



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

**February 20, 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 Tuesday, February 20, 2024, at 6:30 p.m. with the following members present:*

*Mayor Brad Henderson, Councillors Mark Bennett, Annette Harland, Steve Neil, and Darrell Weare.*

*Electronic - Councillor Marc Blanchard.*

*Chris Spear, CAO/Treasurer, and Paul Nopper, Clerk - Senior Administrator.*

*Absent - Deputy Mayor Kate Akagi, Councillors Kurt Gumushel, Lee Heenan, and Jamie Hirtle.*

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

**C. APPROVAL OF AGENDA**

*Before approval of the Agenda, Mayor Henderson presented the Youth Award to Jacob Halse from the Community Appreciation Awards of 2023.*

**Motion: 039-02/24**

**Moved by** Councillor Harland

**Seconded by** Councillor Neil

*That the Agenda for the 240220 Regular Council Meeting be approved as presented.*

**5 – 0**

**Carried**

**D. DISCLOSURE OF CONFLICT OF INTEREST**

- 1. Mayor Henderson - Indulge Request Wednesday, October 16 – Monday, October 21, 2024, EBC240201**
- 2. Mayor Henderson - Discussion on Request for Funding Support Evans Land Development Ltd., PCD240202**

**E. PRESENTATIONS**

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

**G. COMMUNICATIONS**

- 1. Fibromyalgia Association of Canada Illumination Campaign**

*Mayor Henderson spoke about Fibromyalgia Awareness Day as submitted. Council provided consensus to light up Town Hall on May 12, 2024, to support Fibromyalgia Awareness Day.*

**2. Plant Based Treaty Request from [www.PlantBasedTreaty.org](http://www.PlantBasedTreaty.org)**

**Motion: 040-02/24**

**Moved by Councillor Bennett**

**Seconded by Councillor Neil**

*That the Council of the Town of Saint Andrews Tables discussion on the Plant Based Treaty from [www.plantbasedtreaty.org](http://www.plantbasedtreaty.org).*

**4 – 1 Nay Councillor Blanchard**

**Carried**

**H. STAFF REPORT/FINANCIAL REPORT**

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

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

**1. Human Resources Organizational Chart Updated, FA240214**

**Motion: 041-02/24**

**Moved by Councillor Bennett**

**Seconded by Councillor Harland**

*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.*

**5 – 0**

**Carried**

**2. Community Assistance Grant Requests for 2024, FA240215**

*Council discussed the formation of an Ad-Hoc Committee to review the applications submitted for the Community Assistance Grant. Council asked for clarification on the fund for 2024 and if it was lowered versus the 2023 amount. CAO Spear noted that it was reduced from \$17,500 to \$15,000 during the budget discussions and that Council provided \$24,000 in grant funding to three organizations in addition to the fund for 2024. Council noted with the increase in inflation and cost of items, that Council should revisit this budget in 2025 and look to increase it for supporting the community.*

**Motion: 042-02/24**

**Moved by Councillor Weare**

**Seconded by Councillor Harland**

*That the Council of the Town of Saint Andrews provides the following Community Assistance Grant Funds for 2024 to the following organizations:*

**Amended**

**Motion: 043-02/24**

**Moved by Councillor Weare**

**Seconded by Councillor Harland**

*That the Council of the Town of Saint Andrews Tables the Community Assistance Grant Funds for 2024.*

**5 – 0**

**Carried**

**Motion: 044-02/24****Moved by Councillor Bennett****Seconded by Councillor Neil**

*That an Ad-Hoc Committee of Council be created to review the Community Assistance Grants and return to Council with a recommendation. The members of the Committee would be Councillor Bennett, Councillor Harland, Mayor Henderson, and Senior Staff.*

