

**Minutes of a Special Meeting of Amherst Town Council
Held in Council Chambers – Amherst Town Hall
Friday, 18 April 2008 at 12:15 PM**

PRESENT: Mayor Jerry Hallee
Deputy Mayor Terry Rhindress
Councillor Robert Angel
Councillor George Baker
Councillor Ed Chitty
Councillor David March
Gregory Herrett, CAO
Rebecca Purdy, EA
Vince Arbing, Treasurer

REGRETS: Councillor Dale Fawthrop

1. CALL TO ORDER

Mayor Hallee called the meeting to order at 12:15 PM . This special meeting was duly advertised, and was called in order for Council to consider the Town's operating and capital budgets for the 2008/2009 fiscal year.

Councillor March, Council Chair of the Corporate Services Department, read the following address to Council:

Your Worship and Members of Council:

It is my pleasure to present the operating and capital budgets for the 2008-2009 fiscal year. Considerable effort has been put forth on the part of Council and staff in the preparation of this document and I would like to take this opportunity to congratulate Vince Arbing and his Corporate Services staff for a job well done in pulling it all together. The goal this year was to have these budgets approved by Council before the end of March, and if it hadn't been for the 'flu bug' they would have accomplished that.

As was the case last year, this year's budget includes a five-year capital plan, but Council will only be formally approving year one of that plan. The projects included in years two through five have been identified for further staff work and may be brought forward for final approval in future years.

As is always the case, there are a number of factors impacting the budget for the year ahead of us.

Residential market value assessment grew by 9% this year in the Town of Amherst. However, the Province's assessment CAP program restricted the use of that increase for purposes of taxation. This year almost 60% of our residential accounts qualified under the CAP program costing us \$13.5 million in assessment and resulting in a revenue loss of \$223,237. The good news is that, even after taking that into account, our residential assessment base grew by 5%.

Commercial assessment grew by 7%, but the ongoing phase-out of Business Occupancy Assessment and Tax resulted in an assessment reduction of over \$7 million, a tax revenue loss of almost \$300,000, which is reflected in a corresponding increase in the commercial rate.

Overall expenditures are projected to rise by 3% or \$421,536 to \$14.4 million. Budgeted wages increased this year by \$129,000 or 2.9%. Most of this increase can be attributed to cost of living adjustments to non-union salaries, as well as scheduled increases in unionized police and outside workers wages. On the benefits side we are projecting a significant, \$367,000 reduction in the employer's share of pension contributions as a result of a Provincial legislative change.

A nominal increase in provincial transfers for items like education, housing, assessment and corrections of about \$23,000 to a total of \$1.9 million was mostly offset this year by a nominal projected increase in equalization funding of approximately \$7,000 which will increase this year to \$1.15 million. The final equalization numbers have yet to be confirmed by the Province.

Debt service costs are projected to come in at \$792,000 resulting in a very respectable ratio of debt service to own source revenue of approximately 6%. Of course this ratio will increase somewhat next year when the debt service for the Stadium and South Albion Street borrowing hits the books.

Once again this year we have increased the provision for funding the capital program from current year operations. We are projecting to fund \$650,000 worth of this year's capital projects from current operations. This continues the strategy of funding less of the capital program from borrowing. In fact, with the exception of last year's Stadium project and a portion of the South Albion Street project, any new debt being taken on is limited to the Water Utility and the Sewer Department, which are both funded from user fees and not the tax rate. If we are able to continue this strategy over the next few years it will result in lessened necessity to borrow and a relative decrease in the longer term in debt service costs.

There was a time this year when it appeared that the amount we receive from the County of Cumberland for fire protection services would completely disappear. However, all that changed with the recent signing of the fire services agreement which will provide us with \$147,000 this year. We have decided to change our strategy somewhat in terms of what we do with these funds and are planning to transfer \$75,000 per year to our capital reserves for fire fighting equipment. This will allow us to set aside at least \$1,125,000 for capital replacements over the 15 year term of the agreement, once again lessening our dependence on capital borrowing.

Funding the future Sewage Treatment Plant continues to be one of our fiscal priorities and to do so we are continuing with the \$23 uniform charge, with proceeds of approximately \$90,000 being placed in the capital reserve along with all revenues received through the Gas Tax Agreement. These two items are projected to result in deposits to the reserve for sewage treatment of almost \$400,000 this year, increasing this reserve to well over \$1,000,000 this fiscal year. Continuing with this strategy, we project to have 2.5 to 3 million dollars in reserves when it is time to pay for the Sewage Treatment Plant.

