



**TOWN OF SAINT ANDREWS  
W. C. O'NEILL ARENA COMPLEX DINING ROOM  
Regular Council Meeting  
July 9, 2018 at 7:00PM**

**MINUTES**

**RECORDING OF ATTENDANCE**

A Regular Meeting of the Town of Saint Andrews Council was held at the W. C. O'Neill Arena Complex Dining Room beginning at 7:00 PM with the following members present: Mayor Doug Naish, Deputy Mayor Brad Henderson, Councillors Edie Bishop, Guy Groulx, and Andrew Harrison. Also present were: Angela McLean, Clerk, Chris Spear, Treasurer, Terry Acton, Asset Manager, Alex Henderson, Planning Superintendent (Acting Director), Alexander Gopen, Planner, and Nikki Mott, Administrative Assistant.

**Regrets:** Councillor Kurt Gumushel

**APPROVAL OF AGENDA**

**Motion 151 - 07/18**

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

**Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

None

**APPROVAL OF THE MINUTES OF PREVIOUS MEETING**

**Motion 152 - 07/18                      Special Meeting of Council June 4, 2018**

It was moved by Councillor Groulx, seconded by Deputy Mayor Henderson and carried that the Minutes of the June 4, 2018 Special Meeting of Council "*Hearing of Objections for Zoning By-Law Amendment Z18-01 Microbreweries*" be adopted as presented.

**Carried**

**Motion 153 - 07/18                      Regular Meeting of Council June 4, 2018**

It was moved by Councillor Groulx, seconded by Deputy Mayor Henderson and carried that the Minutes of the June 4, 2018 Regular Meeting of Council be adopted as presented.

**Carried**

**Motion 154 - 07/18                      Special Meeting of Council June 25, 2018**

It was moved by Councillor Bishop, seconded by Deputy Mayor Henderson and carried that the Minutes of the June 25, 2018 Special Meeting of Council be adopted as presented.

**Carried**

**PRESENTATIONS**

None

**COMMUNICATIONS**

1. **Letter to Hon. Rick Doucet, Minister of Dept. Energy and Resource Development – Deer Management in Saint Andrews**

Mayor Naish read the letter that was sent to Minister Rick Doucet on June 8<sup>th</sup>, 2018 in regards to the Deer population.

## STAFF REPORT

Some highlights from the CAO report are as follows:

- Reports from the Visitor Information Centre, Blockhouse, Ross Memorial Museum, and Sheriff Andrews House have all reported their tourist numbers are down compared to this time last year. Especially the number of visitors from the US and overseas.
- A reminder to field users that the Harry Mallory Sports Fields will be closing for the season by mid-August to allow for maintenance.
- The Town has received permission from the Algonquin to re-open Katy's Cove for this season. Portable washrooms have been installed and town crew will do spot checks daily. The Algonquin have assumed the responsibility for the operation of the causeway gates.
- The Municipal Plan Steering Committee held an Open house on June 7<sup>th</sup>. Approximately 50 people attended and provided their feedback.
- Over the last several weeks the Town has received an increase of complaints regarding skateboarding activity. Some residents are reporting being harassed verbally, run down, and witnessing reckless behaviour. In 2017 Council tabled a motion to repeal the existing by-law. Suggestions by some of Council was to relax the by-law as opposed to repealing. Staff have not received further direction and are urging Council to consider increasing the fines, rather than relaxing the by-law. Councillor Groulx suggested that residents should also register a complaint with the RCMP as well.

## FINANCIAL REPORT

The Town Treasurer summarized his report for Council. He noted that the August report the numbers will start to balance out more which will provide a better insight to the remaining funds for the year.

### **Motion 155 - 07/18          Acceptance of Staff Reports**

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

**Carried**

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

### **Finance & Administration - Councillor Bishop**

### **Motion 156 - 07/18          FA171001    5 Year Forecast**

It was moved by Councillor Bishop, seconded by Councillor Groulx and carried that Council adopts the document "*Town of Saint Andrews, Five Year Forecast 2018-2022*".

**Carried**

### **Motion 157 - 07/18          FA180205    Letter to Province Regarding Property at 182 Water St.**

It was moved by Councillor Bishop, seconded by Councillor Groulx and carried that the CAO write a letter to the Province outlining the concerns of the Town, including a recommendation to lower the minimum bid and outlining the Town's by-law on Derelict Properties.

**Carried**

**Motion 158 - 07/18            FA180601    Funding Request: Chamber of Commerce  
Map and Rack Cards**

It was moved by Councillor Bishop, seconded by Councillor Groulx that Council approve the request from the St. Andrews Chamber of Commerce for a \$5,000 grant toward the cost of the production of the Town map and promotional rack cards.

