

**TOWN OF SAINT ANDREWS  
W. C. O'NEILL ARENA COMPLEX DINING ROOM  
Regular Council Meeting  
MINUTES  
October 2, 2017 at 7:00PM**

A Regular Meeting of the Town of Saint Andrews Council was held at the W. C. O'Neill Arena Complex Dining Room beginning at 7:00PM with the following members present: Mayor Doug Naish, Deputy Mayor Brad Henderson, Councillors Edie Bishop, Dan Boyd, Guy Groulx, Kurt Gumushel and Andrew Harrison. Also present were: Angela McLean, Clerk, Chris Spear, Treasurer, Gail McLaughlin, Administrative Assistant and Hap Stelling, Manager of Planning.

**APPROVAL OF AGENDA**

**Motion 73- 10/17**

It was moved by Councillor Bishop, seconded by Deputy Mayor Henderson and carried that the Agenda be approved as presented.

**DISCLOSURE OF CONFLICT OF INTEREST -**

Deputy Mayor Henderson declared a conflict of interest on items PED170602.

**MINUTES**

**Motion 74 - 10/17**

It was moved by Councillor Boyd, seconded by Councillor Gumushel and carried that the Minutes of the September 11, 2017 Special Meeting of Council be adopted as presented.

**Motion 75 - 10/17**

It was moved by Councillor Bishop, seconded by Deputy Mayor Henderson and carried that the Minutes of the September 11, 2017 Special Meeting of Council be adopted as presented.

**Motion 76 - 10/17**

It was moved by Councillor Bishop, seconded by Deputy Mayor Henderson and carried that the Minutes of the September 11, 2017 Regular Meeting of Council be adopted as presented.

**PRESENTATIONS - NONE**

**COMMUNICATIONS - NONE**

**STAFF REPORTS**

**Motion 77 - 10/17**

It was moved by Deputy Mayor Henderson, seconded by Councillor Groulx and carried that Council accept the Staff Reports as presented.

**FINANCIAL REPORT**

**INTRODUCTION, CONSIDERATION AND PASSING OF BY-LAWS AND MOTIONS**

**Finance & Administration Portfolio- Councillor Bishop**

**Motion 78 - 10/17**

It was moved by Councillor Bishop, seconded by Councillor Boyd and carried that Council adopt the Investment Statement Policy P17-03 as written. (attached as schedule "A")

**Motion 79 – 10/17**

It was moved by Councillor Bishop, seconded by Councillor Groulx and carried that Council adopt the Financial Planning Policy 17-02 as written. (attached as schedule "B")

**Motion 80 – 10/17**

It was moved by Councillor Bishop, seconded by Deputy Mayor Henderson and carried that Council approve release of the grant request of \$10,000 to the Southwest New Brunswick Transit Authority Inc. doing business as Rural Lynx and as allotted in the 2016-17 Budget process. Councillor Groulx and Councillor Boyd registered Nay votes.

**Motion 81 – 10/17**

It was moved by Councillor Bishop, seconded by Councillor Groulx and carried that Council proceed to second reading for Amendment 1 to By-law 16-03, A Procedural By-law for the Organization and Operation of the Council of the Town of Saint Andrews. Following the motion, Mayor Naish read the By-law for a second time.

**AMENDMENT NO. 1  
TO BY-LAW NO. 16-03**

**A PROCEDURAL BY-LAW FOR THE ORGANIZATION AND OPERATION OF THE COUNCIL OF THE TOWN OF SAINT ANDREWS**

**THE COUNCIL OF THE TOWN OF SAINT ANDREWS UNDER THE AUTHORITY VESTED IN IT BY SECTION 10.3(1) OF THE MUNICIPALITIES ACT RSNB 1973, CH. M-22, HEREBY AMENDS BYLAW NO. 16-03 AS FOLLOWS:**

**Article 17: Changes to the Agenda**

- 17.1** Any changes to the agenda approved by Council at the Committee meeting for a special meeting may only be made with the unanimous consent of the Councillors present at the meeting.
- 17.2** Any changes to the agenda approved by Council at the Committee meeting for a regular meeting may only be made with the affirmative vote of **two-thirds** of the Councillors present at the meeting.

**Section 34: Council Committee**

- 34.2** While it may be the **primary** purpose of the Council Committee to set the agenda and wording of by-laws and motions for a regular or special meeting of Council, other matters on Council registers may be discussed.