In terms of the Capital Program, the following is included in the budget package being presented for Council's consideration:

• Upgrade Traffic Lights at Church & Victoria	\$ 22,700
• New 3-stream public waste receptacles in downtown	15,000
• South Albion Street – paving, storm sewer & sanitary sewer	1,233,000
• Paving Rogers Avenue	19,000
• Paving Pinehurst and Cambridge	16,300
• Paving Webster Street Extension	39,000
• Paving Casper Court	33,000
• Environmental Risk Assessment for Sewage Treatment Plant	177,000
• Aboiteau Relocation	497,000
• Preliminary Design & Soils Sampling for Sewage Treatment Plant	32,000
• Replace function tables & chairs at Stadium	18,000
• Paint Steel beams at Stadium	30,000
• Replace garbage containers at Stadium & 7 parks	20,000
• Flooring replacement, Fire Station	20,000
• Hand-held radar for Police Department	6,270
• In-car video camera for Police Department	9,000
• Video Surveillance equipment for Police Department	10,000
TOTAL	<u>\$2,197,270</u>

The total capital program is estimated to cost \$2.2 million and will be funded by:

• Capital borrowing	\$772,000
• Capital from revenue	650,000
• Transfers from reserves	129,270
• Grants	636,000
• Other	10,000
TOTAL	<u>\$2,197,270</u>

In terms of tax rates, the residential rate will remain the same at \$1.65. On the commercial side, we propose to raise the rate by 19 cents. The continued phase out of the business occupancy assessment required the 19 cent increase over last year's rate of \$3.87.

Due to increased debt service costs in the sewer department, an increase of 8% is required, resulting in a proposed residential rate of \$0.71 per cubic meter and a commercial rate of \$0.355 per cubic meter.

The current solid waste uniform charge of \$155 will remain.

In summary then, the residential rate remains at \$1.65, the commercial rate goes from \$3.87 to \$4.06, the solid waste uniform charge stays the same, the sewer rates increase by 8%, and the sewer capital charge of \$23 per year is maintained.

There can be no doubt that even though the residential tax rate remains the same the burden is increasing. The fact of the matter is that, like all businesses, our costs increase as well. While we seek to minimize the impact on our taxpayers, there remains a cost increase. For the owner of a \$100,000 home consuming an average volume of water, we project that the total increase will be approximately \$111 this year, or 4.7%.

All of this is to finance a \$14.4 million operating budget along with a \$2.2 million capital budget.

2. 2008/2009 BUDGET

a) Estimates of Revenues and Expenditures

Moved by Councillor March, seconded by Councillor Baker that Council accept the following estimates of the sums required by the Town of Amherst for the fiscal period ending March 31, 2009, prepared in accordance with Section 72 of the *Municipal Government Act*:

Revenues	
Taxes	\$ 10,369,821.
Grants in Lieu of Taxes	410,073.
Services Provided to Other Local Gov't	209,000.
Sale of Services	1,438,300.
Other Revenue from Own Sources	689,066.
Unconditional Transfers	1,149,000.
Conditional Transfers	153,253.
Total Revenues	\$ 14,418,513.

Expenditures	
Corporate Services	\$ 4,201,171.
Police Services	2,936,160.
Fire Protection Services	1,500,984.
Operational Services	4,094,182.
Planning	319,525.
Community & Economic Development	1,366,491.
Total Expenditures	\$ 14,418,513.

MOTION CARRIED

b) 2008/2009 Tax Rates

Moved by Councillor March seconded by Councillor Chitty that

WHEREAS total estimated expenditures for the fiscal period are \$14,418,513; and

WHEREAS total estimated revenues, other than taxes to be levied are \$4,048,692; and

WHEREAS the balance of revenues required, \$10,369,821 must be rated;

THEREFORE BE IT RESOLVED THAT the tax rates for the Town of Amherst for the fiscal year ending March 31, 2009 are as follows:

Residential	\$1.65 per \$100 of assessment
Non-residential	\$4.06 per \$100 of assessment

AND THAT these taxes are due and payable on September 30, 2008 with interest to be charged on all final tax accounts outstanding on or after October 1, 2008 at the rate of 1% per month, 12% per annum.

