

# Amherst Town Council

## Special Meeting

### Minutes

Date of Meeting: Wednesday, May 01, 2013  
 Location: Council Chambers, Town Hall

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

Staff Present: Greg Herrett, CAO  
 Vince Arbing, Treasurer  
 Roger MacIsaac, Director CED  
 Jason MacDonald, Director of Planning  
 Ben Pitman, Director TPW  
 Bill Crossman, Fire Chief  
 Ian Naylor, Acting Police Chief  
 Rebecca Purdy, Executive Assistant  
 Kim Jones, Policy and HR  
 Sarah Wilson, Accountant

#### 1. Call to Order

#### 2. 2013-14 Budget - Town of Amherst

##### CAO's Comments:

It is my pleasure to present the Operating and Capital Budgets for the 2013-14 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 formally approving Year One of that plan.

Residential capped assessment grew by 2.5% this year, representing an \$8.77 million increase in assessment, yielding \$39,000 in additional residential tax revenue. Commercial assessment increased by 1.8% but it resulted in a revenue loss of \$24,700 due to a rate decrease.

Business Occupancy Phase Out. Lost assessment \$2.4 million (\$108,754 in revenue)

On the expense side, expenditures will decrease overall by 1.5%. This is the first year in a long time where expenditures have decreased. Wages and benefits are projected to rise by 3% (after adjusting for reallocations) as cost of living increases for both unionized and non-union staff members take effect.

We have reduced capital from revenue spending by \$240,000. We have set aside \$124,100 for implementation of our Strategic Priorities.

Transfers to provincial agencies and departments for housing, education, corrections, assessment and libraries continue to be very expensive, coming in at approximately \$2,000,000. That represents 40 cents on the tax rate.

There are many other offsetting increases and decreases to many revenue and expenditure lines. With rising costs, relatively flat assessments and rate decreases, this year was a challenging one for sure.

# 0132

Mayor's Comments:

I, too, want to express my appreciation to all involved in the budget process. Property taxes were a hot topic during last year's election. We certainly received that message and we asked staff to find efficiencies and opportunities for budget savings wherever they could. I believe that they have delivered on that request.

Council will continue to discuss and evaluate the appropriateness of our services and service levels and the most appropriate tax structure to fund these services.

The budget as proposed features the reduction for this year of the commercial tax rate by tenths to \$4.45. The Residential tax rate is reduced three cents to \$1.63; Deed Transfer Tax is reduced .25% to 1.0%; and Uniform Charge for Solid Waste is reduced four dollars to \$170.

As our CAO noted, we have reduced our capital from revenue spending by approximately \$240,000 but we are continuing to invest in our equipment and infrastructure. Here are the details of our capital budget:

Projects	Estimated Gross Cost with non-recoverable HST included
<b>TRANSPORTATION &amp; PUBLIC WORKS</b>	
<b>EQUIPMENT</b>	
Security Camera in Victoria Square (carry over)	10,000
Video Display in Kiosk at Victoria Square (carry over)	10,000
Upgrade Pedestrian Lights - South Albion Street (carry over)	7,500
Move Kiosk at Corner of Lawrence and Victoria Street	10,000
Vibratory Compactor Roller - Used	9,500
Scanner Printer Plotter for large plans	9,000
Sidewalk Sander for Sidewalk Tractor	10,000
Salt Spreader for 1 ton truck	10,000
Traffic Controllers and sensors (Havelock and Church at Victoria St)	25,000
1 Ton Dump Truck to Replace 2003 1 Ton Dump	40,000
Street Light - Winston Ave (to light up football parking lot)	10,800
Street Light - Church Street ~ King to Victoria	10,000
Town Clock at Albion / Church Streets	28,000
<b>Subtotal</b>	<b>189,800</b>
<b>BUILDINGS</b>	
Folding wall for Council Chambers/Boardroom	22,000
Furniture for Lobby at DPB	18,000
Cleaning of stonework on outside of DPB	30,000
LaPlanche Street Entrance Sign Installation (carry over)	9,227
<b>Subtotal</b>	<b>79,227</b>
<b>STREETS</b>	
West Pleasant Street ~ Park Street to Hickman	56,800
Summer Street	35,000
Filmore Street	35,000
Agnew Street ~ Willow to Regent	38,000
Melrose Street ~ Robie to Spring (CM)	40,000
Fleming Street (Pending 50% Occupancy)	35,000
Abbott Street ~ Station to Albion (O)	15,000
Belliveau Avenue ~ Poplar to Winston (O)	30,000
Fletcher Drive ~ (CM & O)	50,000
Derby Street ~ gravel, extend asphalt, pave turnaround	33,000
<b>Subtotal</b>	<b>367,800</b>
<i>RC = Reconstruction and paving; CM = Cold mill and Paving; P = Pulverize and paving; O = Asphalt Overlay</i>	
<b>CURBS</b>	
Fleming Street (pending 50% occupancy)	45,000
Derby Street ~ turnaround	25,000
<b>Subtotal</b>	<b>70,000</b>

