



**TOWN OF SAINT ANDREWS  
W. C. O'NEILL ARENA COMPLEX BALLROOM  
Regular Council Meeting  
August 12, 2019 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 Ballroom beginning at 7:00 PM with the following members present: Deputy Mayor Brad Henderson, Councillors Kate Akagi, Edie Bishop, Guy Groulx and Andrew Harrison. Also were present: Chris Spear, Acting Clerk and Terry Acton, Acting Deputy Clerk.

Absent: Mayor Doug Naish, Councillor Kurt Gumushel

**APPROVAL OF AGENDA**

**Motion 172 - 08/19**

It was moved by Councillor Akagi, seconded by Councillor Groulx and carried to amend the Agenda to add the following under New Business: Urban Deer Management and an extra Farmer's Market on September 14, 2019 during the Nano Santa Maria visit.

**Carried**

It was moved by Councillor Groulx, seconded by Councillor Akagi and carried to adopt the Agenda as amended.

**Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

**None**

**APPROVAL OF THE MINUTES OF PREVIOUS MEETING**

**Motion 173 - 08/19                      Special Meeting of Council – July 8, 2019 – 6:45 p.m.**

It was moved by Councillor Groulx, seconded by Councillor Bishop and carried that the Minutes of the July 8, 2019 Special Meeting of Council be adopted as presented.

**Carried**

**Motion 174 - 08/19                      Regular Meeting of Council- July 8, 2019 – 7:00 p.m.**

It was moved by Councillor Akagi, seconded by Councillor Harrison and carried that the Minutes of the July 8, 2019 Special Meeting of Council be adopted as presented.

**Carried**

**Motion 175 - 08/19                      Special Meeting of Council July 16, 2019**

It was moved by Councillor Groulx, seconded by Councillor Bishop and carried that the Minutes of the July 16, 2019 Special Meeting of Council be adopted as presented.

**Carried**

**PRESENTATIONS**

Deputy Mayor Henderson presented Patricia Cheney \$500 from the Irene (Rollins) D'Andrea Memorial Scholarship Fund to assist her as she pursues a career in Nursing.

Deputy Mayor Henderson read a statement

**COMMUNICATIONS**

**None**

**STAFF REPORT****- FINANCIAL REPORT - N/A****Motion 176 - 08/19**

It was moved by Councillor Groulx, seconded by Councillor Harrison 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 177 - 08/19 FA190701 – Creation of Environmental Advisory Committee**

It was moved Councillor Groulx, seconded by Councillor Harrison and that Council approve the document "Terms of Reference" for the Saint Andrews Environmental Advisory Committee. *(See Schedule "A")* **Carried**

**Motion 178 - 08/19 FA190702 Maintenance Items for Utility**

It was moved by Councillor Bishop, seconded by Councillor Groulx and carried that Council approves additional expenditures of \$140,000 towards maintenance items in the Water & Sewer Utility budget. **Carried**

**Public Works - Councillor Akagi****Motion 179 – 08/19 PW190701 5-Year Designated Highway Plan**

It was moved by Councillor Akagi, seconded by Councillor Harrison and carried that Council approve the following document prepared by CBCL Limited, Route #127 Designated Highway Improvements – 5- Year Plan dated September 12, 2018, for submission to the Minister of Transportation and Infrastructure. **Carried**

**Public Safety - Councillor Groulx**

**None**

**Business, Tourism, Heritage and Culture - Deputy Mayor Henderson****Motion 180 – 08/19 BTHC190301 By-law 19-06 Tourism Accommodation Levy – First Reading**

It was moved by Councillor Groulx, seconded by Councillor Harrison and carried that Leave be Granted to Introduce for First Reading By-law 19-06, A By-law Related to a Tourism Accommodation Levy in the Town of Saint Andrews. **Carried**

**Motion 181 – 08/19 By-law 19-06, Hearing of Objection Date**

It was moved by Councillor Groulx, seconded by Councillor Bishop that Monday, August 26<sup>th</sup>, 2019, 6:30 p.m. at the W. C. O'Neill Arena Complex be the date, time and place set to Hear Objections to the proposed By-law 19-06, A By-law Related to a Tourism Accommodation Levy in the Town of Saint Andrews.

Following discussion, Council moved the hearing date to September 30, 2019.

