%
Operations	13	\$ 2,668,594	12.1%	\$ 2,691,846	11.5%
Recreation Facilities	14	\$ 1,465,906	6.6%	\$ 1,543,097	6.6%
Planning & Economic Development	14	\$ 671,960	3.0%	\$ 635,290	2.7%
Strategic	14	\$ 24,608	0.1%	\$ 589,445	2.5%
Environmental Stewardship	14	\$ 64,977	0.3%	\$ 64,563	0.3%
Mandatory Provincial Contributions	15	\$ 2,493,485	11.3%	\$ 2,252,034	9.6%
Community Support	16	\$ 676,082	3.1%	\$ 626,456	2.7%
Sewage	17	\$ 1,154,358	5.2%	\$ 1,200,590	5.1%
Solid Waste	18	\$ 889,143	4.0%	\$ 1,004,538	4.3%
Total Expenditures	\$ 22,087,399	100.0%	\$ 23,502,455	100.0%	

2025/26 GENERAL OPERATING BUDGET – SUMMARY (cont’d)

The General Operating budget is comprised of five parts:

1. General Operations – the general rate includes Executive Office, Finance, Human Resources, Police, Fire, Community Living, Recreation Facilities, Planning & Economic Development, Strategic Initiatives, Environmental Stewardship and Transportation & Public Works (pages 11-14).
2. Mandatory Provincial Contributions – the payments the Town is required to make for Education, Property Valuation Services Corporation (Assessment) and Regional Library (page 15).
3. Community Support – this includes grants to organizations, Tax Exemption Policy, Tax Reduction Policy and Community Events. (page 16).
4. Sewage – the sewage budget includes the Wastewater Treatment Facility and the costs to maintain the sewer infrastructure in the Town of Amherst (page 17).
5. Solid Waste – the solid waste budget captures all costs with providing solid waste, recyclable and organic collections to residential customers in the Town of Amherst (page 18).

It is important to note that all of the five budget parts listed above has a balanced budget.



PART 1 - GENERAL OPERATIONS – BUDGET COMPARATIVE

	2024/25 Budget	2025/26 Budget	Change from 2025 Budget to 2026	% Change from 2025 Budget to 2026
Summary - Total				
Taxes	\$ 12,918,491	\$ 13,761,198	\$ 842,707	6.5%
Grants in Lieu of Taxes	\$ 285,466	\$ 273,649	\$ (11,817)	-4.1%
Services Provided to Other Local Govt's	\$ 278,404	\$ 279,272	\$ 868	0.3%
Sales of Services	\$ 374,277	\$ 364,963	\$ (9,314)	-2.5%
Other Revenue from Own Sources	\$ 959,426	\$ 997,488	\$ 38,062	4.0%
Unconditional Transfers	\$ 1,323,275	\$ 1,323,275	\$ -	0.0%
Conditional Transfers	\$ 588,300	\$ 967,887	\$ 379,587	64.5%
Other Transfers	\$ 146,692	\$ 451,105	\$ 304,413	207.5%
Total Revenue	\$ 16,874,331	\$ 18,418,837	\$ 1,544,506	9.2%
Wages & Benefits	\$ 10,121,122	\$ 10,825,952	\$ 704,830	7.0%
Administrative Costs	\$ 1,060,241	\$ 1,053,019	\$ (7,222)	-0.7%
Building & Facility Costs	\$ 791,181	\$ 836,970	\$ 45,789	5.8%
Vehicle & Equipment Costs	\$ 419,695	\$ 440,812	\$ 21,117	5.0%
Materials & Supplies	\$ 664,300	\$ 684,870	\$ 20,570	3.1%
Grants to Organizations	\$ 4,250	\$ 398,837	\$ 394,587	9284.4%
Other Municipal Costs	\$ 855,473	\$ 1,016,198	\$ 160,725	18.8%
Fiscal Services	\$ 2,235,813	\$ 2,440,139	\$ 204,326	9.1%
Fire Protection Charge	\$ 759,076	\$ 759,076	\$ -	0.0%
Cost Recovery	\$ (36,820)	\$ (37,036)	\$ (216)	0.6%
Total Expenditures	\$ 16,874,331	\$ 18,418,837	\$ 1,544,506	9.2%

PART 1 – GENERAL OPERATIONS – DEPARTMENT EXPENDITURE DETAIL

Department Expenditures	2024/25 Budget	2025/26 Budget	Change from 2025 Budget to 2026	% Change from 2025 Budget to 2026
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Executive Office

