



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

**January 10, 2022, 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 Monday, January 10, 2022, at 7:02 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, Vivian Peng, Junior Planner, Southwest New Brunswick Service Commission.

B. APPROVAL OF AGENDA

Motion: Motion: 003 - 01/22

Moved by Councillor Hirtle

Seconded by Councillor Heenan

That the Agenda be approved as presented.

6 – 0

Carried

C. DISCLOSURE OF CONFLICT OF INTEREST

1. **Mayor Henderson - Amendment By-Law Z21-04, 603366 N.B. LTD, Van Horne Garden Homes, Rezoning for PID 01326081 Second Reading, PED211102**
2. **Mayor Henderson - Amendment By-Law Z21-06 to Zoning B-Law Z21-01 for Nanobreweries Second and Third Reading, PED211204**
3. **Councillor Blanchard - Amendment By-Law Z21-05, Rezoning of PID 15036031 for Belmax Inc. PID 15036031 Second Reading, PED211103**

D. PRESENTATIONS

E. CORRESPONDENCE

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

1. Finance & Administration

1. **Amendment No. 3 to By-Law 16-03 A Procedural By-Law for the Town of Saint Andrews Third Reading - FA211006**

Move forward to Regular Council Meeting.

Motion: xxx - 01/22

Moved by _____

Seconded by _____

That Council grants leave for Third and Final Reading to Amendment No. 3 to By-Law 16-03, A Procedural By-law for the Organization and Operation of the Council of the Town of Saint Andrews.

2. Public Works

1. Setting Greenhouse Gas Emissions Target for the Town of Saint Andrews, PW220102

Move forward to Regular Council Meeting.

Motion: xxx - 01/22

Moved by _____
Seconded by _____

That Council sets the Greenhouse Gas Emissions reduction target of 30% below 2020 levels by 2030 or 202.56 tCO₂e for the Greenhouse Gas Mitigation Plan and Energy Study for the Town of Saint Andrews being completed by the Eastern Charlotte Waterways.

2. Staff Report One-Way Water Street Survey Results Summer of 2021 - PW220101

3. Public Safety

4. Business, Tourism, Heritage and Culture

1. Tourism Accommodation Levy 2022 Budget Approval, BTHC220101

Move forward to Regular Council Meeting.

Motion: xxx - 01/22

Moved by _____
Seconded by _____

That Council approves the Tourism Accommodation Levy Board/ExploreStAndrews budget for 2022.

5. Recreation and Community Service

1. Saint Andrews Outdoor Recreation and Trails Inc. Request for Exercise Course Location, RCS220101

Mayor Henderson - Put the location at Indian Point Park for the motion for discussion and debate by Council at the Regular Council Meeting.

Move forward to Regular Council Meeting as amended.

Motion: xxx - 01/22

Moved by _____
Seconded by _____

That Council recommends _____ location for the installation of the Saint Andrews Outdoor Recreation and Trails Inc. outdoor exercise course for Saint Andrews upon written agreement with any 3rd party landowners.

Motion: xxx - 01/22

Moved by _____
Seconded by _____

That Council instructs staff to come up with a written agreement on the ongoing operations and improvement of the Outdoor Exercise Park with SORTI for Council approval prior to initial construction.

6. Planning & Economic Development

1. Housing Development Review Options for Council Discussion, PED220104

CAO Spear - provided an overview of the staff report on housing developments in the community. Council budget \$1.8 million to do projects. Half of the funds are to be recovered through development. Council has \$900,000 in funds to work with. There are multiple projects put forward for requests for services including Victoria Terrace, Van Horne Garden Homes, Passamaquoddy Lodge, Champlain Village, and the New Brunswick Community College (NBCC) project. CAO Spear provided an overview of an excel spreadsheet outlining the developments, the number of units, estimated assessment increases, annual taxes, financial requests, and payback over years. Council asked if there are any available Federal government funds to support the developments and if there was a potential to relocate the Public Works yard for more development. CAO Spear noted that there are funds under the Canadian Mortgage and Housing Corporation (CMHC) that can be applied for. The process can take up to 8 months before a reply. Staff recommends the pursuit of funds from CMHC for the NBCC project as this would help to bring costs of construction down for affordable housing. Private developers may not be willing to wait that long. Council noted that CMHC funding can help to cover upwards of 80% of costs for infrastructure. If successful, development costs can be reduced for the project. Council thanked the staff for the creation of the report outlining the development options available to the Council. Council acknowledged that decisions would have to be made on development and for staff to release the development document to Council with a ranking system for Council to select their top priority projects and submit back to staff for analysis. This will help determine the next steps and the direction Council would like to pursue. CAO Spear asked Council if they wanted shared service costs or have all costs for servicing to properties on the Town, specifically Victoria Terrace and Van Horne Garden Homes, as they anticipate being shovel ready by the spring of 2022. Council noted they will rank the developments and continue the discussion accordingly. Council and staff acknowledged that the Passamaquoddy Lodge is a separate project for consideration and should not be included in the scoring matrix for housing development.

2. Amendment By-Law Z21-04, 603366 N.B. LTD, Van Horne Garden Homes, Rezoning for PID 01326081 Second Reading, PED211102

Mayor Henderson left at 7:47 p.m.

Mayor Henderson returned at 7:49 p.m.

Move forward to Regular Council Meeting

Motion: xxx - 01/22

Moved by _____

Seconded by _____

That Council gives leave for Second Reading to Amendment By-Law Z21-04 to the Town of Saint Andrews Zoning By-Law Z21-01 for the rezoning of PID 01326081 for 603366 N.B. LTD Van Horne Garden Homes from Estate Residential Zone to Multiple Residential 1 Zone.

3. Amendment By-Law Z21-05, Rezoning of PID 15036031 for Belmax Inc. PID 15036031 Second Reading, PED211103

Councillor Blanchard left at 7:49 p.m.

Councillor Blanchard returned at 7:51 p.m.

Move forward to Regular Council Meeting

Motion: xxx - 01/22

Moved by _____
Seconded by _____

That Council tables Amendment By-Law Z21-05 to the Town of Saint Andrews Zoning By-Law Z21-01 for the rezoning of PID 15036031 for Belmax Inc. from Estate Residential Zone to Multiple Residential 2 Zone.

4. Amendment By-Law Z21-06 to Zoning B-Law Z21-01 for Nanobreweries Second and Third Reading, PED211204

Mayor Henderson left at 7:52 p.m.

Mayor Henderson returned at 7:54 p.m.

Mayor Henderson left at 8:02 p.m.

Mayor Henderson returned at 8:08 p.m.

Council asked if we are changing the content to nanobrewery why not change it to microbrewery? Why are there restrictions on this concept? Planner Gopen noted that this was discussed initially during the development of Zoning By-Law Z21-01. Microbreweries are generally located in industrial parks and based on litres of volume while nanobreweries are more conducive to being part of downtowns and based on square footage with taprooms. Changing the name can occur in the future but the staff are hesitant to make the change to the new proposed Zoning By-Law Z22-01. If Council wants to take a different direction with the name, staff will bring this forward through the By-Law process.

Move forward to Regular Council Meeting.

Motion: xxx - 01/22

Moved by _____
Seconded by _____

That Council grants leave for Second Reading of Amendment By-Law Z21-06 to the Town of Saint Andrews Zoning By-Law Z21-01 regarding a text amendment for nanobreweries.

Motion: xxx - 01/22

Moved by _____
Seconded by _____

That Council grants leave for Third and Final Reading of Amendment By-Law Z21-06 to the Town of Saint Andrews Zoning By-Law Z21-01 regarding a text amendment for nanobreweries.

5. Amendment MP 20-04 to Municipal Plan MP 20-01 for Rezoning of Kingsbrae Arms Inc. First Reading, PED220102

CAO Spear - The Planners should plan or before the motion to give a quick presentation on the development. Add to the presentation section of the Regular Council Meeting Agenda.

