

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: May 23, 2017
Time: 7:00 pm
Location: Council Chambers, Town Hall

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

Staff Present Greg Herrett, CAO
 Jason MacDonald, Deputy CAO Operations
 Ian Naylor, Police Chief
 Vince Arbing, Treasurer
 Sarah Wilson, Accountant
 Bill Schurman, Director Recreation
 Greg Jones, Fire Chief
 Rebecca Purdy, Executive Assistant

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 7:05 PM and welcomed those in attendance.

1.1 Introduction of Special Guests

Mayor Kogon introduced Youth Councillor Justin Bennett and national anthem singer, Charlotte Babineau.

2. O'CANADA

3. HEARINGS/PRESENTATIONS/PETITIONS

3.1 Presentation to Dr. Kim Maddison (5436)

Barbara Bowes, representing Dr. Kim Maddison, accepted a plaque expressing the Town's appreciation for being able to operate an outdoor rink on Dr. Maddison's property on Victoria Street during the winter of 2017.

“Kim Maddison – Atlantic Smile Dentistry

In recognition for supporting an active, healthy Amherst by providing a space for ‘A Place to Play’ used for downtown skating and recreation during the winter of 2017”

3.2 Presentation to Employees - Long Service / Service Milestones (5590)

Mayor Kogon presented the following employee long service awards:

40 years - David Gautreau
 40 years - Darrell Gautreau
 40 years - Larry Lines (not present)
 40 years - Lonnie Melanson
 40 years - Ron Curtis
 30 years - Ray Gouchie (not present)
 20 years - Paul Hawkes (not present)
 10 years - John Michels (not present)
 10 years - Shawn Canton
 10 years - Chris Jobe

4. APPROVAL OF AGENDA/MINUTES**4.1 Approval of the Agenda (5662)**

**Moved By Councillor Rhindress
Seconded By Councillor Byrne
To approve the agenda**

Motion Carried

4.2 Approval of Minutes - April 24, 2017 Regular Meeting (5663)

**Moved By Councillor Jones
Seconded By Councillor MacKenzie
To approve the minutes of the April 24, 2017 regular meeting**

Motion Carried

5. 2017-18 BUDGET**5.1 CAO's Comments**

I am pleased to present the Town's operating and capital budgets for the 2017/18 fiscal year for Council's consideration this evening. I do want to acknowledge and thank Vince Arbing and the other members of the senior management team as well as Sarah Wilson from the Corporate Services Department for their work in the preparation of this year's budget.

Residential capped assessment grew by 1.6% this year representing \$6.3 million in additional assessment yielding approximately \$103,000 more than last year in residential tax revenue. Commercial assessment declined by or .2%, representing about \$9,000 less in revenue.

On the expenditure side, estimated expenditures will increase by about \$198,000 or 1.1%.

Wages and benefits are projected to grow by just .2% even in the face of inflation of 1.2% to 1.4%. A full time position in engineering and a seasonal public works position have been eliminated by attrition.

Administrative costs are down by over \$110,000 due to election costs incurred last year disappearing this year, along with reductions in travel costs for both Council and staff. A new cellular contract and a reduction in promotional costs also contribute to this reduction. The proposed elimination of the reimbursement to Council of household internet costs will save \$3,300 this year and a bit more next year.

A proposed change to the Tax Reduction Policy, increasing the income threshold and increasing the credit available is estimated to cost \$17,500 more this year than it did last year.

The fire protection charge that the Amherst Water Utility charges the Town, by order of the UARB, is set to increase by \$20,000.

One area of significant increase, once again, is in mandatory contributions to provincial agencies where we see a \$55,000 increase in Housing and a \$29,000 increase in Education costs.

Projected year-end financial results point to a surplus again this year and Council is spending \$235,000 of that surplus on its strategic priorities in areas like active transportation, a smart grid pilot project, a marketing refresh, a community energy strategy and an evaluation of the employee pension plan.

This year's capital budget was once again prepared with reference to the various studies that have been completed over the past couple of years including the Asset Management Study, the Recreation Master Plan, the TIR assessment of the Town's street infrastructure and the Vehicle Replacement Plan. The recommended capital budget is included in the budget document at page 13 and totals \$5,756,714 in general capital. Additional long term debt of \$1.3 million is being used to finance assets with a very long useful life only – the Victoria and Station Street projects and a new fire truck.

