TOWN OF SAINT ANDREWS

NOTICE OF MEETING

There will be a Regular Council Meeting on Monday, May 2, 2022, at 6:30 P.M. The meeting will take place at the W.C. O'Neill Arena Complex at 24 Reed Avenue. The meeting will be streamed through Zoom and Facebook. Public participants are encouraged to be in person or can join using the link:

Live Stream: Town of Saint Andrews Facebook
https://www.facebook.com/town.saintandrews/

Zoom Webinar by registering on the Town of Saint Andrews website www.townofstandrews.ca or using the link:

https://us02web.zoom.us/webinar/register/WN_WMmP0yK8RPGeuAGnC0pj2g

or email pnopper@townofstandrews.ca for information on how to register.

Any questions to Council can be dropped off at Town Hall at 212 Water Street, Saint Andrews, or emailed to pnopper@townofstandrews.ca, and please provide your first and last name and Saint Andrews address.

If you wish to speak directly to Council during the Question Period, please be in attendance at the meeting, sign up through the Zoom link, or email pnopper@townofstandrews.ca

Paul Nopper,
Clerk – Senior Administrator

TOWN OF SAINT ANDREWS
REGULAR COUNCIL MEETING
AGENDA

Monday, May 2, 2022, 6:30 p.m.
W.C. O'Neill Arena

Pages

A. RECORDING OF ATTENDANCE

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION
Welcome and we recognize we are on the unceded traditional territory of the Passamaquoddy (Peskotomuhkati) (Besko-toe-moo-gati), people.

C. APPROVAL OF AGENDA

Recommended Motion:
That the Agenda be approved as presented.

D. DISCLOSURE OF CONFLICT OF INTEREST

E. PRESENTATIONS

1. **Lee Penny, Eastern Charlotte Waterways Presentation on the Climate Change in the Chamcook Watershed: Updated Predictions and their Implications Environmental Trust Fund Grant** — 6

2. **Matthew Dickson and Kim Reeder, Presentation on Mind Aid Proposal of Speed-Friending Events for Saint Andrews Residents** — 40

F. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

1. **Minutes of the 220330 Special Council Meeting on Wednesday, March 30, 2022, 6:30 p.m.** — 42

   Recommended Motion:
   That the Minutes of the 220330 Special Council Meeting on Wednesday, March 30, 2022, at 6:30 p.m. be adopted.

2. **Minutes of the 220404 Public Hearing of Objections Draft Zoning By-Law Z22-01 on Monday, April 4, 2022, 6:30 p.m.** — 44

   Recommended Motion:
   That the Minutes of the 220404 Public Hearing of Objections to Draft Zoning By-Law Z22-01 on Monday, April 4, 2022, at 6:30 p.m. be adopted.

3. **Minutes of the 220404 Regular Council Meeting on Monday, April 4, 2022, 6:45 p.m.** — 45

   Recommended Motion:
   That the Minutes of the 220404 Regular Council Meeting on Monday, April 4, 2022, at 6:45 p.m. be adopted.

4. Minutes of the 220419 Public Hearing of Objections to MP20-05 and Z21-09 for Rezoning 258 Montague Street on Tuesday, April 19, 2022, 6:30 p.m. 52

Recommended Motion:
That the Minutes of the 220419 Public Hearing of Objections to MP20-05 and Z21-09 for Rezoning 258 Montague Street on Tuesday, April 19, 2022 at 6:30 p.m. be adopted.

5. Minutes of the 220419 Regular Council Meeting on Tuesday, April 19, 2022, 6:45 p.m. 53

Recommended Motion:
That the Minutes of the 220419 Regular Council Meeting on Tuesday, April 19, 2022, at 6:45 p.m. be adopted.

G. COMMUNICATIONS

1. Longest Day of SMILES June 19th, 2022 Proclamation as part of Operation Smile Canada 61

2. International Day Against Homophobia and Transphobia May 17, 2022 63

H. STAFF REPORT/FINANCIAL REPORT, FA220504, PW220504, RCS220504, PED220505, RCS220505, PS220502, PW220506, PW220507, FA220506 67

Recommended Motion:
That Council accepts all the Staff Reports and Financial Reports as presented.

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

1. Finance & Administration - Deputy Mayor Akagi

1. By-Law No. 22-02, A By-Law to Regulate the Code of Conduct of the Council of the Town of Saint Andrews Third Reading, FA220307 102

Recommended Motion:
That Council grants leave for Third and Final Reading to By-Law No. 22-02, A By-Law to Regulate the Code of Conduct of the Council of the Town of Saint Andrews.

2. Cheque Signing Authority, FA220505 117

Recommended Motion:
Be it resolved that accounts in the name of the Town of Saint Andrews (hereinafter called the "Corporation") be kept at the Bank of Nova Scotia (hereinafter called the "Bank") and the Mayor or Deputy Mayor together with the CAO/Treasurer or Assistant Treasurer are hereby authorized for and in the name of the Corporation to sign, make, draw, accept, endorese, and deliver cheques, prmossory notes, bills of exchange, orders for payment of money and such agreements and instruments as may be necessary for useful in connection with the operation of the said accounts.

That any one of the above-mentioned officers is hereby authorized for and in the name of the Corporation to endorse and transfer to Bank for deposit or discount with or collection by the Bank (but for credit of the Corporation nly) cheques, promissory notes, bills of exchange, orders for payment of money and other instruments, to arrange, settle, balance, and certify all books and accounts with the Bank and to sign receipts and vouchers.

That a signature card for all accounts of the Corporation shall be signed by the above-mentioned officers, filed with the Bank and shall be in the following form:

Brad Henderson, Mayor OR

Kate, Catherine, Akagi, Deputy Mayor

AND
Chris Spear, CAO/Treasurer OR

Andrew Lord, Assistant Treasurer

2. Public Works - Councillor Blanchard

    1. Tree Planting Initiative for 2022, PW220505 118

    Recommended Motion:
    That Council directs staff to use up to $12,000.00 in funding from the Tourism Accommodation Levy Fund and the Tree Planting Reserve Fund to purchase and plant 60 new trees in the community for 2022.

3. Public Safety - Councillor Neil

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

5. Recreation and Community Services - Councillor Gumushel

    1. By-Law No. 22-03 A By-Law to Repeal By-Law 01-5 Skateboards, Scooters and Inline Skates in Saint Andrews, First Reading RCS220404 120

    Recommended Motion:
    That Council grants leave for First Reading of By-Law No. 22-03, A By-Law to Repeal By-Law No. 01-5, A By-Law to Regulate the Use of Skateboards, Scooters, and Inline Skates within the Town of Saint Andrews.

    Recommended Motion:
    That Council sets the date of Monday, May 16, 2022 at 6:30 p.m. for a Public Hearing of Objections to By-Law No. 22-0-3, A By-Law to Repeal By-Law No. 01-5, A By-Law to Regulate the Use of Skateboards, Scooters, and Inline Skates within the Town of Saint Andrews.

6. Planning & Economic Development - Councillor Heenan

1. Amendment MP20-05 to Municipal Plan MP20-01 for Rezoning of 258 Montague Street, Second and Third Reading PED220303

Recommended Motion:
That Council grants leave for Second Reading of Amendment MP20-05 to the Town of Saint Andrews Municipal Plan MP20-01 for Benjamin and Zainub Faulkner-Malik, owners of 258 Montague Street, the Montague Rose Bed and Breakfast, PID 01320894 to move from Residential Designation to Commercial Designation to the Generalized Future Land Use Map.

Recommended Motion:
That Council grants leave for Third and Final Reading of Amendment MP20-05 to the Town of Saint Andrews Municipal Plan MP20-01 for Benjamin and Zainub Faulkner-Malik, owners of 258 Montague Street, the Montague Rose Bed and Breakfast, PID 01320894 to move from Residential Designation to Commercial Designation to the Generalized Future Land Use Map.

2. Amendment Z21-09 to Zoning By-Law Z21-01 for Rezoning of 258 Montague Street, Second and Third Reading PED220304

Recommended Motion:
That Council grants leave for Second Reading of Amendment Z21-09 to the Town of Saint Andrews Zoning By-Law Z21-01 for Benjamin and Zainub Faulkner-Malik, owners of 258 Montague Street, the Montague Rose Bed and Breakfast, PID 01320894 to rezone from Serviced Residential to Tourist Commercial.

Recommended Motion:
That Council add the following Terms and Conditions to be implemented for Benjamin and Zainub Faulkner-Malik, owners of 258 Montague Street, the Montague Rose Bed and Breakfast, PID 01320894:

1. During the operation of the Tea Room, the front door of the building will remain open during such periods as weather allows.

2. Tea Room patrons are not to access the rest of the building, save to use sanitary facilities.

3. Reservations are required for the Tea Room service, and services are to end at 7:00 p.m.

4. No more than 12 patrons who are not provided overnight occupation are permitted at any one service.

5. No more than approximately one-half of the Tea Room, that being the room on the southeast corner of the main floor, will be accessible to those who are not provided overnight accommodations.

Recommended Motion:

That Council grants leave for Third and Final Reading of Amendment Z21-09 to the Town of Saint Andrews Zoning By-Law Z21-01 for Benjamin and Zainub Faulkner-Malik, owners of 258 Montague Street, the Montague Rose Bed and Breakfast, PID 01320894 to rezone from Serviced Residential to Tourist Commercial.

3. Subdivision Agreement for Legrod Holdings Inc. for the Victoria Terrace Development

J. NEW BUSINESS

K. QUESTION PERIOD

L. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

M. MAYOR'S COMMENTS

N. CLOSED SESSION

Recommended Motion:
At _____ p.m. Council move 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.*

Recommended Motion:
At _____ p.m. that Council return to Open Session.

O. ADJOURNMENT

Recommended Motion:
At _____ p.m. that the meeting be adjourned.

Climate Change in the Chamcook Watershed:

Updated predictions and their implications

March 2022

Climate change in the Chamcook Watershed:
Updated Predictions and their Implications

Penney, Lee

2022

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Introduction

Background Information

The Chamcook watershed is a ~25 km^2 protected watershed on the southwestern coast of New Brunswick. It is also the potable water supply for the Town of St. Andrews and adjacent industrial sites. Private developments such as seasonal cottages exist at the waterfront of some of the lakes, and all six are used recreationally. Chamcook Lake experienced a blue-green algae bloom in 2010 alongside extreme drought conditions, and low summer flow is an ongoing concern. As such, it is important to study the potential effects of climate change on this watershed.

Potential issues the watershed may face due to climate change include an increased potential for toxic algae blooms and stress on surface water levels/availability. Other concerns include issues posed by waterfront septic systems, regulations regarding recreational boating and fishing, forestry activities, and new developments. These are not directly related to climate change, but changes in the Chamcook ecosystem could affect how these concerns are approached.

In 2021, the Town of St. Andrews, in partnership with ECW Inc. submitted an application to New Brunswick's Environmental Trust Fund in order to better understand the potential effects of climate change on the watershed. This project tightly complements the Chamcook Lake Watershed Improvement Project being undertaken by the New Brunswick Department of Environment and Local Government (ELG) which involves an updated water budget and an exploration of alternative water sources for the Town.

Watershed Description

The Chamcook Watershed contains six interconnected lakes that drain south into Passamaquoddy Bay (Fig. 1). The lakes range in size from 0.03 - 3.5 km^2 and contain varying degrees of waterfront development (Table 1). During low flow conditions in the summer some outflows, such as those at Snowshoe Lake, run completely dry (Atlantic Salmon

Federation, 2020). The watershed also has a number of wetlands which make up 4% of the area (Foreau 2008).

Chamcook Watershed

Figure 1: Chamcook Watershed Map. The Chamcook watershed is a protected watershed in New Brunswick that serves as the potable water supply for the town of St. Andrews.

Table 1: Lakes in Chamcook Watershed

Name	Area (km^2)	Outflow Range (m^3/s)*	Description**
Snowshoe Lake	0.03	0 - 0.24	Snowshoe Lake has no permanent dwellings and is fed by waters upstream. It is located next to Welch Lake but there is little or no surface flow between them. Snowshoe lake drains into Gibson Lake from two outflows on the southeast end, crossing Richardson Ln.
Welch Lake	0.24	-0.16† - 0.24	Welch lake has no or very little development and is fed by a tributary to the north and a large unnamed pond to the east. It contains ~10-15 wetland islands. Like Snowshoe Lake, Welch Lake drains into Gibson Lake.
Gibson Lake	0.24	0 - 0.39	Gibson Lake has a moderate degree of development; 25 of the 30 lots immediately adjacent to the lake have a cottage or camp, though the areas surrounding these properties remain largely unmodified. There is a westward outflow that drains past the old train bed and into little Chamcook Lake, but that outflow has been bottlenecked by a collapsed culvert and beaver lodges. The culvert also poses a problem to fish passage. No measurable westward flow was documented by DELG on a site visit in Sep. 2020.
Limeburner Lake	0.56	0-0.53	Limeburner Lake has a low degree of development with 5 of 16 lots having some sort of dwelling. Based on elevation data and Wet Area Maps, Limeburners Lake appears to be fed by two tributaries, one to the northeast and one to the southwest of the lake, though major inlets to the lake remain a source of uncertainty. There is a third possible inflow at Greenlaws Brook but the flow dynamics in this area need further exploration; water flowing out to the ocean from Greenlaws Brook has been documented farther downstream. It is not well understood what conditions could trigger a flow reversal. Limeburner Lake drains into Little Chamcook Lake
Little Chamcook Lake	0.47	0-1.75	Little Chamcook Lake has a low degree of development; According to recent imagery, 6 of the 17 lots immediately adjacent to the lake

			have some sort of building or structure, though only 2 are identified as having "dwellings" in the NB Property Assessment database. The lake is fed by Gibson Lake and Limeburner Lake, and there may also be a few smaller tributaries flowing into the lake from Wileys Mountain. Little Chamcook Lake drains into Chamcook Lake.
Chamcook Lake	3.39	0 - 2.6	Chamcook Lake is the largest lake in the watershed and serves as the Town's potable water supply. It has a high degree of development, mostly on the east side, with 65 of the 103 lots adjacent to the lake containing at least one structure such as a house, cottage, farm, or road. It is fed by Little Chamcook Lake in the north and may have inflows coming from Greenlaws Mountain and Grimmers mountain in the South. Chamcook Lake flows out to Chamcook Harbour, part of Passamaquoddy Bay.

**Source: Atlantic Salmon Federation (2020). Numbers reflect min and max flow measurements during the 2017-2020 monitoring period.*
***These descriptions are based on wet area maps, imagery, the New Brunswick Property Assessment database, and previous watershed management reports.*
†Negative flow represents the period where Gibson Lake flow was blocked by a beaver dam.

Updated Climate Change Projections

In the IPCC's 2014 assessment report, future scenarios were broken down into different Representative Concentration Pathways (RCPs). The pathway number (e.g. RCP 8.5) represents the radiative forcing the planet would experience in 2100, in watts/m^2 as a result of increased (or decreased) greenhouse gas (GHG) emissions.

Between 2014 and the sixth assessment report, released in 2021, practitioners got used to understanding the RCP's as per Table 2.

Table 2: Representative Concentration Pathways (RPC) in AR5 commonly used in national/regional-scale analyses

Scenario*	Predicted Warming by 2100**	Description
RCP 2.6	1.0 (0.3 - 1.7)	A stringent, lower-emissions scenario that would keep global warming by 2100 under 2°C
RCP 4.5	1.8 (1.1 - 2.6)	An intermediate scenario where global emissions peak around 2045. Many plant and animal species experience stress and risk extinction in this scenario and beyond.
RCP 8.5	3.7 (2.6 - 4.8)	Commonly termed the "business-as-usual" or "worst-case scenario". Emissions continue to rise throughout the 21st century.Climate change causes widespread species extinctions and a number of extreme risks to human populations. The projections on the upper end of this scenario have been called into question as to whether they are physically possible. This is largely due to uncertainties in carbon-cycle feedbacks and limited access to fossil fuel reserves. Even with uncertainties, this scenario is still useful for mid-term (2040-2060) projections.

**This is not an exhaustive list of all RCPs*
***Source: AR5 Synthesis Report, Table 2.1 under Topic 2: "Future Climate Changes, Risk and Impacts". Published by the IPCC in 2014.*

The RCPs purposely do not include any social or economic narratives in their formulation. Those narratives are captured in Shared Socioeconomic Pathways (SSPs). SSPs were not presented until 2021 where they appear in the sixth assessment report (AR6), and so practitioners have less familiarity with them. Fortunately the SSPs can be linked to the RCP scenarios, though they are not directly comparable. Also, one SSP can be linked to multiple RCPs.

SSPs are notated by their identifying number followed by a dash. The number after the dash represents the RCP scenario that is assumed to result alongside the SSP. For example "SSP1-2.6" is a scenario in which the "Green Road" SSP is linked to RCP 2.6.

Linking SSPs and RCPs gives a fuller picture of the world that could unfold over the next century as compared to using the RCPs alone. The SSPs and linked RCPs considered in the Intensity-Duration-Frequency curves generated for this project are presented in Table 3.

Table 3: Shared Socioeconomic Pathways (SSP) and linked Representative Concentration Pathways (RPC) used in the generation of IDF curves for the Chamcook watershed

Name	Linked RCP	Warming range by 2100 (AR6)*	Pathway Description
SSP 1 - "Sustainability - Taking the Green Road"	Comparable to both RCP 1.9 and RCP 2.6. Numbers in the "Warming" column reflect estimates for SSP1-2.6	1.8 (1.3 - 2.4)	Human wellbeing is prioritized over economic growth, and this is reflected in social and economic policy. The share of energy derived from renewables increases greatly and that of biomass modestly.
SSP 2 - "Middle of the Road"	RCP 4.5	2.7 (2.1 - 3.5)	No significant shift in political, social, and economic trends. Energy efficiency, income inequality, and environmental policy improve overtime but slowly. A target of no more than 2°C of warming by 2100 may or may not be met.
SSP3 - "Regional Rivalry - A Rocky Road"	RCP 7.0	3.6 (2.8 - 4.6)	Domestic concerns take priority over broader development. Investments in education and health decline. Attitudes of nationalism and competitiveness are strong. Consumption remains material-intensive and some regions experience intense environmental degradation.
SSP5 - "Fossil-fueled Development - Taking the Highway"	RCP 8.5	4.4 (3.3 - 5.7)	High investment in technology, education, and health. Market-based solutions are dominant. Despite high investments in sustainable development and a growing global economy, failure to significantly reduce reliance on fossil fuels leads to warming that is detrimental to many regions, species, and human health.

** Source for warming ranges: IPCC (2021) Table SPM.1 The first number is the best estimate. The numbers in parentheses represent the "very likely" range.*

The world is on track for ~2.7 °C of warming under current policies, though with the inclusion of 2030 targets, that prediction falls to ~2.4°C (Climate Action Tracker, 2021). These numbers fall on the lower end of the *very likely* range of SSP2, which is comparable to RCP 4.5.

Note that the developers of the SSPs make no claim as to their relative likelihood. Shifts from one pathway to another are possible and can be difficult to predict because they depend on a multitude of complex, interconnected factors. These factors include societal attitudes and associated behavior changes, significant geopolitical events or developments, unexpected economic shocks or shifts, and the effectiveness of organizing for climate action (or lack thereof) that occurs at different levels (individual, community, regional, global) of human systems (social, economic, political, industrial).

Existing Data and Predicted Changes

Flow Dynamics and Water Budget

Warming temperatures intensify the water cycle, causing higher rates of both evaporation and precipitation, though these effects are not evenly distributed geographically. Generally, across the globe, coastal areas are expected to become wetter and inland areas drier.

According to studies of regional changes, precipitation and streamflow increases are expected across New Brunswick in the winter and spring, with decreases likely in the summer months (Ouranos, 2016; Arisz et al., 2011). It is expected that peak spring flows will occur earlier in the year due to earlier snowmelt caused by warmer temperatures. However, increased fluctuations in precipitation is also expected, meaning that both heavy rainfall events and extended dry periods will become more of a challenge. This means that rivers and lakes could experience prolonged and atypical dry/low water periods, especially in the summer months, even if annual streamflow increases. A watershed budget done by Stantec (2014) for Chamcook Lake found that in average climate conditions (1981-2010), most months of the year would have a surplus, though negative balances can occur during dry months in the summer.

It should be noted that a significant knowledge gap exists in understanding how groundwater (GW) dynamics will be affected by climate change, and there is insufficient information available to water managers (Laroque et al. 2019). Though the water budget developed by Stantec performed well in QA checks, disturbances or changes in groundwater dynamics may cause the model to be inaccurate unless it is updated to have those inputs.

Some studies have been conducted in Atlantic Canada recently, but it is difficult to tie these studies to the Chamcook region directly. For example, a recent study conducted by Green and MacQuarie (2014) on the Richibucto region found a decrease in GW recharge rates in all examined climate change scenarios. The researchers found that GW recharge and pumping was the most important factor in salt water intrusion in shallow-intermediate aquifers (less than ~60m below sea level), and suggest that land use management that effectively controls GW recharge and pumping is the best tool for protecting these types of aquifers. Whether the same could apply to the Chamcook region remains to be investigated.

Other studies conducted in Atlantic Canada report both increases and decreases in GW recharge rates depending on the climate scenario and type of model used. No trend is apparent in either direction in the region as a whole, though this may change should future modeling become more integrated (Laroque et al. 2019).

Cyanobacteria blooms

Cyanobacteria blooms are an ongoing concern in the watershed, for Chamcook Lake especially. Cyanobacteria can cause issues with water quality which poses risks to human health, and they also upset the balance of a lake's ecosystem in various ways such as restricting light availability so that they outcompete other autotrophs and by lowering a lake's dissolved oxygen levels ,which presents a danger to fish. Higher temperatures, high concentrations of nutrients (particularly phosphorus and nitrogen), and low-flow conditions tend to favor cyanobacteria growth. Some species of bloom-forming cyanobacteria, such as

Gloeotrichia echinulata, have atypical life strategies (Istv´ novics et al., 1993) which makes them more challenging to manage.

ECW Inc. has conducted several investigations of cyanobacteria in the Chamcook Lake. The dominant planktonic species changes year-to-year, but *G. echinulata* has dominated the lake before and may have been dominant in the 2010 bloom (Crowley, 2014; ECW Inc., 2012). Additionally, sediment and water samples show that nutrients are available in the sediment but much less so in the water column, and no strong relationships (a weak relationship with phosphorus was found) exist between rainfall and nutrient flux in the lake (Mawer, 2019). Thus, *G. echinulata* could be sustaining itself on nutrients in the lake sediment, phosphorus in particular. The bacteria could cause toxic blooms during summer turnover, when they move to and proliferate in the surface waters.

Intensity-Duration-Frequency Curves

To model potential changes in precipitation for the Chamcook area specifically, an online tool created at the University of Western Ontario (Schardong et al., 2022) was used to create Intensity-Duration-Frequency curves for the watershed. The tool works by calibrating models constructed under the Coupled Model Intercomparison Project (CMIP) with historical data from nearby weather stations (CMIP models are used by the IPCC in their global projections, but can be downscaled). The calibrated models simulate weather conditions under various emissions scenarios. IDF curves are then created from the simulated data. The IDF curves presented here reflect a simulation done by the CMIP6 models for a time range of 70 years; 2030-2100. Note that uncertainty increases with increasingly extreme events because they occur with less frequency in the baseline dataset.

Note: Because the upper end of RCP 8.5 has been questioned and because the globe is currently on track for RCP 4.5, SSP2-4.5 is the focus of the IDF interpretations.

The Chamcook region is subject to the moderating effects of the Bay of Fundy, and is thus more protected from dramatic temperature and precipitation fluctuations than areas further inland. The IDF curves (Fig 2., see Appendix A for all curves) show that it is not necessarily changes in average conditions that are of most concern for the region, but the stretching of extremes, which tend to be unpredictable and for which human and environmental systems may not be prepared for. IDF curves can be used to generate flood maps and estimate the future costs of storm damage.

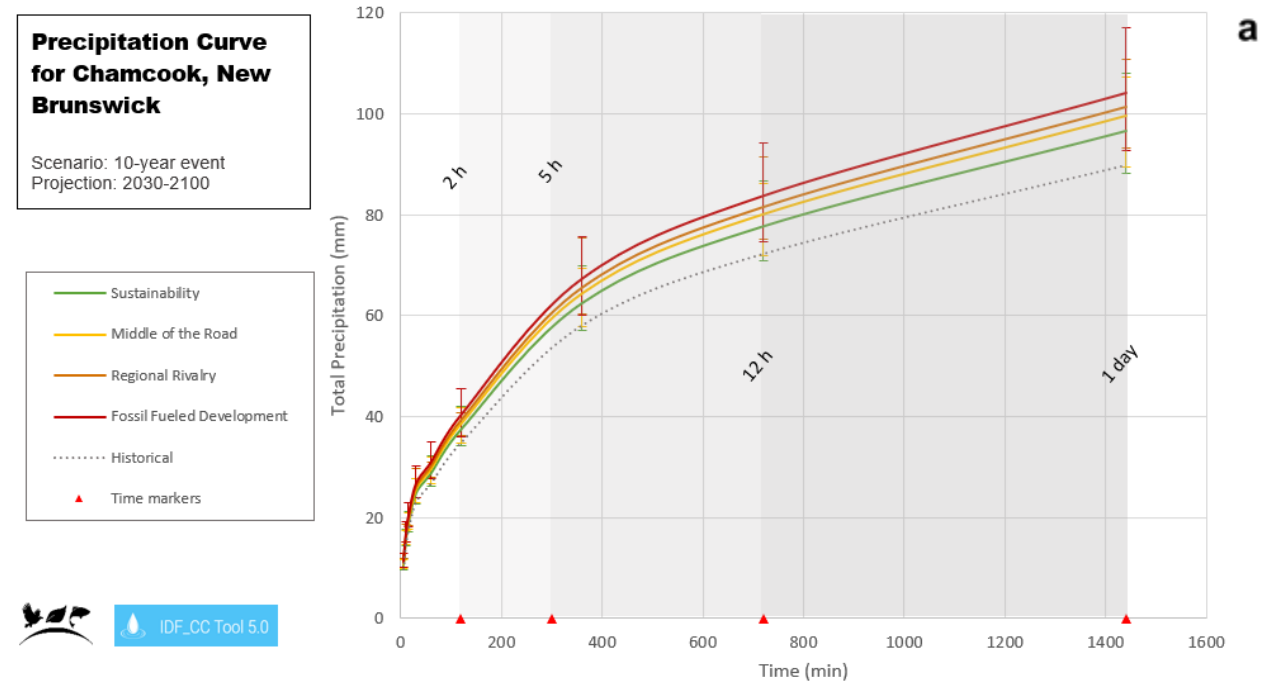
Some insights from the IDF curves include:

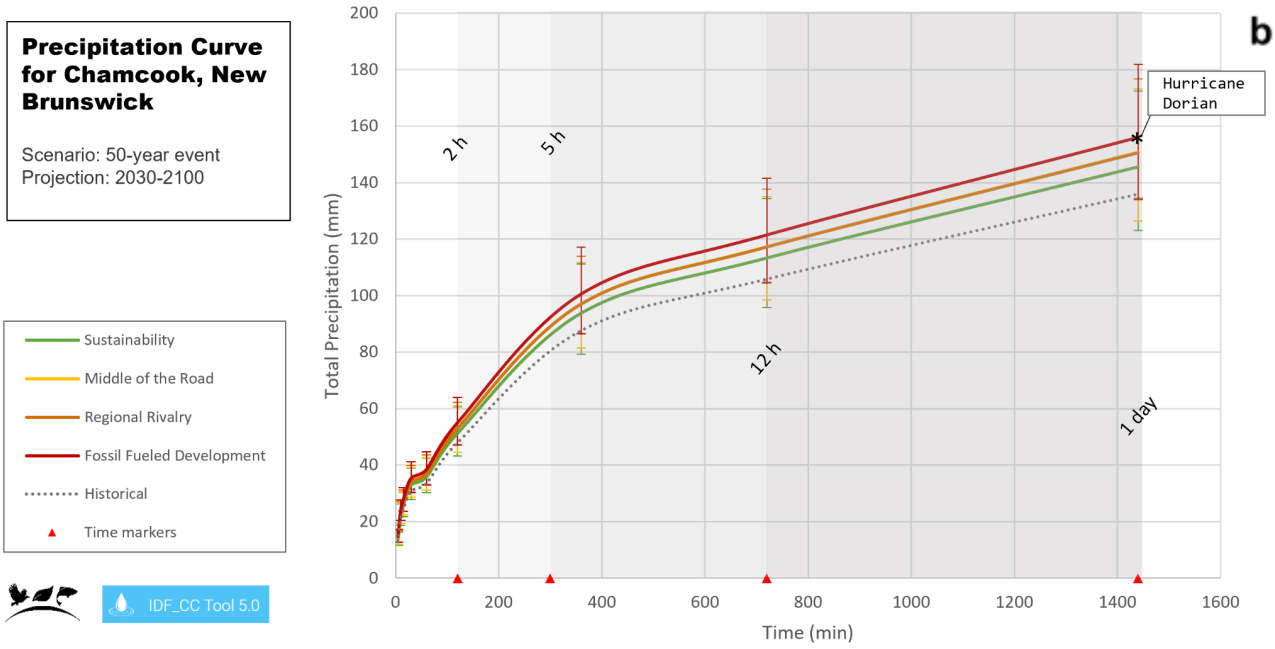
- When comparing by return period, the “Middle of the Road” (SSP2-4.5; the scenario we are on track for) and “Regional Rivalry” (SSP3-7.0) scenarios are similar. I.e., the two scenarios are similar across all 10-year storms, all 50-year storms, etc.

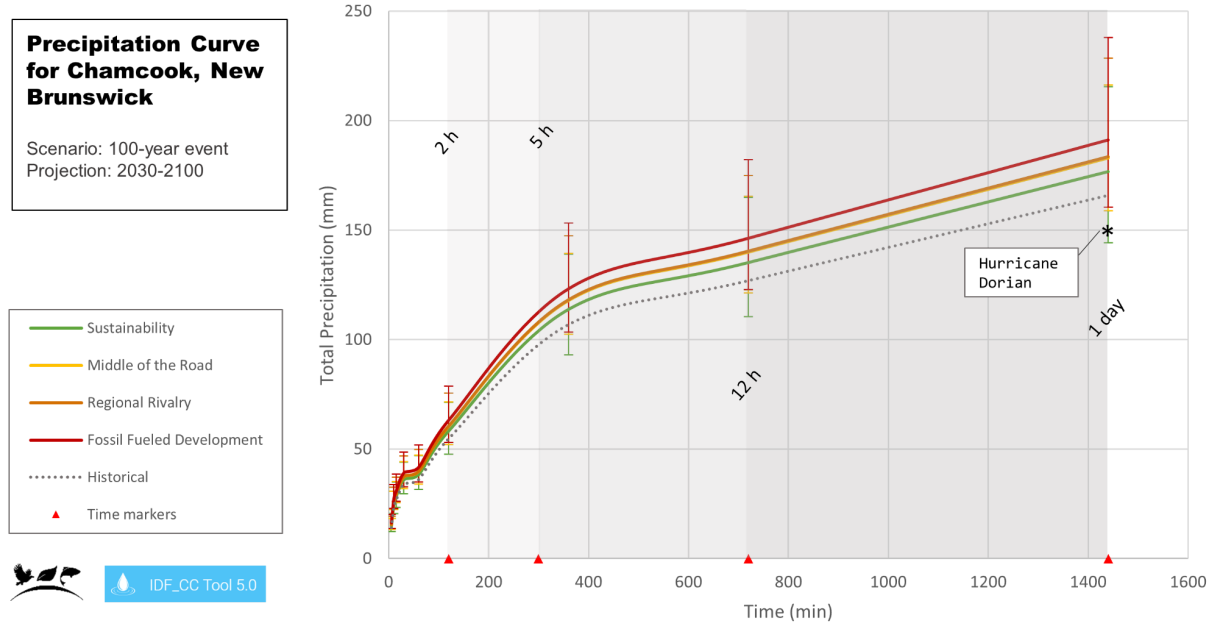
- In all scenarios, events similar to hurricane Dorian (~150 mm/day) are predicted to occur once every ~50 years.

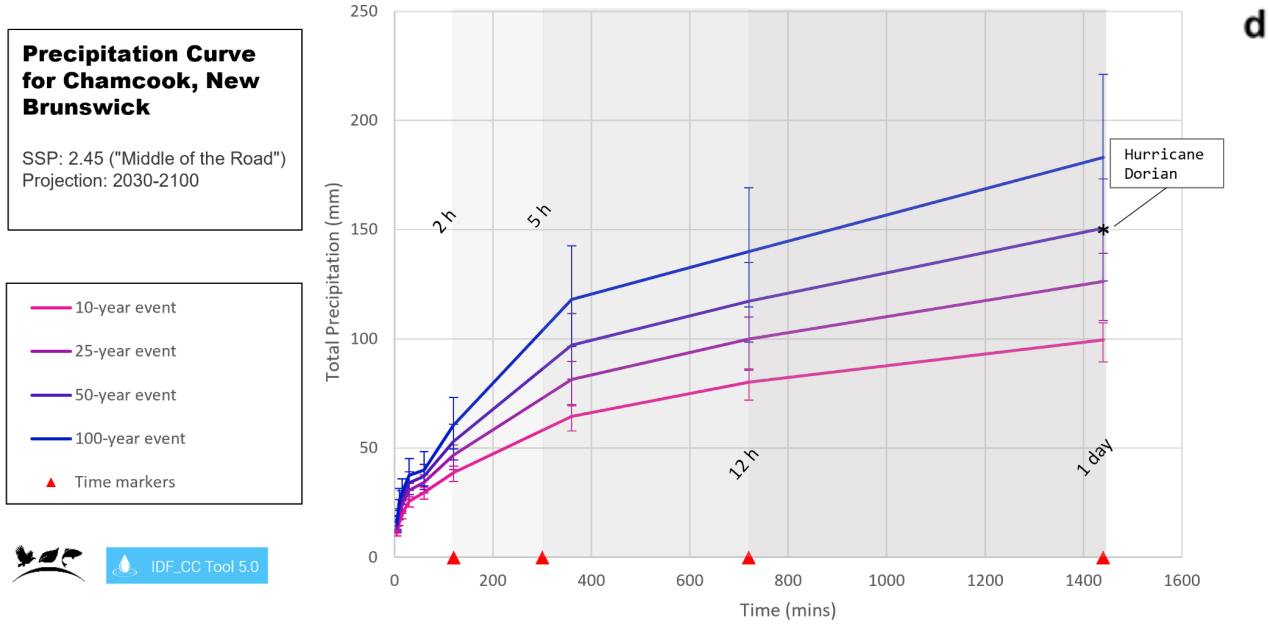
- For 10-year storms, which are less intense but occur more frequently, the average difference between SSP2-4.5 simulations (~100 mm/day) and the historical record (~90 mm/day) is 10mm/day.

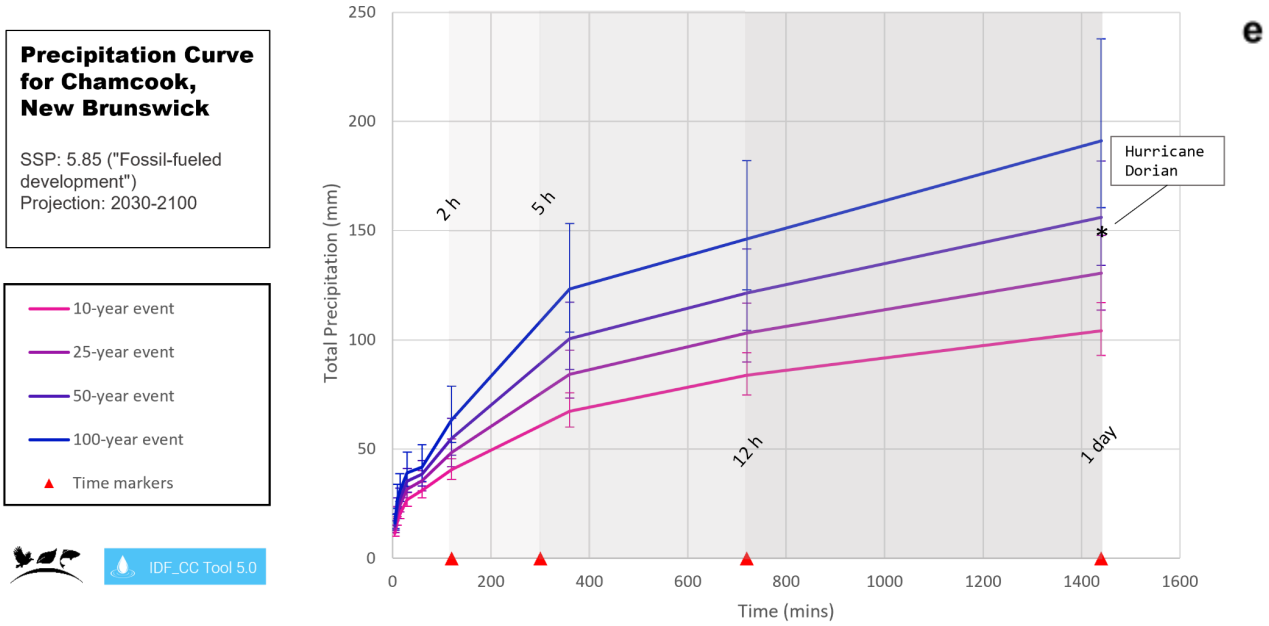
- For 100-year storms, which are more severe, the difference between events under SSP2-4.5 (~185 mm/day) and the historical record (~165 mm/day) is 20 mm/day


Precipitation Curve for Chamcook, New Brunswick
Scenario: 10-year event
Projection: 2030-2100
Sustainability
Middle of the Road
Regional Rivalry
Fossil Fueled Development
Historical
Time markers
IDF_CC Tool 5.0
a
Total Precipitation (mm)
Time (min)
2 h
5 h
12 h
1 day
0
20
40
60
80
100
120
0
200
400
600
800
1000
1200
1400
1600


Precipitation Curve for Chamcook, New Brunswick
Scenario: 50-year event
Projection: 2030-2100
Sustainability
Middle of the Road
Regional Rivalry
Fossil Fueled Development
Historical
Time markers
IDF_CC Tool 5.0
b
Hurricane Dorian
Total Precipitation (mm)
Time (min)
2 h
5 h
12 h
1 day
0
20
40
60
80
100
120
140
160
180
200
0
200
400
600
800
1000
1200
1400
1600


Precipitation Curve for Chamcook, New Brunswick
Scenario: 100-year event
Projection: 2030-2100
Sustainability
Middle of the Road
Regional Rivalry
Fossil Fueled Development
Historical
Time markers
IDF_CC Tool 5.0
Total Precipitation (mm)
Time (min)
2 h
5 h
12 h
1 day
Hurricane Dorian
c


Precipitation Curve for Chamcook, New Brunswick
SSP: 2.45 ("Middle of the Road")
Projection: 2030-2100
10-year event
25-year event
50-year event
100-year event
Time markers
IDF_CC Tool 5.0
Total Precipitation (mm)
Time (mins)
2 h
5 h
12 h
1 day
Hurricane Dorian
d



Figures 2a-2f: Intensity-Duration-Frequency (IDF) Curves for the Chamcook Watershed region. Curves were creating using the online IDF_CC tool (see Schardong et al., 2022) to model precipitation events across various Shared Socioeconomic Pathways (SSPs, see IPCC, 2021). A CMIP6 ensemble was used for a projection period of 2030-2100. Vertical bars show the max and min estimates. **Figures 2a, 2b, and 2c** compare the curves for the same return period across different SSPs. **Figures 2e and 2f** compare the curves of different return periods under the same SSP. See Appendix A for additional IDF curves.

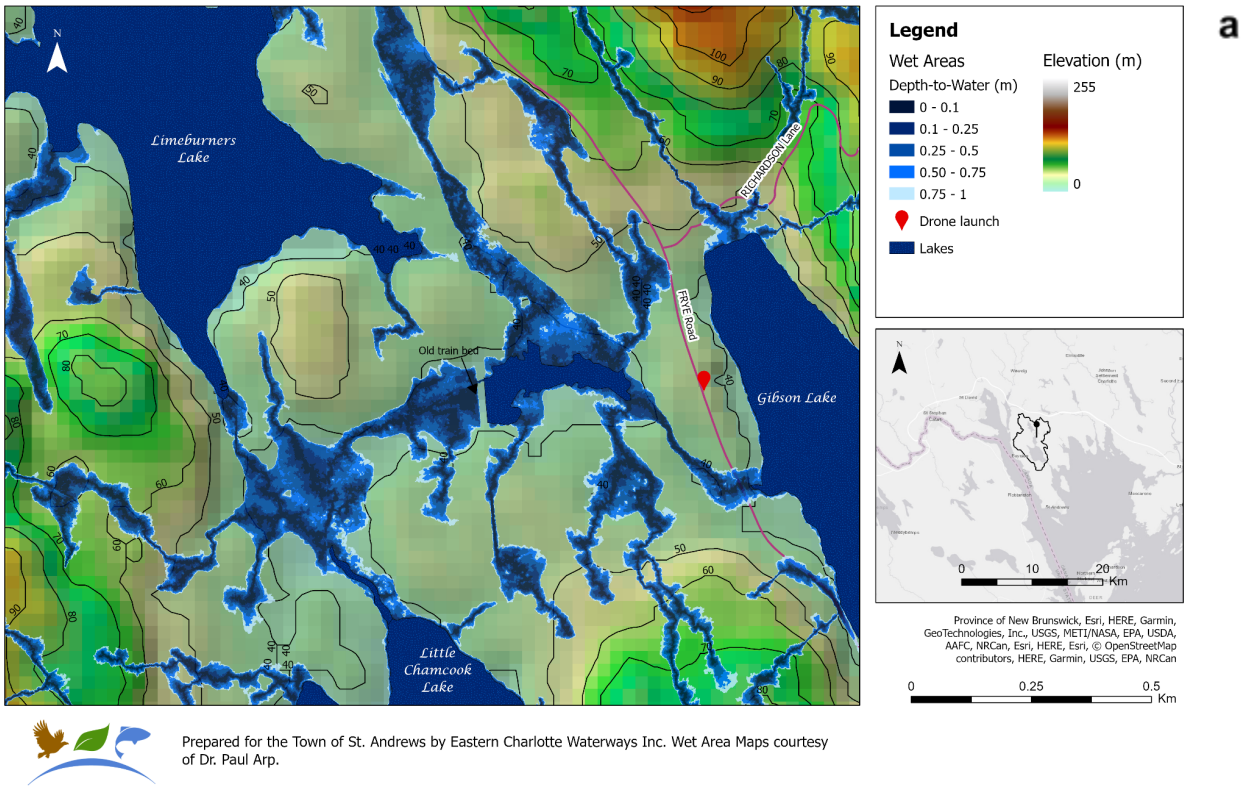
Drone Footage and Beaver Lodges

The nature of both surface and subsurface flows in the watershed is only partially understood. While modeling subsurface flows was outside the scope of this project, ECW Inc. used drone footage complemented by existing Wet Area Maps (WAMs) to investigate two areas of concern noted by the ELG.

The first area of concern was the old train bed (Figs. 3a, 3b) where beaver lodges (Figs. 5a - 5c) and a collapsed culvert (Fig. 7) are slowing/blocking the westward flow from Gibson Lake to Little Chamcook Lake. Drone footage captured a possible third lodge (Figs. 6a, 6b) further into the wetland as suspected, just southeast of the Limeburners Lake outflow.

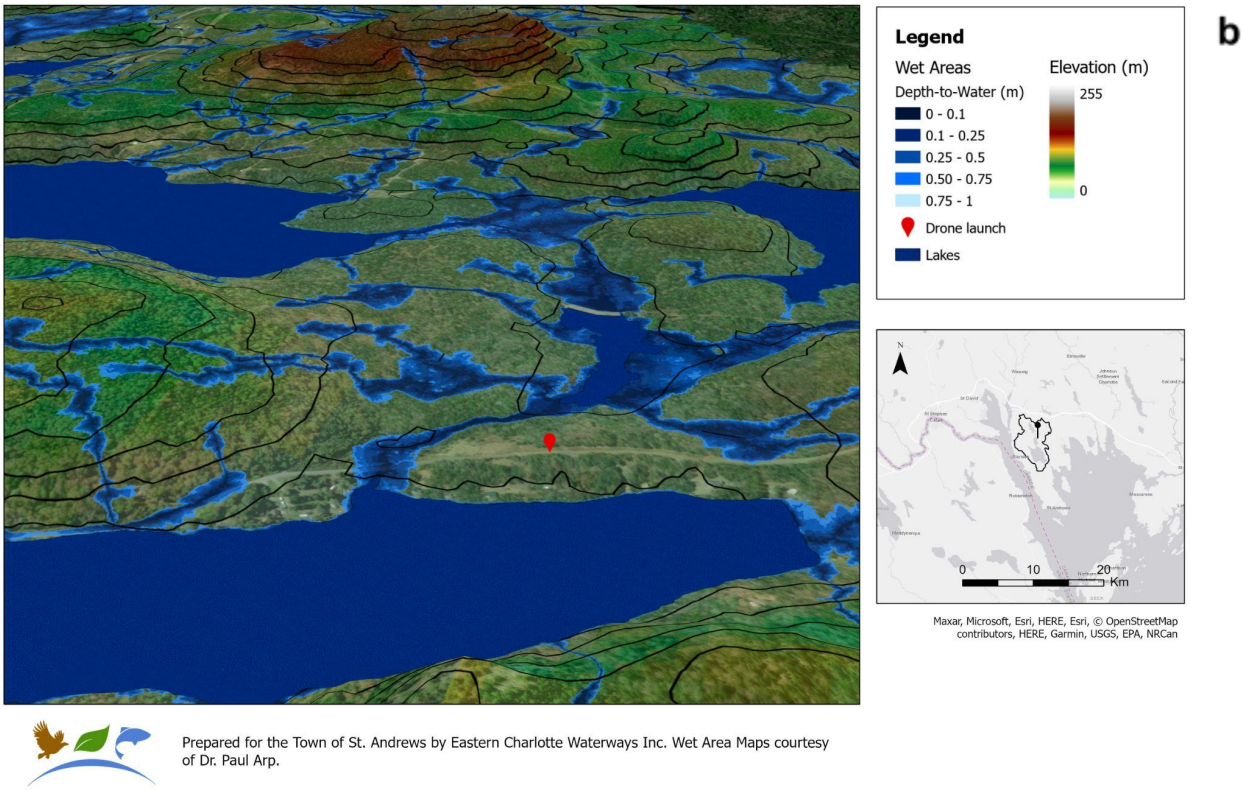
The second area of concern was Greenlaws Brook (Fig. 5), which is a possible inflow to Limeburner Lake. There have also been observations of water flowing out into the bay from Greenlaws Brook and the area is suspected to be highly influenced by beavers. It is not known what conditions could trigger a flow reversal. ECW was unable to capture drone footage of the area before the winter freeze, but WAMs offer information about the locations of possible intermittent flows which can inform future investigations.

Chamcook Wet Area Map - Frye Rd.



a

Prepared for the Town of St. Andrews by Eastern Charlotte Waterways Inc. Wet Area Maps courtesy of Dr. Paul Arp.



Figures 3a, 3b: Wet Area Maps (WAMs) of the Frye Road area. WAMs are created by simulating heavy rainfall events and modeling the flow of surface waters based on elevation, soil properties, vegetation, and groundwater height. They can be used to predict locations of intermittent flows. WAMs were created by Dr. Paul Arp at the University of New Brunswick (see White et al., 2012).

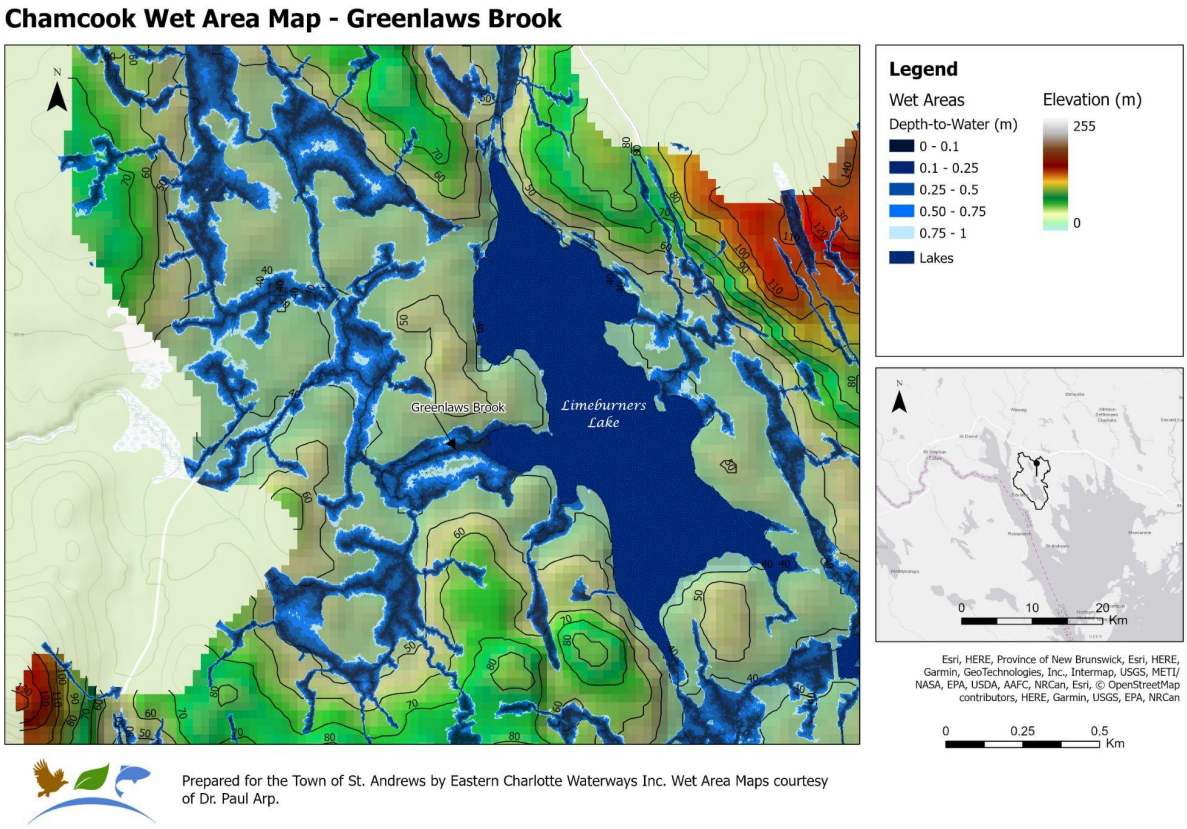


Figure 4: Wet Area Map (WAM) of Greenlaws Brook area. WAMs are created by simulating heavy rainfall events and modeling the flow of surface waters based on elevation, soil properties, vegetation, and groundwater height. They can be used to predict locations of intermittent flows. WAMs were created by Dr. Paul Arp at the University of New Brunswick (see White et al., 2012).

Figures 5a - 5c: Beaver lodges at the old train bed, west of Gibson Lake. Beaver activity contributes to the slowing/blocking of westward flow out of Gibson Lake. The camera is facing west, hovering above Frye Road.

Figures 6a, 6b: Suspected beaver lodge west of the old train bed. Drone footage of the old train bed revealed a possible beaver lodge downstream. The camera is facing northwest, hovering above the southern part of the old train bed.

Figure 7: Collapsed culvert at the old train bed. The culvert continues to be a point of concern due to its poor condition. This photo was taken via drone in November, 2021.

Implications

The implications of observed and forecasted changes on aquatic and human health in the Province is an active area of research. Rivers and lakes are subject to different physical and chemical forces, and water bodies will be affected differently depending on their size, depth, and trophic state.

Kurek and Armstrong (2018) studied the sensitivity of oligotrophic lakes in New Brunswick to post 20th century warming by examining shifts in Cladocera ("water flea") assemblages. Changes in these zooplankton assemblages have important implications for the rest of an aquatic system's food web, which when thrown out of balance, can seriously impact ecosystem health. It was found that lakes classified as highly sensitive tend to be smaller and located at higher latitudes and elevations. Chamcook Lake was included in this study

but was not classified due to low counts of Cladocera, though it does share more characteristics with the low sensitivity lakes.

The most stressful period in the watershed will be during the summer. Higher recreational activity, water use, and temperatures can stress the water levels and may make problematic blooms more likely. Climate change will not necessarily introduce any new threats to the watershed but it will likely intensify existing ones. Implications for watershed management should become clearer when the Chamcook Improvement Project, which this project complements, is completed.

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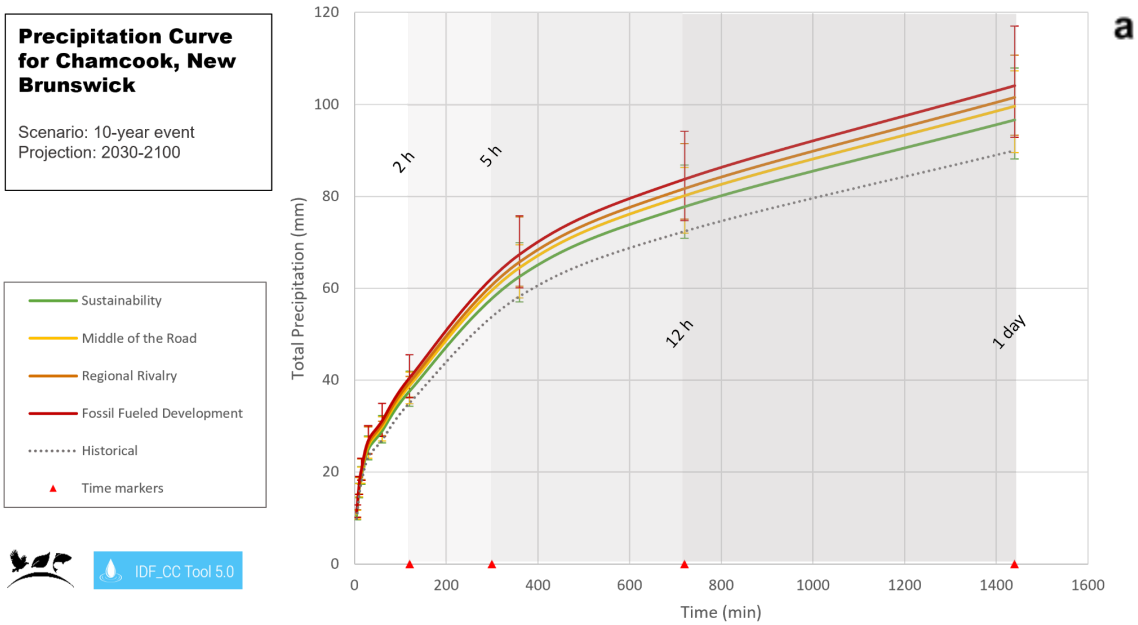
Appendix A - Intensity-Duration-Frequency Curves

An online tool created at the University of Western Ontario (Schardong et al., 2022), was used to create Intensity-Duration-Frequency curves for the watershed. The tool works by calibrating models constructed under the Coupled Model Intercomparison Project (CMIP) with historical data from nearby weather stations (CMIP models are used by the IPCC in their global projections, but can be downscaled). The calibrated models simulate weather conditions under various emissions scenarios. IDF curves are then created from the simulated data. The IDF curves presented here reflect a simulation done by the CMIP6 models for a time range of 70 years; 2030-2100.

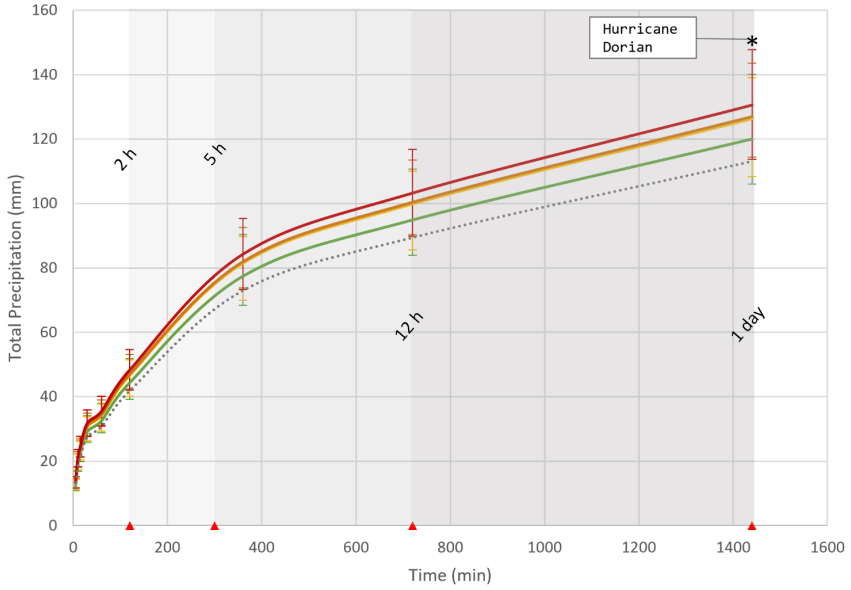


Precipitation Curve for Chamcook, New Brunswick

Scenario: 25-year event
Projection: 2030-2100

Sustainability
Middle of the Road
Regional Rivalry
Fossil Fueled Development
Historical
Time markers

IDF_CC Tool 5.0

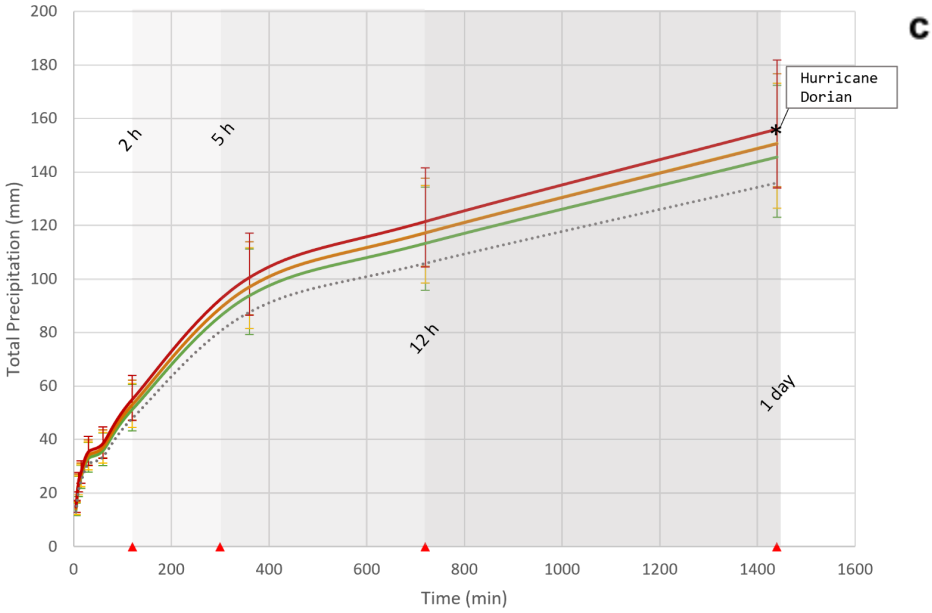


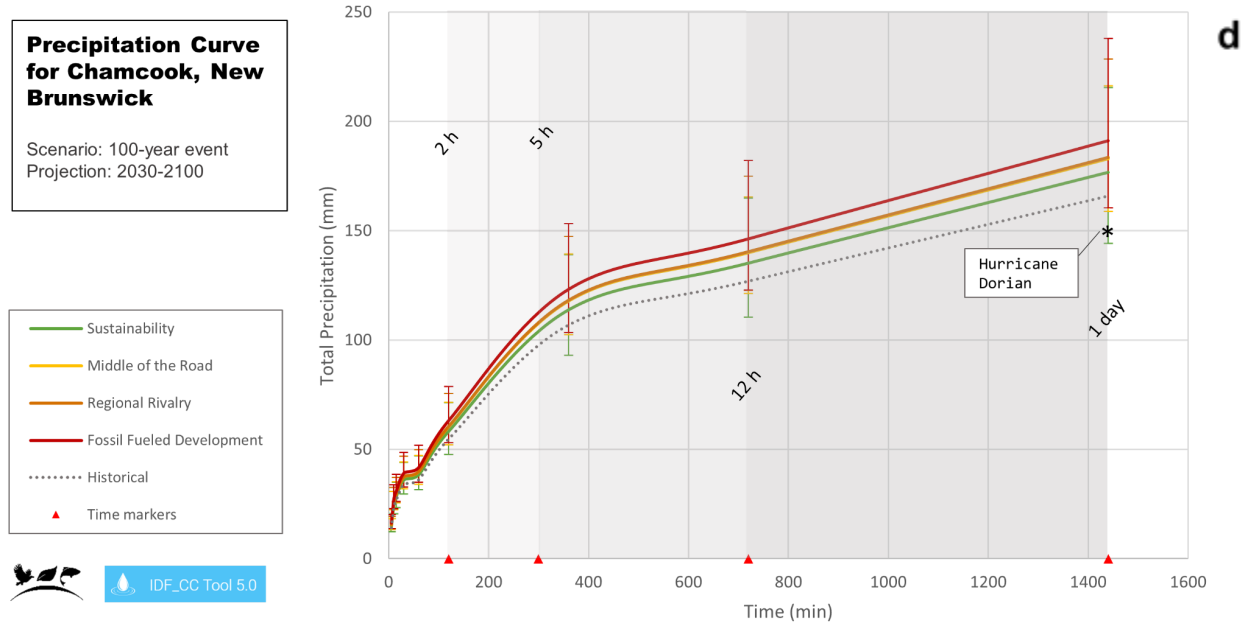
Precipitation Curve for Chamcook, New Brunswick

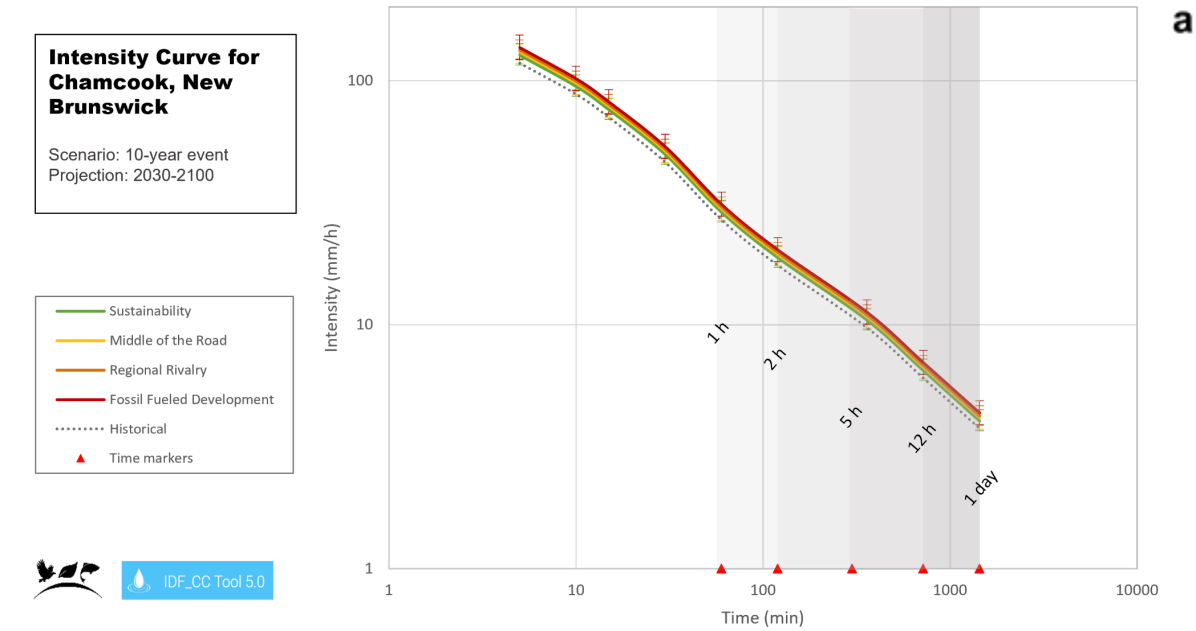
Scenario: 50-year event
Projection: 2030-2100

Sustainability
Middle of the Road
Regional Rivalry
Fossil Fueled Development
Historical
Time markers