Read a first time this 11<sup>th</sup> day of September, 2017  
Read a second time this 2<sup>nd</sup> day of October, 2017  
Read a third time this        day of                   , 2017.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN CLERK

**Motion 82 10/17**

It was moved by Councillor Bishop, seconded by Councillor Groulx that Council accept the resignations of David Johnson, Darren Turner and Lindy Townsend from the Planning Advisory Committee.

**Public Works- Councillor Boyd****Motion 84 - 10/17**

It was moved by Councillor Boyd, seconded by Deputy Mayor Henderson and carried that Council accept the proposed 5-Year Capital Plan for Designated Highways of both 127 Routes within the Town of Saint Andrews as recommended by CBCL Ltd. on August 17, 2017. Councillor Gumushel registered a Nay vote.

**Motion 85 – 10/17**

It was moved by Councillor Boyd, seconded by Councillor Groulx and carried that the Council of the Town of Saint Andrews support the following amendments to the total project amounts in regards to the agreements with the Canada/New Brunswick Clean Water and Wastewater Fund for the following projects;

- (a) **Agreement 6990-1042- Alexander Crescent**, that the total project cost be reduced by the amount of \$39,219
- (b) **Agreement 6990-1045- Charles Street**, that the total project cost be reduced by the amount of \$57,149
- (c) **Agreement 6990-1044- Combined Sewer Separation**, that the total project cost be reduced by the amount of \$23,864
- (d) **Agreement 6990-1043-Edward Street**, that the total project cost be **increased** by the amount of \$120,232.

**Motion 86 - 10/17**

It was moved by Councillor Boyd, seconded by Councillor Harrison and carried that the Council of the Town of Saint Andrews submit a request to the Canada/New Brunswick Clean Water and Wastewater Fund to extend the deadline to complete all projects to March 2019.

**Public Safety – Councillor Groulx****Motion 87 – 10/17**

It was moved by Councillor Groulx, seconded by Councillor Henderson and carried that Council award Tender TSA 2017-13, Breathing Fill Station and Cascade System to Connors Breathing Air Systems in the amount of \$29,306.60, HST inclusive.

**Motion 88 – 10/17**

It was moved by Councillor Groulx, seconded by Councillor Boyd and carried that Council award Tender TSA 2017-14 (Protective Jacket, Pants and Boots) to CSE Incendie et Securite Inc for the amount of \$26,412.79 HST Inclusive.

**Business, Tourism, Heritage and Culture Portfolio – Deputy Mayor Henderson****Motion 89 - 10/17**

It was moved by Deputy Mayor Henderson, seconded by Councillor Boyd that leave be granted to introduce for first reading, Amendment #MP17-01 to By-law 10-03, A Municipal Plan By-law. Following discussion, comments from Councillor Groulx on Section 39 protocol and a prepared statement from Councillor Bishop who requested her comments be read into the minutes, Councillor Bishop requested the follow statement be recorded in the minutes:

“I want it recorded that we as a Council are open to economic development for our Town. We want to see this Town grow and thrive. We recognize that the business owner, Ms. Donahue has lots of happy customers and supporters. We also recognize that there are few, if any objections from the public. Council has a responsibility to follow the rules, regulations and by-laws that the Town has put in place over all these many years. It is recognized that an error was made in that a Town Councillor got involved early on with discussions with the property owner. Ms. Donahue enquired with staff about the process last summer (2016) but did not submit the application fee which would have triggered an initiation of the process. The application fee was only submitted after appealing directly to a Town Councillor for intervention. It is recognized that the Property Owner did proceed with repairs, renovations and alternations without the PRIOR APPROVAL of Town Staff.

At this point in time and considering all of the facts that are known to Council and the conditions for the Property Owner to follow; it is my opinion that the Town Council should proceed with approval for the request to be subject to and for the present owner ONLY and until such time as the present owner and her business be at and operate from this present location; thereafter the request and the approval be NOT applicable to this property. These are difficult times and a lot of pain and hardship has resulted from proper direction NOT having been followed. It is my sincere hope that we all learn from these mistakes. Respectfully submitted for inclusion in the minutes.”

Edith C Bishop

Councillor

Town of St. Andrews, NB

**Motion 89(a) – 10-17**

it was moved by Councillor Groulx, seconded by Councillor Bishop to table the motion. Following further comments on the motion, Mayor Naish called for the question. Councillor Groulx and Councillor Bishop voted in favour of tabling the motion and Deputy Mayor Henderson and Councillors Boyd, Gumushel, Harrison voted against tabling the motion which defeated the motion to table.

