

**Amherst Town Council
Special Meeting
Minutes**

Date: May 15, 2019
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present	Mayor David Kogon Deputy Mayor Sheila Christie Councillor Jason Blanch Councillor Vince Byrne Councillor Darrell Jones Councillor Wayne MacKenzie Councillor Terry Rhindress
Staff Present	Greg Herrett, CAO Jason MacDonald, Deputy CAO Operations Bill Schurman, Director Recreation Greg Jones, Fire Chief Andrew Fisher, Manager of Planning & Strategic Initiatives Tom McCoag, Corporate Communications Officer Rebecca Taylor, Business Development Officer Shelley Rector, Chief Financial Officer Sarah Wilson, Manager of Financial Services Kim Jones, Municipal Clerk Natalie LeBlanc, Deputy Clerk

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 4:06 p.m. The CAO gave his budget comments and highlights as follows:

Today Council is considering the general residential and commercial tax rates. The general rates fund the day to day operations of the Town for services like police and fire protection, general administration, public works, including streets and sidewalks, planning, building inspection recreation as well as fiscal services like debt service and a number of capital items funded from operations. Separate area rates fund provincial mandatory contributions and community support expenditures. A uniform charge has been previously approved for solid waste management services as have sewer rates which fund those services.

This is essentially a status quo budget that maintains most or all current services for the coming year. In terms of tax revenue, residential capped assessment grew by only 0.6% this year. Commercial assessment declined by -2.5%. Most other sources of revenue stayed constant resulting in a decrease in revenue relative to the general rates of just over \$2,000.

On the expenditure side, expenditures funded by the general rate will actually decrease by about \$2,306 despite projected increases in salaries and benefits of just over \$250,000, vehicle and equipment costs of \$28,000 or 7.4% and an increase in the fire protection charge that the Amherst Water Utility charges the Town, by order of the UARB, of about \$23,000.

However departmental directors worked hard to reduce costs where possible and minimize increases in their departments to minimize the impact on tax rates while maintaining services. As a result administrative costs are expected to decline by about \$14,000 or 1.8%, building & facility costs are budgeted to fall by \$34,000 or 4.6%, professional services are estimated to be down by about \$75,000 and fiscal services, including debt service and other transfers will fall by approximately \$200,000 or 10%.

These factors combined result in a small proposed decrease in the residential and commercial general rates of one-tenth of one percent.

I do want to say that beyond this years' efforts to trim costs, senior staff have embarked on a service capacity review that will examine all services currently being provided by the Town for further efficiencies. It is hoped that further savings will be identified through this process. I'm also pleased to note that projected year-end financial results point to a balanced budget for this past fiscal year as well.

This year's capital budget was once again prepared with reference to the various studies that have been completed over the past couple of years including the Asset Management Study, the Recreation Master Plan, the Active Transportation Plan and the Vehicle Replacement Plan as well as an ongoing and

comprehensive evaluation of our street infrastructure using the Paser rating system . The recommended capital budget is \$3,694,229 for general capital. There were additional paving projects that Council was able to add to the General Capital Budget due to receiving an additional allotment of gas tax funding from the Federal Government. Excess funds will be used to fund projects over the next two fiscal periods as resources allow.

Some highlights from the recommended capital budget are the completion of the Willow Street watermain replacement projects and the purchase of a new backhoe in the Water Utility as well as a \$260,000 investment in the installation of solar panels on the roof of the stadium under the Solar for Community Buildings program that will result in an ongoing positive impact on our bottom line. There will be a continuation in the implementation of the Active Transportation Plan with \$600,000 being invested in a number of sidewalk and trail projects. The budget proposes to invest over \$843,000 in the Amherst Fire Department including the purchase of a new pumper at a cost of approximately \$600,000. Capital replacement of vehicles and equipment including a conversion to the TMR2 system for radio communication in the police department is estimated to cost just over \$400,000. The recreation department will benefit from an investment of just over \$200,000 in various projects and equipment purchases. Finally, almost \$425,000 will be invested in street improvements, much of it possible due to the additional Federal Gas Tax revenue being received this year. There will be work done, on Abbey, Taplin, Tantramar, Dunlap, Fairview, Durley, Senior and Gladstone this year. The only projects where debt will be incurred are those with a significant useful life like the fire truck, solar panels and the Willow Street project.

It is worth noting, Your Worship, that our ten-year operating and capital models indicate that there are ongoing pressures expected on costs and revenues, and that Amherst needs to continue to be vigilant in ensuring the long term viability of the Town. Despite good faith efforts to find efficiencies and perhaps adjust services and service levels the upward pressure on costs due to inflation and increased regulatory compliance requirements is always present.