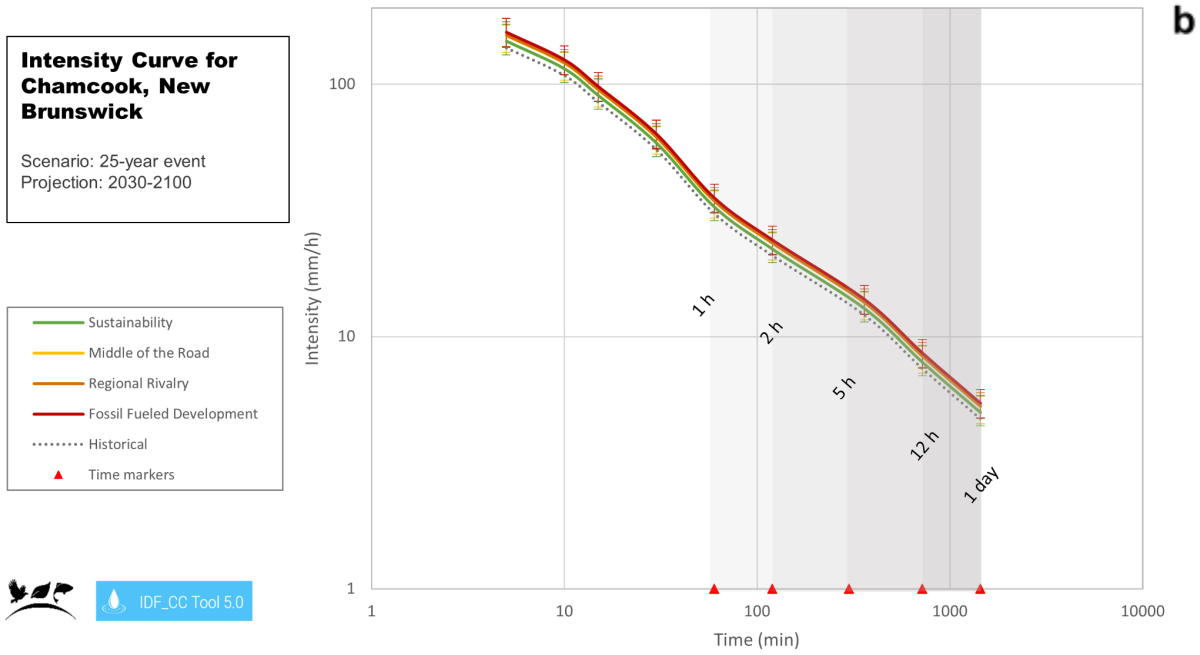
IDF_CC Tool 5.0

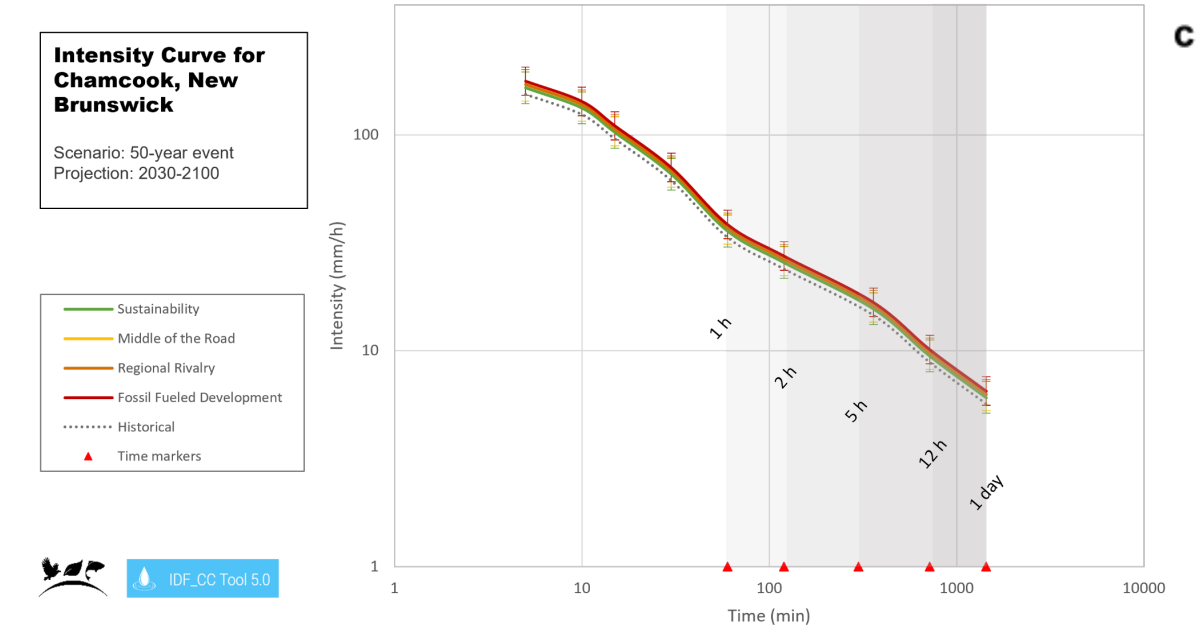


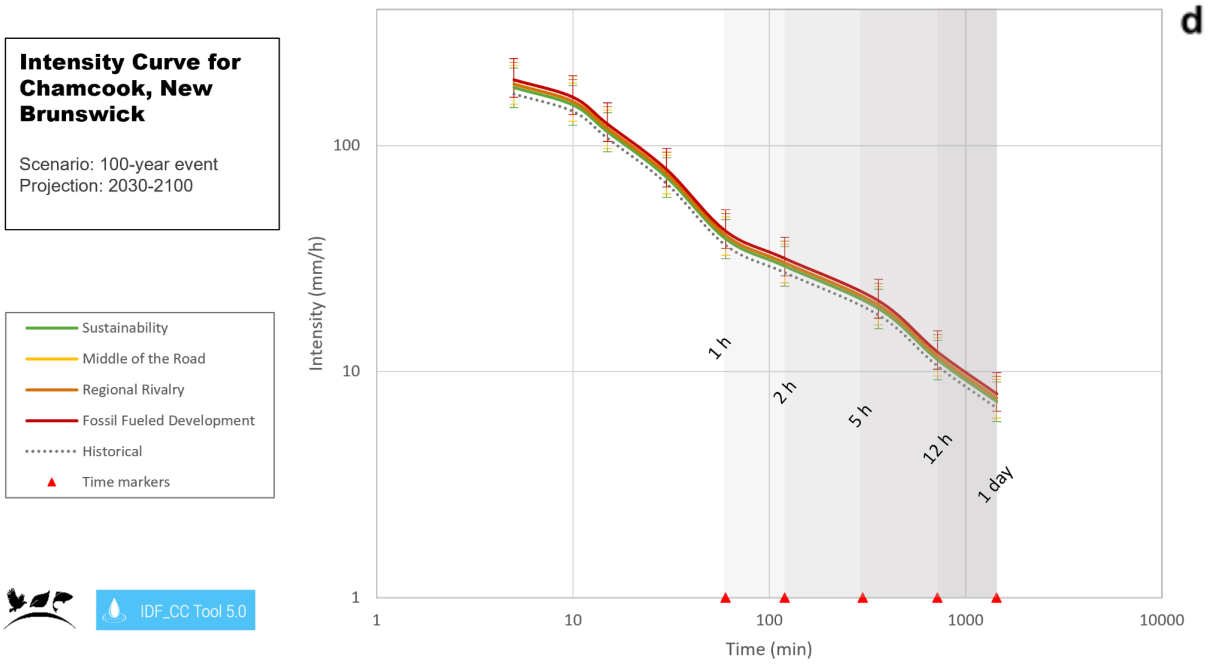




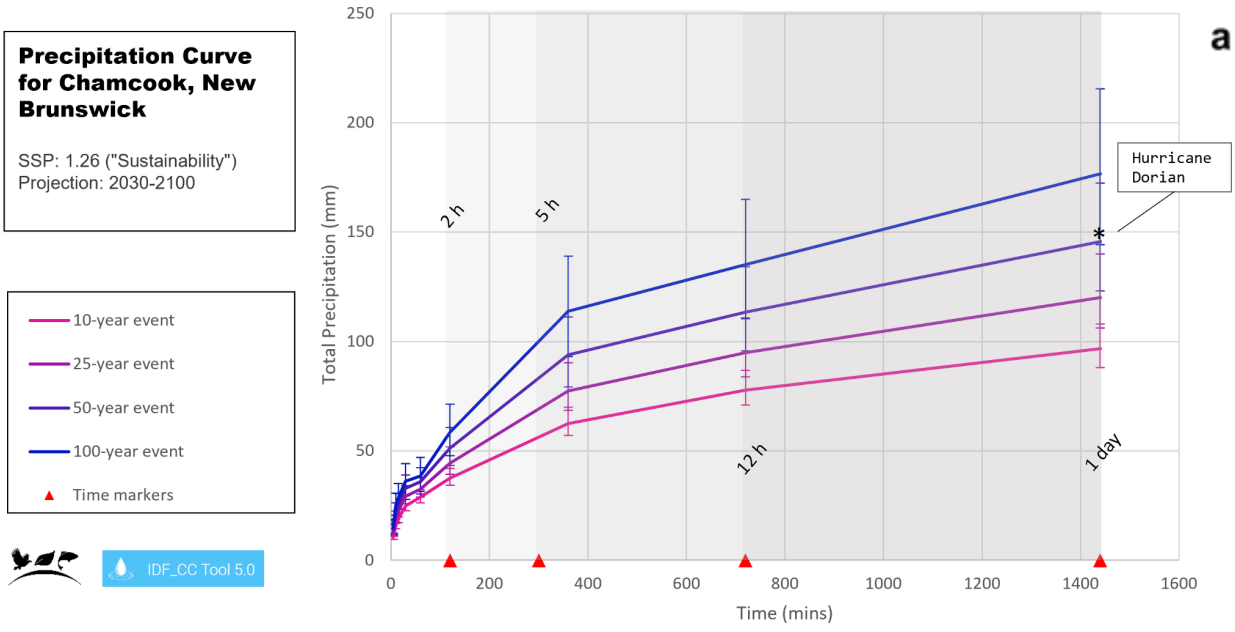
Figures A1a - A1d: Intensity-Duration-Frequency Curves for Chamcook by Shared Socioeconomic Pathway (SSP). Y axis shows total precipitation in mm.

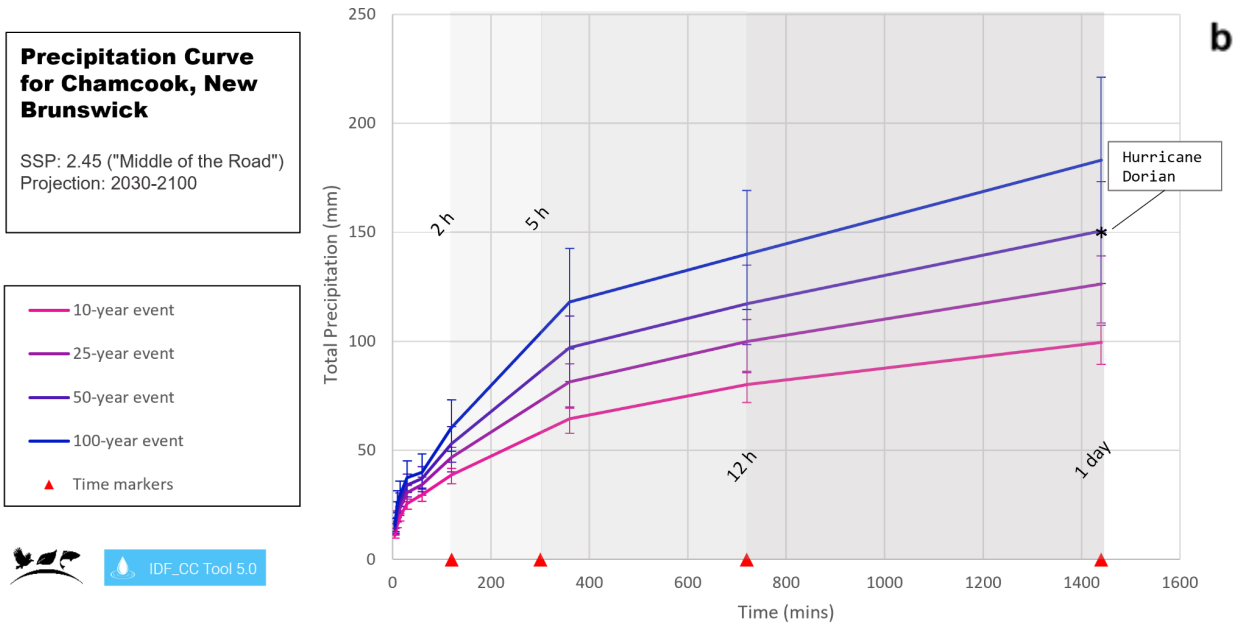

Intensity Curve for Chamcook, New Brunswick
Scenario: 25-year event
Projection: 2030-2100
Sustainability
Middle of the Road
Regional Rivalry
Fossil Fueled Development
Historical
Time markers
IDF_CC Tool 5.0
Intensity (mm/h)
Time (min)
1 h
2 h
5 h
12 h
1 day
b

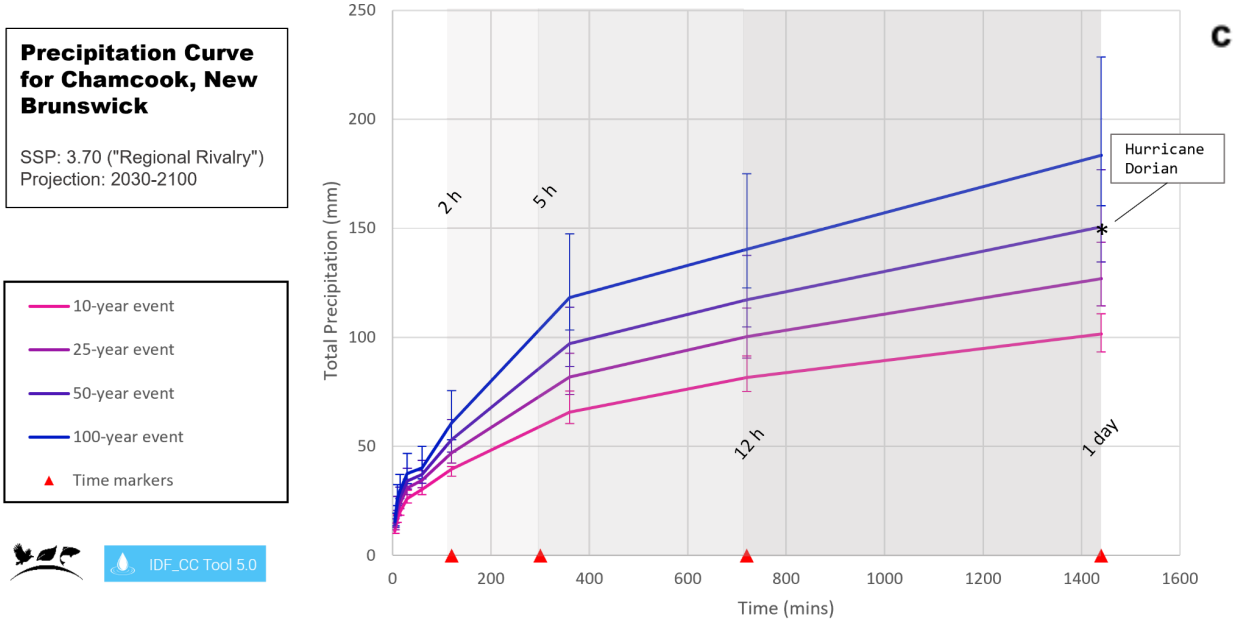

Intensity Curve for Chamcook, New Brunswick
Scenario: 50-year event
Projection: 2030-2100
Sustainability
Middle of the Road
Regional Rivalry
Fossil Fueled Development
Historical
Time markers
IDF_CC Tool 5.0
Intensity (mm/h)
Time (min)
1 h
2 h
5 h
12 h
1 day
c

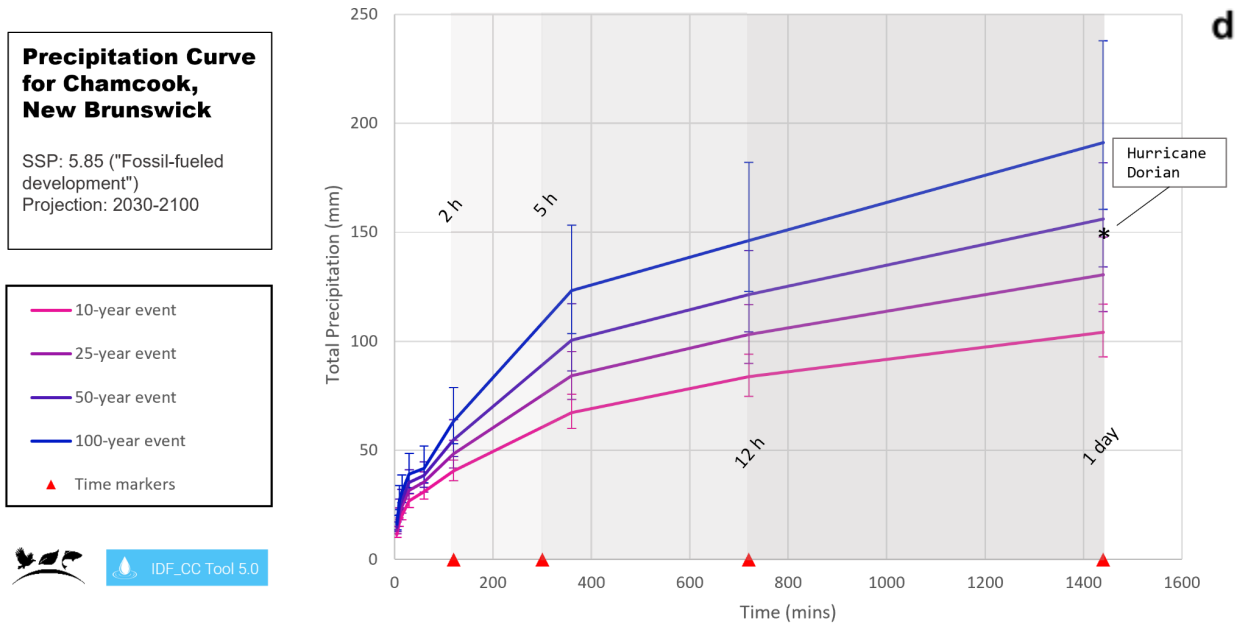


Figures A2a - A2d: Intensity-Duration-Frequency Curves for Chamcook by Shared Socioeconomic Pathway (SSP). Y axis shows intensity in mm/h.

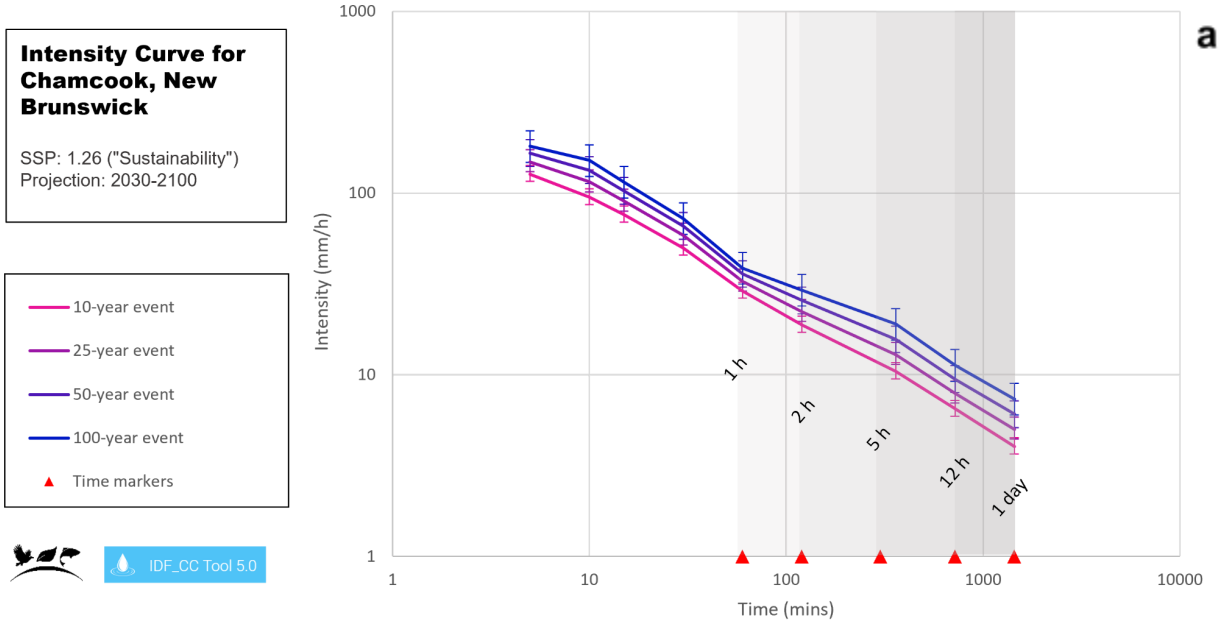


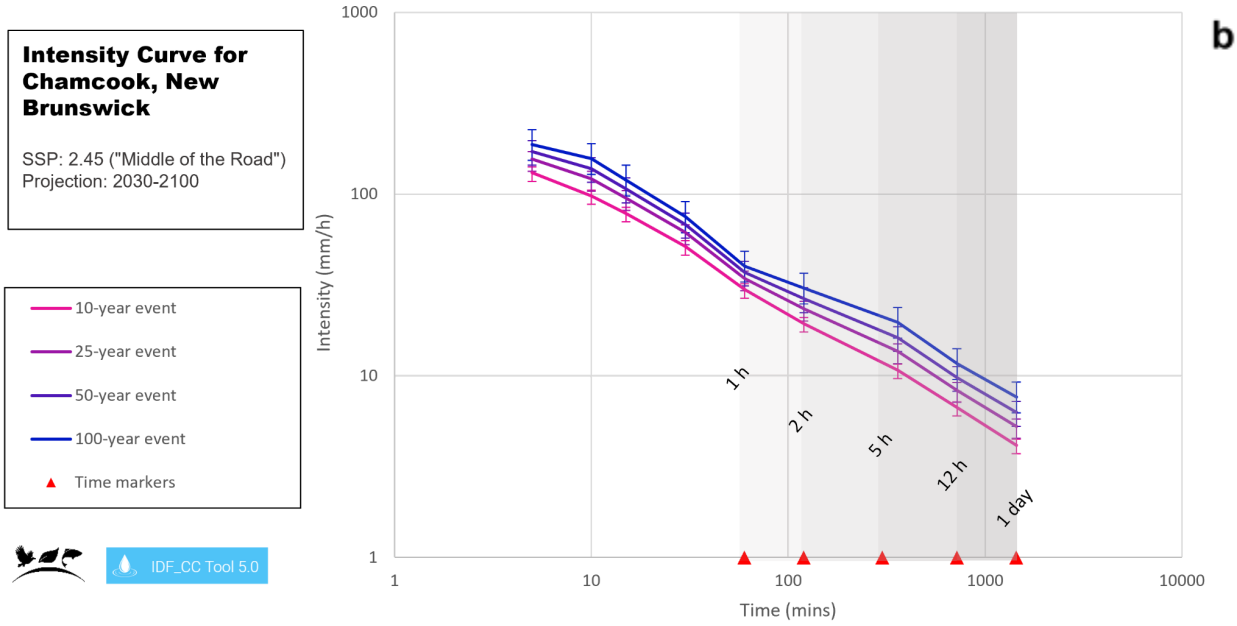

Precipitation Curve for Chamcook, New Brunswick
SSP: 2.45 ("Middle of the Road")
Projection: 2030-2100
10-year event
25-year event
50-year event
100-year event
Time markers
IDF_CC Tool 5.0
b
Total Precipitation (mm)
Time (mins)
2 h
5 h
12 h
1 day
Hurricane Dorian
0
50
100
150
200
250
0
200
400
600
800
1000
1200
1400
1600

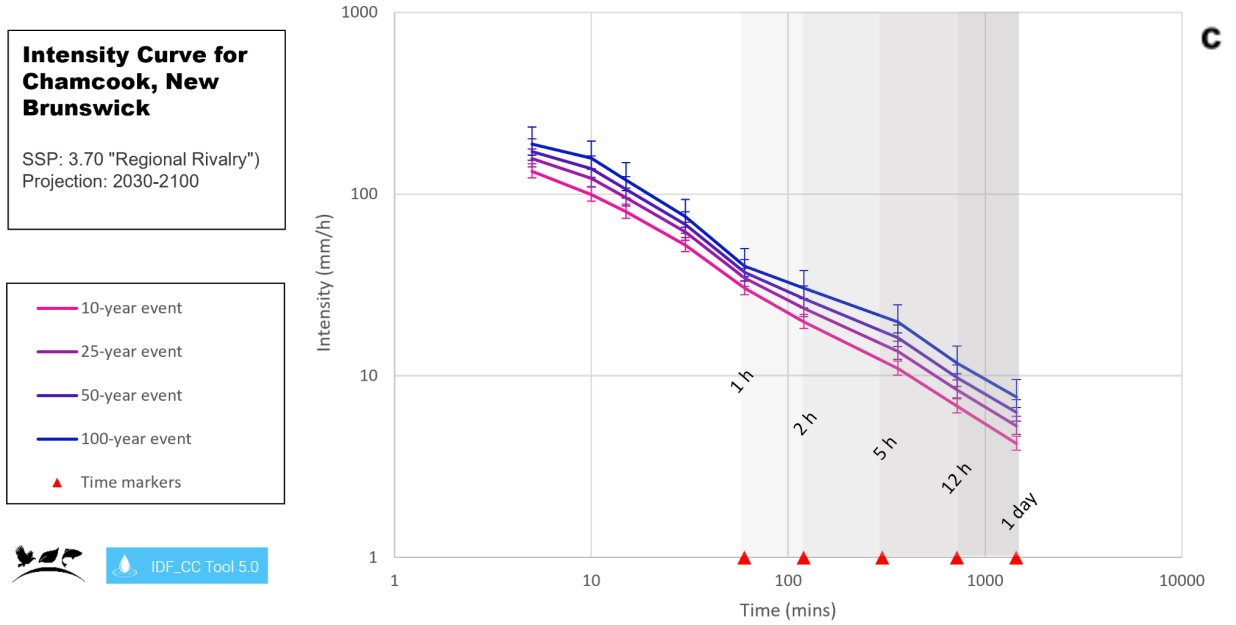

Precipitation Curve for Chamcook, New Brunswick
SSP: 3.70 ("Regional Rivalry")
Projection: 2030-2100
10-year event
25-year event
50-year event
100-year event
Time markers
IDF_CC Tool 5.0
c
Total Precipitation (mm)
Time (mins)
2 h
5 h
12 h
1 day
Hurricane Dorian
0
50
100
150
200
250
0
200
400
600
800
1000
1200
1400
1600

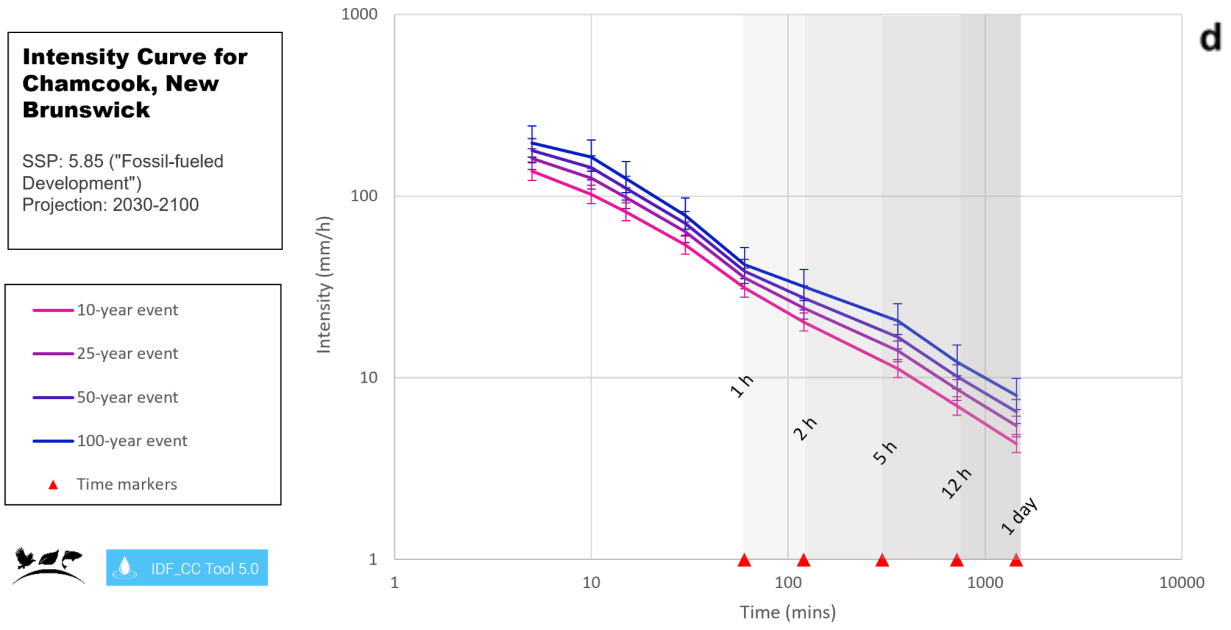


Figures A3a - A3d: Intensity-Duration-Frequency Curves for Chamcook by return period.
Y axis shows precipitation in mm.




Intensity Curve for Chamcook, New Brunswick
SSP: 2.45 ("Middle of the Road")
Projection: 2030-2100
10-year event
25-year event
50-year event
100-year event
Time markers
IDF_CC Tool 5.0
b
Intensity (mm/h)
Time (mins)
1000
100
10
1
1
10
100
1000
10000
1 h
2 h
5 h
12 h
1 day


Intensity Curve for Chamcook, New Brunswick
SSP: 3.70 "Regional Rivalry")
Projection: 2030-2100
10-year event
25-year event
50-year event
100-year event
Time markers
IDF_CC Tool 5.0
c
Intensity (mm/h)
Time (mins)
1000
100
10
1
1
10
100
1000
10000
1 h
2 h
5 h
12 h
1 day



Figures A4a - A4d: Intensity-Duration-Frequency Curves for Chamcook by return period.
Y axis shows intensity in mm/h.

Proposal of speed-friending event for St. Andrews residents

Mind Aid <info@mindaid.ca>
Tue 4/26/2022 3:32 PM
To: Paul Nopper <pnopper@townofstandrews.ca>

Speed-friending event to help residents of St. Andrews meet each other

Organizers Matthew Dickson, Kim Reeder

Background
Not everyone in St. Andrews knows everybody. Also, many new folks are moving to town. Our town's culture is already changing in small ways. We are not passing judgment on this but acknowledge it.

Goal
Enable new (and established) residents to engage with each other.

Action
A speed-friending event(s), like speed-dating but just for friends. These events are relatively easy to put on. Get some people together with some chairs and tables, rotate them around every few minutes or so and let them talk.

This encourages friendships to form in a way that is quick, yet meaningful. It allows attendees to interact with each other one-on-one, or in small groups.

Speed-friending gives people an easy and convenient way to meet new people and helps dissolve awkward social barriers. Often, people want to make new friends, but they aren't quite sure how to go about it. With these events, they can start pursuing that goal.

The typical set-up of a speed-friending event involves some tables and chairs, and short, timed conversations. Folks get to talk, develop a connection and possibly even spark a friendship.

The event could last 60-90 minutes, depending on the number of people.

Environment
The intent would be to be run this event outside so that it can go ahead, whether there is COVID or not. Therefore, a tent(s) or existing structure is needed.

Organizational/Logistics Needs
o Advertising (newsletter, posters, FB, CHCO, mailouts)
o Venue
o Chairs, tables
o Tent(s)

o Conversation starters
o Name tags/Markers

What We Need
1) town land, free of charge. Luke McDonald is interested in combining it with Paddlefest, as it fits in with their theme, although their tent is too full/scheduled for us to use. The tent behind Sheriff Andrews or the Algonquin gazebo on the old tennis courts would provide shelter to do this outside if it's raining. Centennial Park could be another option. It would be nice to do it on Paddlefest weekend as part of Paddlefest, although any dates in the summer would work.
2) town - sponsored promotion (town FB and website, CHCO, poster printing)
3) depending on the venue/timing - table, chair and garbage can pick up and delivery (for between approximately 30-60 attendees)

Matthew Dickson

Help 10,000 Women With Depression in Africa Get Treatment in 2022!

www.MindAid.ca
You can help people with mental illness in developing countries so they can get access to basic mental health care!

Bio:

Matthew Dickson helps people with mental illness in developing countries so they can get access to basic mental health care through his Mind Aid platform.

Mind Aid acts as a hub that steers people towards organizations working for the cause.

These organizations use models of basic mental health care that are low-cost, proven effective, and scalable.

Some of these organizations have been endorsed by Bill Clinton, Forest Whitaker, Arcade Fire, Ashley Judd, as well as Zak Williams (son of Robin Williams) and Tim Shriver, founder of the Special Olympics.

Matthew has successfully recovered from schizophrenia and has bicycled across Canada.

TOWN OF SAINT ANDREWS

SPECIAL COUNCIL MEETING

MINUTES

March 30, 2022, 6:30 p.m.
Electronic Meeting

A. RECORDING OF ATTENDANCE

A Special Meeting of the Town of Saint Andrews Council was held on Wednesday, March 30, 2022, at 6:30 p.m. with the following members present:

Mayor Brad Henderson, Councillor Kurt Gumushel, Lee Heenan, Jamie Hirtle, Steve Neil

Chris Spear, CAO/Treasurer, Paul Nopper, Clerk - Senior Administrator

Absent: Deputy Mayor Kate Akagi, Councillor Marc Blanchard

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

C. APPROVAL OF AGENDA

Motion: 149 - 03/22
Moved by Councillor Heenan
Seconded by Councillor Hirtle
That the Agenda be approved as presented.
4 – 0
Carried

D. DISCLOSURE OF CONFLICT OF INTEREST

E. PRESENTATIONS

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

1. Anglophone South School District Request for Annual Turnaround Awards for Students, FA220308

Motion: 150 - 03/22
Moved by Councillor Hirtle
Seconded by Councillor Heenan
That Council supports the Anglophone South School District 2022 Turnaround Awards for two Sir James Dunn Academy Students at a donation of $400.00 from the Community Assistance Grant funds.
4 – 0
Carried

2. Tender Award TSA 2022-02 Earnest, Prince of Wales, and Sophia Street Water and Sewer Renewals, FA220309

Council inquired if this infrastructure work would be in conjunction with the Active Transportation Fund applied to in March. Staff noted this is a separate project.

Motion: 151 - 03/22
Moved by Councillor Hirtle
Seconded by Councillor Heenan
That Council awards Tender TSA-2022-02, Ernest, Prince of Wales, and Sophia Street Water and Sewer Renewals, to Fairville Construction Ltd in the amount of $916,274.00, HST included.

4 – 0
Carried

3. **Tender Award TSA-2022-03 Cornelia Street Water Main Upgrades, FA220310**

Motion: 152 - 03/22
Moved by Councillor Hirtle
Seconded by Councillor Neil
That Council awards Tender TSA-2022-03, Cornelia Street Watermain Upgrades to Fairville Construction Ltd. in the amount of $479,297.00 HST included.
4 – 0
Carried

G. NEW BUSINESS

H. QUESTION PERIOD

I. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

J. MAYOR'S COMMENTS

K. CLOSED SESSION

L. ADJOURNMENT

Motion: 153 - 03/22
Moved by Councillor Heenan
Seconded by Councillor Gumushel
At 6:39 p.m. that the meeting be adjourned.
4 – 0
Carried

Brad Henderson, Mayor

Paul Nopper, Clerk – Senior Administrator

TOWN OF SAINT ANDREWS

PUBLIC HEARING OF OBJECTIONS MEETING

MINUTES

April 4, 2022, 6:30 p.m.
Electronic Meeting

A. RECORD OF ATTENDANCE

A Public Hearing of Objections to Draft Zoning By-Law Z22-01 of the Town of Saint Andrews Council was held on Monday, April 4, 2022, at 6:30 p.m. with the following members present:
Mayor Brad Henderson, Deputy Mayor Kage Akagi, Councillor Marc Blanchard, Kurt Gumushel, Lee Heenan, Jamie Hirtle, Steve Neil.
Chris Spear, CAO/Treasurer, Paul Nopper, Clerk - Senior Administrator, Alex Henderson, Director of Planning.

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

C. APPROVAL OF AGENDA
Motion: 154 - 04/22
Moved by Councillor Heenan
Seconded by Councillor Neil
That the Agenda be approved as presented.
6 – 0
Carried

D. DISCLOSURE OF CONFLICT OF INTEREST

E. PRESENTATION

F. HEARING OF OBJECTIONS

1. Zoning By-Law Z22-01, PED220302
Clerk Nopper noted that two letters were submitted in the town. One letter specifically focused on the reduction in parking from 1.25 spaces per unit to 1 space per unit in the Historic Business District. The other letter covered the same parking reduction issue and provided further points beyond the discussed Zoning By-Law changes with a signed petition.

G. QUESTION PERIOD

H. ADJOURNMENT
Motion: 155 - 04/22
Moved by Deputy Mayor Akagi
Seconded by Councillor Gumushel
At 6:37 p.m. that the meeting be adjourned.
6 – 0
Carried

Brad Henderson, Mayor	Paul Nopper, Clerk – Senior Administrator

TOWN OF SAINT ANDREWS

REGULAR COUNCIL MEETING

MINUTES

April 4, 2022, 6:45 p.m.
Electronic Meeting

A. RECORDING OF ATTENDANCE

A Regular Meeting of the Town of Saint Andrews Council was held on Monday, April 4, 2022, at 6:45 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, Alex Henderson, Director of Planning.