Move forward to Regular Council Meeting.

Motion: xxx - 01/22

Moved by _____
Seconded by _____

That Council grant leave for First Reading of Amendment MP 20-04 to Municipal Plan MP 20-01 for Cathy Diane Lewis, 722892 N.B. Ltd. Kingsbrae Arms Inc. PID01323328, 15097058, and 15159544, 219 King Street move from Residential designation to Commercial designation on the Generalized Future Land Use Map First Reading.

Motion: xxx - 01/22

Moved by _____
Seconded by _____

That Council sets the date of Monday, January 31st, 2022 at 6:30 p.m. through electronic meeting for a Public Presentation, as per Section 25 of the Community Planning Act, on Amendment MP 20-04 to the Town of Saint Andrews Municipal Plan MP 20-01 for Cathy Diane Lewis, 722892 N.B. Ltd. Kingsbrae Arms Inc. PID 01323328, 15097058, and 15159544 219 King Street move from Residential designation to Commercial Designation on the Generalized Future Land Use Map.

6. Amendment Z21-07 to Zoning By-Law Z21-01 Rezoning Kingsbrae Arms First Reading, PED220101

Planner Peng - One part of the motion is for rezoning the other is a text amendment to propose licenced premises of a secondary use for a hotel.

Move forward to Regular Council Meeting.

Motion: xxx - 01/22

Moved by _____
Seconded by _____

That Council grant leave for First Reading to Amendment Z21-07 to the Town of Saint Andrews Zoning By-Law Z21-01 for Cathy Diane Lewis, 722892 N. B. Ltd. Kingsbrae Arms Inc. PID 01323328, 15097058, and 15159544, 219 King Street, rezoning from Serviced Residential Zone to Tourist Commercial Zone.

7. Zoning By-Law Z22-01 First Reading, PED220103

Council noted that they wanted to discuss the amendment changes and had some suggestions for discussion. Council asked when they should bring these forward. Staff asked Council to send their concerns to the Planners and Town Staff for review prior to the Regular Council Meeting to allow staff the time to review the questions and comments to provide feedback to Council. Council noted that they do not want to create significant change to the document after First Reading if at all possible. Council asked staff to ensure that the document was accurate for debate. Staff noted that amendments can be made prior to First Reading at the Regular Council Meeting. Council has some questions regarding minimum setbacks of side yards in Multiple Residential 2 Zone standards, parking standards, and lot size questions.

Move forward to Regular Council Meeting

Motion: xxx - 01/22

Moved by _____
Seconded by _____

That Council grants leave for First Reading to the Town of Saint Andrews Zoning By-Law Z22-01.

Motion: xxx - 01/22

Moved by _____
Seconded by _____

That Council requests views of the Planning Advisory Committee for the Town of Saint Andrews, as per Section 110 of the Community Planning act, on the Town of Saint Andrews Zoning By-Law Z22-01.

Motion: xxx - 01/22

Moved by _____
Seconded by _____

That Council sets the date on Monday, February 21, 2022, at 6:30 p.m. through an electronic meeting, for a Public Hearing of Objections, as per Section 111 of the Community Planning Act, on the Town of Saint Andrews Zoning By-Law Z22-01.

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

1. W.C. O'Neill Arena Operations and COVID-19

Council discussed the current New Brunswick Public Health Guidelines and the implications to the W.C. O'Neill Arena. With the reduced number of users due to youth 12 and under being unable to participate, the arena has seen a drastic drop in usage and revenues. Included in this discussion was the Heather Curling Club. Council noted that there may be a point at which the facility may have to stop running to save taxpayer dollars. CAO Spear provided a financial overview of revenues and expenses based on reduced use of the arena. It was noted that when the ice plant is in operation, the power consumption costs are averaging \$15,000 per month. It was noted that the Town has some reserve funds that could be used to offset costs, but Council may have to revisit the budget and consider holding off on some Capital expenditures. Staff are recommending that we wait until February 7th to have a further discussion on the W.C. O'Neill Arena operation and the Provincial regulations for COVID-19 at that time. From there, Council can make an informed decision. Staff noted this situation is taxing on all persons in our community, including social, economic, and mental health wellbeing. Council asked staff to review the current rental fees for user groups and work with them to come up with a fee that would allow them to still participate with the youth that are still allowed to practice. Council also noted to keep the bubble skate option open for the public noting any revenue coming in for the Arena is important. Council provided consensus on this.

