

Amherst Town Council

Special Meeting

Minutes

Date of Meeting: Wednesday, May 25, 2016
 Location: Council Chambers, Town Hall

Members Present: Mayor Robert Small
 Deputy Mayor Terry Rhindress
 Councillor George Baker
 Councillor Frank Balcom
 Councillor Robert Bird
 Councillor Lisa Emery

Staff Present: Greg Herrett, CAO
 Ian Naylor, Police Chief
 Jason MacDonald, Deputy CAO Operations
 Vince Arbing, Treasurer
 Bill Schurman, Director Recreation
 Natalie LeBlanc
 Karen Brookins, Communications & Marketing

1. CALL TO ORDER

Mayor Robert Small called the meeting to order at 6:00 PM

1.1. Approval of Agenda

Moved By: Deputy Mayor Terry Rhindress

Seconded By: Councillor George Baker

To approve the agenda as circulated.

Motion Carried

1.2. CAO's Comments

"I am pleased to present the Town's operating and capital budgets for the 2016/17 fiscal year for Council's consideration this evening. The budget is being recommended to Council by the Audit Committee. I do want to acknowledge and thank the directors and staff members for their work in the preparation of this year's budget.

Residential capped assessment grew by 2.5% this year representing \$9.3 million in additional assessment yielding approximately \$151,000 more than last year in residential taxes. The downward trend in commercial assessment continues however with a decrease of \$638,000 or .5%, representing about \$28,000 less in revenue.

On the expenditure side, even after considering the cost of elections (\$53,000) and the flow through of provincial funds for the CRDA wind-up of \$100,000, estimated expenditures will still fall by \$25,000 or .1%.

Wages and benefits are projected to decline by 1.2% due mainly to position reductions. Building and facility costs are estimated to increase by 7.6% due mainly to the incremental costs of operating the new police station as compared to operating from the second floor of the library.

One area of significant increase is in mandatory contributions to provincial agencies where we see a \$70,000 increase in Housing and a \$35,000 increase in Education costs.

After the considering the cost of the fall elections and the flow through of the provincial money for the CRDA wind up, all departments are essentially budgeting to spend the same or less than last year with some areas seeing significant reductions.

There are some recommended changes in funded staff positions again this year. The police department will see a reduction of 1 FTE, saving approximately \$100,000 on an annual basis. The decision on which aspect of policing that will be impacted by this reduction will be referred to the Police Commission. With the dissolution of Parrsboro, we no longer require two building inspectors. This reduction of 1 FTE will save approximately \$70,000 annually.

In accordance with the recommendation of the Recreation Master Plan, two new positions are being created in the Recreation Department. A Recreation Facilities Coordinator will coordinate the operations of our recreation facilities and will oversee staff work assignments, facility scheduling and supervision of unionized staff. As well, a horticulturalist in the Recreation Department will oversee the planning and management of our trees, shrubs, flowers and green spaces. We'll be looking for someone with a degree in botany or horticulture to fill this position and be our landscape improvement "go to" person.

There will be a reduction of 1FTE in the CUPE workforce in the Recreation Department and a reduction of 1 FTE in the CUPE workforce in Transportation and Public Works due to a retirement.

This year's capital budget was prepared with reference to the various studies that have been submitted this year including the Asset Management Study, the Recreation Master Plan, the TIR assessment of the Town's street infrastructure and the Vehicle Replacement Plan. The starting point for the recommended amounts was capital spending at 50% of the levels recommended in the studies. In addition there were a number of carryover projects from last fiscal year that will be completed this fiscal year. The recommended capital budget is included in the budget document at page 15 and totals \$4,879,000 in general capital. It is funded by a variety of sources including approximately \$1,120,000 in long term debt.

The recommended tax rates for the 2016/17 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 residential and commercial rates are proposed to stay the same as last year. When considered with the \$10 proposed reduction in the solid waste uniform charge, an Amherst taxpayer in a \$100,000 home, consuming an average amount of water is will actually pay \$5.11 less than last year. The details are at page 10 of the budget document.

Before I hand it back to you Your Worship, I want to speak briefly about the future financial viability of the Town of Amherst.

You'll recall back in February that we presented a document which identified an accumulated deficiency of over \$5 million over the next 10 years if no actions were taken to address the issues. I can report that we've updated that model with our numbers for the 2016/17 budget that Council is considering this evening, changed one assumption regarding the growth rate of police wages, identified areas of expenditure reduction and prepared an attrition plan. The end result is a plausible model that indicates that 10 year financial viability is possible.