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

C. APPROVAL OF AGENDA

Motion: 156 - 04/22
Moved by Councillor Heenan
Seconded by Councillor Hirtle
That the Agenda be approved as presented.
6 – 0
Carried

D. DISCLOSURE OF CONFLICT OF INTEREST

E. PRESENTATIONS

1. Aldea Poirier and Briana Cowie of Eastern Charlotte Waterways Presentation on Finalized Municipal Greenhouse Gas Emissions and Energy Study

Aldea Poirier and Briana Cowie presented the finalized Municipal Greenhouse Gas Emissions (GHG) and Energy Study to the Council. The presentation outlined the project objectives and milestones including creating baseline inventories and GHG forecasting, setting emissions and energy reduction targets 30% below 2020 levels by 2034, and developing a local action plan and guide for the municipality. Tow additional steps to the milestones are implementation and monitoring. GHG inventory recap highlighted that Town facilities produce 675.22tCO2e per year with 49% from building emissions, 30% from water and wastewater systems, 11% from streetlights, and 10% from the vehicle fleet. There was no data available for municipal solid waste. The top 10 emitting municipal buildings were shown with the highest producers being 1. W.C. O'Neill Arena Complex 32% overall, Water Treatment Facility 20% overall, Wastewater Treatment Facility 10% overall. Methodology taken to complete the study included meetings and consultation with Town staff and the Environmental Advisory Committee, building site visit with Asset Manager, site visit of the

wastewater treatment facility, and research on plans for comparable municipalities. 32 proposed action items were provided to Council formatted in an implementation table with proposed responsible leads, start dates, and potential funding identified. Final thoughts from the presentation noted Saint Andrews is ahead of the curve in planning and implementing of strategies to reduce GHG emissions. Local Governance Reform was identified as a component of the expansion of the plan and the plan should be reviewed often for making updates and seeing the evolution over the next twelve years.

Council thanked the representatives of Eastern Charlotte Waterways for the presentation and completion of the Greenhouse Gas Emissions and Energy Study for the Town of Saint Andrews which was funded through the Environmental Trust Fund of the Province of New Brunswick. Council noted that they will be reviewing options moving forward during budget time and that the arena was identified as a key facility that can make a large impact on the goal of 30% reduction by 2034. Staff noted that with recent changes at the arena, including the Wellness Centre and dorm use over winter, we will have to review how the efficiencies are measured and change over previous years. The baseline information collected will play a pivotal role in the review process moving forward. Council noted that through Local Governance Reform and the Regional Service Commission changes, there could be potential to have a resource staff person to support these initiatives for across the county and how we can collaborate with neighbouring communities on improving our GHG emissions. Council was happy to be notified that Saint Andrews is ahead of the curve and wishes to continue the pursuit of this.

F. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

1. Minutes of the 220307 Public Hearing of Objections to Amendment MP20-04 to Municipal Plan MP20-01 on March 7, 2022, 6:30 p.m.

Motion: 157 - 04/22
Moved by Councillor Hirtle
Seconded by Councillor Heenan
That the Minutes of the Public Hearing of Objections to Amendment MP20-01 to Municipal Plan MP20-01 on Monday, March 7, 2022, at 6:30 p.m. be adopted.
6 – 0
Carried

2. Minutes of the 220307 Public Hearing of Objections to Amendment Z21-07 to Zoning By-Law Z21-01 on March 7, 2022, 6:45 p.m.

Motion: 158 - 04/22
Moved by Deputy Mayor Akagi
Seconded by Councillor Blanchard
That the Minutes of the Public Hearing of Objections to Amendment Z21-07 to Zoning By-Law Z21-01 on Monday, March 7, 2022, at 6:45 p.m. be adopted.
6 – 0
Carried

3. Minutes of the 220307 Public Hearing of Objections to Amendment Z21-08 to Zoning By-Law Z21-01 on March 7, 2022, 7:00 p.m.

Motion: 159 - 04/22
Moved by Councillor Heenan
Seconded by Councillor Gumushel
That the Minutes of the Public Hearing of Objections to Amendment Z21-08 to Zoning By-Law Z21-01 on Monday, March 7, 2022, at 7:00 p.m. be adopted.
6 – 0
Carried

4. Minutes of the 220307 Regular Council Meeting on March 7, 2022, 7:15 p.m.

Motion: 160 - 04/22
Moved by Councillor Blanchard
Seconded by Councillor Hirtle
That the Minutes of the Regular Council Meeting on Monday, March 7, 2022, at 7:15 p.m. be adopted.
6 – 0
Carried

5. Minutes of the 220321 Regular Council Meeting on March 21, 2022, 6:30 p.m.

Motion: 161 - 04/22
Moved by Deputy Mayor Akagi
Seconded by Councillor Blanchard
That the Minutes of the Regular Council Meeting on Monday, March 21, 2022, at 6:30 p.m. be adopted.
6 – 0
Carried

G. COMMUNICATIONS

1. New Brunswick Organ and Tissue Program National Organ and Tissue Donation Awareness Week April 24-30, 2022

Light Town Hall up in Green for the Week of April 24 - 30 and post to social media.

H. STAFF REPORT/FINANCIAL REPORT, RCS220403, PS220403, PS220401, PW220403, PW220404, PED220412, PS220402, PW220405, FA220405, FA220406

CAO Spear noted that the salt budget and staff wages in Public Works are up due to the number of small storms throughout the winter season.

Councillor Hirtle noted that he is appreciative of the hard work and dedication of staff for the reports and keeping Council informed.

Motion: 162 - 04/22
Moved by Councillor Hirtle
Seconded by Councillor Gumushel
That Council accepts all the Staff Reports and Financial Reports as presented.
6 – 0
Carried

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

1. Finance & Administration - Deputy Mayor Akagi

1. By-Law No. 22-02, A By-Law to Regulate the Code of Conduct of the Council of the Town of Saint Andrews Second Reading, FA220307

Read by Mayor Henderson by Title for Second Reading.

Councillor Hirtle noted actions that Council can take for discipline but if Council has options to remove a Councillor from being a member of Council.

Clerk Nopper informed Council that the Local Governance Act does have stipulations for the removal of Councillors but a Councillor cannot be removed by a vote of Council.

Motion: 163 - 04/22
Moved by Deputy Mayor Akagi
Seconded by Councillor Heenan
That Council grants leave for Second Reading to By-Law No. 22-02, A By-Law to Regulate the Code of Conduct of the Council of the Town of Saint Andrews.
6 – 0
Carried

2. Public Works - Councillor Blanchard

1. Wharf Project Update and Discussion - PW220407

CAO Spear provided a review of the staff report highlighting options for the Wharf. CBCL Ltd. Engineering Firm has completed the geotechnical report. It was noted there are difficulties to installation in the bedrock and 3 alternatives were provided to Council including pipe piles with concrete, concrete piles with concrete top, and replacement of existing timber crib with timber. All options have come in at an estimated cost greater than $7.5 million with a Town budget and funding of $5.5 million. Staff noted that requests have been put in to CBCL Ltd. to explore hybrid options for designs and to bring back a quote for the rock-style wharf originally proposed. Staff indicated the wharf could be repaired now at a lower cost but would lose out on the government grant funding to raise the areas for climate change. It is estimated the repairs may extend the life by 10 - 20 years. Staff also made it clear that the timelines for construction would need to not interfere with the tourist season.

Council thanked staff for the report and noted that spending an additional $3 million on the project is something that the Town cannot afford or want to take on more significant debt. Council discussed the geotechnical report from CBCL Ltd and the issues of the bedrock. Staff indicated that with continued inflation and costs that Council would have to review other alternatives for the wharf beyond the concrete options. Council asked staff to speak to the funding partners on what additional options of support might be available due to the increase in the cost of the project. Staff indicated that another option would be to make the wharf walking only and remove vehicles from use. This would help to extend the life of the wharf. Council noted

they look forward to seeing the alternative options and design and costing.

2. Municipal Greenhouse Gas Emissions and Energy Study, PW220406

Motion: 164 - 04/22
Moved by Councillor Blanchard
Seconded by Councillor Heenan
That Council adopt the Municipal Greenhouse Gas Emissions and Energy Study completed by Eastern Charlotte Waterways and funded through the Environmental Trust Fund of the Province of New Brunswick on April 4, 2022.
6 – 0
Carried

3. Public Safety - Councillor Neil

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

1. Canada Day 2022 Road Closure Request, BTHC220402

Motion: 165 - 04/22
Moved by Councillor Hirtle
Seconded by Deputy Mayor Akagi
That Council approves the road closures and Market Square closure for the Canada Day 2022 Celebrations on Friday, July 1st, 2022, with the following streets and times:
Main Road Closure from 7:00 a.m. – 11:00 p.m.
Water Street at Elizabeth Street
Water Street at Edward Street
Water Street at William Street
Water Street at King Street
Water Street at Frederick Street
Temporary Closure: 7:00 a.m. – 5:00 p.m.
King Street at Queen Street – to accommodate for the Farmer's Market
Closure of Market Square from 7:00 a.m. – 11:00 p.m.
Support for road closure for the Parade starting at 1:00 p.m. from NBCC at Augustus Street to Harriet Street at the W.C. O'Neill Arena Complex.
6 – 0
Carried

2. Indulge 2022 New Brunswick's Food and Wine Festival Request for Road Closure, BTHC220401

Motion: 166 - 04/22
Moved by Councillor Hirtle
Seconded by Councillor Blanchard
That Council approves the road and intersection closures for the Indulge 2022 New Brunswick's Food and Wine Festival "Taste of Saint Andrews" event scheduled for Friday, October 14th, 2022, from 3:00 p.m. to 9:00 p.m. along the following streets:

- *Water Street at Edward Street*
- *Water Street at William Street*
- *Water Street at King Street*

- *Water Street at Frederick Street.*

6 – 0
Carried

5. Recreation and Community Services - Councillor Gumushel

1. Discussion on By-Law 01-5 Skateboards, Scooters and Inline Skates in Saint Andrews, RCS220404

Council provided consensus to bring forward a repeal By-Law for discussion to the next meeting.

6. Planning & Economic Development - Councillor Heenan

1. Discussion on the Zoning By-Law Z22-01, PED220302

Planner Henderson provided a presentation to Council on Draft Zoning By-Law Z22-01. Amendments include discussions on density, increasing accessory dwelling unit size, modifications to the Townhouse standards, Multiple Residential 2 lot standards, and parking standards specifically focused in the Historic Business District. This presentation has been provided to Council previously. Information from the Public Hearing of Objections and the Planning Advisory Committee were brought forward for additional information for Council consideration.

Council noted that feedback from the public and the PAC was focused on the parking standards and that all other amendments had no feedback. Council discussed what options were available for adding terms and conditions to properties for development. Staff noted that there is a Subdivision and Development Agreements that are used to structure developments and put additional terms and conditions on developments. Council supported the purposes and structures of these agreements by noting that municipal By-Laws still need to be followed accordingly. Council noted that it might be advised to start a review process for a Heritage By-Law for the Historic Business District that considers and protects the look and feel of the community. Council debated the reduction of parking spaces from 1.25 spaces per unit to 1 space per unit for apartments. Council highlighted the value of parking spaces in the Historic Business District, the current lack of parking for current residents, and the need for densified housing in walkable areas. Council briefly discussed accessory dwelling units and it was noted they cannot take up more than 10% of the lot space on a property and cannot dwarf the existing main use. Council asked staff to bring the Zoning By-Law Z22-01 back for second reading at the next meeting for further debate by Council.

J. NEW BUSINESS

K. QUESTION PERIOD

L. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

M. MAYOR'S COMMENTS

N. CLOSED SESSION

Motion: 167 - 04/22
Moved by Councillor Gumushel
Seconded by Councillor Heenan
At 8:34 p.m. Council move 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 and (d) the proposed or pending acquisition or disposition of land.*
6 – 0
Carried

Motion: 168 - 04/22
Moved by Councillor Blanchard
Seconded by Councillor Heenan
At 9:20 p.m. that Council return to Open Session.
6 – 0
Carried

O. ADJOURNMENT

Motion: 169 - 04/22
Moved by Deputy Mayor Akagi
Seconded by Councillor Gumushel
At 9:21 p.m. that the meeting be adjourned.
6 – 0
Carried

Brad Henderson, Mayor

Paul Nopper, Clerk - Senior Administrator

TOWN OF SAINT ANDREWS

PUBLIC HEARING OF OBJECTIONS MEETING

MINUTES

April 19, 2022, 6:30 p.m.
W.C. O'Neill Arena

A. RECORD OF ATTENDANCE

A Public Hearing of Objections to Amendment MP20-05 to the Municipal Plan MP20-01 and Z21-09 to the Zoning By-Law Z21-01 for rezoning 258 Montague Street of the Town of Saint Andrews Council was held on Tuesday, April 19, 2022 at 6:30 p.m. with the following members present:

Mayor Brad Henderson, Deputy Mayor Kate Akagi, Councillor Lee Heenan, Jamie Hirtle, Steve Neil.

Chris Spear, CAO/Treasurer, Paul Nopper, Clerk Senior Administrator, Alexander Gopen, Senior Planner.

Absent: Councillor Marc Blanchard and Kurt Gumushel.

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

C. APPROVAL OF AGENDA

Motion: 170 - 04/22
Moved by Councillor Heenan
Seconded by Councillor Neil
That the Agenda be approved as presented.
4 – 0
Carried

D. DISCLOSURE OF CONFLICT OF INTEREST

E. PRESENTATION

F. HEARING OF OBJECTIONS

1. Amendment MP20-05 to Municipal Plan MP20-01 for Rezoning of 258 Montague Street, PED220303

2. Amendment Z21-09 to Zoning By-Law Z21-01 for Rezoning of 258 Montague Street, PED220304

Clerk Nopper noted that the Town has not received any correspondence regarding the rezoning of 258 Montague Street.

G. QUESTION PERIOD

H. ADJOURNMENT

Motion: 171 - 04/22
Moved by Deputy Mayor Akagi
Seconded by Councillor Hirtle
At 6:38 p.m. that the meeting be adjourned.
4 – 0
Carried

Brad Henderson, Mayor	Paul Nopper, Clerk – Senior Administrator

TOWN OF SAINT ANDREWS

REGULAR COUNCIL MEETING

MINUTES

April 19, 2022, 6:45 p.m.
W.C. O'Neill Arena

A. RECORDING OF ATTENDANCE

A Regular Meeting of the Town of Saint Andrews Council was held on Tuesday, April 19, 2022, at 6:45 p.m. with the following members present:

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

Chris Spear, CAO/Treasurer, Paul Nopper, Clerk - Senior Administrator, Alexander Gopen, Senior Planner.

Late: Councillor Marc Blanchard - 7:12 p.m.

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

C. APPROVAL OF AGENDA

Motion: 172 - 04/22
Moved by Councillor Hirtle
Seconded by Deputy Mayor Akagi
That the Agenda be approved as presented.
5 – 0
Carried

D. DISCLOSURE OF CONFLICT OF INTEREST

E. PRESENTATIONS

F. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

G. COMMUNICATIONS

1. Light It Up in Blue Campaign New Brunswick Alzheimer Society, Mark Harris, Coordinator

Council directed staff to light up the Town Hall blue for the week of May 23, 2022, to May 27, 2022, and post on social media.

H. STAFF REPORT/FINANCIAL REPORT

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

1. Finance & Administration - Deputy Mayor Akagi

1. Tender Award TSA 2022-01 Princess Royal Street Water and Sewer Renewal, FA220407

Motion: 173 - 04/22
Moved by Deputy Mayor Akagi
Seconded by Councillor Heenan
That Council awards Tender TSA 2022-01 Princess Royal Street Water and Sewer Renewals to Fairville Construction Ltd. in the amount of $257,600.00 HST excluded.
5 – 0
Carried

2. Discussion on Committee Meeting Structure for Council, FA220408

Mayor Henderson presented a new Committee structure for Council to try with hosting of a workshop session every two months to review Registers and have a deeper discussion on topics Council would like to bring forward. It was noted this would be an optional meeting for Councillors but encouraged to attend. Council provided consensus to this concept.

2. Public Works - Councillor Blanchard

1. Downtown Water Street One-Way Direction for 2022 By-Law 18-01 Motor Vehicle By-Law, PW220408

Council discussed the 30-minute parking spaces and what the procedure for monitoring the timing would be by By-Law Enforcement. Staff noted that chalking of tires along the tread of the tire is the common practice to monitor vehicle movements in parking spaces for time spent. Council noted that the Town may hear complaints regarding the chalking of tires. Council discussed the possibility of expanding the parking spots to 45 minutes versus 30 minutes, but it was determined that these spaces are supposed to be quick turnover spots in the downtown to help with quick errands. Council noted that there should be a discussion on the potential for paid parking spaces downtown. Council asked staff not to install the gate at the wharf and only install the signage to start. Staff was given support to install the gate if it was needed.

Motion: 174 - 04/22
Moved by Councillor Blanchard
Seconded by Councillor Heenan
That Council approves the one-way Water Street starting Monday, May 16, 2022, to Monday, October 17, 2022, from Elizabeth Street to Princess Royal Street under Schedule "C" One-Way Street of By-law No. 18-01, A By-Law To Regulate Vehicular Traffic in the Town of Saint Andrews.
Amended

Motion: 175 - 04/22
Moved by Councillor Heenan
Seconded by Deputy Mayor Akagi
Amend Water Street motion to start from Edward Street to Frederick Street.
6 – 0
Carried

Motion: 176 - 04/22
Moved by Councillor Heenan
Seconded by Councillor Blanchard
That Council approves the one-way Water Street starting Monday, May 16, 2022, to Monday, October 17, 2022, from Edward Street to Frederick Street under Schedule "C" One-Way Street of By-law No. 18-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews as amended.
6 – 0
Carried

Motion: 177 - 04/22
Moved by Councillor Blanchard
Seconded by Deputy Mayor Akagi
That Council approves No Parking Anytime along the following streets:

- *Elizabeth Street – Water Street to Queen Street – Southwest side*
- *Edward Street – Water Street to Queen Street – Southeast side*
- *William Street – Water Street to Queen Street – Southeast side*
- *Princess Royal Street – Water Street to Queen Street – Southwest side*
- *Queen Street – Elizabeth Street to Princess Royal Street – Southside*

under Schedule "B" No Parking Anytime of By-Law No. 18-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews.
6 – 0
Carried

Motion: 178 - 04/22
Moved by Councillor Blanchard
Seconded by Councillor Heenan
That Council approves the installation of an additional Parking for Persons with Disabilities at the corner of William Street and Water Street in front of 161 Water Street under Schedule "G" Parking for Persons with Disabilities under By-Law No. 18-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews.
6 – 0
Carried

Motion: 179 - 04/22
Moved by Councillor Blanchard
Seconded by Deputy Mayor Akagi
That Council approves an Emergency and Enforcement Vehicle Parking Space beside the Canada Post Post Office on King Street under Schedule "H" Limited Parking of By-Law No. 18-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews.
6 – 0
Carried

Motion: 180 - 04/22
Moved by Councillor Blanchard
Seconded by Councillor Heenan
That Council approves 4 30-minute Parking Spaces, 2 beside Scotia Bank on King Street and two beside Home Hardware on King Street Schedule "H" Limited Parking of By-Law No. 18-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews.
5 – 1 Nay Councillor Neil
Carried

Motion: 181 - 04/22
Moved by Councillor Blanchard
Seconded by Councillor Hirtle
That Council approves the signing of the Wharf to vehicular traffic, excluding permitted vehicles, between 8:00 a.m. – 5:00 p.m., 7 days a week from Monday, May 16, 2022, to Tuesday, September 6, 2022.
6 – 0
Carried

3. Public Safety - Councillor Neil

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

1. Community Assistance Grant Application Saint Andrews Farmers Market 50th Anniversary Celebration, BTHC220403

Council noted that the funding be asked for is more for marketing and advertising and that the Farmer's Market should approach ExploreStAndrews for funding. Staff noted that a submission for funding was brought forward in February and Council asked for a revision to the $5,000.00 ask. The new ask is for $2,028.00 less than half of the original request. Staff noted that any new signage for the Market would still have to meet the Zoning By-Law standards and that staff would help to expedite the permit process.

Motion: 182 - 04/22
Moved by Councillor Hirtle
Seconded by Deputy Mayor Akagi
That Council support the Saint Andrews Farmers Market request for supporting the 50th Anniversary Celebrations from the Community Assistance Grant program for 2022 at a grant of $2,028.00.
6 – 0
Carried

5. Recreation and Community Services - Councillor Gumushel

1. Discussion on Childcare Needs Survey Results March April 2022, RCS220405

Clerk Nopper provided an overview of the results of the Childcare Needs Survey to Council highlighting that there is a need for additional childcare services and after-school programs to support the community youth. Council discussed the survey results noting that the Town of Saint Andrews can be a player in supporting more programs for youth and that if the community intends to grow and attract new families, that the Town will have to participate in supporting new programming and existing services. It was noted that

licencing is difficult and finding a large enough space to host programs is critical. Direction was given to set up meetings between the Town, childcare providers, and the Anglophone South School Board to see about solutions to space and programming.

Deput Mayor Akagi left at 7:40 p.m.

2. Discussion on Mowing of the Sir James Dunn Academy Field, RCS220406

CAO Spear highlighted a staff report on the mowing of the Sir James Dunn Academy field. Councillor Gumushel spoke to the recent upgrades to the field and the importance of this green space to the community. It was noted that cutting the grass at the field takes approximately 2 hours of staff time per week. Council had concerns about the continued maintenance of the field by the Town and what potential downloading of services could come from the school board if the Town continued to mow the field. Council asked if new signage can be installed on the fencing to notify the public that they can use the field at their leisure during the summer months as it seems like the field is off limits with closed signs. Council committed to cutting the grass for the 2022 season and asked for a meeting with the school board to discuss the ongoing maintenance and a potential agreement to be developed. Council provided consensus to this process.

3. 42nd Edition Saint Andrews Fathers Day Race Road Closure Request, RCS220407

Motion: 183 - 04/22
Moved by Councillor Gumushel
Seconded by Councillor Blanchard
That Council approves the road closure of Prince of Wales Street from the Algonquin Hotel to Augustus Street on Sunday, June 19, 2022, from 8:30 a.m. – 12:00 p.m. for the 42nd Edition of the Saint Andrews Father's Day Road Race.
5 – 0
Carried

4. Discussion on By-Law 01-5 Skateboards, Scooters and Inline Skates in Saint Andrews, RCS220404

CAO Spear provided a staff report review of concerns of staff for the repealing of By-Law 01-5. It was noted that there are safety concerns for seniors and tourists in the busy downtown seasons, potential tripping hazards with the bricks, and the lack of road and sidewalk rules followed. It was noted that the Transportation Master Plan highlights alternative transportation methods as important to reducing vehicular traffic.

Council debated and discussed the potential repeal By-Law for 01-5. Members of Council focused on safety of residents and visitors and, tripping hazards, and the ability for persons using these modes of transportation to have difficulty following rules and stopping quickly. Council asked for clarification if it was motorized scooters or push scooters. Staff noted that it is non-motorized scooters and alternative transportation options. Council also discussed similarities between cyclists and runners in the downtown. Council asked if there

were incidents or accidents that brought this By-Law originally forward. Staff indicated that there was nothing on record but could have had isolated incidents. Council discussed the changes to active transportation since the inception of this By-Law and that 20 years have passed and should be reviewed again. Adults and youth are users of these forms of transportation, not just youth. Staff noted that this By-Law is only in effect for the Historic Business District and these forms of transportation are allowed throughout the rest of Town and a skate park is available for use at the Community Youth Activity Centre. Council asked that the repeal By-Law be brought forward for first reading and to call for a Public Hearing of Objections.

6. Planning & Economic Development - Councillor Heenan

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

CAO Spear noted that Council has been kept up to date with the processes of the Subdivision and Development Agreements for the Van Horne Garden Homes development and that the final documents before Council are agreeable. Council asked how the Planning Advisory Committee notes are represented in the Agreements. Staff clarified that they are a part of the Schedules for the Subdivision Agreement and will be part of the document registered to the Land Registry department and must be followed.

Mayor Henderson read the By-Law for Third Reading in full.

Motion: 184 - 04/22
Moved by Councillor Heenan
Seconded by Deputy Mayor Akagi
That Council grants leave for Third and Final 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 subject to the signing of a Subdivision and Development Agreement.
5 – 0
Carried

Motion: 185 - 04/22
Moved by Councillor Heenan
Seconded by Councillor Hirtle
That Council signs into a Subdivision Agreement with 603366 N.B. LTD Van Horne Garden Homes for PID 01326081 as per Section 6 of By-Law No. 69. Subdivision By-Law.
5 – 0
Carried

Motion: 186 - 04/22
Moved by Councillor Heenan
Seconded by Councillor Gumushel
That Council signs into a Development Agreement with 603366 N.B. LTD Van Horne Garden Homes for PID 01326081 as per Section 59 of the Community Planning Act.
5 – 0

Carried

2. Zoning By-Law Z22-01 Second Reading, PED220302

Council discussed the options of reducing the parking from 1.25 spaces to 1 space per unit. Council discussed the Public Hearing of Objection results and the concerns of the Planning Advisory Committee regarding the reduction of spaces per unit. Council debated the reduction with notes on limited parking in the downtown, the increase in density of housing needed for walkability, who gets used of the extra parking spaces, the need for additional housing in the community, and the limitations of transportation services in the community but noted options are being worked on. Through the discussion, Council came to a consensus to keep the reduced parking from 1.25 spaces to 1 space per unit. An emphasis was noted to the Strategic Priorities of Council and the need for additional housing in the Town Plat and Historic Business District with densification.

Motion: 187 - 04/22
Moved by Councillor Heenan
Seconded by Councillor Gumushel
That Council grants leave for Second Reading to Zoning By-Law Z22-01, Being the Zoning By-Law for the Town of Saint Andrews.
5 – 0
Carried

J. NEW BUSINESS

K. QUESTION PERIOD

L. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

M. MAYOR'S COMMENTS

N. CLOSED SESSION

Motion: 188 - 04/22
Moved by Councillor Hirtle
Seconded by Councillor Gumushel
At 8:36 p.m. that Council move into Closed Session under the Local Governance Act Section 68(1)(d) the proposed or pending acquisition or disposition of land.
5 – 0
Carried

Motion: 189 - 04/22
Moved by Councillor Heenan
Seconded by Councillor Gumushel
At 9:18 p.m. Council returns to Open Session.
5 – 0
Carried

O. ADJOURNMENT

Motion: 190 - 04/22
Moved by Councillor Blanchard
Seconded by Councillor Hirtle
At 9:19 p.m. that the meeting be adjourned.
5 – 0
Carried

Brad Henderson, Mayor

Paul Nopper, Clerk - Senior Administrator

Re: Invitation to Proclaim June 19th, 2022 The Longest Day of SMILES®

Brad Henderson <bhenderson@townofstandrews.ca>

Mon 4/4/2022 12:39 PM

To: Candy Keillor <Candy.Keillor@operationsmile.org>;Paul Nopper <pnopper@townofstandrews.ca>;Chris Spear <cspear@townofstandrews.ca>

Candy,

Thank you for reaching out. I have copied our town clerk for upcoming Council packages.

Have a great week.
Brad

From: Candy Keillor <Candy.Keillor@operationsmile.org>
Sent: April 3, 2022 2:23 PM
To: Brad Henderson <bhenderson@townofstandrews.ca>
Subject: Invitation to Proclaim June 19th, 2022 The Longest Day of SMILES®

RECEIVED
COR220413
APR - 4 2022
Town of
Saint Andrews

Dear Mayor Brad Henderson,

In these unprecedented times, Operation Smile Canada recognizes the importance of engaging community members in ways that enable them to use their passion and creativity to encourage positive change.

Which is why we are inviting you as the Mayor of Saint Andrews to proclaim June 19th, 2022 as the Longest Day of SMILES® in your community.

The Longest Day of SMILES® encourages community ambassadors to raise awareness and funds to help a child born with a cleft condition smile and change their life with free, safe, cleft surgery and comprehensive care. From sun-up to sun-down, from coast to coast to coast, Canadians are dedicating June 19th, 2022, and the time leading up to it, to helping children SMILE.

Operation Smile Canada is a volunteer-delivered global medical charity that exists to ensure everyone has access to safe, effective surgery that they need wherever they live in the world. Surgery that will change a child's life forever… help families, communities, countries, regions and yes, the world.

By proclaiming June 19th, 2022, as the Longest Day of SMILES® in Saint Andrews and challenging other mayors to do the same, you can provide waiting children with exceptional cleft care and a hopeful future with a new smile.

Our Community Engagement & Fundraising team is happy to support you and your community should you choose to participate with us.

To confirm your participation or to request more info, please email Candy Keillor, Community Engagement Specialist candy.keillor@operationsmile.org

To learn more about the transformational impact of Operation Smile Canada, visit: operationsmile.ca

We look forward to collaborating with you and your team to make this the best Longest Day of SMILES® yet! Together we can make a difference one smile at a time!

Keep Smiling,

Candy Keillor

Candy Keillor (she/her)
Community Engagement Specialist

-

Reception

From: Emily Handfield <emily.handfield@mail.mcgill.ca>
Sent: Monday, April 18, 2022 5:07 PM
To: Reception
Subject: International Day Against Homophobia and Transphobia (May 17th)
Attachments: Letter to Canadian Municipalities.pdf; Model - Municipal Resolution - May 17th.docx

Dear Saint Andrews City Hall,

As part of the upcoming International Day Against Homophobia and Transphobia, Fondation Émergence invites your municipality to raise the pride flag in support of the cause.

Please read the attached letter as well as the model resolution that can be adopted by your city council.

With gratitude,
Emily Handfield
Student Intern for Fondation Émergence, McGill University

RECEIVED
COR220477
APR 19 2022
Town of
Saint Andrews

International Day Against
Homophobia and **Transphobia**

Montréal, Friday, March 25, 2022

Subject: International Day Against Homophobia and Transphobia, May 17, 2022

Hi,

Fondation Émergence's mission is to defend the rights of lesbian, gay, bisexual and trans (LGBTQ+) people. Each year, it organizes the International Day Against Homophobia and Transphobia (May 17), which was created by the Foundation for the first time in the world, in Quebec, in 2003. This day is now recognized nationally and internationally.

For last year's International Day Against Homophobia and Transphobia, Fondation Émergence sent a pride flag (rainbow) to every municipality in Quebec. For this year, we're trying to reach out to every municipality in Canada, this will send a stronger message to the government that the population stand with the LGBTQ+ community. We also invite you to adopt a resolution at City Council to mark this important day (see attached template in the email). Also, we invite you to send us a photo of the flag being raised (raja.dridi@fondationemergence.org), to make a mosaic of all the municipalities in Canada, which will be shared on our social networks.

In addition, we invite you to share this same photo on your social networks by identifying @journee17mai with the #may17mai so that your municipality radiates its inclusiveness throughout Canada.

If you do not have a flag in your possession, you can send us a request at the following email address: (raja.dridi@fondationemergence.org) with the complete address of the City Hall and we will be able to send you one at the price of only $15.

Last year, several municipalities followed suit, so join us! Map of Municipalities - May 17

With your support, we continue to make history in Canada and internationally by taking a strong stand against homophobia and transphobia. Together, we can create a country that fully accepts sexual and gender diversity.

Yours sincerely

Laurent Breault
General Director

This document is a draft municipal resolution template for the recognition of May 17th as International Day Against Homophobia and Transphobia.
Please send a certified true copy to courrier@fondationemergence.

RESOLUTION OF THE MUNICIPAL COUNCIL

OF "Name of your municipality"

Date

Resolution No. "resolution number" - **International Day Against Homophobia and Transphobia**

WHEREAS the Quebec Charter of Human Rights and Freedoms recognizes that no one can be discriminated against on the basis of sexual orientation or gender identity or expression;

WHEREAS Quebec is a society open to everyone, including lesbian, gay, bisexual and trans people (LGBTQ+) and to all other people who identify with sexual diversity and the multiplicity of gender identities and expressions;

WHEREAS, despite recent efforts towards greater inclusion of LGBT people, homophobia and transphobia are still present in society.

WHEREAS May 17th is the International Day Against Homophobia and Transphobia, is celebrated as such in many countries and is the result of a Quebec-based initiative promoted by Fondation Émergence starting in 2003.

WHEREAS there is reason to support the efforts of Fondation Émergence in holding this day;

It is resolved to proclaim May 17 INTERNATIONAL DAY AGAINST HOMOPHOBIA AND TRANSPHOBIA and to recognize this day as such.

ADOPTED UNANIMOUSLY

Certified true copy

SIGNATURE
Name
Title

International Day Against **Homophobia** and **Transphobia**

TOWN OF SAINT ANDREWS
RESOLUTION ON THE INTERNATIONAL DAY AGAINST HOMOPHOBIA AND TRANSPHOBIA

WHEREAS *The Canadian Charter of Human Rights and Freedoms recognizes that no one can be discriminated against based on sexual orientation or gender identity or expression.*

WHEREAS *Canada is a society open to everyone, including lesbian, gay, bisexual, and trans people (LGBTQ+) and to all other people who identify with sexual diversity and the multiplicity of gender identities and expressions.*

WHEREAS *Despite recent efforts towards greater inclusion of LFBTQ+ people, homophobia and transphobia are still present in society.*

WHEREAS *May 17th is the International Day Against Homophobia and Transphobia, is celebrated as such in many countries, and is the result of a Quebec-based initiative promoted by Foundation Emergence starting in 2003.*

WHEREAS *There is reason to support the efforts of Foundation Emergence in holding this day;*

NOW THEREFORE BE IT RESOLVED THAT *The Town of Saint Andrews hereby proclaims May 17, 2022, as the International Day Against Homophobia and Transphobia and recognizes this day as such.*

NOW THEREFORE *I, Brad Henderson, Mayor of the Town of Saint Andrews, support the proclamation of International Day Against Homophobia and Transphobia signed May 2, 2022.*

IN WITNESS WHEREOF *I have set my hand and caused the seal of the Mayoralty of the Town of Saint Andrews to be affixed hereto.*

Brad Henderson, Mayor

Paul Nopper, Clerk – Senior Administrator

MONTHLY STAFF REPORT

From:	Chris Spear, CAO/Treasurer	Department:	Finance and Administration
Subject	CAO Staff Report May 2022	Date:	April 26, 2022

Council,

With the advent of May and the beginning of more outdoor activities, there is hope and a sense of renewal in the air. On behalf of the staff, I wish to thank you for the continued opportunity to report on the ongoing affairs of the Town of Saint Andrews.

