

Town of Amherst

Special Council Meeting

Minutes

Date of Meeting: Wednesday, May 23, 2012
 Location: Council Chambers, Town Hall

Members Present: Mayor Robert Small
 Councillor George Baker
 Councillor Robert Bird
 Deputy Mayor Dale Fawthrop
 Councillor David March
 Councillor Terry Rhindress

Members Absent: Councillor Robert Angel

Staff Present: Greg Herrett, CAO
 Vince Arbing, Treasurer
 Ben Pitman, Director TPW
 Bill Crossman, Fire Chief
 Charles Rushton, Chief of Police
 Rebecca Purdy, Executive Assistant
 Kim Jones, Policy and HR
 Jason MacDonald, Director of Planning

1. Call to Order

Mayor Small called the meeting to order at 5:05 PM

2. Approval of Agenda

Moved by: Councillor David March
Seconded by: Councillor George Baker
To approve the agenda as distributed.

Motion Carried

3. 2012-13 Budget - Town of Amherst

The CAO presented the following comments:

It is my pleasure to present the Operating and Capital Budgets for the 2012-13 fiscal year for Council's consideration today. I do want to take this opportunity to recognize and thank the staff members who have put so much time into this effort over the past few months. As has been the case for a number of years now, this year's budget includes a five-year capital plan, but Council will only be financially approving Year One of that plan.

Residential capped assessment grew by 5.6% this year, representing an \$18.5 million increase in assessment, yielding \$300,000 in additional residential tax revenue. Given that 73% of our residential accounts are eligible for the assessment cap, it's apparent that we continue to see some real, as opposed to inflationary, growth in residential assessment. Suffice it to say though, that the Cap program remains a challenge to all municipal units in Nova Scotia.

On the commercial side we experienced a reduction in assessment due mainly to a number of successful appeals. Commercial assessment decreased by 2.2% resulting in a revenue loss of \$200,000.

The Wastewater Treatment Plant will be commissioned early this summer and the additional operating costs related to the plant represent an 18% increase in both residential and non-residential rates.

Finally, on the revenue side, the budget as proposed includes no area rate for downtown businesses. On the expense side, expenditures will rise overall by 1.7%. Wages and benefits are projected to rise by 3.4% as cost of living increases for both unionized and non-union staff members take effect.

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As previously noted, there are additional costs to be incurred in operating the Wastewater Treatment Facility. Electrical costs alone amount to an estimated increase of \$115,000.

In terms of transfers to provincial agencies and departments, we are experiencing increased costs due to the elimination of the Provincial Memorandum of Understanding with municipalities relating to housing, education and corrections. Specifically, housing is up \$165,000 over last year, education \$58,000 and corrections \$31,000.

During the process of putting the budget together, it was also decided that, as of July 1, 2012, the Town would move to control credit card charges and changes were made to our payment process that will see customers pay a fee to pay by credit card. This will save the Town approximately \$35,000.

There are many other offsetting increases and decreases to many revenue and expenditure lines. With rising costs and strains on our revenue sources, this year was a challenging one for sure.

Mayor Small presented the following comments:

I, too, want to express my appreciation to all involved in the budget process. I want to congratulate Council for their part in accomplishing much, if not all, of what we set out to do four years ago.

When we started down the budget path this year, we did so with a “hold the line” state of mind. However, a meeting with the downtown business community just last week convinced us to pause and reflect on the significant challenges that that group, that all businesses for that matter, are facing in these rough economic times.

The message to us was loud and clear – they need some relief, any relief from taxes. With that in mind, the budget as proposed features the reduction, for this year, of the Downtown Area Rate to zero, as well as the reduction of the commercial tax rate by five cents to \$4.55.

We are also very much aware of the additional load we are placing on the users of our sewer system with the increased costs of operating the wastewater treatment facility, as it comes on line this year. The budget as proposed also features some relief for residential taxpayers as well with a one-cent reduction in the residential rate. Council recognizes that a cent on the rate isn’t much, but it’s a start and it’s recognition of the challenges that we know our ratepayers face.

You may recall that, a few years ago, when we embarked down the path of achieving our strategic objectives, we added a penny to the rate to partially fund these activities. This modest rate reduction comes as we wind down the work on those objectives, which we have largely achieved. With that, I just want to briefly run down the list of proposed capital projects for this year, and then get on with the business of resolutions necessary to approve the budget.