MOTION CARRIED

c) Sewer Rates Resolution

Moved by Councillor March seconded by Deputy Mayor Rhindress that:

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: \$0.71 per cu. meter of metered water consumption as determined by the Amherst Water Utility;
 - Commercial/Industrial/Institutional: \$0.355 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 \$129.00 per dwelling unit per annum.

For unmetered residential customers, there shall be a flat charge of \$193.54 per annum.

MOTION CARRIED

d) Sewage Treatment Plant Uniform Charge

Moved by Councillor March seconded by Councillor Angel:

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2009, 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 3,956 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 \$23.00 be levied for the fiscal year ending March 31, 2009 on each property assessment within the boundaries of the Town of Amherst on residential and commercial properties, excluding vacant residential and commercial properties under 10 metres in width with their own assessment account number, and that these uniform charges are due and payable on September 30, 2008 with interest to be charged on all final tax accounts outstanding on or after October 1, 2008 at the rate of 1% per month, 12% per annum.

MOTION CARRIED

e) Solid Waste Management Uniform Charge

Moved by Councillor March seconded by Councillor Baker that:

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2009, the amount of \$488,000 to be expended for the purpose of solid waste management, a purpose for which the Town may expend funds; and

WHEREAS there are approximately 3,148 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 \$155.00 be levied for the fiscal year ending March 31, 2009 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, 2008 with interest to be charged on all final tax accounts outstanding on or after October 1, 2008 at the rate of 1% per month, 12% per annum.

MOTION CARRIED

f) General Borrowing Resolution

The following borrowing resolution is to authorize the borrowing of certain moneys from the Royal Bank of Canada to meet the current expenditure of the Corporation of the Town of Amherst (hereinafter called "the Corporation") for the year ending March 31, 2009;

Moved by Councillor March seconded by Councillor Chitty that:

WHEREAS it is necessary to borrow the sum of \$2,000,000 from the Royal Bank of Canada to meet the new current expenditure 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 Two Million Dollars as the same may be required from time to time to meet the now current expenditure of the Corporation which said expenditure 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 Two Million Dollars at a rate of Royal Bank Prime minus $\frac{1}{4}\%$ 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 so to be borrowed shall be made payable on or before the 31st day of March, 2009, and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of March, 2009, 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, 2009; 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

g) 2008-2009 Capital Budget

Moved by Councillor March seconded by Deputy Mayor Rhindress that Council approve the 2008-2009 General Capital budget as presented, totaling \$2,197,270 to be funded as follows:

Capital borrowing	\$ 772,000
Capital from revenue	650,000
Transfers from reserves	129,270
Grants	636,000
Other	10,000
Total	\$ 2,197,270

MOTION CARRIED

Moved by Councillor March seconded by Councillor Angel that Council approve in principle, the following General Capital budgets:

Fiscal Year	Total Amount
2009 – 2010	\$ 8,096,085
2010 – 2011	9,967,762
2011 – 2012	2,081,000
2012 - 2013	1,092,000

MOTION CARRIED

To be clear, this motion contemplates the approval of the amounts for the years 2009-2010 to 2012-2013 for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.

h) Temporary Borrowing Resolution

Moved by Councillor March seconded by Councillor Baker that:

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:

- Streets, culverts, sidewalks and curbs;
- Wastewater facilities and stormwater systems; and

AND WHEREAS the specific amounts and descriptions of the projects are contained in Schedule “A” (attached);

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 seven hundred seventy-two thousand dollars (\$772,000) 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 seven hundred seventy-two thousand dollars (\$772,000) in total from any chartered bank or trust company 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. 08/09 – Various Purposes

<u>PAVING</u>	
South Albion Street – Robert Angus to boundary	\$209,000
<u>STORM SEWER</u>	
South Albion Storm Sewer Main - Costin Dr to Robert Angus	300,000
<u>SEWER</u>	
South Albion Sewer Main – Costin Dr to Robert Angus	<u>263,000</u>
	<u>\$772,000</u>

MOTION CARRIED

i) 2008/2009 DARS Area Rates

Moved by Councillor March seconded by Councillor Angel that:

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2009 the amount of \$45,267.00 to be disbursed to the Downtown Amherst Revitalization Society to be used for the benefit of the Merchants of the downtown area, a purpose for which the Town may expend funds;

