



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

**October 25, 2021, 7:15 p.m.  
Electronic Meeting**

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**A. RECORD OF ATTENDANCE**

*A Committee of Council Meeting for the Town of Saint Andrews Council was held on Monday, October 25, 2021, at 7:27 p.m. with the following members present:*

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

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

**B. APPROVAL OF AGENDA**

*Mayor Henderson - Addition of a Closed Session under the Local Governance Act, Section 68(1)(c) information that could cause financial loss or gain to a person or other local government or could jeopardize negotiations leading to an agreement or contract.*

**Motion: Motion: 390 - 10/21**

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

*That Council Amend the Agenda to include a Closed Session under 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: 391 - 10/21**

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

*That the Amended Agenda be approved as presented.*

**6 – 0**

**Carried**

**C. DISCLOSURE OF CONFLICT OF INTEREST**

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

**D. PRESENTATIONS**

**E. CORRESPONDENCE**

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

1. **Finance & Administration**

1. **Approval of the 2022 Town of Saint Andrews Budget, FA211007**

CAO Spear - Dollar figures will be input for the Regular Council Meeting. Final modifications are being completed on the budget for presentation on October 27, 2021.

Move to Regular Council Meeting November 1.

**Motion: Motion: xxx - 10/21**

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

That Council approves the 2022 General Operating & General Capital Budget for the Town of Saint Andrews, as well as the projections for the same for 2023 – 2026 be approved;

And that, the 2022 General Operating Fund Budget totals \$\_\_\_\_\_ including a Tax Warrant of \$\_\_\_\_\_ based on a mill rate of \$1.2000 for each \$100 of assessment. Council orders and directs the levying by the Minister of Local Government and Local Governance Reform of said amount on Real Property liable to taxation under the Assessment Act within the Town of Saint Andrews.

That the General Capital Projects in the 2022 Budget be funded by \$\_\_\_\_\_ from the General Operating Fund, \$\_\_\_\_\_ from long-term borrowings, \$\_\_\_\_\_ from Government Grants, and \$\_\_\_\_\_ from the General Capital Reserve Fund.

**Motion: Motion: xxx - 10/21**

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

That Council approves the 2022 Utility Operating Fund Budget consisting of a total revenue of \$\_\_\_\_\_ and total expenditures of \$\_\_\_\_\_.

That the Utility Capital Projects for the 2022 Budget be funded by \$\_\_\_\_\_ from the Utility Operating Fund and \$\_\_\_\_\_ from long-term borrowing.

**2. Discussion on Amendment No. 2 to By-Law 16-03 A  
Procedural By-Law for the Town of Saint Andrews - FA211006**

Clerk Nopper - Brought forward the report on Amendment No 2. to By-Law 16-03 noting it should be Amendment 3 and will be changed. The report covered suggested changes to the Regular Council Meetings, Special Council Meetings, Committee of Council Meetings, processes of the Mayor and Deputy Mayor, and changes to By-Law processes. CAO Spear provided additional clarity to the suggested changes presented to Council.

Council discussed the changes presented to them in the report. Council agreed to have two Regular Meetings scheduled in the month would allow for more debate, opportunities to rapidly bring public information forward to Council, and establish clear schedules for meetings that provide consistency for the public, staff, and Council. Council suggested word changes to the setting of Agendas to include the Clerk, Mayor, and Chairs of the Committee Portfolios and to the new Committee Meeting structure where a meeting may happen instead of shall depending on the necessity of a meeting and provide flexibility to all participants. Council asked if the meetings would still be publicized and if CHCO TV would be still streaming.

Staff noted these meetings would still be publicly advertised and continue working with CHCO TV to ensure additional broadcasting to the public. Staff advised Council that this By-Law would take three reading and there was time to provide any additional changes or commentary to this document.

Move to Regular Council Meeting November 1 with changes suggested.

**2. Public Works**

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

Mayor Henderson declared a conflict on this item.  
Mayor Henderson left at 7:45 p.m.  
Mayor Henderson returned at 7:47 p.m.

Move to Regular Council Meeting November 1.

**Motion: Motion: xxx - 10/21**

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

That Council grant leave for the Third and Final 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.

