



**TOWN OF SAINT ANDREWS
COMMITTEE OF COUNCIL MEETING
MINUTES**

**November 30, 2020, 6:30 p.m.
Electronic Meeting**

A. RECORD OF ATTENDANCE

A Committee of Council Meeting of the Town of Saint Andrews Council was held on November 30, 2020, at 6:30 p.m. with the following members present:

Mayor Doug Naish, Deputy Mayor Brad Henderson, Councillors Kate Akagi, Edie Bishop, Guy Groulx, Andrew Harrison, and Kurt Gumushel.

Also Present: Chris Spear, CAO/Treasurer, Paul Nopper, Clerk – Senior Administrator, and Alexander Gopen, Planner, Southwest New Brunswick Service Commission.

Facebook - 26

Zoom - 1

B. APPROVAL OF AGENDA

Motion: Motion: 416 - 11/20

Moved by Councillor Bishop

Seconded by Councillor Groulx

That the Agenda be approved as presented

6 – 0 Carried

C. DISCLOSURE OF CONFLICT OF INTEREST

Councillor Harrison declared a conflict of interest to the discussion on 182 Water Street, Charlie Bartlett.

D. PRESENTATIONS

NONE

E. CORRESPONDENCE

NONE

F. INTRODUCTION, CONSIDERATION AND PASSING OF BY-LAWS AND MOTIONS

1. Finance & Administration

1. FA201102 COVID-19 Safe Restart Funding

CAO Spear - Program set out originally funded by the Federal Government and managed by the Provincial Government. Staff reviewed the costs. Additional costs were about \$35,000, \$231,000 in COVID-19 specific losses reduction in TALB, loss in arena and wharf revenues, savings in VIC but overall savings of \$153,000. Looking for \$115,000 from the province to offset losses. A resolution needs to be passed in December. We can research any additional info that the Council wishes.

Move to December 7 Regular Council Meeting.

Motion: Motion: xxx - 12/20

Be it resolved that the municipality of the Town of Saint Andrews (Town)suffered financial loss due the 2020 pandemic and that:

- *The Council of the Town of Saint Andrews makes application to the Minister of Finance and Local Government Reform for recovery under the Safe Restart Agreement and that;*
- *The Town suffered lost revenues of \$_____ and*
- *The Town incurred extra costs of \$_____ and*
- *The Town had Specific operational savings of \$_____*
- *For a net request of \$_____*

2. FA201103 Application to the Municipal Capital Borrowing Board

Move to December 7 Regular Council Meeting.

Motion: Motion: xxx - 12/20

THAT IT BE RESOLVED that the Municipality of the Town of Saint Andrews submit to the Municipal Capital Borrowing Board an application for the authorization to borrow \$886,000 for capital expenses for the following terms and amounts:

Purpose	Amount	Term
GENERAL FUND		
<u>Transportation Services</u>		
<u>Resurfacing Roads</u>	<u>140,000</u>	<u>15 Years</u>
-		
Total General Fund	140,000	
UTILITY FUND		
<u>Water Mains</u>		
Sophia St	110,000	25 Years
<u>Sanitary Sewer Mains</u>		
Sophia St Years	110,000	25
King St Years	110,000	25
Liner Sewage Lagoon	116,000	25 Years
<u>Recondition Steel Reservoir</u>	<u>125,000</u>	<u>15 Years</u>

Total Utility
Fund **746,000**

-
Grand
Total **\$886,000**

3. FA201104 Year End Reserve Fund Transfers

CAO Spear - Some of the savings based on COVID-19 changes. A large part of this is related to the Wharf project which we thought would begin in 2020 so some money returned. Funding will be used in 2021 for large scale projects.

Move to December 7 Regular Council Meeting.

Motion: Motion: xxx - 12/20

*Be it moved that **\$450,000** be transferred from the General Operating Fund to the General Capital Reserve Fund for the financing of future capital projects.*

Motion: Motion: xxx - 12/20

*Be it moved that **\$25,000** be transferred from the General Operating Fund to the General Operating Reserve Fund.*

Motion: Motion: xxx - 12/20

*Be it moved that **\$10,000** be transferred from the Utility Capital Reserve Fund to the Utility Capital.*

4. FA201101 Human Resource Inventory and Organization Structure

CAO Spear - The report was not included but will be for the Regular Council Agenda.

Councillor Harrison - Which chart did we land on.

CAO Spear - Between B and C and I will send a copy out to Council.

Move to December 7 Regular Council Meeting

Motion: Motion: xxx - 12/20

That Council moves to approve the new Human Resource Inventory and Organization Structure for the Town of Saint Andrews.