AND WHEREAS the taxable assessment in the area formerly known as the Amherst Business Improvement District Commission area is as follows:

Commercial	\$12,821,200
Business Occupancy	\$2,768,100

AND WHEREAS the Council may, under subsection 75(2) of the *Municipal Government Act*, recover annually from the area as much of that sum as Council considers advisable to collect in any one fiscal year by an area rate of so much on the dollar on the assessed value of the taxable property or occupancy assessment in the area;

THEREFORE BE IT RESOLVED THAT an area rate be levied for the fiscal year ending March 31, 2009 as follows:

Commercial	\$0.23 per \$100 of Assessment
Business Occupancy	\$0.57 per \$100 of Assessment

on all commercial and business occupancy assessment in the area formerly known as the Amherst Business Improvement District Commission area and that these taxes are due and payable on September 30, 2008 with interest to be charged on all final tax accounts outstanding on or after October 1, 2008 at the rate of 1% per month, 12% per annum.

MOTION CARRIED

3. AMEND USER FEE POLICY, RFD#2008035

Moved by Councillor Chitty seconded by Deputy Mayor Rhindress that the Town of Amherst User Fee Policy (Number 3470-03) and schedules be amended as recommended by Administration.

MOTION CARRIED

TOWN OF AMHERST POLICY NUMBER 3470-03

TITLE: Annual Review of User Fees

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,
SCHEDULE A

Policy 3470-03

Corporate Services		
SERVICE/PRODUCT/ADMINISTRATIVE	FEE	HST STATUS
Photocopies	.25/copy	Plus HST
Tax Certificates	\$50.00	Includes HST
Use of Facilities (Cumberland Memorial Bldg)	\$50.00/day	Plus HST
NSF Cheques	\$20.00	HST Exempt
NSF Cheques (Water) covered under UARB Water Rates*	\$15.00	HST Exempt

By-Law Fees Collected by Corporate Services		
C-9 Taxi By-Law, Schedule C		
Taxi Cab License	\$25/yr	HST Exempt
Taxi License Transfer	\$10	HST Exempt
Taxi Driver License	\$5/yr	HST Exempt
C-4 Dogs		
Tags	\$15/yr	HST Exempt
Lost Tag Replacement	\$10	HST Exempt
Registered Kennel	\$25/yr	HST Exempt
Euthanasia	\$50	Plus HST
Capturing Dog Running at Large	\$10	Plus HST
Boarding of Dog	\$10/24 hr	Plus HST
C-11 False Alarms		
After 2 nd Notice	\$50/alarm	HST Exempt

Operational Services		
It is not the intention of the policy to rent Town of Amherst equipment to the general public; these rates and the availability of this equipment are contemplated for use by commercial concerns only.		
Equipment Rentals	Rate per Hour	HST Status
Backhoe	\$51.65*	Plus HST
CAT Loader	\$75.05*	Plus HST
1-ton trucks	\$30.00*	Plus HST
3-ton trucks	\$45.00*	Plus HST
5-ton trucks	\$50.00*	Plus HST
Johnson Street Sweeper	\$100.00*	Plus HST
Trackless	\$45.00*	Plus HST
Bomag Roller	\$40.00*	Plus HST
Sewer Camera	\$100.00*	Plus HST
Line Locator	\$50.00*	Plus HST
Hole Hog	\$200.00	Plus HST
P.W. Compressor	\$9.00	Plus HST
Water Dept. Compressor	\$10.00	Plus HST
Trash Pump	\$10.00	Plus HST
Diaphragm Pump	\$8.00	Plus HST
Vermeer Brush Chipper	\$60.00*	Plus HST
Steamer	\$15.00*	Plus HST
Overhead charges extra – see procedure		
* Price includes one operator and fuel during normal working hours; overtime labour rates are extra.		

