

**TOWN OF AMHERST  
Regular Council Meeting  
Minutes**

**Date:** January 27, 2025  
**Time:** 6:00 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  
 Andrew Fisher, Director, Planning & Strategic Initiatives  
 Dwayne Pike, Chief, Police Services  
 Greg Jones, Director, Fire Services  
 Kim Jones, Director, Corporate Communications  
 Krista Crossman, Director, Human Resources  
 Sarah Wilson, Director, Finance  
 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.
2. **TERRITORIAL ACKNOWLEDGMENT**  
 Mayor Small gave the Territorial Acknowledgement.
3. **APPROVAL OF AGENDA/MINUTES**
  - 3.1 **Approval of the Agenda**  
 Moved By Councillor Ripley  
 Seconded By Councillor McManaman  
 To approve the agenda as circulated.  

**Motion Carried**
  - 3.2 **Acceptance of Minutes - December 16, 2024**  
 Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the December 16, 2024 meeting of Council were accepted as included in the agenda package.
4. **REQUESTS FOR DECISION**
  - 4.1 **Strategic Plan**  
 Moved By Deputy Mayor Davidson  
 Seconded By Councillor Chambers  
 That Council adopt the 2024 – 2028 Strategic Plan.  

**Motion Carried**
  - 4.2 **Salary Administration Policy**  
 Moved By Councillor Ripley  
 Seconded By Councillor Wells  
 That Council approve the amended Salary Administration Policy # 04530-01 with the following revisions:
    1. Remove the Procurement Coordinator position;
    2. Add the new Marketing and Communications Strategist position with a salary range of \$67,624 to \$80,747;

3. **Rename the position of Director of Planning & Strategic Initiatives to Director of Planning & Economic Development;**
4. **Rename the position of Business Development Officer to Economic Development Officer;**
5. **Reassign the Director of Communications, Procurement & IT to the new Deputy CAO position and;**
6. **Add the CAO's office to the Salary Administration Policy with the following positions:**
  1. **Deputy CAO**
  2. **Marketing and Communications Strategist**
  3. **Communications Officer**
  4. **Municipal Clerk**
  5. **Administrative Assistant – Clerk's Office**

**Motion Carried**

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|                   |                                     |
|-------------------|-------------------------------------|
| <b>TITLE:</b>     | <b>SALARY ADMINISTRATION POLICY</b> |
| <b>SECTION:</b>   | <b>HUMAN RESOURCE MANAGEMENT</b>    |
| <b>POLICY NO:</b> | <b>04530-01</b>                     |

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**APPROVAL DATE:** January 27, 2025

**CAO Signature:** \_\_\_\_\_

**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 the position within the Town.

**OBJECTIVES**

1. To promote salary equity in the Town's non-union sector.
2. To establish a framework and procedure to determine categories of compensation for new positions.

**DEFINITION OF TERMS**

**Salary Grid** - shows all the salary scales applicable to positions within the Town. The salary grids are contained in Appendices A, A-1, B, & C. The salary grid in Appendix C has seven 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 category of duties, with a minimum and maximum. The range will be established by Council after considering the recommendation of the CAO.

**Overall Market Review** – A review of the appropriateness of the salary ranges for positions as listed in Appendix C. The review shall include a survey of the market value of similar positions.

**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.

**SALARY GRID:**

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

**New Positions:** Recommendations for placement on the salary grid in Appendix C shall be prepared by the Chief Administrative Officer and forwarded to Council for approval.

**STEP ADJUSTMENTS**

Step adjustments shall be made only when:

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

Upon completion of a satisfactory annual evaluation, the employee may be moved to the next step of their salary range in Appendix C. All step movements must be approved by the CAO.

The CAO may, on the recommendation of the Director, authorize a movement of up to 3 steps in one year to recognize exceptional performance. In normal circumstances employees would move one step each year upon a satisfactory performance evaluation.

**TRAVEL VEHICLE ALLOWANCES:**

Mayor, Council and Directors of departments shall receive a monthly vehicle allowance of \$150.00.

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

**LUNCH BREAKS:**

The lunch break period shall be for a one-hour period.

**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 comprising the program of employee compensation.
2. Review and approve salary categories for all established positions within the Town.
3. Review and consider for approval the recommendations of the CAO in regard to the appropriateness of the salary classifications and ranges from time to time if necessary.

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 maintenance of the salary rating and performance appraisal procedures.
3. Conduct salary rating and performance evaluation procedures relative to Director positions.
4. Monitor salary surveys and make recommendations to Council concerning market conditions as appropriate with an overall market review to be completed every three (3) years, or as directed by Council.
5. Grant step and/or merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.
6. Maintain all personnel files and records.
7. Determine salary ratings for temporary and casual positions.

The Director Shall:

1. Conduct 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**  
January 1, 2019

**Town of Amherst**  
Salary Grid

| Job Level    | Salary Amount |             |
|--------------|---------------|-------------|
| Mayor        | Stipend       | \$41,178.00 |
| Deputy Mayor | Stipend       | \$27,723.00 |
| Councilor    | Stipend       | \$25,050.00 |

**APPENDIX A-1**  
April 1, 2024

Salary Grid  
Other Non-Union Positions

| Job Level              |
|------------------------|
| Chief of Police        |
| Deputy Chief of Police |
| Inspector - Police     |

\*\* Effective April 1, 2018 the Chief of Police and Deputy Chief of Police salaries will be calculated on April 1<sup>st</sup> of each year as being 141% and 129% of the first-class constable rates.

\*\* Effective April 1, 2024, the Inspector salary will be calculated on April 1<sup>st</sup> of each year as being 120% of the first-class constable rates.

**APPENDIX B**

**Town of Amherst**  
Hourly Rates – Casual Positions

| Position                       | Rate                                 |
|--------------------------------|--------------------------------------|
| Casual Firefighter             | Provincial Minimum Wage + \$4.00/hr. |
| Jail Guard                     | Provincial Minimum Wage + \$4.00/hr. |
| School Crossing Guard          | Provincial Minimum Wage + \$2.00/hr. |
| New Student                    | Provincial Minimum Wage              |
| First Year Returning Student   | Provincial Minimum Wage + \$2.00/hr. |
| Second+ Year Returning Student | Provincial Minimum Wage + \$3.00/hr. |
| Professional Student *         | Provincial Minimum Wage + \$4.00/hr. |

\* Applies to student employees enrolled in a professional post-secondary program for which the Town requires specialized education requirements as a condition of employment. i.e. Engineering, Planning, Accounting, etc.

