



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

**February 5, 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, February 5, 2024, 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.

Paul Nopper, Clerk - Senior Administrator

Electronic Attendance Chris Spear, CAO/Treasurer and Alexander Gopen, Senior Planner, Southwest New Brunswick Service Commission.

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

C. APPROVAL OF AGENDA

Motion: 020-02/24

Moved by Councillor Hirtle

Seconded by Councillor Heenan

That the Agenda for the 240205 Regular Council Meeting be approved as presented.

9 – 0

Carried

D. DISCLOSURE OF CONFLICT OF INTEREST

- 1. Mayor Henderson - Tressa Bevington, Indulge Request for Tent Placement**

E. PRESENTATIONS

F. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

- 1. Minutes of the 240115 Regular Meeting of Council on Monday, January 15, 2024, 6:30 p.m.**

Motion: 021-02/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Blanchard

That the Minutes of the 240115 Regular Council Meeting on Monday, January 15, 2024, at 6:30 p.m. be adopted.

9 – 0

Carried

G. COMMUNICATIONS**1. Tressa Bevington, Indulge Request for Tent Placement**

Mayor Henderson left the meeting at 6:35 p.m.

Mayor Henderson returned to the meeting at 6:42 p.m.

Council discussed the request from Tressa Bevington, for the Indulge event. The request included the use of Market Square or King Street to set up the main tent for Indulge from Wednesday, October 16, 2024, to Monday, October 21, 2024. The location is dependent on the start of the Wharf project. Further requests included the installation of lights along Water Street, Water Street closure from 1:00 p.m. - 10:00 p.m. on Friday, October 18, 2024, and for food trucks to be allowed to operate Friday, October 18, 2024, and Saturday, October 19, 2024. Council noted that this event takes place after the Thanksgiving weekend. Council was supportive of the initiatives presented and requested motions come forward to the next meeting for deliberation. It was noted that staff should review the accessible parking spaces for the drugstore and have temporary placement on Water Street if the tent is placed on King Street.

2. National Dental Hygienists Week April 4 - 10, 2024 Request to Light Up Town Hall

Mayor Henderson read the request for lighting up Town Hall in purple for the week of April 4 - 10, 2024, for National Dental Hygienist Week. Council provided consensus to support this initiative.

H. STAFF REPORT/FINANCIAL REPORT, PS240208, RCS240211, PS240209, PED240208, PS240210, PW240210, PW240211, FA240209, RCS240212, FA240213

CAO Spear provided his report to Council on the Town of Saint Andrews for January 2024. Council asked the CAO if the Radon Test Kits are free for the public. CAO Spear noted they are and the testing is free as well. Any kits not distributed on February 8, 2024, will be brought to Town Hall for further distribution.

Councillor Weare - Abstained from the vote as the Financial Reports were only provided late on Monday and did not have time to review. An abstained vote is a vote for the affirmative.

Motion: 022-02/24

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.

9 – 0

Carried

I. INTRODUCTION, CONSIDERATION AND PASSING OF BY-LAWS AND MOTIONS**1. Finance & Administration - Deputy Mayor Akagi****1. CPI Staff and Council Wage Adjustment 2024, FA240207**

Council noted that with the increase in wages for Council in 2023, the Council should forgo the 3.0% cost of living increase.

Motion: 025-02/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews approves the annual cost of living increase for Council and staff to be set at 3.0%.

Amended

Motion: 026-02/24

Moved by Councillor Heenan

Seconded by Councillor Bennett

That the Council of the Town of Saint Andrews not approve the 3.0% cost of living increase for Council.

9 – 0

Carried

Motion: 027-02/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews approves the amended annual cost of living increase for staff to be set at 3.0%.

9 – 0

Carried

2. Wharf Refurbishment Project Municipal Capital Borrowing Board Application, FA240208

Council discussed the staff recommendation to get pre-approval for an additional \$1 million in funding from the Municipal Capital Borrowing Board. Council has to approve the tender and the value of the tender before it can be awarded to a company. This will allow Council the opportunity to discuss the funding allocation, if Staff should see if other levels of government can contribute additional funding, and how much Council is willing to spend into the \$1 million of additional funding. CAO Spear noted that the Town needs to rescind the original funding requests and submit one new funding request as this was recommended by the Municipal Capital Borrowing Board. Council indicated that if additional funds are needed, the public should be notified either through another public meeting or other means of communication.

