

**Amherst Town Council  
General Operating Budget  
Minutes**

**Date:** April 5, 2023  
**Time:** 12:30 pm  
**Location:** Council Chambers, Town Hall

**Members Present** Mayor David Kogon  
Deputy Mayor Leon Landry  
Councillor George Baker  
Councillor Charlie Chambers  
Councillor Hal Davidson  
Councillor Lisa Emery  
Councillor Dale Fawthrop

**Staff Present** Jason MacDonald, Chief Administrative Officer  
Dwayne Pike, Chief, Police Services  
Greg Jones, Director, Fire Services  
Andrew Fisher, Director, Planning & Strategic Initiatives  
Sarah Wilson, Director, Finance  
Sharon Bristol, Director, Community Living  
Krista Crossman, Director, HR & Customer Services  
Tom McCoag, Corporate Communications Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

**Staff Absent** Aaron Bourgeois, Director, Operations  
Kim Jones, Director, Corporate Communications & IT

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The CAO gave opening remarks and provided details on the budget presentation.

1. **Information Items**
  - 1.1 **Tax Rate History**
  - 1.2 **Assessment Comparison**
  - 1.3 **Revenue Generated by \$0.01 on the Tax Rate**
  - 1.4 **Debenture Schedule**
  - 1.5 **Debt Service Ratio**
  - 1.6 **Operating Reserve Balances**
  - 1.7 **Capital Reserve Balances**
2. **General Rate – Overall**
  - 2.1 **General Rate – Overall Summary**
  - 2.2 **General Rate – Overall Revenues Detail**
  - 2.3 **General Rate – Overall Expenditure Detail**

**3. Corporate Services**

**3.1 Corporate Summary Including Revenue Detail**

**3.2 Corporate Expenditure Detail**

**4. Police**

**4.1 Police Summary Including Revenue Detail**

**4.2 Police Expenditure Detail**

**4.3 RFD – Major Crime Unit / Crime Prevention Staffing**

**Moved By Councillor Davidson  
Seconded By Councillor Emery  
To go in-camera.**

**MOTION CARRIED**

**5. Fire**

**5.1 Fire Summary Including Revenue Detail**

**5.2 Fire Expenditure Detail**

**6. Communications & IT**

**6.1 Communications & IT Summary Including Revenue Detail**

**6.2 Communications & IT Expenditure Detail**

**6.3 RFD – Customer Notification System Software**

**Moved By Councillor Davidson**

**Seconded By Deputy Mayor Landry**

**To designate the RFP for the Customer Notification System as a high priority as possible taking into consideration other priorities.**

**MOTION CARRIED**

Councillor Landry suggested that perhaps this be part of the website design, CAO replied staff will take this into consideration.

**7. Community Living**

**7.1 Community Living Summary Including Revenue Detail**

**7.2 Community Living Expenditure Detail**

**8. Planning**

Councillor Fawthrop left the meeting at this time.

**Moved By Councillor Davidson**

**Seconded By Councillor Emery**

**To go in-camera.**

**MOTION CARRIED**

- 8.1 **Planning Summary Including Revenue Detail**
- 8.2 **Planning Expenditure Detail**
- 9. **Strategic**
  - 9.1 **Strategic Summary Including Detail**
- 10. **Environmental Stewardship**
  - 10.1 **Environmental Stewardship Summary Including Detail**
- 11. **Recreations Facilities**
  - 11.1 **Recreation Facilities Summary Including Revenue Detail**
  - 11.2 **Recreation Facilities Expenditure Detail**
  - 11.3 **RFD – Debenture Balloon Payment**
- 12. **Operations**
  - 12.1 **Operations Summary Including Revenue Detail**
  - 12.2 **Operations Expenditure Detail**
  - 12.3 **RFD - Asphalt Patching**
- 13. **Policies**
  - 13.1 **Salary Administration Policy**
    - 13.1.1 RFD – Student Wage Increase
  - 13.2 **User Fee Policy**
  - 13.3 **Tax Exemption Policy**
  - 13.4 **Tax Reduction Policy**
  - 13.5 **Community Support Grants Policy**
- 14. **Solid Waste**
  - 14.1 **Solid Waste Summary Including Revenue Detail**
  - 14.2 **Solid Waste Expenditure Detail**
- 15. **Sewage**

Councillor Fawthrop returned to the meeting at this time.

  - 15.1 **Sewage Summary Including Revenue Detail**

Moved By Deputy Mayor Landry  
Seconded By Councillor Emery  
That staff be directed to bring back a report on the feasibility of grey water energy extraction implementation at the Waste Water Treatment Plant.

**MOTION CARRIED**

Chief Pike left the meeting at this time.

