



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

**February 6, 2023, 6:30 p.m.
W.C. O'Neill Arena Complex – Council Chambers**

A. RECORDING OF ATTENDANCE

A Regular Meeting of the Town of Saint Andrews Council was held on Monday, February 6, 2023, at 6:30 p.m. with the following members present:

Mayor Brad Henderson, Deputy Mayor Kate Akagi, Councillors Mark Bennett, Marc Blanchard, Kurt Gumushel, Annette Harland, Lee Heenan, Jamie Hirtle, Steve Neil, and Darrell Weare.

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

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

C. APPROVAL OF AGENDA

Motion: 020 - 02/23

Moved by Councillor Neil

Seconded by Councillor Heenan

That the Agenda for the 230206 Regular Council Meeting on Monday, February 6, 2023, at 6:30 p.m. be approved as presented.

9 – 0

Carried

D. DISCLOSURE OF CONFLICT OF INTEREST

- 1. Mayor Henderson - Resignation of Asset/Operations Manager for the Town of Saint Andrews, FA230204**

E. PRESENTATIONS

- 1. Barry Murray, Civic Trust of Saint Andrews, Assisting in the Understanding and Importance of Heritage Characteristic Protections**

Barry Murray, President of the Civic Trust of Saint Andrews, provided a presentation to Council regarding the importance of heritage preservation in the community and how it relates to the National Heritage Designation, Municipal Plan MP20-01, Secondary Municipal Plan MP20-02, and the Zoning By-Law Z22-01. Mr. Murray provided a brief background on the Civic Trust, celebrating their 50th year in service to the community, and the projects they have contributed to. Mr. Murray outlined the types of tools in the community to help with heritage preservation, the importance of the Municipal Plans as guiding documents, and the need to ensure regulations are in place for scale, form, massing, streetscape, and materials. It was noted that Council needs to give further directions on what they perceive as

the need for a Heritage By-Law to help give direction to those interested in participating on the Board. Mr. Murray also noted that he will be stepping down as President of the Civic Trust after 14 plus years as President and 25 years on the Board. Ms. Barbie Smith will be taking over as President, and her family has extensive ties to the Civic Trust.

Mayor Henderson thanked Mr. Murray for all of his achievements and the efforts he has put in as part of the Civic Trust for a quarter century. Mayor Henderson asked if the Civic Trust had any suggestions on how to drum up more volunteers for the Board. Mr. Murray indicated that a mailout with further guidelines on Council direction would be helpful for clarification on what Council's expectations are. As this is the third time a Heritage By-Law will be attempted, there are some volunteers hesitant to put their names forward due to the previous failures in the process. Council was in consensus that the original goal was to review the potential for a Heritage By-Law to start with the Historic Business District with the potential to expand beyond. However, the Historic Business District is the key economic driver and of significance to the heritage of the community. As noted by Council, they would like to crawl before they walk and the Historic Business District is a good starting point. Both the Civic Trust and Council acknowledged that public engagement will be a key component to the development of this By-Law for it to succeed.

Note that Councillor Neil left the meeting at 7:05 p.m. to attend a fire call as Acting Fire Chief.

2. Caroline Davies, Passamaquoddy Lodge Board, Update of Processes for the New Passamaquoddy Lodge

Caroline Davies, representative of the Passamaquoddy Lodge Board provided a presentation to Council on the status of the new Lodge processes with the Province. The presentation outlined the timeline of work since 2017, the current realities of the Lodge building, staffing, and the issues associated with a 50-year-old building. Photos of the current conditions were provided to Council for review. Ms. Emma Keech, of the Passamaquoddy Children's Centre Inc., also commented on the processes for the new Lodge and how the Children's Centre would be a part of the new development with additional space for new clients. Visuals of the deterioration of the Children's Centre were provided to Council. Mrs. Davies further discussed the Housing Model they are looking to achieve and provided visuals of the layout and architectural style of the proposed Lodge. They asked Council for continued support and advocacy in the process.

Mayor Henderson thanked Mrs. Davies for the presentation. Council noted that the community is an ageing population and that the concept of the new Lodge was the next step in supporting healthy ageing in our community. It was noted that the community and the Board have done well in the upkeep and maintenance of the facility, which is working against them on the development of a new Lodge. It is a good problem to have. However, the development of a new Lodge would open up opportunities for new affordable housing options for students, seasonal workers, seniors, and contract workers. There are social and economic opportunities with the development of a new Lodge, including retaining young families as there would be access to daycare programs and after-school programming. Council inquired as to the timeline process with the Province and when to anticipate a decision. Mrs. Davies noted that they have been in active discussions with the Province for several months and have initiated