**APPENDIX C**

**JANUARY 27, 2025** APRIL 1, 2024

**Town of Amherst - 2024/25 Salary Grid  
Non-Union**

| DEPARTMENT              | JOB TITLE   | STEP 1        | STEP 2        | STEP 3         | STEP 4         | STEP 5         | STEP 6         | STEP 7         |
|-------------------------|---|---------------|---------------|----------------|----------------|----------------|----------------|----------------|
| <b>CLERK</b>            | <b>Municipal Clerk</b>                                | <b>72,585</b> | <b>74,763</b> | <b>77,005</b>  | <b>79,316</b>  | <b>81,695</b>  | <b>84,146</b>  | <b>86,670</b>  |
|                         | <b>Administrative Assistant—Clerk's Office</b>        | <b>49,740</b> | <b>51,232</b> | <b>52,769</b>  | <b>54,352</b>  | <b>55,983</b>  | <b>57,662</b>  | <b>59,392</b>  |
| <b>COMMUNICATIONS</b>   | <b>Director, Communications and IT</b>                | <b>95,680</b> | <b>98,550</b> | <b>101,507</b> | <b>104,552</b> | <b>107,689</b> | <b>110,919</b> | <b>114,247</b> |
|                         | <b>IT Manager</b>                                     | <b>62,295</b> | <b>64,164</b> | <b>66,089</b>  | <b>68,071</b>  | <b>70,114</b>  | <b>72,217</b>  | <b>74,383</b>  |
|                         | <b>IT Coordinator</b>                                 | <b>54,414</b> | <b>56,046</b> | <b>57,728</b>  | <b>59,460</b>  | <b>61,243</b>  | <b>63,081</b>  | <b>64,973</b>  |
|                         | <b>Procurement Coordinator</b>                        | <b>54,414</b> | <b>56,046</b> | <b>57,728</b>  | <b>59,460</b>  | <b>61,243</b>  | <b>63,081</b>  | <b>64,973</b>  |
|                         | <b>Communications Officer</b>                         | <b>54,414</b> | <b>56,046</b> | <b>57,728</b>  | <b>59,460</b>  | <b>61,243</b>  | <b>63,081</b>  | <b>64,973</b>  |
| <b>COMMUNITY LIVING</b> | <b>Director of Community Living</b>                   | <b>95,680</b> | <b>98,550</b> | <b>101,507</b> | <b>104,552</b> | <b>107,689</b> | <b>110,919</b> | <b>114,247</b> |
|                         | <b>Community Well-Being Manager</b>                   | <b>62,295</b> | <b>64,164</b> | <b>66,089</b>  | <b>68,071</b>  | <b>70,114</b>  | <b>72,217</b>  | <b>74,383</b>  |
|                         | <b>Culture, Events &amp; Marketing Coordinator</b>    | <b>49,740</b> | <b>51,232</b> | <b>52,769</b>  | <b>54,352</b>  | <b>55,983</b>  | <b>57,662</b>  | <b>59,392</b>  |
|                         | <b>Active Living Coordinator</b>                      | <b>49,740</b> | <b>51,232</b> | <b>52,769</b>  | <b>54,352</b>  | <b>55,983</b>  | <b>57,662</b>  | <b>59,392</b>  |
| <b>FINANCE</b>          | <b>Director, Finance</b>                              | <b>95,680</b> | <b>98,550</b> | <b>101,507</b> | <b>104,552</b> | <b>107,689</b> | <b>110,919</b> | <b>114,247</b> |
|                         | <b>Manager of Financial Services</b>                  | <b>80,200</b> | <b>82,606</b> | <b>85,084</b>  | <b>87,637</b>  | <b>90,266</b>  | <b>92,974</b>  | <b>95,763</b>  |
|                         | <b>Revenue Officer</b>                                | <b>54,414</b> | <b>56,046</b> | <b>57,728</b>  | <b>59,460</b>  | <b>61,243</b>  | <b>63,081</b>  | <b>64,973</b>  |
|                         | <b>Accounting Clerk/Accounts Payable</b>              | <b>54,414</b> | <b>56,046</b> | <b>57,728</b>  | <b>59,460</b>  | <b>61,243</b>  | <b>63,081</b>  | <b>64,973</b>  |
|                         | <b>Water/Sewer Billing Clerk</b>                      | <b>49,740</b> | <b>51,232</b> | <b>52,769</b>  | <b>54,352</b>  | <b>55,983</b>  | <b>57,662</b>  | <b>59,392</b>  |
|                         | <b>Cashier/Customer Service</b>                       | <b>49,740</b> | <b>51,232</b> | <b>52,769</b>  | <b>54,352</b>  | <b>55,983</b>  | <b>57,662</b>  | <b>59,392</b>  |
| <b>FIRE</b>             | <b>Director, Fire Services</b>                        | <b>95,680</b> | <b>98,550</b> | <b>101,507</b> | <b>104,552</b> | <b>107,689</b> | <b>110,919</b> | <b>114,247</b> |
|                         | <b>Fire Inspector</b>                                 | <b>62,295</b> | <b>64,164</b> | <b>66,089</b>  | <b>68,071</b>  | <b>70,114</b>  | <b>72,217</b>  | <b>74,383</b>  |
|                         | <b>Firefighter</b>                                    | <b>54,414</b> | <b>56,046</b> | <b>57,728</b>  | <b>59,460</b>  | <b>61,243</b>  | <b>63,081</b>  | <b>64,973</b>  |
| <b>HUMAN RESOURCES</b>  | <b>Director, Human Resources</b>                      | <b>95,680</b> | <b>98,550</b> | <b>101,507</b> | <b>104,552</b> | <b>107,689</b> | <b>110,919</b> | <b>114,247</b> |
|                         | <b>HR Generalist</b>                                  | <b>54,414</b> | <b>56,046</b> | <b>57,728</b>  | <b>59,460</b>  | <b>61,243</b>  | <b>63,081</b>  | <b>64,973</b>  |
| <b>OPERATIONS</b>       | <b>Director, Operations</b>                           | <b>95,680</b> | <b>98,550</b> | <b>101,507</b> | <b>104,552</b> | <b>107,689</b> | <b>110,919</b> | <b>114,247</b> |
|                         | <b>Public Works Foreman</b>                           | <b>72,585</b> | <b>74,763</b> | <b>77,005</b>  | <b>79,316</b>  | <b>81,695</b>  | <b>84,146</b>  | <b>86,670</b>  |
|                         | <b>Facilities Manager</b>                             | <b>62,295</b> | <b>64,164</b> | <b>66,089</b>  | <b>68,071</b>  | <b>70,114</b>  | <b>72,217</b>  | <b>74,383</b>  |
|                         | <b>Parks &amp; Recreation Foreman</b>                 | <b>62,295</b> | <b>64,164</b> | <b>66,089</b>  | <b>68,071</b>  | <b>70,114</b>  | <b>72,217</b>  | <b>74,383</b>  |
|                         | <b>Solid Waste Education and Coordination Officer</b> | <b>62,295</b> | <b>64,164</b> | <b>66,089</b>  | <b>68,071</b>  | <b>70,114</b>  | <b>72,217</b>  | <b>74,383</b>  |
|                         | <b>Engineering Technician</b>                         | <b>62,295</b> | <b>64,164</b> | <b>66,089</b>  | <b>68,071</b>  | <b>70,114</b>  | <b>72,217</b>  | <b>74,383</b>  |
| <b>PLANNING</b>         | <b>Director, Planning &amp; Strategic Initiatives</b> | <b>95,680</b> | <b>98,550</b> | <b>101,507</b> | <b>104,552</b> | <b>107,689</b> | <b>110,919</b> | <b>114,247</b> |
|                         | <b>Building Official</b>                              | <b>72,585</b> | <b>74,763</b> | <b>77,005</b>  | <b>79,316</b>  | <b>81,695</b>  | <b>84,146</b>  | <b>86,670</b>  |
|                         | <b>Land Use Planner</b>                               | <b>62,295</b> | <b>64,164</b> | <b>66,089</b>  | <b>68,071</b>  | <b>70,114</b>  | <b>72,217</b>  | <b>74,383</b>  |
|                         | <b>Business Development Officer</b>                   | <b>62,295</b> | <b>64,164</b> | <b>66,089</b>  | <b>68,071</b>  | <b>70,114</b>  | <b>72,217</b>  | <b>74,383</b>  |
|                         | <b>Dangerous and Unsanitary Premises Coordinator</b>  | <b>54,414</b> | <b>56,046</b> | <b>57,728</b>  | <b>59,460</b>  | <b>61,243</b>  | <b>63,081</b>  | <b>64,973</b>  |
| <b>POLICE</b>           | <b>Executive Assistant/Dispatch Coordinator</b>       | <b>54,414</b> | <b>56,046</b> | <b>57,728</b>  | <b>59,460</b>  | <b>61,243</b>  | <b>63,081</b>  | <b>64,973</b>  |
|                         | <b>Bylaw Enforcement Officer</b>                      | <b>49,740</b> | <b>51,232</b> | <b>52,769</b>  | <b>54,352</b>  | <b>55,983</b>  | <b>57,662</b>  | <b>59,392</b>  |
|                         | <b>Crime Prevention Coordinator</b>                   | <b>49,740</b> | <b>51,232</b> | <b>52,769</b>  | <b>54,352</b>  | <b>55,983</b>  | <b>57,662</b>  | <b>59,392</b>  |
|                         | <b>Dispatcher</b>                                     | <b>49,740</b> | <b>51,232</b> | <b>52,769</b>  | <b>54,352</b>  | <b>55,983</b>  | <b>57,662</b>  | <b>59,392</b>  |
|                         | <b>Criminal Records Check</b>                         | <b>41,454</b> | <b>42,698</b> | <b>43,979</b>  | <b>45,298</b>  | <b>46,657</b>  | <b>48,057</b>  | <b>49,498</b>  |

**Town of Amherst - 2024/25 Salary Grid  
Non-Union**

| DEPARTMENT                      | JOB TITLE                                      | STEP 1 | STEP 2 | STEP 3  | STEP 4  | STEP 5  | STEP 6  | STEP 7  |
|---------------------------------|--|--------|--------|---------|---------|---------|---------|---------|
| CAO's OFFICE                    | Deputy CAO                                     | 95,680 | 98,550 | 101,507 | 104,552 | 107,689 | 110,919 | 114,247 |
|                                 | Municipal Clerk                                | 72,585 | 74,763 | 77,005  | 79,316  | 81,695  | 84,146  | 86,670  |
|                                 | Marketing & Communications Strategist          | 67,624 | 69,653 | 71,742  | 73,895  | 76,111  | 78,395  | 80,747  |
|                                 | Communications Officer                         | 54,414 | 56,046 | 57,728  | 59,460  | 61,243  | 63,081  | 64,973  |
|                                 | Administrative Assistant - Clerk's Office      | 49,740 | 51,232 | 52,769  | 54,352  | 55,983  | 57,662  | 59,392  |
| IT                              | IT Manager                                     | 62,295 | 64,164 | 66,089  | 68,071  | 70,114  | 72,217  | 74,383  |
|                                 | IT Coordinator                                 | 54,414 | 56,046 | 57,728  | 59,460  | 61,243  | 63,081  | 64,973  |
| COMMUNITY LIVING                | Director of Community Living                   | 95,680 | 98,550 | 101,507 | 104,552 | 107,689 | 110,919 | 114,247 |
|                                 | Community Well-Being Manager                   | 62,295 | 64,164 | 66,089  | 68,071  | 70,114  | 72,217  | 74,383  |
|                                 | Culture, Events & Marketing Coordinator        | 49,740 | 51,232 | 52,769  | 54,352  | 55,983  | 57,662  | 59,392  |
|                                 | Active Living Coordinator                      | 49,740 | 51,232 | 52,769  | 54,352  | 55,983  | 57,662  | 59,392  |
| FINANCE                         | Director, Finance                              | 95,680 | 98,550 | 101,507 | 104,552 | 107,689 | 110,919 | 114,247 |
|                                 | Manager of Financial Services                  | 80,200 | 82,606 | 85,084  | 87,637  | 90,266  | 92,974  | 95,763  |
|                                 | Revenue Officer                                | 54,414 | 56,046 | 57,728  | 59,460  | 61,243  | 63,081  | 64,973  |
|                                 | Accounting Clerk/Accounts Payable              | 54,414 | 56,046 | 57,728  | 59,460  | 61,243  | 63,081  | 64,973  |
|                                 | Water/Sewer Billing Clerk                      | 49,740 | 51,232 | 52,769  | 54,352  | 55,983  | 57,662  | 59,392  |
|                                 | Cashier/Customer Service                       | 49,740 | 51,232 | 52,769  | 54,352  | 55,983  | 57,662  | 59,392  |
| FIRE                            | Director, Fire Services                        | 95,680 | 98,550 | 101,507 | 104,552 | 107,689 | 110,919 | 114,247 |
|                                 | Fire Inspector                                 | 62,295 | 64,164 | 66,089  | 68,071  | 70,114  | 72,217  | 74,383  |
|                                 | Firefighter                                    | 54,414 | 56,046 | 57,728  | 59,460  | 61,243  | 63,081  | 64,973  |
| HUMAN RESOURCES                 | Director, Human Resources                      | 95,680 | 98,550 | 101,507 | 104,552 | 107,689 | 110,919 | 114,247 |
|                                 | HR Generalist                                  | 54,414 | 56,046 | 57,728  | 59,460  | 61,243  | 63,081  | 64,973  |
| OPERATIONS                      | Director, Operations                           | 95,680 | 98,550 | 101,507 | 104,552 | 107,689 | 110,919 | 114,247 |
|                                 | Public Works Foreman                           | 72,585 | 74,763 | 77,005  | 79,316  | 81,695  | 84,146  | 86,670  |
|                                 | Facilities Manager                             | 62,295 | 64,164 | 66,089  | 68,071  | 70,114  | 72,217  | 74,383  |
|                                 | Parks & Recreation Foreman                     | 62,295 | 64,164 | 66,089  | 68,071  | 70,114  | 72,217  | 74,383  |
|                                 | Solid Waste Education and Coordination Officer | 62,295 | 64,164 | 66,089  | 68,071  | 70,114  | 72,217  | 74,383  |
|                                 | Engineering Technician                         | 62,295 | 64,164 | 66,089  | 68,071  | 70,114  | 72,217  | 74,383  |
| PLANNING + ECONOMIC DEVELOPMENT | Director, Planning & Economic Development      | 95,680 | 98,550 | 101,507 | 104,552 | 107,689 | 110,919 | 114,247 |
|                                 | Building Official                              | 72,585 | 74,763 | 77,005  | 79,316  | 81,695  | 84,146  | 86,670  |
|                                 | Land Use Planner                               | 62,295 | 64,164 | 66,089  | 68,071  | 70,114  | 72,217  | 74,383  |
|                                 | Economic Development Officer                   | 62,295 | 64,164 | 66,089  | 68,071  | 70,114  | 72,217  | 74,383  |
|                                 | Dangerous and Unsanitary Premises Coordinator  | 54,414 | 56,046 | 57,728  | 59,460  | 61,243  | 63,081  | 64,973  |
| POLICE                          | Executive Assistant/Dispatch Coordinator       | 54,414 | 56,046 | 57,728  | 59,460  | 61,243  | 63,081  | 64,973  |
|                                 | Bylaw Enforcement Officer                      | 49,740 | 51,232 | 52,769  | 54,352  | 55,983  | 57,662  | 59,392  |
|                                 | Crime Prevention Coordinator                   | 49,740 | 51,232 | 52,769  | 54,352  | 55,983  | 57,662  | 59,392  |
|                                 | Dispatcher                                     | 49,740 | 51,232 | 52,769  | 54,352  | 55,983  | 57,662  | 59,392  |
|                                 | Criminal Records Check                         | 41,454 | 42,698 | 43,979  | 45,298  | 46,657  | 48,057  | 49,498  |