**Motion 158a                    FA180601    Amend Requested Amount**

It was moved by Councillor Groulx and seconded by Councillor Bishop to amend the requested amount of \$5,000 to \$2,000. Mayor Naish called the vote which resulted in a 2 to 2 tie. Leaving Mayor Naish voting in opposition of the amendment.

**Defeated**

With the amended motion defeated, Mayor Naish returned to the original motion and called the vote, which resulted in another tie. Mayor Naish then voted in favour of the request to grant \$5,000 toward the cost of the production for the Town map and promotional rack cards. Councillor Groulx and Bishop were opposed.

**Carried**

**Motion 159 - 07/18            FA180603    Town Meeting Notice Board**

It was moved by Councillor Bishop, seconded by Councillor Groulx and carried that in an effort to improve transparency of information, that the Town install a new Meeting Notice Board in a more visible location closer to, and facing, the Water St. sidewalk in front of Town Hall.

**Carried**

**Motion 160 - 07/18            FA180604    Awarding of Tender TSA 2018-04 – Route  
127 Upgrades**

It was moved by Councillor Bishop, seconded by Councillor Groulx and carried that Council award Tender TSA 2018-04- Route 127 Upgrades Phase 4 to Classic Construction in the amount of \$331,148.25 (HST Inclusive).

Councillor Groulx commented on an email that was submitted by Councillor Gumushel, who was unable to attend the meeting tonight, but stressed his concerns regarding the motion and why he felt it should be tabled. Mayor Naish reminded Council that due to the requirements under the *Procedural By-Law 16-03*, a Councillor must be present at the meeting to be able to vote or voice an opinion on a motion. Since Councillor Gumushel is absent, his email expressing his concerns will be dully noted, but will not alter the motion presented this evening.

**Carried**

**Public Works - Councillor ( ) Formerly Boyd**

At the request of Mayor Naish, Councillor Groulx read the motions under the Public Works Committee.

**Motion 161 - 07/18            PW170102(a)    Funding Application for Market  
Square, Market Wharf**

It was moved by Councillor Groulx, seconded by Councillor Bishop and carried that Staff investigate the most appropriate funding options and apply for an amount of up to \$66,000 for work on the protection of Market Square and the Market Wharf in 2018.

**Carried**

**Motion 162 - 07/18 PW170701 Asset Management Policy**

It was moved by Councillor Groulx, seconded by Councillor Bishop and carried that the Town of Saint Andrews adopts the *Asset Management Policy P18-04*, dated July 09, 2018. (See Appendix A)

**Carried**

**Public Safety - Councillor Groulx****Motion 163 - 07/18 PS170106 Funding for Wellness Centre**

It was moved by Councillor Groulx, seconded by Councillor Bishop and carried the Town request funding in the amount of \$700,000 from the Infrastructure Canada Rural and Northern Communities Fund to support the development of a Wellness Centre for the Town of Saint Andrews.

Council noted that this request is to secure the funding for the project, but that further discussion are still required. A Special Meeting for Council will be held on July 23<sup>rd</sup> to deliberate the next steps Council wishes to take. Council also noted that there will be more public consultations to help indicate the services the residents would like to see at the facility and for additional public input.

**Carried**

**Business, Tourism, Heritage and Culture - Deputy Mayor Henderson**

None

**Recreation and Community Services - Councillor Gumushel**

None

**Planning & Economic Development - Councillor Harrison****Motion 164 - 07/18 PED180601 Zoning By-Law Amendment for Central Commercial Zone****Part #1 Council Request Views of PRAC**

It was moved by Councillor Harrison, seconded by Deputy Mayor Henderson and carried that Council requests the written views if the Planning Review and Adjustment Committee on a proposed Zoning By-Law Amendment, which would allow for more than one use of a commercial property in the Historic Business District within the Central Commercial Zone and would allow for residential use as a secondary use as long as it is not on the first storey of a building.

**Carried**

**Motion 164a - 07/18****Part #2 Date for Public Hearing of Objections**

It was moved by Councillor Harrison, seconded by Deputy Mayor Henderson and carried that Council sets August 13<sup>th</sup>, 2018 at 6:00PM at the W. C. O'Neill Arena for a *public hearing of objections* to a proposed zoning by-law amendment for the Central Commercial District, in accordance with Sections 110 and 111 of *the Community Planning Act*.

**Carried**

**Motion 164b - 07/18****Part #3 Introduce First Reading of By-Law Z18-02**

It was moved by Councillor Harrison, seconded by Councillor Groulx and carried that leave be granted to introduce for first reading *By-Law Z18-02, a By-Law to amend by-Law No. 10-04 being the Zoning By-Law for the Town of Saint Andrews.*

Following the motion, Mayor Naish proceeded to read, for the first time, By-Law Z18-02 in its entirety. (See Appendix B)

**Carried**

**NEW BUSINESS**

None

**QUESTION PERIOD**

The following questions/comments were discussed:

A resident thanked the town for being in favour of relocating the town notice board to a more high traffic area that is easier to access.