- 2. Public Works**
- 3. Public Safety**
- 4. Business, Tourism, Heritage and Culture**
- 5. Recreation and Community Service**

1. RCS201002 Heather Curling Club Lease Amendment

CAO Spear - The staff report may be modified. We will finalize by Council's package at Regular Council Meeting.

Councillor Groulx - Are we going to have a finalized lease agreement for approval? Not sure what the strategy is? What about if they will be taking more time off due to COVID-19?

CAO Spear- Questions mostly answered. Just one or two left in the air. Had a discussion with Sue Lankish-Lister and have had some feedback. Staff will redesign it and bring back for Council review. If the Council wishes to sit on it we can table it.

Mayor Naish - *If no concerns by Wednesday, bring it forward and we can always differ it.*

Move to December 7 Regular Council Meeting.

Motion: Motion: xxx - 12/20

That Council move to approve the Amended Heather Curling Club Lease Agreement for the 2020/2021 season.

6. Planning & Economic Development

1. PED200101G Third and Final Reading of the Municipal Plan MP 20-01

CAO Spear - In discussion with the Planners, the By-Law is supposed to be read in full for final reading but these are long documents. If we post out for two weeks, we can advertise the notice to allow reading by title. We will hold a special meeting in December.

Council - Supports the direction of staff and to continue with advertising for the By-Laws.

Move to Special Meeting of Council on December 16, 2020, 6:00 p.m.

Motion: Motion: xxx - 12/20

That Council gives leave for the Third and Final Reading of the Municipal Plan MP 20-01 for the Town of Saint Andrews.

2. PED200102E Third and Final Reading of the Secondary Municipal Plan MP 20-02

Move to Special Meeting of Council on December 16, 2020, 6:00 p.m.

Motion: Motion: xxx - 12/20

That Council gives leave for the Third and Final Reading of the Secondary Municipal Plan MP 20-02 for the Town of Saint Andrews.

3. PED201101 Huntsman Marine Development Support

Move to December 7 Regular Council Meeting.

Motion: Motion: xxx - 12/20

The Council of the Town of Saint Andrews recognizes the importance of marine science and education to our community. We support the efforts of The Huntsman Marine Science Centre to expand its world-class facilities and develop its Upper Campus land holdings primarily with a focus towards a Marine Knowledge Park that is also consistent with the Town Municipal Plan, which will ensure Saint Andrews remains the geographic focal point for the New Brunswick Oceans Economy. To this end, Council will:

- *designate an Institutional Growth Area on the Town's generalized future land use map for a Marine Knowledge Park on the Huntsman property along Marine Science Drive (Town Municipal Plan 2.4.3(2));*
- *seek to work with economic development partners (domestically and internationally) to pursue investment opportunities and develop this Marine Knowledge Park (Town Municipal Plan 2.5.3(3));*
- *support the development a Marine Knowledge Park in the Designated Institutional Growth Area in partnership with other levels of government, institutions, landowners, or private developers, prioritizing commercial research space, high tech*

industry, and some multi-family housing (Town Municipal Plan 2.5.3(4)); and,

- work with the Huntsman to support their strategic plan and ensure their continued operation so long as their activities align with the Town's Vision and Mission statements (Town Municipal Plan 2.6.2(2)).

4. **PED201102 Land for Proposed Rebuild Passamaquoddy Lodge**

Council discussed the motion of First Right of Refusal for the land at Bar Road and Champlain Ave for the new Passamaquoddy Lodge facility. During the discussion, Council highlighted the need for public consultation, a design to include residential growth with the subdivision, and concerns about appropriate buffering to not interfere with others in the subdivision. Additionally, zoning for land does not have to occur until the sale of the land. Council requested a change in the motion to a letter of support to provide land on Town property to the Passamaquoddy Lodge before moving to the steps of First Right of Refusal.

Change Motion - Not right of first refusal but the support of the project on the site identified. Bring modified motion to the December 7 Regular Council Meeting.

Motion: Motion: xxx - 12/20

That the Council of the Town of Saint Andrews authorizes a right of first refusal on the possible development of the following property:

5.16 Hectares (12.6 Acres) of land beginning at the Northeast Corner of the Bar Road and Champlain Avenue, heading approximately 225 m Northeast along Bar Road and approximately 225 m east along Champlain Avenue, with the intersection of the lines running perpendicular to each road acting as the final corner.

In the event the sale of the land takes place, it will be for \$_____ and solely for the purpose of a nursing home facility and auxiliary development.

The term of this agreement will be for no more than 18 months.