2. Fitness Centre and Next Steps

Council noted that the Town is working to get a Recreation Director and that we were successful on a New Horizon Grant for \$25,000 for equipment. Councillor Gumushel and Councillor Hirtle will work with staff to select equipment for the facility. Council asked if there were any restrictions on equipment purchases. Clerk Nopper noted that funds need to be spent on fitness centre equipment from exercise bands to treadmills. Staff will provide Council representatives with the list submitted for the grant application for review. Council provided consensus to proceed with fitness centre equipment purchases.

3. By-Law 22-01 Bar Road Portion Stopped and Closed Up

CAO Spear- provided an overview of the Bar Road straightening and the need to do a stop and close of a section of Bar Road for property owners and the Town to finalize the straightening. We have to eliminate a road easement through the centre of the property off of Champlain Ave. A By-Law will need to come forward like Victoria Terrace. We would like to add under new business for next week. Council provided consensus to the New Business for the Regular Council Meeting.

4. RCMP Top 3 Community Priorities Discussion

Council noted that the Royal Canadian Mounted Police ask the Town for community priorities each year. Council will submit to staff their top 5 community priorities for discussion to narrow to the top 3 priorities. Council also asked to have a discussion with higher-level RCMP regarding concerns over staffing.

5. Eastern Charlotte Waterway Request for Municipal Support to the Climate Action and Awareness Fund

Council requested a motion to come forward to support the Eastern Charlotte Waterway's application to the Climate Action and Awareness Fund.

6. Webinar based Zoom Meeting System

Clerk Nopper noted that the Town has purchased the Zoom webinar system to allow for the public to attend meetings via Zoom while still streaming to Facebook without the ability to be Zoom bombed. It will give the public the opportunity to join through multiple platforms and keep Council open and transparent. Council provided consensus on using the new format moving forward.

7. Additional Register Topics by Council

Councillor Blanchard requested for the Public Works portfolio that the declaration of a climate emergency be moved to a level (A) priority from level (C). It was noted that staff and Council representatives will work with the Environmental Advisory Committee on actions and goals to be brought forward.

Councillor Blanchard requested for the Public Works portfolio that the tree removal and replanting policy be moved to a level (A) priority from level (C). As part of discussions with Earth Day Canada, the Town may want to participate in one of their goals of planting 50 trees in the community as part of Earth Day. This program will provide national recognition on the Earth Day Canada site and be a participant in the national initiative. Staff was directed to review costs for 50 new trees as this is an unbudgeted item. It was noted that there is a \$500.00 grant that can be attained from Earth Day Canada for the project. Mayor Henderson noted that 10 trees were donated last year and planted in the community, but the Council would be willing to look at this project moving forward.

Councillor Gumushel requested for the Recreation and Community Services portfolio that the review of options for daycares in Saint Andrews be moved to a level (A) priority from a level (C) priority. Young families are having difficulty finding daycare and are resorting to either looking in other communities or having to move to other communities due to a lack of daycare. Council discussed the negotiations between the Province and the Federal Government on the new daycare funding and that it will be a phased approach for non-profit organizations and for-profit businesses. Staff was directed to reach out to the daycare centres to have an open discussion on options on how to improve the daycare situation in Saint Andrews.

- H. NEW BUSINESS
- I. QUESTION PERIOD
- J. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS
- K. MAYOR'S COMMENTS
- L. CLOSED SESSION
- M. ADJOURNMENT

Motion: 004 - 01/22

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

At 8:58 p.m. that the meeting be adjourned.

6 - 0

Carried



Brad Henderson, Mayor



Paul Nopper, Clerk - Senior
Administrator