The recommended tax rates for the 2017/18 fiscal year are outlined on page 6 of the budget document. Although there is a change in the mix of rates, the overall result is that the total residential rate is proposed to stay the same at \$1.63 and the commercial rate is proposed to be reduced by 2 cents settling at \$4.43. We have modeled the approximate cost for a taxpayer in a \$100,000 home with average water usage. The details are at page 10 of the budget

It is worth noting, Your Worship, that our 10 year operating and capital models continue to indicate, given current assumptions, the long term financial viability of the Town of Amherst.

5.2 Mayor's Comments

I am pleased to present the Town's operating and capital budgets for the 2017/18 fiscal year. First, on behalf of all members of our Council, let me congratulate our senior management team and staff work in getting us to this point. Members of Council worked as a team, listened to the business community and residents, and unanimously agreed on a business friendly approach.

Following a comprehensive operations and budget review process, the Town of Amherst is pleased to maintain its residential rate and reduce the commercial tax rate by two cents for the 2017-18 fiscal year.

In early January Council, along with senior management, participated in a very intense and well-coordinated exercise that allowed us to identify and prioritize the issues. Using input from many sources we were able to identify what importance to put on these issues and to a great degree the order in which to tackle them.

The two cent reduction in the commercial tax rate to \$4.43 per \$100 of assessment is a small yet symbolic change – listening to business community's issues and needs.

Stable residential rates help residents, who are also consumers, to help our businesses = return on local economy.

Council is pleased to provide a budget that reflects the NOW Priorities and NEXT Directions outlined in the 2017 Strategic Priorities Plan, which is available for public viewing anytime on amherst.ca or at in paper at Amherst Town Hall.

We're also pleased to deliver:

- \$17,580,588 operating budget and 5,756,714 capital budget;
- Changes to the Tax Reduction Policy, expanding the levels of income and credits eligible for credits on property taxes. Council recognizes the strain tax payers on limited and fixed incomes have paying their property taxes and would like to expand the household income credit to ensure fair and equitable treatment;
- Removal of Council's Reimbursement for Internet Charges;
- The approval of \$63,650 worth of 2017-18 Community Support Grants, such as Bordertown Biker Bash, Fibre Arts Festival and the Rotary Club of Amherst. (An event will be scheduled in June 2017 for Council to present the 2017-18 community support grants cheques.)
- Adjustments to the Salary Administration Policy and salary scale for Town of Amherst non-union staff. Council recognizes an organization's greatest asset is its employees and supported an overall review of job category appropriateness and related salary ranges;
- Additional solid waste pickup services over the summer being funded from the operating reserve. With the Solid Waste contract up for tender again next year, we'll review this once again next year to see how this year's changes worked out

I feel extremely optimistic about the next year for the Town of Amherst.

Now there are a series of motions to give effect to this year's budget. I'll ask our CAO to lead us through these.

5.3 Budget Resolutions

5.3.1 Estimates of Revenues and Expenditures (5675)

Moved By Councillor Blanch

Seconded By Councillor MacKenzie

THAT Council accepts the following estimates of the sums required by the Town of Amherst for the fiscal period ending March 31, 2018, prepared in accordance with Section 72 of the *Municipal Government Act*:

Revenues	
Taxes	\$12,963,675
Grants in Lieu of Taxes	317,628
Services Provided to Other Local Gov't	186,324
Sale of Services	1,355,433
Other Revenue from Own Sources	617,626
Unconditional Transfers	1,260,382
Conditional Transfers	466,250
Other Transfers	413,270
Total Revenues	\$17,580,588

Expenditures	
Corporate Services	\$4,876,443
Police Services	4,180,546
Fire Protection Services	1,654,796
Operations	4,323,951
Community & Economic Development	431,503
Recreation	1,877,449
Strategic	235,900
Total Expenditures	\$17,580,588

Motion Carried

5.3.2 General Tax Rates (5677)

Moved By Deputy Mayor Christie

Seconded By Councillor Rhindress

WHEREAS total estimated expenditures for the fiscal period are \$17,580,588; and

WHEREAS total estimated revenues, other than taxes to be levied are \$4,616,913 ; and

WHEREAS the balance of revenues required, \$12,963,675 must be rated;

THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year ending March 31, 2018:

1. The general tax rates are as follows:

Residential / Resource \$1.16 per \$100 of assessment

Commercial \$3.96 per \$100 of assessment

AND THAT these taxes are due and payable on September 29, 2017 with interest to be charged on all final tax accounts outstanding on or after October 1, 2017 at the rate of 1% per month, 12% per annum.