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<b>SIDEWALKS</b>		
South Albion ~ Robert Angus Drive to Town Boundary (carry over)		84,000
Poplar Street ~ south side		106,500
Croft Street ~ Beacon Street to Dickey Brook		25,200
Industrial Park Drive ~ South Albion to Southgate Village		95,000
	<b>Subtotal</b>	<b>310,700</b>
<b>STORMSEWER</b>		
Academy Street ~ Dickey Brook Culvert		140,000
Clifford Street ~ Rupert to Regent (install new storm water drain & curb)		110,000
Dickey Brook Improvements - Terrace Street		15,700
	<b>Subtotal</b>	<b>265,700</b>
<b>SANITARY SEWER</b>		
Waste Water Treatment Project (2% holdback) (carry over)		1,462,510
Wind Turbine (carry over)		63,719
Racetrack Road Liftstation ~ Upgrade Engineering Work (carry over)		15,000
1 Ton Truck ~ replace mobile 6		34,000
Terrace Street Lift station ~ Install fourth Worthington Pump		60,000
	<b>Subtotal</b>	<b>1,635,229</b>
<b>RECREATION</b>		
Renovate Washrooms at Robbs Centennial Complex (carry over)		18,581
Replace Condenser at Stadium Ice Making Plant		50,000
New Top Dresser for Athletic Fields		5,000
Replace Playground Structures & Ruberized Surface at Beacon Street Park		40,000
Dickey Park Outdoor Rink		10,000
	<b>Subtotal</b>	<b>123,581</b>
<b>FIRE DEPARTMENT</b>		
New Communication Equipment (portable radios & pagers)		72,000
<b>POLICE DEPARTMENT</b>		
Voice Recorder (carry over)		28,000
Car (carry over)		40,000
Car (carry over)		40,000
Repeater Network - Radio Communication Equipment (carry over)		13,000
Lease Buyout - 2011 Crown Victoria		3,600
Vehicle - Patrol - Car 3		40,000
Vehicle - Patrol - Car 1		40,000
Negotiator Phone (Throw Phone)		6,000
Carbine Rifles (3)		9,000
	<b>Subtotal</b>	<b>219,600</b>
	<b>GENERAL TOTAL</b>	<b>3,333,637</b>

As well, we have set aside \$124,100 for the implementation of our Strategic Priorities:

• Purchase and replace two existing highway signs	\$	20,000
• MPAL equipment lending program		5,000
• Amherst Youth Strategy		13,000
• Industrial Park Growth Strategy		15,000
• Visitor Information Kiosks (5)		5,000
• Redevelopment of Town Website		10,000
• Blueberry Harvest Festival		3,500
• Downtown Street Party		3,000
• NSCC Partnerships		5,000
• Customer Service Surveys		4,000
• Idea Day		4,000
• Seniors Strategy		16,600
• Other		20,000
<b>Total Strategic Priorities</b>	<b>\$</b>	<b>124,100</b>

Now, a number of motions are required to give effect to the 2013-14 capital and operating budgets for the Town.