Returning to the initial motion, Mayor Naish called the question. With two Nay votes registered by Councillor Groulx and Councillor Bishop the motion was carried.

Mayor Naish proceeded with first reading of Amendment #MP17-01, to By-law 10-03, A Municipal Plan By-law of the Town of Saint Andrews.

**Motion 90 – 10/17**

\*\*\*\*It was moved by Deputy Mayor Henderson, seconded by Councillor Harrison that leave be granted to introduce for first reading, Amendment #Z17-02 to By-law No 10-04, A By-law of the Town of Saint Andrews Respecting Zoning. With two Nay votes registered by Councillor Groulx and Councillor Bishop the motion was carried.

Mayor Naish proceeded to read Amendment No. Z17-02, to By-law 10-04, A By-law of the Town of Saint Andrews Respecting Zoning for a first time.

**Motion 91 – 10/17**

It was moved by Deputy Mayor Henderson, seconded by Councillor Harrison that Section 39(*Community Planning Act*) terms and conditions to be included in a Development Agreement between the Town and the Owner to address, at a minimum, the following items:

- Landscaping / buffering requirements from adjoining residential properties
- On-site parking requirements
- Signage limitations
- Hours of operation
- Number of employees
- Type of activity
- Reversion of the property to a “Serviced Residential” zone if the business closes or changes operators
- Reversion of the to a “Serviced Residential” zone if the property is sold.

Following discussion and comments from Councillor Groulx on Section 39 protocol,

**Motion 91(a) – 10/17**

It was moved by Councillor Gumushel, seconded by Deputy Mayor Henderson and carried to table the motion until further information could be provided on the terms and conditions applied to a Development Agreement.

At this point, it was pointed out by Staff that there was an error in the Amendment MP17-01 reading and that the Use should read that, A parcel of land having PID No. 01203033, shown on the Plan attached hereto as Schedule “A” be redesigned on the Town of Saint Andrews Land Use Classification Map attached to the By-law 10-03 from “Residential” to “Commercial” not “Mixed Use” as earlier presented.

**Motion 91(b) 10/17**

It was moved by Deputy Mayor Henderson, seconded by Councillor Gumushel and carried to amend the wording in the presented Amendment MP17-01 to read, “...be redesigned on the Town of Saint Andrews Land Use Classification Map attached to the By-law 10-03 from “Residential” to “Commercial”. Councillor Groulx registered a Nay vote.

**Recreation and Community Services Portfolio- Councillor Gumushel****Motion 92 – 10/17**

It was moved by Councillor Gumushel, seconded by Councillor Bishop and carried that Council grant approval to the Skatepark Committee for the construction of a pump track on town owned property by the Community Youth Activity Centre with the condition that that they work with the CAO and Town Staff to ensure the project meets all safety, financial and by-law requirements.

**Motion 93 – 10/17**

It was moved by Councillor Gumushel, seconded by Councillor Boyd and carried that it be it resolved that Council continue to actively support and promote the work of the local Age-Friendly Committee and to consider as part of the 2018 Budget process, possible contributions toward each milestone in becoming an age-friendly municipality.

**Motion 94 – 10/17**

It was moved by Councillor Gumushel, seconded by Councillor Groulx and carried that leave be granted to introduce By-Law R17-02, A By-Law to Repeal By-Law 13-03 Related to the Operation and Management of the W.C. O'Neill Arena, by having it read for the first time.

Following the motion, Mayor Naish proceeded to complete the first reading of By-law R17-02, A By-law to Repeal By-law 13-03, A By-Law Related to the Operation and Management of the W. C. O'Neill Arena of the Town of Saint Andrew.

**By-Law R17-02**  
**A By-Law to Repeal By-Law 13-03, A By-law of the Town of Saint Andrews Related to the Operation and Management of the W.C. O'Neill Arena**

**BE IT ENACTED** by the Council of the Town of Saint Andrews as follows:

1. The following By-Law, enacted by the Town of Saint Andrews and amendments thereto, are hereby repealed:
  - a) By-Law 13-03, A By-Law Related to the Operation and Management of the W.C. O'Neill Arena, enacted August 12, 2013.
2. The repeal of said by-law shall not affect any penalty, forfeiture or liability incurred before such appeal or any proceeding for enforcing the same completed or pending at the time of repeal; nor shall it repeal or disturb, invalidate, or prejudicially affect any matter or thing whatsoever completed, existing, or pending, at the time of repeal.

