

**Amherst Town Council
Committee of the Whole
Minutes**

Date: January 20, 2025
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Rob Small
Deputy Mayor Hal Davidson
Councillor Charlie Chambers
Councillor Nic Furlong
Councillor Terry McManaman
Councillor Dwayne Ripley
Councillor Kathy Wells

Staff Present Jason MacDonald, Chief Administrative Officer
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Strategic Initiatives
Jeff Bacon, Business Development Officer
Dwayne Pike, Chief, Police Services
Greg Jones, Director, Fire Services
Kim Jones, Director, Corporate Communications
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

1. Call to Order

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

1.1 Territorial Acknowledgement

Mayor Small gave the Territorial Acknowledgement.

1.2 Approval of Agenda

Moved By Councillor Furlong

Seconded By Councillor McManaman

That the agenda be approved as circulated.

MOTION CARRIED

1.3 Approval of the Consent Agenda

Moved By Deputy Mayor Davidson

Seconded By Councillor Chambers

That the consent agenda be approved as circulated.

MOTION CARRIED

1.4 Acceptance of Minutes

1.4.1 December 16, 2024

The minutes of the December 16, 2024 Committee of the Whole meeting were accepted as included in the agenda package as part of the consent agenda.

1.4.2 January 8, 2025

The minutes of the January 8, 2025 Committee of the Whole meeting were accepted as included in the agenda package as part of the consent agenda.

2. Presentations

2.1 Healthcare Recruitment - Janneke Gradstein

The Committee received a presentation on Healthcare Recruitment and the Community Navigator position. Information item only.

2.2 Cumberland Business Connector - Jonathan McClelland

The Committee received a presentation from the Cumberland Business Connector. Information item only.

3. Council Direction Requests

3.1 Expense Reimbursement Policy

Moved By Councillor Furlong

Seconded By Councillor Wells

That Council forward to the January 27, 2025 regular meeting, the proposed amendments to the Expense Reimbursement Policy # 3000-07 for approval.

MOTION CARRIED

3.2 Hospitality Policy

Moved By Councillor Chambers

Seconded By Councillor Ripley

That Council forward to the January 27, 2025 regular meeting, the proposed amendments to the Hospitality Policy # 3000-08 for approval.

MOTION CARRIED

3.3 Audit Committee Terms of Reference Policy

Moved By Councillor Chambers

Seconded By Councillor McManaman

That Council forward to the January 27, 2025 regular meeting, the Audit Committee Terms of Reference Policy to be re-adopted as recommended by the Audit Committee.

MOTION CARRIED

3.4 Council Remuneration and Benefits

Further to the memo included in the agenda package, discussion ensued around a review of Council remuneration and benefits. The Committee agreed they would like to maintain status quo at this time.

3.5 Council Conference Attendance and Professional Development Policy

Further to the memo included in the agenda package, discussion ensued around Council attendance at the annual FCM Conference and Tradeshow, particularly how many members are permitted to attend as per policy. The Committee agreed they would like to maintain status quo at this time, permitting three members to attend when the Conference is held outside of the Maritime provinces.

3.6 Anson Avenue CN Rail Crossing

Moved By Deputy Mayor Davidson

Seconded By Councillor Chambers

That staff investigate the feasibility of removing the CN crossing train whistle at the Anson Avenue crossing.

MOTION CARRIED

3.7 2025 Meeting Dates

Moved By Councillor Ripley

Seconded By Councillor Chambers

That Council forward to the January 27, 2025 regular meeting, approval to change the February 2025 Committee of the Whole meeting date from Monday, February 17, 2025 to Tuesday, February 18, 2025 due to the Heritage Day holiday, change the April 2025 Committee of the Whole date from Monday, April 21, 2025 to Tuesday, April 22, 2025 due to the Easter holiday, change the May 2025 Committee of the Whole meeting date from Monday, May 19, 2025 to Tuesday, May 20, 2025 due to the Victoria Day holiday, change the December 2025 Committee of the Whole start time from 4:00 p.m. to 3:00 p.m. and further change the December 2025 Council meeting date from Monday, December 22, 2025 to Monday, December 15, 2025 due to the holiday season.

MOTION CARRIED

4. Information Items

4.1 Esther Cox Schoolhouse

The Committee considered a request to move the historic Eastville Schoolhouse, which it is believed Esther Cox attended, to Amherst. Consensus of the Committee was that they did not wish to pursue this.

4.2 ATV Trails

Chief Pike presented the memo included in the agenda package. Information item only.

4.3 Accessibility Report Card

Sharon Bristol presented the memo included in the agenda package. Information item only.

**Moved By Councillor Ripley
Seconded By Councillor Furlong
To continue the meeting past 6:00 p.m. as per policy.**

MOTION CARRIED

**Moved By Deputy Mayor Davidson
Seconded By Councillor Furlong
To continue the meeting until 7:00 p.m.**

MOTION CARRIED

4.4 Medical First Responder Services

**Moved By Councillor Ripley
Seconded By Councillor Furlong
That staff contact EHS to request they give a presentation to Council
regarding Medical First Responder Services.**

MOTION CARRIED

**Moved By Councillor Furlong
Seconded By Councillor McManaman
To present members of the Amherst Fire Department with a poll to indicate
their desire for providing medical first responder services.
Against (7): Mayor Small, Deputy Mayor Davidson, Councillor Chambers,
Councillor Ripley, Councillor Wells, Councillor Furlong, and Councillor
McManaman**

MOTION DEFEATED

**Moved By Deputy Mayor Davidson
Seconded By Councillor Ripley
That no decision be made without consultation with members of the
Amherst Fire Fighters Association.**

MOTION CARRIED

4.5 IT Security

The CAO gave a verbal update on IT Security, advising that if anyone ever has any reason to question the validity of an email, that they contact IT and ask for guidance. It is always better to be safe than sorry.

4.6 CAO Task Report

Information item only.

5. Monthly Reports

The following monthly reports were approved as part of the consent agenda:

- 5.1 Business Development Monthly Report
- 5.2 Community Living Monthly Report
- 5.3 Corporate Communications and IT Monthly Report
- 5.4 Cumberland Business Connector Monthly Report
- 5.5 Financial Services Monthly Report
- 5.6 Fire Services Monthly Report
- 5.7 Human Resources Monthly Report
- 5.8 Operations Monthly Report
- 5.9 Planning and Strategic Initiatives Monthly Report

- 5.10 Police Services Monthly Report
- 5.11 Solid Waste Education and Enforcement Monthly Report

- 6. **Closed Session**
Moved By Councillor Furlong
Seconded By Councillor Wells
That the Committee move to a closed session.

MOTION CARRIED

- 7. **Adjournment**
There being no further business, Mayor Small adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor