



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

**June 21, 2021, 7:00 p.m.  
Electronic Meeting**

**A. RECORD OF ATTENDANCE**

Started

*A Committee of Council Meeting of the Town of Saint Andrews Council was held on Monday, June 21, 2021, at 6:00 p.m. with the following members present:*

*Mayor Brad Henderson, Deputy Mayor Kate Akagi, Councillors Marc Blanchard, Kurt Gumushel, Lee Heenan, Jamie Hirtle, Steve Neil.*

*Staff: Chris Spear, CAO/Treasurer, Paul Nopper, Clerk - Senior Administrator, Alexander Gopen, Senior Planner, Southwest New Brunswick Service Commission.*

**B. APPROVAL OF AGENDA**

*Mayor Henderson - National Aboriginal Day and should be recognized and thank you to Deputy Mayor Akagi and representing the First Nations Community.*

**Motion: Motion: 236 - 06/21**

**Moved by Councillor Neil**

**Seconded by Councillor Heenan**

*That the Agenda be approved as presented.*

**Carried**

**6 - 0**

**C. DISCLOSURE OF CONFLICT OF INTEREST**

**D. PRESENTATIONS**

**E. CORRESPONDENCE**

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

**1. Finance & Administration**

**1. St. Andrews Yacht Club Floating Dock Lease Renewal, FA210608**

*Move forward to the Regular Council Meeting on July 5, 2021.*

**Motion: Motion: xxx - 06/21**

**Moved by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

*That Council approves the lease agreement for the docking system to the Market Wharf from the St. Andrews Yacht Club for June 2021.*

**2. Public Works**

**3. Public Safety**

**4. Business, Tourism, Heritage and Culture**

**5. Recreation and Community Service**

**1. Canada Day Alternate Day Celebration for 2021 Discussion, RCS210605**

*CAO Spear - Due to COVID-19, we are hosting a scaled-down Canada Day. We are looking for an ok from Council to celebrate on August 28th. We have spoken with some of the community partners and seems like a good date for an alternate celebration. We would like an all-day event and invite the community, region and province to come. We are asking the firefighters on the pancake breakfast and fireworks. We would shift some events but not all and have a good celebration being in the green phase.*

*Mayor Henderson - Gives us some time for additional vaccinations and creates a celebration to end the season. How does Council feel? We would look at doing the community volunteer awards as well.*

*Deputy Mayor Akagi - Will there be a committee or under the BIA and Chamber?*

*Mayor Henderson - BIA and Chamber have been made aware of the date and there are other community members we can reach out to. More to come but get the key players in place and the Town will be supportive of this.*

*Councillor Heenan - There is a budget allotted for Canada Day, is there an amount of money budgeted for this year?*

*CAO Spear - \$15,000 budgeted and \$5,000 from Celebrate Canada and potential of another fundraising of up to \$5,000. We would have about \$20,000 and work with that.*

*Direction to staff to proceed with planning for August 28<sup>th</sup>, 2021 event.*

**2. Event Proposal for the Saint Andrews Beef Fest and Burger Week, RCS210606**

*Move forward to the Regular Council Meeting on July 5, 2021.*

**Motion: Motion: xxx - 06/21**

**Moved by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

*That Council approves the use of Centennial Park for Friday, September 24<sup>th</sup> and Saturday, September 25<sup>th</sup>, 2021 for a Craft Beer Festival under the terms and conditions established by the Chief Administrative Officer.*

**6. Planning & Economic Development**

**1. By-Law 21-03, Being the Community Planning and Development Service Fees By-Law for the Town of Saint Andrews First Reading, PED210603**

*Mayor Henderson - Reduce fees down from \$1,000.00. correct?*

*Planner Gopen - Yes this is correct and very few conditional uses. This did not come up much and now terms and conditions needed for fences in the community. I can see more applications and helping lower fees will help this administrative task.*

*Clerk Nopper - Need views of PRAC Motion.*

*Move forward to the Regular Council Meeting on July 5, 2021.*

**Motion: Motion: xxx - 06/21**

**Moved by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

*That Council grants leave for First Reading of By-Law 21-03, Being the Community Planning and Development Service Fees By-Law for the Town of Saint Andrews.*

**Motion: Motion: xxx - 06/21**

**Moved by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

*That Council sets the date of Monday, July 26, 2021 at 6:15 p.m. via Electronic Meeting for a Public Hearing of Objections on By-Law 21-03, Being the Community Planning and Development Service Fees By-Law for the Town of Saint Andrews.*

