

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: April 28, 2025
Time: 6:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Robert 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
Andrew Fisher, Director, Planning & Economic Development
Dwayne Pike, Chief, Police Services
Greg Jones, Director, Fire Services
Kim Jones, Deputy Chief Administrative Officer
Krista Crossman, Director, Human Resources
Sarah Wilson, Director, Finance
Denise Smith, Finance Manager
Sharon Bristol, Director, Community Living
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

Others Present Jason Haughn, Municipal Advisor

1. CALL TO ORDER

Mayor Small called the meeting to order at 6:00 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Small gave the Territorial Acknowledgement.

3. APPROVAL OF AGENDA/ACCEPTANCE OF MINUTES

3.1 Approval of the Agenda

Moved By Councillor Furlong
Seconded By Councillor McManaman
To approve the agenda as circulated.

Motion Carried

3.2 Acceptance of Minutes

3.2.1 March 24, 2025 Regular Council

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the March 24, 2025 regular meeting of Council were accepted as included in the agenda package.

3.2.2 April 9, 2025 Public Hearing

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 9, 2025 Public Hearing were accepted as included in the agenda package.

4. REQUESTS FOR DECISION

4.1 Volunteer of the Year

Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers
That Council nominate Dale Fawthrop as the Volunteer of the Year and Leah Brunt as the Youth Volunteer of the Year to be recognized at the Nova Scotia Ceremony.

Motion Carried

4.2 112 West Victoria Street Development Agreement First Reading

Moved By Councillor McManaman

Seconded By Councillor Wells

That Council give First Reading of the development agreement for 112 West Victoria Street to permit the construction of two 16-unit and three 8-unit apartment buildings and schedule a Public Hearing for Wednesday, May 14th, 2025 at 5:00 pm in Town Hall Council Chambers.

Motion Carried

Case No: DA-2025-XX

This Agreement made this _____ Day of _____ 2025.

Between:

Six Point Star Homes (owner of property located at 112 Victoria Street West [PID 25000605], 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 construct two (2) 16-unit and three (3) 8-unit apartment dwellings on property located at 112 Victoria Street West (PID 25000605).

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
- (d) Schedule 'D' – Building Elevation

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 five (5) Apartment Buildings, two (2) 16-unit and three (3) 8-unit dwellings on the said Lands, subject to Schedules A, B, C, and D attached.
- 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

FOR THE OWNER

Tom Mattinson
Six Point Star Homes

THE TOWN OF AMHERST

Rob Small, Mayor

Jason MacDonald, MCIP, LPP, CAO

Schedule A

112 Victoria Street West, PID 25000605 -
Development Agreement

Terms and Conditions:

1.0 USE OF LAND AND BUILDINGS

- 1.1 The use of the property shall be limited to five (5) Apartment Buildings consisting of two 16-unit and three 8-unit dwelling units, for a total of fifty-six (56) dwelling units on property shown on Schedule 'B'.
- 1.2 Each Apartment Dwelling shall consist of no more than 2 levels and shall generally conform to the designs shown on Schedule 'D'. Variations to the architectural details and footprint of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.3 The location of each Apartment Dwelling, driveway, parking area shall be generally configured on the Lands as shown on Schedule 'C', except that the developer shall submit, to the satisfaction of the Development Officer. Variations to the location of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.4 A minimum of 1.63 parking spaces shall be provided for each dwelling unit for a total of 91 spaces on the Lands and shall be generally configured as shown on Schedule 'C'.
- 1.5 Prior to issuance of a Development Permit for any building, the Owner shall submit a detailed landscaping plan that shall include but not be limited to the following:
- 1.5.1 Specify the type of treatment of all areas during all phases of the development. Areas of the Lands not part of initial phases must be kept as grass or otherwise treated so as to minimize dust.
- 1.5.2 An opaque fence approximately 1.8 meters (6 feet) in height shall be placed along both sides of the driveway access, extending from the property line bordering West Victoria Street to the rear corner of the adjacent properties. This fence requirement may be altered or waived on one or both sides upon mutual written agreement with the nearest property owner.
- 1.5.3 A visual buffer, at least 1.8 meters or 6 feet consisting of vegetation, an opaque privacy fence, or a combination of both, must be established along the property line as specified below. 114 West Victoria Street - PID 25000654, 110 West Victoria Street PID - 25387531, and 108 West Victoria Street PID 25382169
- 1.6 The Owner shall be responsible for maintaining screened solid waste containment area(s) at minimum ten (10) metres from the rear property line of adjacent properties fronting on West Victoria Street and shall generally follow the location as set out in Schedule 'C'.
- 1.1 Prior to the issuance of a Development Permit for any building, the Owner shall submit a detailed Stormwater Management Plan created by a professional engineer. Said plan shall be designed and implemented such that there will be no increase in stormwater flow onto adjacent properties and no increase of peak flow into over existing conditions. The Owner shall be responsible for storm water management during and after construction.

2. GENERAL REQUIREMENTS

- 2.0 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.
- 2.1 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.
- 2.2 Signage on the property shall conform to the Town of Amherst *Land Use Bylaw*.
- 2.3 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties.
- 2.4 Solid waste management shall be in conformance with the Town of Amherst *Solid Waste Bylaw*.
- 2.5 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.
- 2.6 The Owner shall erect temporary construction fencing during construction to minimize danger to the public and prevent unauthorized access to the construction site.
- 2.7 Accessory buildings may be permitted on the Lands in accordance with the Town of Amherst Land Use Bylaw.