Wages & Benefits	\$ 867,120	\$ 825,554	\$ (41,566)	-4.8%
Administrative Costs	\$ 276,124	\$ 229,895	\$ (46,229)	-16.7%
Building & Facility Costs	\$ 1,000	\$ -	\$ (1,000)	-100.0%
Grants to Organizations	\$ 3,250	\$ 3,000	\$ (250)	-7.7%
Other Municipal Costs	\$ 37,450	\$ 20,600	\$ (16,850)	-45.0%
	\$ 1,184,944	\$ 1,079,049	\$ (105,895)	-8.9%

Finance

Wages & Benefits	\$ 464,739	\$ 487,818	\$ 23,079	5.0%
Administrative Costs	\$ 153,283	\$ 163,888	\$ 10,605	6.9%
Grants to Organizations	\$ -	\$ 30,000	\$ 30,000	0.0%
Other Municipal Costs	\$ 52,700	\$ 60,800	\$ 8,100	15.4%
Fiscal Services	\$ 1,701,336	\$ 1,947,640	\$ 246,304	14.5%
	\$ 2,372,058	\$ 2,690,146	\$ 318,088	13.4%

Human Resources

Wages & Benefits	\$ 183,870	\$ 196,590	\$ 12,720	6.9%
Administrative Costs	\$ 23,528	\$ 24,060	\$ 532	2.3%
Other Municipal Costs	\$ 300	\$ 300	\$ -	0.0%
Fiscal Services	\$ 50,700	\$ 56,000	\$ 5,300	10.5%
	\$ 258,398	\$ 276,950	\$ 18,552	7.2%

Police

Wages & Benefits	\$ 4,548,004	\$ 5,029,784	\$ 481,780	10.6%
Administrative Costs	\$ 166,518	\$ 170,986	\$ 4,468	2.7%
Building & Facility Costs	\$ 89,773	\$ 91,290	\$ 1,517	1.7%
Vehicle & Equipment Costs	\$ 128,553	\$ 154,297	\$ 25,744	20.0%
Materials & Supplies	\$ 5,100	\$ 5,200	\$ 100	2.0%
Grants to Organizations	\$ 1,000	\$ 1,000	\$ -	0.0%
Other Municipal Costs	\$ 141,140	\$ 178,640	\$ 37,500	26.6%
Fiscal Services	\$ 180,953	\$ 176,282	\$ (4,671)	-2.6%
Cost Recovery	\$ (27,000)	\$ (27,000)	\$ -	0.0%
	\$ 5,234,041	\$ 5,780,479	\$ 546,438	10.4%

PART 1 - GENERAL OPERATIONS – DEPARTMENT EXPENDITURE DETAIL (cont'd)

Department Expenditures	2024/25 Budget	2025/26 Budget	Change from 2025 Budget to 2026	% Change from 2025 Budget to 2026
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Fire

Wages & Benefits	\$ 986,402	\$ 993,872	\$ 7,470	0.8%
Administrative Costs	\$ 112,611	\$ 115,614	\$ 3,003	2.7%
Building & Facility Costs	\$ 99,617	\$ 80,795	\$ (18,822)	-18.9%
Vehicle & Equipment Costs	\$ 81,835	\$ 77,159	\$ (4,676)	-5.7%
Materials & Supplies	\$ 10,000	\$ 9,720	\$ (280)	-2.8%
Other Municipal Costs	\$ 39,900	\$ 39,900	\$ -	0.0%
Fire Protection Charge	\$ 759,076	\$ 759,076	\$ -	0.0%
Cost Recovery	\$ (4,200)	\$ (4,200)	\$ -	0.0%
	\$ 2,085,241	\$ 2,071,936	\$ (13,305)	-0.6%

Community Living

Wages & Benefits	\$ 594,552	\$ 732,172	\$ 137,620	23.1%
Administrative Costs	\$ 112,102	\$ 138,164	\$ 26,062	23.2%
Building & Facility Costs	\$ 5,600	\$ 500	\$ (5,100)	-91.1%
Vehicle & Equipment Costs	\$ 1,500	\$ 2,500	\$ 1,000	66.7%
Materials & Supplies	\$ 26,050	\$ 37,500	\$ 11,450	44.0%
Other Municipal Costs	\$ 103,800	\$ 85,200	\$ (18,600)	-17.9%
	\$ 843,604	\$ 996,036	\$ 152,432	18.1%

