

**Amherst Town Council
Special Meeting
Minutes**

Date: June 8, 2022
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor David Kogon
Deputy Mayor Sheila Christie
Councillor George Baker
Councillor Hal Davidson
Councillor Lisa Emery
Councillor Dale Fawthrop
Councillor Leon Landry

Staff Present Jason MacDonald, Chief Administrative Officer
Dwayne Pike, Police Chief
Greg Jones, Director of Fire Services
Aaron Bourgeois, Director of Operations
Andrew Fisher, Director of Planning & Strategic Initiatives
Kimberlee Jones, Director of Corporate Communications and
Community Well Being / Municipal Clerk
Sarah Wilson, Acting Treasurer
Natalie LeBlanc, Deputy Clerk

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 4:00 p.m.

1.1 May 17, 2022 Capital Budget Minutes

Moved By Councillor Fawthrop

Seconded By Deputy Mayor Christie

To approve the minutes of the May 17, 2022 capital budget meeting as amended.

Motion Carried

1.2 May 30, 2022 General Operating Budget Minutes

Moved By Councillor Landry

Seconded By Councillor Emery

To approve the minutes of the May 30, 2022 general operating budget as circulated.

Motion Carried

1.3 CAO's Comments

The CAO presented his budgetary comments.

1.4 Mayor's Comments

Mayor Kogon presented his budgetary comments.

2. BUDGET RESOLUTIONS

2.1 Estimates of Revenues and Expenditures

Moved By Deputy Mayor Christie

Seconded By Councillor Emery

THAT Council accepts the following estimates of the sums required by the Town of Amherst for the fiscal period ending March 31, 2023, prepared in accordance with Section 72 of the *Municipal Government Act*:

Revenues	
Taxes	\$ 14,286,562
Grants in Lieu of Taxes	262,843
Services Provided to Other Local Gov't	245,987
Sale of Services	1,472,359
Other Revenue from Own Sources	742,926
Unconditional Transfers	1,260,382
Conditional Transfers	490,300
Other Transfers	436,904
Total Revenues	\$ 19,198,263

Expenditures	
Corporate Services	\$ 2,787,602
Police	4,716,495
Fire	1,946,060
Economic Development	187,073
Recreation Facilities	1,463,870
Community Well Being	445,369
Planning	190,869
Strategic	280,000
Environmental Stewardship	53,719
Operations	2,139,893
Solid Waste Education & Bylaw Enforcement	404,399
Sewage	1,129,929
Solid Waste	591,795
Mandatory Provincial Support Area Rate	2,244,712
Community Support Area Rate	616,478
Total Expenditures	\$ 19,198,263

Motion Carried

2.2 General Tax Rate

Moved By Councillor Davidson

Seconded By Councillor Emery

WHEREAS total estimated expenditures to be rated for the fiscal period April 1, 2022 - March 31, 2023 are \$14,615,349.

THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year ending March 31, 2023:

1. **The general tax rates are as follows:**

Residential / Resource

\$1.197 per \$100 of assessment

Commercial

\$3.997 per \$100 of assessment

AND THAT these taxes are due and payable on September 30, 2022 with interest to be charged on all final tax accounts outstanding on or after October 1, 2022 at the rate of 1% per month, 12% per annum.

AND in addition that staff enter into discussions with the local Legion to determine a process and costs for Council to address additional requests for veteran banners.

Motion Carried

Councillor Baker joined the meeting at this time.

2.3 Area Rate - Community Support

Moved By Councillor Fawthrop

Seconded By Deputy Mayor Christie

WHEREAS the estimated expenditures for the community support for the 2022-23 fiscal period are \$396,454, net of own source funding in the amount of \$220,024. THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year ending March 31, 2023, the Community Support Area Rate on all property assessments within the boundary of the Town of Amherst are as follows:

Residential / Resource	\$0.071 per \$100 of assessment
Commercial	\$0.071 per \$100 of assessment

AND THAT these area rates are due and payable on September 30, 2022 with interest to be charged on all final tax accounts outstanding on or after October 1, 2022 at the rate of 1% per month, 12% per annum.

