



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

**January 15, 2024, 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, January 15, 2024, at 6:30 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, and Alexander Gopen, Senior Planner, Southwest New Brunswick Service Commission.

Absent - Councillor Marc Blanchard.

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

C. APPROVAL OF AGENDA

Council will start with the Planning and Community Development files as Mr. Alexander Gopen, Planner, is present.

Motion: 003-01/24

Moved by Councillor Neil

Seconded by Councillor Heenan

That the Agenda for the 240115 Regular Council Meeting be approved as presented.

8 - 0

Carried

D. DISCLOSURE OF CONFLICT OF INTEREST

- 1. Mayor Henderson - Discussion on Amendment Z22-04 for the Rezoning of Stonewall Place PID 01325240 Evansland Development Ltd., PED231208**

E. PRESENTATIONS

- 1. Christy Kennedy, Chair, Explore St. Andrews Presentation on 2024 Budget**

Mrs. Christy Kennedy, Chair, and Mr. Jamey Smith, Board Member, of Explore St. Andrews presented to Council the upcoming non-profit organization By-Laws, Strategic Plan for 2023 - 2026, year in review, and proposed budget for 2024. Mr. Smith outlined the processes for the development of non-profit organization By-Laws, how they were constructed, reviewed by legal, and finalizing the processes to becoming a

non-profit organization. Currently, Explore St. Andrews is a Committee of Council and will be transitioning to a non-profit organization. Explore St. Andrews asked for an extension of being a Committee of Council until May 2024 to allow time to complete the transition process. Mrs. Kennedy provided an overview of the Strategic Planning process that was undertaken in 2023 to help guide the next few years for tourism marketing and initiatives. Mrs. Kennedy provided a year in review of 2023 highlighting \$75,000 provided in grants to festivals and events, outward marketing initiatives, and the need to build out staff further with an Executive Director. Mrs. Kennedy provided Council with the proposed 2024 budget with a total budget of approximately \$388,000.

Council thanked Mrs. Kennedy and Mr. Smith for the presentation. Council asked staff about the 5% of funds set aside for legal purposes. CAO Spear noted that this was capped and modified in the last version of the By-Law 23-01, Tourism Accommodation Levy. Mayor Henderson noted that he attended the Strategic Planning sessions and indicated it was a comprehensive process undertaken. Council asked about the tourism brand and if heritage was going to be a key element in this. Mrs. Kennedy indicated that there needs to be a determination of name between Saint, St. and By-the-Sea for branding but agreed that heritage and culture were key to the ongoing tourism strategy. Mrs. Kennedy also noted that they are working on better communication outreach with the Town's Recreation Department, the Kiwanis, BIA, and the Chamber of Commerce to better share event and festival information while reducing siloing. Explore St. Andrews hopes to see new board members join these groups to help strengthen the tourism initiatives for the area. Mayor Henderson stated that this is a volunteer board and it can be a thankless job. Council provided credit and thanks to all board members and understands that tourism and our community experiences take time to develop but should be built together to find the best solutions for all.

2. Andy Jackson, Harbour Town Builders Presentation on Proposed Development on Mowat Drive

Mr. Andy Jackson of Harbour Town Builders presented to Council a proposed pocket community development on Mowat Drive beside the Greenside Motel. The development would include five parking spaces at the front of the property with four small cottage-style one to two-bedroom units to be stick-built on-site with a net-zero rating. The goal is to have rentals between \$1,200 and \$1,600. This style of development is being seen in Fredericton as an alternative affordable housing option that is attractive and meets the needs of residents. Mr. Alexander Gopen, Senior Planner, elaborated on the need to look at a Development Scheme By-Law for this site as there is no current Zone that meets the requirements of this style of development. Terms and conditions would be dictated through the Development Agreement and controlled by Council. Several variances are needed for the proposed development and that is why the Planners are recommending a Development Scheme By-Law for this development.

Council thanked Mr. Jackson for the presentation and the new pocket village concept. Council noted the value of trying something new and densifying reasonable development in the community. Council asked which units would be two-bedrooms. Mr. Jackson noted the size of the units would be dictated based on the variances and terms and conditions allowed. Council acknowledged the creativity of Harbour Town Builders and the concept

being put forward. Council will discuss the option of moving forward with the Zoning Amendment later in the meeting.