Motion: 028-02/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Gumushel

That the Council of the Town of Saint Andrews voids Ministerial Order 21-0043 for \$2,050,000 in total financing and Ministerial Order 23-0064 for \$550,000.

9 – 0

Carried

Motion: 029-02/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Gumushel

That IT BE RESOLVED that the Municipality of the Town of Saint Andrews submits to the Municipal Capital Borrowing Board an application for the authorization to borrow money in an amount not to exceed \$3,600,000 for capital expenses for the following:

Purpose Amount Term

General Fund

Environmental Development

-Market Wharf Refurbishment \$2,850,000 25 Years

-Market Wharf Refurbishment \$750,000 3 Years

(Interim Funding)

Total General Fund \$3,600,000

9 – 0

Carried

3. Assignment of Council Portfolios as Per By-Law No. 23-06, Procedural By-Law, FA240210

Motion: 030-02/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Neil

That the Council of the Town of Saint Andrews approves the following Councillors to the Portfolios:

1. *Finance and Administration – Deputy Mayor Kate Akagi.*
2. *Public Works and Public Safety – Councillors Mark Bennett and Steve Neil.*
3. *Economic Development, Business, and Culture – Councillors Jamie Hirtle and Darrell Weare.*
4. *Recreation and Environment – Councillors Kurt Gumushel and Marc Blanchard.*
5. *Planning and Community Development – Councillors Annette Harland and Lee Heenan.*

9 – 0

Carried

4. By-Law No. 24-01, Chief Administrative Officer By-Law First and Second Reading, FA240211

Read by Mayor Henderson by Title for First Reading.

Read by Mayor Henderson by Title for Second Reading.

Motion: 031-02/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews grants leave for First Reading to By-Law No. 24-01, Chief Administrative Officer By-Law.

9 – 0

Carried

Motion: 032-02/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Harland

That the Council of the Town of Saint Andrews grants leave for Second Reading to By-Law No. 24-01, Chief Administrative Officer By-Law.

9 – 0

Carried

5. Human Resources Organizational Chart, FA240212

Councillor Neil motioned to table the Organizational Chart as it was missing the By-Law Enforcement Officer/Fire Operator.

Motion: 033-02/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Blanchard

That the Council of the Town of Saint Andrews approves the updated Organizational Chart and the document to be added to the Human Resource Policy.

Amended

Motion: 034-02/24

Moved by Councillor Neil

Seconded by Councillor Bennett

That the Council of the Town of Saint Andrews tables the updated Organizational Chart and to bring forward once the By-Law Enforcement Officer/Fire Operator is added to the Chart.

9 – 0

Tabled

- 2. Public Works and Public Safety - Councillors Bennett and Neil**
- 3. Economic Development, Business, and Culture - Councillors Hirtle and Weare**
- 4. Recreation and Environment - Councillors Gumushel and Blanchard**

1. Request for Proposal Energy Study Award, RCS240213

Council asked if the Town has worked with Dillon Consulting before. Clerk Nopper noted that Dillon Consulting has worked with the Town in the past on several projects and that they were recently awarded the Compost Study. Councillor Weare noted that he has worked with Dillon Consulting previously and they are very reputable.

Motion: 035-02/24

Moved by Councillor Blanchard

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews awards the RFP Energy Study to Dillon Consulting in the amount of \$84, 223.50 (HST Excluded).

9 – 0

Carried

5. Planning and Community Development - Councillors Harland and Heenan

1. Discussion on Draft By-Law Economic Development Incentive, PED240209

Councillor Blanchard noted that the report should say Councillor Harland and not Councillor Blanchard. Clerk Nopper noted the change.

Planner Gopen provided an overview of the Economic Development Incentive By-Law. This By-Law creates a systematic process for developers to apply for an incentive based on a formula and criteria. This has been implemented in Moncton, Miramichi, St. Stephen, and Eastern Charlotte with success, especially as it comes to affordable housing developments. The By-Law provides formulations for residential, commercial, and industrial opportunities. Funds distributed would be over a 10 year period based on several levels of criteria. This sends a message to developers that there are opportunities that can be provided by the Town for their developments.

