



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

**April 3, 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, April 3, 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.*

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

**B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION**

**C. APPROVAL OF AGENDA**

**Motion: 093 - 04/23**

**Moved by Councillor Neil**

**Seconded by Councillor Hirtle**

*That the Agenda for the 230403 Regular Council Meeting on Monday, April 3, 2023, at 6:30 p.m. be approved as presented.*

**9 - 0**

**Carried**

**D. DISCLOSURE OF CONFLICT OF INTEREST**

- 1. Councillor Hirtle - By-Law No. 23-01, A By-Law Relating to a Tourism Accommodation Levy in the Town of Saint Andrews Second Reading, BTHC230205**

**E. PRESENTATIONS**

- 1. Navy Lt. Aaron Bennett, Commanding Officer, Presentation on 352 RCSCC Fundy Sea Cadet Program**

*Navy Lt. Aaron Bennett, Commanding Officer and CPO2 Sadie Shaw-Parr provided a presentation to Council on the 352 RCSCC Fundy Sea Cadets Program offered in Saint Andrews. They provided background on the Sea Cadet programs for ages 12 to 18, how the program helps build confidence, and leadership, promotes active physical fitness, and offers unique experiences and opportunities both nationally and internationally, various types of training, and opportunities for summer jobs and scholarships. Partnerships and funding were explained to the Council and the Town of Saint Andrews was thanked for being a key sponsor of the program with free use of space at the W.C. O'Neill Arena Complex. CPO2 Shaw-Parr provided Council with her experiences in the Sea Cadet program and how*

*it has helped her become an upstanding young citizen of Saint Andrews and Charlotte County.*

*Council thanked Lt. Bennett and CPO2 Shaw-Parr for their presentation. Council asked how many members are from the Saint Andrews area and Charlotte County. CPO2 Shaw-Parr noted that 66% of their participants are from Saint Andrews while 34% are from Charlotte County. Lt. Bennett noted they have 21 youth participating in Sea Cadets and would like to build it to over 30 in the coming years. This is a free program for any youth to participate in thanks to all the National and local sponsors including the Town of Saint Andrews and the Kiwanis Club of Saint Andrews.*

**F. APPROVAL OF THE MINUTES OF PREVIOUS MEETING**

- 1. Minutes of the 230306 Public Hearing of Objections to By-Law No. 23-01 on Monday, March 6, 2023, 6:30 p.m.**

**Motion: 094 - 04/23**

**Moved by Councillor Harland**

**Seconded by Councillor Heenan**

*That the Minutes of the 230306 Public Hearing of Objections to By-Law No. 23-01 on Monday, March 6, 2023, at 6:30 p.m. be adopted.*

**9 – 0**

**Carried**

- 2. Minutes of the 230306 Regular Council Meeting on Monday, March 6, 2023, 7:00 p.m.**

**Motion: 095 - 04/23**

**Moved by Councillor Blanchard**

**Seconded by Councillor Bennett**

*That the Minutes of the 230306 Regular Council Meeting on Monday, March 6, 2023, at 7:00 p.m. be adopted.*

**9 – 0**

**Carried**

- 3. Minutes of the 230320 Regular Council Meeting on Monday, March 20, 2023, 6:30 p.m.**

**Motion: 096 - 04/23**

**Moved by Deputy Mayor Akagi**

**Seconded by Councillor Heenan**

*That the Minutes of the 230320 Regular Council Meeting on Monday, March 20, 2023, 6:30 p.m. be adopted.*

**9 – 0**

**Carried**

**G. COMMUNICATIONS**

- 1. Fibromyalgia Association of Canada Awareness Day in Purple May 12, 2023**

*Staff direction was provided to light up Town Hall in purple for the Fibromyalgia Association of Canada's Awareness Day on May 12, 2023.*

**2. Proclamation International Day Against Homophobia and Transphobia  
May 17, 2023**

**Motion: 097 - 04/23**

**Moved by Councillor Harland**

**Seconded by Councillor Hirtle**

*That the Council of the Town of Saint Andrews proclaim May 17, 2023, as the International Day Against Homophobia and Transphobia.*

**9 – 0**

**Carried**

**H. STAFF REPORT/FINANCIAL REPORT, FA230410, PW230410, RCS230409, RCS230408, PED230415, RCS230411, PW230409, PS230404, FA230412**