**ROLES AND RESPONSIBILITIES**

| Title/Role                   | Responsibilities                             |
|------------------------------|--|
| Chief Administrative Officer | As indicated under "Scope of Responsibility" |
| Directors and Managers       | As indicated under "Scope of Responsibility" |

For Administrative Use Only:

**VERSION LOG**

| Amendment Description   | Policy Owner                                    | Approved By | Approval Date      |
|---|---|-------------|--------------------|
| 1. NS minimum wage updates;<br>2. Position name changes: Municipal Clerk, Dir. Corp. Communications + Info Technology, removal of GIS Coordinator, addition of Engineering Technician | Crossman:<br>Director, HR and Customer Services | Council     | March 27, 2023     |
| Appendix B – amendment to the pay structure for student hourly rate of pay.   | Director of HR & Customer Services              | Council     | April 24, 2023     |
| NS minimum wage updates   | Director of HR & Customer Services              | Council     | September 25, 2023 |

|  |                                    |         |                   |
|--|------------------------------------|---------|-------------------|
| Addition of new position: Manager of Financial Services  | Director of HR & Customer Services | Council | February 26, 2024 |
| 1. Revision of hourly rates for casual positions Appendix B, removal of Appendix C "Job Categories", revision to salary scales presented by department (new Appendix C), removal of Appendix C-1;<br>2. Salary steps moved to 7 levels from 8, equal differential between each step, elimination of level 1, addition of new upper level;<br>3. Language updates to reflect revisions to Appendices, Director, HR and Customer Services changed to Director, Human Resources. HR Administrator changed to HR Generalist. | Director of HR & Customer Services | Council | April 22, 2024    |
| Addition of Inspector salary to Appendix A-1   | Director of HR                     | Council | June 11, 2024     |
| Removal of Procurement Coordinator position, addition of Marketing Manager position, Dir. of Planning + Strategic Initiatives to Dir. Planning + Economic Development, Business Development Officer to Economic Development Officer, addition of Deputy CAO and addition of CAO's Office   | Director of HR                     | Council | January 27, 2025  |

### MINUTES REFERENCE DATE

|                    |   |                    |
|--------------------|---|--------------------|
| December 12, 2000  | November 2, 2004 (See April 26, 2004 Minutes) | November 27, 2006  |
| December 18, 2006  | February 26, 2007                             | March 31, 2008     |
| September 29, 2008 | March 30, 2009                                | September 28, 2009 |
| April 26, 2010     | March 28, 2011                                | August 2, 2011     |
| May 23, 2012       | November 26, 2012                             | December 17, 2012  |
| September 23, 2013 | October 28, 2013                              | December 16, 2013  |
| May 21, 2015       | March 29, 2016                                | May 25, 2016       |
| May 23, 2017       | June 26, 2017                                 | September 25, 2017 |
| February 26, 2018  | March 14, 2018                                | February 28, 2019  |
| June 7, 2021       | October 5, 2021                               | November 29, 2021  |
| March 27, 2023     | April 24, 2023                                | September 25, 2023 |
| April 22, 2024     | June 11, 2024                                 | February 26, 2024  |

**4.3 96 Church Street Development Agreement First Reading  
Moved By Councillor McManaman  
Seconded By Councillor Furlong  
That Council give First Reading to the Development Agreement for 96  
Church Street and schedule a Public Hearing for February 12, 2025.**

**Motion Carried**

Case No: DA-2025-XX

This Agreement made this \_\_\_\_\_ Day of \_\_\_\_\_ 2025.  
Between:

**Six Point Start Homes** (owner of property located at 96 Church Street [PID 25013814], hereinafter called the "Owner"),

of the one part, and

**The Town of Amherst** (a body corporate in the Province of Nova Scotia, hereinafter called the "Town"),

of the other part.

WHEREAS the Owner wishes to obtain permission pursuant to Policy RP-9 of the Municipal Planning Strategy of the Town of Amherst, to add three additional units, including one garden suite located at 96 Church Street (PID 25013814).

AND WHEREAS a condition of the granting of approval of Council is that the Owner enter into an Agreement with the Town;

AND WHEREAS the Council of the Town, at its meeting on the \_\_\_ Day of \_\_\_\_\_ 2025, approved the said Development Agreement, subject to the registered Owner of the land described herein entering into this Agreement;

AND WHEREAS the following Schedules shall be attached to and form part of this Agreement:

- (a) Schedule 'A' - Terms and Conditions
- (b) Schedule 'B' - Property Location Map
- (c) Schedule 'C' - Site Plan

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the granting by the Town of the Development Agreement requested by the Owner, the Owner agrees as follows:

- 1) That the Owner is the registered owner of the aforesaid Lands in the Town of Amherst, hereinafter called the "Lands". The aforesaid Lands are the only lands in the Town of Amherst to which this Agreement applies, and the Lands are illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may construct three additional units, for a total of seven, including a Garden Suite situated in the existing garage on the said Lands, subject to Schedules A, B, and C.
- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any Provincial or Federal statute, act, or regulation.
- 4) Any failure of the Town to insist upon strict enforcement of any requirements or conditions contained in this Agreement shall not be deemed a waiver of any rights or remedies that the Town may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.
- 5) Should the Owner fail to act in accordance with any aspect of this Agreement, the Town shall retain the right to discharge the Agreement upon 30 days notification and / or enter the property and conduct the required work. The cost of the said work will become a lien on the property tax bill.
- 6) The Town shall issue the necessary Development Permit for the development upon expiration of the appeal period specified for Development Agreements under Section 249 of the *Municipal Government Act*, as the same may be amended from time to time, or upon the withdrawal or dismissal of any appeal which may be taken.
- 7) The Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Town in accordance with Section 229 of the *Municipal Government Act*.