Projects	Estimated Gross Cost with non-recoverable HST included
STRATEGIC PRIORITIES ~ DOWNTOWN	
Church Street <i>(carry Over)</i>	454,214
Promenade Lights - King & Electric Street <i>(carry Over)</i>	17,770
Albion / Church Intersection - Greenery <i>(carry over)</i>	17,614
Wood Carving Installation / TD Green St Plaque Install / Sign Posts <i>(carry Over)</i>	7,196
Victoria Square Security Cameras	10,000
Havelock Street ~ Victoria to Prince Arthur (Asphalt, Curb and Sidewalk)	200,000
Downtown Street Furniture	15,000
Crosswalks (Street Print XD) ~ Church / Chuch and Albion / Havelock (20)	150,000
LaPlanche / Lawrence Gateway <i>(carry Over)</i>	150,000
LaPlanche / Lawrence Gateway ~ Directional Signage Installation <i>(carry Over)</i>	9,227
Video Display in Kiosk at Victoria Square	10,000
Subtotal	<u>1,041,021</u>

TRANSPORTATION & PUBLIC WORKS	
EQUIPMENT	
Upgrade Pedestrian Lights - South Albion Street	7,500
Subtotal	7,500
BUILDINGS	
Renovations to Dominion Building - New Town Hall (<i>partial carry over</i>)	709,040
Property Improvements for 85 Church Street	60,000
Property Improvements for 10 Princess Street	150,000
Subtotal	919,040
STREETS	
Charles Street ~ Spring to Dickey (CM)	28,500
Colin Court ~ Liberty to End (O)	19,400
Cambridge Court	8,900
Pinehurst Street	18,700
Douglas Avenue ~ Crescent to Abbott (O)	20,400
Princess Street ~ Church to Havelock (CM+O)	17,000
Abbey Road ~ Penny Lane to Spring	55,000
Spring Street ~ Croft to Albion	20,000
Winston Avenue ~ Fairview to Civic # 48	60,000
Fullterton Street ~ complete street	17,000
Donald Avenue ~ Townshend to Spring	181,500
Anson Avenue ~ Chandler to Cornwall	31,000
Copp Lane	5,000
Subtotal	482,400
<i>RC = Reconstruction and paving; CM = Cold mill and Paving; P = Pulverize and paving; O = Asphalt Overlay</i>	
CURBS	
Donald Avenue ~ Townshend to Spring	82,500
Subtotal	82,500
SUBTOTAL	2,532,461
SUBTOTAL	2,532,461
SIDEWALKS	
East Victoria St ~ Willow to Town Boundary (replace asphalt s/w with concrete)	140,000
South Albion - Robert Angus Dr to Town Boundary (new asphalt s/w)	84,000
Southgate Village - Fernwood to behind Town Square	10,000
Subtotal	234,000
STORMSEWER	
Storm Sewer Study for Terrace Street	5,000
Rhodes ~ Donald to Rupert (Replace Corrugated Storm)	81,000
Subtotal	86,000
SANITARY SEWER	
Sewage Treatment Plant Construction (<i>carry over</i>)	2,929,386
Sewage Treatment Plant Construction Administration (<i>carry over</i>)	20,316
Wind Turbine (<i>carry over</i>)	63,720
Sewage Treatment Plant & Wind Turbine ~ carrying costs	30,000
Church Street ~ East Pleasant to Robert Angus Drive (<i>carry over</i>)	280,965
Racetrack Road Liftstation ~ Upgrade Engineering Work	15,000
Subtotal	3,339,387

ECONOMIC DEVELOPMENT	
Dickey Park Sun Shelter (<i>carry over \$5,000</i>)	10,000
Renovate Washrooms at Robbs Centennial Complex	20,000
1/2 Ton Truck to Replace 2003 F150	24,000
Netting and Fencing Robbs Complex	15,000
Subtotal	69,000
FIRE DEPARTMENT	
No capital projects for this year.	-
POLICE DEPARTMENT	
Voice Recorder (<i>carry over</i>)	28,000
Surveillance Equipment (<i>carry over</i>)	22,000
Repeater Network - Radio Communication Equipment (<i>carry over</i>)	13,000
Vehicles	80,000
Fire Alarm Panel	6,800
Digital Fingerprint Scanner	35,000
Subtotal	184,800
GENERAL TOTAL	6,445,648

