Amherst Town Council
Committee of the Whole
Minutes

Date: October 19, 2026
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present
Mayor Rob Small
Deputy Mayor Charlie Chambers
Councillor Nic Furlong
Councillor Terry McManaman
Councillor Dwayne Ripley
Councillor Kathy Wells

Members Absent
Councillor Hal Davidson

Staff Present
Jason MacDonald, Chief Administrative Officer
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Economic Development
Dwayne Pike, Chief, Police 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, Business Development Officer
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 Deputy Mayor Chambers
That the agenda be approved as circulated.

MOTION CARRIED

1.3 Approval of the Consent Agenda
Moved By Councillor Wells
Seconded By Councillor McManaman
To approve the consent agenda as circulated.

MOTION CARRIED

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1.4 Acceptance of Minutes

1.4.1 <u>September 21, 2026</u>

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the September 21, 2026, meeting of Committee of the Whole were accepted as included in the agenda package.

2. Council Direction Requests

2.1 <u>Overtime Policy for Non-Union Employees</u>

Moved By Councillor Furlong
Seconded By Councillor Wells
That Council forward to the October 26, 2026, regular meeting, approval of the Overtime Policy for Non-Union Employees #04000-05 as reviewed, with no amendments recommended at this time.

MOTION CARRIED

2.2 <u>North Tyndal Wellfield Advisory Committee Policy</u>

Moved By Councillor Wells
Seconded By Councillor McManaman
That Council forward to the October 26, 2026, regular meeting, approval of the North Tyndall Wellfield Advisory Committee Policy #31700-05 with no amendments.

MOTION CARRIED

2.3 <u>Audit Committee Terms of Reference Policy</u>

Moved By Councillor Furlong
Seconded By Councillor McManaman
That Council forward to the October 26, 2026, regular meeting the repeal of the existing Audit Committee Terms of Reference Policy 03000-05 and the approval of the new Audit Committee Terms of Reference Policy 03000-05.

MOTION CARRIED

2.4 <u>Exit 1 Community Support Grant</u>

Moved By Councillor McManaman
Seconded By Councillor Furlong
That Council forward to the October 26, 2026, regular meeting approval for the Amherst Events Committee of the Amherst Downtown Business Association to keep the profits realized from the Exit 1 concert.

MOTION CARRIED

2.5 <u>Diwali Community Support Grant</u>

Moved By Councillor Furlong
Seconded By Councillor Wells
That Council forward to the October 26, 2026, regular meeting approval of $2,500 to be funded from the Community Support Grant budget for the Diwali event to be held on November 14, 2026.

MOTION CARRIED

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2.6 Nova Scotia Community College Bursary

Moved By Councillor Wells
Seconded By Deputy Mayor Chambers
That Council forward to the October 26, 2026, regular meeting approval of the new Nova Scotia Community College Bursary agreement and allow the CAO to sign on behalf of the Town of Amherst.

MOTION CARRIED

2.7 Adopt-a-Garden Program Policy

Moved By Councillor McManaman
Seconded By Councillor Ripley
That Council forward to the October 26, 2026, regular meeting the repeal of the Adopt-A-Garden Program Policy (64000-04) and approve the adoption of the new Community Green Space Partnership Policy (64400-01).

MOTION CARRIED

2.8 STORM Program Funding Application

Moved By Councillor Ripley
Seconded By Councillor Wells
That Council forward to the October 26, 2026, regular meeting, approval of an application to the Stormwater Transformation Optimization and Resilience for Municipalities Program for the development of a Town-wide Stormwater Management Plan and authorize the CAO to submit the application on behalf of the Town.

MOTION CARRIED

2.9 Stadium Ice Plant Replacement and Capital Budget Amendment

Moved By Councillor Wells
Seconded By Councillor McManaman
That Council forward to the October 26, 2026 regular meeting, the award of the Stadium Refrigeration Plant Replacement RFP to Black & McDonald in the amount of $1,533,625 plus applicable taxes, as the highest scoring proponent in accordance with the evaluation criteria set out in the RFP; and further, that Council amend the 2026/27 General Capital Budget for the Stadium Refrigeration Plant Replacement from $1,500,000 to $1,850,000 to be funded by long-term debt.

MOTION CARRIED

2.10 Council Email Group

Moved By Councillor Furlong
Seconded By Councillor Ripley
That Council direct the CAO to establish a single email address for all members of council that residents may use to contact council and incorporate an option for residents to email all council directly from the Town of Amherst website and further develop a procedure for such.

MOTION CARRIED

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3. Information Items

3.1 <u>Road Trails Designation By-law Second Reading</u>
Information item only. Memo included as part of the agenda package and approved as part of the consent agenda.

3.2 <u>Planning Advisory Committee Report</u>
Information item only. Memo included as part of the agenda package and approved as part of the consent agenda.

3.3 <u>Policy / By-Law Review</u>
Information item only, included as part of the agenda package and approved as part of the consent agenda.

3.4 <u>CAO Task Report</u>
Information item only included as part of the agenda package and approved as part of the consent agenda.

4. Monthly Reports
The following monthly reports were included as part of the agenda package and approved as part of the consent agenda:
4.1 Community Living
4.2 Corporate
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 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

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