Operations

Wages & Benefits	\$ 1,130,621	\$ 1,162,709	\$ 32,088	2.8%
Administrative Costs	\$ 63,111	\$ 57,928	\$ (5,183)	-8.2%
Building & Facility Costs	\$ 262,904	\$ 290,338	\$ 27,434	10.4%
Vehicle & Equipment Costs	\$ 151,099	\$ 149,158	\$ (1,941)	-1.3%
Materials & Supplies	\$ 564,400	\$ 570,700	\$ 6,300	1.1%
Other Municipal Costs	\$ 337,250	\$ 345,900	\$ 8,650	2.6%
Fiscal Services	\$ 164,829	\$ 120,949	\$ (43,880)	-26.6%
Cost Recovery	\$ (5,620)	\$ (5,836)	\$ (216)	3.8%
	\$ 2,668,594	\$ 2,691,846	\$ 23,252	0.9%

PART 1 - GENERAL OPERATIONS – DEPARTMENT EXPENDITURE DETAIL (cont'd)

Department Expenditures	2024/25 Budget	2025/26 Budget	Change from 2025 Budget to 2026	% Change from 2025 Budget to 2026
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Recreation Facilities

Wages & Benefits	\$ 917,391	\$ 951,200	\$ 33,809	3.7%
Administrative Costs	\$ 54,507	\$ 54,889	\$ 382	0.7%
Building & Facility Costs	\$ 329,800	\$ 371,510	\$ 41,710	12.6%
Vehicle & Equipment Costs	\$ 54,208	\$ 55,198	\$ 990	1.8%
Materials & Supplies	\$ 58,750	\$ 61,750	\$ 3,000	5.1%
Other Municipal Costs	\$ 51,250	\$ 48,550	\$ (2,700)	-5.3%
	\$ 1,465,906	\$ 1,543,097	\$ 77,191	5.3%

Planning & Economic Development

Wages & Benefits	\$ 428,423	\$ 446,253	\$ 17,830	4.2%
Administrative Costs	\$ 98,457	\$ 97,595	\$ (862)	-0.9%
Vehicle & Equipment Costs	\$ 2,500	\$ 2,500	\$ -	0.0%
Other Municipal Costs	\$ 67,075	\$ 11,700	\$ (55,375)	-82.6%
Fiscal Services	\$ 75,505	\$ 77,242	\$ 1,737	2.3%
	\$ 671,960	\$ 635,290	\$ (36,670)	-5.5%

Strategic

Grants to Organizations	\$ -	\$ 364,837	\$ 364,837	0.0%
Other Municipal Costs	\$ 24,608	\$ 224,608	\$ 200,000	812.7%
	\$ 24,608	\$ 589,445	\$ 564,837	2295.3%

Environmental Stewardship

Building & Facility Costs	\$ 2,487	\$ 2,537	\$ 50	2.0%
Fiscal Services	\$ 62,490	\$ 62,026	\$ (464)	-0.7%
	\$ 64,977	\$ 64,563	\$ (414)	-0.6%

Total Departmental Expenditures	\$ 16,874,331	\$ 18,418,837	\$ 1,544,506	9.2%
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PART 2 - MANDATORY PROVINCIAL CONTRIBUTIONS AREA RATE – BUDGET COMPARATIVE

Summary - Total	2024/25 Budget	2025/26 Budget	Change from 2025 Budget to 2026	% Change from 2025 Budget to 2026
Taxes	\$ 2,493,485	\$ 2,252,034	\$ (241,451)	-9.7%
Total Revenue	\$ 2,493,485	\$ 2,252,034	\$ (241,451)	-9.7%
Education	\$ 1,891,526	\$ 2,050,863	\$ 159,337	8.4%
Housing	\$ 394,801	\$ -	\$ (394,801)	-100.0%
Property Valuation Services Corp (Assessment)	\$ 115,494	\$ 113,872	\$ (1,622)	-1.4%
Library (Regional)	\$ 91,664	\$ 87,299	\$ (4,365)	-4.8%
Total Expenses	\$ 2,493,485	\$ 2,252,034	\$ (241,451)	-9.7%

