



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

**September 8, 2021, 7:00 p.m.  
Council Chambers at Courthouse, Frederick St., Saint Andrews**

---

**A. RECORDING OF ATTENDANCE**

*A Regular Meeting of the Town of Saint Andrews Council was held on Wednesday, September 8, 2021, at 7:00 p.m. with the following members present:*

*Mayor Brad Henderson, Deputy Mayor Kate Akagi, Councillors Kurt Gumushel, 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*

**B. APPROVAL OF AGENDA**

**Motion: 331 - 09/21**

**Moved by Councillor Heenan**

**Seconded by Councillor Hirtle**

*That the Agenda be approved as presented.*

**6 – 0**

**Carried**

**C. DISCLOSURE OF CONFLICT OF INTEREST**

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

*Councillor Hirtle - FA210810 Credit Facilities- Scotiabank, PED 210808 Discussion on By-Law 21-01 Respecting Short-Term Rentals*

*Councillor Gumushel - FA210807 Extended Leave of Absence Councillor Gumushel*

**D. PRESENTATIONS**

**1. Kalen Mower, Town of Saint Andrews Environmental Advisory Committee Presentation for Budget Consideration 2022**

*Kalen Mower presented on behalf of the Environment Advisory Committee regarding climate risk, greenhouse gas mitigation, and climate change planning. Three goals identified are Composting, Greenhouse Gas Emissions, and preserving Green Spaces. Asking for funds for education and studies for 2022 to create strategies for the Town.*

*Council thanked Ms. Mower and the Environmental Advisory Committee regarding the well-put-together report. Council asked if the funding requested would be enough for the Compost Study and directed staff to work with the Committee to determine a funding amount to meet the request. Additionally, an application to the Environmental Trust Fund would be an option. Council highlighted that the Municipal Plan supports the requests for composting, protection of green spaces and supporting the movement towards net zero and climate change adaptation. Council requested that the Environment Advisory Committee review the potential for declaring a climate emergency and bringing a motion forward to Council.*

**E. APPROVAL OF THE MINUTES OF PREVIOUS MEETING**

1. **Minutes of the 210803 Regular Meeting of Council on August 3, 2021  
7:00 p.m.**  
**Motion: 332 - 09/21**  
**Moved by Councillor Heenan**  
**Seconded by Councillor Hirtle**  
*That the Minutes of the 210803 Regular Council Meeting on August 3, 2021 at 7:00 p.m. be adopted.*  
**6 – 0**  
**Carried**
2. **Minutes of the 210809 Special Meeting of Council on August 9, 2021  
at 6:30 p.m.**  
**Motion: 333 - 09/21**  
**Moved by Deputy Mayor Akagi**  
**Seconded by Councillor Blanchard**  
*That the Minutes of the 210809 Special Meeting of Council on August 9, 2021 at 6:30 p.m. be adopted.*  
**6 – 0**  
**Carried**
3. **Minutes of the 210830 Special Meeting of Council on August 30, 2021  
at 6:30 p.m.**  
**Motion: 334 - 09/21**  
**Moved by Councillor Heenan**  
**Seconded by Councillor Hirtle**  
*That the Minutes of the 210830 Special Meeting of Council on August 30, 2021 at 6:30 p.m. be adopted.*  
**6 – 0**  
**Carried**
4. **Minutes of the 210830 Committee of Council Meeting on August 30,  
2021 at 7:30 p.m.**  
**Motion: 335 - 09/21**  
**Moved by Deputy Mayor Akagi**  
**Seconded by Councillor Blanchard**  
*That the Minutes of the 210830 Committee of Council Meeting on August 30, 2021 at 7:30 p.m. be adopted.*  
**6 – 0**  
**Carried**

**F. COMMUNICATIONS**

- G. STAFF REPORT/FINANCIAL REPORT, PW210901, PS210902, BTHC210901, RCS210901, FA210901, PW210903, PED210901, PW210905, PW210906, PS210903, FA210902, RCS210902, FA210903**
- CAO Spear provided a staff report highlighting projects and processes from the month of August 2021. CAO Spear noted that under Finance the Town has a healthy surplus from selling the old health centre and some unbudgeted COVID-19 funding provided by the Province. Most of this funding can be placed in capital funds for future use.*

**Motion: 336 - 09/21**

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

*That Council accepts all the Staff Reports and Financial Reports as presented.*

**6 – 0**

**Carried**

**H. 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 at 7:34 p.m.*

*Council Gumushel returned at 7:36 p.m.*

**Motion: 337 - 09/21**

**Moved by** Deputy Mayor Akagi

**Seconded by** Councillor Neil

*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).*

**5 – 0**

**Carried**

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

*CAO Spear - Under ineligible activities, can we add where a fee is collected by a service provider?*

*Council consensus.*

*CAO Spear - An issue that comes up occasionally, especially in summer, there is staff time involved. Anything over and above just use of space should come back to Council.*