Read the first time: October 2, 2017  
 Read the second time: \_\_\_\_\_  
 Read the third time and enacted: \_\_\_\_\_

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Clerk

**Motion 95 – 10/17**

It was moved by Councillor Gumushel, seconded by Councillor Boyd and carried that Staff be directed to prepare a recommendation to Council on the creation of a Recreation Services Advisory Committee.

**Motion 96 – 10/17**

It was moved by Councillor Gumushel, seconded by Councillor Bishop and carried that Council approve an assistance grant in the amount of \$200 to the NBCC Practical Nursing Program to help cover costs of food for the sessions to be held at the Youth Centre in the fall of 2017.

**Planning and Economic Development Portfolio- Councillor Harrison****Motion 97 – 10/17**

It was moved by Councillor Harrison, seconded by Councillor Gumushel that leave be granted to introduce for first reading, Amendment Z17-01 to Zoning By-law 10-04, A By-law of the Town of Saint Andrews Respecting Zoning.

Councillor Groulx commented on the protocol of use a Section 39 relating to the Community Planning Act and asked that his comments be recorded into the minutes. He stated that motion is improper since the proposal has not been set out in the motion with terms and conditions not been specified through a Section 39; he believes there is a need for a Municipal Plan Amendment as per a rezoning in 2014 and he believes that the Mixed Use Zoning would require approximately 10 variances from the current By-law.

**Motion 97(a) – 10/17**

It was moved by Councillor Groulx, seconded by Councillor Bishop to table the motion to introduce and read Amendment Z17-01 to By-law 10-04 a first time. With Councillors Groulx, Bishop and Boyd voting for the motion and Deputy Mayor Henderson, Councillors Harrison and Gumushel voting against, the Mayor cast the deciding vote against and defeated the motion.

Returning to the original motion, Councillors Groulx, Bishop and Boyd voted against the motion and Deputy Mayor Henderson and Councillors Harrison and Gumushel voted for leaving Mayor Naish to cast the deciding vote. Mayor Naish voted in favour so the motion was carried.

Deputy Mayor Henderson left the room as the he had earlier declared a Conflict of Interest on the matter related to a Municipal Plan Amendment at 130 Prince of Wales Street.

**Motion 98 – 10/17**

It was moved by Councillor Harrison, seconded by Councillor Boyd and carried that Council set a time, date, and place for the Public Presentation of the Municipal Plan Bylaw Amendment (as per section 25 of the *Community Planning Act*), **being 6:00 p.m. on October 16, 2017** in the Dining Hall at W.C. O'Neill Arena. This matter related to a Municipal Plan amendment at 130 Prince of Wales Street. Councillor Groulx made comment and register a Nay vote.

**Motion 99 – 10/17**

It was moved by Councillor Harrison, seconded by Councillor Boyd and carried that Council seek the opinions of the Planning Advisory Committee by requesting their written views on the proposed Municipal Plan By-law Amendment for 130 Prince of Wales Street. Councillors Groulx and Gumushel registered Nay votes.

Following the discussion and subsequent motions related to 130 Prince of Wales Street, Deputy Mayor Henderson returned to the Council chambers.

**Motion 100 – 10/17**

It was moved by Councillor Harrison, seconded by Councillor Groulx and carried that Council support in principle, the development proposal for Minister's Island and authorize the CAO to discuss and recommend to Council, possible partnership arrangements.

**NEW BUSINESS - NONE**

**QUESTION PERIOD****ADJOURNMENT****Motion 101 - 10/17**

At 9:00PM, it was moved by Councillor Gumushel, seconded by Councillor Boyd and carried that the meeting be adjourned.

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**Doug Naish, Mayor**

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**Angela McLean, Clerk**

## Schedule “A”

# Investment Policy Statement P17-03

**Town of Saint Andrews  
October 2017**

**Adopted at the Regular October 2, 2017 Council Meeting**

## 1. Purpose and background

Over the years the Town of Saint Andrews has set aside various reserve funds and has been fortunate to have received various endowments to support community initiatives. The Town of Saint Andrews has a desire and need for these funds to be prudently managed and to receive a current income from them to support various community initiatives. The reserve funds and endowments have been consolidated into an investment fund (the “Portfolio”) for ease of management.

