



## AMHERST TOWN COUNCIL

RFD# 2023071

Date: April 24, 2023

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**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Sarah Wilson, Director of Finance

**DATE:** April 24, 2023

**SUBJECT:** Policy Amendments (related to operating budget approval)

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**ORIGIN:** 2023-24 Operating Budget

**LEGISLATIVE AUTHORITY:** Municipal Government Act, section 84 allows council to make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

**RECOMMENDATION:** That Council approve the amendments to the following policies to reflect the changes noted below:

- User Fee Policy 03470-03
  - Solid Waste Rates - increase the Solid Waste Collection Uniform Charge from \$185 to \$268 per year.
- Tax Exemption Policy 03800-04
  - Appendix B - remove the Cumberland Columbia Club properties on Robie Street.
  - Appendix A - correct typos in an address and assessment account number.
- Salary Administration Policy 04530-01
  - Appendix B – amendment to the pay structure for the student hourly rate of pay.
- Community Support Grants Policy 72000-08
  - Section 6 (d) – rename Poverty Reduction to Social Equity, remove reference of funding from deed transfer tax and change Poverty Reduction Action Committee to respective committees.

**BACKGROUND:** The Town's User Fee Policy and schedule of rates is reviewed annually during budget preparations. If the operating budget presented to Council has impacts on other policies, those policies are brought forward during budget deliberations with the respective changes noted.



**DISCUSSION:** From this year's review, there were four policies that required changes.

- User Fee Policy
  - Increase the Solid Waste Collection Uniform Charge from \$185 to \$268 per year. This increase is due to an increase of \$207,513 in the new solid waste contract as well as an increase of \$54,325 in tipping fees. For the last number of years, the expenses for tipping fees been over budget.
- Tax Exemption Policy
  - Remove the Cumberland Columbia Club properties on Robie Street. These properties were sold in the spring of 2022, but the policy had not been updated to remove them.
  - Correct typos in an address and assessment account number. These were found during the review of the policy.
- Salary Administration Policy
  - Amendment to the pay structure for the student hourly rate of pay. Previously students were paid the Provincial Minimum Wage (with the exception of Engineering students). The amendment allows for returning students to be paid the Provincial Minimum Wage plus an additional \$1.00/hour and Professional Students to be paid the Provincial Minimum Wage plus an additional \$3.00/hour.
- Community Support Grants Policy
  - During budget deliberations a motion was passed by Council to rename Poverty to Social Equity.
  - Renaming in Section 6 (d) of the policy from Poverty Reduction to Social Equity, removing reference of funding from deed transfer tax and changing Poverty Reduction Action Committee to respective committees.

**FINANCIAL IMPLICATIONS:** Any financial increases or decreases due to the changes to the policies have been included in the budgets presented to Council at the April 5<sup>th</sup> meeting.

**COMMUNITY ENGAGEMENT:** The council budget session on April 5<sup>th</sup> was recorded for the public's information.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** N/A

**ALTERNATIVES:**

1. Council could not approve the policy changes as stated.
2. Council could request additional changes to the Policy(s).

**ATTACHMENTS:** Track changes version of the following policies:

1. User Fee Policy
2. Tax Exemption Policy
3. Salary Administration Policy
4. Community Support Grants Policy

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Report prepared by: Sarah Wilson, Director of Finance  
Report and Financial approved by: N/A