*CAO Spear provided an update on the ongoing process of the Town of Saint Andrews for the month of March 2023. It was noted that after the month of April, staff will have a better sense of how the budget is unfolding and will report back to Council.*

**Motion: 098 - 04/23**

**Moved by Councillor Heenan**

**Seconded by Councillor Hirtle**

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

**9 – 0**

**Carried**

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

**1. Finance & Administration - Deputy Mayor Akagi**

**1. 2023 Town of Saint Andrews Capital Budget Amendment Request, FA230411**

**Motion: 099 - 04/23**

**Moved by Deputy Mayor Akagi**

**Seconded by Councillor Harland**

*That the Council of the Town of Saint Andrews approves the following amendments to the 2023 Capital Budget:*

*1. General Capital – The widening of Prince of Wales Street is deferred.*

*2. Utility Capital – That the replacement of pipes costing \$26,500.00 is deferred so 2 water pumps for \$38,000.00 can be purchased.*

**9 – 0**

**Carried**

**2. Discussion on Request for Funding from the Charlotte County Archives and Sunbury Shores, FA230409**

*Council discussed the options of supporting the Charlotte County Archives and Sunbury Shores with their Community Assistance Grant requests. With limited funds remaining, it is difficult to fund the full request for each organization. Council agreed to provide \$1,000.00 to each organization. Council wants to discuss a cap on the requested amounts of funding through the Community Assistance Grants as there are many organizations seeking support and would like to ensure each group gets an opportunity at funding. For larger requested funds, a notice should go to the community near budget time to have requests submitted to Council for consideration.*

*Council also recommended that the organizations reach out to our adjacent municipalities of St. Stephen and Eastern Charlotte as these organizations support initiatives for all of Charlotte County.*

**Motion: 100 - 04/23**

**Moved by Councillor Hirtle**

**Seconded by Councillor Heenan**

*That the Council of the Town of Saint Andrews supports the following organizations with a Community Assistance Grant for 2023:*

- 1. Charlotte County Archives - \$1,000.00*
- 2. Sunbury Shores Arts and Nature Centre - \$1,000.00*

**9 – 0**

**Carried**

**2. Public Works - Councillor Blanchard**

**3. Public Safety - Councillor Neil**

**1. Discussion on Draft By-Law No. 23-\_\_\_, Respecting Dangerous or Unsightly Premises, PS230405**

*Staff provided a report outlining the Dangerous and Unsightly Premises By-Law and the By-Law process associated. It was noted that the rules and regulations associated with the Dangerous or Unsightly Premises By-Law are already in effect in Bayside and Chamcook through the Province of New Brunswick. By extending the By-Law to these areas, the Town of Saint Andrews would be the direct contact for handling these By-Law issues. It was also highlighted that the By-Law is directly taken from the Local Governance Act and cannot be modified by Council except for the geographical boundaries. Staff indicated that this By-Law would be enforced on a complaint basis and that the Town is in discussions with the Southwest New Brunswick Service Commission to have the Building Inspectors conduct the enforcement of this By-Law as they have the most knowledge as it pertains to building conditions.*

*Council directed staff to bring this By-Law forward for First Reading at the next Regular Council Meeting.*

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

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

*Councillor Hirtle left the meeting at 7:26 p.m.*

*Councillor Hirtle returned to the meeting at 7:35 p.m.*

*Staff provided an update to Council based on the staff report highlighting the data collection from the By-Law processes and the changes made to the By-Law for consideration for Second Reading. Council thanked staff for their efforts to inform the public about the By-Law process. Concern was brought forward that there are residents and businesses in Chamcook and Bayside that may not be aware of the new By-Law in process and that Council could consider a slowdown in the process of the By-Law. Staff noted that the information has been available on the Town website, social media channels, posted out front of Town Hall, emails to accommodations,*

and a mailout to 1500 businesses and residents of Bayside, Chamcook, and Saint Andrews to inform them of the process. It was further noted by staff that there have been many news articles, not just of Saint Andrews, but of other communities working with the Tourism Accommodation Levy. Staff indicated that a gentle approach to compliance is taken and has seen great success in Saint Andrews with a 100% success rate without having to issue penalties. Mayor Henderson noted that there are several accommodations in Bayside and Chamcook voluntarily contributing to the Tourism Accommodation Levy or the Charlotte Coastal Regional Tourism Association.