Motion Carried

5.3.3 Area Rates

5.3.3.1 Mandatory Provincial Contribution (5678)

Moved By Councillor Byrne
Seconded By Councillor Jones

WHEREAS the Mandatory provincial contributions for the 2017-18 fiscal period of \$2,155,418 must be rated;

THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year ending March 31, 2018, the Mandatory Provincial Contribution Area Rate on all property assessments within the boundary of the Town of Amherst are as follows:

Residential / Resource	\$0.41 per \$100 of assessment
Commercial	\$0.41 per \$100 of assessment

AND THAT these area rates are due and payable on September 29, 2017 with interest to be charged on all final tax accounts outstanding on or after October 1, 2017 at the rate of 1% per month, 12% per annum

Motion Carried

5.3.3.2 Community Support (5679)

Moved By Councillor Rhindress
Seconded By Councillor Byrne

WHEREAS the estimated community support for the 2017-18 fiscal period of \$332,477 must be rated;

THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year ending March 31, 2018, the Community Support Area Rate on all property assessments within the boundary of the Town of Amherst are as follows:

Residential / Resource	\$0.06 per \$100 of assessment
Commercial	\$0.06 per \$100 of assessment

AND THAT these area rates are due and payable on September 29, 2017 with interest to be charged on all final tax accounts outstanding on or after October 1, 2017 at the rate of 1% per month, 12% per annum

Motion Carried

5.3.4 Sanitary Sewer Rates (5680)

Moved By Councillor MacKenzie
Seconded By Councillor Blanch

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

THEREFORE BE IT RESOLVED THAT owners shall be billed for sewer services using one of the following methods effective April 1, 2017:

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

Non-Metered Customers

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

Motion Carried

5.3.5 Wastewater Treatment Facility Uniform Charge (5681)

Moved By Councillor Jones

Seconded By Councillor MacKenzie

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2018, an amount to be raised for a portion of the debenture principal and interest payments for the wastewater treatment facility, a purpose for which the Town may expend funds; and

WHEREAS there are approximately 484 unmetered mobile homes within a land leased community within the boundaries of the Town of Amherst; and

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

THEREFORE BE IT RESOLVED that a uniform charge of \$72.00 be levied for the fiscal year ending March 31, 2018 on each unmetered mobile home within a land leased community within the boundaries of the Town of Amherst, and that these uniform charges are due and payable on September 29, 2017 with interest to be charged on all final tax accounts outstanding on or after October 1, 2017 at the rate of 1% per month, 12% per annum

Motion Carried

5.3.6 Solid Waste Management Uniform Charge (5682)

Moved By Councillor Blanch

Seconded By Councillor MacKenzie

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2018, the amount of \$558,100 to be expended for the purpose of solid waste management, a purpose for which the Town may expend funds; and

WHEREAS \$16,000 of this amount is funded from the general tax rate and \$26,400 is funded from the Operating Reserve, leaving \$515,700 to be funded from the Solid Waste Management Uniform Charge; and

WHEREAS there are approximately 3,210 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 \$160.00 be levied for the fiscal year ending March 31, 2018 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 29, 2017 with interest to be charged on all final tax accounts outstanding on or after October 1, 2017 at the rate of 1% per month, 12% per annum

Motion Carried

5.3.7 General Capital Budget - Town of Amherst (5683)

Moved By Deputy Mayor Christie

Seconded By Councillor Rhindress

That Council approves the Town of Amherst General Capital Budget for the 2017-18 fiscal year as presented in the amount of \$5,756,714 to be funded as follows:

Capital Reserve from General Operating	\$ 525,000
Operating Reserve	195,282
Capital Reserve (Carry Over Items)	372,580
Gas Tax Funding	750,000
Fundraising	181,852
Federal – ACOA	65,000
Federal – CWWF	1,558,000
Provincial – CWWF	779,500
Long Tem Debt	<u>1,329,500</u>
	\$ 5,756,714

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

<u>Fiscal Year</u>	<u>General Capital Total Amount</u>
2018 – 2019	\$ 2,935,500
2019 – 2020	\$ 1,746,750
2020 – 2021	\$ 1,686,250
2021 – 2022	\$ 2,384,000
2022 – 2023	\$ 1,598,250
2023 – 2024	\$ 1,723,250
2024 – 2025	\$ 1,577,250
2025 – 2026	\$ 1,326,000
2026 – 2027	\$ 1,625,000

Motion Carried

To be clear, the second part of this motion contemplates the approval of the amounts for the years 2018-2019 to 2026-2027 for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.

