



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

**February 1, 2021, 7:00 p.m.
Electronic Meeting**

A. RECORDING OF ATTENDANCE

A Regular Meeting of the Town of Saint Andrews Council was held on Monday, February 1, 2021, at 7:06 p.m. with the following members present:

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

Staff: Chris Spear, CAO/Treasurer, Paul Nopper, Clerk - Senior Administrator

Facebook: 22

Zoom: 3

B. APPROVAL OF AGENDA

Motion: Motion: 022 - 02/21

Moved by Deputy Mayor Henderson

Seconded by Councillor Groulx

That Council amends the Agenda to include FA210201 Payouts of Trusts under New Business.

6 – 0

Carried

Motion: Motion: 023 - 02/21

Moved by Councillor Groulx

Seconded by Deputy Mayor Henderson

That the amended Agenda be approved as presented.

6 – 0

Carried

C. DISCLOSURE OF CONFLICT OF INTEREST

Councillor Akagi - Conflict of Interest to Assistance Grant Dial A Ride.

Deputy Mayor Henderson - Conflict of Interest to Assistance Grant Vincent Massy School.

Councillor Harrison - Conflict of Interest to 182 Water Street and the Peddler's Permit.

D. PRESENTATIONS

Andrew Holloway, Red Cross - link socially vulnerable adults to resources in New Brunswick, determinants of health. Want to keep adults healthy and active. Target 65 and older for participants. The goal is system navigation through the province. We are highlighting this as a pilot project and hoping this will be implemented across the province. Created an asset map of Saint John and Saint Andrews to leverage programs, processes, and services to get them into the hands of the public. Saint Andrews was selected for the demographics, community, and economy. This is a volunteer adult program to help seniors. Red Cross will help

coordinate but volunteers are the key backbone to this. CareDove website is being created to leverage technology to help support older adults.

Deputy Mayor Henderson - I want to say thanks for this and that we are selected by Red Cross to participate. Thank you for considering Saint Andrews and Saint John. My question is how can Council help?

Andrew - Optics. If word gets out if this is silly, it will stop it. But leveraging space to run these meetings, keeping positivity to the project, we will provide posters and ideas to go with Council. All input from staff and Council. I want to build relationships in the community. If you can help with referrals for participants and volunteers. That type of promotion and support.

Councillor Groulx - You mentioned at the outset, you are looking for Red Cross volunteers?

Andrew - Red Cross volunteers need 2 hours of prep training and new volunteers will need 5 hours. This is more about how to react to vulnerable health issues and spotting issues. Supporting people when necessary and have training.

Councillor Groulx - What are you asking volunteers to do?

Andrew - We have a fluid model set up. For example, can do Heart and Stroke programs with groups. If it is teaching how to use Zoom, we will work with practices to get people trained. It comes from what the participant needs. You will be paired with someone for 4 - 6 weeks.

Councillor Groulx - What is the volunteer doing?

Andrew - Helping with the first step getting people into the support they need. There are a lot of resources in the province and the vast majority of programs are not touched. This is an alternative way to get the older adults the assistance they need that is provided in the Province. Those with similar ages will support those of similar ages.

Councillor Akagi - This is a great program and hopes it takes off in Saint Andrews.

Andrew - We will be gifting the Town 8 - 12 wifi enabled Ipads in Town to help link up and sign up for programs.

Mayor Naish - What is the timeline?

Andrew - Idea starts in the spring of 2021 and gets trained through the process. August of this year to do a media campaign to spread the word for participant sign-ups. Ipads will come at this time. We are hoping by September with volunteers and participants with the first phase complete by December. We have an additional 1.5 years to go through the process. In March 2023 we will have a report to provide to Council and the Province on the project.

E. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

- 1. Minutes of the 201207 Regular Meeting of Council on December 7, 2020, 7:00 p.m.**

Motion: Motion: 024 - 02/21
Moved by Councillor Bishop
Seconded by Councillor Gumushel

That the Minutes of the 201207 Regular Meeting of Council on December 7, 2020, at 7:00 p.m. be adopted.

