

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

Date: March 16, 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
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
Sharon Bristol, Director, Community Living
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 Deputy Mayor Chambers
To approve the agenda as circulated.**

MOTION CARRIED

1.3 Approval of the Consent Agenda

**Moved By Councillor McManaman
Seconded By Deputy Mayor Chambers
To approve the consent agenda as circulated.**

MOTION CARRIED

1.4 Acceptance of Minutes

1.4.1 February 17, 2026, Committee of the Whole

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the February 17, 2026, meeting of Committee of the Whole were accepted as included in the agenda package.

1.4.2 February 27, 2026, General Operating Budget

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the February 27, 2026, general operating budget meeting were accepted as included in the agenda package.

1.4.3 February 27, 2026, Capital Budget

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the February 27, 2026, capital budget meeting were accepted as included in the agenda package.

1.4.4 March 4, 2026, Strategic Priorities

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the March 4, 2026, strategic priorities meeting were accepted as included in the agenda package.

2. Council Direction Requests

2.1 Procurement Policy

Moved By Councillor Furlong

Seconded By Councillor Wells

That Council forward to the March 23, 2026, regular meeting the amendments to the Procurement Policy #3700-01 for approval.

MOTION CARRIED

2.2 Inquiries from Council Policy

Moved By Councillor Ripley

Seconded By Deputy Mayor Chambers

That Council forward to the March 23, 2026, regular meeting the amendments to the Inquiries from Council Policy #10350-05 for approval.

MOTION CARRIED

2.3 Performance Management Policy

Moved By Councillor Furlong

Seconded By Councillor Wells

That Council forward to the March 23, 2026, regular meeting the new Performance Management & Development Policy #04000-17 for approval.

MOTION CARRIED

- 2.4 **Snow and Ice Management Policy**
Moved By Councillor McManaman
Seconded By Councillor Furlong
That Council forward to the March 23, 2026, regular meeting, the amendments to the Snow and Ice Management Policy for approval.
- MOTION CARRIED
- 2.5 **Street Light Policy**
Moved By Councillor Furlong
Seconded By Councillor Wells
That Council forward to the March 23, 2026, regular meeting the amendments to Street Light Policy #31600-02 for approval.
- MOTION CARRIED
- 2.6 **Christ Church Parking Lot Lease**
Moved By Councillor Wells
Seconded By Councillor McManaman
That Council forward to the March 23, 2026, regular meeting the lease agreement between the Parish of Christ Church and the Town of Amherst for approval and further authorize the Mayor and CAO to sign on behalf of the Town.
- MOTION CARRIED
- 2.7 **Housing Accelerator Fund**
Moved By Councillor McManaman
Seconded By Councillor Furlong
That Council direct staff to apply for additional Housing Accelerator Funding by undertaking an initiative to adopt the CMHC Housing Design Catalogue and explore the option to digitize the Town's planning documents as an optional initiative, and further that Council forward approval to apply for additional Housing Accelerator Funding to the March 23, 2026, regular Council meeting.
- MOTION CARRIED
- 2.8 **Economic Forum**
Moved By Deputy Mayor Chambers
Seconded By Councillor Ripley
That Council agree to postpone an Economic Development Forum until Fall.
- MOTION CARRIED

3. Information Items

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

3.1 By-Law / Policy Review

3.2 CAO Task Report

4. Monthly Reports

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

4.1 Corporate

4.2 Community Living

4.3 Financial Services

4.4 Fire Services

4.5 Human Resources

4.6 Operations

4.7 Planning & Economic Development

4.8 Police Services

5. Closed Session

Moved By Councillor Furlong

Seconded By Councillor Wells

To go into a closed session.

MOTION CARRIED

Natalie LeBlanc
Municipal Clerk

Rob Small
Mayor