



**TOWN OF SAINT ANDREWS  
COMMITTEE OF COUNCIL MEETING  
ELECTRONIC MEETING  
Monday, August 31, 2020, at 6:00 PM**

**MINUTES**

**RECORD OF ATTENDANCE**

A Committee of Council Meeting for Town of Saint Andrews Council was held on Monday, August 31, 2020, at 6:00 p.m. with the following members present: Mayor Doug Naish, Deputy Mayor Brad Henderson, Councillors Kate Akagi, Edie Bishop, and Guy Groulx. Also, present: Chris Spear, CAO, Paul Nopper Clerk – Senior Administrator.

Late: Councillor Kurt Gumushel 6:03 p.m.  
Absent: Councillor Andrew Harrison

Facebook Attendance – 15  
Zoom Attendance – 1

**APPROVAL OF AGENDA**

**Motion: 311 - 08/20**                      *It was moved by Councillor Groulx, seconded by Councillor Akagi, and carried that the Agenda be approved as presented.*  
**4-0 Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

NONE

**PRESENTATIONS**

NONE

**COMMUNICATION**

NONE

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

**Finance & Administration – Councillor Bishop**

**FA191203**                      **2019 – 2023 Capital Investment Plan for the Gas Tax Fund Administrative Agreement Amended**  
**Motion: - 09/20**                      *Be it moved that the document Town of Saint Andrews Five-Year Capital Investment Plan for the GTF Administrative Agreement 2019-2023 – Amended be adopted.*

*Suggestion by Council on modification of street resurfacing budget to move from \$300,000 to \$250,000 with \$50,000 added to trail development from 2021 to 2023.*

**Move to September 8, 2020 Regular Council Meeting**

**FA200409c** **Amendment A-9 to By-Law No. 19-07, A By-Law Relating to Water Systems, Water Rates, Wastewater Systems, and Wastewater Rates Third and Final Reading.**

**Motion: - 09/20** *That Council moves to grant leave for Third and Final Reading of Amendment A-9 to By-Law 19-07, A By-Law Relating to Water Systems, Water Rates, Wastewater Systems, and Wastewater Rates.*

**Move to September 8, 2020 Regular Council Meeting**

**FA200804** **2019 Audited Financial Statements**

**Motion: - 09/20** *Move that Council approve the 2019 Audited Financial Statements as presented by our Auditors, Teed, Saunders, Doyle & Co.*

**Move to September 8, 2020 Regular Council Meeting**

**FA200805** **Application to Municipal Finance Corporation Release 2020 Funds**

**Motion: - 09/20** *Be it resolved that the Clerk or Treasurer and Mayor or Deputy Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of the Town of Saint Andrews debenture in the principal sum of \$\_\_\_\_\_ on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation,*

*-And*

*Be it resolved that the Municipality of the Town of Saint Andrews agrees to issue postdated cheques payable to the New Brunswick Municipal Finance Corporation as and when requested in payment of principal and interest charges on the debenture.*

Ministerial Order No.	Date of M.O.	Date of Council's Resolution Authorizing application to MCBB	Purpose by Function	Amount in Dollars	Term
GENERAL					
UTILITY					

**Move to September 8, 2020 Regular Council Meeting**

**Public Works -Councillor Akagi**

**PW200403** **Katy's Cove Trail Storm Damage Issue**

**Motion: - 09/20** *That Council approve Peter K Gowan Construction Ltd. Be awarded the project to restore the Katy's Cove causeway at a price of \$60,000 + HST.*

*Discussion by Council on process for quotation. All businesses quoting on the project were provided the same*

*information and met with Town Staff to ensure all aspects of the quote were covered.*

**Move to September 8, 2020 Regular Council Meeting**

**Public Safety – Councillor Groulx**

**PS200304a**  
**Motion: - 09/20**

**Provincial Emergency Communications Agreement**  
*That Council moves to sign into an agreement with the Saint John Board of Police Commissioners for the new Trunk Mobile Radio system for emergency services.*

**Move to September 8, 2020 Regular Council Meeting**

**PS200304b**  
**Motion: - 09/20**

*That Council moves to formally provide 90 days notice, in writing, to the Town of St. Stephen, of the Town of Saint Andrews withdrawal from the current Emergency Communications Agreement.*

**Move to September 8, 2020 Regular Council Meeting**

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

**NONE**

**Recreation and Community Services – Councillor Gumushel**

**NONE**

**Planning & Economic Development – Councillor Harrison**

**NONE**

**REVIEW OF REGISTERS AND COMMUNICATIONS TO BE DISCUSSED AT THE REGULAR OR SPECIAL MEETING OF COUNCIL**

**PW200801**

**Wharf Rehabilitation Staff Report**

*Chris Spear, CAO/Treasurer provided Council with a report highlighting:*

- *Funding partners allowing change of design for the Wharf but must meet all climate change factors.*
- *No additional funding will be provided. If new designs exceed funding available, additional cost to be contributed by the Town.*
- *Environmental Assessments will need to occur.*
- *Discussion on design styles and façade look.*
- *Staff will be bringing forward designs from the engineer to be reviewed by Council.*

