

**Town of Amherst
Capital Budget
Minutes**

Date: April 15, 2025
Time: 3:00 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 (via Zoom)
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, Manager of Finance
Sharon Bristol, Director, Community Living
Sean Payne, Corporate Communications Officer
Matthew Brown, Manager of Information Services
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

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1. **Call to Order**
Mayor Small called the meeting to order.
 - 1.1 **Territorial Acknowledgement**
Mayor Small gave the Territorial Acknowledgement.
 2. **2025-26 Capital Budget**
The Director of Finance reviewed section 2.
 3. **Water**
The Director of Operations reviewed section 3.
 4. **Equipment**
The Director of Operations reviewed section 3.
Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers
That staff complete a review of all 4-way stops for the need of solar powered red flashing beacons to be installed above the stop signs based on accident, incident and non-compliance stats.

MOTION WITHDRAWN

Moved By Deputy Mayor Davidson

Seconded By Councillor Furlong

That \$15,000 not be included in the capital budget for the installation of solar powered red flashing beacons above the stop signs at the intersection of Victoria and LaPlanche Street.

MOTION CARRIED

Due to technical difficulties, the Director of Operations left the meeting at this time.

5. Buildings/Land

The CAO reviewed section 5.

Moved By Councillor Ripley

Seconded By Councillor Wells

That \$100,000 not be included in the capital budget to replace the Welcome to Amherst Signage.

MOTION CARRIED

6. Operations

The CAO reviewed section 6.

Moved By Deputy Mayor Davidson

Seconded By Councillor McManaman

That the streets proposed for the 2025/26 capital paving program be approved as part of the capital budget, and in addition that staff be directed to bring back recommendations on the additional paving of Park Street, Queen Street from Croft Street to Albion Street, the Dayle's parking lot section immediately off of Ratchford Street, Dale Street from LaPlanche Street to Eddy Street, and the West Pleasant Street underpass.

MOTION CARRIED

7. Fire

The Director of Fire Services reviewed section 7.

8. Police

The Police Chief reviewed section 8.

Moved By Councillor Ripley

Seconded By Councillor Wells

That \$20,000 be removed from the capital budget for a new Mobile Speed Sign.

MOTION CARRIED

Moved By Deputy Mayor Davidson

Seconded By Councillor McManaman

That \$5,000 be included in the capital budget for staff to consider other alternatives to the mobile speed sign in the event the current system cannot be made operational.

MOTION CARRIED

9. Recreation

The CAO reviewed section 9.

Moved By Councillor Ripley

Seconded By Councillor Chambers

That \$100,000 not be included in the capital budget for decorative lighting.

Against (1): Mayor Small

MOTION CARRIED

**Moved By Deputy Mayor Davidson
Seconded By Councillor Wells
That \$50,000 be included in the capital budget for decorative lighting.**

MOTION CARRIED

**Moved By Deputy Mayor Davidson
Seconded By Councillor Wells
That Council forward to the April 28, 2025 regular meeting of Council, approval of the operating budget as presented in the operating budget binder with the addition of the following:**

That \$50,000 be added to the Strategic Priorities budget for a Market Scan and Appraisals for the Industrial Park Expansion to be funded from the Operating Reserve – Strategic Priorities.

To be clear this motion includes the approval of the following:

- **APD Dress Uniforms \$52,000 funded from Operating Reserve**
- **New Workforce Stability and Attrition Management Policy**
- **New Tourism Summer Student**
- **Extension of the Community Navigator Position for an additional two-year term.**
- **Increase in Sewer base charges, flat charges and uniform charge.**
- **Amendment to Salary Admin Policy for a CPI supplement for employees at the end of their pay scale.**
- **Amendment to Tax Exemption Policy to add Cumberland Homelessness and Housing Support Association as well as some minor revisions to the policy.**

MOTION CARRIED

**Moved By Councillor Wells
Seconded By Councillor Furlong
That Council forward to the April 28, 2025 regular meeting of Council approval of the capital budget as presented in the capital budget binder, with the changes noted in the above motions made during this meeting, and further that Council also forward to the April 28, 2025 regular meeting of Council for approval the revised Capital Carry Over Projects list as per the document distributed at this meeting.**

MOTION CARRIED

- 10. Capital Years 2-5**
Provided in the Capital Budget binder, Information item only.
- 11. Vehicle / Equipment Replacement Plan**
Provided in the Capital Budget binder, Information item only.
- 12. Rating Factors**
Provided in the Capital Budget binder, Information item only.
 - 12.1 Model for Determining Street Treatment**
 - 12.2 PASER Street Ratings and Sidewalk Ratings**
- 13. Reserve Balances**
Provided in the Capital Budget binder, Information item only.

14. Policies
Provided in the Capital Budget binder, Information item only.

14.1 Debt Management Policy

14.2 Budget Management Policy

14.3 Capital Investment Plan (CIP) Framework Policy

14.4 Sidewalk Inspection and Maintenance Policy

14.5 Street Inspection and Maintenance Policy

14.6 Street Rating System Policy

15. Closed Session
Moved By Deputy Mayor Davidson
Seconded By Councillor Furlong
To go into Closed Session.

MOTION CARRIED

Natalie LeBlanc
Municipal Clerk

Rob Small
Mayor