PART 3 - COMMUNITY SUPPORT AREA RATE – BUDGET COMPARATIVE

Summary - Total	2024/25 Budget	2025/26 Budget	Change from 2025 Budget to 2026	% Change from 2025 Budget to 2026
Taxes	\$ 638,332	\$ 622,456	\$ (15,876)	-2.5%
Federal Conditional Grant - Canada Day	\$ 4,000	\$ 4,000	\$ -	0.0%
Transfer from Operating Reserve:				
Social Equity Grant - Youth Centre	\$ 33,750	\$ -	\$ (33,750)	-100.0%
Total Revenue	\$ 676,082	\$ 626,456	\$ (49,626)	-7.3%
Grants to Organizations:				
Grants to Organizations	\$ 80,000	\$ 70,000	\$ (10,000)	-12.5%
Grant - LA Animal Shelter (25/26 = year 3 of 3)	\$ 50,000	\$ 50,000	\$ -	0.0%
Grant - Amherst Little League (25/26 = year 2 of 3)	\$ 10,000	\$ 10,000	\$ -	0.0%
Social Equity Grants	\$ 60,000	\$ 60,000	\$ -	0.0%
Social Equity - NSCC	\$ 15,000	\$ 15,000	\$ -	0.0%
Social Equity - Youth Centre (24/25 = year 4 of 4)	\$ 33,750	\$ -	\$ (33,750)	-100.0%
Youth Free Ice Time	\$ 60,000	\$ 60,000	\$ -	0.0%
YMCA Grant	\$ 121,210	\$ 123,998	\$ 2,788	2.3%
Tax Exemption Policy	\$ 95,269	\$ 101,337	\$ 6,068	6.4%
Tax Reduction Policy	\$ 60,000	\$ 65,000	\$ 5,000	8.3%
Community Events:				
Canada Day	\$ 20,000	\$ 20,000	\$ -	0.0%
Esther Fest	\$ 12,000	\$ 10,000	\$ (2,000)	-16.7%
New Year's Eve	\$ -	\$ 20,000	\$ 20,000	0.0%
Winter Carnival	\$ 14,000	\$ 10,000	\$ (4,000)	-28.6%
Other Events	\$ 44,853	\$ 11,121	\$ (33,732)	-75.2%
Total Expenses	\$ 676,082	\$ 626,456	\$ (49,626)	-7.3%

PART 4 - SEWAGE (INCLUDING UNIFORM CHARGE) – BUDGET COMPARATIVE

	2024/25 Budget	2025/26 Budget	Change from 2025 Budget to 2026	% Change from 2025 Budget to 2026
Summary - Total				
Uniform Charge Wastewater Treatment Facility	\$ 35,136	\$ 40,406	\$ 5,270	15.0%
Sale of Services	\$ 38,000	\$ -	\$ (38,000)	-100.0%
Sewer Metered Charges	\$ 976,926	\$ 1,049,515	\$ 72,589	7.4%
Sewer Flat Charges	\$ 87,296	\$ 93,669	\$ 6,373	7.3%
Permits	\$ 7,000	\$ 7,000	\$ -	0.0%
Interest on o/s Sewer	\$ 10,000	\$ 10,000	\$ -	0.0%
Total Revenue	\$ 1,154,358	\$ 1,200,590	\$ 46,232	4.0%
Wages & Benefits	\$ 383,574	\$ 397,437	\$ 13,863	3.6%
Administrative Costs	\$ 27,140	\$ 25,424	\$ (1,716)	-6.3%
Building & Facility Costs	\$ 215,849	\$ 232,683	\$ 16,834	7.8%
Vehicle & Equipment Costs	\$ 26,608	\$ 28,919	\$ 2,311	8.7%
Materials & Supplies	\$ 97,850	\$ 100,050	\$ 2,200	2.2%
Other Municipal Costs	\$ 79,429	\$ 80,373	\$ 944	1.2%
Fiscal Services	\$ 323,908	\$ 335,704	\$ 11,796	3.6%
Total Expenses	\$ 1,154,358	\$ 1,200,590	\$ 46,232	4.0%