6 - 0

Carried

- 2. Minutes of the 201214 Special Meeting of Council on December 14, 2020, 6:00 p.m.**

Motion: Motion: 025 - 02/21
Moved by Councillor Akagi
Seconded by Deputy Mayor Henderson

That the Minutes of the 201214 Special Meeting of Council on December 14, 2020, at 6:00 p.m. be adopted.

6 – 0

Carried

3. **Minutes of the 201216 Special Meeting of Council on December 16, 2020, 6:00 p.m.**

Motion: Motion: 026 - 02/21

Moved by Councillor Bishop

Seconded by Councillor Groulx

That the Minutes of the 201216 Special Meeting of Council on December 16, 2020, 6:00 p.m. be adopted.

6 – 0

Carried

4. **Minutes of the 210118 Special Meeting of Council on January 18, 2021, 6:00 p.m.**

Motion: Motion: 027 - 02/21

Moved by Deputy Mayor Henderson

Seconded by Councillor Akagi

That the Minutes of the 210118 Special Meeting of Council on January 18, 2021, 6:00 p.m. be adopted.

6 – 0

Carried

5. **Minutes of the 210120 Special Meeting of Council, Public Consultation Session on January 20, 2021, 6:00 p.m.**

Motion: Motion: 028 - 02/21

Moved by Councillor Bishop

Seconded by Councillor Akagi

That the Minutes of the 210120 Special Meeting of Council, Public Consultation Session on January 20, 2021, 6:00 p.m. be adopted.

6 – 0

Carried

6. **Minutes of the 210125 Special Meeting of Council on January 25, 2021, 7:00 p.m.**

Motion: Motion: 029 - 02/21

Moved by Councillor Gumushel

Seconded by Deputy Mayor Henderson

That the Minutes of the 210125 Special Meeting of Council on January 25, 2021, at 7:00 p.m. be adopted.

6 – 0

Carried

7. **Minutes of the 210125 Committee of Council Meeting on January 25, 2021, 7:15 p.m.**

Motion: Motion: 030 - 02/21

Moved by Councillor Akagi

Seconded by Councillor Bishop

That the Minutes of the 210125 Committee of Council Meeting on January 25, 2021, at 7:15 p.m. be adopted.

6 – 0

Carried

F. COMMUNICATIONS

G. STAFF REPORT/FINANCIAL REPORT

CAO Spear - Provided the overview of January 2021 highlighting Council priorities, the upcoming election, Zoning By-Law, future subdivision planning, Human Resource Document, Wellness Centre and the new doctor, and overview of Municipal Services.

Deputy Mayor Henderson - We did a Wharf Engagement Session; can we do the second one in Orange?

CAO Spear - We will take a look at this. We can only host up to 50 people.

Deputy Mayor Henderson - Try what we can if possible.

Motion: Motion: 031 - 02/21

Moved by Councillor Bishop

Seconded by Councillor Gumushel

That Council accepts all the Staff Reports as presented.

6 – 0

Carried

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

1. Finance & Administration - Councillor Bishop

1. FA210102 Municipal Capital Borrowing Board

Motion: Motion: 032 - 02/21

Moved by Councillor Bishop

Seconded by Councillor Groulx

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 \$116,000 for Capital Expenses for the following terms and amounts:

<i>Purpose</i>	<i>Amount</i>	<i>Term</i>
UTILITY FUND		
<i>Water Treatment Plant</i>		
<i>UV Chamber Upgrades</i>	\$28,000	10 Years
<i>Backup Water Pump</i>	\$10,000	5 Years
<i>Sewage Lagoon</i>		
<i>Aerator Blower Unit</i>	\$15,000	10 Years
<i>Portable Generator for Lift Station</i>	\$13,000	10 Years
<i>Commercial Water Meters</i>	\$50,000	10 Years
Total Utility Fund	\$116,000	

6 – 0

Carried

Motion: Motion: 033 - 02/21

Moved by Councillor Bishop

Seconded by Councillor Gumushel

That Council withdraws the following borrowing request made at the December 7, 2020, Regular Meeting of Council:

<i>Purpose</i>	<i>Amount</i>	<i>Term</i>
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UTILITY FUND

Liner Sewage Lagoon \$116,000 25 Years

6 - 0

Carried

2. FA210105 2021 Distribution Assistance Grants

Conflict of Interest - Deputy Mayor Henderson left at 7:53 p.m. Returned at 7:54 p.m.