2. **APPROVAL OF THE WATER AND GENERAL CAPITAL BUDGET**

Moved By Councillor MacKenzie

Seconded By Councillor Blanch

That Council approves the Town of Amherst General Capital Budget for the 2019-20 fiscal year as presented in the amount of \$3,694,229 and the Amherst Water Utility Capital Budget for the 2019-20 fiscal year in the amount of \$2,086,082 to be funded as follows:

<u>Town of Amherst</u>		<u>Amherst Water Utility</u>	
Capital from revenue	\$506,535	Capital from Revenue	\$ 40,000
Gas Tax Funding	1,105,000	Federal Grant – CWWF	886,050
Long Term Debt	1,394,491	Provincial Grant – CWWF	461,950
Reserves	<u>688,203</u>	Long Term Debt	<u>698,082</u>
Total	<u>\$3,694,229</u>	Total	<u>\$2,086,082</u>

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

Fiscal Year	General Capital	Water Capital
	Total Amount	Total Amount
2020 – 2021	2,242,750	653,750
2021 – 2022	2,905,750	235,000
2022 – 2023	2,031,250	296,000
2023 – 2024	2,066,750	225,000
2024 – 2025	1,875,250	200,000
2025 – 2026	1,645,000	265,000
2026 – 2027	1,898,000	375,000
2027 – 2028	1,783,000	385,000
2028 – 2029	1,310,000	395,000

To be clear, the second part of this motion contemplates the approval of the amounts for the years 2020-2021 to 2028-2029 for planning purposes only; this is not the authority to spend, nor is it necessarily the final and complete listing.

Motion Carried

3. **SETTING OF THE GENERAL RATE**

Moved By Councillor Byrne

Seconded By Councillor Jones

WHEREAS total estimated expenditures for the fiscal period are \$13,349,007.

THEREFORE BE IT RESOLVED THAT for the Town of Amherst for the fiscal year ending March 31, 2020:

1. The general tax rates are as follows:

Residential / Resource	\$1.179 per \$100 of assessment
Commercial	\$3.979 per \$100 of assessment

AND THAT these taxes are due and payable on September 30, 2019 with interest to be charged on all final tax accounts outstanding on or after October 1, 2019 at the rate of 1% per month, 12% per annum.

Motion Carried

4. **APPROVAL OF THE USER FEE POLICY**

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

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

Motion Carried

TOWN OF AMHERST POLICY

NUMBER 3470-03
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DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: Annual Review of User Fees

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

PURPOSE:

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary during the annual budgeting process.

POLICY STATEMENT:

It is appropriate for Council to charge fees, as authorized under the *Municipal Government Act*, in the Town's Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of the Schedule shall rest with the department to which a fee applies. Any additions/deletions to the Schedule will be updated by the Executive Office. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

OBJECTIVES:

To make the administration of the cost recovery portion of the Town's Bylaws, Policies and Procedures more efficient and to determine the impact on each year's projected revenues during the budget process. By combining all of the fees in one document, the review will be more visible and complete.

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

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

Operational Services		
It is not the intention of the policy to rent Town of Amherst equipment to the general public; these rates and the availability of this equipment are contemplated for use by commercial concerns only.		
Equipment 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	Plus HST
Storm Sewer Connection (if done at the same time as sewer connection)	\$250.00	Plus HST
D-19 Sanitary Sewer Rates By-Law		
Residential Metered Customers	\$.99 m ³	HST Exempt
Commercial/Industrial/Institutional metered customers	\$.49 m ³	HST Exempt
Annual Base Charges – Meter Size		
5/8”	\$72.00	HST Exempt
3/4”	\$108.00	HST Exempt
1”	\$175.00	HST Exempt
1.5”	\$344.00	HST Exempt
2”	\$545.00	HST Exempt
3”	\$1,085.00	HST Exempt
4”	\$2,000.00	HST Exempt
Annual Non-metered Mobile Home Park Owner	\$178.53 /dwelling unit/year	HST Exempt
Uniform Charge for Wastewater Treatment Facility for unmetered mobile homes billed on the property Tax Bill	\$72.00/yr	HST Exempt

Solid Waste Rates		
Solid Waste Collection billed on Tax Bill	\$.185.00/yr	HST Exempt
Replacement Green Bin (Composter)	\$95.00	Plus HST
Replacement White Kitchen Compost (Bucket)	\$5.00	Plus HST

Services/Products – Operational Services		
Parking Space Rental – Yearly	\$200.00	Plus HST
Parking Space Rental – Monthly	\$20.00	Plus HST
Street Breaking Permit (Policy 31600-08)	\$500.00	Plus HST

Commercial Sewer Service (Policy 31600-14) Estimated by Engineer and final adjustment when work is done	Cost of Service	Plus HST
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Planning and Development Department		
Zoning Confirmation Letter	\$50.00	HST Exempt
Copy of Land Use Bylaw or Municipal Planning Strategy	\$20.00	HST Exempt
Copy of Zoning Map (11 x 17)	\$5.00	HST Exempt
Copy of Zoning Map (50 cm x 60 cm)	\$10.00	HST Exempt
Application to Amend the Land Use Bylaw	\$200.00	HST Exempt
Application for a Development Agreement	\$200.00	HST Exempt
Application to Amend the Municipal Planning Strategy	\$300.00	HST Exempt
Application for a Variance or Site Plan	\$75.00	HST Exempt
Creation of Mapping Document	\$60.00/hr(including 10 lineal metres of maps	Plus HST
Print Existing Map – less than 50 cm x 50 cm	\$25.00	Plus HST
Print Existing Map – more than 50 cm x 50 cm	\$50.00	Plus HST