**5 – 0****Carried**

**2. Public Works & Public Safety Committee- Councillors Bennett and Neil**

**1. Amendment A-5 to By-Law 19-07, Water and Wastewater By-Law, PWPS240201**

*CAO Spear provided Council with background on how the Flat Rate billing has been in place since 2018. The Town has been moving to a metered water system as it is fairer for all family levels and more environmentally friendly. Larger consumers are already on metered consumption. Most residents are on a 5/8 water one. A lot of meters were outdated and some needed to be changed out. Out of 900 meters, 1/3 of them needed to be changed. We are still in the replacement phase. If Council moves to metered rates for the April billing, some residents will be on Flat Rate and some on Metered Rate. Council debated the merits of a hybrid billing system versus waiting for each household to be changed over to meters and then rolling out the Metered Rate as a whole. Council supported waiting to bring the Metered Rate into effect as it would create parity between residents and not cause issues between those being charged a Flat Rate or a Metered Rate. Council asked how much time staff would need to implement all the meters. CAO Spear said 6 months to complete the work. Council asked how many homes are on meters. CAO Spear noted there are 900 meters in the community with 65 from large consumers, so approximately 820 - 850 meters for residential properties. Staff noted that after a couple of years of collecting metered data, a consultant should be brought in to re-evaluate the rates and determine a long-term plan for ensuring the water and wastewater systems are optimized and repaired. It was noted that there are still several areas on pipes that are 70-plus years old and will need replacement. Council had consensus to wait 6 months for the rollout of the Metered Rate. Staff consulted Council on increasing the Flat Rate for the next 6 months. Council supported a 5% increase and asked for the Amendment to come forward at the next Regular Council Meeting.*

**Motion: 045-02/24****Moved by Councillor Bennett****Seconded by Councillor Harland**

*That the Council of the Town of Saint Andrews approves the Water and Wastewater Rate changes as outlined in Amendment A-5 to By-Law No. 19-07, A By-Law Relating to Water Systems, Water Rates, Wastewater Systems, and Wastewater Rates.*

**Amended**

**Motion: 046-02/24**

**Moved by Councillor Harland**

**Seconded by Councillor Blanchard**

*That the Council of the Town of Saint Andrews Tables the approval of the Water and Wastewater Rate Changes as outlined in Amendment A-5 to By-Law No. 19-07, A By-Law Relating to Water Systems, Water Rates, Wastewater Systems, and Wastewater Rates and for staff to bring back a new version of the Amendment with a 5% increase to the Flat Rate cost.*

**5 – 0**

**Carried**

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

**1. Indulge Request Wednesday, October 16 – Monday, October 21, 2024, EBC240201**

*Mayor Henderson left the meeting at 6:59 p.m.*

*Council asked if the tent would fit on King Street. CAO Spear noted the tent would have the weights installed as well. It will be placed back from the crosswalks to allow for pedestrian movement. Council asked why the time on the Friday had been moved to 1:00 p.m. CAO Spear noted that there were issues with clearing out vehicles last year and that moving the time to 1:00 p.m. would help with ensuring vehicles are out of the space. Council asked if the Fire Department had any concerns with the tent on King Street. CAO Spear had spoken to the Fire Chief and they can maneuver to all buildings from Water Street and Queen Street. The tent will be placed closer to one sidewalk to help create extra space if needed. Council noted they are excited to see the event being expanded into Saturday with the food trucks being allowed to operate. Council asked what the time limit on the food trucks would be. Clerk Nopper indicated they would operate during the day, from 9:00 a.m. to 5:00 p.m. or 6:00 p.m. Permits would be issued to each vendor as per By-Law No. 75, Peddlers and Transient Traders.*

**Motion: 047-02/24**

**Moved by Councillor Weare**

**Seconded by Councillor Bennett**

*That the Council of the Town of Saint Andrews approves the use of Market Square or King Street for the placement of the Indulge tent for 2024.*

**5 – 0**

**Carried**

**Motion: 048-02/24**

**Moved by Councillor Weare**

**Seconded by Councillor Harland**

*That the Council of the Town of Saint Andrews approves the closure of Water Street from Edward Street to Frederick Street on Friday, October 18, 2024, from 1:00 p.m. to 10:00 p.m. for the Indulge 2024 event.*

