



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

**May 1, 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, May 1, 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, Lee Heenan, Steve Neil, and Darrell Weare.

Absent - Councillor Annette Harland

Late - Councillor Jamie Hirtle - 6:42 p.m.

Chris Spear, CAO/Treasurer, Paul Nopper, Clerk - Senior Administrator, Kevin Hughes, Asset/Operations Manager.

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

C. APPROVAL OF AGENDA

Motion: 135 - 05/23

Moved by Councillor Neil

Seconded by Councillor Bennett

That the Agenda for the 230501 Regular Council Meeting on Monday, May 1, 2023, at 6:30 p.m. be approved as presented.

7 – 0

Carried

D. DISCLOSURE OF CONFLICT OF INTEREST

- 1. Councillor Gumushel - Extended Leave of Absence for Councillor Kurt Gumushel, FA230512**

E. PRESENTATIONS

- 1. Peter Logan, CPA, Teed, Saunders, and Doyle Accountants and Advisors on the Town of Saint Andrews Consolidated Financial Statements 2022**

Mr. Peter Logan, of Teed, Saunders, and Doyle Accountants and Advisory provided Council with a review of the 2022 Town of Saint Andrews Consolidated Financial Statements. The review of accounts noted no concerns and provided a clean record of accounts as per the Public Sector Accounting Standards.

Council thanked Mr. Logan for the presentation and noted that Council would look to accept the accounts as presented later in the meeting.

2. Rika Nason and Brett Vottero, Coordinators for the Saint Andrews Community Garden, Request for Support for Expansion of the Community Garden.

Ms. Rika Nason and Mr. Brett Vottero, presented to Council on the proposed expansion of the Community Garden near the Youth Centre and located behind the Fire Hall. The expansion would include the installation of new planters, making room for the four new accessible planters, and creating more opportunities for those with barriers to accessibility. The Community Garden is looking for in-kind and financial support from the Town of Saint Andrews to help with the Community Garden expansion.

Council thanked Ms. Nason and Mr. Vottero for their presentation and noted that a staff report would be coming to Council for the May 15, 2023, Regular Council Meeting for discussion.

3. William Hicks, Broken Shovel Consulting, Regarding Visioning Exercise for the Charlotte County Courthouse

Mr. William Hicks, from Broken Shovel Consulting, made a presentation to Council outlining the processes to be used to evaluate the Charlotte County Courthouse through a community visioning exercise. Mr. Hicks noted that he intends to review background documentation on the Courthouse, heritage permitting processes, conduct in-person interviews with stakeholders and notable community representatives, provide a survey to residents to understand their desires for use of the facility, and an open house scheduled for June 14, 2023, to provide the community with another opportunity for feedback. The goal at the end of the process is to provide Council with a report on the wants and vision of the community for the Courthouse and provide Council with options for the next steps of operation.

Council thanked Mr. Hicks for his presentation. Council inquired about the heritage permitting process and how that is involved with making structural or physical changes to the facility. Mr. Hicks noted that as a heritage-designated facility, there are processes for heritage permits and how they relate to structural changes. The Province would like to see these buildings reused and repurposed and that the permitting processes help with clarifying the changes requested. Council noted that it is important to go through this review and visioning process as it will give strategic options for Council to pursue. This process also gives citizens a chance to voice their opinions on what they would like to see done. Council wanted the public to be knowledgeable that any changes or concepts of changes also have to be financially feasible for the community. Mr. Hicks noted his goal is to provide Council with sustainable, feasible, and doable options for the facility that makes financial sense for the Town of Saint Andrews. Council is happy to see this process proceed and is looking forward to the results for discussion.

F. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

1. **Minutes of the 230403 Regular Council Meeting on Monday, April 3, 2023, 6:30 p.m.**

Motion: 136 - 05/23

Moved by Councillor Heenan

Seconded by Councillor Neil

That the Minutes of the 230403 Regular Council meeting on Monday, April 3, 2023, at 6:30 p.m. be adopted.

8 – 0

Carried

2. **Minutes of the 230417 Regular Council Meeting on Monday, April 17, 2023, 6:30 p.m.**

Motion: 137 - 05/23

Moved by Deputy Mayor Akagi

Seconded by Councillor Blanchard

That the Minutes of the 230417 Regular Council Meeting on Monday, April 17, 2023, at 6:30 p.m. be adopted.

8 – 0

Carried

G. COMMUNICATIONS

- H. **STAFF REPORT/FINANCIAL REPORT, PS230504, RCS230507, PS230503, FA230509, RCS230508, FA230511, RCS230509, PW230511, PED230508, FA230514**

Council asked for future packages if the information on the building permits can be made larger. Staff noted they will ensure the reports are larger for reading purposes.