Motion Carried

2.4 Sanitary Sewer Rates

Moved By Councillor Landry

Seconded By Councillor Davidson

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

THEREFORE BE IT RESOLVED THAT owners shall be billed for sewer services using one of the following methods effective April 1, 2022:

- **Metered Customers**
Those owners whose water service is metered shall pay a usage charge:
- **Residential**: \$0.99 per cu. meter of metered water consumption as determined by the Amherst Water Utility;
- **Commercial/Industrial/Institutional**: \$0.49 per cu. meter of metered water consumption as determined by the Amherst Water Utility.

- **Base Charges**

Those owners whose water service is metered shall pay a base charge quarterly. The quarterly base charge by meter size is:

5/8"	\$18.00
3/4"	\$27.00
1"	\$43.75
1 1/2"	\$86.00
2"	\$136.25
3"	\$271.25
4"	\$500.00

- **Non-Metered Customers**

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

Motion Carried

2.5 Wastewater Treatment Facility Uniform Charge

Moved By Councillor Davidson

Seconded By Councillor Emery

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2023, an amount to be raised for a portion of the debenture principal and interest payments for the wastewater treatment facility, a purpose for which the Town may expend funds; and

WHEREAS there are approximately 486 unmetered mobile homes within a land leased community within the boundaries of the Town of Amherst; and

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

THEREFORE BE IT RESOLVED that a uniform charge of \$72.00 be levied for the fiscal year ending March 31, 2023 on each unmetered mobile home within a land leased community within the boundaries of the Town of Amherst, and that these uniform charges are due and payable on September 30, 2022 with interest to be charged on all final tax accounts outstanding on or after October 1, 2022 at the rate of 1% per month, 12% per annum.

Motion Carried

2.6 Solid Waste Management Uniform Charge

Moved By Councillor Emery

Seconded By Councillor Fawthrop

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2023, the amount of \$591,795 to be expended for the purpose of solid waste management, a purpose for which the Town may expend funds; and

WHEREAS \$591,495 is funded from the Solid Waste Management Uniform Charge; and

WHEREAS the Town collects solid waste from the approximately 3,198 residential premises with less than four such dwelling units within the Town; 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 \$185.00 be levied for the fiscal year ending March 31, 2023 on each residential property within the boundaries of the Town of Amherst with less than four such dwelling units, and that these uniform charges are due and payable on September 30, 2022 with interest to be charged on all final tax accounts outstanding on or after October 1, 2022 at the rate of 1% per month, 12% per annum.

Motion Carried

2.7 Operating Budget - Water Utility

Moved By Councillor Emery

Seconded By Deputy Mayor Christie

That Council approves the 2022-2023 Amherst Water Utility Operating Budget of \$2,442,117 as presented.

Motion Carried

3. REQUEST FOR DECISION

3.1 General Borrowing Resolution

Moved By Councillor Landry

Seconded By Councillor Fawthrop

That Council approves a general borrowing resolution in authorizing a line of credit in the amount of \$7.7 million with the Royal Bank of Canada to meet the current expenditures of the Town of Amherst for the year ending March 31, 2023.

Motion Carried

3.2 User Fee Policy

TOWN OF AMHERST POLICY

NUMBER 3470-03
PAGE 1 of 8

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: Annual Review of User Fees

Minutes reference date:	30 April 2007	29 October 2007	18 April 2008
	28 May 2009	26 April 2010	24 May 2011
	23 May 2012	01 May 2013	30 April 2014
	12 June 2015	25 May 2016	03 October 2016
	23 January 2017	23 May 2018	15 May 2019
	25 May 2020	22 June 2020	27 September 2021

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 the 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.