Schedule B – Property Location Map



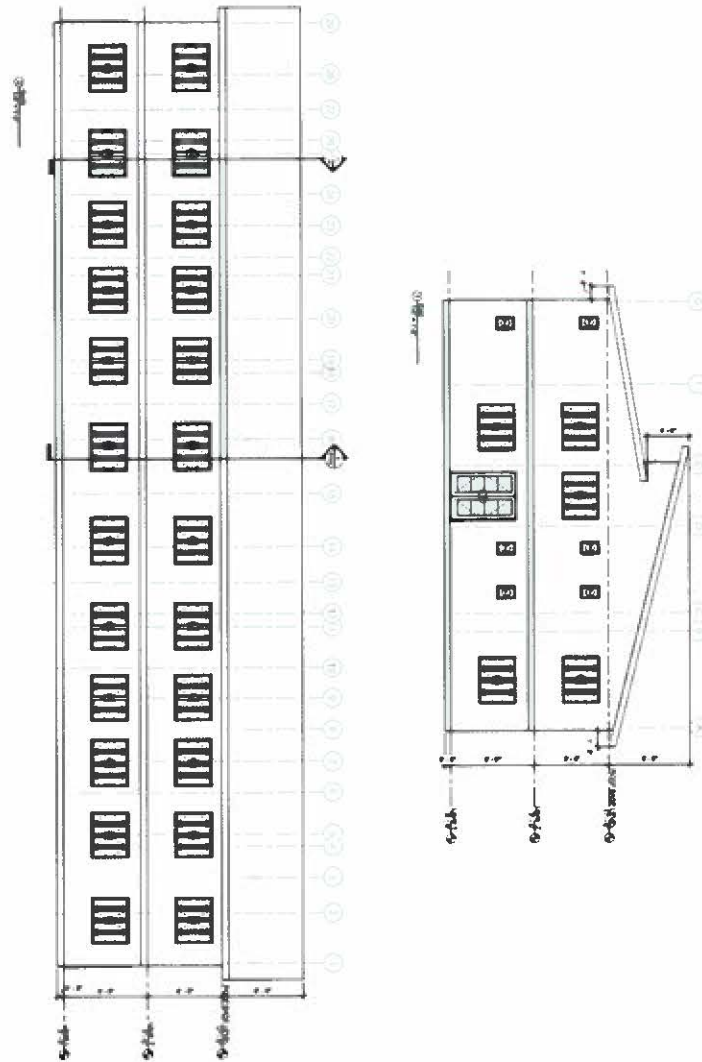
Schedule C – Site Plan



Schedule D – Building Elevations - 8 Units



Schedule D – Building Elevations - 16 Units



4.3 3 Robie Street Development Agreement Second Reading

As Councillor Chambers and Councillor Wells were not present at the Public Hearing, they did not vote on this item.

Moved By Councillor Ripley

Seconded By Councillor Furlong

That Council give Second Reading of the development agreement for 3 Robie Street to permit the conversion of an existing community hall into an 8-unit apartment building.

Motion Carried

Case No: DA-2025-02

This Agreement made this _____ Day of _____ 2025.

Between:

Tom Mattinson of Six Point Star Homes, property located at 3 Robie Street [PID 25089471], 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 renovate an existing building to include four new units in addition to the existing four units on property located at 3 Robie Street [PID 25089471]

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:

- (e) Schedule 'A' – Terms and Conditions
- (f) Schedule 'B' – Property Location Map
- (g) Schedule 'C' – Site Plan
- (h) Schedule 'D' – Elevation

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 four (4) additional units within the existing building, subject to Schedules A, B, C and D attached.
- 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

FOR THE OWNER

Tom Mattinson, Six Point Star Homes

THE TOWN OF AMHERST

Rob Small, Mayor

Jason MacDonald, MCIP, LPP, CAO

Schedule A**3 Robie Street, PID 25089471- Development Agreement**

Terms and Conditions:

3. USE OF LAND AND BUILDINGS

- 3.0 The use of the property shall be limited to the additional four (4) units, for a total of eight (8) within the existing building located on property shown on Schedule 'B'.
- 3.1 Prior to issuance of a Building Permit, the Owner shall submit construction drawings as required by the Building Code to the satisfaction of the Building Inspector.
- 3.2 The Owner shall be responsible for ongoing compliance with the Town of Amherst Solid Waste Bylaw, including but not limited to, maintenance of solid waste containment where located outside the building.
- 3.3 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.
- 3.4 A minimum of 1.25 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'.

4. GENERAL REQUIREMENTS

- 4.0 The Owner shall keep the Lands and building 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.
- 4.1 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.
- 4.2 Signage on the property shall conform to the Town of Amherst *Land Use Bylaw*.
- 4.3 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties or streets.
- 4.4 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.
- 4.5 Accessory buildings may be permitted on the Lands in accordance with the Town of Amherst Land Use Bylaw.

Schedule B - Property Location Map

 3 Robie Street (PID 25089471)



4.4 91 Rupert Street Development Agreement Second Reading

As Councillor Chambers and Councillor Wells were not present at the Public Hearing, they did not vote on this item.

Moved By Councillor McManaman

Seconded By Deputy Mayor Davidson

That Council give Second Reading of the development agreement for 91 Rupert Street to permit the construction of an 18-unit apartment building.

Motion Carried

Case No: DA-2025-03

This Agreement made this _____ Day of _____ 2025.
Between:

Andrew Cameron of Ocean Breese Estate Ltd, property located at 91 Rupert Street [PID 25518242], 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 construct a 3-story, 18-unit apartment building on property located at 91 Rupert Street [PID 25518242]

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:

- (i) Schedule 'A' – Terms and Conditions
- (j) Schedule 'B' – Property Location Map
- (k) Schedule 'C' – Site Plan
- (l) Schedule 'D' – Elevation

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 a 3-story, 18-unit apartment building subject to Schedules A, B, C, and D attached.
- 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

FOR THE OWNER

Andrew Cameron, Ocean Breese Estate Ltd

THE TOWN OF AMHERST

Rob Small, Mayor

Jason MacDonald, MCIP, LPP, CAO

Schedule A**91 Rupert Street, PID 25518242 - Development Agreement**

Terms and Conditions:

5. USE OF LAND AND BUILDINGS

- 5.0 The use of the property shall be limited to the construction of a 3-story, 18-unit apartment building located on property shown on Schedule 'B'.
- 5.1 Prior to issuance of a Building Permit, the Owner shall submit construction drawings as required by the Building Code to the satisfaction of the Building Inspector.
- 5.2 The Owner shall be responsible for ongoing compliance with the Town of Amherst Solid Waste Bylaw, including but not limited to, maintenance of solid waste containment where located outside the building.
- 5.3 The Owner shall place a privacy fence approximately 1.8 m (6 ft) along the shared property line with 85 Rupert Street and 32 Charles Street.
- 5.4 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.
- 5.5 A minimum of 1.83 parking spaces shall be provided for each dwelling unit for a total of 33 spaces on the Lands and shall be generally configured as shown on Schedule 'C'.
- 5.6 The building shall generally conform to the designs shown on Schedule 'C' and 'D'. Variations to the architectural details and footprint of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 5.7 The Owners shall be responsible for all elements of the Site Plan on the Land generally in accordance with Schedule 'C'. Variations to the Site Plan elements may be permitted, to the satisfaction of the Development Officer and shall not be considered substantial changes to this agreement.
- 5.8 The Owner shall provide a Stormwater Management Plan to reflect the location of the building, as shown on Schedule 'C', designed by a certified engineer.