The Investment Policy Statement (“IPS”) is designed to provide clarity and guidance in the investment decision making process for The Common Council of the Town of Saint Andrews (the “Council”). The IPS provides a framework for managing the Portfolio and outlines the process for making decisions, reporting on progress, and reviewing objectives in a timely and regular manner.

## 2. Client Profile

The assets covered by this IPS total approximately \$3.2M.

The main goal for the assets in your portfolio is to provide for the maximum income to assist in funding core expenditures and to provide for capital growth over time through the prudent management of the Town's assets.

## 3. Roles and Responsibilities

### 3.1 Council

The Council has ultimate authority over and responsibility for the Portfolio. To assist it in the performance of its duties and to ensure that the Portfolio meets its objectives, the Council will:

- appoint an Investment Committee (the “Committee”);
- receive the Committee’s recommendations with respect to the Portfolio’s IPS and re-approve or amend the Statement, as appropriate, on an annual basis; and
- review all other reports and recommendations of the Committee with respect to the Portfolio and take appropriate action through the Chief Administration Officer (the “CAO”) and Treasurer.

### 3.2 Investment Committee

The Investment Committee will:

- Consist of the Mayor, Deputy-Mayor, Chief Administrative Officer (CAO) and Treasurer.
- Maintain an understanding of legal and regulatory requirements and constraints applicable to the Portfolio and keep the Council fully apprised of these;
- On an annual basis, or more frequently if appropriate, review the Portfolio’s IPS and make appropriate recommendations to the Council regarding its amendment or re-approval;
- Formulate specialized instructions and mandates for the Wealth Advisor including any restrictions on the types of assets that may be held in the Portfolio or the choice of asset mix. These instructions and mandates will derive from, reflecting and be consistent with the provisions of this IPS;

The Investment Committee Shall delegate the following activities to the CAO and Treasurer:

- Monitor the Portfolio's performance and compliance with the IPS as well as compliance with any specialized instructions and mandates the Wealth Advisor has been given;
- Review, discuss and accept or reject the recommendations of the Wealth Advisor to the extent that all recommendations are within the permitted limits of the IPS;
- Take appropriate steps to ensure the Portfolio is rebalanced as necessary; and
- Take appropriate steps to resolve conflict of interest issues.

### 3.3 Wealth Advisor

The Wealth Advisor will:

- Provide the Committee with information required for the oversight of the Portfolio, advice and, as required, recommendations on:
  - Portfolio asset allocation;
  - Changes/amendments to the IPS; and
  - Asset selection.
- On an annual basis, or as appropriate, provide the Committee with advice on the advisability of re-approving or amending the Portfolio's IPS as well as any specialized instructions and mandates provided to the Wealth Advisor;
- Monitor and reallocate within predetermined limits the Portfolio's asset allocation among asset classes;
- Monitor and report to the investment committee regulatory changes impacting the account or IPS;
- Provide administrative assistance with respect to the receipt or disbursement of monies to/from the Portfolio and act as a liaison with the Committee;
- Provide semi-annual reports to and meet with the Committee and/or Council as may be necessary;
- The Wealth Advisor will not have discretionary control in the day-to-day management of the Portfolio. While the Wealth Advisor will provide the Committee with advice and counsel with respect to the assets, and recommend amendments to this IPS where warranted.
- The CAO and/or Treasurer must make the decision on what actions are to be taken and provide specific authorization for each investment transaction. All investment decisions will be governed by the content of this IPS including any subsequent amendments made as well as any special instructions or mandates. The Wealth Advisor will ensure that all transactions are suitable, completed on a best execution basis and exercise the care, skill and diligence that can be reasonably expected of a prudent person.
- To promptly contact the CAO and/or Treasurer of material market events.

## 4. Statement of Objectives

### 4.1 Investment Objective

Based on the stated goals for the Portfolio and a review of the current situation, the Committee has determined that the following investment objectives for the Portfolio.

- Preservation of capital;
- Actively plan, with the CAO and Treasurer, to maximize the total realized income for the benefit of various programs;
- Maximization of long term growth; and
- Maintenance of a moderate level of liquidity.

Within the context of the above objectives, the Committee has decided that preservation of capital and current income are of critical importance.

### 4.2 Return

The Committee's objective is to generate a total investment return that achieves the Investment Objectives of the Portfolio, recovers the cost of managing and administering the funds, protects the long-term purchasing power of the capital. The expected long-term rate of return is between 4 to 5% net of fees for the investments managed under this IPS. This rate of return is not achieved every year

but rather it is the desired average rate of return over your stated time horizon. This Portfolio is expected to generate this minimum return on investments over a rolling 5-year period.

The success of the Portfolio's long-term investment strategy will be monitored in the context of the Portfolio's asset allocation. The overall level of portfolio return will be influenced by a number of factors, including asset allocation (i.e. equity vs. fixed income), the time horizon and the impact the economic cycle has on corporate profits, interest rates and inflation.

## 5. Investment Guidelines

### 5.1 Asset Allocation

The table below describes the Portfolio's asset allocation. The asset allocation of the Portfolio should be within the asset mix guidelines otherwise a rebalancing or authorized exception shall be required. The Committee will use the asset allocation ranges to provide the flexibility required to make tactical decisions based on short to mid-term capital market outlook with a constant view of the Portfolio's long-term objectives.

Asset Class	Strategic Asset Mix	Asset Mix Guidelines	
		Minimum	Maximum
Cash and Equivalents	10 %	0 %	30 %
Fixed Income & Preferred Shares	40 %	30 %	60 %
Equity	40 %	20 %	60 %
Alternative Investments (US/International Equity/Income Trust)	10 %	0 %	20 %

### 5.2 Rebalancing

The portfolio asset allocation may, at times, differ from the strategic asset mix noted above due to market conditions, cash inflows and outflows, or tactical decisions by the Committee. The portfolio allocation will be monitored and rebalancing will take place when asset classes vary outside asset mix guidelines, through discussions between the Advisor, CAO and Treasurer.

### 5.2 Eligible Investments

#### 5.2.1 Diversification

Diversification is an important strategy for managing and controlling portfolio risk. The table below summarizes the three different types of diversification that the Committee considers when creating the portfolio.

Type	Description
<b>By asset classes</b>	Diversify by asset class by combining different types of asset classes in the portfolio according to your profile.
<b>Within each asset class</b>	Diversify within each asset class by holding investments with different risk-return characteristics. For example, equities are diversified across industry sectors, and by company size (large-, mid- and small-cap equities), while bonds are diversified by credit ratings and term to maturity.
<b>Geographically</b>	Diversify geographically by investing in securities outside of Canada (e.g. the U.S., Europe and Asia).

The following categories of assets are permissible investments for the portfolio.

#### 5.2.2 Cash and Equivalents

This portion of the portfolio may include: money market vehicles such as Treasury bills, Bankers' Acceptances, commercial paper issued by Canadian companies with a credit rating of AA or higher, Guaranteed Investment Certificates with maturities less than one-year, fixed income investment with maturities less than one year, money market mutual funds, and cash.

#### 5.2.3 Fixed Income Investments

The fixed income portion of the portfolio may include: Government bonds, Guaranteed Investment Certificates, Canadian corporate bonds with a credit rating of AA or higher, income-oriented mutual funds and exchange traded funds ranking in the 2nd quartile or higher, preferred shares issued by Canadian Banks & Financial Companies, Life Insurance Companies and Energy Companies rated P2 or higher. The fixed income portfolio shall be diversified to avoid undue exposure to any individual issuer (excluding obligations of the Canadian Government, any Provincial Government or their agencies).

#### 5.2.4 Equity Investments

The equity portion of the portfolio may consist of large Canadian Companies common shares, partly-paid shares (installment receipts), equity and balanced mutual funds and exchange traded funds. Common stocks should be listed on a recognized stock exchange. The equity holdings within the portfolio shall be appropriately diversified.

#### 5.2.5 Alternative Investments

The Alternative Investments portion of the portfolio may include investment products that includes Larger well established Canadian Income Trust which support the operations of a primary operating entity, and international mutual funds with a focus on United States and Europe with a quartile ranking of 2 or better, Asset Backed Securities and Infrastructure investments.

#### 5.2.6 Other restrictions

The Portfolio is strictly prohibited from purchasing any securities carrying a credit rating below AA for bonds or A1/R1 for Canadian Commercial Paper.

The Portfolio is strictly prohibited from purchasing Preferred Shares securities carrying a rating below P-2 (Low)/Pfd-2 (Low) and with a minimum outstanding float of 3 million shares.

