



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

**June 19, 2023, 6:45 p.m.  
W.C. O'Neill Arena Complex Council Chambers**

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**A. RECORDING OF ATTENDANCE**

*A Regular Meeting of the Town of Saint Andrews Council was held on June 19, 2023, at 6:45 p.m. with the following members present:*

*Mayor Brad Henderson, Deputy Mayor Kate Akagi, Councillors Mark Bennett, 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.*

*Late - Councillor Marc Blanchard - 7:15 p.m.*

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

**C. APPROVAL OF AGENDA**

**Motion: 194 - 06/23**

**Moved by** Councillor Harland

**Seconded by** Councillor Hirtle

*That the Agenda for the 230619 Regular Council Meeting on Monday, June 19, 2023, be approved as presented.*

**Amended**

**Motion: 195 - 06/23**

**Moved by** Councillor Harland

**Seconded by** Deputy Mayor Akagi

*That the Agenda for the 230619 Regular Council Meeting be amended to include discussions on the Regional Service Commission Strategic Plan and the Council Summer Meeting Schedule.*

**7 – 0**

**Carried**

**Motion: 196 - 06/23**

**Moved by** Councillor Harland

**Seconded by** Councillor Hirtle

*That the Amended Agenda for the 230619 Regular Council Meeting on Monday, June 19, 2023, be approved as presented.*

**7 – 0**

**Carried**

**D. DISCLOSURE OF CONFLICT OF INTEREST****E. PRESENTATIONS****1. Eddie Oldfield, Senior Lead, Projects, Quest Canada Presentation Smart Energy Communities Accelerator Program Town of Saint Andrews**

*Eddie Oldfield, Senior Lead, Quest Canada provided a presentation to the Council on the Town of Saint Andrews Smart Energy Communities Accelerator Program. The purpose of the program is to assist communities, including the Indigenous, by equipping them with the tools and knowledge to develop and implement community energy plans and understand the net economic benefit they can provide. The program for Saint Andrews ran from September 2020 - March 2023. The process included an original benchmarking measure to start the program and where the Town finished. The Town gained 19% points in the benchmarking from 51% to 70% at the end of the project. The project also included community energy mapping, participation and input from local industry and community representatives. The mapping looked at energy-efficient retrofits, waste and renewable heat sources, renewable power, land use, transportation, and energy networks that could be built in the community. The results of the workshops and plans provided Council with priority and secondary action items to address community energy reduction targets. The project also covered an economic development piece that highlighted the potential to keep over \$2.8 million in the community with energy retrofits. With this project, the Town can apply for the Partners in Climate Protection Program Milestone 4, Implementation. The Town has achieved milestones 1 - 3. The next steps of the program will be to conduct some new mapping and goals for the new Town of Saint Andrews which includes Chamcook and Bayside.*

*Council thanked Mr. Oldfield for the presentation. Council asked when they could expect the engagement of the communities of Bayside and Chamcook into the program. Mr. Oldfield indicated he would reach out to staff but looking at the fall of 2023. The goal would be to conduct some seminars and workshops in these areas to gain community feedback. Staff noted that any updates to the project would be brought back for ratification by Council.*

**2. Tressa Bevington, Compass Housing Inc. Presentation on Building Colours for 302 Mowat Drive 42 Unit Apartment Complex**

*Tressa Bevington of Compass Housing Inc. provided Council with two options for colour schemes for the 42-unit apartment complex to be built at 302 Mowat Drive. The decision on the colour scheme of the building was part of the Development Agreement with the Town of Saint Andrews. Council selected the options with darker grey corners and lighter grey/white siding along most of the building. It was noted that the main entrance of the building would have some stone features to help complement the look and feel of Saint Andrews and the surrounding neighbourhood.*

**3. Rick Turner and Chris Evans, Presentation on Updated Evans Land Development Ltd. Bar Road and Mowat Drive**

*Rick Turner, presented on behalf of Chris Evans, on the proposed development at the intersection of Bar Road and Mowat Drive, called Evans Land Development Ltd. The proposal is seeking a rezoning from Serviced Residential Zone to a Multiple Residential 2 Zone for the purpose of*