**Motion: 101 - 04/23**

**Moved by Councillor Harland**

**Seconded by Councillor Heenan**

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

**7 – 1 Nay Councillor Bennett**

**Carried**

*Mayor Henderson read the By-Law by title for Second Reading.*

**2. Discussion on Heritage Board and Heritage By-Law, BTHC230206**

*CAO Spear updated Council through the staff report regarding the Heritage Board applications that have been received. It was noted that 7 applications had been received including one from Alexander Gopen, Senior Planner. It was recommended that Council should establish a small working group of Council to review the applications and host interviews with each applicant to ensure they are on the same page as Council and that common ground can be established for the By-Law. It was also recommended that one of the Heritage Officers from Fredericton or Saint John be brought in to help provide training to the Board to help guide them through the process. The Heritage Officer can also help train our staff to ensure they have the training necessary to become a Heritage Officer in the future.*

*Council thanked staff for the report and recommendation for interviews. This is the third time the Heritage By-Law would be attempted. It is important that the Council has due diligence in the process. It was noted that there are concerns being noted on the street of the Heritage By-Law and that Council should make sure they have a strong Board in place to fulfill the By-Law requirements. Council indicated they do not want to work against the feel of the community, but it is important to be informative, clear in process, and establish the priorities of Council for this process to move ahead. Councillor Hirtle and Councillor Harland volunteered to be on the committee with staff to interview candidates during the month of April and to report back to Council.*

**3. Tourism Accommodation Levy Explore St. Andrews Budget Approval - BTHC20230404**

*CAO Spear provided a report on the request from Explore St. Andrews regarding being the Service Provider for the Town of Saint Andrews regarding the Tourism Accommodation Levy, staffing,*

*business processes, and financing. It was recommended that Explore St. Andrews be an Ad-Hoc Committee of Council until they have established all of their business corporation documents. With the approval of their budget, they will be able to spend within the limits of what has been presented to Council. Staff will help with bookkeeping until they have their corporation status in place. All funds are subject to auditing by the Town of Saint Andrews through this process. It was also noted that Explore St. Andrews is in the process of hiring a staff member for the 2023 season, which will be under a contract or be an employee of the Town. Staff are taking part in the interview process over the next couple of weeks. Council supported the recommendations by staff and that there should be a formal agreement between Explore St. Andrews and the Town of Saint Andrews that stipulates roles and processes for Council approval.*

**Motion: 102 - 04/23**

**Moved by** Councillor Hirtle

**Seconded by** Councillor Blanchard

*That the Council of the Town of Saint Andrews approves the 2023 Budget for Explore St. Andrews as per By-Law 19-06, A By-Law Relating to a Tourism Accommodation Levy in the Town of Saint Andrews.*

**9 – 0**

**Carried**

**5. Recreation and Community Services - Councillor Gumushel**

**1. Request for Support Legion Memorial Banner Program 2023, RCS230410**

*Council noted that this program is a worthwhile cause and that the Town should support the banner program from the Legion. Staff noted that they would work with the Legion for the placement of the banners to ensure consistency and continuity of the program. A cost will need to be developed for set up and take down of the banners for future events. Staff noted they will share the information on the banner program on the Town website and social media to help spread the word.*

**Motion: 103 - 04/23**

**Moved by** Councillor Gumushel

**Seconded by** Deputy Mayor Akagi

*That the Council of the Town of Saint Andrews approves the purchase of 50 banner pole brackets at a cost of \$1,900.00 + HST to support the Passamaquoddy Branch 8, Royal Canadian Legion for their Memorial Banner Program to come out of the Civic Promotions budget line item.*

**9 – 0**

**Carried**

**6. Planning & Economic Development - Councillor Heenan**

**1. Appointment of Building Inspector for the Southwest New Brunswick Service Commission, PED230414**

**Motion: 104 - 04/23**

**Moved by Councillor Heenan**

**Seconded by Councillor Blanchard**

*WHEREAS the Town of Saint Andrews has contracted the Southwest New Brunswick Service Commission to obtain professional building inspection services.*

*BE IT RESOLVED that John Raymond Cliff is a Building Inspector for the Town of Saint Andrews.*