2.1. 2012-13 Estimates of Revenues and Expenditures

Moved By: Councillor Terry Rhindress

Seconded By: Councillor David March

THAT Council accept the following estimates of the sums required by the Town of Amherst for the fiscal period ending March 31, 2013, prepared in accordance with Section 72 of the Municipal Government Act:

Revenues	
Taxes	\$12,743,433
Grants in Lieu of Taxes	312,187
Services Provided to Other Local Gov't	222,621
Sale of Services	1,115,706
Other Revenue from Own Sources	545,139
Unconditional Transfers	1,239,752
Conditional Transfers	412,295
Other Transfers	140,565
Total Revenues	\$16,731,698

Expenditures	
Corporate Services	\$ 4,412,881
Police Services	3,844,434
Fire Protection Services	1,772,901
Transportation & Public works	4,651,031
Planning & Development	1,017,965
Community & Economic Development	1,032,486
Total Expenditures	\$ 16,731,698

Motion Carried

2.2. 2012-13 Tax Rates

Moved By: Councillor George Baker

Seconded By: Councillor Robert Bird

WHEREAS total estimated expenditures for the fiscal period are \$16,731,698; and

WHEREAS total estimated revenues, other than taxes to be levied are \$3,988,265; and

WHEREAS the balance of revenues required, \$12,743,433 must be rated;

THEREFORE BE IT RESOLVED THAT the tax rates for the Town of Amherst for the fiscal year ending March 31, 2013 are as follows:

Residential \$1.66 per \$100 of assessment

Non-residential \$4.55 per \$100 of assessment

ANDTHAT these taxes are due and payable on September 28, 2012 with interest to be charged on all final tax accounts outstanding on or after October 1, 2012 at the rate of 1% per month, 12% per annum.

Motion Carried

2.3. Sewer Rates

Moved By: Deputy Mayor Dale Fawthrop
Seconded By: Councillor Terry Rhindress

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

THEREFORE BE IT RESOLVED THAT owners shall be billed for sewer services using one of the following methods:

Metered Customers

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

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

Non-Metered Customers

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

For unmetered residential customers, there shall be a flat charge of \$268.24 per annum.

Motion Carried

2.4. Sewage Treatment Plant Uniform Charge

Moved By: Councillor David March
Seconded By: Councillor George Baker

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2013, an amount to be raised and transferred to reserves for the capital cost of a new sewage treatment plant, a purpose for which the Town may expend funds; and

WHEREAS there are approximately 4,023 eligible property assessments within the boundaries of the Town of Amherst; and

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

THEREFORE BE IT RESOLVED that a uniform charge of \$28.00 be levied for the fiscal year ending March 31, 2013 on each property assessment within the boundaries of the Town of Amherst on residential and commercial properties, excluding vacant residential and commercial properties with their own assessment account number that are under 10 meters in width, and excluding properties that do not have municipal street frontage, and that these uniform charges are due and payable on September 28, 2012 with interest to be charged on all final tax accounts outstanding on or after October 1, 2012 at the rate of 1% per month, 12% per annum.

Motion Carried

01153

2.5. Solid Waste Management Uniform Charge

Moved By: Councillor Robert Bird
Seconded By: Deputy Mayor Dale Fawthrop

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2013, the amount of \$549,492 to be expended for the purpose of solid waste management, a purpose for which the Town may expend funds; and

WHEREAS there are approximately 3,158 dwelling units within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units; and

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

THEREFORE BE IT RESOLVED that a uniform charge of \$174.00 be levied for the fiscal year ending March 31, 2013 on each dwelling unit within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units, and that these uniform charges are due and payable on September 28, 2012 with interest to be charged on all final tax accounts outstanding on or after October 1, 2012 at the rate of 1% per month, 12% per annum.

Motion Carried

2.6. Capital Budget

Moved By: Councillor Terry Rhindress
Seconded By: Councillor David March
THAT Council approve the 2012-2013 General Capital budget as presented, totaling \$6,445,648 to be funded as follows:

Capital borrowing	\$ 1,413,584
Capital from revenue	785,688
Transfers from reserves	1,095,675
Grants	1,387,082
Federal Gas Tax	1,554,579
Capital Reserve Carryover Items	209,040
Total	\$ 6,445,648

And further, that Council approve in principle, the following General Capital budgets:

Fiscal Year	Total Amount
2013 – 2014	\$ 9,034,118
2014 – 2015	1,739,287
2015 – 2016	957,650
2016 – 2017	3,035,825

Motion Carried

To be clear, this motion contemplates the approval of the amounts for the years 2013-2014 to 2016-2017 for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.