**5 – 0**

**Carried**

**Motion: 049-02/24****Moved by** Councillor Weare**Seconded by** Councillor Bennett

*That the Council of the Town of Saint Andrews approves the closure of King Street from Water Street to Queen Street from Wednesday, October 16, 2024, to Monday, October 21, 2024, for the Indulge 2024 event if Market Square is unavailable due to the Wharf construction.*

**5 – 0****Carried****Motion: 050-02/24****Moved by** Councillor Weare**Seconded by** Councillor Blanchard

*That the Council of the Town of Saint Andrews approves Public Works to install patio lighting along Water Street for the Indulge 2024 event.*

**5 – 0****Carried****Motion: 051-02/24****Moved by** Councillor Weare**Seconded by** Councillor Harland

*That the Council of the Town of Saint Andrews approves Indulge 2024 to have a maximum of 5 food trucks allowed to operate on Friday, October 18, 2024, and Saturday, October 19, 2024.*

**5 – 0****Carried****2. Tourism Directional Signs, EBC240202**

*Council discussed the proposed new tourism information signs. Council noted that the signs should note key attractions and locations in the community. With Google Maps most people can find their way to hotels, motels, and accommodators. Council did support the new design of the signs and thought they fit well within the heritage look and feel of the community. Staff suggested an Ad-Hoc Committee could be made to review the signage, locations, and key attractions to be added. Council agreed that the Algonquin Hotel was the main accommodation that should be listed. Council discussed the potential of a system where businesses could pay to have their name on the signs. Staff noted it was a good idea but could cause issues with signage space and keeping the signage fonts large enough to read while driving. Council agreed that staff and the Mayor should meet with members of Explore St. Andrews and the Chamber of Commerce for a final review of the signs. It was anticipated that the signs would come back to Council with the final plan at the March 18, 2024, Regular Council Meeting. This would give staff enough time to still order the signs and have them installed in the spring before the tourist season.*

**Motion: 052-02/24**

**Moved by** Councillor Weare

**Seconded by** Councillor Neil

*That the Council of the Town of Saint Andrews approves the new Tourism Directional Signs and directs staff to proceed with manufacturing and installation.*

**Amended**

**Motion: 053-02/24**

**Moved by** Councillor Harland

**Seconded by** Councillor Neil

*That the Council of the Town of Saint Andrews Tables the approval of the new Tourism Directional Signs and directs staff to bring back a finalized plan for the March 18, 2024, Regular Council Meeting after a consultation process with Explore St. Andrews and the Chamber of Commerce.*

**5 – 0**

**Carried**

**3. Operation of the Visitor Information Centre 2024, EBC240203**

*Council noted concerns with the Visitor Information Centre and how the Town seems to get downloaded services from other organizations. With the amount of Levy funding provided to Explore St. Andrews, staffing challenges should not be an issue. Council discussed funding and management of the VIC. Council noted that they would only be interested in operating the VIC for 2024 with a need for a long-term plan for operating the VIC moving forward. Staff noted that this can be reviewed in the Tourism Accommodation Levy By-Law and at budget time for 2025. There is a solution for the long-term viability of the VIC but will need to be discussed with all parties involved. Council supported the operation of the VIC for 2024 and provided up to \$7,500 in support funding and Explore St. Andrews could provide up to \$30,000. Explore St. Andrews is in a transition period hiring a new Executive Director and soon a new Marketing Manager. Mr. Paul Logan, President of the Chamber of Commerce, provided some insight into the importance of the VIC with over 10,000 visitors passing through in 2023. The VIC helped to fill heads in beds and to develop adventures for tourists who did not know what attractions to see. It was noted that most VICs in the Province of New Brunswick are operated by municipalities.*

