

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

**Date:** June 16, 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  
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  
Sharon Bristol, Director, Community Living  
Mallory Klooster, Community Well-Being Manager  
Corey Crocker, Recreation Supervisor, Facility Coordinator  
Jeff Bacon, Business Development Officer  
Lori O'Connell, Marketing & Communications Officer  
Sean Payne, Marketing & Communications Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**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 Ripley  
Seconded By Councillor Wells

That the agenda be approved as circulated.

**MOTION CARRIED**

**1.3 Approval of the Consent Agenda**

Moved By Deputy Mayor Davidson  
Seconded By Councillor McManaman

To approve the consent agenda as circulated.

**MOTION CARRIED**

**1.4 Acceptance of Minutes - May 20, 2025**

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the May 20, 2025 Committee of the Whole meeting were accepted as included in the agenda package.

**2. Presentations**

**2.1 YMCA of Cumberland**

YMCA of Cumberland CEO Trina Clarke and Community Development Manager Aiden Kivisto gave a presentation to Council. Information item only.

**3. Council Direction Requests**

**3.1 Christie Foundation Donation**

The following motion was approved as part of the consent agenda:

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor McManaman**

**That Council forward to the June 23, 2025 regular meeting, approval of the request to receive a donation of \$26,500 from the Dr. & Mrs. H.E. Christie Community Foundation to fund the grants listed below:**

- **\$15,000 to the Amherst 50+ Seniors Club;**
- **\$10,000 to the Amherst Pre-School Association; and**
- **\$1,500 to the Fibre Arts Festival Society of NS.**

**MOTION CARRIED**

**3.2 Capital Paving**

**Moved By Councillor Furlong**

**Seconded By Councillor Chambers**

**That Council forward to the June 23, 2025 regular meeting, award of the Capital Paving Tender (RFT-25-02) to the lowest compliant bidder, Dexter Construction, at their unit prices based on our estimated quantities in the total amount of \$884,800 plus HST.**

**MOTION CARRIED**

**3.3 Summer Camp Students**

**Moved By Councillor Chambers**

**Seconded By Deputy Mayor Davidson**

**That Council forward to the June 23, 2025 regular meeting approval to transfer \$18,000 from the Social Equity Reserve to cover the wages for three additional summer students for 8 weeks to help meet the increase in demand for this program.**

**MOTION CARRIED**

**3.4 Legion Request to Name Green Space**

The following motion was approved as part of the consent agenda:

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor McManaman**

**That staff be directed to consult with local indigenous communities to investigate an appropriate word or phrase in Mi'kma'ki for Healing Place.**

**MOTION CARRIED**

**3.5 Transit Feasibility Study Authorization**

The following motion was approved as part of the consent agenda:

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor McManaman**

**That Council forward the following motion to the June 23, 2025 regular meeting of Council: That the Town of Amherst confirms that it can meet all the requirements of Canada - Rural Transit Solution Fund Agreement to carry out a transit feasibility study, and that Jason MacDonald, Chief Administrative Officer is authorized to execute the agreement on behalf of the Town of Amherst.**

**MOTION CARRIED**

**3.6 Cumberland Museum Society Community Support Grant**

Councillor Furlong declared a conflict of interest and took a seat in the galley for the discussion and vote on this item.

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor McManaman**

**That staff follow through with the letter dated May 10, 2025 requesting the funds granted to the Cumberland County Museum in the amount of \$5,674 be refunded to the Town of Amherst, and further that staff advise the Cumberland Museum Society to apply for another Community Support Grant as per policy for their new request.**

**MOTION CARRIED**

**3.7 Multicultural Association of Cumberland Community Support Grant**

**Moved By Councillor Chambers**

**Seconded By Councillor McManaman**

**That Council forward to the June 23, 2025 regular meeting approval of funding in the amount of \$2,500 to the Multicultural Association of Cumberland under the Community Support Grants Policy.**

**MOTION CARRIED**

**3.8 Community Market**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor Furlong**

**That staff be directed to increase support to strengthen the existing market, including things such as:**

- **Provide access to a public space: the existing market operators indicated that they like the Lion's Club as the venue, but perhaps this space could be expanded into the street or nearby parking lots.**
- **Include the market in event planning: invite the market to participate in downtown events like Canada Day and Date Night.**
- **Assign a staff liaison: staff could be assigned to play a more active role in promotion, coordination, and accessing grant funding.**
- **Boost visibility through promotion: in addition to the promotion the Town already does, by website and social media channel promotion. More wayfinding signage and VIC promotion would also help attract more attention to the market.**

Against (1): Councillor Ripley

**MOTION CARRIED**

- 3.9 Accessible Playground**  
**Moved By Councillor Chambers**  
**Seconded By Councillor Wells**  
That staff be directed to proceed with the applications for funding for an Accessible Playground in Amherst, and further that the current Beacon Street playground be the chosen location.
- MOTION CARRIED**
- 3.10 Territorial Acknowledgement Policy**  
**Moved By Councillor Wells**  
**Seconded By Councillor McManaman**  
That Council forward to the June 23, 2025 regular meeting approval of the amendments to the Territorial Acknowledgement Policy.
- MOTION CARRIED**
- 3.11 Ice Allocation Policy**  
**Moved By Councillor Ripley**  
**Seconded By Councillor Chambers**  
That Council forward to the June 23, 2025 regular meeting, approval of the amendments to the Ice Allocation Policy #72300-09 as drafted by staff, and further that the definition of Community Groups be better defined and a section be added to address late payment of ice fees.
- MOTION CARRIED**
- 3.12 Sign Rental Policy**  
**Moved By Councillor Furlong**  
**Seconded By Councillor Chambers**  
That Council forward to the June 23, 2025 regular meeting, approval of the amendments to the Sign Rental Policy #72300-08.
- MOTION CARRIED**
- 3.13 Procurement Policy**  
**Moved By Councillor Furlong**  
**Seconded By Councillor Chambers**  
That Council forward to the June 23, 2025 regular meeting, approval of the amendments to the Procurement Policy #3700-01.
- MOTION CARRIED**
- 3.14 Smokefree Workplace Policy**  
**Moved By Councillor Wells**  
**Seconded By Councillor Chambers**  
That Council forward to the June 23, 2025 regular meeting, approval of the amended Smoke-Free Workplace Policy #04500-04.
- MOTION CARRIED**
- Moved By Deputy Mayor Davidson**  
**Seconded By Councillor Chambers**  
That the meeting continue past 6:00 p.m.
- MOTION CARRIED**

**3.15 Affordable Housing Fee Forgiveness Policy**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor McManaman**

**That Council forward to the June 23, 2025 regular meeting the proposed Affordable Housing Fee Forgiveness Policy.**

**MOTION CARRIED**

**4. Information Items**

The following Information Items were approved as part of the consent agenda:

4.1 55+ Senior Games

4.2 Three New Engagement Opportunities for Youth

4.3 McCully Street Booster Station Upgrades

4.4 Active Transportation Plan

4.5 Dangerous and Unightly Premises Semi-Annual Report

4.6 By-law / Policy Review

4.7 CAO Task Report

**4.8 Cumberland Museum Society Request for Operational Funding**

**Moved By Councillor Furlong**

**Seconded By Councillor Wells**

**That Council forward to the June 23, 2025 regular meeting, the request from the Cumberland Museum Society for ongoing operational funding.**

**MOTION CARRIED**

**5. Monthly Reports**

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

5.1 Community Living

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 Ripley**

**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.