Building Permits		
New residential buildings, community centres, churches	\$50.00 + \$0.12 per square foot	HST Exempt
New Commercial, Industrial or other building not listed	\$50.00 + \$0.17 per square foot	HST Exempt
All alterations or repairs	\$50.00 + 0.25% of value	HST Exempt
Decks, accessory buildings and farm buildings	\$50.00 + \$0.04 per square foot	HST Exempt
Demolition	\$20.00	HST Exempt
Permit Renewals	\$50.00	HST Exempt
Development Permit	\$50.00	HST Exempt
Police Department		
Commissioner of Oaths Signing	\$15.98	HST Exempt
Commissioner of Oaths Signing – Child Abuse Register for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Criminal Record Check	\$25.00	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		
Early Bird Monday-Friday (6:00-8:15 am)	\$55.00/hr	Plus HST
Fair Time Monday-Friday (6:00 8:30 am – 45:00 pm)	\$74.00 99.00/hr	Plus HST
Prime Time Monday-Friday (after 45:00 pm), on Fridays and all Saturdays, Sundays & Holidays)	\$128 122.00/hr	Plus HST
Prime Time Youth Rate Monday-Sunday	\$93 99.00/hr	Plus HST
Photocopies/Stadium (Policy 72000-06)		
8 ½ X 11 (Town Paper)	\$0.10/copy	Plus HST
8 ½ X 14 (Town Paper)	\$0.15/copy	Plus HST
11 X 17 (Town Paper)	\$0.25/copy	Plus HST
8 ½ X 11 (own paper)	\$0.05/copy	Plus HST
8 ½ X 14 (own paper)	\$0.05/copy	Plus HST
11 X 17 (own paper)	\$0.10/copy	Plus HST
Ballfield User Policy (Policy 72300-01)		
Lights	\$18/diamond/game	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	\$4050.00 per hr or \$600 630.00 for full day per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Entire Facility including meeting rooms, team rooms	\$62.50 70.00per hr or \$750 790.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Extra Employees Extra Employees (Overtime Rate)	\$25.00 per person per hour \$40 per person per hour	Plus HST Plus HST**
2 nd Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	Plus HST

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

*Includes one employee during that time
 ** If the booking goes beyond midnight there will be an additional fee of an employee at the overtime rate per hour.

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
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.”

5. **BANK BORROWING RESOLUTION**
Moved By Councillor Rhindress
Seconded By Councillor Blanch
That Council approves a general borrowing resolution to authorize the borrowing of certain moneys from the Royal Bank of Canada to meet the current expenditures of the Town of Amherst for the year ending March 31, 2020.

Motion Carried

TOWN OF AMHERST
GENERAL BORROWING RESOLUTION

To authorize the borrowing of certain moneys from the Royal Bank of Canada to meet the current expenditure of the Corporation of the Town of Amherst (hereinafter called “the Corporation”) for the year ending March 31, 2020.

WHEREAS it is necessary to borrow the sum of \$2,000,000 (two million dollars) from the **Royal Bank of Canada** to meet the current expenditures of the Corporation until such time as the taxes to be levied therefore can be collected;

BE IT THEREFORE RESOLVED by the Municipal Council of the Corporation as follows:

1. **THAT** the Mayor and the Treasurer of the Corporation, be, and they are hereby authorized under the seal of the Corporation to borrow from the **Royal Bank of Canada** up to the sum of **\$2,000,000 (two million dollars)** as the same may be required from time to time to meet the now current expenditures of the Corporation which said expenditures has been duly authorized by Council; and
2. **THAT** the said Mayor with the Treasurer aforesaid, be, and they are hereby authorized to pay or allow to the said bank, interest on the sum of **\$2,000,000 (two million dollars)** at a rate of Royal Bank Prime minus ¼% per annum, which may be paid or allowed in advance by way of discount or otherwise howsoever as they may deem best; and
3. **THAT** the said sum of **\$2,000,000 (two million dollars)** so to be borrowed shall be made payable on or before the 31st day of March, 2020, and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of March, 2020, may be renewed by the said Mayor and Treasurer from time to time, but no renewal thereof shall fall due later than the said 31st day of March, 2020; and
4. **THAT** the said promissory note or notes of the Corporation, sealed with the corporate seal and signed by the Mayor and Treasurer of the Corporation be given from time to time as required, in security for the amounts borrowed from time to time under the provisions of this resolution; and
5. **THAT** giving of such renewal note or notes, as aforesaid, shall not be deemed satisfaction to the said bank of the said advance or interest, but as evidence only in indebtedness.

This is to certify that the foregoing is a true copy of a resolution of the Council of the Municipal Corporation of the **Town of Amherst** passed at a meeting of the said Council, duly called and held on the _____ day of May, 2019 at which a quorum of the Council was present and voting.

Given under the hands of the Mayor and Treasurer of the Town this _____ day of May, 2019.

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David Kogon, MD
Mayor

.....
Shelley G. Rector, CPA, CMA
Treasurer

6. **ADJOURNMENT**

Mayor Kogon adjourned the meeting at 4:25 p.m.

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor