



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

**November 22, 2021, 6:30 p.m.  
Electronic Meeting**

**A. RECORDING OF ATTENDANCE**

*A Special Meeting of the Town of Saint Andrews Council was held on Monday, November 22, 2021, at 6:30 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.*

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

**B. APPROVAL OF AGENDA**

**Motion: 420 - 11/21**

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

*That Council amends the Agenda to include a discussion on the New Brunswick Local Governance Reform White Papers under New Business.*

**6 – 0**

**Amended**

**Motion: 421 - 11/21**

**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**

**D. PRESENTATIONS**

**1. Alexander Gopen, Senior Planner, Southwest New Brunswick Service Commission Presentation on By-Law Z21-04, Being a Zoning By-Law for the Town of Saint Andrews**

Planner Gopen - provided an overview presentation on Zoning By-Law Z21-04 Repeal and Replace for major changes.

- Accessory Dwelling Units - currently 645 sq. ft. limited. Accessory structure's maximum is 904 sq. ft. The proposal is to increase the ADU to a maximum of 904 sq. ft. No change to accessory structure size. Increase options for accessory structures while maintaining visual character.
- Townhouse Standards - Current standards are restrictive with 8 metre widths and 5 metre front yards. The proposal is to bring these standards in line with other communities to allow other smaller ownership options for a home.

- MR2 Zone - High density multiple residential and only development so far is Anchors Landing apartment building. MR2 was created for this development and is currently restrictive. Current developments have lots of large yards and could have more density. The proposal is to use density controls versus per unit development. There would still be limitations to density including parking. Only one MR2 property is zoned in town that is not developed. If a developer wants to have an MR2 zone they will need to do so through rezoning and control will be with Council. There is still an MR1 zone with restrictions and have a per-unit density.
- These changes are tied in with the Municipal Plan concepts for densification, active transportation, reduction of emissions, etc.
- Next Step - Council consensus on changes. Planners can edit and make the changes. 1st reading in January, second reading in February, Public Hearing of Objections, and views of PAC, and third reading for March. Saving and exempting allow amendments to proceed that will be coming before the By-Law moves through the reading process.

*Council discussed the modifications to the parking requirements for apartments. By reducing the size of parking spaces from 1.25 to 1 will help developers with smaller properties to design structures with appropriate parking for densification. Council also discussed the Accessory Dwelling Unit gross floor size and noted it is for the total gross floor area not per storey.*

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

### **1. Council Meetings December 2021 – January 2022, FA211105**

*Council consensus on the process for meetings moving forward for the end of 2021 and into the new year of 2022.*

### **2. Environmental Trust Fund Application 2022 - 2023, PW211107**

*Mayor Henderson - These motions were both the preferred requests from the Environment Committee.*

#### **Motion: 422 - 11/21**

**Moved by Councillor Blanchard**  
**Seconded by Councillor Gumushel**

*That Council moves to support the application to the Environmental Trust Fund 2022 - 2023 for a Feasibility Study of the Town of Saint Andrews Municipal Fleet to convert to electric or alternative fuel sources over the next 10 years.*

**6 – 0**

**Carried**

#### **Motion: 423 - 11/21**

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

*That Council moves to support the application to the Environmental Trust Fund 2022 - 2023 for a Residential Compost Pilot Project to divert 50% of the organic compostable waste from the regional landfill using closed-loop indoor composters.*

**6 – 0**

**Carried**

### **3. RFP Fitness Centre Discussion, RCS210805**

*CAO Spear updated Council on the RFP process for the Fitness Centre. No RFPs were received during the process even with the New Horizon for Seniors Grant incentive for equipment. Staff is currently working on a*

*Recreation Director position for the Town as part of the new agreement with the Southwest New Brunswick Service Commission. Staff is seeking direction from Council on how to move forward with the fitness centre.*

*Council discussed options of operation of the fitness centre including speaking to previous proponents that submitted plans before the RFP, seeing if the new Recreation Director can operate the facility, or looking at offering classroom for programming versus equipment. Council asked staff about how funding can be spent from the grant. Staff noted that funding is limited to equipment purchases and if not spent would need to be provided back to the funding partner. Council discussed an option of potentially working with the High School for a class to be developed for a fitness centre operation, but this would need to be pursued. Council directed staff to hold off on the fitness centre until the Recreation Director was hired and to work with Councillor Hirtle and Councillor Gumushel on the potential set up of the fitness centre.*