To be clear these projections, like any others, are based on assumptions and circumstances that are subject to change. The actual results WILL be different from those in the projections and in some case significantly so. Changes in revenue streams like taxes and equalization or in expenditure growth assumptions could have significant impacts. But the real value in this exercise and this model is that we have now established a tool against which all decisions which have long term financial implications may be measured.

With that, Your Worship, the recommended budget along with a 10 year operating and capital model which indicates that given current assumptions, long term financial viability of the Town of Amherst is achievable is before you".

1.3. Mayor's Comments

"First, on behalf of all members of our council, let me congratulate all of our Directors and staff and in particular our Corporate Services department, for the work that they have performed to put this budget together.

Our CAO presented his comments with respect to the budget at our Audit Committee meeting earlier this week, and has again summarized them today, outlining the level of effort and the changes that staff has recommended, based on the input from the Audit Committee over the past couple of months.

I'd like to add a few comments of my own.

This has been an interesting year, to say the least, from a financial point of view. Although we continue to be in excellent financial condition as evidenced by many consecutive years of positive year end results, regular positive quarterly financial reports and solid FCI scores we continue to hear the rumour that we are in financial difficulty. Some of that sentiment, I suppose, comes from the release earlier this year of long term operating and capital projections showing a multi-million dollar accumulated deficiency in 10 years.

Long term financial viability has been a high priority for this Council, and quite frankly, for me personally. To that end we directed staff to have a number of studies and consulting assignments completed to establish our infrastructure requirements and we also directed them to prepare long term projections to allow us to consider the long term impacts of current and future decisions and give us some insight into the sorts of changes that we as Council would have to make to establish the path to financial viability.

I'm very pleased to see this evening we are able to maintain the current tax rates this year and even find a way to provide a \$10 break on the solid waste charge resulting in municipal services in Amherst costing less this year than last year for the owner of the \$100,000 home.

But I'm even more pleased to see that there is a plausible model, based on reasonable assumptions, that shows a way to long term financial viability. There is clearly more work to do but this is a very positive outcome of the work that's been done over the past few months.

Another reason to be encouraged, positive and hopeful for the future of Amherst is the groundswell of interest, engagement and support that's come from the two Engage Nova Scotia events that have been held here in Amherst over the past few months.

I want to acknowledge that maintaining the tax rate and establishing an expenditure reduction plan and an attrition plan hasn't come without some difficult decisions on the part of this Council. All Councils in all towns in Nova Scotia face the challenges that we face like demographics and declining commercial investment. The difference is how we respond to them.

We are not taking this laying down. We have engaged citizens willing to step up, a long term financial plan, and a Council that understand that changes are necessary and is willing to step up and make some difficult decisions.

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

2. BUDGET RESOLUTIONS

2.1. Estimates of Revenues and Expenditures (3187)

Moved By: Deputy Mayor Terry Rhindress

Seconded By: Councillor George Baker

THAT Council accepts the following estimates of the sums required by the Town of Amherst for the fiscal period ending March 31, 2017, prepared in accordance with Section 72 of the *Municipal Government Act*:

Revenues	
Taxes	12,894,402
Grants in Lieu of Taxes	330,121
Services Provided to Other Local Gov't	187,995
Sale of Services	1,380,302
Other Revenue from Own Sources	640,108
Unconditional Transfers	1,260,382
Conditional Transfers	503,890
Other Transfers	185,318
Total Revenues	17,382,518

Expenditures	
Corporate Services	4,672,919
Police Services	4,080,475
Fire Protection Services	1,611,054
Operations	4,673,206
Community & Economic Development	387,896
Recreation	1,956,968
Total Expenditures	17,382,518

Motion Carried
Opposed: Councillor Robert Bird

2.2. General Tax Rates (3188)

Moved By: Councillor Frank Balcom
Seconded By: Councillor Lisa Emery

WHEREAS total estimated expenditures for the fiscal period are \$17,382,518; and

WHEREAS total estimated revenues, other than taxes to be levied are \$4,488,116; and

WHEREAS the balance of revenues required, \$12,894,402 must be rated;

THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year ending March 31, 2017:

The general tax rates are as follows:

Residential / Resource	\$1.17 per \$100 of assessment
Commercial	\$3.99 per \$100 of assessment

