



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

**August 30, 2021, 7:30 p.m.
Council Chambers at Courthouse, Frederick St., Saint Andrews**

A. RECORD OF ATTENDANCE

A Committee of Council Meeting of the Town of Saint Andrews Council was held on Monday, August 30, 2021, at 7:30 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.

Start Time: 7:42 p.m.

B. APPROVAL OF AGENDA

Motion: Motion: 326 - 08/21

Moved by Councillor Hirtle

Seconded by Councillor Heenan

That Council amends the Agenda to include the motion report PW210808 Additional Paving Request for the Town of Saint Andrews Fire Hall.

6 - 0

Carried

Motion: Motion: 327 - 08/21

Moved by Deputy Mayor Akagi

Seconded by Councillor Heenan

That the Amended Agenda be approved as presented.

6 - 0

Carried

C. DISCLOSURE OF CONFLICT OF INTEREST

Councillor Hirtle - FA210810 2021 Credit Facilities - Scotiabank and PED210808 Discussion on By-Law 21-01 Respecting Short-Term Rentals

Mayor Henderson - PW210804 By-Law 21-05 A By-Law Respecting the Stopping Up and Permanent Closure of Part of Victoria Terrace Street

Councillor Gumushel - FA210807 Extended Leave of Absence Councillor Gumushel

D. PRESENTATIONS

E. CORRESPONDENCE

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

1. Finance & Administration - Deputy Mayor Akagi

1. Extended Leave of Absence Councillor Gumushel, FA210807

Councillor Gumushel - Left 7:42 p.m.

Councillor Gumushel - Returned 7:47 p.m.

Move to Regular Council Meeting September 8, 2021

Motion: Motion: xxx - 08/21

Moved by _____

Seconded by _____

That Council approves the extended leave of absence for Councillor Kurt Gumushel from the Town of Saint Andrews from July 14, 2021 to October 22, 2021 as per the Local Governance Act Section 50(1)(g).

2. Policy for Waiving or Reducing Fees for Recreational Facilities, FA210808

Move to Regular Council Meeting September 8, 2021.

Motion: Motion: xxx - 08/21

Moved by _____

Seconded by _____

That Council approves The Town of Saint Andrews Policy for Waiving or Reducing Fees for Use of Town Owned Recreational Facilities P-21-01.

3. September 30th National Truth and Reconciliation Day, FA210809

CAO Spear - Provided information on the Federal Government declaring Truth and Reconciliation Day for September 30, 2021. It has become a federal holiday. Staff is seeking instruction from Council on how the Town would like to observe. Federal holidays generally are followed only when recorded. Many municipalities are following it due to union contracts. Within other industries, Banks are closed but schools are open. Some of the cities will be closed. Staff are not asking for it to be closed and we are working with Deputy Mayor Akagi on a learn and lunch. The Towns of St. George, St. Stephen, and Blacks Harbour are going to be closed as part of their union contracts.

Councillor Heenan - Reading from UNB, UNB will be closed on September 30th and in accordance with collective agreements and wear orange shirts and participate in Indigenous programs.

Deputy Mayor Akagi - Orange Shirt Day has been celebrated for years in memory of residential school survivors. It is important to wear an orange t-shirt that day and important to Phillis Webstad. An orange t-shirt stands out and is representative of those who attended and are missing. This is a very important day for truth and reconciliation, and I feel that it is important that these people be remembered. Every Child Matters and hope you participate on September 30th.

Council consensus to provide September 30th as a holiday to the staff of the Town of Saint Andrews and encourage a day of reflection and learning.

Motion to be brought forward to keep it official.

Move to Regular Council Meeting on September 8, 2021.

4. 2021 Credit Facilities - Scotiabank, FA210810

Councillor Hirtle left - 7:57 p.m.

Councillor Hirtle returned - 8:04 p.m.

Note on Wharf change - speak to Chris on this Section 8 8 interim funding

Modify motion to reduce the amounts read in Motions.

Move to Regular Council Meeting September 8, 2021.

Motion: Motion: xxx - 08/21

Moved by _____

Seconded by _____

Be it moved that the Council approve the Mayor or Deputy Mayor and the Chief Administrative Officer or the Assistant Treasurer are hereby authorized to borrow on behalf of the Town of Saint Andrews from the Bank of Nova Scotia from time to time by way of a promissory note a sum or sums, not exceeding any one time, two hundred and six thousand, three hundred and fifteen dollars (\$206,315.00) to meet current expenditures of the General Operating Fund and four hundred and eighty-three thousand, two hundred and twenty-five dollars (\$483,225.00) to meet current expenditures of the Utility Operating Fund of the corporation for the year 2021.