It was moved by Councillor Groulx, seconded by Councillor Harrison and carried to adopt the amended motion to reflect the change in date to September 30, 2019. **Carried**

**Recreation and Community Services - Councillor Gumushel**

**None**

**Planning & Economic Development - Councillor Harrison**

**None**

**NEW BUSINESS**

**QUESTION PERIOD**  
**NONE**

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


**MAYOR'S COMMENTS**


**ADJOURNMENT**

**Motion 1 - 08/19**

At 8:30 PM, it was moved by Councillor Akagi, seconded by Councillor Gumushel and carried that the meeting be adjourned.

  
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Doug Naish, Mayor

  
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Chris Spear, Acting Clerk



## Schedule "A"

### Saint Andrews Environmental Advisory Committee

#### Terms of Reference

##### Committee Mandate:

The Saint Andrews Environmental Advisory Committee (EAC) will act as an advisory committee to the Town of Saint Andrews Council to offer advice and recommendations to help guide and support positive environmental management protocols and policies outlined in various strategic documents including, but not limited to, the 2020 Municipal Plan and the Community Based Climate Adaptation Plan.

The Saint Andrews EAC will work to champion local action to address community environmental concerns and pertinent environmental issues. The committee will provide a forum for members of the public to express concerns and discuss policies, regulations and other protocols in relation to environmental sustainability, management and conservation in so that it contributes to overall quality of life.

##### Objectives/Goals:

The Saint Andrews EAC will provide a report to Council in spring and fall of each year outlining any recommendations or advice they may have for Council or more frequently as requested by Council. Exception may be taken in the event of a major environmental issue or decision that appointed members of EAC committee do not foresee as aligning with community concerns in regard to their environment.

##### Work Plan and Activities:

The following are the activities and responsibilities of the Committee:

- (a) To make recommendations to Council on various environmental issues related to the Committee's mandate
- (b) To advise and make recommendations to Council on strategy, policies and procedures to achieve Council's goals related to the Committee's mandate
- (c) To develop and recommend to Council the promotion of effective language around the promotion of good environmental practices.
- (d) To advise and provide perspective to the Town of Saint Andrews with the implementation of the *Community Based Climate Adaptation Plan 2018*
- (e) To review, provide input on and comment on environmental and sustainability plans and policies in the short-term, medium-term and long-term
- (f) To raise new, relevant, unexplored environmental and sustainability issues germane to the Town of Saint Andrews

##### Decision-Making Process:

The Committee must first attempt to make decisions by consensus, but if it becomes apparent to the Chair that disagreements cannot be resolved, then the Chair can call for a vote to make a decision by simple majority. The Chair is able to vote in the event of a tie.

##### Frequencies of Meeting(s):

The Saint Andrews Environmental Action Committee will meet approximately ten (10) times per year, typically the first Wednesday of every month, or as determined by the Committee after inception at the call of Chair.

##### Composition:

The Committee shall be comprised of members from the Saint Andrews municipal constituent base as well as two ex-officio members from the Chamcook Watershed Homeowners' Association. Committee members will be nominated to, and ratified by, Council. Committee shall, at the beginning of each term, elect from its membership a Chair and a Vice-Chair. It is acknowledged that none of the above positions shall be paid for their services and all committee members are considered volunteer positions.

As per Policy P17-01: Policy on Advisory Committees, the Environmental Action Committee will assume the following function and responsibilities:

1. The EAC will solicit views all segments of the public as it pertains to environmental issues unique to the municipality
2. The EAC will have staggered term limits of 1 & 2 years on initiation, and then 2 year limits thereafter. Current members may be re-appointed by Council. The EAC will elect the Chair, Vice-Chair and secretary of the Advisory Committee on an annual basis
3. The EAC will not surpass 10 members
4. Nay votes shall be recorded

**Responsibilities of the Saint Andrews Environmental Action Committee Chair:**

The EAC Chair function(s) will be to:

1. Ensure that meetings are scheduled accordingly, and time and location information is provided to members
2. Ensure that locations for meetings are properly booked and confirmed
3. Sets the agenda for each meeting and provides meeting materials to each member of the committee at minimum 2-3 days prior to the meeting
4. Clearly explains the purpose of each meeting and the agenda plan at the beginning
5. Keeps the meeting on a schedule by placing time limits on the agenda items and ensuring they are adhered to by the members
6. Encourages participation from all members in discussion
7. Concludes the meeting with a summary of discussion points, decisions made, roles and assigned materials for next meeting
8. Maintains meetings notes to be compiled and disseminated in the days following the meeting

**Quorum**

Quorum for meetings will be attendance by a simple majority of the Action Committee members.

Dated this \_\_\_\_\_ of September, 2019.

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**Doug Naish, Mayor**

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**Chris Spear, Acting Clerk**