*developing affordable 70 - 120 units on a 5-acre lot. The development seeks to have the property separated into four PIDs and development is to be conducted in stages. The intention is to create a campus-like appearance and to keep with the look and feel of the Town based on the building design. There will be bachelor, one-bedroom, and two-bedroom units. Ground floor units will be designed to support accessible needs and built accordingly. The market for these units is young professionals, those seeking affordable units, and seniors looking to downsize. Currently in the early stages of the development costs and are seeking Council support to maximize affordability of rents. We have worked with staff to ensure road access is arranged to meet at the intersection of Bar Road and Mowat Drive. We are seeking a municipal road with future road potential development and a private driveway at the end of the property. We are seeking to work with the Town on stormwater management and hope that this can be directed to the detention pond. We are also proposing a mini-park at the front of the property as part of the land for public purposes and to help beautify the entryway to Town.*

*Council thanked Mr. Turner for his presentation. Council asked for clarification on the public road versus the private driveway. Mr. Turner noted the main entryway would be a municipal road and the road beyond is a private parking lot. Council noted that it was good to see future roadways that can be developed and additional buffering being added. Council thanked Mr. Turner for the alignment of Bar Road and Mowat Drive access. Council asked what the next steps in the process of the rezoning process. Mr. Spear noted that there is a Public Hearing of Objections coming up on July 4th, it would still need three readings from the Council and will need a Subdivision and Development Agreement with the Town. It was noted this is still more conceptual and more information will be needed to proceed. Any infrastructure needs to be approved prior to agreements in place and reviewed by our engineers at the developer's cost. This will ensure the development meets the infrastructure standards in place. More calculations and review needs to happen as this process moved forward. Council asked when construction of phase one might occur. Mr. Turner noted that the hope is that shovels are in the ground in the spring of 2024 based on timelines with the Council and the organization of contractors.*

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

**G. COMMUNICATIONS**

**1. John Matheson, Rector, Anglican Church Parish of Saint Andrews, Parking for Montague Street**

*Mayor Henderson highlighted the letter from John Matheson, Rector, asking if the Town would consider additional parking along the Anglican Church and requesting support from the Town in creating this parking. Staff noted that this can be part of the budget discussion for 2024 and could be a cost of \$30,000 - \$40,000 depending if stormwater is needed. Staff can work with the engineers to bring some costing forward to Council. Councillor Heenan noted that the Catholic Church asked for a similar request and that it was turned down at the time. If consideration for parking at the Anglican Church was being reviewed, perhaps Council would consider parking at the Catholic Church as well. Mayor Henderson asked for both parking areas to be brought forward for consideration at budget.*

**2. Letters from Mayor Sue Lawn, Thorpe St. Andrews, UK. Regarding the King's Coronation and Continued Community Partnership**

*Mayor Henderson provided a synopsis of the letter sent by Mayor Sue Lawn from Thorpe St. Andrews, UK regarding the King's Coronation and the continued community twinning partnership. It was noted that they will be having an election shortly but are looking forward to keeping up with the community twinning partnership. Mayor Henderson noted that he will be sending a written response back to Thorpe thanking them for their continued support and to continue building our twinning relations.*

**H. STAFF REPORT/FINANCIAL REPORT, PW230612, FA230619, RCS230611, PS230611, PS230612, RCS230613, RCS230614, PW230611, PED230617, RCS230612**

**Motion: 197 - 06/23**

**Moved by Councillor Harland**

**Seconded by Councillor Bennett**

*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. Community Assistance Grant Request Shiretown Community Services, FA230618**

*Council asked from the financials of the Shiretown Community Services what the surplus of the \$1,900.00 was and did they indicate how these funds would be used. Staff noted there was no indication of how the surplus funds are to be spent.*

**Motion: 198 - 06/23**

**Moved by Deputy Mayor Akagi**

**Seconded by Councillor Heenan**

*That the Council of the Town of Saint Andrews approves the Community Assistance Grant of \$1,000.00 to the Shiretown Community Services for the purchase of two stainless steel kitchen tables to support the Community Kitchen program.*