PART 5 - SOLID WASTE – BUDGET COMPARATIVE

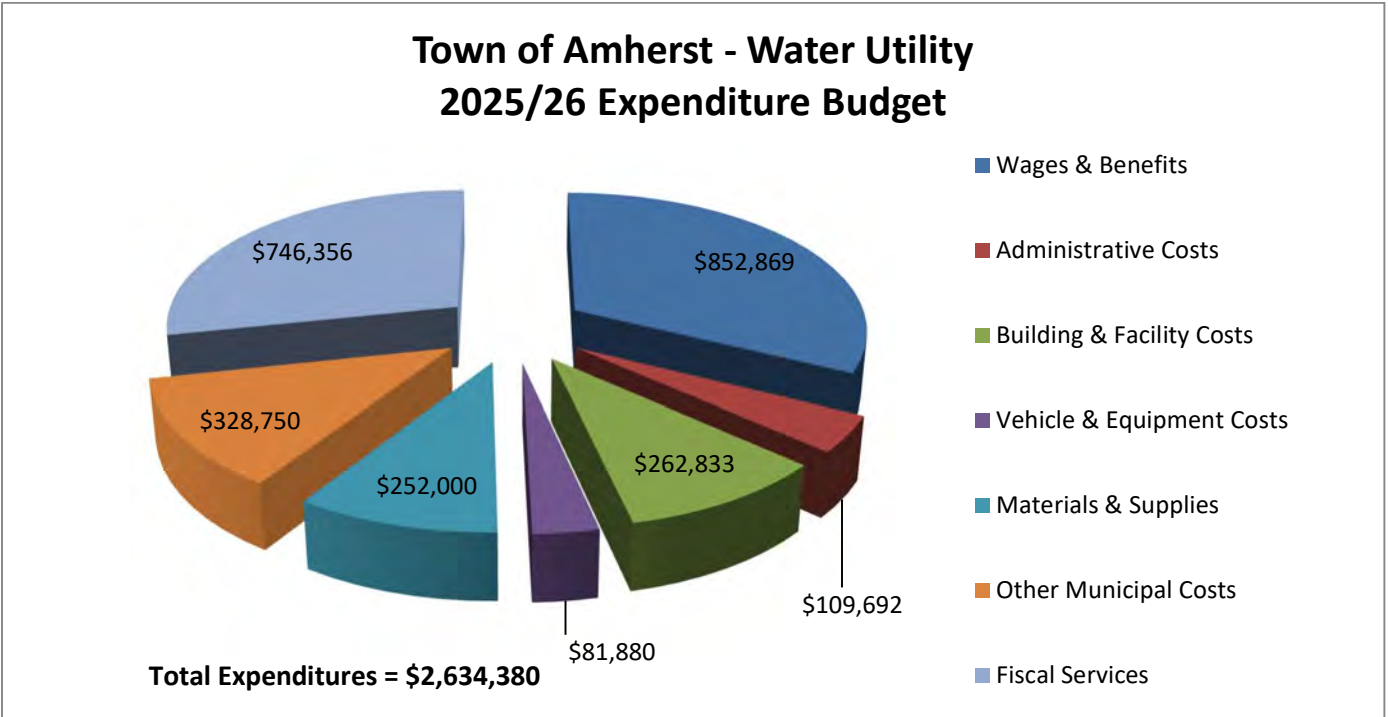
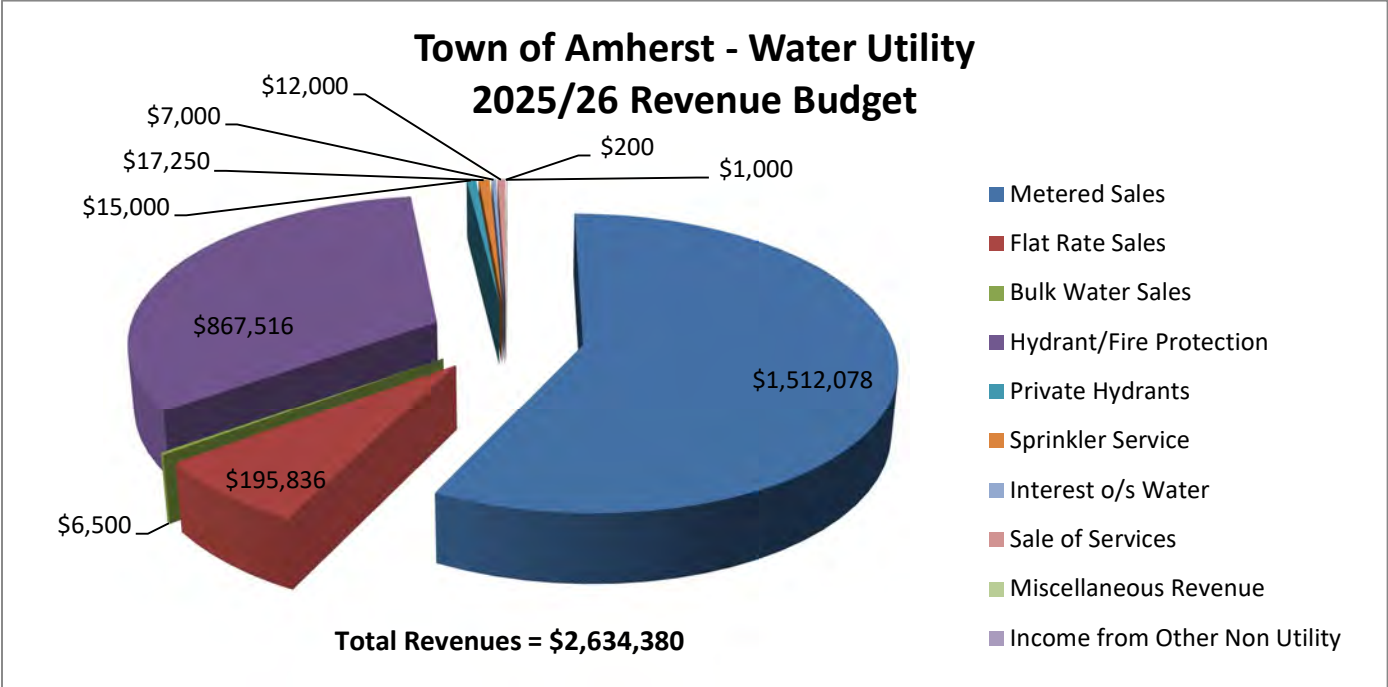
	2024/25 Budget	2025/26 Budget	Change from 2025 Budget to 2026	% Change from 2025 Budget to 2026
Summary - Total				