AND THAT these taxes are due and payable on September 30, 2016 with interest to be charged on all final tax accounts outstanding on or after October 1, 2016 at the rate of 1% per month, 12% per annum

Motion Carried

Opposed: Councillor Robert Bird

2.3. Area Rates

2.3.1. Mandatory Provincial Contribution (3189)

Moved By: Councillor George Baker
Seconded By: Deputy Mayor Terry Rhindress

WHEREAS the Mandatory provincial contribution for the 2016-17 fiscal period of \$2,071,136 must be rated;

THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year ending March 31, 2017, the Mandatory Provincial Contribution Area Rate on all property assessments within the boundary of the Town of Amherst are as follows:

Residential / Resource	\$0.40 per \$100 of assessment
Commercial	\$0.40 per \$100 of assessment

AND THAT these area rates are due and payable on September 30, 2016 with interest to be charged on all final tax accounts outstanding on or after October 1, 2016 at the rate of 1% per month, 12% per annum

Motion Carried

Opposed: Councillor Robert Bird and Councillor Lisa Emery

2.3.2. Community Support (3190)

Moved By: Councillor Frank Balcom
Seconded By: Councillor Lisa Emery

WHEREAS the estimated community support for the 2016-17 fiscal period of \$300,583 must be rated;

THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year ending March 31, 2017, 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 30, 2016 with interest to be charged on all final tax accounts outstanding on or after October 1, 2016 at the rate of 1% per month, 12% per annum

Motion Carried

2.4. Sanitary Sewer Rates (3191)

Moved By: Councillor George Baker

Seconded By: Deputy Mayor 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 effective April 1,2016:

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.

o 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

2.5. Wastewater Treatment Facility Uniform Charge (3192)

Moved By: Councillor Frank Balcom

Seconded By: Councillor Lisa Emery

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2017, 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 497 unmetered mobile homes within a land leased community within the boundaries of the Town of Amherst; and

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

THEREFORE BE IT RESOLVED that a uniform charge of \$72.00 be levied for the fiscal year ending March 31, 2017 on each unmetered mobile home within a land leased community within the boundaries of the Town of Amherst, and that these uniform charges are due and payable on September 30, 2016 with interest to be charged on all final tax accounts outstanding on or after October 1, 2016 at the rate of 1% per month, 12% per annum

Motion Carried

2.6. Solid Waste Management Uniform Charge (3193)

Moved By: Councillor Lisa Emery

Seconded By: Deputy Mayor Terry Rhindress

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2017, the amount of \$531,700 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, 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, 2017 on each dwelling unit within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units, and that these uniform charges are due and payable on September 30, 2016 with interest to be charged on all final tax accounts outstanding on or after October 1, 2016 at the rate of 1% per month, 12% per annum

Motion Carried

2.7. Operating Budget - Water Utility (3194)

Moved By: Councillor George Baker

Seconded By: Deputy Mayor Terry Rhindress

That Council approves the 2016-2017 Amherst Water Utility Operating Budget of \$1,934,651 as presented

Motion Carried

2.8. Capital Budget - Town of Amherst & Amherst Water Utility (3195)

Moved By: Deputy Mayor Terry Rhindress

Seconded By: Councillor Frank Balcom

That Council approves the Town of Amherst Capital Budget for the 2016-17 fiscal year as presented in the amount of \$4,879,393 and the Amherst Water Utility Capital Budget for the 2016-17 fiscal year in the amount of \$386,602 to be funded as follows:

<u>Town of Amherst</u>		<u>Amherst Water Utility</u>	
Reserves (Capital from revenue) \$	545,829	Capital from Revenue \$	40,000
Gas Tax Funding	675,000	Build Canada Grant	93,333
Long Term Debt	1,196,014	Long Term Debt	<u>253,269</u>
Reserves	827,301	\$	386,602
Provincial Grant	100,000		
Federal / ACOA	750,000		
Build Canada Grant	403,357		
Outside Sources	200,000		
Fundraising	<u>181,892</u>		
Total	\$ 4,879,393		

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

Fiscal Year	General Capital	Water Capital
	Total Amount	Total Amount
2017 – 2018	2,990,648	489,156
2018 – 2019	1,877,999	171,650
2019 – 2020	1,862,902	210,140
2020 – 2021	1,546,142	305,469

Motion Carried

To be clear, the second part of this motion contemplates the approval of the amounts for the years 2017-2018 to 2020-2021 for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.

