



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

**July 26, 2021, 6:45 p.m.  
Electronic Meeting**

**A. RECORD OF ATTENDANCE**

*A Committee of Council Meeting of the Town of Saint Andrews Council was held on July 26, 2021, at 6:45 p.m. with the following members present:*

*Mayor Brad Henderson, Councillor Marc Blanchard, 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*

*Absent: Deputy Mayor Kate Akagi, Councillor Kurt Gumushel*

**B. APPROVAL OF AGENDA**

**Motion: Motion: 276 - 07/21**

**Moved by Councillor Hirtle  
Seconded by Councillor Heenan**

*That the Agenda be approved as presented.*

**Carried  
4 - 0**

**C. DISCLOSURE OF CONFLICT OF INTEREST**

*Mayor Henderson - Disclosure of Conflict of Interest under Closed Session. Councillor Neil will take Chair.*

**D. PRESENTATIONS**

**E. CORRESPONDENCE**

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

**1. Finance & Administration**

**1. Designating Council Portfolios for 2021 - 2025, FA210706**

*CAO Spear - Take off the years from motion to allow for juggling of Council appointments.*

*Council consensus. Change prior to the meeting.*

*Move to Regular Council Meeting August 3rd, 2021.*

**Motion: Motion: xxx - 07/21**

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

*That Council appoints the following members of Council to the Town of Saint Andrews portfolios for 2021 – 2025:*

- 1. Finance and Administration – Deputy Mayor Akagi*

- 2. *Public Works – Councillor Blanchard*
- 3. *Public Safety – Councillor Neil*
- 4. *Business, Tourism, Heritage, and Culture – Councillor Hirtle*
- 5. *Recreation and Community Service – Councillor Gumushel*
- 6. *Planning and Economic Development - Councillor Heenan*

**2. Strategic Priorities of Council 2021 - 2025, FA210705**

*Mayor Henderson - Please remove the question mark from Recreation and Culture from the chart.*

*CAO Spear - Would you like us to release this to the public before or after the meeting?*

*Councillor Blanchard - Under advocacy and partnerships, Climate Change Projects can we add FCM?*

*Clerk Nopper - FCM will be added and Recreation Chart updated.*

*Council consensus to release prior to the meeting and modifications to the chart.*

*Move to Regular Council Meeting August 3rd, 2021.*

**Motion: Motion: xxx - 07/21**

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

*That Council adopts the Strategic Priorities Chart dated July 17, 2021, as guiding principles for the Town of Saint Andrews from 2021 – 2025.*

**3. W.C. O'Neill Arena Facility Rates 2021, FA210708**

*Move to Regular Council Meeting August 3rd, 2021.*

**Motion: Motion: xxx - 07/21**

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

*That Council accepts the W.C. O'Neill Arena Facility Rates for 2021 – 2022.*

**4. 2018, 2019, and 2020 Municipal Governance Reports, FA210707**

*Move to Regular Council Meeting August 3rd, 2021.*

**Motion: Motion: xxx - 07/21**

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

*That Council accepts the 2018 Town of Saint Andrews Annual Report as per Local Governance Act Section 105 and Regulation 2018-54.*

**Motion: Motion: xxx - 07/21**

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

*That Council accepts the 2019 Town of Saint Andrews Annual Report as per Local Governance Act Section 105 and Regulation 2018-54.*

**Motion: Motion: xxx - 07/21**

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

*That Council accepts the 2020 Town of Saint Andrews Annual Report as per Local Governance Act Section 105 and Regulation 2018-54.*

**2. Public Works**

**3. Public Safety**

**1. Provincial Emergency Communications Agreement, PS210704**

*Council discussed the transition between the 90 days notices with St. Stephen for discontinuing 911 services. Council had concerns about the transition period and the potential gap in services. Staff will work with the Province, Saint John Board, and St. Stephen for the transition to the new mobile system to ensure no gaps in service coverage. Changes to Motion 2 instead of 90 days to put based on final transition date selected with the Province.*

*Move to Regular Council Meeting August 3rd, 2021.*

**Motion: Motion: xxx - 07/21**

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

*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.*

**Motion: Motion: xxx - 07/21**

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

*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.*

**2. Application for Noise Exemption 66 Harriet Street to By-Law 06-04, PS210706**

*Council discussed the noise exemption with questions specifically regarding parking for the event, the number of people attending, notification to residents at Alexandria Crescent, and adding a timeframe for notification to neighbouring residents. Motion to be modified to add a timeline for a response from neighbours.*