Councillor Groulx - Was wondering if we could have a caveat with a condition that the competition takes place. The show may not happen due to COVID-19 restrictions. Staff can manage this on our behalf.

Councillor Gumushel - they will be supporting a former RCMP officer on this project for Wood Carving.

Councillor Groulx - In reading the background for the Archives, they have had a hard time this year based on COVID-19 and their fundraising. Any assistance we can provide will be positive.

Conflict of Interest: Councillor Akagi left at 8:02 p.m. Returned at 8:03 p.m.

CAO Spear - Over the last few years Council has provided a large number of funds per budget cycle. I will write back to several organizations this can change in the future due to the nature of the business. This will be a reminder for the annual application.

Councillor Groulx - Can you please let them know about the funding sources through TALB.

Motion: Motion: 040 - 02/21
Moved by Councillor Bishop
Seconded by Councillor Akagi

That Council approves the Vincent Massey Elementary Home and School Association be financially supported with an Albert McQuoid Trust Fund Grant for \$2,000.00.

5 – 0

Carried

Motion: Motion: 035 - 02/21
Moved by Councillor Bishop
Seconded by Councillor Gumushel

That Council approves the New Brunswick Wood Carving Competition and Sale be financially supported with an Assistance Grant for \$3,000.00.

6 – 0

Carried

Motion: Motion: 036 - 02/21
Moved by Councillor Bishop
Seconded by Councillor Akagi

That Council approves Sunbury Shores Arts and Nature Centre be financially supported with an Assistance Grant for \$4,000.00.

6 – 0

Carried

Motion: Motion: 037 - 02/21
Moved by Councillor Bishop
Seconded by Councillor Akagi

That Council approves the Charlotte County Archives be financially supported with an Assistance Grant for \$4,000.00.

6 – 0

Carried

Motion: Motion: 038 - 02/21
Moved by Councillor Bishop
Seconded by Councillor Groulx

That Council approves the Saint Andrews Arts Council be financially supported with an Assistance Grant of \$2,000.00 and an Albert McQuoid Trust Fund Grant for \$1,000.00.

6 – 0

Carried

Motion: Motion: 039 - 02/21

Moved by Councillor Bishop

Seconded by Councillor Gumushel

That Council approves the Charlotte County Alternative Transportation be financially supported with an Assistance Grant for \$2,000.00.

5 – 0

Carried

3. FA201203 Tourism Accommodation Levy 2021 Budget

Councillor Groulx: Just a comment, this year is an unusual year and the Town is providing the Tourism Development Fund to the TALB and SACC as a one-year gesture. In the future, this will be used by the Town for Tourism Development.

Mayor Naish: The actual total that was produced for use in 2021 amounts to \$169,272.62. This fund was raised on the 3% levy implemented.

Motion: Motion: 040 - 02/21

Moved by Councillor Bishop

Seconded by Deputy Mayor Henderson

That Council approves the 2021 Tourism Promotion Budget as proposed by the Saint Andrews Chamber of Commerce and the Tourism Accommodation Levy Board.

6 – 0

Carried

4. FA210106ab Wellness Centre Leases

Mayor Naish: Can you provide an overview of the leases.

CAO Spear: The Town inherited the old medical centre from the Dunn Foundation. We had short term leases with these groups. Last year we provided the users with a new facility. The physiotherapists were working out of two small rooms and now out of four offices and larger space. We have agreed on the rental cost and ensure services are here for a long time to come.

Motion: Motion: 041 - 02/21

Moved by Councillor Bishop

Seconded by Councillor Gumushel

That Council approves the signing of a lease agreement with Ane Halse for a two-year term, effective January 1, 2021, with an option to renew for an additional two-year term.

6 – 0

Carried

Motion: Motion: 042 - 02/21

Moved by Councillor Bishop

Seconded by Councillor Akagi

That Council approves the signing of a lease agreement with Giselle Neil for a two-year term, effective January 1, 2021, with an option to renew for an additional two-year term.

