

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

**Date:** April 22, 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 Dwayne Ripley

**Members Absent** Councillor Terry McManaman  
Councillor Kathy Wells

**Staff Present** Jason MacDonald, Chief Administrative Officer  
Aaron Bourgeois, Director, Operations  
Andrew Fisher, Director, Planning & Economic Development  
Jeff Bacon, Business Development Officer  
Dwayne Pike, Chief, Police Services  
Greg Jones, Director, Fire Services  
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 Deputy Mayor Davidson**

**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**

**To approve the consent agenda as circulated.**

**MOTION CARRIED**

**1.4 Acceptance of Minutes**

**1.4.1 March 17, 2025 Committee of the Whole**

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the March 17, 2025 meeting of the Committee of the Whole were accepted as included in the agenda package.

**2. Presentations**

**2.1 Cumberland Housing and Homelessness Support Association - Ashley Legere and Chief Pike**

Ashley Legere and Chief Pike gave a presentation on the Cumberland Housing and Homelessness Support Association. Information item only.

**3. Council Direction Requests**

**3.1 Employee Computer Purchase Policy**

**Moved By Councillor Furlong**

**Seconded By Councillor Chambers**

**That Council forward to the April 28, 2025 regular meeting of Council, approval of the amendments to the Employee Computer Purchase Policy #04530-02.**

**MOTION CARRIED**

**3.2 Public Participation and Notification Policy**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor Chambers**

**That Council forward to the April 28, 2025 regular meeting of Council, approval of the proposed amendments to the Public Participation and Notification Policy #66000-03.**

**MOTION CARRIED**

**3.3 Train Station Substantial Alteration**

**Moved By Councillor Chambers**

**Seconded By Councillor Ripley**

**That Council forward to the April 28, 2025 regular meeting of Council, approval of an application to substantially alter a municipally registered heritage property at 27 Station Street and to approve in principle the sale or lease of a portion of Town property to accommodate the staircase.**

**MOTION CARRIED**

**3.4 Legion Request to Name Green Space**

**Moved By Councillor Chambers**

**Seconded By Councillor Furlong**

**That staff consult with the Accessibility, Inclusion, Diversity and Equity Committee and our Indigenous community to determine potential naming of the park.**

**MOTION CARRIED**

**3.5 Downtown Business Survey**

**Moved By Councillor Ripley**

**Seconded By Councillor Chambers**

**That the Community Living Department, along with the Amherst Police Department and staff from Economic Development collaborate with downtown businesses to understand their concerns and work with the Cumberland Homelessness and Housing Support Association to addresses them.**

**MOTION CARRIED**

**3.6 Public Communication**

No direction given at this time. This will be addressed once the new Marketing Strategist is hired.

**3.7 Fracking Discussion Paper**  
Information item only; no direction given.

**3.8 Territorial Acknowledgement**  
**Moved By Councillor Furlong**  
**Seconded By Deputy Mayor Davidson**  
**That the Town of Amherst Territorial Acknowledgement be forwarded to the Accessibility, Inclusion, Diversity and Equity Committee for their review and a recommendation to Council.**

**MOTION CARRIED**

**4. Information Items**  
**Moved By Deputy Mayor Davidson**  
**Seconded By Councillor Chambers**  
**That the following information items be approved as part of the consent agenda:**  
**4.1 Need for Recreation Department/Sports Liaison Position/Tournaments**  
**4.2 Carnival / Commercial Circus**  
**4.3 Motorized Mobility Scooter / Wheelchair Use**  
**4.4 Planning Advisory Committee Recommendations**  
**4.5 Taxi By-law Annual Report**  
**4.6 Waste Water Treatment Plant Grey Water Energy Extraction**  
**4.7 Amherst Police Department 2025 Strategic Plan**  
**4.8 By-Law and Policy Review**  
**4.9 CAO Task Report**

**5. Monthly Reports**  
**Moved By Deputy Mayor Davidson**  
**Seconded By Councillor Chambers**  
**That the following monthly reports be approved as part of the consent agenda:**  
**5.1 Community Living Department**  
**5.2 Corporate**  
**5.3 Cumberland Business Connector**  
**5.4 Financial Services**  
**5.5 Fire Services**  
**5.6 Human Resources**  
**5.7 Operations**  
**5.8 Planning & Economic Development**  
**5.9 Police Services**

**6. Closed Session**  
**Moved By Councillor Furlong**  
**Seconded By Deputy Mayor Davidson**  
**That the Committee move to a Closed Session.**

**MOTION CARRIED**

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