**2. Discussion on Downtown One-Way Water Street and the Wharf for the 2021 Season, PW211003**

Clerk Nopper - Noted that it is important to poll the community on the recent one-way street and wharf functions for 2021. The feedback received will help Council make decisions on the 2022 season. It was noted before the surveys are released that staff will allow Council to review and add any additional questions and provide commentary on the survey.

Council wants to move forward with this.

**3. Discussion on End of Bar Road Jurisdiction, PW211004**

Clerk Nopper - Provided an overview of the process that staff took to identify the jurisdiction on Bar Road. The property owner has been determined to be the Department of Natural Resources and Energy Development. During discussions, staff noted that the Town was only interested in completing minor work to the end of Bar Road including fixing potholes and grading, and not on major repairs like a sea wall. To complete work on the section of Bar Road the Town would have to sign into a Licence of Occupation permit at a cost of \$825.00. Staff asked Council for direction on how they would like to proceed.

Council discussed options for the jurisdiction and management of Bar Road. It was noted that Ministers Island is a key tourism attraction and keeping access to this in good condition is a reasonable measure. Council discussed the Licence of Occupation and noted to pursue this as it would give a document to the Town stating who owns the property. This would ensure the Town is not taking liability on a property that is not owned by the Town. Staff was directed to pursue the permit and repair the end of Bar Road.

**3. Public Safety**

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

- 1. **By-Law 21-06, A By-Law of the Town of Saint Andrews to Impose a Special Business Improvement Levy for 2021 for Second Reading, BTHC211002**

*Move to Regular Council Meeting November 1.*

**Motion: Motion: xxx - 10/21**

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

*That Council grants leave for Second Reading of By-Law 21-06, A By-Law of the Town of Saint Andrews to Impose a Special Business Improvement Levy for 2022 in the Town of Saint Andrews.*

**5. Recreation and Community Service**

**6. Planning & Economic Development**

- 1. **By-Law 21-04, A By-Law Respecting Encroachment Upon Public Spaces in the Town of Saint Andrews Third and Final Reading, PED210805**

*Move to Regular Council Meeting November 1.*

**Motion: Motion: xxx - 10/21**

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

*That Council grants leave for Third and Final Reading of By-Law 21-04, A By-Law Respecting Encroachment Upon Public Spaces in the Town of Saint Andrews.*

- 2. **Amendment Z21-04 to Zoning By-Law Z21-01 First Reading, PED211004**

*Planner Gopen - Gave an overview of the changes to the Zoning By-Law Z21-04 with changes to parking requirements, MR1 and MR2 zones. It was noted that staff will discuss additional changes and that movement to first reading is not recommended at this time.*

*Council agreed with Planner Gopen and that the By-Law does not move to the Regular Council Meeting on November 1st.*

**Motion: Motion: xxx - 10/21**

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

*That Council grant leave for First Reading of Amendment Z21-04 to Zoning By-Law Z21-01 for the Town of Saint Andrews.*

- 3. **Amendments to the Planning Advisory Committee Policies for the Town of Saint Andrews, PED211005**

*Move to Regular Council Meeting November 1.*

**Motion: Motion: xxx - 10/21**

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

*That Council accepts the amended Document, "PAC Saint Andrews Operating Rules and Procedures- Revised October 21, 2021".*

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

**H. NEW BUSINESS**

**I. QUESTION PERIOD**

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

**K. MAYOR'S COMMENTS**

**L. CLOSED SESSION**

**Motion: Motion: 392 - 10/21**

**Moved by Councillor Blanchard**

**Seconded by Councillor Hirtle**

*At 8:07 p.m. that Council move into Closed Session under 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: 393 - 10/21**

**Moved by Councillor Hirtle**

**Seconded by Councillor Neil**

*At 9:04 p.m. that Council returned to open session.*

**6 – 0**

**Carried**

**M. ADJOURNMENT**

**Motion: Motion: 394 - 10/21**

**Moved by Deputy Mayor Akagi**

**Seconded by Councillor Gumushel**

*At 9:04 p.m. that the meeting be adjourned*

**6 – 0**

**Carried**



Brad Henderson, Mayor



Paul Nopper, Clerk – Senior  
Administrator