*Mayor Henderson - We can make this within the CAO's discretion.*

*Council consensus*

**Motion: 338 - 09/21**

**Moved by** Deputy Mayor Akagi

**Seconded by** Councillor Heenan

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

**6 – 0**

**Carried**

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

*Councillor Heenan - Just want to tell Council that the Town of Sussex passed this as a National Day.*

*Deputy Mayor Akagi - It was celebrated before as an orange t-shirt day and for residential schools. This is not new but what the government has decided to make official with its day.*

*Mayor Henderson - As a community, this is the right thing to do to acknowledge and recognize this day and the events that have occurred.*

*Deputy Mayor Akagi - Working with Judith Moses from Chamcook and was on the board for Truth and Reconciliation. We are having a solemn event on September 30th. It will happen rain or shine at the Tracey Dean Memorial Bird Platform at 5:00 p.m. at Indian Point. It will be a walk and fee will be offering that will be donated to the St. Stephen University to develop a new class on reconciliation. There will be an opening, smudging, discussions on truth and reconciliation, and baskets to collect donations. We plan on placing a flower at the bird platform for residential school souls, two minutes of silence and a walk around the point. We will ask to leave in silence. We thank everyone that will come and encourage everyone to come and provide their remembrance. Please wear an orange shirt and we would like a sea of orange.*

**Motion: 339 - 09/21**

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

*That Council adopts the newly formed National Day for Truth and Reconciliation on September 30th in the Town of Saint Andrews for the purposes of learning and reflection.*

**6 – 0**

**Carried**

**4. 2021 Credit Facilities - Scotiabank, FA210810**

*Councillor Hirtle left at 7:49 p.m.*

*Councillor Hirtle returned at 7:57 p.m.*

*Council asked if \$10,000 was sufficient for the credit card for Town Staff. Staff noted \$10,000 is a sufficient and is on one card held by the Chief Administrative Officer.*

**Motion: Motion: 340 - 09/21**

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

*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*
- *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.*

**5 – 0**

**Carried**

**Motion: 341 - 09/21**

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

*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 a 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.*
- *Three hundred thousand dollars (\$300,000.00) towards the reconditioning of the steel water reservoir.*
- *Three hundred and thirty thousand dollars (\$330,000.00) towards the water and sewer main renewals on King Street and Sophia Street.*
- *Ten thousand dollars (\$10,000.00) towards a backup water pump for the water treatment plant.*
- *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.*
- *Forty-eight thousand dollars (\$48,000.00) towards the replacement of the concrete walkway at the Arena.*
- *Six hundred thousand dollars (\$600,000.00) (including \$200,000 of interim funding) towards trail improvements.*
- *Two million, fifty thousand dollars (\$2,050,000.00) (including \$750,000 of interim funding) towards the reconditioning of the steel water reservoir.*

**5 – 0**  
**Carried**

**Motion: 342 - 09/21**

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

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

**5 – 0**  
**Carried**

**2. Public Works - Councillor Blanchard**

**1. Additional Paving Request for the Back of the Saint Andrews Fire Hall for 2021, PW210808**

**Motion: 343 - 09/21**

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

*That \$40,000 be allotted from the 2021 Paving budget to replace the back portion of the parking lot and driveway of the Saint Andrews Fire Department.*

**6 – 0**  
**Carried**

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

*Mayor Henderson left at 7:59 p.m.*

*Mayor Henderson returned at 8:04 p.m.*

*Deputy Mayor Akagi read for the First Time in full.*

**Motion: 344 - 09/21**

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

*That Council grant leave for the 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.*

**5 – 0**

**Carried**

**Motion: 345 - 09/21**

**Moved by Councillor Blanchard**

**Seconded by Councillor Heenan**

*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.*

**6 – 0**

**Carried**

**3. Wharf Project Final Design and Discussion - PW210806**

*Staff provided an update on the next steps of the Wharf design. Staff met with the engineers in early September to discuss the processes, timelines, Wharf accesses for the summer, and design steps. Staff will be meeting with the engineers in early October to review what the engineers have come up with and will provide feedback to Council. It was noted the design will remain the concrete style wharf with 128 meters of the current Wharf to be replaced. The engineers wanted to review the consideration for working through winters and how that would affect the concrete pouring and if it is even practical.*

*Council brought up the new United Nations report on climate change and asked the staff if the work proposed will be sufficient to meet these needs. Council also indicated that we would have to look at how to protect the whole shoreline and downtown Water Street as climate change continues. Staff noted the request to review the United Nations report and will speak to the engineers on the process. Staff noted that the Wharf project would be two-phased to get to the heights determined in the Climate Change Adaptation report from 2018.*

**3. Public Safety - Councillor Neil**

**1. Nuisance Deer Hunt 2021, PS210803**

**Motion: 346 - 09/21**

**Moved by Councillor Neil**

**Seconded by Councillor Heenan**

*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.*

**6 – 0**

**Carried**

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

**5. Recreation and Community Services - Councillor Gumushel**

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

*Council asked the staff if there is funding available to meet the request? Staff noted with the surplus for 2021 the Town can find the \$5,000 to support the request. Staff noted they will make contact with SORTI and discuss with them future requests and that they should come at budget time for proper budgeting. This has been a similar*