Operational Services By-Laws		
D-3 Sewer Use By-Law		
One Connection	\$750.00	Plus HST
Storm Sewer Connection (if done at the same time as sewer connection)	\$250.00	Plus HST
D-19 Sanitary Sewer Rates By-Law - By Council Resolution, April 18, 2008		
Residential Metered Customers	\$0.710/m ³	Exempt
Commercial/Industrial/Institutional metered customers	\$0.355/m ³	Exempt
Non-metered Mobile Home Park Owner	\$129.00/dwelling unit/year	Exempt
Unmetered Residential Customers	Flat charge \$193.54/yr	Exempt

Other		
Sanitary Sewer Charge for Sewage Treatment Plant billed on Tax Bill	\$23.00/yr	Exempt
Solid Waste Collection billed on Tax Bill	\$155.00/year	Exempt
Services/Products – Operational Services		
Parking Space Rental – Yearly	\$200.00	Plus HST
Parking Space Rental – Monthly	\$20.00	Plus HST
Street Breaking Permit (Policy 31600-08)	\$500.00	Plus HST
Commercial Sewer Service (Policy 31600-14) Estimated by Engineer and final adjustment when work is done	Cost of Service	Plus HST

Planning and Development Department		
Zoning Confirmation Letter	\$50.00	HST Exempt
Copy of Land Use Bylaw or Municipal Planning Strategy	\$20.00	HST Exempt
Copy of Zoning Map (11 x 17)	\$5.00	HST Exempt
Copy of Zoning Map (50 cm x 60 cm)	\$10.00	HST Exempt
Application to Amend the Land Use Bylaw	\$200.00	HST Exempt
Application for a Development Agreement	\$200.00	HST Exempt
Application to Amend the Municipal Planning Strategy	\$300.00	HST Exempt
Application for a Variance or Site Plan	\$75.00	HST Exempt
Creation of Mapping Document	\$60.00/hr (including 10 lineal metres of maps)	Plus HST
Print Existing Map – less than 50 cm x 50 cm	\$25.00	Plus HST
Print Existing Map – more than 50 cm x 50 cm	\$50.00	Plus HST
Building Permits		
New residential buildings, community centres, churches	\$50.00 + \$0.12 per square foot	HST Exempt
New Commercial, Industrial or other building not listed	\$50.00 + \$0.17 per square foot	HST Exempt
All alterations or repairs	\$50.00 + 0.25% of value	HST Exempt
Decks, accessory buildings and farm buildings	\$50.00 + \$0.04 per square foot	HST Exempt
Demolition	\$20.00	HST Exempt

Police Department		
Commissioner of Oaths Signing	\$15.98	HST Exempt
Commissioner of Oaths Signing – Child Abuse Register for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Criminal Record Check	\$11.40	HST Included
Criminal Record Check for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Serial # Verification (homemade trailers)	\$10.00	Plus HST
Fingerprints (for non-criminal reasons)	\$10.00	Plus HST
Accident Reports	\$10.70	HST Exempt
Taxi License Photo	\$10.00	Plus HST
Dispatching to Cumberland County F.D's	\$125/month billed quarterly	HST Exempt

Fire Department		
Tanker or Water Filling	\$25.00/load	HST Exempt
Firefighter	\$20.00/hour	HST Exempt
Apparatus	\$200.00/in use; \$100.00/standby	HST Exempt
Standby Jaws of Life Alarm	\$350.00	HST Exempt
Meters	\$50.00/hr	HST Exempt
Saws	\$50.00/hr	HST Exempt
Lighting System	\$25.00/hr	HST Exempt
Generator	\$25.00/hr	HST Exempt
Foam – All Types	\$125.00/jug	HST Exempt
Specialized Suits – Hazmat	Replacement cost	HST Exempt
PPE (bunker gear)	Replacement cost	HST Exempt
Fire Extinguisher Training	\$300.00 up to 15 people	Plus HST
Fire Inspections	\$75.00/hr	Plus HST
Inspection Confirmation Letter	\$50.00	HST Exempt

Community & Economic Development Department		
Ice Time/Stadium		
Early Bird (6:00 – 8:15 am)	\$62.00/hr	Incl. HST
Fair Time (8:30 am – 5:00 pm)	\$83.00/hr	Incl. HST
Prime Time (after 5:00 pm)	\$137.00/hr	Incl. HST
Youth Rate	\$105.00/hr	Incl. 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	HST Included
Tournament Fee	\$100/day	HST Included
Tournament Lights	\$30/day	HST Included

Stadium Advertising Rates plus artwork, design and production		
Ice logos	\$400.00	Plus HST
Dashboard	\$350.00	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	HST Included
Entire Facility including meeting rooms, team rooms	\$750.00 per day	HST Included
2 nd Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	HST Included