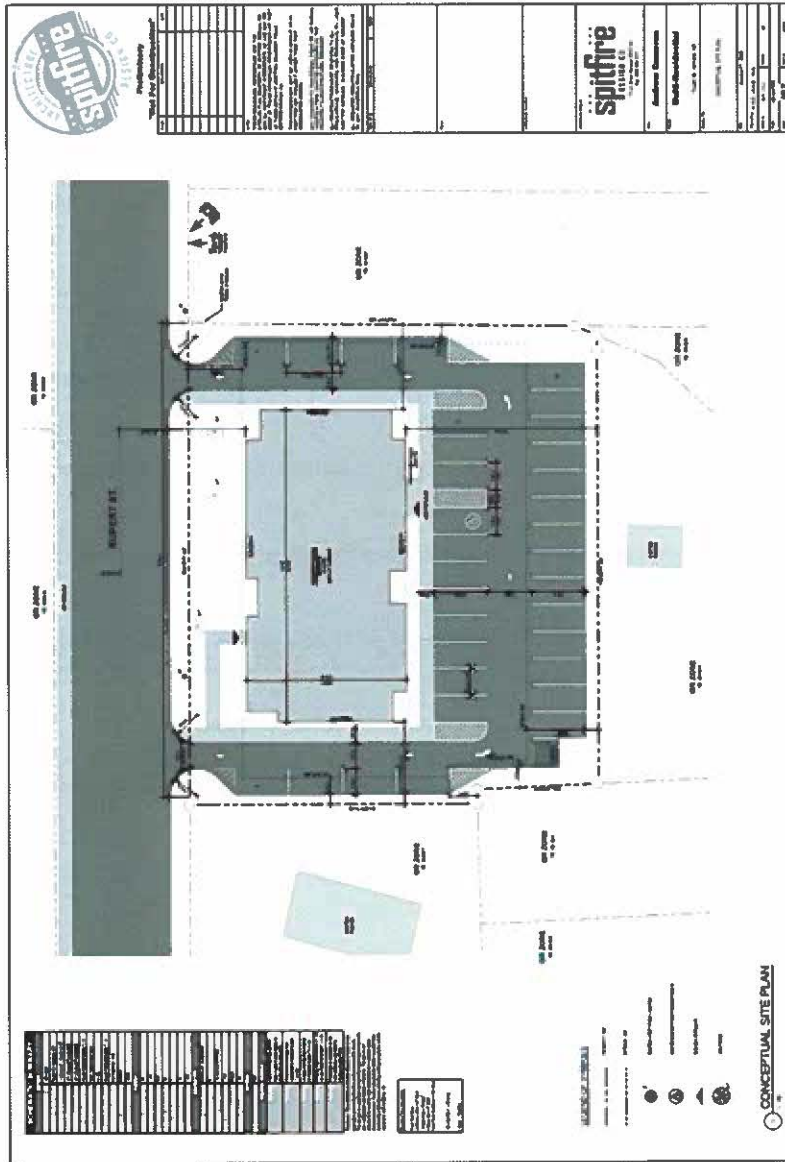
6. GENERAL REQUIREMENTS

- 6.0 The Owner shall keep the Lands and building 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.
- 6.1 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.
- 6.2 Signage on the property shall conform to the Town of Amherst *Land Use Bylaw*.
- 6.3 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties or streets.
- 6.4 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.
- 6.5 Accessory buildings may be permitted on the Lands in accordance with the Town of Amherst Land Use Bylaw.

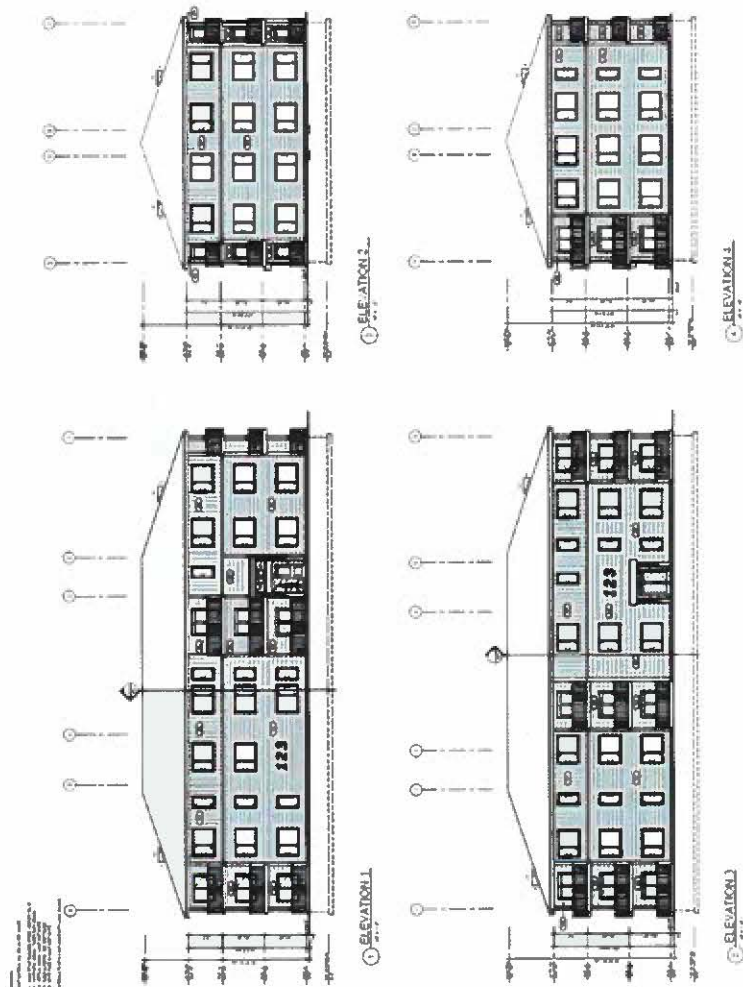
Schedule B – Property Location Map - 91 Rupert Street (PID 25518242)



Schedule C – Site Plan



Schedule D - Elevations



4.5 2 Pearl Place Minimum Tax Sale Bid
Moved By Deputy Mayor Davidson
Seconded By Councillor McManaman
That Council approve setting the minimum bid for 2 Pearl Place at \$15,000 for the tax sale tentatively scheduled for July 3, 2025.

Motion Carried

4.6 Employee Computer Purchase Policy Amendment
Moved By Councillor Furlong
Seconded By Councillor Chambers
That Council approve the amendments to the Employee Computer Purchase Policy #04530-02.

Motion Carried

TITLE: EMPLOYEE COMPUTER PURCHASE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04530-02

APPROVAL DATE: _____ CAO Signature: _____

PURPOSE

To set out a policy of the Town of Amherst to allow and assist employees and elected representatives to purchase personal computers & computer-related equipment. ~~The intent of this policy is to promote growth of computer literacy and compute skills throughout the organization.~~ Recognizing the increasing importance of technology in both professional and personal development, the intent of this policy is to support digital fluency and technology literacy among employees and elected officials by facilitating access to essential computer-related equipment.