**SIGNED AND DELIVERED**

In the presence of

**THE TOWN OF AMHERST**

\_\_\_\_\_

\_\_\_\_\_  
Rob Small, Mayor

\_\_\_\_\_  
Jason MacDonald, MCIP, LPP, CAO

**FOR THE OWNER**

\_\_\_\_\_

\_\_\_\_\_  
Tom Mattinson  
Six Point Star Homes

**Schedule A**

**96 Church Street, PID 25013814-  
Development Agreement**

Terms and Conditions:

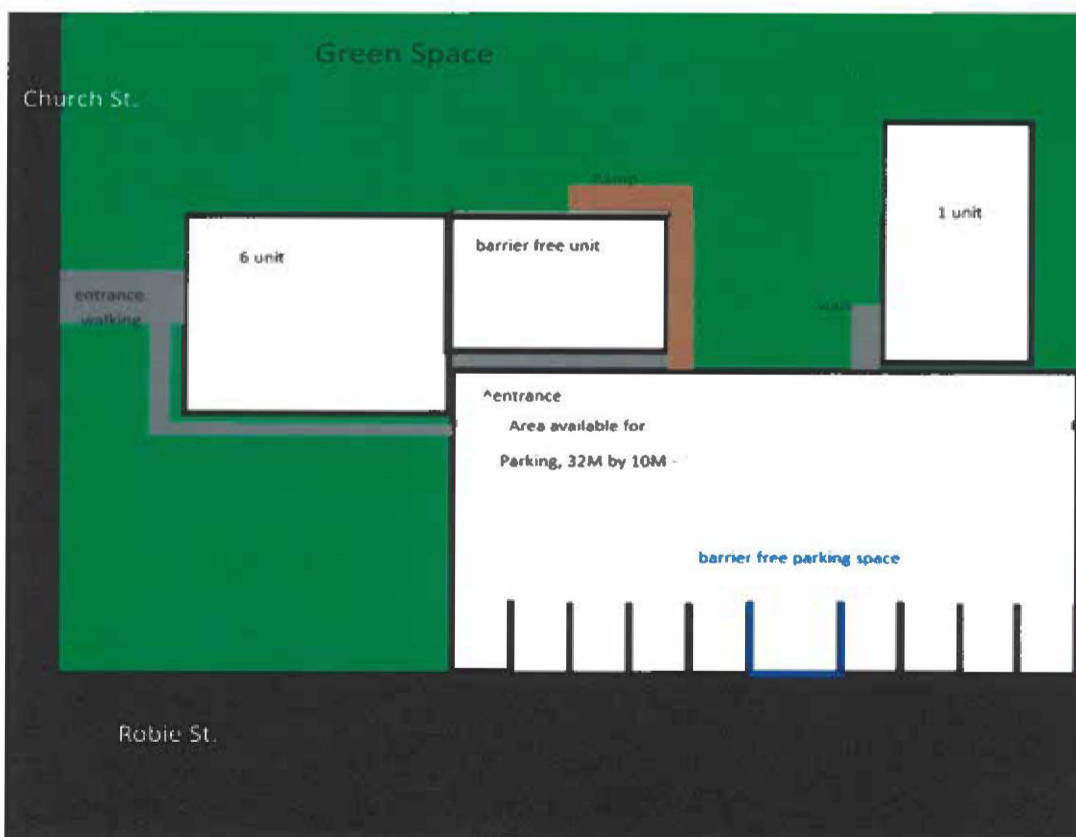
- 1.0 USE OF LAND AND BUILDINGS
  - 1.1 The use of the property shall be limited to a six (6) unit dwelling and one Garden Suite for a total of seven (7) dwelling units on property shown on Schedule 'B'.
  - 1.2 The location of the main building, Garden suite, driveway, parking area shall be generally configured on the Lands as shown on Schedule 'C'. Variations to the location of any parts of the site plan may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
  - 1.3 A minimum of 1.48 parking spaces shall be provided for each dwelling unit for a total of 10 spaces on the Lands and shall be generally configured as shown on Schedule 'C'.
  - 1.4 The Owner shall be responsible for maintaining a screened solid waste containment area(s) at minimum six (6) metres from the rear property line of adjacent properties.
2. GENERAL REQUIREMENTS
  - 2.1 The Owner shall keep the Lands and buildings and any portion thereof clean and in good repair. All elements of the development on the Lands shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.

- 2.2 In addition to *Part 5 – Hours of Construction* under the Town of Amherst Building Bylaw D-6, operation of heavy equipment and electrical generators shall not take place on the property from 8:00 P.M. to 7:00 A.M.
- 2.3 Signage on the property shall conform to the Town of Amherst *Land Use Bylaw*.
- 2.4 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties.
- 2.5 Solid waste management shall be in conformance with the Town of Amherst *Solid Waste Bylaw*.
- 2.6 The Owner shall take all reasonable steps to maintain a clean worksite during construction by picking up building material waste, and taking all reasonable measures to minimize dust.
- 2.7 Accessory buildings may be permitted on the Lands in accordance with the Town of Amherst *Land Use Bylaw*.

Schedule B  
Location Map



Schedule C  
Site Plan



**4.4 Audit Committee Terms of Reference Policy  
 Moved By Councillor Furlong  
 Seconded By Councillor Chambers  
 That Council readopt the Audit Committee Terms of Reference Policy as  
 recommended by the Audit Committee.**

**Motion Carried**

**TOWN OF AMHERST POLICY**

**NUMBER 03000-05  
 PAGE 9 of 18**

**DEPARTMENT: Council and Corporate Services**

**TITLE: Audit Committee Terms of Reference**

Minutes reference date: 29 March 2016 27 February 2017

**Purpose**

1. The Audit Committee (the "Committee") assists Town Council ("Council") in fulfilling its oversight responsibilities relating to finance and audit matters delegated to management by Council.
2. In particular, the Committee assists Council by reviewing:
  - a. Key financial information that will be provided to the province or made public;
  - b. Compliance with strategic financial plans, operating and capital budgets;
  - c. External and/or internal audit activities;
  - d. The system of internal controls, risk management and financial information technology;
  - e. Cash and investment management activities;
  - f. Insurance coverage of significant risks and uncertainties;
  - g. Financial Condition Indicators.

**Composition, Operations and Accountability**

3. The Committee shall be comprised of all members of Council plus two citizen appointments. The Committee shall be appointed by Council.
4. The initial citizen appointments (effective November 1, 2016) will be for one-year terms, as a transitional measure, and subsequent citizen appointments will be for two-year terms. Citizen appointees shall possess knowledge and understanding of financial and investment matters.
5. The Chief Administrative Officer (CAO) of the Town or his or her appointee shall be the secretary of the Committee
6. The Chief Administrative Officer, Treasurer and Accountant shall be non-voting members of the Committee.
7. The Chair shall be a member of Council and shall be elected annually by the Committee.
8. The Committee shall meet at least four times each year. The Committee Chair will make periodic reports to Council on matters relating to the Committee's duties and responsibilities.
9. The Committee shall meet with the external auditors as it deems appropriate to consider any matter that the Committee or auditors determine should be brought to the attention of Council.
10. Through the CAO the Committee may request members of the Town's senior management to attend meetings of the Committee as deemed necessary.
11. The Committee provides open avenues of communication among management, employees, external auditors and Council.