**2. Rules and Procedures for PAC and Council Appointment of Members, PED210602**

*Mayor Henderson - These rules are similar to pre-PRAC. PAC sets them and we recommend them to the PAC. PAC does the election and changes the rules.*

*CAO Spear - Need to add motion for PAC rules and policy of appointing PAC members by Council. We will provide the motion.*

*Move forward to the Regular Council Meeting on July 5, 2021.*

**Motion: Motion: xxx - 06/21**

**Moved by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

*That Council recommends the rules and procedures for the Saint Andrews Planning Advisory Committee.*

**3. 48 Augustus Street Development Opinion of Council, PED210606**

*Planner Gopen - Proposal for six apartment buildings. Frontage needs to be varied as it is not in line with the Zoning By-Law. The more apartments you have the more lot space needed for frontage. The need for apartment units in the Town, this would add 3% to the rental stock, which is significant. The building will be in the Town Plat and have more impact on the neighbourhood, close to NBCC, shops, and meets a lot of Municipal Plan goals. Overall, the Zoning By-Law should not have a large impact on the neighbourhood. Planning best practices are moving away from more than one space per unit. The site plan has a lot of green space and reduces the impact of the development. Think it is a good project for the Town. PRAC will make the final decision but this discussion will still happen. Since this is a new building in the Town Plat, we would like Council's opinion. The Planners recommend supporting the project.*

*Council discussed the proposed 48 Augustus Street development regarding the percentage of current rental stock in town and what this proposal adds, concerns regarding 1 parking space variance, what happens with multiple car residents and winter parking, that short-term rentals cannot operate in an MR1 zoned property, and discussion on the consultation process with PRAC with foreseen questions and comments from the public. Mr. Berlenger will be presenting to Council at the July 5<sup>th</sup> Regular Council Meeting.*

*Council recommends providing support for the project with considerations to parking, additional trees, shrubs, or screening of the property with landscaping, and accessibility within the units.*

*Move forward to the Regular Council Meeting on July 5, 2021*

**Motion: Motion: xxx - 06/21**

**Moved by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

*That Council has the following recommendation concerning the proposed development at 48 Augustus Street*

**4. Southwest New Brunswick Service Commission Service Agreement for PAC 2021, PED210405**

*Move forward to the Regular Council Meeting on July 5, 2021.*

**Motion: Motion: xxx - 06/21**

**Moved by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

*That Council approves the updated version of the Land Use Planning and Building Inspection Services Agreement with the Southwest New Brunswick Service Commission for July 2021.*

**5. Amendment Z21-03 to By-Law Z21-01 Zoning By-Law First Reading, PED210605**

*Move forward to the Regular Council Meeting on July 5, 2021*

**Motion: Motion: xxx - 06/21**

**Moved by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

*That Council grant leave for first reading of Amendment Z21-03 to By-Law Z21-01, Being Zoning By-Law for the Town of Saint Andrews.*

**Motion: Motion: xxx - 06/21**

**Moved by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

*That Council sets the date of Monday, July 26, 2021 at 6:00 p.m. through Electronic Meeting for a Public Hearing of Objections to Amendment Z21-03 to By-Law Z21-01, Being Zoning By-Law for the Town of Saint Andrews.*

**Motion: Motion: xxx - 06/21**

**Moved by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

*That Council requests and obtains the views of PRAC on Amendment Z21-03 to By-Law Z21-01, Being Zoning By-Law for the Town of Saint Andrews.*

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

*CAO Spear - Explained what the Registers are as tracking mechanisms and brought forward to Council. Most of the (A) level priorities for Council will be addressed quickly.*

*Finance and Administration:*

*Financial Audit - Approved*

*Yacht Club - Bringing forward to Regular Council Meeting for dock. We have two leases, one for the Yacht Club and one for the dock.*

*Heather Curling Club - will be brought forward in September*

*Public Works:*

*Transportation Master Plan - addressing active transportation and trails probably mid to late August as part of the budget discussions. Need to decide how to go forward with the trail development.*

*5 year designated - already approved*

*Bar Road Jurisdiction - an area where converts from pavement to gravel. Been a contentious discussion on who owns the property and the responsibility to work on it. Lots of requests from the public to maintain it. Town has not taken this over and due to climate change, could be significant investments in the future. We need to establish who owns the rights. The Province has shifted the property lines to indicate that the Town now owns this disputed portion. Town limits are only to be to the ordinary high watermark. This is an artificial space added and is part of the discussion and issue. Ministers Island is outside the Town limits and we would maintain this for limited people. Always been contested from previous Councils.*