A positive comment on the new microphones and sound system which made the Councillors easier to follow.

A resident inquired if a Heritage Board would be formed or if more information would be provided. Council clarified that if they are entertaining re-visiting the discussions, but that no final decisions have been made to date.

**COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS**

Councillor Bishop wished to acknowledge Deer Island Fire Dept. volunteer Stewart McKay who is summering in Saint Andrews and has advised the Fire Chief that he would be available throughout the summer to assist if needed. As well as, Emily Ross, who is a college student and has returned from school to help out for the summer.

Councillor Bishop also wished to congratulate the 2018 Grads from Sir James Dunn Academy and wish them the best of luck in their future endeavors.

Council have also expressed their concerns regarding the skateboard incidents that have been reported to the Town.

Deputy Mayor Henderson commented on the success from the Canada Day festivities in Saint Andrews. He wished to thank all staff, volunteers, and planners on a successful event.

Councillor Harrison wished to advise the residents of the Charlotte County Archives Open House which will be at 10am on July 21<sup>st</sup>.

**MAYOR'S COMMENTS**

Mayor Naish reminded the audience that July 23<sup>rd</sup> will be the next Special Meeting for staff and Council to discuss the next steps for the Wellness Centre.

The Mayor wished to acknowledge the passing of Ken Dunn and Peter Fenety who both passed away this past month. Mr. Dunn was very involved with the Heritage Board and the All Saints Church. Mr. Fenety was the Chair of the Wharf Board several years ago. He was also the Chair of the Southwest Solid Waste Commission before it was taken over by the Service Commission. Both were very active within the town as volunteers.

Finally, Mayor Naish acknowledged Councillor Gumushel's email, which implored Council to table the motion for fixing Route 127, and suggested that it should be taken very seriously for the next budget season.

**ADJOURNMENT**

**Motion 165 - 07/18**

At 8:08 PM, it was moved by Councillor Groulx, seconded by Councillor Bishop and carried that the meeting be adjourned.

**Carried**

  
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Doug Naish, Mayor

  
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Angela McLean, Clerk





**TOWN OF SAINT ANDREWS  
COUNCIL POLICY P18-04**

**POLICY ON ASSET MANAGEMENT**

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## 1.0 Definitions

The following definitions apply to this policy:

- 1.1. "Assets" means the physical assets owned by the Town of Saint Andrews.
- 1.2. "Asset Management Plan" refers to a long term plan for the management of physical assets throughout their entire lifecycle of an asset.
- 1.3. "Chief Administrative Officer", means the Chief Administrative Officer for the Town of Saint Andrews;
- 1.4. "Council" refers to the Town Council of the Town of Saint Andrews;
- 1.5. "Level of Service" means the levels of service provided to the public by the Town;
- 1.6. "Demand Management" involves recognizing future changes that are anticipated within the municipality and how these might impact the services you provide (i.e. population changes, demographic changes, regulation changes, etc.).
- 1.7. "Lifecycle" means the entire lifespan of an asset including acquisition, development, operation, maintenance, recapitalization and disposal; and
- 1.8. "Preventive Maintenance" refers to regular, routine maintenance to help keep equipment up and running, preventing any unplanned downtime and expensive costs from unanticipated equipment failure.
- 1.9. Risk Management is developing a plan for managing the risks associated with providing services, including those that can result from failure of infrastructure.
- 1.10. Sustainable Use of Physical Resources means planning to ensure services can be provided into the future in a sustainable and affordable manner.

## 2.0 Background

### 2.1 Purpose

The purpose of this policy is to set guidelines for implementing consistent asset management processes throughout the Town of Saint Andrews' operations. Asset management practices impact directly on the core business of the Town and appropriate asset management is required to achieve our strategic service delivery objectives. Adopting responsible asset management principles will assist in achieving our strategic long-term plans and long-term financial objectives.

The Town owns, operates, and maintains various infrastructure assets which have a limited service life. These assets can include (but not limited to) road networks, water distribution and sewage collection and treatment systems, vehicles and equipment, parks, fields, and trees, wharves, bridges and dams, and municipal buildings. Using a risk-based approach, municipalities manage their infrastructure assets to ensure that they are operated in a cost-effective manner, maintained in good working order, repaired, recapitalized, or decommissioned as they wear out and reach the end of their useful life.

The management of infrastructure assets can be complex and is based on the application of sound technical, social and economic principles that considers present and future needs of the



Town of Saint Andrews. The operation, management and recapitalization of infrastructure assets represents the single largest expenditure in the Town of Saint Andrews budget and is the backbone for the delivery of municipal services to the public. It is therefore important that these assets be managed in a sustainable, responsible manner.