Council

Over the last few weeks, Council has awarded three contracts for various infrastructure projects this spring. With total construction close to $2 million, it is one of the busiest seasons we have had in a few years. The same contractor, Fairville Construction, was the lowest bid on all the projects. They have done other projects for us over the years, are well established, and have a proven track record to be efficient in their work. They are scheduled to start in early May and will work through late June/early July until all the projects are completed. Most of the work is outside high traffic areas and should not interfere with visitors to the Town. However, there will be some inconvenience to local homeowners as their infrastructure is replaced on their blocks.

The one-way Water St initiative was approved again for this summer by Council, from Elizabeth to Frederick Streets. Over the winter we conducted a survey with residents on your perception of traffic last year. The overwhelming response was with the return of parking on Water St and the nautical theme barricades, with the one-way street highly supported. Another initiative coming from the survey is that four, 30-minute parking slots near the corner of King and Water streets will be signed and enforced this summer.

With the evolution of active transportation, Council is reviewing whether to repeal the bylaw that bans the use of skateboards, scooters, and inline skates in the Historical Business District. There has been a lot of debate over this issue over the last few years with those in favour of continuing the ban, citing safety on congested sidewalks and doors that open right into pedestrian traffic as key reasons to maintain the bylaw. However, in an age where we want to see the use of fewer cars, allowing as many alternatives for self transportation is a strong argument as well.

Administration

With the addition of new accounting staff this spring, the water bills have been slower getting out. They should have been either released today or will be in the next couple of days to our residents. We thank you for your patience. In addition to that, the town newsletter will also be included in the envelope. For those that do not get a water bill, copies are available online or at the Town office.

The Environmental Advisory Committee has put out a newsletter highlighting several individual initiatives a person can take to help improve the overall health of our environment. There has been a lot of thought and discussion put into this, so I wish to thank the Committee and Paul Nopper for seeing this through to completion. I would encourage everyone to read it and once completed, please ensure to dispose of it in your recycling containers if not keeping it as a reference document.

After putting out two requests for proposals, and dealing one on one with a proponent, we were unable to find an operator or make a business case to run a fitness facility at the arena. For now, it is being used as a long-needed Council Chambers. However, we have not made any permanent changes and if better use is identified we will easily be able to revert the space back to its original state.

As discussed last month, the cost of the originally planned wharf refurbishment has increased quite dramatically. Council has asked staff to go back and discuss with the engineer alternative plans to ensure that the facility is maintained and kept within the original $5.5 million budget. We are looking at various alternatives and will be in discussion with the funding partners about some of the challenges we are facing.

We are happy to announce that because of a grant given by Celebrate Canada, we are going to offer an appropriate celebration of National Aboriginal Day on June 21st. We are grateful for the participation of the Peskotomuhkati people and Deputy-Mayor Akagi for their assistance in marking this day appropriately. I would encourage as many residents as possible to join us for the events which will be announced over the next few weeks.

I wish to acknowledge the students of both Sir James Dunn Academy, New Brunswick Community College, and the Fundy Sea Cadets who observed Earth Day by participating in cleanups of spaces within the Town. Not only is it appreciated by all those in the town, but it is also an excellent opportunity to give back to your community and hopefully develop a lifelong desire for a clean environment.

Services

A sure sign of summer is the 7-day-a-week opening of the public washrooms which started today, May 2nd. We are noticing the gradual increase of visitors to the Town on weekends and throughout the week. We have placed all the picnic tables, garbage cans, and benches to enhance their experience.

Public Works is trying out a new supplier of cold-mix asphalt. It is supposed to bind better to the existing pavement and be more resistant to being torn up by traffic. They were able to start earlier in the year by putting cold-mix down on deep potholes so we will know soon if it lives up to its reputation. In April, there was a vital component of the Holder sidewalk machine that needed to be repaired. Luckily, it was after snowfall events, so staff took time to do a major overhaul of the whole unit. Although the repair cost was higher than anticipated, we have now added more years of life to it by tightening and replacing smaller components that normally would not be seen. This is a vital piece of equipment for our winter storm removal and is needed to maintain the level of service that Council and residents have come to expect. As most of you have noticed by now, the leaf bag collection program is now underway. They make rounds two to three days a week, so do not be surprised if it takes a couple of days for them to be picked up. Staff also prepared the room at the arena for the current Council Chambers.
Please note the summer student positions have been posted over the last few weeks and like many other organizations, we have been seeing fewer applicants. If you know of anyone who may be interested or would like more information, please look on our website or contact the Town Hall.

After restricted access due to the pandemic, the Community Youth Activity Centre is now running several programs to entertain and educate youth. In a partnership with the Big Brothers Big Sisters, they have been down to offer various programs two nights a week. We wish to thank them for their involvement down here. Staff and members started the gardening season in the greenhouse so by the time the weather warms up enough, the plants will have had a good start for the vegetables. We hope to be ready for harvest by late summer or early fall. In conjunction with the local Dragon Boat Paddlers Club, the youth centre has put together a team to compete this summer. It is an excellent team-building activity as well increases the fitness level of the participants. They may be doing fundraising to acquire $1,800 in competition fees, so stay tuned for that.

I would also like to acknowledge the volunteers of the Ross Memorial Library who came in and ran a volunteer tax clinic for those of humble means and with relatively simple returns.

Local Governance Reform

The representatives of the Bayside LSD, Chamcook LSD, and the Town of Saint Andrews have been working cooperatively through the processes of Local Governance Reform under the advisement of our facilitator Don Fitzgerald. We have established a new website, standrews.support, to provide up to date information on our process of Local Governance Reform, including frequently asked questions, news updates, and maps outlining the community and wards. We look forward to continuing this process jointly as we build our new community together.

Conclusion

A key theme I write about in the newsletter is the various transitions we will see in 2022. I am not an advocate of change for the sake of change, but as I witness all the challenges and opportunities facing everyone, I realize that it is inevitable. The best way to manage it is to plan and keep ahead of it. Over the next few years, your Mayor and Council will be making many decisions that will affect our community, and always appreciate respectful and well-articulated feedback from our residents as we face this together.

Respectfully submitted,

Chris Spear
CAO/Treasurer

MONTHLY STAFF REPORT

From:	**Paul Nopper, Clerk – Senior Administrator**	**Department:**	**Finance and Administration**
Subject	**Clerk – Senior Administrator Staff Report May 2022**	**Date:**	**May 2, 2022**

Through April 2022, the Clerk – Senior Administrator has prepared for and participated in the following meetings:

Meeting Number	Description
220404	Public Hearing of Objections Zoning By-Law Z22-01
220404	Regular Council Meeting
220419	Public Hearing of Objections MP20-05 and Z21-09
220419	Regular Council Meeting
220420	Planning Advisory Committee Meeting

Additional Work Completed

- Release of Seasonal Summer Student positions.
- Preparation of Agendas and Minutes for meetings listed above.
- Grant submission for Museum Operating Fund.
- Daycare Survey review and analysis.
- Work with partners on upcoming Cruise Ship landing for May.
- Participation in Municipal Management Training Program Course.
- Continued work on Van Horne Garden Homes Subdivision and Development Agreement
- Continued work on the Victoria Terrace Subdivision Agreement.
- Review of documentation on Accelerator Energy Project with Quest.
- Planning Advisory Committee Meeting and associated mailouts.
- Preliminary work on Urban Forestry Strategy
- Meeting with the Environment Advisory Committee.
- Finalization of spring newsletter.
- Finalization of Environmental Advisory Committee newsletter.
- Development of Local Governance Reform Website
- Review of Recreation Director resumes and set up interview times.

MONTHLY STAFF REPORT

From:	**Terry Acton, Asset/Operations Manager**	**Department:**	**Operations / Asset**
Subject	**Asset/Operations May Staff Report**	**Date:**	**May 2, 2022**

- Continued the ongoing process of validating our current asset database.

- Met with landscaping contractor and discussed design for installing stone planters and interlocking brick pad for accessible picnic table in front of the Town Hall. This project will be starting in two weeks.

- Took over duties for PW supervisor while he was on vacation. Met with security contractor at the Wellness Centre to discuss alarm failure. Assisted tech with line tracing, problem was resolved.

- Researched numerous on-file drawings for infrastructure concerns so SWSC permits could be approved.

- Designed and ordered signage for the temporary Council Chamber.

- Met on-site with CBCL and searched for more buried water main valves throughout the Town in preparation for scheduled infrastructure upgrades.

- Started the 2023 General Capital and Utility budget. The first draft should be completed by mid-May.

- Met with an ice plant technician and discussed deficiencies reported by the Provincial Inspector from his recent visit. These deficiencies must be corrected before the ice plant starts this fall. I'm currently inquiring about cost estimates.

- Attended start-up meeting with CBCL and Fairville Construction for the Cornelia St water main upgrades. Fairville is expected to start this project in the first week of May.

Submitted by,

TW Acton

Terry Acton | Operations Manager

MONTHLY STAFF REPORT

From:	**Lesley Wells, Librarian**	**Department:**	**Recreation and Community Services**
Subject	**Ross Memorial Library Staff Report for April 2022**	**Date:**	**April 23, 2022**

In-person Library Programming was well received by participants after we resumed at the beginning of April.

- Preschool (3 to 5-year-old) Wednesdays from 10:30 am.
- STEAM (science, technology, engineering, arts & math) Thursdays 2;15 -3:00 pm K to 2. 3:15 pm – 4:00 pm Gr. 3 & up.
- LEGO club last Wednesday of the month from 2:45 pm to 3:45 pm

We are also offering a five-week Baby Massage program, in partnership with Talk With Me-Early Language Services, starting May 17th. Space is limited! Call the library to register.

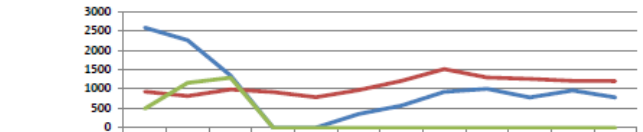
With thanks to the two volunteers, who have been extremely busy during the month of April, the Volunteer Tax Clinic continued through the month for those who have a modest income and simple tax situation, by appointment only.

Our Seed Library was also extremely busy over April. People are hoping to “jump the gun” on their gardens this year I expect. At the Ross Memorial Library if you have a library card you can check out seeds to plant, and after you harvest, hopefully, you will have some seeds to donate back. We have flowers, herbs, and every sort of vegetable from A to Z.

Monthly Performance Indicators - Indices de rendement mensuels

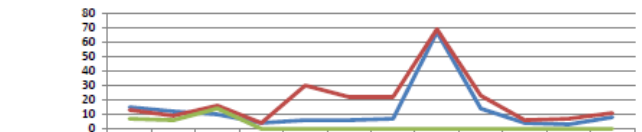
Ross Memorial
March - mars 2022

Traffic - Visiteurs



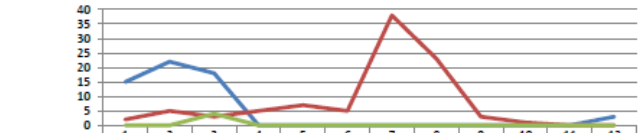
	1	2	3	4	5	6	7	8	9	10	11	12
2020 (11558)	2580	2258	1345	0	0	353	572	926	1003	778	962	781
2021 (13087)	930	817	984	919	786	969	1208	1511	1297	1260	1205	1201
2022 (2938)	494	1154	1290	0	0	0	0	0	0	0	0	0

New Patrons - Nouveaux usagers



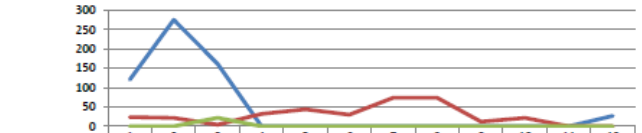
	1	2	3	4	5	6	7	8	9	10	11	12
2020 (156)	15	12	10	4	6	6	7	67	14	4	3	8
2021 (232)	13	9	16	4	30	22	22	69	23	6	7	11
2022 (27)	7	6	14	0	0	0	0	0	0	0	0	0

Programs - Programmes



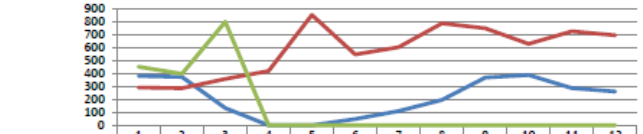
	1	2	3	4	5	6	7	8	9	10	11	12
2020 (58)	15	22	18	0	0	0	0	0	0	0	0	3
2021 (92)	2	5	3	5	7	5	38	23	3	1	0	0
2022 (4)	0	0	4	0	0	0	0	0	0	0	0	0

Participants



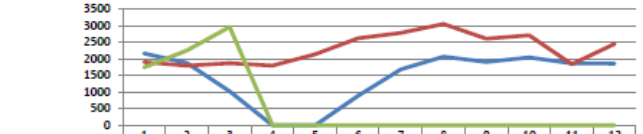
	1	2	3	4	5	6	7	8	9	10	11	12
2020 (586)	121	276	162	0	0	0	0	0	0	0	0	27
2021 (338)	24	22	4	32	44	30	74	74	12	22	0	0
2022 (22)	0	0	22	0	0	0	0	0	0	0	0	0

Reference Questions - Questions de référence



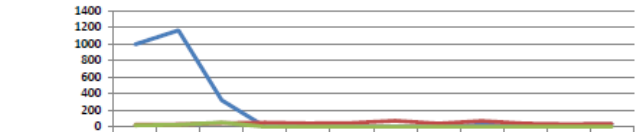
	1	2	3	4	5	6	7	8	9	10	11	12
2020 (2553)	382	374	134	0	0	48	110	197	370	389	288	261
2021 (6957)	292	287	359	420	854	549	604	789	750	630	727	696
2022 (1652)	453	398	801	0	0	0	0	0	0	0	0	0

Circulation - Prêts



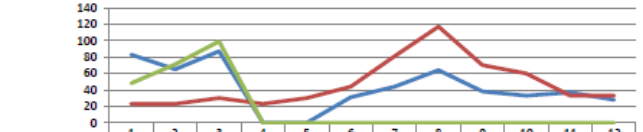
	1	2	3	4	5	6	7	8	9	10	11	12
2020 (17351)	2163	1875	1020	0	0	884	1680	2065	1902	2044	1863	1855
2021 (27560)	1904	1795	1871	1797	2141	2620	2782	3049	2606	2706	1841	2448
2022 (6954)	1744	2251	2959	0	0	0	0	0	0	0	0	0

Computer Use - Utilisation des ordinateurs



	1	2	3	4	5	6	7	8	9	10	11	12
2020 (2561)	993	1161	321	0	0	0	0	0	24	10	23	29
2021 (526)	25	29	44	51	41	47	73	39	70	39	32	36
2022 (95)	18	25	52	0	0	0	0	0	0	0	0	0

WiFi Use - Utilisation du réseau sans fil



	1	2	3	4	5	6	7	8	9	10	11	12
2020 (510)	83	65	87	0	0	31	44	64	38	33	37	28
2021 (567)	23	23	30	23	30	44	81	117	70	60	33	33
2022 (218)	48	71	99	0	0	0	0	0	0	0	0	0

Preliminary Data Only - Data préliminaires seulement

MONTHLY STAFF REPORT

From:	**Alex Henderson, Director of Planning**	**Department:**	**Planning**
Subject	**Planners Staff Report May 2022**	**Date:**	**April 25, 2022**

TOWN PLANNING & DEVELOPMENT REPORT

Planning update

- SNBSC presented reports on the following development applications to PAC:
    - 140 Frederick Street – the restoration of a legal non-conforming use (fire-destroyed home) – PAC approved application;
    - 258 Montague ('The Montague Rose') – views on a by-law to rezone lands from residential to tourist commercial.
- Victoria Terrace subdivision has received tentative approval;
- Van Horne Garden Homes waiting on the final plan of subdivision from the applicant;
- Zoning By-law update, By-law Z22-01 is ready for third reading;
- SNBSC staff met with Town Clerk to do a monthly review of municipal planning matters;
- Planners participated in meetings with the Department of Local Government and Local Governance Reform to do an in-depth review of the new changes coming to planning in NB.

Development update

- Nineteen (19) building or development permits approved to date – total new value: $ 1,812,317.20.
- No new signs or final plans of subdivisions were approved in the reporting period.

Respectfully submitted by,

Alex Henderson Planning Director, M.C.P., MCIP, RPP (NB)

Permit Type	Date Received	Permit Number	Date Issued	PID	Owner Name	Construction Address	Value of Construction	Permit Description
Building	Oct 22, 2021	B-8-22	Jan 18, 2022	1319409	Saint Andrews Brewing Company	201-203 Water St., St. Andrews	$ 250,000.00	Renovation and change of occupancy in existing building to create a nano-brewing facility with public beverage service, under the requirements of an Alternative Solutions proposal
Building	Jan 12, 2022	B-9-22	Jan 18, 2022	15091416	John & Rosanne Best	105 Montague St., St. Andrews	$ 9,153.20	Adding 3 new windows to an existing dwelling and replacing an existing window with new. One window replaced is in the bedroom.
Building	Nov 10, 2021	B-16-22	Feb 10, 2022	1320282	High Time Holdings Inc.	182 Water St., St. Andrews	$ 250,000.00	Constructing a 30'x80' covered outdoor space to serve as a restaurant
Building	Feb 07, 2022	B-17-22	Feb 11, 2022	15168602	John & Susan Kelly	1 Canterbury Close, St. Andrews	$ 448,000.00	Placing a 28'x60' one storey modular home on an 8' poured concrete foundation. Constructing a 24'x24' one storey garage exempted for building code
Building	Feb 15, 2022	B-18-22	Feb 15, 2022	1322312	Karen & Andrew Ludwig	332 Montague St., St. Andrews	$ 10,000.00	Lifting existing single-family dwelling and placing on a two foot 2x8 stud knee wall
Development	Mar 11, 2022	D-6-22	Mar 14, 2022	1324359	Town of St. Andrews	80 Reed Ave, St. Andrews	$ 10,000.00	Installing 5 heat pump units to an existing building
Development	Mar 24, 2022	D-13-22	Mar 28, 2022	1321074	Jeremy Hache	140 Frederick St., St. Andrews	$ 10,000.00	Demolishing an existing house. All laterals coming from the building connected to the town's main (water, storm and sanitary) must be properly capped off. Safety barricades/fencing must be erected to protect pedestrians
Development	Mar 18, 2022	D-9-22	Mar 23, 2022	1237387	Marjorie & David Martin	61 Chandler Road, St. Andrews	$ 7,800.00	Detached wheelchair ramp, as per the revised site plan submitted on March 23rd, 2022
Development	Mar 18, 2022	D-11-22	Mar 25, 2022	15097702	Catherine Akagi	484 Water St., St. Andrews	$ 2,550.00	Locating a 1-storey, detached 8'x10' shed
Development	Mar 30, 2022	D-15-22	Apr 05, 2022	15166408	Vincenzo and Shelley Ippolito	65 Salt Marsh Road, St. Andrews	$ 30,000.00	16'x24' shed
Development	Apr 07, 2022	D-18-22	Apr 12, 2022	1322007	John & Janis Butler	38 Ernest St., St. Andrews	$ 4,000.00	2.4m x 3.7m shed
Building	Mar 28, 2022	B-46-22	Apr 14, 2022	1323161	Ellen & Bennett Inkeles	377 Queen St., St. Andrews	$ 347,430.00	Installing a new 50'x28' one storey modular home on a 4' poured concrete frost wall
Building	Feb 07, 2022	B-42-22	Apr 11, 2022	1325109	725514 NB INC	559 Mowat Dr., St. Andrews	$ 100,000.00	Demolition and replacement of existing decks and stairs on a three-storey hotel
Building	Feb 07, 2022	B-21-22	Mar 01, 2022	15207129	Don Dimaline & Angela Hurst	48 Augustus St., St. Andrews	$ 250,000.00	Construction of a two-storey, 30'x50' duplex on a 4' poured concrete frost wall
Development	Mar 21, 2022	D-20-22	Apr 19, 2022	1321421	Edith and Edward Brewer	254 Carleton St., St. Andrews	$ 8,384.00	5ft high fence - at least 1 meter from east property line, to property lines on north and west.
Building	Feb 17, 2022	B-22-22	Mar 02, 2022	1319821	My Dobies	209 Water St., St. Andrews	$ 5,000.00	Change of occupancy to transform existing storage area to an E occupancy
Building	Feb 22, 2022	B-23-22	Mar 03, 2022	1320167	Brenda & Gerard Hoeksema	133 Montague St., St. Andrews	$ 60,000.00	Demolition of an existing 14'x16' porch, with all debris to be deposited at an approved landfill facility; construction of a new 14'x16', two-storey addition supported on a four-foot concrete frost wall.
Building	Feb 24, 2022	B-25-22	Mar 02, 2022	1321181	Brian & Debra Preston & Ann McMillan	142 Princess Royal, St. Andrews	$ 5,000.00	Constructing a 12'x13' attached deck to be supported on sono tube foundation
Development	Dec 31, 2021	D-2-22	Jan 13, 2022	1321967	Mark Powers	298 Water St., St. Andrews	$ 5,000.00	VARIANCE: Constructing a 58 inch high fence on the side property line. A 1-metre (3.3 foot) variance to allow the fence to be located on property line.
							$ 1,812,317.20	

MONTHLY STAFF REPORT

From:	**Debby Lord, Supervisor**	**Department:**	**Recreation and Community Services**
Subject	**Community Youth Activity Centre May 2022 Staff Report**	**Date:**	**April 26, 2022**

On Friday, May 5th , Robyn Kern had the first meeting for a Youth Dragon Boat team. We have managed, between the school and youth center, to get 23 youth interested in a team that will be going to Moncton in June to participate in the youth division Dragon Boat racing. Thanks to Kathleen Clarke for helping to get the youth interested. On the 12th , they had a swimming test at the hotel they all passed it. Thanks to the Algonquin for letting us use the pool. Now to raise $1,800 to pay for the entry fee.

Big Brother's Big Sister's were at the youth center three times this month. April 2nd they hosted an open house to find out all the programs they have to offer plus the Red Cross with their programs that they are trying to promote and that program is pairing up youth with a senior, with the seniors being a Grand-parent role. We are hoping to do a game night in the fall to promote this program. Then they were down on the 5th for Propel. After Propel had the open house information night as they did on the 2nd. They brought Chinse food down for them. April 10th they were here for Family Trivia afternoon to raise money for Propel. There wasn't a huge turnout for the event but it was lots of fun. They were down on 19th and they had a guest speaker who told them about saving money for mortgages. They brought pizza for supper.

We have started " Chefs in the Kitchen" every Wednesday where a couple of kids cook the meal. They are given a budget and have to come up with a meal for ten people. The first week was chicken stuffed with ham and cheese served with mixed veggies and rice. The second meal was chicken stir-fried on a bed of rice. Very good meals.

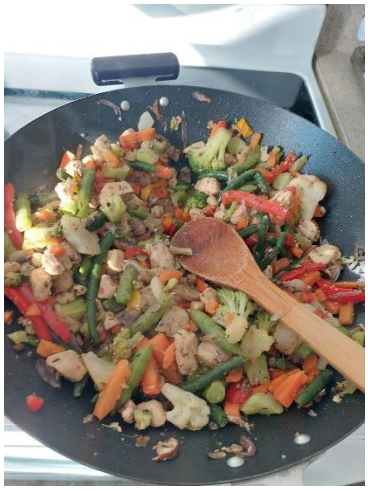
We have started the plants in the greenhouse, most of them are sprouting.

The skate park is being used more and the building looks awesome with the new roof. Thanks to the Town for having that done.

The summer program is in the works and hopefully, it will be out in May.

Respectfully submitted,

Debby Lord



MONTHLY STAFF REPORT

From:	**Kevin Theriault**	**Department:**	**Public Safety**
Subject	**Fire Department/Chief May 2022 Staff Report**	**Date:**	**May 2, 2022**

The Fire Department responded to 12, incidents, which included: 2 Ambulance Assist Calls, 2 Motor Vehicle Collisions, 1 Electrical Issue in a building, 1 Mutual Aid Call, 1 Chimney Fire, 1 Grass Fire, 2 Brush Fires, and 1 Residential Fire Alarm. Total hours were, recorded at **129.15 Hours**. **38** Calls for 2022.

Training / Volunteer / Meeting this month included 1 firefighter taking the online Firefighter Level 1 Course, Station work ie, post-fire cleaning, Monthly in-person meeting, In House Training, Fundy Firefighters Association Meeting, New Brunswick Association Of Fire Chief Directors meeting. Total Hours were, recorded at **90** Hours.

Maintenance this month included Engine 401 having its annual MVI and service, replacing a valve in the air brake system that was leaking. 403 the 2016 service truck also had its MVI performed with no issues found, the headlights were upgraded to LED. All portable pumps have been serviced for the season, and all heat shields have been removed from the pumpers for the summer season.

Work continues at the fire hall on the new heating system, the truck bay heat pumps are in and operational. The meeting room and offices have had the ceiling units installed but East Coast is still waiting for the main outside unit.

This concludes my report for the reporting period of March. 16, 2022 – April. 15, 2022.

Date	Community	Incident Type
March 18	Saint Andrews	Electrical issue in a building
March 21	Saint Andrews	Report of a campfire on a deck
March 23	Bayside	Motor Vehicle Collision with a Deer
March 24	Elmsville	Mutual Aid
March 27	Bayside	Ambulance Assist
March 28	Bocabec	Chimney Fire
April 3	Bocabec	Grass Fire
April 6	Bayside	Brush Fire
April 8	Bocabec	Motor Vehicle Collision
April 12	Chamcook	Ambulance Assist
April 13	Bocabec	Brush Fire
April 15	Bayside	Residential Fire Alarm

MONTHLY STAFF REPORT

From:	**Kevin Theriault**	**Department:**	**Public Works**
Subject	**Water and Wastewater May 2022 Staff Report Report**	**Date:**	**May 2, 2022**

Key Events & Activities:

- This period we pumped approx. 78,510 cubic meters of water. Approx. 557,168 gallons per day.
- Total chlorine used was 233.8 Kgs.
- Lake level is being monitored. The level is currently 4.5" above the top of the dam on Apr. 15 / 2022 We are monitoring and logging information on lake levels and other information for the Dept. of Environment.
- All water and wastewater testing are all coming back, well within the acceptable levels of our APPROVAL TO OPERATE.

Events:

- Constantly monitoring the chlorine residuals around the town and adjusting when needed.
- Regular maintenance and monitoring of sewer lift stations.
- Keeping up maintenance of UV bulbs at the wastewater plant, clean and operating properly.
- 10 summer water connections, 182 Water Street water needed to be turned on because they were done compacting around the mainline.
- Maintenance on strainer # 2 changing the valve actuator and gasket around the viewing window.
- Fans and ballast boards and control boards were changed on the UV main panel for UV reactor # 1.
- Panel shop has been given the go-ahead to upgrade the PLC panel at the WT Plant and the panel at the steel reservoir.
- Had A-One Pumping down to clean some sewer mains and while they were here had their high pressure and clean out the fat and grease in the lift stations on the front street.
- Getting quotes on bigger items for budget time.
- Now have a generator for William Street when the power goes out while working with the big generator on Joe's Point and Adolphus Street lift stations.
- Dirty water complaint at 16 Parish Street found the hot water tank hadn't been cleaned in a long time.
- Had welders come to WT Plant to fix water leak on UV reactor.
- Aliant came to the lagoon to fix the internet. The problem was on the pole, line was bad.

TOWN OF SAINT ANDREWS

Water and Wastewater Department Monthly Report: Mar. 16, 2021 – Apr. 15, 2022

Submitted by Steven Ruddock for Kevin Theriault

Key Events & Activities:

- **This period we pumped approx. 78,510 cubic meters of water. Approx. 557,168 gallons per day.**
- **Total chlorine used was 233.8 Kgs.**
- **Lake level is being monitored. The level is currently 4.5" above the top of the dam on Apr. 15 / 2022 We are monitoring and logging information on lake levels and other information for Dept. of Environment.**
- **All water and wastewater testing are all coming back, well within our acceptable levels of our APPROVAL TO OPERATE**

Events:

- **Constantly monitoring the chlorine residuals around the town and adjusting when needed.**
- **Regular maintenance and monitoring of sewer lift stations.**
- **Keeping up maintenance of UV bulbs at wastewater plant, clean and operating properly.**
- **10 summer water connections, 182 Water Street water needed turned on because they were done compacting around main line.**
- **Maintenance on strainer # 2 changing the valve actuator and gasket around viewing window.**
- **Fans and ballast boards, control boards were changed on UV main panel for UV reactor # 1.**
- **Panel shop has been given the go ahead to upgrade the PLC panel at the WT Plant and panel at the steel reservoir.**
- **Had A-One Pumping down to clean some sewer mains and while they were here had them high pressure and clean out the fat and grease in the lift stations on the front street.**
- **Getting quotes on bigger items for budget time.**
- **Now have a generator for William Street when the power goes out while working with the big generator on Joe's Point and Adolphus Street lift stations.**
- **Dirty water complaint at 16 Parish Street found the hot water tank hadn't been cleaned in a long time.**
- **Had welders come to WT Plant to fix water leak on UV reactor.**
- **Aliant came to lagoon to fix internet, problem was on pole line was bad.**

Kevin Theriault
Water and Wastewater Dept.
212 Water Street (506) 529-5255 (TEL)
St. Andrews NB E5B 1B4 (506) 529-5183 (FAX)
EMAIL: water@townofstandrews.ca

MONTHLY STAFF REPORT

From:	**Nathan McMillan, Supervisor**	**Department:**	**Public Works**
Subject	**Public Works Staff Report May 2022**	**Date:**	**April 26, 2022**

OPERATIONAL REPORT SUMMARY

Public Works have started spring prep vehicles have been painted with garbage cans and street benches have also been painted. The street benches and garbage cans are now out. There's been a lot of washouts this year and the crew's been busy filling them in. Things seem to be coming together with the leaf program started. Maintenance on the wharf has been started. Public Works have been filling in potholes since December using about 2.5 pallets of cold patch. The raking of parks has begun. The crosswalks will be started soon as the weather is nice. It's going to be a busy season this year with lots of street repairs to be completed.