Corporate Services		
SERVICE/PRODUCT/ADMINISTRATIVE	FEE	HST STATUS
Photocopies	.25/copy	Plus HST
Tax Certificates	\$50.00	HST Exempt
NSF Cheques	\$20.00	HST Exempt

By-Law Fees Collected by Corporate Services		
C-4 Dog-By-Law, Schedule A		
Dog License spayed/neutered	\$15/yr	HST Exempt
Dog License un-spayed/un-neutered	\$30/yr	HST Exempt
Lost Tag Replacement	\$15	HST Exempt
Dog-1 st Impoundment	\$30	Plus HST
Licensed Dog-2 nd Impoundment	\$70	Plus HST
Licensed Dog-3 rd & Subsequent Impoundments	\$100	Plus HST
Unlicensed Dog-Impoundments	\$100	Plus HST
Maintenance fee – Impoundment period	\$15/per day	Plus HST
C-11 False Alarms - After 2nd Notice	\$50/alarm	HST Exempt

Operational Services		
It is not the intention of the policy to rent Town of Amherst equipment to the general public; these rates and the availability of this equipment are contemplated for use by commercial concerns only.		
Equipment Charge out Rates	Rate per Hour	HST Status
Backhoe	\$93.00*	Plus HST
Loader	\$97.25	Plus HST
1-ton trucks/Service trucks	\$44.23*	Plus HST
3-5 ton trucks	\$66.00*	Plus HST
Street Sweeper	\$115.00*	Plus HST
Trackless	\$70.00*	Plus HST
Sewer Camera	\$100.00*	Plus HST
Line Locator	\$50.00*	Plus HST
Hole Hog	\$45.00*	Plus HST
Vermeer Brush Chipper	\$60.00*	Plus HST
Steamer	\$30.00*	Plus HST
Trash Pump	\$15.00	Plus HST
Diaphragm Pump	\$15.00	Plus HST
Line Painter	\$115.00/hour	Plus HST
Overhead charges extra – see procedure		
* Price includes one operator and fuel during normal working hours; overtime labour rates are extra.		

Operational Services By-Laws		
D-3 Wastewater Discharge By-Law		
One Connection	\$750.00	HST Exempt
Storm Sewer Connection (if done at the same time as sewer connection)	\$250.00	HST Exempt
D-19 Sanitary Sewer Rates By-Law		
Residential Metered Customers	\$.99 m ³	HST Exempt
Commercial/Industrial/Institutional metered customers	\$.49 m ³	HST Exempt
Annual Base Charges – Meter Size		
5/8"	\$72.00	HST Exempt
3/4"	\$108.00	HST Exempt
1"	\$175.00	HST Exempt
1.5"	\$344.00	HST Exempt
2"	\$545.00	HST Exempt
3"	\$1,085.00	HST Exempt
4"	\$2,000.00	HST Exempt
Annual Non-metered Mobile Home Park Owner	\$178.53 /dwelling unit/year	HST Exempt
Uniform Charge for Wastewater Treatment Facility for unmetered mobile homes billed on the property Tax Bill	\$72.00/yr	HST Exempt
Solid Waste Rates		
Solid Waste Collection billed on Tax Bill	\$185.00/yr	HST Exempt
Replacement Green Bin (Composter)	\$95.00	Plus HST
Replacement White Kitchen Compost (Bucket)	\$5.00	Plus HST
Services/Products – Operational Services		
Street Breaking Permit (Policy 31600-08)	\$500.00	Plus HST
Commercial Sewer Service (Policy 31600-14) Estimated by Engineer and final adjustment when work is done	Cost of Service	Plus HST

Planning and Development Department		
Zoning Confirmation Letter	\$50.00	HST Exempt
Copy of Land Use Bylaw or Municipal Planning Strategy	\$20.00	HST Exempt
Copy of Zoning Map (11 x 17)	\$5.00	HST Exempt
Copy of Zoning Map (50 cm x 60 cm)	\$10.00	HST Exempt
Application to Amend the Land Use Bylaw	\$200.00	HST Exempt
Application for a Development Agreement	\$200.00	HST Exempt
Application to Amend the Municipal Planning Strategy	\$300.00	HST Exempt
Application for a Variance or Site Plan	\$75.00	HST Exempt
Creation of Mapping Document	\$60.00/hr(including 10 lineal metres of maps)	Plus HST
Print Existing Map – less than 50 cm x 50 cm	\$25.00	Plus HST
Print Existing Map – more than 50 cm x 50 cm	\$50.00	Plus HST