6 - 0

Carried

5. FA201101 Human Resource Inventory and Organization Structure

Mayor Naish: This is an important document and thanks to everyone who participated in the development.

Motion: Motion: 043 - 02/21
Moved by Councillor Bishop
Seconded by Councillor Gumushel

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

6 – 0
Carried

2. Public Works - Councillor Akagi

3. Public Safety - Councillor Groulx

4. Business, Tourism, Heritage, and Culture - Deputy Mayor Henderson

1. BTHC210101 Saint Andrews Farmers Market Management Agreement 2021

Motion: Motion: 044 - 02/21
Moved by Deputy Mayor Henderson
Seconded by Councillor Akagi

That Council moves to accept the Saint Andrews Farmers Market Management Agreement for the 2021 season.

6 – 0
Carried

2. BTHC210102 Heritage Week 2021 Proclamation

Mayor Naish read the Proclamation on February 1, 2021, at 8:18 p.m.

Motion: Motion: 045 - 02/21
Moved by Deputy Mayor Henderson
Seconded by Councillor Akagi

That the Town of Saint Andrews proclaims February 15 to 21, 2021 Heritage Week and February 15, 2021, as Heritage Day in the Town of Saint Andrews.

6 - 0
Carried

5. Recreation and Community Services - Councillor Gumushel

6. Planning & Economic Development - Councillor Harrison

I. NEW BUSINESS

1. FA210104 Amendment No. 1 to By-Law No. 75 Regulating and Licensing Peddlers and Transient Traders

Councilor Harrison - Conflict of Interest 8:25 p.m. Returned at 8:40 p.m.

CAO Spear - This goes back to the Committee Meeting and discussions on an amendment to the Peddler's Permit for 182 Water Street. There was concern among Council that this amendment would open up the permit to the whole public. Under the old permit, it gave the Clerk a right to issue a permit under the By-Law. We have understood the will of the Council and have not issued permits for food trucks. A few years ago we tried to update the By-Law but have not completed this. We have had a moratorium on permits. 182 Water Street, the proposed amendment exempts this particular project. As long as Council has approved it and they have got their temporary Zoning from PRAC, they would be exempt from the permit. It is just saying someone who wants to do this in the future that the process

is to Council and then to PRAC. There is no concern from staff or the solicitor, this will still limit those to come for permits. The council should consider going to the First Reading sometime this month with more discussion.

Councillor Groulx - I am still confused by this amendment, it still does not make sense to me. So, it is something we have not approved, PRAC, and PAC has not approved. I have read through the old By-Law, under this our Clerk can approve a temporary business. If I am reading the will of the Council, there is no problem with the Clerk moving forward with direction from Council for 182 Water Street.

CAO Spear - My concern is under the By-Law; temporary business is 6 weeks. We want to move this away and bring a case by case basis. We want to make sure that Council still has a say in these types of development. If you want the treatment go through the process to Council and PRAC. Temporary business is part of the definition of the By-Law, with the rewording, 182 Water would be exempt from this By-Law. This develops a secondary mechanism to go through Council and PRAC.

Deputy Mayor Henderson - I am concerned about the specific exception. I am concerned that PRAC can approve things subject to us changing the By-Law. This 182 Water Street was approved by PRAC, but they did not have to come to the Town. I do not think the best practice of PRAC approval and modify our By-Laws.

CAO Spear - It is good practice, with this style of development, to come back to the Municipality to ensure support for it. Through the Community Planning Act PRAC can make judgments. The process was never thought of in this process. But changes like large signs, etc. have been made to PRAC and minor variances are made. Large variances like 182 Water, PRAC wants their input. Kind of the reverse situation on asking PRAC for their opinion. In our efforts, we are trying to say Council has to be asked and give the PRAC the ok to approve that type of business. It is important to note that there is future development at this site and if something happens and development does not occur, the project will not be allowed to continue. PRAC cannot issue another temporary one year ask.