Motion: Motion: xxx - 08/21

Moved by _____

Seconded by _____

Be it moved that Council approve the Mayor or Deputy Mayor and the Chief Administrative Officer or the Assistant Treasurer to hereby be authorized to borrow on behalf of the Town of Saint Andrews from the Bank of Nova Scotia from time to time by way of promissory note, a sum or sums, not exceeding at any one time, one hundred and forty thousand dollars (\$140,000.00) towards the resurfacing of roads; not exceeding at any one time, three hundred thousand dollars (\$300,000.00) towards the reconditioning of the steel water reservoir; not exceeding at any one time, three hundred and thirty thousand dollars (\$330,000.00) towards the water and sewer main renewals on King Street and Sophia Street; not exceeding at any one time, ten thousand dollars (\$10,000.00) towards a backup water pump for the water treatment plant; not exceeding at any one time, one hundred and six thousand dollars (\$106,000.00) towards UV chamber upgrades at the water treatment plant, an aerator blower unit for the sewage lagoon, a portable generator for the lift stations, and commercial water meters; not exceeding at any one time, forty-eight thousand dollars (\$48,000.00) towards the replacement of the concrete walkway at the Arena; not exceeding at any one time, six hundred thousand dollars (\$600,000.00) towards trail improvements; and not exceeding at any one time, two million, fifty thousand dollars (\$2,050,000.00) towards the reconditioning of the steel water reservoir.

Motion: Motion: xxx - 08/21

Moved by _____

Seconded by _____

Be it moved that Council approve the acceptance of the Scotia Bank Visa Credit Card with a limit of Ten thousand dollars (\$10,000).

2. Public Works - Councillor Blanchard

1. By-Law 21-05 A By-Law Respecting the Stopping Up and Permanent Closure of Part of Victoria Terrace Street, PW210804

Mayor Henderson Left - 8:06 p.m.

Mayor Henderson Returned - 8:08 p.m.

Move to Regular Council Meeting September 8, 2021.

Motion: Motion: xxx - 08/21

Moved by _____

Seconded by _____

That Council grant leave for First Reading of By-Law 21-05, A By-Law Respecting the Stopping Up and Permanent Closure of Part of Victoria Terrace Street in the Town of Saint Andrews.

Motion: Motion: xxx - 08/21

Moved by _____

Seconded by _____

That Council sets the date of Monday, September 27, 2021 6:30 p.m. at the Courthouse at 123 Frederick Street for a Public Hearing of Objections to By-Law 21-05, A By-Law Respecting the Stopping Up and Permanent Closure of Part of Victoria Terrace Street.

2. Environment Advisory Committee Budget Requests for 2022, PW210807

3. Wharf Project Final Design and Discussion - PW210806

CAO Spear noted that the Town has completed the First Nation Consultation on the Wharf and Trail projects. The Federal Government has to sign off on the consultation process and due to the Federal Election, there are no Ministers to sign off on the consultation process. This will slow up the final processes for the Wharf but should have notification by mid-October.

Move to Regular Council Meeting September 8, 2021 for discussion.

4. Amendment to Schedule B and C to By-Law No. 18-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews for One-Way Water Street, PW210805

Motion: Motion: xxx - 08/21

Moved by _____

Seconded by _____

That Council Amends Schedule B and C to By-Law No. 18-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews to extend parking restrictions and Water Street as a one-way street until Monday, October 18, 2021.

3. Public Safety - Councillor Neil

1. Nuisance Deer Hunt 2021, PS210803

Move to Regular Council Meeting September 8, 2021.

Motion: Motion: xxx - 08/21

Moved by _____

Seconded by _____

That Council moves to request permission from the Provincial Minister of Energy and Resource Development for approval for a

2021 Nuisance Deer Hunt within the Town of Saint Andrews limits.

4. Business, Tourism, Heritage and Culture - Councillor Hirtle

5. Recreation and Community Service - Councillor Gumushel

1. Saint Andrews Outdoor Recreation and Trails Inc. Request for Funding Trail Maintenance, RCS210806

CAO Spear reported that SORTI has provided a request for funding of up to \$5,000.00 to help with the maintenance of trails. Typically, this is a budgetary item and the request is coming late for 2021. This brings up a larger conversation on trails and agreements for the maintenance. Town Council should discuss the trail crossings onto private properties and the need for formal agreements. Staff has identified areas to which funding can be found based on surpluses or use of Assistance Grants. Staff also noted that \$65,000.00 was spent on the repairs to the trail at Katy's Cove due to storm damage.

Council Heenan motioned, and Councillor Hirtle seconded for a formal motion be brought forward in the amount of \$5,000.00 for debate.

2. Trail Development Projects and Public Consultation Discussion - RCS210807

CAO Spear - Key issues, indigenous consultation is completed but on hold. We had discussed doing Cemetery Road and Katy's Cove, timing with weather may get delayed. We are going to have to do public consultation for the rest of the project. SORTI has recommendations on how they would like to design it. We will include their recommendations and will be brought forward to this Council. Traffic patterns could change depending on decisions so public consultation is needed.