2.7. Temporary Borrowing Resolution

Moved By: Councillor George Baker
Seconded By: Councillor Robert Bird

WHEREAS Section 66 of the *Municipal Government Act* provides that the Town of Amherst, subject to the approval of the Minister of Service Nova Scotia and Municipal Relations, may borrow to expend funds for capital purposes authorized by statute;

AND WHEREAS clause 65 of the *Municipal Government Act* authorizes the Town of Amherst to expend funds for the capital purposes of:

- Wastewater facilities;
- A system for the supply or distribution of electricity (Wind Turbine);

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

BE IT THEREFORE RESOLVED THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding four million seventy-three thousand three hundred fifteen dollars (\$4,073,315) for the purpose set out above, subject to the approval of the Minister of Service Nova Scotia and Municipal Relations;

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

THAT the issue of debentures be postponed pursuant to Section 92 of the *Municipal Government Act* and that the Town borrow from time to time a sum or sums not exceeding four million seventy-three thousand three hundred fifteen dollars (\$4,073,315) in total from any chartered bank, trust company or the Nova Scotia Municipal Finance Corporation doing business in Nova Scotia;

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

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

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

SCHEDULE A
File No. 12/13 – Various Purposes

Wastewater Facilities	\$ 3,919,671
Wind Turbine	<u>153,644</u>
	<u>\$ 4,073,315</u>

Motion Carried

3. 2012-13 Budget - Amherst Water Utility

Moved By: Deputy Mayor Dale Fawthrop

Seconded By: Councillor Terry Rhindress

That Council approve the 2012-2013 Amherst Water Utility Operating Budget of \$1,754,352 and Water Capital Budget of \$321,000 as presented.

And further, that Council approve in principle the following Amherst Water Utility capital budgets:

Fiscal Year	Total Amount
2013 – 2014	\$ 319,425
2014 – 2015	475,000
2015 – 2016	363,000
2016 – 2017	323,000

Motion Carried

To be clear, this motion contemplates the approval of the amounts for the years 2013-2014 to 2016-2017 for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.

4. Requests for Decision

4.1. User Fees Policy

Moved By: Councillor David March

Seconded By: Councillor George Baker

That the Town of Amherst User Fees Policy (number 3470-03) and schedule of rates be amended as recommended by staff.

Motion Carried

01155

USER FEES POLICY 3470-03 SCHEDULE A

Corporate Services		
SERVICE/PRODUCT/ADMINISTRATIVE	FEE	HST STATUS
Photocopies	.25/copy	Plus HST
Tax Certificates	\$50.00	Plus HST
Use of Facilities (Cumberland Memorial Bldg)	\$50.00/day	Plus HST
NSF Cheques	\$20.00	HST Exempt

By-Law Fees Collected by Corporate Services		
C-9 Taxi By-Law, Schedule C		
Taxi Cab License	\$25/yr	HST Exempt
Taxi License Transfer	\$10	HST Exempt
Taxi Driver License	\$5/yr	HST Exempt
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	\$30	Plus HST
Licensed Dog-2 nd Impoundment	\$70	Plus HST
Licensed Dog-3 rd & Subsequent Impoundments	\$100	Plus HST
Unlicensed Dog-Impoundments	\$100	Plus HST
Maintenance fee – Impoundment period	\$15/per day	Plus HST
C-11 False Alarms - After 2 nd 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	\$90.70*	Plus HST
Loader	\$95.98*	Plus HST
1-ton trucks/Service trucks	\$44.23*	Plus HST
3-5 ton trucks	\$64.00*	Plus HST
Street Sweeper	\$100.00*	Plus HST
Trackless	\$60.00*	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	\$1500	Plus HST
Diaphragm Pump	\$15.00	Plus HST
Overhead charges extra – see procedure		
* Price includes one operator and fuel during normal working hours; overtime labour rates are extra.		