**2.1. 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, 2014, prepared in accordance with Section 72 of the Municipal Government Act:**

Revenues	
Taxes	\$12,606,436
Grants in Lieu of Taxes	303,368
Services Provided to Other Local Gov't	238,673
Sale of Services	1,062,928
Other Revenue from Own Sources	520,726
Unconditional Transfers	1,238,943
Conditional Transfers	391,440
Other Transfers	114,100
<b>Total Revenues</b>	<b>\$16,476,614</b>

Expenditures	
Corporate Services	\$ 4,139,367
Police Services	3,781,200
Fire Protection Services	1,736,863
Transportation & Public works	4,515,129
Planning & Development	1,042,353
Community & Economic Development	1,147,602
Strategic Priorities	114,100
<b>Total Expenditures</b>	<b>\$ 16,476,614</b>

**Motion Carried**

**2.2. Tax Rates**

**Moved By: Councillor Lisa Emery**

**Seconded By: Councillor Frank Balcom**

**WHEREAS total estimated expenditures for the fiscal period are \$16,476,614**

**AND WHEREAS total estimated revenues, other than taxes to be levied are \$3,870,178**

**AND WHEREAS the balance of revenues required, \$ 12,606,436 must be rated;**

**THEREFORE BE IT RESOLVED THAT the tax rates for the Town of Amherst for the fiscal year ending March 31, 2014 are as follows:**

Residential      \$1.63 per \$100 of assessment  
 Non-residential   \$4.45 per \$100 of assessment

**AND THAT these taxes are due and payable on September 30, 2013 with interest to be charged on all final tax accounts outstanding on or after October 1, 2013 at the rate of 1% per month, 12% per annum.**

**Motion Carried**

**2.3. Sewer Rates**

**Moved By: Councillor David March**

**Seconded By: Deputy Mayor George Baker**

**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:

- **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.

- **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 Frank Balcom

Seconded By: Councillor Robert Bird

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2014, 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 4,087 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, 2014 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 30, 2013 with interest to be charged on all final tax accounts outstanding on or after October 1, 2013 at the rate of 1% per month, 12% per annum.

Motion Carried

#### 2.5. **Solid Waste Management Uniform Charge**

Moved By: Councillor Terry Rhindress

Seconded By: Deputy Mayor George Baker

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2014, the amount of \$537,880 to be expended for the purpose of solid waste management, a purpose for which the Town may expend funds; and

WHEREAS there are approximately 3,164 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 \$170.00 be levied for the fiscal year ending March 31, 2014 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, 2013 with interest to be charged on all final tax accounts outstanding on or after October 1, 2013 at the rate of 1% per month, 12% per annum.

Motion Carried

2.6. Capital Budget

Moved By: Deputy Mayor George Baker

Seconded By: Councillor Lisa Emery

THAT Council approve the 2013-2014 General Capital budget as presented, totaling \$3,333,637 to be funded as follows:

Capital borrowing	\$ 743,013
Capital from revenue	545,829
Transfers from reserves	324,449
Grants	728,780
Federal Gas Tax	921,258
Capital Reserve Carryover Items	70,308
<b>Total</b>	<b>\$ 3,333,637</b>

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

Fiscal Year	Total Amount
2014 – 2015	\$ 8,985,774
2015 – 2016	1,693,600
2016 – 2017	2,798,350
2017 – 2018	1,122,000

Motion Carried

*To be clear, this motion contemplates the approval of the amounts for the years 2014-2015 to 2017-2018 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 David March

Seconded By: Councillor Terry Rhindress

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);
- Acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose;

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 two hundred and sixty thousand dollars (\$4,260,000) 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 two hundred and sixty thousand dollars (\$4,260,000) 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. 13/14 – Various Purposes

Wastewater Facilities	\$ 4,046,357
Wind Turbine	153,643
Lift Station – Worthington Pump	<u>60,000</u>
	<u>\$ 4,260,000</u>

Motion Carried

**3. Requests for Decision**

**3.1. User Fees Policy**

**Moved By: Councillor Lisa Emery**

**Seconded By: Deputy Mayor George Baker**

**That the Town of Amherst User Fees Policy number 3470-03 and schedule of rates be amended as recommended by staff to reduce the Solid Waste Collection rate from \$174 to \$170.**

Motion Carried

**TOWN OF AMHERST  
USER FEES POLICY, #03470-03**

**PURPOSE:**

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary during the annual budgeting process.