Council thanked Planner Gopen for his synopsis of the By-Law. Council noted that this would be good for affordable developments but wanted to look at further clarifications on commercial and industrial developments. Council noted that they would like to see how this By-Law ties in with the Municipal Plan, Zoning By-Law, and Heritage By-Law. Council also indicated that the By-Law seems more like a bonus provided after a development versus an incentive prior to development. Council asked that a workshop be set up to further discuss this By-Law, as there are many questions and aspects that Council will like to review specifically as it relates to the Champlain Industrial Park and the Heritage District of Saint Andrews. Council would like to keep the process going as we work towards the new Municipal Plan and Zoning By-Laws.

Motion: 023-02/24

Moved by Councillor Harland

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews sets the date of Monday, March 6, 2024, at 6:30 p.m. at the W.C. O'Neill Arena Complex Council Chambers for a Public Hearing of Objections to the proposed draft By-Law No. 24-02, Economic Development Incentives in the Town of Saint Andrews.

Amended

Motion: 024-02/24

Moved by Councillor Heenan

Seconded by Councillor Bennett

That the Council of the Town of Saint Andrews tables the Public Hearing of Objections on proposed By-Law No. 24-02, Economic Development Incentive By-Law.

9 – 0

Tabled

J. NEW BUSINESS**K. QUESTION PERIOD**

Susan Simms of Saint Andrews asked about the Wharf project that was originally \$2.5 million and now there is a recommendation for an additional \$1 million in funding. She would like to know how this was arrived at or what the rationale was behind the request.

Mayor Henderson noted that several of last year's Town projects, came in above the estimated engineered cost and had to be cancelled. The estimates the Town has for the Wharf project are over a year old. To be precautionary, staff recommended the additional pre-approval borrowing of \$1 million. Any decision on spending of the \$1 million will have to come before Council and be supported by Council before it could be spent. Ideally we would seek other levels of funding to see if they can contribute anything further to keep the costs reduced to the residents of Saint Andrews.

CAO Spear noted that the funding request was substantial and that the Wharf project is also estimated at \$8 million. If there is an increase of 15% on the project costs, then the project would be underfunded and Council would need to discuss how to fund the rest of the project or look at revising the project to a lower cost option.

L. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

Councillor Harland - Would like to remind everyone about the Mental Health Community Conversation taking place on Sunday, February 25, 2024, from 1:30 p.m. to 4:00 p.m. at the W.C. O'Neill Arena Complex Ballroom. Residents would have received a flyer in their mailbox this past week. Our goal is to have conversations around mental health to create inclusive and healthy communities. We are looking at opportunities on how to improve mental wellness so please consider registering. To register, please contact Town Hall at 506-529-5120 or email town@townofstandrews.ca

Mayor Henderson - Thanked Councillors Harland, Hirtle, and Neil for dedicating their time to supporting this event and look forward to the community participation.

Councillor Weare - We have been discussing community engagement to understand the needs of residents. With the Planning Advisory Committee meeting on the Lobster Holding Facility on January 29, 2024, we saw the community as a whole participate in the meeting. I am proud of the members of the Wards for how they spoke well and were good presenters. When items affect the Wards, friends and neighbours get engaged and as a Council we need to engage with them more.

Councillor Weare - We keep talking about a Heritage By-Law and I saw with the new portfolios listed that Heritage has been dropped from Councillor Hirtle's and my portfolio. Heritage and Culture are very high priorities on our list and it does deserve a portfolio. Just a comment for staff and Council for consideration.

Clerk Nopper - Noted to Council that the portfolios approved were part of By-Law 23-06, Procedural By-Law for Council. It was noted that Heritage was dropped but it is included under Culture. Any Heritage files will come forward to this portfolio.

Councillor Heenan - Asked the public who use the Dog Park to please pick up after their pets. I have received some complaints about people not cleaning up. Please be courteous to others and pick up after your pets please.

Clerk Nopper - Noted to Council that the Town rules state that users need to clean up after their pets and that the Town provides bags and garbage bins in the event the owners forget to bring a bag with them.