**FA200704**

**Town of Saint Andrews 2021 Draft Budget**

*Chris Spear, CAO/Treasurer indicated a private property structure issue and stormwater damage. Direction given not to proceed with payment to private property owner under Section 177 of the Local Governance Act.*

**PS200801**

**Mask By-Law Staff Report**

*Paul Nopper, Clerk-Senior Administrator noted that staff have reviewed Mask By-Laws from across Canada, have spoken to Municipal Lawyer on processes and enforcement, and representatives from Public Health of New Brunswick. Through Council discussion, direction*

was given to wait and see what the Province of New Brunswick will do with a mandatory mask ruling under the Mandated Orders.

## **BTHC200801**

### **Visitor Information Centre 2021 Operations**

*Chris Spear, CAO/Treasurer requested Council discuss the Visitor Information Centre and who is responsible for 2021 operations. Through Council discussion and a review of the Tourism Accommodation Levy presentation from January 20, 2020, Council indicated that the Visitor Information Centre was to be a Saint Andrews' Chamber of Commerce and Tourism Accommodation Levy Board responsibility. Council is willing to review funding support at budget.*

## **REVIEW OF REGISTERS AND COMMUNICATIONS TO BE DISCUSSED AT THE REGULAR OR SPECIAL MEETING OF COUNCIL**

### **FINANCE AND ADMINISTRATION**

1. *Employee Recognition Program*
  - A. *Staff will work with Councillor Gumushel on an Employee Recognition Program like Quispamsis. A report will be provided to Council in the near future.*
2. *Wellness Centre RFP Process*
  - A. *Staff are extending the Fitness Centre RFP until the end of September to give more time for submissions. Staff have been working on distributing an RFP to Dentists through the New Brunswick Dental Association. Staff will be expanding the search in the coming weeks. Discussions occurred on the next steps of sale for the current Health Centre. Staff will be meeting with the upcoming tenants and working on a moving schedule once work is completed in October. Staff indicated that the project has not exceeded contingency funding budgeted.*
3. *Procurement Policy*
  - A. *This document will be updated in the near future with changes to the Human Resources Organizational Structure to allow for new positions to be added to the list.*

### **PUBLIC WORKS**

1. *Mary Street Tree End and Encroachment*
  - A. *Staff will be working with property owners to ensure the street end remains open and that the trees that are overgrowing will be trimmed.*
2. *Bar Road Jurisdiction*
  - a. *The New Brunswick election has slowed the process. The Department of Transportation and Infrastructure say they have no stake in this property. Staff informed to speak with the Department of Energy and Natural Resources. Most of the area has been infill over the years to build the roadway. Staff will continue follow up and will review the process of takeover.*

### **PUBLIC SAFETY**

1. *Nuisance Deer*
  - A. *Positive moves and discussions with Minister Holland. Will be conducting follow-up discussions.*
2. *RCMP Letters*
  - A. *Expect to have a response with some proposals by mid-September.*

- 3. *Deputy Mayor Henderson - Addition of Ambulance NB discussion to the Registers and direct staff to find out about how Charlotte County was covered by Quispamsis Ambulance Service.*

**BUSINESS, TOURISM, HERITAGE, AND CULTURE**

**NONE**

**RECREATION AND COMMUNITY SERVICE**

- 1. *Elizabeth Street Pocket Park*
  - A. *Project will take place in the fall with Dunn Foundation donation with phase 1 development of the park.*
- 2. *Halloween 2020*
  - A. *Seeing if Council wishes to discuss the event as it is on a Saturday this year and what we can do within the Pandemic. We will be asking the Province on what they will be putting out on regulations. Ask CHCO TV to ask the question at the press conferences.*

**PLANNING AND ECONOMIC DEVELOPMENT**

**NONE**

**NEW BUSINESS**

**QUESTION PERIOD**

- 1. *Can you send out an educational information press release on the importance of Mask wearing verses a By-Law?*
- 2. *Is it appropriate to give the current Council a bonus considering the extra time they have had to put in seemingly above and beyond the normal?*

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

*Councillor Groulx and Councillor Gumushel  
Would like to note that this is meeting 49 or 50 of Council this year. Council voicing their concern over the large number of meetings that have occurred in 2020. Can we state that the large number of meetings may cause a negative impact on future Councillors or people interested in running.*

**MAYOR'S COMMENTS**

*Mayor Naish – Encourage everyone to attend the September 12, 2020 Sheriff Andrews House 200<sup>th</sup> Anniversary Celebration.*

**CLOSED SESSION**

**ADJOURNMENT**

**Motion: 312 - 07/20**

At 9:37 p.m., it was moved by Councillor Akagi, seconded Councillor Bishop that the meeting be adjourned.

  
 \_\_\_\_\_  
 Doug Naish, Mayor

  
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 Paul Nopper, Clerk – Senior  
 Administrator