POLICY STATEMENT

The Town will provide an interest-free loan to employees and elected officials for the purchase of personal computers and related equipment up to \$1,500 plus HST of \$225 for a total of \$1,725.

~~Equipment purchased for business purposes will not be eligible for this program.~~ Equipment deemed eligible for the program is in accordance with the Employee Computer Purchase Procedure #04530-02P.

1. Term
At no time shall the term of the loan exceed 24 months.
2. Repayment
Repayment shall be by way of payroll deduction.

Employees shall be required to sign a promissory note in the amount of the indebtedness.

Employees who become temporarily laid off, or take a period of leave from the workplace due to illness or other purposes, will be required to make arrangements to pay the Town directly during the period of layoff or leave.

~~Employees whose employment with the Town is terminated, for any reason, shall be required to pay the balance in full upon serving. The Town will deduct any amounts owing in respect of a computer purchase loan from any other amounts due to the employee on serving.~~ In the event that an employee's employment with the Town ends, or an elected official's term concludes for any reason, any outstanding balance on a computer purchase loan shall become immediately due and payable. The Town reserves the right to deduct any remaining loan amount from final pay or any other monies owed to the individual at the time of departure or term end.

3. Rate
All loans made under this program will be interest free. Appropriate reporting of any taxable benefits to the Canada Customs & Revenue Agency shall be done through the annual issue of T4's.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director, Human Resources	The Director of Human Resources will: <ol style="list-style-type: none"> a. Oversee the policy and provide guidance on eligibility and program requirements.
Payroll	Payroll staff will: <ol style="list-style-type: none"> a. Administer the loan program; b. Manage payroll deductions and; c. Ensure proper repayment and reporting.
Employees & Elected Officials	Employees & elected officials will: <ol style="list-style-type: none"> a. Use the program for its intended purpose and for eligible purchases only; b. Ensure full repayment as required.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy Review	Director, HR	Council	

MINUTES REFERENCE DATE: November 26, 2001

**4.7 Salary Administration Policy Amendment
Moved By Councillor Ripley
Seconded By Councillor Wells
That Council amend the Salary Administration policy to include the proposed CPI supplement, not to exceed 3%, for staff who are at the end of their salary range.**

Motion Carried

**TITLE: SALARY ADMINISTRATION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04530-01**

APPROVAL DATE: _____ 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.

An employee in the last step of their salary range in a year in which there is no overall market review shall receive a supplement equal to salary times CPI for the immediately preceding calendar year, not to exceed 3%. This amount will be separate and not added to the base salary.

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 1st 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 1st of each year as being 120% of the first-class constable rates.

APPENDIX B

April 1, 2024

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.

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"

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Amendment Description	Policy Owner	Approved By	Approval Date
1. NS minimum wage updates; 2. Position name changes: Municipal Clerk, Dir. Corp. Communications + Info Technology, removal of GIS Coordinator, addition of Engineering Technician	Crossman: 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	Director of HR & Customer Services	Council	April 22, 2024

department (new Appendix C), removal of Appendix C-1; 2. Salary steps moved to 7 levels from 8, equal differential between each step, elimination of level 1, addition of new upper level; 3. Language updates to reflect revisions to Appendices, Director, HR and Customer Services changed to Director, Human Resources. HR Administrator changed to HR Generalist.			0261
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
Addition of CPI supplement for employees in the last step of their respective salary scales	Director of HR	Council	April 28, 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	July 16, 2008
September 29, 2008	March 30, 2009	September 28, 2009	March 29, 2010
April 26, 2010	March 28, 2011	August 2, 2011	January 30, 2012
May 23, 2012	November 26, 2012	December 17, 2012	May 1, 2013
September 23, 2013	October 28, 2013	December 16, 2013	April 30, 2014
May 21, 2015	March 29, 2016	May 25, 2016	September 2, 2016
May 23, 2017	June 26, 2017	September 25, 2017	December 18, 2017
February 26, 2018	March 14, 2018	February 28, 2019	September 28, 2020
June 7, 2021	October 5, 2021	November 29, 2021	September 28, 2022
March 27, 2023	April 24, 2023	September 25, 2023	February 26, 2024
April 22, 2024	June 11, 2024	January 27, 2025	

4.8 Workforce Stability and Attrition Management Policy

Moved By Councillor Wells

Seconded By Councillor Furlong

That Council approve the addition of \$150,000 in the 2025/26 operating budget, to be funded from operating reserves, as a temporary overstaffing allowance for the Amherst Police Department and further, to approve the Workforce Stability & Attrition Management Policy – Police Department, #04700-01.

Motion Carried

TITLE: WORKFORCE STABILITY & ATTRITION MANAGEMENT – POLICE DEPARTMENT
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04700-01

APPROVAL DATE: _____ CAO Signature: _____

POLICY STATEMENT

This policy aims to present a staffing approach that anticipates vacancies and attrition at the Amherst Police Department due to ongoing staff absences.

SCOPE

This policy applies to the Amherst Police Department and governs the process of temporary overstaffing to offset staffing fluctuations. It includes guidelines for approval, funding, recruitment, and monitoring to maintain a consistent complement of 25 officers.

PURPOSE

The purpose of this policy is to establish a structured approach to maintaining adequate police staffing levels through an overstaffing and attrition model. This model ensures operational stability by proactively managing vacancies caused by staff departures, long-term absences, or unexpected leave, thereby reducing the impact of staffing shortages on policing services.

POLICY GUIDELINES

The police department plays a pivotal role in maintaining public safety in our community. It is essential that staffing levels remain adequate and aligned with the operational needs of the department. Ongoing temporary staff absences that are not addressed can jeopardize police response times, decrease the quality of service provided to the community, and impact the overall safety and security of our residents.

The following measures will be applied to ensure continuity of service and to satisfy the need for consistent staffing levels:

Temporary Overstaffing Allowance

1. The approved staffing complement will remain at 25 officers.

2. When the Police Department is experiencing a situation where less than 25 sworn officers are available for an extended period of time, on the recommendation of the Police Chief, the CAO may authorize the hiring of additional police officers that could result in the department temporarily exceeding the 25 sworn officer allotment should all employees return to work.
3. If a situation develops with more than 25 sworn officers working, the Chief will reduce the number of officers through attrition at the next available opportunity.

Approval Process

- The Chief Administrative Officer (CAO) must approve the use of additional positions before any recruitment occurs.
- The CAO will assess the necessity based on projected staffing levels and department needs, on the recommendation of the Chief of Police.

Funding and Budget Considerations

- Budgetary impact and effectiveness will be reviewed annually to ensure sustainability.
- Adjustments to funding will be made based on staffing trends, department needs, and financial considerations.