Councillor Heenan - We are honoured that the New Brunswick Lung Association and Health Canada chose Saint Andrews for their Radon testing. We are getting these test kits for free so please come out and get your test.

Mayor Henderson - These Radon kits are available for businesses as well. It will provide a great baseline in the community for Radon levels and to see the effects of Cancer.

Deputy Mayor Akagi - Congratulations to Paula Ross for being the winner of the Municipalities Week photo contest.

Deputy Mayor Akagi - Congratulations to Debby Lord, Supervisor of the Community Youth Activity Centre for her Volunteer of the Year award from Big Brothers Big Sisters.

Deputy Mayor Akagi - Sebastian Roades will be hosting a drumming workshop at his home at 560 Mowat Drive in Saint Andrews on Friday, February 9, 2024, at 6:00 p.m. There are 15 seats available and space is limited. Please contact Sebastian if you wish to participate at seb.roades@outlook.com or call 1-403-993-6767 to reserve your space. We are also looking to do another drum and rattle workshop so stay tuned.

M. MAYOR'S COMMENTS

Mayor Henderson - I and senior staff met with Councillors to review concerns on assessments and the Town Budget. People are shocked at the assessment values again in 2024. There are a lot of people concerned about the sustainability and affordability. There is a spike protector in place but the next several years many residents are affected by the spike protector. As assessments continue to rise, this pushes out a 10% increase each year farther and farther. The Town of Saint Andrews deals with the Mill Rates and there are variable rates for Saint Andrews, Bayside and Chamcook. When it came to Municipal Reform and the Province's formulas, I did a video explaining the concerns and it got the attention of the Province. I was told it was a fearmongering tactic. This was not fearmongering when it was true. Residents of Chamcook and Bayside have to pay more for the limited services they receive and they receive fewer services than residents in the old Saint Andrews limits. If you are in Chamcook and Bayside you are paying double for garbage removal, double policing costs which have since been renegotiated, but also paying \$0.41 for roads versus the Town of \$0.20. Bayside and Chamcook have seen increases and all Provincial projections showed that these residents were supposed to pay more than Saint Andrews residents. I feel for the residents with increased Mill Rates and increased assessments. I know with this Council, we have the support to not have the Mill Rates in Chamcook and Bayside exceed Saint Andrews residents. With Council support, I would request that Staff put out a mailout explaining to all residents the impacts of the Mill Rates and services provided. I will also produce another YouTube video explaining this.

Councillor Harland noted support for the mailout and asked if it would go to the whole community. Mayor Henderson noted it will go to all residents of the Town of Saint Andrews. This will help to provide further education and reduce rumours like Bayside and Chamcook residents do not pay for the Water and Wastewater systems, only the utility users on the system pay for that. Councillor Harland also asked that the information be placed on the Town website and on social media. Councillor Harland also noted that the recent Special Planning Advisory

Committee meeting on the Lobster Holding Facility saw members from all over the Town of Saint Andrews attend and voice their perspectives and concerns. This speaks as the community coming together as one. Councillor Weare noted that he was part of the Local Governance Reform transition team and that the Province missed the boat on the one-third cost sharing. This might be good in larger amalgamated municipalities but ours is not a typical area. This amalgamation has been a mess since day one. There have been times since the budget was passed that I questioned myself about being embarrassed or guilty of the budget. I know what my constituents think, some may have a lower opinion of me, but it is difficult, and it is something we will have to put an effort in to control. With assessments up 10% again this year and the tax rate increasing, everything is costing more. Mayor Henderson appreciated all the input and noted the continued need to educate the public and to be as transparent as possible to ensure clarity is provided to residents.

N. CLOSED SESSION

Motion: 036-02/24

Moved by Councillor Neil

Seconded by Councillor Heenan

At 8:04 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.

9 – 0

Carried

Motion: 037-02/24

Moved by Councillor Heenan

Seconded by Councillor Blanchard

At 9:03 p.m. that Council returns to Open Session.

9 – 0

Carried

O. ADJOURNMENT

Motion: 038-02/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Blanchard

At 9:04 p.m. that the meeting be adjourned.

9 – 0

Carried



Brad Henderson, Mayor



Paul Nopper, Clerk - Senior
Administrator