Building Permits		
New residential buildings, community centres, churches	\$50.00 + \$0.12 per square foot	HST Exempt
New Commercial, Industrial or other building not listed	\$50.00 + \$0.17 per square foot	HST Exempt
All alterations or repairs	\$50.00 + 0.25% of value	HST Exempt
Decks, accessory buildings and farm buildings	\$50.00 + \$0.04 per square foot	HST Exempt
Demolition	\$20.00	HST Exempt
Permit Renewals	\$50.00	HST Exempt
Development Permit	\$50.00	HST Exempt

Police Department		
Commissioner of Oaths Signing	\$15.98	HST Exempt
Commissioner of Oaths Signing – Child Abuse Register for Amherst citizens to participate as volunteers for community organizations. Criminal Record Check/Vulnerable Sector for Amherst citizens to participate as volunteers for community organizations.	Waived	N/A
Criminal Record Check	\$25.00 \$30.00	Plus HST
Serial # Verification (homemade trailers)	\$25.00	Plus HST
Fingerprints (for non-criminal reasons)	\$50.00	Plus HST
Accident Reports	\$25.00	Plus HST
Community Room Rental	\$125.00/day \$75.00/half day	Plus HST
C-9 Taxi By-Law, Schedule E		
Taxi Cab License	\$25/yr	HST Exempt
Taxi License Transfer	\$10	HST Exempt
Taxi Driver License	\$20/yr	HST Exempt
Taxi Driver License Replacement	\$10	HST Exempt
Taxi License Photo	\$10.00	Plus HST

Fire Department		
Firefighter	\$20.00/hour	HST Exempt
Apparatus	\$200.00/in use; \$100.00/standby	HST Exempt
Standby Jaws of Life Alarm	\$350.00	HST Exempt
Meters	\$50.00/hr	HST Exempt
Saws	\$50.00/hr	HST Exempt
Lighting System	\$25.00/hr	HST Exempt
Generator	\$25.00/hr	HST Exempt
Foam – All Types	\$185.00/jug	HST Exempt
Specialized Suits – Hazmat	Replacement cost	HST Exempt
PPE (bunker gear)	Replacement cost	HST Exempt
Fire Extinguisher Training	\$300.00 up to 15 people	Plus HST
Fire Inspections	\$75.00/hr	Plus HST
Inspection Confirmation Letter	\$50.00	HST Exempt

Recreation

Ice Time/Stadium								
The rates below are per hour plus HST.								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holidays
Early Time 6:30-8:30am	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$128.00
Fair Time 8:30-5:00pm	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	-	-	\$128.00
Prime Time 5:00-12:00am	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00
Youth Time Monday-Sunday	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00

Youth Time Rates Include:

- Groups affiliated with Amherst Skating Club; or

- Groups affiliated with another skating club; or
- Groups affiliated with Skate Nova Scotia and/or Skate Canada who are 18 years old and younger.
- Groups affiliated with Cumberland County Minor Hockey; or
- Groups affiliated with another minor hockey association; or
- Groups affiliated with Hockey Nova Scotia or Hockey Canada who are 18 years old and younger.
- Groups affiliated with Ringette Nova Scotia; or
- Groups affiliated with Ringette Canada who are 18 years old and younger.
- Community groups who don't reside in the Town of Amherst and are 18 years old and younger.

Photocopies/Stadium (Policy 72000-06)		
8 ½ X 11 (Town Paper)	\$0.10/copy	Plus HST
8 ½ X 14 (Town Paper)	\$0.15/copy	Plus HST
11 X 17 (Town Paper)	\$0.25/copy	Plus HST
8 ½ X 11 (own paper)	\$0.05/copy	Plus HST
8 ½ X 14 (own paper)	\$0.05/copy	Plus HST
11 X 17 (own paper)	\$0.10/copy	Plus HST

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

Stadium Advertising Rates plus artwork, design and production*		
Ice logos	\$400.00	Plus HST
Dashboard	\$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

*In addition to the advertising rate, the customer will be responsible and invoiced for all cost(s) associated with the creation of artwork, design, production & installation if applicable. Actual quote will be provided at the time the service is requested.