#### **4. Trail Review 2021/2022, RCS211103**

*CAO Spear - provided a presentation on the trail discussion.*

##### *Proposed Project*

- *\$1.5 million in investment with \$1.2 million funded by partners.*
- *Original submission by partner SORTI.*

##### *Next Steps*

- *Looking for direction on the preferred route from Council.*
  - *public consultation.*
  - *consult with SORTI and Coastal Link.*
- *Provide feedback to funding partner(s).*
- *Where needed, begin a discussion with landowners on crossing properties.*
- *Design and construction for 2022/2023.*

##### *Trail Options*

- *Not exhaustive.*
- *Mostly are publicly known and discussed.*

*Map provided for Option #1 - Brandy Cove Road - pulverize existing asphalt, replace with 3 metres of asphalt and 1 metre of gravel shoulder. One option is to ask Huntsman for permission to cross property with the trail to keep it off the street.*

*Map provided for Option #2 - Quoddy Shore Trail Loop - have a recreational easement along trail bed at the end of Katy's Cove Causeway. CBCL noted a straight trail and switchback option to make it accessible. Under both scenarios, most funds are used, \$1.2 - \$1.4 million. This would be a challenge to spend all the funds on this.*

*Map provided for Option #3 - Prince of Wales - original estimate was \$1.1 million, allowing storm drainage and asphalt trail. Lot of trees will be lost for this process. It would be on the right side of the road to be in line with the trail and the elementary school uses this for exercise.*

*Map provided for Option #4 - Katy's Cove to Cemetery Road - This has been discussed and would go along the route to the water and up through Harry Mallory Sports field. There is interest from SORTI for an alternate route due to accessibility and mobility. This needs to be discussed with the Algonquin.*

*Map provided for Option #5 - Bar Road to Cornelia - up through Rose Lane along with private property. There is a significant cost to this and our concern or piece of advice, this loop does not get a great amount of traffic at this point. Could be too far off the route. The council may want to consider this for use. It has a significant cost and private landowner negotiations. Currently, with the reshaping of the road, we own to the edge of the ditch. Issues with telephone poles.*

*Estimated Costs*

- *Brandy Cove Road \$200,000*
- *Quoddy Shore Loop \$1,200,000*
- *Prince of Wales \$455,000 - \$1,014,000*
- *Cemetery Road \$262,000*
- *Bar Road \$470,000*

*Staff is seeking direction on how the Council wishes to proceed and to what level of public consultation is needed.*

*Council discussed the trail options presented by CAO Spear. Council supported Brandy Cove Road, Cemetery Road, and Bar Road to pursue trail options to help complete the loop of the community. Staff was directed to work with landowners to get agreements in place to build the trail network. Staff was also directed to continue looking at the Quoddy Shore option and further reviewing Prince of Wales Street options. Council also noted for staff to review the safety of crossing Highway 127 at Marine Science Drive for the trail connections.*

**F. NEW BUSINESS**

**1. Local Governance Reform**

*Mayor Henderson spoke to the Council on the recent release of the Province of New Brunswick's White Papers on Local Governance Reform and to address two concerns regarding the document. Council discussed the Tourism Accommodation Levy and the impact of a new economic development/tourism position that will be developed through the Southwest New Brunswick Service Commission. Concerns were addressed regarding how the structure of the tourism sector will be formed if funding from the levy will have to go to support regional tourism, and how our newly formed Destination Marketing Organization will be affected. Council also discussed the weighted voting process at the Southwest New Brunswick Service Commission and how two out of 9 municipalities will have 55% of the vote and can out vote the rest of the municipalities. Council had consensus on these issues and a letter would be sent to Minister Allain, Local Governance and Local Government Reform on these issues to be addressed. Council briefly discussed a program called PACE, which would allow residents to purchase green energy products and have the payments spread over time through their property taxes. This is a program that is used in other provinces in Canada and should be pursued by the Province of New Brunswick.*

**G. QUESTION PERIOD**

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

**I. MAYOR'S COMMENTS**

**J. CLOSED SESSION**

**Motion: 424 - 11/21**

**Moved by Councillor Gumushel**

**Seconded by Councillor Hirtle**

*At 8:08 p.m. Council move into a 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: 425 - 11/21**

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

*At 8:42 p.m. that Council returns to open session.*

**6 – 0**  
**Carried**

**K. ADJOURNMENT**

**Motion: 426 - 11/21**

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

*At 8:43 p.m. that the meeting be adjourned.*

**6 – 0**  
**Carried**



Brad Henderson, Mayor



Paul Nopper, Clerk – Senior  
Administrator