3. Manuel Estrada, Port of Bayside Upcoming Projects

The presentation from Mr. Estrada was moved to a meeting with Council on Wednesday, January 17, 2024. No presentation was made at the Regular Council Meeting.

F. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

1. Minutes of the 231204 Regular Council Meeting on Monday, December 4, 2023, 6:30 p.m.

Motion: 004-01/24

Moved by Councillor Harland

Seconded by Councillor Heenan

That the Minutes of the 231204 Regular Council Meeting on Monday, December 4, 2023, at 6:30 p.m. be adopted.

8 – 0

Carried

2. Minutes of the 231211 Special Meeting of Council on Monday, December 11, 2023, 6:30 p.m.

Motion: 005-01/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Bennett

That the Minutes of the 231211 Special Meeting of Council on Monday, December 11, 2023, at 6:30 p.m. be adopted.

8 – 0

Carried

3. Minutes of the 240108 Public Hearing of Objections to Amendment No. Z22-04 to the Zoning By-Law No. Z22-01 on Monday, January 8, 2024, 6:30 p.m.

Motion: 006-01/24

Moved by Councillor Hirtle

Seconded by Councillor Heenan

That the Minutes of the 240108 Public Hearing of Objections to Amendment No. Z22-04 to the Zoning By-Law No. Z22-01 on Monday, January 8, 2024, at 6:30 p.m. be adopted.

8 – 0

Carried

G. COMMUNICATIONS

H. STAFF REPORT/FINANCIAL REPORT, PS240107, PW240112, PW240113, FA240110, RCS240109, PS240108, RCS240108, PED240108, PS240109, FA240111, RCS240110, FA240114

CAO Spear provided the Staff Reports and Financial Reports to Council. Council asked if there were any concerns regarding the Public Works budget as it pertains to the recent storms through December and into January. CAO Spear noted that there was a bit of a concern but winter generally has a 15 - 20% increase in overtime due to plowing and other storm-related clean up. With the recent storms, we can claim some of the costs through the Province. We do not anticipate any issues with the budget. Council thanked Town Staff for all the hard work from the storms and for the warming centre being open to service the community. Council

noted that they should continue to invest in equipment and maintenance of the Public Works equipment to ensure we are always prepared. CAO Spear noted that Mr. Acton, Asst/Operations Manager ensures that Public Works is prepared for the storms and makes sure equipment is ready for use. It was noted that the Town has a diesel mechanic on site and this helps with keeping the Town fleet in service without having to ship them out of town.

Motion: 007-01/24

Moved by Councillor Heenan

Seconded by Councillor Gumushel

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. By-Law No. 23-06, A Procedural By-Law for the Organization and Operation of the Council of Saint Andrews Second and Third Reading, FA231017

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

Mayor Henderson read the By-Law by title for the Third and Final Reading.

A formal motion will be brought forward at the next Regular Council Meeting to appoint Councillors to their new portfolios.

Motion: 011-01/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Harland

That the Council of the Town of Saint Andrews grants leave for the Second Reading to By-Law No. 23-06, A Procedural By-Law for the Organization and Operation of the Council of Saint Andrews.

8 – 0

Carried

Motion: 012-01/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Neil

That the Council of the Town of Saint Andrews grants leave for the Third and Final Reading to By-Law No. 23-06, A Procedural By-Law for the Organization and Operation of the Council of Saint Andrews.

8 – 0

Carried

2. Human Resources Job Description Updates, FA240112

Motion: 013-01/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Harland

That the Council of the Town of Saint Andrews approves the addition of the Administrative Assistant and Recreation Leader to the full-time Human Resource Pool of the Town of Saint Andrews.

8 – 0

Carried

3. Human Resources Internal Hiring Policy, FA240113

Motion: 014-01/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Bennett

That the Council of the Town of Saint Andrews adopts Section 2.7 – Internal Hiring Policy to be added to the Employee Policies and Procedural Manual.

