

**December 1, 2008**

The regular meeting of Town Council was held in the Council Chambers beginning at 7:00 p.m. with the following members present: Mayor John Craig, Deputy Mayor John Castell, Councillors Kate Akagi, Michael Craig, Edie Bishop, and Roger McNabb. Councillor Myers was absent. Also present were staff members Tim Henderson, Town Manager, Chris Spear, Treasurer and Joyce Thompson, Office Coordinator.

**CONFLICT OF INTEREST**

Deputy Mayor Castell declared a conflict of interest with regards to item FA080908 of the Finance and Administration Committee Report, which deals with a request for funds from the St. Andrews Senior Citizens Club.

**PRESENTATIONS**

Larry Lack and Lee Ann Ward made a presentation to Council regarding the Town's environmental plans and progress. They expressed several concerns with regards to the Town's policies and procedures and requested that a few minutes be set aside at each monthly regular Council meeting to provide updates on the Town's environmental plans and actions.

**MINUTES**

It was moved by Deputy Mayor Castell, seconded by Councillor Akagi and carried that Council adopt the minutes of the November 3, 2008 regular meeting as presented.

**STAFF REPORTS**

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

**Town Manager's Report**

It was moved by Deputy Mayor Castell, seconded by Councillor McNabb and carried that the Town enter into a three (3) month probationary contract with Fundy Building Inspection & Drafting Services Ltd. for building inspection services in the Town of St. Andrews.

It was moved by Councillor McNabb, seconded by Deputy Mayor Castell and carried that \$15,000 be transferred from the General Operating Fund to the General Operating Reserve Fund for the continued development of the Employee Retirement Reserve.

It was moved by Councillor McNabb, seconded by Councillor Bishop and carried that \$15,000 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for future Capital upgrades to the Water Treatment System as per the agreement with the Canada-New Brunswick Infrastructure Program.

As part of the 2008 Budget Process, Council decided to start a Utility Operating Reserve Fund in order to have funds put aside in the event of an unusual event that negatively affected the budget of this fund. As with other reserve funds, it is at Council's discretion to move the money back into operating revenues in the future. The amount budgeted for 2008 was \$10,000.00

It was moved by Councillor McNabb, seconded by Deputy Mayor Castell and carried to approve the establishment of the Utility Operating Reserve Fund that will be used in the future to offset unusual expenses that put the Utility Operating Fund in a deficit position.

It was moved by Councillor McNabb, seconded by Deputy Mayor Castell and carried that \$10,000 be transferred from the Utility Operating Fund to the Utility Operating Reserve Fund for the initial development of this fund.

## **COMMUNICATIONS**

A letter was received from the Spindrifters in which they thanked the Mayor and Council for their donation of \$1000.

It was moved by Deputy Mayor Castell, seconded by Councillor Akagi and carried that the Town proclaim the month of December 2008 as Lung Awareness Month in the Town of St. Andrews.

## **COMMITTEE REPORTS & RESOLUTIONS**

### **Finance and Administration Committee**

The Kiwanis Club of St. Andrews was notified in July that they were not in compliance of Schedule "B" Covenants and Conditions item 14, namely that the lessee shall not alter the premises without the lessor's consent. The council received a letter from the Kiwanis Club of St. Andrews dated July 28, 2008 detailing the policies and procedures that would be put in place to prevent any further occurrences related to item 14. It was moved by Councillor McNabb, seconded by Deputy Mayor Castell and carried to accept the steps, policies and procedures as contained in the letter dated July 28, 2008 from the Kiwanis Club of St. Andrews. Councillor Craig registered a nay vote.

Deputy Mayor John Castell has been actively working on the Watershed Management Plan. A significant item in the Watershed Management Plan prepared for the Town of St. Andrews by Foreau Consultants is the cleanup of illegal dumpsites in the watershed. Deputy Mayor John Castell has been working with Environment Canada ECOAction, a community funding program, to obtain funding. This funding is for the education and related programs on illegal dumpsites in the watershed. A letter of support from the Town of St. Andrews to endorse the application for funding for education and related programs for illegal dumpsites in the watershed has been requested by ECOAction. This cost would be shared 50% ECOAction, 25% Town of St. Andrews and 25% Environmental Trust Fund. Deputy Mayor John Castell has also been working with the Environmental Trust Fund office to apply for funding for illegal dump site cleanup in the watershed. This would be a 50/50 cost-sharing formula. The estimated cost for these two initiatives is \$16,000.00. It was moved by Councillor McNabb, seconded by Councillor Akagi and carried that the Town of St. Andrews allocate budget dollars of \$ 8000.00 for these two initiatives and that a letter of support be sent to ECOAction to accompany the funding applications submitted by Deputy Mayor John Castell to both ECOAction and Environment Trust Fund.

It was moved by Councillor McNabb, seconded by Councillor Craig and carried that the request for a grant in the amount of \$6500.00 from the St. Andrews Senior Citizens Club be denied. Deputy Mayor Castell declared a conflict of interest.

A tentative plan for the O'Neill Farm Subdivision, Phase 4 has been received at the Town Office. Included is a table detailing Land for Public Purposes vested or being vested. The table identifies the total area of the Phase 4 lots is 11700 m<sup>2</sup> and the Land for Public Purposes Phase 4 is 6500m<sup>2</sup>. The developer is requesting approval for development of the lots identified on the tentative plan as Lot 08-01, Lot 08-02 and Lot 08-03. This tentative plan has received approval at PAC.

It was moved by Councillor McNabb, seconded by Deputy Mayor Castell and carried that the tentative plan for The O'Neill Farm Subdivision, Phase 4 development be approved.

It was moved by Councillor McNabb, seconded by Deputy Mayor Castell and carried that the Town accept the land for public purposes as outlined in the developer's subdivision application (O'Neill Farm Subdivision, Phase 4) and that the developer be issued a tax receipt for the surplus land being donated, the amount of which will be determined as the development progresses.

It was moved by Councillor McNabb, seconded by Councillor Akagi and carried to grant a one time bonus of \$100.00 per employee for the calendar year of 2008, in appreciation for their performance in the delivery of services provided to the taxpayers of the Town of St. Andrews.

**NEW BUSINESS**

It was moved by Councillor Bishop, seconded by Deputy Mayor Castell and carried to move the January 2009 Regular Council meeting from January 5<sup>th</sup> to January 12<sup>th</sup>, 2009 to allow time for Council to meet and staff to prepare Council packages after the holidays.

**Adjournment**

It was moved by Councillor Akagi that the meeting adjourn. The meeting adjourned at 8:14 p.m.

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Mayor

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Clerk