**8 – 0**

**Carried**

**2. Public Works - Councillor Blanchard**

**1. Smart Energy Accelerator Program – Town of Saint Andrews, PW230610**

*Council asked what the workload implications are for staff based on the Community Energy Strategy provided by Quest Canada. Staff seems to continue to have more tasks. CAO Spear noted that Council has set a target of a 30% reduction of greenhouse gas emissions by 2034 and more as we move forward. We have accomplished a lot of the low-hanging fruit goals and now the next steps will be to look at steps towards net zero including alternative energies and building envelope improvements. There will be extra workloads as the process moves forward but if more support is needed, we can look at consultants or the Regional Service*

*Commission for support. In addition, there is a lot of good experience on the Environmental Advisory Committee that can provide feedback to staff. Council noted a friendly amendment to shift the plan goals from 2023 to 2024 for budgeting purposes and processing. CAO Spear indicated that the plan will change a bit as the new municipality includes the Port of Bayside which could potentially have cost savings and further engagement in energy conservation. Council noted an education and community awareness campaign when Bayside and Chamcook are provided with an opportunity to be engaged in the process. Councillor Weare specifically noted Lineage Group from Europe and their processes to add solar systems to warehouses in industrial parks, which has been extremely successful. They are starting to bring their systems to North America and it is nice to see the transition. Councillor Blanchard brought up caution regarding overburdening the Environmental Advisory Committee and noted that it would be great to have a regional person at the Service Commission to help pursue energy reduction options for the whole area and be additional support for municipalities. Mayor Henderson supported this thought and noted that it should be brought to the Service Commission and the Landfill Committee as part of the ongoing processes. Council supported this initiative to see the Service Commission have a staff member and take on a bigger role of support energy efficiency and programs to support municipalities.*

**Motion: 199 - 06/23**

**Moved by** Councillor Blanchard

**Seconded by** Councillor Neil

*That the Council of the Town of Saint Andrews approves the “Community GHG and Energy Action Plan-Implementation and Monitoring– Town of Saint Andrews” recommendations through Quest Canada.*

**8 – 0**

**Carried**

### **3. Public Safety - Councillor Neil**

#### **1. Policy Regarding Distribution of Donations Received Regarding the 2023 Forest Fires, PS230610**

*Council discussed the policy on the distribution of donations received from the 2023 Stein Lake fire. It was noted that a lot of insurance policies cover evacuation accommodation costs and that residents should look into that as an option. Council identified that the document should be updated to include the Mayor as part of the review processes before funds are distributed. Council asked what the strategy was for communicating the fund's availability to the community. Staff indicated that they will work with the Red Cross for their list of evacuees, provide a mailout, put ads into the local newspapers, ads on the radio, and promote through CHCO TV in addition to social media and the Town website. Council appreciated the multi-faceted approach to communication. Council noted damage to the primary residence but questioned those who had their power cut off and if they could apply. CAO Spear noted that the power was off for a short time, less than half a day, and most were not overly affected by the power outages. Mayor Henderson noted*

*that the lines were rerouted due to the fire and that those who had extended power loss can be investigated through this process. Council asked if there would be some flexibility for the support of receipts as some people may not have taken a receipt with a quick purchase of food. Council asked if a per diem rate could be determined for that time period. Mayor Henderson indicated that hotels are easy to track but meals could be difficult but open to suggestions. CAO Spear noted that was a staff concern to ensure receipts were provided and there were a lot of meals made available to residents. Staff will review and consider a per diem rate. Council asked staff to be flexible and acknowledge that there are limited funds available. Councillor Bennett noted for the record that although he was evacuated and had no loss at home, there would be no claim submitted as part of the process. Council also suggested that one of the Councillors from Chamcook could be part of the review process for claims.*

**Motion: 200 - 06/23**

**Moved by** Councillor Neil

**Seconded by** Councillor Weare

*That the Council of the Town of Saint Andrews approves the Policy Regarding the Distribution of Donations Received Regarding the 2023 Forest Fires.*

**8 – 0**

**Carried**

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

**1. Establishment of a Heritage Board for the Town of Saint Andrews, BTHC230607**

*Councillor Hirtle and Councillor Harland both participated in the interview process for the Heritage Board members. They both extended heartfelt thank you to those who participated and noted the board will have a good range of experience and talent that the community will be proud of. It was noted that this process is not a race but a marathon and the Board should take the appropriate time to become educated, and informed, survey the public, and communicate often.*