Uniform Charge Solid Waste	\$ 888,843	\$ 888,843	\$ -	0.0%
Miscellaneous Revenue	\$ 300	\$ 300	\$ -	0.0%
Provincial Circular Materials	\$ -	\$ 55,395	\$ 55,395	-
Transfer from Operating Reserve	\$ -	\$ 60,000	\$ 60,000	-
				0.0%
Total Revenue	\$ 889,143	\$ 1,004,538	\$ 115,395	13.0%

Wages & Benefits	\$ 24,960	\$ 26,350	\$ 1,390	5.6%
Building & Facility Costs	\$ 2,400	\$ 2,400	\$ -	0.0%
Vehicle & Equipment Costs	\$ 1,500	\$ 61,500	\$ 60,000	4000.0%
Materials & Supplies	\$ 1,358	\$ 1,358	\$ -	0.0%
Other Municipal Costs:				
Collection Contract	\$ 508,925	\$ 529,284	\$ 20,359	4.0%
Tipping Fees	\$ 350,000	\$ 335,000	\$ (15,000)	-4.3%
Fiscal Services	\$ -	\$ 48,646	\$ 48,646	0.0%

Total Expenses	\$ 889,143	\$ 1,004,538	\$ 115,395	13.0%
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2025/26 WATER UTILITY OPERATING BUDGET - CHARTS



CAPITAL BUDGET – 2025/26 WATER & GENERAL CAPITAL

Projects	2025/26 Capital Budget
WATER CAPITAL	
Dump Truck <i>(carry over)</i>	355,000
McCully Street Booster Station - upgrades <i>(carry over)</i>	300,000
Wellfield Production Wells - replace pump in well P-3 <i>(carry over)</i>	60,000
Land purchases (potential) - Challenge Fund <i>(carry over)</i>	275,000
Marshview Drive - new housing development - Phase 2 - pipe only	80,000
Orchard Park - Phase 2	33,000
Fire Hydrant Replacement	17,000
Water Meter Replacement	16,000
Service Truck	80,000
8-10 Ton Excavator	237,000
Equipment Float (trailer)	25,000
SCADA system upgrades	100,000
WATER TOTAL	<u>1,578,000</u>
GENERAL CAPITAL	
EQUIPMENT	
1 Ton Dump Truck / Salt Truck <i>(carry over)</i>	110,000
Replace Utility Trailer	10,000
Aerial Platform for Loader	67,000
Inspection Vehicle	50,000
E-Permitting Software (new)	75,000
Subtotal	<u>312,000</u>

CAPITAL BUDGET – 2025/26 WATER & GENERAL CAPITAL (cont'd)