Without written authorization from Council, no investment shall exceed 5% of the Portfolio, or 300,000 whichever is less and the total of such investments and exposure to one corporate issuer (bonds + debentures, preferred shares and common shares) shall not exceed 10% or 600,000. No written authorization will be required for cash investments with maturities of less than 12 months.

Ratings used will be from two or more of the following rating agencies: Canadian Bond Ratings Service, Dominion Bond Rating Services, Standard & Poors Credit Rating Service, and Moody's Investors Services and Fitch. In the event of a split rating the Investment Committee shall maintain the ability to make the final investment decision and shall provide written instructions to the Wealth Advisor.

#### Performance Benchmarks

The Portfolio's investment performance will be measured against the achievement of the 4 to 5% target on a rolling 5-year period, compliance with the ISP and provision of satisfactory reporting and client service.

Should the Council accept and implement an alternate asset mix the stated return objective of 4 to 5% shall remain unchanged.

## 6. Implementation

By signing below I/we:

1. Agree to follow the parameters outlined in this IPS;
2. Confirm that my/our financial goal, investment objective, risk tolerance and time horizon, are accurately described in the IPS;
3. Authorize ScotiaMcLeod to disclose any information relating to the Account to any other accountholders that are part of the combined group;
4. Authorize ScotiaMcLeod to invest in securities that are newly issued even if the newly issued securities are underwritten by Scotia Capital Inc.;
5. Acknowledge that, in some circumstances, ScotiaMcLeod may receive brokerage commissions, trailers and other compensation based on spreads for the purchase and sale of securities and other property in my/our account; and
6. Agree that all personal and financial information provided as part of the "Client Profile" section of this IPS and the "Investment Objectives" and "Risk Factors" outlined above for your account(s) governed under this IPS is set out in a duly executed ScotiaMcLeod "Confidential Account Agreement – Individuals and/or Legal Entity" which is hereby expressly incorporated by reference into, and forms part of, this Agreement. You further acknowledge and agree that your personal and financial information and the "Investment Objectives" and "Risk Factors" set out in your duly executed ScotiaMcLeod "Confidential Account Agreement – Individuals and/or Legal Entity" govern the management and operation of your account(s) contained within this IPS. If subsequent to signing this IPS, additional accounts are added, a change occurs to your personal or financial information or other circumstances that could affect your "Investment Objectives" or "Risk Factors" (as set out on your ScotiaMcLeod "Confidential Account Agreement – Individuals and/or Legal Entity"), you agree to forthwith notify ScotiaMcLeod of all relevant details of such change. In this case, and if deemed necessary or prudent by ScotiaMcLeod, you agree to update and revise your "Investment Objectives" and "Risk Factors" to incorporate the change in circumstances by executing a ScotiaMcLeod "Account Information Change and/or Margin/Option Application – Individuals and/or Legal Entity" form. Thereafter your account(s) governed under this IPS shall be operated and

managed by ScotiaMcLeod in accordance with the most- recently executed ScotiaMcLeod Account Information Change and/or Margin/Option Application – Individuals and/or Legal Entity” form relating to that Account(s) and, in that circumstance, will be expressly incorporated by reference into, and forming part of, this Agreement

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<b>Client Name</b>	<b>Signature</b>	<b>Date</b>
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<b>Client Name</b>	<b>Signature</b>	<b>Date</b>
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<b>Wealth Advisor Name</b>	<b>Signature</b>	<b>Date</b>
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<b>Wealth Advisor Name</b>	<b>Signature</b>	<b>Date</b>
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Schedule “B”

**TOWN OF SAINT ANDREWS  
COUNCIL POLICY P17-02**

**POLICY ON FINANCIAL PLANNING**

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## Definitions

1. **The following definitions apply to this policy:**
  - 1.1. “Chief Administrative Officer” means the Town Chief Administrative Officer **appointed by the Council of the Town of Saint Andrews**
  - 1.2. “Clerk” means the Clerk appointed by the Council of the Town of Saint **Andrews**
  - 1.3. “Treasurer” means the Treasurer **appointed by the Council of the Town of Saint Andrews**
  - 1.4. “Council” means the Mayor and Councillor
  - 1.5. “Councillor” means a member of the Council other than the Mayor
  - 1.6. “Deputy Mayor” means the Councillor elected Deputy Mayor
  - 1.7. “Mayor” means the Mayor of the Town of **Saint Andrews duly elected to such post**
  - 1.8. “member” means any person elected to Council
  - 1.9. “municipality” means the Town of Saint Andrews
  - 1.10. “Town” means the Town of Saint Andrews
  - 1.11. “Budget Year” is the year of the proposed budget
  - 1.12. “Planning Horizon” is defined as **the period used for financial planning**
  - 1.13. “Budget Submission” means the initial budget document prepared by Town **staff**
  - 1.14. “Act” means the **Municipalities Act RSNB c M-22**