*BE IT FURTHER RESOLVED that John Raymond Cliff shall remain a Building Inspector for the Town of Saint Andrews so long as he continues to be employed by the Southwest New Brunswick Service Commission.*

*BE IT FURTHER RESOLVED that John Raymond Cliff shall remain a Building Inspector for the Town of Saint Andrews so long as the Southwest New Brunswick Service Commission remains contracted to provide building inspection services to the Town of Saint Andrews.*

**9 – 0**

**Carried**

**2. Amendment MP20-07 to the Municipal Plan MP20-01, Henry Hansen PID 01325505, PED230417**

**Motion: 105 - 04/23**

**Moved by Councillor Heenan**

**Seconded by Councillor Bennett**

*That the Council of the Town of Saint Andrews sets the date of Monday, April 17, 2023, at 6:30 p.m., during the Regular Council Meeting, for a Public Presentation as per Section 25 of the Community Planning Act, on Amendment MP20-07 to the Town of Saint Andrews Municipal Plan MP20-01 for Henry Hansen, PID 01325505, Rose Lane, to remove the portion of the Residential Growth Area designation as shown on the Generalized Future Land Use Map from PID 01325505.*

**9 – 0**

**Carried**

**J. NEW BUSINESS**

**K. QUESTION PERIOD**

*Mr. John Kelly - I wanted to bring this to the attention of the Council. Heritage is now a wealth creator. See Lunenburg for example. It has supported wealth and growth in this community. I believe and hope this is going to happen and not just a discussion on a Heritage By-Law. This will really be how we add value to the wealth of Saint Andrews, one of Canada's foremost heritage communities. We have a tremendous opportunity. It is going to take time to create and establish a wealth creator. I have written a book about growing up in the heritage community of Saint John. Representatives of the Saint John Heritage Board are more than willing and interested in working with Saint Andrews, to help with mentoring, coaching, etc. I want to put that forward and we will go through this with the potential board members. I am a member of Heritage Canada and there are all kinds of funding opportunities out there for heritage communities and we can tap into that. This is not going to be a cost as such but can bring more value to our*

*community. Just wanted to put that to you with a level of comfort and hope we can go forward. I am confident the people on this board will have the same attitude as I do, to bring value to our community. Thank you very much.*

*Mr. Franklin Cardy - I wanted to thank your worship and Council for consideration of our application to the Community Assistance Grants for the Charlotte County Archives. We were able to provide Council with information on our activities at the Archives and how we have strong ties to the community, the Commons, the Courthouse, and the Gaol. We hope to be able to further enhance our heritage in our community. With your permission, we will be talking with the consultant hired to do the review and visioning of the Courthouse. We will be back for further discussions with Council.*

*Mrs. Brenda Waiwood - I would like to know if Council will be present or have a presence at the Committee Hearing as it pertains to the proposed Lobster Facility in Chamcook and if the Planning Advisory Committee will have an opportunity to provide an opinion.*

*It was noted to Mrs. Waiwood that a presentation will be made to Council on April 17, 2023, on the processes of the Lobster Facility, how approvals were achieved through the Planning Regional Advisory Committee, and the next steps in the process. It was noted questions from Council may not be answered by staff as it is in a legal process at this time. Staff can inform as to how the process was achieved to date but cannot answer further. Council will be given direction on how or if they will be able to have a say or participate in the processes.*

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

*Deputy Mayor Akagi wished the community a happy and safe Easter long weekend.*

**M. MAYOR'S COMMENTS**

**N. CLOSED SESSION**

**Motion: 106 - 04/23**

**Moved by Councillor Neil**

**Seconded by Councillor Hirtle**

*At 8:16 p.m. Council moves into Closed Session per the Local Governance Act, Section 68(1)(j) labour and employment matters, including the negotiation of collective agreements.*

**9 – 0**

**Carried**

**Motion: 107 - 04/23**

**Moved by Councillor Bennett**

**Seconded by Councillor Weare**

*At 9:13 p.m. that Council returns to Open Session.*

**9 – 0**

**Carried**



**O. ADJOURNMENT**

**Motion: 108 - 04/23**

**Moved by Deputy Mayor Akagi**

**Seconded by Councillor Gumushel**

*At 9:14 p.m. that the meeting be adjourned.*

**9 – 0**

**Carried**



Brad Henderson, Mayor



Paul Nopper, Clerk - Senior  
Administrator

