

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: November 24, 2025
Time: 6:00 pm
Location: Council Chambers, Town Hall

Members Present
 Mayor Robert 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
 Dwayne Pike, Chief, Police Services
 Kim Jones, Deputy Chief Administrative Officer
 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 6:00 p.m.
2. **TERRITORIAL ACKNOWLEDGMENT**
 Mayor Small gave the Territorial Acknowledgement.
3. **APPROVAL OF AGENDA / ACCEPTANCE OF MINUTES**
 - 3.1 **Approval of Agenda**
 Moved By Councillor Furlong
 Seconded By Councillor McManaman
 To approve the agenda as circulated.

Motion Carried
 - 3.2 **Acceptance of Minutes**
 - 3.2.1 **October 27, 2025 Regular Council**
 Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the October 27, 2025, regular meeting of Council were accepted as included in the agenda package.
 - 3.2.2 **November 13, 2025 Public Hearing**
 Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the November 13, 2025, Public Hearing were accepted as included in the agenda package.
4. **REQUESTS FOR DECISION**
 - 4.1 **Municipal Planning Strategy / Land Use By-law Second Reading**
 As Councillor Wells was not present at the Public Hearing; she did not vote on this item.
 Moved By Deputy Mayor Chambers
 Seconded By Councillor Davidson
 That Council give Second Reading of the new Municipal Planning Strategy and Land Use By-law.

Motion Carried
 - 4.2 **Marshview Drive Sale of Lots**
 Moved By Councillor Davidson
 Seconded By Councillor Wells

That Council authorize the Chief Administrative officer to sell two lots on Marshview Drive to Tom Mattinson with the following conditions:

1. Purchase price of \$50,000 each;
2. Purchase price payable within 18 months of sale of the lots or upon sale of the homes, whichever comes first;
3. A lien on the properties or other mechanism to the protect the Town's interest as recommended by the Town solicitor is included in the purchase and sale agreement;
4. The CAO be authorized to extend the term for repayment by up to 6 months;
5. Mattinson to pay all real estate fees and HST at closing of the initial land sale;
6. Construction to commence on the lots (poured concrete foundation) no later than January 30, 2026, with the CAO authorized to provide a three-month extension due to extenuating circumstances.

Motion Carried

4.3 Beautification Strategy

Moved By Councillor McManaman

Seconded By Councillor Wells

That Council approve the Town of Amherst 2025 Beautification Strategy.

Motion Carried

4.4 Wastewater Treatment Plant UV Disinfection System

Moved By Councillor Ripley

Seconded By Councillor Wells

That Council approve 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

4.5 2026 Meeting Dates

Moved By Councillor Wells

Seconded By Councillor Ripley

That Council approve changing 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, 2026 to Tuesday, May 19, 2026 due to the Victoria Day holiday, change the start time of the December 2026 Committee of the Whole meeting from 4:00 p.m. 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 holiday season.

Motion Carried

4.6 Written Submissions to Council Policy

Moved By Councillor Furlong

Seconded By Deputy Mayor Chambers

That Council approve the Written Submissions to Council Policy with amendments.

Motion Carried

TITLE: WRITTEN SUBMISSIONS TO COUNCIL POLICY
SECTION: EXECUTIVE OFFICE
POLICY NO: 10350-15

APPROVAL DATE: _____ CAO Signature: _____

PURPOSE

To set out the policy of the Town of Amherst regarding written **and email** submissions to Council.

POLICY STATEMENT

It shall be the policy that all submissions that are not part of a mass mailing, **or mass emailing**, shall be acknowledged by the Chief Administrative Officer **or Mayor** and distributed to the members of Council. Anonymous submissions to Council shall be destroyed.

If, in the opinion of the Mayor, any member of Council or the Chief Administrative Officer, any correspondence requires consideration, debate or action by Council, it shall be added to the agenda of a meeting of the Committee of the Whole.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
CAO	Ensure submissions to Council that are not part of a mass mailing are distributed to Council, and if it requires consideration, debate or action by Council it is added to a Committee of the Whole agenda.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Include email submissions in the policy, and add the Mayor as a submission acknowledger.	Clerk	Council	

Minutes reference date: November 27, 2008

- 4.7 **Debt Management Policy**
Moved By Deputy Mayor Chambers
Seconded By Councillor McManaman
That Council accept the Debt Management Policy as presented with no recommended changes.

Motion Carried

TITLE: DEBT MANAGEMENT POLICY
SECTION: FINANCIAL MANAGEMENT
POLICY NO: 03450-03

APPROVAL DATE: _____ **CAO Signature:** _____

PURPOSE

The purpose of the Debt Management Policy is to outline the management methods for long-term borrowings and debt repayment.

POLICY STATEMENT

The Town will confine long-term borrowings to capital investments or projects that cannot be financed from current revenues. The Town will not use long-term debt to finance current operating expenditures. Considerations will be made before borrowing funds as to the level of existing debt and the impact on current and future operating budgets.

When the Town finances capital projects through the issuance of debentures, it will pay back the debentures within a period not to exceed the expected useful life of the project. Total annual payments of principal and interest for long term borrowings will not exceed 15% percent of the Town's total annual own source generated operating revenue. Where possible, the Town may use special assessment or revenues instead of long term borrowings.

The Town will maintain a debt repayment schedule outlining debt principal and interest outstanding for each year.

Title/Role	Responsibilities
Director of Finance	Ensure Debt Management Policy is followed and that debt does not exceed 15%.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy review – no changes	Director of Finance	Council	

Minutes reference date: January 22, 2007

4.8 Community Support Grant

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

Moved By Councillor Davidson

Seconded By Councillor Wells

That Council approve a Community Support Grant in the amount of \$2,000 to the Amherst Community Christmas Dinner.

Motion Carried

5. INTERNAL COMMITTEE REPORTS

5.1 Amherst Board of Police Commissioners - Chambers

Information item only.

5.2 Amherst Youth Town Council – Kennedy Newman

Information item only.

5.3 Accessibility, Inclusion, Diversity and Equity Committee - Wells

Information item only.

6. EXTERNAL COMMITTEE REPORTS

6.1 L. A. Animal Shelter - Davidson

Information item only.

6.2 Cumberland Public Libraries - McManaman

Information item only.

6.3 Cumberland YMCA - Wells

Information item only.

6.4 Northern Region Solid Waste Management - Furlong

Information item only.

7. ADJOURNMENT

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



Natalie LeBlanc
Municipal Clerk



Robert Small
Mayor