Operational Services By-Laws		
D-3 Sewer Use By-Law		
One Connection	\$750.00	Plus HST
Storm Sewer Connection (if done at the same time as sewer connection)	\$250.00	Plus HST
D-19 Sanitary Sewer Rates By-Law		
Residential Metered Customers	\$.99 \$.84 m ³	HST Exempt
Commercial/Industrial/Institutional metered customers	\$.49 \$.41 m ³	HST Exempt
Non-metered Mobile Home Park Owner	\$ 178.53 \$ 151.30 /dwelling unit/year	HST Exempt
Unmetered Residential Customers	Flat charge \$ 268.24 \$ 227.32/yr	HST Exempt

Other		
Sanitary Sewer Charge for Sewage Treatment Plant billed on Tax Bill	\$28.00/yr	HST Exempt
Solid Waste Collection billed on Tax Bill	\$174.00/yr	HST Exempt
Replacement Green Bin(Composter)	\$95.00	Plus HST
Replacement White Kitchen Compost(Bucket)	\$5.00	Plus HST

Services/Products – Operational Services		
Parking Space Rental – Yearly	\$200.00	Plus HST
Parking Space Rental – Monthly	\$20.00	Plus HST
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

Police Department		
Commissioner of Oaths Signing	\$15.98	HST Exempt
Commissioner of Oaths Signing – Child Abuse Register for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Criminal Record Check	\$25.00	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)	\$25.00	Plus HST
Accident Reports	\$25.00	Plus HST
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	\$125.00/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

Community & Economic Development Department		
Ice Time/Stadium		
Early Bird (6:00 – 8:15 am)	\$55.00/hr	Plus HST
Fair Time (8:30 am – 5:00 pm)	74.00/hr	Plus HST
Prime Time (after 5:00 pm)	\$122.00/hr	Plus HST
Youth Rate	\$93.00/hr	Plus HST

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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

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

Off Season Stadium Rentals		
Rink Floor Only	\$40.00 per hr or \$600.00 for full day	Plus HST
Entire Facility including meeting rooms, team rooms	\$62.50 per hr or \$750.00 per day	Plus HST
2 nd Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	Plus HST

Beer/Liquor Concession Robb Centennial Park (Policy 72300-05)		
Concession only. NSAGA requirements responsibility of organizing committee	\$100.00/day	Plus HST

Equipment Rental – Stadium (Policy 72300-09)		
Ice paint spray equipment (with qualified employee)	\$50.00/job plus labour & transportation	Plus HST

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."

4.2. Tax Reduction Policy

Moved By: Councillor Robert Bird

Seconded By: Deputy Mayor Dale Fawthrop

That Council approve an amendment to the Town of Amherst Tax Reduction Policy, 3800-02, to increase the exemption amount from \$225.00 to \$233.55 for the 2012-13 fiscal year, and further, that the amount be adjusted each year by an amount equal to the annual average percentage change in the Consumer Price Index for all items, for the Province of Nova Scotia for the previous calendar year, as determined by Statistics Canada.

Motion Carried

TAX REDUCTION POLICY 3800-02

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, ~~up to an~~ **in the amount of two hundred and twenty-five dollars (\$225.00) thirty-three dollars and fifty-five cents (\$233.55)** ~~as per the following conditions:~~

This amount will be adjusted each year by an amount equal to the annual average percentage change in the Consumer Price Index, all-items, for the Province of Nova Scotia for the previous calendar year, as determined by Statistics Canada. If that index is negative in any given year, the amount of the increase will be zero. 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 resident of the Town of Amherst, and whose total household income from all sources for the calendar year preceding the fiscal year of the Town of Amherst was less than the maximum annual income for a single person to qualify for the guaranteed Income Supplement for the period April – June of the current year, as determined by Service Canada. Allowances paid pursuant to the War Veterans Allowance Act (Canada) or military pension paid pursuant to the Pension Act (Canada) are not to be included in a person's total income;
- b) That the exemption be granted only in respect of property occupied by the applicant ratepayer at his/her home;
- c) That, where two or more persons, one or more of whom are entitled to an exemption, are by an interest the owners of taxable property together, the person(s) is entitled to that portion of the amount of the exemption that the amount of his/her assessment bears to the whole property;
- d) That the person applying for the exemption make an affidavit regarding his/her income for that period and return such affidavit to the Town Office not later than July 31 of the year in which the taxes are payable.