Annual Review and Reporting

- The Police Chief will report annually on staffing trends, recruitment efforts, and the impact of the temporary overstaffing allowance.
- Adjustments may be recommended to Council based on the analysis of vacancies and overtime expenditures.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Chief Administrative Officer	The Chief Administrative Officer will: <ol style="list-style-type: none"> a. Approve the use of additional temporary positions; b. Review funding annually to determine ongoing feasibility.
Chief of Police	The Chief of Police will: <ol style="list-style-type: none"> a. Monitor staffing levels and identify projected vacancies; b. Oversee recruitment efforts; c. Provide annual reporting on police staffing trends and budget implications.
Director, Human Resources	The Director of Human Resources will: <ol style="list-style-type: none"> a. Support recruitment efforts; b. Assist in workforce planning initiatives to manage staffing levels.

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Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Director, HR	Council	

Minutes Reference Date:

4.9 Public Participation and Notification Policy
Moved By Deputy Mayor Davidson
Seconded By Councillor Wells
That Council approve the amendments to the Public Participation and Notification Policy #66000-03.

Motion Carried

TITLE:	Policy for Public Participation and Notification Policy
SECTION:	Planning and Development
POLICY NO:	66000-03

APPROVAL DATE: _____ **CAO Signature:** _____

PURPOSE:

To establish a policy for public participation and notification for the adoption of the Municipal Planning Strategy (MPS), Subdivision By-law, Land Use By-law (LUB), Development Agreements, Variances, Site Plans, and amendments thereto.

AUTHORITY:

This policy carries out MGA section 204 that requires Council to adopt a public participation policy concerning the preparation and administration of planning documents. This policy also provides for public notification where required under MGA sections: 204A(1) (Engagement with abutting) 205 (Requirements for adoption of planning documents), 206 (Public hearings), 210 (LUB amendments), 221 (Notifications and costs), 230 (Adoption or amendment of development agreement), 232 (Site-plan approval), 236 (Variance procedures), and 237 (Variance appeals and costs).

The Deputy CAO **Director of Planning and Economic Development**, or designate, is responsible for administration of this policy.

POLICY:

Engagement With the Municipality of the County of Cumberland

Cumberland County Transition House	\$10,000 – Social Equity
After the School Bell Food Program	\$10,000 – Social Equity
Food Assistance Network	\$10,000 – Social Equity
Society of Saint Vincent de Paul	\$ 5,000 – Social Equity
Autism Nova Scotia Cumberland Chapter	\$ 4,500 – Social Equity
Border Town Biker Bash	\$ 10,000
NSCC	\$ 15,000 – Social Equity
Amherst 50+ Club	\$ 5,000
LA Animal Shelter	\$ 50,000 Year 3 of 3
Fibre Arts Festival 2025	\$ 2,000
CANSA	\$ 5,000 – Social Equity
CANSA Marathon	\$ 1,000 – Social Equity
Cumberland Pride	\$ 1,000 – Social Equity
Fundy Winds	\$ 5,000
Great Amherst Cultural Society (Esther Fest)	\$ 5,000
Amherst Preschool (one time grant)	\$ 10,000 - Social Equity
Cumberland County Genealogical Society	\$ 9,396
Amherst Curling Club	\$ 8,000
Amherst Wesleyan Church	\$ 12,850
Chignecto Arts Council	\$ 1,000
Tantramar Quilts	\$ 1,000
The Travellers	\$ 1,000
Cumberland County Museum	\$ 5,000

Motion Carried

4.13 **Mayor's Budget Address**

Mayor Small gave annual budget address:

I am very pleased today to have our 2025/26 Operational and Capital Budgets for Council's consideration.

I would like to thank Director of Finance Sarah Wilson, her staff and indeed all of the Directors and managers who helped develop this budget over the previous months.

I would also like to point out the engagement of all of Council in ensuring that these budgets reflected the priorities of Council, while ensuring prudence in our spending programs.

These budgets reflect the initiatives identified in our newly adopted Strategic Plan that will be implemented during the next four years. While we would prefer to address each and every need of the Town, we believe that by concentrating on our strategic initiatives, we will get the most 'bang for our buck' and make significant strides in the positive development of our community.

I am very happy to announce that our tax rates will remain unchanged for the upcoming fiscal year. Due to the provincial CAP program, residential assessments for tax purposes will increase by a maximum of 1.5% for those properties that did not sell during the past fiscal year.

A few of the budget highlights include:

- Community Centre
 - \$500,000 has been built into the general tax rate to pay for a significant portion of the future borrowing costs of a new community centre. We hope to be able to announce more details very soon.
- Housing
 - Approximately \$1,000,000 has been included in the Capital Budget for housing infrastructure initiatives to be funded mainly from the Housing Accelerator Fund.
- Mobility Strategy
 - Grant funding has been secured in the amount of \$50,000 for a Transit Feasibility Study.
 - Approximately \$150,000 has been included in the capital budget for sidewalk installation and repairs.
- Marketing
 - Funds have been included in the operational budget for the creation of a new marketing position and an additional \$30,000 has been allocated for new marketing initiatives.
- Vibrant Community
 - \$65,000 for New Lighting for Victoria Square
 - \$20,000 for Fireworks
 - \$6,000 Lions Park Drainage Improvements
 - \$15,000 CCUBIC Stage Lighting Improvements
- Economic Development
 - \$12,000 Tourism Student
 - \$25,000 CCUBIC Boardroom Improvements
- Social Needs
 - Over \$200,000 for Community Support Grants to Organizations.
 - \$25,000 for Library Accessibility Improvements
 - \$50,000 for the continuation of the Community Navigator (health care recruitment)
 - \$50,000 for the Armoury Feasibility Study
 - Increased the low-income cutoff from \$28,000 to \$30,000 so more people can qualify for the \$450 property tax rebate
- Environment
 - \$650,000 for UV Disinfection at the Waste Water Treatment Facility

- Safety
 - \$150,000 included for Police Officer Continuity
 - \$175,000 contribution towards a Live Fire Training Facility
- Infrastructure
 - In excess of \$1,000,000 for various infrastructure repairs and equipment purchases, including over \$500,000 for street paving
 - We have included \$494,000 for asphalt patching of our streets and parking lots, which is our largest allotment for this purpose ever.

I am now going to ask Council to present the required motions to adopt the 2025/26 operating and capital budgets.

