

**TOWN OF SAINT ANDREWS**  
**Special Council Meeting**  
**Minutes**  
**May 30, 2016**

A Regular meeting of Town Council was held in the W. C. O'Neill Arena Theatre beginning at 7:00 p.m. with the following present:

Doug Naish, Edie Bishop; Daniel Boyd, Guy Groulx, Kurt Gumushel; Andrew Harrison, Brad Henderson, Chris Spear, Deputy Clerk, Hap Stelling, Manager of Planning and Gail McLaughlin, Administrative Assistant.

**NEW BUSINESS**

**Oaths of Office**

The Deputy Clerk, Chris Spear, administered the oaths of office to the Mayor and Councillors. Once all were sworn in, the Deputy Clerk turned the Chair over to Mayor Doug Naish.

**Election/Appointment of Deputy Mayor**

The Town's Procedural Bylaw provides that the person who receives the most votes at the municipal election be the Deputy Mayor of the Town of Saint Andrews. Given that all of the Councillors have been acclaimed this process cannot take place until the Town's Procedural By-law is amended. Mayor Naish proposed that Councillor Edie Bishop be appointed as Interim Deputy Mayor for up to a six-month period until the Procedural By-law can be amended. With no opposition, Mayor Naish appointed Edie Bishop as Interim Deputy Mayor.

**STANDING COMMITTEES/PORTFOLIOS**

Mayor Naish stated that he will be introducing a Portfolio assignment for each Councillor, once the Procedural By-law is amended as currently it states that there are 4 Standing Committees, Finance and Administration, Public Works, Business, Recreation & Special Events, and Public Safety.

**COUNCIL APPOINTMENTS-**

Mayor Naish introduced the following Portfolios and his appointment of the Councillor to a portfolio.

Finance & Administration- Councillor Bishop

Planning & Economic Development- Councillor Harrison

Public Works- Councillor Boyd

Public Safety- Councillor Groulx

Business & Tourism- Councillor Henderson

Recreation, Culture & Special Events- Councillor Gumushel

**Banking and Corporate Resolutions**

It was moved by Deputy Mayor Bishop, seconded by Councillor Groulx, Be it resolved that accounts in the name of the Town of Saint Andrews (hereinafter called the "Corporation") be kept at the Bank of Nova Scotia (hereinafter called the "Bank") and the Mayor or Deputy Mayor together with the Clerk or Deputy Clerk are hereby authorized for and in the name of the Corporation to sign, make, draw, accept, endorse and deliver cheques, promissory notes, bills of exchange, orders for the payment of money and such agreements and instruments as may be necessary or useful in connection with the operation of the said accounts.

That any one of the above mentioned officers is hereby authorized for and in the name of the Corporation to endorse and transfer to the Bank for deposit or discount with or collection by the Bank (but for credit of the Corporation only) cheques, promissory notes, bills of exchange, orders for payment of money and other instruments, to arrange, settle, balance and certify all books and accounts with the Bank and to sign receipts and vouchers.

That a signature card for all accounts of the Corporation shall be signed by the above-mentioned officers, filed with the Bank and shall be in the following form:

Doug Naish, Mayor **OR**  
Edie Bishop, Deputy Mayor

**AND**

Chris Spear, Deputy Clerk **OR**  
Future CAO, Clerk

Corporate Resolution

Be it resolved that the Clerk or the Deputy Clerk be authorized to sign, with the Mayor or Deputy Mayor and affix the corporate seal to all deeds, contracts and official documents of Council of the Town of Saint Andrews or that the corporation of the Town of Saint Andrews may be party to, which are not prescribed by by-law, statute or reestablished practice to be signed by some other official.

Following discussion it was moved by Councillor Groulx, seconded by Councillor Harrison and carried to amend the motion to replace the term Clerk with Manager of Planning for the interim period until a new COA/Clerk is hired.

It was moved by Councillor Groulx, seconded by Deputy Mayor Bishop to accept the motion as amended.

Be it resolved that accounts in the name of the Town of Saint Andrews (hereinafter called the "Corporation") be kept at the Bank of Nova Scotia (hereinafter called the "Bank") and the Mayor or Deputy Mayor together with the Manager of Planning or Deputy Clerk are hereby authorized for and in the name of the Corporation to sign, make, draw, accept, endorse and deliver cheques, promissory notes, bills of exchange, orders for the payment of money and such agreements and instruments as may be necessary or useful in connection with the operation of the said accounts.

That any one of the above mentioned officers is hereby authorized for and in the name of the Corporation to endorse and transfer to the Bank for deposit or discount with or collection by the Bank (but for credit of the Corporation only) cheques, promissory notes, bills of exchange, orders for payment of money and other instruments, to arrange, settle, balance and certify all books and accounts with the Bank and to sign receipts and vouchers.

That a signature card for all accounts of the Corporation shall be signed by the above-mentioned officers, filed with the Bank and shall be in the following form:

Doug Naish, Mayor **OR**  
Edie Bishop, Deputy Mayor

**AND**

Chris Spear, Deputy Clerk **OR**  
Hap Stelling, Manager of Planning

Corporate Resolution

Be it resolved that the Manager of Planning or the Deputy Clerk be authorized to sign, with the Mayor or Deputy Mayor and affix the corporate seal to all deeds, contracts and official documents of Council of the Town of Saint Andrews or that the corporation of the Town of Saint Andrews may be party to, which are not prescribed by by-law, statute or reestablished practice to be signed by some other official.

It was moved by Deputy Mayor Bishop, seconded by Councillor Harrison and carried to amend the lease between the Town of Saint Andrews and Wintson Smith Theatre Company as approved by Council on March 7, 2016 to include the following conditions: 1) That a 2-year renewal clause be allowed, with notice to be given 2 weeks before the end of the prior year's season 2) that the name of the lease be changed from Winston Smith Theatre Company to 688396 NB LTD.

It was moved by Deputy Mayor Bishop, seconded by Councillor Boyd and carried that Council approve the parking along Carleton Street beside the Vincent Massey Elementary School during the Touch a Truck Fundraiser on June 4<sup>th</sup> with the following conditions: 1) the road be cleared as soon as possible following the event 3) the school will have persons to direct traffic, etc. 3) that parking be approved for one side of the street only and that be along the school side of the street.

**J1. Mayor's Comments**

**J2. Councillor's Comments/Concerns**

**ADJOURNMENT**

At 7:40PM Councillor Groulx moved that the meeting be adjourned.

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**Mayor**

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**Clerk**