discussions with the banks. However, without Provincial support, the banks are limited in what they can do with the Board. Mrs. Davies noted that their aim was to meet the 2015 standards for care facilities. In terms of comparison, the new standards would equate to a new Lodge at 2.5 times the current size with the 60 beds they currently have. MLA Kathy Bockus was present at the meeting and noted that they are working all angles at the Provincial level to make this project a reality. Councillor Blanchard noted that there are opportunities for assisted care living and support for those with special needs. This is very important as there are limited programs and services currently available and hard to attain. Mrs. Davies said that these services would be available in the new Lodge format and in the format, there is flexibility to modify the styles of housing depending on the community's needs. Council asked about the grading of the lot and what needs to be done to prep the site. Mr. Allan Fiander noted that the grade would need to be raised in some areas by 4.5 metres and lowered by 4.5 metres in other areas. This would create a flat terrain for construction. He also noted that based on the design, there should be significant buffers of vegetation and berms between the properties on Diana Drive from the new Lodge. Council noted that the First Right of Refusal has expired on the property but Council is still in support of the Lodge and looking forward to future discussions.

F. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

1. **Minutes of the 230116 Regular Council Meeting on Monday, January 16, 2023, 6:30 p.m.**

Motion: 021 - 02/23

Moved by Councillor Hirtle

Seconded by Councillor Heenan

That the Minutes of the 230116 Regular Council Meeting on Monday, January 16, 2023, at 6:30 p.m. be adopted.

8 – 0

Carried

G. COMMUNICATIONS

H. STAFF REPORT/FINANCIAL REPORT, FA230203, RCS230205, PW230206, PW230207, PW230208, PED230205, PS230206, RCS230208, FA230205

Mayor Henderson asked the staff if they had received an approved 2023 Budget from the Province of New Brunswick. CAO Spear noted that we received confirmation from the Province late last week and are working on a version for the public to view. CAO Spear noted minor adjustments to the budget but should not change the Mill Rates as identified in December of 2022. CAO Spear also noted that staff is working on the final year-end reports for 2022 in preparation for the Auditors in early March. Staff anticipates having financial reports to Council for the start of March.

Motion: 022 - 02/23

Moved by Deputy Mayor Akagi

Seconded by Councillor Hirtle

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

8 – 0

Carried

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

1. Finance & Administration - Deputy Mayor Akagi

1. Resignation of Asset/Operations Manager for the Town of Saint Andrews, FA230204

Mayor Henderson left at 7:59 p.m.

Mayor Henderson returned at 8:02 p.m.

Deputy Mayor Akagi noted she was sorry for the Town's loss of a great staff member but wish Mr. Acton all the best in his future endeavours.

Motion: 023 - 02/23

Moved by Deputy Mayor Akagi

Seconded by Councillor Harland

That the Council of the Town of Saint Andrews accepts the resignation of Terry Acton, Asset/Operations Manager with a final date of Friday, March 31, 2023.

7 – 0

Carried

2. Public Works - Councillor Blanchard

3. Public Safety - Councillor Neil

1. Appointment of Jimmy Craig, Acting Fire Chief, for the Town of Saint Andrews, PS230205

Motion: 024 - 02/23

Moved by Councillor Bennett

Seconded by Councillor Blanchard

That the Council of the Town of Saint Andrews appoints Jimmy Craig, Acting Fire Chief, for the Town of Saint Andrews.

8 – 0

Carried

2. Policy P-23-01 Use of Video Surveillance and Retention of Photographic Evidence, PS230204

Councillor Hirtle asked about the process for the Right to Information and Protection of Privacy Act, how it relates to the Policy, and who handles the RTIPPA process. Clerk Nopper noted that all RTIPPA requests are received by the Clerk. There are steps outlined in the Act that have to be followed, but information can be provided in full, redacted, or denied based on the request. Each RTIPPA is handled separately and on its own merits based on the request.

Motion: 025 - 02/23

Moved by Councillor Bennett

Seconded by Councillor Blanchard

That the Council of the Town of Saint Andrews approves Policy P-23-01, Use of Video Surveillance and Retention of Photographic Evidence.

8 – 0

Carried

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

1. Discussion on Heritage Board and Heritage By-Law, BTHC230206

Clerk Nopper provided an overview of the staff report as it related to the Heritage By-Law processes, background, and proposed next steps. Council discussed the Civic Trust presentation further. From the discussions, Council noted that the goal of the Heritage By-Law, from the Council's perspective, should focus on the Historic Business District and potentially grow from there. Council noted that this is a starting point for the Board and that they would like two-way conversations and that public engagement is critical to this By-Law. The direction was given to staff to conduct a mailout to attract further members to the Board. It was noted that residents do not need to be experts but can have a passion for the preservation of heritage in the community to be qualifying candidates.