8 – 0

Carried

2. Public Works and Public Safety - Councillors Neil and Bennett

1. Saint Andrews Market Wharf and Market Square Decision, PW230820

Councillor Gumushel - Personally, I believe the hybrid infill and steel pile berm is probably the best option in terms of coming up with a solid Action Plan to address climate change and aging infrastructure at Market Wharf. Although it is nearly \$2 million more expensive than the infill berm option, the steel piles will likely have the least impact on currents and therefore be less likely to increase the sedimentation along the waterfront. The hybrid option also allows the community to address climate change while doing our utmost to maintain the look and feel of the current wharf. Meaning it is both "practical and pretty" as one of my students in Grade 5 said. the difference of \$2 million and one extra month's construction time is not enough to make me vote for the infill berm, but the difference in cost is significant and made this a difficult decision to make. One final note is to say that I very much believe in maintaining Market Square as a public space for the community and whichever option we finally decide upon, I will do my utmost to advocate for increasing the footprint of Market Square as a public place for stimulus for business, culture, and recreation.

Council discussed the final options for the Market Square and Market Wharf project. Council stated that the community sees the historical, economic, and tourism value of the Market Wharf and Market Square. Market Square is the heart of the Town and Council needs to protect this for future generations. Council noted that the option of the hybrid infill and steel pile, although not the cheapest, it provides the option to expand Market Square while keeping the look and feel of the Market Wharf without losing an entire summer season. Council consulted with members of the public and thought long and hard regarding the decision before them. With the recent storm activity, it has shown Council that improvements need to be made to protect the integrity of the infrastructure and the downtown. Council understood that there could be environmental impacts with the

potential to change water flow patterns and silt, however, the hybrid infill and steel option provides less impact as flow-through will still be enabled through the Wharf. Council noted that this is a big step but also still a small step in the full development of the Market Wharf and Market Square project but one that needed to be made.

Motion: 015-01/24

Moved by Councillor Bennett

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews approves the _____ design option for the Market Wharf and Market Square Rehabilitation Project.

8 – 0

Carried

Motion: 016-01/24

Moved by Councillor Neil

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews amends the approval of the design option for the Market Wharf and Market Square Rehabilitation Project to include the hybrid infill and steel piles design.

8 – 0

Carried

Motion: 017-01/24

Moved by Councillor Neil

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews approves as amended the hybrid infill and steel piles design option for the Market Wharf and Market Square Rehabilitation Project.

8 – 0

Carried

3. Economic Development, Business, and Culture - Councillors Hirtle and Weare

1. Explore St. Andrews Budget Approval and Committee Extension Request, BTHC240103

Council was supportive of the proposed budget and the extended time as a Committee of Council until all By-Laws are complete and the non-profit entity is created.

Motion: 009-01/24

Moved by Councillor Hirtle

Seconded by Councillor Neil

That the Council of the Town of Saint Andrews approves the 2024 Explore St. Andrews budget and allows for the release of the Tourism Accommodation Levy funds.

8 – 0

Carried

Motion: 010-01/24

Moved by Councillor Hirtle
Seconded by Councillor Neil

That the Council of the Town of Saint Andrews extends Explore St. Andrews as a Committee of Council until May 2024.

8 – 0

Carried

4. Recreation and Environment - Councillors Gumushel and Blanchard

1. Compost Feasibility Study Request for Proposal Award, PW240114

Motion: 018-01/24

Moved by Councillor Gumushel

Seconded by Councillor Weare

That the Council of the Town of Saint Andrews awards the Compost Feasibility Study Request for Proposal to Dillon Consulting for \$29,987.40 HST included.

8 – 0

Carried

5. Planning and Community Development - Councillors Heenan and Harland

1. Discussion on Amendment Z22-04 for the Rezoning of Stonewall Place PID 01325240 Evansland Development Ltd., PED231208

Mayor Henderson left the meeting at 7:17 p.m.

Mayor Henderson returned to the meeting at 7:34 pm.