6. REQUESTS FOR DECISION

6.1 General Borrowing Resolution (5684)

Moved By Councillor Byrne

Seconded By Councillor Jones

WHEREAS it is necessary to borrow the sum of \$2,000,000 (two million dollars) from the Royal Bank of Canada to meet the new 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 \$2,000,000 (two million 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 \$2,000,000 (two million 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 \$2,000,000 (two million dollars) so to be borrowed shall be made payable on or before the 31st day of March, 2018, and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of March, 2018, 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, 2018; 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.

Motion Carried

6.2 Tax Exemption Bylaw (5665)

Moved By Councillor Rhindress

Seconded By Councillor Byrne

That Council approve first reading of a bylaw to amend the Tax Exemption Bylaw, B-1, which removes the property located at 189 Church Street, and further, that \$80,086 be granted in tax exemptions to nine organizations in total.

Motion Carried

**Town of Amherst
Bylaw to Amend the Tax Exemption Bylaw, B-1**

1. This is a by-law to amend the Tax Exemption Bylaw, B-1.
2. The Tax Exemption Bylaw of the Town of Amherst is hereby amended as follows:
 1. Remove the following organization from Schedule C:

Property: Land & Building, 189 Church Street

Owner: Pythian Castle Ltd.

Assessment Account Number: 02209128

Extent of Application: The Whole of Commercial Portion

Extent of Exemption: 100%

6.3 Tax Reduction Policy (5686)

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

That Council approves amendments to the Tax Reduction Policy 3800-02 to the following income levels and amounts:

- \$20,000 or less - a credit of \$400
- \$20,001 to \$22,500 - a credit of \$200
- \$22,501 to \$25,000 - a credit of \$100

And also to make minor housekeeping changes in the wording of some of the conditions of eligibility

Motion Carried

TOWN OF AMHERST TAX REDUCTION POLICY

NUMBER 03800-02

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, ~~in the amount two hundred and forty six dollars and fourteen cents (\$246.14). 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.~~ according to the following income levels and amounts:

- | | | | |
|----|----------------------|---|-------------------|
| 1. | \$20,000 or less | - | a credit of \$400 |
| 2. | \$20,001 to \$22,500 | - | a credit of \$200 |
| 3. | \$22,501 to \$25,000 | - | a credit of \$100 |

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 ~~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.~~ **must be \$25,000 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 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~~ **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 ~~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 **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.
- 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.**

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.

6.4 Salary Administration Policy (5687)

Councillor Jones declared a conflict as he has a family member on Town staff.

Moved By Councillor Rhindress

Seconded By Deputy Mayor Christie

That Council approve amendments to the Salary Administration Policy, 4530-01, as recommended

Motion Carried

TOWN OF AMHERST SALARY ADMINISTRATION POLICY

NUMBER 04530-01

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 their position within the Town.

OBJECTIVES:

To promote salary equity in the Town's non-union sector.

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-1. The salary grid – Appendix C-1 – has eight 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 Job Category Listing (Appendix C) and the Salary Grid (Appendix C-1). 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 Job Category Listing shall be prepared by the Chief Administrative Officer and forwarded to Council for approval.

Salary ratings for temporary and casual positions shall be determined by the Chief Administrative Officer, in consultation with the departmental Director.

Student wage rates shall be set by the CAO in consultation with the Director, with reference to the minimum wage in effect and the individual requirements of the job. Step adjustments shall be made only when:

The adjustment can be accommodated within the Salary Account of the appropriate department; and

A current Performance Evaluation form is on file.

Upon completion of a satisfactory annual evaluation, the employee may be moved to the next step on the salary grid within his or her category. All step movements must be approved by the CAO

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.

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:

The Treasurer and Directors of departments shall receive a monthly vehicle allowance of \$150. Mayor and Council shall receive the same monthly vehicle allowance of \$150 effective November 1, 2008.

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:

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

Review and approve salary categories for all established positions within the Town.

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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:

Review and recommend changes to policy and procedures as they relate to the employee compensation program.

Ensure the maintenance of the salary rating and performance appraisal procedures.

Conduct salary rating and performance evaluation procedures relative to Director positions.

Monitor salary surveys and make recommendations to Council concerning market conditions as appropriate. The next overall market review shall be completed by January 31, 2019.

Grant step and/or merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.

Maintain all personnel files and records.

The Director shall:

Conduct performance evaluation procedures relative to the positions and employees within their respective departments, and make appropriate recommendations to the Chief Administrative Officer.

Make recommendations to the Chief Administrative Officer regarding step adjustments for employees within their departments.