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.

4.3. Salary Administration Policy

Moved By: Councillor Terry Rhindress

Seconded By: Councillor David March

That Council approve a Cost of Living increase of 3.8% to all non-union scales (salary and non-salary) effective April 1, 2012, and further that the Job Classification Appendix B, Salary Grid Appendices C, C-1, C-2 be amended as presented.

Motion Carried

01159

SALARY ADMINISTRATION POLICY 4530-01 APPENDIX B Job Classifications

Level 12	Vacant
Level 11	Director of Corporate Services Director - Community & Economic Development Director of Planning & Development Director of Transportation & Public Works Director of Emergency and Property Services (up one level)
Level 10	Operations Manager
Level 9	Vacant
Level 8	Engineering Services Manager Planner Senior Building Official (up one level) (name change) Information Systems Manager (up one level)
Level 7	Community Program Director Transportation Foreman Accountant
Level 6	Executive Assistant - Executive Office Policy, Research and Human Resources Coordinator Firefighter/Inspector Business Development Officer Geographic Information Systems Technician Unsanitary Premises Administrator/Building Official 1 (name change only) Procurement Coordinator
Level 5	Firefighters Executive Assistant Physical Activity Coordinator Revenue Officer Maintenance Supervisor - Recreation Facilities Payroll Officer (up on level) (position renamed – formerly Human Resources Officer)
Level 4	Transportation & Public Works Clerk/Secretary Accounts Payable Clerk Water/Sewer Billing Clerk Arts, Culture and Heritage Coordinator Cashier/Receptionist - Corporate Services (up on level)
Level 3	Technology Assistant Dispatcher By-law Enforcement Officer
Level 2	Vacant
Level 1	Vacant

SALARY ADMINISTRATION POLICY 4530-01 APPENDIX C Salary Grid April 1, 2012 1.038

Job Level	Step 1	Step 2	Step 3	Step 4	Step 5
**12	86,939	89,360	91,783	94,207	96,627
	81,682	83,872	86,088	88,331	90,598
11	76,425	78,384	80,393	82,455	84,570
10	67,517	69,254	70,992	72,731	74,465
9	61,570	62,624	63,677	64,730	65,779
8	56,258	57,321	58,385	59,451	60,516
7	49,876	51,156	52,467	53,813	55,193
6	44,771	45,920	47,097	48,305	49,543
5	40,698	41,377	42,055	42,733	43,413
4	36,164	37,092	38,043	39,018	40,018
3	32,100	32,923	33,766	34,632	35,521
2	28,534	29,264	30,014	30,784	31,574
1	24,966	25,606	26,263	26,936	27,627

SALARY ADMINISTRATION POLICY 4530-01
APPENDIX C-1 Salary Grid April 1, 2012 1.038

Job Level	Salary Amount	
Mayor	Stipend	13,006
	Allowance for expenses incidental to the discharge of duties	6,503
	Total	19,509
Deputy Mayor	Stipend	10,943
	Allowance for expenses incidental to the discharge of duties	5,470
	Total	16,413
Councillor	Stipend	10,123
	Allowance for expenses incidental to the discharge of duties	5,061
	Total	15,184

SALARY ADMINISTRATION POLICY 4530-01
APPENDIX C-2 Salary Grid Non Union Police Positions April 1, 2012 1.038

Chief of Police	107,756
Deputy Chief of Police	98,345
Executive Assistant / Dispatch Coordinator Police	51,362

SALARY ADMINISTRATION POLICY 4530-01
APPENDIX C-3 Hourly Rate, Casual Positions

Job Title	Hourly Rate				
	Step 1	Step 2	Step 3	Step 4	Step 5
Casual Firefighter	15.87	16.14	16.42	16.70	16.97
Jail Guards	11.41	11.78	12.18	12.56	13.01
Canine Control Officer	11.41	11.78	12.18	12.56	13.01
School Crossing Guards	11.41	11.78	12.18	12.56	13.01
Ice Marshall	11.35	11.72	12.11	12.50	12.94
Other	Provincial Minimum Wage				