3. REQUEST FOR DECISION

3.1. General Borrowing Resolution (3196)

Moved By: Councillor Frank Balcom

Seconded By: Councillor Lisa Emery

That Council approves the following general borrowing resolution to authorize the borrowing of certain moneys from the Royal Bank of Canada to meet the current expenditures of the Town of Amherst for the year ending March 31, 2017:

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, 2017, and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of March, 2017, 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, 2017; 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

3.2. Tax Exemption Bylaw (3197)

Moved By: Councillor George Baker

Seconded By: Deputy Mayor Terry Rhindress

That Council accepts that no changes are required in the Tax Exemption Bylaw (B-1), and further that \$84,610 be granted in tax exemptions to the following ten organizations in total:

• Bright Beginnings Child Care Centre	\$	3,875.95
• Amherst & District Residential Services Society		4,083.63
• Bridge Adult Services Society		38,692.75
• Amherst Masonic Society		4,325.88
• Cumberland Columbia Club		14,209.98
• Pythian Castle Ltd		2,851.02
• Amherst Lions Club		5,044.98
• Amherst Curling Club		6,198.36
• Cumberland County Transition House Association		2,591.58
• Tantramar Community Radio Society		<u>2,735.40</u>
	\$	84,609.53

Motion Carried

3.3. Tax Reduction Policy (3198)

Moved By: Councillor Lisa Emery

Seconded By: Deputy Mayor Terry Rhindress

That Council approves amendments to the Tax Reduction Policy 3800-02 to increase the exemption amount from \$245.16 to \$246.14, and add the requirement that the prior year's Notice of Assessment will be provided by the tax payer.

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-five~~ **forty six** dollars and ~~eighteen~~ **fourteen** cents (~~\$245.18~~). (**\$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. 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. 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 **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.

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.
- e) 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.

3.4. User Fees Policy (3199)

Moved By: Councillor Lisa Emery

Seconded By: Councillor George Baker

That Council approve the amended User Fees Policy 3470-03 Schedule A.

Motion Carried

**TOWN OF AMHERST USER FEE POLICY
Schedule A****NUMBER 3470-03**

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-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
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 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 90.70*	Plus HST
Loader	\$97.25 95.98*	Plus HST
1-ton trucks/Service trucks	\$44.23*	Plus HST
3-5 ton trucks	\$66.00 64.00*	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
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 Wastewater Discharge 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 m ³	HST Exempt
Commercial/Industrial/Institutional metered customers	\$.49 m ³	HST Exempt
Annual Base Charges – Meter Size		
5/8"	\$72.00	HST Exempt
3/4"	\$108.00	HST Exempt
1"	\$175.00	HST Exempt
1.5"	\$344.00	HST Exempt
2"	\$545.00	HST Exempt
3"	\$1,085.00	HST Exempt
4"	\$2,000.00	HST Exempt

Annual Non-metered Mobile Home Park Owner	\$178.53 /dwelling unit/year	HST Exempt
Uniform Charge for Wastewater Treatment Facility for unmetered mobile homes billed on the property Tax Bill	\$72.00/yr	HST Exempt
Other Solid Waste Rates		
Solid Waste Collection billed on Tax Bill	\$170.00 \$160.00/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
Permit Renewals	\$50.00	HST Exempt
Development Permit	\$50.00	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)	\$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	\$125.00 \$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

Recreation		
Ice Time/Stadium		
Early Bird Monday-Friday (6:00 – 8:15 am)	\$55.00/hr	Plus HST
Fair Time Monday-Friday (8:30 am – 5:00 pm)	\$74.00/hr	Plus HST
Prime Time (after 5:00 pm on Fridays, and all Saturdays, Sundays & Holidays)	\$122.00/hr	Plus HST
Prime Time Youth Rate	\$93.00/hr	Plus HST

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

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."