Council discussed Amendment Z22-04 to the Zoning By-Law Z22-01 for Stonewall Place, Evansland Development Ltd. that is presented at First Reading. Council asked about the concept site plan and if there had been a field survey completed as the date was left blank. Council also asked if the site plan would be signed before the Third and Final Reading. Planner Gopen noted that a field survey was completed and that the documents can be completed before being presented for Third and Final Reading. Council noted that the development proposed 10 years to complete the buildout based on the market demand and asked for reference where this was noted. Clerk Nopper noted that it was listed in the Subdivision and Development Agreements. Council discussed the funding request from Stonewall Place of \$20,000 per building up to \$120,000 to support in-ground infrastructure and the development of the future municipal road. Council asked for a breakdown of funding that has been provided in the past to other developers so they can compare the request for funds. Staff noted that there will be a Development Incentive By-Law coming forward for consideration that will help establish terms and conditions for funding support from Council based on proposed developments. Council asked for a definition of affordable housing. Planner Gopen brought forward a definition from the University of British Columbia that highlighted low to moderate affordable housing, based on a median income of \$74,500.00 would be between \$875 and \$1,500 based on 2021 Canada Census figures. With inflation adjustments, this would represent a range of \$1,075 to \$1,700 for 2024. It was noted that Council may want to

become familiar with the formula from the University of British Columbia as it is applied across Canada to determine affordability and used by the Canadian Mortgage and Housing Corporation. Council requested that the Subdivision and Development Agreements plus the Amendment Z22-04 for Second and Third and Final Readings be brought forward to the February Regular Council Meeting.

2. Discussion on the Request for a Fence Between the Town Parking Lot and Mr. Karl Savoie and Ms. Jeannie Langley's Property, PED240110

Staff provided Council with an overview map with the proposed fence location being asked for. CAO Spear noted that the fence between the Kennedy House and Mr. Savoie's and Ms. Langley's property has changed and that staff will need to discuss with Mr. Savoie and Ms. Langley the proposed change. It is recommended that Council table this discussion until Staff can meet with Mr. Savoie and Ms. Langley.

Motion: 008-01/24

Moved by Councillor Heenan

Seconded by Councillor Bennett

That the Council of the Town of Saint Andrews Tables the discussion on the request for a fence between the Town parking lot and Mr. Karl Savoie and Ms. Jeannie Langley's property.

8 – 0

Carried

3. Discussion on the Proposed Development for Mowat Drive from Harbour Town Builders, PED240109

Council asked what the next steps of this proposed development would be. Planner Gopen stated that the Planners will work with Staff to bring forward the Zoning Amendment for Council review at an upcoming Regular Council Meeting. Council had a consensus to continue the process for the Zoning Amendment.

J. NEW BUSINESS

K. QUESTION PERIOD

L. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

Deputy Mayor Akagi - Thank you to all the volunteers at the Warming Centre from the storm of December 18th and 19th. There was lots of entertainment there for the kids and residents. It was great to speak with residents while they were getting warm and charging their phones. I went to the fire station first and they invited me in and I got my phone charged up. I appreciate the fire station and the Chief to let me get warm. Thank you to all the volunteers who helped out. When you are there, if you could help keep the area tidy and make it easier for staff it would be appreciated. In addition, during these storms please check on your neighbours as they may need assistance. It is always good to be a good neighbour and care about your community.

M. MAYOR'S COMMENTS

Mayor Henderson - Another great service that was provided to our community was the Char and Chowder opened up the Canteen during the storm and they were not charging kids. They provided a great service to our community.

Mayor Henderson - Would like to highlight the number of storms and incidents we have had over the last year and the after-hours that our Public Works, Fire Department, and Town Staff have put in. I would like to thank Mr. Spear for his dedication to the Town and the countless evenings and weekends we have worked together. This has not gone unnoticed. We should never take for granted the great responses to all situations our community has faced.

Mayor Henderson - Thanked Thorpe St. Andrew, UK, our sister community, for the wonderful Christmas gift box sent to the Town. We sent a package to them in November. We should look at increasing our communication and partnership with Thorpe in the coming year.

N. CLOSED SESSION

O. ADJOURNMENT

Motion: 019-01/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Gumushel

At 8:29 p.m. that the meeting be adjourned.

8 – 0

Carried



Brad Henderson, Mayor



Paul Nopper, Clerk – Senior
Administrator