4.13.1 Estimates of Revenues and Expenditures

Moved By Councillor Ripley

Seconded By Councillor McManaman

THAT Council accepts the following estimates of the sums required by the Town of Amherst for the fiscal year ending March 31, 2026, prepared in accordance with Section 72 of the *Municipal Government Act*:

Revenues	2025/26 Budget
Taxes	\$ 17,564,937
Grants in Lieu of Taxes	273,649
Services Provided to Other Local Gov't	279,272
Sale of Services	1,508,147
Other Revenue from Own Sources	1,014,788
Unconditional Transfers	1,323,275
Conditional Transfers	1,027,282
Other Transfers	511,105
Total Revenues	\$ 23,502,455

Expenditures by Department	2025/26 Budget
Executive Office	\$ 1,079,049
Finance	2,690,146
Human Resources	276,950
Police	5,780,479
Fire	2,071,936
Community Living	996,036
Operations	2,691,846
Recreation Facilities	1,543,097
Planning, Development & Economic Development	635,290
Strategic	589,445
Environmental Stewardship	64,563
Sewage	1,200,590
Solid Waste	1,004,538
Mandatory Provincial Support Area Rate	2,252,034
Community Support Area Rate	626,456
Total Expenditures	\$ 23,502,455

Motion Carried

4.13.2 General Tax Rate

Moved By Councillor McManaman

Seconded By Deputy Mayor Davidson

THAT for the Town of Amherst for the fiscal year ending March 31, 2026 the General Tax Rate is as follows:

Residential / Resource \$1.259 per \$100 of assessment
 Commercial \$4.059 per \$100 of assessment

Motion Carried

4.13.3 Area Rate - Community Support

Moved By Councillor Chambers

Seconded By Councillor Wells

THAT for the Town of Amherst for the fiscal year ending March 31, 2026 the Community Support Area Rate is as follows:

Residential / Resource \$0.089 per \$100 of assessment
 Commercial \$0.089 per \$100 of assessment

Motion Carried

4.13.4 Area Rate - Mandatory Provincial Contribution

Moved By Councillor McManaman

Seconded By Councillor Chambers

THAT for the Town of Amherst for the fiscal year ending March 31, 2026 the Mandatory Provincial Contribution Area Rate is as follows:

Residential / Resource \$0.322 per \$100 of assessment
 Commercial \$0.322 per \$100 of assessment

Motion Carried

4.13.5 Wastewater Treatment Facility (WWTF) Uniform Charge

Moved By Deputy Mayor Davidson

Seconded By Councillor Wells

THAT for the Town of Amherst for the fiscal year ending March 31, 2026 the Wastewater Treatment Facility Uniform Charge is set at \$82.80 on each unmetered mobile home within a land leased community within the boundaries of the Town of Amherst.

Motion Carried

4.13.6 Solid Waste Management Uniform Charge

Moved By Councillor Furlong

Seconded By Councillor McManaman

THAT for the Town of Amherst for the fiscal year ending March 31, 2026 the Solid Waste Management Uniform Charge is set at \$278.00 on each residential property within the boundaries of the Town of Amherst with less than four such dwelling units.

Motion Carried

4.13.7 Sanitary Sewer Rates

Moved By Councillor Ripley

Seconded By Councillor Furlong

• 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"	\$20.70
3/4"	\$31.05
1"	\$50.31
1 1/2"	\$98.90
2"	\$156.69
3"	\$311.94
4"	\$575.00

- Non-Metered Customers

For non-metered customers in un-metered mobile home parks, the park owner shall pay \$189.23 per dwelling unit per annum.

Motion Carried

4.13.8 Water Utility Operating Budget
Moved By Councillor Chambers
Seconded By Councillor Ripley
That Council approve the 2025-2026 Amherst Water Utility Operating Budget of \$2,634,380 as presented.

Motion Carried

4.13.9 General Borrowing Resolution
Moved By Councillor Wells
Seconded By Councillor Furlong
That Council approve a general borrowing resolution 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, 2026.

Motion Carried

4.13.10 Community Navigator Position
Moved By Councillor Furlong
Seconded By Deputy Mayor Davidson
That Council approve the extension of the Community Navigator position for two years (April 1, 2025 to March 31, 2027) funded out of the Operating Reserve and authorize the Mayor and CAO to sign the contribution agreement on the Town's behalf.

Motion Carried

4.13.11 User Fee Policy Amendment
Moved By Councillor Ripley
Seconded By Councillor McManaman
That Council approve the amendment to the User Fee Policy 03470-03 to increase sewer base charges, sewer flat charges and the uniform charge for Wastewater Treatment Facility to reflect the changes highlighted in the attached red-line policy and as listed below:

TITLE:	User Fee Policy
SECTION:	FINANCIAL MANAGEMENT
POLICY NO.:	03470-03

APPROVAL DATE: April 22, 2024 **CAO Signature:** _____

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		0268
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	\$75	Plus HST
Licensed Dog-2 nd Impoundment	\$150	Plus HST
Licensed Dog-3 rd & Subsequent Impoundments	\$150	Plus HST
Unlicensed Dog-Impoundments	\$150	Plus HST
Maintenance fee – Impoundment period	\$25/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 \$82.80	HST Exempt
3/4"	\$108.00 \$124.20	HST Exempt
1"	\$175.00 \$201.25	HST Exempt
1.5"	\$344.00 \$395.60	HST Exempt
2"	\$645.00 \$626.75	HST Exempt
3"	\$1,085.00 \$1,247.75	HST Exempt
4"	\$2,000.00 \$2,300.00	HST Exempt
Annual Non-metered Mobile Home Park Owner	\$178.53 \$189.23 /dwelling unit/year	HST Exempt
Uniform Charge for Wastewater Treatment Facility for unmetered mobile homes billed on the property Tax Bill	\$72.00 \$82.80/yr	HST Exempt

Solid Waste Rates		
Solid Waste Collection billed on Tax Bill	\$278.00/yr	HST Exempt
Replacement Green Bin (Composter)	\$95.00	Plus HST
Replacement White Kitchen Compost (Bucket)	\$5.00	Plus HST

Services/Products – Operational Services		
Electric Vehicle Charging Station User Fee	\$1.50/hr	HST Included
Street Breaking Permit (Policy 31600-08)	\$500.00	Plus HST
Commercial Sewer Service (Policy 31600-14)	Cost of Service	Plus HST
Estimated by Engineer and final adjustment when work is done		

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 0269
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
Criminal Record Check/Vulnerable Sector for Amherst citizens to participate as volunteers for community organizations.	Waived	N/A
Criminal Record Check	\$30.00	Plus HST
Criminal Record Check for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Serial # Verification (homemade trailers)	\$25.00	Plus HST
Fingerprints (for non-criminal reasons)	\$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
Dasherboard	\$400.00	Plus HST
Wall Signage (4X6)	\$400.00	Plus HST
Ice Making Machine	\$2,500.00	Plus HST
Red and Blue Line – per line (not per side)	\$100.00	Plus HST
Stairs Kick Plates	3 for \$150.00	Plus HST
Score clock Small	\$600.00	Plus HST
Score clock Large	\$850.00	Plus HST

*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

*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."

