

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

Date: May 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 & Economic Development
Kim Jones, Deputy Chief Administrative Officer
Krista Crossman, Director, Human Resources
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
Lori O'Connell, Marketing & Communications Officer
Sean Payne, Marketing & 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 McManaman

Seconded By Councillor Chambers

That the agenda be approved as circulated.

MOTION CARRIED

1.3 Approval of the Consent Agenda

Moved By Councillor McManaman

Seconded By Deputy Mayor Davidson

To approve the consent agenda as circulated.

MOTION CARRIED

1.4 Acceptance of Minutes

1.4.1 April 14, 2025 General Operating Budget

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 14, 2025 Committee of the Whole General Operating Budget meeting were accepted as included in the agenda package.

1.4.2 April 15, 2025 Capital Budget

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 15, 2025 Committee of the Whole Capital Budget meeting were accepted as included in the agenda package.

1.4.3 April 22, 2025 Community Support Grants

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 22, 2025 Committee of the Whole Community Support Grants meeting were accepted as included in the agenda package.

1.4.4 April 22, 2025 Committee of the Whole

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 22, 2025 Committee of the Whole meeting were accepted as included in the agenda package.

2. Council Direction Requests

2.1 Building By-law

Moved By Councillor Chambers

Seconded By Councillor Wells

That Council forward to the May 26, 2025 regular meeting, first reading of the By-law to Amend the Building Bylaw.

MOTION CARRIED

2.2 Vacant Building By-law

Moved By Councillor Chambers

Seconded By Councillor Ripley

That Council forward to the May 26, 2025 regular meeting, first reading of the Bylaw to Repeal the Town of Amherst Vacant Building Bylaw.

MOTION CARRIED

2.3 Capital Budget Amendment - Capital Paving Program

Moved By Deputy Mayor Davidson

Seconded By Councillor McManaman

That Council forward to the May 26, 2025 regular meeting, an amendment to the 2025/26 general capital budget in the amount of \$463,700 including applicable taxes for the paving of:

- **Queen Street from Croft Street to Albion Street**
- **Park Street from West Pleasant Street to Mission Street, and**
- **South Albion Street from Robert Angus Drive to the Town Boundary**

MOTION CARRIED

2.4 Asphalt Patching Tender
Moved By Councillor Chambers
Seconded By Councillor Wells
That Council forward to the May 26, 2025 regular meeting, the award of the Asphalt Patching Tender (RFT-25-01) to the lowest compliant bidder, Dexter Construction, at their unit prices based on our estimated quantities in the amount of \$449,350.00 plus HST.

MOTION CARRIED

2.5 Signing Authority Policy
Moved By Councillor Wells
Seconded By Councillor Chambers
That Council forward to the May 26, 2025 regular meeting, approval of an amendment to the Signing Authority Policy #03400-01 to add the Manager of Financial Services as a third staff member to section for signing cheques, bank documents, etc.

MOTION CARRIED

2.6 Salary Administration Policy
Moved By Councillor McManaman
Seconded By Councillor Chambers
That Council forward to the May 26, 2025 regular meeting, approval of the amendments to the Salary Administration Policy #04530-01.

MOTION CARRIED

2.7 Community Support Grant Westcumb Amateur Radio
Moved By Deputy Mayor Davidson
Seconded By Councillor Furlong
That Council forward to the May 26, 2025 regular meeting, approval of funding in the amount of \$15,000 for the Westcumb Amateur Radio Club under the Community Support Grants Policy and further fund this out of the Community Support Area Rate Reserve in the Operating Reserve.

MOTION CARRIED

2.8 Community Support Grants Bridge Adult Workshop and Spring Street Academy
Moved By Councillor McManaman
Seconded By Councillor Furlong
That Council forward to the May 26, 2025 regular meeting approval of funding in the amount of \$1,600 to the Bridge Adult Service Centre under the Community Support Grants Policy to be funded from the Social Equity Fund.

MOTION CARRIED

Moved By Councillor Chambers
Seconded By Councillor Wells
That Council forward to the May 26, 2025 regular meeting approval of funding in the amount of \$2,000 to Spring Street Academy Home and School Association under the Community Support Grants Policy to be funded from Community Support Grants.

MOTION CARRIED

**Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers**

That Council forward to the May 26, 2025 regular meeting approval of funding in the amount of \$14,720 to the Bridge Adult Service Centre under the Community Support Grants Policy to be funded from the Operating Reserve Social Equity Fund.

Against (1): Councillor Ripley

MOTION CARRIED

2.9 Farmer's Markets

Information item only at this time. Staff to develop a feasibility study to summarize the most appropriate options for Amherst, the cost impacts, and the capacity of organizations to manage a new ongoing market. Upon completion, staff will bring this additional information back to Council for direction on if and how to proceed.

3. Information Items

**Moved By Councillor McManaman
Seconded By Deputy Mayor Davidson**

To approve the following information items as part of the consent agenda:

- 3.1 Speed Bumps in School Zones**
- 3.2 By-law and Policy Review**
- 3.3 Planning Application Memo**

MOTION CARRIED

4. Monthly Reports

**Moved By Councillor McManaman
Seconded By Deputy Mayor Davidson**

To approve the following monthly reports as part of the consent agenda:

- 4.1 Community Living**
- 4.2 Corporate**
- 4.3 Cumberland Business Connector**
- 4.4 Financial Services**
- 4.5 Fire Services**
- 4.6 Human Resources**
- 4.7 Operations**
- 4.8 Planning & Economic Development**
- 4.9 Police Services**

MOTION CARRIED

5. Closed Session

**Moved By Councillor McManaman
Seconded By Councillor Furlong**

That the Committee move to a Closed Session.

MOTION CARRIED

Natalie LeBlanc
Municipal Clerk

Rob Small
Mayor