**Motion: 054-02/24**

**Moved by** Councillor Weare

**Seconded by** Councillor Blanchard

*That the Council of the Town of Saint Andrews enters into an agreement with Explore St. Andrews to operate the Visitor Information Centre for the 2024 season with a contribution of \$28,000 from Explore St. Andrews and up to \$7,550 from the Town of Saint Andrews.*

**4 – 1 Nay Councillor Bennett**

**Carried**

**4. Request for Support Chamber of Commerce Gala Dinner April 11, 2024, EBC240204**

**Motion: 055-02/24**

**Moved by Councillor Weare**

**Seconded by Councillor Neil**

*That the Council of the Town of Saint Andrews moves to support the Saint Andrews Chamber of Commerce Gala Dinner taking place April 11, 2024, as a Platinum Sponsor in the amount of \$1,000.00.*

**5 – 0**

**Carried**

**4. Recreation & Environment Committee - Councillor Gumushel and Blanchard**

**1. Discussion on Digital Advertising Sign for W.C. O'Neill Arena Complex, RE240202**

*Council discussed the two options for the placement of a digital screen at the W.C. O'Neill Arena Complex. The project was budgeted in 2024 for \$65,000. Staff presented two options; to have the sign installed in the current W.C. O'Neill Arena Complex sign for \$50,000 or to build a new standalone sign for \$80,000. Council noted that the public was missing the old information sign that was located at the Arena. In addition, they noted that the sign can be used to advertise community events, programs, and emergency information. Council discussed both sign options and noted that a separate lower sign could lead to vandalism and safety issues. Council had a consensus on Option 1 to have the sign installed within the current W.C. O'Neill Arena sign. Council asked staff if there was any variance or planning procedure that needed to be applied for. CAO Spear noted that staff had consulted with the Planners and that this could be exempt as it is a community information signage used by the Town. Council noted if the Planners do not need any further follow up then staff have support from Council to proceed with the digital sign installation.*

**5. Planning & Community Development Committee - Councillor Harland and Heenan**

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

*CAO Spear noted that there has been an agreement made between Mr. Savoie and Mr. Berlenger for a fence to be the length of the property line as per the Planning Advisory Committee's terms and conditions. Mr. Savoie has requested a fence be installed along the property line between the Town parking lot and Mr. Savoie's lot. He is seeking the Town to cover the cost of the fence installation. Staff recommend that Council allow the fence to be installed on the property line. Council can provide up to 50% of funding towards the fence but staff recommend against providing funding for a fence as this could set precedence with other requests. Issues have been noted of creating an area of privacy for the landowner and eliminating the issues of people walking through the property at night after being downtown and associated issues with that. Council had no issues in supporting the fence to be placed along the property line and asked staff to provide a letter to the Planners stating such. Council debated*

*providing funding for the fence but noted that the Town was not requesting the fence. It was stated that the property owner should pay for the full cost of the fence as it is more of a benefit to them than to the Town.*

**2. Housing Hub of New Brunswick Summary of Visioning Exercise NBCC, PCD240201**

*Council was provided an update of the visioning exercise with the Housing Hub of New Brunswick on the potential development behind the New Brunswick Community College on February 2, 2024. 30 people were in attendance with developers, non-profit organizations, municipal staff and Council, NBCC staff and students, and other professionals and community members participating. It was noted that the document provided to Council is high-level but will be the basis for the next phases of the development process. Council members spoke highly of the exercise but noted future discussions should include a time limit for living in the apartment to ensure turnover and opportunity for NBCC students and seasonal/essential workers to have a place to live and build a base in Saint Andrews. There was concern about longer-term tenants beyond a 4-year stay. Council noted there needs to be turnover at this complex to ensure new students and workers have an opportunity to live and learn in Saint Andrews. CAO Spear noted the next steps in the process are to work with an architect on design and to get the environmental studies completed.*