**POLICY STATEMENT:**

It is appropriate for Council to charge fees, as authorized under the Municipal Government Act, in the Town's Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of Schedule shall rest with the department to which a fee applies. Any additions/deletions to the Schedule will be updated by the Executive Office. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

**OBJECTIVES:**

To make the administration of the cost recovery portion of the Town's Bylaws, Policies and Procedures more efficient and to determine the impact on each year's projected revenues during the budget process. By combining all of the fees in one document, the review will be more visible and complete.

**TOWN OF AMHERST  
USER FEES POLICY, 03470-03 SCHEDULE A**

<b>Corporate Services</b>		
<b>SERVICE/PRODUCT/ADMINISTRATIVE</b>	<b>FEE</b>	<b>HST STATUS</b>
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

<b>By-Law Fees Collected by Corporate Services</b>		
<b>C-9 Taxi By-Law, Schedule C</b>		
Taxi Cab License	\$25/yr	HST Exempt
Taxi License Transfer	\$10	HST Exempt
Taxi Driver License	\$5/yr	HST Exempt
<b>C-4 Dog-By-Law, Schedule A</b>		
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 <sup>st</sup> Impoundment	\$30	Plus HST
Licensed Dog-2 <sup>nd</sup> Impoundment	\$70	Plus HST
Licensed Dog-3 <sup>rd</sup> & 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 <sup>nd</sup> Notice	\$50/alarm	HST Exempt

<b>Operational Services</b>		
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.		
<b>Equipment Charge out Rates</b>	<b>Rate per Hour</b>	<b>HST Status</b>
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.		

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

<b>Other</b>		
Sanitary Sewer Charge for Sewage Treatment Plant billed on Tax Bill	\$28.00/yr	HST Exempt
Solid Waste Collection billed on Tax Bill	<del>\$170.00</del> \$174.00/yr	HST Exempt
Replacement Green Bin(Composter)	\$95.00	Plus HST
Replacement White Kitchen Compost(Bucket)	\$5.00	Plus HST



<b>Services/Products – Operational Services</b>		
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 final adjustment when work is done	Cost of Service	Plus HST

<b>Planning and Development Department</b>		
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 (incl 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

<b>Building Permits</b>		
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

<b>Police Department</b>		
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

<b>Fire Department</b>		
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

<b>Community &amp; Economic Development Department</b>		
<b>Ice Time/Stadium</b>		
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
<b>Photocopies/Stadium (Policy 72000-06)</b>		
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

<b>Ballfield User Policy (Policy 72300-01)</b>		
Lights	\$18/diamond/game	Plus HST
Tournament Fee	\$100/day	Plus HST
Tournament Lights	\$30/day	Plus HST

<b>Stadium Advertising Rates plus artwork, design and production</b>		
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

<b>Off Season Stadium Rentals</b>		
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 <sup>nd</sup> Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	Plus HST

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

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

<b>Municipal Government Act Fees – FOI-POP Section 466, MGA</b>
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.”

**3.2. Tax Reduction Policy**

**Moved By: Councillor Terry Rhindress**

**Seconded By: Councillor David March**

**That Council approve an amendment to the Tax Reduction Policy, 3800-02, to increase the exemption amount from \$233.55 to \$238.22**

**Motion Carried**

**TOWN OF AMHERST  
TAX REDUCTION POLICY, 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 of ~~two hundred and thirty-three dollars and fifty-five cents (233.55)~~ **two hundred and thirty-eight dollars and twenty-two cents (\$238.22)**. 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.