Week of March 28th, - April 1st, 2022

- Garbage pickup – 28th,30th,1st
- Cleaned vehicles
- Greased backhoes
- Repaired street sign on Water St.
- Fill in washouts
- Filled in potholes around town
- Cleaned out back room at the Arena
- Fixed brackets at the wharf

Week of April 4th, - April 8th, 2022

- Garbage pickup – 4th,6th,8th
- Filled in washouts from rain
- Ditch replaced a culvert
- Painted the hold
- Serviced fire truck #401
- Scrapped and painted snowplows
- Worked on Freightliner
- Painted 3 ton

Week of April 11th, - April 14th, 2022

- Garbage pickup – 11th,14th
- Raised 3 valves
- Put garbage cans out
- Put street benches out
- Repaired door handle on the 2013 Chev
- Painted rear bumper on the 2019 ford
- Picked up leaves and brush
- Raked around town
- Painted dump truck
- Installed new fans in the UV units at the water plant
- Finished putting the holder back together

- Boxed up some leaf bags for the office

Week of April 19th, - April 22nd, 2022

- Garbage pickup –19th, 22nd
- Cleared catch basins
- Picked up leaves/brush
- Painted 3 ton
- Wired a new valve at the water plant
- Installed a new heater in the dorms
- Installed a new ceiling fan in a washroom at the theatre
- Cleaned the front street
- Cleaned vehicles

On behalf of the Public Works Department

Submitted by,

Nathan McMillan,

Public Works Supervisor

Town of Saint Andrews
Statement of Revenue & Expenses
For the 3 Months Ending March 31, 2022

	YTD Actual	YTD Budget	Diff	Full Budget
REVENUE				
Taxation Revenue	$ 1,125,324	$ 1,121,666	$ 3,658	$ 4,501,398
Designated Highways	$ -	$ -	$ -	$ 22,740
Fees, Fines, Licences	$ 6,347	$ 4,321	$ 2,026	$ 26,550
Fire Protection LSD's	$ 34,925	$ 34,924	$ 1	$ 139,699
Recreational Services	$ 46,766	$ 58,108	$ (11,342)	$ 242,628
Trust Fund Transfers	$ -	$ -	$ -	$ 79,650
Wharf Revenue	$ 4,847	$ 47	$ 4,800	$ 128,570
Recovery, Utility Account	$ 6,375	$ 6,504	$ (129)	$ 26,010
Property Rentals	$ 1,051	$ 990	$ 61	$ 25,330
Sundry Income	$ 56	$ 519	$ (463)	$ 51,040
Surplus- 2nd Previous Year	$ 8,952	$ 8,952	$ -	$ 35,806
Youth Centre Revenue	$ 1,051	$ 1,142	$ (91)	$ 31,500
Sheriff Andrews House	$ 2,063	$ -	$ 2,063	$ 35,000
Saint Andrews Court House	$ 8,573	$ 8,287	$ 286	$ 35,370
Accomodation Levy	$ 161	$ -	$ 161	$ 250,000
Total Revenue	**$ 1,246,492**	**$ 1,245,460**	**$ 1,032**	**$ 5,631,291**
EXPENSES				
Environmental Development	$ 33,259	$ 34,636	$ (1,377)	$ 164,500
General Government	$ 222,789	$ 243,767	$ (20,978)	$ 1,067,023
Economic Development	$ 13,106	$ 26,863	$ (13,757)	$ 70,610
Protective Services	$ 126,311	$ 152,963	$ (26,652)	$ 511,740
Safety Services	$ 95,917	$ 100,564	$ (4,647)	$ 392,610
Wharf Expenses	$ 16,794	$ 12,430	$ 4,364	$ 108,110
Public Works	$ 274,480	$ 199,239	$ 75,241	$ 821,635
Ross Memorial Library	$ 20,234	$ 21,135	$ (901)	$ 90,315
Ross Memorial Museum	$ 5,881	$ 6,542	$ (661)	$ 62,520
Recreational Services	$ 95,061	$ 112,064	$ (17,003)	$ 359,980
Fiscal Services	$ 16,228	$ 17,208	$ (980)	$ 401,235
Cost of Assessment/RSC	$ 15,543	$ 14,953	$ 590	$ 131,662
Youth Center	$ 19,401	$ 21,616	$ (2,215)	$ 98,290
Trust Fund Payouts	$ 2,000	$ 2,890	$ (890)	$ 7,900
Parks & Recreation	$ 3,665	$ 2,219	$ 1,446	$ 93,930
Medical Centre	$ 11,756	$ 18,127	$ (6,371)	$ 76,660
Visitor Information Centre	$ 113	$ 114	$ (1)	$ 460
Employee Retirement Benefit	$ -	$ -	$ -	$ 22,000
Sheriff Andrews House	$ 3,336	$ 4,068	$ (732)	$ 42,104
Block House	$ 74	$ 69	$ 5	$ 31,820
Court House	$ 8,187	$ 8,930	$ (743)	$ 36,470
Tourism Services	$ -	$ -	$ -	$ 250,000
Total Operational Expenses	**$ 984,136**	**$ 1,000,397**	**$ (16,261)**	**$ 4,841,574**
Operational Surplus before Capital	**$ 262,355**	**$ 245,063**	**$ 17,292**	**$ 789,717**
Capital Expenditures	$ 75,851	$ 259,126	$ (183,275)	$ 789,217
Surplus/Deficit	**$ 186,504**	**$ (14,063)**	**$ 200,567**	**$ 500**

Town of Saint Andrews
Statement of Revenue & Expenses
For the 3 Months Ending March 31, 2022

	YTD Actual	YTD Budget	Diff	Full Budget	% Total Budget Used
ADMINISTRATIVE SERVICES					
Gen.gov't - Advertising	$ 1,311	$ 1,197	$ 114	$ 5,930	22%
Gen.gov't - Animal Control	$ 1,251	$ 1,565	$ (314)	$ 5,820	22%
Gen.gov't - Audit	$ -	$ -	$ -	$ 16,500	0%
Gen.gov't. Consultants/survey	$ 5,335	$ 14,692	$ (9,357)	$ 35,700	15%
Municipal Plan Consultants	$ -	$ -	$ -	$ 10,000	0%
Gen Gov't- HR Consultant	$ -	$ -	$ -	$ 2,500	0%
Gen Gov't- ETF Project- Climate Change 2014/2021	$ 16,096	$ -	$ 16,096	$ -	
ETF-Chamcook Lake 2015/2021	$ 3,129	$ -	$ 3,129	$ -	
ETF Funding	$ (19,225)	$ -	$ (19,225)	$ -	
Asset Management	$ -	$ -	$ -	$ 15,000	0%
Gen.gov't- Bylaw Enforcement	$ 217	$ -	$ 217	$ 10,490	2%
AS- RSC Development & Building Inspector	$ 28,311	$ 28,311	$ (0)	$ 113,243	25%
TO- Computer Maint/supplies	$ 6,555	$ 7,037	$ (482)	$ 27,050	24%
TO- Dues & Fees	$ 6,311	$ 5,898	$ 413	$ 8,000	79%
Gen.gov't. - Donations, Grants	$ -	$ -	$ -	$ 1,560	0%
Gen.gov't- Emo Planning	$ 1,651	$ 2,497	$ (846)	$ 4,680	35%
TO - Equipment Rental	$ 1,469	$ 1,746	$ (277)	$ 8,000	18%
Gen.gov't. - Flags & Pins	$ -	$ -	$ -	$ 1,200	0%
Town Office - Heat & Lights	$ 3,167	$ 3,633	$ (466)	$ 11,000	29%
TO - Property Insurance	$ 598	$ 495	$ 103	$ 1,930	31%
Gen.gov't.- Insurance	$ 12,242	$ 10,101	$ 2,141	$ 39,480	31%
Town Office - Office Supplies	$ 1,313	$ 3,452	$ (2,139)	$ 13,010	10%
Gen.gov't. - Legal Expenses	$ 7,821	$ 9,340	$ (1,519)	$ 55,000	14%
Town Office - Postage	$ 615	$ 1,267	$ (652)	$ 5,200	12%
Town Office- Mail Outs	$ -	$ 239	$ (239)	$ 2,200	0%
Town Office - Property Taxes	$ 1,696	$ 1,767	$ (71)	$ 7,100	24%
Town Office - Travel	$ 1,124	$ 706	$ 418	$ 2,040	55%
Gen.gov't - Travel	$ 89	$ -	$ 89	$ 3,120	3%
Gen. gov't - Vehicle Expense	$ -	$ 501	$ (501)	$ 2,000	0%
TO - Repairs & Maint.	$ 2,286	$ 155	$ 2,131	$ 3,000	76%
Gen Gov't- Washroom Facility Rentals	$ -	$ -	$ -	$ 12,000	0%
Gen Gov't- Sanitization Team	$ 298	$ -	$ 298	$ 2,500	12%
Town Office - Janitorial	$ 1,785	$ 1,754	$ 31	$ 20,810	9%
Town Office - Telephone	$ 1,853	$ 4,213	$ (2,360)	$ 11,960	15%
Town Office- Dispatch Fees	$ 313	$ -	$ 313	$ -	
Town Manager - Salary	$ 26,520	$ 26,287	$ 233	$ 106,420	25%
Deputy Clerk- Salary	$ 19,133	$ 18,511	$ 622	$ 76,970	25%
Admin. Salaries	$ 37,761	$ 53,824	$ (16,063)	$ 226,280	17%
By-Law Enforcement Officer- Salary	$ 7,614	$ 7,246	$ 368	$ 29,590	26%
Mayor - Salary	$ 3,524	$ 3,292	$ 232	$ 13,530	26%
Councillors - Salary	$ 12,004	$ 11,701	$ 303	$ 46,560	26%

	YTD Actual	YTD Budget	Diff	Full Budget	% Total Budget Used
Town Manager - Benefits	$ 4,383	$ 4,582	$ (199)	$ 17,030	26%
Deputy Clerk- Benef	$ 3,257	$ 2,905	$ 352	$ 12,320	26%
Admin. Benefits	$ 5,655	$ 8,349	$ (2,694)	$ 36,380	16%
By-Law Enforcement Officer- Benefits	$ 1,263	$ 835	$ 428	$ 4,730	27%
Town Office - WHSCC	$ 2,687	$ 3,218	$ (531)	$ 13,080	21%
Town Council- WHSCC	$ 380	$ 526	$ (146)	$ 2,170	18%
Professional Development	$ 10,331	$ 1,250	$ 9,081	$ 15,000	69%
AS- Seminars & Workshops-Council	$ -	$ -	$ -	$ 6,240	0%
TO- Water & Sewer	$ 663	$ 675	$ (12)	$ 2,700	25%
Total Expenses	**$ 222,789**	**$ 243,767**	**$ (20,978)**	**$ 1,067,023**	**21%**

GENERAL OPERATING FUND

REVENUE

Fire Protection - LSD's	$ 34,925	$ 34,924	$ 1	$ 139,699	25%
Designated Highways	$ -	$ -	$ -	$ 22,740	0%
Building Permits	$ 4,602	$ 3,483	$ 1,119	$ 20,000	23%
Rezoning Fees	$ 100	$ -	$ 100	$ 3,440	3%
Development Officer fees	$ -	$ 144	$ (144)	$ 570	0%
Dog Licencing	$ 600	$ 694	$ (94)	$ 1,500	40%
Fines- Bylaw Enforcement Officer	$ 1,045	$ -	$ 1,045	$ 1,040	100%
Recovery- Utility Account	$ 6,375	$ 6,504	$ (129)	$ 26,010	25%
Property And Land Rentals	$ 1	$ -	$ 1	$ 21,330	0%
Sundry Income	$ 56	$ 519	$ (463)	$ 2,080	3%
Taxation - Warrant of Assessment	$ 1,110,690	$ 1,107,035	$ 3,655	$ 4,442,864	25%
Community Funding & Equalization Grant	$ 14,634	$ 14,631	$ 3	$ 58,534	25%
Incoming Trust Income	$ -	$ -	$ -	$ 17,750	0%
Total Revenue	**$ 1,173,028**	**$ 1,167,934**	**$ 5,094**	**$ 4,757,557**	**25%**

EXPENSES

Cost of Assessment	$ -	$ -	$ -	$ 71,826	0%
RSC - Cooperative & Regional Planning	$ 15,543	$ 14,953	$ 590	$ 59,810	26%
Employee Retirement Benefit	$ -	$ -	$ -	$ 22,000	0%
PILT Adjustment	$ -	$ -	$ -	$ 26	0%
Total Expenses	**$ 15,543**	**$ 14,953**	**$ 590**	**$ 153,662**	**10%**
Net Surplus (Deficit)	**$ 1,157,486**	**$ 1,152,981**	**$ 4,505**	**$ 4,603,895**	**25%**

TRUST FUNDS

Payout Waycott Trust	$ -	$ -	$ -	$ 1,460	0%
Payout Harringston Trust	$ -	$ -	$ -	$ 100	0%
Payout Community School	$ -	$ -	$ -	$ 470	0%
Payout D'Andrea Trust	$ -	$ -	$ -	$ 420	0%
Payout Albert Mcquoid Tr.	$ 2,000	$ 2,890	$ (890)	$ 2,890	69%
Payout Smith Trust	$ -	$ -	$ -	$ 380	0%
Payout- Hosmer Trust	$ -	$ -	$ -	$ 2,180	0%
Total Expenses	**$ 2,000**	**$ 2,890**	**$ (890)**	**$ 7,900**	**25%**

	YTD Actual	YTD Budget	Diff	Full Budget	% Total Budget Used
FISCAL SERVICES					
REVENUE					
Surplus 2nd Previous Year	$ 8,952	$ 8,952	$ -	$ 35,806	25%
Total Revenue	**$ 8,952**	**$ 8,952**	**$ -**	**$ 35,806**	**25%**
EXPENSES					
Short Term Interest & Bank Charges	$ 483	$ 1,464	$ (981)	$ 11,960	4%
L/t Interest	$ 15,746	$ 15,744	$ 2	$ 62,983	25%
L/t Principal Repayment	$ -	$ -	$ -	$ 217,000	0%
Debenture Issue Costs	$ -	$ -	$ -	$ 8,840	0%
Transfer to General Capital Fund	$ -	$ -	$ -	$ 100,452	0%
Total Expenses	**$ 16,228**	**$ 17,208**	**$ (980)**	**$ 401,235**	**4%**
Net Surplus (Deficit)	**$ (7,276)**	**$ (8,256)**	**$ 980**	**$ (365,429)**	**2%**
ECONOMIC DEVELOPMENT					
Assistance Grants	$ 9,500	$ 15,000	$ (5,500)	$ 17,500	54%
Environmental Committee Grant	$ -	$ 7,500	$ (7,500)	$ 7,500	0%
Canada Day Celebrations	$ -	$ -	$ -	$ 15,000	0%
Cruise Ship Experience	$ -	$ -	$ -	$ 3,000	0%
Civic Promotions	$ 404	$ 837	$ (433)	$ 8,160	5%
Festivals and Events	$ -	$ 112	$ (112)	$ 2,080	0%
Property Taxes, Town Lots	$ 3,149	$ 3,414	$ (265)	$ 13,870	23%
Website Development	$ 54	$ -	$ 54	$ 3,500	2%
Total Expenses	**$ 13,106**	**$ 26,863**	**$ (13,757)**	**$ 70,610**	**19%**
TOURISM SERVICES					
REVENUE					
Accommodation Levy	$ 161	$ -	$ 161	$ 250,000	0%
Total Revenue	**$ 161**	**$ -**	**$ 161**	**$ 250,000**	**0%**
EXPENSES					
Tourism Promotion	$ -	$ -	$ -	$ 157,500	0%
Tourism Development	$ -	$ -	$ -	$ 80,000	0%
Tourism Legal	$ -	$ -	$ -	$ 12,500	0%
Total Expenses	**$ -**	**$ -**	**$ -**	**$ 250,000**	**0%**
Net Surplus (Deficit)	**$ 161**	**$ -**	**$ 161**	**$ -**	
VISITOR CENTRE					
Telephone	$ 113	$ 114	$ (1)	$ 460	25%
Total Expenses	**$ 113**	**$ 114**	**$ (1)**	**$ 460**	**25%**
MEDICAL CENTRE					

	YTD Actual	YTD Budget	Diff	Full Budget	% Total Budget Used
REVENUE					
Rental Revenue	$ 1,050	$ 990	$ 60	$ 4,000	26%
Total Revenue	**$ 1,050**	**$ 990**	**$ 60**	**$ 4,000**	**26%**
EXPENSES					
Communications	$ 1,632	$ 4,256	$ (2,624)	$ 9,360	17%
Equipment Rental	$ -	$ -	$ -	$ 940	0%
Insurance	$ 781	$ 645	$ 136	$ 2,520	31%
Janitorial	$ 2,805	$ 2,550	$ 255	$ 10,200	27%
Medical Supplies	$ 383	$ 1,165	$ (782)	$ 5,200	7%
Office Supplies	$ -	$ 1,041	$ (1,041)	$ 4,160	0%
Repairs & Maint	$ 963	$ 519	$ 444	$ 2,080	46%
Property Taxes	$ -	$ 2,550	$ (2,550)	$ 10,200	0%
Physician Recruitment	$ -	$ -	$ -	$ 10,400	0%
Physician Incentive	$ 5,000	$ 5,203	$ (203)	$ 20,810	24%
Water & Sewer	$ 192	$ 198	$ (6)	$ 790	24%
Total Expenses	**$ 11,756**	**$ 18,127**	**$ (6,371)**	**$ 76,660**	**15%**
Net Surplus (Deficit)	**$ (10,706)**	**$ (17,137)**	**$ 6,431**	**$ (72,660)**	**15%**
PROTECTIVE SERVICES					
Federal Contract	$ 111,666	$ 138,147	$ (26,481)	$ 460,000	24%
Property Insurance	$ 871	$ 720	$ 151	$ 2,810	31%
Janitorial	$ 2,787	$ 1,653	$ 1,134	$ 6,500	43%
Heat & Lights	$ 2,171	$ 3,066	$ (895)	$ 5,100	43%
Water & Sewer	$ 165	$ 168	$ (3)	$ 670	25%
R & M / Office Equip.	$ 358	$ 395	$ (37)	$ 1,360	26%
Secretary Wages	$ 7,083	$ 7,500	$ (417)	$ 30,000	24%
Property Taxes	$ 1,210	$ 1,314	$ (104)	$ 5,300	23%
Total Expenses	**$ 126,311**	**$ 152,963**	**$ (26,652)**	**$ 511,740**	**25%**
SAFETY SERVICES					
Fleet Fuel	$ 887	$ 1,170	$ (283)	$ 5,200	17%
Freightliner Repairs	$ 38	$ 54	$ (16)	$ 6,120	1%
2010 Pumper Repairs	$ 830	$ 272	$ 558	$ 8,840	9%
Fleet Insurance	$ 2,571	$ 2,121	$ 450	$ 8,290	31%
Heat & Lights	$ 4,849	$ 4,789	$ 60	$ 9,570	51%
Hydrant Clearing	$ 626	$ 2,400	$ (1,774)	$ 2,400	26%
Volun Firefighter Ins.	$ 346	$ 386	$ (40)	$ 5,370	6%
Property Insurance	$ 896	$ 741	$ 155	$ 2,890	31%
Property Taxes	$ 1,982	$ 2,145	$ (163)	$ 8,640	23%
Repairs & Maintenance	$ 4,353	$ 5,000	$ (647)	$ 7,500	58%
Equipment Maintenance	$ 2,165	$ 1,733	$ 432	$ 8,840	24%
Janitorial	$ 273	$ 293	$ (20)	$ 1,240	22%
Protective Clothing	$ 205	$ 212	$ (7)	$ 13,000	2%
Prevention Programs	$ -	$ -	$ -	$ 1,890	0%

	YTD Actual	YTD Budget	Diff	Full Budget	% Total Budget Used
Communication/phone	$ 12,344	$ 12,674	$ (330)	$ 52,400	24%
Postage & Office Supplies	$ 289	$ 222	$ 67	$ 600	48%
Firefighting Supplies	$ 2,409	$ 3,311	$ (902)	$ 14,570	17%
Water & Sewer	$ 153	$ 156	$ (3)	$ 620	25%
Salaries & Wages	$ 17,955	$ 16,626	$ 1,329	$ 70,060	26%
Benefits	$ 2,936	$ 2,391	$ 545	$ 10,510	28%
WHSCC	$ 507	$ 457	$ 50	$ 2,080	24%
Water Cost for Fire Protection	$ 28,749	$ 28,749	$ -	$ 115,000	25%
Prof.Devlp./Dues & Fees	$ 1,227	$ 2,273	$ (1,046)	$ 9,680	13%
Chief's Conference	$ -	$ -	$ -	$ 1,040	0%
Stipends	$ -	$ -	$ -	$ 13,000	0%
Worksafe NB FF	$ 9,325	$ 12,389	$ (3,064)	$ 13,260	70%
Total Expenses	**$ 95,917**	**$ 100,564**	**$ (4,647)**	**$ 392,610**	**24%**
ENVIRONMENTAL DEVELOPMENT					
REVENUE					
User Fees Recycling Program	$ -	$ -	$ -	$ 1,040	0%
Total Revenue	**$ -**	**$ -**	**$ -**	**$ 1,040**	**0%**
EXPENSES					
Solid Waste Collection	$ 21,957	$ 22,822	$ (865)	$ 94,860	23%
Solid Waste Tipping Fees	$ 11,302	$ 11,814	$ (512)	$ 60,000	19%
Leaf Composting Supplies	$ -	$ -	$ -	$ 3,640	0%
Leaf Composting Collection Costs	$ -	$ -	$ -	$ 6,000	0%
Total Expenses	**$ 33,259**	**$ 34,636**	**$ (1,377)**	**$ 164,500**	**20%**
Net Surplus (Deficit)	**$ (33,259)**	**$ (34,636)**	**$ 1,377**	**$ (163,460)**	**20%**
PUBLIC WORKS					
Fleet Repairs	$ 4,521	$ 11,256	$ (6,735)	$ 42,660	11%
2008 1-Ton Repairs	$ 19	$ -	$ 19	$ -	
1995 Sweeper Repairs	$ 19	$ -	$ 19	$ -	
2006 Trackless Repairs	$ 6,709	$ -	$ 6,709	$ -	
2009 Super M Backhoe Repair	$ 1,010	$ -	$ 1,010	$ -	
2013 Chev Silverado Repairs	$ 19	$ -	$ 19	$ -	
2014 3-Ton Repairs	$ 19	$ -	$ 19	$ -	
2016 Freightliner Repairs	$ 4,355	$ -	$ 4,355	$ -	
Holder Sidewalk Plow Repairs	$ 20,705	$ -	$ 20,705	$ -	
2019 JCB Backhoe Repairs	$ 587	$ -	$ 587	$ -	
Fleet Insurance	$ 3,120	$ 2,574	$ 546	$ 10,060	31%
Fleet Fuel	$ 17,938	$ 11,879	$ 6,059	$ 40,000	45%
Dues & Fees	$ -	$ -	$ -	$ 200	0%
Heat & Lights	$ 8,995	$ 7,835	$ 1,160	$ 13,770	65%
Street Lighting Electric.	$ 10,714	$ 10,778	$ (64)	$ 43,700	25%
Street Lights Maintenance	$ -	$ 43	$ (43)	$ 1,020	0%
Building Insurance	$ 447	$ 369	$ 78	$ 1,440	31%

	YTD Actual	YTD Budget	Diff	Full Budget	% Total Budget Used
Frye Road Dumpsite Insurance & Taxes	$ 705	$ 471	$ 234	$ 1,970	36%
Property Taxes	$ 3,106	$ 3,240	$ (134)	$ 13,010	24%
Small Tools & Equipment	$ 380	$ 745	$ (365)	$ 6,000	6%
Equipment Rental	$ -	$ -	$ -	$ 2,040	0%
Materials & Supplies	$ 2,303	$ 1,871	$ 432	$ 6,450	36%
Hydrants	$ -	$ -	$ -	$ 4,160	0%
Protective Clothing	$ 273	$ 232	$ 41	$ 6,240	4%
Telephone	$ 620	$ 2,052	$ (1,432)	$ 6,610	9%
Culverts & Ditches	$ 285	$ -	$ 285	$ 15,000	2%
Asphalt	$ 1,139	$ -	$ 1,139	$ 25,500	4%
Gravel	$ -	$ -	$ -	$ 23,410	0%
Salt	$ 49,032	$ 35,365	$ 13,667	$ 66,300	74%
Sidewalk Repairs	$ -	$ -	$ -	$ 20,810	0%
Street Repairs	$ 417	$ -	$ 417	$ 2,080	20%
Street Signs	$ -	$ 912	$ (912)	$ 5,610	0%
Lane & Street Marking	$ 5,556	$ 5,225	$ 331	$ 12,240	45%
Bldg & Grounds	$ 5,204	$ 5,362	$ (158)	$ 15,610	33%
Christmas Decorations	$ -	$ -	$ -	$ 3,060	0%
Tree Care	$ -	$ -	$ -	$ 10,400	0%
Wood & Chip Removal	$ -	$ -	$ -	$ 4,000	0%
Snow Removal	$ 30	$ -	$ 30	$ -	
Salaries & Wages	$ 111,163	$ 89,446	$ 21,717	$ 385,095	29%
Benefits	$ 18,178	$ 14,313	$ 3,865	$ 61,620	30%
WHSCC	$ 3,041	$ 1,490	$ 1,551	$ 6,180	49%
Travel	$ 95	$ -	$ 95	$ 270	35%
Water & Sewer	$ 153	$ 156	$ (3)	$ 620	25%
Transfer To Utility	$ (6,375)	$ (6,375)	$ -	$ (25,500)	25%
Transfer Labour to other Dep't	$ -	$ -	$ -	$ (10,000)	0%
Total Expenses	**$ 274,480**	**$ 199,239**	**$ 75,241**	**$ 821,635**	**33%**

SAINT ANDREWS BLOCK HOUSE

REVENUE

Parks Canada Management Fee	$ -	$ -	$ -	$ 31,820	0%
Total Revenue	**$ -**	**$ -**	**$ -**	**$ 31,820**	**0%**

EXPENSES

Heat & Lights	$ 74	$ 69	$ 5	$ 275	27%
Repairs & Maint.	$ -	$ -	$ -	$ 1,040	0%
Wages	$ -	$ -	$ -	$ 30,505	0%
Total Expenses	**$ 74**	**$ 69**	**$ 5**	**$ 31,820**	**0%**
Net Surplus (Deficit)	**$ (74)**	**$ (69)**	**$ (5)**	**$ -**	

Saint Andrews Court House

REVENUE

Court House- Grant from Province	$ 8,573	$ 8,287	$ 286	$ 35,370	24%

	YTD Actual	YTD Budget	Diff	Full Budget	% Total Budget Used
Total Revenue	**$ 8,573**	**$ 8,287**	**$ 286**	**$ 35,370**	**24%**
EXPENSES					
Court House- Heat & Lights	$ 3,528	$ 1,679	$ 1,849	$ 6,500	54%
GAOL- Power	$ -	$ 999	$ (999)	$ 4,000	0%
Court House- Insurance	$ 710	$ 573	$ 137	$ 2,290	31%
Court House- Property taxes	$ 3,334	$ 4,317	$ (983)	$ 18,240	18%
Court House- Repairs & Maint	$ -	$ 750	$ (750)	$ 3,000	0%
Court House- Communications	$ 360	$ 351	$ 9	$ 1,400	26%
Court House- Water & Sewer	$ 255	$ 261	$ (6)	$ 1,040	25%
Total Expenses	**$ 8,187**	**$ 8,930**	**$ (743)**	**$ 36,470**	22%
Net Surplus (Deficit)	**$ 386**	**$ (643)**	**$ 1,029**	**$ (1,100)**	**-35%**

ROSS MEMORIAL LIBRARY

REVENUE					
Library- Ross Trust Funds	$ -	$ -	$ -	$ 25,490	0%
Total Revenue	**$ -**	**$ -**	**$ -**	**$ 25,490**	**0%**
EXPENSES					
Library - Books And Periodicals	$ 475	$ 1,174	$ (699)	$ 6,240	8%
Library - Computer Equipment	$ -	$ 829	$ (829)	$ 3,120	0%
Library - Programs	$ 27	$ -	$ 27	$ 1,040	3%
Library - Heat & Lights	$ 3,757	$ 4,711	$ (954)	$ 11,440	33%
Library - Building Insurance	$ 1,333	$ 1,101	$ 232	$ 4,300	31%
Library - Repairs & Maintenance	$ 310	$ 272	$ 38	$ 5,720	5%
Library - Janitorial	$ 3,571	$ 2,409	$ 1,162	$ 11,440	31%
Library - Landscaping	$ -	$ -	$ -	$ 420	0%
Library - Telephone	$ 839	$ 1,025	$ (186)	$ 3,400	25%
Library - Office Supplies	$ 399	$ 227	$ 172	$ 2,160	18%
Library - Office Equipment	$ 702	$ -	$ 702	$ 2,140	33%
Library - Wages	$ 7,809	$ 8,405	$ (596)	$ 33,415	23%
Library - Benefits	$ 643	$ 585	$ 58	$ 2,340	27%
Library - WHSCC	$ 209	$ 235	$ (26)	$ 990	21%
Library - Conference	$ -	$ -	$ -	$ 1,500	0%
Library - Water & Sewer	$ 159	$ 162	$ (3)	$ 650	24%
Total Expenses	**$ 20,234**	**$ 21,135**	**$ (901)**	**$ 90,315**	**22%**
Net Surplus (Deficit)	**$ (20,234)**	**$ (21,135)**	**$ 901**	**$ (64,825)**	**31%**

ROSS MEMORIAL MUSEUM

REVENUE					
Museum - Ross Trust Funds	$ -	$ -	$ -	$ 36,410	0%
Museum - Provincial Operation Grant	$ -	$ -	$ -	$ 5,200	0%
Museum - Donations/Other Revenue	$ -	$ -	$ -	$ 10,400	0%
Museum- Donations from Christmas Open House	$ -	$ -	$ -	$ 500	0%

	YTD Actual	YTD Budget	Diff	Full Budget	% Total Budget Used
Total Revenue	$ -	$ -	$ -	$ 52,510	0%
EXPENSES					
Museum - Programs	$ -	$ -	$ -	$ 1,040	0%
Museum - Christmas Program	$ -	$ -	$ -	$ 1,040	0%
Museum - Dues & Fees	$ -	$ -	$ -	$ 340	0%
Museum - Property Insurance	$ 803	$ 663	$ 140	$ 2,590	31%
Museum - Heat & Lights	$ 1,576	$ 2,449	$ (873)	$ 8,510	19%
Museum - Heating Oil	$ 328	$ -	$ 328	$ -	
Museum - Property Taxes	$ 1,353	$ 1,293	$ 60	$ 5,100	27%
Museum - Repairs & Maintenance	$ 1,027	$ 931	$ 96	$ 7,500	14%
Museum - Publicity	$ -	$ -	$ -	$ 1,040	0%
Museum - Telephone	$ 547	$ 629	$ (82)	$ 2,350	23%
Museum - Security System	$ -	$ 328	$ (328)	$ 620	0%
Museum - Office Supplies	$ -	$ -	$ -	$ 520	0%
Museum - Postage	$ -	$ 93	$ (93)	$ 370	0%
Museum - Office Equipment	$ -	$ -	$ -	$ 520	0%
Museum - Director Salary	$ -	$ -	$ -	$ 7,530	0%
Museum - Assistant Director Wage	$ 47	$ -	$ 47	$ 20,310	0%
Museum - Director Benefits	$ 39	$ -	$ 39	$ -	
Museum - WHSCC	$ 8	$ -	$ 8	$ 1,010	1%
Museum - Professional Development	$ -	$ -	$ -	$ 670	0%
Museum - Travel	$ -	$ -	$ -	$ 520	0%
Museum - Miscellaneous	$ -	$ -	$ -	$ 320	0%
Museum - Water & Sewer	$ 153	$ 156	$ (3)	$ 620	25%
Total Expenses	**$ 5,881**	**$ 6,542**	**$ (661)**	**$ 62,520**	**9%**
Net Surplus (Deficit)	**$ (5,881)**	**$ (6,542)**	**$ 661**	**$ (10,010)**	**59%**

SHERIFF ANDREWS HOUSE

REVENUE					
Sheriff Andrews- Donations	$ -	$ -	$ -	$ 5,000	0%
Sheriff Andrews- Provincial Grant	$ 2,063	$ -	$ 2,063	$ 30,000	7%
Total Revenue	**$ 2,063**	**$ -**	**$ 2,063**	**$ 35,000**	**6%**
EXPENSES					
Sheriff Andrews- Programs	$ -	$ -	$ -	$ 1,240	0%
Sheriff Andrews- Alarm Costs	$ 131	$ 108	$ 23	$ 430	31%
Sheriff Andrews- Communications	$ 499	$ 565	$ (66)	$ 1,980	25%
Sheriff Andrews- Heat & Lights	$ 2,553	$ 2,391	$ 162	$ 5,200	49%
Sheriff Andrews- Repairs	$ -	$ 848	$ (848)	$ 1,760	0%
Sheriff Andrews- Wages	$ -	$ -	$ -	$ 28,024	0%
Sheriff Andrews- Employee benefits	$ -	$ -	$ -	$ 2,200	0%
Sheriff Andrews- WHSCC	$ -	$ -	$ -	$ 650	0%
Sheriff Andrews- Water & Sewer	$ 153	$ 156	$ (3)	$ 620	25%
Total Expenses	**$ 3,336**	**$ 4,068**	**$ (732)**	**$ 42,104**	**8%**

	YTD Actual	YTD Budget	Diff	Full Budget	% Total Budget Used
Net Surplus (Deficit)	**$ (1,274)**	**$ (4,068)**	**$ 2,794**	**$ (7,104)**	**18%**
PARKS & RECREATION					
Mallory Field Rep & Maint	$ 1,251	$ -	$ 1,251	$ 5,000	25%
Mallory Field Insurance	$ 291	$ 234	$ 57	$ 940	31%
Mallory Field Heat & Lights	$ 98	$ 99	$ (1)	$ 450	22%
Mallory Field Property Tax	$ 735	$ 783	$ (48)	$ 3,200	23%
Cent Park Heat/Lights	$ 96	$ 81	$ 15	$ 550	17%
Cent Park Insurance	$ 84	$ 69	$ 15	$ 270	31%
Cent Park Reps & Maint.	$ -	$ -	$ -	$ 4,000	0%
Flemming Park- Prop tax	$ 257	$ 414	$ (157)	$ 1,660	15%
Langmaid Park Maint	$ -	$ -	$ -	$ 1,040	0%
Langmaid Park Property Tax	$ 228	$ 51	$ 177	$ 200	114%
Elizabeth Park Rep & Maint	$ -	$ -	$ -	$ 1,000	0%
Tennis Courts Repair & Maint	$ -	$ -	$ -	$ 1,560	0%
Other Park Costs	$ 103	$ -	$ 103	$ 2,280	5%
Small Tools & Equipment	$ 521	$ -	$ 521	$ 1,830	28%
Equipment Maintenance	$ -	$ 158	$ (158)	$ 3,000	0%
Equipment Fuel	$ -	$ 180	$ (180)	$ 1,560	0%
Walking Trails- Repair & Maint	$ -	$ 150	$ (150)	$ 1,040	0%
Seasonal Wages	$ -	$ -	$ -	$ 55,000	0%
Wage Benefits	$ -	$ -	$ -	$ 9,350	0%
Total Expenses	**$ 3,665**	**$ 2,219**	**$ 1,446**	**$ 93,930**	**4%**
RECREATIONAL SERVICES					
REVENUE					
RS - Arena Board Contributions	$ -	$ -	$ -	$ 2,080	0%
RS - Public Skating	$ 153	$ -	$ 153	$ -	
RS - Minor Hockey	$ 3,525	$ 14,684	$ (11,159)	$ 25,170	14%
RS - Speed Skating	$ 2,928	$ 8,269	$ (5,341)	$ 17,170	17%
RS - Miscellaneous Ice Rental	$ 6,424	$ 13,543	$ (7,119)	$ 38,040	17%
RS - Curling Club Lease	$ 7,000	$ 20,350	$ (13,350)	$ 29,576	24%
RS- Theatre Rental	$ -	$ 171	$ (171)	$ 680	0%
RS - Building Rentals	$ 800	$ 1,050	$ (250)	$ 10,400	8%
RS - Dormitory Rental	$ 4,250	$ -	$ 4,250	$ 10,000	43%
RS - Vending Machines	$ -	$ 41	$ (41)	$ 100	0%
RS- LSD Contribution Rec Services	$ 21,687	$ -	$ 21,687	$ 109,412	20%
Total Revenue	**$ 46,766**	**$ 58,108**	**$ (11,342)**	**$ 242,628**	**19%**
EXPENSES					
RS - Advertising & Promotion	$ -	$ -	$ -	$ 320	0%
RS - Signage For Boards	$ -	$ -	$ -	$ 620	0%
RS - Property Insurance	$ 1,278	$ 1,053	$ 225	$ 4,120	31%
RS - Heat & Lights	$ 43,544	$ 42,118	$ 1,426	$ 105,000	41%
RS - Equipment Repair	$ 404	$ -	$ 404	$ 21,000	2%

	YTD Actual	YTD Budget	Diff	Full Budget	% Total Budget Used
RS - Generator Expenses	$ -	$ 153	$ (153)	$ 2,080	0%
RS - Electrical Repairs	$ -	$ 1,933	$ (1,933)	$ 2,180	0%
RS - Plumbing Repairs	$ -	$ 2,073	$ (2,073)	$ 4,000	0%
RS - Building Maintenence	$ 2,992	$ 3,190	$ (198)	$ 30,000	10%
RS - Ice Making Supplies	$ -	$ 240	$ (240)	$ 3,120	0%
RS - Zamboni Maintenance	$ 513	$ -	$ 513	$ 3,120	16%
RS - Janitorial	$ 1,019	$ 1,084	$ (65)	$ 4,370	23%
RS - Property Taxes	$ 5,183	$ 2,526	$ 2,657	$ 9,490	55%
RS - Propane	$ 783	$ 633	$ 150	$ 2,700	29%
RS - Telephone/communications	$ 1,546	$ 1,594	$ (48)	$ 6,560	24%
RS - Security System	$ 395	$ 486	$ (91)	$ 5,200	8%
RS - Office Supplies	$ 84	$ -	$ 84	$ 270	31%
RS - Supplies	$ -	$ -	$ -	$ 1,140	0%
RS - Wages	$ 23,875	$ 39,877	$ (16,002)	$ 105,570	23%
RS- Security Wages	$ 2,021	$ -	$ 2,021	$ -	
RS - Benefits	$ 4,316	$ 8,047	$ (3,731)	$ 19,000	23%
RS - Clothing	$ -	$ 75	$ (75)	$ 1,980	0%
RS- Security Wage Benefirts	$ 148	$ -	$ 148	$ -	
RS - WHSCC	$ 713	$ 733	$ (20)	$ 3,140	23%
RS - Water & Sewer	$ 6,249	$ 6,249	$ -	$ 25,000	25%
Total Expenses	**$ 95,061**	**$ 112,064**	**$ (17,003)**	**$ 359,980**	**26%**
Net Surplus (Deficit)	**$ (48,295)**	**$ (53,956)**	**$ 5,661**	**$ (117,352)**	**41%**