**Duties and Responsibilities**

12. The Committee has the following responsibilities and will perform the following duties.

**Financial Information**

- a. The Committee will review the following financial information that will be provided to the Province or made public:
  - i. Annual audited financial statements;
  - ii. Management discussion and analysis that accompanies the audited financial statements
- b. Ensure that meaningful financial information regarding current financial results and up to date forecasts is received on a timely basis, and that it provides information required for decision making.
- c. Review quarterly internal financial reports.
- d. Review:
  - i. the appropriateness of accounting policies and financial reporting practices and any proposed changes thereto;

- ii. any new or pending developments in accounting and reporting standards; and
  - iii. significant estimates contained in the financial statements and other financial information.
- e. The Committee will:
- i. assess the performance of the external auditor;
  - ii. review and recommend that Council approve the engagement or reappointment of the external auditor as required;
  - iii. oversee the activities of the external auditor by:
    - 1. reviewing, assessing and receiving assurances as to the independence of the external auditor;
    - 2. reviewing the provision of non-audit services performed by the external auditor;
    - 3. reviewing the external audit plan including the engagement letter, materiality limits, staffing, timetable and proposed fees;
    - 4. if necessary, requesting to meet with the external auditor without management present;
    - 5. reviewing matters with respect to the conduct and reporting of the external audit with particular reference to any difficulties encountered or restrictions imposed by management; and
    - 6. receiving and reviewing the external auditor's:
      - a. audit report;
      - b. findings with respect to the appropriateness of accounting policies, management estimates and significant accounting and/or reporting issues;
      - c. management letter including managements responses thereto and the evaluation of the internal control system; and
      - d. other matters of relevance identified in the audit.
- f. The Committee will periodically evaluate the need for the establishment of an internal audit function and make appropriate recommendations to the Council.

**Internal Control, Risk Management and Financial Information Systems**

- g. The Committee will review:
- i. the system of internal control;
  - ii. financial policies;
  - iii. the strategic and financial risk assessment process to ensure that key strategic and financial risks are identified, assessed and risk mitigation strategies are implemented;
  - iv. financial information technology to ensure that it effectively supports or provides for current and future planning, financial activities;
  - v. the security of financial information, financial information technology and financial information disaster recovery plans; and
  - vi. compliance with financial statutory and regulatory obligations.

**Investment Management Activity**

- h. The Committee shall be responsible for the management of the Town's investment portfolio in accordance with paragraph 5 (c) of the Investment Policy, #03600-01.

**Banking Services**

- i. The Committee will periodically assess banking services and oversee the procurement of these services in accordance with Council policy.

**Insurance Coverage of Significant Risks and Uncertainties**

- j. The Committee will review the adequacy of insurance program and coverage for significant risks and uncertainties.

**Terms of Reference for the Committee**

13. The Committee will review its terms of reference annually.

**4.5 Expense Reimbursement Policy  
 Moved By Councillor Wells  
 Seconded By Deputy Mayor Davidson  
 That Council approve the amendments to the Expense Reimbursement  
 Policy # 3000-07.**

**Motion Carried**

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**TITLE:** Expense Reimbursement Policy  
**SECTION:** Financial Management ~~Corporate Services~~  
**POLICY NO:** 03000-07

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**APPROVAL DATE:** \_\_\_\_\_ **CAO Signature:** \_\_\_\_\_

**PURPOSE:**

1. This policy safeguards the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the Chief Administrative Officer ("CAO"), and Town of Amherst employees, Committee members and Commissioners in relation to Town of Amherst business.

#### APPLICATION

#### SIGNING AUTHORITY:

2. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

| Position                         | Signing Authority           |
|----------------------------------|-----------------------------|
| Mayor                            | CAO / Designate             |
| Members of Council & CAO         | Mayor / Designate           |
| Town Employees                   | Director or CAO / Designate |
| Committee member or Commissioner | CAO / Designate             |

3. A Signing Authority may designate a second signing authority in their absence. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
4. A Signing Authority is prohibited from authorizing expenses incurred on their own behalf.

#### INDIVIDUAL RESPONSIBILITIES

5. Everyone who incurs an expense in relation to Town business is responsible for:
  - (1) Familiarizing themselves and complying with the provisions of this policy;
  - (2) By April 1 of each year signing an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.
  - (3) Completing and submitting expense claims with necessary supporting documentation;
  - (4) Exercising reasonable diligence and **are** incurring expenses prudently and responsibly; and
  - (5) With respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as teleconferencing and videoconferencing.

#### PERMITTED EXPENSES

6. Subject to and in accordance with this policy, the following expenses incurred by a member of Council, the CAO or a Town employee, Committee member or Commissioner are eligible for reimbursement:
  - (1) Pre-approved travel including transportation, accommodation, meal costs and training or continuing education costs.

#### AUTHORIZED TRAVEL

7. Council members shall be reimbursed for the reasonable expenses incurred in attending:
  - (1) Conferences and professional development authorized by Policy 10350-26 Council Conference Attendance and Professional Development;
  - (2) Meetings or conferences at which the Council member's attendance is authorized or requested by Council;
  - (3) A meeting of any Board, Commission, Committee or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Town if the Council member is entitled to reimbursement of expenses directly from the applicable organization;
  - (4) If the Mayor or Deputy Mayor are invited to attend a function, meeting or conference on behalf of the Town, and if reimbursable expenses are less than \$500, pre-approval by Council will not be required.
  - (5) If a Council member attends a function, meeting or conference on behalf of the Town, and if reimbursable expenses are less than \$500, pre-approval of Council will not be required if:
    - a) At the request of the Mayor or Deputy Mayor to attend on their behalf;
    - b) At the request of the Mayor or Deputy Mayor to attend as a Council member who has a special interest in, or connection with the subject of the meeting or conference or because of special knowledge and experience of the Council member relative to the subject of the meeting or conference; and
  - (6) A training or continuing education event in accordance with the provisions of this policy concerning training and education.
8. The CAO shall be reimbursed for the reasonable expenses pursuant to the CAO's employment contract.
9. An employee of the Town of Amherst, Committee member or Commissioner shall be reimbursed for the reasonable expenses, if pre-approved, incurred:
  - (a) In the carrying out of the duties and responsibilities associated with their employment and duly authorized by the Director and/or CAO on the Prior Approval Form;
  - (b) For meetings, conferences, or professional development events at which the attendance of the employee, Committee member or Commissioner is authorized or is requested by the CAO;
  - (c) For attendance at a meeting of any Board, Commission, Committee or other organization to which the employee has been appointed, except that no reimbursement shall be provided by the Town of Amherst if the employee, Committee member or Commissioner is entitled to reimbursement of expenses directly from the applicable organization; and
  - (d) At a training or continuing education event in accordance with the provisions of this policy concerning training or education.

## TRAVEL OUTSIDE OF THE MARITIMES

Travel Outside of the Maritimes means travel outside of Nova Scotia, New Brunswick and Prince Edward Island.

10. All requests for travel outside of the Maritimes shall be made in writing and shall contain the following information:
  - (a) The purpose and duration of the trip;
  - (b) The location(s) to be visited;
  - (c) The dates and times of arrival and departure;
  - (d) Any pre-paid transportation, meals, or accommodation; and
  - (e) Any other anticipated expenses.
11. All requests for travel outside of the Maritimes by Council members shall be reviewed by the CAO, Mayor or Designate who shall consider the necessity of travel based on the information provided.
12. All travel outside of the Maritimes by the CAO, other than that pursuant to the employment contract, shall be reviewed by the Mayor or Designate who shall follow the same guidelines established for Council members.
13. If a request for travel outside of the Maritimes is approved, and the Claimant (not Town of Amherst) pays all or some of the expenses for the travel, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this policy.
14. All requests for travel outside of the Maritimes by Town of Amherst employees, Committee members or Commissioners shall be reviewed by the CAO, who shall follow the same guidelines established for Council members.