Sustainable service delivery also ensures that services are delivered in a socially, economically, and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

This policy ensures sound Asset Management practices will be followed which integrate the values and priorities of the residents of Saint Andrews, and an informed understanding of the trade-offs between risks, costs and service performance.

### 2.2 Scope

This policy applies to all departments, Councillors, employees and contractors for the Town of Saint Andrews.

### 2.3 Objectives

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to customers and the environment.
- Safeguarding infrastructure assets by implementing appropriate asset management strategies and applying appropriate financial resources for those assets.
- Creating an environment where all employees take an integral part in the overall management of infrastructure assets by creating and sustaining an asset management awareness throughout the Town of Saint Andrews, through training and development.
- Meeting any legislative and regulatory requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes to the taxpayers, which align with demonstrated best practice.

## 3.0 Policy

### 3.1 Principles

The Town of Saint Andrews' sustainable service delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, renewal, upgrade, and disposal of capital assets by:

1. Ensuring that the Town of Saint Andrews' capital assets are provided in a manner that respects financial, cultural, economic and environmental sustainability;

2. Meeting all relevant legislative and regulatory requirements;
3. Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
4. Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them by:
  - a. Asset Management plans will be completed for all major asset / service areas.
  - b. Expenditure projections from Asset Management Plans will be incorporated into the Town of Saint Andrews' long-term financial plan.
  - c. Regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
  - d. Regular inspection will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
  - e. Asset renewals required to meet agreed service levels and identified in adopted asset management plans, and when applicable long term financial plans, will form the basis of annual budget estimates, with the service and risk consequences of variations in defined asset renewals and budget resources documented.
  - f. Future life cycle costs will be reported and considered in decisions relating to new services and assets and upgrading of existing services and assets.
  - g. Future service levels with associated delivery costs will be determined in consultation with the community.
  - h. Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
  - i. Creating a corporate culture where all employees play a part in overall care for the Town of Saint Andrews' assets by providing necessary awareness, training and professional development; and
  - j. Providing those we serve with services and levels of service for which they are willing and able to pay.

### 3.2 Responsibilities

**Town Council** is responsible for exercising stewardship of assets, adopting the policy, allocating resources, and providing high level oversight of the delivery of the Town of Saint Andrews' asset management strategy and plans. The Council is also responsible for approving changes to levels of service, ensuring that the Town's resources are appropriately allocated to ensure sustainable service delivery.

The **Chief Administrative Officer** has overall responsibility for implementing the policy by developing an asset management strategy, plans and procedures, management tools and systems, and reporting on the status and effectiveness of asset management within the Town of Saint Andrews.

Given under the Corporate Seal of the Town of Saint Andrews, this policy becomes effective this 9<sup>th</sup> day of July, 2018.

**COPY**

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Doug Naish  
Mayor

**COPY**

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Angela McLean  
Chief Administrative Officer

## APPENDIX B

## BY-LAW NO. Z18-02

## A BY-LAW TO AMEND BY-LAW NO. 10-04, BEING ZONING BY-LAW FOR THE TOWN OF SAINT ANDREWS.

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

1. By adding to section 5.2.1 (a) “or more” after “One”;
2. By repealing section 5.2.1 (b) and substituting it with the following:
  - (b) A residential *use* as a *secondary use*, provided that:
    - (i) the minimum living space requirements set out in Section 4.4.6 are met;
    - (ii) the residential *use* is not located on the first *storey* of a *building* in the Historic Business District;

Read the first time this 9<sup>th</sup> day of July, A.D. 2018.

Read the second time this XX<sup>th</sup> day of September, A.D. 2018.

Read the third time this XX<sup>th</sup> day of October, A.D. 2018.

**COPY**

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Doug Naish, Mayor

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Angela McLean, Clerk

**APPENDIX B**

I, **Angela McLean**, of the Town of Saint Andrews, in the County of Charlotte and Province of New Brunswick, Town Clerk, DO SOLEMNLY DECLARE:

- 1. THAT I am the Town Clerk of the Town of Saint Andrews, a municipal corporation, and have personal knowledge of the facts herein declared.
- 2. THAT the requirements of Sections 110 and 111 of the *Community Planning Act* have been complied with in respect to Bylaw No. Z18-02, A Bylaw to amend Bylaw No. 10-04, Being the Zoning Bylaw for the Town of Saint Andrews

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act*.

DECLARED before me at the Town of Saint Andrews, in the County of Charlotte and Province of New Brunswick, this XX day of October A.D. 2018.

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COMMISSIONER OF OATHS

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Angela McLean, Clerk

Read first time: July 9<sup>th</sup>, 2018  
 Read second time: September XX, 2018  
 Read third time: October XX, 2018

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Mayor

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Clerk