WHARF

REVENUE

WF- Tour/Commercial Wharf Revenue	$ 217	$ -	$ 217	$ 80,000	0%
WF- Mooring Income	$ -	$ -	$ -	$ 5,720	0%
WF- Aquaculture Wharf Revenue	$ 1,210	$ -	$ 1,210	$ 10,400	12%
WF- Commercial Fishery Income	$ 1,540	$ -	$ 1,540	$ 1,380	112%
WF- Pleasure Craft Wharf Revenue	$ 330	$ -	$ 330	$ 15,500	2%
WF- Berthage Fees	$ 1,550	$ 47	$ 1,503	$ 15,000	10%
WF- Other Wharf Revenue	$ -	$ -	$ -	$ 570	0%
Total Revenue	**$ 4,847**	**$ 47**	**$ 4,800**	**$ 128,570**	**4%**

EXPENSES

WF - Wharf Insurance	$ 2,456	$ 2,028	$ 428	$ 7,920	31%
WF - Wharf Maintenance	$ 3,414	$ -	$ 3,414	$ 19,250	18%
WF- Clothing Allowance	$ 14	$ -	$ 14	$ 2,600	1%
WF- Engineering Report	$ -	$ -	$ -	$ 2,500	0%
WF- Supplies	$ 25	$ 407	$ (382)	$ 3,640	1%
WF- Property Taxes	$ 500	$ 408	$ 92	$ 1,560	32%
WF - Wharf Power	$ 1,574	$ 858	$ 716	$ 2,920	54%
WF - Wharf Security	$ -	$ -	$ -	$ 2,080	0%
WF- Equipment Purchases	$ -	$ -	$ -	$ 2,080	0%
WF - Communications	$ 399	$ 693	$ (294)	$ 2,500	16%

	YTD Actual	YTD Budget	Diff	Full Budget	% Total Budget Used
WF - Wharfinger Wages	$ 6,958	$ 6,780	$ 178	$ 47,700	15%
WF - Wharfinger Benefits	$ 1,263	$ 1,058	$ 205	$ 8,570	15%
WF - Labour from Public Works	$ -	$ -	$ -	$ 4,000	0%
WF - Water & Sewer	$ 192	$ 198	$ (6)	$ 790	24%
Total Expenses	**$ 16,794**	**$ 12,430**	**$ 4,364**	**$ 108,110**	**16%**
Net Surplus (Deficit)	**$ (11,947)**	**$ (12,383)**	**$ 436**	**$ 20,460**	**-58%**
YOUTH CENTER					
REVENUE					
YC- Fundraising/Donations	$ 1,051	$ 1,142	$ (91)	$ 1,500	70%
YC- Tecolote Foundation	$ -	$ -	$ -	$ 30,000	0%
Total Revenue	**$ 1,051**	**$ 1,142**	**$ (91)**	**$ 31,500**	**3%**
EXPENSES					
YC- Program Costs	$ -	$ 526	$ (526)	$ 2,000	0%
YC- Social Events	$ -	$ -	$ -	$ 520	0%
YC- Insurance	$ 164	$ 135	$ 29	$ 530	31%
YC- Heat & Lights	$ 1,452	$ 1,762	$ (310)	$ 4,340	33%
YC- Bldg Maintenance	$ 311	$ 802	$ (491)	$ 2,180	14%
YC- Equipment Maintenance	$ 134	$ -	$ 134	$ 840	16%
YC- Janitorial Expenses	$ 1,669	$ 1,395	$ 274	$ 6,760	25%
YC- Property Taxes	$ 1,075	$ 1,086	$ (11)	$ 4,370	25%
YC- Telephone/communication	$ 350	$ 555	$ (205)	$ 2,400	15%
YC- Office Supplies	$ -	$ -	$ -	$ 200	0%
YC- Salaries & Wages	$ 11,710	$ 13,555	$ (1,845)	$ 65,140	18%
YC- Payroll Benefits	$ 2,071	$ 1,297	$ 774	$ 6,510	32%
YC- WHSCC	$ 324	$ 359	$ (35)	$ 1,930	17%
YC- Water& Sewer	$ 141	$ 144	$ (3)	$ 570	25%
Total Expenses	**$ 19,401**	**$ 21,616**	**$ (2,215)**	**$ 98,290**	**20%**
Net Surplus (Deficit)	**$ (18,350)**	**$ (20,474)**	**$ 2,124**	**$ (66,790)**	**27%**
GENERAL FUND - CAPITAL PURCH					
Capital- Court House & Gaol	$ -	$ -	$ -	$ 108,500	0%
Capital- Arena Renovations	$ 540	$ 10,000	$ (9,460)	$ 167,800	0%
Capital- Computers & Access.	$ -	$ 1,251	$ (1,251)	$ 5,000	0%
Capital- CYAC Equipment	$ 18,500	$ -	$ 18,500	$ -	
Capital- Fire Department Equipment	$ 36,266	$ 35,000	$ 1,266	$ 75,000	48%
Capital- Public Works Equipment	$ -	$ 197,000	$ (197,000)	$ 232,500	0%
Capital- Paving	$ 5,371	$ -	$ 5,371	$ 362,000	1%
Capital- Trails	$ -	$ -	$ -	$ 1,500,000	0%
Capital- Vehicles	$ -	$ -	$ -	$ 45,000	0%
Capital- Market Square Renovations	$ -	$ -	$ -	$ 390,000	0%
Capital- Wharf Security	$ -	$ 2,499	$ (2,499)	$ 10,000	0%

	YTD Actual	YTD Budget	Diff	Full Budget	% Total Budget Used
Capital- Wharf Renovations	$ 275	$ -	$ 275	$ 3,110,500	0%
Capital- Storm Sewer	$ -	$ -	$ -	$ 100,000	0%
Capital- Town Hall Renovations	$ -	$ 2,376	$ (2,376)	$ 9,500	0%
Capital- CYAC Renovations	$ -	$ -	$ -	$ 22,000	0%
Capital- RML Renovations	$ 6,435	$ 11,000	$ (4,565)	$ 31,000	21%
Capital- Renovations at Med Ctr	$ 132	$ -	$ 132	$ -	
Captial- Age-Friendly Initiatives	$ -	$ -	$ -	$ 10,000	0%
Capital- Housing Development	$ 8,332	$ -	$ 8,332	$ 415,000	2%
Market Square Funding	$ -	$ -	$ -	$ (2,559,583)	0%
Capital- New Long Term Debt	$ -	$ -	$ -	$ (1,170,000)	0%
Capital- Transfer From Capital Reserve	$ -	$ -	$ -	$ (667,500)	0%
Capital- Active Transport Grant	$ -	$ -	$ -	$ (1,200,000)	0%
Capital- Developers Fees	$ -	$ -	$ -	$ (207,500)	0%
Total Capital Purchases	**$ 75,851**	**$ 259,126**	**$ (183,275)**	**$ 789,217**	**10%**

Town of Saint Andrews
Income Statement- Utility Fund
For the 3 Months Ending March 31, 2022

	YTD Actual	YTD Budget	Diff.	Annual Budget	% Used
REVENUE					
Utility Billings	$ 237,307	$ 248,760	$(11,453)	$ 995,038	24%
Interest	$ 2,312	$ 1,041	$ 1,271	$ 4,160	56%
Connections & Services	$ 508	$ 173	$ 335	$ 3,440	15%
Fire Department	$ 28,749	$ 28,749	$ -	$ 115,000	25%
2nd Previous Year Surplus (deficit)	$ 53,988	$ 53,988	$ -	$ 215,954	25%
Total Revenue	**$ 322,863**	**$ 332,711**	**$ (9,848)**	**$ 1,333,592**	**24%**
EXPENSES					
WATER & SEWER ADMIN					
Dues & Fees	$ -	$ -	$ -	$ 520	0%
Administration	$ 6,375	$ 6,504	$ (129)	$ 26,010	25%
Engineers/Consultants	$ -	$ -	$ -	$ 10,400	0%
Professional Development	$ -	$ 1,299	$ (1,299)	$ 5,200	0%
Utility Property Taxes	$ 850	$ 861	$ (11)	$ 3,440	25%
Telephone/Communications	$ 3,031	$ 3,249	$ (218)	$ 13,000	23%
Total Admin Costs	**$ 10,256**	**$ 11,913**	**$ (1,657)**	**$ 58,570**	**18%**
WATERMAINS					
Vehicle Fuel Expense	$ 1,018	$ 990	$ 28	$ 3,960	26%
Vehicle Insurance	$ 604	$ 486	$ 118	$ 1,947	31%
Vehicle Repairs & Maint.	$ 38	$ 309	$ (271)	$ 1,240	3%
Watermains Sal/Ben.	$ 4,499	$ 4,281	$ 218	$ 17,125	26%
Watermain Repairs & Main	$ -	$ 2,601	$ (2,601)	$ 10,400	0%
Watermain Materials	$ 3,520	$ -	$ 3,520	$ -	
Meters	$ -	$ 1,950	$ (1,950)	$ 7,800	0%
Street Repairs	$ 6,375	$ 6,504	$ (129)	$ 26,010	25%
Reservoir Repair	$ (500)	$ 519	$ (1,019)	$ 2,080	-24%
Water Testing	$ 2,934	$ 2,267	$ 667	$ 15,000	20%
Total Watermain Costs	**$ 18,488**	**$ 19,907**	**$ (1,419)**	**$ 85,562**	**22%**
PUMPHOUSES					
Pumphouse Insurance	$ 2,695	$ 2,172	$ 523	$ 8,690	31%
Pumphouse Power	$ 995	$ 1,387	$ (392)	$ 5,620	18%
Pumphouse Repairs & Main	$ -	$ 2,079	$ (2,079)	$ 8,320	0%
Pumphouse Mat. & Supplies	$ 208	$ -	$ 208	$ -	
Total Pumphouse Costs	**$ 3,898**	**$ 5,638**	**$ (1,740)**	**$ 22,630**	**17%**
TREATMENT AND DISPOSAL					
T&D Salaries/Benefits	$ 4,499	$ 4,281	$ 218	$ 17,125	26%
T&D Materials	$ 39	$ -	$ 39	$ -	
T&D Power	$ 9,647	$ 11,351	$ (1,704)	$ 46,300	21%
T&D Insurance	$ 771	$ 621	$ 150	$ 2,486	31%

	YTD Actual	YTD Budget	Diff.	Annual Budget	% Used
T&D Repairs & Main	$ 907	$ 3,501	$ (2,594)	$ 14,000	6%
T&D Cleaning	$ 154	$ 546	$ (392)	$ 2,180	7%
T&D Generator Fuel	$ -	$ 513	$ (513)	$ 1,040	0%
T&D Property Taxes	$ 3,090	$ 3,384	$ (294)	$ 13,530	23%
Total T&D Costs	**$ 19,106**	**$ 24,197**	**$ (5,092)**	**$ 96,661**	**20%**
SEWER MAINS					
Sewermains-Salaries	$ 2,700	$ 2,569	$ 131	$ 10,275	26%
Sewermains Repairs & Main	$ 93	$ 2,751	$ (2,658)	$ 11,000	1%
Sewermain Cleaning	$ 1,134	$ 5,001	$ (3,867)	$ 30,000	4%
Total Sewer Main Costs	**$ 3,926**	**$ 10,321**	**$ (6,394)**	**$ 51,275**	**8%**
WATER TREATMENT PLANT					
Power	$ 16,071	$ 16,006	$ 65	$ 66,590	24%
Salaries & Benefits	$ 6,298	$ 5,994	$ 304	$ 23,975	26%
Dues/fees	$ -	$ 1,000	$ (1,000)	$ 1,000	0%
Property Taxes	$ 2,517	$ 2,211	$ 306	$ 8,840	28%
Repairs & Maint.	$ 5,868	$ 4,389	$ 1,479	$ 17,560	33%
Generator Fuel	$ -	$ -	$ -	$ 520	0%
Insurance	$ 1,272	$ 1,026	$ 246	$ 4,103	31%
Chemical Supplies	$ 1,050	$ 4,500	$ (3,450)	$ 18,000	6%
Supplies	$ 366	$ -	$ 366	$ -	
Total WTP Costs	**$ 33,443**	**$ 35,126**	**$ (1,683)**	**$ 140,588**	**24%**
FINANCIAL SERVICES					
2nd Prior Year Deficit	$ 5,204	$ 5,205	$ (2)	$ 20,814	25%
S/t Inter. & Bank Chgs	$ 1,850	$ 1,216	$ 634	$ 4,950	37%
Water Debenture Interest	$ 8,563	$ 8,562	$ 1	$ 34,253	25%
Water Debenture Principal	$ -	$ -	$ -	$ 78,000	0%
Sewer Debenture Interest	$ 8,563	$ 8,562	$ 1	$ 34,253	25%
Sewer Debenture Principal	$ -	$ -	$ -	$ 78,000	0%
Transfer To WCRF	$ -	$ -	$ -	$ 10,661	0%
Total Financial Services	**$ 24,180**	**$ 23,545**	**$ 635**	**$ 260,931**	**9%**
Total Operating Expenses	**$ 113,297**	**$ 130,647**	**$(17,350)**	**$ 716,217**	**16%**
Surplus (Deficit) from Operating	**$ 209,566**	**$ 202,064**	**$ 7,502**	**$ 617,375**	**34%**
CAPITAL PURCHASES WO					
Capital- Lift Station Renovations	$ -	$ 11,000	$(11,000)	$ 11,000	0%
Captial- Commercial Meters	$ 41,447	$ -	$ 41,447	$ 50,000	83%
Capital- WTP Upgrades	$ 5,130	$ 96,000	$(90,870)	$ 96,000	5%
Wo- Infrastructure Funding	$ -	$ -	$ -	$ 492,750	0%
Capital- WWTP Upgrades	$ 564	$ 20,000	$(19,436)	$ 20,000	3%
Capital- Princess Royal Upgrade	$ 11,863	$ -	$ 11,863	$ 334,000	4%
Capital- Prince of Wales	$ 9,476	$ -	$ 9,476	$ 325,000	3%

	YTD Actual	YTD Budget	Diff.	Annual Budget	% Used
Capital- King St. & Sophia St.	$ -	$ -	$ -	$ 244,000	0%
Capital- Ernest St.	$ 18,952	$ -	$ 18,952	$ 365,000	5%
Capital- Cornelia St.	$ 13,077	$ -	$ 13,077	$ 390,000	3%
Capital- Reservoir Rehabilitation	$ 1,191	$ -	$ 1,191	$ -	
WO- Canada Community Building Fund	$ -	$ -	$ -	$ (250,000)	
Wo- New Long Term Debt	$ -	$ -	$ -	$ (1,214,000)	
Payment from Developer	$ -	$ -	$ -	$ (246,375)	
Total Capital Expenditures	**$ 101,701**	**$ 127,000**	**$(25,299)**	**$ 617,375**	**16%**
Net Surplus (Deficit)	**$ 107,865**	**$ 75,064**	**$ 32,801**	**$ -**	

Finance and Administration Committee
Chair: Deputy Mayor Akagi
May 2, 2022 Regular Council Meeting

Reference Number	Date	Submitted By	Subject
FA220307	**April 25, 2022**	Deputy Mayor Akagi	**By-Law No. 22-02, A By-Law to Regulate the Code of Conduct of the Council of the Town of Saint Andrews Third Reading**
Background	A Code of Conduct By-Law establishes expectations for how Council members should conduct themselves while caring out their responsibilities, and in their work as a collective decision-making body for the community. Changes to the Code of Conduct include: • Statement of Values and Principles • Enhanced Behaviours of Council • Respect for Decision Making Process and Adherence to Policies and Procedures • Enhanced use of Communication Tools and Social Media • Conflict of Interest and Confidential Information • Compliance with By-Law and Corrective Actions First reading on March 21, 2022. Second reading on April 4, 2022. No public hearing of objection is needed as this is a By-Law to regulate Council actions. Third reading by title can occur as posting processes were followed under the Local Governance Act.		
Action	**Motion:** *That Council grants leave for Third and Final Reading to By-Law No. 22-02, A By-Law to Regulate the Code of Conduct of the Council of the Town of Saint Andrews.* Moved by: _____ Seconded by: _____ Motion Carried: _____ Motion Defeated: _____		

BY-LAW NO. 22-02

A BY-LAW TO REGULATE THE CODE OF CONDUCT OF THE COUNCIL IN THE TOWN OF SAINT ANDREWS

BE IT ENACTED by the Council of the Town of Saint Andrews under the authority vested in it by the *Local Governance Act,* S.N.B. 2017, c.18, as follows:

1. SHORT TITLE

1.1. This By-Law may be cited as the Code of Conduct for Council.

2. PURPOSE AND APPLICATION

2.1. This By-Law applies to all Members of the Town of Saint Andrews Council ("Members"). The purpose of this By-Law is to provide standards for the conduct of Members relating to their roles and responsibilities as elected officials, members of Local Boards and Council Committees of the Town of Saint Andrews including those citizens and/or staff appointed by Town Council.

3. DEFINITIONS

3.1. The following definitions apply to this By-Law:

3.1.1. "Act" means the *Local Governance Act,* S.N.B. 2017, c.18, as amended, and accompanying regulations, as amended.

3.1.2. "Administration" means the management and operations of the local government, compromising of various departments, divisions, and employees.

3.1.3. "Chief Administrative Officer" means of the individual appointed by Town Council resolution or their delegate.

3.1.4. "Clerk" means of the individual appointed by Town Council resolution or their delegate.

3.1.5. "Complaint" means an alleged contravention of this By-Law.

3.1.6. "Council" means the Mayor and Councillors of the local government.

3.1.7. "Employees" means all employees of the local government, unionized or not unionized, full-time, part-time, contract or seasonal.

3.1.8. "Local Government" means the Town of Saint Andrews.

3.1.9. "Member" means a member of the Council and includes the Mayor, Deputy Mayor, and Councillors of the local government.

3.1.10. "Undue influence" means behaviour that is characterized by one person taking advantage of a position of power over another person or influence by which a person is induced to act otherwise than by their own free will.

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4. STATUTORY FRAMEWORK AND INTERPRETATION

4.1. This By-Law provides a framework to guide ethical conduct in a way that upholds the integrity of the local government and the high standards of professional conduct the public expects of its local government elected representatives.

4.2. As the conduct of Members is also governed by other legislation, this By-Law is intended to operate with and supplement the common law, existing municipal, provincial, and federal legislation, as amended, including but not limited to:

4.2.1. The *Local Governance Act*, S.B.B 2017, c.18.

4.2.2. The *Right to Information and Protection of Privacy Act*, S.N.B. 2009, c. R-10.6

4.2.3. The *Municipal Elections Act*, S.N.B. 1979, c. M-21.0.

4.2.4. The *New Brunswick Human Rights Act,* R.S.N.B. 2011, c. 171.

4.2.5. The *Occupational Health and Safety Act,* S.N.B. 1983, c. O-0.2.

4.2.6. The *Criminal Code of Canada,* R.S.C. 1985, c. C-46.

4.2.7. Local government By-Laws and Policies.

4.2.8. All other municipal, provincial, and federal laws that may govern the conduct of Members.

4.3. Where there is any conflict between this By-Law and the requirements of any federal or provincial law, such federal or provincial laws shall take precedence.

4.4. This By-Law also operates with and is intended to supplement any existing and future Town of Saint Andrews policies and operating procedures that may from time to time apply to Members.

4.5. This By-Law is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible to write a Code of Conduct that covers every scenario and, accordingly, Members are to be guided by and conduct themselves in a manner that reflects the spirit and intent of this By-Law.

5. STATEMENT OF THE VALUES AND PRINCIPLES OF MEMBERS

5.1. **Values**

5.1.1. Members shall perform their function of office with integrity, respect, accountability, leadership, collaboration, public interest, and transparency to the best of their knowledge and ability.

5.1.1.1. **Honesty** – Members shall be truthful and open in their roles as Council Members and as members of the local government they serve.

5.1.1.2. **Integrity** – Conduct under this value and principle holds the public interest, is truthful, trustworthy, and honourable.

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5.1.1.3. **Confidentiality** – Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so. Members shall not take advantage of or obtain private benefit from information that is obtained I the course of or as a result of their official duties or position that is not in the public domain.

5.1.1.4. **Respect** – Conduct under this value and principle is demonstrated when a Member fosters an environment of trust by demonstrating due regard for the perspectives, wishes, and rights of others and an understanding of the role of the local government.

5.1.1.5. **Accountability** – Conduct under this value and principle is demonstrated when Council or Members individually and collectively, accept responsibility for their actions and decisions.

5.1.1.6. **Leadership, Collaboration, and Public Interest** – Conduct under this value and principle is demonstrated when Council or a Member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others. Members as community leaders must build and inspire the public's trust and confidence in local government in all their dealings.

5.1.1.7. **Transparency** – Conduct under this value and principle is demonstrated when Council communicates appropriate information openly to the public about decision-making processes and issues being considered, encourages appropriate public participation, communicates clearly, allowing for public scrutiny, and providing appropriate means for feedback.

5.2. **Principles**

5.2.1. Members are the keepers of the public trust and shall uphold highest standards of ethical behaviour.

5.2.2. Members serve and be seen to serve the welfare and interests of the local government as a whole and the community at large in a conscientious and diligent manner and shall approach decision-making with an open mind.

5.2.3. Members are responsible for their decisions. This includes acts of commission and acts of omission. The decision-making processes of Members must be transparent.

5.2.4. Members shall demonstrate and promote the principles of this By-Law through their decisions, actions, and behaviour. The behaviour of Members must build and inspire the public's trust and confidence in the local government.

5.2.5. Members shall observe the highest standards of ethical conduct and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.

6. COUNCIL RESPONSIBILITIES

6.1. The Clerk shall provide every Member with a certified copy of this By-Law and every Member will sign a statement of commitment, as per Schedule "A" to this

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By-Law, within seven (7) calendar days of this By-Law coming into force, and within seven (7) calendar days of taking the Oath of Office pursuant to the Act.

6.2. Council will:

6.2.1. Review this By-Law as required and make any amendments considered appropriate.

6.2.2. Review, consider or take other actions concerning any violation of this By-Law which is referred to Council for consideration.

7. BEHAVIOUR OR MEMBERS OF COUNCIL

7.1. Members of Council shall conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, Committees of Council, Local Boards, and other bodies to which they are appointed.

7.2. Members of Council shall perform their official duties in accordance with:

7.2.1. Act honestly, and in good faith, serve the welfare and best interests of the local government without regard to personal interests.

7.2.2. Perform their functions and duties in a conscientious and diligent manner with integrity, accountability, and transparency.

7.2.3. Conduct themselves in a professional manner with dignity.

7.2.4. Make decisions based on careful and objective consideration and review of the facts.

7.2.5. Ensure that objectivity, impartiality, and transparency are emphasized in decision-making.

7.2.6. Be accountable for the decisions made by the Council.

7.2.7. Respect and comply with the law and avoid conduct that, in the eyes of a reasonable person could be viewed as undermining or has the potential to undermine public confidence in the governance of the local government.

7.2.8. Not use their public office for personal financial benefit.

7.2.9. Not disguise or mislead as to their identify or status as an elected representative of the local government.

7.2.10. At all times, conduct themselves with decorum and act in accordance with the Procedural By-Law, as amended.

7.2.11. Serve and be seen to serve the local government community in a conscientious and diligent manner and shall approach decision making with an open mind.

7.2.12. Ensure that all duties are performed in compliance with federal and provincial laws, as well as By-Laws, policies, and procedures adopted by the local government.

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7.3. Members shall conduct their dealings with each other in a way that maintains public confidence in the office to which they have been elected, are open and honest, focused on issues rather than personalities, avoid aggressive, offensive, or abusive conduct.

7.4. Members shall treat members of the public, other Council Members, local government employees or individuals providing services on a casual or contractual basis with dignity, understanding, and respect.

7.5. Members shall promote the governance framework to ensure their work environment is free from discrimination, bullying, offensive and/or derogatory language, and harassment and that they are in compliance with the local government's policies and procedures where applicable.

7.6. Members shall respect the Chair, colleagues, and local government administration and members of the public present during Council meetings or other proceedings of the local government. Meetings shall provide an environment of transparent and healthy debate on matters requiring decision-making.

7.7. Without limiting the generality of the foregoing, Members shall not:

7.7.1. Make inappropriate comments or gestures to or about an individual where such conduct is known or ought reasonable to be known to be offensive to the person(s) to whom they are directed or about.

7.7.2. Display materials or transmit communications that are inappropriate, offensive, insulting, or derogatory.

7.7.3. Make threats or engage in any abusive activity or course of conduct towards others, including bullying.

7.7.4. Vandalize the personal property of others.

7.7.5. Commit assault of any kind, including making unwanted physical contact, including touching, patting, or pinching.

7.7.6. Refuse to converse or interact with anyone based on any grounds listed in the *Human Rights Act.*

8. RESPECT FOR DECISION-MAKING PROCESS

8.1. Decision-making authority lies with Council, and not with an individual Member. A Member must not purport to bind Council, either by publicly expressing their personal views on behalf of Council when not authorized to do so or by giving direction to the local government administration, agents, contractors, consultants, or other service providers of the local government or prospective vendors.

8.2. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making process of Council is fostered.

8.3. Members shall conduct and convey Council business in an open and transparent manner other than for those matters which by law are authorized to be kept confidential allowing the public to view the process and rationale which was used to reach decisions or for taking certain actions.

8.4. Members shall exercise their authority to make decisions in a manner that demonstrates fairness, respect for individual differences and opinions, an intention to work together for the common good and in the public interest. Members will demonstrate this in the following ways:

8.4.1. Respecting differing opinions and the right of others to express those opinions.

8.4.2. Refraining form making disparaging comments about other Members, Council's decision-making process or a decision of Council.

8.4.3. Refraining from speculating or reflecting upon the motives of other Members in respect of their actions and decisions as a Member.

9. ADHERENCE TO POLICIES, PROCEDURES, AND BY-LAWS

9.1. Members shall comply with the legislation adopted by the federal and provincial governments and all by-laws, policies, and procedures of the local government.

9.2. Members shall respect the local government as an institution and shall encourage public respect for the By-Laws, policies, and procedures of the local government. A Member must not encourage disobedience of any By-Law, policy or procedure of the local government in responding to a member of the public, as this undermines public confidence in the local government of the rule of law.

10. ORIENTATION AND TRAINING ATTENDANCE

10.1. Every Member must attend orientation training sessions, if offered by the local government, within thirty (30) days after the Member takes the Oath of Office, unless doing so is not practically possible.

10.2. Unless excused by Council, every Member must attend workshops and any other training sessions, organized at the direction of Council, for the benefit of Members throughout the Council term, unless doing so is not practically possible.

11. CONDUCT RESPECTING ADMINISTRATION

11.1. Under the direction of the Chief Administrative Officer, administration serves Council as a whole. No individual Member has executive authority over local government administration.

11.2. Members shall respect the fact that local government administration members work for the local government as a body corporate and are charged with making recommendations that reflect their professional expertise and a corporate perspective and carrying out directions of Council and administering policies and programs of the local government, and that they are required to do so without undue influence from any Member or group of Members.

11.3. Members shall establish and model a respectful workplace where they will not speak disrespectfully about the local government, other Members or employees. While Members may debate issues and promote ideas, they must always maintain decorum.

11.4. Members shall direct inquiries of staff to the Chief Administrative Officer or the appropriate senior management employee as directed by the Chief Administrative Officer.

11.5. Members shall respect employees who may present information and provide advice that may not align with their views. Members shall also respect the role of employees to advise based on political neutrality, objectivity and without undie influence from any individual Member. All Members shall show respect for the professional capacities of the employees of the local government.

11.6. Employees have a duty and obligation to act impartially and in accordance with prescribed standards of conduct or procedures of the local government. Similarly, employees with professional qualifications have an additional duty and obligation to act in accordance with standards of conduct prescribed for their profession. Members shall refrain from any conduct which may deter, interfere, or unduly influence employees in the performance of such duties and obligations.

11.7. A Member must not:

11.7.1. Involve themselves in matters of Administration, which fall within the jurisdiction of the Chief Administrative Officer.

11.7.2. Use or attempt to use, their authority or influence for the purposes of intimidating, threatening, coercing, commending or influencing any administration member with the intent of interfering in their duties.

11.7.3. Maliciously or falsely injure the professional or ethical reputation, or the prospect or practice of administration members.

11.7.4. No Member shall use indecent, abusive, or insulting words or expressions towards employees.

11.7.5. Cause persistent, excessive nitpicking, unjustified criticism and constant scrutiny.

11.7.6. Exclude or ignore an employee, refuse to acknowledge their contributions, undermine their efforts in advancing, promotions or transfers.

11.7.7. Compel employees to engage in partisan political activities or subject employees to threats, discrimination, abuse, intimidation, bullying, or harassment for refusing to engage in such activities.

11.8. Members shall not directly or indirectly request, induce, encourage, or aid employees to do something which if done by the Member, would be in breach of this By-Law.

11.9. Members shall not require employees to undertake public or private work on behalf of the Member.

12. GIFTS AND BENEFITS

12.1. In accordance with the subsections 96 (a), and (b) of the *Local Governance act,* a Member shall not:

12.1.1. Accept any fees, gifts, gratuities, or other benefit that could reasonably be seen to influence any decision made by the Member in the caring out of the functions as a Member of Council.

12.1.2. For Members personal gain, or for the personal gain of a family associate, make use of the Members position or of any information that is obtained and is not available to the public.

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12.2. Members are not precluded from accepting:

12.2.1. Compensation or benefit authorized by Council.

12.2.2. Rewards, gifts, or benefits not connected with the performance or duties of office.

12.2.3. Services provided without compensation by persons volunteering their time.

12.2.4. Food, lodging, transportation, and entertainment provided by other levels of government or by the local governments, boards, and commissions.

12.2.5. Reasonable quantities of food and beverages consumed at banquets, receptions, ceremonies, and similar events.

12.2.6. Token gifts such as souvenirs and commemorative gifts that are given in recognition of service for attending an event.

12.2.7. Gifts received as an incident of protocol or social obligation that normally and reasonably accompany the responsibilities of office.

13. USE OF LOCAL GOVERNMENT PROPERTY, RESOURCES, AND SERVICES BY MEMBERS OF COUNCIL

13.1. No Member shall make use of or permit use of any local government premises (land, facilities, equipment, supplies, etc.), staff or other resources (computers, networks, websites, social media) other than for carrying out the business of the local government.

13.2. Members shall avoid waste and extravagance in the provisions or use of the local governments resources or properties belonging to the local government.

13.3. Members shall be transparent and accountable with respect to all expenditures and shall comply with all local government By-Laws, policies, and procedures regarding clams for renumeration and expenses.

14. ELECTION CAMPAIGN

14.1. No Member shall use the facilities, equipment, supplies, services or other resources of the local government for any election campaign or campaign-related activities. No Member shall undertake campaign-related activities on local government property. No Member shall use the services of persons during working hours in which those persons receive any compensation from the local government.

15. USE OF COMMUNICATION TOOLS AND SOCIAL MEDIA

15.1. Members shall use communication tools such as newsletters, websites, telecommunication technologies, and social media in a responsible and respectful matter.

15.2. Once posted on social media, any material or comment is accessible to anyone with an internet connection. Furthermore, the content can never be effectively removed. As public figures and representatives of the local government, Members should act with discretion and be judicious in what material they post on social media. As with any other communications, Members are accountable for content and confidentiality. Care should be exercised in debates or

comments on contentious matters, as feelings and emotions can become inflamed very quickly.

15.3. No Member shall attempt to disguise or mislead as their identify or status as an elected representative of the local government when using social media.

15.4. No Member shall use social media or other communication tool to public anything that is dishonest, untrue, unsubstantiated, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way.

15.5. Members must not claim to speak on behalf of Council unless authorized to do so.

15.6. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor, it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

15.7. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the member personally disagrees with Council's position.

15.8. Members must keep in mind they are always representative of the local government, including when engaging in social media activities and Members are encouraged to identify when views expressed are theirs alone and not official local government communications.

15.9. Members shall not use communication tools and social media to engage in criticism of other Members of Council, local government employees, or the general public.

15.10. Members shall not engage in or encourage bullying, flaming, or shaming of other social media users. These types of interactions on social media misplace the focus of interaction on attacking individuals rather than engaging in constructive discussion or debate. This manner of communication is inconsistent with this By-Law and unbecoming of the office that members hold.

15.11. No Member shall make a statement with the intent of misleading Council or members of the public.

15.12. No Member shall make a statement they know the statement is false.

15.13. Electronic communication devices provided by the local government are the property of the local government, and shall, at all times, be treated as the local government's property. Members are hereby notified that there is no expectation of privacy in the use of these devises and further that:

15.13.1. All emails or messages sent or received on local government devices, as well as emails or messages relating to the public business of the local government sent on private devices are subject to the *Right to Information and Protection of Privacy Act.*

15.13.2. All files stored on local government devices, all use of internal email and all use of internet through the local government's firewall may be inspected, traced, or logged by the local government.

15.13.3. In the event of a complaint pursuant to this By-Law, Council may require that any or all of the electronic communication devices provided by the local government to Members may be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or internet connections may be retrieved.

15.14. No Member shall use any property, equipment, services or supplies from the local government, including email, internet services, or any other electronic communication device, if the use could be considered offensive, inappropriate, or otherwise contrary to this By-Law.

16. CONFIDENTIAL INFORMATION

16.1. Members shall only be entitled to have access to Confidential Information in the possession of the local government that is relevant to matters before Council or that is relevant to their role as Members. Otherwise, Members have the same access right to information as any member of the public.