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

1. **FA201105 Leases for the Wellness Centre**

CAO Spear - Did a walkthrough today but still not completed. Before the users get in, we want leases in place for all tenants. We have draft leases from our Lawyer and want to review them. Probably not put to next meeting but can add to the agenda the week after. Just want to finalize on rules and responsibilities. We can either address them before or after Christmas.

Councillor Bishop - What is the expected move-in date?

CAO Spear - Anticipating before Christmas, but still, some construction projects need to finish. Aiming for January. Hoping to have a walkthrough before Christmas. We can arrange a walkthrough with Council and can do a walkthrough. Furniture is going into place so starting to come together.

2. **FA201106 Kiwanis Club Campground Lease**

Move to Closed Session.

3. **FA201107 Social Media Policy for Council Meetings**

CAO Spear - The Clerk has provided a policy on social media on Council and based on your wishes. If Council wishes, we can add or modify. Right now not brought forward until Committee and brought to February.

Deputy Mayor Henderson - I like the option to email questions or jump on Zoom versus on Facebook.

Councillor Groulx - The biggest problem was the comments on Facebook. There was a raging debate going on during Council Meetings, in the comment section, and the individual users were chatting with each other while the meeting was on. Councillors could not see or participate in to monitor the chat. I think if we have one medium open, and the chat is turned off, meets our requirement for delivery of information.

Move to December 7 Regular Council Meeting.

4. PW200901 Direction on Subdivision Expansion Proposal CBCL

CAO Spear - Discussed in fall 2019 on how to expand subdivision based on a model from 2019. We have not had clear direction from Council if you wish to continue on this. The combination of waiting for the housing study, the Lodge, and maybe now at the state to have CBCI bring forward. Just want direction on this.

Mayor Naish - Ties into the SNBSC Housing Study. Some very interesting things in the document that are relevant. Should be brought into perspective from the 1980s versus the need today. Would be smart to have it all come together at once.

Deputy Mayor Henderson - Housing is a primary takeaway from the Municipal Plan. Wise project to commence as soon as staff is ready.

Mayor Naish - I agree, three things coming together with symbiosis, potentially make everyone happy. Encourage everyone to read over the Housing Study. Look at wages, housing costs, etc. Lots of key information.

Councillor Groulx - Tie this to Passamaquoddy lodge too.

Direction to staff to move forward with Subdivision Expansion CBCL concept.

5. RCS201102 Information on the Professional Recreation Leadership Assistance Program

CAO Spear - This is a program through the Province for Recreation Director. The Service Commission is looking at this from a regional standpoint. I will be speaking with CAO's on this later this week. We will pass on information on what is available.

Councillor Harrison - Can you send out a memo on what a Recreation Director does? Part of my gut reaction is we are not a cruise ship. Do we need another \$1000 year job that duplicates services? I do not fully understand what this individual does for us. Can we get a memo on this? Find it helpful.

CAO Spear - Certainly, I need to find out what the limits they will be under the funding. There are a lot of questions and we will send out a job description and I think there is a wide-open interpretation.

Deputy Mayor Henderson - See this as an opportunity for someone to help manage and organize our facilities but also sell them. This is a shortfall we have as a community.

Mayor Naish - We will get more info for January. Happens to be an opportunity for the Provincial government. We should investigate this with significant cost-sharing.

Direction to staff to provide Council with more information on the Recreation Director program and description of responsibilities.

6. PED201103 Southwest New Brunswick Service Commission Housing Study

CAO Spear - Be sure to read over it. Lots of great information on this study.

Direction to staff to get the Southwest New Brunswick Service Commission Housing Study on the Town of Saint Andrew's website.

7. PED201103 Tim Horton's Drive-Thru Signage

CAO Spear - LED sign at the Tim Horton's as it is visibly out of the way and will not interfere. Approved by PRAC to go forward.

Deputy Mayor Henderson - Should not interfere with anyone in the community.

8. PS201102 Report on Effluent Testing for COVID-19

Clerk Nopper - Provided a highlighted overview of research into the effluent testing for COVID-19. Currently still in preliminary pilot project trials across Canada. Limited information has been released on the process and evaluation of the data. At this time, detection can tell you COVID-19 is in the community, however, there are many variables that can skew the data. More testing and process development are needed.

Councillor Groulx - This is like a smoke detector, just says it is there but does not zero into an individual. Just tells you that it is in the community. Could be a good diagnostic tool for detection. There is a cost associated with this. Good idea if we can partner with one of the universities. Might want to get to the front of the line.

Councillor Harrison - 28 days from waste from the house to the plant. The test would be an academic study, hard to wait for a month.

CAO Spear - What does it mean when you get trace amounts, does it mean it is in the community? Need to look at effective measurements.