**Motion: 201 - 06/23**

**Moved by** Councillor Hirtle

**Seconded by** Deputy Mayor Akagi

*That the Council of the Town of Saint Andrews approves the creation of a Heritage Board under the Heritage Conservation Act of the Province of New Brunswick.*

**8 – 0**

**Carried**

**Motion: 202 - 06/23**

**Moved by** Councillor Hirtle

**Seconded by** Councillor Bennett

*That the Council of the Town of Saint Andrews appoints the following members with terms of office for the Heritage Board of Saint Andrews:*

- 1. Barbie Smith – 3-year term.*
- 2. James Geneau – 3-year term.*

3. *Monica Cole – 2-year term.*
4. *John Kelly – 2-year term.*
5. *Cindy Kohler – 3-year term.*
6. *Dylan Smith – 2-year term.*
7. *Dwight Ingalls – 2-year term.*
8. *Alexander Gopen, Senior Planner, SWNBSC.*
9. *Councillor Jamie Hirtle.*
10. *Councillor Annette Harland (Alternate).*

**8 – 0**

**Carried**

**2. Discussion on Cannabis New Brunswick Proposal Saint Andrews, BTHC230608**

*Clerk Nopper provided an overview of the request from Cannabis New Brunswick to have a vendor truck parked at the Alcohol New Brunswick store location to provide cannabis distribution in Saint Andrew. A brief history of the private licence Request for Proposal process by Cannabis New Brunswick was highlighted and Saint Andrews was one of 10 communities selected to be part of the process. The proponent who received the rights to Saint Andrews' has been looking for a storefront but has been unsuccessful due to the limited vacancy rate of storefronts. Cannabis New Brunswick was proposing a vendor truck as an alternative option for Council to consider.*

*Council thanked the staff for the briefing. It has been noted that food trucks and vendor trucks are not usually awarded permits for operation. Most permits are limited to special events. Council noted the difficulty of finding open store frontage in town at this time but encouraged the proponent to continue looking at a storefront option. Council asked Planner Gopen about the Municipal Plan Section 2.5.2 and what this meant regarding the regulation of the cannabis industry in town. Planner Gopen noted that the intent of the Section was to review the cannabis options coming to the community, to be able to address neighbourhood concerns, and that if there is a proliferation of businesses, the Council could enact regulations on them. Currently, the Section is vague in interpretation. Council noted that they would welcome a storefront business in the community but a vendor truck was not supported by Council.*

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

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

**1. By-Law No. 23-03, Being the Building By-Law for the Town of Saint Andrews for Second and Third Reading, PED230509**

*Mayor Henderson read by title for the Second Reading.*

*Mayor Henderson read by title for the Third and Final Reading.*

**Motion: 203 - 06/23**

**Moved by Councillor Heenan**

**Seconded by Councillor Harland**

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

**8 – 0**

**Carried**

**Motion: 204 - 06/23**

**Moved by Councillor Heenan**

**Seconded by Councillor Bennett**

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

**8 – 0**

**Carried**

**J. NEW BUSINESS**

*Mayor Henderson brought forward the Regional Service Commission's upcoming Strategic Plans for approval by the RSC Board. The Board will be reviewing Community Development, Economic Development, Recreation, and Tourism Strategic Plans. Plans will be presented on June 29, 2023, for approval. Currently, Mayor Henderson has only been provided one of four strategies for review and difficult to speak to them at this point. Mayor Henderson wants to check in with Council if major changes occur. As we are not meeting before the June 29th date, the plan is to have a one-on-one meeting with each Council representative for their portfolio to get feedback and understanding of the Strategic Plans. It is important to know that these will be high-level strategies to not limit their scope until they can work with the communities. There are a lot of conversations to still be had and in one year's time, we will see how they will be affecting municipalities. I want to ensure Council gets an opportunity to provide feedback.*

*Mayor Henderson brought forward options to Council to reduce Regular Council Meetings to one per month for July and August. This will allow flexibility for vacations and enjoyment of the summer season. Council asked about having ad-hoc meetings if key decisions need to be made. Mayor Henderson noted we can have a Special Meeting of the Council if needed. We have done well to limit these but can be a process that is used if necessary.*