16.2. Members shall not directly or indirectly disclose, release, public, or divulge to any member of the public any Confidential Information in either written or oral form, including personal information as defined under the *Right to Information and Protection of Privacy Act,* or any aspect of deliberation of Council obtained as a Member.

16.3. Members shall keep confidential all matters discussed in a meeting of Council where the public has been excluded pursuant to the Act.

16.4. Members shall not use Confidential Information, including any knowledge held as a result of their position as a Member that is not in the public domain, including e-mails or correspondence from other Members or third parties, for personal or private gain, or for the gain of any other persons or corporations.

16.5. Members may also become privy to Confidential Information received outside an “in-camera” or “closed meeting”. Members shall not directly or indirectly disclose, release, or public by any means including social media, to any member of the public, including the media, any Confidential Information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council.

16.6. The *Local Governance Act* permits information that concerns personal matters, labour relations, litigation, property acquisition/dispositions, the security of the property of the local government, and matters authorized in other legislation, to remain confidential. For the purposes of this By-Law, Confidential Information also includes this type of information.

17. CONFLICT OF INTEREST

17.1. Members have a statutory duty to comply with the requirements of conflict of interest provisions as set out in the *Local Governance Act*.

17.2. Members shall be free from undue influence and shall not act or appear to act to gain financial or other benefits for themselves, friends, or family associates.

17.3. Members shall not place themselves in a position or obligation to any person or corporation which might reasonably benefit from special consideration or may seek preferential treatment.

17.4. Each Member has the individual responsibility to seek independent legal advice, at the Member's sole cost and expense, with respect to any situation that may result in a conflict of interest.

18. GOVERNMENT RELATIONSHIPS

18.1. Members recognize the importance of working constructively with other levels of government and organizations in New Brunswick and beyond to achieve the goals of the local government.

19. BUSINESS RELATIONSHIPS

19.1. No Member shall act as a paid agent before Council, its Committees, or an agency, board or commission of the local government except in compliance with the terms and conditions outlined in the *Local Governance Act* as amended from time to time.

19.2. A Member shall not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

20. IMPROPER USE OF INFLUENCE

20.1. No Member shall use the influence of their office for any purposes other than for the exercise of their official duties.

20.2. All Members shall conduct themselves in a manner that reflects the separation of roles and responsibilities between Council, Administration, and the general public, and shall:

20.2.1. Refrain from giving direction to any local government employee or contracted resource, except through the Chief Administrative Officer.

20.2.2. Convey all concerns or requests for action or information directly to the Chief Administrative Officer or, where appropriate, and as agreed by the Chief Administrative Officer, communicate with an employee without committing the local government to any specific course of action, expenditure, or use of municipal resources outside the local government's established policies, procedures, or budget, or otherwise.

20.2.3. Not solicit, demand or accept the services of any local government employee.

20.2.4. Avoid any situations in which a friendship, social relationship or social interaction with an employee may be seen to create undue influence, access to information, conflict of interest, or to undermining the authority of the Chief Administrative Officer.

20.2.5. Not express any opinion on the performance of any local government employee with exception of the formal Chief Administrative Officer and Clerk performance evaluation as specifically required by local government policy, or in good faith, as may be deemed necessary.

20.2.6. Not advocate for the promotion, sanction, or termination of any local government employee.

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21. COMPLIANCE WITH THIS BY-LAW

21.1. Members are expected to adhere to the provisions of this By-Law. Council does not have the authority to disqualify or remove a Member from office; only a court of competent jurisdiction or the Minister of Environment and Local Government can do so. Council does, however, have the right to sanction a Member provided that the Member continues to have sufficient access to information and services as to be able to carry out their duties as a Member.

21.2. Persons who have reason to believe that this By-Law has been breached in any way are encouraged to bring their concerns forward to the Mayor or Deputy Mayor. No Member shall undertake any act of reprisal or threaten reprisal against a complainant or any other person who, in good faith, provides relevant information in relation to a possible violation of this By-Law.

21.3. Any reported violations of this By-Law will be subject to an investigation by Council. Council may retain an external consultant or panel with relevant experience to investigate and provide a report and recommendation to Council. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this By-Law and shall not obstruct any person in carrying out the objectives or requirements of this By-Law or investigating a possible breach of this By-Law.

21.4. If any investigation finds a Member has breached a provision of this By-Law, Council may take corrective actions which may include, but are not limited to any of the following:

21.4.1. Letter of reprimand addressed to the Member.

21.4.2. Demand for a public apology.

21.4.3. Public reprimand through a motion of censure.

21.4.4. Removal from membership of a committee.

21.4.5. A requirement to attend training.

21.4.6. Removal as chair of a committee.

21.4.7. Reduction or suspension of remuneration paid to the Member in respect of the Member's services.

21.4.8. Required return of local government property or reimbursement of its value.

21.4.9. Restrictions on access to local government facilities, property, equipment, services and supplies.

21.4.10. Restrictions on contact with local government administration.

21.4.11. Restrictions on how documents are provided to the Member (e.g. no electronic copies, but only watermarked paper copies for tracking purposes).

22. REPEAL AND EFFECTIVE DATE

22.1. By-Law No. 19-11, A By-Law to Regulate the Code of Conduct of Council in the Town of Saint Andrews is hereby repealed.

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22.2. This By-Law shall come into force and effect upon receiving Third and Final Reading and be signed.

READ FOR THE FIRST TIME THIS	21st DAY OF	MARCH,	2022
READ FOR A SECOND TIME THIS	4th DAY OF	APRIL,	2022
READ FOR A THIRD TIME THIS	___ DAY OF	_____,	20__

Brad Henderson, Mayor	Paul Nopper, Clerk – Senior Administrator

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SCHEDULE "A"

STATEMENT OF COMMITMENT TO THE CODE OF CONDUCT

I, (Full Name) _____ declare that, as a member of the Town of Saint Andrews Council, I have read and support By-Law No. 22-02, A By-Law to Regulate the Code of Conduct of the Council of the Town of Saint Andrews for Elected Officials.

Signed: _____

Declared this _____ day of _____, 20____

Before me:

_____

_____, Clerk

DRAFT

TOWN OF SAINT ANDREWS

Finance and Administration Committee
Chair: Deputy Mayor Akagi
May 2, 2022 Regular Council Meeting

Reference Number	Date	Submitted By	Subject
FA220505	**April 25, 2022**	Deputy Mayor Akagi	**Cheque Signing Authority**
Background	The current signing authority with the Bank of Nova Scotia is Mayor or Deputy-Mayor and CAO/Treasurer or Assistant Treasurer. With the newly filled Assistant Treasurer position, this position needs to be added as a signing authority for the Town. It is staff's recommendation to appoint Andrew Lord, Assistant Treasuser, as the second signing officer for staff for the Town of Saint Andrews.		
Action	**Motion:** *Be it resolved that accounts in the name of the Town of Saint Andrews (hereinafter called the "Corporation") be kept at the Bank of Nova Scotia (hereinafter called the "Bank") and the Mayor or Deputy Mayor together with the CAO/Treasurer or Assistant Treasurer are hereby authorized for and in the name of the Corporation to sign, make, draw, accept, endorese, and deliver cheques, prmossory notes, bills of exchange, orders for payment of money and such agreements and instruments as may be necessary for useful in connection with the operation of the said accounts.* *That any one of the above-mentioned officers is hereby authorized for and in the name of the Corporation to endorse and transfer to Bank for deposit or discount with or collection by the Bank (but for credit of the Corporation nly) cheques, promissory notes, bills of exchange, orders for payment of money and other instruments, to arrange, settle, balance, and certify all books and accounts with the Bank and to sign receipts and vouchers.* *That a signature card for all accounts of the Corporation shall be signed by the above-mentioned officers, filed with the Bank and shall be in the following form:* *Brad Henderson, Mayor OR* *Kate, Catherine, Akagi, Deputy Mayor* *AND* *Chris Spear, CAO/Treasurer OR* *Andrew Lord, Assistant Treasurer* Moved by: _____ Seconded by: _____ Motion Carried: _____ Motion Defeated: _____		

Public Works Committee
Chair: Councillor Blanchard
May 2, 2022 Regular Council Meeting

Reference Number	Date	Submitted By	Subject
PW220505	**April 25, 2022**	Councillor Blanchard	**Tree Planting Initiative for 2022**
Background	As part of the Earth Day and the Queen's Platinum Jubilee celebrations, and supporting the declaration of the climate change emergency, Council has directed staff to install 70 trees in the community. 10 of the trees were planted in the fall of 2021 with the support of Mrs.Flemer of Kingsbrae Garden. The Town is looking at installing an additional 60 trees to complete the 70 new trees in one year. Please see the attached staff report for additional details. As tree planting is an unbudgeted fund for 2022, Council will have to identify funds for staff to use to acquire trees. Staff would recommend using funds from the Tourism Accommodation Levy and the Tree Planting Reserve Fund for up to $12,000.00 to purchase and plant trees in the community.		
Action	**Motion:** *That Council directs staff to use up to $12,000.00 in funding from the Tourism Accommodation Levy Fund and the Tree Planting Reserve Fund to purchase and plant 60 new trees in the community for 2022.* Moved by: _____ Seconded by: _____ Motion Carried: _____ Motion Defeated: _____		

Town of Saint Andrews

Staff Report

From:	Paul Nopper, Clerk – Senior Administrator	**Register #**	PW220505
Subject:	Tree Planting Initiative 2022	**Date:**	April 25, 2022

Council,

In discussion with Terry Acton, Asset/Operations Manager, it was recommended that we avoid small saplings and look at more mature trees to be purchased. This would give the trees the best opportunity to succeed and grow in our community.

As such, it is estimated that each tree will cost between $100 and $200. The goal is to purchase native New Brunswick species to be planted. Based on 60 trees in the range of $100 - $200, the estimated upper threshold of cost is $10,000.00. Note that the Mayor is working to see if Mrs. Flemer will purchase an additional 10 trees to support the program. This would leave 50 trees for the Town to purchase.

Staff noted that with the projects scheduled for Public Works, it would be difficult to accomplish all the planting on their own. It is recommended that a landscape company or arborist is hired as part of the project to install the trees in locations selected by staff.

Staff is seeking a budget of up to $12,000.00 to complete the installation of the trees in the community. As this is an unbudgeted expense for 2022, a budget will have to be selected by Council to proceed. Staff is recommending that up to $12,000.00 be used from the Tourist Accommodation Levy funds for 2022 to purchase and install the trees in the community. The Town has approximately $99,000.00 in this fund. Additionally, the Town has funds that were fundraised for the purchase of trees in a reserve account for $3,525.00.

If Council wishes to continue a Tree Planting program moving forward, this should be considered during budget discussions. To increase planting space in the community, a granting program could be developed for residents looking to plant a tree on their property. This could be a matching funds program for the purchase of mature trees to increase tree planting on an annual basis in the community.

Recreation & Community Service Committee
Chair: Councillor Gumushel
May 2, 2022 Regular Council Meeting

Reference Number	Date	Submitted By	Subject
PED220303	**April 25, 2022**	Councillor Gumushel	**By-Law No. 22-03, A By-Law to Repeal By-Law No. 01-5, A By-Law to Regulate the Use of Skateboards, Scooters, and Inline Skates within the Town of Saint Andrews, First Reading**
Background	At the Regular Council Meeting on Tuesday, April 19, 2022, Council discussed By-Law 01-5, A By-Law Regulating the Use of Skateboards, Scooters, and Inline Skates within the Town of Saint Andrew. Council discussed topics of safety for pedestrians and users (youth and adults), active transportation, and liability regarding the uses of these forms of transportation along Water Street. Upon Council consensus, staff was directed to bring forward By-Law 22-03, A By-Law to Repeal By-Law 01-5 for further debate by Council.		
Action	**Motion:** *That Council grants leave for First Reading of By-Law No. 22-03, A By-Law to Repeal By-Law No. 01-5, A By-Law to Regulate the Use of Skateboards, Scooters, and Inline Skates within the Town of Saint Andrews.* Moved by: _____ Seconded by**:** _____ Motion Carried: _____ Motion Defeated: _____		
	Motion: *That Council sets the date of Monday, May 16, 2022, at 6:30 p.m. for a Public Hearing of Objections to By-Law No. 22-03, A By-Law to Repeal By-Law No. 01-5, A By-Law to Regulate the Use of Skateboards, Scooters, and Inline Skates within the Town of Saint Andrews.* Moved by: _____ Seconded by**:** _____ Motion Carried: _____ Motion Defeated: _____		

BACKGROUND STAFF REPORT

From:	**Paul Nopper, Clerk – Senior Administrator**	**Register #:**	**RCS220404**
Subject	**Discussion on By-Law 01-5 Skateboards, Scooters, and Inline Skates in Saint Andrews**	**Date:**	**April 14, 2022**

Council,

At the request of Councillor Gumushel, staff are bringing forward By-Law 01-5, A By-Law to Regulate the Use of Skateboards, Scooters, and Inline Skates within the Town of Saint Andrews.

Purpose:

The purpose of By-Law 01-5 was to restrict the use of skateboards, scooters, and inline skates along Water Street, the Market Wharf, Market Square and along the front entrances of all municipal buildings. The purpose of limiting these transportation options on the main street and in main public areas of the downtown was to deter the use of these on the front of buildings, practicing tricks, and to limit interference with business in the downtown. It was noted that the Town has built a skateboard park at the Youth Centre to be used for tricks and practicing use of recreational equipment.

Background:

- August 7, 2001, By-Law 01-5 was enacted.
- September 11, 2017, Repeal By-Law R17-02 was brought forward for first reading
- September 11, 2017, Motion 68-9/17 noted that the item was removed from the agenda as the Town and Council are working to amend the By-Law as opposed to repealing it.
- February 25, 2020, was brought back forward for discussion by Council to repeal the By-Law. This did not attain a seconder and was defeated.

Concerns

Staff wishes to address some concerns regarding the potential repeal of By-Law 01-5.

- By-Law 01-5 is only in effect for five blocks of downtown Water Street from Elizabeth Street to Princess Royal Street. Users of skateboards, inline skates, and scooters can be used throughout the rest of town and are not restricted by by-law.
- The five blocks of Water Street in the summertime can range from occasionally busy to extremely busy with vehicular traffic and pedestrian traffic of residents and visitors. There are concerns regarding the safety of all users downtown if allowing

for scooters, skateboards, and inline skates on sidewalks or throughout downtown. There are also safety concerns regarding vehicular traffic and if users of this active transportation option are on the roadway.

- As similarly seen with cyclists, it is difficult to ensure that rules of the road or sidewalk are followed by those using alternative active transportation.
- That there are concerns that allowing skateboards, inline skates, and scooters in the downtown could lead to unwanted uses of these devices on properties like grinding on handrails, jumping off ledges and steps, etc. There is a skateboard park at the Youth Centre dedicated to this type of activity.
- The red bricks in the downtown along Market Square and the sidewalks are uneven and could create a tripping hazard for those on wheeled devices.

For these reasons listed, it is the staff's recommendation not to repeal By-Law 01-5.

Discussion:

Council has accepted the Transportation Master Plan which highlights the need for active transportation options for the community. With the change in dynamics for active transportation, Councillor Gumushel has requested Council discuss By-Law 01-5 to review options to allowance of skateboards, scooters, and inline skates along Water Street. Council has three options:

- Modify By-Law 01-5
- Repeal By-Law 01-5
- Keep By-Law 01-5 in place

If Council wishes to modify or repeal the By-Law, a motion will need to be brought forward. As per Council's request from the April 4, 2022, Regular Council Meeting, a draft copy of By-Law No. 22-03 A By-Law to Repeal By-Law 01-5 has been provided with this report for consideration.

BY-LAW NO. 22-03
A BY-LAW TO REPEAL BY-LAW NO. 01-5
A BY-LAW TO REGULATE THE USE OF SKATEBOARDS, SCOOTERS, AND INLINE SKATES WITHIN THE TOWN OF SAINT ANDREWS

BE IT ENACTED by the Council of the Town of Saint Andrews as follows:

1. The following By-Law, enacted by the Town of Saint Andrews and amendments thereto are hereby repealed:

    a. By-Law No. 01-5, A By-Law to Regulate the Use of Skateboards, Scooters, and Inline Skates within the Town of Saint Andrews, enacted August 7, 2001.

Read the First Time	on this _____ day of _____, 20___
Read the Second Time	on this _____ day of _____, 20___
Read the Third Time and Enacted	on this _____ day of _____, 20___

_____	_____
Brad Henderson, Mayor	Paul Nopper, Clerk – Senior Administrator

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BYLAW NO. 01-5
A BYLAW TO REGULATE THE USE OF SKATEBOARDS, SCOOTERS, AND INLINE SKATES WITHIN THE TOWN OF ST. ANDREWS

WHEREAS the Town Council of the Town of St. Andrews deems it to be expedient for the peace, order and good government of the Town to regulate and control the area in the Town where skateboards, scooters, and inline skates are to be prohibited;

AND WHEREAS the Town Council is concerned about pedestrian safety and the protection of property;

THEREFORE, BE IT ENACTED by the Town Council of the Town of St. Andrews, a By-law, as follows:

1. In the area bordered by Queen Street, Elizabeth Street, Princess Royal Street and Water Street and including the St. Andrews Market Wharf, St. Andrews Market Square and the front entrance of all municipal buildings no person shall coast, ride on, slide or otherwise use a skateboard, scooter, or inline skates.

2. Any person who violates Section 1 of this By-law is guilty of an offence and liable to a fine not to exceed the maximum fine that may be imposed for commission of an offence punishable under Part II of the Provincial Offences Procedures Act as a category C offence.

3. A person charged with an offence under Section 1 of this By-law may, on or before the date that a charge pertaining to the offence has been laid in Provincial Court, make a voluntary payment of $50.00 to the Town as follows:

   (a) In person at the Town of St. Andrews office, 212 Water Street; or

   (b) By mail to the Town of St. Andrews, 212 Water Street, St. Andrews, NB, E5B 1B4; and

   At which time the ticket or ticket number shall be surrendered to the TOWN and such payment shall be deemed payment in full.

FIRST READING: July 3, 2001

SECOND READING: August 7, 2001

THIRD READING: August 7, 2001

_____ _____

Mayor Clerk

Planning & Economic Development Committee
Chair: Councillor Heenan
May 2, 2022 Regular Council Meeting

Reference Number	Date	Submitted By	Subject
PED220303	**April 25, 2022**	Councillor Heenan	**Amendment MP20-05 to Municipal Plan MP20-01 for Rezoning of 258 Montague Street Second and Third Reading**
Background	The Town of Saint Andrews has received a rezoning request with a Municipal Plan amendment from 258 Montague Street. Benjamin and Zainub Faulkner-Malik, owners of 258 Montague Street, the Montague Rose Bed and Breakfast, PID 01320894, is seeking a rezoning from Service Residential to Tourist Commercial Zone to allow for a "tea room" restaurant that is open to the general public in addition to the existing bed and breakfast. The Planning Review and Adjustments Committee (PRAC) provided a temporary use permit in May of 2021 for the owners to test the tea room concept. • Public Presentation – March 21, 2022 • First Reading – March 21, 2022 • Public Hearing of Objections – April 19, 2022 • Views of the Planning Advisory Committee – April 20, 2022 The PAC is in favour of the rezoning of 258 Montague Street to Tourist Commercial. PAC further recommends that Council give consideration to adopting the conditions suggested by the Building Inspector as a means of maintaining the nature of the business as appropriate to the neighbourhood.		
Action	**Motion:** *That Council grants leave for Second Reading of Amendment MP20-05 to the Town of Saint Andrews Municipal Plan MP20-01 for Benjamin and Zainub Faulkner-Malik, owners of 258 Montague Street, the Montague Rose Bed and Breakfast, PID 01320894 to move from Residential Designation to Commercial Designation to the Generalized Future Land Use Map.* Moved by: _____ Seconded by: _____ Motion Carried: _____ Motion Defeated: _____		
	Motion: *That Council grants leave for Third and Final Reading of Amendment MP20-05 to the Town of Saint Andrews Municipal Plan MP20-01 for Benjamin and Zainub Faulkner-Malik, owners of 258 Montague Street, the Montague Rose Bed and Breakfast, PID 01320894 to move from Residential Designation to Commercial Designation to the Generalized Future Land Use Map.*		

Planning & Economic Development Committee
Chair: Councillor Heenan
May 2, 2022 Regular Council Meeting

	Moved by: _____ Seconded by: _____ Motion Carried: _____ Motion Defeated: _____

BY-LAW NO. MP20-05

A BY-LAW TO AMEND BY-LAW NO. MP20-01, BEING MUNICIPAL PLAN BY-LAW FOR THE TOWN OF SAINT ANDREWS

BE IT ENACTED by the Council of the Town of Saint Andrews as follows:

1. By-law No. MP20-01, the Municipal Plan By-law for the Town of Saint Andrews, is amended by changing the designation as shown on the Generalized Future Land Use Map attached to the said By-law as Schedule "A" thereof for the lands shown on Schedule "1" attached hereto and forming part hereof from Residential designation to Commercial designation.

Read the first time this 21st day of March 2022

Read the second time this day of

Read the third time this day of

_____ _____

Brad Henderson, Mayor Paul Nopper, Clerk

I, **Paul Nopper,** of the Town of Saint Andrews, in the County of Charlotte and Province of New Brunswick, Town Clerk, DO SOLEMNLY DECLARE:

1. THAT I am the Town Clerk of the Town of Saint Andrews, a municipal corporation, and have personal knowledge of the facts herein declared.

2. THAT the requirements of Sections 110, 111, and 117 of the *Community Planning Act* have been complied with in respect to Bylaw No. MP20-05, A By-law to amend By-law No. MP20-01, Being the Municipal Plan By-law for the Town of Saint Andrews.

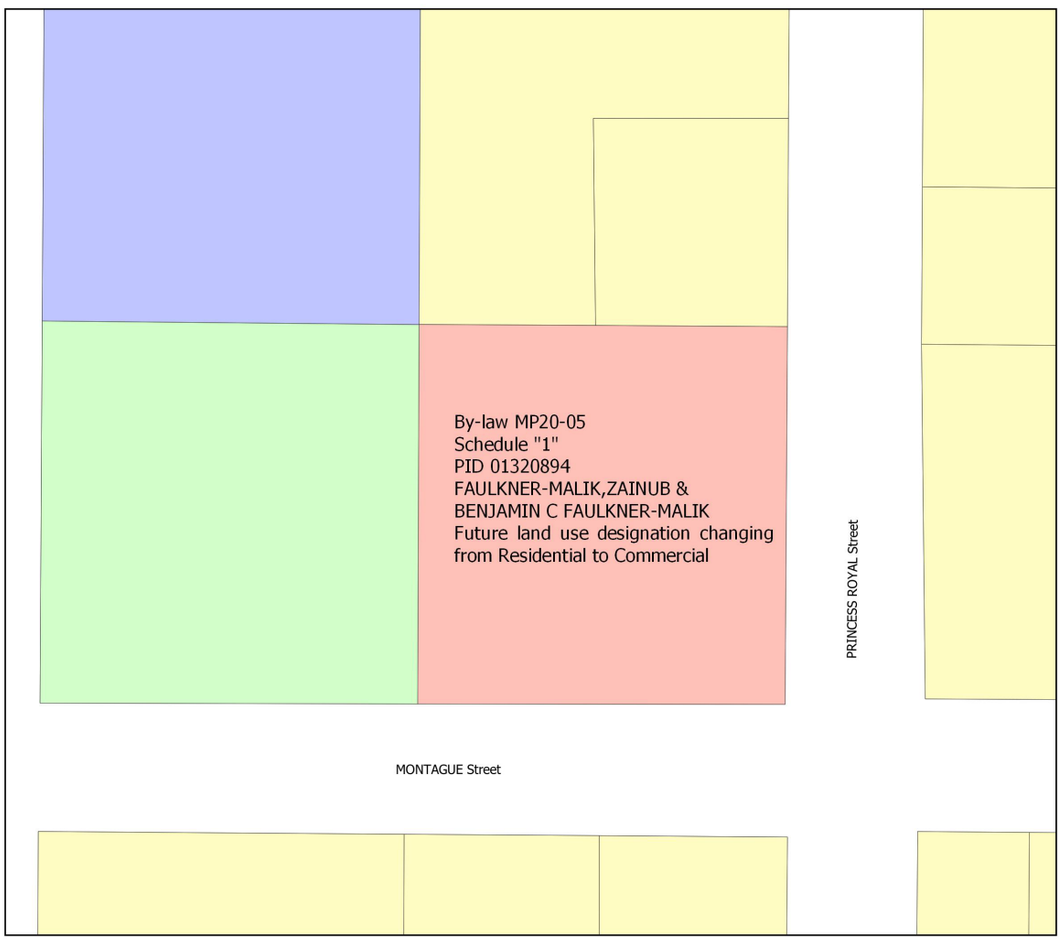
3. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act.*

DECLARED before me at the Town of Saint Andrews, in the County of Charlotte and Province of New Brunswick, this day of

_____ _____

COMMISSIONER OF OATHS Paul Nopper, Clerk

BY-LAW NO. MP20-05
Schedule “A”



Future Land Use Designation
- Commercial
- Environment/Recreation
- Residential
- Institutional

0 10 20 30 40 50 m

Planning & Economic Development Committee
Chair: Councillor Heenan
May 2, 2022 Regular Council Meeting

Reference Number	Date	Submitted By	Subject
PED220304	**April 25, 2022**	Councillor Heenan	**Amendment Z21-09 to Zoning By-Law Z21-01 for Rezoning of 258 Montague Street Second and Third Reading**
Background	The Town of Saint Andrews has received a rezoning request from 258 Montague Street to move from Serviced Residential to Tourist Commercial. Benjamin and Zainub Faulkner-Malik, owners of 258 Montague Street, the Montague Rose Bed and Breakfast, PID 01320894, is seeking a rezoning f to allow for a "tea room" restaurant that is open to the general public in addition to the existing bed and breakfast. A one-year temporary use permit was provided by the Planning Regional Adjustments Committee in May of 2021. This rezoning is coinciding with Amendment MP20-05 to the Municipal Plan MP20-01. Steps that need to be followed include: • First Reading March 21, 2022 • Public Hearing of Objections April 19, 2022 • Obtain Views of PAC April 20, 2022 The PAC is in favour of the rezoning of 258 Montague Street to Tourist Commercial. PAC further recommends that Council give consideration to adopting the conditions suggested by the Building Inspector as a means of maintaining the nature of the business as appropriate to the neighbourhood.		
Action	**Motion:** *That Council grants leave for First Reading of Amendment Z21-09 to the Town of Saint Andrews Zoning By-Law Z21-01 for Benjamin and Zainub Faulkner-Malik, owners of 258 Montague Street, the Montague Rose Bed and Breakfast, PID 01320894 to rezone from Serviced Residential to Tourist Commercial.* Moved by: _____ Seconded by**:** _____ Motion Carried: _____ Motion Defeated: _____		
	Motion: *That Council add the following Terms and Conditions to be implemented for Benjamin and Zainub Faulkner-Malik, owners of 258 Montague Street, the Montague Rose Bed and Breakfast, PID 01320894:*		

	1. During the operation of the Tea Room, the front door of the building will remain open during such periods as weather allows. *2. Tea Room patrons are not to access the rest of the building, save to use sanitary facilities.* *3. Reservations are required for the Tea Room service, and services are to end at 7:00 p.m.* *4. No more than 12 patrons who are not provided overnight occupation are permitted at any one service.* *5. No more than approximately one-half of the Tea Room, that being the room on the southeast corner of the main floor, will be accessible to those who are not provided overnight accommodations.* Moved by: _____ Seconded by: _____ Motion Carried: _____ Motion Defeated: _____
	Motion: *That Council grants leave for Third and Final Reading of Amendment Z21-09 to the Town of Saint Andrews Zoning By-Law Z21-01 for Benjamin and Zainub Faulkner-Malik, owners of 258 Montague Street, the Montague Rose Bed and Breakfast, PID 01320894 to rezone from Serviced Residential to Tourist Commercial.* Moved by: _____ Seconded by: _____ Motion Carried: _____ Motion Defeated: _____

BY-LAW NO. Z21-09

A BY-LAW TO AMEND BY-LAW NO. Z21-01, BEING ZONING BY-LAW FOR THE TOWN OF SAINT ANDREWS

BE IT ENACTED by the Council of the Town of Saint Andrews as follows:

1. By-law No. Z21-01, the Zoning By-Law for the Town of Saint Andrews, is amended by changing the zone as shown on the Zoning Map attached to the said By-law as Schedule "A" thereof for the lands shown on Schedule "1" attached hereto and forming part hereof from SR (Serviced Residential) Zone to TC (Tourist Commercial) Zone.

Read the first time this 21st day of March 2022

Read the second time this day of

Read the third time this day of

_____ _____

Brad Henderson, Mayor Paul Nopper, Clerk

I, **Paul Nopper,** of the Town of Saint Andrews, in the County of Charlotte and Province of New Brunswick, Town Clerk, DO SOLEMNLY DECLARE:

1. THAT I am the Town Clerk of the Town of Saint Andrews, a municipal corporation, and have personal knowledge of the facts herein declared.

2. THAT the requirements of Sections 59, 110 and 111 of the *Community Planning Act* have been complied with in respect to Bylaw No. Z21-09, A By-law to amend Bylaw No. Z21-01, Being the Zoning By-law for the Town of Saint Andrews.

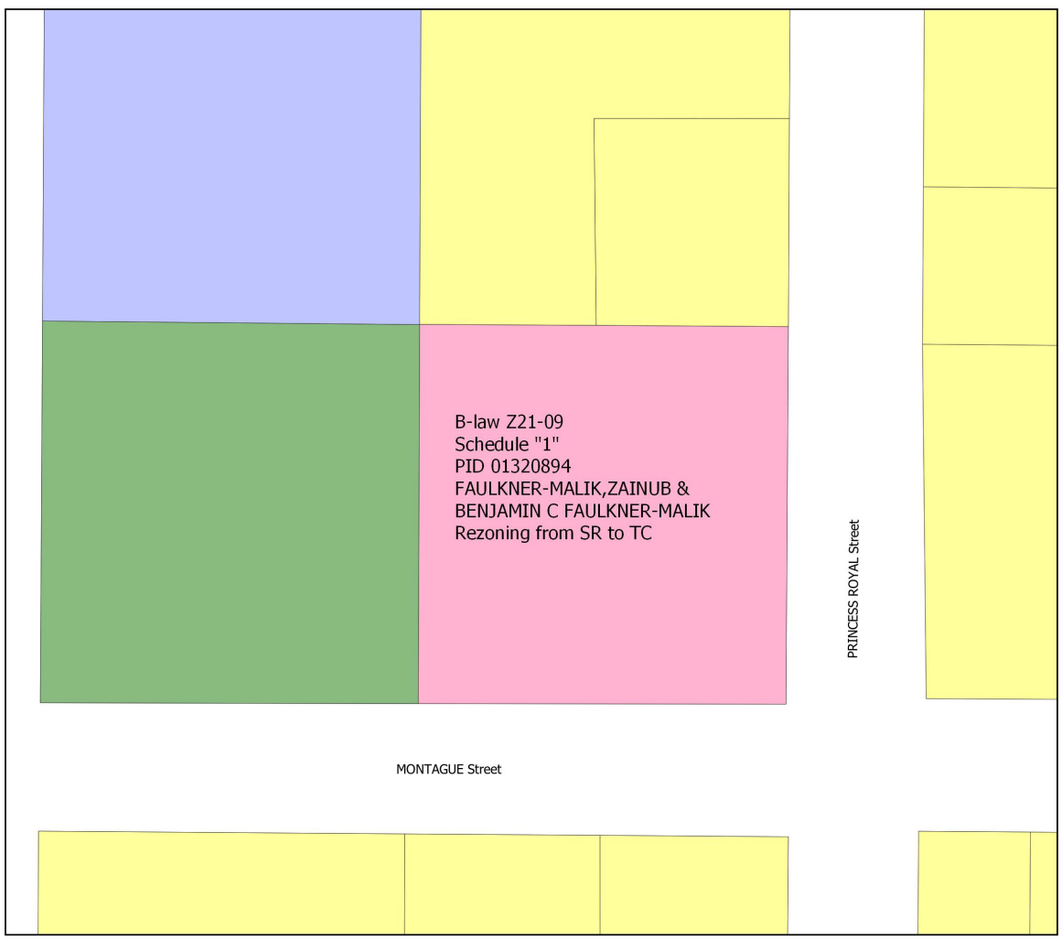
3. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act.*

DECLARED before me at the Town of Saint Andrews, in the County of Charlotte and Province of New Brunswick, this day of

_____ _____

COMMISSIONER OF OATHS Paul Nopper, Clerk

BY-LAW NO. Z21-01
Schedule “A”



Z21-01 Zoning
- Green Space Zone
- Institutional Zone
- Serviced Residential Zone
- Tourist Commercial Zone

0 10 20 30 40 50 m

Southwest
New Brunswick
Service Commission

March 3, 2022

RE: Tea Room use, 258 Montague St., Saint Andrews
PID: 01320894

It is my understanding the owners of the bed and breakfast facility at the above address wish to obtain a permanent zoning approval to allow continued use of a portion of their building as a tea room.

As part of the building permit issued last year to allow this use, our office implemented several conditions to ensure the tea-room use did not cause the use to meet the standards of a restaurant, as the building is not – in its current configuration – able to meet the requirements of the National Building Code for a restaurant (A2 assembly) occupancy. These conditions primarily addressed limiting the space used so that the use did not exceed 10 per cent of the lower storey floor area.

Given as the clients wish to continue with the tea-room use on a permanent basis, it is appropriate for Council to impose Terms and Conditions that codify these restrictions.

It is requested the following Terms and Conditions be implemented for 258 Montague Street:

1) During operation of the tea room, the front door of the building will remain open during such periods as weather allows;
2) Tea-room patrons are not to access the rest of the building, save to use sanitary facilities;
3) Reservations are required for the tea-room service, and services are to end at 7 p.m.;
4) No more than 12 patrons who are not provided overnight occupation are permitted at any one service;
5) No more than approximately one-half of the tea room – that being the room on the southeast corner of the main floor – will be accessible to those who are not provided overnight accommodation.

Sincerely,

Vern Faulkner,
Building Inspector, BCQO3

Planning Office
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St. Stephen NB E3L 2L5
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