**3.3. Salary Administration Policy**

**Moved By: Councillor Lisa Emery**

**Seconded By: Deputy Mayor George Baker**

**That Council amend the Salary Administration Policy, 04530-01, schedules C, C-1, C-2, C-3 and C-4 which reflect a Cost of Living increase of 2% to all non-union scales (salary and non-salary) effective April 1, 2013.**

**Motion Carried**

**TOWN OF AMHERST  
SALARY ADMINISTRATION POLICY, 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:**

1. To eliminate the possibility of salary inequities in the Town's non-union sector.
2. To establish a framework and procedure to determine levels of compensation for new positions.
3. To establish basic principles of a job evaluation system.

**DEFINITION OF TERMS:**

**Position Evaluation** is the process of analyzing the various components and requirements of a position in order to determine the relative value of the position. Position Evaluation is based on KPMG's "Aiken System". The end result of Position

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Evaluation is ranking, in which the more complex, responsible and skilled jobs are grouped at the higher end of the hierarchy, while the less complex jobs fall at the lower end of the job position hierarchy. The criterion used in position evaluation is set out in Appendix A. Note: Position Evaluation means the value of the position, rather than the qualification and abilities of an employee. The current job classification list is set out in Appendix B.

**Salary Grid** shows all the salary scales applicable to positions within the Town. The salary grids are contained in Appendices C, C-1, C-2, C-3 and C-4. The salary grid – Appendix C – has five 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 level of duties, with a minimum and maximum. The level and step will initially be established in accordance with Position Evaluation Procedures, and thereafter, by Performance appraisal.

**Reclassification** is the realignment of a new Level to a group, or position, following a review of the entire class of positions, and a comparison with the prevailing market rate for that type and level of work.

**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. Such evaluation shall be carried out in accordance with the Performance Evaluation and Development System.

**Annual Economic Adjustment** – The adequacy of the salary grid as a whole is reviewed annually by Town Council and adjusted at April 1<sup>st</sup> in each year by an amount equal to or greater than 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. Further adjustments may be necessary from time to time to non-union Police salaries at appendix C-2. Any such adjustment shall be made, on the approval of Council, with reference to the PANS contract in effect at the time.

**Job Evaluation Coordinator** – A senior employee designated by the Chief Administrative Officer tasked with impartially evaluating positions within the organization, in accordance with the Aiken System, using the criteria set out in Appendix A.

## **POSITION EVALUATION:**

Position Evaluation is concerned with the job requirements, not the qualifications of the employee in the position, or the wages paid to the individual.

The Treasurer shall maintain current Position Evaluation Forms for each established non-union position within the organization.

The Job Evaluation Coordinator shall evaluate each job using KPMG's "Aiken System" and shall recommend a determination of the relative worth of each job to the Chief Administrative Officer, who shall consider it, make appropriate revisions if necessary and recommend a job evaluation to Council for inclusion in the job classification list. The following sources of information should be considered:

- 1) Existing job descriptions;
- 2) A written submission Job Facts prepared by the employee
- 3) An interview with the Supervisor and/or Director, if necessary
- 4) Any existing Job Evaluations completed for the position being analyzed.

All Position Evaluations should be periodically examined (every two years) to ensure the validity of the Position Evaluation.

When Position Evaluations have been completed for the entire Town, the Coordinator shall review the Position Evaluation Factors and grades for the various departments and groups within the town. All jobs evaluated should be listed on the Job Classification List, beginning with the highest point ranking.

The Coordinator shall review the job description of all proposed new positions and shall recommend a relative job evaluation to the Chief Administrative Officer for purposes of setting classification levels for new positions. Employees who wish to have the job evaluation relating to their position reviewed may request such action, in writing through his or her department head, to the Coordinator, citing the reasons why he or she feels the review is necessary. The Job Evaluation Coordinator and the Chief Administrative Officer shall conduct the review.

**SALARY GRID:**

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

**New Positions:** Recommendations for placement on the salary grid shall be prepared by the Chief Administrative Officer considering, among other things, the relative worth of the job as recommended by the Job Evaluation Coordinator and forwarded to Council for approval.