## Background

2. **Financial information is an important element in assisting Council to make sound, well informed decisions that meet the needs of the public and the Town.**
3. **Financial data needs to be complete, accurate, easy to understand, relevant, unbiased and timely so that Council can make important decisions with full confidence that the underlying data supporting the decision is sound.**
4. **Financial data should be both short term and long term so that Council can appreciate the immediate and longer term impacts of decisions.**

## Policy

5. **Planning Horizon**
  - 5.1. **The Town of Saint Andrews hereby adopts a 6-year planning horizon for budget planning. The planning horizon is defined as:**
    - 5.1.1. **Budget Year minus 1; (current year)**
    - 5.1.2. **Budget Year;**
    - 5.1.3. **Budget Year plus 1;**
    - 5.1.4. **Budget Year plus 2;**
    - 5.1.5. **Budget Year plus 3; and**
    - 5.1.6. **Budget Year plus 4;**
6. **Budget Process**
  - 6.1. **All budget deliberations shall be held at public meetings of Council open to the public so that the budget process is open and transparent. The public**

can make presentations to Council through the normal process for making presentations at Council meetings or at special meetings, as determined by the Clerk and Mayor.

- 6.2. **Prior to the initial draft submission, a public meeting should be held in order to give the public an opportunity to present their ideas in an informal atmosphere.**
- 6.3. **The annual budget submission to Council shall be submitted by the October regular meeting of Council.**
- 6.4. **An initial budget review will be held at the October regular meeting of Council or at another meeting as determined by the Mayor & Clerk.**
- 6.5. **Subsequent meetings will be held on an as-needed basis as determined by Mayor & Council, keeping in mind the policies under The Procedural By-law.**
- 6.6. **The final budget will be passed no later than the Regular Meeting of Council in the new year. However, the goal is to pass it at the Regular Session of Council in December.**

## **7. Budget Submission**

- 7.1. **The annual budget submission to Council must include for both the General Operating and Utility funds the following:**
  - 7.1.1. **Detailed revenues, by function for each year in the planning horizon;**
  - 7.1.2. **Detailed operating costs, by function for each year in the planning horizon;**
  - 7.1.3. **Listing of capital projects for each year in the planning horizon;**
  - 7.1.4. **Net operating costs for each year in the planning horizon;**
  - 7.1.5. **Total surplus or deficit including capital costs for each year in the planning horizon;**
  - 7.1.6. **Total reserves for each year in the planning horizon;**
  - 7.1.7. **Total debt for each year in the planning horizon; by fund**
  - 7.1.8. **Proposed tax rate for each year in the planning horizon; and**
  - 7.1.9. **Proposed utility rates for each year in the planning horizon.**
- 7.2. **All capital projects shall:**
  - 7.2.1. **Include all costs including design fees, project management fees, legal costs, taxes and any other costs that are associated with the project;**
  - 7.2.2. **Clearly indicate the source and amounts of funding; and**
  - 7.2.3. **Incorporate a 15% contingency to account for risk.**

## **8. Reporting**

- 8.1. **An enhanced financial report to Council shall be made at the August, September and December regular meetings of Council.**
- 8.2. **This report shall provide Council with a detailed breakdown of the progress in implementing the budget including capital projects and shall include the following for each line item:**
  - 8.2.1. **Approved budget amount for the budget year;**
  - 8.2.2. **Actual expenses to date;**
  - 8.2.3. **Forecasted amount to be spent;**

- 8.2.4. **Percent of approved budget expended; and**
- 8.2.5. **Variance between Forecasted and Approved Budget**
  
- 8.3. **The Chief Administrative Officer shall provide an explanation to Council for any variance between Forecasted and Approved Budget that is greater than 10%.**

## Signatures

- 8.4. **Given under the Corporate Seal of the Town of Saint Andrews, this policy becomes effective this 11<sup>th</sup> day of October, 2017.**

*Doug Naish*  
**Doug Naish**  
**Mayor**

*Angela McLean*  
**Angela Mclean**  
**Chief Administrative Officer**