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Finance	User Fee Policy is reviewed with departments annually as part of the operating budget process to determine if any updates / changes are required.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Add Fee for Electric Vehicle Charging Station \$1.50/hr HST included.	Director of Finance - Wilson	Council	January 23, 2023
Increase Solid Waste Collection Uniform Charge from \$185 to \$268 per year.	Director of Finance – Wilson	Council	April 24, 2023
Increase the fees for Dog impoundments to reflect amendments made to the Companion Animal Bylaw	Director of Finance – Wilson	Council	January 22, 2024
Increase the Solid Waste Collection Uniform Charge from \$268/yr to \$278/yr, and remove the section for Beer/Liquor Concession Robb Centennial Park (Policy 72300-05)	Director of Finance - Wilson	Council	April 22, 2024
Increase Sewer Base Charges, Sewer Flat Charge and Wastewater Treatment Facility Uniform Charge.	Director of Finance – Wilson		

Minutes Reference Dates:

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
08 June 2022	22 April 2024	

Motion Carried

**4.13.12 Tax Reduction Policy Amendment
Moved By Deputy Mayor Davidson
Seconded By Councillor Wells**

That Council approve the Tax Reduction Policy #3800-02 as amended and increase the income cut-off amount from \$28,000 to \$30,000. Also adding clarification that should a property owner's total tax bill be less than the exemption, the exemption will be equal to the full amount of the tax bill.

Motion Carried

**TITLE: TAX REDUCTION POLICY
SECTION: FINANCE
POLICY NO: 03800-02**

APPROVAL DATE: CAO Signature: _____

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, according to the following income levels and amounts:

- Less than ~~\$28,000~~ **\$30,000** - a credit of \$450

The following conditions will apply:

- That the exemption be granted to every person assessed with respect to taxable property in the Town of Amherst, who is a 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 must be ~~\$28,000~~ **\$30,000** or less, including the income of all other members of the same family residing in the same household but does not include allowances paid pursuant to the War Veterans Allowance Act (Canada) or pension paid pursuant to the Pension Act (Canada);
- That the exemption shall only be available for residents where the property is their primary residence occupied by him/her year-round;
- That, where two or more persons, one or more of whom are entitled to an exemption, are – 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 assessment;
- That the person applying for the exemption provide a copy of their Notice of Assessment from Revenue Canada for the prior year and make an affidavit regarding his/her income for that period and return such affidavit to the Town Office not later than September 30 of the year in which the taxes are payable.
- To qualify for the exemption, a property owner's previous year's rates and taxes must be paid in full at the time of their application. In the case of owners with taxes in arrears, the owner can qualify if they have signed a Payment Arrangement Agreement and have made at least twelve consecutive payments of the agreed upon amount.

- f) Should a property owner's total tax bill for that year be less than the exemption for that year, then the exemption will be equal to the full amount of the tax bill for that year.

POLICY STATEMENT (2): BUILDING DESTROYED

In accordance with Section 69(A) of the Municipal Government Act, that where a building(s) situate on a property has become permanently unlivable or unusable due to fire and the current assessment of the property does not reflect that the building (s) has been destroyed, it shall be the policy of the Amherst Town Council to permit the reduction or rebate of property taxes on the building(s) alone for the balance of the taxation year under the following conditions.

- a) The taxpayer shall apply in writing to the Clerk asking for a reduction or rebate of property taxes.
- b) The Clerk shall ask the Building Inspector to confirm the complete destruction of the building(s).
- c) The Clerk shall ask the Regional Assessment Office to determine the following years assessment value before any subsequent rebuilding or construction.
- d) Upon receipt of the Building Inspectors and Provincial Assessments report, the Clerk shall authorize the Treasurer to reduce the amount of the taxes on the building(s) by pro rating the same over the balance of the taxation year from the date of destruction.
- e) This policy section shall be made retroactive to April 1, 2005; provided that if, as a result of this policy being made retroactive, it results in property taxes being rebated such sums shall be paid without interest.
- f) If the owner of the property in question is found guilty of arson, either civilly or criminally, the Clerk shall not rebate any taxes. In the event that taxes have already been rebated, then that rebate shall be void ab initio, and the taxes with interest accrued thereon will become immediately due and payable, it being the overriding policy of the Town of Amherst that a person shall not benefit from his or her own wrongdoing.

Title/Role	Responsibilities
Director of Finance	Policy is reviewed as part of the operating budget annually.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Updating income amount and for Policy Statement (1) Low Income and add (f).	Director of Finance		

Minutes reference date:	19 December 2005	24 April 2006	18 April 2008
	28 May 2009	24 May 2011	23 May 2012
	30 April 2014	21 May 2015	25 May 2016
	23 May 2017	23 May 2018	21 May 2019
	22 June 2020	28 April 2025	

4.13.13 Tax Exemption Policy Amendment

Moved By Councillor Chambers

Seconded By Deputy Mayor Davidson

That Council approve the amended Tax Exemption Policy # 03800-04 to add Cumberland Homelessness and Housing Support Association to Appendix A, as well as the following policy revisions:

- **Correction Municipal Government Act under Authority.**
- **Adding columns to Appendix A and Appendix B for Extent of Application and Exemption.**
- **Removal of line from Appendix A indicating extent of exemption is automatically 100%.**
- **Adding two additional questions to Appendix C.**

Motion Carried

TITLE: Tax Exemption Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03800-04

APPROVAL DATE: _____ **CAO Signature:** _____

PURPOSE:

The purpose of this policy is to provide relief of current taxes for property of qualifying registered Canadian charitable organizations and/or non-profit organizations as defined within this policy and as specifically identified on the appendices attached.

AUTHORITY:

This policy is authorized under Part IV, Sections 69A and 71, *Municipal Government Act*, as amended from time to time.

DEFINITIONS:

For the purpose of this policy:

Qualifying non-profit organization means:

- a registered Canadian charity [Canadian Revenue Agency] if the property being exempted is used directly and solely for a charitable purpose;
- a non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization.

POLICY STATEMENT:

Tax Exemption – Charitable and Non-profit Community Organizations

- a. Council may, at its discretion, provide a tax exemption to qualifying non-profit organizations demonstrating services to the residents of the Town of Amherst.
- b. In order to be considered for a tax exemption, all organizations or institutions must apply in writing to the Town of Amherst by January 31 of each year by completing Appendix C. Included with the application will be the annual financial statements for the most recent fiscal year. Exemptions granted will be based on the financial need of the organization or institution.
- c. The property of the organizations named in Appendices A and B to this policy shall be exempt or taxed in accordance with the particular appendix.
- d. The partial or total exemption shall apply only to that portion of the property specified in the appendix.
- e. When a property, or part thereof, listed on an appendix to this policy ceases to be occupied by the association or for the purposes set out in the appendix, or if not in good standing, then the partial or total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then expired.