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

Equipment Rental – Stadium (Policy 72300-09)		
Portable PA (non-profit organization)	\$20.00/day	Plus HST
Portable PA (other)	\$40.00/day	Plus HST
Ice paint spray equipment (with qualified employee)	\$50.00/job plus labour & transportation	Plus HST

Municipal Government Act Fees – FOI-POP Section 466, MGA		
Application	\$25.00	HST Exempt
Finding, copying the record	\$15.00/half hour	HST Exempt
Application to Review Officer	\$25.00	HST Exempt

SCHEDULE B
 USER FEES POLICY – Policy 3470-03

TOWN OF AMHERST WATER UTILITY

Schedule of Rates and Charges for Water and Water Services

(Effective for water and water services supplied on and after April 1, 2008)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1% per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word “Utility” means the Amherst Water Utility.

1. RATES

- (a) Unmetered (total charge per quarter) \$ 54.01
 (Assuming 272 cubic metre annual consumption)
- (b) Base Charges Quarterly
 - 5/8" 36.18
 - 3/4" 53.18
 - 1" 87.19
 - 1 1/2" 172.19
 - 2" 274.19
 - 3" 546.20
 - 4" 852.22
 - 6" 1,702.25
- (c) Consumption Rate (per Cubic Metres)
 \$0.26 per C.M.
- (d) Minimum Bill
 The minimum bill shall be the Base Charge

2. Public Fire Protection Service

The Town of Amherst shall pay, annually, to the Water Utility in monthly installments for fire protection services, on or before September 30, 2008, the amount of \$434,472.

3. Rates for Sprinkler Service

Each building having a sprinkler system installed shall pay annually for the service as follows:

- Each building serviced by a sprinkler service pipe of 6" or less in diameter \$250.00
- Each building serviced by a sprinkler service pipe of 8" or more in diameter \$300.00

4. Water Rates for Buildings or Works Under Construction
The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main, together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installations.
5. Rates for Water Supplied from Fire Hydrants
Whenever the use of any fire hydrant is desired to supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the Utility, at meter consumption rates.
6. Private Hydrant Rates
Per hydrant per year \$200.00
7. Charges for Re-establishing Water Service
When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$25.00 has been paid to the Utility.
8. Connection Fee
The Utility shall charge a \$25.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred. This fee shall be \$200.00 if water is turned on after normal working hours of the Utility.
9. Charge for Non-Negotiable Cheques
The Utility shall charge a \$15.00 administration fee for cheques that, due to non-negotiability, have been rejected by the Utility's bank.
10. Charge for Missed Appointment by Customers
Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.
11. Rates for Bulk Water
Bulk water will be provided to licensed water haulers at designated locations at a cost of \$2.25 per cubic meter or part thereof.

4. **AMEND TAX REDUCTION POLICY, RFD#2008036**

Moved by Councillor Baker seconded by Councillor March that the Town of Amherst Tax Reduction Policy (Number 3800-02) be amended by increasing the property tax reduction for low income home owners from \$150 to \$200 and by increasing the total household income amount from \$14,000 to \$15,240.

MOTION CARRIED

**TOWN OF AMHERST POLICY
NUMBER 03800-02**

TITLE: TAX REDUCTION POLICY

PURPOSE:

To establish a policy to determine the reduction in taxes for a person (s) whose income from all sources for the calendar year preceding the fiscal year of the Town of Amherst is below the amount set out in this policy AND to determine the reduction in taxes for the owner(s) of a building which has been completely or partially destroyed.

POLICY STATEMENT (1): LOW INCOME

It shall be the policy of the Amherst Town Council that an exemption from taxes will be granted, pursuant to Section 69(2) (a) of the Municipal Government Act, up to an amount of two hundred dollars (\$200.00) as per the following conditions:

- 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 Fifteen Thousand Two Hundred Forty Dollars (\$15,240). 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 year's assessment value before any subsequent rebuilding or construction.
- d) Upon receipt of the Building Inspector's and Provincial Assessment's 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.

5. AMEND SIGN RENTAL POLICY, RFD#2008037

Moved by Deputy Mayor Rhindress seconded by Councillor March that the Town of Amherst Sign Rental Policy (number 72300-02) be amended as recommended by Administration.

MOTION CARRIED

SIGN RENTAL POLICY
72300-02

PURPOSE

To provide an opportunity for the Stadium, non-profit groups and organizations to raise monies by selling advertising in the Amherst Stadium.