3.5. **Salary Administration Policy (3201)**

Moved By: Councillor George Baker

Seconded By: Councillor Lisa Emery

That the Salary Administration Policy #4530-01 be amended as recommended by adjusting the salary grid (Appendices C, C-1 and C-3) by 0.4% and by adding the positions of Facility and Scheduling Coordinator at Level 7 and Horticulturalist at Level 6 in Appendix B

Motion Carried

Job Classifications

APPENDIX B

Level 12	Deputy CAO / Operations
Level 11	Director of Corporate Services Director - Community & Economic Development Director of Recreation
Level 10	Fire Chief / Safety Compliance Officer Operations Manager
Level 9	Vacant
Level 8	Engineering Services Manager Planner
Level 7	Transportation Foreman Accountant Executive Assistant - Executive Office Human Resources Coordinator Executive Assistant / Dispatch Coordinator Police Building Official Facility Coordinator
Level 6	Firefighter/Inspector Marketing and Communications Coordinator Geographic Information Systems Technician Unsanitary Premises Administrator/Building Official 1 Procurement Coordinator Horticulturalist
Level 5	Firefighters Executive Assistant Physical Activity Coordinator Revenue Officer Payroll Officer
Level 4	Transportation & Public Works Clerk/Secretary Accounts Payable Clerk Water/Sewer Billing Clerk Cashier/Receptionist - Corporate Services Administrative Assistant – Corporate and CED
Level 3	Technology Assistant Dispatcher By-law Enforcement Officer Custodian – Town Hall
Level 2	Vacant
Level 1	Vacant

Salary Scale

APPENDIX C

April 1, 2016

1.004

Job Level	Step 1	Step 2	Step 3	Step 4	Step 5
12	104,169	106,252	108,378	110,546	112,757
11	86,092	88,400	90,736	93,100	95,489
10	71,162	72,993	74,825	76,658	78,485
9	64,894	66,005	67,115	68,225	69,330
8	59,295	60,416	61,537	62,661	63,783
7	52,569	53,918	55,300	56,718	58,173
6	47,188	48,399	49,640	50,913	52,218
5	42,895	43,611	44,325	45,040	45,757
4	38,116	39,094	40,097	41,124	42,178
3	33,833	34,700	35,589	36,502	37,439
2	30,074	30,844	31,634	32,446	33,279
1	26,314	26,988	27,681	28,390	29,119

Salary Grid

APPENDIX C-1

April 1, 2016

1.004

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

Hourly Rate Grid - Casual

APPENDIX C-3

April 1, 2016

1.004

Job Title	Hourly Rate				
	Step 1	Step 2	Step 3	Step 4	Step 5
Casual Firefighter	16.73	17.01	17.31	17.60	17.89
Jail Guards	12.02	12.42	12.83	13.24	13.71
Canine Control Officer	12.02	12.42	12.83	13.24	13.71
School Crossing Guards	12.02	12.42	12.83	13.24	13.71
Ice Marshall	11.97	12.35	12.76	13.17	13.64
Other	Provincial Minimum Wage				

3.6. Mill Street Infrastructure Renewal (3108)

Moved By: Deputy Mayor Terry Rhindress

Seconded By: Councillor Frank Balcom

That Council awards tender T-16-05 for the Mill Street Infrastructure Renewal project to the low compliant bidder, Cumberland Paving and Contracting, in the amount of \$831,137 to be funded from the Build Canada Infrastructure Program (\$496,690), capital from revenue and long term debt.

Motion Carried

3.7. Community Support Grants - Grants to Organizations (3200)

Moved By: Councillor George Baker

Seconded By: Deputy Mayor Terry Rhindress

That Council approves funding in the amount of \$33,500 under the Community Support Grants Policy as follows:

- Food Assistance Network \$2,000
- Cumberland Early Intervention 500
- Sexual Health Centre for Cumberland 500
- Autumn House 10,000
- Amherst Little League 1,500
- Showcase Productions 1,000

- Cumberland County Museum 4,000
- Vital Signs Report 3,000
- Rotary Club (Refugee Family) 2,500
- Cumberland Seniors Safety Program 6,500
- Ca-R-Ma 1,000
- First Baptist Church 1,000

And further, that Council approves funding in the amount of \$28,000 under Community Events made up of:

- Bordertown Biker Bash \$5,000
- Fibre Arts Festival 5,000
- Blueberry Harvest Festival 5,000
- Downtown Focused Event 3,000
- Esther Fest 10,000

Motion Carried

4. INFORMATION ITEMS

- 4.1. 2016-17 Operating and Capital Budget Report
Information item; no direction given

5. ADJOURNMENT

Moved By: Deputy Mayor Terry Rhindress
Seconded By: Councillor George Baker
To adjourn the meeting at 7:05 PM

Gregory D. Herrett, CPA, CA
Town Clerk and CAO

Robert Small
Mayor