*Move to Regular Council Meeting August 3rd, 2021*

**Motion: Motion: xxx - 07/21**

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

*That Council approves the Noise Exemption Application request, under By-Law 06-04, A By-Law Concerning the Regulating of Noise in the Town of Saint Andrews, by Sarah Ross at 66 Harriet Street, for Saturday, September 4, 2021, from 4:00 p.m. – 11:00 p.m. with the following terms and conditions:*

- 1. Music must be played at low volumes between 9:00 p.m. and 11:00 pm.*

2. *No contests or activities that would necessitate excess noise occur after 9:00 p.m.*
3. *That all adjacent neighbours be notified, by the application in writing, along Harriet Street of the date and time of the event for the ability to respond to any concerns.*

**3. Amendment No. A-2 to By-Law 18-01 A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews First Reading, PS210705**

*Clerk Nopper - Noted that this is for Second Reading, not First Reading. Change before the next meeting.*

*Move to Regular Council Meeting August 3rd, 2021.*

**Motion: Motion: xxx - 07/21**

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

*That Council grant leave for First Reading of Amendment No. A-2 to By-Law 18-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews.*

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

**1. Saint Andrews Fitness Centre Proposal Dawn Dunfield, BTHC210702**

*Staff provided a brief overview of Mrs. Dunfield's proposal to operate a fitness facility and seeking the Council's direction. Staff noted that there is a \$25,000 grant for the purchase of equipment through the New Horizon for Seniors Grant obtained in 2020/2021. Council discussed the previous Request for Proposal process, how the fitness centre would relate to the physiotherapy clinic, potential partnerships, ownership of equipment, hybrid models of operation with classes, how to guarantee affordability in the community, operating timelines, and use of space in the arena for programming. It was noted that the previous RFP did not have indications of equipment to be offered for the facility from the Town. Council requested staff to release a new RFP for the process of operating a fitness centre.*

**5. Recreation and Community Service**

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

*CAO Spear - We will have a letter out this week to all tour boat operators but verbals have gone out.*

*Mayor Henderson - Perhaps a fireworks outing for tour boat operators.*

*Move to Regular Council Meeting August 3rd, 2021.*

**Motion: Motion: xxx - 07/21**

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

*That Council approves the road closure request for Saturday, August 28<sup>th</sup>, 2021 from 7:30 a.m. – 4:00 p.m. along King Street between Water Street and Queen Street for Appreciation Day events.*

**Motion: Motion: xxx - 07/21**

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

*That Council approves the closure request for Saturday, August 28<sup>th</sup>, 2021 from 4:00 p.m. – 9:30 p.m. on the Wharf for the safety of the public due to the set-up of the fireworks display for Appreciation Day events.*

**2. Indulge New Brunswick's Food and Wine Festival 2021 Requests, RCS210704**

*Move to Regular Council Meeting August 3rd, 2021.*

**Motion: Motion: xxx - 07/21**

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

*That Council approves the request for road closures for Indulge: New Brunswick's Food and Wine Festival "Taste of Saint Andrews" for Friday, October 15, 2021, from 3:30 p.m. – 9:30 p.m. with the following intersections closed to traffic:*

- a. *Water Street at Frederick Street*
- b. *Water Street at King Street*
- c. *Water Street at William Street*
- d. *Water Street at Edward Street*

*And that barricades will be supplied to the event organizers for their use.*

**Motion: Motion: xxx - 07/21**

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

*That Council approves the request from the Indulge: New Brunswick's Food and Wine Festival for "Taste of Saint Andrews" for Friday, October 15, 2021, from 5:00 p.m. – 9:00 p.m. to allow up to (5) Food Truck Vendors to participate in the festival with Terms and Conditions set by the Chief Administrative Officer.*

**3. Naming of the Bird Watching Platform, RCS210705**

*Move to Regular Council Meeting August 3rd, 2021.*

**Motion: Motion: xxx - 07/21**

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

*That Council approves the naming of the Bird Watching Platform to the Tracey Dean Bird Watching Platform.*

**6. Planning & Economic Development**

**1. Request a Refund of Permit Fees, PED210706**

*Council discussed if precedence has been set for providing Building Permit funds back to the proponent. Staff noted there has been no previous precedence for Building Permits, but noted that Rezoning and other funds have been refunded previously. Staff noted that there was a lot of administrative work to the process with multiple development agreements and views by PRAC. Staff will provide a*

report on the breakdown of the Building Permit and the costs associated with the administration for processing.

Move to Regular Council meeting August 3rd, 2021 with the staff report.

**Motion: Motion: xxx - 07/21**

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

Move that Council authorizes/does not authorize the return of a building permit fee in the amount of \$4,275.48

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

Move to Regular Council Meeting August 3rd, 2021.