Mayor Naish - We should lobby that PRAC cannot make changes to us without consultation. Our Planners brought this forward for discussion.

Councillor Groulx - This situation is unique, in that there are two By-Laws at play, Zoning, and Peddlers Permit. A variance has been received by PRAC. PRAC has followed their process, the issue that comes up is the Peddler's Permit. We can let the Clerk issue a temporary permit for 6 weeks. The Clerk can issue multiple permits over this time and we would not have to make an amendment. We can charge the \$50.00 for each permit and move on. Hit the easy button.

Deputy Mayor Henderson - Continuing to approve a 6-week process, I think that the reason is to remain temporary. Doing multiple permits in a row goes beyond the thought of the process. This is a significant change and goes through three readings. It should have a hearing of objections. My concern is contrary to our by-laws have some concerns with PRAC. I am worried about a lot for sale at HMS, I am going to have a hard time saying no to offering food trucks based on precedence.

CAO Spear - To the Deputy Mayor, we are not setting precedence as this is a case by case basis. The business plan is aggressive with construction meeting town standards. This is a good thing if it affects other By-Laws. I will remind Council we spoke to the BIA and Chamber and they provided support. I would say this is not a regular set up in a parking lot and go. We have to be cognizant of this. It is temporary for 1 year and no other approval after that. I am hearing Council has concerns over this. We should follow

through and we can look at alternative wording. This By-Law is what protects us from the permits.

Councillor Groulx - The other question I have is, how changing this definition would in any way address the current limitation on the 6-week clause. It would still be there, even if you issue a permit.

CAO Spear - Means a business that has not been approved by Council and PRAC, says we need two approvals with an exemption to this By-Law. It is no longer a temporary business, and a permit under the By-Law is not required if there has been approval by the two bodies. The clerk and I will work on the wording of this to reduce the confusion. We will bring a recommendation forward on the clear intent of the motion.

2. FA210201 Payouts of Trust Funds

Deputy Mayor Henderson: These two annual funds, I would be interested if we can find out more information on the families and the persons and would be nice to recognize.

CAO Spear: We still have the original Wills and will be provided to you.

Motion: Motion: 046 - 02/21
Moved by Deputy Mayor Henderson
Seconded by Councillor Groulx

Council approves the disbursement of \$450 from the Annie Harrington Trust to the Saint Andrews Open Door program.

6 – 0

Carried

Motion: Motion: 047 - 02/21
Moved by Deputy Mayor Henderson
Seconded by Councillor Akagi

Council approves the disbursement of \$2,400 from the E Atherton Smith Trust to the Saint Andrews Open Door program.

6 – 0

Carried

J. QUESTION PERIOD

Mr. Franklin Cardy - Thank you for the grant and appreciate the support to Council and for designation of Heritage Week and plug for the Archives. Thank you for the social media groups for people interested. As far as Heritage Week, we are working with CHCO and interviewing our new initiatives for transcribing old script documents. Thank you to Chris Spear, Paul Nopper, Terry Acton and all staff we are very happy to work with the landlord.

Mr. Gerald Ingersoll - Appreciated the discussion tonight with the health centre and support for the business community with the SACC and TALB. We appreciate the work.

K. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

L. MAYOR'S COMMENTS

Mayor Naish - In 2016 we stood by not reading all the staff reports and I want to complement our senior staff and Mr. Spear on summarizing the work. The detailed reports, there is an exceptional amount of work that goes into this. Great work.

Councillor Groulx - Our Council package this week is 163 pages and lots of work that goes into it. Many thanks.

M. CLOSED SESSION

Motion: Motion: 048 - 02/21
Moved by Councillor Bishop
Seconded by Councillor Akagi

At 8:49 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: 049 - 02/21
Moved by Councillor Groulx
Seconded by Deputy Mayor Henderson

At 9:12 p.m. returned to Open Session.

6 – 0
Carried

N. ADJOURNMENT

Motion: Motion: 050 - 02/21
Moved by Councillor Gumushel
Seconded by Councillor Groulx

At 9:13 p.m. that the meeting be adjourned.

6 – 0
Carried



Doug Naish, Mayor



Paul Nopper, Clerk