*Mayor Henderson - Province has more funds to maintain the lands and looks like this could be our land-based on the Province relining this. We need to have discussion based on this change and why is the Town paying for this.*

*Councillor Heenan - Ministers Island is a grand tourist attraction for the community. The end of that road is not in good condition. Until we settle who owns it, is it a large cost to grade the ground once every couple of weeks and if we do it, does that mean we own it?*

*Mayor Henderson - You do not alter any road you don't own and if you do you mind as well call it your own. We have had similar issues with a road in the community that was a private road. Before we do anything, we need clear clarification on this. Would Council like the Town to reach out to the Province on this and adding it on to the Town without consultation?*

*Council consensus - staff to reach out to the Province on this land and proceed. Please make a priority.*

*Public Safety:*

*By-Law Enforcement Backup - working on the wording for this. We need a backup By-Law Enforcement Officer to cover this role when someone goes ill or position vacant. Some by-laws can only be enforced by a By-Law Enforcement Officer. CAO Spear and Clerk Nopper would be listed as acting By-Law Enforcement.*

*Mayor Henderson - Please add to the meeting at the Regular Council Meeting in July.*

*Emergency Communication Agreement - Province of New Brunswick is updating the radio systems for first responders. It is a better communication system in theory and better communication between responding parties. This would provide multiple channels for coordination. Public Safety was to provide some of the equipment. The problem is it would triple our current costs and send dispatch would be out of Saint John. The agreement is actually with the Saint John Police Commission. The service looks good but the way it has been rolled out was not the best with a lack of consultation. Massive costs for the increase and no response back as to why. St. Stephen has been carrying us but not past this year. We will bring it before you at the end of July for acceptance for August. Some delays in the implementation due to COVID-19. LSD departments are not fully implemented but will be.*

*Mayor Henderson - We do not have an option and we will pay more as it is based on assessment. It is not an equitable system. We will bring it forward but I do not think we have an alternative. I think another letter needs to go to the Province.*

*Councillor Neil - This is something that is coming, and the burden is unfortunate, but the RCMP, Ambulance NB, and other departments have moved to it. We will not have an option. It is expensive but a better system overall.*

*Mayor Henderson - please confirm when St. Stephen will be switching and we will do it at the same time.*

*Business, Tourism, Heritage, Culture:*

*Vibrant Communities: Presentation August*

*Explore Saint Andrews: Presentation August*

*Recreation and Community Services*

*Discussed everything relevant*

*Planning and Economic Development:*

*Peter Corbyn - developer making a presentation on July 5th with a proposal to build some units. Documents have been sent. There is an ask from them for affordable units. 20 Additional housing units are being presented with garden homes and apartments.*

**H. NEW BUSINESS**

**1. Housing Regulations**

Recommendations

*Planner Gopen - Provided is an outline of the process of how development can be brought forward to the Council. Town staff and the Planners have built a roadmap of how the Town can be an active partner in development. Towns have leverage as a partner and get funding from the governments to help support development. We are looking for Council buy-in and support for funding. We could go to CHMC for soft-cost funding, tighten up plans, public consultation, and work on the development scheme by-law.*

*Mayor Henderson - Housing will be a priority and value in us to take time for a formal presentation and discussion later. We want to be proactive on housing and CHMC applications. Please bring this forward.*

*Councillor Heenan - I believe in red tape reduction and make the process easier. I am for it.*

*Councillor Gumushel - Wondering if any federal funding was leveraged for the subdivision?*

*CAO Spear - Typically funding is for complete unit development. The subdivision was developed roads and sell units. We have not had anything like this prior.*

**I. QUESTION PERIOD**

*1. Kevin Simmonds: I am always proud of the support the Town continues to provide in regards to festivals and new ideas. I want to thank all of the Councillors in regards to support of the Saint Andrews Craft Beer Festival and Burger Week that has the potential to become such a large event in the years to come. Thank you for your vision and support.*

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

**K. MAYOR'S COMMENTS**

*Mayor Henderson - Mr. Nopper emailed out regarding the Council priority sessions. These are arguably the most important meetings and your opportunity to provide input and direction over the next four years. I will be making contact with the portfolios and send those to each Councillor, procedural By-Law, meeting length, etc. Thank you for being engaged for 2 hours and 40 min.*

**L. CLOSED SESSION**

**M. ADJOURNMENT**

**Motion: Motion: 237 - 06/21**

**Moved by Councillor Blanchard**

**Seconded by Councillor Gumushel**

At 8:39 p.m. that the meeting be adjourned.

**Carried**

**6 - 0**



---

Brad Henderson, Mayor



Paul Nopper, Clerk