**Motion: Motion: xxx - 07/21**

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

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

**3. Amendment Z21-03 to By-Law Z21-01 Zoning By-Law Second Reading, PED210605**

Clerk Nopper - Will add to the motion report Second Reading July 26, 2021.

Move to Regular Council Meeting August 3rd, 2021.

**Motion: Motion: xxx - 07/21**

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

That Council grant leave for the Third and Final Reading of Amendment Z21-03 to By-Law Z21-01, Being Zoning By-Law for the Town of Saint Andrews.

**4. Passamaquoddy Lodge Request for Town of Saint Andrews Land at Bar Road and Champlain Avenue, PED210707**

Council discussed the proposed request from the Passamaquoddy Lodge Board and had questions regarding uses of the old Lodge location, buffer space between properties, what the acreage ask is and reasons for it, if there would be additional discussion opportunities for negotiations, and potential costing for extending in-ground services. Staff noted that until full drawings are known, we can estimate between \$150,000 and \$200,000 for services. Staff noted they would get back to Council on the acreage question but noted this was for the design space for the campus-style system proposed. Staff will confirm these questions with the Passamaquoddy Lodge Board for the next meeting.

Clerk Nopper - Noted a change to the Motion Report document to remove section 2 of Motion 1 as it is represented in Motion 2.

Move to Regular Council Meeting on August 3rd, 2021.

**Motion: Motion: xxx - 07/21**

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

*That Council supports the Board of the Passamaquoddy Lodge on their pursuit for a new facility with the following terms:*

- 1. *That the Passamaquoddy Lodge has first right of refusal for a 1 year period on 12 acres of land at the corner of Bar Road and Champlain Avenue as of August 3<sup>rd</sup>, 2021.*

**Motion: Motion: xxx - 07/21**

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

*That the Town of Saint Andrews will discuss the support of the concept of the in-ground infrastructure for a 1 year period with future discussions based on cost estimates from engineers as of August 3<sup>rd</sup>, 2021.*

**5. Resolution to Cancel Jeff Holmes Development on Water Street and Zoning Back to Central Commercial, PED210604**

*Council questioned with the revetment back to Central Commercial, does the property revert back to three individual PIDs or remain as 1? Staff noted a Subdivision Agreement would need to be brought forward to move the PID's back to three separate properties versus the single property. It was brought to the attention that the current owner is selling the property as separate PID's and staff to reach out to the owner on this situation.*

*Move to Regular Council Meeting August 3<sup>rd</sup>, 2021 with planners motion.*

**Motion: Motion: xxx - 07/21**

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

*That Council supports the resolution to rezone the property at 260 Water Street, owned by Jeff Holmes, to revert from Mixed Use Zone to Central Commercial as stipulated in the Subdivision Agreement and the Community Planning Act Section 59(5) – (8).*

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

*Mayor Henderson - Future meeting with MP Williamson with regard to Council Priorities.*

*CAO Spear - Been a request by the Catholic Church parking, it will have to be a budget discussion until fall based on cost.*

**H. NEW BUSINESS**

**I. QUESTION PERIOD**

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

**K. MAYOR'S COMMENTS**

*Mayor Henderson - As we going back to green on Friday, the August Meeting will be the last one on Zoom. In September we will be back in in-person meetings. To accommodate for Zoom staff need time to get the technology in place to continue this format. There are options for meeting space, September/October for the Dining Room and in the rest of the year, at the Courthouse. What is Council's consensus? Moving to September will give staff time to make adjustments to space and accommodate for video recording.*

*Council Consensus - Host meetings in the Courthouse starting in September.*

**L. CLOSED SESSION**

*Mayor Henderson - Conflict of Interest identified and left the meeting at 9:31 p.m.*

**Motion: Motion: 277 - 07/21**

**Moved by Councillor Neil  
Seconded by Councillor Hirtle**

*At 8:19 p.m. Council move into Closed Session per the Local Governance Act, Section 68 (1)(d) the proposed or pending acquisition or disposition of lands, (j) labour and employment matters, including the negotiation of collective agreements.*

**Carried  
4 - 0**

**Motion: Motion: 278 - 07/21**

**Moved by Councillor Blanchard  
Seconded by Councillor Hirtle**

*At 9:47 p.m. that Council returns to Open Session.*

**Carried  
4 - 0**

**M. ADJOURNMENT**

**Motion: Motion: 279 - 07/21**

**Moved by Councillor Heenan  
Seconded by Councillor Blanchard**

*At 9:48 p.m. that the meeting be adjourned.*

**Carried  
4 - 0**



Brad Henderson, Mayor



Paul Nopper, Clerk – Senior  
Administrator