**15.2 Sewage Expenditure Detail**

**Moved By Councillor Baker**

**Seconded By Councillor Emery**

**That staff complete an internal study for next year's budget discussions and report back to Council on real costs of sewage collection, pumping and treatment to ensure we can adequately fund this within the rates, and consider if rates would need to be raised in the future to generate revenue required to fund capital improvements.**

**MOTION CARRIED**

**16. Water Utility**

**16.1 Water Utility Summary Including Revenue Detail**

**16.2 Water Utility Expenditure Detail**

**17. Mandatory Provincial Contribution Area Rate**

**17.1 Mandatory Provincial Contribution Area Rate Summary Including Revenue Detail**

**17.2 Mandatory Provincial Contribution Are Rate Calculation**

**18. Community Support Area Rate**

**18.1 Community Support Area Rate Summary Including Revenue Detail**

**Moved By Deputy Mayor Landry**

**Seconded By Councillor Fawthrop**

**To change the title of "Poverty" grants monies available to "Social Equity", and to further change the title "Poverty Reserve" to "Social Equity Reserve".**

**MOTION CARRIED**

**18.2 Community Support Area Rate Calculation**

**18.3 Club Exemptions**

**18.4 RFD - Youth Free Ice**

Discussion ensued around Youth Free Ice, and other options that could be considered that would still provide funding. The CAO suggested perhaps a Grant to Minor Hockey be considered with the stipulation they prove the money goes to people who need it. Staff were directed to do further work regarding Youth Free Ice, meet with CCMHA and the Skating Club, and bring options back to Council.

Deputy Mayor Landry asked how the \$60,000 was proposed to be reallocated. Mrs. Wilson replied that \$15,000 was reallocated to Poverty, \$5,000 was reallocated to Inclusion, Diversity and Equity event, \$3,000 was reallocated for a Business Appreciation event, \$25,000 was reallocated to Grants to Organizations and \$12,000 was reallocated to Physical Activity events.

**Moved By Councillor Davidson**

**Seconded By Deputy Mayor Landry**

**That staff be directed to find \$60,000 elsewhere in the budget to support these initiatives while still funding the Youth Free Ice Program.**

**MOTION CARRIED**

**Moved By Councillor Davidson**

**Seconded By Councillor Fawthrop**

**That staff do a report on the appropriateness of Canada Day and New Years Eve fireworks and report back to Council.**

**MOTION CARRIED**

At this time, Mrs. Wilson asked for the necessary motions to forward the following items to Council for approval:

**Major Crime Unit / Crime Prevention Staffing**

**Moved By Councillor Davidson**

**Seconded By Councillor Fawthrop**

**That Council forward approval of additional positions for staff in the Major Crime Unit and in Crime Prevention by adding 1 additional police position to the Amherst Police Department in the Major Crime Unit and permanently adding the civilian Crime Prevention position (noted as Option 4 in the agenda package), to the April 24, 2023 regular meeting.**

**MOTION CARRIED**

**Debenture Balloon Payment**

**Moved By Councillor Fawthrop**

**Seconded By Deputy Mayor Landry**

**That Council forward approval of including \$542,560 in the 2023/24 operating budget to pay in full the debenture balloon payment relating to the stadium renovations (debenture 28A-1) and to fund this with a transfer from the Operating Reserve to the April 24, 2023 regular meeting.**

**MOTION CARRIED**

**User Fee Policy**

**Moved By Deputy Mayor Landry**

**Seconded By Councillor Emery**

**That Council forward approval of the amendments to the User Fee Policy to change the Solid Waste Uniform Charge to the April 24, 2023 regular meeting.**

**MOTION CARRIED**

**Sewer / Water Utility / Solid Waste Budgets**

**Moved By Councillor Emery**

**Seconded By Councillor Fawthrop**

**That Council forward approval of the Sewer, Water Utility and Solid Waste budgets to the April 24, 2023 regular meeting.**

**MOTION CARRIED**

**General Rate / Mandatory Provincial Contribution Area Rate / Community Support**

**Moved By Councillor Chambers**

**Seconded By Deputy Mayor Landry**

**That Council forward approval of these budgets to the April 24, 2023 regular meeting for approval, with direction to staff make an adjustment to add \$60,000 to the Community Support Area Rate for Youth Free Ice and find these funds in the General Rate.**

**MOTION CARRIED**

**Business Development**

**Moved By Councillor Emery**

**Seconded By Deputy Mayor Landry**

**That staff be directed to add \$25,000 to the budget for business development.**

**MOTION CARRIED**

**19. Adjournment**

**Moved By Councillor Davidson**

**Seconded By Deputy Mayor Landry**

**To adjourn the meeting.**

**MOTION CARRIED**

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Natalie LeBlanc  
Municipal Clerk

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David Kogon, MD  
Mayor