POLICY

Cumberland County Minor Hockey Association, Amherst Skating Club and the Amherst Jr. "A" Ramblers Hockey Team will be allowed to sell advertising in the Amherst Stadium.

Dasher Boards (3 x 8 foot sign)

50% of the yearly rental shall be paid to the selling organization. The selling organization or advertiser must purchase sign kit material, at cost, from the Stadium to ensure that materials meet standards and safety requirements. Art work will be the responsibility of the advertiser.

Ice Surface Advertising

50% of the yearly rental shall be paid to the selling organization. The selling organization or advertiser must have signage prepared prior to September 1st. This will allow for planning and installation of said advertising while the ice is placed in the Stadium. Signage to be made from either onion paper or stencils, to allow for proper paint and design. Signs will be placed by Stadium staff.

Zamboni

50% of the yearly rental shall be paid to the selling organization. Only decals or magnetic signs are to be used. Cost of signage will be the responsibility of the advertiser and should be capable of withstanding 200° F water and cold rain, as the machine may be exposed to varying weather conditions when going outside the building or when being washed off with very hot water.

Drilling of holes in the Zamboni to attach signage will not be permitted.

Other Signs

50% of the yearly rental shall be paid to the selling organization.

Terms and Conditions

- Any authorized agent who engages in the selling of advertising space within the Amherst Stadium must contact the Department of Community and Economic Development to ensure space availability prior to confirmation of the rental agreement with the client.
- Once availability is confirmed with staff, the authorized agent will advise the Department, in writing, of the sales commitment and confirm installation dates and billing contact information.
- Community and Economic Development staff will issue an invoice directly to the customer and collect payments.
- At the conclusion of the each season, accounts will be reconciled and commissions will be credited to each organization for new sales and renewals of existing commissioned accounts.
- All art work will be the responsibility of the advertiser.
- All signs will be installed by Town of Amherst staff.
- The Town of Amherst staff reserve the right to refuse or remove any advertising that it deems unfit and portrays a negative image of the Town of Amherst, residents or business. Removal will be at the cost of the advertiser or selling organization.
- Rates for signage will be set annually under user fee policy number 03470.

6. TENDER: SOUTH ALBION STREET RECONSTRUCTION, RFD#2008038

Moved by Councillor Angel seconded by Councillor Chitty that Council award the contract for South Albion Street reconstruction, including storm and sanitary sewer replacement and repaving, to Bowers' Construction at their low tendered price of \$780,766 plus HST, as recommended by Administration.

MOTION CARRIED

7. TENDER: JANITORIAL SERVICES, RFD#2008039

Moved by Councillor Baker seconded by Deputy Mayor Rhindress that Council award the contract for Janitorial Services for the Confederation Memorial Building and Library to G&A Enterprises at their low tendered price of \$31,020 plus HST, as recommended by Administration.

MOTION CARRIED

On motion by Councillor Chitty the meeting adjourned at 12:45 PM

APPROVED:

Gregory D. Herrett, CA
Chief Administrative Officer

Jerry Hallee
Mayor

AGENDA

1.	CALL TO ORDER			
2.	2008/2009 Budget	RFD		Page
2.1	2008-2009 Operating Budget			2
2.2	Comparison 2007-2008 vs 2008-2009			3
2.3	2008-2009 Capital Budget			4
2.4	2009-2010 Projected Capital Budget			6
2.5	2010-2011 Projected Capital Budget			10
2.6	2011-2012 Projected Capital Budget			12
2.7	2012-2013 Projected Capital Budget			14
2.8	Budget Motions			
	a) Estimates of Revenues and Expenditures			16
	b) 2008/2009 Tax Rates			17
	c) Sewer Rates Resolution			18
	d) Sewage Treatment Plant Uniform Charge			19
	e) Solid Waste Management Uniform Charge			20
	f) General Borrowing Resolution			21
	g) 2008-2009 Capital Budget			22
	h) Temporary Borrowing Resolution			23
	i) 2008-2009 DARS Area Rates			24
3.	Amend User Fee Policy	2008035		25
4.	Amend Tax Reduction Policy	2008036		35
5.	Amend Sign Rental Policy	2008037		38
6.	Tender: South Albion Street Reconstruction	2008038		41
7.	Tender: Janitorial Services	2008039		43
8.	ADJOURNMENT			