Council discussed the need to have a greater conversation with SORTI to understand their asks and wants from the trail network. Council will also review the Transportation Master Plan and get information on the Coastal Link Trail. Council will have to have a working session to understand and develop the priorities of the trail before going to public consultation. Council requested a Special Meeting of Council with a presentation from SORTI and further discussion on the next steps to the trail process.

6. Planning & Economic Development - Councillor Heenan

1. By-Law 21-04, A By-Law Respecting Encroachment Upon Public Streets in the Town of Saint Andrews First Reading, PED210805

Staff noted that the Encroachment By-Law 21-04 has been developed to have a review process for the use of public rights-of-way and encroachment onto public spaces. This By-Law includes signage, extended sidewalk uses, construction uses, and placements of structures on public spaces. Currently, encroachment requests come to Council for discussion and decision. By-Law 21-04 would give the authority, under Council, for staff to approve encroachment requests on public spaces. Staff also brought up this By-Law for the protection of the taxpayers for insurance purposes.

Council discussed sandwich board signs, the permitting process, and their use for businesses. Council had concerns regarding the additional permitting process and cost for sandwich board signs that are used by businesses. Council felt that adding an additional cost and application process is onerous and needs to be reviewed. The direction was provided to staff to review the sandwich board sign

process and simplify it under the draft Encroachment By-Law 21-04. Staff will provide a report for the Regular Council Meeting outlining recommended simplification to the process. Council also directed staff to include a Public Hearing of Objections motion to the Regular Council Meeting.

Move to Regular Council Meeting September 8, 2021.

Motion: Motion: xxx - 08/21

Moved by _____

Seconded by _____

That Council grants leave for First Reading of By-Law 21-04, A By-Law Respecting Encroachment Upon Public Streets in the Town of Saint Andrews.

2. Appointment of the Planning Advisory Committee, PED210806

Mayor Henderson - Bring a shortlist of members you would like to see on PAC for discussion. Staff will send out to Council and follow up by Wednesday. Add Councillor Heenan to the list

Move to Regular Council Meeting September 8, 2021.

Motion: Motion: xxx - 08/21

Moved by _____

Seconded by _____

That Council appoint the following Citizens and Councillor to the Planning Advisory Committee for the Town of Saint Andrews:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

3. Discussion on By-Law 21-01 Respecting Short-Term Rentals, PED210808

Councillor Hirtle - Left 8:50 p.m.

Councillor Hirtle - Returned 9:02 p.m.

Council had a brief discussion on the processes that need to take place regarding moving to third reading, tabling, or defeating the motion. A negative motion cannot be brought forward for a By-Law and thus a debate must occur over the motion for the third reading. Council will have the option to pass, table, or defeat the By-Law. Council asked for additional background information to be provided to Council to review the processes that have occurred under the Short-Term Rental By-Law. The direction was given to staff to bring a motion forward for the third and final reading for debate.

Move to Regular Council Meeting September 8, 2021

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

H. NEW BUSINESS

PW2100808 Additional Paving Request Fire Hall

Staff is requesting Council discuss the opportunity to complete the paving of the Fire Hall for the 2021 season. With capital projects coming in under budget, there is funding available to complete this project, and would support the Fire Department when deploying vehicles. The front portion of the pavement was completed in the spring of 2021.

Move to Regular Council Meeting September 8, 2021.

I. QUESTION PERIOD

J. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

Councillor Heenan - Can we send a town thank you for the dragon boat event?

Mayor Henderson - We will draft the letter and debate the 0.4 seconds for overturning results.

K. MAYOR'S COMMENTS

Staff was on a mini committee on the Appreciation Day events. Lots of volunteers and town staff, Jamie Steele, Kevin Simmonds, SORTI, lots of activity going on, busy, and safe. It was nice to see everyone celebrate and thank you to the Saint Andrews Fire Department for the full day of breakfast to fireworks. Thank you for being here for our community.

L. CLOSED SESSION

Motion: Motion: 328 - 08/21

**Moved by Deputy Mayor Akagi
Seconded by Councillor Gumushel**

At 9:06 p.m. Council moves into Closed Session per the Local Governance Act, Section 68(1)(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: 329 - 08/21

**Moved by Councillor Gumushel
Seconded by Councillor Hirtle**

At 9:28 p.m. Council returned to Open Session.

**6 - 0
Carried**

M. ADJOURNMENT

Motion: Motion: 330 - 08/21

**Moved by Deputy Mayor Akagi
Seconded by Councillor Gumushel**

At 9:30 p.m. that the meeting be adjourned.

**6 - 0
Carried**

Brad Henderson, Mayor

Paul Nopper, Clerk – Senior Administrator