01161

SALARY ADMINISTRATION POLICY 4530-01 APPENDIX C-4 Hourly Rate, Student Positions

Job Title	Hourly Rate				
	Step 1	Step 2	Step 3	Step 4	Step 5
Planning Technician	13.27	13.80	14.32	14.85	15.38
Surveyor/Engineer Assistant	13.27	13.80	14.32	14.85	15.38
Tech Assistant	13.27	13.80	14.32	14.85	15.38
Accounting Clerk	11.41	11.94	12.47	13.00	13.53
Records Management Assistant	11.41	11.94	12.47	13.00	13.53
Maintenance & Park Worker	11.41	11.94	12.47	13.00	13.53
Physical Activity Coordinator	11.41	11.94	12.47	13.00	13.53
Youth Program Coordinator	11.41	11.94	12.47	13.00	13.53
Summer Secretary	11.14	11.67	12.20	12.73	13.27
Tennis Instructor	11.14	11.67	12.20	12.73	13.27
Activity Leader	11.14	11.67	12.20	12.73	13.27
Tourism	11.14	11.67	12.20	12.73	13.27
Other	11.14	11.67	12.20	12.73	13.27

Note: This grid does not apply to the Co-Operative/Internship Student Program.

4.4. Tax Exemption By-Law

Mayor Small declared a potential conflict and left his seat at the Council table for this agenda item; Deputy Mayor Fawthrop chaired the meeting in his absence.

Moved By: Councillor Terry Rhindress

Seconded By: Councillor David March

That Council approve first reading of a by-law to amend the Tax Exemption By-law, which includes a couple of housekeeping items and removes two properties from Schedule C, Alpha 00737305 and Alpha 04641108.

Motion Carried

BY-LAW TO AMEND THE TAX EXEMPTION BY-LAW (B-1)

The Town of Amherst Tax Exemption By-law (B-1) approved by Council on the 23rd day of April 2001, with amendments on March 27, 2006, September 24, 2007, June 22, 2009 and October 26, 2009, is hereby amended as follows:

1. Paragraph 4:

Adding the words "or if not in good standing" so the paragraph reads:

When a property, or part thereof, listed on a Schedule ceases to be occupied by the association or for the purposes set out in the Schedule, **or if not in good standing**, then the partial or total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then expired.

2. SCHEDULE "C"

Changing the Assessment Account Number for Land & Building 5 Electric Street Amherst Lions Club from 00688835 to 05127807.

Removing the following two properties:

Land & Building Alpha Outreach Society 00737305 The Whole 100%
24 Crescent Ave.

Land & Building Alpha Outreach Society 04641108 The Whole 100%
3 Prince Arthur Street

4.5. Grants to Organizations

Moved By: Councillor George Baker

Seconded By: Councillor Robert Bird

That Council approve the schedule of grants totaling \$30,700 to various organizations, and that staff be directed to disburse such funds to organizations as indicated:

Amherst Food Assistance Network	\$	2,000
Amherst Little League		1,500
Autumn House		10,000
Cumberland County Museum		4,000
Cumberland Early Intervention		1,200
Sexual Health Centre		500
Showcase Productions Society		1,000
LA Animal Shelter		10,000
T-Bar		500

Motion Carried

4.6. Police Facility Resolution

Moved By: Deputy Mayor Dale Fawthrop

Seconded By: Councillor Terry Rhindress

WHEREAS Council has received the Needs Assessment and Accommodation Plan Report (the Pepper Report) for the Amherst Police Department; and

WHEREAS five options to address the accommodation needs for the Department are outlined in the report; and

WHEREAS Options 2 and 4 are deemed by the consultant to be not feasible and that Options 1 and 3 carry price tags that approach \$5 million; and

WHEREAS Option 5 "split operations" has an estimated cost of \$1.5 to \$2 million; and

WHEREAS the report outlines some challenges in implementing Option 5;

THEREFORE BE IT RESOLVED that Council direct the CAO to work with Town staff, the Amherst Police Department and architectural consultants to pursue Option 5 and to provide a report to Council in due course, which more fully develops Option 5; and

BE IT FURTHER RESOLVED that, in recognition of the challenges outlined in the report related to Option 5, that all avenues be explored in accommodating the force in its entirety at the Confederation Memorial Building.

Motion Carried

01163

5. Adjourn

On motion by Councillor Rhindress the meeting adjourned at 5:45 pm.

Approved:

Gregory D. Herrett, CA
Town Clerk and Chief Administrative Officer

Robert Small
Mayor