**Re-evaluation of Positions:** Recommendations shall be prepared by the Chief Administrative Officer considering, among other things, the relative worth of the job as recommended by the Job Evaluation Coordinator and forwarded to Council for approval. Generally, a revised Salary Rating for an existing position will be considered only in cases where the Job Description or Position Evaluation has substantially changed.

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

The salary grid shall be reviewed each year after considering any increase in the cost of living and a survey of the salary market for comparable positions may be conducted.

Step adjustments shall be made only when:

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

Upon completion of a satisfactory annual evaluation, the employee shall be moved to the next step on the salary grid within his or her level. If that employee is already at step 6 within his or her level, he or she shall be granted a payment equal to one-half of the difference between step 4 and step 5 of his or her level.

**CAR ALLOWANCES:**

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

The monthly car 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 car allowance shall be reviewed each year after considering any increases in the cost of operating a motor vehicle.

**PERFORMANCE EVALUATION:**

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

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

**SCOPE OF RESPONSIBILITY:**

The Town Council shall:

1. Authorize changes to the policies and procedures comprising the program of employee compensation.
2. Review and approve salary ratings for all established positions within the Town.
3. Determine the annual economic adjustment factor to be applied to the salary grid each year.

The Chief Administrative Officer shall:

1. Review and recommend changes to policy and procedures as they relate to the employee compensation program.
2. Ensure the implementation and maintenance of position evaluation and salary rating and performance appraisal procedures.
3. Conduct position evaluation, salary rating and performance evaluation procedures relative to Director positions.
4. Conduct annual salary surveys and make recommendations to Council concerning the annual economic adjustment factor.
5. Grant merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.
6. Maintain all personnel files and records.

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The Director shall:

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

## APPENDIX A

### Job Factors Used in Evaluating Positions

Complexity - Judgement  
 Education  
 Experience  
 Initiative  
 Result of Error  
 Contacts  
 Character of Supervision  
 Scope of Supervision  
 Physical/Mental Demands  
 Working Conditions

## APPENDIX B Job Classifications

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
Level 10	Operations Manager
Level 9	Vacant
Level 8	Engineering Services Manager Planner Senior Building Official Information Systems Manager
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 Unsightly Premises Administrator/Building Official 1 Procurement Coordinator
Level 5	Firefighters Executive Assistant Physical Activity Coordinator Revenue Officer Maintenance Supervisor - Recreation Facilities Payroll Officer
Level 4	Transportation & Public Works Clerk/Secretary Accounts Payable Clerk Water/Sewer Billing Clerk Arts, Culture and Heritage Coordinator Cashier/Receptionist - Corporate Services
Level 3	Technology Assistant Dispatcher By-law Enforcement Officer Custodian – Town Hall
Level 2	Vacant
Level 1	Vacant

**APPENDIX C**

April 1, 2013

1.02

<b>Job Level</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
11	83,316	85,549	87,810	90,098	92,410
10	68,867	70,639	72,412	74,186	75,954
9	62,801	63,876	64,951	66,025	67,095
8	57,383	58,467	59,553	60,640	61,726
7	50,874	52,179	53,516	54,889	56,297
6	45,666	46,838	48,039	49,271	50,534
5	41,512	42,205	42,896	43,588	44,281
4	36,887	37,834	38,804	39,798	40,818
3	32,742	33,581	34,441	35,325	36,231
2	29,105	29,849	30,614	31,400	32,205
1	25,465	26,118	26,788	27,475	28,180

**Town of Amherst**

Salary Grid

**APPENDIX C-2**

April 1, 2013

Salary Grid  
Non-Union Police Positions  
Salary Amounts

<b>Job Level</b>	<b>Effective April 1, 2013</b>
Chief of Police	\$ 110,221
Deputy Chief of Police	\$ 100,810
Executive Assistant / Dispatch Coordinator Police	\$ 52,537