Motion: 138 - 05/23

Moved by Councillor Hirtle

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews 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. **Canada Community-Building Fund, FA230510**

CAO Spear informed Council that the Town of Saint Andrews has received additional funds through the Canada Community Building Fund, the former Gas Tax Fund, in the amount of \$33,000.00. This funding was transferred as part of the Fund associated with Bayside and Chamcook. Staff noted that these funds can be put towards capital projects for facilities or roads. It was recommended that once Staff receive the final draft of the building review of Bayside Hall, by the Province, that consideration be for funding towards this project. Council provided consensus on this recommendation and to wait until the final report was available for review.

2. Town of Saint Andrews 2022 Consolidated Financial Statements, FA230513

Motion: 139 - 05/23

Moved by Deputy Mayor Akagi

Seconded by Councillor Weare

That the Council of the Town of Saint Andrews approves the 2022 Consolidated Financial Statements as prepared by Teed, Saunders, and Doyle Accountants and Advisors.

8 – 0

Carried

3. Extended Leave of Absence for Councillor Kurt Gumushel, FA230512

Councillor Gumushel left the meeting at 7:25 p.m.

Councillor Gumushel returned to the meeting at 7:26 p.m.

Motion: 140 - 05/23

Moved by Deputy Mayor Akagi

Seconded by Councillor Hirtle

That the Council of the Town of Saint Andrews approves the leave of absence for Councillor Kurt Gumushel from the end of June to the end of September 2023.

7 – 0

Carried

2. Public Works - Councillor Blanchard

1. Appointment of Kevin Hughes, Asset Operations Manager for the Town of Saint Andrews, PW230512

Motion: 141 - 05/23

Moved by Councillor Blanchard

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews appoints Kevin Hughes as the Asset/Operations Manager for the Town of Saint Andrews.

8 – 0

Carried

3. Public Safety - Councillor Neil

1. Fire Department Driver/Operator and By-Law Enforcement Officer Position, PS230506

Motion: 142 - 05/23

Moved by Councillor Neil

Seconded by Deputy Mayor Akagi

That the Council of the Town of Saint Andrews authorizes the Firefighter Driver/Operator and By-Law Enforcement Officer position be added to the Full-time staff inventory and that recruitment can begin.

8 – 0

Carried

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

1. St. Andrews Chamber of Commerce Grant Request, BTHC230502

CAO Spear provided an overview of the staff report outlining the request for funds by the Chamber of Commerce to support the full operation of the Welcome Centre for the 2023 season. It was noted, for 7-day operations, they would need an additional \$18,000.00 in support. The Chamber was not able to get the student grant funding applied for and have a shortfall on operational status. With the upcoming tourist season, the Chamber is seeking support from the Town on this initiative. Funds were identified in the Economic Development Officer salary position that could be drawn upon for support but would push back the hiring of a staff member until 2024.

Council asked if the \$18,000.00 request from the Chamber was the same as the funds being requested from Explore St. Andrews. CAO Spear noted this \$18,000.00 request is above the funds requested and being provided by Explore St. Andrews. This is a significant budgetary request from Council mid-year, but understand the shortfall they are experiencing. Further consideration of support should be reviewed at budget time for 2024. Council asked what the per dollar value of the request was based on per visitor. CAO Spear indicated that the costs would be \$4.00 - \$5.00 per visitor based on 2022 numbers of 3,600 visitors. It was noted that staff spend anywhere from 5 to 10 minutes with each visitor helping them determine how to stay longer in our community. Council clarified that operations would be 7 days a week from May 15, 2023, to September 17, 2023, operating 9:00 a.m. - 6:00 p.m. Council recognized the importance of the Welcome Centre and supporting this initiative to support tourism economic development is a keystone to our visitor experience. Council hoped that further discussions for 2024 would be part of the 2024 budget discussions.

Motion: 143 - 05/23

Moved by Councillor Hirtle

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews authorizes a grant to the St. Andrews Chamber of Commerce in the amount of \$18,860.00.

8 – 0

Carried

5. Recreation and Community Services - Councillor Gumushel

1. Discussion on Field Rental Fees, RCS230510

CAO Spear provided a review of the staff report outlining field rental fees prior to COVID and that Council had waived field fee costs during COVID. Staff is seeking the direction of the Council if they want to reinstall field rental fees.

Council asked what was the amount of fees collected previously for field rentals. CAO Spear noted that field rental fees were just over \$1,000.00 per year and the majority of funds came from youth soccer. There has not been a men's team or other teams in the area renting the field. Staff noted that there is significant time and effort

put into maintaining the fields, and the amount collected for field rentals is significantly less than the cost to maintain the fields. Council discussed the field rental fees and noted that if the majority of funds came from youth soccer, the Council did not want to impede on additional fees for youth sports. Council consensus was reached not to add field rental fees to youth sports but noted adult field rental fees should be incurred. By providing no fees to youth sports, Council is supporting access to affordable recreation options with youth soccer registration at \$120.00 per player.