Councillor Groulx - No action items, just follow-up.

9. 182 Water Street Charlie Bartlett Development

Councillor Harrison - Declared a conflict of interest and left at 7:36 p.m.

CAO Spear - Two-part process. PRAC can give a temporary use permit and can operate for the summer and time to design the future building. If Council supports this, we will need to make an amendment to our Peddlers Permit. If you support this, we will bring motion forward to amend Peddlers Permit.

Councillor Groulx - Any changes to the Peddler's permits would open it up to the public.

CAO Spear - Yes but this will be specific to this style of development and can make the changes. Can we add to the next meeting?

Councillor Gumushel - Remind Council that PRAC asked for our opinion, they were not required to. This brings back the idea that the Council should retain the final word on developments in the Historic Business District. Would like to see Council give the final signature on these projects especially in the historic business district. I am in favour of investment in the community.

Mayor Naish - Just to be clear, PRAC's authority on this comes from the Community Planning Act?

Planner Gopen - Correct, PRAC has this power for temporary uses. This is kind of the best we can do to consider Council to be a stakeholder and that they should take Council into consideration on this matter.

Councillor Groulx - I know we had a discussion on PRAC versus PAC, I do not want to lose sight of this and raised it with Alex Henderson. Time is

coming we may want to move to a local PAC. Can this be added to the registers and discuss in January.

Deputy Mayor Henderson - with our partnership currently a PAC is not possible, we would need to revisit the agreement.

Planner Gopen - Had some discussions on PAC and Saint Andrews, it is possible.

Deputy Mayor Henderson - The moment I feel the decisions is not made in the community; it is a concern. It is the biggest challenge in this partnership.

Naish - I think we should discuss the PRAC PAC concept in January and put on the registers.

Councillor Harrison returned to Council Session at 7:48 p.m.

10. Bar Road Jurisdiction

CAO Spear - If we wish to acquire ownership of this property, both the Province and the Feds saying they are willing to give the land and glad to work with the Town to get formal ownership. We can do a formal report but did a walk to see. We would need to regrade and fill in a little bit and maybe have to fix up the seawall. The only concern is the road ends at our Town and goes into an LSD. Technically no benefit for Saint Andrews to own, but the benefit to the staff of Minister's Island and tourists.

Councillor Harrison - I think the low tide at the Bar is a large perk. Always packed with walkers, clammers, etc., and supports business 3 out of 4 seasons. Think money well spent if we can get more control over this.

CAO Spear - Only pitfall, several clammers that want to work all year long. They would want us to plow the area to allow for access. This would be a slight burden to the crew. If Council thinks it's fair, we can start this.

Councillor Bishop - Long-standing issue and want to see us take control of the space down there. It is a beautiful spot down there and a shame it is not kept up. If we gain that space, we can improve it. Move it forward.

Councillor Akagi - I think it is a great idea. Minister's Island is a great attraction but great for walkers, trail riders, etc. This would be ideal.

Deputy Mayor Henderson - Although Ministers Island is not part of our town but draws to our town. Before we take it on, what is the risk of rising sea levels, erosion, etc. Just want to make sure doing due diligence. Do not want this to be a \$200,000 project for the next Council.

Mayor Naish - The main issue is I do not want to spend money on something that is not in Saint Andrews. There is by-law enforcement to help support us. Not much to fix potholes then Council can get lobbied to pave the end. On the other hand, would not mind proving to those in the LSD to prove we are better at road work than DTI. Think we need to do more due diligence but on board.

Councillor Groulx - Need to do more investigation. If we take over the road, do we take over the signage responsibility, is that the Town who is on the hook. Lots of issues to discuss. We have to exercise care and not something to rush into. Maybe next Council to address. We have to start prioritizing and we have a list to finish.

H. NEW BUSINESS

I. QUESTION PERIOD

J. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

K. MAYOR'S COMMENTS

L. CLOSED SESSION

Motion: Motion: 417 - 11/20
Moved by Councillor Bishop
Seconded by Deputy Mayor Brad Henderson

At 8:01 p.m. Council move into Closed Session per the Local Governance Act, Section 68 (c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract.

6 – 0 Carried

Motion: Motion: 418 - 11/20
Moved by Councillor Gumushel
Seconded by Councillor Bishop

Return to Open Session at 8:36 p.m.

6 – 0 Carried

M. ADJOURNMENT

Motion: Motion: 419 - 11/20
Moved by Councillor Gumushel
Seconded by Councillor Bishop

Motion to Adjourn at 8:37 p.m.

6 – 0 Carried



Doug Naish, Mayor



Paul Nopper, Clerk