Off Season Stadium Rentals		
Rink Floor Only	\$50.00 per hr or \$630.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Entire Facility including meeting rooms, team rooms	\$70.00per hr or \$790.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Extra Employees	\$25.00 per person per hour	Plus HST
2 nd Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	Plus HST

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

*Includes one employee during that time

Community Credit Union Business Innovation Centre			
Rental Fee	Daily	1/2 Day	Hourly
Conference Room	\$400.00	\$250.00	\$80.00
Conference Room – Community	\$240.00	\$150.00	\$48.00
Boardroom	\$125.00	\$80.00	\$25.00
Boardroom – Community	\$75.00	\$48.00	\$15.00
Hub	\$75	\$50	
Hub – Community	\$45	\$30	
Evening & Weekend Surcharge			\$20.00
Evening & Weekend Surcharge – Community			\$12.00
Sound & Lighting Technician			\$30.00
Sound & Lighting Technician – Community			\$18.00

*HST shall be applied and be in addition to all rates noted for the Community Credit Union Business Innovation Centre

Municipal Government Act Fees – FOI-POP Section 466, MGA
The fees charged for access to information under Part XX of the MGA (Freedom of Information and Protection of Privacy) shall be in accordance with the Freedom of Information and Protection of Privacy Regulations of Nova Scotia, as amended from time to time.

Note: "All rates and charges with respect to the Amherst Water Utility will be in accordance with the schedule of rates for water and water services as approved by the Utility and Review Board of Nova Scotia from time to time and as reflected in the Order of the Board."

Moved By Councillor Emery

Seconded By Deputy Mayor Christie

That Council approve the request to have the User Fee Policy, Policy number 3470-03, updated to reflect the changes noted above in the highlighted red-line version.

Motion Carried

3.3 Town of Amherst and Amherst Water Utility Capital Budgets

Moved By Councillor Davidson

Seconded By Councillor Emery

That Council approves the Town of Amherst General Capital Budget for the 2022-23 fiscal year as presented in the amount of \$8,283,710 and the Amherst Water Utility Capital Budget for the 2022-23 fiscal year in the amount of \$1,757,700 to be funded as follows:

<u>Town of Amherst - General Capital</u>		<u>Amherst Water Utility</u>	
Capital from Revenue	\$ 590,000	Capital from Revenue	\$ 40,000
Reserves	2,036,910	Water Depreciation	1,086,101
Canada Community Building Fund (formerly Gas Tax Fund)	1,231,000	Grant - Federal/Provincial	601,599
Grants - Federal/Provincial	2,398,432	Temporary Borrowing	30,000
Temporary Borrowing	30,000		<u>\$ 1,757,700</u>
Long Term Debt	1,997,368		
	<u>\$ 8,283,710</u>		

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

<u>Fiscal Year</u>	<u>General Capital Total Amount</u>	<u>Water Capital Total Amount</u>
2023-2024	\$ 1,871,000	\$ 490,000
2024-2025	\$ 2,531,000	\$ 535,000
2025-2026	\$ 1,487,000	\$ 606,000
2026-2027	\$ 2,083,500	\$ 335,000

And further, that that 2023-24 capital budget be based on a newly approved asset management plan which includes a comprehensive review on how streets are recommended for reconstruction and/ or repaving with a focus on addressing the condition and improvement of the streets that have the most significant evidence of deterioration.

To be clear, the second part of this motion contemplates the approval of the amounts for the years 2023-2024 to 2026-2027 for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.

Motion Carried

3.4 Capital - Street Sweeper

Moved By Councillor Fawthrop

Seconded By Councillor Davidson

That Council award RFP-22-24 for the supply of a Street Sweeper to the highest scoring proponent, Joe Johnson Equipment Ltd., for the lump sum price of \$365,801.86 plus non-refundable taxes.

Motion Carried

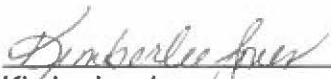
4. INFORMATION ITEMS

4.1 2022-23 Operating Capital Budget Reports


Mrs. Wilson presented the 2022-23 Operating Capital Budget Reports, included as part of the agenda package.

5. **ADJOURNMENT**
Moved By Deputy Mayor Christie
Seconded By Councillor Fawthrop
To adjourn the meeting.

Motion Carried



Kimberlee Jones
Municipal Clerk



David Kogon, MD
Mayor