**3. Discussion on Request for Funding Support Evans Land Development Ltd., PCD240202**

*Mayor Henderson returned to the meeting at 7:23 p.m.*

*Council discussed the option of providing financial assistance to Evans Land Development Ltd. for the installation of water, sewer, and road infrastructure. From a letter sent in December 2023 and updated in January 2024, Evans Land Development Ltd. is looking for \$120,000 in support funds for the first 6 buildings to be constructed, or \$20,000 per building. Staff noted that is supported, the payback through taxation would be approximately 2 years per building. With funding support, Evans Land Development Ltd. would be able to reduce rents by \$83.00 per month per building for two years. Staff noted that the investment would not be significant as the installation of the water, sewer, and road infrastructure would be estimated at around \$300,000 plus dollars at the developer's cost. The developer would like the Town to manage the road and infrastructure after the completion of the build and would be built to municipal standards to become a public road. Council noted that the funding request was not large and has been provided to other developers at a similar request of funds. CAO Spear noted that essentially the \$20,000 investment into the first building would subsequently roll over to the next six buildings and taxation would be collected offsetting the municipal investment. Council asked for confirmation on who would be building the road. CAO Spear noted that the developer has to build the municipal infrastructure at their cost and to municipal standards if they want it to be managed and maintained by the Town. Council asked if staff were aware of the affordable rents. CAO Spear noted that staff were not as they are still*



costing out the construction of the buildings but the funding would help them reduce rates for two years. Council noted other development projects such as the potential NBCC housing development and the upcoming costs for the Wharf. Council noted they needed to be wise on the spending moving forward. CAO Spear noted that the NBCC project is potentially two years away from construction and that the requirements for \$20,000 for 2024 is feasible as Council put funds into reserves for project considerations. Council asked if they would have another opportunity to debate the funding. Clerk Nopper said an Economic Development Agreement would be drafted and brought back to Council for debate and consideration when the proposed development comes for the Second and Third Readings along with the Subdivision and Development Agreements. Council noted that funding this project is investing back into Town-owned infrastructure. Council had a consensus to bring an Economic Development Agreement forward for further consideration.

**J. NEW BUSINESS**

**K. QUESTION PERIOD**

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

*Councillor Harland - Thanked staff for being leaders and providing a vision for the new signage for the Town. Both the wayfinding directional signs and the digital sign were well presented.*

*Councillor Harland - Would like to remind the public of the Mental Health Forum taking place on Sunday, February 25, 2024, at the W.C. O'Neill Arena Complex Ballroom. You can still register by contacting Town Hall at 506-529-5120 or emailing town@townofstandrews.ca. We look forward to the conversations.*

**M. MAYOR'S COMMENTS**

**N. CLOSED SESSION**

**Motion: 056-02/24**

**Moved by Councillor Bennett**

**Seconded by Councillor Neil**

*At 8:10 p.m. Council move into Closed Session per the Local Governance Act, Section 68(1)(f) information concerning legal opinions or advice provided to the local government by its solicitor or privileged communications between solicitor and client in a matter of local government business.*

**5 – 0**

**Carried**

**Motion: 057-02/24**

**Moved by Councillor Harland**

**Seconded by Councillor Weare**

*At 8:53 p.m. that Council returns to Open Session.*

**5 – 0**

**Carried**

**O. ADJOURNMENT**

**Motion: 058-02/24**

**Moved by Councillor Neil**

**Seconded by Councillor Bennett**

*At 8:54 p.m. that the meeting be adjourned.*

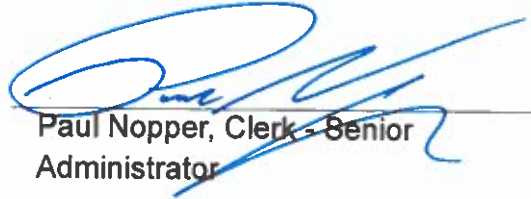
**5 – 0**

**Carried**



---

Brad Henderson, Mayor



---

Paul Nopper, Clerk - Senior  
Administrator

