

**Amherst Town Council
General Operating Budget
Minutes**

Date: April 14, 2025
Time: 3:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Rob Small
Deputy Mayor Hal Davidson
Councillor Charlie Chambers
Councillor Nic Furlong
Councillor Terry McManaman
Councillor Dwayne Ripley
Councillor Kathy Wells

Staff Present Jason MacDonald, Chief Administrative Officer
Aaron Bourgeois, Director, Operations (via Zoom)
Andrew Fisher, Director, Planning & Economic Development
Dwayne Pike, Chief, Police Services
Greg Jones, Director, Fire Services
Kim Jones, Deputy Chief Administrative Officer
Krista Crossman, Director, Human Resources
Sarah Wilson, Director, Finance
Denise Smith, Manager, Financial Services
Sharon Bristol, Director, Community Living
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. Call to Order

Mayor Small called the meeting to order, and welcome everyone to the budget meeting.

1.1 Territorial Acknowledgement

Mayor Small gave the Territorial Acknowledgement.

The CAO spoke to his memo regarding Strategic Priorities and the 2025/26 Operating Budget.

2. Information Items

The Director of Finance reviewed sections 2 through 5.

2.1 Tax Rate History

2.2 Assessment Comparison

2.3 Revenue Generated by \$0.01 on the Tax Rate

2.4 Debenture Schedule

2.5 Debt Service Ratio

2.6 Operating Reserve Balances

2.7 Capital Reserve Balances

2.8 Memo - Capital Reserve - Use of CJSMA Proceeds of Sale

2.9 Memo - Deed Transfer Tax Rate Increase

3. General Rate - Overall

3.1 General Rate - Overall Summary

3.2 General Rate - Overall Revenues Detail

3.3 General Rate - Overall Expenditure Detail

4. Executive Office

4.1 Executive Office Summary Including Revenue Detail

4.2 Executive Expenditure Detail

5. Finance

5.1 Finance Summary with Revenue Detail

5.2 Finance Expenditure Detail

6. Human Resources

The Director of Human Resources reviewed section 6.

6.1 Human Resources Summary with Revenue Detail

6.2 Human Resources Expenditure Detail

7. Police

The Chief of Police reviewed section 7.

7.1 Police Summary Including Revenue Detail

7.2 Police Expenditure Detail

7.3 RFD APD Dress Uniforms - Update and Replacement

7.4 RFD Workforce Stability & Attrition Management

8. Fire

The Director of Fire Services reviewed section 8.

8.1 Fire Summary Including Revenue Detail

8.2 Fire Expenditure Detail

9. Community Living

The Director of Community Living reviewed this section 9.

9.1 Community Living Summary Including Revenue Detail

9.2 Community Living Expenditure Detail

9.3 RFD Tourism Student

9.4 Navigator Revenue and Expenditure Detail

9.5 RFD Community Navigator Position Extension 2025-2027

9.6 OHPR Navigator Summary Including Revenue Detail

10. Planning

The Director of Planning & Economic Development reviewed section 10.

10.1 Planning Summary Including Revenue Detail

10.2 Planning Expenditure Detail

11. Strategic

The Director of Finance reviewed sections 11 and 12.

11.1 Strategic Summary Including Detail

12. Environmental Stewardship

12.1 Environmental Stewardship Summary Including Detail

13. Recreation Facilities

The Director of Operations reviewed sections 13 and 14.

13.1 Recreation Facilities Summary Including Revenue Detail

13.2 Recreation Facilities Expenditure Detail

14. Operations

14.1 Operations Summary Including Revenue Detail

14.2 Operations Expenditure Detail

15. Policies

15.1 User Fee Policy

The Director of Finance reviewed the proposed amendments to the User Fee Policy.

Moved by Deputy Mayor Davidson

Seconded by Councillor Furlong

That staff compare the Town's User Fee Policy with other municipalities for all user rates and report back to Council at the November 2025 Committee of the Whole meeting.

MOTION CARRIED

15.2 RFD Salary Administration Policy Amendments

The Director of Human Resources reviewed the proposed changes to the Salary Administration Policy.

16. Solid Waste

The Director of Finance reviewed sections 16 and 17.

16.1 Solid Waste Summary Including Revenue Detail

16.2 Solid Waste Expenditure Detail

17. Sewage

17.1 Sewage Summary Including Revenue Detail

17.2 Sewage Expenditure Detail

17.3 RFD Sanitary Sewer Rate Increases

18. Water Utility

The Director of Operations reviewed section 18.

18.1 Water Utility Summary Including Revenue Detail

18.2 Water Utility Expenditure Detail

19. Mandatory Provincial Contribution Area Rate

The Director of Finance reviewed sections 19 and 20.

19.1 Mandatory Provincial Contribution Area Rate Summary Including Revenue Detail

19.2 Mandatory Provincial Contribution Area Rate Calculation

20. Community Support Area Rate

20.1 Community Support Area Rate Summary Including Revenue Detail

20.2 Community Support Area Rate Calculation

20.4 RFD Tax Exemption Policy

Moved by Councillor Furlong

Seconded by Councillor Ripley

That staff review the Tax Exemption Policy and report back to Council at the November 2025 Committee of the Whole meeting.

MOTION CARRIED

20.5 Memo - Tax Reduction Policy

20.5.1 Tax Reduction Policy

Moved by Deputy Mayor Davidson

Seconded by Councillor McManaman

That staff amend the Tax Reduction Policy to increase the income limit to a modest \$30,000, with the rebate to remain at \$450.00.

MOTION CARRIED

Moved by Deputy Mayor Davidson

Seconded by Councillor Furlong

That the Committee go into a Closed Session.

MOTION CARRIED

There being no further business Mayor Small adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Rob Small
Mayor