**Town of Amherst**

Hourly Rate Grid - Casual

**APPENDIX C-3**

April 1, 2013

1.02

<b>Job Title</b>	<b>Hourly Rate</b>				
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Casual Firefighter</b>	16.19	16.46	16.75	17.03	17.31
<b>Jail Guards</b>	11.64	12.02	12.42	12.81	13.27
<b>Canine Control Officer</b>	11.64	12.02	12.42	12.81	13.27
<b>School Crossing Guards</b>	11.64	12.02	12.42	12.81	13.27
<b>Ice Marshall</b>	11.58	11.95	12.35	12.75	13.20
<b>Other</b>	Provincial Minimum Wage				

Job Title	Hourly Rate				
	Step 1	Step 2	Step 3	Step 4	Step 5
Planning Technician	13.54	14.08	14.61	15.15	15.69
Surveyor/Engineer Assistant	13.54	14.08	14.61	15.15	15.69
Tech Assistant	13.54	14.08	14.61	15.15	15.69
Accounting Clerk	11.64	12.18	12.72	13.26	13.80
Records Management Assistant	11.64	12.18	12.72	13.26	13.80
Maintenance & Park Worker	11.64	12.18	12.72	13.26	13.80
Physical Activity Coordinator	11.64	12.18	12.72	13.26	13.80
Youth Program Coordinator	11.64	12.18	12.72	13.26	13.80
Summer Secretary	11.36	11.90	12.44	12.98	13.54
Tennis Instructor	11.36	11.90	12.44	12.98	13.54
Activity Leader	11.36	11.90	12.44	12.98	13.54
Tourism	11.36	11.90	12.44	12.98	13.54
Other	11.36	11.90	12.44	12.98	13.54

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

**3.4. Academy Street Culvert Replacement**

**Moved By: Councillor Terry Rhindress**

**Seconded By: Councillor Frank Balcom**

**That Council accept the proposal from Maritech Construction in the amount of \$126,000 for Replacement of the Academy Street Culvert with funds to come from the 2013-14 Capital Budget**

**Motion Carried**

**3.5. Asphalt Patching Tender**

**Moved By: Councillor David March**

**Seconded By: Deputy Mayor George Baker**

**That Council award the 2013 Asphalt Patching Program to Costin Paving and Contracting at the following unit rates:**

Asphalt Type "E" sand mix, including tack coat in place for hand patching streets	\$250 per tonne
Asphalt Type "E" sand mix, spreader patch, including tack coat in place	\$130 per tonne
Asphalt Type "C" surface course spreader patch, including tack coat in place	\$120 per tonne
Asphalt Type "B" base course in place	\$240 per tonne
Asphalt Type "C" course in place.	\$240 per tonne
Asphalt Type I Gravel base in place and compacted	\$30 per tonne
Replace Asphalt Curbing including tack coat and backfill, topsoil and seed	\$40 per meter
Asphalt milling 50mm depth	\$30 per square meter

**Motion Carried**



**4. Adjourn**

On motion by Councillor Rhindress, the meeting adjourned at 1:05 PM.

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Gregory D. Herrett, CA  
Town Clerk and CAO

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Robert Small  
Mayor

Amherst Town Council  
Special Meeting  
May 1, 2013  
AGENDA

1. Call to Order
  - 1.1 CAO's Comments
  - 1.2 Mayor's Comments
  
2. 2013-14 Budget - Town of Amherst
  - 2.1 Estimates of Revenues and Expenditures
  - 2.2 Tax Rates
  - 2.3 Sewer Rates
  - 2.4 Sewage Treatment Plant Uniform Charge
  - 2.5 Solid Waste Management Uniform Charge
  - 2.6 Capital Budget
  - 2.7 Temporary Borrowing Resolution
  
3. Requests for Decision
  - 3.1 User Fees Policy
  - 3.2 Tax Reduction Policy
  - 3.3 Salary Administration Policy
  - 3.4 Academy Street Culvert Replacement
  - 3.5 Asphalt Patching Tender
  
4. Adjourn