## LIMITS ON REIMBURSEMENT OF EXPENSES

15. Notwithstanding any other provision of the policy, the following limits shall apply to the reimbursement of expenses:
  - (1) Subject to payment of per diem, a claimant shall only be reimbursed for costs that they have incurred;
  - (2) The expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Town of Amherst;
  - (3) Airplane travel shall be booked by Town of Amherst staff or shall only be reimbursed at the lowest rate which would have been available if Town of Amherst staff had booked the airfare. Reasonable costs for airport improvement or similar fees and luggage shall be reimbursed at actual costs.
  - (4) Accommodation costs shall be reimbursed at actual costs. Government rates should be obtained whenever possible. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements included, but not limited to, wheel chair accessibility;
  - (5) Reimbursement for meals shall not exceed the per diem meal amounts set out in this policy, except in the case of travel outside of the Maritimes, in which event the applicable Signing Authority may authorize reimbursement of meals expenses at a comparable standard. Reimbursement for meals shall not be claimed in respect of meals that are included as part of registration fees for conferences or seminars;
  - (6) The cost of any alcoholic beverages shall not be reimbursed;
  - (7) Fees, deposits, interest and surcharges incurred on a personal credit card shall not be reimbursed;
  - (8) When personal and Town of Amherst travel is combined, only documented expenses directly related to the Town of Amherst portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense;
  - (9) Reimbursement shall not be provided for loss of personal effects; for medical and hospital treatment; for purchase of luggage, clothing and other personal equipment; or for personal services such as shoe shines, valet services, dry-cleaning, laundry, haircuts and other personal services;
  - (10) There shall be no reimbursement of travel and related expense for individuals other than a Council member, the CAO, or an employee, Committee member or Commissioner of the Town of Amherst;
  - (11) There shall be no reimbursement for travel by a Council member within the Town of Amherst because such travel is deemed to be included in the monthly vehicle allowance.
  - (12) If a personal vehicle is used in lieu of airplane travel, reimbursement will be based on the lesser of the lowest airfare rate which would have been available had the flight been booked by Town of Amherst staff or the kilometrage reimbursement.
  - (13) Hotel services including room service and video rentals shall not be charged to the room.

## TRAVEL ADVANCES

16. Advances are not routinely approved. The following limits shall apply to the use of advances:
  - (1) All advances must be approved by the CAO;
  - (2) Advances will only be issued where an overnight stay is required;
  - (3) Advances will not be made for less than \$200;
  - (4) The CAO must not approve an advance unless the CAO is satisfied that there is a reasonable need for the advance;
  - (5) Upon completion of the travel for which an advance has been made, the recipient must complete an expense claim in relation to the travel costs that reconciles the amount of the advance with the actual reimbursable expenses incurred. The recipient must repay any part of the advance owing to the Town of Amherst within 10 days of completing the travel.

## USE OF TOWN OF AMHERST CREDIT CARDS

17. Town of Amherst credit cards, in respect of travel expenses, shall only be used for parking, accommodations, airfare, vehicle rentals and event registration fees. Town of Amherst credit cards shall not be used for tolls or per diem meal allowances.

#### PER DIEM MEAL ALLOWANCES

18. For each day or part day **or** when overnight accommodation forms part of an authorized expense, the Claimant shall be paid a meal allowance for each meal for which the Claimant is required to pay, in the amounts authorized as per diem meal allowances in the amount of \$15 for breakfast, \$20 for lunch, and \$30 for supper. This allowance includes gratuities and taxes.
19. Claimants whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware the appropriate meals can normally be obtained from caterers, provided that adequate notice of a special requirement is given. Should special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as a result the Claimant must pay for a meal, they shall be paid a meal allowance for that meal.

#### KILOMETRAGE

20. The kilometrage allowance reimbursed for Claimants using personal vehicles for authorized travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees.
21. Where several Council members, the CAO, and/or employees, Committee members or Commissioners of the Town of Amherst, or any combination thereof, attend the same meeting, conference, or function, each shall make reasonable efforts to share a vehicle.

#### VEHICLE RENTALS

22. The cost of rental of a vehicle shall be a reimbursable expense in instances where:
- (1) Reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or
  - (2) Two or more Council members, the CAO, and/or employees, Committee members or Commissioners of the Town of Amherst or any combination thereof, are traveling together, and it is more economical than the combined cost of other reasonable ground transportation.
23. Compact, economical vehicles must be used unless three or more persons are travelling together, the bulk or weight of goods being transported necessitates a larger vehicle or a compact, economical vehicle is unavailable.
24. For the protection of the Claimant and the Town of Amherst, Claimants must ensure that adequate insurance (collision, comprehensive and third-party liability insurance) is in place for all drivers by either renting the vehicle using a personal credit card with an insurance option, or by purchasing a policy from the rental agency. The applicable deductible must be the lowest available given the coverage described above.

#### EXPENSE CLAIMS

25. Expense claims must be submitted on the form provided by the Town of Amherst and shall be signed by the Claimant.
26. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:
- (1) Claims for per diem meal allowances;
  - (2) Tolls and parking under \$10 only; and
  - (3) Claims for personal vehicle kilometrage for authorized travel.
27. If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.
28. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
29. No expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
- (1) The claim is consistent with policy;
  - (2) The expenses claimed were necessarily incurred in the performance of municipal business;
  - (3) Appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed; and
  - (4) The expenses claimed have appropriate justification.
30. In considering an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.
31. The use of petty cash to pay an expense claim is prohibited.

#### TIMEFRAME



**4.6 Hospitality Policy  
 Moved By Councillor Chambers  
 Seconded By Councillor Ripley  
 That Council approve the amendments to the Hospitality Policy # 3000-08.**

**Motion Carried**

**TITLE:** Hospitality Policy  
**SECTION:** Financial Management ~~Corporate Services~~  
**POLICY NO:** 03000-08

**APPROVAL DATE:** \_\_\_\_\_ **CAO Signature:** \_\_\_\_\_

**POLICY STATEMENT:**

- 39. The Town of Amherst recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business for reasons of diplomacy, protocol, business development or promotional advocacy.
- 40. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council members, the Chief Administrative Officer ("CAO") and Town of Amherst employee hospitality claims.

**POLICY OBJECTIVES**

- 41. To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the Town of Amherst's objectives.
- 42. To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.
- 43. To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

**HOSPITALITY AND HOSPITALITY EVENTS**

- 44. A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the Town of Amherst. Hospitality may be offered under the following circumstances in accordance with this policy:
  - (1) hosting foreign dignitaries;
  - (2) engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
  - (3) sponsoring or hosting conferences;
  - (4) hosting ceremonies / recognition events; and
  - (5) other official functions, as approved by the CAO, their designate or Town of Amherst Council.

