

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

Date: April 20, 2026
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
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, Manager, Community Well-Being
Jeff Bacon, Economic Development Officer
Corey Crocker, Recreation Facilities Manager
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 Furlong
Seconded By Councillor Wells
That the agenda be approved as circulated.

MOTION CARRIED

- 1.3 **Approval of the Consent Agenda**
Moved By Councillor Davidson
Seconded By Councillor McManaman
To approve the consent agenda with the removal of items 3.1 ATV Update and 4.7 Operations Monthly Report.

1.4 Acceptance of Minutes

1.4.1 March 16, 2026

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the March 16, 2026, Committee of the Whole meeting were accepted as included in the agenda package.

1.4.2 April 13, 2026

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 13, 2026, Committee of the Whole meeting were accepted as included in the agenda package.

2. Council Direction Requests

**2.1 Community Support Grants
Moved By Councillor Ripley
Seconded By Councillor Wells**

That Council forward to the April 27, 2026, regular meeting, approval of a grant in the amount of \$750 from the Social Equity Grant budget for the Cumberland Hospice and Palliative Care Society.

MOTION CARRIED

Further to the Community Support Grant application from the Cumberland Twirlers Square Dance Club, Council agreed to defer this item to the April 27, 2026, regular meeting to allow staff time to gather more information surrounding their application.

Councillor Ripley and Councillor Wells declared a conflict of interest and removed themselves from their seats in chambers.

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

That Council forward to the April 27, 2026 regular meeting, approval of a grant in the amount of \$20,000 to come from the Community Support Grant budget for the Amherst Downtown Business Association provided that a Memorandum of Understanding is signed indicating the grant will be paid back if there are profits from the event, and if there are no profits it will be considered a grant.

MOTION CARRIED

Councillor Ripley and Councillor Wells returned to their seats in chambers.

**2.2 Capital Budget Carry Overs
Moved By Councillor Furlong
Seconded By Councillor McManaman**

That Council forward to the April 27, 2026, regular meeting approval of capital carry over projects (see attached listing) to be included in the Town of Amherst Water Utility and General Capital Budgets for the 2026/27 fiscal year. The capital budget spending authority for 2026/27 is amended by \$4,999,000 for the capital carry over projects (\$15,000 for the Water Utility and \$4,984,000 for General Capital).

MOTION CARRIED

2.3 Property Assessed Clean Energy (PACE) By-law and Policy

Moved By Councillor Ripley

Seconded By Deputy Mayor Chambers

That Council forward to the April 27, 2026 regular meeting, First Reading of a By-law to Repeal the Property Assessed Clean Energy (PACE) Program By-Law B-8 as well as the repeal of the Property Assessed Clean Energy Policy 66000-04 due to lack of participation in the program, and further advise the Clean Foundation that the Town of Amherst is no longer participating in this program and therefore not renewing the service agreement that expired on March 31, 2026.

MOTION CARRIED

2.4 Sanitary Sewer Rates By-law

Moved By Councillor Ripley

Seconded By Councillor McManaman

That Council accept the Sanitary Sewer Rates Bylaw, D-19 with no changes other than putting the bylaw on the new bylaw template.

MOTION CARRIED

2.5 2025-26 Capital Budget Amendment - LaPlanche Pumping Station Display and PLC

Moved By Councillor Davidson

Seconded By Deputy Mayor Chambers

That Council forward to the April 27, 2026, regular meeting, approval of an amendment to the 2025/26 general capital budget to include \$18,000 for the replacement of the display and programmable logic controller for the Laplanche River pumping station SCADA system to be funded from the Operating Reserve – Sewer Reserve.

MOTION CARRIED

2.6 2026-27 Capital Budget Amendment - Town Hall Generator Replacement

Moved By Councillor McManaman

Seconded By Councillor Furlong

That Council forward to the April 27, 2026, regular meeting, approval of an amendment to the 2026/27 general capital budget to include \$50,000 from the Capital Reserve – Unrestricted, for the replacement of the emergency backup generator at Town Hall.

