

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

**Date:** October 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 (via Zoom)

**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  
Mallory Klooster, Community Well-Being Manager  
Lori O'Connell, Marketing & Communications Officer  
Sean Payne, Marketing & Communications Officer  
Jeff Bacon, Economic Development 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 Chambers

Seconded By Councillor McManaman

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 with the removal of 3.4 Economic Forum and 4.7 Operations Monthly Report.

**MOTION CARRIED**

## **1.4 Acceptance of Minutes**

### **1.4.1 September 15, 2025**

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

### **1.4.2 September 22, 2025**

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

### **1.4.3 October 14, 2025**

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

## **2. Council Direction Requests**

### **2.1 Amherst Youth Town Council Appointment to the Accessibility, Inclusion, Diversity and Equity Committee**

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

**Moved By Councillor McManaman**

**Seconded By Deputy Mayor Davidson**

**That Council forward to the October 27, 2025, regular meeting, the appointment of Ava Tooley to the Town of Amherst Accessibility, Inclusion, Diversity and Equity Committee.**

**MOTION CARRIED**

### **2.2 Community Support Grants**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor Chambers**

**That Council forward to the October 27, 2025 regular meeting approval of funding in the amount of \$1,500 to the Amherst Indian Association for the Diwali Festival, and that Council deny the request from the Amherst Cricket Club and request staff work with the club to come up with a solution to offer support through the equipment loan program, and further that Council deny the request from the Dollywood Foundation of Canada in the amount of \$5,322.74.**

**MOTION CARRIED**

### **2.3 YMCA Funding Request**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor Chambers**

**That Council forward to the October 27, 2025, regular meeting, approval to contribute \$30,000 to the YMCA of Cumberland for development of Class B drawings of an affordable housing project at 1 Albion Street, to be funded from the Operating Reserve – Social Equity.**

**MOTION CARRIED**

- 2.4 Council Conference Attendance and Professional Development Policy**  
**Moved By Councillor Furlong**  
**Seconded By Councillor McManaman**  
That Council forward to the October 27, 2025, regular meeting, approval of the amendments to the Council Conference Attendance and Professional Development Policy.
- MOTION CARRIED**
- 2.5 Arts and Culture Policy**  
**Moved By Councillor Chambers**  
**Seconded By Councillor Wells**  
That Council forward to the October 27, 2025, regular meeting approval of the amendments to the Arts and Culture Policy.
- MOTION CARRIED**
- 2.6 Corrective Action Policy**  
**Moved By Councillor Furlong**  
**Seconded By Councillor Chambers**  
That Council forward to the October 27, 2025, regular meeting, the new Corrective Action Policy #04000-16 for approval.
- MOTION CARRIED**
- 2.7 Volunteer Code of Conduct Policy**  
Council unanimously agreed that they would like a legal opinion on the draft policy with regards to Freedom of Rights. Staff will have our legal counsel review the draft policy and bring it back to Council at a future meeting.
- 2.8 Land Sales & Development Policy**  
**Moved By Councillor Furlong**  
**Seconded By Councillor McManaman**  
That Council forward to the October 27, 2025, regular meeting the Land Sales and Development Policy for approval, and further that the current Sale of Usable Land Policy and Industrial Park Land Sales Policy be repealed.
- MOTION CARRIED**
- 2.9 ATV Trail**  
**Moved By Councillor Ripley**  
**Seconded By Councillor McManaman**  
That staff be directed to provide a letter of support for the designation of the Eddy Road as a potential ATV access to the Town, and communicate this with the Municipality of the County of the Cumberland; and further that staff also be directed to develop a preliminary discussion paper on this issue to aid Council in deciding if they want to undertake a full review, including public participation, of providing ATV access to specific streets within Town so that the ATV drivers can access services such as gas, food and lodging, indicating that the Town is in the process of commencing a study to decide if Council eventually wants to permit ATV access to Town streets, and as such ATV access is not guaranteed at this time.
- MOTION CARRIED**

**2.10 eScribe Voting**

Unanimous consensus of Council was to maintain status quo and not utilize the voting module in eScribe.

**3. Information Items**

**3.1 MPS/LUB First Reading**

Information item only, included in the agenda package.

**3.2 Commercial Development Support By-law**

**Moved By Councillor Furlong**

**Seconded By Councillor Wells**

**That staff be directed to review the Commercial Development Support By-law and bring draft by-law amendments to the November Committee of the Whole for consideration.**

**MOTION CARRIED**

**3.3 Bocce Court Verbal Update**

Mayor Small left the meeting at this time, with Deputy Mayor Davidson presiding as Chair for this item.

The Community Well-being Manager Mallory Klooster provided a verbal update, indicating that staff have had several meetings with Pomerleau over the past few months who are very interested in assisting the Town with this project in the spring once they have completed the landscaping at the new Roger Bacon nursing home. Staff have also met with the Rotary Club twice and will know by Wednesday if the Rotary Park is confirmed as the location for a new Bocce Court.

**Moved By Councillor Furlong**

**Seconded By Councillor Chambers**

**That staff be directed to continue the partnership with Pomerleau and complete the project in the spring before May 31, 2026.**

**MOTION CARRIED**

**3.4 Economic Forum**

Mayor Small returned to Chair the meeting at this time.

**Moved By Councillor Furlong**

**Seconded By Councillor Chambers**

**That staff be directed to pause the Business Engagement Forum planned for November 20, 2025, until the Dalhousie University representatives who hosted the recent Economic Prosperity Roundtable with business owners, operators, members of government, and community leaders to complete their *What We Heard* report.**

**MOTION CARRIED**

**3.5 Naming of Green Space**

Information item only included as part of the agenda package, approved as part of the consent agenda.

**3.6 Beautification Strategy**

Information item only included as part of the agenda package, approved as part of the consent agenda.

**3.7 By-law to Amend the Fire and Burning Materials By-law Second Reading**

Information item only included as part of the agenda package, approved as part of the consent agenda.

**3.8 Bylaw/Policy Review**

Information item only included as part of the agenda package, approved as part of the consent agenda.

**3.9 CAO Task Report**

Information item only included as part of the agenda package, approved as part of the consent agenda.

**4. Monthly Reports**

The following monthly reports were approved 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
- 4.8 Planning & Economic Development
- 4.9 Police Services

**4.7 Operations**

Deputy Mayor Davidson asked about the state of the Themed Crosswalks, specifically why the paint being used is not lasting. The Director of Operations replied that he believes part of the issue is the paint being used and part of it is the material of the crosswalks, and that staff are working to find a solution.

**5. Closed Session**

**Moved By Councillor Furlong  
Seconded By Councillor Ripley  
That the Committee move to a Closed Session.**

**MOTION CARRIED**

**6. Adjournment**

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

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Natalie LeBlanc  
Municipal Clerk

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Rob Small  
Mayor