APPENDIX A

Town of Amherst

Salary Grid

April 1, 2017

Job Level	Salary Amount	
Mayor	Stipend	\$ 24,298
	Allowance for expenses incidental to the discharge of duties	12,150
		\$ 36,447
Deputy Mayor	Stipend	\$ 16,250
	Allowance for expenses incidental to the discharge of duties	8,125
		\$ 24,375
Councillor	Stipend	\$ 14,361
	Allowance for expenses incidental to the discharge of duties	7,181
		\$ 21,542

APPENDIX A-1

April 1, 2017

Salary Grid

Other Non-Union Positions

Salary Amounts

<u>Job Level</u>	
Chief of Police	\$ 110,221
Deputy Chief of Police	\$ 100,810

<u>Job Level</u>	
Incumbent Town Engineer	\$ 90,098

Town of Amherst
Hourly Rate Grid - Casual

APPENDIX B
April 1, 2017

Job Title	Hourly Rate				
	Step 1	Step 2	Step 3	Step 4	Step 5
Casual Firefighter	16.93	17.21	17.51	17.81	18.10
Jail Guards	12.16	12.56	12.98	13.39	13.87
Canine Control Officer	12.16	12.56	12.98	13.39	13.87
School Crossing Guards	12.16	12.56	12.98	13.39	13.87
Ice Marshall	12.11	12.49	12.91	13.32	13.80
Other	Provincial Minimum Wage				

APPENDIX C

JOB CATEGORIES

Category	Position
Deputy CAO	Deputy CAO
Director	Director of Finance/Corp Serv
	Director of Recreation
Manager	Fire Chief
	Operations Manager
Officer	Planner
	Accountant
	Business Development Officer
	Building Official
Supervisor	Exec Asst/Dispatch Coordinator
	Transportation Foreman
	Facility Manager
Admin/Cust Serv 4	HR Coordinator
	Exec Asst CAO
	Fire Inspector
Admin/Cust Serv 3	GIS Coordinator
	Exec Asst Planning
	Marketing and Communications
	Horticulturalist
	Fire Fighter
	Procurement Coordinator
	Revenue Officer
	Accounts Payable Coordinator
	Cashier/Receptionist
	Water Sewer Billing Clerk
	IT Assistant
	Admin/Cust Serv 2
Admin Clerk Public Works	
Active Living Coordinator	
Admin/Cust Serv 1	Bylaw Enforcement Officer
	Criminal Records Checks
	Dispatcher

CATEGORY	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Deputy CAO	104,169	105,396	106,623	107,850	109,076	110,303	111,530	112,757
Director	86,092	87,900	89,708	91,516	93,323	95,131	96,939	98,747
Manager	71,162	72,208	73,254	74,300	75,347	76,393	77,439	78,485
Officer	59,295	61,092	62,890	64,687	66,484	68,281	70,079	71,876
Supervisor	52,569	53,998	55,426	56,855	58,283	59,712	61,140	62,569
Admin/Cust Serv 4	51,017	52,311	53,604	54,898	56,191	57,485	58,778	60,072
Admin/Cust Serv 3	42,895	44,626	46,358	48,089	49,820	51,551	53,283	55,014
Admin/Cust Serv 2	39,458	40,443	41,427	42,412	43,396	44,381	45,365	46,350
Admin/Cust Serv 1	36,829	37,698	38,568	39,437	40,306	41,175	42,045	42,914

6.5 Tender - Victoria Street Reconstruction (5634)

Moved By Councillor Jones

Seconded By Councillor Rhindress

That Council award the tender for the Victoria Street reconstruction project to Cumberland Paving and Contracting at their total unit price bid amount of \$2,642,422.00 plus HST, subject to staff being successful in negotiating a reduction in the amount of work to be completed, based on the unit prices submitted, to reflect the actual budgeted amount of \$2,200,000 including project design and supervision services and applicable HST

Motion Carried

6.6 Tender - Asphalt Patching (5689)

Moved By Councillor Blanch

Seconded By Deputy Mayor Christie

That Council award the asphalt patching tender to the low compliant bidder, Costin Paving and Contracting, at their unit prices to a maximum contract value of \$252,070 including non-recoverable HST

Motion Carried

6.7 Community Support Grants (5690)

Moved By Mayor Kogon

Seconded By Councillor Blanch

That Council approves funding in the amount of \$63,950 under the Community Support Grants Policy as follows:

1.	Food Assistance Network	\$ 2,000
2.	Cumberland Early Intervention	500
3.	Sexual Health Centre for Cumberland	500
4.	Autumn House	10,000
5.	Amherst Little League	1,500
6.	Amherst Little League Tball	500
7.	LA Animal Shelter	10,000
8.	Cumberland Health Care Foundation*	1,000
9.	Amherst Kodokan Judo Academy	250
10.	Amherst Tae Kwon Do Parents Assoc	250
11.	Amherst Community Garden	500
12.	Double "D" 4H Club	250
13.	Empowering Beyond Borders	500
14.	Rotary Club of Amherst	1,200
15.	Showcase Productions	1,000

16.	Amherst Aerials Gymnastics Club	1,000
17.	CARMA	500
18.	Relay for Life Committee	2,000
19.	Amherst Youth Town Council	1,000
20.	Bordertown Biker Bash	3,000
21.	Cumberland Y Summer Kick Off	2,500
22.	Fibre Arts Society	5,000
23.	Cumberland Seniors Safety Program	5,000
24.	Cumberland County Museum	4,000
25.	Esther Fest	<u>10,000</u>
		\$ 63,950

Motion Carried

6.8 Personnel Policy - Hours of Work (5691)

Moved By Councillor Byrne

Seconded By Councillor Rhindress

That Council approve amendments to the Personnel Policy, 4000-12 to replace the text in Paragraph 3, page 16 in its entirety with the following:

Town Hall – The regular hours of work shall be Monday through Friday, commencing at 8:30am to 4:30pm daily from September through June and 8:00am to 4:00pm in July and August, with one hour allowed for lunch break.

Motion Carried

6.9 CJSMA

6.9.1 2017 - 18 Budget (4535)

Moved By Councillor Rhindress

Seconded By Councillor Byrne

That Council approve the 2017-18 budget for the Cumberland Joint Services Management Authority as presented

Motion Carried

6.9.2 Governance (4425)

Moved By Councillor MacKenzie

Seconded By Councillor Byrne

That Council approve for immediate implementation, the changes to the CJSMA inter-Municipal Services Agreement included in the attached document: Amendment to Inter-Municipal Services Agreement Cumberland Joint Services Management Authority.

Motion Carried

Moved By Councillor MacKenzie

Seconded By Deputy Mayor Christie

That Council resolve to direct the CAO to initiate a review of the CJSMA inter-Municipal Services Agreement with his counterparts in the other municipalities participating in the Cumberland Joint Services Management Authority over the next 12 months. The scope of the review should include a modernization of the agreement, the negotiation of a dispute resolution mechanism, an emergency budget provision for the CJSMA, and a provision for the automatic renegotiation of the agreement should participation change. Council also resolves to reaffirm the fact that the CAO or a designate is entitled to attend all Board meetings as a non-voting member and participate in discussions.

Motion Carried

6.9.3 New Cell Development

Moved By Councillor Jones

Seconded By Councillor Byrne

That Council approve the construction of a new cell at the Cumberland Central Landfill, contingent upon the amendments to the Inter Municipal Agreement being approved by the Councils of the Town of Oxford and the County of Cumberland

Motion Carried

7. INFORMATION / DISCUSSION ITEMS

8. INTERNAL COMMITTEE REPORTS

8.1 Amherst Board of Police Commissioners (5692)

Councillor Blanch presented the Police Commission report included in the agenda.

8.2 Amherst Youth Town Council (5693)

Youth Councillor Justin Bennett presented the report on behalf of Amherst Youth Town Council and addressed comments and enquiries from Council.

9. EXTERNAL COMMITTEE REPORTS

9.1 Cumberland YMCA (5694)

D/Mayor Christie presented the Cumberland YMCA report included in the agenda.

9.2 Cumberland Joint Services Management Authority (5695)

Councillor Byrne reported that a special meeting of the CJSMA Board was held on April 25 to discuss new cell development and the CJSMA budget. As previously indicated there were some issues around governance and how to proceed with new cell development. A follow up meeting will be held on May 25 to resolve those items. The Provincial study currently underway to determine the future of landfill cells in Nova Scotia.

9.3 L. A. Animal Shelter (5696)

Mayor Kogon presented the Animal Shelter report included in the agenda and addressed comments and enquiries from Council..

9.4 Seniors Safety Advisory Group (5704)

Councillor Jones presented a report on behalf of the Seniors Safety Advisory Group, included in the agenda.

10. ADJOURNMENT

Moved By Councillor Byrne

Seconded By Councillor Rhindress

To adjourn at 8:05 PM

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

David Kogon, MD
Mayor