6. Planning & Economic Development - Councillor Heenan

1. By-Law No. 23-03, Being the Building By-Law for the Town of Saint Andrews First Reading, PED230509

Read by Mayor Henderson by title for First Reading.

Motion: 144 - 05/23

Moved by Councillor Heenan

Seconded by Councillor Hirtle

That the Council of the Town of Saint Andrews grants leave for First Reading to By-Law No. 23-03, Being the Building By-Law for the Town of Saint Andrews.

8 – 0

Carried

Motion: 145 - 05/23

Moved by Councillor Heenan

Seconded by Deputy Mayor Akagi

That the Council of the Town of Saint Andrews sets the date of Monday, June 5, 2023, at 6:30 p.m. for a Public Hearing of Objections and Comments to the proposed By-Law No. 23-03, Being the Building By-Law for the Town of Saint Andrews.

8 – 0

Carried

J. NEW BUSINESS

1. Ad-Hoc Tourism Promotion Committee Terms of Reference and Appointments, BTHC230503

CAO Spear provided a review of the Terms and Conditions and the appointment of members to the proposed Ad-Hoc Committee of Council, Tourism Promotion Committee. The Town is helping the transitioning Explore St. Andrews Committee until they have their business By-Laws in place. This agreement and committee will be functional until December 31, 2023.

Council asked if they would be receiving periodic updates from the Ad-Hoc Committee. CAO Spear noted that senior staff would be acting as ex-officio members and will be part of the processes as an overview mechanism until the transition in January 2024. The critical process is the development and hiring of a full-time staff member to help with marketing processes and this transitional Ad-Hoc Committee will allow Explore St. Andrews to proceed with hiring staff.

Motion: 146 - 05/23**Moved by Councillor Hirtle****Seconded by Councillor Heenan**

That the Council of the Town of Saint Andrews approves the creation of the Ad-Hoc Tourism Promotion Committee with the supporting Terms of Reference for the Town of Saint Andrews.

8 – 0**Carried****Motion: 147 - 05/23****Moved by Councillor Hirtle****Seconded by Councillor Heenan**

That the Council of the Town of Saint Andrews appoints the following members to the Tourism Promotion Committee for the Town of Saint Andrews:

- 1. Christy Kennedy*
- 2. Jamey Smith*
- 3. Sue Lankisch-Lister*
- 4. Chelsea Belyea*
- 5. Lisa Porter*
- 6. Chris Aerni*
- 7. Ben Faulkner*
- 8. Paul Nopper, Clerk – Senior Administrator (ex-officio)*
- 9. Chris Spear, CAO/Treasurer (ex-officio)*

8 – 0**Carried****2. Priority List of By-Laws for Consideration by Council, FA230515**

Clerk Nopper provided an overview of the list of By-Laws to come forward for consideration by Council. It was noted that each By-Law has to come for updating by Council under Local Governance Reform. It was noted that some By-Laws, like stop up and closure By-Laws do not need to be revisited.

Council thanked staff for the outlined list. Council asked why there were no lists of By-Laws for Bayside and Chamcook. Clerk Nopper informed Council that By-Laws are under municipal governments and since Bayside and Chamcook were Local Service Districts previously, they have no By-Laws, only legislation by the Province. Council asked if the Procedural By-Law could be brought forward sooner. Clerk Nopper noted that the Procedural By-Law would be next to come forward as per the Strategic Planning Sessions of Council.

K. QUESTION PERIOD**L. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS**

Councillor Heenan noted that it was Physician Appreciation Day and thanked physicians for doing the best they can during these hard times. Also, like to say kudos to the staff for the great spring newsletter and noticed that there were very few newsletters thrown out at the Post Office which is a positive that people are reading the information sent by the Town.

Deputy Mayor Akagi noted that there is going to be the Saint Andrews Job Fair happening from 1:00 p.m. - 5:00 p.m. at the W.C. O'Neill Arena Complex on May 2nd. Happy Mother's Day to all and the Town Wide Yard Sale will be held on May 13th.

M. MAYOR'S COMMENTS

Mayor Henderson noted that Council participate in a Strategic Planning Session on April 22nd and 23rd 2023. This would help direct Council on goals to accomplish in the next three-plus years. Staff will be bringing forward the document for Council approval at the next Regular Council Meeting.

N. CLOSED SESSION

O. ADJOURNMENT

Motion: 148 - 05/23

Moved by Deputy Mayor Akagi

Seconded by Councillor Blanchard

At 8:14 p.m. that the meeting be adjourned.

8 – 0

Carried

Brad Henderson, Mayor

Paul Nopper, Clerk - Senior
Administrator