*request over the last several years and staff can put a line in the budget for funding trail maintenance through SORTI.*

**Motion: 347 - 09/21**

**Moved by Councillor Gumushel**  
**Seconded by Councillor Heenan**

*That Council moves to support the funding request from the Saint Andrews Outdoor Recreation and Trails Inc. for trail maintenance projects for up to \$5,000.00 for 2021.*

**6 – 0**

**Carried**

**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**

*Council asked for a follow-up to the request for a review of signs, use of space in front of businesses, and if businesses will need to apply and pay for an additional permit.*

*Staff indicated that a solution was developed identifying the 1 meter of space in front of businesses that would be allowed for Typical Uses without the need for an additional permit process. Typical Uses include sandwich board signs, display rack, and small tables. Staff noted if signage is to be placed outside these limits, an application would need to be submitted. In addition, staff developed a streamline for sign and encroachment applications in which this can be combined into one application and reviewed through the Southwest New Brunswick Service Commission. This would eliminate duplication of review and permit costs.*

*Mayor Henderson read for the First Time by title.*

**Motion: 348 - 09/21**

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

*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.*

**6 – 0**

**Carried**

**Motion: xxx - 09/21**

**Moved by Councillor Heenan**  
**Seconded by Councillor Neil**

*That Council sets the date of Monday, September 27, 2021, at 6:45 p.m. at the Courthouse at 123 Frederick Street for a Public Hearing of Objections to By-Law 21-04, A By-Law Respecting Encroachment Upon Public Streets in the Town of Saint Andrews.*

**Motion: 349 - 09/21**

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

*That Council Table the setting of the date for a Public Hearing of Objection to By-Law 21-04 until after Second Reading.*

**6 – 0**

**Carried**

- 2. Appointment of the Planning Advisory Committee, PED210806**  
*Council acknowledged and thanked all the citizens who submitted their name for the Planning Advisory Committee and encourage those that were not selected to put their name in for a future Committee of Council. There were several strong candidates, and it was a tough decision to select the six representatives from our community.*

**Motion: 350 - 09/21**

**Moved by Councillor Heenan**

**Seconded by Councillor Neil**

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

1. Councillor Lee Heenan
2. Chris Flemming
3. Dwight Ingalls
4. Jeff Cross
5. Jill Stewart
6. Kevin Simmonds
7. Jenny Cook

**6 – 0**

**Carried**

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

*Councillor Hirtle left at 8:40 p.m.*

*Councillor Hirtle returned at 8:52 p.m.*

*Council discussed the three options of defeating, tabling or passing By-Law 21-01 in its current format. Council identified that there are a number of aspects they liked about the By-Law but noted areas that could be improved. In addition, Council noted that they had not participated in the consultation process as this By-Law was created within the last Council's mandate and that further public consultation is needed before pursuing this By-Law. Council discussed some letters that have been submitted due to issues between neighbours and short-term rental units and that there is still a place for the development of a By-Law in the future. Council acknowledged the hard work of staff to develop the version of the By-Law and understand the time it took to complete consultations.*

**Motion: 351 - 09/21**

**Moved by Councillor Heenan**

**Seconded by Councillor Blanchard**

*That Council grants leave for the Third and Final Reading of By-Law 21-01, A By-Law Respecting Short-Term Rental Properties in the Town of Saint Andrews.*

**5 – 0**

**Defeated**

- I. NEW BUSINESS
- J. QUESTION PERIOD
- K. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS



*Councillor Heenan - I find the reports from staff detailed and have to say they are a pleasure to read. Thank you to the staff. There are good relationships are built and proud of the staff for what they do. Thank you.*

*Councillor Gumushel - I echo those comments and in the not-so-distant past, we used to read through all those meeting notes.*

*Deputy Mayor Akagi - Thank you to CHCO for being here tonight and working with the Town.*

**L. MAYOR'S COMMENTS**

*Mayor Henderson - Thank you CHCO this level of production is amazing and appreciate your presence. I echo comments on staff reports and the way our Public Works completes projects.*

**M. CLOSED SESSION**

**N. ADJOURNMENT**

**Motion: 352 - 09/21**

**Moved by Deputy Mayor Akagi**

**Seconded by Councillor Heenan**

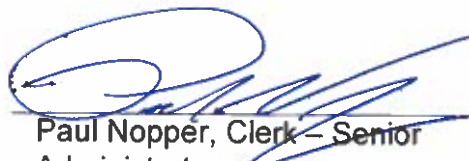
*At 8:56 p.m. that the meeting be adjourned.*

**6 – 0**

**Carried**



Brad Henderson, Mayor



Paul Nopper, Clerk – Senior  
Administrator