2. By-Law No. 23-01, A By-Law Relating to a Tourism Accommodation Levy in the Town of Saint Andrews First Reading, BTHC230205

Mayor Henderson noted that the Town has conducted meetings with the Saint Andrews Chamber of Commerce and ExploreStAndrews in the development of a new version of the Tourism Accommodation Levy By-Law. All groups were aligned with the processes and points of change in the By-Law. It was noted that the By-Law can still be amended but want to hear back from the public first through the Public Hearing of Objections and Comments. Clerk Nopper noted that they will be sending a copy of the Public Hearing notice to all Tourism Accommodators currently registered in Saint Andrews and will be contacting those in Bayside and Chamcook to those who operate accommodations to participate in the discussions.

Mayor Henderson read By-Law No. 23-01 by Title for the First Reading.

Motion: 026 - 02/23

Moved by Councillor Hirtle

Seconded by Councillor Bennett

That the Council of the Town of Saint Andrews grants leave for First Reading to By-Law No. 23-01, A By-Law Relating to a Tourism Accommodation Levy in the Town of Saint Andrews.

8 – 0

Carried

Motion: 027 - 02/23

Moved by Councillor Hirtle

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews sets the date of Monday, March 6, 2023, 6:30 p.m., at the W.C. O'Neill Arena Complex Council Chambers and streamed electronically for a Public Hearing of Objections and Comments to By-Law No. 23-01, A By-Law Relating to a Tourism Accommodation Levy in the Town of Saint Andrews.

8 – 0

Carried

5. Recreation and Community Services - Councillor Gumushel

1. Final Location Approval for Washrooms at Indian Point Park, RCS230206

Mayor Henderson noted that staff and the Mayor met with the Peskotomuhkati on this project and have received confirmation that they are in approval of the location for the washroom. Council asked if the washrooms would be seasonal or year-round. CAO Spear indicated they are being designed as seasonal as we are not clearing trails which makes accessing the washrooms a bit more difficult. Our washrooms in other parks are open from May until the end of October or November based on the conditions. Mayor Henderson noted that one of the costs to be observed is the cleaning, as this can be a large expense over time. CAO Spear noted that if Council wanted a year-round washroom facility, insulation can be added and staff can provide the cost back to the Council. Council indicated, although the trails are not being ploughed, they are still well-used and might be worth considering for a year-round washroom in this location.

Motion: 028 - 02/23

Moved by Councillor Gumushel

Seconded by Councillor Hirtle

That the Council of the Town of Saint Andrews approves the location of the new public washrooms at Indian Point Park along the Van Horne Trail near the trailhead of Water Street and Prince of Wales Street.

8 – 0

Carried

2. Community Assistance Grant Request NBCC Accessible Garden Planters, RCS230207

Motion: 029 - 02/23

Moved by Councillor Gumushel

Seconded by Councillor Blanchard

That the Council of the Town of Saint Andrews approves \$1,600.00 from the Community Assistance Grant budget towards the development of four (4) accessible garden planters, constructed by the New Brunswick Community College, for the Community Garden of Saint Andrews.

8 – 0

Carried

6. Planning & Economic Development - Councillor Heenan

J. NEW BUSINESS

K. QUESTION PERIOD

L. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

Deputy Mayor Akagi noted that the Drum-making Workshop for February has been cancelled as the group helping with the workshop had funding diverted and other staffing issues. We have decided, with the help of Town staff, to reschedule two workshops to June 21, 2023, to coincide with National Indigenous People's Day. Costs will be a factor for participation and we will be seeking grant funding to help reduce the costs of participation. I will be reaching out to those on the list first to

participate and will release more information as it comes forward. Each drum is individualistic and we hope to have someone bless the drums that day as well.

Deputy Mayor Akagi wanted to thank Mr. Terry Acton for all of his dedication to the Town and that he will be missed.

Councillor Heenan wanted to congratulate Mr. Paul Nopper for all the grant funding that has been applied for and received. This is a great benefit to the community. I also want to thank Mr. Terry Acton for his service to the Community.

M. MAYOR'S COMMENTS

Mayor Henderson thanked Mr. Chris Spear for opening the warming shelter at the W.C. O'Neill Arena Complex on Saturday due to the extreme cold and power outages. It is important the community have the space available to go to be safe from the weather but also important to thank Mr. Spear for taking time out of his weekend to have it available for community use.

N. CLOSED SESSION

Councillor Neil returned to the meeting at 8:33 p.m.

Motion: 030 - 02/23

Moved by Councillor Hirtle

Seconded by Councillor Heenan

At 8:34 p.m. Council moves into Closed Session per the Local Governance Act, Section 68(1)(d) the proposed or pending acquisition or disposition of land.

9 – 0

Carried

Motion: 031 - 02/23

Moved by Councillor Neil

Seconded by Councillor Blanchard

At 9:38 p.m. that Council returns to Open Session.

9 – 0

Carried

O. ADJOURNMENT

Motion: 032 - 02/23

Moved by Deputy Mayor Akagi

Seconded by Councillor Neil

At 9:39 p.m. that the meeting be adjourned.

9 – 0

Carried



Brad Henderson, Mayor



Paul Nopper, Clerk - Senior Administrator