Projects	2025/26 Capital Budget
BUILDINGS / LAND	
Four Fathers Library - HVAC Upgrade <i>(carry over)</i>	40,000
Land Purchase - 8 Lower LaPlanche Street <i>(carry over)</i>	10,000
Industrial Park Signage Area Upgrades <i>(carry over)</i>	24,000
Visitor Welcome Signage - Highway 2 <i>(carry over)</i>	10,000
Landscaping, fence and/or welcome sign - 8 Lower LaPlanche St <i>(carry over)</i>	8,000
Town Hall Renovations <i>(carry over)</i>	75,000
Land Purchase - Industrial Park <i>(carry over)</i>	16,000
Street Light Poles - Industrial Park x 6 replacement	40,000
Victoria Square Lights	65,000
CCUBIC - 2nd Floor Boardroom - equipment refresh	25,000
CCUBIC - update cameras	10,000
CCUBIC - 1st Floor Conference Room - new stage lighting control system	15,000
Library - Seminar Room - fill in floor to make room one level	25,000
Lions Park Drainage	6,000
Subtotal	369,000
LARGE MULTI - CATEGORY PROJECTS	
Hillsdale - Phase 1 - asphalt top layer <i>(carry over)</i>	114,864
Marshview Drive - Phase 1 - curb and asphalt <i>(carry over)</i>	275,000
Marshview Drive - new housing development - Phase 2 - pipe only	250,000
Orchard Park - Phase 2	317,000
Subtotal	956,864
STREETS	
Ash ~ All (Overlay)	25,000
Kay ~ All (Overlay)	15,000
Patterson ~ All (Overlay)	110,000
Christie ~ Poplar to East Pleasant (Overlay)	60,000
Silver ~ All (Overlay)	25,000
Veno ~ All (Overlay)	20,000
Tantramar Court ~ All (Overlay)	40,000
Russell Street ~ Victoria to Autumn House (Overlay)	90,000
Winston ~ Albion to Civic 40 (Overlay)	80,000
Ernie Lane ~ Pave gravel portion of street	45,000
Subtotal	510,000

CAPITAL BUDGET – 2025/26 WATER & GENERAL CAPITAL (cont'd)

Projects	2025/26 Capital Budget
SIDEWALKS	
Havelock Street ~ Prince Arthur to Spring (TOA)	40,000
Wellington Street ~ Croft to Church (TOA)	19,000
Dickey Street North Side ~ Rupert to Donald (TOA)	18,000
Donald Avenue ~ Dickey to Dickey Brook	6,000
Anson Avenue (new sidewalk) ~ Liberty to Cornwall (TOA)	24,000
Abbey Road (new sidewalk) ~ Spring to Victoria (TOA)	46,000
Repair retaining wall at Subway	20,000
Tactile Plates ~ Victoria @ Lawrence Intersection	8,000
Subtotal	<u>181,000</u>
STORM / SANITARY SEWER	
Lift Station Pump Rebuild/Replacement	50,000
WWTP UV Disinfection System	650,000
Replace / reline culvert in AFD parking lot <i>[contingent on grant funding]</i>	300,000
Subtotal	<u>1,000,000</u>
FIRE DEPARTMENT	
Structural Firefighting Bunker Gear (6-9 sets) - replacement	24,000
VHF / Digital Radios - replacement	150,000
Exterior Door Replacement - Rear Entrance	8,400
AFD Renovations to remodel staff quarters (sleeping and kitchen area)	16,000
Subtotal	<u>198,400</u>
POLICE DEPARTMENT	
APX500 Radio Base and install <i>(carry over)</i>	12,000
Vehicle - Patrol # 1 <i>(carry over)</i>	75,000
Dispatch Console and Software <i>(carry over)</i>	115,000
LiveScan Fingerprint System - <i>Approved at March Council</i>	40,000
Vehicle - Patrol # 6	85,000
Vehicle - Crime Prevention	60,000
APD Server	26,000
Speed Radar Sign	5,000
Technical Equipment	32,300
Subtotal	<u>450,300</u>

CAPITAL BUDGET – 2025/26 WATER & GENERAL CAPITAL (cont'd)

Projects	2025/26 Capital Budget
RECREATION	
Robb Complex 3 Scoreboards <i>(carry over)</i>	70,000
Accessible Playground <i>[contingent on grant funding] (carry over)</i>	600,000
Robb Complex Dugouts - replacement	50,000
Site Furniture	20,000
Glycol Loop For Stadium Compressor	30,000
Decorative Lighting	50,000
Skate Park Repairs	20,000
Replace Service Truck	75,000
Robb Complex - Portable Pitching Mound Kits - Qty 3	20,000
Tables & Chairs for Events	15,000
Robb Complex - Surface Treatment and Pickle Ball Court Lines	12,000
Anson Aircraft Monument	10,000
Bocce Ball Court <i>[contingent on grant funding]</i>	30,000
	<u>1,002,000</u>
GENERAL TOTAL	4,979,564
GRAND TOTAL WATER & GENERAL	
	6,557,564

CAPITAL BUDGET – 2025/26 WATER & GENERAL CAPITAL SOURCE FINANCING

Water Capital

Water Operating	\$ 40,000
Water Depreciation	1,150,000
Grants - Federal/Provincial	355,000
Contribution	<u>33,000</u>