MOTION CARRIED

2.7 2026-27 Capital Budget Amendment - Paving

Moved By Councillor Wells

Seconded By Councillor McManaman

That Council forward to the April 27, 2026, regular meeting, an amendment to the 2026/27 general capital budget in the amount of \$270,000 including applicable taxes for the cold milling and paving of Victoria Street from Station Street to Acadia Street to be funded with \$135,000 from the Municipal Trunks and Routes Paving Program, \$100,000 from the Canada Community Building Fund (formerly Gas Tax), and \$35,000 from the Capital Reserve Unrestricted.

MOTION CARRIED

2.8 Asphalt Patching Tender

Moved By Councillor Wells

Seconded By Councillor Ripley

That Council forward to the April 27, 2026, regular meeting, the award of the Asphalt Patching Tender (RFT-25-29) to the lowest compliant bidder, Dexter Construction, at their unit prices based on our estimated quantities in the amount of \$519,600.00 plus HST.

MOTION CARRIED

2.9 LA Animal Shelter Memorandum of Understanding

Moved By Councillor Furlong

Seconded By Councillor Wells

That Council forward to the April 27, 2026, regular meeting, approval of the Memorandum of Understanding between the Town of Amherst and the LA Animal Shelter with the addition of a definition for "companion animal" and further authorize the Mayor and CAO to sign on behalf of the Town.

MOTION CARRIED

2.10 By-law to Amend the Companion Animal By-law

Councillor Wells asked if concerns expressed by Canada Post have been addressed with these amendments. Further to this, the CAO declared a conflict of interest and removed himself from his seat in chambers. Chief Pike confirmed yes, they have been addressed.

Moved By Councillor Furlong

Seconded By Councillor Wells

That Council forward to the April 27, 2026, regular meeting, First Reading of the By-law to amend the Town of Amherst Companion Animal By-law.

MOTION CARRIED

The CAO returned to his seat in chambers.

2.11 Cumberland Regional Emergency Management Organization Emergency Management Plan

Moved By Councillor Davidson

Seconded By Councillor Furlong

That Council forward to the April 27, 2026, regular meeting, approval of the newly developed Emergency Management Plan.

MOTION CARRIED

2.12 Sport and Recreation Hall of Fame Policy and Procedure

Council had several comments regarding the draft new policy and procedure. These will be forwarded to the Recreation Facilities Manager and the CAO to be addressed before the draft policy and procedure are brought back to Council.

Moved By Councillor Furlong

Seconded By Councillor Ripley

That when time permits over the next fiscal year, staff explore having a Wall of Fame for non-sport related events for Amherst residents.

MOTION CARRIED

- 2.13 Soccer / Track and Field Complex Fundraising Committee Terms of Reference
Moved By Councillor Ripley
Seconded By Councillor Wells**
That Council forward to the April 27, 2026, regular meeting, approval of the attached Soccer / Track and Field Complex Fundraising Committee Terms of Reference.

MOTION CARRIED

- 2.14 Proposed New Brunswick Tolls**
Council unanimously agreed that they would like Mayor Small to draft a letter on behalf of Council to both the Nova Scotia and New Brunswick government regarding the proposal to implement tolls near the New Brunswick / Nova Scotia border.

- 2.15 Bill Riley Recognition
Moved By Councillor Davidson
Seconded By Councillor Ripley**
That staff be directed to collaborate with relevant federal, provincial, sports and business stakeholders and Mrs. Gladys Riley with an expedited intention to solicit financial and in-kind support and that the Town of Amherst contribute to the fabrication of a memorial James William “Billy Riley” head and bust sculpture monument to be placed in the lobby next to the ice surface of the Amherst Stadium and a fitting celebration event to accompany the same during the 26/27 hockey season, and further that it should be noted that such a monument “head and bust sculpture” could be portable in the event a new facility is built.

MOTION CARRIED

3. Information Items

3.1 ATV Update

Mayor Small asked if a recommendation to Council could be ready by June 2026. The Director of Planning and Economic Development confirmed yes.

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

Mayor Small removed item 4.7 Operations from the consent agenda, asking for a time frame for the milling and paving of Victoria Street. The CAO replied that he will get an estimated completion date however he ensured that the area would be "cleaned up" before Canada Day if the project has not started by then. The Mayor further asked if the CAO had insight as to how Moncton maintains their brick sidewalks, indicating they seem to be flatter than ours. The CAO will look into this.

- 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

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