APPENDIX A

Properties of a named registered Canadian charitable organization and that is used directly and solely for a charitable purpose be exempt from taxation under Section 71(1) (a) of the *Municipal Government Act* and from area rates in accordance with Section 71(5) of the *Municipal Government Act*, to the extent set out in the last two columns of this appendix. Properties in Appendix A can be Residential or Commercial assessed. ~~The exemption for these properties is 100% of the commercial or residential taxes.~~

PROPERTY	OWNER	ASSESSMENT ACCOUNT NUMBER	CHARITABLE NUMBER	EXTENT OF APPLICATION	EXTENT OF EXEMPTION
Land and Building 25 Park St.	Bright Beginnings Child Care Centre	00064017	106708126	Whole	100%
Land and Building 1 Rupert St.	Amherst & District Residential Services Society	00635928	854331394	Whole	100%
Land and Building 16 Station St.	Bridge Adult Services Society	03030563	852586551	Whole	100%
Land and Building 20 Havelock St.	Trinity-St. Stephen's United Church	04405307	130164007	Whole	100%
Land and Building 82 Willow St.	Amherst and District Residential Services Society	05127858	854331394	Whole	100%
Land and Building 44 Park Street	Cumberland County Transition House	03533654	106995624	Whole	100%
Land and Building 10 Prince Arthur St.	Cumberland Homelessness & Housing Support Association	02484935	737309484	Whole	100%

APPENDIX B

Properties of non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations that are assessed as taxable commercial property be reduced to the tax that would otherwise be payable if the property were residential, inclusive of area rates under Section 71(2) of the *Municipal Government Act*, to the extent set out in the last two columns of this appendix. Properties in Appendix B can only be assessed Commercial. The exemption for these properties is the difference between the amount of commercial taxes and residential taxes.

6. What social and financial benefit does your organization provide to the community? What would the community lose if this organization did not exist?

7. What other services and/or support does the Town provide to this organization?

Please drop off at Town Hall, located at 98 Victoria Street East, or mail to P.O. BOX 516 Amherst, NS B4H 4A1. Direct all enquiries to the Revenue Officer, 902-667-6514.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of HR & Customer Services	The Director will: <ul style="list-style-type: none"> a. Ensure applications are received annually and that club exemptions are applied to accounts after the annual operating budget is approved.
Revenue Officer	The Revenue Officer will: <ul style="list-style-type: none"> a. Notify the Director of changes to be considered; b. Administer and facilitate the application of the tax exemption policy to qualifying organization tax accounts in accordance with the policy.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy reviewed for preparation of 2023/24 operating budget: remove Cumberland Columbia Club from Appendix "B" due to sale of properties.	Crossman: Director, HR and Customer Services	Council	April 24, 2023
Policy reviewed for preparation of 2025-26 operating budget: add Cumberland Homelessness & Housing Support Association to Appendix "A".	Wilson: Director of Finance	Council	

Minutes Reference Date: June 25, 2018 May 25, 2020

4.13.14 Capital Budget Carry Over Projects

**Moved By Councillor Wells
 Seconded By Councillor Furlong
 That Council approve the capital carry over projects of \$990,000 for the Water Utility and \$1,165,000 for General Capital to be included the 2025/26 Town of Amherst Water Utility and General Capital Budgets.**

And further for all land sales in 2025/26, that the proceeds of sale will go to the Capital Reserve and any expenses related to the land sales will be paid for from the proceeds of sale in the Capital Reserve.

Motion Carried

4.13.15 Water and General Capital Budget

**Moved By Councillor Ripley
 Seconded By Councillor McManaman
 That Council approves the Town of Amherst General Capital Budget for the 2025-26 fiscal year as presented in the amount of \$3,814,564 and the Amherst Water Utility Capital Budget for the 2025-26 fiscal year in the amount of \$588,000 to be funded as follows:**

Town of Amherst - General Capital		Amherst Water Utility	
Capital from Revenue	\$ 1,031,900	Capital from Revenue	\$ 40,000
Capital Reserve	431,879	Water Depreciation	435,000
Operating Reserve	342,500	Grant - Housing Accelerator Fund	80,000
Canada Community Building Fund (formerly Gas Tax Fund)	663,000	Contribution	33,000
Grant - Housing Accelerator Fund	864,864		<u>\$ 588,000</u>
Grants - Federal/Provincial	262,300		
Long Term Debt	218,121		
	<u>\$ 3,814,564</u>		

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

<u>Fiscal Year</u>	<u>General Capital Total Amount</u>	<u>Water Capital Total Amount</u>
2026-2027	\$ 4,506,700	\$ 761,000
2027-2028	\$ 4,702,000	\$ 979,000
2028-2029	\$ 4,793,000	\$ 751,000
2029-2030	\$ 5,878,400	\$ 1,976,600

To be clear, the second part of this motion contemplates the approval of the amounts for the years 2026-2027 to 2029-2030 for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.

Motion Carried

5. INFORMATION / DISCUSSION ITEMS

- 5.1 **2025/2026 Operating and Capital Budget Report**
Information item only, included as part of the agenda package.
- 5.2 **Empowering Cumberland Conference Verbal Report - Small**
Information item only.
- 5.3 **Cumberland Y's Service Club Verbal Report - Small**
Information item only.

6. INTERNAL COMMITTEE REPORTS

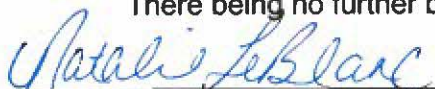
- 6.1 **Planning Advisory Committee - Ripley**
Information item only, included as part of the agenda package.
- 6.2 **Amherst Board of Police Commissioners - Davidson**
Information item only, included as part of the agenda package.
- 6.3 **Amherst Youth Town Council**
Information item only, included as part of the agenda package.

7. EXTERNAL COMMITTEE REPORTS

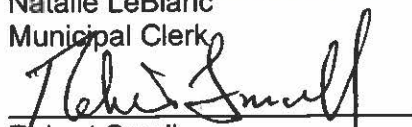
- 7.1 **Cumberland Public Libraries - McManaman**
Information item only, included as part of the agenda package.
- 7.2 **Cumberland YMCA - Chambers**
Information item only, included as part of the agenda package.
- 7.3 **L. A. Animal Shelter - Davidson Verbal Report**
Information item only.

8. ADJOURNMENT

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



Natalie LeBlanc
Municipal Clerk



Robert Small
Mayor