**K. QUESTION PERIOD**

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

*Councillor Heenan brought up a concern about the planned power outage for Water Street during the tourism season and how this impacts local businesses, especially with access to the only pharmacy in town. CAO Spear noted that the Town has received a lot of inquiries regarding the upcoming power outage and that the Town has reached out to New Brunswick Power. It was noted it should only affect one block on Water Street but could have some disruptions on King Street and Queen Street. As this is an NB Power situation, it is their responsibility to notify those affected. Councillor Heenan noted that the Town has no control over NB Power and their processes but this work could have been done at a more reasonable time of year versus affecting the financials of businesses during tourism season. These businesses lost a full day of sales and concerns over the drug store. It was noted that this seemed to be unfair to the businesses and residents who need access to these businesses. Mayor Henderson noted that these concerns will be sent to the Account Manager for the Town based on time of year and work being completed. Councillor Harland was disappointed with the lack of notification as it relates to wellness for residents.*

*Councillor Hirtle noted that this past Father's Day weekend was a big one in Saint Andrews with the Father's Day Road Race. I felt accomplished for participating in the race like many others did. Placement in the race did not equal the effort that*



everyone put in. Thank you to the organizers and volunteers of the event. Proud of this community.

Councillor Hirtle provided praise for the community and support for the Charlotte County Pride March that took place on June 17th. The community came out and showed a lot of support and am very proud to be part of the event. Thank you to Charlotte County Pride for all their work in celebrating Pride month. It made our Town look great.

Deputy Mayor Akagi wanted to acknowledge the fantastic New Brunswick Community College graduation ceremony. There were a lot of students and Indigenous students who graduated from our community. It was awesome to see.

Deputy Mayor Akagi reminded everyone of the National Indigenous People's Day that will be taking place on June 21, 2023, from 9:00 a.m. - 3:00 p.m. in Market Square. There will be drumming, story telling, and explanations of the people, and food will be served. We encourage all to attend.

Deputy Mayor Akagi noted that spaces will be made available for the Drum Making Workshop on July 2, 2023. The cost to participate is \$60.00 and would like to thank staff for working with me to get this program up and running. Contact information will be provided by the Town on how to register. I would like to see all the drums participate in the Truth and Reconciliation Day on September 30, 2023.

Deputy Mayor Akagi wanted to thank a couple who paid it forward to her at AJ's Lounge. During one of my Dial-A-Ride drives, I stopped to have dinner and this couple provided me with a random act of kindness by purchasing my meal. I asked the waitress who the couple was and noted that they are regulars and they do this type of kindness all the time. I provided my contact information to the waitress and asked her to provide them with the message that I would acknowledge them at an upcoming Council Meeting as Deputy Mayor. I just wanted them to know how much it meant to me to have this act of kindness and wanted to acknowledge their great humanity.

#### **M. MAYOR'S COMMENTS**

Mayor Henderson wished all graduating classes in Saint Andrews, from preschool, middle school, high school, and the New Brunswick Community College congratulations and that we are all proud of your accomplishments. We are very proud to have been part of your foundation of success.

#### **N. CLOSED SESSION**

**Motion: 205 - 06/23**

**Moved by** Councillor Heenan

**Seconded by** Councillor Gumushel

At 8:48 p.m. Council moves 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.

**8 – 0**

**Carried**

**Motion: 206 - 06/23**

**Moved by** Councillor Blanchard

**Seconded by** Councillor Gumushel

At 9:06 p.m. that Council returns to Open Session.

**8 – 0**

Carried

O. ADJOURNMENT

Motion: 207 - 06/23

Moved by Deputy Mayor Akagi

Seconded by Councillor Heenan

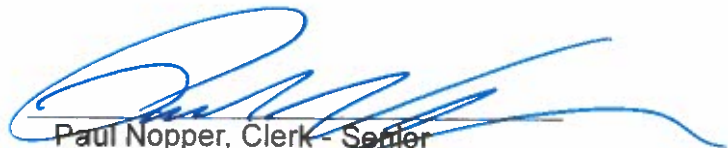
At 9:07 p.m. that the meeting be adjourned.

8 – 0

Carried



Brad Henderson, Mayor



Paul Nopper, Clerk - Senior  
Administrator