Total Water Capital Source Financing **\$ 1,578,000**

General Capital

Capital from Revenue - General Operating	\$ 1,000,000
Capital from Revenue - Sewer Operating	31,900
Operating Reserve	484,500
Capital Reserve	552,879
Capital Reserve - Carry Over Items	497,000
Canada Community-Building Fund (formerly Gas Tax Fund)	663,000
Grants - Federal/Provincial or Contribution	1,532,164
Long Term Debt - Sewer	<u>218,121</u>

Total General Capital Source Financing **\$ 4,979,564**

Grand Total Water & General Capital Funding **\$ 6,557,564**

Internal Committee Report

Planning Advisory Committee

April 2025

The Planning Advisory Committee held a special meeting on March 25, 2024 in Town Hall Council Chambers to review the final drafts of the Municipal Planning Strategy and Land Use Bylaw. A motion was passed that the final drafts be prepared for the next Planning Advisory Committee meeting where a recommendation to Council to adopt the documents would be considered.

The Committee held their regular meeting on Monday, April 7, 2025. The annual election of Chair and Vice Chair was held, Ron Wilson was re-elected as Chair and Jim Lamplugh was re-elected Vice Chair.

The Committee passed motions recommending that Council:

- adopt the draft Municipal Planning Strategy and Land Use Bylaw; and,
- enter into the Development Agreement for 112 Victoria Street West to permit the construction of two 16-unit buildings and three 8-unit buildings.

Acting as the Heritage Advisory Committee, a recommendation to Council was made to approve the substantial alteration of a municipally registered heritage property located at 77 Station Street by allowing a staircase to be added to the north-facing side of the building.

Staff presented the application for a Development Agreement for 100 Russell Street to permit construction of six, 42-unit apartment buildings, 38 Stacked Townhouses, and 14 Stacked Bungalows. A motion was passed that the Planning Advisory Committee defer a recommendation to allow additional time for further staff review and identify any additional information and /or changes to the proposal that may be requested.

A verbal update on dangerous and unsightly premises demolitions was also provided to the Committee.

The next regular meeting of the Planning Advisory Committee is scheduled for Monday, May 5th, 2025 at 4:30 p.m. in Town Hall Council Chambers.

Internal Committee Report

Amherst Board of Police Commissioners

April 2025

The Amherst Board of Police Commissioners met on Wednesday, March 26, 2025 at 3:00 p.m. in Town Hall Council Chambers.

The final draft of the Amherst Police Department Strategic Plan was presented to the Board, who passed a motion that the Amherst Board of Police Commissioners approve the 2025 Amherst Police Department Strategic Plan with the minor revisions made at the meeting and forward it to Council as an information item.

The Board reviewed the proposed 2025/26 operating budget for the Amherst Police Department and passed a motion recommending it be forwarded to Council for approval as presented.

Chief Pike reviewed his report. He also provided a verbal update on the Provincial Longterm Service Awards he and Commissioner Davidson attended in Halifax on Tuesday, March 25th, indicating that APD Sgt. Aaron Graham was in attendance and received his 15-year service medal. Chief Pike added that APD School Resource Officer Michelle Harrison, Corporal Mark McNair and retired Constable David Hirtle were also recognized with 15-year service medals however they were unable to attend the ceremony.

The next meeting is scheduled for Tuesday, May 13, 2025 at 3:00 p.m. in Town Hall Council Chambers.

Internal Committee Report

Amherst Youth Town Council

April 2025

The Amherst Youth Town Council has been collecting food items and purchasing pantry supplies for the new Integrated Youth Services site. Several members went to the soft launch on April 24th and are looking forward to the grand opening on the April 30th.

The Amherst Youth Town Council is currently recruiting for new members for the 2025/26 school year. Anyone interested in joining can contact Sharon Bristol at 902-667-3352 for more information or connect with us on facebook.

External Committee Report

YMCA of Cumberland

April 2025

Monthly General Overview

Integrated Youth Services

Construction is complete.

6 of 7 positions filled and training continuing.

Grand opening to take place April 30, 2025.

Fund Development

Give the Gift of Camp Campaign launched in March and currently \$18,170.00 has been raised.

Community Development

The team will be moving May 1 to new offices located at 2 Albion St.

Governance Issues

No governance issues.

The YMCA has put out a call for 3 board members this year.

Looking for skills or experience in one of the following areas:

Accounting and Finance

Philanthropy

Health Care

Construction Management

Brand and Public Relations

Financial Issues

No financial issues

The 2025-2026 Budget has been approved by the Board of Directors.

Requests to Council

None, but offer to present to Council at a future meeting.

Service Delivery Capacity

None, recruiting for position vacancies but no issue with service delivery.

Currently recruiting for Summer Student Positions.