**SIGNING AUTHORITY**

- 45. The following are the Signing Authority for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

| Position                 | Signing Authority |
|--------------------------|-------------------|
| Mayor                    | CAO/Designate     |
| Members of Council & CAO | Mayor/ Designate  |
| Town Employees           | CAO/Designate     |

- 46. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
- 47. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

**PRIOR AUTHORIZATION**

- 48. Subject to this policy, all hospitality events require prior authorization.
- 49. A request for prior authorization for hospitality events requires the following information:
  - (a) rationale/purpose of the event;
  - (b) estimated numbers of attendees and their respective affiliations;
  - (c) if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances; and
  - (d) estimated itemized costs including gratuities and supplementary expenses.

50. Requests for hospitality events shall be reviewed by the appropriate Signing Authority as set out in paragraph 7 of this policy, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.
51. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.

#### SERVING OF ALCOHOL

52. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by the appropriate Signing Authority, as set out in paragraph 7 of this policy.
53. The Town of Amherst and its employees and members of Council are expected to act ~~responsibility~~ responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.
54. The Town of Amherst will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
55. If alcohol is provided at a hospitality event, food must be served.

#### GIFTS

56. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed \$40.00) is sometimes appropriate. Any giving of gifts requires prior approval by the appropriate Signing Authority as set out in paragraph 7 of this policy.

#### CLAIMS FOR REIMBURSEMENT OF HOSPITALITY EXPENSES

57. By April 1 of each year any individual claiming reimbursement pursuant to this policy must sign an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.
58. Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Town of Amherst and shall be signed by the Claimant.
59. Hospitality expense claims must include the following:
  - (1) a copy of the signed prior authorization for the hospitality event for which the expense was incurred;
  - (2) the names and positions of the guests at the hospitality event;
  - (3) the business objective for the expense; and
  - (4) a detailed itemized receipt for the expense.
60. In instances where prior approval of the hospitality event was not possible, the hospitality expense claim must also provide the information required in paragraph 11 of this policy and an explanation of why prior approval was not possible.
61. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.
62. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
63. No hospitality expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
  - (1) the claim is consistent with this policy;
  - (2) the expenses claimed were necessarily incurred in the performance of municipal business;
  - (3) appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed; and
  - (4) the expenses claimed have appropriate justification.
64. In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense that did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.
65. The use of petty cash to pay a hospitality expense claim is prohibited.

#### REPORTING REQUIREMENTS

66. Pursuant to s. 65D of the *Municipal Government Act*, the CAO shall ensure that the Town of Amherst does the following:

- (1) within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the Town of Amherst website that describes all of the hospitality expenses incurred by the Town of Amherst, including purchases of alcohol during the quarter.
- (2) by September 30<sup>th</sup> of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.
- ~~(3) On a monthly basis, posts the expense reports of each reportable individual on the Town of Amherst website on their expenses related to hospitality.~~

**REVIEW REQUIREMENTS**

- 67. The Town of Amherst Audit Committee shall review the hospitality annual summary report, relevant to section 28, by September 30<sup>th</sup> of each year.
- 68. By January 31<sup>st</sup> immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

**ROLES AND RESPONSIBILITIES**

| Title/Role  | Responsibilities   |
|---|--|
| <b>Director of Finance</b>                        | Ensure policy is reviewed by January 31 <sup>st</sup> following an election year and that annual summary is filed with the Province by September 30 <sup>th</sup> each year. |
| <b>Accounts Payable</b>                           | Ensure all Hospitality expenses are captured and posted on Town website within 90 days of the end of each fiscal quarter.  |
| <b>Council, CAO, Employees, Committee Members</b> | Ensure policy is followed when hospitality-related activities occur.   |

For Administrative Use Only:

**VERSION LOG**

| Amendment Description  | Policy Owner        | Approved By | Approval Date |
|--|---------------------|-------------|---------------|
| Policy review following municipal election. Minor grammar correction. Addition of Review Requirements section. | Director of Finance | Council     |               |

Minutes reference date: November 26, 2018 February 24, 2020

**4.7 Tax Sale**  
**Moved By Deputy Mayor Davidson**  
**Seconded By Councillor Furlong**  
**That Council approve setting the minimum bid for 59 Church Street at \$15,000 for the tax sale scheduled on February 11, 2025.**  
**Motion Carried**

**4.8 2025 Meeting Dates**  
**Moved By Councillor Furlong**  
**Seconded By Deputy Mayor Davidson**  
**That Council approve changing the February 2025 Committee of the Whole meeting date from Monday, February 17, 2025 to Tuesday, February 18, 2025 due to the Heritage Day holiday, changing the April 2025 Committee of the Whole date from Monday, April 21, 2025 to Tuesday, April 22, 2025 due to the Easter holiday, changing the May 2025 Committee of the Whole meeting date from Monday, May 19, 2025 to Tuesday, May 20, 2025 due to the Victoria Day holiday, changing the December 2025 Committee of the Whole start time from 4:00 p.m. to 3:00 p.m. and further changing the December 2025 Council meeting date from Monday, December 22, 2025 to Monday, December 15, 2025 due to the holiday season.**  
**Motion Carried**

**4.9 Amherst Youth Town Council Appointment**  
**Moved By Councillor Chambers**  
**Seconded By Councillor Wells**  
**That Council appoint Avery Hoeg Burbine to the Amherst Youth Town Council.**  
**Motion Carried**

- 4.10 **Council Appointment to the L.A. Animal Shelter**  
**Moved By Councillor Ripley**  
**Seconded By Councillor Chambers**  
**That Council appoint Deputy Mayor Davidson to the L.A. Animal Shelter for**  
**a term ending October 31, 2025.**

**Motion Carried**

**5. INTERNAL COMMITTEE REPORTS**

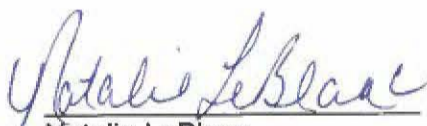
- 5.1 **Planning Advisory Committee - Chambers**  
 Report included as part of the agenda package. Information item only.
- 5.2 **Amherst Board of Police Commissioners - Davidson**  
 Report included as part of the agenda package. Information item only.
- 5.3 **Audit Committee - McManaman**  
 Report included as part of the agenda package. Information item only.
- 5.4 **Amherst Youth Town Council**  
 Report included as part of the agenda package. Information item only.
- 5.5 **Accessibility Advisory Committee - Wells**  
 Report included as part of the agenda package. Information item only.
- 5.6 **Inclusion Diversity and Equity Committee - Davidson**  
 Report included as part of the agenda package. Information item only.

**6. EXTERNAL COMMITTEE REPORTS**

- 6.1 **Cumberland Public Libraries - McManaman**  
 Report included as part of the agenda package. Information item only.
- 6.2 **Cumberland YMCA - Chambers**  
 Report included as part of the agenda package. Information item only.
- 6.3 **Northern Region Solid Waste Management - Furlong**  
 Report included as part of the agenda package. Information item only.

**7. ADJOURNMENT**

There being no further business, Mayor Small adjourned the meeting.



Natalie LeBlanc  
 Municipal Clerk



Robert Small  
 Mayor