

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

Date: November 17, 2025
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present
Mayor Rob Small
Deputy Mayor Charlie Chambers
Councillor Hal Davidson
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
Sean Payne, Marketing & Communications Officer
Lori O'Connell, Marketing & Communications Officer
Corey Crocker, Recreation Facilities Manager
Matt Selig, Parks & Recreation Foreman
Denise Smith, Finance Manager
Jeff Bacon, Business Development 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 Chambers

That the agenda be approved as circulated.

MOTION CARRIED

1.3 Approval of the Consent Agenda

Moved By Councillor McManaman

Seconded By Councillor Ripley

To approve the consent agenda as included in the agenda package.

MOTION CARRIED

1.4 Acceptance of Minutes

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

2. Town of Amherst Parks Presentation

Recreation Facilities Manager Corey Crocker and Parks and Recreation Foreman Matt Selig presented their From Green to Great - Building for a Growing and Diverse Community Plan. Information item only at this time.

3. Council Direction Requests

3.1 User Fee Policy

Information item only at this time. Staff to compile further information with comparisons of user fees from other similar municipalities regarding Planning & Development fees and analyze the costs / benefits of Off-Season Stadium Rentals and bring this information back to Committee of the Whole in December.

3.2 Debt Management Policy

Moved By Councillor Davidson

Seconded By Deputy Mayor Chambers

That Council forward to the November 24, 2025, regular meeting, approval of the Debt Management Policy as presented with no recommended changes.

MOTION CARRIED

3.3 Written Submissions to Council Policy

Moved By Councillor Furlong

Seconded By Councillor Wells

That Council forward to the November 24, 2025, regular meeting, approval of the amended Written Submissions to Council Policy.

MOTION CARRIED

3.4 2026 Meeting Dates

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

Moved By Councillor McManaman

Seconded By Councillor Ripley

That Council forward to the November 24, 2025 regular meeting, approval to change the February 2026 Committee of the Whole meeting date from Monday, February 16, 2026 to Tuesday, February 17, 2026 due to the Heritage Day holiday, change the May 2026 Committee of the Whole meeting date from Monday, May 18, 2025 to Tuesday, May 19, 2026 due to the Victoria Day holiday, change the start time of the December 2026 Committee of the Whole meeting to 3:00 p.m. and further the date of the regular Council meeting date from Monday, December 21, 2026 to Monday, December 14, 2026 due to the Christmas holiday season.

MOTION CARRIED

3.5 Waste Water Treatment Plant UV Disinfection

Moved By Councillor Ripley

Seconded By Councillor McManaman

That Council forward to the November 24, 2025 regular meeting, an amendment to the 2025/26 general capital budget to increase the budget from \$650,000 to \$750,000 with the funding increase to come from long term debt (sewer department), and further that Council award the supply and installation of the ultraviolet disinfection system for the Amherst Wastewater Treatment Facility to Filtrum Construction in the amount of \$721,000 plus applicable taxes.

MOTION CARRIED

3.6 Beautification Strategy

Moved By Councillor McManaman

Seconded By Councillor Davidson

That Council forward to the November 24, 2025, regular meeting, approval of the 2025 Beautification Strategy.

MOTION CARRIED

3.7 Community Support Grants

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

Moved By Councillor Davidson

Seconded By Councillor Wells

That Council forward to the November 24, 2025, regular meeting, approval of a Community Support Grant in the amount of \$2,000 for the Amherst Community Christmas Dinner.

MOTION CARRIED

3.8 Volunteer Recruitment

Moved By Councillor Wells

Seconded By Councillor Davidson

That the Community Living Department continue to work towards trying to find matches between volunteer need in the community and people looking to volunteer.

MOTION CARRIED

4. Information Items

The following information items were approved as part of the consent agenda:

- 4.1 Centre Village Renewables Integration and Grid Security (RIGS) Project
- 4.2 Annual Accessibility Report
- 4.3 Dangerous/Unightly Premises Semi-Annual Report
- 4.4 Color Themed Flowers
- 4.5 By-Law and Policy Review
- 4.6 CAO Task Report

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 Furlong
That the Committee move to a Closed Session.**

7. Adjournment

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

Natalie LeBlanc
Municipal Clerk

Rob Small
Mayor